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Minutes for the 1272nd Meeting of Ripponden Parish Council

Held at The Ripponden Parish Council Office, Central Hall, Ripponden on Thursday
20th February 2025 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 THORNBUR.

Meeting Commenced 19:15h	
	<p>1. Welcome and register of those in attendance</p> <p>A reminder by the Chair of the Council's expectations for the audio or visual recording of the meeting.</p> <p>None.</p>
	<p>2. Apologies</p> <p>2.1 To receive apologies for absence and record these in the minutes.</p> <p>Apologies: Cllrs Potts, Green, Thornber and Whitworth Absent: Cllr Matthews</p> <p>2.2 To consider the approval of reasons for absence given by councillors.</p> <p>Action proposed by Cllr Carter to request why reasons for absence need to be provided. RESOLVED: to submit a ticket to YLCA for clarification.</p>
24/25 - 19441	
	<p>3. Declarations of members' interests</p> <p>3.1 To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests.</p> <p>None.</p>
	<p>4. Public Participation</p> <p>An opportunity for the public to ask questions about agenda items.</p> <p>None.</p>
	<p>5. Calderdale Ryburn Ward councillors' reports</p> <p>To receive a report by Ryburn Ward Councillors.</p> <p>None present.</p>

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	6. Minutes of the previous Full Council meeting
24/25 - 19442	<p>6.1 To confirm the minutes of the last meeting held on 6th February 2025 are a true and correct record.</p> <p>6.2 To receive information on outstanding resolutions and decide further action where necessary.</p> <p>RESOLVED: that the minutes of the 1271st meeting held on Thursday 6th February 2025 at 7:15pm be accepted as a true and correct record.</p>
	7. Committee minutes
24/25 –19443	<p>7.1a To authorise the minutes of the Standards and Finance Committee of 30 Jan 2025 as a true and correct record.</p> <p>7.1b To authorise the minutes of the Standards and Finance Committee of 04 Feb 2025 as a true and correct record.</p> <p>7.1c To accept the minutes of the Standards and Finance Committee of 30 Jan 2025 into the legal record.</p> <p>7.1d To accept the minutes of the Standards and Finance Committee of 04 Feb 2025 into the legal record.</p> <p>7.2 To receive and consider the Standards and Finance Committee recommendation that Council authorises the new Financial Regulations.</p> <p>Cllr Greenwood gave brief overview of the reason for the new standards.</p> <p>RESOLVED: to authorise the new Financial Regulations.</p>
24/25 - 19444	<p>7.3 To consider calling an employment committee meeting on 27th February 2025 to discuss the pension provision.</p> <p>RESOLVED: to set a date for the employment committee meeting on 27th February 2025 at 7PM, to be held at The Ripponden Parish Council Offices, Central Hall, Ripponden. Cllrs to attend, Cllrs A Naylor, K Naylor and Greenwood.</p>
	8. Administration
24/25 - 19445	<p>To receive a report from the clerk on operational matters.</p> <p>8.1 To authorise the purchase of a mobile phone charger and cable.</p> <p>Held over to next meeting to discuss moving to new contract.</p> <p>8.2 To consider putting a ticket into YLCA to ask whether there is a requirement to state the power for every resolution or just expenditure.</p> <p>Cllr Greenwood gave overview of the reasons.</p> <p>RESOLVED: to submit ticket to YLCA for clarification</p>
24/25 - 19446	<p>8.3 To propose an amount of stationery spend of no more than £100.</p> <p>RESOLVED: to authorise stationery spend of no more than £100</p> <ul style="list-style-type: none"> • Power utilised: LGA 1972, Section 111.
24/25 - 19447	<p>8.4 To discuss the disposal of the large metal filing cabinet in the office.</p> <p>RESOLVED: to remove and dispose of metal filing cabinet</p>
24/25 - 19448	<p>8.5 To discuss the removal or repair of the mobile safe or utilise the 'in-house' safe.</p> <p>RESOLVED: to use the in house safe due to lock on mobile safe no longer working.</p>

Signature:

