

The 1139th Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 19th October 2017 at 7.15pm.

Councillors Present: Cllr Naylor chaired the meeting.

Cllr Carter, Cllr Hunt, Cllr Johnson, Cllr McCarley, Cllr Potts, Cllr Robins, Cllr Russell, Cllr J Smith, Cllr Watson

1. To accept apologies for absence and lateness

Absence – Cllr Moran, Cllr M Smith

Lateness – Cllr Potts

2. To accept the Minutes of the 1138th Meeting held on Thursday 5th October 2017

16912 Resolved in a motion by Cllr J Smith and seconded by Cllr McCarley that the Minutes be accepted as a true and correct record of the Meeting held on Thursday 5th October 2017.

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

3.1. To discuss an application for the Office Cleaning contract

The Clerk advised that the applicant had withdrawn but references had been received from another local cleaner recommended by Cllr J Smith at a cost of £18 an hour.

16913 Resolved in a motion by Cllr Russell and seconded by Cllr Carter that the cleaner be offered the contract on an initial three month term for review.

3.2. To approve the spending for three Additional Wreaths for Remembrance Sunday

The Clerk confirmed that Warrant Officer Collinge would be attending the Remembrance Services and that the cost for a type B wreath was £17.

16914 Resolved in a motion by Cllr J Smith and seconded by Cllr Johnson that the Parish Council purchases 3 type B wreaths for Remembrance Sunday at a cost of £51.

3.3. To discuss and approve a Draft letter to the relevant Government Minister regarding the Parish Council's concerns about overflowing Reservoirs and potential Flooding

The Clerk reported that she had not received a copy of Cllr M Smith's draft letter and as such the Meeting agreed that this item should be held over to the next meeting to be held on 2nd November 2017.

The Clerk reported that:

An e-mail had been received from Calderdale Council's Highways Services advising that a new pictorial HGV sign was to be placed on Oldham Road, which should be visible to drivers on the approach to Moselden Lane.

An e-mail response had also been received from Calderdale Council's Planning Services concerning the small shed at the front of 31 North Royd. The officer advised that the erection of the shed was in breach of planning control but due to there being no adverse impact on adjacent property no action would be taken and the file closed. Cllr J Smith advised that the shed had now been removed.

The Clerk informed the Meeting that a letter had been received from HM Land Registry regarding land on the north-west side of School Grove, Rishworth New Road, Rishworth. The lawyer advised that the Parish Council's objection was groundless and as such the application

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

for first registration had been completed. The Clerk was asked to write to Calderdale Council's Rights of Way to check where the footpath runs at the back of School Grove.

The Clerk advised that an e-mail had been received from the WY Police & Crime Commissioners office advising that the response to the Parish Council's letter sent in April 2017 would be chased up and an update provided to the Clerk by the end of the week.

The Clerk reported that she had now submitted the Parish Council's application for the Quality award under the Local Council's Award Scheme

Cllr Watson advised that he had received a response from Yorkshire Water concerning the Ryburn Reservoir. The officer advised that the reservoir structure was inspected on a regular basis.

Cllr Carter referred to the correspondence sent out to all Councillors at the request of Cllr Moran and raised concerns about the assertions made against her. Cllr Robins felt that this should be held over to the next meeting when Cllr Moran would be in attendance. It was agreed that since Mrs Wilson had attended the meeting regarding this matter, she should be allowed to speak.

16915 Resolved in a motion by Cllr J Smith and seconded by Cllr Russell that Standing Orders be suspended to allow Mrs Wilson to address the Meeting.

Mrs Wilson clarified to the Meeting that there had been no agreements made with Cllr Carter however as in previous years she had offered the use of Central Hall if the Parish Council needed it as part of the Christmas Lights Switch On event.

Cllr Potts arrived at 7.45pm

The Chairman thanked Mrs Wilson for her attendance and she then left the meeting.

16916 Resolved in a motion by Cllr Russell and seconded by Cllr J Smith that Standing Orders be reinstated.

Cllr Johnson advised that railings at the Memorial Garden still had not been fixed. The Clerk was asked to chase the matter up with Calderdale Council and request that the matter be resolved in time for Remembrance Sunday. Cllr Johnson also reported that he had updated the crime figures for the parish and that these had been forwarded onto Cllr Russell for the figures to be plotted on graphs.

4. To receive Parish Councillors declarations of Interest

None.

5. Public Participation

Mrs V Wilson for Agenda item 3 as above.

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

6.1. To accept Clerks Quarterly Bank Reconciliation and Budget Report

16917 Resolved in a motion by Cllr J Smith and seconded by Cllr Watson that the Parish Council accepts the Clerks Quarterly Bank reconciliation and Budget Report for April to September 2017.

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

6.2. To approve the Parish Council's Press Release for the Michaelmas Show

The Clerk reported that she had not received a draft article from the Communications Committee for approval. The Meeting agreed that this was no longer required.

6.3. To approve the recommendations of the Christmas Lights and Lights Switch On Committee

Cllr Naylor reviewed the Christmas Lights and Lights Switch On Committee meeting held on 13th October 2017 and went through the recommended Action Plan.

The Clerk provided details of estimate expenditure totalling <£805 and advised that there was no funding available from Calderdale Council for 2017/18

16918 Resolved in a motion by Cllr Russell and seconded by Cllr Robins that the Parish Council approves spending for the Christmas Lights Switch On event of <£805.

Cllr Carter re-affirmed that Mrs Wilson had agreed that Central Hall could be used for Father Christmas and transport for Father Christmas into the village was also available if the Parish Council wanted to progress.

16919 Resolved in a motion by Cllr J Smith and seconded by Cllr Russell that the Parish Council gives delegated powers to the Christmas Light and Lights Switch On Events Committee to progress the recommended Action Plan.

6.4. To approve the recommendations of the Standards Committee

Cllr Carter reviewed the Standards Committee meeting held on 11th October 2017 and reported on the recommendations of the Committee.

16920 Resolved in a motion by Cllr Carter and seconded by Cllr Russell that the Parish Council approves the Standards Committee recommendation for a minor amendment to its Terms of Reference.

16921 Resolved in a motion by Cllr Carter and seconded by Cllr Russell that the Parish Council approves the Standards Committee recommendation that no amendment was needed to the current Standing Orders for 2017/18.

16922 Resolved in a motion by Cllr Carter and seconded by Cllr Russell that the Parish Council approves the Standards Committee recommendation for a minor amendment to the Financial Regulations to incorporate the use of Direct Debit for the payment of utility bills.

16923 Resolved in a motion by Cllr J Smith and seconded by Cllr Russell that the Parish Council approves the Standards Committee recommendation for a couple of minor amendments to the Risk Assessment for 2017/18.

The Clerk reported that:

An e-mail had been received from a resident concerning the closure of the Ripponden Post Office. The resident wanting to know what action the Parish Council would be taking to address this situation.

16924 Resolved in a motion by Cllr J Smith and seconded by Cllr McCarley that the Clerk writes back to the resident to advise that the Parish Council was not empowered to take action, but had made representation to the Post Office about the temporary withdrawal of the service which had not as yet been responded to.

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

16925 Resolved in a motion by Cllr Russell and seconded by Cllr J Smith that the Parish Council writes once again to the Post Office for an update on the temporary closure of the Ripponden Post Office and request an additional post box for the centre of the village.

The Clerk informed the Meeting that an e-mail had been received from a resident concerning 'Local connection' for Housing Association properties asking for Parish Council support. Cllr Carter reported that she was already dealing with this matter as Ward Councillor. The Clerk was asked to reply to the resident to advise her accordingly.

The Clerk reported that a letter had been received from Yorkshire Internal Audit Services advising that the interim audit for 2017/18 had been completed. The officer also suggested that since the Parish Council's insurance is due for renewal April 2018 a full review of the Council's assets should be done.

Cllr McCarley reported that one of the Christmas light panels in Rishworth had been installed upside down, The Clerk was asked to forward this matter onto the contractors. Cllr Naylor advised that he would get the street lamp number for the Clerk.

Cllr Hunt advised that a resident had been in touch with concerns about a neighbour at St Johns installing CCTV and an electrified fence at the end of the estate. Cllr Watson agreed to get the house number and forward this onto Cllr Carter as Ward Councillor for investigation.

Cllr Watson informed the Meeting that he had forwarded a photograph of the tree in the river, which had taken away the temporary repair work at Pretoria Bridge onto the Clerk.

Cllr Carter asked for the Press and Public to be excluded from the meeting for the following report.

16926 Resolved in a motion by Cllr J Smith and seconded by Cllr Russell that the Press and Public be excluded from the meeting for the next report.

Cllr Carter reviewed the recommendations from the Employment Committee meeting held on 9th October 2017. It was agreed that approval of the recommendations be an Agenda item at the next meeting.

16927 Resolved in a motion by Cllr J Smith and seconded by Cllr Carter that the Press and Public be allowed back into the meeting.

Cllr Russell asked if the Minutes from the Neighbourhood Planning Committee Meeting held on 5th September 2017 be included in the Minutes of this meeting.

16928 Resolved in a motion by Cllr Carter and seconded by Cllr Potts that the Minutes of the Neighbourhood Planning Committee meeting held on 5th September 2017 be included in the Minutes of this meeting. (See appendix 1).

Cllr Russell asked if the Minutes from the Communications Committee Meeting held on 6th September 2017 be included in the Minutes of this meeting.

16929 Resolved in a motion by Cllr Potts and seconded by Cllr Russell that the Minutes of the Communications Committee meeting held on 6th September 2017 be included in the Minutes of this meeting. (See appendix 2).

Cllr Russell reviewed the Neighbourhood Planning Committee meeting held on 11th October 2017, the main points being focus group consultation, review of the expenditure, grant funding and a four- week extension to the Action Plan.

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

Cllr Russell reviewed the Communications Committee meeting held on 3rd October 2017, the main points being Press releases, Window displays, Good Citizens Award and a commemoration leaflet for the centenary anniversary of the end of the First World War. Cllr Carter asked if a comprehensive list of all the fallen heroes' of the Parish could be compiled. Cllr Russell volunteered to look into this.

Cllr Russell advised that she had purchased some recommended stone cleaner to clean the Krumlin Memorial stone.

Cllr Johnson reported that he now had a copy of the Calderdale Council Small Grants application form and he would be completing this next week. He also advised of the deteriorating state of Moselden Lane with water pouring onto the highway near the green container at the bottom of the lane.

Cllr Watson reported that he had tidied up and secured the Krumlin Telephone box for the winter.

Cllr J Smith reported that together with Cllr M Smith she had attended the Calderdale Council's Town & Parish Councils annual conference. She also advised that she had reported a blocked drain and broken flags on Elland Road to the Clerk for forwarding to Calderdale Council.

Cllr Naylor reported that together with his consort he had attended Hebden Royd Civic Service, which had been very interesting. He also advised that the litter bin at the top of Shaw Lane was overflowing.

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

Cllr Carter reported that she had now received the anonymous letter from the Clerk about Parkdale Drive and she would see what she could do about it. She also advised that the 8.15am bus service from Barkisland to Halifax was to be retained.

8. To agree accounts for payment

16930 Resolved in a motion by Cllr Carter and seconded by Cllr Watson that the accounts listed on the schedule with a total value of £1,807.02 be passed for payment.

9. To receive correspondence

Correspondence

British Legion Poppy Appeal
Calderdale Council
Mrs S Pickford
Young at Heart Club

Official receipt for Wreaths
Proposed Revised Parliamentary Constituencies
Rishworth Pre-School
Grant request

Information

Benbow Group
Calderdale Council
Calderdale Council
North Bank Forum
Cllr J Smith
YLCA
YLCA
YLCA

Calder Valley Skip Hire – Mearclough Site
Off Street Parking Order
Neighbourhood News Update – October edition
Sector Support Update 6th & 12th October
Notes from Annual Conference for Town & Parish Councils
NALC Chief Executive bulletin 36
South Pennine Branch Meeting 8th November 2017
Briefing Note - Payment of Fees to Information
Commissioner

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

Rishworth School	Prize Giving 2017 – 19 th October 2017
St Bartholomew's Church	Band Concert – 24 th November 2017
St Bartholomew's Church	Christmas Market – 2 nd December 2017

Agendas

19/10/2017	Health & Well Being Board
23/10/2017	Audit Committee
24/10/2017	Licensing Sub Committee
25/10/2017	Peoples Scrutiny Board

Matters arising from correspondence

Cllr Carter advised that the proposed Parliamentary Constituencies had been changed slightly.

The Clerk was asked to reply to Mrs Pickford and advise that the Parish Council was unable to promote individual small businesses on its Facebook page but would incorporate the pre-school into its next 'Welcome to Ripponden' booklet.

It was agreed that the grant application for the Young at Heart club be an Agenda item at the next meeting.

Cllr J Smith provided copies of the Flood Partners update, a copy of the slides from a powerpoint presentation on 20mph speed limits and speeding figures for 20mph areas in Calderdale.

10. To agree the future of the Civic Dinner

16931 Resolved in a motion by Cllr J Smith and seconded by Cllr Potts that the Civic Dinner would go ahead for 2018 in its current format. A post review would take place and a decision made for 2019 onwards as soon as possible after the 2018 event.

Cllr Hunt left the meeting at 9.25pm

11. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement Issues**11.1. Planning Applications & Decisions****Plan held over from previous meeting****Application No: 17/01162/HSE**

Case Officer: Sara Johnson
 Site: 1 Bank House Head Farm Cottage Hob Lane Ripponden
 Proposal: Single storey extension to side
 Applicant: Mr P J McDonnell
 History: None
 Main Issues: smoke control area, building stone mineral safeguarding area.

RPC Comments:

16908 Resolved in a motion by Cllr McCarley and seconded by Cllr Johnson that the application be held over to the next meeting due to the lack of planning documentation to consider.

16932 Resolved in a motion by Cllr Carter and seconded by Cllr Robins that the Parish Council objects to this application on the grounds that it is Green Belt development and Design, policies BE1 & BE2.

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

New Plans for this meeting

16933 Resolved in a motion by Cllr Russell and seconded by Cllr J Smith that Standing Order 3(w) be suspended for 10 minutes to allow business to be completed.

Application No: 17/01161/FUL

Case Officer: Janine Branscombe
 Site: Riverside Harley House Mill Fold Way Ripponden
 Proposal: Revised House Type to Plot 1 (Part retrospective)
 Applicant: Redwaters Developments
 Allocation: Primary Employment Area, Wildlife corridor
 History: 13/01582/FUL residential development of eight semi-detached and four detached dwellings – permit; 14/01415/COU change of use from office units (B1) to veterinary clinic (Sui Generis) – permit; 15/00543/FUL residential development of two semi-detached, six detached and two flats (amended scheme to planning approval 13/01582/FUL) – permit; 15/01497/FUL - substitute single dwelling to replace plots 7 and 8 – permit; 16/00599/FUL Demolition of building to facilitate construction of seven houses and a "Studio" office building – permit;
 Main Issues: Design, privacy, daylighting, amenity space BE1 & BE2, NPPF 6; landscaping BE3; NPPF7 & NPPF11 NE16 protection of protected species; NE15 development in wildlife corridor; EP9 & EP14, Flood risk.

RPC Comments:

16934 Resolved in a motion by Cllr McCarley 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.

Application No: 17/01137/LBC

Case Officer: Steven Emery
 Site: Griffin Inn 57 Stainland Road Barkisland
 Proposal: New external and internal fire doors and alteration to internal staircase layout (Listed Building Consent)
 Applicant: Marstons plc
 Allocation: Primary Housing Area, Grade II Listed building
 History: 06/01953/FUL Proposed construction of two retractable awnings within the existing outside trading area – refuse; 06/01954/LBC – refuse; 07/02124/FUL Installation of a timber pergola, timber fencing, stone effect paving and the creation of a garden/outside seating area from a staff car park to the rear – refuse; 07/02123/LBC – refuse
 Main Issues: Bat alert, within 50m of grade II listed building, smoke control area, BE1 & BE3, BE14 alteration & extension of listed building; BE5 setting of a listed building.

RPC Comments:

16935 Resolved in a motion by Cllr J Smith and seconded by Cllr Watson that the Parish Council has no objections to this application subject to the Conservation Officer being satisfied that it meets policies.

Application No: 17/01114/FUL

Case Officer: Sara Johnson
 Site: 40 Oldham Road Ripponden
 Proposal: Subdivision of existing shop into four boutique style shops including the creation of new shop fronts and raised terrace, replacement windows, modification of existing rear dormer and change of use of first floor from residential (C3) to retail (A1)_Single storey extension to side
 Applicant: Marshalls Building Contractors (Facilities Management) Ltd

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

History: 83/00401/COU Change of use of shop to licensed restaurant with living accommodation – permit; 85/01563/COU Change of use from garage to express food bar – refuse; 94/02784/FUL Alteration to shop front entrance, off-loading area and proposed new ramp and handrails – permit; 99/01401/FUL Installation of a 1.2m diameter, wall mounted satellite dish antenna (Retrospective) - permit; 13/00205/FUL Alterations to shop front (Retrospective) - refuse

Main Issues: smoke control area, Bat alert, BE1 requiring good design.

RPC Comments:

16936 Resolved in a motion by Cllr J Smith and seconded by Cllr Robins that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it meets policies.

Application No: 17/56017/CLAS3Q

Case Officer: Sara Johnson

Site: Barn At White Goose Farm Scammonden Road Barkisland

Proposal: Prior approval application for the conversion of agricultural building to dwelling (C3) including new pitched roof.

Applicant: Mr E Norcliffe

History: None

Main Issues: None listed

RPC Comments:

16937 Resolved in a motion by Cllr Watson and seconded by Cllr Johnson that the Parish Council objects to this application on the grounds that it is Green Belt development and not a substantial building for conversion.

Planning Decisions:

17/00985/192 3 Woodside Branch Road Barkisland	Orangery to rear (Lawful Development Certificate)	Refused
17/00380/HSE Barkisland Hall Stainland Road Barkisland	Internal alterations of existing cottages to form swimming pool/gym on the ground floor and two bedroomed apartment on the first floor and reducing land levels to the rear elevation.	Granted
17/00381/LBC Barkisland Hall Stainland Road Barkisland	Internal alterations of existing cottages to form swimming pool/gym on the ground floor and two bedroomed apartment on the first floor (Listed Building Consent).	Granted
17/01037/HSE Hill View Lower Park Royd Drive Triangle	Two-storey rear extension and single storey side extension with internal alterations	Granted

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

17/00960/HSE Kitt Hill Farm Pike End Road Rishworth	Single storey front extension	Refused
17/00881/HSE Clough House Elland Road Ripponden	Partial demolition and rebuilding of extension (Revised Scheme to 16/01550	Granted

11.2. Planning Enforcement

None

The meeting closed at 9.40pm

Appendix 1

Neighbourhood Planning Committee Meeting held on Tuesday 5th September 2017 at 7.00pm

The Clerk welcomed Committee members to the meeting

Present:- Cllr Carter, Cllr Potts, Cllr Russell, Dr Smales

NPC2018-06 Resolved in a motion by Cllr Russell and seconded by Cllr Carter that Cllr Potts chairs the meeting in the absence of Cllr M Smith

1. To receive apologies for absence and lateness

Absence – Cllr Robins, Cllr M Smith

2. To approve the Minutes from the meeting held on Wednesday 19th July 2017

NPC2018-07 Resolved in a motion by Cllr Russell and seconded by Cllr Potts that the Minutes be accepted as a true and correct record of the meeting held on Wednesday 19th July 2017.

3. Any Matters arising from previous Meetings

The Clerk reported that she had been unable to trace a contact for the residents association for Greenacres, but had forwarded all the other required contact details to Dr Smales to organise focus group sessions.

4. To receive updates on resident feedback from the on-line, flyer survey's and feedback summary

Cllr Russell advised that she had visited the Barkisland 'Get Together' club in August and the information on consultation had been well received by the attendees.

Cllr Carter reported on the recent meeting of the Conservative public meeting on the Local Plan that had taken place at Barkisland Cricket Club. Over 100 residents had attended and the main issues raised were infrastructure and traffic.

Dr Smales reviewed the feedback from the survey and provided hard copies of the results. It was agreed that this document should be put on facebook and the website to encourage people to complete the survey.

5. To discuss focus consultation and agree the next steps

Dr Smales confirmed that he would contact the local schools and the Young at heart club to arrange focus consultation. He will produce a schedule of dates which he will circulate and hopes to complete this stage of the consultation by the end of October.

Ryburn Coffee club meets every second Wednesday of the month and it was agreed that Dr Smales should drop in for the October meet.

Cllr Russell agreed to speak with Ryburn United football club to encourage members in the age range 17 to 24 to take the survey.

The Meeting agreed that a full page article should be prepared for the November Go Local. The Clerk was asked to check availability and cost with Go Local. Needs to be a right hand side page is possible.

6. Any Other Business

Cllr Carter explained the issues concerning allocated land detailed in the Local Plan affecting Ripponden. The main issue being access.

The Clerk was asked to check with Locality the deadline for using the grant. It was agreed that Business cards should be distributed at the Michaelmas Show.

7. To agree the Date of the next meeting

It was agreed that the next meeting should be Wednesday 11th October 2017 at 7.00pm.

The meeting closed at 8.05pm

Appendix 2

Communication Committee Meeting held on Wednesday 6th September 2017 at 7.00pm

Present:- Cllr S Russell, Cllr Potts, Cllr Moran

1. To receive apologies for absence and lateness

Absence – Cllr Robins, Cllr J Smith, Cllr M Smith

2. To approve the Minutes of the meeting held on Tuesday 11th July 2017

CC2018-06 Resolved in a motion by Cllr Potts and seconded by Cllr Russell that the minutes are accepted as a true and correct record of the meeting held on Tuesday 11th July 2017.

3. Matters arising from the last meeting

None.

4. Review the Committee Budget

The Assistant Clerk advised that spending for Welcome Booklet print by Simprint, had been included in budget as requested at the last meeting.

The meeting agreed that the budget is currently set at an appropriate level for anticipated expenditure for the year 2017-18.

5. Press Releases

Cllr Moran's copy for the 'Remembrance Sunday' article for Go Local was reviewed. The meeting agreed that following the addition of the details, to be provided by the Clerk, the article should be presented at tomorrow's Full Council Meeting (FCM) for approval. Following which it will be forwarded to Go Local by 2nd October.

The meeting agreed that the next article for the November Go Local would be on 'The Michaelmas Show'. Cllr Moran kindly agreed to draft some copy for circulation, via email, to the Communications Committee, to be ready for the FCM, on 5th October, for approval in order to be with Go Local for 30th October.

6. Office Window

Cllr Moran and Cllr Russell agreed to put the next window, publicising the Michaelmas Show, together at 1pm on Tuesday 14th September.

Some interesting ideas were discussed regarding the Good Citizen Award window due, in for the last 2 weeks of October. Cllr Russell asked that the Assistant Clerk highlight the windows, on the schedule, for which the committee were responsible.

7. Autumn/Winter Newsletter

The content for the Newsletter has now been drafted. Cllr Potts has agreed to format the newsletter and Cllr Moran agreed to provide some photographs. The final draft would need to be completed by September 21st for circulation, electronically, to Full Council (FC) for approval at the FCM on 5th October. The final draft needs to be with GoLocal by 19th Oct for inclusion in the November issue.

8. Welcome Booklet

The meeting considered adding a page (2 in effect) to the newsletter and reducing the paper quality a little to counter-balance the increase in cost. It was agreed that the booklet could do with some re-formatting and that a list of local events should be included.

The Assistant Clerk/Clerk agreed to email the document to the Communications Committee for the process of review. It was also suggested that a pdf of the document should go on to the Parish Council website.

A proposal was made that a Perspex leaflet dispenser unit be purchased for the office and fitted to the wall in order to make all of the leaflets etc that the Parish Council have more readily available to the public. It was agreed that this matter would be raised when reporting on the meeting at Full Council.

9. Telephone/Broadband

The assistant Clerk fed back to the meeting the cost, to the Parish Council, of switching to Utility Warehouse and how it compared to BT charges. It takes 10 days to take over an existing phone line. It was agreed that the Assistant Clerk would draw up the comparison in a table for ease.

Item (excl. VAT)	Utility Warehouse	British Telecom
Monthly - Line Rental	13.50	16.33
Monthly – Broadband	7.00	37.80
Charge for payment by cheque	None	£18.00 (charged quarterly)
Cost of router	£5.99 plus p&p	N/A

The above charges are exclusive of call charges, although Utility Warehouse guarantee to be cheaper than BT.

The Clerk was requested to set up a direct debit with BT as soon as possible, if it had not already been done, in order to avoid the on-going charge of £18 per quarter for paying by cheque.

Cllr Russell agreed to check the above with the Clerk and to take a lead on facilitating this transition.

10. To approve any spending from the Communication Committee

None

11. Date of next meeting

The next meeting is to be held on Tuesday 3rd October 2017 at 7pm

The meeting closed at 8pm