

The 1095<sup>th</sup> Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 28<sup>th</sup> January 2016 at 7.15pm.

**Councillors Present:** - Cllr Johnson chaired the meeting.

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

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

Lateness – Cllr Naylor

**2. To accept the Minutes of the 1094<sup>th</sup> Meeting held on Thursday 14<sup>th</sup> January 2016**

**16234 Resolved in a motion** by Cllr Moran and seconded by Cllr J Smith that the Minutes be accepted as a true and correct record of the Meeting held on Thursday 14<sup>th</sup> January 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:**

E-mail confirmation had been received from the Alzheimer's Society regarding a Dementia Friendly Training session to be run at the Parish Council office on Thursday 4<sup>th</sup> February at 7.00pm.

A response letter had been received from Calderdale Council's Chief Executive acknowledging receipt of Cllr Watson's photographs and report concerning damage caused in Ripponden due to the Boxing Day floods.

A meeting notification letter had been received from Calderdale Council's Planning Services concerning the building rear of Upper Cross Wells, Lane Head Road, Ripponden. The application is to be heard by the Planning Committee on 2<sup>nd</sup> February 2016 at 2.00pm. The Clerk was asked to check that the Parish Council's comments to the application had been received by Calderdale Council.

The Clerk advised that a courtesy copy email had been received from Calderdale Council's tree specialist regarding the cherry tree at the memorial garden. The officer confirmed that he was working with the family to arrange an appropriate day to fell the tree and discuss a suitable replacement.

The Clerk informed the Meeting that a reply had been received from Mr Hoyle, lead officer for Asset Management at Calderdale Council, confirming his attendance at the Parish Council meeting to be held on 25<sup>th</sup> February. He also advised that he had no objections to discussing other potential sites for asset transfer, but would appreciate a list prior to the meeting so that he could research the sites. The Meeting agreed that discussion of potential Community Asset Transfer sites should be an Agenda item at the next meeting to be held on 11<sup>th</sup> February 2016.

The Clerk reported that she had contacted Fab Spider to obtain an update on the progress for the upgrade of the Parish Council website. An e-mail response had been received advising that work had not started because they had been waiting for the deposit to be paid. The invoice had now been received and once paid a test site would be available to the Council by mid-February.

A further e-mail had been received from a resident concerning Eccles Parlour, Soyland. The Clerk confirmed that she had contacted the three Ward Councillors for an update on any action.

An e-mail had been received from the Rotary Club of Sowerby Bridge, advising that the defibrillator is to be sited outside Simon Blyth Estate Agents on 6<sup>th</sup> February. The group are to arrange an official opening ceremony and familiarisation session to which the Parish Council will be invited.

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

**Cllr Watson** reported that following the previous meeting he had repaired the post and re-erected the dog waste bag dispenser at Mill Fold.

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

None

**5. Public Participation**

One resident attended the meeting in an observational capacity.

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

6.1. To approve the Quarterly Bank Reconciliation and Budget as at 31<sup>st</sup> December 2015

The Clerk advised that she had sent copies of the two reports to all Councillors with the Agenda

**16235 Resolved in a motion** by Cllr Watson and seconded by Cllr Robins that the Parish Council approves the quarterly bank reconciliation.

Cllr Naylor arrived at 7.30pm

**16236 Resolved in a motion** by Cllr J Smith and seconded by Cllr Potts that the Parish Council accepts the Budget report as at 31<sup>st</sup> December 2015.

6.2. To approve the Communications Committee's February press release

**16237 Resolved in a motion** by Cllr Robins and seconded by Cllr Hunt that after a minor amendment the Parish Council approves the Communications Committee's February press release.

**The Clerk reported that:**

An e-mail had been received from Cllr Holden thanking the Chairman and the Parish Council for its support and assistance in the flood relief organisation, following the Boxing Day floods. Cllr Holden also requested that if considered appropriate by the Parish Council, would the Chairman be willing to give evidence at one of the hearings to be held as part of the commission to be launched by Calderdale Council. Cllr Carter clarified that Cllr Holden chaired the Flood Committee for Calderdale Council set up to share information. Cllr Johnson agreed to speak to Cllr Holden to establish what would be expected at the hearing and report back at the next meeting.

The Clerk advised the Meeting that Cllr Hunt had recently contacted her on behalf of a resident, who wanted to request a grit bin for Hill Croft. The Clerk confirmed that she had forwarded this onto Calderdale Council and that a response had been received advising that the request would be added to the waiting list for consideration. Cllr Hunt was asked to relay the information onto the resident.

A resident had visited the office to advise the Parish Council that the pedestrian crossing barrier at the traffic lights outside its office had become loose. The Deputy Clerk had reported this to Calderdale Council who has since confirmed that the e-mail had been logged and passed to the contractors for repair work to be done. Cllr J Smith advised that the barrier was hazardous to pedestrian and as such asked if the Clerk could request that the matter be dealt with as a matter of urgency.

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

The Deputy Clerk had circulated a copy of the schedule for 'Go Local' articles to all Councillors for information. Cllr McCarley explained the significance of the schedule and asked that if Councillors had any comments would they let the Committee know.

The Clerk requested that consideration be given as to suitable dates for the Annual Assembly. The Meeting agreed that the Clerk should endeavour to book the Community Centre for either 25/26<sup>th</sup> April or 9/10/11<sup>th</sup> May 2016.

The Clerk brought to the attention of the Meeting a recent Halifax Courier article concerning the Ryburn Valley Greenway project which omitted to inform readers that part funding for the feasibility study had been provided by the Parish Council.

**Cllr J Smith** advised the Meeting that she was to attend the Town & Parish Council liaison group meeting on 2<sup>nd</sup> February, a large part of which would be concerning the recent floods. She asked if other than election costs had Councillor's any matters to raise. The following items were agreed, could the Calderdale Council Senior Management Team 'emergency on call list' be circulated to all Parish Council's, the draining of reservoirs as a preventative measure for flooding, the refurbishment of Mill ponds such as Rishworth to alleviate potential flooding and details of the emergency plans in place to deal with flooding.

**Cllr Watson** reminded the Meeting that he was to represent the Parish Council at a forthcoming planning appeal for Barkisland Pinfold. He asked if another Councillor could look through his written report to ensure its clarity. Cllr Russell agreed that she would do this. Cllr Carter requested that a copy of the historical information be saved in the Parish Council records for future references.

**Cllr Potts** asked if the Minutes of the Community Market Committee meeting held on 1<sup>st</sup> December 2015 could be included in the Minutes of this meeting.

**16238 Resolved in a motion** by Cllr Robins and seconded by Cllr McCarley that the Minutes of the Community Market Committee meeting held on 1<sup>st</sup> December 2015 be included in the Minutes of this meeting.

**Community Market Committee Meeting  
held on Tuesday 1<sup>st</sup> December 2015 at 7.00pm.**

Cllr Potts chaired the meeting.

**Present:-** Cllr Hunt, Cllr Johnson, Cllr McCarley, Cllr Moran, Cllr Robins

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

Absence: Cllr Carter

**2. To approve the minutes of the meeting held on Tuesday 3<sup>rd</sup> November 2015**

**CMC2016-11 Resolved in a motion** by Cllr Hunt and seconded by Cllr Robins that the minutes are accepted as a true and correct record of the meeting held on Tuesday 3<sup>rd</sup> November 2015.

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

None

The meeting agreed to discuss agenda item 5 next.

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

**Community Market Committee Meeting  
held on Tuesday 1<sup>st</sup> December 2015 at 7.00pm (continued)**

**5. To review the 2015 Christmas Lights Switch on**

The agenda item was discussed at length. The meeting agreed that although visitor numbers were fewer than last year at both the church service and lights switch-on there had been a good turnout on what was a wet night. Problems on the M62 had seen an increase in traffic in the village but this had gone some way to slowing down vehicles travelling along Oldham Road during the event. The Parish Council office had been busy and businesses that had opened during the event had had visitors to their premises.

The meeting agreed a number of points which needed to be taken on board and discussed when arranging next year's event.

The committee expressed its thanks to all those involved with the event and thank you letters would be sent to those who provided support and assistance. The meeting thanked Cllr McCarley for compering the event.

Cllr Moran expressed concern that the contractor responsible for the lights installation had only just rectified a number of problems and she felt that the Parish Council should request a reduction when the contractor's account was received.

Cllr Robins informed the meeting that a number of people had queried the absence of the Parish Council's Christmas banner. Cllr Robins confirmed that she informed them of the annual cost implications for erecting the banner.