24/25 - 19449	<p>8.6 To discuss the repair of the metal seal and if this is still required.</p> <p>Cllr A Naylor and Carter advised a seal / press would still be required for use. The clerk advised a repair company had been approached but would need to view the press to determine if it can be repaired.</p> <p>RESOLVED: to authorise Cllr A Naylor to look at possible repair prior to discussing purchase of a new press at full council.</p> <p>8.7 To receive an update on the civic regalia.</p> <p>Cllr Carter reported the costs of individual badges and the past Chairmans jewels and advised this has not been budgeted for in the current financial year.</p> <p>Held over: to add to the agenda for the first Full Council Meeting in April to discuss requirements and obtaining funding approval.</p>
9. Correspondence	
24/25 - 19450	<p>9.1 To review information supplied in relation to the reinstatement of the Halifax to Oldham bus service.</p> <p>Cllr A Naylor read out the correspondence received from a member of the public. Cllr Johnson suggested more information was provided prior to any further meetings held.</p> <p>RESOLVED: Clerk to issue a response.</p> <p>The clerk reported on a number of items of interest in relation to up and coming YLCA course and local events.</p>
10. Financial Matters	
24/25 –19451	<p>10.1. To receive and note current bank balances. Cllr Greenwood gave overview of accounts.</p> <p>RESOLVED: to note current bank balances.</p>
24/25 –19452	<p>10.2. To approve accounts for payment – see attached schedule.</p> <p>RESOLVED: to authorise payments of £2481.60 and £35.</p>
24/25 - 19453	<p>10.3. To note payments previously authorised – see attached schedule.</p> <p>RESOLVED: to note payments previously authorised.</p>
24/25 –19454	<p>10.4. To consider action required on maturity of the deposit account – see attached document.</p> <p>Cllr Greenwood provided update on the maturity and interest.</p> <p>RESOLVED: to continue with account for further 6 months.</p>
24/25 –19455	<p>10.5. To consider the use of a third-party payroll provider.</p> <p>Cllr Greenwood advised the outcome of discussions with Optimal HR and previous accountant used. Clerk reported on costs received from accountant based in Central Hall, Laura Stone Book-Keeping.</p>

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<p>24/25 - 19456</p> <p>24/25 - 19457</p>	<p>RESOLVED: to use Laura Stone Book-keeping for payroll purposes. Clerk to instruct and move forward.</p> <p>10.6. To receive and consider an update about the Nest account.</p> <p>Cllr Greenwood provided an update. To recover NEST account would involve lengthy delays in paperwork and checks. To set up new NEST account would be less time consuming.</p> <p>RESOLVED: to set up new NEST account and pursue the recovery of the old NEST account.</p> <p>10.7. To authorise the purchase of the YLCA New Clerk Finance training session for the clerk on 26th March 2025 at a cost of £35.</p> <p>RESOLVED: to authorise payment of £35</p> <ul style="list-style-type: none"> • Power utilised LGA 1972, Section 151.
11. Planning Applications	
<p>24/25 –19458</p> <p>24/25 –19459</p>	<p>11.1 To consider and decide up on the following planning applications.</p> <p>Single-storey agricultural storage building on land adjacent Hollins House Planning Application Hollin House Hollin Lane Ripponden Sowerby Bridge Calderdale HX6 4LH Ref. No: 24/01184/FUL Received: Mon 18 Nov 2024 Validated: Mon 03 Feb 2025 Status: Pending Consideration Requests for consultation Letter Reference: DC/CMBC/SN5FLZDWJF900 Consultee: Ripponden Parish Council Date Requested: Wed 05 Feb 2025 Expiry Date: Wed 26 Feb 2025 Days to Expiry: 12</p> <p>RESOLVED: to object on the grounds of the land being Green Belt, the property doesn't have an agricultural holding and there is no necessity for an agricultural building.</p> <p>Raising of existing roof, porch to south elevation and external alterations to plot 3 pursuant to extant approval 16/01653/FUL Planning Application Lower Burnt Moor Farm Wicking Lane Soyland Sowerby Bridge Calderdale HX6 4NR Ref. No: 25/00050/HSE Received: Tue 21 Jan 2025 Validated: Mon 27 Jan 2025 Status: Pending Consideration Requests for consultation Letter Reference: DC/CMBC/SQY0XDW0LW00 Consultee: Ripponden Parish Council Date Requested: Wed 05 Feb 2025 Expiry Date: Wed 26 Feb 2025 Days to Expiry: 12</p>
<p>24/25 - 19460</p>	<p>RESOLVED: to object on the grounds of this being a very large development on green belt land and is not in keeping with the existing buildings on site.</p> <p>Conversion of building to form extension to approved dwelling Planning Application Field At Eccles Parlour Off Lighthazles Road Soyland Sowerby Bridge Calderdale Ref. No: 24/01317/FUL Received: Mon 23 Dec 2024 Validated: Tue 11 Feb 2025 Status: Pending Consideration Requests for consultation Letter Reference: DC/CMBC/SOYJE7DWL0N18 Consultee: Ripponden Parish Council Date Requested: Tue 11 Feb 2025 Expiry Date: Tue 04 Mar 2025 Days to Expiry: 18</p> <p>RESOLVED: to object. The construction currently on site is a steel framed agricultural building and not a dwelling house. The planning permission previously granted has now expired. Ripponden Parish council are refusing on the grounds there is no dwelling currently on site. There is no approved access from the highway and there is no agricultural holding.</p> <p>11.2 To receive and note any planning decision / information.</p> <p>Enforcement Appeal Decision for Enforcement case 21/60031/ENF Land North East of Ellis Bottom Farm, Mill Fold Way, Ripponden – see attached document.</p> <p>Appeal Notification Letter for planning application 24/00879/FUL 2 Beeston Hurst, Rochdale Road, Ripponden – see attached document.</p>

