

The 1157th Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 12th July 2018 at 7.15pm.

Councillors Present: Cllr Johnson chaired the meeting
Cllr Carter, Cllr Hunt, Cllr McCarley, Cllr Moran, Cllr Naylor, Cllr Potts, Cllr Robins

1. To accept apologies for absence and lateness

Absence with apologies – Cllr Russell, Cllr J Smith, Cllr M Smith
Lateness – Cllr Hunt, Cllr Potts

2. To accept the Minutes of the 1155th Meeting held on Thursday 14th June 2018 and 1156th Meeting held on Thursday 28th June 2018

17179 Resolved in a motion by Cllr Moran and seconded by Cllr Robins that the Minutes be accepted as a true and correct record of the Meeting held on Thursday 14th June 2018.

Cllr Hunt arrived at 7.20pm

17180 Resolved in a motion by Cllr Hunt and seconded by Cllr Carter that the Minutes be accepted as a true and correct record of the Meeting held on Thursday 28th June 2018.

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

3.1. To agree the Internal Auditor for 2018/19

17181 Resolved in a motion by Cllr Naylor and seconded by Cllr Carter that the Parish Council appoints Yorkshire Internal Audit Services as Internal Auditors for 2018/19.

3.2. To consider purchasing Wreaths to mark the Centenary of the end of the First World War

17182 Resolved in a motion by Cllr Robins and seconded by Cllr Carter that the Parish Council purchases 3 wreath from Lady Haigh Poppy company to mark the centenary of the end of the First World War at a cost of £29 each.

The Clerk reported that:

A letter had been received from Electoral Services advising that a valid request for an election had been received for the Parish Council Casual Vacancy for Barkisland Ward. As such, a Notice of Election was enclosed to be displayed from Thursday 12th July. The Clerk advised that the closing date for nominations was Friday 20th July and if an election was required this would take place on Thursday 16th August 2018. The Clerk asked if the Parish Council required poll cards, the cost of which would be approximately £800.

17183 Resolved in a motion by Cllr Naylor and seconded by Cllr Robins that the Parish Council required poll cards if an election was required, on the understanding that they would not be produced before 20th July 2018.

The Clerk informed the Meeting that an acknowledgement e-mail had been received from Calderdale Council regarding the overgrown vegetation at Old Saw Mills/Willow Clough. The officer confirmed that the report had been referred to the Highways Inspector on 7th June and it would be inspected within 28 working days. Cllr Hunt advised that the work had now been done.

An e-mail had been received from Calderdale Council confirming that the percussion tap had been installed at the library and that the officer was looking at providing a cover box. He advised that he would let the Parish Council know the cost in due course.

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

Cllr Potts arrived at 7.35pm

The Clerk reported that an e-mail had been received from Planning Services regarding planning application 18/10026/ADV – Fleece Inn. The officer advised that amended plans had been submitted and asked if the Parish Council wanted to make a further comment. The Meeting agreed that this should be considered under Agenda item 13.

The Clerk advised that a reply had been received from Ripponden Childrens Day thanking the Parish Council for its offer of support. Mrs Shelton on behalf of the group reported that Calderdale Council had been excellent in providing support to find an alternative venue and could not have done more. The group was confident that the issue would not arise again.

Cllr Potts asked if the Clerk had contact details for reporting Japanese Knotweed since there was an issue on the riverbank at Rishworth. The Clerk advised that she would try to obtain contact details from Calderdale Council.

Cllr Hunt advised that there had been confusion over his report at the meeting on 14th June regarding the dilapidated fence at a property on Hill Crest. The fence was no longer falling into the public footpath but was affecting a neighbouring property. Cllr Carter suggested that the matter be referred to Calderdale Council who could liaise with Together Housing to see what action could be taken.

Cllr Moran reported that apparently from September, Denshaw would no longer be used as a diversion route from the M62 by Highways England, which would seriously impact on Ripponden and the A58. The Meeting agreed that the matter should be an Agenda item at the next meeting and the Clerk should contact Calderdale Council to see if an officer could attend to provide further information.

4. To receive Parish Councillors declarations of Interest

None

5. Public Participation

None

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

6.1. To approve the recommendations of the Standards Committee

Cllr Naylor reviewed the Standards Committee meeting held on Tuesday 26th June 2018 at which the Parish Council's Standing Orders, Financial Regulations, Risk Assessment and Asset Register had been reviewed as well as two new policies – Internal Control and Reserve policies being considered. He reported that the current Standing Orders had been compared to the new National Association for Local Councils (NALC) Model Standing Orders and where necessary updated, however the section on Data Protection had needed to be referred back to NALC due to the detail being out of date. As such, the Standing Orders review would be held over to the next Standards Committee meeting.

The Clerk had provided copies of all the relevant draft documents to Councillors prior to the meeting and highlighted the amendments for ease of reference.

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

17184 Resolved in a motion by Cllr Naylor and seconded by Cllr McCarley that the Parish Council approves the Standards Committee recommendation for a minor amendment to the Financial Regulations

17185 Resolved in a motion by Cllr Naylor and seconded by Cllr Carter that the Parish Council approves the Standards Committee recommendation for minor amendments to the Risk Assessment for 2018/19.

17186 Resolved in a motion by Cllr Moran and seconded by Cllr Carter that the Parish Council approves the Standards Committee recommendation for a couple of minor amendments to the Asset Register 2018/19.

The Clerk explained the requirement for the new policy for Internal Control

17187 Resolved in a motion by Cllr Naylor and seconded by Cllr Robins that the Parish Council adopts the Internal Control Policy.

The Clerk went on to explain the reasons for a Financial Reserves Policy and read out the Internal Auditors comments regarding the level of reserves and the requirement for having a policy to manage the reserves held.

17188 Resolved in a motion by Cllr Naylor and seconded by Cllr Robins that the Parish Council adopts the Financial Reserves Policy to be reviewed annually when considering the budget for the next financial year.

Cllr McCarley, Cllr Moran and Cllr Robins asked that their abstention be minuted.

6.2. To set the level of Specific Capital and Revenue Reserves

17189 Resolved in a motion by Cllr Robins and seconded by Cllr Naylor that setting the level of reserves be held over to a future meeting prior to the annual pre-Budget meeting in December 2018.

The Clerk reported that:

An e-mail had been received from Calderdale Council regarding the festive lights. The officer advised that a new contractor had been appointed and that the Parish Councils lights had been passed onto the contractor for storage. The officer also confirmed that the cost of the cataloguing exercise that had been paid by the Parish Council for 2017 would not be duplicated for 2018 due to the change in contractor. The officer asked for the date of the Christmas Lights Switch On as soon as possible so that it can be booked into the diary. The Meeting agreed that the Light Switch On event should be Saturday 24th November and the Clerk was asked to liaise with the Church and Calderdale Council. The Clerk advised that she would e-mail the Christmas Lights Committee to arrange a meeting.

The Clerk advised that her summer holidays would be 13th August to 28th August 2018, which coincided with a Parish Council meeting. She reported that Cllr Carter had offered to cover if the Parish Council was happy for her to do so. The Meeting had no objection to this.

Cllr Moran reported that sadly the millstone at the water mill at Mill Bank had been stolen.

Cllr Hunt asked for the Minutes from the Environment Committee meeting held on 20th February 2018 to 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)

17190 Resolved in a motion by Cllr Moran and seconded by Cllr Hunt that the Minutes of the Environment Committee meeting held on 20th February 2018 be included in the Minutes of this Meeting (see appendix 1).

Cllr Hunt reviewed the Environment Committee meeting held on 19th June 2018 the main points being tidying up of Ebenezer Graveyard, Yorkshire in Bloom judging, the Michaelmas Show and refurbishment of street furniture.

Cllr Hunt also reported that together with Cllr Carter he had met with the judges of Yorkshire in Bloom to show them around the village on 11th July 2018.

Cllr Potts asked for the Minutes from the Neighbourhood Planning Committee meeting held on 21st May 2018 to be included in the Minutes of this meeting.

17191 Resolved in a motion by Cllr Johnson and seconded by Cllr Potts that the Minutes of the Neighbourhood Planning Committee meeting held on 21st May 2018 be included in the Minutes of this Meeting (see appendix 2).

Cllr Potts reviewed the Neighbourhood Planning Committee meeting held on 19th June 2018, the main points being the progress of version 2 of the draft Neighbourhood Plan, the questionnaire and the timetable for the action plan.

Cllr Potts also reported on the recent Dementia Friendly Steering Group meeting.

Cllr Carter reported on the Yorkshire in Bloom judging which took place on 11th July. The judges had a lovely tour of the village and seemed very interested in the environmental work being undertaken.

Cllr McCarley informed the Meeting that there appeared to have been an increase in targeted burglaries in Ripponden in recent weeks.

Cllr Johnson reported that together with his Consort he had attended the Barkisland Active Together afternoon tea, which had been a very pleasant occasion.

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

Cllr Carter reported that she still had no update on the Traffic Regulation Order for Ripponden. She did however update the Meeting on a recent issue on Halifax Road near Kebroyd Lane and the debris deposited by Northern Gas.

8. To agree accounts for payment

17192 Resolved in a motion by Cllr Moran and seconded by Cllr Carter that the accounts listed on the schedule with a total value of £6,128.91 be passed for payment.

9. To receive correspondence

Correspondence

Barkisland Active Together Grant request

Information

BD Brooks
Calderdale Council

M62 - Diversions routes article
Meeting dates 18/07/18 to 19/09/2018

9. To receive correspondence (continued)

Calderdale Council	TTRO – Butterworth Lane, Triangle
Clerks & Councils Direct	July Issue
NALC	Newsletter
WY Police & Crime Commissioner	July Newsletter
YLCA	Notice of NALC Newsletter
YLCA	NALC Bulletin no 29 th June & 6 th July 2018
YLCA	Good Councillor Guides 2018
YLCA	White Rose update – July edition

Agendas

18/07/2018 Council Meeting

Matters arising from correspondence

The Meeting agreed that the grant application for Barkisland Active Together should be an Agenda item at the next meeting and that the Clerk should e-mail the link for the M62 article to all Councillors.

10. To approve an additional Budget for the Neighbourhood Planning Committee

The Clerk provided an explanation as to the requirement for an additional budget.

17193 Resolved in a motion by Cllr Naylor and seconded by Cllr Potts that the Parish Council approves an additional budget of £2,400 for the Neighbourhood Planning Committee to be provided from Revenue Reserves.

11. To discuss the future of the Parish Councils Civic Dinner

17194 Resolved in a motion by Cllr Naylor and seconded by Cllr Robins that due to the lateness of the meeting this item should be held over to the next meeting.

Cllr Hunt voted against this motion.

12. To consider Grant applications from Ryburn United Community & Recreation Association and Stones Cricket Club

17195 Resolved in a motion by Cllr Carter and seconded by Cllr Moran that Standing Order 3(w) be suspended for 30 minutes to allow business to be completed.

Proposed by Cllr Robins and seconded by Cllr McCarley that the Parish Council approves a grant of £10,000 to the Ryburn United Community and Recreation Association towards the cost of the new changing rooms, clubhouse and community room.

Amendment proposed by Cllr Naylor and seconded by Cllr Potts that the Parish Council approves a grant of £5,000 to the Ryburn United Community and Recreation Association towards the cost of the new changing rooms, clubhouse and community room.

A vote took place on the amendment – 5 in favour : 3 against

17196 Resolved in a motion by Cllr Naylor and seconded by Cllr Potts that the Parish Council approves a grant of £5,000 to the Ryburn United Community and Recreation Association towards the cost of the new changing rooms, clubhouse and community room.

Cllr McCarley asked that the vote be recorded

12. To consider Grant applications from Ryburn United Community & Recreation Association and Stones Cricket Club (continued)

In favour – Cllr Carter, Cllr Johnson, Cllr Naylor, Cllr Potts, Cllr Robins

Against – Cllr Hunt, Cllr McCarley, Cllr Moran

The Meeting agreed that the grant application for Stones Cricket Club should be held over to the next meeting.

13. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement Issues

13.1 Planning Applications & Decisions

Plans held over from the previous meeting

Application No: 18/00689/COU

Site: Unit 1 Slitheroe Works Oldham Road Ripponden

Proposal: Change of use from storage (B8) to taxi booking office (Sui Generis)

RPC Comments:

17197 Resolved in a motion by Cllr McCarley and seconded by Cllr Naylor that the Parish Council has no objections to this application.

Cllr Naylor declared a personal interest in the next application and left the meeting temporarily

Application No: 18/00645/FUL

Site: Land West Of Barrett Hill Farm Lane Head Road Ripponden

Proposal: Replacement workshop

RPC Comments:

17198 Resolved in a motion by Cllr Moran and seconded by Cllr Robins that the Parish Council is unable to comment on this application due to the belief that the applicant may be a Parish Councillor or a member of his family.

Application No: 18/00601/FUL

Site: Clough House Elland Road Ripponden

Proposal: Demolition and re building to form new detached dwelling

RPC Comments:

17199 Resolved in a motion by Cllr Naylor and seconded by Cllr Naylor that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it meets policies.

New Plans for this meeting

Application No: 18/00772/HSE

Site: Ryburn Cottage Oldham Road Ripponden

Proposal: Single storey side extension

RPC Comments:

17200 Resolved in a motion by Cllr Naylor and seconded by Cllr Hunt that the Parish Council has no objections to this application.

Application No: 18/10026/ADV

Site: Fleece Inn Elland Road Ripponden

Proposal: 3m tall double sided totem, (as amended) (Advertisement consent)

RPC Comments:

17201 Resolved in a motion by Cllr Hunt and seconded by Cllr Potts that the Parish Council still objects to the amended plans on the grounds of its impact on a listed building and surrounding area, its size, design, Green Belt development and street scene.

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

Planning Decisions:

18/00637/192 30 Stonelea Barkisland	Garage to side elevation	PP Not Required
18/20067/TPO The Booth Wood Inn Oldham Road Ripponden	Fell one tree (Tree Preservation Order)	Granted

13.2. Planning Enforcement

None

The meeting closed at 9.55pm

**Environment Committee Meeting
held on Tuesday 20th February 2018 at 7.00pm**

Cllr Hunt chaired the meeting

Present: - Cllr Carter, Cllr Moran, Cllr Naylor, Mr Winrow (SIB), Mr Fisher (REG), Mrs Mitchell (CMBC)

1. To accept apologies for absence and lateness

Absence - Mr Sofield (BIB)

Mr Hart (RIB) arrived after the meeting with apologies as his wife was ill.

2. To approve the minutes of the meeting held on Tuesday 31st October 2017

ENV2018-30 Resolved in a motion by Cllr Carter and seconded by Cllr Hunt that the Minutes be accepted as a true and correct record of the meeting held on Tuesday 31st October 2017.

Cllr Moran requested a copy of the spreadsheet detailing the number of entries and entrants over the past two years presented at the previous meeting.

3. Matters arising from previous meetings

The Clerk advised that she had received an e-mail from Amanda Firth at Calderdale Council confirming that she had contacted Peter Lanyon re the tap at the Ripponden Library and that the work should be carried out shortly.

The Clerk informed the Meeting that she had received an e-mail from Kate Willis at Calderdale advising that there was algae on the gate and play equipment frames would not be washed off. Mrs Mitchell said she would have a look and see if anything could be done.

The Clerk reported that she had received an e-mail from Mrs A Teasdale advising that the dog poo dispenser at Mill Fold had disappeared. However, she subsequently contacted the clerk to say it had been put back. Mrs Mitchell agreed to look and see if it is ok.

Mr Winrow advised that Soyland in Bloom had done a clean-up at Lane Head Lane and Hob Lane and dozens of dog waste bags had been found in the grass verges. It was agreed that the Parish Council should contact Environmental Health and inform them.

Cllr Carter suggested that if dog waste bags are an on-going issue at the next clean up to take photographs and put them on the notice board.

4. Members Reports

Mr Fisher on behalf of Rishworth Environmental Group that the group had done a general tidy up of the planters in the Rishworth Jubilee garden.

Mr Winrow on behalf of Soyland in Bloom reported that the wooden door on the Soyland Telephone box was swollen and felt that the Parish Council should have it refurbished. Cllr Carter clarified that the recent work done on the Rochdale Road telephone box had been financed by the Parish Council but the actual work had been done by a Community group. Mr Winrow agreed to take a look at the telephone box and report back at the next meeting what work he felt needed to be done. This would then be put to the Full Council to consider finance.

Mr Winrow went on to report that the group had been working at Ebenezer Graveyard tidying up. Cllr Naylor reported that he knew of a local resident who may be willing to take on looking after areas around Redan. He will report back at the next meeting.

The Meeting agreed that the same arrangement for grass cutting at Ebenezer Graveyard should continue for 2018/19 at a cost of £200. In addition £350 set aside for grass cutting at Hob Lane and a further £100 for plants for the refurbished Soyland planters.

Cllr Moran raised the issue of rubbish and tipping on A672 near M62 junction. Mrs Mitchell agreed to take a look at the issue and see what her team could do. Cllr Moran also reported that the Streetlights at Royd Lane carpark were out once again. Cllr Carter advised that she would speak with Highway Services.

Cllr Moran also informed the Meeting that rats had been seen on Oldham Road near the Last Post. It was agreed that the Parish Council would raise the matter with Environmental Health.

Mrs Mitchell advised that her team had been working on leafing and litter picking around the parish.

5. To review the Committees budget and expenditure

The Clerk had provided copies of the budget and expenditure for the Committees references. The figures were accepted by the Committee.

6. To discuss and approve grants to the 'In Bloom' groups

Consideration was given to committed expenditure and remaining balances up to 31st March 2018. It was agreed that grants as follows should be awarded any grant not covered by the 2017/18 budget would be paid for from 2018/19:

Ripponden in Bloom - £95 for snowdrop bulbs

Soyland in Bloom - £285 for a replacement planter

Barkisland in Bloom - £400 for refurbishment of benches and tubs, Insurance and plants

Rishworth Environmental Group - £300 plants and compost for Slitheroe Bridge and Jubilee Gdns

7. Yorkshire in Bloom 2018

Cllr Carter reported that the Parish Council had opted for just summer judging again this year.

ENV2017-31 Resolved in a motion by Cllr Carter and seconded by Cllr Hunt that wherever possible the colour scheme for summer should be white for peace.

8. Hanging Baskets 2018

The Meeting agreed that the winter hanging baskets should be refurbished for the spring at a cost of £100 and summer hanging baskets should be provided – one free to all participating shops at a cost of £500.

It was also agreed that 9 large Hanging baskets should be ordered from Calderdale Council at a cost of £438.

9. Refurbishment of Parish Council owned benches

It was agreed that the benches in Ripponden should be re-assessed and any required refurbishment reported back at the next meeting. Soyland and Barkisland are already looked after by the in bloom groups.

It was agreed that the Parish Council would provide the Sikkens and Mrs Mitchell's team would do the work if feasible.

10. To approve spending from the Environment Committee

ENV2017-32 Resolved in a motion by Cllr Naylor and seconded by Cllr Hunt that the Committee approves the expenditure for:

Grants to Community Groups £1080

ENV2017-33 Resolved in a motion by Cllr Naylor and seconded by Cllr Hunt that the Committee approves the expenditure for:

Ebenezer Graveyard grass cutting £200

ENV2017-34 Resolved in a motion by Cllr Naylor and seconded by Cllr Hunt that the Committee approves the expenditure for:

Hob Lane grass cutting £350

ENV2017-35 Resolved in a motion by Cllr Naylor and seconded by Cllr Carter that the Committee approves the expenditure for:

Hanging Baskets 2018 £1038

ENV2017-36 Resolved in a motion by Cllr Naylor and seconded by Cllr Carter that the Committee approves the expenditure for:

Plants for Soyland planters £100

11. To arrange the date of the next meeting

To be arranged at a later date

The meeting closed at 8.15pm

Appendix 2

Neighbourhood Planning Committee Meeting held on Monday 21st May 2018 at 7.00pm

The Clerk welcomed Cllrs & Dr Smales to the meeting

Present:- Cllr Johnson, Cllr Potts, Cllr Russell, Dr Smales

1. To elect a Chairman for 2018/19

NPC2019-01 Resolved in a motion by Cllr Russell and seconded by Cllr Johnson that Cllr Potts is appointed Chairman of the Neighbourhood Planning Committee for 2018/19.

2. To receive apologies for absence and lateness

Absence – Cllr Carter, Cllr Robins

3. To review the Committee's Terms of Reference

NPC2019-02 Resolved in a motion by Cllr Potts and seconded by Cllr Russell that the Committee's Terms of Reference should remain as 2017/18 with one additional point as follows:

- To produce a draft Neighbourhood Development Plan to be reported back to Full Council for discussion and approval.
- To create a plan that promotes and improves the social, economic and environmental well-being of the Parish area.
- To take the lead in dialogue with the Planning Authority and engage with all interested parties.
- To present the Neighbourhood Plan to Calderdale Council to be progressed to Referendum and to get the Plan adopted by December 2018.

4. To approve the Minutes from the meeting held on Tuesday 17th April 2018

NPC2019-03 Resolved in a motion by Cllr Potts and seconded by Dr Smales (in the absence of another relevant Councillor) that the Minutes be accepted as a true and correct record of the meeting held on Tuesday 17th April 2017.

5. Any Matters arising from previous Meetings

The Clerk reported that the Parish Council had been granted a further £2,148 from My Community which at current costings would leave a shortfall of approx. £2,500. The Meeting agreed that Full Council should be notified and additional budget sought for the shortfall to enable the project to be completed. The Clerk advised the current budget for 2018/19 was £750.

Dr Smales advised that he was still to make enquiries with Calderdale Council as to who should pay for the printing of the adopted Plan. If this falls to the Parish Council then additional budget would be needed.

6. To receive an update initial draft Neighbourhood Plan

Dr Smales reported that he had arranged a meeting with Phil Ratcliffe at Calderdale Council to go through the policies to be included in the draft plan. The draft would then be tweaked and version 2 would be circulated to the Committee via the Clerk for comments.

Dr Smales advised that he had visited the parish with the Graphic Designer and photographs had been taken to enhance the draft plan. Mapping access had also been sorted out with Calderdale Council.

Dr Smales confirmed that the Local Plan was to be ready for Consultation in June so he would revise the draft Neighbourhood plan in line with this.

Dr Smales provided a map to the Committee in order that existing views around the parish could be highlighted and incorporated into the draft plan to protect for the future. He also mentioned trees in land south of Stainland Road, Barkisland which he felt would benefit from being designated as TPO's.

The Committee discussed and marked on the map viewpoints which it felt needed protection.

Dr Smales confirmed that he had received a draft foreword from Cllr M Smith which provided a good starting point. He asked that Cllr Potts as the new Chairman liaise with him to revise as required.

7. To discuss the next steps and any further actions required prior to the next meeting

Dr Smales confirmed that the graphics would be incorporated into version 2 for the next meeting. A full colour draft would be presented.

Recommendations needed to be put to Full Council for additional budget to complete the project.

The version 2 draft will be circulated to the Committee after Dr Smales meeting with Phil Ratcliffe.

Dr Smales confirmed that the Consultancy Strategy deadline was still on target.

8. Any other Business

None

7. To agree the Date of the next meeting

It was agreed that the next meeting should be Tuesday 19th June 2018 at 7.00pm.

The meeting closed at 7.45pm

Receipts & Payments – 12th July 2018

Payments:

Invoice Reference	Method		VAT	Total
19-035	Cheque	Mr Broadley		3555.00
19-036	Cheque	HM Revenue & Customs		1061.31
19-037	Bank Transfer	Lloyds Bank		32.00
19-038	Bank Transfer	Mrs Kitchen		44.00
Total				4692.31

Receipts:

None