



[clerk@rippondenparishcouncil.co.uk](mailto:clerk@rippondenparishcouncil.co.uk)

[www.rippondenparishcouncil.co.uk](http://www.rippondenparishcouncil.co.uk)

## Minutes for the 1274<sup>th</sup> Meeting of Ripponden Parish Council

Held at The Ripponden Parish Council Office, Central Hall, Ripponden on Thursday  
20<sup>th</sup> March 2025 at 7:15pm.

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*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.*

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Meeting Commenced 19:15h	
	<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 Thornber (for lateness) Absent: Cllrs Matthews and Whitworth
	2.2 To consider the approval of reasons for absence given by councillors.
	<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.
	Cllrs Greenwood and Hunt declared a personal interest in planning application: 25/00229/HSE. Cllr Carter to ascertain if a dispensation is required for herself and Cllr Hunt in relation to their involvement and signing of the lease and JWA for the Ripponden library building.
	<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 –19490	<p>6.1 To confirm the minutes of the last meeting held on 6<sup>th</sup> March 2025 are a true and correct record.</p> <p><b>RESOLVED:</b> that the minutes of the 1273<sup>rd</sup> meeting held on Thursday 6<sup>th</sup> March 2025 at 7:15pm be accepted as a true and correct record and to include amendments to Powers used under section 10 ‘ Financial Matters’</p> <p>6.2 To receive information on outstanding resolutions and decide further action where necessary.</p> <p>None.</p>
	<b>7. Committee minutes</b>
24/25 - 19491	<p>7.1 To agree a date for the next Environment Committee meeting.</p> <p><b>RESOLVED:</b> that the Environment Committee meeting shall be held on Wednesday 2<sup>nd</sup> April at 1pm, Central Hall, Oldham Road, Ripponden.</p>
	<b>8. Administration</b>
24/25 - 19492	<p>To receive a report from the clerk on operational matters.</p> <p>8.1 To receive an update that the council requires an updated emergency plan and decide action to be taken. There is a requirement for a fire officer and an evacuation plan and that we require 2 muster points in the event of an evacuation. Proposed that the building maintenance committee take this forward.</p> <p><b>RESOLVED</b> - to authorise Cllrs A Naylor and Johnson, along with the clerk to speak with the landlord and agree an evacuation plan, and that the muster points for the office are the Coop car park on Oldham Road, and the war memorial garden.</p> <p>8.2 To receive an update on the Policy Directory. Cllr Greenwood has now completed the policy directory. This covers all statutory, contractual and audit requirements. A safeguarding and business continuity plan are required, and an updated data audit.</p> <p>8.3 To discuss the possibility of a Civic Event.</p> <p>Held Over to a later date.</p>
	<b>9. Correspondence</b>
24/25 –19493	<p>To receive information on the following new correspondence and decide action where necessary.</p> <p>The clerk provided an update to the council with regards to a complaint received from a parish resident in relation to the removal of waste bins in the parish and one in particular, which is now causing walkers to deposit dog poo waste bags on their land.</p> <p><b>Resolved</b> – Clerk to contact Derek Benn at CMBC on behalf of the council to advise we have had communication from residents regarding the removal of waste bins in the Ripponden parish and in particular the Rochdale Road area. Property owners are being verbally abused and bags are being left in fields where livestock graze.</p>
24/25 –19494 24/25-19495	<p><b>Resolved</b> – to exclude press and public. <b>Resolved</b> – to readmit press and public.</p> <p>Cllr Hunt left the room.</p>
24/25-19496	<p>Pennine signs have returned the artwork for the office signage, this was circulated to all present.</p> <p><b>Resolved</b> – to approve the artwork provided by Pennine Signs</p>

Signature:

	Cllr Hunt returned to the room.
	<b>10. Financial Matters</b>
24/25 - 19497	<p>10.1. To receive and note current bank balances.</p> <p><b>RESOLVED:</b> to note current bank balances.</p> <p>10.2. To approve accounts for payment</p> <p><b>None</b></p> <p>10.3. To note payments previously authorised – see attached schedule.</p>
24/25 –19498	<p><b>RESOLVED:</b> to note payments previously authorised.</p> <p>10.4. To review and accept the Zurich Insurance quote renewal.</p>
24/25 - 19499	<p><b>RESOLVED</b> – to accept the policy schedule and authorise payment of the renewal of £965.16</p> <ul style="list-style-type: none"> <li>• <i>Power utilised: LGA1972, Section 111</i></li> </ul> <p>10.5. To receive an update on the Nest pension provision and payroll Cllr Greenwood provided an update and confirmed the first payroll run and pension payments had been made successfully.</p> <p>10.6. To review and accept the revised risk assessment (attached)</p>
24/25 –19500	<p><b>RESOLVED</b> – to accept the revised risk assessment.</p> <p>10.7. To receive an update on the banking approval situation Cllr Greenwood and the clerk provided an update.</p> <p>10.8 To authorise the purchase of a camera doorbell for the office</p>
24/25-19501	<p><b>RESOLVED</b> – to authorise the purchase of a camera doorbell for the office of NMT £150.</p> <p>10.9 To discuss and authorise the purchase of a VE day flag for the 80<sup>th</sup> Anniversary. Cllr Carter advised the Mayor’s secretary has confirmed there doesn’t appear to be a standard flag and no regulation that a flag must be flown. Waiting for further communication in relation to a flag design that can be used.</p>
24/25-19502	<p><b>RESOLVED</b> – to authorise the purchase of a VE day flag of NMT than £75.</p> <ul style="list-style-type: none"> <li>• <i>Power utilised: LGA 1972, section 137</i></li> </ul>
	<b>11. Planning Applications</b>
	<p>11.1 To consider and decide up on the following planning applications.</p> <p><u>Construction of 11 houses</u></p> <p>Planning Application</p> <p>Land Opposite Rishworth School Oldham Road Ripponden Sowerby Bridge Calderdale Ref. No: 24/00317/FUL   Received: Wed 03 Apr 2024   Validated: Mon 29 Apr 2024   Status: Pending Consideration</p>

Signature:

24/25 –19503

Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/CMBC/ST0L1UDW0LW03	Ripponden Parish Council	Wed 12 Mar 2025	Wed 26 Mar 2025	13

**RESOLVED** – *Ripponden Parish Council recommends to object to this application on the grounds that the design is not in keeping with the surrounding landscape, there are concerns from YW biodiversity team and it is in the vicinity of a grade II listed building.*

[Removal of post and rail fence and replace with stone wall and metal gates](#)

Planning Application

Pinfold House Scammonden Road Barkisland Sowerby Bridge Calderdale HX4 0DE

Ref. No: 25/00212/HSE | Received: Mon 03 Mar 2025 | Validated: Mon 10 Mar 2025 | Status: Pending Consideration

Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/CMBC/SSK0ISDWGYV00	Ripponden Parish Council	Mon 10 Mar 2025	Mon 31 Mar 2025	18

24/25 –19504

**RESOLVED** – *Ripponden Parish Council has no objection to this application*

[Two storey side extension, single storey rear extension](#)

Planning Application

1 Birch Avenue Rishworth Sowerby Bridge Calderdale HX6 4RR

Ref. No: 25/00229/HSE | Received: T

Requests for consultation

DC/CMBC/SSP12EDWH6V0E	Ripponden Parish Council	Wed 12 Mar 2025	Wed 02 Apr 2025	20
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24/25 - 19505

**RESOLVED** - *Ripponden Parish Council has no objection provided the application conforms to planning policy*

11.2

To receive and note any planning decision / information.

Appeal notice received: *(Please see attached letter)*.

Appeal Ref. No.: APP/A4710/Y/25/3361158 and APP/A4710/W/25/3361143

Rose Cottage, Ryburn Lane, Ripponden HX6 4AQ

Proposed side and rear extension including internal alterations.

**Noted.**

12. Members Reports

12.1

To receive a report from the Chair.

The Chairman reported that he and his consort had represented the Parish Council at the Saddleworth Civic Dinner.

12.2

To receive a report from the Vice-Chair.

Signature:

	<p>Cllr Johnson confirmed that the request to reinstate the H lines at the top of Stones Drive had now been completed.</p> <p>12.3 To receive reports from Councillors.</p> <p><b>Cllr Carter</b> advised that the former Councillor, Cllr J Bradley had sadly passed away.</p> <p><b>Cllr Greenwood</b> confirmed all 'registers of interest' had now been completed and forwarded to CMBC. Also that a sexual harassment sign may need to be displayed in the office. Clerk to follow up.</p> <p>Councillors present were reminded to submit any amendments and comments to Cllr Greenwood for the annual report. Suggestions were discussed and agreed, subject to alterations discussed.</p> <p><b>Cllr Potts</b> confirmed he had written to Derek Benn at CMBC regarding some recent issues and a community safety case has now been opened.</p> <p><b>Cllr Crossley</b> advised she had attended a Safer/Cleaner/Greener meeting and had shared the previous meetings minutes. Main points from the meeting:</p> <p>The meeting had highlighted the parking issues outside Stones Church. The Police are going to attend.</p> <p>The new PCSO for Ripponden is Dean Green.</p> <p>The fading of road markings near the M62 was discussed, Peter Stubbs confirmed they were aware and would be dealt with.</p> <p>Operation Star Fish talk is to be held at Stones Church on Wednesday 16<sup>th</sup> April. Cllr Crossley will circulate the time.</p> <p><b>Cllr Green</b> advised he had shared the report from the recent ward forum meeting. He highlighted the following points from that meeting:</p> <p>The request for a decreasing speed limit on Rochdale Rd has now been approved and will be carried out.</p> <p>The 30mph light up sign entering Triangle from Sowerby Bridge is also being progressed.</p> <p>No progress was made in relation to the parking in lay-bys near junction 22 of the M62, due to different parties not claiming ownership of the land.</p>
	<b>13. Project Updates</b>
24/25 –19506	<p>13.1 To receive an update on the CAT of Ripponden Library.</p> <p>The Chairman provided an update in relation to the meeting held with members of CMBC on 19<sup>th</sup> March.</p> <p>It was proposed the lease and JWA is signed, once we have agreed and amended these documents to reflect the requirements and timescales.</p> <p><b>RESOLVED</b> - to authorise Cllr A Naylor and K Naylor to review and amend the Milestones and JWA and circulate.</p>
24/25-19507	<p>13.2 To receive an update on the Eol of the Brig Royd Public Conveniences.</p> <p>The Chairman provided an update as this was covered at the meeting on 19<sup>th</sup> March. A site meeting needs to be arranged and a lease term agreed.</p> <p><b>RESOLVED</b> – Clerk to liaise with CMBC to agree a date to attend site.</p>
24/25 - 19508	<p>13.3 To receive an update on the Barkisland Stone Cross.</p> <p>Cllr Carter reported that she was in receipt of an email in relation to the repair of the stone cross.</p> <p>Cllr Crossley reported that Grant Matthews at CMBC had received 2 quotes for the repair to consider.</p> <p>It was agreed that this matter was in the hands of CMBC as it is not Parish Council owned property.</p> <p>13.4 To receive an update for the office security measures.</p> <p>Clerk advised Halifax Security had sent a quote through for the types of alarm that could be installed. Following discussions, it was proposed alternatives be considered.</p> <p><b>RESOLVED</b> – for the clerk to identify suitable alternative panic alarms and present at the next full council meeting.</p>

Signature:

	<b>14. Communications</b>
24/25 –19509	<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:  Reminding dog walkers to take their poo bags home if there are no bins available to use  H lines at the top of Stones Drive now complete  A reminder that there is CCTV coverage in the village, monitored by CMBC  New contact telephone number for the clerk.</p> <p>14.2 To receive three quotes for the printing of the annual report, and the delivery by Go Local, and decide action to be taken.</p> <p>1. £220 +VAT for 4000. £250 + VAT for 5000: That's a A5 half fold on 115gsm. By 30th April.  2. 5000 at 150gsm is £256.74. Express within two days. 1 working day is £195.43. 3-4 working days is £187.77.  3. £206.59 at 130gsm (3 days). £196.78 (6 days). £187.39 (8 days)</p> <p>GL delivery is £55 + VAT per 1000.</p>
24/25-19510	<p><b>RESOLVED</b> – to use option 1, for Go Local to print 5000 copies of A5 half fold on 115gsm at £250 + VAT and deliver 4000 at £55 + VAT per 1000.</p> <ul style="list-style-type: none"> <li>• <b>Power utilised:</b> LGA 1972, Section 142.</li> </ul>
	<b>15. Next Agenda</b>
	<p>To notify the clerk of matters for inclusion on the agenda of the next meeting.</p> <p>Policy document review, Safeguarding policy review, Lone working policy review, Volunteer policy review.</p>
	<b>16. Diary dates and next Council and Committee meetings</b>
24/25 –19511	<p>16.1 To confirm the date for the next meeting.</p> <p><b>RESOLVED:</b> to agree the next full council meeting will be held on Thursday 3<sup>rd</sup> April at 7.15pm</p>
24/25 –19512	<p>16.2 To confirm the date for the Annual Parish Council Meeting</p> <p><b>RESOLVED:</b> to agree the Annual Parish Council meeting will be held on Thursday 15<sup>th</sup> May at 7.15pm</p>
24/25 - 19513	<p>16.3 To discuss and agree the date and location for the Annual Assembly</p> <p><b>RESOLVED:</b> to agree the Annual Assembly will be held on Thursday 8<sup>th</sup> May at 7.00pm, Central Hall, Oldham Road, Ripponden.</p>
	The meeting concluded at 21:30h

Signature:

Ripponden Parish Council										19 March 2025 (2024 - 2025)
PAYMENTS LIST										
Voucher Code	Date	Invoice	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
128 Employee training	01/03/2025	12470	Business Account (N)		Club training - induction	YCCA	Z	75.00		75.00
128 IT support	01/03/2025	12462	Business Account (N)		Payroll services	L3 Workwagepay Services U	Z	75.00		75.00
124 Chairman's allowance	01/03/2025	12462	Business Account (N)		Parham LMC Dinner	Parham Town Council	S	58.23	11.67	70.00
127 Contingency	13/03/2025	12466	Business Account (N)		Office Keys Making	Quick service	Z	14.00		14.00
130 Stationery & supplies	13/03/2025	12466	Business Account (N)		A4 Paper	Amscor (via BPO)	S	14.00	2.80	17.00
130 Stationery & supplies	13/03/2025	12466	Business Account (N)		Office Paper Account, phone cr	Amscor (via BPO)	S	14.38	2.88	17.26
136								2,411.76		2,411.76
137								51.06		51.06
134 Stationery & supplies	13/03/2025	12472	Business Account (N)		Mobile phone - Samsung Galaxy	Amscor (via BPO)	Z	126.00		126.00
135 Stationery & supplies	13/03/2025	12472	Business Account (N)		Phone call charges	Amscor (via BPO)	S	15.11	3.02	18.13
138 Office rent	13/03/2025	12481	Business Account (N)		Microsoft 365 subscription	Microsoft	S	60.00	12.00	72.00
138 Office rent	13/03/2025	12481	Business Account (N)		Microsoft 365 subscription	Microsoft	S	10.00	2.00	12.00
Total								2,602.92	55.89	2,658.81

Signature:

Ripponden Parish Council  
RECEIPTS LIST

19 March 2025 (2024 - 2025)

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
26 Bank Interest	10/03/2025		Bus Bank Instant (ca		Interest	Lloyds Banking	Z	32.77		32.77
Total								32.77		32.77

Signature: