



# **RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting  
held on  
2 May 2024**

# Ripponden Parish Council - Full Council Meeting

The 1,253rd Meeting of Ripponden Parish Council held on Thursday 2 May 2024.

Location: Ryburn Utd Football Club, Ripponden.

Start time: 19:15

Present: Cllr A Naylor (Chair), Cllr C Johnson, Cllr P. Hunt, Cllr G Carter, Cllr J Crossley, Cllr K Naylor, Cllr A Greenwood, Cllr C Green.

Absent: Cllr J Matthews, Cllr G Whitworth, Cllr G Potts.

Lateness: Cllr R Thornber.

## MINUTES

1. Reminder by the Chairman of the expectations for audio or visual recording of the meeting.

Noted.

2. To receive apologies for absence and lateness. *Cllrs are reminded of the need to tender apologies to the Acting Clerk or Chairman if they are unable to attend.*

Apologies from Cllr G Whitworth, Cllr G Potts, Cllr R Thornber.

3. *Public Participation - An opportunity for members of the public to address the Parish Council on any issues concerning them about the Parish.*

None.

4. To accept the minutes of the 1252th Meeting held on Thursday 18 April 2024.

**RESOLVED 19092** to accept the minutes as a lawful record of the meeting held on Thursday 4 April 2024 with an amendment concerning the presence of Cllr K Naylor. Proposed by Cllr CJ, seconded by Cllr JC.

5. To receive Parish Councillors' declarations of interest.

Cllr K Naylor declared a personal interest in item 22.

6. To receive information on any on-going items identified in these and previous Minutes and decide further action where necessary.

Cllr Carter updated the council on the Ripponden War Memorial railings, and the response from Andrew Pitts at CMBC concerning a War Memorial Trust grant, which is now being pursued. Brian Winrow has reported the skip by the tennis courts and Bowling Club: CMBC is to remove it. Cllr Carter also spoke about the lack of maintenance at Mill Fold and the War Memorial Gardens: Mr Pitts will get SCG to liaise with Cllr Carter about maintenance.

7. To receive reports from the Chairman, Committees, Councillors and Outside Bodies by Council Representatives.

Cllr Hunt reported on the environment committee proceedings.

Cllr Carter reported on the issues with the traffic lights and work being done on Elland Road. The contractors are to return in the summer. The Barkisland noticeboard information is also out of date.

Cllr Johnson reported that there has been no contact from CMBC about the CCTV camera, even though the money has been paid to the CMBC suspense account and a remittance note sent, and that there is a requirement for a dog poo bag dispenser in Barkisland. Cllr Greenwood is to locate the purchase information for the dispensers and disseminate it to the relevant councillors. Cllr Johnson also reported that there is a white van on Rochdale Road awaiting collection; he will refer it to council in a fortnight.

Cllr Green is enquiring about the building at the Rishworth M62 junction.

Cllr Crossley contacted YW with reference to dog poo bags for Baitings. They have agreed to fund dog poo bags.

**RESOLVED 19093** to send YW the details of dog poo bags and request a new dog poo bag dispenser.

Cllr Crossley also asked for clarification for the garden competition and requested further details to be added to the website. Cllr Greenwood will produce laminated posters for the noticeboards.

Cllr Greenwood discussed reports of fly tipping in Soyland and concerns about criminal behaviour in Ripponden. Reports are to be made through SCG.

8. To receive reports from Calderdale Councillors who represent Ryburn Ward.

Cllr Thornber updated the council on the speed indicator signs and their pending activation.

9. To agree a date for the Annual Parish Assembly. (Possible suggested date 25/05/24).

**RESOLVED 19094** to hold the Annual Parish Assembly on Thursday 23 May 2024 at Ryburn Football Clubhouse. Proposed by Cllr CG, seconded by Cllr RT.

10. To agree Accounts for payment and note payments made.

**RESOLVED 19095** to agree account for payment and note payments made. Proposed by Cllr AG, seconded by Cllr CJ.

11. To receive an update about financial internal controls relating to payroll – Cllr Greenwood to lead.

Cllr Greenwood reported the lack of electronic payroll records spanning the last few years, though there are paper copies in the invoice files, and the need to supply electronic records to adhere to the new internal audit requirements. Cllr Greenwood is to investigate the HMRC portal to see if prior year documents may be downloaded.

