A logo with a tree

Description automatically generated with low confidence

**RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting**

**held on**

**1st June 2023**

Ripponden Parish Council - Full Council Meeting

The 1,231st Meeting of Ripponden Parish Council held on Thursday 1st June 2023.

Location: Ryburn Utd Football Club, Ripponden.

Start time: 19:15

Present: Cllr A. Naylor (Chair), Cllr Greenwood, Cllr Crossley, Cllr Webster, Cllr Nicholls, Cllr Nothard, Cllr K. Naylor, Cllr Carter, Cllr Hunt.

In attendance: members of the public.

Apologies for absence: Cllr Thornber, Cllr Potts, Cllr Johnson.

Minutes

2023/2024 - 18673

With the return of the clerk’s parish council mobile phone, the meeting agreed to record the proceedings using recording software on the phone. The recording began at the point of this agenda item being agreed.

2023/2024 - 18674

Public participation

Members of the public were asked if they wished to contribute at this stage, but none wished to speak at this point in time.

2023/2024 - 18675

Apologies from absent councillors accepted and noted.

2023/2024 - 18676

To receive any declarations of interest – Cllr K. Naylor raised a non-pecuniary interest as a member of the committee of Ripponden Children’s Day.

2023/2024 - 18677

To confirm the minutes of the EGM held on 23rd May 2023 as a true and honest record.

Cllr Nicholls asked for an addition of the attendees and the location of that meeting. Cllr Webster wanted to highlight the fact that the previous agreement for using an absolute majority voting process for co-option. The proposed changes were agreed. Cllr Greenwood proposed; Cllr Nicholls seconded. Cllr Carter abstained due to not being part of that meeting as a member.

For accepting the minutes of the 23rd May 2023, Cllr Nicholls proposed; Cllr Webster seconded. All were in favour.

2023/2024 - 18678

To receive the Chairman’s report.

No reply had been received by YLCA further to a request for advice. Enquiries into the redirection of mail revealed a quote of £352 for 6 months of redirection from Royal Mail. After a discussion, it was agreed that the council will seek 3 months of redirection of mail on the proviso that Royal Mail can re-direct post to the name RPC and a designated address.

Cllr Nothard proposed; Cllr Nicholls seconded.

The council laptop, charger, usernames, passwords and phone have been retrieved. There was a request for Cllr Nicholls to further bring back the council’s debit card / financial methods which was agreed.

Cllr Carter noted under this point that the council needs to ask an accountant to undertake payroll duties. There followed a discussion of potential local accountants (including a Mrs Bradley and a Ms Ellwell). The council agreed that these individuals would be approached to get details on what services they could offer.

Cllr Nothard proposed; Cllr Greenwood seconded. All were in favour.

Cllr Greenwood noted under this point that she would offer to undertake computer administration duties for the council at this time, including managing redirected emails currently being sent to the Chair. The council agreed that Cllr Greenwood would, for the short term, take charge of the laptop and undertake work to ensure the smooth administration of the council, including Microsoft 365 and Sharepoint.

Cllr Carter proposed; Cllr K. Naylor seconded. All were in favour.

2023/2024 - 18679

To receive a report from the Clerk.

No report provided on account of the absence of the Clerk.

2023/2024 - 18680

To note the key financial authorisers for the month: Cllrs Greenwood and Hunt.

The meeting noted that some councillors do not have banking access, and a change in authorisers was agreed – the Key authorisers for this month were changed to Cllrs Greenwood and Cllr Nothard.

2023/2024 - 18681

To decide upon the establishment of the following committees and appoint members to those committees.

18681.1 - Standards (5)

18681.2 - Employment (5)

18681.3 Disciplinary (3)

18681.4 Grievance (3)

There was a discussion and councillors agreed that the Terms of Reference for these committees should be agreed at the start of the first meeting of these committees as, if / when they are convened to meet.

Cllr Greenwood proposed; Cllr Webster seconded. The proposal carried.

In appointing members to the Standards committee, all members were in favour of the following selections: Cllr Greenwood, Cllr K. Naylor, Cllr Webster, Cllr A. Naylor, Cllr Hunt.

In appointing members to the Employment committee, all members were in favour of the following selections: Cllr Nothard, Cllr Nicholls, Cllr Carter, Cllr K. Naylor, Cllr A. Naylor.

The selection of members to the Disciplinary and the Grievance committees was held over until the next meeting, in order that the council can benefit from the attendance of other members who may wish to join said committees.

2023/2024 - 18682

To consider and decide upon the appropriate action to be taken for the review of the following documents.

18682.1 - Standing Orders

18682.2 Financial Regulations.

18682.3 - Risk Assessment.

18682.4 - Code of Conduct.