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	Council noted the planning information.
	12. Members Reports
	<p>12.1 To receive a report from the Chair. No updates</p> <p>12.2 To receive a report from the Vice-Chair. Cllr Johnson provided an update on the office security measures. Clerk has been provided with options for ring doorbells. Cllr Carter queried whether a panic alarm would also operate a camera style doorbell. Cllr Naylor advised Halifax security would need a site visit in order to provide a free quote. This is being arranged.</p> <p>12.3 To receive reports from Councillors. Cllr Greenwood reported that the application into CDDU for the gov.uk url had been completed. The Internal Auditor used previously has made contact for the 2025 audit dates and requirements. A training record is required for both clerk and councillors to log any training courses undertaken. Clerk to produce and complete. Clerk has been added to the bank account. Awaiting documents from the bank. Confirmation that our digital data conforms to GDPR regulations.</p> <p>Cllr Carter reported on litter bins and asked for a list of where bins have disappeared from and where they need to be. This will be taken up on behalf of RPC with CMBC. The rationale of removal of new salt bins has been questioned at a recent CMBC meeting and a list has been supplied of where the salt bins are located. Confirmation required of where we think salt bins need to be to be provided to Cllr Carter for this to be taken forward with CMBC.</p> <p>Cllr K Naylor provided an update on discussions with Pennine signs. Further discussion required prior to placing any signage orders. The faded H lines at the top of Stones Drive have been reported to Highways. An expression of interest had been received regarding the toilets at Brig Royd.</p>
	13. Project Updates
24/25 - 19461	<p>13.1 To receive an update on the CAT of Ripponden Library.</p> <p>Cllr K Naylor reported the Solicitor has been asked to request a full comprehensive survey of the site. Currently waiting for Calderdale contracts team to respond. Faye Calvert has requested an update meeting.</p> <p>Cllr K Naylor also reported she had been approached about the CAT in relation to a recent Facebook post. Cllr Carter has recommended that we write to CMBC as a council expressing concern over the release of confidential information.</p> <p>RESOLVED: for the clerk to email CMBC</p>
24/25 - 19462	<p>13.1a. To authorise the delegation of CAT communications to Cllr K Naylor.</p> <p>RESOLVED: to delegate CAT communications to Cllr K Naylor</p> <p>13.2 To receive an update on the EoI of the Brig Royd Public Conveniences.</p> <p>Still waiting for a title plan from CMBC</p> <p>13.3 To receive an update on the Barkisland Stone Cross. Cllr Crossley raised this issue at the meeting with Grant Matthews on 20th February 2025.</p>