12. To review and authorise the risk assessment document.

To be agreed at the Annual Meeting.

13. To discuss and authorise the Terms of Reference (TOR's) for the new Standards and Finance Committee.

**RESOLVED 19096** to authorise the TORs for the Standards and Finance Committee. Proposed by Cllr AG, seconded by Cllr KN.

14. To receive on going report about Rishworth War Memorial and discuss quotations for work.

Cllr Hunt updated the council on the current situation.

15. To discuss any updates on CAT of the Ripponden Library.

CMBC are currently conducting initial enquiries, and the parish council is awaiting further contact. Cllr Carter will approach CMBC for more efficient communications.

16. To discuss any updates on Christmas lights.

Cllr A Naylor has ordered the lights. The invoice will arrive in due course.

17. To discuss issues regarding the Ripponden Bowling Club and possible CAT.

Cllr Carter is progressing with enquiries at CMBC.

18. To receive Correspondence

- i. Information only
- ii. Invitations
- iii. Correspondence received after the agenda went out

**RESOLVED 19097** to exclude press and public. Proposed by Cllr KN, seconded by Cllr AG.

**RESOLVED 19098** to reinstate press and public. Proposed by Cllr KN, seconded by Cllr AG.

Cllr K Naylor left at 20:31pm.

Communication has been received from WYSCA.

**RESOLVED 19099** that Cllr A Naylor will write to WYSCA about the statues.

19. To consider any updates regarding premises for use as a storage facility and office for the Parish Council including any update on the current storage facility.

There are no updates.

20. To discuss Planning Applications.

**Changes to the main entrance door and kitchen door.**

Planning Application

Lightlie Royd Lightcliffe Royd Lane Barkisland Sowerby Bridge Calderdale HX4 0BU

Ref. No: 24/00220/LBC | Received: Mon 11 Mar 2024 | Validated: Mon 11 Mar 2024 | Status: Pending Consideration

**RESOLVED 19100** to leave the matter to the opinion of the CMBC planning officer.

**conversion of existing public house and holiday lets to 5No dwellings and construction of 1No detached dwelling with detached single garage**

Planning Application

Butchers Arms Rochdale Road Ripponden Sowerby Bridge Calderdale HX6 4JU

Ref. No: 24/00274/FUL | Received: Fri 22 Mar 2024 | Validated: Fri 19 Apr 2024 | Status: Pending Consideration

**RESOLVED 19101** to object to the application on the grounds of over-intensive use of the site, insufficient parking provision, no roadside parking available, the requirement to reverse into the main road as there is no turning circle, and issues with ingress and egress.

**Installation of 356 solar panels with a total installed capacity of 179.78kWp (5. no installations on 2. no buildings).**

Planning Application

Rishworth School Oldham Road Ripponden Sowerby Bridge Calderdale HX6 4QA

Ref. No: 24/00290/FUL | Received: Thu 28 Mar 2024 | Validated: Thu 25 Apr 2024 | Status: Pending Consideration

**RESOLVED 19102** no objection.

21. To discuss the grant application from Tuesday 2 O'clock Club.

Proposal to not grant the requested sum. Proposed by Cllr AN, seconded by Cllr CG.

Amendment proposal to grant £250. Proposed by Cllr CJ, seconded by Cllr GC.

**RESOLVED 19103** not to grant £250.

**RESOLVED 19104** not to award a grant as the request does not benefit the wider community.

22. To discuss the grant application from Ripponden Children’s Day

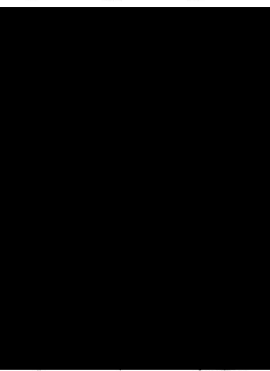
**RESOLVED 19105** to grant £252.00 to Ripponden Children’s Day under S137.