18682.5 -Publication Scheme.

18682.6 - Transparency Policy.

18682.7 - Media Policy

18682.8 - Community Engagement policy.

18682.9 - Accessibility policy.

18682.10 - Employee and Members Handbook.

The council agreed that all the above documents should be reviewed by the Standards Committee at the next Standards meeting, with the Employee Handbook also being referred to the Employment committee at a different date.

Cllr Greenwood proposed; Cllr Webster seconded. The proposal carried.

2023/2024 - 18683

To consider and decide upon the appropriate action to be taken for the amendment of the asset list.

The council agreed to circulate a list of assets at the next meeting for discussion.

Cllr Carter proposed; Cllr Webster seconded. The proposal carried.

2023/2024 - 18684

To consider and decide upon the frequency of full council meetings.

Following a discussion of this issue, the council decided that fortnightly meetings should occur from this point, with a review of this format to be undertaken in the future. We are to confirm the date and location of the next meeting.

Cllr Nothard proposed; Cllr Greenwood seconded. All were in favour.

2023/2024 - 18685

This agenda item to consider the grant application from Ripponden Children’s Day was brought forward at this stage to allow public participation . Standing Orders were duly suspended for a brief duration and a member of the public representing RCD spoke about the group and its activities. There followed a discussion with members and then the reinstatement of Standing Orders.

The council agreed to pay the full requested amount of £292 in a grant to RCD.

Cllr Carter proposed; Cllr Greenwood seconded. All were in favour.

SPECIAL MOTION

2023/2024 - 18686

To receive and decide upon the Special Motion, submitted to the Clerk on 11th May 2023 by Cllr A. Naylor, Cllr Hunt and Cllr Greenwood, requesting the reconsideration of the following resolutions:

18686.1

*(EM) 2022-18504 (26/4/23) Resolved to accept to sign the lease for the Ripponden Library Building in its current form and authorise the amendments to the lease and joint working agreement in preparation for signature.*

18686.2

*2022-18583 (6/4/23) Resolved to discuss paying a company to clear the pavements. From Bradhsaw Groundcare – day rate is £600 plus VAT and would include 1 van load of waste (green waste). Authorised 5 days’ worth of work in order: Rochdale Road, Stones Drive to lights, non-residential side, Oldham Road, lights to turning circle (both sides), Barkisland Post Office to Barkisland Cricket Club and around the church and finally Krumlin.*

18686.3

2022-18590 (6/4/23)

*Resolved to authorise the following delegated powers of payment to the clerk. Resolved that the odd job man payments are delegated to the clerk but jobs to be listed as a standing item on the agenda. Cllr Hunt voted against, all other Cllrs voted in favour.*

After a discussion, the council agreed that these three points (52.1, 52.2 and 52.3) should come back for full discussion at the next full council meeting. Cllr Nothard stated it was important to note here that this means that the above resolutions are technically “reversed” in order that these points can come back for discussion and fresh resolution.

Cllr Greenwood proposed; Cllr Hunt seconded. 6 were in favour and 3 abstained.

NEW PARISH BUSINESS

2023/2024 - 18687

To discuss and decide upon rescinding the following resolutions, now that the covid pandemic and lockdown period are over.

18687.1

EGM 20200320 – 3.1.1 Planning applications will be resolved by the clerk and two Cllrs.

18687.2

EGM20200320 3.1.4 Any incoming decisions that are unable to be delayed will be taken by the Chairman of the relevant committee and the clerk.

18687.3

EGM20200320 3.1.5 All decisions made by a Cllr and the clerk will be counter signed by the Chairman, decisions made by the Chairman and clerk will be counter signed by the Vice-Chairman.

18687.4

EGM20200320 5.12. Over the period of Covid 19 recommended shut down the clerk will continue to pay invoices of up to £500 on behalf of the council for agreed projects, invoices of £500 to £1,000 will be paid with the counter authority of any two councillors for projects already authorised.

The meeting agreed that the aforementioned resolutions relating to Covid should be rescinded.

Cllr A. Naylor proposed; Cllr Greenwood seconded.

2023/2024 - 18688

To discuss and decide upon authorising Cllr Greenwood to administrate the Ripponden Parish Council website and Facebook page.

The meeting agreed this should be authorised.

Cllr Carter proposed; Cllr K. Naylor seconded.

2023/2024 - 18689

To consider and decide upon the action to be taken over the possible purdah breach in the Annual Report.

Cllr Hunt explained the issue and presented details to the council. There was a discussion of ways to avoid a repeat of problems arising again and it was noted that lessons have been learned.

2023/2024 - 18690

To consider and decide upon whether to request horse signs for Rishworth New Road from CMBC.