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24/25 - 19463	<p>Hold over: to include on the next agenda for full council to approve next steps.</p> <p>13.4 To discuss the purchasing of equipment for the office.</p> <p>Cllr Greenwood proposed the purchase of a fire extinguisher.</p> <p>RESOLVED: to authorise the purchase of a small fire extinguisher for no more than £75 each.</p> <ul style="list-style-type: none"> • Power utilised LGA1972, Section 133. <p>13.5 To receive an update for the office security measures.</p> <p>See 12.2</p>
14. Communications	
24/25 - 19464	<p>14.1 To decide upon the communications schedule items over the next fortnight.</p> <p>RESOLVED: to publicise the planter plaques, sewage in the River Ryburn reported to Yorkshire Water Authority, bird nesting, sheep worrying and the upcoming Ward Forum. Members of the public have expressed concern in relation to overgrown vegetation.</p> <p>Cllr Carter suggested the ward forum councillors are contacted to ask that ward forums are not held on the same evenings as Parish Council Meetings. A list of parish full council meetings to be supplied.</p>
15. Next Agenda	
	<p>To notify the clerk of matters for inclusion on the agenda of the next meeting.</p> <p>Trees maintenance – Halifax Rd, Rishworth DBS checks for all councillors (ticket into YLCA)</p>
16. Diary dates and next Council and Committee meetings	
24/25 –19465	<p>16.1 To confirm the date for the next meeting.</p> <p>RESOLVED: to agree the next full council meeting with be held on Thursday 6TH March 7.15pm</p> <p>16.2 To discuss attendance at the Ryburn Ward Forum on 6th March 2025.</p>
24/25 - 19466	<p>RESOLVED: Clerk to approach Cllr Green to request attendance on behalf of RPC</p>
The meeting concluded at 21:30h	

Signature:

Ripponden Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

18 February 2025 (2024 - 2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
118 Employee training	21/02/2025		Business Account (Ri		Clerk training - Finance	YUCA	Z	35.00		35.00
119 HR support	21/02/2025		Business Account (Ri		HR support	Optimal HR	S	2,068.00	413.60	2,481.60
Total								2,103.00	413.60	2,516.60



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PAYMENTS LIST

18 February 2025 (2024 - 2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
112 Stationery & supplies	07/02/2025	19432	Business Account (Ri		Printer Ink	Amazon (via RFO)	S	14.39	2.88	17.27
111 Scribe software	07/02/2025	19432	Business Account (Ri		Scribe subscription	Scribe Accounts	S	408.00	81.60	489.60
113 Horticultural goods and service	07/02/2025	19432	Business Account (Ri		Laser engraved plates	BriggsPrestley	S	300.00	60.00	360.00
120 Office 365	17/02/2025	19025	Business Account (Ri		Microsoft 365 subscriptions	Microsoft	S	58.80	11.76	70.56
121 Office 365	17/02/2025	19025	Business Account (Ri		Microsoft 365 subscriptions	Microsoft	S	10.30	2.06	12.36
122 Stationery & supplies	18/02/2025	19436	Business Account (Ri		Keyboard and Mouse	Amazon (via RFO)	S	31.82	6.36	38.18
Total								823.31	164.66	987.97

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RECEIPTS LIST

18 February 2025 (2024 - 2025)

Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
24 Bank Interest	10/02/2025		Bus Bank Instant (ca		Interest	Lloyds Banking	Z	37.41		37.41
						Total		37.41		37.41

Signature:

Minutes for the Standards and Finance Committee

Held at The Ripponden Parish Council Office, Central Hall, Ripponden on Tuesday
04 February 2025 at 7pm.

Committee members

A Greenwood (Chair)

K Naylor

G Whitworth

G Carter

A Naylor

(Chairman Ex Officio)

	<p>1. To accept apologies for absence and lateness.</p> <p>Absent: Cllr Whitworth.</p> <p>Apologies: Cllr A Naylor (lateness: arrived 19:25h), Cllr Carter (lateness: arrived 19:15h)</p>
SF-24-25: 11	<p>2. To review, assess and amend Ripponden Parish Council Financial Regulations in line with the new NALC model Financial Regulations, and recommend the new regulations to Full Council.</p> <p><i>To continue with the below amendments to be made to the new NALC model Financial Regulations.</i></p> <p>13.6: to remove “OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}”</p> <p>13.7: to accept the paragraph in entire.</p> <p>13.8: to remove the paragraph entirely.</p> <p>16.5: to state the amount as £10.</p> <p>17.2: to state “the Council.”</p> <p>17.4: to state the term is annually.</p> <p>To remove the section about charities and for section 18 to become “Suspension and Revision of Financial Regulations.”</p> <p>Appendix 1, no 5: to state the correct Standing Order.</p> <p>RESOLVED: <i>to recommend the above amendments and those of the adjourned meeting on Thursday 30 January 2025 to Full Council for acceptance.</i></p>
SF-24-25: 12	<p>3. To discuss the draft Employment Handbook and recommend actions to Full Council.</p> <p>RESOLVED: <i>to recommend the Employment Handbook to Full Council for approval, with the provisor that members read the Handbook and return any queries to Council.</i></p>
	<p>4. To decide the date of the next meeting</p> <p>To be confirmed.</p>

Signature:

Minutes for the Standards and Finance Committee

Held at The Ripponden Parish Council Office, Central Hall, Ripponden on Thursday
30 January 2025 at 7pm.

Committee members

A Greenwood (Chair) K Naylor

G Whitworth

G Carter

A Naylor
(Chairman Ex Officio)

	<p>1. To accept apologies for absence and lateness.</p> <p>Absent: Cllr Whitworth.</p>
	<p>2. To review, assess and amend Ripponden Parish Council Financial Regulations in line with the new NALC model Financial Regulations, and recommend the new regulations to Full Council.</p> <p><i>For the below amendments to be made to the new NALC model Financial Regulations.</i></p> <p>1.7: “authorise any single commitment in excess of £100, and allow the Clerk, in conjunction with the Chairman, to determine commitments up to £100.”</p> <p>2.2: “The Clerk/RFO”.</p> <p>2.3: Remove “with the RFO”.</p> <p>2.4: To insert “once in each quarter” . . . “full council shall”</p> <p>2.7: To read “Stored online through SharePoint.”</p> <p>4.2: To read “annually in October” and to remove “or relevant committee.”</p> <p>4.3: To read “No later than November each year . . .”</p> <p>4.5: To read: “amendments to the Standards and Finance Committee not later than September each year.”</p> <p>4.6: To read: “by the Standards and Finance Committee and a recommendation made to the Council.”</p> <p>4.7: For the date to be “15 December”.</p> <p>4.10: To insert “quarterly reports to be submitted to Full Council.”</p> <p>5.6: To read: “the Clerk shall attempt to seek.”</p> <p>5.8: To read “greater than £3000” ... “at least three fixed price quotes.”</p> <p>5.9: To read: “where the value is between £100 and £3000.”</p> <p>5.15: To read: “the Clerk, in conjunction with the Chairman of the Council, for any items below £100” and to remove from this point to “Such authorisation.”</p> <p>5.16: To remove “Unless instructed to do so in advance by a resolution of the Council.”</p> <p>5.17: To remove: “Or a duly delegated committee acting within its Terms of Reference.</p> <p>5.18: To read “the clerk, in conjunction with the Chairman, “set the limit at “£500” and amend to “action to Full Council”.</p> <p>5.20: To remove “above £250 excluding VAT.”</p> <p>6.1: To state: “Lloyds Bank”.</p> <p>6.3: To retain “Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been ‘examined, verified and certified’ by the RFO.”</p>

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	<p>6.5: To remove “a delegated decision by an officer.”</p> <p>6.7: To state: “two members.”</p> <p>6.9: To state: “any payments of up to £100, excluding VAT, within an agreed budget, in conjunction with the Chairman of the Council.” And to remove items ii, iii, iv.</p> <p>7.1: To read: “a minimum of three people”</p> <p>7.4: To read “two authorised signatories.”</p> <p>7.6: To read “Two councillors.”</p> <p>7.7: To retain: “a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes”</p> <p>7.9: To read: “Two authorised members”</p> <p>7.10: To read: “Two authorised bank signatories.”</p> <p>7.11: To read: “Two members.”</p> <p>7.12: To read: “verified by the Clerk/RFO and a member.”</p> <p>7.14: To remove “other than secure password stores requiring separate identity verification.”</p> <p>8.1: To read: “two members and countersigned by the Clerk.”</p> <p>8.4: To remove: “or committee”.</p> <p>9.1: For the amount to be “£100.”</p> <p>9.2: To remove the item.</p> <p>9.3: To remove the item.</p> <p>9.4: To become item 9.2 and read “Personal credit or debit cards of members or staff shall not be used under any circumstances.”</p> <p>10.1: To read: “The council will not maintain any form of cash float. All cash received must be banked intact.”</p> <p>11.3: To remove “or relevant committee.”</p> <p>11.6: To read: “Payroll reports will be reviewed by Full Council to ensure that the correct payments have been made.”</p> <p>The meeting was adjourned at 21:00h to continue Tuesday 4 February 2025 at 7pm.</p>
	<p>3. To discuss the draft Employment Handbook and recommend actions to Full Council.</p> <p>Hold over</p>
	<p>4. To decide the date of the next meeting</p> <p>RESOLVED: Tuesday 4 February 2025 at 7pm.</p>

Signature: