

The 1165<sup>th</sup> Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 1<sup>st</sup> November 2018 at 7.15pm.

**Councillors Present:** Cllr Johnson chaired the meeting  
Cllr Carter, Cllr Hunt, Cllr Naylor, Cllr Moran, Cllr Potts, Cllr J Smith, Cllr M Smith, Cllr Thornber

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

Absence with apologies – Cllr McCarley, Cllr Robins, Cllr Russell  
Lateness – Cllr Potts

**2. To accept the Minutes of the 1164<sup>th</sup> Meeting held on Thursday 18<sup>th</sup> October 2018**

**17268 Resolved in a motion** by Cllr Naylor and seconded by Cllr Thornber that the Minutes be accepted as a true and correct record of the Meeting held on Thursday 18<sup>th</sup> October 2018.

Cllr Potts arrived at 7.19pm

**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 telephone call had been received from an officer of Together Housing regarding the dilapidated fence at Hill Crest. The officer believed that the fence was in private ownership, however she would send the repairs inspector out again to speak with the owners to see if they could check their title deeds to clarify the boundary ownership.

The Clerk informed the Meeting that a letter had been received from Calderdale Council confirming the road closure for the Christmas Lights Switch On. The cost for the Licence to Occupy was £71, which needed to be paid by 9<sup>th</sup> November 2018. The Meeting agreed that the Clerk should pay this using the Parish Council credit card.

**Cllr Moran** reported that the owners of Wedbarn were still advertising weddings for next year on Facebook.

**Cllr M Smith** asked for clarification on a couple of points regarding Resolution number 17264 from the last meeting.

**Cllr Johnson** reported that the event poppies had been put up around the parish and thanked Cllr Hunt, Cllr McCarley and Cllr Potts for their assistance with this.

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

Cllr Naylor declared a disclosable pecuniary interest in a planning application to be discussed under Agenda item 11.

**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 a list of matters to be raised at the Town & Parish Council Liaison Group meeting on 6<sup>th</sup> November 2018

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

Cllr J Smith advised that she would be attending the T & PC Liaison Group meeting on behalf of the Parish Council and asked if Councillors had anything that needed to be raised could they let her know prior to the 6<sup>th</sup> November.

The Clerk asked if IT support could be mentioned if not already on the Agenda.

**6.2. To approve the Communications Committee Press Release**

**17269 Resolved in a motion** by Cllr J Smith and seconded by Cllr Moran that with a couple of minor amendments the Press Release be approved by the Parish Council.

**The Clerk reported that:**

An e-mail had been received from the Yorkshire Local Councils Association (YLCA) notifying that the subscription fees for 2019/20 would be increasing by 3.4%, this would mean approximately an additional £32 on top of the 2018/19 subscription.

The Clerk asked when the Parish Council wanted the Union flag raising for Remembrance and if Cllr Naylor would be available to do this. Cllr Naylor confirmed that he would raise the flag and would lower it to half-mast on Remembrance Sunday as part of the service for the minute silence. The Meeting agreed that the flag should be raised on Monday 5<sup>th</sup> November and taken down at sunset on Sunday 11<sup>th</sup> November 2018.

**Cllr Naylor** also asked for the Minutes of the Standards Committee meeting held on 26<sup>th</sup> June 2018 to be included in the Minutes of this meeting.

**17270 Resolved in a motion** by Cllr Naylor and seconded by Cllr M Smith that the Minutes of the Standards Committee meeting held on 26<sup>th</sup> June 2018 be included in the Minutes of this Meeting (see appendix 1).

**Cllr Naylor** reviewed the Standards Committee meeting held on 30<sup>th</sup> October 2018, the main points being the amendments to the Parish Council Standing Orders, review of several policies published on the website and review of the Burial Charges for Ebenezer Graveyard.

**Cllr Naylor** reported that together with Cllr M Smith he would be attending the YLCA South Pennine Branch Meeting on 14<sup>th</sup> November and if Councillors had anything that they felt needed to be raised could they let him know prior to that date.

**Cllr J Smith** gave apologies for herself and Cllr M Smith for being unable to attend the Remembrance Sunday Services and the Full Council meeting on 13<sup>th</sup> December 2018.

**Cllr Potts** asked for the Minutes of the Neighbourhood Planning Committee meeting held on 12<sup>th</sup> September 2018 to be included in the Minutes of this meeting.

**17271 Resolved in a motion** by Cllr Carter and seconded by Cllr Johnson that the Minutes of the Neighbourhood Planning Committee meeting held on 12<sup>th</sup> September 2018 be included in the Minutes of this Meeting (see appendix 2).

**Cllr Potts** reviewed the Neighbourhood Planning Committee meeting held on 30<sup>th</sup> October 2018, the main points being consultation feedback, inclusion of a list of public open spaces in the plan, the constructive comments made by Calderdale Council, Historic England and Shaw & Crompton Parish Council, re wording of the text for the next Committee meeting.

**Cllr Hunt** reported that he had put the event poppies up in Rishworth, together with Cllr Potts.

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

**Cllr Johnson** expressed his thanks to the Councillors that had attended the Parish Council Civic Sunday on 28<sup>th</sup> October 2018. He also reported that on behalf of the Parish Council he had attended the unveiling of the Falling Poppies event at St Bartholomew's Church where he had been invited to speak by the organisers. It had been an excellent evening and certainly showed the great community spirit of the parish.

**Cllr Johnson** also reported that he had now installed the new Dog Waste Bag Dispenser at Barkisland, but there had been confusion regarding the siting of the Soyland one and asked for suggestions for a suitable location. He had also erected the Advanced Warning signs for Remembrance Sunday.

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

Cllr Carter reported that she was still waiting for a response from Highways Services regarding the Traffic Regulation Order for Ripponden. She also advised that there had been changes to METRO Bus Timetables but they did not appear to affect the parish.

**8. To agree accounts for payment**

**17272 Resolved in a motion** by Cllr Potts and seconded by Cllr M Smith that the accounts listed on the schedule with a total value of £6,071.95 be passed for payment.

**9. To receive correspondence**

**Correspondence**

Resident	Thank you for WW1 Commemoration booklet
Festive Market	Thank you for the donation
St Johns Out of School club	Thank you for the defibrillator grant

**Information**

Calderdale Council	2018/19 Winter Maintenance schedule
NALC	Newsletter 31 <sup>st</sup> October 2018
RHS	Grass Roots Autumn Magazine
VSI Alliance	Newsletter 25 <sup>th</sup> October 2018
WY Police & Crime Commissioner	November Newsletter
WY Police & Crime Commissioner	Strategy & Networking Day 20 <sup>th</sup> November 2018
YLCA	South Pennine Branch Meeting 14 <sup>th</sup> November 2018

**Agendas**

01/11/2018	Place Scrutiny Board
05/11/2018	Cabinet

**10. To consider a Grant application under Section 137 of the Local Government Act 1972 for the Greenacres Informal Residents Group**

**17273 Resolved in a motion** by Cllr Naylor and seconded by Cllr Thornber that the Parish Council awards a grant of £250 towards the groups Christmas party.

## 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

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

#### Application No: 18/01236/LBC

Site: Low Cote Farm Cote Road Ripponden

Proposal: Conversion and extension of former cottages to form dwelling (Listed Building Consent)

#### RPC Comments:

**17274 Resolved in a motion** by Cllr J Smith and seconded by Cllr Potts that the Parish Council would not pass comment on this application due to the applicant being a Councillor.

Cllr Naylor returned to the meeting.

#### Application No: 18/01188/HSE

Site: The Wheelhouse Branch Road Barkisland

Proposal: Conversion of garage to living space and alterations to elevations to include new balcony.

#### RPC Comments:

**17275 Resolved in a motion** by Cllr Carter and seconded by Cllr M Smith that the Parish Council has no objections to this application but requests that a condition be placed on any permission that permitted development rights be suspended for further development.

#### Application No: 18/01108/FUL

Site: Abbots Royd Greetland Road Barkisland

Proposal: Replacement outbuildings and realignment/extension of garden boundary

#### RPC Comments:

**17276 Resolved in a motion** by Cllr Carter and seconded by Cllr M Smith that the Parish Council objects to this application on the grounds that it is a demolition and rebuild in Green Belt, and infringement in an SLA.

#### Application No: 18/20182/TPO

Site: Trees South Of Farfield Stainland Road Barkisland

Proposal: Fell two trees and prune one tree (TPO)

#### RPC Comments:

**17277 Resolved in a motion** by Cllr J Smith and seconded by Cllr Carter that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it is good arboricultural practise.

#### Planning Decisions:

**14/00324/NMA2**  
Woodleigh Lower  
Park Royd Drive  
Triangle

Non Material Amendment to application  
14/00324/HSE - Infill proposed lobby with a door  
and window and new obscure glazed window  
added to side elevation and 2 windows and patio  
door replaced with a bi-fold door.

**Non Material  
Amendment  
Approved**

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

<b>18/00918/FUL</b> Rishworth Hall Farm Rishworth New Road Rishworth	Demolition of existing agricultural building to facilitate construction of new agricultural building.	<b>Granted</b>
<b>18/00016/FUL</b> Highroyd Farm Greetland Road Barkisland	Conversion of existing barn and outbuildings to form 2 dwellings and refurbishment of existing farmhouse.	<b>Granted</b>
<b>18/00307/DISC1</b> 2 Brig Royd Ripponden	Submission of information to Discharge Conditions on application 18/00307/HSE conditions 2	<b>Partially Complied With</b>
<b>18/01109/HSE</b> Cairnwood 1 Stones Drive Ripponden	Internal alterations and two storey extension to north east elevation	<b>Granted</b>
<b>18/00985/FUL</b> The Lodge Slack Lane Barkisland	Refurbishment of an existing redundant farm building to form single bedroom holiday let cottage.	<b>Granted</b>

**11.2. Planning Enforcement**

Cllr Johnson reported that a large caravan had appeared on land between Withens Lane/Moselden Land and asked if the Ward Councillors could make enquiries regarding the matter.

**The meeting closed at 8.10pm**

## Appendix 1:

### Standards Committee Meeting held on Tuesday 26<sup>th</sup> June 2018 at 7.00pm

The Clerk welcomed Cllrs to the meeting

**Present:-** Cllr Carter, Cllr Hunt, Cllr Naylor, Cllr M Smith

**1. To elect a Chairman 2018/2019**

**SC2018-001 Resolved in a motion** by Cllr Carter and seconded by Cllr Hunt that Cllr Naylor be elected as Chairman of the Standards Committee for 2018/19.

Cllr Naylor accepted the position and took the Chair.

**2. To receive apologies for absence or lateness**

None

**3. To review the Committee's terms of references**

**SC2018-002 Resolved in a motion** by Cllr Carter and seconded by Cllr M Smith that the Committee's terms of references should be:

- To review the recommendations of the annual Internal Auditors report and consider any matter arising from this, reporting any recommendations back to Full Council for approval.
- To review the Financial Regulations of the Parish Council on an annual basis and agree recommendations to be reported back to Full Council for approval.
- To review the Council's annual Risk Assessment and agree recommendations for amendment to be reported back to Full Council for approval.
- To review the Standing Orders of the Parish Council and agree any recommendations for amendment to be reported back to Full Council for approval.
- To review and agree any miscellaneous procedural documentation to be reported back to Full Council for approval and accept recommendations for discussion from Full Council.

**4. To approve the Minutes of the Meeting held on Wednesday 14<sup>th</sup> February 2018**

**SC2018-003 Resolved in a motion** by Cllr M Smith and seconded by Cllr Naylor that the Minutes be accepted as a true and correct record of the meeting held on Wednesday 14<sup>th</sup> February 2018.

**5. To receive an update on the Parish Council's application under the Local Councils Award Scheme**

The Clerk reported that the Assessor had written to the Parish Council on 18<sup>th</sup> May 2018 with several queries. The Clerk confirmed that she had provided additional documentation to clarify the points raised on 25<sup>th</sup> May 2018 and that she was now awaiting a decision. She also advised that there were a few advisory recommendations provided by the assessor but these did not affect the application.

**6. To review the Standing Orders and Financial Regulations for 2018/19 with any recommendations reported back to Full Council for approval**

The Clerk advised that notification had been received from the YLCA advising that a minor amendment needed to be made to Financial Regulation 11.k. The Public Contracts Regulation 2006 had now been superseded by the 2015 Act.

**SC2018-004 Resolved in a motion** by Cllr M Smith and seconded by Cllr Hunt that with the above amendment the Financial Regulations should be recommended to Full Council for approval for 2018/19.

The Meeting compared the Parish Council's current Standing Orders to the revised YLCA model template and agreed amendments as indicated by the YLCA.

However Cllr Naylor pointed out that the section on Data Protection in the model standing orders was now out of date. The Clerk was asked to seek clarification from the YLCA and report back at the next meeting. As such approval of the recommendations was held over to the next meeting.

**7. To review the Parish Council's Financial Risk Assessment for 2018/19 with any recommendations reported back to Full Council for approval**

The Clerk had circulated copies of the draft Risk Assessment to Committee members prior to the meeting. She explained the reasoning for any additions which had been highlighted in red for clarity.

**SC2018-005 Resolved in a motion** by Cllr Hunt and seconded by Cllr M Smith that the amended Risk Assessment be recommended to Full Council at its next meeting.

**8. To review the Parish Council's Burial Charges with recommendations to be reported back to Full Council for approval**

Cllr Naylor advised that he felt this item should be held over to the next meeting so that he could check with Calderdale Council as to its new charges. It was also agreed that a maintenance programme should be developed by the Environment Committee to ensure that the grounds are maintained at an acceptable level. Both the gate and grass between graves needed to be looked at. Cllr Naylor also agreed to do the annual safety check for the gravestones and remaining kerb stones.

**SC2018-007 Resolved in a motion** by Cllr M Smith and seconded by Cllr Carter that this item be held over to the next meeting.

**9. To agree a draft Reserve Policy for the Parish Council to be reported back to Full Council for approval**

The Clerk had circulated copies of the draft Reserve Policy to Committee members prior to the meeting. The meeting felt that level of reserves should not be included in the policy and that this element should be a matter for Full Council to decide. It was agreed that this should be an Agenda item at the Parish Council meeting to be held on 12<sup>th</sup> July 2018 to be discussed after approval of the Reserve Policy had been put to the council. The Clerk was asked to update the suggested level of reserve list to identify which would be specific capital and which would be revenue reserve for the Full Council meeting.

**SC2018-008 Resolved in a motion** by Cllr M Smith and seconded by Cllr Hunt that with the amendments discussed the draft Reserve Policy be recommended to Full Council for approval.

**10. To agree a draft Internal Control procedure document to be reported back to Full Council for approval**

The Clerk had circulated copies of the draft Internal Control Document to Committee members prior to the meeting.

**SC2018-009 Resolved in a motion** by Cllr Hunt and seconded by Cllr Carter that with one minor amendment the draft Internal Control procedure document be recommended to Full Council for approval.

**11. To approve an amended Asset Register with recommendations to be reported back to Full Council for approval**

The Clerk had circulated copies of the amended Asset Register to Committee members prior to the meeting. She explained the reasoning for any additions which had been highlighted in red for clarity.

**SC2018-010 Resolved in a motion** by Cllr Hunt and seconded by Cllr Carter that the amended Asset Register be recommended to Full Council for approval.

**12. Next meeting**

To be arranged at a later date.

**The meeting closed at 9.10pm**

**Appendix 2:**

**Neighbourhood Planning Committee Meeting  
held on Wednesday 12<sup>th</sup> September 2018 at 7.00pm**

The Clerk welcomed the Dr Smales and Councillors to the meeting

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

**NPC2019-07 Resolved in a motion** by Cllr Russell and seconded by Cllr Johnson that Cllr Carter chairs the meeting in the absence of Cllr Potts

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

Absence without apologies – Cllr Robins

Lateness – Cllr Potts

**2. To approve the Minutes from the meeting held on Tuesday 17<sup>th</sup> July 2018**

**NPC2019-08 Resolved in a motion** by Cllr Johnson and seconded by Cllr Russell that the Minutes be accepted as a true and correct record of the meeting held on Tuesday 17<sup>th</sup> July 2018.

**3. Any Matters arising from previous Meetings**

The Clerk reported that the draft plan had been printed and distributed to stakeholders on the approved Mailing List. Cllr Johnson had packed, posted the books and hand delivered where possible. The Clerk confirmed that as well as in the Parish Council office copies had also been made available at the library, Barkisland post office, Doctors surgery and St Bartholomew's Church. The link to the survey had been attached to the homepage of the website and a pdf copy of the draft Plan and survey.

Dr Smales reported that he still had not received comments back from CMBC, but would chase them up.

**4. To receive updates on the draft version of the Neighbourhood Plan and any feedback from stakeholders**

Cllr Potts arrived at 7.20pm

Cllr Potts reported that very few surveys had been submitted – less than 5 and the Clerk advised that 4 postal surveys had been received so far. It was emphasised that all Parish Councillors and Ward Councillors should be encouraged to complete the survey.

The Meeting agreed that the referendum should be postponed until May 2019 to be in line with the Hebden Royd & surrounding areas plan. This would enable the deadline for the six week consultation to be extended for an additional month. Cllr Potts confirmed that he would amend the survey and extend the survey monkey contract for another month.

Dr Smales agreed to liaise with Historic England regarding their feedback and agree what needs to be included in the draft with them. He will also speak with Pennine Prospect regarding maps and at risk monuments.

The Clerk was asked to send a copy of the stakeholder mailing list onto Dr Smales and he would then chase up feedback from the principle stakeholders such as Natural England and Environment Agency.

**5. To agree a list of things to do prior to the next meeting**

The programme dates should be revised and a copy put on the website. The Clerk will also update the 'Latest News' with the extension to the deadline to 22<sup>nd</sup> October 2018.

The hardcopy questionnaire also to be amended with the deadline change.

A reminder to be posted on Facebook to encourage feedback.

**6. Any other Business**

None

**8. To agree the Date of the next meeting**

It was agreed that the next meeting should be Tuesday 30<sup>th</sup> October 2018 at 7.00pm.

**The meeting closed at 7.50pm**

## Receipts & Payments – 1<sup>st</sup> November 2018

### Payments:

Invoice Reference	Method		VAT	Total
19-080	Cheque	Young at Heart Club		500.00
19-081	Cheque	Barkisland Active Together		100.00
19-082	Bank Transfer	Calderdale Council		3247.67
19-083	Bank Transfer	Mrs L Kitchen		44.00
19-084	Bank Transfer	Briggs Priestley Ltd	24.00	144.00
19-085	Bank Transfer	CJW Printers Ltd		100.00
19-086	Bank Transfer	Rev Spedding		53.00
19-087	Bank Transfer	Friendly Brass Band		150.00
19-088	Bank Transfer	Barkisland Cricket Club		140.00
19-089	Bank Transfer	Simprint		94.00
19-090	Bank Transfer	Go Local Ltd	85.40	512.40
19-091	Bank Transfer	Ripponden Festival		750.00
19-092	Bank Transfer	Lloyds Bank	42.79	226.88
19-093	Cheque	Christ Church, Barkisland		10.00
<b>Total</b>			<b>152.19</b>	<b>6071.95</b>

### Receipts:

£18.50