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## Minutes for the 1273rd Meeting of Ripponden Parish Council

Held at The Ripponden Parish Council Office, Central Hall, Ripponden on Thursday  
6<sup>th</sup> March 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.*

<b>Meeting Commenced 19:15h</b>	
<b>1. Welcome and register of those in attendance</b>	A reminder by the Chair of the Council's expectations for the audio or visual recording of the meeting.  None.
<b>2. Apologies</b>	2.1 To receive apologies for absence and record these in the minutes.  Apologies: Cllr Hunt for lateness(arrived 20:07h), and Cllr Green other parish business. Absent: Cllrs Matthews and Whitworth  2.2 To consider the approval of reasons for absence given by councillors. Awaiting further advice on this agenda item.
<b>3. Declarations of members' interests</b>	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.  None.
<b>4. Public Participation</b>	An opportunity for the public to ask questions about agenda items.  None.
<b>5. Calderdale Ryburn Ward councillors' reports</b>	To receive a report by Ryburn Ward Councillors.  None present.

Signature:

	<b>6. Minutes of the previous Full Council meeting</b>
24/25 – 19467	6.1 To confirm the minutes of the last meeting held on 20 <sup>th</sup> February 2025 are a true and correct record.  <b>RESOLVED:</b> that the minutes of the 1272 <sup>nd</sup> meeting held on Thursday 20 <sup>th</sup> February 2025 at 7:15pm be accepted as a true and correct record and to include a wording amendment to item 11.1 planning application 19460, to ‘Ripponden parish council object on the grounds of’
24/25 - 19468	6.2 To receive information on outstanding resolutions and decide further action where necessary.  <b>RESOLVED:</b> voted to amend original budget for office signage, increased to £520 excl VAT.
	<b>7. Committee minutes</b>
24/25 - 19469	7.1a To authorise the minutes of the Employment Committee of 27 February 2025 as a true and correct record. 7.1b To accept the minutes of the Employment Committee of 27 February 2025 into the legal record.  <b>RESOLVED:</b> that the minutes of the Employment Committee of 27 February 2025 are authorised as a true and correct record
24/25 - 19470	<b>RESOLVED:</b> that the minutes of the Employment Committee of 27 February 2025 are accepted into the legal record.
24/25 - 19471	7.2 To review and authorise the recommendations of the Employment Committee on the following matters: <ul style="list-style-type: none"> <li>○ Employee pension provision.</li> <li>○ The particulars of the probation period.</li> <li>○ The appraisal process.</li> </ul> <b>RESOLVED:</b> to receive and authorise recommendations from the employment committee, and to request advice from YLCA on the parameters of confidential employment information.
	<b>8. Administration</b>
24/25 - 19472	To receive a report from the clerk on operational matters.  8.1 To authorise the purchase of a mobile phone and contract.  <b>RESOLVED</b> - to authorise purchase of mobile phone of NMT £150 and sim only contract of NMT £15 per month in the name of RPC if possible. <ul style="list-style-type: none"> <li>• <i>Power utilised: LGA 1972, Section 111</i></li> </ul>
24/25 - 19473	8.2 To consider putting a ticket into YLCA to ask whether there is a requirement for DBS checks for councillors.  <b>RESOLVED:</b> to submit ticket to YLCA to clarify the need for DBS checks for councillors.
24/25 - 19474	8.3 To discuss posters received for ground nesting birds.  <b>RESOLVED</b> – to agree to print 20 ground nesting bird posters for distribution within the parish.
	<b>9. Correspondence</b>
24/25 - 19475	9.1 To discuss the council’s duty around crime prevention in the parish.  <b>Resolved</b> – to exclude press and public

Signature:

<p>24/25 –19476</p> <p>24/25 –19477</p>	<p><b>Resolved</b> – to readmit press and public</p> <p>An enquiry has been received in relation to a memorial bench. <b>Resolved</b> – Clerk to contact member of the public with details of how to submit a request through to CMBC.</p> <p>Information has been received in relation to flag flying days.</p>
<b>10. Financial Matters</b>	
<p>24/25 - 19478</p> <p>24/25 –19479</p> <p>24/25 –19480</p> <p>24/25 - 19481</p> <p>24/25 - 19482</p> <p>24/25 - 19483</p> <p>24/25 - 19484</p>	<p>10.1. To receive and note current bank balances. Cllr Greenwood gave overview of accounts.</p> <p><b>RESOLVED:</b> to note current bank balances.</p> <p>10.2. To approve accounts for payment – see attached schedule.</p> <p><b>RESOLVED:</b> to authorise payments of £50, £14 and £70.20</p> <p>10.3. To note payments previously authorised – see attached schedule.</p> <p><b>RESOLVED:</b> to note payments previously authorised.</p> <p>10.4. To authorise reinvesting £30,514.19 of EMR monies from the matured fixed term deposit account into a new fixed term deposit account for either six months at 2.81% or nine months at 2.54% or a 32 days' notice account at 2.15% or a 95 days' notice account at 3.46%.</p> <p><b>RESOLVED</b> – to reinvest £30,000 in a fixed term deposit account for 6 months at 2.81%</p> <ul style="list-style-type: none"> <li>• <i>Power utilised: LGA1972, Section 151</i></li> </ul> <p>10.5. To authorise LS Bookkeeping set up fee for payroll provision £50</p> <p><b>RESOLVED:</b> to authorise payment of £50 for payroll set up fee to LS Bookkeeping.</p> <ul style="list-style-type: none"> <li>• <i>Power utilised: LGA1972, Section 151</i></li> </ul> <p>10.6. To authorise payment of £70 for Meltham Civic Dinner tickets.</p> <p><b>RESOLVED</b> – to authorise payment of £70 for Meltham Civic Dinner tickets.</p> <ul style="list-style-type: none"> <li>• <i>Power utilised: Local Authorities (Members' Allowances) (England) Regulations 2003. Part 5. Reg 25</i></li> </ul> <p>10.7. To authorise the following direct debits, standing orders and regular payments for the financial year 2025-2026.</p> <ul style="list-style-type: none"> <li>• ICO: £35 annually</li> <li>• YLCA: NMT £1,200 annually</li> <li>• Microsoft 365: NMT £85 monthly</li> <li>• Bank charges: £8.50 monthly</li> <li>• Vodafone: £25 monthly</li> <li>• Antivirus: £30 annually</li> <li>• Website SSL: £60 annually</li> <li>• Website domain name: £30 annually</li> <li>• Website hosting: £75 annually.</li> <li>• Office rental: £700 monthly</li> <li>• LS Bookkeeping: £25 monthly</li> </ul> <p>Cllr Carter left the room.</p>

Signature:

	<p><b>RESOLVED</b> – to authorise payment of the below regular payments and to give delegated authority to Cllr Greenwood to approve clerk monthly salary and associated HMRC and pension costs from 1<sup>st</sup> February 2025 – 31<sup>st</sup> March 2026.</p> <ul style="list-style-type: none"> <li>• <i>Power utilised: LGA1972, Section 111</i></li> </ul>
	<b>11. Planning Applications</b>
	<p>11.1 To consider and decide up on the following planning applications.</p>
24/25 –19485	<p><b>Remove existing 2 septic tanks replace with Sewage Treatment Plant</b>  Planning Application  Upper Abbots Royd Scammonden Road Barkisland Sowerby Bridge Calderdale  Ref. No: 25/00069/FUL   Received: Thu 23 Jan 2025   Validated: Thu 20 Feb 2025   Status: Pending Consideration  Requests for consultation  Letter Reference: DC/CMBC/SQJHEZDWMCTOV Consultee: Ripponden Parish Council Date Requested: Mon 24 Feb 2025 Expiry Date: Mon 17 Mar 2025 Days to Expiry: 17</p> <p><b>RESOLVED</b> - no objection</p>
24/25 –19486	<p><b>Prune one tree (Tree Preservation Order)</b>  Planning Application  29 School Close Ripponden Sowerby Bridge Calderdale HX6 4HP  Ref. No: 25/20040/TPO   Received: Mon 17 Feb 2025   Validated: Mon 17 Feb 2025   Status: Pending Consideration  Requests for consultation  Letter Reference: DC/CMBC/SRVQWEDW0SJ01 Consultee: Ripponden Parish Council Date Requested: Tue 25 Feb 2025 Expiry Date: Tue 18 Mar 2025 Days to Expiry: 18</p> <p><b>RESOLVED</b> – to leave the matter to the CMBC arboriculturist</p>
24/25 - 19487	<p><b>Fell one tree (Tree Preservation Order)</b>  Planning Application  The Manse Rishworth New Road Rishworth Sowerby Bridge Calderdale HX6 4QQ  Ref. No: 25/20041/TPO   Received: Tue 18 Feb 2025   Validated: Tue 18 Feb 2025   Status: Pending Consideration  Requests for consultation  Letter Reference: DC/CMBC/SRVK4PDWG7902 Consultee: Ripponden Parish Council Date Requested: Wed 26 Feb 2025 Expiry Date: Wed 19 Mar 2025 Days to Expiry: 19</p> <p><b>RESOLVED</b> - to leave the matter to the CMBC arboriculturist</p>
	<p>11.2 To receive and note any planning decision / information.</p> <p>None received.</p>
	<b>12. Members Reports</b>
	<p>12.1 To receive a report from the Chair.  No updates</p> <p>12.2 To receive a report from the Vice-Chair.  No updates</p> <p>12.3 To receive reports from Councillors.</p> <p>Cllr Crossley advised she had contact from CROWS regarding local walks.</p> <p>Cllr Greenwood advised we are now on the gov.uk website. Email addresses need to switch over to gov.uk</p>

