

The 1154<sup>th</sup> Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 31<sup>st</sup> May 2018 at 7.15pm.

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

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

Absence with apologies – Cllr Potts, Cllr Robins, Cllr Russell, Cllr J Smith, Cllr M Smith

### 2. To accept the Minutes of the 45<sup>th</sup> Annual Meeting held on Thursday 17<sup>th</sup> May 2018

Page 6281, Agenda item 9, Res. No 17132 - amend to read ‘...Cllr Potts and seconded by Cllr Russell’.

**17147 Resolved in a motion** by Cllr Moran and seconded by Cllr Hunt that after the above amendment the Minutes be accepted as a true and correct record of the Meeting held on Thursday 17<sup>th</sup> May 2018.

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

3.1. Motion to Rescind a Minute from the Meeting held on Thursday 3<sup>rd</sup> May 2018:

In accordance with the Parish Council’s Standing Order numbers 7 and 9(b), Cllr McCarley, Cllr Moran and Cllr Russell request that Minute 17111 be rescinded.

The Clerk advised the Meeting of the request and explained what this entailed. Cllr McCarley then went on to explain the reasoning behind the request. The Clerk also read out an e-mail from Cllr Russell, which outlined her reasons for considering the rescinding of the Minute.

**17148 Resolved in a motion** by Cllr McCarley and seconded by Cllr Moran that the Parish Council rescinds Minute 17111.

**17149 Resolved in a motion** by Cllr Naylor and seconded by Cllr Moran that the Parish Council reconsiders the grant application from Ryburn United Community and Recreation Association when more complete information had been received from the applicant.

The Clerk advised that the Parish Council should consider developing a Reserves Policy to give more clarity as to what reserves the Parish Council should retain and for what purposes. The Meeting agreed that this matter should be referred to the Standards Committee to discuss and report back to Full Council at a future meeting.

#### **The Clerk reported that:**

A response letter had been received from the Assistant Director of Neighbourhoods concerning Branch Road and Moselden Lane/Withens Lane. He advised that the Parish Council’s letter had been forwarded onto Mr Lee, the Assistant Director – Strategic Infrastructure. An e-mail had also been received from Highways Services providing a service request number.

A telephone call had been received from Highways Services regarding the streetlight at Back Lane/Halifax Road and its suitability for holding CCTV. The officer advised that only the steel sleeve and steel lantern would be replaced under the replacement LED project. If the Parish Council wanted to replace the concrete post the cost would be approx. £1000 since the top part was scheduled for replacement. The officer is to liaise with Mr Crossland and obtain an exact quote for the Parish Council. An e-mail was also received from Highway Services regarding Christmas lights for Soyland asking for specific locations in order that officers could check to

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

see when the installation of replacement lights are scheduled. The Clerk advised that the e-mail had been forwarded onto the Christmas Lights & Events Committee for location details.

The Clerk informed the Meeting that a response has been received from Calderdale Council concerning a prescribed footpath for Rishworth Mill Dam. The officer provided an application form and guidance notes, which have been forwarded onto Cllr Potts. The Clerk confirmed that Cllr Potts was to look into what this entailed and complete the form on behalf of the Parish Council.

An e-mail had been received from Planning Services concerning Land adjacent to Oaklea Manor. The officer advised that the owner had been in touch with the Council and would be submitting a retrospective planning application to remedy the alleged breach of planning control.

The Clerk reported that a response letter had been received from Highways England regarding diversion route signage. A copy had been provided to all Councillors present for information. The Meeting agreed that a thank you letter should be sent to Highways England with a request that they liaise with the Parish Council prior to a decision being taken regarding amended diversion routes in the parish. The Clerk was asked to pass a copy of Highways England's letter onto the three Ward Councillor and the Police.

An e-mail had been received from Craig Whittaker MP's office providing an update on Sat Nav systems. A copy had been provided to all councillors present for information.

