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Minutes for the 1275th Meeting of Ripponden Parish Council

Held at The Ripponden Parish Council Office, Central Hall, Ripponden on Thursday
3rd April 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 THORNER.

| Meeting Commenced 19:15h | |
|--------------------------|---|
| | 1. Welcome and register of those in attendance |
| | A reminder by the Chair of the Council's expectations for the audio or visual recording of the meeting. |
| | None. |
| | 2. Apologies |
| | 2.1 To receive apologies for absence and record these in the minutes. |
| | Apologies: Cllrs Greenwood, Hunt, A Naylor and K Naylor Absent: Cllrs Matthews, Whitworth, Thornber |
| | 2.2 To consider the approval of reasons for absence given by councillors. |
| | 3. Declarations of members' interests |
| | 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 raised. |
| | 4. Public Participation |
| | An opportunity for the public to ask questions about agenda items. |
| | None present. |
| | 5. Calderdale Ryburn Ward councillors' reports |
| | To receive a report by Ryburn Ward Councillors. |
| | None present. Cllr Carter requested the three ward councillors were advised of the Parish Council meeting dates and the clerk to advise we would be pleased to receive written reports to share at these meetings. |
| | 6. Minutes of the previous Full Council meeting |
| | 6.1 To confirm the minutes of the last meeting held on 20 th March 2025 are a true and correct record. |

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| 24/25 –19514 | <p>RESOLVED: that the minutes of the 1274th meeting held on Thursday 20th March 2025 at 7:15pm be accepted as a true and correct record.</p> <p>6.2 To receive information on outstanding resolutions and decide further action where necessary.</p> <p>None.</p> |
| | 7. Committee minutes |
| | <p>7.1 To receive a report from the Chair of the Environment committee following the meeting on 2nd April.</p> <p>Update not required, as all those present at Full Council attended the Environment committee meeting.</p> <p>Clerk to issue the minutes from the meeting.</p> |
| | 8. Administration |
| | To receive a report from the clerk on operational matters. |
| 24/25 - 19515 | <p>8.1 To receive and authorise the Policy directory</p> <p>RESOLVED: to accept the Policy directory.</p> |
| 24/25 - 19516 | <p>8.2 To receive and authorise the Lone Working Policy</p> <p>RESOLVED: to accept the Lone Working Policy</p> |
| 24/25 - 19517 | <p>8.3 To receive and authorise the Volunteer Policy</p> <p>RESOLVED: to accept the Volunteer Policy</p> |
| 24/25 - 19518 | <p>8.4 To receive and authorise the Safeguarding Policy</p> <p>RESOLVED: to accept the Safeguarding Policy</p> |
| | 9. Correspondence |
| | <p>To receive information on the following new correspondence and decide action where necessary.</p> <p>The Clerk advised those present that any emails or items of interest are being emailed out to all Councillors.</p> |
| | 10. Financial Matters |
| 24/25 - 19519 | <p>10.1. To receive and note current bank balances.</p> <p>RESOLVED: to note current bank balances.</p> |
| 24/25 –19520 | <p>10.2. To approve accounts for payment</p> <p>RESOLVED: to approve payments of £25 Laura Stone, £1189 YLCA subscription and £564 Go Local</p> |
| 24/25 - 19521 | <p>10.3. To note payments previously authorised – see attached schedule.</p> <p>RESOLVED: to note payments previously authorised.</p> |

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|---------------------------|---|--------------------------|-----------------|-----------------|-----------------|-----------------|-----------------------|--------------------------|-----------------|-----------------|----|
| 24/25 - 19522 | <p>10.4. To approve purchase of plants for 2 hanging baskets at Rishworth war memorial.</p> <p>RESOLVED: to approve purchase of plants for 2 hanging baskets at Rishworth war memorial for NMT £20.</p> <ul style="list-style-type: none">• Power utilised: <i>LGA 1972, s137</i> | | | | | | | | | | |
| 24/25 –19523 | <p>10.5. To receive the Q4 bank reconciliation and the budget vs actual and authorise for publication.</p> <p>RESOLVED – to authorise for publication the Q4 bank reconciliation and the budget vs actual subject to confirmation from YLCA regarding salary information.</p> | | | | | | | | | | |
| 11. Planning Applications | | | | | | | | | | | |
| 24/25 –19524 | <p>11.1 To consider and decide up on the following planning applications.</p> <p>11.2 Single storey rear extension</p> <p>Planning Application</p> <p>12 Jackson Meadows Barkisland Sowerby Bridge Calderdale HX4 0DD</p> <p>Ref. No: 25/00097/HSE Received: Fri 14 Mar 2025 Validated: Mon 24 Mar 2025 Status: Pending Consideration</p> <p>Requests for consultation</p> <table><tr><td>Letter Reference:</td><td>Consultee:</td><td>Date Requested:</td><td>Expiry Date:</td><td>Days to Expiry:</td></tr><tr><td>DC/CMBC/ST9EO8DW0CF01</td><td>Ripponden Parish Council</td><td>Mon 24 Mar 2025</td><td>Mon 14 Apr 2025</td><td>17</td></tr></table> | Letter Reference: | Consultee: | Date Requested: | Expiry Date: | Days to Expiry: | DC/CMBC/ST9EO8DW0CF01 | Ripponden Parish Council | Mon 24 Mar 2025 | Mon 14 Apr 2025 | 17 |
| | Letter Reference: | Consultee: | Date Requested: | Expiry Date: | Days to Expiry: | | | | | | |
| | DC/CMBC/ST9EO8DW0CF01 | Ripponden Parish Council | Mon 24 Mar 2025 | Mon 14 Apr 2025 | 17 | | | | | | |
| | <p>RESOLVED: Ripponden Parish Council has no objection to this application provided the application conforms to planning policy.</p> | | | | | | | | | | |
| | 12. Members Reports | | | | | | | | | | |
| 24/25 - 19525 | <p>12.1 To receive a report from the Chair.</p> <p>No update.</p> <p>12.2 To receive a report from the Vice-Chair.</p> <p>Cllr Johnson confirmed that the ground nesting posters were now ready to be installed in the appropriate locations.</p> <p>12.3 To receive reports from Councillors.</p> <p>Cllr Crossley – contacted local tradesman for quotes for the planter on Halifax Road and the Barkisland cross repairs and timescales.</p> <p>Cllr Potts had confirmation that a previous complaint lodged with CMBC has now been acknowledged and allocated to a member of staff.</p> <p>Cllr Crossley advised that some fly tipping had occurred at Hirst Wood, which will be reported.</p> <p>Cllr Carter – raised a concern regarding waste being left on land in Kebroyd.</p> <p>RESOLVED: Clerk to report to planning enforcement via the Customer First portal and environmental health.</p> | | | | | | | | | | |

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| | 13. Project Updates |
| | <p>13.1 To receive an update on the CAT of Ripponden Library. Cllr Johnson confirmed the updated milestones had been forwarded to CMBC. Awaiting a response.</p> <p>13.2 To receive an update on the Eol of the Brig Royd Public Conveniences. A date for the site visit is in progress.</p> <p>13.3 To receive an update for the office security measures.</p> <p>Clerk advised a camera doorbell has been ordered.</p> |
| | 14. Communications |
| 24/25 –19526 | <p>14.1 To decide upon the communications schedule items over the next fortnight.</p> <p>RESOLVED: that the communications items for the next two to three weeks will be: Pictures of the ground nesting bird posters. A link for the Calderdale Forum should be published on the RPC website.</p> |
| | 15. Next Agenda |
| | <p>To notify the clerk of matters for inclusion on the agenda of the next meeting.</p> <p>To authorise purchase of a St Georges day flag if required. To discuss VE day celebrations. Items from the Environment committee meeting to be authorised at Full Council. To receive and authorise the war memorial railings quote.</p> |
| | 16. Diary dates and next Council and Committee meetings |
| 24/25 –19527 | <p>16.1 To confirm the date for the next meeting.</p> <p>RESOLVED: to agree the next full council meeting will be held on Thursday 17th April at 7.15pm</p> |
| | The meeting concluded at 20:20h |

Signature:

Ripponden Parish Council
RECEIPTS LIST

2 April 2025 (2025 - 2026)

| Vouche | Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|---------|------------|--------|----------------------|------------|-------------|----------------------------|----------|-----------|-----|-----------|
| 1 | Precept | 01/04/2025 | | Business Account (Ri | | Precept | Calderdale Metropolitan Bo | Z | 65,000.00 | | 65,000.00 |
| Total | | | | | | | | | 65,000.00 | | 65,000.00 |

Generated by Scribe

1 of 1

Ripponden Parish Council
PAYMENTS LIST

1 April 2025 (2024 - 2025)

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|-------------------------------|------------|--------|----------------------|-----------|----------------------|----------------|----------|----------|------|----------|
| 140 | General Insurance | 21/03/2025 | 19499 | Business Account (Ri | | Insurance | Zurich | Z | 965.16 | | 965.16 |
| 142 | Bank charges | 28/03/2025 | 19484 | Business Account (Ri | | Service Charges | Lloyds Banking | Z | 8.50 | | 8.50 |
| 143 | Contingency | 28/03/2025 | 19484 | Business Account (Ri | | Office rental | Central Hall | Z | 700.00 | | 700.00 |
| 144 | Workplace pension contributor | 31/03/2025 | 19484 | Business Account (Ri | | Pension contribution | Nest | Z | 89.91 | | 89.91 |
| 145 | Bank charges | 31/03/2025 | 19484 | Treasurers Account | | Service Charges | Lloyds Banking | Z | 4.25 | | 4.25 |
| 141 | Mobile telephone & internet | 31/03/2025 | 19484 | Business Account (Ri | | Mobile phone | Vodafone | S | 11.67 | 2.33 | 14.00 |
| Total | | | | | | | | | 1,779.49 | 2.33 | 1,781.82 |

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Signature:

Ripponden Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

2 April 2025 (2025 - 2026)

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|---------------|------------|--------|----------------------|-----------|---------------------------------|---------------------------|----------|----------|-------|----------|
| 3 | HR support | 04/04/2025 | | Business Account (Ri | | Payroll Services | LS Bookkeeping Services U | Z | 25.00 | | 25.00 |
| 2 | YLCA | 04/04/2025 | | Business Account (Ri | | YLCA annual subscription | YLCA | Z | 1,189.00 | | 1,189.00 |
| 1 | Parish report | 04/04/2025 | | Business Account (Ri | | Annual report printing and deli | Go Local | S | 470.00 | 94.00 | 564.00 |
| Total | | | | | | | | | 1,684.00 | 94.00 | 1,778.00 |



Signature:

Ripponden Parish Council

1 April 2025 (2024 - 2025)

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

| | | | |
|----------|---|-----------|------------|
| | Bank Reconciliation at 31/03/2025 | | |
| | Cash in Hand 01/04/2024 | | 152,654.77 |
| | ADD Receipts 01/04/2024 - 31/03/2025 | | 61,881.72 |
| | | | 214,536.49 |
| | SUBTRACT Payments 01/04/2024 - 31/03/2025 | | 46,410.57 |
| A | Cash in Hand 31/03/2025 (per Cash Book) | | 168,125.92 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 31/03/2025 | 0.00 | |
| | Treasurers Account 31/03/2025 | 68,093.10 | |
| | Bus Bank Instant (capital reserve) 31/03/2025 | 42,744.72 | |
| | Business Account (Revenue) 31/03/2025 | 26,288.10 | |
| | Notice account 31/03/2025 | 30,000.00 | |
| | | | 168,125.92 |
| | Less unrepresented payments | | |
| | | | 168,125.92 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 168,125.92 |
| | A = B Checks out OK | | |

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Ripponden Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

1 April 2025 (2024 - 2025)

Income

| Code Title | Receipts | | | Payments | | | Net Position |
|------------------|------------------|------------------|---------------|----------|--------|----------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 1 Precept | 58,344.00 | 58,344.00 | | | | | (0%) |
| 2 Bank interest | 500.00 | 1,040.34 | 540.34 | | | | 540.34 (108%) |
| 3 HMRC refund | 2,317.38 | 2,317.38 | | | | | (0%) |
| SUB TOTAL | 61,161.38 | 61,701.72 | 540.34 | | | | 540.34 (0%) |

Employment

| Code Title | Receipts | | | Payments | | | Net Position |
|----------------------------------|----------|--------|----------|------------------|-----------------|------------------|------------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 4 Clerk's net salary | | | | 16,586.00 | 2,411.76 | 14,174.24 | 14,174.24 (85%) |
| 5 Clerk NI & Tax | | | | 1,890.00 | | 1,890.00 | 1,890.00 (100%) |
| 6 Deputy clerk net salary | | | | 3,695.00 | | 3,695.00 | 3,695.00 (100%) |
| 7 Deputy clerk NI & Tax | | | | | | | (N/A) |
| 8 Employer's NI contribution | | | | 1,295.00 | | 1,295.00 | 1,295.00 (100%) |
| 9 Workplace pension contribution | | | | | 140.97 | -140.97 | -140.97 (N/A) |
| 10 Employee training | | | | 380.00 | 105.20 | 274.80 | 274.80 (72%) |
| 11 Employee expenses/WFH | | | | 100.00 | | 100.00 | 100.00 (100%) |
| 12 HR support | | | | 215.00 | 2,143.00 | -1,928.00 | -1,928.00 (-896%) |
| SUB TOTAL | | | | 24,161.00 | 4,808.93 | 19,352.07 | 19,352.07 (80%) |

Administration

| Code Title | Receipts | | | Payments | | | Net Position |
|---------------------------------|----------|--------|----------|------------------|------------------|-----------------|-----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 13 Stationery & supplies | | | | 400.00 | 252.01 | 147.99 | 147.99 (37%) |
| 14 Office 365 | | | | 809.00 | 899.31 | -90.31 | -90.31 (-11%) |
| 15 Anti-virus | | | | 27.00 | | 27.00 | 27.00 (100%) |
| 16 Equipment service | | | | 100.00 | | 100.00 | 100.00 (100%) |
| 17 Postage | | | | 54.00 | | 54.00 | 54.00 (100%) |
| 18 Bank charges | | | | 90.00 | 106.35 | -16.35 | -16.35 (-18%) |
| 19 Scribe software | | | | 408.00 | 1,065.00 | -657.00 | -657.00 (-161%) |
| 20 GDPR/ICO | | | | 54.00 | 35.00 | 19.00 | 19.00 (35%) |
| 21 General Insurance | | | | 923.00 | 965.16 | -42.16 | -42.16 (-4%) |
| 22 Contingency | | | | 4,000.00 | 3,050.60 | 949.40 | 949.40 (23%) |
| 23 Library IT | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 24 Library telephone & internet | | | | 400.00 | | 400.00 | 400.00 (100%) |
| 25 Mobile telephone & internet | | | | 161.00 | 140.04 | 20.96 | 20.96 (13%) |
| 26 Audit fees | | | | 639.00 | 675.00 | -36.00 | -36.00 (-5%) |
| 27 Room hire | | | | 684.00 | 930.00 | -246.00 | -246.00 (-35%) |
| 28 Storage | | | | 880.00 | 344.84 | 535.16 | 535.16 (60%) |
| 29 Office rental | | | | 3,556.38 | 4,096.44 | -540.06 | -540.06 (-15%) |
| SUB TOTAL | | | | 14,186.38 | 12,668.76 | 1,517.62 | 1,517.62 (11%) |

Signature: