

The 1131<sup>st</sup> Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 13<sup>th</sup> July 2017 at 7.15pm.

**Councillors Present:** - Cllr Naylor chaired the meeting.

Cllr Carter, Cllr Johnson, Cllr McCarley, Cllr Moran, Cllr Potts, Cllr M Smith, Cllr Watson

### **1. To accept apologies for absence and lateness**

Absence – Cllr Hunt, Cllr Robins, Cllr Russell, Cllr J Smith

### **2. To accept the Minutes of the 1130<sup>th</sup> Meeting held on Thursday 29<sup>th</sup> June 2017**

**16803 Resolved in a motion** by Cllr M Smith and seconded by Cllr Potts that the Minutes be accepted as a true and correct record of the Meeting held on Thursday 29<sup>th</sup> June 2017.

The Chairman asked that Agenda item 10 be moved forward to enable Chief Inspector Crossley to address the Meeting.

**16804 Resolved in a motion** by Cllr M Smith and seconded by Cllr Carter that Standing Orders be suspended to allow Chief Inspector Crossley to address the Meeting.

### **10. To discuss Policing of the Parish with Chief Inspector Crossley**

Chief Inspector Crossley introduced himself to the Meeting and provided a brief synopsis of his career in the police force and his current role. He updated the Parish Council on his recent meeting with the Police & Crime Commissioner, where the future plans for Neighbourhood Policing had been discussed.

Chief Inspector Crossley then went through the Parish Council's pre-set questions and took further questions that arose from this from Councillors.

The Chairman thanked Chief Inspector Crossley for his attendance, which had been very informative. The Chief Inspector then left the meeting.

**16805 Resolved in a motion** by Cllr McCarley and seconded by Cllr Potts that Standing Orders be reinstated.

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

3.1. To discuss and approve expenditure for the Parish Council's Computer system back-up

The Clerk reported on her recent meeting with Dringtech Solutions Ltd and provided the estimate costings for a new system back up.

**16806 Resolved in a motion** by Cllr Johnson and seconded by Cllr Carter that the Parish Council approves the appointment of Dringtech to supply IT support at a cost of £84 and the purchase of a portable hard drive at a cost of <£50.

3.2. To approve the Internal Auditor for 2017/18

**16807 Resolved in a motion** by Cllr Johnson and seconded by Cllr Carter that the Parish Council appoints Yorkshire Internal Audit Services as its Internal Auditors for 2017/18.

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

**The Clerk reported that:**

An e-mail response had been received from British Telecom concerning the damaged telephone kiosk at the bus layby. The officer confirmed that an engineer would be attending as soon as possible. The Clerk advised that the kiosk had now been fixed and cleaned.

An e-mail had been received from Calderdale Council advising that the Local Plan consultation had been delayed and that the officer would be back in touch as soon as possible to re-book the office window once the revised timetable was known.

The Clerk informed the Meeting that a letter had been received from Ryburn United Juniors to update the Parish Council on its plans to merge with the Senior team and its effects on the grant application. A copy of the letter was provided to all Councillors for references. The Meeting agreed that in light of the information provided, the grant request should be considered at the next meeting on 27<sup>th</sup> July 2017.

The Clerk advised that an order confirmation had been received from X2Connect Ltd for the outer doorframe and telephone signs for the Rochdale Road telephone box. A follow up e-mail had also been received 11<sup>th</sup> July to advise that the order would be despatched within 24hours together with the invoice.

A response e-mail had been received from Yorkshire Water concerning the sewer survey currently being undertaken. The officer confirmed that this survey did not cover the pipeline over the river. However the officer was still waiting to hear back from the Network Planning Team to see if there is was a planned survey incorporating the pipe in the near future.

The Clerk reported that she had received an update on CCTV from Calderdale Council together with costings for the replacement street light. Cllr Johnson provided further information to the Meeting about the on-going issues. The Clerk also confirmed that she had downloaded details about the WY Police & Crime Commissioners Safer Communities Fund and that the next round of funding did not start until September.

**Cllr McCarley** asked Cllr Naylor if he had managed to find anyone to repaint the Milestone on Elland Road. Cllr Naylor advised that unfortunately his contact had not been forthcoming. Cllr McCarley volunteered to do the repaint if the Parish Council was agreeable.

**16808 Resolved in a motion** by Cllr Moran and seconded by Cllr Potts that the Parish Council has no objections to Cllr McCarley painting the Elland Road Milestone on its behalf.

**Cllr Johnson** reported that the work on Nook Lane/Wicken Lane was now on-going. He also advised the Meeting that he had been disappointed to hear that the Parish Council had decided to discuss the Civic Dinner in his absence even though he had requested that it be held over to enable him to participate. He did however say that he fully supported the continuation of the Civic Dinner. Cllr Carter wanted it noted that she supported Cllr Johnsons view that the agenda item on the Civic Dinner should have been held over. Cllr M Smith explained the reasoning as to why it had not been.

**Cllr M Smith** asked if a response had been received from Calderdale Council as to the progress concerning the shed at the front of 31 Northroyd. The Clerk confirmed that as yet she had not received a response.

**Cllr Potts** reported that Calderdale Council had started patched resurfacing on Oldham Road.

**4. To receive Parish Councillors declarations of Interest**

None

**5. Public Participation**

Chief Inspector Crossley for Agenda item 10 and Cllr Holden for Agenda item 7.

**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

**16809 Resolved in a motion** by Cllr M Smith and seconded by Cllr Watson that the Parish Council accepts the Clerks Quarterly Bank reconciliation and Budget Report for April to June 2017.

6.2. To review the Clerks report on outstanding Action and Correspondence

The Meeting went through the spreadsheet provided by the Clerk and agreed the removal of a couple of item that had now been resolved.

6.3. To approve the Michaelmas Show schedule for 2017

**16810 Resolved in a motion** by Cllr Moran and seconded by Cllr Carter that the Parish Council approves the Michaelmas Show Schedule for 2017.

6.4. To agree the Recommendations from the Building Committee

Cllr Watson asked that the Minutes from the Building Committee meeting held on 2<sup>nd</sup> May 2017 be included in the Minutes of this meeting.

**16811 Resolved in a motion** by Cllr Watson and seconded by Cllr McCarley that the Minutes of the Building Committee meeting held on 2<sup>nd</sup> May 2017 be included in the Minutes of this meeting. (See appendix 1).

Cllr Watson reviewed the Building Committee meeting held on 5<sup>th</sup> July 2017, the main points being the decision not to progress an Asset Transfer of Ripponden library at the current time, a new security alarm & CCTV for the Parish Council office, Fire Risk Assessment and Emergency Plan, review of utility suppliers.

**16812 Resolved in a motion** by Cllr Watson and seconded by Cllr McCarley that the Parish Council approves the expenditure of £1347.06 for the upgrade of the security system and installation of CCTV.

**16813 Resolved in a motion** by Cllr Watson and seconded by Cllr McCarley that the Parish Council approves the recommendations of the Building Committee not to pursue an Asset Transfer of Ripponden library at the present time; the Fire Risk Assessment & Emergency Plan and the continued use of a broker to review utility contracts.

The Chairman thanked Cllr McCarley and the Clerk for all the work they had put into the security and fire alarm projects.

**The Clerk reported that:**

An e-mail had been received from a resident concerning the ownership of the trees below Ryland Park the trees are now coming over the lane and obscuring drivers view. Councillors did not know who owned the land but thought that it might be the developer.

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

An e-mail had been received from West Yorkshire Police advising that they were launching a new OWL scheme. The Clerk advised that she had requested that the Parish Council be included in the scheme and confirmation had been received that the Parish Council was added to the list.

The Clerk informed the Meeting of her annual leave dates for August and confirmed that the Assistant Clerk would cover the two weeks with the exception of three days. The Meeting agreed that a notice should be put in the office window to advise the public of the dates when the office would be closed and on Facebook.

**Cllr Potts** asked that the Minutes from the Communications Committee meeting held on 24<sup>th</sup> May 2017 be included in the Minutes of this meeting.

**16814 Resolved in a motion** by Cllr Moran and seconded by Cllr M Smith that the Minutes of the Communications Committee meeting held on 24<sup>th</sup> May 2017 be included in the Minutes of this meeting. (See appendix 2).

**Cllr Potts** reviewed the Communications Committee meeting held on 11<sup>th</sup> July 2017, the main points being the welcome booklet, press releases, office window displays, the winter newsletter and the telephone & broadband.

**Cllr Potts** asked that the future use of direct debit by the Parish Council be an agenda item at the next Full Council meeting on 27<sup>th</sup> July 2017.

**Cllr Carter** reviewed the Yorkshire in Bloom judging. She reported that the judges had been very impressed with the wildlife planting and the use of sustainable planting in several of the gardens around the village.

**Cllr Moran** reported that she had been asked to pass on thanks from the Halifax Minster Committee for the use of the Parish Council office window to publicise its summer events. She also asked if improvements to the Whiteley Park at the bottom of Dyson Lane could be a future project for the Parish Council. The Meeting agreed that this should be referred to the Environment Committee to be looked into.

**Cllr Moran** also mentioned the forthcoming recreational day being organised by Ryburn United and wondered if the Neighbourhood Planning Committee would be interested in seeing if they could have a stall to promote the survey. The Meeting agreed that this should be referred to the Neighbourhood Planning Committee.

**Cllr Watson** reported that he had attended the Neighbourhood Planning workshop at St Bartholomew's Church. He had also attended the Flood Alleviation session and provided the Parish Council with a written report of the main points discussed. Cllr Holden advised that a scheme for working with owners of the riverbank was currently being looked into and that this was to include ponds. He recommended that the Parish Council look to invite Mr Twiggs the Natural Flood Management officer from Calderdale Council to attend a future meeting to discuss the outstanding issues with the river Ryburn.

**Cllr M Smith** reported on the final Neighbourhood Plan workshop and Dr Smales injury preventing him from being present at what had been a poorly attended event. The workshop had been folded early due to the lack of public attendance.

**Cllr Naylor** reported that he too had attended the workshop for a couple of hours.

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

Cllr Carter provided information regarding the Highway Capital Programme for 2017 and reported that this did not include any area for the Parish. There was also no replacement LED street lighting scheduled for the Parish. Cllr Carter agreed to make enquiries regarding the size of the new lighting because this may be an issue for erecting Christmas lights.

Cllr Holden reported that he had received numerous complaints from residents concerning speeding and was now looking to set up a Community Speed Watch group. Mr Benn from Calderdale Council was to attend the next Ward Forum meeting to go through how to set a group up and provide information regarding funding.

As part of the Reservoir Management he had visited with the leader of the Council one of the many reservoirs and met with representatives from Yorkshire Water to discuss the use of reservoirs for flood control. He advised that from a regulatory point of view the Water Authorities were not obliged to fund flooding prevention.

**8. To agree accounts for payment**

**16815 Resolved in a motion** by Cllr Carter and seconded by Cllr McCarley that the accounts listed on the schedule with a total value of £3,089.50 be passed for payment.

**9. To receive correspondence****Correspondence**

Mr Campbell LED Street lighting

**Information**

Benbow Group	Application 17/00113 additional document added
Calderdale Council	Meeting dates 20 <sup>th</sup> July to 21 <sup>st</sup> September
Calderdale Council	Neighbourhood News July edition
Clerks & Councils Direct	July edition
North Bank Forum	Sector Support Update – 30 <sup>th</sup> June & 6 <sup>th</sup> July 2017
RHS	Grass Roots magazine – summer issue
Cllr Watson	Flood Alleviation Partnership session notes
WY Police & Crime Commissioner	July Newsletter
YLCA	NALC Chief Executive Bulletin June & July 2017
YLCA	Questionnaire for Parish Councils

**Agendas**

19/07/2017	Licensing Sub Committee
19/07/2017	Council Meeting

**Matters arising from correspondence**

The Clerk was asked to thank Mr Campbell for the information and refer his comments onto Cllr Carter as Ward Councillor.

Cllr Carter reported that the Licensing Sub Committee meeting had been cancelled due to the application being withdrawn.

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

### 11.1. Planning Applications & Decisions

#### Plan held over from previous meeting

Cllr Naylor and Cllr Potts declared an interest in the following application and took no part in the decision making.

#### Application No: 17/00714/FUL

Case Officer: Janine Branscombe  
 Site: Top Barn North East Of Mill House Farm Rishworth Mill Lane Rishworth  
 Proposal: Change of use from full height barn to 3 storey single dwelling with 6 bedrooms  
 Applicant: Mr A Taylor  
 Allocation: Green Belt, SLA  
 History: 11/00113/CON Conversion of agricultural building to form holiday accommodation – permit  
 14/00074/FUL Conversion of barn to dwelling, change of use of agricultural land to form garden/amenity area (Amended scheme to 11/00113) – permit  
 Main Issues: Green Belt NPPF9, non-mains sewage, public right of way; policies NE4 change of use of Building in green belt, NE12 development within SLA, Policies BE1 & BE2, NPPF7 – Good design; BE5 design & layout of highways & accesses; T18; NE15 development in wildlife corridor, NE16 protection of protected species, EP14 – protection of ground water.

#### RPC Comments:

**16802 Resolved in a motion** by Cllr M Smith and seconded by Cllr Watson that this application is held over to the next meeting to allow Councillors time to look into the issues.

**16816 Resolved in a motion** by Cllr Watson and seconded by Cllr Carter that the Parish Council objects to this application on the grounds that it is a change of use on green belt, loss of agricultural land and loss of a business/holiday let.

#### New Plans for this meeting

#### Application No: 17/10014/ADV

Case Officer: Janine Branscombe  
 Site: Co-Operative Group Ltd, 25 Oldham Road Ripponden  
 Proposal: Replacement of illuminated and non illuminated signs to front, replacement illuminated totem and miscellaneous non illuminated signs.  
 Applicant: Co-Operative Group Ltd  
 Allocation: Town Centre  
 History: 13/00762/FUL New stained timber corral to front elevation – permit  
 13/10050/ADV Two externally illuminated text bar signs, one internally illuminated totem, two post mounted car park signs and one window vinyl (Advertisement Consent) - permit  
 Main Issues: NPPF7 Requiring Good design, EP% control of external lighting, visual amenity

#### RPC Comments:

**16817 Resolved in a motion** by Cllr Johnson and seconded by Cllr McCarley that the Parish Council has no objections to this application.

**16818 Resolved in a motion** by Cllr Carter and seconded by Cllr McCarley that Standing Order 3(w) be suspended for 5 minutes to allow business to be completed.

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

**Application No: 17/00809/HSE**

Case Officer: Janine Branscombe  
 Site: Hutch Royd Farm Long Causeway Rishworth  
 Proposal: Proposed detached swimming pool building  
 Applicant: Mr & Mrs Sedgewick-Logan  
 History: None  
 Main Issues: Within 50m of grade II listed building, public right of way (no140), materials, non-main sewage

**RPC Comments:**

**16819 Resolved in a motion** by Cllr Carter and seconded by Cllr M Smith that the Parish Council objects to this application on the grounds that it is within 50m of a grade II Listed Building, Green Belt and impact on the Public Right of Way.

**Application No: 17/20106/TPO**

Case Officer: Keith Grady  
 Site: 46 Rochdale Road Ripponden  
 Proposal: Prune one tree (Tree preservation order)  
 Applicant: Mrs L Witchell  
 Allocation: Green Belt  
 History: 85/00238/LBC – permit 89/01727/LBC – permit 89/03771/LBC – permit 91/01979/LBC – permit 94/02425/CON Conversion of barn to form one dwelling – permit 96/00461/LBC – permit 96/01028/LBC Incorporation of two windows previously excluded in Listed Building Consent 96/00461/LBC in the conversion of a barn into a dwelling (Listed Building Consent) – permit 96/01028/LBC – permit 98/20002/TPO Pruning of horse chestnut tree (Tree Preservation Order) - permit 08/00287/HSE – permit 08/00300/FUL - permit  
 Main Issues: Green belt, public right of way (no 2), within 50m of grade II listed building

**RPC Comments:**

**16820 Resolved in a motion** by Cllr M Smith and seconded by Cllr McCarley that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it is good arboricultural practise.

**Application No: 17/00803/HSE**

Case Officer: Steven Emery  
 Site: Spa Green Farm Ripponden Old Lane Ripponden  
 Proposal: First floor side extension  
 Applicant: Mr J Hoyle  
 Allocation: Green Belt  
 History: 77/02204/FUL Erection of pig units and associated buildings, septic tank, cess pit and access road – refused, 91/02898/FUL Pigeon loft - refused  
 Main Issues: Green belt

**RPC Comments:**

**16821 Resolved in a motion** by Cllr Watson and seconded by Cllr Moran that the Parish Council has no objections to this application.

**Planning Decisions:**

**17/00644/HSE**  
 2 Riverside Court  
 Ripponden

Single storey side extension

**Granted**

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

<b>17/00600/192</b> The Manse Oldham Road Ripponden	Single storey rear extension (Lawful Development Certificate)	<b>Granted</b>
<b>17/00556/HSE</b> 1 & 2 Back Croft Rishworth	Single storey extensions to front (east) elevation of properties	<b>Granted</b>
<b>16/01464/NMA</b> 31 Causeway Head Cross Wells Road Ripponden	Non Material Amendment to application 16/01464 - Replace stone slate roof on existing plans with sedum roofing.	<b>Granted</b>

**11.2. Planning Enforcement**

None

**The meeting closed at 9.35pm**

**Building Committee Meeting  
held on Tuesday 2<sup>nd</sup> May 2017 at 7.00pm**

Cllr Watson chaired the meeting

**Present:-** Cllr McCarley, Cllr Moran, Cllr Johnson (as a representative of the Employment Committee)

**1. Apologies for Absence or Lateness**

Apologies – Cllr Naylor

**2. To approve the Minutes of the Meeting held on Tuesday 7<sup>th</sup> June 2016**

**BC2016-002 Resolved in a motion** by Cllr McCarley and seconded Cllr Moran that the Minutes be accepted as a true and correct record of the meeting held on 7<sup>th</sup> June 2016.

It was agreed that Agenda items 4 and 5 should be dealt with prior to Agenda item 3

**4. To review the information provided by Calderdale Council regarding the feasibility of an Asset Transfer for the Ripponden Library**

Due to the fact that the Asset transfer response was only received hours before the meeting, it was agreed to hold the item for the next meeting (to be arranged immediately after formation of new committee). PC/library cost breakdown also to be reviewed then. Cllr Johnson also advised that Denby Dale PC may be able to provide information regarding asset transfer of library as they have recently completed the same exercise.

**5. To discuss the upgrade of office security and provide recommendations to Full Council as to suitable requirements**

It was agreed that due to age of alarm system (16 yrs) an upgrade is timely.

The Meeting agreed the following recommendations:

- Working to spec from Hi Tech Alarm Co (quote considered reasonable) 2 panic buttons (1 on each floor) and panic fobs attached to each of office keyrings.
- Audio notification to be maintained on office entry if alarm not deactivated prior to alarm sounding.
- CCTV to be installed – 3 cameras: 1 on door (providing not trained on staff); 1 for future installation of trophy cabinet; 1 exterior camera.

Rationale for installing CCTV - duty of care to protect staff (previous meeting where member of public entered in a dishevelled state), and for identification purposes if intruders enter office (internal cameras); complement other external cameras already installed in Ripponden to monitor anti-social behaviour and crime (external camera).

- Four channel DVR and 19" CCTV monitor also recommended as part of a comprehensive package.
- Door contacts to be maintained, motion sensor on front window centre panel to be removed due to unwarranted vibration activating alarm.

It was agreed that Cllr McCarley should meet with Hi Tech to review the specification and quote – simultaneous instalment should reduce overall cost.

The Meeting felt that the total cost of upgrade should not exceed £1500.

**3. Matters arising from previous meetings**

It was agreed that the following should be Agenda items for next meeting (to be organised ASAP after 18 May 2017): -

- fire warning system and fire escape/fighting provision

- building costs – cleaning, heating etc

## **6. Date of Next Meeting**

To be arranged at a later date

**The meeting closed at 8.00pm**

## **Appendix 2**

### **Communication Committee Meeting held on Wednesday 24<sup>th</sup> May 2017 at 7.00pm**

The Assistant Clerk welcomed Cllrs to the meeting.

**Present:-** Cllr Moran, Cllr S Russell, Cllr J Smith, Cllr M Smith

#### **1. To elect a Chairman for 2017/2018**

**CC2018-01 Resolved in a motion** by Cllr M Smith and seconded by Cllr Moran that Cllr Russell is elected as Chairman for 2017/2018.

#### **2. To receive apologies for absence and lateness**

Absence – Cllr Potts, Cllr Robins

#### **3. To review the Terms of reference of the Communication Committee**

**CC2018-02 Resolved in a motion** by Cllr M Smith and seconded by Cllr Moran that the Terms of Reference of the Communication Committee are:

- i. To promote and market the Parish Council; whilst engaging with all sections of the community.
- ii. To manage the Parish Council's window displays; website; social media; newsletters; annual report and other communications for approval by the Council.

#### **4. To approve the Minutes of the meeting held on Wednesday 15<sup>th</sup> March 2017**

**CC2018-03 Resolved in a motion** by Cllr M Smith and seconded by Cllr J Smith that the minutes are accepted as a true and correct record of the meeting held on Wednesday 15<sup>th</sup> March 2017.

#### **5. Matters arising from the last meeting**

The Assistant Clerk informed the meeting that the Clerk had put Mrs Sue Bell, the winner of the Ripponden Good Citizen's Award, forward for this year's Calderdale Council Good Citizen Award.

#### **6. Press Releases**

It was agreed that the press release for July/August, for Go Local, should be reduced to a maximum of 175 words and include 2-3 photographs. The Assistant Clerk will speak to Rachel

at Go Local regarding this, to ensure that it will fit to half a page and be printed in a decent size font.

Cllr M Smith volunteered to prepare a draft of the article on the Michaelmas Show, to be brought to Full Council for approval on 1<sup>st</sup> June 2017.

Cllr Moran volunteered to prepare a draft of an article on the Good Citizen's Award, for the September issue of Go Local, to be brought to Full council for approval on 27<sup>th</sup> July 2017.

The Committee have requested that the Clerk prompt the Full Council at the meeting on 24<sup>th</sup> August, for an article for the November Go Local, on the Christmas Lights Switch-on.

## **7. Office Window**

It was agreed that Cllr M Smith would speak to RUAFC regarding a window display for the club's development plans.

The meeting agreed that the Assistant Clerk would put a display together for the first week of June on the Neighbourhood Plan Consultation, showing dates for the upcoming consultation events. She was advised that this display should be reintroduced at times when there are no displays planned for the window for the duration of the consultation. The Committee requested that a 5ft long 'foamex' sign be ordered from Simprint, stating 'Your Neighbourhood Plan', in the Parish Council green, to be used for this display. It was suggested that this could be funded from the grant from the Neighbourhood Plan Committee.

The Garden Competition display will go ahead for the 2<sup>nd</sup> and 3<sup>rd</sup> weeks of June.

It was agreed that the Assistant Clerk would find out the themes for the Michaelmas Show and email them out to the committee. She will also contact Ryburn History Society to establish whether they would still like a window display.

## **8. Annual Report**

It was agreed that Cllr J Smith would make some minor amendments and circulate to the Communications Committee prior to being brought to Full Council for approval on June 1<sup>st</sup> 2017.

The Assistant Clerk advised the committee regarding the quote for £397, from Brookfoot, for printing. She also advised that given that the report is now the same size as the newsletter, a quote from Simprint would likely be the same as for the newsletter, at £218.

The Assistant Clerk was asked to gain quotes, for printing, from Simprint, alongside a quote from D-Sales. She was also asked to contact Go Local regarding a quote for delivery, given that the Annual Report is reduced in size.

## **9. Autumn/Winter Newsletter**

The meeting discussed the timings of the newsletters this year. The (Spring)/Summer newsletter intended for the July/August Go Local, could no longer be circulated at this time due to the Annual Report schedule for circulation being set back by one edition. September was considered too late for a summer newsletter and therefore the next newsletter should be for Autumn/Winter.

It was agreed that Cllr Russell would speak with the Clerk regarding the timings of this year's newsletters.

## **10. New Projects/Plans for 2017/18**

The meeting agreed that councillors would bring ideas to the next meeting.

**11. Telephone/Broadband**

The Assistant Clerk advised the meeting regarding the cost of the office telephone and broadband by its current provider, BT. The cost for the previous year had been £849.95 for the year. She also advised that a change in supplier may have a knock on effect for the Parish Council email address and website.

It was agreed that the Assistant Clerk would obtain quotes for alternative suppliers, alongside approaching BT requesting a more competitive quote. Suppliers would include: Fab Spider (asking if they would be able to recommend a supplier if they do not provide these services) and Utility Warehouse (contact Antonia Kinlan).

**12. To approve any spending from the Communication Committee**

None

**13. Date of next meeting**

The next meeting is to be held on Tuesday 11<sup>th</sup> July 2017 at 7pm

**The meeting closed at 8.24pm**