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## Minutes for the 1268th Meeting of Ripponden Parish Council

Held at The Ripponden Parish Council Office, Central Hall, Ripponden,  
on Thursday 12th December 2024 at 7:15pm.

**Councillors summoned:** Cllrs A Naylor (Chair), C Johnson (Vice-Chair), G Carter, K Naylor, C Green, J Crossley, A Greenwood, P Hunt, G Potts, G Whitworth, J Matthews, R Thornber.

	<p>1. Reminder by the Chairman of the expectations for audio or visual recording of the meeting.</p> <p>None made.</p>
	<p>2. To receive apologies for absence and lateness.</p> <p>Apologies: Councillor Johnson, Councillor Thornber (lateness: arrived 19:46h), Councillor Hunt (lateness: 20:15h)</p> <p>Absent: Councillor Matthews, Councillor Whitworth.</p>
	<p>3. Public Participation: an opportunity for members of the public to address the Parish Council on any issues concerning them about the Parish.</p> <p>None.</p>
24/25 - 19362	<p>4. To accept the minutes of the 1267th Meeting held on Thursday 28th November 2024.</p> <p><b>RESOLVED:</b> that the minutes of the 1267th meeting held on Thursday 28<sup>th</sup> November 2024 be accepted as a true and correct record.</p>
	<p>5. To receive Parish Councillors' declarations of interest.</p> <p>Councillors A and K Naylor declared an interest in item 9.</p>
	<p>6. To receive information on any on-going items identified in these and previous Minutes and decide further action where necessary.</p> <p>None given.</p>
	<p>7. To receive reports from the Chairman, Committees, Councillors and Outside Bodies by Council Representatives.</p>

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24/25 – 19363	<p>Councillor Potts reported that he had sat on the interview panel for the new clerk for two day and queried the status of the request for a memorial bench in Rishworth.</p> <p><b>RESOLVED:</b> to contact Grant Matthews at CMBC with a view to the purchase of a memorial bench for the Rishworth play area, as requested by a resident.</p> <p>Councillor Crossley confirmed that the festive lights in Barkisland are not the new Blachere lights.</p> <p>Councillor Naylor reported that CMBC’s policy is 24-hour lit festive lighting, that CMBC says the horizontal wreaths were supplied by Blachere, and that CMBC also says the old lights in Barkisland were placed there as the width of the new light overhung the pavement width and could pose a problem for high vehicles.</p>
24/25 – 19364	<p><b>RESOLVED:</b> for Councillor Naylor to have the delegated power to contact Dave Proctor at CMBC about the festive lights when he receives a full inventory of the currently installed lighting.</p> <p>Councillor Crossley reported that the bin by the bus stop in Soyland at the end of Hob Lane has been replaced, and that CMBC is organising the replacement of the lego blocks at Mill Fold to prevent unauthorised access.</p> <p>Councillor Green reported he will be installing Christmas flags in Soyland and queried the provision of RPC plaques for planters.</p>
24/25 - 19365	<p><b>RESOLVED:</b> for Councillor Green to investigate the provision of new plaques for planters.</p> <p>Councillor Carter reported that there is no update from Grant Matthews over various matters.</p> <p>Councillor K Naylor reported that CMBC had spent roughly £10800 on erecting and then removing signs for the now-discarded gritting changes, that she had put up festive stars at Redan Corner, the Library and Rishworth turning circle with Councillor Greenwood, that she has applied for the register of electors, that the top of Royd Lane has been cleaned, that the skate park at Mill Fold has now been cleaned, and that the council needs to set a date for Derek Benn to come and speak to the council. A date of 14 January 2025 at 7pm was suggested.</p>
	<p>8. To receive reports from Calderdale Councillors who represent Ryburn Ward.</p> <p>None received.</p>
24/25 - 19366	<p>9. To agree accounts for payment and note payments made. (See attached schedules).</p> <p><b>RESOLVED:</b> to agree accounts for payment of £1427.24 and note payments made of £2243.92 and deposits made of £32.68.</p>
24/25 - 19367	<p>10. To discuss Lloyds Treasurers account changes and charges and decide on action to be taken.</p> <p><b>RESOLVED:</b> to leave the account as is until the new financial year.</p>
	<p>11. To receive an update on the HR support enquiries and agree a supplier if quotations have been received.</p> <p>Councillor Greenwood reported that CMBC HR Services had responded to queries and asked for employment documents, but nothing had been heard since. She had had a meeting with Optimal HR to discuss requirements: review of both the model and archive job contract, review of existing policies and help with creation of required policies, advice on probation policy and how to manage</p>

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24/25 - 19368	<p>the employment process from the current point. It was recommended, for risk management purposes, that the council DBS and credit check any new employee that has access to monies, bookkeeping software and the council's bank accounts.</p> <p>Provisional costs would be £220-£330 for an initial document review, with the total job cost, including running employment and reference checks and creating an offer letter, coming in at roughly £2000.</p> <p><b>RESOLVED:</b> to use <i>Optimal HR as the HR provider for the employment of the new clerk.</i></p>
24/25 – 19369  24/25 – 19371	<p>12. To receive an update on the recruitment of a new clerk and responsible financial officer.</p> <p><b>RESOLVED:</b> to <i>exclude press and public.</i></p> <p><b>RESOLVED:</b> to <i>readmit press and public.</i></p>
24/25 – 19372	<p>13. To receive an update on the new website.</p> <p>Councillor Greenwood reported that the new website has excellent functionality and is far easier to use than the present site. A provisional go-live date in 24<sup>th</sup> January, but there is a lot of work to be done in the meantime.</p> <p><b>RESOLVED:</b> to <i>note the update on the new website.</i></p>
24/25 – 19373	<p>14. To receive an update on the mobile phone contract.</p> <p>Councillor Greenwood reported that the mobile phone contract ends on 19 April 2025, and there is an early termination fee of £60.73.</p> <p><b>RESOLVED:</b> to <i>let the mobile phone contract run to the end date.</i></p>
24/25 – 19374	<p>15. To decide upon a date for the next Standards and Finance Committee meeting to review the new NALC model Financial Regulations.</p> <p><b>RESOLVED:</b> to <i>hold the next Standards and Finance Committee meeting on Thursday 30 January 2025 at 7pm.</i></p>
24/25 – 19375	<p>16. To discuss and decide upon the creation of a Buildings Committee.</p> <p><b>RESOLVED:</b> to <i>establish a buildings committee to make recommendations on the office space, consisting of Councillors Green, A Naylor, Potts, Crossley and Whitworth.</i></p>
24/25 – 19376	<p>17. To discuss and authorise the revised Records Management policy, based on the YLCA model policy plus a line for competition entries.</p> <p><b>RESOLVED:</b> to <i>adopt the revised Records Management policy.</i></p>
24/25 – 19377	<p>18. To discuss the Scaffolding Tower and decide upon action to be taken.</p> <p><b>RESOLVED:</b> to <i>keep the scaffolding tower for council use.</i></p>
24/25 – 19378	<p>19. To discuss and authorise a new addition to the Redan Crossroads Stone.</p>

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	<b>RESOLVED:</b> to suggest the full spelling of “Redan Crossroads” for the stone and to thank Mr Denton for the kind offer to undertake the work.
	20. To discuss Barkisland Stone Cross and decide on action to be taken.  No update as of yet.
24/25 – 19379	21. To discuss the revamping of the five play areas in the parish. <b>RESOLVED:</b> to send the matter to the Environment Committee.
	22. To discuss the preventative measures at Mill Fold Park and decide upon action to be taken.  Item covered under item 7.
24/25 – 19380	23. To authorise the purchase of two winter hanging baskets for the Rishworth war memorial. <b>RESOLVED:</b> to purchase two winter hanging baskets for the Rishworth War Memorial tree.
24/25 – 19381	24. To confirm the arrangement for the disposal of waste for the office at Central Hall. <b>RESOLVED:</b> to note that the Council is responsible for the disposal of its own rubbish.
24/25 – 19382	25. To authorise the purchase of an office bin. <b>RESOLVED:</b> to purchase an office bin for no more than £50.
24/25 – 19383	26. To authorise the purchase of batteries for the battery powered festive lights. <b>RESOLVED:</b> to reimburse battery costs where appropriate.
24/25 – 19384	27. To discuss and authorise the disposal of the old hanging baskets. <b>RESOLVED:</b> to recycle the old hanging baskets to the Elland scheme that runs creative craft workshops with disabled individuals.
24/25 – 19385	28. To discuss and authorise the donation or disposal of the glo sticks and legacy Christmas gifts. <b>RESOLVED:</b> to gift the legacy Christmas gifts to local schools and Councillor Green to dispose of the glo-sticks.
	29. To receive an update on the CAT of the Ripponden Library.  No update.
	30. To discuss and review documents from Calderdale MBC regarding the Expression of Interest of the Brig Royd Public Conveniences and decide on next steps to be taken.  Councillor K Naylor emailed CMBC to request the title plan of the site as ground rent appears on the costs. No update as of yet,
24/25 - 19386	31. To discuss the purchasing of equipment for an office. <b>RESOLVED:</b> to authorise NMT £500 for an office desk with locked drawers and an office chair, and for Councillors Whitworth and Potts to report back on the costings for a laptop, monitor, keyboard,

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	<p>mouse and printer in January, and that these costs should be met out of the unallocated capital reserves.</p>
	<p>32. To receive Correspondence</p> <ul style="list-style-type: none"> <li>i. Information only</li> <li>ii. Invitations</li> <li>iii. Correspondence received after the agenda went out.</li> </ul> <p>Councillor Greenwood reported an enquiry had been made about a planning application. Councillor A Naylor reported that a Merry Christmas message had been received from the CMBC mayor.</p>
24/25 - 19387	<p>33. To decide upon the communications schedule items over the next fortnight.</p> <p><b>RESOLVED:</b> a Merry Christmas message, Be Safe, Be Seen, and the stars at the library, Redan Crossroads and the Rishworth turning circle.</p>
24/25 - 19388	<p>34. To discuss Planning Applications.</p> <p><a href="#">Variation of condition no. 4 on application 20/01274/FUL (occupancy of annex)</a></p> <p>Planning Application</p> <p>Heights Barn Quakers Lane Sowerby Bridge Calderdale HX6 4HJ</p> <p>Ref. No: 24/01177/VAR   Received: Mon 18 Nov 2024   Validated: Mon 18 Nov 2024   Status: Pending Consideration</p> <p><b>RESOLVED:</b> to object to the application on the grounds that it is greenbelt and there is a necessity for farmworkers' accommodation.</p>
<p>The meeting ended at: 21:12h</p>	

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# Payment schedules

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

11 December 2024 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
94	Room hire	13/12/2024		Business Account (Ri		Room hire	Ryburn United Football Clu	E	540.00		540.00
98	Contingency	13/12/2024		Business Account (Ri		Legal work on lease and JWA	Waddington Turner Wall	Z	500.00		500.00
91	Horticultural goods and service	13/12/2024		Business Account (Ri		Telephone box lights	Judith Crossley	S	11.45	2.29	13.74
92	Remembrance Sunday	13/12/2024		Business Account (Ri		Remembrance Sunday refreshm	Tesco	E	20.69		20.69
93	Councillors' expenses	13/12/2024		Business Account (Ri		Petrol expenses for trips to stca	Tate Garage	S	27.00	5.40	32.40
97	Remembrance Sunday	13/12/2024		Business Account (Ri		Orders of Service	Gateway Publishing	Z	288.01		288.01
99	Councillors' expenses	13/12/2024		Business Account (Ri		Expenses claim for Wednesday	Tate Garage	S	27.00	5.40	32.40
<b>Total</b>									<b>1,414.15</b>	<b>13.09</b>	<b>1,427.24</b>

Prepared by:

Approved by:

Approved by:



Signature:

**Ripponden Parish Council**  
**PAYMENTS LIST**

11 December 2024 (2024 - 2025)

Voucher Code	Date	Minutes	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
87 Contingency	29/11/2024	19170	Business Account (Ri		Office rental	Central Hall	Z	700.00		700.00
89 Bank charges	29/11/2024	19025	Business Account (Ri		Service Charges	Lloyds Banking	Z	7.00		7.00
88 Mobile telephone & internet	29/11/2024	19025	Business Account (Ri		Mobile phone	Vodafone	S	11.67	2.33	14.00
86 Councillors' expenses	02/12/2024	19352	Business Account (Ri		Expenses claim for Wednesday	Harlequins	Z	25.00		25.00
85 Ebenezer & Hob Lane mowing	02/12/2024	19352	Business Account (Ri		Grass cutting	Peter Madden	Z	580.00		580.00
85 General tidy up	02/12/2024	19352	Business Account (Ri		Grass cutting	Peter Madden	Z	540.00		540.00
83 Odd job man	02/12/2024	19268	Business Account (Ri		Noticeboard	Acorn Joinery and Renovat	Z	120.00		120.00
90 Community grants	02/12/2024	19353	Business Account (Ri		Grant to Young at Heart	Young at Heart Club	Z	175.00		175.00
95 Office 365	05/12/2024	19025	Business Account (Ri		Microsoft 365 subscriptions	Microsoft	S	58.80	11.76	70.56
96 Office 365	05/12/2024	19025	Business Account (Ri		Microsoft 365 subscriptions	Microsoft	S	10.30	2.06	12.36
<b>Total</b>								<b>2,227.77</b>	<b>16.15</b>	<b>2,243.92</b>

Signature:

Ripponden Parish Council  
RECEIPTS LIST

11 December 2024 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
22	Bank Interest	09/12/2024		Bus Bank Instant (ca		Interest	Lloyds Banking	Z	32.68		32.68
<b>Total</b>									<b>32.68</b>		<b>32.68</b>

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