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# Minutes for the 1270th Meeting of Ripponden Parish Council

Held at The Ripponden Parish Council Office, Central Hall, Ripponden,  
on Thursday 23rd January 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 Thornber.

	<p>1. Reminder by the Chairman of the expectations for audio or visual recording of the meeting.</p> <p>None taken.</p>
	<p>2. To receive apologies for absence and lateness.</p> <p>Apologies: Councillors Hunt (illness), Carter (lateness: arrived 19:28h)</p> <p>Absent: Councillors Matthews, Thornber, 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 - 19411	<p>4. To accept the minutes of the 1269th Meeting held on Thursday 9th January 2025.</p> <p><b>RESOLVED:</b> that the minutes of the 1269th meeting held on Thursday 9 January 2025 be accepted as a true and correct record.</p>
	<p>5. To receive Parish Councillors' declarations of interest.</p> <p>None.</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.</p>
	<p>7. To receive reports from the Chairman, Committees, Councillors and Outside Bodies by Council Representatives.</p> <p>Councillor Johnson reported that he has removed and cleaned all the Christmas flags and the box of lights has now been returned. There are also concerns over parking on the H lines outside Stones Church and at the top of Stones Drive, which needs to be reported to CMBC and people need to use the church car park. The ward councillors need to be notified.</p>

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24/25 – 19412	<p>Councillor Potts reported that the wall by Rishworth Mill Pond has collapsed, and that he has photos of the storage units to send to Derek Benn at CMBC.</p> <p>Councillor K Naylor reported that she sent a list of the issues raised at the EM to Derek Benn and updated the Council on the enforcement issue in Soyland.</p> <p><b>RESOLVED:</b> <i>to exclude press and public.</i></p>
24/25 – 19414	<p><b>RESOLVED:</b> <i>to reinstate press and public.</i></p> <p>Councillor Green reported that the markings had been repainted at the top of Elland Road at the junction with Halifax Road.</p> <p>Councillor Crossley reported that she had spoken with Yorkshire Water about the mounds of earth by the layby, and it is not Yorkshire Water's doing. She has also reported the fly-tipping by Oldham Road and Turvin Road.</p> <p>Councillor Greenwood reported that she has booked the new clerk onto Part one and two of YLCA's Clerk induction training at a total cost of £70.20 to be held on 25 and 27 of Feb 7-9pm, and that the draft employment policy handbook has been done and circulated to all councillors, and will be reviewed at the Standards and Finance Meeting on 30 January 2025, along with the new NALC Financial Regulations.</p> <p>Councillor Carter reported that bins in certain areas in the parish are not being emptied.</p> <p><b>RESOLVED:</b> <i>to write to Andrew Pitts for the bin provision and emptying strategy.</i></p> <p>Councillor Carter also reported that she has obtained information as to grit bins and wants to find out why there are no grit bins in Soyland. She explained the difference between grit bins and salt piles.</p>
	<p>8. To receive reports from Calderdale Councillors who represent Ryburn Ward.</p> <p>None received.</p>
24/25 - 19416	<p>9. To agree accounts for payment and note payments made. (See attached schedules).</p> <p><b>RESOLVED:</b> <i>to agree to authorise payments of £594.80 and note payments made of £677.72.</i></p>
24/25 - 19417	<p>10. To authorise the Environment Committee minutes of 19 November 2024 and accept them into the legal record.</p> <p><b>RESOLVED:</b> <i>that the minutes of the Environment Committee meeting held on 19 November 2024 be accepted as a true and correct record.</i></p>
24/25 - 19418	<p>11. To authorise the Extraordinary Meeting minutes of 14 January 2025 and accept them into the legal record.</p> <p><b>RESOLVED:</b> <i>that the minutes of the Extraordinary Meeting held on 14 January 2025 be accepted as a true and correct record.</i></p>
24/25 - 19419	<p>12. To authorise the Buildings Maintenance Committee TORs.</p> <p><b>RESOLVED:</b> <i>to authorise the Buildings Maintenance Committee TORs.</i></p>