The Clerk advised that an e-mail had been received from Deputy Chief Officer of Yorkshire Local Council's Association confirming that Parish Councils were no longer required to have a Data Protection Officer under the new regulations. However, the officer advised that the YLCA was still looking to provide the service as a matter of good practice but needed to know which Councils would be interested so that a costing for the service could be calculated.

**17150 Resolved in a motion** by Cllr Naylor and seconded by Cllr Carter that in principle the Parish Council was interested in the Data Protection Officer Service but this would be cost dependant.

**Cllr Naylor** raised concerns over the recent article in the Go Local advising that the Parish Council Office could be used as a collection point for plastic bottles for the St Bartholomew's poppy appeal. Cllr Moran explained that the main collection point was Stanley's Kitchen.

**Cllr Johnson** provided an update on the fly tipping on Rochdale Road. He confirmed that this had now been cleared by Calderdale Council.

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

None

**5. Public Participation**

None

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

6.1. To approve the Communications Committee Press Release

The Chairman thanked Cllr Moran for drafting the article at short notice

**17151 Resolved in a motion** by Cllr Hunt and seconded by Cllr McCarley that the Parish Council approves the Communications Committee press release.

**The Clerk reported that:**

A resident had contacted concerning a dead deer in the Ryburn River near Elland Bridge. The Clerk confirmed that she had spoken with the Neighbourhood Co-ordinator and Cllr Carter as Ward Councillor. Cllr Carter did speak with the landowner and the deer had been removed.

The Clerk advised that the Yorkshire Local Councils Association had provided revised model Standing Orders that needed to be considered when the Standards Committee next reviewed the Parish Council Standing Orders. It was agreed that the Committee should meet as soon as possible to look at any amendments.

The Clerk asked for meeting dates for the Standards, Environment and Communication Committee's. It was agreed that the Environment Committee meeting would be Tuesday 19<sup>th</sup> June at 8.00pm. The Clerk was asked to e-mail members for meeting dates for Standards and Communication Committee's.

The Clerk reported that the Vice-Chairman chain was in need of repair. The Clerk confirmed that she had spoken with Toll House Jewellers who advised that they were unable to do the repair work and that the chain would need to be sent to the supplier. Cllr Carter advised that she would potentially be in Birmingham in July and offered to drop the chain off at Vaughton's. The Meeting agreed that Cllr Carter should discuss the repair work with the supplier on her visit to Birmingham.

**Cllr Hunt** reported on the over grown vegetation opposite Willow Clough, Oldham Road, Ripponden. The Clerk was asked to report the matter to Calderdale Council. Cllr Hunt also advised that the plaque on one of the Parish Council benches had been vandalised. It was suggested that iron wool should remove the marks and Cllr Hunt was to try this. If this did not work then the matter needed to be referred to the Environment Committee.

**Cllr Hunt** informed the Meeting of the on-going issue of anti-social behaviour on Rishworth New Road near Hill Croft. Empty bottles of vodka were being thrown onto the verges. The Clerk was asked to refer the matter to the PCSO's.

**Cllr Naylor** asked Cllr Johnson if he could discuss speeding and overtaking past the Malthouse, Rishworth with the Inspector at his next meeting. Cllr Carter also said that she would raise the matter with the Community Safer Partnership.

**Cllr Naylor** reported that the inside kerb at the turning circle on Oldham Road had been churned up by HGV's trying to turn there. The Clerk was asked to notify Calderdale Council Highway Services.

**Cllr Moran** reported on the traffic chaos created by the temporary traffic lights on Halifax Road earlier in the week. She also advised that there was Japanese Knotweed and Balsam in the land behind the Parish Council office. The Clerk advised that she was in the process of reporting the matter to the landlord.

**Cllr Carter** reported that she had attended the Todmorden Mayor's Day, which had been a very interesting service in the ballroom of the Town Hall.

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

**Cllr Johnson** reported that that together with his Consort he had attended the Saddleworth Civic Sunday. He also advised that the pavement on Rochdale Road near Fountain Street/ Spring Street was being obstructed by cars parked inconsiderately. This was forcing pedestrians with prams to walk in the road.

**Cllr Johnson** informed the Meeting that his chosen charity for 2018/19 was Overgate and was looking to have the Civic Sunday Service in October at Barkisland.

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

Cllr Carter provided an update on funding for CCTV and the recent Safer Cleaner Greener meeting. She also provided further information concerning the temporary traffic lights on Halifax Road, recent issues with anti-social behaviour near the Co-op and asked that if Councillors were aware of any diversion issues to let her have the details and she would try to get them resolved. Cllr Johnson asked if there was any further progress in getting the Traffic Regulation Order implemented for Ripponden. Cllr Carter advised that she had received no update.

**8. To agree accounts for payment**

**17152 Resolved in a motion** by Cllr Naylor and seconded by Cllr McCarley that the accounts listed on the schedule with a total value of £2,171.56 be passed for payment.

**9. To receive correspondence**

**Correspondence**

St Mary's PTFA  
Yorkshire in Bloom

Fund Raising  
Invitation to 2018 Awards

**Information**

Calderdale Council  
Calderdale Council  
Calderdale Council  
Calderdale Council  
Clerks & Councils Direct  
Glasdson  
Running Imp  
Seafarers UK  
War Memorials Trust  
WY Police & Crime Commissioner  
YLCA  
YLCA  
YLCA  
YLCA

Meeting dates for 8<sup>th</sup> May to 18<sup>th</sup> July 2018  
Clifton Neighbourhood Plan Consultation  
Appeal decision – Loreli/Chapters, Nursery Lane  
Upper Valley Neighbourhood News - May  
May Magazine  
Street Furniture Magazine 2018  
Medal Brochure  
Merchant Navy Day 3<sup>rd</sup> September 2018  
Bulletin Magazine May edition  
Newsletter – May 2018  
NALC Bulletin no 18 & 21  
Shaping our future – Strategic Plan  
South Pennine Branch Meeting 13<sup>th</sup> June 2018  
Consultation – Unauthorised Developments & Encampments

**Invitations**

Mossley Town Council

Ladies Ascot Day 21<sup>st</sup> June 2018

**Agendas**

31/05/2018  
04/06/2018  
06/06/2018

Place Scrutiny Board  
Licensing & Regulatory Committee  
Licensing Sub Committee

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

The Clerk was asked to refer the Yorkshire in Bloom invitation letter to the Environment Committee.

Cllr Carter advised that she would read the Shaping Our Future Consultation information and report back to the Council. The Clerk was also asked to forward the details onto Cllr Naylor to raise at the next branch meeting.

**10. To approve the Policy & Procedure Documents for Compliance with the General Data Protection Regulations 2018**

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

**17153 Resolved in a motion** by Cllr Naylor and seconded by Cllr Hunt that the Parish Council adopts the Retention of Documents Policy.

**17154 Resolved in a motion** by Cllr Naylor and seconded by Cllr Hunt that the Parish Council approves the Information Asset Register.

**17155 Resolved in a motion** by Cllr Naylor and seconded by Cllr McCarley that the Parish Council approves the Information Audit.

**17156 Resolved in a motion** by Cllr Naylor and seconded by Cllr McCarley that the Parish Council adopts the Data Protection Policy.

**17157 Resolved in a motion** by Cllr Hunt and seconded by Cllr Naylor that the Parish Council adopts the Freedom of Information Policy.

**17158 Resolved in a motion** by Cllr Naylor and seconded by Cllr Moran that the Parish Council adopts the Subject Access Request Policy.

**17159 Resolved in a motion** by Cllr Naylor and seconded by Cllr Hunt that the Parish Council approves the General Privacy Notice.

The Clerk advised that a copy of this document needed to be published on the Parish Council website and asked if consideration could be given to having an update on the home page to provide a direct link to the document.

**17160 Resolved in a motion** by Cllr Hunt and seconded by Cllr Moran that the Clerk liaises with Fab Spider to develop a link on the home page of the Parish Council's website to the Privacy Notice.

**17161 Resolved in a motion** by Cllr McCarley and seconded by Cllr Carter that the Parish Council approves the Privacy Notice for Staff and Councillors.

**17162 Resolved in a motion** by Cllr Carter and seconded by Cllr Hunt that the Parish Council approves the Privacy Notice Template.

**11. To discuss the future of the Parish Council's Civic Dinner**

**17163 Resolved in a motion** by Cllr Naylor and seconded by Cllr Hunt that this Agenda item be held over until more Councillors are available to attend.

Cllr Hunt left the meeting at 8.55pm

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

**New Plans for this meeting**

Cllr Moran declared a personal interest in the next application

**Application No: 18/00525/HSE**

Site: Heights Barn Quakers Lane Sowerby Bridge  
 Proposal: Detached garage  
 Allocation: Green Belt, SLA, Public Right of Way – footpath 051.

**RPC Comments:**

**17164 Resolved in a motion** by Cllr McCarley and seconded by Cllr Naylor that the Parish Council has no objections to this application subject to the Planning officer being satisfied that it meets policies.

**Application No: 18/00510/HSE**

Site: The Mistal Firth House Barn Scammonden Road Barkisland  
 Proposal: First floor extension to side  
 Allocation: Green Belt, Public Right of Way - footpath 106, SLA

**RPC Comments:**

**17165 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: 18/00602/HSE**

Site: 3 Ringstone Barkisland  
 Proposal: Conservatory and raised patio area to side  
 Allocation: Green Belt, Wildlife Corridor

**RPC Comments:**

**17166 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: 18/20067/TPO**

Site: The Booth Wood Inn Oldham Road Ripponden  
 Proposal: Fell one tree (Tree Preservation Order)  
 Allocation: Green Belt, Wildlife Corridor, Special Landscape Area

**RPC Comments:**

**17167 Resolved in a motion** by Cllr Naylor and seconded by Cllr McCarley that the Parish Council has no objections to this application subject to the Planning officer being satisfied that it is good arboricultural practise.

**Application No: 18/00617/HSE**

Site: 5 Ringstone Barkisland  
 Proposal: Bi-fold doors and raised patio with balustrade to rear (Retrospective)  
 Allocation: Green Belt, Wildlife Corridor

**RPC Comments:**

**17168 Resolved in a motion** by Cllr Naylor and seconded by Cllr McCarley that the Parish Council has no objections to this application subject to the Planning officer being satisfied that it meets policies.

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

**Planning Decisions:**

<b>18/00374/HSE</b> 29 Stonelea Barkisland	Two storey extension to front and side	<b>Granted</b>
<b>18/00151/FUL</b> Land South East Of Hansel Fold Hansel Fold Barkisland	Construction of detached dwelling and removal of existing outbuilding (revised scheme to planning permission no 16/00810/FUL)	<b>Granted</b>
<b>17/00349/DISC1</b> The Grove Oldham Road Ripponden	Submission of details to comply with conditions on application 17/00349, No's 2, 4 and 5	<b>Partially Complied With</b>
<b>18/00577/FUL</b> Land Rear of 164 Halifax Road Ripponden	New dwelling (Amended red line to 17/01047/FUL)	<b>Withdrawn</b>
<b>18/00251/HSE</b> Quebec Farm Cliff Lane Ripponden	Single storey extension to front	<b>Granted</b>
<b>17/00530/NMA</b> 7 Ringstone Barkisland	Non material amendment to 17/00530/HSE - New windows to south elevation	<b>Granted</b>
<b>18/00307/HSE</b> 2 Brig Royd Ripponden	Two storey side extension	<b>Granted</b>
<b>18/00220/HSE</b> Burnside Lower Park Royd Drive Triangle	Removal of existing two storey flat roofed extension to facilitate two storey extension to side	<b>Granted</b>

**12.2. Planning Enforcement**

None

**The meeting closed at 9.10pm**