

The 1115<sup>th</sup> Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 17<sup>th</sup> November 2016 at 7.15pm.

**Councillors Present:** - Cllr J Smith chaired the meeting.

Cllr Carter, Cllr Hunt, Cllr Johnson, Cllr McCarley, Cllr Naylor, Cllr Potts, Cllr Russell, Cllr M Smith, Cllr Watson

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

Absence – Cllr Moran, Cllr Robins

Lateness – Cllr Watson

**2. To accept the Minutes of the 1114<sup>th</sup> Meeting held on Thursday 3<sup>rd</sup> November 2016**

**16556 Resolved in a motion** by Cllr McCarley and seconded by Cllr Johnson that the Minutes be accepted as a true and correct record of the Meeting held on Thursday 3<sup>rd</sup> November 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 letter had been received from Calderdale Council's Planning Services regarding planning application number 16/00758/HSE, Ingleboro, Krumlin Road, Barkisland. The officer advised that the application had now gone to appeal under s78, against refusal of a householder application.

Cllr Watson arrived at 7.17pm

The Clerk advised that an e-mail had been received from Cllr Robins providing positive feedback regarding the temporary closure of the road for the Remembrance Service at Ripponden War Memorial. She asked that her thanks to Cllr Johnson for liaising with the Police to get the closure organised be passed on.

An e-mail had also been received from a shop owner concerning the Christmas Lights Switch On. She complained that the Parish Council had not spoken to her prior to the Flyers being distributed to households. The Clerk was asked to reply to the shop owner and convey the Parish Council's apologies for the oversight.

The Clerk asked if the Parish Council wanted to donate any selection packs left after the Christmas Lights switch On to St Bartholomew's church for its Christmas market. The Meeting had no objections to this request.

The Clerk informed the Meeting that Northern Gas had e-mailed to confirm that they will ensure that the temporary traffic lights on Oldham Road will be manned for the period of the Christmas Lights Switch On 26<sup>th</sup> November and the Festive Market on 3<sup>rd</sup> December.

The Clerk reported that Calderdale Council had confirmed that the Deputy Mayor will be attending the Ripponden Christmas Light Switch On event on 26<sup>th</sup> November.

**Cllr McCarley** asked that the Clerk reminds the Contractors about the use of the Reindeer Plunger for the Christmas Lights Switch On. He also advised that he would be organising the generator for the PA system.

**Cllr Carter** reported that she had received very positive feedback regarding the temporary road closure that had been in operation for the Remembrance Sunday Services. She asked that a letter of thanks be sent to the Police if not already done so. Cllr Johnson confirmed that a letter had been sent.

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

**Cllr Potts** advised the meeting that the lights at Rishworth still had not been fixed some of which would affect the Christmas light panels.

**Cllr Watson** thanked the Clerk and Cllr Johnson for organising the RAF wreaths.

**Cllr Naylor** asked what time the office would be open for the Christmas Lights Switch On. It was agreed that 4.30pm would be appropriate. Cllr J Smith confirmed that she would be at the Church for the Family Carol Service with Cllr M Smith if he was available.

**Cllr Naylor** also thanked Cllr Watson for raising the Union flag for the Remembrance Day and the Sunday Service at the Memorial Garden.

**Cllr M Smith** confirmed that with Cllr J Smith the wreaths at all three memorials had been tied for security.

**Cllr Johnson** reported that that the overhanging tree blocking street light 11 on Oldham Road still had not been cut back.

**Cllr J Smith** thanked Cllr Johnson for his assistance in getting the road closure organised for Remembrance Sunday and Cllr Russell for taking photographs of the occasion.

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

Cllr McCarley declared an interest in Agenda item 11 regarding Ripponden Festival.

**5. Public Participation**

None present

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

6.1. To agree the suspension of Standing Orders to facilitate a Pre-budget meeting

**16557 Resolved in a motion** by Cllr Watson and seconded by Cllr Carter that Standing Orders be suspended to facilitate an additional Full Council meeting to be held on 19<sup>th</sup> January 2017 to discuss the budget for 2017/18.

**16558 Resolved in a motion** by Cllr Johnson and seconded by Cllr Potts that Standing Orders be suspended in order that the scheduled meeting for 29<sup>th</sup> December 2016 be cancelled.

6.2. To discuss the necessary repair work to the Parish Council Panel at Stones Cricket Club

The Clerk advised that she had been contacted by Stones Cricket Club regarding the Panel commemorating the £15,000 grant provided by the Parish Council towards the building of the clubhouse. The panel is in need of repair at a cost of £60 plus VAT.

**16559 Resolved in a motion** by Cllr Naylor and seconded by Cllr M Smith that the Parish Council approves spending of £60 plus VAT for the repair of the commemorative panel.

**The Clerk reported that:**

An e-mail had been received from Yorkshire Local Councils Association regarding a Newer Clerks Training Event to be held on 9<sup>th</sup> December. The Clerk asked if approval could be given for the Assistant Clerk to attend.

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

**16560 Resolved in a motion** by Cllr M Smith and seconded by Cllr Naylor that the Parish Council has no objections to the Assistant Clerk attending the Training Session at a cost of £115.

The Clerk advised that an e-mail had been received from the Neighbourhood Co-ordinator asking if the Safer Cleaner Greener meeting could be held at the Parish Council office early January. The Meeting had no objections to this request.

The Clerk reported that the Assistant Clerk had received an e-mail from a resident concerning a flood risk at Ash Hall Lane, Ripponden. This issue had been reported to Calderdale Council on several occasions and was still outstanding. The Assistant Clerk had forwarded the details onto Calderdale Council yet again and an officer had responded to advise that the issue was now logged with the Drainage Team for investigation. The Clerk confirmed that the resident had been given an update.

The Clerk informed the Meeting that Age UK had contacted to enquire as to whether the Parish Council could assist in promoting its work within the Parish. The Clerk advised that she had offered a window display early in the New Year. The Meeting noted the information.

The Clerk advised that a complaint had been received from a resident concerning parking issues on Halifax Road by the junction with Kenworthy Lane. She confirmed that the complaint had been forwarded to Calderdale Council and asked for an update as to when the Traffic Regulation Order would be implemented. Cllr Carter also reported on an on-going issue with a vehicle being parked in the wrong direction at Triangle.

The Clerk updated the Meeting regarding the Communications Committee article which had been submitted to Go Local prior Full Council approval. This had needed to be done due to the tight deadline. A copy of the article had been provided to Councillors for references.

**Cllr Johnson** asked Minutes from the Events Committee meeting held on 27<sup>th</sup> October 2016 be included in the minutes of this meeting.

**16561 Resolved in a motion** by Cllr Potts and seconded by Cllr Johnson that the Minutes of the Events Committee meeting held on 27<sup>th</sup> October 2016 be included in the Minutes of this meeting. (See appendix 1)

**Cllr Johnson** reviewed the Minutes of the Events Committee meeting held on 9<sup>th</sup> November 2016 the main points of which were the readings at Church, additional Flyers and Banners, Marshals and a Police presence at the event. Cllr Johnson also advised that PC Sutton was hoping to attend the Full Council meeting on 15<sup>th</sup> December 2016.

**Cllr M Smith** reported on a shed in Barkisland which had been built in the front garden of a house at Northroyd, Saddleworth Road. He asked that this be reported to Planning Enforcement. He also advised the Meeting that the Police had been looking at the car parked half way up Elland Road on the pavement with no lights.

**Cllr M Smith** asked if the Parish Council would allow the Bowling Club to hold its meeting in the Parish Council Office on 29<sup>th</sup> December. The Meeting had no objections to this request. Cllr J Smith confirmed that she would open the office up for the Club.

**Cllr Naylor** reported that the YLCA South Pennine Branch meeting had been cancelled due to the snow. The Clerk was asked to chase up the rescheduled date.

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

**Cllr Watson** provided a verbal and written report to the Meeting regarding the recent Calderdale Council, Governance & Business meeting at which the application for a Stainland & District Parish Council was discussed. Cllr M Smith asked that the Parish Council agrees for the matter to be raised at the next YLCA Branch meeting.

Cllr J Smith thanked Cllr Watson for his attendance.

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

**16562 Resolved in a motion** by Cllr J Smith and seconded by Cllr Naylor that the Minutes of the Communications Committee meeting held on 2<sup>nd</sup> August 2016 be included in the Minutes of this meeting. (See appendix 2)

**Cllr Potts** reviewed the Communications Committee meeting held on 2<sup>nd</sup> November 2016, the main points being, the updated website, Winter Newsletter, Welcome Pack, press releases 2017, Good Citizens Award and the office window.

**Cllr Carter** reported on the confusion regarding the British Legions attendance at Barkisland War Memorial for Remembrance Sunday. She advised that the Sowerby Bridge branch may have to fold due to lack of members. Cllr Russell suggested that the branch could do an article for Go Local and perhaps a display for the office window.

**Cllr J Smith** thanked Councillors who had attended her Charity Hoedown, 108 people attended and the event had raised £415.

**Cllr J Smith** reviewed the Civic Dinner Committee meeting held on 2<sup>nd</sup> November 2016 the main points being, entertainment, ticket prices, Menu and colour scheme. She asked that the ticket price be an Agenda item at the next meeting for approval.

**Cllr J Smith** reported on a complaint that she had received from a resident concerning tarmac at the bottom of the track on Hollins Lane. The matter had been reported to Calderdale Council.

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

Cllr Carter provided an update to the Meeting on traffic issues in Ripponden, possible funding for alteration to the timing of traffic lights and the imminent Traffic Regulation Order. Cllr Watson asked if there were any proposals for the closure of Ripponden library. Cllr Carter advised that she was not aware of any.

**8. To agree accounts for payment**

**16563 Resolved in a motion** by Cllr M Smith and seconded by Cllr Watson that the accounts listed on the schedule with a total value of £1,115.12 be passed for payment.

**9. To receive correspondence**

**Correspondence**

Calderdale Council  
Community Foundation

Invitation to State of Calderdale Assembly  
Invitation to 25<sup>th</sup> Anniversary Celebration

**Information**

Kirklees Council

Consultation on Draft Local Plan

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

North Bank Forum	Sector Support Update – 3 <sup>rd</sup> & 11 <sup>th</sup> November
RHS	Grass Roots magazine – autumn issue
War Memorial Trust	Bulletin magazine – November issue
Cllr Watson	Notes from Governance & Business Committee Meeting
WY Police & Crime Commissioner	November Newsletter
Whitworth Town Council	Diary Dates
YLCA	Update from NALC

**Invitation**

St Bartholomew's Church	Christmas Fair 3 <sup>rd</sup> December 2016
Calderdale Council	Charity Carol Concert 9 <sup>th</sup> December 2016
Whitworth Town Council	Community Christmas Carol Service 19 <sup>th</sup> December 2016

**Agendas**

17/11/2016	Communities Scrutiny Panel
21/11/2016	Licensing & Regulatory Committee
23/11/2016	Use of Resource Scrutiny Panel

**Matters arising from correspondence**

Unfortunately there was no Councillor available to attend the 'State of the Calderdale Assembly'.

It was agreed that Cllr Johnson should attend the 25<sup>th</sup> Anniversary celebration for the Community Foundation.

**16564 Resolved in a motion** by Cllr M Smith and seconded by Cllr Naylor that Cllr Potts should look into getting Barkisland and Rishworth's War Memorials listed on behalf of the Parish Council.

Cllr Johnson agreed to attend the Mayor of Calderdale's Charity Carol Concert as Vice Chairman of the Parish Council.

**10. To discuss the provision of a Parish Council Debit/Credit card**

**16565 Resolved in a motion** by Cllr Naylor and seconded by Cllr Hunt that the Clerk applies for a Credit Card on behalf of the Parish Council.

It was agreed that to enable this, the Financial Regulations should be referred to the Standards Committee for amendment.

**11. To consider a Grant application received under the Local Government Act 1972 Section 137 for Ripponden Pantomime Co and Ripponden Festival****Ripponden Pantomime Co:**

**16566 Resolved in a motion** by Cllr Naylor and seconded by Cllr Hunt that the application is held over to the next meeting to seek clarification as to whether it has been withdrawn.

Cllr McCarley reiterated his interest in the next application and took no part in the discussion.

**Ripponden Festival:**

**16567 Resolved in a motion** by Cllr Watson and seconded by Cllr Russell that the application is held over to the next meeting pending additional information from the group.

## 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: 16/01379/HSE**

Case Officer: Sara Johnson  
 Site: 12 Regal Close Rishworth  
 Proposal: First floor extension to front, rear and side and conversion of integral garage to living space.  
 Applicant: Mr P Wilcock  
 Allocation: PHA, Wild  
 History: None  
 Main Issues: Assessed against policies BE1, BE2

##### **RPC Comments:**

**16568 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 policies BE1 & BE2

##### **Application No: 16/01401/HSE**

Case Officer: Janine Branscombe  
 Site: 36 Stainland Road Barkisland  
 Proposal: Conversion of building to dwelling (Revised Scheme to 16/00603)  
 Applicant: Mr and Mrs C Briscoe  
 Allocation: PHA  
 History: 16/00603/FUL  
 Main Issues: Policies BE1, BE2 and BE15 effect on the adjacent listed building SL

##### **RPC Comments:**

**16569 Resolved in a Motion** by Cllr Carter and seconded by Cllr Watson that the Parish Council objects to this application on the grounds of its close proximity to a listed building, which is of significant historical importance with origins going back to the early 1500's. The Parish Council also has concerns around BE1 & BE2.

Cllr Hunt voted against the resolution.

##### **Application No: 16/01349/HSE**

Case Officer: Sara Johnson  
 Site: Halifax Road Ripponden  
 Proposal: Demolition of existing changing rooms and construction of new build 4 team changing room pavilion  
 Applicant: Ryburn United Juniors FC  
 Allocation: Unstable land, wild, OSRUr, Green Belt  
 History: None  
 Main Issues: Policies BE1, BE2, Materials, location

##### **RPC Comments:**

**16570 Resolved in a Motion** by Cllr Johnson and seconded by Cllr Hunt that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it meets policies BE1 & BE2 and materials

**16571 Resolved in a Motion** by Cllr McCarley and seconded by Cllr Johnson that that Standing Order 3(w) be suspended for 10 minutes to allow business to be completed

##### **Application No: 16/00334/HSE**

Case Officer: Claire Dunn  
 Site: Kebroyd Mills, Halifax Road, Ripponden

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

Proposal: Residential development of 17 dwellings (Outline)  
 Applicant: Brerstone Developments Ltd  
 Allocation: Primary Employment Area, Wildlife Corridor  
 History: Various: last planning permission 08/01764/FUL Redevelopment of Kebroyd Mills, including the conversion of 2 existing mills into 48 residential apartments and 34 town houses with the addition of new build terrace and semi-detached dwellings and highway junction improvements – permitted by Committee  
 Main Issues: Loss of employment land (Business and Economy accept it is no longer suitable for employment use) – policy EP5, Access – policy BE5 Layout – policy BE1, Setting of adjacent Conservation Area – policy BE18, Impact on bats – policy NE16

### RPC Comments:

**16572 Resolved in a Motion** by Cllr Johnson and seconded by Cllr Watson that the Parish Council has no objections to this application. However asks that the Flood Manager reviews the suitability of the dams above the site. It was felt that there are issues with the waterway and access.

Cllr Naylor voted against the resolution

### Planning Decisions:

<b>16/42042/42DAYS</b> 8 Godly Close Rishworth	Prior approval application for proposed single storey extension to rear, extending out by 3.75 metres, maximum height 3.5 metres, 2.6 metres to eaves	<b>Prior Approval Not Required</b>
<b>15/00505/NMA</b> 124 Halifax Road Ripponden	Non Material Amendment to application 15/00505 - Amended roof and dormer design	<b>Granted</b>
<b>16/01098/CON</b> 186 Halifax Road Ripponden	Conversion of living accommodation (former retail) to osteopathic treatment room. Installation of dutch canopy, railings to first floor terrace and entrance cloakroom	<b>Granted</b>
<b>16/01064/FUL</b> Land North Of 4 Villa Terrace Scammonden Road Barkisland	Stable block	<b>Refused</b>
<b>16/01337/HSE</b> 37 Castle Lane Ripponden	Raised patio and retaining wall to rear (Part Retrospective) (Revised Scheme to 16/00845)	<b>Refused</b>
<b>16/56018/CLAS3Q</b> Former Barkisland Cross Jackson Lane Barkisland	Prior Approval application for change of use from Agricultural Building to C3 Dwelling	<b>Refused</b>

### 12.2. Planning Enforcement

None

**The meeting closed at 9.40pm**

## Appendix 1

### Events Committee Meeting held on Thursday 27<sup>th</sup> October 2016 at 7.00pm

Cllr Johnson chaired the meeting.

**Present:-** Cllr Potts, Cllr McCarley (as member of the Christmas Lights Committee)

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

Absence: Cllr Carter

#### 2. To approve the minutes of the meeting held on Tuesday 4<sup>th</sup> October 2016

**EVC2017-07 Resolved in a motion** by Cllr Potts and seconded by Cllr Johnson that the minutes are accepted as a true and correct record of the meeting held on Thursday 4<sup>th</sup> October 2016.

#### 3. Matters arising from previous meeting

The Clerk reported that she had been unable to book a donkey and alternatives such as Alpachas and Shetland Ponies were discussed. The Clerk was asked to have a final try at contacting Higher Oxley for a donkey and speak with BD Brookes who may know the owner.

If successful the Clerk was asked to check with Zurich that the donkey would be covered by the Parish Council's insurance.

The Clerk informed the meeting that she had received a reply from Mark Shelton who was delighted to attend the event. The Clerk was also asked to send an invitation to the Mayor of Calderdale.

Cllr McCarley updated the meeting on the provision of lights for 2016/17.

Cllr Johnson confirmed that Father Christmas would be sat in Central Hall.

#### 4. To discuss and review the action plan

Progress on the action plan items were discussed and it was agreed that the following items should be added:

Parish Council office opening  
Marshalls  
Additional publicity

It was agreed that Ryburn United AFC should be approached to ask if they will provide assistance with the Marshalling as in the previous year and the additional tasks were allocated to the Clerk to progress.

The Clerk was also asked to liaise with Cllr Carter to see if Father Christmas would be bringing along his helper and whether a Gazebo would be needed.

#### 5. Purchase of Topiary balls & Father Christmas gifts

The meeting agreed that the purchase of 40cm LED topiary balls was cost prohibitive for 2016. Discussion then took place as to whether large lanterns with battery operated candles would be a better option around the Memorial Garden. The Clerk was asked to get pricings.

Cllr Carter had also mentioned Christmas hanging baskets.

The Clerk provided costings for small selection boxes and it was agreed that the Clerk should purchase 100 and wrapping paper to cover.

## 6. Site for banners & further advertising

It was agreed that the Clerk should print A4 posters using the A5 Flyer design and the local shops & pubs, library, schools churches and Conservative club should be approached to put a poster up in their premises. The poster should also be placed in the Parish Council Notice boards, Facebook and website.

It was also agreed that potential sites for the banners would be:

Conservative Club  
Cllr Thornber's land at Barkisland  
Doctors Surgery  
Ripponden J & I School  
Rishworth School  
Milestone  
Robins Nest

The Clerk was asked to contact the schools, Cllr Thornber and the doctor's surgery.

## 7. To approve any spending

**EVC2017-08 Resolved in a motion** by Cllr Potts and seconded by Cllr Johnson that expenditure is approved for:

100 selection boxes & wrapping paper < £90

**EVC2017-09 Resolved in a motion** by Cllr Potts and seconded by Cllr Johnson that expenditure is approved for:

10 lanterns and LED candles < £180

**EVC2017-10 Resolved in a motion** by Cllr Potts and seconded by Cllr Johnson that expenditure is approved for:

Generator to power the Reindeer plunger & overhead lamp < £50.00

## 8. Date of the next meeting

The next meeting was agreed as Wednesday 9<sup>th</sup> November at 7.00pm.

**The meeting closed at 7.40pm**

## Appendix 2

### Communication Committee Meeting held on Tuesday 2<sup>nd</sup> August 2016 at 6.30pm

Cllr Potts chaired the meeting

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

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

Absence – Cllr Russell, Cllr M Smith

#### 2. To approved the Minutes of the meeting held on Tuesday 14<sup>th</sup> June 2016

**CC2017-03 Resolved in a motion** by Cllr J Smith and seconded by Cllr Potts that the minutes are accepted as a true and correct record of the meeting held on Tuesday 14<sup>th</sup> June 2016.

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

The Clerk informed the meeting that an e-mail had been received from Cllr McCarley formally resigning as the Parish Councils authorised author of its Facebook page. It was agreed that the Clerk and the new Assistant Clerk would be responsible for Facebook update for the time being. It was also agreed that the current Deputy Clerk would be asked to assist where necessary.

The Clerk advised the Committee that a WYCA consultation paper had been referred to the Committee to be progressed. It was agreed that Cllr Potts should respond on behalf of the Parish Council for the organisations survey. Also the drop in session date should be put on Facebook.

It was agreed that Cllr M Smith should circulate a copy of the current Communications Strategy plan for review and amendment as necessary.

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

The Clerk provided copies of the budget for discussion.

It was agreed that a budget of £100 be set aside for the purchase of accessories for window displays.

#### 5. Website

The Clerk asked for comments regarding the proposed update to the Parish Council website. The Meeting agreed that all the features requested had been included. The Clerk was asked to advise Fab Spider accordingly, but request that a link to the Facebook page and latest news detail be added to the front page.

#### 6. Autumn Newsletter

The Meeting agreed that the articles that should be included were as follows:

- The new website and offer to businesses to have their details added to the local business page.
- Michaelmas Show
- Garden Competition Results
- Remembrance Sunday
- Christmas Lights Switch On event
- Yorkshire in Bloom results
- Mill Fold Play area update

- CCTV
- Battle of the Somme commemoration
- Dementia Friendly update
- Good Citizens Award

The Clerk was asked to speak with the Deputy Clerk to see if she would put the article titles onto the Newsletter template and check there is sufficient space. Then pass to Cllr Russell for the words to be added.

## 7. Press Releases

Cllr J Smith provided copies of the press releases drafted by Cllr M Smith for consideration. It was agreed that the article for Go Local regarding the Good Citizen Award should be recommended to Full Council at the next meeting. In additions with a couple of minor amendments the press releases for Yorkshire Day and Michaelmas Show should be recommended to Full Council for circulation to the media list. Cllr J Smith advised that she would liaise with Cllr M Smith for the amendments and then forward an electronic copy to the Clerk.

The draft press release for Remembrance Sunday would be discussed at the next Communications Committee meeting when re-worded by Cllr M Smith.

## 8. Office Window

The Meeting reviewed the schedule for use of the office window. Cllr J Smith agreed to contact the Rushbearing Committee to see if they would like the window for the second two week of August to advertise Rushbearing.

## 9. Good Citizen Award

It was agreed that discussion for the Good Citizens award would be held over to the next meeting. In the meantime the Clerk was asked to obtain a quote from Briggs Priestley for the new trophy and engraving.

## 10. Cycle & Walking Leaflets

The Clerk advised the meeting that there were sufficient copies of both leaflets for the time being. However the Committee may wish to look at the possibility of a new walking leaflet with different walks in the near future.

## 11. Welcome pack

The Clerk informed the meeting that the Deputy Clerk had started to put together a new pack in the same format as the Annual report. The Clerk was asked to liaise with the Deputy Clerk to see if she could complete it in the next few weeks. If not Cllr Potts asked that the template be forwarded to him and he would complete it.

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

**CMC2017-04 Resolved in a motion** by Cllr Naylor and seconded by Cllr Potts that expenditure is approved for:

Accessories for the window displays	< £100.00
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## 13. Date of next meeting

The next meeting is to be arranged.

**The meeting closed at 7.25pm**