Signature:

	<p>Cllr Greenwood reminded the council that the Annual Assembly will need to be held between 1<sup>st</sup> March and 1<sup>st</sup> June 2025.</p> <p>Cllr Carter returned to the room.</p>
	<b>13. Project Updates</b>
	<p>13.1 To receive an update on the CAT of Ripponden Library. Cllr K Naylor reported that a meeting has been set up with Faye Calvert at CMBC for 19<sup>th</sup> March 2025 to discuss the current position between relevant parties.</p> <p>13.2 To receive an update on the Eol of the Brig Royd Public Conveniences. No further update</p> <p>13.3 To receive an update on the Barkisland Stone Cross. No further update.</p> <p>13.4 To receive an update for the office security measures.</p> <p>Cllr Johnson updated on the latest status of the doorbell security camera. Clerk advised Halifax Security had visited site and will provide quotes for the installation of a panic alarm.</p> <p>13.5 To discuss tree maintenance throughout the parish. Cllr Carter raised concerns over the maintenance and ownership of a number of trees throughout the parish.</p> <p>The clerk will establish if there is any legislation or policy around tree maintenance.</p>
	<b>14. Communications</b>
24/25 - 19488	<p>14.1 To decide upon the communications schedule items over the next fortnight.</p> <p><b>RESOLVED:</b> that the communications items for the next two to three weeks will be ground nesting birds, dogs on a lead, litter and how to report instances of fly-tipping.</p>
	<b>15. Next Agenda</b>
	<p>To notify the clerk of matters for inclusion on the agenda of the next meeting.</p> <p>Date for the Annual Assembly to be agreed Date for the Environment Committee meeting to be agreed To discuss the possibility of a civic event To authorise the purchase of camera doorbell for the office To review the draft copy of the annual report. To receive the quotes of the printing and delivery of the annual report and decide upon action to be taken. To confirm the date of the Annual Meeting</p>
	<b>16. Diary dates and next Council and Committee meetings</b>
24/25 –19489	<p>16.1 To confirm the date for the next meeting.</p> <p><b>RESOLVED:</b> to agree the next full council meeting with be held on Thursday 20th March 7.15pm</p>
	The meeting concluded at 21:20h

Signature:

Ripponden Parish Council  
PAYMENTS (AWAITING AUTHORISATION) LIST

5 March 2025 (2024 - 2025)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
126	Employee training	07/03/2025		Business Account (R)		Clerk training - Induction	YLCA	Z	70.20		70.20
128	HR support	07/03/2025		Business Account (R)		Bookkeeping	LS Bookkeeping Services LJ	Z	75.00		75.00
127	Contingency	07/03/2025		Business Account (R)		Office Keys Cutting	Quick service	Z	14.00		14.00
124	Chairman's allowance	07/03/2025		Business Account (R)		Meltham Civic Dinner	Meltham Town Council	S	58.33	11.67	70.00
<b>Total</b>									<b>217.53</b>	<b>11.67</b>	<b>229.20</b>



Signature:

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

5 March 2025 (2024 - 2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
118 Employee training	21/02/2025	19452	Business Account (Ri		Clerk training - Finance	YUCA	Z	35.00		35.00
119 HR support	21/02/2025	19452	Business Account (Ri		HR support	Optimal HR	S	2,068.00	413.60	2,481.60
130 Bank charges	28/02/2025	19025	Business Account (Ri		Service Charges	Lloyds Banking	Z	8.50		8.50
131 Bank charges	28/02/2025		Treasurers Account		Service Charges	Lloyds Banking	Z	4.25		4.25
125 Office rental	28/02/2025	19250	Business Account (Ri		Office rental	Central Hall	Z	700.00		700.00
129 Mobile telephone & internet	03/03/2025	19025	Business Account (Ri		Mobile phone	Vodafone	S	11.67	2.33	14.00
<b>Total</b>								<b>2,827.42</b>	<b>415.93</b>	<b>3,243.35</b>

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Ripponden Parish Council  
RECEIPTS LIST

5 March 2025 (2024 - 2025)

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
25 Bank Interest	27/02/2025		Notice account		Interest	Lloyds Banking	Z	514.19		514.19
						<b>Total</b>		<b>514.19</b>		<b>514.19</b>

Signature:





# Minutes for the meeting of the Employment Committee of Ripponden Parish Council

Held at Central Hall, Oldham Road, Ripponden,  
on Thursday 27 February 2025 at 7pm.

COUNCILLORS SUMMONED: CLLRS A NAYLOR, C JOHNSON, G CARTER, K NAYLOR, C GREEN, J CROSSLEY, A GREENWOOD (CHAIR), P HUNT, G POTTS, G WHITWORTH, J MATTHEWS, R THORNBER.

	Agenda item
	1. Welcome and register of those in attendance
	The Chair will welcome everyone to the meeting and explain the protocols.  A reminder by the Chair for the audio or visual recording of the meeting.  <b>No recordings made.</b>
	2. Apologies for absence
24-25 EMP-11	All apologies are to be presented by 12 noon on the meeting date. Emails must be sent to the clerk stating the reason for absence.  2.1. To receive apologies for absence and record these in the minutes.  Apologies received from Councillors Carter, A Naylor, Potts (lateness)  Absent: Councillors Crossley, Thornber, Whitworth, Matthews.  2.2. To consider the approval of reasons for absence given by councillors.  <b>RESOLVED:</b> to approve the reasons for absence or lateness from Councillors Carter, A Naylor and Potts.
	3. Employee pension provision
24-25 EMP-12	3.1. To discuss and decide upon the pension provision allocation for new employees.  <b>RESOLVED:</b> to recommend to Full Council that the employers' pension contribution for the clerk's employment be 3% with the possibility of future review.
24-25 EMP-13	<b>RESOLVED:</b> that Councillor Greenwood liaise with Laura Stone over the setting up and operation of the NEST pensions account and other related salary payment matters.
	4. Probation period
	4.1. To discuss the particulars of the probation period for new employees.

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24-25 EMP-14	<b>RESOLVED:</b> to recommend to Full Council that the parameters for the successful completion of the probation period for the new clerk would be that, in the view of the Employment Committee, the clerk had a) successfully taken ownership of the financial processes, communication channels, and Council administration and b) successfully completed the required training programmes.
24-25 EMP-15	<b>RESOLVED:</b> to recommend to Full Council that the parameters for the extension of the probation period for the new clerk would be that the clerk had, in the view of the Employment Committee, a) only taken partial ownership of the financial processes, communication channels and Council administration, and b) had only partially completed the required training programmes.
24-25 EMP-16	<b>RESOLVED:</b> to recommend to Full Council that the parameters for the unsuccessful completion of the probation period for the new clerk would be that, in the view of the Employment Committee, the clerk was unlikely to be able to take ownership of the financial processes, communication channels and council administration within a reasonable time frame from the end of the probation period, and/or that an event or incident had triggered the employment disciplinary process.
24-25 EMP-17	<b>RESOLVED:</b> to recommend to Full Council that they authorise the letter for the successful completion of the probation period.
24-25 EMP-18	<b>RESOLVED:</b> to recommend to Full Council that the first formal appraisal occurs at the end of the probation period.
<b>5. Appraisals</b>	
	5.1. To discuss the appraisal process for new employees.
24-25 EMP-19	<b>RESOLVED:</b> to recommend to Full Council that the clerk has a formal “one to one” appraisal every twelve months undertaken by the Chairman of the Council, that there is an interim “one to one” appraisal every three months undertaken by the Chairman of the Council, and a process of regular monitoring.
24-25 EMP-20	<b>RESOLVED:</b> to recommend the draft appraisal document to Full Council for approval and authorisation.
24-25 EMP-21	<b>RESOLVED:</b> to recommend to Full Council that completed appraisal forms are kept in hardcopy only in a locked drawer of the office desk, that completed hardcopy appraisal forms are kept in adherence with the data management policy stating only the current year’s appraisal and the two previous years’ appraisals are stored, and all electronic copies are deleted once the appraisal process is complete.
24-25 EMP-22	<b>RESOLVED:</b> to recommend to Full Council that the first formal appraisal occurs in the week commencing the 11 August 2025.
24-25 EMP-23	<b>RESOLVED:</b> to recommend to Full Council that the first interim appraisal occurs in the week commencing the 12 May 2025.
24-25 EMP-24	<b>RESOLVED:</b> to recommend to Full Council that the draft appraisal document be used for both interim and annual formal appraisals.
<b>6. Next meeting dates</b>	
	6.1. To confirm the date for the next meeting.
24-25 EMP-25	<b>RESOLVED:</b> that the next Employment meeting be held in June to receive reports from the Chairman of 24-25 and the Chairman of 25-26 with reference to the clerk’s progression through the probation period, and to decide upon action to be taken.
<b>The meeting ended at 20:44h</b>	

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