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**RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting**

**held on**

**14thDecember 2023**

Ripponden Parish Council - Full Council Meeting

The 1,245th Meeting of Ripponden Parish Council held on Thursday 15th December 2023.

Location: Ryburn Utd Football Club, Ripponden.

Start time: 19:15

Present: Cllr A Naylor (chairing), Cllr J Crossley, Cllr G Potts, Cllr K Naylor.

Absent: Cllr G Carter, Cllr C Johnson.

Lateness: Cllr A Greenwood (arrived 19:21h), Cllr P Hint (arrived 19:21h), Cllr R. Thornber (arrived 19:40h)

MINUTES

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

The Chairman noted that recording of the meeting had begun.

1. To note apologies for absence and lateness.

These were noted from Cllr G Carter, Cllr C Johnson, Cllr A Greenwood, Cllr P Hunt, and Cllr R Thornber.

1. Public Participation.

None in attendance.

1. Opportunity for members of public to present issues of concern.

N/A

1. To accept the minutes of the 1,244th meeting held on Thursday 30th November 2023.

**18956 RESOLVED** that the minutes be accepted as a record of the meeting held on 16th November 2023. Proposed by Cllr G Potts, seconded by Cllr J Crossley.

1. To receive Parish Councillors’ declarations of interest.

None declared.

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

None identified.

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

Cllr A Greenwood spoke about requirement to appoint an Acting Proper Officer while the Council is without a clerk.

**18957 RESOLVED** to appoint Cllr K Naylor as the Acting Proper Officer**. P**roposed by Cllr A Greenwood, seconded by Cllr R Thornber.

Cllr A Greenwood drew attention to the new biodiversity duty that comes into effect on 1 January 2024. Cllrs noted the support of No Mow May, that Council could encourage biodiversity through the Annual Garden Competition and through the replanting of civic green space and provision of dog waste bags.

**18958 RESOLVED** that the Standards Committee shall produce a Biodiversity Policy. Proposed by Cllr R Thornber, seconded by Cllr A Greenwood.

Cllr A Greenwood then reported that the Registers of Interest have been sent to CMBC and the hyperlink to the appropriate CMBC page is now on the Parish Council’s website, that the notices for the Casual Vacancies are now in noticeboards and the website, that the three MS 365 accounts have been closed and editing rights changed on the RPC Facebook page, and that the Council will need new financial authorisers.

**18959 RESOLVED** that Cllr G Potts and Cllr K Naylor will become new financial authorisers and be set up on the bank account with appropriate access, and also have Facebook editorial rights. Proposed by Cllr A Greenwood, seconded by Cllr A Naylor.

Cllr A Greenwood then gave an update on the Nest situation, followed by an update on the Parkinson Partnership training about internal audits, VAT and internal controls.

**18960 RESOLVED** thatCllr A Greenwood will contact Town Parish Audit to obtain a record of the original services agreement. Proposed by Cllr A Naylor, seconded by Cllr K Naylor.

Cllr Crossley reported the need for more dog waste bags and these will need purchasing online with a debit card. Cllr A Naylor will submit the debit card form to a Lloyds Branch over Christmas. Cllr Crossley also suggested that the phone box on Rochdale Road should become a statement planter, and this idea was advanced to the Environment Committee in January.

Cllr G Potts spoke about the flood on the crossroads in Barkisland by the Post Office, and Cllr Thornber reported he has spoken to CMBC Highways about the situation.

Cllr A Naylor reported that he had gone to Whitworth Town Council’s event with Cllr C Johnson, and the event was very successful.

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

Cllr R Thornber reported that, as a member of the WY Police and Crime Panel, he had spoken at length with key individuals about road safety issues in Barkisland and possible funding avenues.

1. To agree Accounts for payment and note payments made.
   1. A Greenwood for lamination pouches: £17.41
   2. A Greenwood for toner: £18.79
   3. YLCA for training: £120.00

No payments made to note.

**18961 RESOLVED** to authorise the payments due. Proposed by Cllr J Crossley, seconded by Cllr G Potts.

1. To receive correspondence

Councillors discussed the emails from Barkisland Cricket Club and the Two O Clock club. Cllr A Naylor reported that he had spoken to Kate Turner from the Two O’Clock club by telephone. Cllr R Thornber reported he had spoken to Barkisland Cricket Club.

