

The 1104<sup>th</sup> Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 16<sup>th</sup> June 2016 at 7.15pm.

**Councillors Present:** - Cllr J Smith chaired the meeting.  
Cllr Hunt, 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 Carter, Cllr Potts

**2. To accept the Minutes of the 1103<sup>rd</sup> Meeting held on Thursday 2<sup>nd</sup> June 2016**

Page 5929 Agenda item 3, 2<sup>nd</sup> paragraph, add 'It was agreed that the lease would be reviewed six months before the end of the next lease'.

**16424 Resolved in a motion** by Cllr Johnson and seconded by Cllr Russell that after the above amendment, the Minutes be accepted as a true and correct record of the Meeting held on Thursday 2<sup>nd</sup> June 2016.

**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 reply had been received from Calderdale Council to the Parish Council's letter dated 5<sup>th</sup> February 2016. The officer acknowledged the Parish Council's concerns about parking at the top of Elland Road and request for the Traffic Regulation Order to be extended to Rochdale Road. A copy of the response has been circulated to all Councillors for ease of reference.

An e-mail had also been received from Calderdale Council requesting that the Parish Council hold a set of the plans for the Traffic Regulation Order (TRO) for public inspection. The officer advised that the full process for the implementation of the TRO will take until approximately October 2016. In addition the officer confirmed that he had checked the markings at the top of Meadowcroft Lane and that they could not be extended until the TRO was implemented. The Clerk was asked to contact Calderdale Council to enquire as to whether yellow cross hatch markings could be instated at the top of Elland Road/Halifax Road.

The Clerk informed the Meeting that a response had been received from Calderdale Council in respect of the Parish Council's reminder letter dated 18<sup>th</sup> May 2016 regarding road signage at Rishworth. The officer advised that the details had now been forwarded to the traffic team for initial assessment.

An acknowledgment had been received from the Environment Agency advising that the Parish Council's request for a joint site visit to Clock face Quarry had been passed to the Environment Management Team, who should be in contact shortly. The Clerk was asked to diarise this and chase up if nothing has been received by the end of June.

The Clerk advised that an e-mail had been received from a resident regarding planning application 15/01486/FUL – Clare Hill requesting copies of any letter received by the Parish Council from other residents and copies of any other correspondence relating to the application. The Meeting agreed that the Clerk should provide copies of the relevant minutes and correspondence subject to the Data Protection rules.

The Clerk informed the Meeting that neither the Chairman or Vice-Chairman could attend the St Bartholomew's Church reception evening for the Flower Festival on Friday 24<sup>th</sup> June 2016 and asked if another Councillor would be available. It was agreed that Cllr Naylor should represent the Parish Council.

**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 Cllr Robins had provided pictures of a second hand cabinet for sale that may be of use as a trophy cabinet for the Parish Council office. The Meeting agreed that the cabinet due to its size was not suitable. The Clerk was asked to search the internet for more appropriate modern cabinets with lighting and report back at the next meeting.

**Cllr Naylor** asked that the collapsed wall at Hays Lane, Scammonden reported back in January/February be chased up with Calderdale Council.

**Cllr Russell** asked if the Clerk could contact the Calderdale Methodist Circuit and chase up any progress regarding Krumlin Graveyard.

**Cllr McCarley** asked that the Parish Council's use of Facebook and its Social Media procedure be an Agenda item at the next meeting.

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

None

**16425 Resolved in a motion** by Cllr Russell and seconded by Cllr McCarley that Standing Orders be suspended to enable members of the public to address the meeting.

**5. Public Participation**

The Chairman welcomed Mr and Mrs Hackett to the meeting.

Mrs Hackett raised concerns about a planning dispute with her neighbour. She provided background information as to the dispute and the action she and her husband had taken. Mr Hackett provided photographs of the building work and location plans for the Parish Council's references.

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

**16426 Resolved in a motion** by Cllr Russell and seconded by Cllr McCarley that Standing Orders be re-instated.

It was agreed that Mr & Mrs Hackett's concerns be discussed under Agenda item 11.2

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

**The Clerk reported that:**

A letter had been received from the Internal Auditor confirming that the audit for 2015/2016 had now been completed and that there were no matters to be reported to members. The Clerk asked if the Parish Council would like to continue with the auditors services for 2016/17.

**16427 Resolved in a motion** by Cllr Naylor and seconded by Cllr M Smith that the Parish Council approves Yorkshire Internal Auditor Services as its auditor for 2016/17.

The Clerk advised that an e-mail complaint had been received from a resident regarding the Parish Council window and the lack of a display for the Queens 90<sup>th</sup> Birthday. The Clerk was asked to pass on the Parish Councils apology to the resident for the oversight.

Cllr Johnson reminded the Meeting that it was the centenary for the start of the battle of the Somme on 1<sup>st</sup> July 2016 and asked if a window display could be done to commemorate this. The Meeting agreed that a window display should be done and that the union flag should be flown for one week.

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

The Clerk raised concerns regarding the recent photographs posted on the Parish Council's Facebook page showing the Building Committee site visit to the Ripponden library building and the comments posted from residents.

In Cllr Potts absence the Clerk reported on his recent meeting with the Dementia Action Alliance Co-ordinator. The Co-ordinator provided a link to the environmental auditing tool which can be used to assess how dementia friendly premises are. She also completed the four point Action Plan for 2016. Cllr Potts had confirmed that the 'Working towards becoming a Dementia Friendly Community' stickers had been ordered.

**Cllr Johnson** asked that the press and public be excluded for his next report

**16428 Resolved in a motion** by Cllr McCarley and seconded by Cllr Naylor that the Press and Public be excluded from the meeting for the next item.

**Cllr Johnson** reviewed the Employment Committee meeting held on 6<sup>th</sup> June 2016.

**16429 Resolved in a motion** by Cllr McCarley and seconded by Cllr Naylor that the Press and Public be allowed back into the meeting.

**Cllr Watson** reviewed the Building Committee meeting held on the 7<sup>th</sup> June 2016, the main points being the election of a Chairman, the Committee's terms of reference, site visit to the library, the action plan and list of questions for officers of Calderdale Council.

**Cllr Naylor** asked that the Minutes of the Environment Committee meeting held on 22<sup>nd</sup> March 2016 be included in the Minutes of this meeting.

**16430 Resolved in a motion** by Cllr Johnson and seconded by Cllr Hunt that the Minutes of the Environment Committee meeting held on 22<sup>nd</sup> March 2016 be included in the Minutes of this meeting. (See appendix 1)

**Cllr Naylor** reviewed the Environment Committee meeting held on 31<sup>st</sup> May 2016, the main points being the election of a Chairman, review of the Committee's terms of reference, Yorkshire in Bloom, Michaelmas Show, Garden Competition, Mill Fold Play area and the refurbishment of Parish Council owned benches.

**Cllr Hunt** once again reported on the concerns of residents at St Johns Estate. The Clerk was asked to pass on the concerns to Ward Councillors and write to Pennine Housing to enquire as to whether there are any plans for the estate.

**Cllr Moran** provided a leaflet to the Clerk that may be useful regarding a training course for First Aid.

**Cllr Robins** reported on her attendance with Cllr Potts at the meeting with the Dementia Friendly Co-ordinator.

**Cllr Robins** reviewed the Christmas Lights Committee meeting held on 7<sup>th</sup> June 2016, the main points being election of a Chairman, terms of references and discussion on additional lighting.

**Cllr M Smith** provided a verbal report on his attendance with Cllr Naylor at the recent YLCA South Pennine Branch meeting, the main points being access to NALC, work of the YLCA, audit timescales and the Star Council awards scheme. A full written report would be circulated to all Councillors shortly.

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

**Cllr J Smith** asked that the Minutes of the Communication Committee meeting held on 30<sup>th</sup> March 2016 be included in the Minutes of this meeting.

**16431 Resolved in a motion** by Cllr Moran and seconded by Cllr Robins that the Minutes of the Communication Committee meeting held on 30<sup>th</sup> March 2016 be included in the Minutes of this meeting. (See appendix 2)

**Cllr J Smith** reviewed the Communication Committee meeting held on 14<sup>th</sup> June 2016, the main points being the election of a Chairman, review of the Committee's terms of reference, the Annual report, Grant Review, Social Media Guidelines, the Press release schedule, Office window, update of the Strategy plan and Welcome packs.

**Cllr J Smith** reported that together with her Consort she had attended Shaw & Crompton Parish Council Civic Ceremony, the Queens 90<sup>th</sup> birthday Celebrations at Halifax Minster and the Brownies Patrons Lunch. All occasions had been very enjoyable. Cllr J Smith asked if the Parish Council could sell copies of the 10year booklet published by Ripponden in Bloom. The Meeting had no objections to this. She also reported that the unconfirmed date for the Civic Sunday was 4<sup>th</sup> September 2016 at St Bartholomew's Church after Rushbearing.

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

None present

**8. To agree accounts for payment**

**16432 Resolved in a motion** by Cllr Naylor and seconded by Cllr Watson that the accounts listed on the schedule with a total value of £5,512.68 be passed for payment.

**9. To receive correspondence**

**Correspondence**

Mrs J Bradley	C.C. letter to Calderdale Council re Smithy Clough Lane
Barkisland Old Peoples Welfare	Thank you for grant
Ripponden Childrens Day	Thank you for grant

**Information**

Calderdale Council	TTRO Fiddle Lane, Barkisland
Calderdale Council	Upper Valley Neighbourhood News June edition
CROWS	Annual report 2015-2016
North Bank Forum	Sector Support Update 16 <sup>th</sup> June
YLCA	Work Place Pensions Seminar 13 <sup>th</sup> July 2016
YLCA	White Rose Update – June edition
YLCA	Training programme June to October 2016

**Invitations**

Calderdale Council	Yorkshire Day Celebration Event 1 <sup>st</sup> August 2016
Whitworth Town Council	Civic Sunday 17 <sup>th</sup> July 2016

**Agendas**

16/06/16	Communities Scrutiny Panel
20/06/16	Audit Committee

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

21/06/16	Planning Committee 1
22/06/16	Use of Resources Scrutiny Panel
23/06/16	Health & Well Being Board

**Matters arising from correspondence**

The Clerk was asked to produce a list of relevant YLCA training for the next meeting.

**10. To discuss Parking issues within the Parish**

The Clerk referred the Meeting to Mr Parkinson's letter copies of which had been circulated to all Councillors.

Cllr Robins then provided a brief overview of her concerns. She suggested that it may be useful if the Clerk could produce a spreadsheet that recorded the correspondence received and action taken by the Parish Council which could be updated with responses and published on the website for resident and Councillor's information. The Clerk advised that this would be quite a simple exercise since this was partly covered by the Parish Councils correspondence report. The Meeting agreed that this should be looked into.

The Meeting also agreed that a letter should be sent to JLA to invite the Managers to provide details of the action taken by the company to address the employee parking situation that could be published on the Parish Council's website, Facebook page and notice boards.

**11. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement Issues****11.1. Planning Applications & Decisions****New plans for this meeting****Application No: 16/10020/ADV**

Officer: Sara Johnson  
 Applicant: Walker Singleton Ltd  
 Site: 250 Halifax Road Ripponden  
 Proposal: Two internally illuminated fascia signs (Advertisement Consent)

**RPC Comments:**

**16433 Resolved in a motion** by Cllr Robins and seconded by Cllr Naylor that the Parish Council has no objections to the fascia sign above the window, but objects to the side of door fascia sign on the grounds that it is not in keeping with a conservation village, its size, street scene and policy EP5.

**Planning Decisions:**

<b>16/00543/HSE</b> Sammar 11 Jackson Meadows Barkisland	Two storey and single storey rear extension (Revised scheme to 15/01227)	<b>Granted</b>
<b>16/20062/TPO</b> 1 Ringstone Barkisland	Prune trees (Tree Preservation Order)	<b>Granted</b>

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

#### **11.2. Planning Enforcement**

**16434 Resolved in a motion** by Cllr Naylor and seconded by Cllr Hunt that the Parish Council writes to Calderdale Council Enforcement team in support of Mr and Mrs Hackett's concerns and highlighting the extent of land regrading, size of structure and materials used.

The Clerk was also asked to write to Mr and Mrs Hackett to inform them of the Parish Councils decision.

**The meeting closed at 9.25pm**

**Environment Committee Meeting  
held on Tuesday 22<sup>nd</sup> March 2016 at 7.00pm**

**Present:** - Cllr Naylor chaired the meeting, Cllr Hunt, Cllr Johnson, Cllr Moran, Mr Hart (RIB), Mr Winrow (SIB), Mr Fisher (REG)

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

Absence – Cllr Carter, Mr Sofield (BIB), Mr Harrop (CMBC), Mr Lister (PH2K)

**2. Approve the Minutes of the meetings held on Wednesday 27<sup>th</sup> January 2016**

**ENV2015-24 Resolved in a motion** by Cllr Johnson and seconded by Cllr Moran that the Minutes are accepted as a true and correct record of the meeting held on 27<sup>th</sup> January 2016.

**3. Matters arising from previous meetings**

The Clerk read out a letter received from Rishworth School regarding the 'Clean for the Queen' event. Unfortunately the school had been unable to participate but had organised a clean-up of Shae lane by pupils. The Clerk confirmed that a letter of thanks had been sent to the headmaster.

Mr Hart asked that condolences be recorded for the victims of the Brussels bombing earlier in the week.

**4. Members Reports**

Cllr Moran raised the issue of increased litter from the motorway junction through to Rishworth. The Meeting agreed that the Clerk should contact Calderdale Council to see if 'Please take your litter home' signage could be erected. It was agreed that the Environment Committee would be willing to recommend Parish Council finance if necessary.

Mr Hart on behalf of Ripponden in Bloom reported that the group had organised an event for 'Clean for the Queen' but due to the snow had not been able to do the litter pick at junction 22 as planned. Instead the group litter picked from the Turnpike to Rishworth. 30 to 40 bags of rubbish had been collected and Calderdale Council had removed the rubbish for the group. The group's snowdrop trail published on its website had had over 1000 hits and because of this requested that more snowdrops be planted from the boundary of the village. It was hoped that the Brownies would assist with this project. The group had started an initiative to increase the number of bird and bug boxes within the village and may need to apply to the Parish Council for a grant to assist with summer planting.

Cllr Naylor reported that Mr Sutcliffe who for many years had voluntarily cut the grass up to the Cuning Corner had had a stroke and may not be able to continue in the future.

Mr Winrow on behalf of Soyland in Bloom reported that within the next 2 -3 weeks the group will have completed its planting at Hob Lane and the other planters within the area.

Mr Fisher on behalf of Rishworth Environmental Group reported that the container at Rishworth Mill Dam had been planted and was looking nice. The group are to tidy up the area around the Rishworth Stone at the turning circle and to meet more regularly now the weather was getting better.

Cllr Johnson provided a brief update of the progress made by Cllr Potts regarding the renovation work at Rishworth Mill Pond.

## 5. Yorkshire in Bloom and Hanging Baskets

The Clerk confirmed that the Parish Council had opted out of the spring judging due to the severe flooding experienced on Boxing Day. The judging marking criteria had been received and the Clerk was to contact Mr Oddy to set up a meeting to discuss ways to improve the entry. The Clerk also reported that 24 hanging baskets had been ordered from Mr Tooby and would be hung around the village by the end of the month. He was also to plant up the three tier planters and surrounding containers.

Mr Hart advised that the wall planters had now be re-sited and planted up.

## 6. Refurbishment of Mill Fold Play Area

The Clerk advised that the next round of the Tesco's grant scheme was scheduled to open on 18<sup>th</sup> April and that she had registered the Parish Council to receive Groundwork newsletters. The Clerk circulated the quotes and pictures of multi play units provided by Calderdale Council. The Meeting agreed that it would be beneficial to have a site meeting with the officer to seek advice on the most suitable unit for the playground. The Clerk was asked to contact the officer to arrange this and advise Councillors accordingly.

## 7. Maintenance of Ebenezer Graveyard

Cllr Naylor and Mr Winrow updated the Meeting on their meeting with a tree surgeon at the graveyard and provided a quote for the required pruning of the trees.

**ENV2015-25 Resolved in a motion** by Cllr Hunt and seconded by Cllr Moran that the quote for £1,500 for tree pruning at Ebenezer Graveyard be recommended to Full Council for approval.

It was agreed that Mr Winrow should arrange the grass cutting for the graveyard with the contractor used in 2015.

The Clerk was asked to e-mail Mr Clay at Calderdale Council to add top soil to the recent grave and chase up the repair work for the gate.

## 8. Refurbishment of Parish Council benches

It was agreed that Cllr Hunt, Cllr Naylor and Cllr Johnson should meet up and go through the photographs and spread sheet and decide which benches they felt needed repair or removal. They should then report back their findings at the next meeting.

## 9. Any new projects for 2016/17

The Clerk was asked to contact Mr Harrop regarding the weeding at the corner of the carpark at Royd Lane.

Cllr Naylor requested that a review of the Michaelmas Show schedule should be an Agenda item at the next meeting.

## 10. Approve any spending of the Environment Committee

**ENV2015-26 Resolved in a motion** by Cllr Hunt and seconded by Cllr Moran that the Committee approves the expenditure for:

Grass cutting at Ebenezer Graveyard	<£120.00
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## 11. To arrange the date of the next meeting

It was agreed that the next meeting should be arranged at a later date.

**The meeting closed at 8.05pm**

## Appendix 2

### Communication Committee Meeting held on Wednesday 30<sup>th</sup> March 2016 at 7.00pm

Cllr McCarley chaired the meeting

**Present:-** Cllr Johnson, Cllr Moran, Cllr Potts, Cllr Robins, Cllr J Smith

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

Absence: Cllr M Smith

Lateness: Cllr Potts

#### 2. To approve the minutes of the meeting held on Monday 15<sup>th</sup> February 2016

**CC2016-16 Resolved in a motion** by Cllr Robins and seconded by Cllr J Smith that the minutes are accepted as a true and correct record of the meeting held on Monday 15<sup>th</sup> February 2016.

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

The Deputy Clerk informed the meeting that the spring/summer newsletter had been printed and would be delivered with the April edition of Go-Local.

Mr Mark Shelton had been presented with the Good Citizen Award at the Civic Ball.

Cllr Moran informed the meeting that she had not seen a copy of the welcome pack which was discussed at the previous meeting. The Deputy Clerk was asked to make a copy available for Cllr Moran for collection at the next Full Council meeting. The Deputy Clerk informed the meeting that she had been unable to progress the welcome pack since the last meeting.

#### 4. Website & Social Media

Cllr McCarley informed the meeting that he and the Clerk had met with Fab Spider who were on target to complete the website up-date.

Cllr Potts arrived at the meeting at 7.04pm.

Cllr McCarley informed the meeting that with the new version of Wordpress it would be easier for Cllrs to amend the website as the Parish Council sees fit. There would be a facility for the 'latest Parish Council news' and the Parish Council would be able to create a page for events such as the Michaelmas Show and Christmas lights switch-on. Leaflets, such as the cycle routes map, could be loaded onto the website for people to resize and download. The up-dated website would be adaptable for phones.

The meeting agreed that Fab Spider should be asked to reposition the text which currently covers the background photograph.

Cllr McCarley informed the meeting that at some stage the Parish Council may wish to consider the website being linked to Youtube so any videoing of civic events could be accessed.

Training for the up-dated website will take place in May with a date yet to be confirmed.

The meeting discussed at length a number of concerns which had been raised at Full Council that comments could be posted to the Parish Council's Facebook page. Cllr McCarley informed the meeting that the Parish Council has a Facebook page not a Facebook account and went through the privacy settings that were available for the Facebook page. Cllr McCarley confirmed that it is not possible to stop people commenting on the Facebook page and he monitored any comments to ensure that they were appropriate. Cllrs acknowledged that the Facebook page should be monitored by the Parish Council and individual Cllrs should be circumspect as to what comments are made on the Facebook page.

## 5. Press Release – Garden Competition

Cllr Moran informed the meeting why she no longer wished to prepared press releases. Cllr Moran was asked to reconsider her decision and she agreed to prepare a press release for the forthcoming garden competition. The Deputy Clerk was asked to check whether there was a press release available for last year’s competition and if so forward this together with the judging sheets to Cllr Moran as background information.

The Deputy Clerk would circulate the press release to all Cllrs asking for any comments to be with the Clerk on the Wednesday before the next Full Council meeting.

Cllr Robins informed the meeting about an email she had received and was advised to refer the matter to the Clerk.

## 6. Annual Report

The Deputy Clerk informed the meeting that she had started on the first draft of the annual report and was awaiting reports from the Chairman and some committee chairmen. The Deputy Clerk would circulate the report via email to committee members in PDF format for comments.

The Annual report would need to be approved before the end of this council year.

## 7. Future Strategy, Planning and Key Goals

The meeting agreed that this should be an agenda item for the first committee meeting after the start of the council year in May. The Deputy Clerk was asked to provide any relevant documents for Cllrs when sending out the agenda and minutes.

## 8. Parish Council Letterheads

The Deputy Clerk informed the meeting that a new supply of letterheads would be required shortly and she had obtained two quotes for printing 1500.

The meeting agreed that the Deputy Clerk should ask what the cost implication would be for purchasing a larger quantity.

Cllr Potts asked if the ‘working to become dementia friendly’ logo could be added as a signature when sending out correspondence.

## 9. To approve any spending from the Communication Committee

**CMC2016-17 Resolved in a motion** by Cllr J Smith and seconded by Cllr Potts that expenditure is approved for:

Printing of Parish Council letterheads by Simprint	< £150.00
Printing of Annual Report by Axis	£544.00
Delivery of Annual Report by Go-Local	£120.00+vat

## 10. Date of the next meeting

The next meeting is to be arranged.

**The meeting closed at 8.16pm.**