

The 1166<sup>th</sup> Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 15<sup>th</sup> November 2018 at 7.15pm.

**Councillors Present:** Cllr Johnson chaired the meeting  
Cllr Hunt, Cllr McCarley, Cllr Moran, Cllr Naylor, Cllr Potts, Cllr Russell, Cllr Thornber

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

Absence with apologies – Cllr Carter, Cllr Robins, Cllr J Smith, Cllr M Smith  
Lateness – Cllr Potts

**2. To accept the Minutes of the 1165<sup>th</sup> Meeting held on Thursday 1<sup>st</sup> November 2018**

Page 6346, Agenda item 3, final paragraph, delete 'Cllr Thornber'

**17278 Resolved in a motion** by Cllr Moran and seconded by Cllr Hunt 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> November 2018.

**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 letter had been received from Calderdale Council regarding the alleged unauthorised development at Oaklea Manor Farm, Barkisland. The officer advised that the retrospective planning application had been refused and as such, the enforcement file had been reopened. The enforcement officer's recommendation was that an enforcement notice should be served within the next 21 days. Cllr Thornber reported that the planning application had now been resubmitted so enforcement would be put on hold for the time being.

An e-mail had also been received from Calderdale Council concerning the Rishworth and Ripponden Christmas lights. The officer advised that due to a potential weakness in the concrete lampposts the Christmas panels could not be installed. As such, for this year only, the panels would be replaced with wrap around features so that the overall number of lights would not be diminished. The officer also advised that the LED replacement programme was to be re-prioritised to enable Rishworth and Ripponden street lights to be replaced within the year with steel ones. The wrap around lights would be installed in time for the 'light switch on' event. In addition, the Clerk informed the Meeting that Calderdale Council had also sent its invoice for the lights installation for £985.82. The Meeting agreed that the Clerk should write to Calderdale Council to express the Parish Council's disappointment and request a reduced invoice due to the inconvenience. It was also felt that the wrap around lights would not be as complicated to install as the panels and as such, the installation costs should be lower.

Cllr Potts arrived at 7.25pm

The Chairman asked for volunteers to assist with the 'Lights Switch On' event on Saturday 24<sup>th</sup> November, Cllr McCarley confirmed that he would organise the music and act as DJ. Cllr Naylor, Cllr Potts and Cllr Thornber offered assistance, providing a presence in the Council office and organising the Marshals.

The Clerk advised that an e-mail had been received from Diggle B Band thanking the parish for its welcome at the Remembrance Sunday services and for copies of the Commemoration booklet.

**Cllr Johnson** advised that he had received very positive feedback concerning the Commemoration booklet and had been asked to pass on the residents thanks to the organisers.

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

**Cllr McCarley** also reported that several residents had spoken with him and said that the booklet was a fitting tribute.

The Chairman advised the Meeting that he had on several occasion thanked the sub-committee for all their hard work at providing articles, doing research and pulling the booklet together, but asked that his thanks in particular to Cllr Moran, Cllr Russell and the Clerk be formally recorded in the minutes.

**Cllr Potts** reported that Pretoria Bridge had now been repaired.

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

Cllr Naylor and Cllr Thornber declared an interest in planning applications to be discussed under Agenda item 12.

**5. Public Participation**

None present

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

**The Clerk reported that:**

An e-mail had been received from the Calderdale Council notifying the Parish Council of the key dates for the 2019/20 budget process. The Clerk asked for an Agenda item at the next meeting to suspend standing orders to enable a pre-budget meeting on 17<sup>th</sup> January 2019. The Meeting had no objections to this request.

The Clerk advised that she had received a request from a representative of the Ryburn History Society for the group's new book – Mills of Ryburn Valley to be sold at the Parish Council office, the proceeds for which would go to the History Society. The Meeting had no objections to this request.

The Clerk informed the Meeting that the Church Warden for Christ Church, Barkisland had sent a letter confirming that the collection for the Civic Sunday had raised £135 for Overgate Hospice – the Chairman's Charity 2018/19. This amount had now been sent direct to the charity.

An e-mail had been received from the Guide Leader regarding the Chairman's Charity cheques to the Guides and Brownies for 2017/18. Unfortunately, there had been some confusion as to the overall amount and as such the group had overspent on the purchase of programme books and training materials. The group leader asked if the shortfall could be met by a grant of some kind from the Parish Council. The Clerk confirmed that she has sent an application form but had also advised that retrospective requests could not be considered under s137 grants. It was agreed that once the form had been returned the Parish Council would consider the request.