**18962 RESOLVED** for the Standards Committee to develop a grants policy and criteria in early 2024. Proposed by Cllr A Greenwood, seconded by Cllr K Naylor.

1. 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.

An update was given to the Council.

1. To receive an update on the forming of a Business and Tourism Committee.

Item held over.

1. To discuss The Library Lease & 15. To discuss the Library Joint Working Agreement.

**18963 Resolved** to meet with CMBC representatives on 10 January 2024.

1. To receive the revised Standing Orders.

**18964 Resolved** to receive the Standing Orders.

1. To receive the revised Financial Regulations.

**18965 Resolved** to receive the Financial Regulations.

1. To authorise the Publication Scheme.

**18965 Resolved** to authorise the Publication Scheme.

1. To authorise the Scheme of Delegation.

**18966 Resolved** to authorise the Scheme of Delegation.

1. To discuss and authorise the Reserves Policy for 2024-2025.

**18967 Resolved** to authorise the Reserves Policy.

1. To discuss and authorise the Budget for 2024-2025.

**18968 Resolved** to authorise the budget for 2024-25 and request a precept amount of £58,344 for the financial year 2024-2025: no change from the previous request for 2023-2024.

1. To receive a report on Sharepoint Directory data and decide upon action to be taken.

Item held over.

1. To authorise the removal of Ray Nicholls and Leah Webster from the bank mandate.

**18969 Resolved** to authorise the removal of Ray Nicholls and Leah Webster from the bank mandate.

1. To appoint a new Safer Cleaner Greener representative.

**18970 Resolved** to appoint Cllr J Crossley as the new Safer Cleaner Greener representative.

1. To reinstate Standing Order 4d (iv) and appoint two members to the Employment Committee.

**18971 Resolved** to reinstate Standing Order 4d (iv) and appoint Cllr A Greenwood and Cllr C Johnson to the Employment Committee.

1. To appoint a member to the Environment Committee.

Item held over until the recruitment of new members.

1. To discuss Planning Applications.

[**Prune one tree and fell one tree (Tree Preservation Order)**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S4L4Q0DWGNW00&prevPage=inTray)

Planning Application

St Bartholomews Church Old Bank Ripponden Sowerby Bridge Calderdale

Ref. No: 23/20194/TPO | Received: Thu 23 Nov 2023 | Validated: Thu 23 Nov 2023 | Status: Pending Consideration

**18972 Resolved** to leave the matter to the CMBC arboriculturalist.

[**Demolition of existing single storey part side extension and construction of new two storey part side extension.**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S47VYNDWGBJ00&prevPage=inTray)

Planning Application

192 Halifax Road Ripponden Sowerby Bridge Calderdale HX6 4AH

Ref. No: 23/01157/HSE | Received: Thu 16 Nov 2023 | Validated: Thu 16 Nov 2023 | Status: Pending Consideration

**18973 Resolved** no objection to the application, subject to provision for tradesmen’s parking and materials storage.

[**Conversion and extension of garage to form dwelling and removal of existing garden wall.**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S4IVKMDWGLC00&prevPage=inTray)

Planning Application

Park View 36 Stainland Road Barkisland Sowerby Bridge Calderdale HX4 0AQ

Ref. No: 23/01174/FUL | Received: Wed 22 Nov 2023 | Validated: Wed 22 Nov 2023 | Status: Pending Consideration

**18974 Resolved** no objection,subject to planning officers being satisfied that the application meets all current planning policies.

1. To discuss the appointment of Parish Council Staff.

Item held over.

The meeting concluded at 21:25h

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Publication Scheme

# Availability

1. Ripponden Parish Council will make information publicly available under the Data Protection Act 1998, or Freedom of Information Act 2000, or Environmental Information Regulations 2004 unless there are sound operational or public interest reasons for not doing so or there are legal reasons preventing it – in particular relating to the Data Protection Act 1998 and the privacy of individuals.
2. The sort of information Ripponden Parish Council holds is listed in its Publication Scheme. Please note that requests must be about specific information. This does not mean copies of documents.

# Confidentiality

1. Ripponden Parish Council will not classify information as CONFIDENTIAL without clear justification for doing so, as provided for under the terms of Freedom of Information legislation.

# Equality

1. Ripponden Parish Council will make the information requested available in a reasonable format.

# Charges

1. As allowed by the Freedom of Information or Data Protection Acts and the Environmental Information Regulations, to help cover the cost of finding and making available the requested information, Ripponden Parish Council will charge the fee (if any) shown in its Publication Scheme. Any fee would be payable before the information is provided.
2. If an applicant requests information where, following an initial assessment of the workload, to provide it would cost more than the maximum allowed by current Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations, Ripponden Parish Council will contact the applicant and let him/her know what the fee will be before proceeding.

# Contact us

1. To make a request for information please contact the Parish Clerk.

# Version dates

|  |  |
| --- | --- |
| Adopted 14/12/2023: R 18965, page 6820 |  |
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| **Information Published** | **How to obtain** |
| **Class 1**  Who we are and what we do | |
| Who is on the council | Website |
| Contact details | Website |
| Committee structure | Website |
| **Class 2**  Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit | |
| Annual return form and report by auditor | Website |
| Finalised budget (in summary form) | Website |
| Precept | Website |
| Financial Standing Orders and Regulations | Website |
| Grants given and received | Hardcopy |
| List of current contracts awarded and value of contract | Hardcopy |
| **Class 3**  What our priorities are and how we are doing. Strategies and plans, performance indicators, audits, inspections and reviews | |
| Annual Report to Parish or Community Meeting | Website |
| **Class 4**  How we make decisions. (Decision making processes and records of decisions) | |
| Timetable of meetings: council and any committee meetings, and parish meetings  Responses to consultation papers | Website  Website/Hardcopy |
| Agendas of meetings | Website |
| Minutes of meetings (as above). NB: this will exclude information that is properly regarded as private to the meeting | Website |
| Reports presented to council meetings. NB: this will exclude information that is properly regarded as private to the meeting. | Website |
| Responses to planning applications | Hardcopy |
| **Class 5**  Our policies and procedures. (Current written protocols, policies, and procedures for delivering our services and responsibilities) | |
| Policies and procedures for the conduct of council business:  Procedural standing orders  Committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements | Website |
| **Class 6**  Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services | |
| Equality and diversity policy | Website |
| Health and safety policy | Website |
| Recruitment policies (including current vacancies) | Hardcopy |
| Policies and procedures for handling requests for information | Website |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | Website |
| Information security policy | Hardcopy |
| Records management policies (records retention, destruction, and archive) | Hardcopy |
| Data protection policies | Hardcopy |
| Schedule of charges (for the publication of information) | Hardcopy |
| Assets register by inspection | Hardcopy |
| Register of members’ interests | CMBC website |
| **Class 7**  The services we offer. (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | |
| Seating, litter bins, memorials, and lighting | Hardcopy/Website |
| Graveyard | Website |

### Schedule of Charges

|  |  |  |
| --- | --- | --- |
| **Type of charge** | **Description** | **Basis of charge** |
| Disbursement cost | Scan and printing | Estimated costs £0.15 per sheet |
|  | Postage | Actual |
| Statutory Fee |  | In accordance with the relevant legislation (quote actual statute) |

Scheme of Delegation

The Council’s Scheme of Delegation authorises the Clerk to the Council and the Responsible Finance Officer to act with delegated authority in specific circumstances detailed.

# Proper Officer and Responsible Finance Officer

* To take act on any issue of such urgency that cannot wait until the next Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman and take his/her view into account.
* To incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such urgency that it must be done at once, whether there is any budgetary provision for the expenditure subject to the limit of £500.
* Specifically authorised to:
  + Receive declarations of interest.
  + Receive and record notices disclosing pecuniary interests.
  + Receive and retain documents for the Parish Council.
  + Sign Notices and other documents on behalf of the Parish Council.
  + Sign Summons to attend meetings of the council.
  + To be responsible for the Parish Council’s petty cash.
* Delegated authority to undertake the following matters:
  + Day to day administration of services, together with routine inspection and control.
  + Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chairman of the Council and/or Chairman of the appropriate Committee.
  + Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not to correspondence requiring an opinion to be taken by the Council or its Committees.

Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations, and this Scheme of Delegation and in line with directions given by the Council from time to time.

# Council

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council’s consideration.

* Setting the precept.
* Borrowing money.
* Approval of the Council’s Annual Accounts and completion of the Annual Return.
* Making, amending, or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
* Making of Orders under statutory powers.
* Matters of principle or policy.
* Nomination of representatives of the Council to any other authority, organisation, or body (excepting approved Conferences or meetings).
* Any proposed new undertaking.
* Prosecution or defence in a court of law.
* Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.

# Version dates

This new version of the Scheme of Delegation replaced the Scheme of Delegation included in the Standing Orders of 29/3/2022.

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| Adopted: 14/12/2023: R 18966, page 6820 |  |
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Reserves Policy 2024-25

# Introduction

As well as managing "operational" budgets on a year-to-year basis, the Parish Council must also manage its sustainable long-term future. This document explains how this would be achieved.

The Council reviewed the status of all reserves between October and December 2023, with reference to the proper practice of the governance and accountability of smaller authorities as laid out in the NALC *Joint Panel on Accountability and Governance Pracitioner’s Guide March 2023,* to fulfil the principles of the Annual Governance Statement Assertion 1, and to adhere to the Local Government Finance Act 1992, S49A

# General (Revenue) Reserves

The General Reserves provide the Council with sufficient funds to cover unexpected or unforeseen expenditure or emergencies. The use of General Reserves must be authorised by the Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and should be a minimal of three months’ net revenue expenditure. The Council aims to maintain a General Reserve equivalent to at least 50% of precept.

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| **General Reserve** | **Contribution as of 1 April 2024** | **Duty to act** |
| General Reserve | £29,200 | Local Governance Finance Act 1992, S49A. |

# Earmarked Reserves (EMRs)

Ripponden Parish Council has authorised the establishment of several Earmarked Reserves (EMRs) to allow for future expenditure commitments over two or more years. These reserves shall be used only for the purpose for which they have been created.

Where the purpose of a specific EMR becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Council, be transferred to the General Reserve or one or more other EMRs.

The Council’s approval is required for any expenditure from the EMRs.

At the annual budget setting meeting, the Parish Council decides the values to be allocated from forthcoming year’s operational expenditure into each EMR. The Parish Council also considers whether any unallocated balances – for example, at the financial year end -- should be reallocated to some or all of the EMRs. The values of the EMRs -- together with income and expenditure -- are reported to a Full Council meeting. Full Council must also

The purpose and operation of each EMR is detailed below.

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| **EMR** | **Contribution as of 1 April 2024** | **Power/duty to incur expenditure** |
| Bench renovation | 500.00 | Parish Councils Act 1957, S1. |
| Building repair costs | 30,000.00 | Local Government Act (LGA) 1972, section 133. |
| Car parking provision | 3,000.00 | Road Traffic Regulation Act 1984, subsections 57 and 63. |
| Elections/co-options (two contests) | 7,000.00 | Local Government Act (LGA) 1972, S7. |
| Employment (leave of absence mitigation) | 14,000.00 | Local Government Act (LGA) 1972, section 112. |
| Noticeboard replacement | 640.00 | Local Government Act (LGA) 1972, section 142. |
| Playground repair | 2,000.00 | Local Government (Miscellaneous Provisions) Act 1976, S19. |
| Replant memorials/renovate horticultural sites | 4,000.00 | Public Health Act 1875, section 164. |
| Telephone box repair | 1,500.00 | Local Government Act (LGA) 1972, section 144. |
| Website update | 2,000.00 | Local Government Act (LGA) 1972, section 142. |
| **Total** | **£64,640.00** |  |

# Capital Reserves

Ripponden Parish Council has a capital reserve of monies remaining from the sale of Central Hall in Ripponden. The Parish Council reviewed this reserve in November 2023 and set out what the reserve may be used for in the coming years.

## Purpose

The purpose of the capital reserve is to enable the purchase of new capital assets as and when an opportunity arises that the Parish Council wishes to pursue. This fund can also be used for the purchase of small assets – for example, IT equipment -- but this is not the primary purpose of this fund.

