

The 1144th Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 11th January 2018 at 7.15pm.

Councillors Present: Cllr Naylor chaired the meeting.

Cllr Carter, Cllr Hunt, Cllr Johnson, Cllr McCarley, Cllr Russell, Cllr J Smith, Cllr M Smith

1. To accept apologies for absence and lateness

Absence – Cllr Moran, Cllr Potts, Cllr Robins, Cllr Watson

Lateness – Cllr Carter

2. To accept the Minutes of the 1143rd Meeting held on Thursday 14th December 2017

16992 Resolved in a motion by Cllr M Smith and seconded by Cllr Russell that the Minutes be accepted as a true and correct record of the Meeting held on Thursday 14th December 2017.

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

The Clerk Reported that:

A telephone message had been received from Calderdale Council concerning the state of Blue Ball Road, Ripponden. The officer advised that an engineer had attended the site and had brought back information that would now be looked into. The officer confirmed that he would provide an update as soon as possible.

A letter had been received from Calderdale Council Planning Services advising of the appeal decision for 5 Woodside, Branch Road, Barkisland. The officer reported that the appeal had been dismissed.

The Clerk informed the Meeting that an e-mail had been received from St Bartholomew's Church confirming that the community centre was booked for the Annual Parish Meeting on Tuesday 27th March 2018. Cllrs J and M Smith gave their apologies for not being able to attend.

An e-mail response had also been received from the Safer Communities Fund providing feedback from the Parish Council's unsuccessful grant application for CCTV. The Meeting asked Cllr Johnson if he would liaise with the Clerk to re-submit an application for the next round of funding.

Cllr Johnson reported that he had taken photographs of the road issues on Withens End Lane and that these had now been forwarded onto Calderdale Council by the Clerk. He also asked if any update had been received regarding the issues at Durham Cottage on Blue Ball Road and Moselden Lane. Cllr Naylor confirmed that Calderdale Council was progressing the matter at Durham Cottage and the Clerk advised that she had received no update about Moselden Lane.

Cllr Hunt confirmed that he had forwarded on photographs of the tree and wall on Rishworth New Road for submission to Calderdale Council. He advised that he would take more if needed.

Cllr Naylor reported that the clearance work on the dam at Bowers Mill had now been completed. He also advised that the river, which had been blocked for several year's was now to be cleaned up by the landowner.

4. To receive Parish Councillors declarations of Interest

None

5. Public Participation

Mr Mullany attended regarding the cut in bus service provision for Barkisland.

16993 Resolved in a motion by Cllr J Smith and seconded by Cllr McCarley that Standing Orders be suspended to allow Mr Mullany to address the Meeting.

Mr Mullany reiterated his comments from his previous attendance at a Parish Council meeting, in that he felt that parts of the Parish were no longer properly served by public transport. He accepted that financially, to run a service that was not being sufficiently used was not feasible but asked if the Parish Council could request a meeting with West Yorkshire Combined Service to discuss alternatives. The Meeting asked that Mr Mullany submit his questions to the Clerk and that the Parish Council would then endeavour to arrange attendance of an officer at a future meeting.

The Chairmen thanked Mr Mullany for his attendance. Mr Mullany then left the meeting.

16994 Resolved in a motion by Cllr J Smith and seconded by Cllr McCarley that Standing Orders be re-instated.

The Chairman asked that Agenda item 10 be moved forward to enable the Head of Neighbourhoods – Mr Pitts and Mrs Firth from Calderdale Council to address the Meeting.

10. To discuss Partnership Working in respect of Grounds Maintenance and Street Cleaning with a Representative of Calderdale Council

Mr Pitts introduced himself and Mrs Firth to the Meeting and gave a brief synopsis of the future issues facing the Safer, Cleaner, Greener service, in light of the proposed severe budget cuts affecting the service provision. Mr Pitts then opened the discussion up to receive questions from Councillors. Interest was expressed at the potential of jointly financing a 'lengthsman' and it was agreed that this type of working may be of benefit to both Calderdale and the Parish Council. Mr Pitts also agreed to look into issues raised by Councillors regarding Community Asset Transfers and the installation of a percussion tap at the library.

Cllr Carter arrived at 8.05pm

The Chairman thanked Mr Pitts and Mrs Firth for their attendance and they then left the meeting.

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

6.1. To accept the Clerks Quarterly Bank Reconciliation and Budget Report as at 31st December 2017

16995 Resolved in a motion by Cllr J Smith and seconded by Cllr Johnson that the Parish Council accepts the Clerks Quarterly Bank reconciliation for October to December 2017.

16996 Resolved in a motion by Cllr M Smith and seconded by Cllr Russell that the Parish Council accepts the Clerks Quarterly Budget Report for October to December 2017.

The Clerk Reported that:

A cheque had been received from Calderdale Council for £300 in respect of the permit fee for a headstone at Ebenezer Graveyard.

An e-mail had been received from a resident concerning the Northern Forest and asked if the Parish Council had information that it could share regarding this. Cllr Carter advised that she could forward an outline draft of the proposal to the Clerk.

6. To receive reports from the Clerk, Chairman, Committees, Councillors and Outside Bodies by Council Representatives (continued)

The Clerk was also asked to contact the Woodland Trust to request that the Parish Council be kept informed of developments.

The Clerk informed the Meeting that an e-mail had been received from a resident concerning traffic speeding on Rochdale Road. The Clerk reported that she had replied requesting that the resident monitors the situation and if possible provide details of hot spots and times when the issue were most prominent, these would then be passed onto Calderdale Council and the Police. The Clerk was asked to contact the resident for her address details, which may throw light on the issues.

An e-mail had also been received from the Ripponden & Soyland Tennis Club requesting attendance at a future meeting to present their case for taking over responsibility for the Mill Fold Tennis Courts. The Clerk confirmed that she had arranged for the Club to attend on Thursday 22nd February 2018.

The Clerk advised that she had received a request from St Bartholomew's Church for a couple of window displays maybe April/May to promote the Little Fishes under 5's group and the Riverside Café. The Meeting had no objections to this request.

Cllr Russell asked if the Minutes from the Communications Committee Meeting held on 4th December 2017 be included in the Minutes of this meeting.

16997 Resolved in a motion by Cllr J Smith and seconded by Cllr M Smith that the Minutes of the Communications Committee meeting held on 4th December 2017 be included in the Minutes of this meeting. (See appendix 1).

Cllr Russell reviewed the Communications Committee meeting held on 4th January 2018, which had been a very productive meeting, the main points being the setting up of a sub-committee to produce the Commemoration booklet, Press releases, Annual Report, Office Window displays, the Newsletter and Welcome Booklet.

Cllr Russell reported that she had received a complaint from a resident regarding the lack of snow ploughing at Windy Hill, Krumlin. She also reported that Clock Face Quarry had undergone a change in its Management structure and that the quarry would be closed until 1st April.

16998 Resolved in a motion by Cllr Russell and seconded by Cllr M Smith that the Parish Council writes to Planning Enforcement to request an update and information as to how the monitoring being undertaken was to be done during the quarry closure.

Cllr Johnson asked that his disappointment be noted that the Christmas tree at Ripponden War Memorial had remained at a dangerous angle throughout the festive period, despite being reported to Calderdale Council.

16999 Resolved in a motion by Cllr Carter and seconded by Cllr Johnson that the Parish Council writes to Calderdale Council to express concerns regarding the dangerous angle of the tree, which was believed to have arisen due to being knocked when the lights were added.

Cllr Carter reported that the cost for Christmas light installation may well have increased significantly this year. The Meeting agreed that discussion of this should be left until the invoice from Calderdale Council had been received.

Cllr M Smith reported that together with his Consort he had attended the Whitworth Carol Service, which had been a very enjoyable evening.

Cllr M Smith asked that the Minutes from the Neighbourhood Planning Committee Meeting held on 11th October 2017 be included in the Minutes of this meeting.

6. To receive reports from the Clerk, Chairman, Committees, Councillors and Outside Bodies by Council Representatives (continued)

17000 Resolved in a motion by Cllr Russell and seconded by Cllr Carter that the Minutes of the Neighbourhood Planning Committee meeting held on 11th October 2017 be included in the Minutes of this meeting. (See appendix 2).

Cllr M Smith reviewed the Neighbourhood Planning Committee meeting held on 19th December 2017, the main points being the revised programme dates, the draft Neighbourhood Plan and future funding.

Cllr M Smith also provided a brief update on the first meeting of the sub-committee tasked with producing the Commemoration Booklet for the centenary of the end of WW1. The Clerk was asked to circulate an electronic copy of the poster to all Councillors for distribution to local businesses etc.

Cllr Naylor asked that the Minutes from the Civic Dinner Committee Meeting held on 7th November 2017 be included in the Minutes of this meeting.

17001 Resolved in a motion by Cllr M Smith and seconded by Cllr Carter that the Minutes of the Civic Dinner Committee meeting held on 7th November 2017 be included in the Minutes of this meeting. (See appendix 3).

Cllr Naylor reviewed the Civic Dinner Committee meeting held on 11th December 2017, the main points being Entertainment and Invitations.

Cllr Naylor reported that together with his Consort he had visited Mrs Scholfied who had been 90 years old at Christmas and was to visit Mr Thurlow who would be 100 years old next weekend. He also reported that he had received a couple of complaints about the Christmas decorations in the Rochdale Road telephone box. The Meeting agreed that the decorating of the telephone box had been excellent and commended the group for its ideas.

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

Cllr Carter reported that the 2016/17 winter gritting routes had now been reinstated for 2017/18.

8. To agree accounts for payment

17002 Resolved in a motion by Cllr Russell and seconded by Cllr Hunt that the accounts listed on the schedule with a total value of £3,651.18 be passed for payment.

9. To receive correspondence

Correspondence

Calderdale Council
Overgate Hospice

Mr Parkinson

Pension Regulator
HM Revenue & Customs

Draft Statement of Gambling Principles
Cllr Johnson & Cllr McCarley's assistance with Christmas Tree Collections
C.C letter to Calderdale Council re crater on Scammonden Road, Barkisland
Increase to Pension Contributions
Changes to claims using form VAT126

Information

Clerks & Councils Direct
North Bank Forum
WY Police & Crime Commissioner

January Issue
Sector Support Update 15th December 2017
January Newsletter

9. To receive correspondence (continued)

YLCA	Referendum Principles for next three years
YLCA	NALC Chief Executive Bulletin 1 2018
YLCA	General Data Protection Regs briefing notes
YLCA	Consultation about Park Homes
YLCA	White Rose Update - December

Invitations

Whitworth Town Council	Civic Dinner 7 th April 2018
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Agendas

15/01/2018	Cabinet
16/01/2018	Planning Committee 1

Matters arising from correspondence

The Meeting agreed that a photograph of Cllr Johnson and Cllr McCarley assisting Overgate Hospice with the Christmas tree collection should be put on Facebook.

It was noted that the road white line markings had been installed on Scammonden Road by Calderdale Council this week.

11. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement Issues**11.1. Planning Applications & Decisions****New Plans for this meeting****Application No: 17/01487/FUL**

Case Officer: Sara Johnson
 Site: Barkisland CE Primary School Scammonden Road Barkisland
 Proposal: Conversion of existing store room to create a study area including a new pitched roof and new openings
 Applicant: Barkisland C of E School
 Allocation: Grade II Listed Building
 History: Most recent - 07/00796/FUL Extension to Horton Building, lowering of window sills, new roof lights and alterations to playground – permit; 11/00879/FUL The proposed works include the construction of new single storey extension to consist of a new main hall, classroom, circulation space and pupil toilets complete with the demolition of 1 no. existing temporary (porta-cabin) classroom and creation of new hardstanding to form new playground – permit; 14/01378/LBC New internal kitchen area with associated ventilation system to boiler house roof (Listed Building Consent) - permit
 Main Issues: Listed building, design

RPC Comments:

17003 Resolved in a motion by Cllr J Smith and seconded by Cllr Hunt that the Parish Council has no objections to this application.

11. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement Issues (continued)

Application No: 17/01488/LBC

Case Officer: Sara Johnson
 Site: Barkisland CE Primary School Scammonden Road Barkisland
 Proposal: Conversion of existing store room to create a study area including a new pitched roof and new openings (Listed Building Consent)
 Applicant: Barkisland C of E School
 Allocation: Grade II Listed Building
 History: Most recent - 07/00796/FUL Extension to Horton Building, lowering of window sills, new roof lights and alterations to playground – permit; 11/00879/FUL The proposed works include the construction of new single storey extension to consist of a new main hall, classroom, circulation space and pupil toilets complete with the demolition of 1 no. existing temporary (porta-cabin) classroom and creation of new hardstanding to form new playground – permit; 14/01378/LBC New internal kitchen area with associated ventilation system to boiler house roof (Listed Building Consent) - permit
 Main Issues: Listed building, design

RPC Comments:

17004 Resolved in a motion by Cllr J Smith and seconded by Cllr Hunt that the Parish Council has no objections to this application.

Application No: 17/01476/HSE

Case Officer: Diane Scaramuzza
 Site: Savile Royd Saddleworth Road Barkisland
 Proposal: First floor extension to side and alterations to form single storey extension across rear elevation
 Applicant: Mr & Mrs Sziachcic
 Allocation: Green belt, smoke control area
 History: 79/03987/OUT Erection of 2 dwellings with garages and installation of septic tank (outline) – permit; 80/02813/FUL Formation of new access into field from classified road – permit; 81/01858/FUL Erection of detached dwelling (details) – permit; 86/01763/RES Detached dwelling with integral garage (reserved matters) (amended plan details) - approve
 Main Issues: Green belt & design

RPC Comments:

17005 Resolved in a motion by Cllr Carter and seconded by Cllr M Smith that the Parish Council objects to this application on the grounds of it being Green Belt development & Design – BE1 & BE2 and policy NE7

Application No: 17/01531/HSE

Case Officer: Steven Emery
 Site: 37 Castle Lane Ripponden
 Proposal: Raised patio and retaining wall to rear including screen planting scheme (Part Retrospective)
 Applicant: Mr S Kirby
 Allocation: Green Belt, village envelope, Wildlife Corridor
 History: 16/00845/HSE Raised patio and retaining wall to rear (Part Retrospective) – withdrawn; 16/01337/HSE Raised patio and retaining wall to rear (Part Retrospective) (Revised Scheme to 16/00845) – refused; 16/01614/HSE Raised patio and retaining wall to rear (Part Retrospective) – refused; 17/00027/RES Appeal dismissed.
 Main Issues: Design, Green Belt, Privacy & Amenity policies BE1 & BE2 and NE15

11. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement Issues (continued)

RPC Comments:

17006 Resolved in a motion by Cllr Russell and seconded by Cllr Johnson that the Parish Council objects to this application on the grounds that the proposed amendments are insufficient to resolve the overlooking issues, policies BE1, BE2 and NE15. Also access issues to maintain the proposed shrub boundary with neighbouring property.

Application No: 17/01468/CON

Case Officer: Janine Branscombe

Site: Upper Abbots Royd Farm Scammonden Road Barkisland

Proposal: Conversion of outbuilding to form two bungalows

Applicant: Mrs J Carter

Allocation: Green belt, SLA, Wildlife Corridor

History: 04/01487/HSE Demolish garage and build two storey extension & ground floor porch – permit; 07/00286/CON Proposed conversion of existing outbuilding to form one holiday let – permit; 16/00641/CON Conversion of an existing outbuilding to form one holiday let – permit

Main Issues: Public Right of Way (footpath 067) Green belt, design & access, development in wildlife corridor, policies BE1 & BE2, T18, NE4, NE12, NPPF7,6 & 9.

RPC Comments:

17007 Resolved in a motion by Cllr Russell and seconded by Cllr J Smith that the Parish Council objects to this application on the grounds that it is not in keeping with the surrounding area, Design and materials; policies BE1 & BE2, NE4 & NE12 and NPPF9.

Planning Decisions:

17/20191/TPO 9 Ringstone Barkisland	Prune trees (Tree Preservation Order)	Granted
17/01032/CON Near Royd Withens End Lane Rishworth	Conversion of central barn to residential use as part of existing dwelling, rear glazed extension and associated alterations.	Granted
17/01033/LBC Near Royd Withens End Lane Rishworth	Alterations to the barn in association with a conversion to residential use including: removal of timber stairs and mezzanine floor; new doors and glazing in existing openings; and internal insulation system. Construction of a glazed extension on the rear (east) elevation of the barn. Alterations to the existing dwelling including: removal of the existing staircase and installation of a new timber staircase; new opening formed in an internal wall to access the barn; and form new opening in external wall by removing a window in order to access the extension. (Listed Building Consent)	Granted

11. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement Issues (continued)

<p>17/01358/HSE Heights Green Barn Quakers Lane Sowerby Bridge</p>	<p>Single storey link extension from barn to garage</p>	<p>Granted</p>
<p>17/20209/TPO Church Meadows Oldham Road Ripponden</p>	<p>Prune one tree (Tree Preservation Order)</p>	<p>Granted</p>
<p>17/01225/LBC Great House Cottage Great House Lane Ripponden</p>	<p>Replacement front door (Listed Building Consent)</p>	<p>Granted</p>
<p>17/00378/DISC1 Barkisland Hall Stainland Road Barkisland</p>	<p>Submission of information to Discharge Conditions on application 17/00378/HSE - Conditions 2 and 3</p>	<p>Partially Complied With</p>
<p>17/00379/DISC1 Barkisland Hall Stainland Road Barkisland</p>	<p>Submission of information to Discharge Conditions on application 17/00379/LBC - Conditions 2 and 3</p>	<p>Partially Complied With</p>

11.2. Planning Enforcement

None

The meeting closed at 9.18pm

**Communication Committee Meeting
held on Monday 4th December 2017 at 7.00pm**

Cllr Russell chaired the meeting

Present:- Cllr Moran, Cllr J Smith, Cllr M Smith, Cllr Watson

1. To receive apologies for absence and lateness

Absence – Cllr Potts, Cllr Robins

2. To approve the Minutes of the meeting held on Tuesday 3rd October 2017

Agenda item 3, para 1. Amend Cllr J Smith to Cllr Russell

CC2018-08 Resolved in a motion by Cllr M Smith and seconded by Cllr Moran that after the above amendment the minutes be accepted as a true and correct record of the meeting held on Tuesday 3rd October 2017.

3. Matters arising from the last meeting

None

The Chairman asked for Agenda item 10 to be brought forward to the next item

10. To discuss the Commemoration leaflet & potential concert

The Meeting discussed what sort of booklet would be suitable and Cllr Watson circulated copies of previous booklets published by the Parish Council to commemorate events such as the Coronation and Silver Jubilee. It was agreed that due to the items that the Committee needed to incorporate the booklet would need to be approximately 32 pages.

Suggested topics were:

- Details of the names on each of the war memorials relating to the 1st world war and wherever possible a photograph
- Outbreak of war
- How recruited locally
- Duke of Wellington regiment
- Those left behind and the changing society
- The armistice
- Details of the Remembrance Sunday Services and procession

Cllr Watson suggested that Mrs Dorothy Crowther and Mr David Cliffe may be local residents who may be able to assist. The Clerk advised that Mr P Holroyd one of the Scout Leaders had also shown an interest in getting involved in Commemoration plans.

Discussion then took place as to funding and perhaps sponsorship – it was agreed that funding could not be met from the present Communications Budget and as such felt that this issue should be referred back to Full Council for funding to be set aside from perhaps Revenue Reserves.

It was also agreed that the whilst the Communications Committee was best placed to lead on the booklet perhaps a sub-committee would be the best way forward to discuss content and write the articles. The amount of work involved could not be dealt with in the time allocated to the Communications Committee meetings themselves. It was felt that a sub-committee would allow for interested members of the public to be co-opted.

In the meantime the Clerk was asked to contact Simprint and Go Local to make enquiries regarding the printing and distribution of the booklet.

The Committee went on to discuss additional events such as a proms type concert in the summer (Diggle Band had offered to do a concert free of charge), Ox Roast, First World War re-enactments. It was agreed that this should be referred back to Full Council for an Event Committee to be set up.

CC2018-09 Resolved in a motion by Cllr M Smith and seconded by Cllr Moran that Cllr Watson be co-opted onto the Communications Committee.

Cllr Watson left the meeting at 7.45pm

4. Review the Committee Budget & agree the Budget for 2018/19

The Clerk provided details of the budget/actual expenditure as at 4th December 2017 for the Committee to review.

CC2018-10 Resolved in a motion by Cllr J Smith and seconded by Cllr Moran that a budget of £2100 be recommended to Full Council by the Committee for 2018/19 and that any remaining balance left over from 2017/18 be carried forward.

5. Press Release for January and the remainder of 2018/19

It was agreed that the press release for January should be on the Commemoration Booklet and asking for residents to get involved. Cllr Russell agreed to draft the article for Full Council approval on 14th December.

The Clerk was asked to advise the Civic Dinner Committee that a quarter page advert would be required in Go Local for the Civic Dinner.

Articles for the remainder of the year would be discussed and agreed at the next meeting when the date for the Annual Parish Meeting would be known.

6. Office Window Schedule for 2018

Cllr M Smith agreed to approach Ryburn United to see if the club would like to have the window early January to promote their 'Sponsor a Brick' Campaign. He would also speak with the Bowling Club about a window display in February to coincide with their membership enrolment.

The Clerk was asked to contact Ryburn 3 step to see if they would like a window display perhaps to coincide with Rushbearing.

7. Welcome Booklet

It was agreed that due to the amount of work that the Committee had currently, the booklet would be tweaked slightly to include the library and Pre-Schools. Cllr Russell agreed to do the amendments.

8. Good Citizens Award

The Clerk reported that disappointingly only two Nomination forms had been received.

It was agreed that the Clerk should ask Full Council for a panel to be set up to agree a winner.

9. Spring Newsletter

Cllr Russell and Cllr Moran agreed to draft articles and Cllr J Smith would update the Newsletter template.

The Clerk was asked to contact the Old peoples groups that had received funding for Christmas parties for a couple of photographs of their events to be included in the Newsletter. Suggested articles were:

Christmas Party funding
Stones Cricket Club bowling machine
Unveiling the Mill Fold play area plaques
Update on the Neighbourhood Plan

11. To approve any spending from the Communication Committee

None

12. Date of next meeting

The next meeting is to be held on Thursday 4th January 2018 at 7pm

The meeting closed at 8.40pm

Appendix 2

**Neighbourhood Planning Committee Meeting
held on Wednesday 11th October 2017 at 7.00pm**

Cllr M Smith chaired the meeting

Present:- Cllr Carter, Cllr Russell, Dr Smales

1. To receive apologies for absence and lateness

Absence – Cllr Potts, Cllr Robins

2. To approve the Minutes from the meeting held on Tuesday 5th September 2017

NPC2018-08 Resolved in a motion by Cllr Russell and seconded by Cllr Carter that the Minutes be accepted as a true and correct record of the meeting held on Tuesday 5th September 2017.

3. Any Matters arising from previous Meetings

The Clerk reported that the grant deadline had been extended to 31st December 2017 and that the closing date for additional grant funding was 31st January 2018 for grants up to 31st March 2018.

NPC2018-09 Resolved in a motion by Cllr Russell and seconded by Cllr Carter that the on-line survey should be kept live until the end of November at a cost of £52.

4. To receive an update on Focus Group Consultations

Dr Smales advised that he had contacted the focus groups on the list provided by the Clerk and was hoping to organise for all the presentations to be done by mid-November.

5. To discuss funding for the Draft Neighbourhood Plan Stage

The Clerk reminded the Committee that on the funding already received the element for the final stages had not been awarded so there had been a shortfall of £1600. However more than

one grant can be applied for in any one funding round so the Parish Council can still apply for additional funding up to 31st January 2018.

The Meeting also reviewed the grant expenditure so far and it was agreed that the remaining balance should be spent by 31st December.

Dr Smales agreed to provide estimate costings for the remaining stages for the next meeting. It was agreed that this item therefore be held over to the next meeting.

6. To discuss an action plan for the development of the Draft Plan stage

Dr Smales advised that the final phases needed to be put back four weeks due to the Local Plan being at referendum stage in May 2018 and having the Neighbourhood plan at referendum at the same stage would cause confusion. The Meeting agreed that a four week extension should be planned in to the schedule. Dr Smales will amend the programme/action plan and provide a copy to the Clerk for circulation prior to the next meeting.

7. Any Other Business

Dr Smales reported that Mr Ratcliffe from Calderdale Council had attended a meeting with the DCLG and that the governments for building of 13000 homes in Calderdale had been reduced to 9000.

Cllr Russell asked if we needed to book another full page article with Go Local for February/March. The Meeting agreed that this should be decided at the next meeting.

The Clerk had provided a list of Consultation bodies to all Committee members for information. It was agreed that Councillors should take the list away and consider any additions.

8. To agree the Date of the next meeting

It was agreed that the next meeting should be Tuesday 28th November 2017 at 7.00pm.

The meeting closed at 7.40pm

Appendix 3

**Civic Dinner Committee Meeting
held on Tuesday 7th November 2017 at 10.00am**

Cllr Naylor chaired the meeting

Present: - Cllr Carter, Cllr J Smith, Cllr M Smith

1. To receive apologies for absence and lateness

None

2. To approve the minutes of the meeting held on Monday 24th July 2017

CD2018-03 Resolved in a motion by Cllr M Smith and seconded by Cllr Carter that the Minutes are accepted as a true and correct record of the meeting held on 24th July 2017.

It was agreed that agenda item 4 be discussed before item 3

3. To agree a Ticket Price and Menu to be recommended to Full Council

The Clerk reported that she had contacted 'The Venue' for a price per guest for a meal similar to previous years, including a Bucks Fizz reception, three course meal, cheese and biscuits, Tea & Coffee. A reply had been received confirming that the cost would be £30 per guest.

The Clerk also provided a breakdown of potential expenditure based on last year which would require 160 paying guests to break even. The budget for the Committee had been reduced under the 2017/18 full budget to £250 to cover miscellaneous expenditure.

The Meeting discussed options and felt that the budget was no longer sufficient to cover the cost. The Meeting agreed that when discussing the Budget for 2018/19 the Civic Dinner budget should be increased to cover non-paying guests and ancillary costs or a decision made to stop reciprocal arrangements with other Councils.

CD2018-04 Resolved in a motion by Cllr Carter and seconded by Cllr M Smith that a ticket price of £35 be recommended to full price being no change from last year.

It was agreed that the invitation should be printed on a lesser weight of paper to reduce costs and that the ex-deputy Clerk – Mrs Sheard be asked to provide artwork.

CD2018-05 Resolved in a motion by Cllr Carter and seconded by Cllr J Smith that the menu should be:

Starters – Freshly baked Bruschetta, Wild Mushroom and Chorizo Tart and Chicken Liver Pate.

Mains – Roast Beef and Yorkshire pudding, Salmon with an herb crust and white wine sauce, Chicken with a creamy mushroom sauce and Leek & Cranberry Tart with Brie.

Desserts – fresh Fruit Salad, Vanilla Cheesecake with strawberry compote and sticky toffee pudding

4. To discuss Entertainment Plans

CD2018-06 Resolved in a motion by Cllr M Smith and seconded by Cllr Naylor that Cllr Carter be tasked with sourcing suitable entertainment at a maximum cost of £800 and report back at the next meeting.

5. To agree a Colour Scheme/Theme

It was agreed that the colour scheme should be the Parish Council colours – Green and Gold.

It was suggested that The Venues large Martini glasses be used for the table decorations and Cllr Carter would have a think as to what this should look like and report back at the next meeting.

6. To prepare a list of actions to be dealt with prior to the next meeting

Cllr Carter to source entertainment and provide ideas for the table decorations
The Clerk to obtain a quote for the printing of invitations
The Clerk was asked to contact Mrs Sheard about the artwork

7. To approve any spending from the Civic Dinner Committee

CD2017-07 Resolved in a motion by Cllr J Smith and seconded by Cllr Carter that the Committee approves expenditure is approved for:

Entertainment

<£800.00

CD2017-08 Resolved in a motion by Cllr J Smith and seconded by Cllr Carter that the Committee approves expenditure is approved for:

Printing of Invitations <£180.00

CD2017-09 Resolved in a motion by Cllr J Smith and seconded by Cllr Carter that the Committee approves expenditure is approved for:

Artwork for the Invitations <£40.00

CD2017-10 Resolved in a motion by Cllr J Smith and seconded by Cllr Carter that the Committee approves expenditure is approved for:

Miscellaneous budget to the Clerk <£100.00

8. Date of next meeting

It was agreed that this should be Monday 11th December 2017 at 10.00am

The meeting closed at 11.15am