

The 1090th Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 5th November 2015 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

1. To accept apologies for absence and lateness

Absence – Cllr M Smith, Cllr Watson

2. To accept the Minutes of the Extra-ordinary meeting held on 14th October 2015 and the 1089th Meeting held on Thursday 22nd October 2015

16169 Resolved in a motion by Cllr Robins and seconded by Cllr McCarley that the Minutes be accepted as a true and correct record of the Extra-ordinary Meeting held on Wednesday 14th October 2015.

Cllr Naylor requested that the vote be recorded

Cllr McCarley, Cllr Johnson, Cllr Moran, Cllr Robins and Cllr Potts voted in favour

Cllr Naylor voted against

Cllr Carter, Cllr Hunt, Cllr Russell and Cllr J Smith did not vote since they had not been at the meeting.

16170 Resolved in a motion by Cllr J Smith and seconded by Cllr Hunt that the Minutes be accepted as a true and correct record of the Meeting held on Thursday 22nd October 2015.

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

3.1. To approve the payment of Calderdale Councils invoice in respect of the Parish Council's Election expenses

16171 Resolved in a motion by Cllr Naylor and seconded by Cllr Robins that the Parish Council approves the payment of Calderdale Council's invoice in respect of election expenses.

3.2. To discuss the Clerks report on outstanding Action and Correspondence

The Meeting agreed that several items should now be removed from the outstanding list.

The Clerk Reported that:

An e-mail had been received from Calderdale Council concerning the litter bin at the top of Elland Road. The officer advised that a new one would be fitted as soon as possible.

The Clerk informed the Meeting that Ms Taylor from the Alzheimer's Society had contacted and agreed that she would attend the Parish Council Meeting to be held on 3rd December 2015.

An e-mail had been received from Mrs Ascroft regarding her son's voluntary work for the Duke of Edinburgh award, she advised that he had now started working with Ryburn United Juniors and thanked the Parish Council for its assistance.

The Clerk informed the Meeting that Cllr Russell had contacted her regarding an alleged breach in planning at Bowers Cottage, Bowers Lane, Barkisland. The Clerk confirmed that she had reported the matter to Calderdale Council and had now received an acknowledgment reply advising that it would be investigated.

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

Cllr J Smith reported that the street light 178 at the junction of School Close/Elland Road was now working but light 179 was still out. The Clerk was asked to chase the matter up with Calderdale Council.

Cllr Hunt reported that the street lights at Rishworth Mill Lane were now all working. He also advised that the recent Rishworth litter pick went very well.

Cllr Potts informed the Meeting that a resident had contacted him concerning the street lights at Heyes Lane. Cllr Potts had been in touch with Calderdale Council to chase the matter up and all the lights were now working except one which he will follow up.

Cllr Naylor reported that the wall at Upper Firth House Mill, Hays Lane, Barkisland although reported to Calderdale Council approximately three years ago still had not been repaired. The Clerk was asked to chase the matter up.

Cllr Johnson reported that he had spoken to Calder Search and Rescue about a First Aid Course and they had offered to arrange a course early in the New Year if still required.

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 Parish Council's draft Press Releases for the Christmas Market, Litter Picking and Civic Sunday

16172 Resolved in a motion by Cllr J Smith and seconded by Cllr McCarley that after a couple of minor amendments the Parish Council approves the press release for the Community Market to be held on 13th December 2015.

16173 Resolved in a motion by Cllr Potts and seconded by Cllr Robins that after a couple of minor amendments the Parish Council approves the press release for the Civic Sunday.

16174 Resolved in a motion by Cllr Moran and seconded by Cllr Robins that the Parish Council approves the press release for the recent Rishworth litter pick.

6.2. To approve the draft Deed for Exclusive Right of Burial and Interment for Ebenezer Graveyard

Discussion took place as to the length of time the deed should be for. Cllr Naylor informed the Meeting that most private burial grounds provided 50 years. The Clerk advised that she had spoken to Calderdale Council who recommended 75 years. She had also looked at a sample of other Parish Council websites and most of them gave 75 years. The Meeting agreed that the deed should be valid for 75 years.

16175 Resolved in a motion by Cllr J Smith and seconded by Cllr McCarley that the deed for exclusive right of burial should be adopted by the Parish Council.

The Meeting also agreed that a review of the Ebenezer Graveyard charges should be undertaken by the Standards Committee and recommendations reported back at a future meeting.

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

The Clerk reported that:

A credit note had been received from British Gas advising that the Parish Council's electricity account was still in credit by £66.62.

An estimate for £679.00 had been received from Calderdale Council for the installation of the Christmas lights and tree. The Clerk was asked to query the charge for the tree and also costings for Rishworth and Barkisland.

Cllr Holden (Ward Councillor) arrived at 8.00pm

The Clerk informed the Meeting that a letter had been received from Yorkshire Internal Audit Services confirming that the interim audit had been undertaken and that there were no issues to report.

Cllr J Smith informed the Meeting that she had spoken to the owners at Clough Cottage concerning the overhanging Ivy and she had asked if this could be cut back. Cllr J Smith also reported that she had attended the Civic Sunday Service and the Rishworth litter pick.

Cllr J Smith reviewed the recent Town & Parish Council liaison group meeting and reported that she had raised the issue of the outstanding TRO for Ripponden and ANPR/CCTV cameras. The West Yorkshire Police & Crime Commissioner had also attended the meeting.

Cllr Carter advised that plans for the TRO were now moving forward and it was proposed that parking on Oldham Road would be extended to two hours. Mr Pitts from Calderdale Council had also offered to attend a future Parish Council meeting.

Cllr Robins asked if she would be able to attend a future meeting of the Liaison Group in an observatory capacity. Cllr J Smith advised that only one representative for each Parish Council could attend.

Cllr Moran raised concerns regarding the lack of reporting on the recent serious crime at White Hart Fold. Cllr Johnson agreed to raise this with Inspector Bairstow. Cllr Moran also reported that the flyers for the Christmas light switch on and Community Market were being distributed, but a 'plunger' was still needed for the switch on event.

Cllr Hunt reported that on the recent Rishworth litter pick and that he too had attended the Parish Council's Civic Sunday.

Cllr Robins reported that she had very much enjoyed the Civic Sunday. She also referred to the previous minutes and queried how the agreed funding for the upgrade of the website would be met. The Clerk advised that the funding would be met from reserves.

Cllr Potts asked if the Minutes of the Community Market Committee held on 14th October be included in the Minutes of this meeting.

16176 Resolved in a motion by Cllr McCarley and seconded by Cllr Robins that the Minutes of the Community Market Committee meeting held on 14th October 2015 be included in the Minutes of this meeting.

**Community Market Committee Meeting
held on Wednesday 14th October 2015 at 7.00pm.**

Present:- Cllr Potts chaired the meeting, Cllr Johnson, Cllr McCarley, Cllr Moran, Cllr Robins

1. To receive apologies for absence and lateness

Absence: Cllr Carter, Cllr Hunt

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

**Community Market Committee Meeting
held on Wednesday 14th October 2015 at 7.00pm (continued)**

2. **To approve the minutes of the meeting held on Tuesday 29th September 2015**

CMC2016-08 Resolved in a motion by Cllr Robins and seconded by Cllr McCarley that the minutes are accepted as a true and correct record of the meeting held on Tuesday 29th September 2015.

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

None

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

i. Stalls

The Deputy Clerk informed the meeting that a bread stall would be trading at the Christmas market. John Walker at Calderdale Council had been informed that stall numbers currently stood at 15 and, as usual, he would be kept up-to-date as things progressed.

The meeting agreed that 2 tables and 8 tables should be put out at the market subject to the weather on the day.

The Deputy Clerk was asked to liaise with Cllr Carter to ascertain whether she wished to run the refreshment stall and if so would mulled wine be served. It was suggested that mince pies should be on sale and any visitor to the market who bought a mince pie would be given a free glass of wine.