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| **Allocation** | **Potential contribution** | **Power/duty to incur expenditure** |
| Festive lights | 12,000.00 | Local Government Act (LGA) 1972, section 144. |
| Playground equipment | 7,000.00 | Local Government (Miscellaneous Provisions) Act 1976, S19. |
| Public space railings | 10,000.00 | Highways Act 1980, S96. |
| CCTV for the detection or prevention of crime | 10,000.00 | Local Government and Rating Act 1997, S31. |
| Building renovation and conversion costs | 12,000.00 | Local Government Act (LGA) 1972, section 133. |
| **Total** | **£51,000.00** |  |

# Procedures for the management and Control of reserves

Movements in Specific Reserves and General Reserves shall be reported to the Full Council on a quarterly basis as part of the normal accounting reports, and on an annual basis as part of the annual accounting report. The use of Reserves shall be approved by the Council having regard to this policy and the Parish Council’s Financial Regulations.

# version Dates

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| *Reserves authorised by Council on 30 November 2023, resolution number* ***18942,*** *page number* ***6807.*** | **Policy adopted by Full Council:** R18967, page 6820. | **Review date: Dec 2024.** |

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| **BUDGET 2024-2025** |  |
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| **Current precept request** | **58,344.00** |
| ***Cost centres: 23/24 + 6.4% CPI [Jul 23]*** | |
| YLCA | 1094 |
| SLCC | 189 |
| VAC | 54 |
| **Subscriptions** | **1337** |
| Clerk's net salary (25hrs p/w: 22-23 SP18) | 16,586 |
| Clerk NI & tax | 1890 |
| Deputy clerk (5hrs p/w: 22-23 SP18) | 3695 |
| Deputy clerk tax & NI | 0 |
| Employer's NI contribution | 1,295 |
| Workplace pension contribution | 0 |
| Training (2x ILCA + 4x YLCA) | 380 |
| Expenses | 100 |
| HR support | 215 |
| **Employment** | **24,161** |
| Stationery & Supplies | 400 |
| Office 365 | 809 |
| Anti-virus | 27 |
| Mobile telephone & internet | 161 |
| Audit Fees | 639 |
| Servicing Equipment | 100 |
| Postage | 54 |
| Bank charges | 90 |
| Accounts software | 408 |
| GDPR registration | 54 |
| General insurance | 923 |
| Contingency (VAT buffer) | 4000 |
| Reference books | 0 |
| Library IT | 1000 |
| Library telephone & internet | 400 |
| **Administrative** | ***9065*** |
| Travel | 0 |
| Training | 500 |
| Councillors’ Expenses | 250 |
| Chairmans Allowance | 0 |
| Civic regalia | 150 |
| **Members** | **900** |
| Community Grants | 4000 |
| **Grants** | **4000** |
| Website | 160 |
| Parish report | 365 |
| Christmas Lights | 1862 |
| Remembrance Day | 1385 |
| Civic event | 0 |
| Councillor outreach | 350 |
| **Communications and events** | **4122** |
| Horticultural goods and services | 2000 |
| Ebenezer Graveyard and Hob Lane mow | 543 |
| Ebenezer Graveyard maintenance | 532 |
| CROWS annual maintenance | 500 |
| Garden competition | 100 |
| Dog waste bags | 300 |
| General tidy up | 0 |
| Odd job man | 800 |
| Vegetation removal on road verges | 0 |
| **Environment** | **4775** |
| Room Hire - Annual Assembly | 32 |
| Room Hire - Full council | 832 |
| Room Hire - Committees | 420 |
| **Room Hire** | **1284** |
| Storage | 3330 |
| **Storage** | **3330** |
| Buildings insurance | 400 |
| Water rates | 160 |
| Energy | 5000 |
| Window cleaning | 130 |
| Cleaning | 1200 |
| Repairs & maintenance | 200 |
| Sanitary disposal | 80 |
| Toilet disposables | 300 |
| Security system | 400 |
| **Building running costs** | **7870** |
| **Total expenditure** | **60,844** |
| Income excluding precept (VAT rebate) | 2,500 |
| *Precept - difference income to budget* | 58,344 |
| **Total income required** | **60,844** |
|  |  |
| **Authorised by Full Council on 14 December 2024: R18968, page 6820** |  |
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