

The 1117<sup>th</sup> Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 15<sup>th</sup> December 2016 at 7.15pm.

**Councillors Present:** - Cllr J Smith chaired the meeting.  
Cllr Carter, Cllr Johnson, Cllr McCarley, Cllr Moran, Cllr Naylor, Cllr Robins, Cllr Russell,  
Cllr M Smith, Cllr Watson

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

Absence – Cllr Hunt, Cllr Potts

**2. To accept the Minutes of the 1116<sup>th</sup> Meeting held on Thursday 1<sup>st</sup> December 2016**

**Page 6021** Agenda item 10, paragraph 5 - after 'Cllr McCarley', add 'Cllr J Smith'.

**16583 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 Thursday 1<sup>st</sup> December 2016.

The Chairman asked that Agenda item 5 be brought forward to enable a member of the public to address the Meeting.

**16584 Resolved in a motion** by Cllr Russell and seconded by Cllr McCarley that Standing Orders be suspended to allow a member of the public to address the Meeting.

**5. Public Participation**

Mr Murray introduced himself and explained his reasons for attending the meeting. His main concern was the parking issues on Halifax Road and wanted to know if the Parish Council supported the plans for the proposed Traffic Regulation Order.

The Chairman informed Mr Murray of the action that had taken by the Parish Council in respect of parking. A brief discussion between Mr Murray and the Councillors then took place.

The Chairman thanked Mr Murray for his attendance. Mr Murray then left the meeting.

**16585 Resolved in a motion** by Cllr Russell and seconded by Cllr McCarley that Standing Orders be re-instated.

**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 a judging panel for the 2016 Good Citizen Award

**16586 Resolved in a motion** by Cllr Johnson and seconded by Cllr Watson that Cllr Moran, Cllr Robins and Cllr Russell should be the judging panel for the 2016 Good Citizen Award.

**The Clerk reported that:**

An e-mail had been received from Calderdale Council's Highway Services concerning the damage to Pretoria Bridge. The officer advised that the fallen tree would be removed and the brace then inspected for damage.

An e-mail had also been received from Calderdale Council's Planning Services concerning the land adjacent to Heald Wall Nook Cottage and the boarding up of the site. The officer advised that any enforcement action would be put on hold pending the outcome of the newly submitted planning application referenced 16/01319.

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

The Clerk advised that an e-mail had been received from the Treasurer of Ripponden Festival informing the Parish Council that due to unforeseen circumstances the donkeys had been unable to attend the Christmas market. The Treasurer requested that the £100 element of the funding provided by the Parish Council for donkey hire be attributed towards the cost of the brass band instead. The Meeting had no objections to this request.

The Clerk informed the Meeting that a resident had contacted the office to report that the Christmas lights were not working on the Rishworth Christmas tree. Cllr Johnson and Cllr McCarley had toured the parish to check for faulty lights and provided the Clerk with a list which had been forwarded on to Calderdale Council and its contractors. The Clerk advised that it had since come to light that the Christmas tree lights at Rishworth had been stolen along with the transformer. The Clerk confirmed that Cllr Johnson had reported the incident to the police and a notice had been put on Facebook. Unfortunately Bradford Festive Lights are unable to lend any lights this year but provided costs for replacement lights and a transformer.

**16587 Resolved in a motion** by Cllr Robins and seconded by Cllr Carter that the Parish Council purchases replacement lights and has them installed at a cost of £604 plus VAT.

The Clerk reported that Calderdale Council had sent a schedule of rates for the installation of the festive lighting in Ripponden for 2016. An invoice for £679 would be sent after the lights had been taken down.

Cllr Naylor asked for clarification concerning the Community Grant information recently circulated by the Assistant Clerk. The Clerk was asked to make enquiries and report back at the next meeting.

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

Cllr Robins declared an interest in Ripponden Festival.

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

6.1. To approve the Press Release from the Communications Committee

**16588 Resolved in a motion** by Cllr McCarley and seconded by Cllr Johnson that after a few minor amendments the Parish Council approves the press release for the Civic Ball 2017.

6.2. To approve the new Welcome to Ripponden booklet

Several amendments were suggested by Councillors and it was agreed that the Clerk should do the amendments and bring the booklet back to Full Council at the next meeting to be held on 12<sup>th</sup> January 2017.

6.3. To agree a date for the Annual Parish Meeting

The Clerk informed the Meeting of the Chairman's availability and booking dates for March and May. After discussion it was agreed that the Annual Parish Meeting should be booked for Thursday 30<sup>th</sup> March 2017. The Clerk was asked to confirm the booking with the Church.

**The Clerk reported that:**

An e-mail had been received from the YLCA notifying of the membership cost for 2017/18. Copies had been provided to all Councillors for information.

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

An e-mail had been received from Mr Carr of the Ryburn Historical Society asking if the Parish Council knows of any space that some historic photographs could be displayed. The Clerk advised that she had mentioned perhaps the Council office window if the exhibits are not being sold commercially. Cllr Robins said that Robins Nest would be prepared to have a display and asked the Clerk to forward her details onto Mr Carr.

The Clerk requested a date for the next Employment Committee meeting. It was agreed as Monday 23<sup>rd</sup> January at 1.00pm.

The Clerk also asked if the Parish Council had any objection to her taking Annual Leave on Friday 23<sup>rd</sup> December. The Meeting had no objections to this request but asked the Clerk to put a notice on Facebook and the Website as to when the office would re-open.

**Cllr Watson** reported that he had attended the Barkisland 'Get Together' Club Christmas party with the Chairman.

**Cllr Russell** informed the Meeting that she had been liaising with a resident regarding the state of the roads around Clock Face Quarry and the recently re-opened Moselden Quarry. She advised that it was her intention to send weekly updates to the Environment Agency for action.

**Cllr Naylor** reported that he had attended the YLCA South Pennine Branch meeting with Cllr M Smith as representatives of the Parish Council. Cllr M Smith was to provide a written report for circulation shortly.

**Cllr Moran** advised that she had attended the Soyland in Bloom Christmas lunch and was asked to pass on the group's disappointment that there were no Christmas lights in Soyland. Cllr Robins as Chairman of the Christmas Lights Committee apologised for this and reiterated the Committee's commitment to resolving the issue for 2017. Cllr Russell suggested that the Committee could look at the feasibility of Christmas banners as an alternative to lights and would forward photographs to the Clerk showing examples.

**Cllr M Smith** reported on his attendance at the YLCA branch meeting the main point of discussion being Neighbourhood Planning. He advised that he would be providing a full written report for circulation. The Meeting agreed that the Neighbourhood Planning Committee should meet to progress a plan for the Parish and a date of 4<sup>th</sup> January 2017 at 7.00pm was set.

**Cllr Naylor** provided an update on the Environments Committee's meeting with Calderdale Council's Playground Manager to discuss progress of the Mill Fold Play area refurbishment in line with the Parish Council's recently awarded grant of £12000 from Tesco Bags of Help.

**Cllr Johnson** reported that he had attended the Community Foundation 25<sup>th</sup> Anniversary Celebration event on 2<sup>nd</sup> December. The evening had been very enjoyable and informative. He had also attended the Mayor of Calderdale's Carol Concert at the Town Hall on 9<sup>th</sup> December which had been very festive.

**Cllr Johnson** also updated the meeting on recycling issues in Soyland and was pleased to report that the matter had been resolved with the help of Ward Councillors.

**Cllr J Smith** asked that the Minutes from the Civic Dinner Committee meeting held on 2<sup>nd</sup> November 2016 be included in the minutes of this meeting.

**16589 Resolved in a motion** by Cllr Naylor and seconded by Cllr Johnson that the Minutes of the Civic Dinner Committee meeting held on 2<sup>nd</sup> November 2016 be included in the Minutes of this meeting. (See appendix 1)

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

**Cllr J Smith** reviewed the Minutes of the Civic Dinner Committee meeting held on 7<sup>th</sup> December 2016 the main points of which were the approval of the artwork for the invitation, Grace, Raffle Prizes, and additional entertainment.

**Cllr J Smith** asked that the Minutes from the Communications Committee meeting held on 2<sup>nd</sup> November 2016 be included in the minutes of this meeting.

**16590 Resolved in a motion** by Cllr M Smith and seconded by Cllr Russell that the Minutes of the Communications Committee meeting held on 2<sup>nd</sup> November 2016 be included in the Minutes of this meeting. (See appendix 2)

**Cllr J Smith** reviewed the Minutes of the Communications Committee meeting held on 7<sup>th</sup> December 2016 the main points of which were the Newsletter, Press Releases, Office window displays, Annual Report Schedule and the Good Citizens Award.

**Cllr J Smith** reported that with her Consort she had attended the St Bartholomew's Christmas Fayre, which had been an excellent event. Disappointingly through illness she had to miss the Holme Valley Civic Service, but apologies had been sent. On the 9<sup>th</sup> December she had attended the Carols by Candlelight event at Rishworth School with her Consort and on the 14<sup>th</sup> December she had attended Barkisland 'Get Together' group Christmas Party with Cllr Watson. Both had been lovely events.

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

Cllr Carter reported on the recent Ward Forum, which had focused primarily on police issues and parking on Halifax Road. She advised that with Calderdale Council Officers she was looking at alternative ways to restrict parking to alleviate the traffic situation on Rochdale Road and thought it might be something to pursue on Halifax Road once the Traffic Regulation Order had been implemented.

Cllr Naylor mentioned the outstanding problem with overhanging trees on Rishworth New Road. Cllr Carter agreed that she would look into this and report back as soon as possible.

**8. To agree accounts for payment**

Cllr Robins queried the invoice for refreshments and Mileage claim from Cllr Naylor. Cllr Naylor provided clarification.

**16591 Resolved in a motion** by Cllr Carter and seconded by Cllr Watson that the accounts listed on the schedule with a total value of £2,269.70 be passed for payment.

**9. To receive correspondence**

**Correspondence**

Craig Whittaker MP	Christmas card
Mayor & Mayoress of Calderdale	Christmas card
Mayor & Mayoress of Hebden Royd	Christmas card
Chairman of Kirkburton TC	Christmas card
Chairman of Saddleworth PC	Christmas card

**Information**

Calderdale Council  
Church Circuit

Upper Valley Neighbourhood News - December  
Christmas Services for the Parish

**9. To receive correspondence (continued)**

North Bank Forum	Sector Support Update – 2 <sup>nd</sup> & 9 <sup>th</sup> December
The Venue	Gatsby Ball 31 <sup>st</sup> December 2016
WY Police & Crime Commissioner	New Police & Crime Plan Launch
WY Police & Crime Commissioner	Newsletter - December
YLCA	Draft Public Service Ombudsman Bill
YLCA	White Rose Update – December

**Invitations**

Calderdale Council	Mayors Charity Ball 4 <sup>th</sup> March 2017
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**Agendas**

15/12/2016	Economy & Environment Scrutiny Panel
21/12/2016	CAFM Asset Management Board

Cllr J Smith reported that she had also received a Christmas card from Erringden Parish Council.

**10. To discuss the potential effects on the Parish of a possible closure of Sowerby Bridge Police Station**

The Meeting discussed the recent e-mail received from the Chief Inspector which outlined potential savings if the police station was not refurbished or re-opened after the damage caused by the floods. Councillors felt that its permanent closure would further reduce the police presence in the valley and have a detrimental effect on anti-social behaviour incidents.

**16592 Resolved in a motion** by Cllr M Smith and seconded by Cllr Moran that the Parish Council should write to the Chief Constable and object strongly to the closure of the only police station in the valley, due to its important satellite location, strategically based for local trouble shooting and allowing rapid response to incidents in the parish.

**11. To discuss the on-going Parking issues on Halifax Road, Ripponden and the delayed Traffic Regulation Order**

The Meeting agreed that this item had been covered in other parts of the meeting.

**12. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement Issues****12.1. Planning Applications & Decisions****New Plans for this meeting****Application No: 16/20229/TPO**

Case Officer: Keith Grady  
 Site: Upper Woodhead Scammonden Road Barkisland  
 Proposal: Fell one tree  
 Applicant: Mr N Turley  
 Allocation: Greenbelt, Special Landscape Area  
 History: Application in 1999 and 2012 to prune approved.  
 Main Issues: The amenity value of the tree and what impact the works will have on the character and appearance of the area, and in view of the assessment whether or not the works are justified in view of the reason put forward for the works.

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

**RPC Comments:**

**16593 Resolved in a motion** by Cllr McCarley and seconded by Cllr Moran that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it meets good arboricultural practise.

**Application No: 16/01498/HSE**

Case Officer: Sara Johnson  
 Site: The Old Wheelhouse Hey Lane Outlane Elland  
 Proposal: First floor extension to South East and North West and porch to front  
 Applicant: Mr F Hambleton  
 Allocation: Green Belt, Special Landscape Area  
 History: N/a  
 Main Issues: Whether proposal meets with NPPF 89 Green Belt and BE1, BE2 and NE16.

**RPC Comments:**

**16594 Resolved in a motion** by Cllr Carter and seconded by Cllr Naylor that the Parish Council has no objections to this application since there is no impact on green belt.

**Application No: 16/01184/FUL**

Case Officer: Janine Branscombe  
 Site: Land West Of Lightcliffe Royd Lightcliffe Royd Lane Barkisland  
 Proposal: Demolition of existing buildings to facilitate dwelling and detached double garage  
 Applicant: Mr D Howarth  
 Allocation: SLA, GB, Wild  
 History: None  
 Main Issues: GNE1, BE1, NE12, Section 9 of the NPPF paragraphs 89 and 90

**RPC Comments:**

**16595 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 a special landscape area and Green Belt development.

**Application No: 16/01536/HSE**

Case Officer: Sara Johnson  
 Site: Heights Green Barn Quakers Lane Sowerby Bridge  
 Proposal: Sun lounge extension  
 Applicant: Mr D Hilton  
 Allocation: Green Belt, Special Landscape Area  
 History: N/a  
 Main Issues: Whether proposal meets with NPPF 89 Green Belt and BE1, BE2 and NE16.

**RPC Comments:**

**16596 Resolved in a motion** by Cllr Naylor and seconded by Cllr M Smith that the Parish Council objects to this application on the grounds that it is over intensive use of the site, design & privacy BE1 & BE2 and Green Belt development.

**Application No: 16/01535/HSE**

Case Officer: Diane Scaramuzza  
 Site: Schiehallion Halifax Road Ripponden  
 Proposal: Demolition of existing porch to rear to facilitate new extension, convert existing conservatory to porch, over cladding to front and rear elevations and sedum roof to flat roof extensions  
 Applicant: Mr M Knight

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

Allocation: Primary Housing Area  
 History: Lawful development certificate granted for single storey extension to side and rear – 15/00411/192  
 Main Issues: Assessment of design and appearance of extensions [BE1]; impacts on privacy levels [BE2]

**RPC Comments:**

**16597 Resolved in a motion** by Cllr Naylor and seconded by Cllr Johnson that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it meets policy and does not detract from the street scene.

**Application No: 16/01464/HSE**

Case Officer: Sara Johnson  
 Site: 31 Causeway Head Cross Wells Road Ripponden  
 Proposal: Replace an existing single storey extension with single storey extension to west elevation  
 Applicant: Mr G Keaskin  
 Allocation: Green Belt  
 History: N/a  
 Main Issues: Whether proposal meets with NPPF 89 Green Belt and BE1, BE2.

**RPC Comments:**

**16598 Resolved in a motion** by Cllr Naylor and seconded by Cllr Carter that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it meets policy.

**Application No: 16/01400/CON**

Case Officer: Janine Branscombe  
 Site: Winterow 94 Rochdale Road Ripponden  
 Proposal: Conversion of existing garage to detached dwelling  
 Applicant: Royd Developments Ltd  
 Allocation: GB, wild  
 History: 04/00182/HSE, 99/01443/FUL  
 Main Issues: GB, wild, GNE1, BE1, NE4, BE2

**RPC Comments:**

**16599 Resolved in a motion** by Cllr M Smith and seconded by Cllr Carter that the Parish Council objects to this application on the grounds that it is a wildlife corridor, Green Belt, BE1 & BE2 and loss of off-street parking within the curtilage.

**16600 Resolved in a motion** by Cllr Carter and seconded by Cllr Robins that Standing Order 3(w) be suspended for 2 minutes to allow business to be completed

**Application No: 16/20226/TPO**

Case Officer: Keith Grady  
 Site: Brantwood Krumlin Road Scammonden Road Barkisland  
 Proposal: Fell 4 trees (Tree Preservation Order)  
 Applicant: Mr J Hothersall  
 Allocation: Greenbelt, Special Landscape Area  
 History: Various applications to prune and fell trees. Most recent application was to prune four trees in 2012 (12/20119), which was approved.  
 Main Issues: The amenity value of the trees and what impact the works will have on the character and appearance of the area, and in view of the assessment whether or not the works are justified in view of the reason put forward for the works.

**12. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement Issues (continued)****RPC Comments:**

**16601 Resolved in a motion** by Cllr McCarley and seconded by Cllr Russell that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it meets good arboricultural practise.

**Planning Decisions:**

<b>16/01324/HSE</b> 1 Stanningden Rise Ripponden	Orangery to side elevation	<b>Granted</b>
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<b>16/01250/HSE</b> Archways Lower Road Scammonden	Two storey extension to side and dormer window to rear	<b>Granted</b>
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**12.2. Planning Enforcement**

None

**The meeting closed at 9.32pm**

## Appendix 1

### Civic Dinner Committee Meeting held on Wednesday 2<sup>nd</sup> November 2016 at 7.00pm

The Clerk welcomed Cllrs to the meeting.

**Present:** - Cllr Johnson, Cllr Naylor, Cllr J Smith

#### 1. To elect a Chairman for 2016/2017

**CD2017-01 Resolved in a motion** by Cllr Naylor and seconded by Cllr Johnson that Cllr J Smith is appointed Chairman for 2016/2017.

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

Absence – Cllr Carter

#### 3. To discuss Entertainment Plans

Cllr J Smith advised that she had spoken with John Wilson whose band is available to play at the Civic Ball at a cost of £800. The band plays Jive and Soul music. Mr Wilson has also offered to speak with Adam at The Venue to ensure that modern pop music is played in between their sessions. Cllr J Smith confirmed that she had provisionally booked the band subject to the Committee being agreeable.

**CD2017-02 Resolved in a motion** by Cllr J Smith and seconded by Cllr Naylor that Mr Wilsons band be booked for the Civic Ball at a cost of £800.

#### 4. To agree a Ticket Price and Menu to be recommended to Full Council at its next meeting on 17<sup>th</sup> November 2016

The Clerk had prepared a breakdown of expenditure from the 2016 Dinner and samples of income based on several different ticket prices and assumption of sales. The Clerk also reported that she had spoken to The Venue and that the cost per head for the meal would be £27 subject to there being 150 guests.

**CD2017-03 Resolved in a motion** by Cllr J Smith and seconded by Cllr Naylor that the Civic Dinner Committee recommends to Full Council that the ticket price remains at £35 for the 2017 Ball.

The menu was agreed as:

**Starters** – Minestrone Soup, Chicken Liver Pate and Mussels.

**Mains** – Roast Beef and Yorkshire pudding, Salmon with an herb crust, Chicken in Chasseur sauce and Red onion & Feta cheese tart.

**Vegetables** – Oven roasted potatoes and melange of fresh vegetables.

**Desserts** – fresh fruit salad, lemon tart with cream and sticky toffee pudding

The Clerk was asked to request that a supply of decaffeinated tea and coffee be available for those who wanted it.

#### 5. To agree a Colour Scheme/Theme

The Meeting agreed that the colour scheme would be royal blue (sapphire) and gold.

**6. Prepare a list of actions to be dealt with prior to the next meeting**

The Clerk was asked to contact Janet Sheard to see if she would do some sample artwork for the invitation for the next meeting. In addition Cllr Carter to see if she would do the table decorations.

The Clerk was asked to obtain a quote for the printing of the invitations from Simprint for the next meeting.

**7. To approve any spending from the Civic Dinner Committee**

**CD2017-04 Resolved in a motion** by Cllr Naylor and seconded by Cllr Johnson that expenditure is approved for:

Band to play at the Civic Dinner <£800

**8. Date of next meeting**

The next meeting will be held on Wednesday 7<sup>th</sup> December 2016 at 7.00pm.

**The meeting closed at 7.40pm**

## Appendix 2

### Communication Committee Meeting held on Wednesday 2<sup>nd</sup> November 2016 at 7.45pm

Cllr Potts chaired the meeting

**Present:-** Cllr Potts, Cllr Naylor, Cllr J Smith, Cllr M Smith, Cllr Russell

**9. To receive apologies for absence and lateness**

**10. To approve the Minutes of the meeting held on Tuesday 2<sup>nd</sup> August 2016**

**CC2017-05 Resolved in a motion** by Cllr J Smith and seconded by Cllr Naylor that the minutes are accepted as a true and correct record of the meeting held on Tuesday 2<sup>nd</sup> August 2016.

**11. Matters arising from the last meeting**

The Clerk asked Cllr M Smith for an update on the review of the Communications Strategy Plan. Cllr M Smith apologised for not progressing the matter further. The Clerk will forward the plan again for review by Cllr M Smith, for discussion at the next meeting.

**12. To review the quarterly budget and spending for the Committee**

**CC2017-06 Resolved in a motion** by Cllr M Smith and seconded by Cllr Naylor that the budget be accepted by the committee.

It was agreed that the Clerk would circulate a budget and expenditure for 2017/18, via email, to the Committee, for review at the next meeting, by the end of November.

**13. Website**

The Clerk advised that the website upgrade was now complete and that the Blog is up and running. The Chairman provides the wording to the Clerk who in turn updates the Blog. The contact facility has been tested and is now fully functional. Cllr J Smith thanked the Clerk for her work in sorting this out.

**14. Winter Newsletter**

Cllr Russell was asked to forward an electronic copy, of her current draft, to the Clerk for circulation to the committee. The Clerk will also forward the Newsletter template to Cllr Potts who has agreed to take over composition of the Winter Newsletter. Edits to the current draft include 'tea at the back of the church' and 'pork pies' instead of 'mince pies'. It was agreed that the Assistant Clerk would assist as required and circulate the newsletter in pdf, on completion, for approval by the Committee. The deadline for the February Go Local is 20<sup>th</sup> January 2017.

**15. Press Releases**

Cllr M Smith has prepared a press release for Remembrance Sunday and will send a copy to the Clerk for inclusion in the Full Council Meeting on 3<sup>rd</sup> November 2016.

Cllr M Smith agreed to prepare a press release for the December Go Local. It will touch on some of the headings included in the list of 'Articles for Inclusion' through 2016, as well as a thank you to staff and welcome to the new Assistant Clerk.

A discussion took place regarding the themes to be included in next year's press releases. The Clerk advised that she had been in contact with Rachel Taylor at Go Local to request a list of deadline dates for articles for inclusion in the magazine for 2017. Once received, the Clerk will update next year's schedule accordingly and circulate for the next meeting.

**16. Office Window**

Both Cllr Naylor and Cllr M Smith noted that it had been a good year for window displays, there being regular changes and lots of variety.

A discussion took place regarding the themes to be included in next year's window displays. The Clerk will update next year's schedule accordingly and circulate for the next meeting.

It was agreed that the Clerk would write to Dave Ransley of Ryburn United AFC asking them to put together a window display for in January 2017.

**17. Good Citizen Award**

The Clerk advised that regular posts have been made on Face Book re: nominations for the Good Citizen Award it has also been included on the website and posters have gone up at Barkisland and Rishworth, nonetheless there is currently only one possible nominee. An update will be included on the front page of the website after Remembrance Sunday. The closing date is 30<sup>th</sup> November 2016.

The Clerk advised that the quote from Briggs Priestley for the trophy and engraving will be £57.50 + VAT.

**18. Welcome pack**

The Clerk asked Cllr Potts for an update on the review of the Welcome Pack. Cllr Potts apologised for not progressing the matter further. The Clerk was asked to forward the pack again for review by Cllr Potts and then for discussion at the next meeting.

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

**CMC2017-07 Resolved in a motion** by Cllr Naylor and seconded by Cllr J. Smith that expenditure is approved for:

Additional spending for the Christmas window < £100.00

**CMC2017-08 Resolved in a motion** by Cllr J. Smith and seconded by Cllr Naylor that expenditure is approved for:

Good Citizen Award Trophy and engraving £57.50 + VAT

**20. Any Other Business**

It was noted that there were some road works on the Rochdale Road and the Clerk was asked to contact Calderdale Council's highways department to establish whether this is going to be a problem for the Christmas Lights Switch-on.

**21. Date of next meeting**

The next meeting will be held on Wednesday 7<sup>th</sup> December 2016 at 7.45pm

**The meeting closed at 8.50pm**