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24/25 - 19420	13. To review the employment contract from Optimal HR and decide action to be taken. <b>RESOLVED:</b> to exclude press and public.
24/25 - 19422	<b>RESOLVED:</b> to reinstate press and public.
24/25 - 19423	14. To discuss the on-going requirement for HR Support. <b>RESOLVED:</b> to retain the services of Optimal HR on an ongoing basis.
24/25 - 19424	15. To discuss whether to publicise the bench adoption scheme on the website. <b>RESOLVED:</b> to defer the matter for three months.
	16. To receive an update on the Memorial Bench. <i>Councillor K Naylor has sent an application form to the applying individual.</i>
	17. To receive an update on the Soyland Defibrillator. <i>Councillor K Naylor has ordered the relevant parts; they will be despatched when the invoice has been paid.</i>
	18. To discuss Barkisland Stone Cross and decide on action to be taken. <i>No update. Hold over.</i>
24/25 - 19425	19. To discuss and authorise the purchase of 12 plaques at £300+VAT. <b>RESOLVED:</b> to authorise the purchase of 12 plaques at £300+VAT.
24/25 - 19426	20. To receive an update on the CAT of the Ripponden Library.  The Council heard that the proper officer had now received feedback on the lease drafted by CMBC.  <b>RESOLVED:</b> to go back to the solicitor with the following points: that the council may wish to put in a fire door [structural changes], to ask why employer's liability insurance needs to be £10 million and in joint names, that references to a library be changed to a book exchange, that we require full reports from CMBC as to the status of the services in the building, and the concern that the milestones in the JWA were portrayed as "guides" in discussion rather than "obligations" and that the milestones need to apply from Year Two onwards.  <u>Next agenda: to discuss DBS checks for councillors.</u>
	21. 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 informed the Council that CMBC has determined that the Public Conveniences and the surrounded land are owned by CMBC, but that they are locating an up-to-date title plan, register of titles and full title report.
24/25 - 19427	22. To discuss the purchasing of equipment for an office.

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	<b>RESOLVED:</b> to purchase a desk for £279.60 and an ergonomic chair for £359.94.
	<p>23. 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 A Naylor as Chairman has received an invite to the Meltham Town Council Civic Dinner</p>
24/25 - 19428	<p>24. To decide upon the communications schedule items over the next fortnight.</p> <p><b>RESOLVED:</b> to publicise the completed road markings at the top of Elland Road, and how to report fly-tipping to CMBC.</p>
24/25 – 19429	<p>25. To discuss Planning Applications.</p> <p><b>Single-storey extension, raised terrace and external steps</b>  Planning Application  24 Ryburndale George Lane Ripponden Sowerby Bridge Calderdale HX6 4HD  Ref. No: 24/01283/HSE   Received: Mon 16 Dec 2024   Validated: Thu 19 Dec 2024   Status: Pending Consideration</p> <p><b>RESOLVED:</b> no objection, provided the application conforms to planning policy.</p>
24/25 – 19430	<p><b>Single storey extension and internal alterations</b>  Planning Application  7 Heathfield Rise Rishworth Sowerby Bridge Calderdale HX6 4RS  Ref. No: 24/01219/HSE   Received: Thu 28 Nov 2024   Validated: Thu 02 Jan 2025   Status: Pending Consideration</p> <p><b>RESOLVED:</b> no objection, provided the application conforms to planning policy.</p>
24/25 - 19430	<p><b>Demolition of conservatory to facilitate construction of front and side extension and installation of rooflights</b>  Planning Application  15 Old Bank Ripponden Sowerby Bridge Calderdale HX6 4DG  Ref. No: 24/01290/HSE   Received: Tue 17 Dec 2024   Validated: Wed 08 Jan 2025   Status: Pending Consideration</p> <p><b>RESOLVED:</b> no objection, provided the application conforms to planning policy.</p>

Signature:

Ripponden Parish Council  
PAYMENTS (AWAITING AUTHORISATION) LIST

21 January 2025 (2024 - 2025)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
106	Remembrance Sunday	24/01/2025		Business Account (Ri		Remembrance Sunday band	The Band of the West Ylori	Z	350.00		350.00
109	Uncommitted capital reserves	24/01/2025		Business Account (Ri		Defibrillator parts	Imperative Training Ltd	S	204.00	40.80	244.80
Total									554.00	40.80	594.80



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Ripponden Parish Council  
PAYMENTS LIST

21 January 2025 (2024 - 2025)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
107	Office 365	15/01/2025	19025	Business Account (Ri		Microsoft 365 subscriptions	Microsoft	S	58.80	11.76	70.56
108	Office 365	15/01/2025	19025	Business Account (Ri		Microsoft 365 subscriptions	Microsoft	S	10.30	2.06	12.36
106	Remembrance Sunday	24/01/2025		Business Account (Ri		Remembrance Sunday band	The Band of the West York	Z	350.00		350.00
109	Uncommitted capital reserves	24/01/2025		Business Account (Ri		Defibrillator parts	Imperative Training Ltd	S	204.00	40.80	244.80
Total									623.10	54.62	677.72

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## TERMS OF REFERENCE

### BUILDINGS MAINTENANCE COMMITTEE

<b>Name of Committee</b>	<b>Buildings Maintenance</b>
<b>Date of acceptance by committee</b>	<b>N/A</b>
<b>Date of adoption by Full Council</b>	<b>23-01-2025</b>
<b>Last authorisation</b>	<b>23-01-2025</b>
<b>Version</b>	<b>2024/25 - 01</b>
Description of committee	The Buildings Committee oversees the maintenance of premises for the operation of Ripponden Parish Council, along with other built assets that the Council operates, and makes recommendations to Full Council.
Number of councillors on committee	5
Number required to reach quorum	3
Ex-officio members	The Chairman of the Parish Council.
Voting rights	Only committee member councillors hold voting rights.
Review of committee membership	The membership of the Committee will be reviewed annually at the annual meeting of the Parish Council in May.
Chairmanship	The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee.  The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
Frequency of meetings per year	As required. Minimum yearly.
External Agencies allowed to sit on committee	No. Approved advisors only may attend only in an advisory capacity.
Secretariat services	The Parish Council Clerk, or nominated councillor, will provide secretarial services.
Ratification of minutes	The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The council will retain minutes in perpetuity.
<b>Convening</b>	The Clerk will convene Buildings Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972.
Standing orders	The Standing Orders of the Council will apply to meetings of the Buildings Committee.
<b>Delegated Authority</b>	
Create sub-committee for projects	No
Review budget	Yes
Authorise spending from Committee budget	No
Decide on dates of meetings	Yes
Liaise with external agencies	Yes

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Minutes of the Ripponden Parish Council Environment Committee Meeting  
held at Central Hall Ripponden on Tuesday 19 Nov 2024 at 7.15pm

Councillors Present: Cllr Carter, Cllr Crossley, Cllr Hunt, Cllr Johnson, Cllr Naylor, Cllr Potts.

Co-opted members present: Mr Brian Winrow

1. To accept apologies for absence or lateness

Lynda Porter (CROWS)

2. To discuss matters arising from the previous meeting.

- a. To receive an update on the Ripponden War Memorial railing situation and decide any further action.

Cllr Carter reported that she had let Grant Mathews know that they had done a good job preparing the memorials for remembrance. There was no other progress to report with regard to the railings. It was noted again that new quotes would be required for the additional height of 1.5m. Cllr. Carter will continue to try and get progress from Calderdale Council. On a separate point, Cllr Carter also noted that she had been advised that there was no risk of the old toilet block collapsing.

- b. To discuss the painting of Pretoria Bridge.

Cllr G Potts noted that the council had been notified by Calderdale council in an email from Jane Leary on Nov 1<sup>st</sup> 2023 that the bridge was a PROW and that it was the responsibility of Strategic Infrastructure to get the bridge inspected and assessed and that most likely the maintenance identified would be carried out in 23/24.

**Resolved that Cllr Potts would send a request for update/next steps via customer first CCing J Leary to progress to resolution on who will be funding the work.**

- c. To get an update on the status of benches in the parish, specifically identification of benches that have been adopted along with income from them to date.

It was discussed that we still don't know which benches were sponsored or which is the latest information on the benches in the asset list. There is a 2017 list which has photos which may be the best we have.

**Cllr Potts to check with Cllr Hunt if he knows of the latest information.**

3. To discuss progress and set next actions for the planter design opposite the Petrol Station i.e. Take Photos, Draw up a design.

It was agreed that this item was to be referred to a future full council meeting.

4. Hanging baskets and brackets

It was pointed out that some businesses, even though provided with a bracket and hanging basket had still not put them up. It was agreed that any future issue of hanging baskets would require a business to have a bracket already in place.

5. To hear reports from councillors, co-opted members and outside groups.

- a. Soyland in Bloom

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Brian reported that they had tidied and planted up as required in their box and planters on Hob Lane. Also verges had been cut. Also agreed that RPC badge (s) are required for the planter opposite the Beehive pub. If the badges can be found Cllr. Green volunteered to fit.

b. Barkisland in Bloom

Cllr. Naylor provided a report that the old surrounds have been removed from planters. It was also agreed that Cllr. Carter will meet with the group to resolve any problems.

c. Rishworth Environment Group

Cllr Potts reported that not much work happening as we move from Autumn. The group has just had confirmation of allocation of a ward forum grant to fund the replacement of a bench at the entrance to Rishworth Mill Pond.

6. To agree a date for next meeting.

It was agreed that for the next meeting we should try and get Grant Mathews of Calderdale Council to attend as there are many questions/actions that need his attention. Therefore a date has not been set until we know when he can attend. Agreed that a daytime meeting would probably be best.

The meeting closed at 20:45

Signature: