

The 1158<sup>th</sup> Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 26<sup>th</sup> July 2018 at 7.15pm.

**Councillors Present:** Cllr Johnson chaired the meeting  
Cllr Carter, Cllr Hunt, Cllr McCarley, Cllr Moran, Cllr Naylor, Cllr Russell, Cllr M Smith

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

Absence with apologies – Cllr Potts, Cllr Robins, Cllr J Smith  
Lateness – Cllr Carter

**2. To accept the Minutes of the 1157<sup>th</sup> Meeting held on Thursday 12<sup>th</sup> July 2018**

Page 6302, Agenda item 3, penultimate parag, add 'Old' before 'Saw'  
Page 6303, Agenda item 3, 4<sup>th</sup> parag, delete 'been a bit of'

**17202 Resolved in a motion** by Cllr Moran and seconded by Cllr Hunt that after the above amendments, the Minutes be accepted as a true and correct record of the Meeting held on Thursday 12<sup>th</sup> July 2018.

Cllr Russell and Cllr M Smith abstained since they had not attended the meeting.

**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:**

An e-mail had been received from Calderdale Council's Electoral Services advising that there were three nominations for the vacancy in the Barkisland Ward. The election for which will take place on 16<sup>th</sup> August 2018 and Poll cards were now being prepared.

An e-mail reply had been received from Calderdale Council's Highway Services advising that they were unaware of the proposals to change diversionary routes from the M62. The officer confirmed that he was now in contact with Highways England to establish the facts.

The Clerk advised that an e-mail had been received from Planning Enforcement concerning Oaklea Farm stables. The officer confirmed that Legal Services had been instructed to issue a Planning Contravention Notice to the owner.

An e-mail response had been received from the Strategic Housing Delivery Manager confirming that she would liaise with Together Housing regarding Hill Crest, Rishworth.

The Clerk informed the Meeting that she had received an e-mail from Cllr Carter advising that the gas main works at Sowerby Bridge would be on the A58 from the bottom of Gratrix Lane up to Bolton Brow and as such there would be no access to Wakefield Road.

An e-mail had also been received from the Yorkshire Local Councils Association advising that due to lack of interest shown from member Councils, the Association would not be providing a Data Protection Officer Service. The Clerk confirmed that she would update the Data Protection Policy accordingly.

**Cllr Naylor** reported that Rishworth New Road had been closed for at least three days with no apparent notice given to residents or the bus services. Cllr Naylor asked if any other Councillor had received any complaints. It was understood that the work being carried out by Yorkshire Water was to reinstate tarmac. The Clerk was asked to contact Highways Services to check if they had been consulted regarding the work.

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

**Cllr Johnson** reported that further fly tipping had occurred on Rochdale Road near the junction with Turvin Road. He confirmed that he had passed on photographs to the Clerk who had in turn reported the matter to Calderdale Council.

The Chairman asked for Agenda item 12 to be moved forward to enable Mr Parker from Calderdale Council to address the Meeting.

**12. To receive a short Presentation from the Anti-Social Behaviour Officer of Calderdale Council**

Mr Parker introduced himself and his team to the Parish Council and provided a brief synopsis of his role as Community Safety & Resilience Officer. He then opened the discussion up to allow for Councillor questions.

Cllr Carter arrived at 7.55pm.

The Chairman thanked Mr Parker for his attendance and presentation, which had been enlightening and had allowed for a very interesting discussion. Mr Parker then left the meeting.

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

Cllr M Smith declared a personal interest in Agenda item 10.

**5. Public Participation**

None

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

6.1. To accept the Clerks Quarterly Bank Reconciliation and Budget Report as at 30<sup>th</sup> June 2018

**17203 Resolved in a motion** by Cllr Naylor and seconded by Cllr Carter that the Parish Council accepts the Clerks Quarterly Bank Reconciliation for April to June 2018.

**17204 Resolved in a motion** by Cllr Naylor and seconded by Cllr Carter that the Parish Council accepts the Clerks Quarterly Budget Report for April to June 2018.

**The Clerk reported that:**

An e-mail request had been received from Calderdale Council for the use of the Parish Council office for a public engagement event in Ripponden week commencing 17<sup>th</sup> September 2018. The Clerk advised that due to the size of the office it may not be practical but asked if the Parish Council had any objections. The Clerk was asked to clarify what the event was and report back at the next meeting for a decision to be made.

The Clerk informed the Meeting that the office printer needed two parts replacing at a cost of a approx. £200. To purchase a new similar printer the cost would be £220 as such she asked if the Parish Council had any objections to her replacing the printer. The Meeting had no objections to this request.

The Clerk reminded the Parish Council that it was Yorkshire Day on 1<sup>st</sup> August and asked if Cllr Naylor was available to raise the flag on the day, Cllr Naylor confirmed that he was available.

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

The Clerk advised the Meeting that she would be taking leave on Friday 3rd August and Monday 6<sup>th</sup> August. She confirmed that a notice would be placed in the office window to notify residents.

**Cllr Naylor** asked for the Minutes from the Standards Committee meeting held on 14<sup>th</sup> February 2018 to be included in the Minutes of this meeting.

**17205 Resolved in a motion** by Cllr Naylor and seconded by Cllr Russell that the Minutes of the Standards Committee meeting held on 14<sup>th</sup> February 2018 be included in the Minutes of this Meeting (see appendix 1).

**Cllr Hunt** asked for the Minutes from the Communications Committee meeting held on 10<sup>th</sup> April 2018 to be included in the Minutes of this meeting.

**17206 Resolved in a motion** by Cllr Moran and seconded by Cllr McCarley that the Minutes of the Communications Committee meeting held on 10<sup>th</sup> April 2018 be included in the Minutes of this Meeting (see appendix 2).

**Cllr Hunt** reviewed the Communications Committee meeting held on 17<sup>th</sup> July 2018, the main points being the terms of reference, lack of committee members, budget review, window displays, the winter newsletter, press releases and the commemoration booklet.

**Cllr Moran** reported that Wedbarn was still holding weddings most weeks. Cllr Carter advised that the situation was being monitored by Calderdale Council officers, but unfortunately there were a few enforcement issues.

**Cllr Carter** asked for the Minutes from the Neighbourhood Planning Committee meeting held on 19<sup>th</sup> June 2018 to be included in the Minutes of this meeting.

**17207 Resolved in a motion** by Cllr Carter and seconded by Cllr Johnson that the Minutes of the Neighbourhood Planning Committee meeting held on 19<sup>th</sup> June 2018 be included in the Minutes of this Meeting (see appendix 3).

**Cllr Carter** reviewed the Neighbourhood Planning Committee meeting held on 17<sup>th</sup> July 2018, the main points being the draft foreword, version 2 of the draft plan, the questionnaire, the stakeholder mailing list, press releases and the referendum.

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

Cllr Carter reported on the progress made regarding CCTV for Ripponden. The Community Safety Officer and the Divisional Commander were to refer the issue of funding to the Delivery Working group in August. Cllr Carter confirmed that she would report back as soon as possible after that meeting.

Cllr Carter informed the Meeting that she had been in constant communication with the Highways team that liaise with Highways England regarding diversion routes from the M62. Highways England has categorically stated that no decision has been taken regarding amendments to the current diversion routes. TA request has been made that as well as Calderdale Council, the Ward Councillors, the MP, Parish Council and Kirklees Council be involved in any future discussions.

Cllr Carter reported that there still had not been any progress regarding the Traffic Regulation Order for Ripponden.

**8. To agree accounts for payment**

**17208 Resolved in a motion** by Cllr Naylor and seconded by Cllr McCarley that the accounts listed on the schedule with a total value of £5,102.00 be passed for payment.

**9. To receive correspondence****Correspondence**

Calderdale Council

Planning Appeal – Belmont Industrial Estate

**Information**

Calderdale Council

Upper Valley Neighbourhood News – July edition

Calderdale Council

TTRO – Lane Head Road, Ripponden

NALC

Newsletter

RHS

Grass Roots – Summer 2018

VSI Alliance

Stakeholder Event 10<sup>th</sup> August 2018

WYCA

Digital Framework Consultation

YLCA

NALC Bulletin 23<sup>rd</sup> July 2018

YLCA

Consultation: Bye Laws of Special Specific Interest

YLCA

One Day Conference 2018 – 28<sup>th</sup> September 2018**Invitations**

St Bartholomew's Church

Masterworks Chorale Concert – 8<sup>th</sup> September

St Bartholomew's Church

HYS Concert – 15<sup>th</sup> September**Agendas**

30/07/2018

Cabinet

30/07/2018

Audit Committee

01/08/2018

Strategy &amp; Performance Scrutiny Board

**Matters arising from correspondence**

The Clerk was asked to download the details regarding the Bye Laws consultation and circulate to all Councillors for the matter to be discussed at the next meeting.

**10. To consider Grant applications from Stones Cricket Club and Barkisland Active Together**

Cllr M Smith left the meeting at 8.35pm

**Stones Cricket Club:**

Proposed by Cllr Naylor and seconded by Cllr Johnson that the Parish Council approves a grant of £1500 to Stones Cricket Club towards the cost of refurbishment of the double bay training facility.

Amendment proposed by Cllr Hunt and seconded by Cllr McCarley that the Parish Council approves a grant of £3000 to Stones Cricket Club towards the cost of refurbishment of the double bay training facility.

A vote took place on the amendment – 2 in favour : 4 against: 1 abstentions

Voting took place on the initial proposition – 5 in favour: 2 against

**17209 Resolved in a motion** by Cllr Naylor and seconded by Cllr Johnson that the Parish Council approves a grant of £1500 to Stones Cricket Club towards the cost of refurbishment of the double

**10. To consider Grant applications from Stones Cricket Club and Barkisland Active Together (continued)**

bay training facility on the understanding that some acknowledgment be given to the contribution given by the Parish Council.

The Clerk was asked to write to the club and advise them of the decision and that the Parish Council would like to see commitment from the club for the project with additional fundraising.

**Barkisland Active Leisure:**

**17210 Resolved in a motion** by Cllr Naylor and seconded by Cllr Hunt that the Parish Council approves a section 137 grant of £350 to Barkisland Active Leisure towards activities for the Together Club.

**11. To discuss the future of the Parish Councils Civic Dinner**

**17211 Resolved in a motion** by Cllr Hunt and seconded by Cllr Moran that the Parish Council stops organising its annual Civic Dinner with effect from 2019.

The vote was 4 in favour: 3 against

**13. To approve the Initial Draft Neighbourhood Plan and accompanying documents**

The Clerk provided copies of all the relevant draft documents to Councillors prior to the meeting. Cllr Carter and Cllr Russell explained the reason for each document.

The Meeting agreed that the draft Neighbourhood Plan was a well put together and appealing document that only needed a few minor changes. The list for which would be compiled by the Clerk and forwarded onto Dr Smales.

**17212 Resolved in a motion** by Cllr Moran and seconded by Cllr Naylor that with a few minor amendments the Parish Council approves in principle the draft Neighbourhood Plan to progress to public consultation.

Councillors discussed the stakeholder mailing list and suggested a few additions to the list.

**17213 Resolved in a motion** by Cllr Naylor and seconded by Cllr Carter that with a few additions the Parish Council approves the stakeholder mailing list.

**17214 Resolved in a motion** by Cllr Moran and seconded by Cllr Naylor that the Parish Council approves the questionnaire to accompany the draft Neighbourhood Plan.

**14. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement Issues**

Cllr Hunt left the meeting at 9.15pm

**14.1 Planning Applications & Decisions****New Plans for this meeting****Application No: 18/00837/HSE**

Site: 7 Birch Avenue Rishworth

Proposal: Demolition of existing conservatory to facilitate single storey rear extension

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

**RPC Comments:**

**17215 Resolved in a motion** by Cllr Naylor and seconded by Cllr Moran that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it meets policies.

**Application No: 18/00810/HSE**

Site: 127 Oldham Road Ripponden

Proposal: Lean-to extension to rear of property to create open plan kitchen

**RPC Comments:**

**17216 Resolved in a motion** by Cllr Naylor and seconded by Cllr Russell that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it meets policies.

**Application No: 18/00851/FUL**

Site: Broad Hollin Farm 73 Hollin Lane Ripponden

Proposal: Proposed agricultural building to house farming equipment (Revised Scheme to 18/00201)

**RPC Comments:**

**17217 Resolved in a motion** by Cllr Naylor and seconded by Cllr McCarley that the Parish Council objects to this application on the grounds that there is no justification, general design BE1 & BE2; over intensive use of the site; size and visual impact on the landscape BE3; access issues; the development is not sustainable on the land area available and it is not part of an agricultural holding and as such not appropriate (certificate A has been completed).

**Planning Decisions:**

<b>18/20078/TPO</b> 45 Ryestone Drive Ripponden	Prune one tree (Tree Preservation Order)	<b>Granted</b>
<b>18/20082/TPO</b> Hall Green Wicking Lane Soyland	Fell one tree (Tree Preservation Order)	<b>Granted</b>
<b>18/10026/ADV</b> Fleece Inn Elland Road Ripponden	3m double sided illuminated totem (Advertisement consent)	<b>Granted</b>
<b>18/00617/HSE</b> 5 Ringstone Barkisland	Bi-fold doors and raised patio with balustrade to rear (Retrospective)	<b>Granted</b>
<b>18/00618/FUL</b> Land Opposite Scammonden Hall Scammonden Road Barkisland	Three box stable block with store and tack room including engineering works to upgrade access and turning area.	<b>Granted</b>

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

<b>18/00592/TEM</b> Oaklea Farm Stables Branch Road Barkisland	Siting of caravan for residential accommodation for 3 years (Retrospective)	<b>Refused</b>
<b>17/00531/DISC1</b> Suite 1 Harley House Mill Fold Way Ripponden	Submission of details to comply with conditions to permission 17/00531 nos. 2, 3, 4, 6, 8, 9, 10 and 11	<b>Partially Complied With</b>

**14.2. Planning Enforcement**

None

**The meeting closed at 9.30pm**

**Standards Committee Meeting  
held on Wednesday 14<sup>th</sup> February 2018**

Cllr M Smith chaired the meeting

**Present:-** Cllr Naylor, Cllr Russell

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

Absence – Cllr Carter

**2. To approve the Minutes of the meeting held on Wednesday 11<sup>th</sup> October 2017**

**SC2017-008 Resolved in a motion** by Cllr Naylor and seconded by Cllr Russell that the Minutes be accepted as a true and correct record of the meeting held on Wednesday 11<sup>th</sup> October 2017.

**3. To review the Standing Orders regarding the procedure for reporting absences from Meetings with any recommendations reported back to Full Council for approval**

The Clerk provided details of the statutory requirements detailed in the Local Government Act 1972, a sample list of how other neighbouring Town & Parish Council's record absences and a copy of the NALC – How to be a Good Councillor guide for references. She also confirmed that for the six consecutive month rule on absences the Parish Council is required to have a mechanism for recording absences.

The Meeting agreed that in line with all the samples councils looked at, absences should be recorded in the Minutes of the Parish Council for transparency and evidence of absence for the six month rule.

The Meeting went on to discuss if there was a requirement to amend the Standing Orders. The Meeting agreed that Standing Orders 3 s(ii) and 15 b(iii) needed to be amended.

**SC2017-009 Resolved in a motion** by Cllr Russell and seconded by Cllr Naylor that Standing Order 3 s (ii) be amended after 'present' to read absent with apologies and absent without apologies'.

**SC2017-010 Resolved in a motion** by Cllr Russell and seconded by Cllr Naylor that Standing Order 15 b(iii) be amended to add 'The following text will be included under Apologies on the Agenda of all Council Meetings:

'Cllr are reminded of the need to tender apologies to the Clerk with the reason, if they are unable to attend.'

**4. To discuss the renewal of the Parish Council's Insurance policy for 2018/19, with any recommendations reported back to Full Council for approval**

The Clerk provided copies of four quotes received. One from Zurich the current supplier and three from Came & Company with a recommendation of using Inspire - AXA.

There was a varying range of pricing from £889.40 plus £50 admin up to £1823.55 from Zurich. The Meeting compared the core cover, which confirmed that all quotes were very similar except for excess – Zurich £100 and the others £250.

The Meeting agreed that the lower excess did not compensate for the overall £900 difference in premium.

**SC2017-011 Resolved in a motion** by Cllr Russell and seconded by Cllr Naylor that the Committee recommends to Full Council the quote from Inspire – AXA for Insurance cover 2018/2019.

**5. Next meeting**

To be arranged at a later date

**The meeting closed at 8.40pm**

**Appendix 2**

**Communication Committee Meeting  
held on Tuesday 10<sup>th</sup> April 2018 at 7.00pm**

**CC2018-12 Resolved in a motion** by Cllr Moran and seconded by Cllr M Smith that in the absence of Cllr Russell, Cllr Potts should chair the meeting.

**Present:-** Cllr Moran, Cllr Potts, Cllr J Smith, Cllr M Smith, Cllr McCarley

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

Absence – Cllr Robins, Cllr Russell

Lateness – Cllr J Smith

**2. To approve the Minutes of the meeting held on Thursday 4<sup>th</sup> January 2018**

**CC2018-13 Resolved in a motion** by Cllr Moran and seconded by Cllr Potts that the minutes be accepted as a true and correct record of the meeting held on Thursday 4<sup>th</sup> January 2018.

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

The Clerk reported on the printing error that occurred in the Spring/Summer Newsletter. The meeting agreed the following procedures should be put in place to avoid this issue arising in the future:

- Wherever possible no dummy photographs will be used in draft copies.
- A proof should be received electronically from the printers prior to printing that will be circulated to all Communications Committee members for approval.
- The Clerk will check the print prior to forwarding on to Go Local.

It was also agreed that the credit given by Simprint should be used towards the printing cost for the Annual Report.

**4. Review the Committee Budget**

The Clerk provided details of the budget/actual expenditure as at 31<sup>st</sup> March 2018 for the Committee to review. It was noted that there was £688 left in the budget at the end of the financial year which will be carried forward to 2018/19 as per the budget resolution.

**5. Press Releases**

It was agreed that the press release for June would be the Garden Competition if there was nothing to report as regards to the progress of the Neighbourhood Plan. Cllr Moran agreed to write the draft press release which will need to go for Full Council approval on 3<sup>rd</sup> May.

**6. Office Window**

The Clerk reported that she had received four requests for window displays from local community groups. The meeting discussed how best to fit the displays into the schedule and the Clerk was asked to let the groups know the available dates.

Cllr J Smith arrived at 7.25pm

## **7. Welcome Booklet**

The Clerk reported that the booklet had been revised and 200 copies had been printed for distribution around the parish.

It was agreed that the booklet needed to be revamped and that this should be an Agenda item at the next meeting.

## **8. Update on the Commemoration Leaflet**

Cllr Potts received a telephone call from Cllr Russell during the meeting and she reported:

- She had spoken with Pauline Armitage who had letters and pictures of her grandfather who was listed on one of the war memorials. Mrs Armitage will provide copies to the Parish Council, she also advised that there had been a display regarding her grandfather at Bankfield Museum.
- She had compared the names on all the Memorials with the central list held by Calderdale Council and there were two extra names that needed to be looked into.
- She had spoken with Mrs Healey regarding the role of horses in the war and her Grandfathers operating table he designed to operate on horses in the field.

Cllr Moran advised that she had spoken with Mrs Rawlinson regarding her Grandfather and seen his Rishworth Welcome Home medal which had been presented to all returning soldiers to Rishworth from the Urban District Council.

Cllr McCarley reported that disappointingly there had been no response from the schools to his letter. He felt that the sub-committee needed to agree the structure of the booklet in order that progress could be made as to its size and also the allocation of work to members. It was agreed that a meeting needed to be arranged as soon as possible to progress.

The Clerk advised that there was to be a Neighbourhood Planning Committee within the next couple of weeks and perhaps the Sub Committee could meet on that evening afterwards. The Clerk will circulate the date once known.

The Clerk asked if the picture for the front cover could be agreed soon in order that the order of service could have the same picture. Cllr Moran suggested that the Rishworth Welcome Home medal could make a good front cover picture if a good electronic copy could be sorted.

The Clerk provided details of the 'There but not there' project.

The meeting agreed that the purchase of a sculpture should be fed back to Full Council. Cllr Moran agreed to speak with the Church to see if there would be a place for the sculpture after Remembrance. The main sculpture is 6ft tall and costs £750. There are also small Perspex/glass soldiers for £29.99.

## **9. Annual Report**

It was agreed that the format would be the same as last year – a condensed single sheet A4 double sided and folded to A5. Cllr Potts agreed to draft the initial Report and asked that the publisher version be forwarded onto him by the Clerk. The Clerk said she would also provide details of the Parish Council 2017/18 objectives and the 2018/19 objectives: The grants awarded for 2017/18 and anything else that she felt would be relevant.

It was agreed that a view of the snow in the Parish would be a good picture for the front cover and the Clerk was asked to put a request on Facebook to see if any resident had a picture that could be used.

The Clerk advised that the Annual Report would need Full Council approval on Thursday 3<sup>rd</sup> May.

**10. To approve any spending from the Communication Committee**

None

**11. Date of next meeting**

To be arranged at a later date

**The meeting closed at 7.50pm**

**Appendix 3**

**Neighbourhood Planning Committee Meeting  
held on Tuesday 19<sup>th</sup> June 2018 at 7.00pm**

Cllr Potts chaired the meeting

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

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

Absence – Cllr Robins, Cllr Russell

**2. To approve the Minutes from the meeting held on Monday 21<sup>st</sup> May 2018**

**NPC2019-04 Resolved in a motion** by Cllr Johnson and seconded by Cllr Potts that the Minutes be accepted as a true and correct record of the meeting held on Monday 21<sup>st</sup> May 2018.

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

Dr Smales reported on his meeting two weeks ago with Mr Ratcliffe of Calderdale Council. He had left a copy of the draft plan with Mr Ratcliffe who agreed to get back with any comments as quickly as possible. Dr Smales advised that Mr Radcliffe had confirmed that the Parish Council would be responsible for the cost of printing the final approved plan. It was thought that around 200 should be printed.

Dr Smales also reported that Calderdale Council's Local Plan had been publicised and was due to go to public consultation 10<sup>th</sup> August 2018.

**4. To receive version 2 of the initial draft Neighbourhood Plan**

Dr Smales advised that he could not present version 2 to the meeting until comments had been received back from Mr Ratcliffe. The Meeting did however discuss the revised 'Allocated Housing Sites' included in the Local Plan. It was felt that the Neighbourhood Plan did not need to specifically refer to these sites and that more generic principles would be more appropriate i.e. criteria for materials, flood resilient housing etc.

Dr Smales circulated two front cover samples for discussion. The Meeting preferred the cover that included photographs of the parish, but felt that pictures of the four main churches should be included and maybe a new housing image. Dr Smales confirmed that he would tweak the draft and circulate to Committee members via e-mail for comments.

It was agreed that version 2 of the draft Neighbourhood Plan should be signed off at the next meeting mid-July to enable the draft plan to be distributed to all Parish Councillors with the Agenda for the Full Council meeting to be held on 26<sup>th</sup> July 2018. The Clerk would need the final initial draft by 19<sup>th</sup> July to enable Parish Council approval to be given on 26<sup>th</sup> July. The six week consultation process would then go live on Monday 30<sup>th</sup> July 2018 on the website and the Clerk would organise printing of the draft to enable this to be sent out to stakeholders.

**5. To discuss the next steps and any further actions required prior to the next meeting**

The amended front cover to be circulated to all Committee members via e-mail for comments as soon as possible.

The Clerk to obtain a new quote from Brookfoot Printing for the printing of the draft.

The questionnaire to accompany the six week Consultation needs to be drafted and circulated for approval prior to the next meeting. The Clerk should liaise with Cllr Potts to get the questionnaire on survey monkey and a link put on the front page of the website to go live 30<sup>th</sup> July. A pdf version of the draft plan should also be available on the website.

Approval of the stakeholder list should be an Agenda item at the next meeting.

**6. Any other Business**

Cllr Moran who attended as an observer asked Dr Smales if an assessment of the impact of the plan on other areas needed to be done. Dr Smales confirmed that this was an issue for the Local Plan not the Neighbourhood Plan, but neighbouring Council's and Authorities would be included in the stakeholder mailing list.

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

It was agreed that the next meeting should be Tuesday 17<sup>th</sup> July 2018 at 7.00pm.

**The meeting closed at 7.45pm**

# Receipts & Payments – 26<sup>th</sup> July 2018

## Payments:

Invoice Reference	Method		VAT	Total
19-040	Cheque	Ryburn United Community & Recreation Association		5000.00
19-041	Bank Transfer	Lloyds Bank	14.50	102.00
<b>Total</b>				<b>5102.00</b>

## Receipts:

Cash Book £45