

The 45<sup>th</sup> Annual Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 17<sup>th</sup> May 2018 at 7.15pm.

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

Cllr Carter, Cllr Hunt, Cllr Johnson, Cllr McCarley, Cllr Moran, Cllr Potts, Cllr Robins, Cllr Russell, Cllr J Smith, Cllr M Smith

**1. To appoint the Chairman of the Parish Council for 2018/19**

The outgoing Chairman asked for nominations for Chairman

**17115 Resolved in a motion** by Cllr McCarley and seconded by Cllr Hunt that Cllr Johnson is elected Chairman of the Ripponden Parish Council for 2018/19.

Cllr Johnson took the Chair.

**2. To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received**

Cllr Johnson signed the declaration of acceptance of office. He then thanked Cllr Naylor for all his hard work during his term of office.

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

Lateness – Cllr Russell

Cllr Robins gave apologies for having to leave the meeting early

**4. To elect the Vice Chairman of the Parish Council for 2018/19**

The Chairman asked the Meeting for nominations for Vice-Chairman

**17116 Resolved in a motion** by Cllr Naylor and seconded by Cllr M Smith that Cllr Carter be elected Vice-Chairman of the Ripponden Parish Council for 2018/19.

Cllr Carter accepted the office of Vice-Chairman for 2018/19.

**5. To accept the Minutes of the 1153<sup>rd</sup> meeting held on Thursday 3<sup>rd</sup> May 2018**

Page 6273, Agenda item 3, Parag. 4 - remove the penultimate sentence

Page 6275, Agenda item 6, last paragraph amend 'was shining into resident's house' to 'was not working'.

Cllr Russell arrived at 7.25pm.

**17117 Resolved in a motion** by Cllr Moran and seconded by Cllr Robins that after the above amendments the Minutes be accepted as a true and correct record of the meeting held on Thursday 3<sup>rd</sup> May 2018.

**6. To received Parish Councillors declarations of interest**

None.

**7. To appoint Representatives to Committee's and Outside Bodies:-****a). Yorkshire Local Councils Associations**

**17118 Resolved in a motion** by Cllr Potts and seconded by Cllr Moran that Cllr Naylor and Cllr M Smith are appointed to be the representatives to the Yorkshire Local Councils Associations.

**b). Soyland Charity**

**17119 Resolved in a motion** by Cllr J Smith and seconded by Cllr Carter that Cllr Naylor and Cllr Moran are appointed to be the representatives to the Soyland Charity.

**c). Town and Parish Council Liaison Committee**

**17120 Resolved in a motion** by Cllr Naylor and seconded by Cllr Potts that Cllr J Smith is appointed to be the representative to the Town and Parish Council Liaison Committee.

**d). Ryburn Ward Forum**

**17121 Resolved in a motion** by Cllr Naylor and seconded by Cllr McCarley that Cllr Moran and Cllr Hunt are appointed to be the representatives to the Ryburn Ward Forum.

**8. To appoint Members to the Ripponden Parish Council Committees****a). Employment Committee**

**17122 Resolved in a motion** by Cllr Naylor and seconded by Cllr Russell that Cllr Carter, Cllr Johnson and Cllr Robins are appointed to the Employment Committee for 2018/19.

**b). Grievance Committee**

**17123 Resolved in a motion** by Cllr Moran and seconded by Cllr Robins that Cllr Naylor and Cllr Russell are appointed to the Grievance Committee for 2018/19.

**c). Disciplinary Committee**

**17124 Resolved in a motion** by Cllr Naylor and seconded by Cllr McCarley that Cllr Potts and Cllr Moran are appointed to the Disciplinary Committee for 2018/19.

**d). Neighbourhood Planning Committee**

**17125 Resolved in a motion** by Cllr Moran and seconded by Cllr Naylor that Cllr Carter, Cllr Potts, Cllr Robins and Cllr Russell are appointed to the Neighbourhood Planning Committee for 2018/19.

**e). Environment Committee**

**17126 Resolved in a motion** by Cllr Robins and seconded by Cllr J Smith that Cllr Carter, Cllr Hunt, Cllr Johnson, Cllr Moran and Cllr McCarley are appointed to the Environment Committee for 2018/19.

**f). Civic Dinner Committee**

The Meeting agreed to hold this item over so that the future of the Civic Dinner can be discussed as an Agenda item at a future Full Council meeting.

**g). Communication Committee**

**17127 Resolved in a motion** by Cllr McCarley and seconded by Cllr Carter that Cllr Hunt, Cllr Moran, Cllr Robins and Cllr Russell are appointed to the Communication Committee for 2018/19.

**8. To appoint Members to the Ripponden Parish Council Committees (continued)****h). Building Committee**

**17128 Resolved in a motion** by Cllr Potts and seconded by Cllr J Smith that Cllr Hunt, Cllr McCarley and Cllr Moran are appointed to the Building Committee for 2018/19.

**i). Standards Committee**

**17129 Resolved in a motion** by Cllr Potts and seconded by Cllr Russell that Cllr Carter, Cllr Hunt, Cllr Naylor and Cllr M Smith are appointed to the Standards Committee for 2018/19.

**j). Flag Master**

**17130 Resolved in a motion** by Cllr McCarley and seconded by Cllr J Smith that Cllr Naylor is appointed as Flag Master for 2018/19.

**l). Christmas Lights & Events Committee**

**17131 Resolved in a motion** by Cllr Moran and seconded by Cllr Naylor that Cllr Carter, Cllr Johnson and Cllr Robins are appointed to the Christmas Lights & Events Committee for 2018/19.

**9. To review the Council's Standing Orders and Financial Regulations for 2018/19**

The Clerk reported that she had received notice of minor amendments to the Model Standing Orders from the YLCA and that these would be referred to the Standards Committee for discussion.

**17132 Resolved in a motion** by Cllr Potts and seconded by Cllr Russell that Council's Standing Orders and Financial regulations be reviewed by the Standards Committee during the year, as required.

**10. To review Representation on or Work with External Bodies and arrangements for reporting back**

**17133 Resolved in a motion** by Cllr J Smith and seconded by Cllr Carter that representatives of the Parish Council on outside body meetings should continue with the current procedure and provide a verbal and written report of all meetings attended to the next available Full Council meeting.

The Clerk reminded the Meeting that there needed to be a review of Cllr Johnson being the Parish Council's representative to act as Police Liaison.

**17134 Resolved in a motion** by Cllr Robins and seconded by Cllr McCarley that Cllr Johnson should be appointed as the Parish Councils Police Liaison Representative for 2018/19.

It was agreed that the Standing Orders be checked to ensure that this representation is incorporated into the Parish Council's Standing Orders.

**11. To review the Inventory of land and Assets including buildings and office equipment**

**17135 Resolved in a motion** by Cllr Naylor and seconded by Cllr Potts that with a couple of minor amendments the inventory be approved by the Parish Council for 2018/19.

Cllr Robins left the meeting at 8.05pm.

**12. To confirm the arrangements for Insurance cover in respect of all insured risks**

The Clerk confirmed that the Parish Council's insurance cover for 2018/19 had already been reviewed by the Standards Committee and a new contract approved for a fixed period of 12 months.

**13. To review the Council's and /or employee membership of other bodies**

The Clerk advised the Meeting that the Parish Council was currently members of Yorkshire Local Council's Association and the War Memorial Trust. The Clerk was a member of the Society for Local Council Clerks.

**17136 Resolved in a motion** by Cllr Naylor and seconded by Cllr M Smith that the Parish Council continues its current membership of the YLCA and the War Memorial Trust. The Parish Council will continue to pay for the Clerks subscription of the SLCC. The subscriptions will be reviewed within the year as and when they become due for renewal.

**14. To review the Council's complaints procedure**

**17137 Resolved in a motion** by Cllr J Smith and seconded by Cllr Hunt that the Parish Council's Complaints procedure be reviewed by the Standards Committee during the year 2018/19, if required.

**15. To establish the Council's procedure for handling requests under the Freedom of Information Act 2000 and Data Protection Act 1998 (as amended)**

The Clerk reported that due to the new General Data Protection Regulations coming into effect from 25<sup>th</sup> May 2018, new procedures and policies for handling requests under Freedom of Information and Data Protection were to be an Agenda item at the next meeting for approval.

**16. To review the Council's policy for dealing with the press/media.**

**17138 Resolved in a motion** by Cllr Naylor and seconded by Cllr J Smith that the Parish Council's Press and Media policy be reviewed by the Standards Committee during the year 2018/19, if required.

**17. To set the dates, times and place of ordinary Meetings of the Full Council for the year ahead**

**17139 Resolved in a motion** by Cllr Naylor and seconded by Cllr Potts that in accordance with the Standing Orders, the Parish Council continues to meet every alternate Thursday in 2018/19 commencing on 31<sup>st</sup> May 2018. This may be varied if required.

**18. To consider and a Grant applications received under the Local Government Act 1972 Section 137****18.1. Ripponden Children's Day Committee**

**17140 Resolved in a motion** by Cllr M Smith and seconded Cllr Hunt that the Parish Council awards a grant of £392.00 to Ripponden Children's Day Committee towards the cost of the event.

The Meeting agreed that the Committee should be requested to refer to the item of insurance as a donation from the Parish Council in its annual accounts.

**19. To agree accounts for payment**

The Clerk referred to the response letter received from Calderdale Council regarding the invoice for Festive Lights 2017. Copies of which had been circulated to all Councillors prior to the meeting.

**17141 Resolved in a motion** by Cllr Naylor and seconded Cllr Potts that the Parish Council approves the payment of the £1,899.00 for Festive Lights 2017. In addition, that the Clerk writes to Calderdale Council to request that an officer attends a future meeting to provide more details of the cataloguing exercise.

**17142 Resolved in a motion** by Cllr Hunt and seconded by Cllr Carter that the accounts listed on the schedule with a total value of £1,993.00 be passed for payment.

**20. To receive Correspondence****Correspondence**

Calderdale Council	Ripponden Festive Lighting Invoice
Councillor Watson	Resignation letter
Cllrs McCarley, Moran & Russell	Request to rescind a Parish Council decision
Groundwork UK	Grant award for Neighbourhood Plan 2018
Head of Legal Services	Use of Calderdale Council's Data Protection Officer
YLCA	Data Protection Officer Requirements
Todmorden Town Council	Tickets for Mayors Day 19 <sup>th</sup> May 2018

**Matters arising from the Correspondence**

**17143 Resolved in a motion** by Cllr Naylor and seconded by Cllr Potts that the Parish Council approves the expenditure for an advertisement with the Courier for the Casual Vacancy at a cost of £263.04 plus VAT.

The Clerk confirmed that she had written to Cllr Watson acknowledging his resignation and thanking him for his service over the past seven years.

The Meeting agreed that the request from Cllr McCarley, Cllr Moran and Cllr Russell be a motion on the Agenda for the next meeting.

Cllr Carter confirmed that she would attend the Todmorden Town Council Mayor's Day in the absence of the Chairman.

**21. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement issues****21.1. Planning Applications & Decisions****New plans for this meeting****Application No: 18/00445/HSE**

Site: 54 Stainland Road Barkisland  
 Proposal: Two storey side extension

**21. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement issues (continued)**

**RPC Comments:**

**17144 Resolved in a motion** by Cllr Hunt and seconded by Cllr J Smith that the Parish Council has no objections to this application.

**Application No: 18/00335/CON**

Site: 40 Oldham Road Ripponden

Proposal: Conversion of first and second floors of 40B & 40C Oldham Road from retail (A1 Use) to residential (C3 Use)

**RPC Comments:**

**17145 Resolved in a motion** by Cllr Hunt and seconded by Cllr McCarley that the Parish Council has no objections to this application

**Application No: 18/00502/HSE**

Site: Hazelgreave Rishworth Road Barkisland

Proposal: Replacement Garage

**RPC Comments:**

**17146 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 development in Green Belt, over intensive use of the site and policies BE1, BE2 and NE16.

Cllr Hunt asked that his vote against this motion be recorded.

**Planning Decisions:**

<b>18/00331/HSE</b> 2 Uplands Ripponden	Conversion of garage to habitable room	<b>Granted</b>
<b>18/00281/FUL</b> Park House Farm Steel Lane Barkisland	Conversion of agricultural buildings to one dwelling	<b>Granted</b>
<b>18/20042/TPO</b> 39 Rylands Park Ripponden	Prune three trees (Tree Preservation Order)	<b>Granted</b>

**21.2. Planning Enforcement**

None

Cllr Carter provided a brief update on the Safer Cleaner Greener meeting and funding for CCTV.

**The meeting closed at 8.55pm**