There was a discussion and Cllr Nothard further noted the need for a 3rd sign located at Rishworth Mill Lane. It was agreed that Cllr Greenwood would approach the Highways Dept at CMBC to progress.

Cllr Nicholls proposed; Cllr Nothard seconded.

2023/2024 - 18691

To receive councillor’s reports.

Cllr Greenwood – there is now a Clematis planted at Rishworth War Memorial (planted by Cllr Greenwood) and there are also donated plants by the Gibsons for the War Memorial. It was agreed to accept the donated plants.

Cllr Carter proposed; Cllr Nothard seconded.

Cllr Crossley – a new member of Rishworth Environmental Group (REG) noted high speeds up Rishworth New Road. Cllr Webster stated she can raise this at Safer Cleaner Greener. Cllr Greenwood noted that a new VAS sign is at the top of Birch Road and that Speedwatch signs are ready to go up. Cllr Crossley added that there was a query over the phone box on Rochdale Road. Cllr Webster noted that her husband got approval to repair the phone box, but there was, subsequent to repairs, further damage done and so the current situation is that the phone box remains a damaged shell. The meeting agreed that this issue should be part of an agenda item to decide a way forward. The meeting also agreed to add to the agenda of the next meeting the question of whether to re-establish an Environment Committee.

Cllr Webster – Cllr Webster attended the Incinerator Hearing which featured CMBC and also CVSH. Amendments were looked at and also conditions with the Inspector to make a future decision. CMBC said there are no resources to enforce. Cllr Webster noted her attendance at a SCG meeting, where she will report on that meeting in the future. Cllr Webster noted a report of concerns over vehicle parking at St Johns estate; this has been raised with Together Housing.

A question came up about the noticeboard at the top of St. Johns and it was noted that this damaged and now non-existent noticeboard in fact belonged to REG not the Parish Council. Cllr Webster noted her activities with litter picking, updating noticeboards and also replacing dog poo bags in dog poo bag dispensers. She has communicated with CMSB with regards to disappeared litter bins in the Parish.

Cllr Nicholls – A resident on Halifax Road is using a public bin to dispose of his domestic waste. This has been forwarded to ward Cllr Issott to be taken forward. A resident highlighted concerns over the local Glamping site. Apparently it is in the middle of an appeal process. There are concerns over the access to and the state of Mill Fold Park. A local business in the park estate has cut down trees around a yard and left waste which may pose a fire hazard.

Cllr Nothard – Cllr Nothard noted issues with dog fouling and speeding in the area. He remarked on unsightly scenes of the field opposite Rishworth School which is full of discarded white goods and other waste.

STANDING ORDERS SUSPENDED – to allow for the meeting to continue for a further 10 minutes.

Cllr Carter – Cllr Carter noted ongoing issues at Saffrons the takeaway, which has new owners. There are issues to do with unpaid for bin collections responsible under the previous owner.

Cllr Hunt – Cllr Hunt noted a flooded snicket between Godly Lane and the rugby pitch belonging to Rishworth School. Cllr Crossley advised that this is currently known about at CMBC and is subject of enforcement. Cllr Hunt explained about No Mow May and ownership disputes over the grassy, raised bank along Rishworth New Road. Some of the lawn has been cut, where some has been left to grow. Cllr Crossley offered her view on how the current strategy of part cutting this area is down to CMBC No Mow May policy.

2023/2024 - 18692

To note the bank balances of the RPC accounts. This was noted. \*please see agenda for full details

2023/2024 - 18693

To note the listed bank payments and receipts. This was noted and all were in favour. \* please see agenda for full details

2023/2024 - 18694

To receive the letter from Go Local and consider the action to be taken.

The council agreed to discuss this at the next meeting.

2023/2024 - 18695

To consider and decide upon the following planning applications. \*for full details of the applications, please consult the agenda. I will list the decisions under the reference numbers as follows:

No: 22/00590/FUL No objection – carried.

No 23/00094/FUL No objection – carried.

No 23/00116/HSE This has already been refused – No comment.

No 23/00206/HSE No decision.

No 23/00247/HSE No objection – carried.

No 23/00325/HSE No objection - carried.

No 23/00342/HSE Has already been refused.

No 23/00430/HSE No objection – carried.

FOR NEXT MEETING

2023/2024 - 18696

To note items to be placed on the agenda for the next council meeting.

* To discuss the I.T situation with regards to backups and version control.
* To discuss whether to repaint Pretoria Bridge and the hand railings on Elland Road.
* To approve the AGM minutes of 11 May 2023.

2023/2024 - 18697

Ward Cllr Reports – None.

2023/2024 - 18698

To agree date of next ordinary meeting of the Ripponden Parish Council

Next meeting in two weeks time – 15th June 2023.

The meeting closed at 20:48