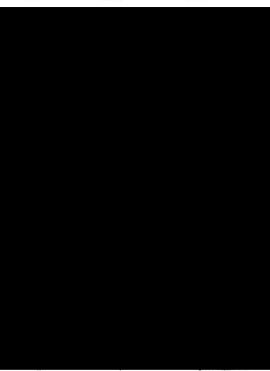
The meeting ended at 21:07.

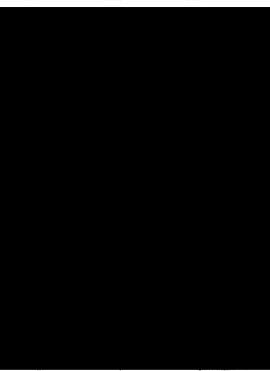
11 May 2024 (2024 - 2025)

**Ripponden Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
11- Contingency	02/05/2024	14, 0-5	Business Account (R)	5581	CHBC By-election payment	Calderdale Metropolitan Bo	Z	95.64		95.64
14- Community grants	06/05/2024	19, 0-5	Business Account (R)		Grant to RCD	Ripponden Children's Day	Z	252.00		252.00
					<b>Total</b>			<b>347.64</b>		<b>347.64</b>

Prepared by:  Date: 2 May 2024

Approved by:  Date: 2-5-24

Approved by:  Date: 02.05.2024

Ripponden Parish Council  
PAYMENTS LIST

1 May 2024 (2024 - 2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
8	19/04/2024	19063/19064/19080	Business Account (R)		Annual report printing and deliv	Go Local	S	470.00	94.00	564.00
9	19/04/2024	19080	Business Account (R)		Room hire	Ryburn United Football Clu	Z	390.00		390.00
10	19/04/2024	19089	Business Account (R)		Grant to Young at Heart	Young at Heart Club	Z	250.00		250.00
13	25/04/2024	19025	Business Account (R)	423097910	Service Charges	Lloyds Banking	Z	7.85		7.85
12	01/05/2024	19025	Business Account (R)		Mobile phone	Vodafone	S	11.67	2.33	14.00
11	03/05/2024		Business Account (R)	5581	CMBC By-election payment	Calderdale Metropolitan Bo	Z	95.64		95.64
<b>Total</b>								<b>1,225.16</b>	<b>96.33</b>	<b>1,321.49</b>

# TERMS OF REFERENCE

## STANDARDS AND FINANCE COMMITTEE

Name of Committee	Standards and Finance
Date of acceptance by committee	02/05/2023
Date of adoption by Full Council	02/05/2023
Version	2024/25 - 01
Description of committee	The Standards and Finance Committee reviews, develops, and monitors Parish Council Standing Orders, Financial Regulations, internal financial controls, policies and procedures, including policy implementation, and makes recommendations to council.
Number of councillors on committee	5
Number required to reach quorum	3
Ex-officio members	The Chairman of the Parish Council; Chairman of Employment.
Voting rights	Only committee member councillors hold voting rights.
Review of committee membership	The membership of the Committee will be reviewed annually at the annual meeting of the Parish Council in May.
Chairmanship	The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee.  The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
Frequency of meetings per year	As required. Minimum yearly.
External Agencies allowed to sit on committee	No. Approved advisors only may attend only in an advisory capacity.
Secretariat services	The Parish Council Clerk, or nominated councillor, will provide secretarial services.
Ratification of minutes	The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The council will retain minutes in perpetuity.
<b>Convening</b>	The Clerk will convene Standards Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972.
Standing orders	The Standing Orders of the Council will apply to meetings of the Environment Committee.
<b>Delegated Authority</b>	
Create sub-committee for projects	No
Review budget	No
Authorise spending from Committee budget	No

Decide on dates of meetings	Yes
Liaise with external agencies	Yes
Alter policy without significant change to Council policy or incurring any liability	No
<b>Objectives</b>	
1	To review the Parish Council's Standing Orders and Financial Regulations annually and give recommendations to council.
2	To oversee the development and review of miscellaneous policies.
3	To review the recommendations of the annual Internal and External Auditors report and recommend actions as required to Council.
4	To review the Council's annual Risk Assessment and refer amendments to Full Council.
5	To review annually the General Power of Competence.
6	To monitor the Council's internal financial controls, including implementation and, in particularly, where it pertains to employment, and make recommendations to Full Council.