Cllr Johnson informed the meeting that his chosen charity, Overgate Hospice, had carried out a bucket collection during the evening and this had raised £86.

Cllr Robins suggested that the Parish Council office window should be available for the Council's use throughout December to advertise such events as the lights switch-on.

Cllr Moran left the meeting at 7.19pm

**4. To discuss the market to be held on Sunday 13<sup>th</sup> December 2015**

**i. Stalls**

The Deputy Clerk informed the meeting that the market site was at capacity and she had prepared a site plan with suggested stall allocations which was agreed by the committee. The Deputy Clerk would email all stallholders with a site plan and inform them that there would be a Cllr on site from 9.00am to allow for setting up.

The meeting agreed that Santa's grotto should be sited at the bottom of the surgery car park to encourage parents to walk through the market.

West Yorkshire Police would be informed that they could have a presence at the market to promote crime prevention.

The meeting agreed that plans to use the bus layby for additional stalls would not go ahead.

The Deputy Clerk informed the meeting that she was waiting to hear back from Cllr Carter as to whether she would require a soup kettle for the mulled wine and if she wished the Deputy Clerk to purchase the Christmas selection packs for Santa's grotto.

Cllr Robins expressed concern that monies raised from the refreshment stall went to a charity which was not the Chairman's charity of choice.

**ii. Advertising and publicity**

Cllr Johnson informed the meeting that he had delivered a banner to Calderdale Council and this had now been erected on the railings of the Ebenezer Church in Halifax.

Cllr McCarley, Cllr Johnson and Cllr Potts would put up the remaining banners at sites already identified.

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

**Community Market Committee Meeting  
held on Tuesday 1<sup>st</sup> December 2015 at 7.00pm (continued)**

The Deputy Clerk had prepared a set of A4 advertising posters for displaying in the grass verge on Halifax Road. Cllr Potts informed the meeting that he would prepare an additional set for Oldham Road Rishworth and put both sets in place.

The Deputy Clerk was asked to prepare parking signs to direct traffic to the car parks at Royd Lane and Mill Fold.

The Deputy Clerk would contact the schools to ask if they would be willing to send out SMS messages to promote the market.

**iii. Attractions**

Mr Harrop had confirmed that a number of scouts would be available to act as Santa's helpers. Cllr Johnson had obtained contact details for a face painting company and the Deputy Clerk would make enquiries regarding costs and availability and refer back to Cllrs via email.

The Deputy Clerk would contact Mr Atherton regarding the saxophone ensemble's appearance at the market.

**iv. Working parties**

The Deputy Clerk had prepared a schedule of tasks which Cllr Potts would present to Full Council when asking for Cllrs' assistance during the market. Cllr Naylor had informed the Deputy Clerk that he was unable to help during the market but would, as for other markets, put advisory parking notices on the windscreens of vehicles parked in the surgery car park.

**6. To approve any spending from the Community Market Committee**

**CMC2016-12 Resolved in a motion** by Cllr McCarley and seconded by Cllr Robins that expenditure is approved for:

The purchase of Christmas selection packs for Santa's grotto and wrapping paper of > £120.00

**7. Date of the next meeting**

The next meeting is to be arranged.

**The meeting closed at 8.03pm**

**Cllr Potts** reviewed the Community Market Committee meeting held on 18<sup>th</sup> January 2016, the main points being a review of the Christmas Market 2015, the market's future and Christmas lights. He also requested that discussion of the Communication's recommendations for both the future of the Market and Christmas lights be an Agenda item at a Full Council meeting in the near future.

**Cllr Naylor** informed the Meeting that Calderdale Council had been working on the drainage system at Coalgate Road, which is now to be fully diked. There has also been a meeting arranged between Calderdale Council and Yorkshire Water to discuss the reinstatement of the culvert in an attempt to prevent further flooding.

**Cllr Naylor** reported that as Chairman of the Ryburn Historical Society he would like to request use of the Parish Council office window for a one week display. The Meeting asked that he liaise with the Clerk to agree a suitable date. He also brought to the Meetings attention a recent article that stated that to date £1m had been spent by Calderdale Council to implement its 20mph speed limit policy. Recent data had shown that in areas other than Sowerby Bridge centre, the average speed of vehicles was 28mph.

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

**Cllr Carter** reported that the Environment Committee had met on the 27<sup>th</sup> January 2016 and had agreed to enter Yorkshire in Bloom for 2016 at a cost of £45. She also asked that the Parish Council considers setting aside a budget of up to £5000 to fund maintenance work at Ebenezer Graveyard. The Meeting agreed that this should be an Agenda item at a future meeting once the Environment Committee had costings and maintenance recommendations to report. Cllr Carter informed the Meeting that the Environment Committee was looking at organising a 'Clean-up for the Queen' event in March at Shaw Lane if Rishworth School would support the day. The Committee would also look at supporting the Guides who it is understood are to organise an event.

**Cllr Russell** reported for the Meetings information that the Good Citizen's Award panel had agreed a winner for 2015.

**Cllr McCarley** reported that over the Christmas period over 50 people and businesses had donated either money or items at the Parish Council office for the relief for flood victims at Hebden Bridge, Sowerby Bridge and Mytholmroyd. Two cars and a van had transported the item to relief centres.

**Cllr McCarley** asked if the Minutes of the Communications Committee meeting held on 3<sup>rd</sup> November could be included in the Minutes of this meeting.

**16239 Resolved in a motion** by Cllr Johnson and seconded by Cllr Robins that the Minutes of the Community Market Committee meeting held on 3<sup>rd</sup> November 2015 be included in the Minutes of this meeting.

**Communication Committee Meeting  
held on Tuesday 3<sup>rd</sup> November 2015 at 8.03pm**

**Present:-** Cllr McCarley chaired the meeting  
Cllr Johnson, Cllr Moran, Cllr Robins, Cllr M Smith

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

Absence: Cllr Potts, Cllr J Smith

The meeting was informed that Cllr J Smith was representing the Parish Council at a meeting of the Town & Parish Councils Liaison Group.

**2. To approve the minutes of the meeting held on Wednesday 14<sup>th</sup> October 2015**

Agenda item 4 Para 3 Cllr Robins informed the meeting that she felt that her comments had been taken out of context.

**CC2016-10 Resolved in a motion** by Cllr Moran and seconded by Cllr Johnson that the minutes are accepted as a true and correct record of the meeting held on Wednesday 14<sup>th</sup> October 2015.

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

Cllr M Smith invited Cllr Robins to discuss her concerns regarding Cllr absence. Cllr Robins explained to the meeting that information she had been given during Cllr training had led to her raising the issue. After providing the meeting with information regarding his recent absences, Cllr Smith informed Cllr Robins that he would be making no further comment.

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

**Communication Committee Meeting  
held on Tuesday 3<sup>rd</sup> November 2015 at 8.03pm (continued)**

**4. Promoting the work of the Parish Council**

The Deputy Clerk informed the meeting that she had amended the date of Remembrance Sunday on the Parish Council's Facebook page. The meeting acknowledged the need for accuracy when adding posts to Facebook.

The Deputy Clerk informed the meeting that the window cleaner had been unaware that the sign writing for Remembrance Sunday was on the outside of the office window and this had resulted in some water damage.

Cllr McCarley informed the meeting that the Remembrance Day window would have to be dismantled by 10.30am on the 12<sup>th</sup> November. A new window display for the market would be needed for 1<sup>st</sup> December and the Christmas tree would be going in the window on 14<sup>th</sup> December. Cllr Moran was asked to put together ideas for the window displays. The Committee members would be given details of window availability for use by local groups and organisations. The Deputy Clerk would let the Committee have full details of budget expenditure at the next meeting.

Cllr Moran was asked to put together a mock-up of the vinyl for the outer office door together with costings. Cllr Johnson reminded the meeting that health and safety implications would have to be considered if using the door for posters.

**5. Good Citizen Award**

Cllr Robins had distributed the Good Citizen Award posters and the Deputy Clerk was asked to put the poster with a short reminder of the closing date on Facebook.

**6. Website**

Cllr McCarley had, at a recent Full Council meeting, reviewed a meeting with Fab Spider regarding the Parish Council's website. The Parish Council had agreed that the website should be up-dated. Cllr M Smith informed the meeting that he and Cllr Naylor were to attend a YLCA meeting and they would ask YLCA whether there is a gold standard for parish council websites. Cllrs were asked to look at other parish council websites and report back to the committee, in the New Year, with suggestions for the website.

Cllr McCarley confirmed that the website up-date would not be paid for out of the Communication budget.

**7. Christmas Lights Switch-on**

Cllr McCarley reviewed a written report of the recent meeting with Bob Chapman, the contractor responsible for putting up this year's Christmas lights. Cllr McCarley discussed what issues had been raised and addressed during the meeting and informed Cllrs that it was too late to put up panels in other parts of the parish - this was something that would need to be addressed for 2016. The Deputy Clerk was asked to forward a copy of Cllr McCarley's notes to Mr Chapman for reference.

The meeting agreed that the switch-on ceremony should be carried out by the Parish Council's Chairman at the Memorial Garden. The Deputy Clerk was asked to invite the recipient of the 2014 Good Citizen Award, Mrs Diane Hall, to the event. Having attended the church service at St Bartholomew's Church, the Deputy Lieutenant and guest would attend the switch-on ceremony.

Cllr McCarley informed the meeting that Mr Chapman would provide a plunger for the switch-on ceremony, and Cllr Moran would provide a stand-by plunger and lights and generator to illuminate the area.

Cllr McCarley agreed to be MC for the evening and announce any crowd control issues.

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

**Communication Committee Meeting  
held on Tuesday 3<sup>rd</sup> November 2015 at 8.03pm (continued)**

The meeting agreed that there should be a meeting to brief all those involved in the evening with the date to be arranged.

The Deputy Clerk informed the meeting that Mr Atherton had asked for further details regarding a possible appearance by Calderdale Big Band. The meeting agreed that, if interested, the band could perform in either the Jubilee Gardens or the Memorial Garden, being mindful that if the Memorial Garden was used band numbers may have to be restricted to 6 because of limited space.

The Deputy Clerk would ask Louise Ciecialska to forward her original artwork to Simprint who would be asked to adapt the artwork for 5' x 3' landscape banners and send proofs to the Parish Council. Cllr M Smith informed the meeting that the banners for the lights switch-on would have too much information if adapted from the A5 flyer and the design should be simplified.

The meeting was informed that a number of landowners had agreed to display advertising banners on their land. It was agreed that Cllr Moran should obtain written permission from the landowners. The Deputy Clerk was asked to contact the manager at the Sowerby Bridge Tesco store to ask if a banner could be displayed on the store railings.

Cllr Robins and Cllr Moran would collect the banners from the office on Friday 13<sup>th</sup> November and these would be put up over the weekend. Cllr M Smith informed the meeting that he would be unavailable that weekend to assist.

The meeting agreed that Cllr Moran should distribute the flyers to schools and local Tourist Information Centres. Cllr Robins would distribute flyers around the village and display in the Parish Council's telephone boxes.

The Deputy Clerk would ask the local schools if they could send out SMS messages as previously discussed.

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

None

**9. Date of the next meeting**

The next meeting is to be arranged at a later date.

**The meeting closed at 9.20pm**

**Cllr McCarley** reviewed the Communications Committee meeting held on 18<sup>th</sup> January 2016, the main points being a review of the Xmas Fest event, Good Citizen's Award, Website, Press releases, the spring Newsletter and the Office window displays.

**Cllr Moran** reported that 2 to 3 street lights were not working at the side of the Milestone Public House. The Clerk was asked to report this to Calderdale Council.

**Cllr M Smith** reported that the significant increase in heavy goods vehicles using Elland Road was impacting on the safety of the bridge leading up to the junction in Ripponden. There are distinct signs of bowing and the parapet stones sinking. The Clerk was asked to write to Calderdale Council to request that safety checks are done as a matter of urgency.

Cllr Naylor advised that the increase in 8 wheeled vehicles going to Clock Face quarry was also a concern with the quarry now being used as a transfer unit. The Company now owned two sweepers that were employed full time to clean the access road. The Clerk was asked to write to the Environment Agency regarding this matter. Cllr Carter advised that she would provide a contact for the Clerk.

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

Cllr Johnson asked if the Minutes of the Civic Dinner Committee meeting held on 11<sup>th</sup> December could be included in the Minutes of this meeting.

**16240 Resolved in a motion** by Cllr McCarley and seconded by Cllr J Smith that the Minutes of the Civic Dinner Committee meeting held on 11<sup>th</sup> December 2015 be included in the Minutes of this meeting.

**Civic Dinner Committee Meeting  
held on Friday 11<sup>th</sup> December 2015 at 1.00pm**

The Clerk welcomed Cllrs to the meeting.

**Present:** - Cllr Carter, Cllr McCarley, Cllr Johnson, Cllr Moran, Cllr J Smith

**1. To elect a Chairman for 2015/2016**

**CD2016-01 Resolved in a motion** by Cllr McCarley and seconded by Cllr Moran that Cllr Johnson is appointed Chairman for 2015/2016.

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

Absence – None

**3. To discuss Entertainment Plans**

The Clerk confirmed that The Venue had been booked for Saturday 12<sup>th</sup> March 2016 and advised that it was now urgent that a band be booked for the event. Cllr Johnson led the discussion, reporting on his recent visits to hear a selection of local bands. Overgate Hospice had recommended a band used by the charity for its fundraising events called International Party Doctors who also regularly played at The Venue. The Clerk also informed the meeting of Cllr Naylor's concerns about the noise level of bands used at recent Civic Dinners.

**CD2016-02 Resolved in a motion** by Cllr Moran and seconded by Cllr McCarley that delegated powers be given to Cllr Johnson to book International Party Doctors for the Civic Dinner at a cost of £1000.

**4. To agree a Ticket Price and Menu to be recommended to Full Council at its next meeting on 17<sup>th</sup> December 2015**

After discussion, it was felt that the Civic Dinner should be self-financing. The Clerk had prepared a breakdown of expenditure from the 2015 Dinner and samples of income based on several different ticket prices and assumption of sales. The Clerk also reported that she had also spoken to The Venue and that the cost per head for the meal would be £27.

The Clerk advised that she had received a quote from Simprint for the printing of 350 invites and the cost would be £147.50 plus VAT.

**CD2016-03 Resolved in a motion** by Cllr J Smith and seconded by Cllr Moran that the Civic Dinner Committee recommends to Full Council that the ticket price be increased to £35.

The Clerk was asked to provide sample costing based on 150 and 200 guests for the Full Council meeting.

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

**Civic Dinner Committee Meeting  
held on Friday 11<sup>th</sup> December 2015 at 1.00pm (continued)**

The menu was agreed as:

**Starters** – Prawn & salmon fishcakes, salade Nicoise with smoked chicken, sliced tomato and mozzarella and mussels.

**Mains** – Roasted Mediterranean vegetable tart, fillet of salmon with lemon butter, spring chicken with herbs & sea salt and roast beef with Yorkshire pudding.

**Vegetables** – Oven roasted potatoes and melange of fresh vegetables.

**Desserts** – Chocolate profiteroles, sticky toffee pudding with custard and fresh fruit salad

**5. To agree a Colour Scheme/Theme**

**The Meeting agreed that the colour scheme would be red and black with touches of silver.**

Cllr Carter agreed to do the table decorations and Cllr Moran suggested an Overgate archway at the entrance made from red, black and silver balloons.

**6. Prepare a list of actions to be dealt with prior to the next meeting**

The Meeting agreed that the Clerk should liaise with the Deputy Clerk to produce samples of invitations for the next meeting.

Cllr Johnson confirmed that he would book the band and check regarding a deposit.

Committee members were asked to see if they could source raffle prizes.

**7. To approve any spending from the Civic Dinner Committee**

**CD2016-04 Resolved in a motion** by Cllr J Smith and seconded by Cllr McCarley that expenditure is approved for:

Deposit for booking a band to play at the Civic Dinner	<£450
--------------------------------------------------------	-------

**CD2016-05 Resolved in a motion** by Cllr J Smith and seconded by Cllr McCarley that expenditure is approved for:

350 x Invitation	£147.50 + VAT
------------------	---------------

**CD2016-06 Resolved in a motion** by Cllr J Smith and seconded by Cllr McCarley that expenditure is approved for:

Miscellaneous budget for the Clerk/Deputy Clerk	£150
-------------------------------------------------	------

**8. Date of next meeting**

The next meeting will be held on Friday 15<sup>th</sup> January 2015 at 1.00pm.

**The meeting closed at 1.55pm.**



**9. To receive correspondence (continued)****Matters arising from correspondence**

The Clerk was asked to acknowledge receipt of the invitation from Ryburn United and advise that the Parish Council would be delighted to send a representative to their 'Festiball' event.

Cllr Carter informed the Meeting that NABMA had received notification that large Christmas Markets are to be rated for Business Rates.

**10. To discuss and approve a Budget for 2016/2017**

The Clerk presented a draft budget for 2016/2017 based on the projected figures for 2015/2016. Copies of which had been sent to all Councillors with the Agenda for this meeting.

Cllr Hunt enquired as to how long was left on the lease for 107 Halifax Road. The Clerk was asked to check this and report back at a later meeting.

Cllr Robins suggested that the Parish Council should review the cost of cleaning of the office may be looking at reducing the number of times that the office is cleaned.

**16242 Resolved in a motion** by Cllr Naylor and seconded by Cllr J Smith the Parish Council approves a budget of £52,145 for 2016/2017.

**11. To approve the Parish Precept for 2016/2017**

**16243 Resolved in a motion** by Cllr Robins and seconded by Cllr M Smith that the Parish Council approves a Precept of £40,507 for 2016/2017, being a 6p annual increase for Band D properties.

Cllr Moran and Cllr Watson voted against the proposition. Cllr Carter abstained from the vote.

**12. To discuss Calderdale Council's proposed Traffic Regulation Order for Ripponden**

**16244 Resolved in a motion** by Cllr M Smith and seconded by Cllr Naylor that the Parish Council responds to the TRO Consultation and advise that officers had not fully consider the points raised in the Parish Council's original submission. Plan number 4 of 8 showed that intermittent double yellow lines are to be painted from the junction of Elland Road and Halifax Road down to Mill Fold Way on the right hand side. The Meeting still felt that this area should be fully covered by double yellow lines due to the congestions caused by parking.

The Clerk was asked to check if a copy of Cllr M Smiths original report had been retained that could be re-sent with the letter.

**13. To agree the Parish Council's External Audit arrangements in accordance with legislation changes**

**16245 Resolved in a motion** by Cllr Naylor and seconded by Cllr M Smith that the Parish Council remains opted in to the new Sector Led Body audit regime from 2017/2018.

**14. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement Issues****14.1. Planning Applications & Decisions****New plans for this meeting**

**Application No: 16/00040/HSE**

Officer: Sara Johnson

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

Applicant: Mr C Walker  
 Site: 55 Brig Royd Ripponden  
 Proposal: Two storey extension to side  
 History: N/a  
 Main Issues: PHA therefore acceptable in principle. Will be assessed against policy H2, BE1 and BE2 and NE16.

**RPC Comments:**

**16246 Resolved in a motion** by Cllr J Smith and seconded by Cllr Hunt that the Parish Council has no objections to this application, subject to the planning officer being satisfied that it complies with policy.

**Application No: 15/01688/HSE**

Officer: Steven Emery  
 Applicant: Mr C Wilcocks  
 Site: 16B Elland Road Ripponden  
 Proposal: Single storey side extension with decked area to south elevation

**RPC Comments:**

**16247 Resolved in a motion** by Cllr J Smith and seconded by Cllr Naylor that the Parish Council has no objections to this application.

**16248 Resolved in a motion** by Cllr Carter and seconded by Cllr J Smith that Standing Order 3(w) be suspended for 5 minutes to allow business to be completed

**Application No: 16/00011/HSE**

Officer: Sara Johnson  
 Applicant: Mr E Green  
 Site: 160 Halifax Road Ripponden  
 Proposal: Dormer to front and rear  
 History: N/a  
 Main Issues: PHA therefore acceptable in principle. Need to ensure complies with policy H2, BE1, BE2 and NE16.

**RPC Comments:**

**16249 Resolved in a motion** by Cllr M 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 complies with policy.

**Planning Decisions:**

<b>15/01049/DISC1</b> 5 Stones Drive Ripponden	Submission of information to Discharge Conditions on application 15/01049 - conditions 2, 3, 5, 8 and 9	<b>Partially Complied With</b>
<b>15/01603/HSE</b> The Delph Greetland Road Barkisland	Balcony and alterations to window openings at first floor to rear	<b>Granted</b>

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

- 14.2. Planning Enforcement

None

The meeting closed at 9.35pm