The Clerk reported that an e-mail had been received from a resident concerning noise issues with the Alma Inn. Cllr Naylor clarified that the problem seemed to have arisen since the recent change in management and wondered if the issue falls outside the licensing permission. Cllr Thornber as Ward Councillor, asked if the e-mail could be forwarded onto him and he would speak with Licensing on behalf of the residents. Cllr McCarley highlighted that two of the listed incidents had been bonfire events which were long established charity events.

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

The Clerk reported that no payment had been received from a Parish Council debtor for over 12 months despite numerous reminders. The Meeting agreed that consideration as to the next course of action should be an Agenda item at the next meeting.

**Cllr Hunt** also asked for the Minutes of the Communication Committee meeting held on 16<sup>th</sup> July 2018 to be included in the Minutes of this meeting.

**17279 Resolved in a motion** by Cllr Moran and seconded by Cllr Russell that the Minutes of the Communication Committee meeting held on 17<sup>th</sup> July 2018 be included in the Minutes of this Meeting (see appendix 1).

**Cllr Hunt** reviewed the Communication Committee meeting held on 7<sup>th</sup> November 2018, the main points being the Commemoration Booklet, winter Newsletter, review of the quarterly budget/expenditure, press releases, window displays and the Good Citizens award.

**Cllr Hunt** reported that the bus stop at Rishworth New Road had been knocked over. Cllr Naylor advised that this had already been reported to the relevant Authority.

**Cllr Potts** enquired about the plans to refurbish the parish benches. Cllr Johnson advised that he and Cllr Carter were currently working on updating the schedule of benches and the results would be reported back to the Environment Committee at its next meeting.

**Cllr Potts** reported that he had organised a stall at the recent Stones Fayre for the Riverside Café funds.

**Cllr Moran** reported on the extensive TV coverage of Ripponden and St Bartholomew's Church for the Remembrance Commemorations.

**Cllr Russell** reported that she had received very positive feedback from residents and visitors for the Remembrance Sunday Services and the Commemoration Booklet.

**Cllr Johnson** reported that with his consort he had attended the Remembrance Day Services and thanked all Councillors who had also attended for their support of the occasion. He asked for assistance in taking the event poppies down and advised that the Advanced Warning signs had been replaced with the ones for the Christmas Lights Switch On. In addition, the banners had been erected and the flyers distributed to the schools.

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

Cllr Thornber reported that Calderdale Council Cabinet was looking at the feasibility of re-introducing parking charges at Royd Lane car park. He expressed his concerns as Ward Councillor for this. Cllr Thornber also reported that it was hoped that the Traffic Regulation Order would be implemented in December.

**8. To agree accounts for payment**

**17280 Resolved in a motion** by Cllr Moran and seconded by Cllr McCarley that the accounts listed on the schedule with a total value of £2,203.99 be passed for payment.

**9. To receive correspondence**

**Correspondence**

Resident  
Family Member

Thank you for the Commemorations Booklet  
Thank you for the Commemoration Booklet

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

Cllr Naylor

Ripponden Festive Market

**Information**

Calderdale Council	Meeting dates 14 <sup>th</sup> November 2018 to 20 <sup>th</sup> January 2019
Calderdale Council	Upper Valley Neighbourhood News – November edition
Clerks & Councils Direct	November issue
NALC	Newsletter 7 <sup>th</sup> & 14 <sup>th</sup> November 2018
NALC	Spring Conference 11 <sup>th</sup> February 2019
Cllr J Smith	Meeting Notes from T & PC Liaison Group meeting
VSI Alliance	Newsletter 8 <sup>th</sup> November 2018
War Memorial Trust	Bulletin Magazine November 2018
YLCA	NALC Chief Executive bulletin 12/11/18

**Invitations**

St Bartholomew's Church

Christmas Market 1<sup>st</sup> December 2018**Agendas**

21/11/2018

Council Meeting

**Matters arising from correspondence**

Cllr Naylor expressed his disappointment at the size of the Parish Council's logo appearing on Festive Markets posters. The Clerk advised that it was the same size as similar logos and reported that on both the groups Facebook page and website, the logo was in proportion with all other sponsors.

**10. To receive the Standards Committee's recommendations for amendments to the Parish Council's Standing Orders**

The Clerk provided paper copies of the Standing Orders to all Councillors present and highlighted the amendments.

The Meeting agreed that approval of the Standing Orders should be an Agenda item at the next meeting to be held on 29<sup>th</sup> November 2018.

**11. To receive the Standards Committee's recommendations as a result of a review of the Parish Council's Miscellaneous Policies and Charges**

**17281 Resolved in a motion** by Cllr Naylor and seconded by Cllr McCarley that the Parish Council approves the Standards Committee recommendation that no amendment was needed to the current Complaints Procedure for 2018/19.

**17282 Resolved in a motion** by Cllr Naylor and seconded by Cllr Russell that the Parish Council approves the Standards Committee recommendation that no amendment was needed to the current Community Engagement Strategy & Action Plan for 2018/19.

**17283 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 Scheme of Delegation policy for 2018/19.

**17284 Resolved in a motion** by Cllr Russell and seconded by Cllr Naylor that the Parish Council approves the Standards Committee recommendation that no amendment was needed to the current Health & Safety Policy for 2018/19.

**11. To receive the Standards Committee's recommendations as a result of a review of the Parish Council's Miscellaneous Policies and Charges (continued)**

**17285 Resolved in a motion** by Cllr Naylor and seconded by Cllr Hunt that the Parish Council approves the Standards Committee recommendation that no amendment was needed to the current Equal Opportunity Policy for 2018/19.

**17286 Resolved in a motion** by Cllr Naylor and seconded by Cllr Potts that the Parish Council approves the Standards Committee recommendation that no amendment was needed to the current Training Statement of Intent for 2018/19.

**17287 Resolved in a motion** by Cllr Naylor and seconded by Cllr Potts that the Parish Council approves the Standards Committee recommendation for a couple of minor amendments to the Parish Grant Scheme Terms of Reference.

**17288 Resolved in a motion** by Cllr Naylor and seconded by Cllr Russell that the Parish Council approves the Standards Committee recommendation that no amendment was needed to the current Ebenezer Graveyard Burial Charges for 2018/19.

**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**

Cllr Naylor declared a disclosable pecuniary interest in the next application and temporarily left the meeting.

**Application No: 18/01235/FUL**

Site: Low Cote Farm Cote Road Ripponden

Proposal: Conversion and extension of former cottages to form dwelling

**RPC Comments:**

**17289 Resolved in a motion** by Cllr Potts and seconded by Cllr Thornber that having viewed the plans, the Parish Council would not pass comment on this application due to the applicant being a Councillor.

Cllr Naylor returned to the meeting.

**Application No: 18/01293/OUT**

Site: Garage Adjacent 120 Rochdale Road Ripponden

Proposal: Demolition of garages and shed to facilitate new dwelling (outline application)

**RPC Comments:**

**17290 Resolved in a motion** by Cllr Naylor and seconded by Cllr Russell that the Parish Council objects to this application on the grounds that it is Green Belt development, Privacy & visual amenity issues, BE5 Highway access issues, T18 maximum parking allowance.

Cllr Hunt voted against the objection.

**Application No: 18/20205/TPO**

Site: Lower Hall Stainland Road Barkisland

Proposal: Prune trees and fell one tree (Tree Preservation Order)

**RPC Comments:**

**17291 Resolved in a motion** by Cllr Hunt and seconded by Cllr Moran that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it is good arboricultural practise.

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

Cllr Thornber declared an interest in the next application and temporarily left the meeting.

### Application No: 18/01185/FUL

Site: Hill House Farm Clough House Lane Barkisland

Proposal: Conversion of barn to two dwellings (Listed Building Consent)

**17292 Resolved in a motion** by Cllr Russell and seconded by Cllr Potts that application be held over to the next meeting.

Cllr Thornber returned to the meeting

### Planning Decisions:

<b>18/01086/FUL</b> Cockpit Farm Cock Pit Lane Rishworth	Change of use of paddock to menage	<b>Granted</b>
<b>16/00599/DISC2</b> Riverside Harley House Mill Fold Way Ripponden	Submission of details to comply with conditions to permission 16/00599, No 12	<b>Partially Complied With</b>
<b>18/00307/NMA</b> 2 Brig Royd Ripponden	Non Material Amendment to application 18/00307/HSE - Reduction of side extension from 5m to 4.7m full height window to gable wall dimensions reduced from 2100mm to 1400mm. Kitchen window to rear elevations position changed from a head height of 2.1m to 1.85m	<b>Granted</b>
<b>17/00935/DISC1</b> Waterside House Oldham Road Ripponden	Submission of information to Discharge Conditions on application 17/00018 - condition 2, 3, 4, 5, 6 and 9	<b>Partially Complied With</b>
<b>18/00613/FUL</b> Unit 2 Central Joinery Works Oldham Road Ripponden	Demolition of existing workshop and construction of two dwellings (Part retrospective)	<b>Granted</b>

### 12.2. Planning Enforcement

None

**The meeting closed at 8.40pm**

## Appendix 1:

### Communication Committee Meeting held on Tuesday 17<sup>th</sup> July 2018 at 8.00pm

The Clerk welcomed Cllrs to the meeting.

**Present:-** Cllr Hunt, Cllr Johnson, Cllr Moran, Cllr S Russell,

#### 1. To elect a Chairman for 2018/2019

**CC2019-01 Resolved in a motion** by Cllr Moran and seconded by Cllr Russell that Cllr Hunt is elected as Chairman for 2018/2019.

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

Absence – Cllr Robins

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

**CC2019-02 Resolved in a motion** by Cllr Russell 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.

Concerns were raised about the size of the Committee bearing in mind the workload. It was felt that this should be raised at the next Full Council meeting, with a request for more assistance and volunteers for additional Committee members.

#### 4. To approve the Minutes of the meeting held on Tuesday 10<sup>th</sup> April 2018

The minutes could not be approved as there were insufficient Cllrs present who had attended the previous meeting. Cllr Moran, having attended the previous meeting, signed off the minutes as being correct.

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

None

#### 6. To review the quarterly budget and spending for the Committee

The Clerk provided details of the budget/actual expenditure as at 12<sup>th</sup> July 2018 for the Committee to review. She reported that the Annual Report had been paid for through a credit note given by Simprint for the error in printing for the previous Newsletter. Distribution costs for delivery with Go Local had been £120.

#### 7. Autumn/Winter Newsletter

The meeting discussed the timings for the newsletter and was agreed that due to the requirement to issue the Commemoration Booklet at the latest in November there would not be sufficient space with Go Local for two inserts. As such the Newsletter will be scheduled for the February 2019 Go Local distribution and would need to go to Full Council by mid-December. The Clerk was asked to check availability with Go Local.

Suggested articles were – the new Councillor, WW1 Commemoration & Remembrance Sunday, CCTV update, Christmas Lights Switch on, Good Citizen Award, Neighbourhood Plan

update, Michaelmas Show winners and an around the village feature. Cllr Moran and Cllr Russell agreed to split the articles and provide the text for inclusion in the Newsletter. Cllr Johnson was asked to write about the CCTV. The Clerk was asked to speak with Cllr Potts to see if he would be able to put together the Newsletter in publisher.

## **8. Press Releases**

Cllr Russell agreed to write the draft press release on the Good Citizens Award for the September issue of Go Local which needed to go for Full Council Approval on 9<sup>th</sup> August.

Cllr Moran agreed to write the draft press release on Remembrance Sunday for the October Go Local.

Both drafts will be circulated to Committee members for comment prior to Full Council approval.

## **9. Office Window**

It was agreed that St Bartholomew's Church should have the window once again 3<sup>rd</sup> to 13<sup>th</sup> September.

It was also agreed that the Michaelmas Show Trophies would be displayed with a poster 13<sup>th</sup> September to 23<sup>rd</sup> September.

## **10. Good Citizens Award**

The Clerk advised that one Nomination had been received so far.

Ideas for a window display were discussed. Cllr Russell and Cllr Moran will organise this.

## **11. To receive an update on the Commemoration booklet**

Cllr Moran advised that due to work commitments Cllr McCarley had been unable to attend the meeting for this item.

Cllr Russell provided an update on what information had been collated so far. Cllr Johnson volunteered to assist where possible and also advised that Mrs Johnson would be happy to proof read and assist with research. Cllr Johnson also agreed to approach Liz at wordup design to obtain costings for the graphic design.

It was agreed that the sub-committee should meet as soon as possible to progress and the date was set as Tuesday 7<sup>th</sup> August at 10.00am. Cllr Moran advised that she would let Cllr McCarley know.

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

None

## **13. Date of next meeting**

It was agreed that this should be arranged at a later date.

**The meeting closed at 9.10pm**

## Receipts & Payments – 15<sup>th</sup> November 2018

### Payments:

Invoice Reference	Method		VAT	Total
19-094	Bank Transfer	Greenacres Residents Group		250.00
19-095	Bank Transfer	JT Horticulture		450.00
19-096	Bank Transfer	Cllr J Smith		7.20
19-097	Bank Transfer	Lloyds Bank	20.70	176.99
<b>Total</b>			<b>20.70</b>	<b>884.19</b>

### Receipts:

£55.50