The Deputy Clerk would prepare a site plan and suggested stall allocation for the next meeting.

ii. Advertising and publicity

The Deputy Clerk informed the meeting that the proforma with details of the market had been returned to Chris Evans at Calderdale Council. The market would be promoted by Marketing Halifax in its forthcoming Christmas brochure which was to be distributed at the Halifax Christmas lights switch-on. Calderdale Council and Marketing Halifax had agreed to put the poster on their social media channels.

The market had been listed on the website 'wherecanwego.com' and submitted to Pulse Radio for inclusion on the station's events page.

The meeting agreed that the Deputy Clerk should contact Phoenix Radio to ask if they would be willing to promote the market.

The Deputy Clerk had adapted the poster to landscape layout prior to liaising with Simprint regarding banners.

The Parish Council was in receipt of the up-dated Xmas Fest logo and this would be added to the market poster and banner design.

The meeting agreed that a double-sided A5 flyer would be produced advertising the market and Christmas lights switch-on.

The Deputy Clerk had contacted Sue Rosborough to let the doctors' surgery have details of the Christmas market and Sue had confirmed that a banner could be displayed the week prior to the market.

iii. Attractions

The meeting was informed that Santa's presence at the market had been confirmed and Cllr Carter would be asked to ensure that the necessary DBS checks would be carried out prior to the market.

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

**Community Market Committee Meeting
held on Wednesday 14th October 2015 at 7.00pm (continued)**

Cllr Moran suggested that as Santa's Grotto appeared at many other venues and events in the build up to Christmas perhaps an alternative attraction should be considered.

The meeting agreed that Santa would be at the market and other ideas to attract children and their families would be considered. Cllr Moran informed the meeting that Disney's Frozen was still popular with young children and a character from the film might be something to consider. Cllr Robins suggested face painting. Cllr Moran and Cllr Robins were asked to make enquiries as to availability and costs of the suggested attractions and forward the information to the Deputy Clerk.

Cllr Johnson would organise the festive music and PA system.

iv. Working parties

Cllr Johnson and Cllr McCarley, if available, would put up market banners on the evening of the Christmas lights switch-on. The banners would be taken down at the end of the evening and returned to the office.

Cllr Robins informed the meeting that she would distribute posters in the village.

Cllr Potts, Cllr McCarley and Cllr Robins would put out the banners in the village prior to the market.

The Deputy Clerk was asked to contact Calderdale Council to ask whether there were any locations within Halifax where banners could be displayed and whether this would incur any cost.

Cllr Johnson informed the meeting that he would be available at 9.00am on market day, along with Cllr Potts, to assist with the setting up of Santa's grotto and refreshment stall.

Cllr McCarley would be available for some part of the market.

Cllr Johnson agreed to source and put in place police 'no parking' cones.

Cllr Naylor would be asked if he could put advisory parking notices on car windscreens parked in the Brig Royd surgery car park .

Cllr Hunt would be asked if he could assist with the clean-up at the end of the market.

Cllr Potts agreed to remove any banners locally. Cllr McCarley would, if applicable, remove any displayed in Halifax.

The Deputy Clerk would prepare the usual schedule of tasks for presentation at Full Council.

The Deputy Clerk was asked to liaise with Cllr Carter regarding gifts for Santa's grotto.

5. Christmas Lights switch-on

Cllr Robins had prepared a 'to do' list and she provided the meeting with information about which businesses had, to date, confirmed that they would be getting involved on the evening.

The meeting agreed that it would be beneficial for representatives of the Parish Council to meet with Bradford Council to discuss the lights installation, seek assurance that all lights will be installed and ready for the switch-on on 26th November and clarify how the switch-on procedure will be carried out. The Deputy Clerk was asked to contact Bradford Council to arrange a meeting.

The Clerk/Deputy Clerk was asked to ascertain from Calderdale Council whether the lamp post in Soyland is now secure and that a light panel can be attached.

The Deputy Clerk was asked to contact Calderdale Council to confirm whether it would be responsible for putting up the tree in the village and ask for clarification as to who would be responsible for attaching the lights.

Cllr Robins informed the meeting that the Christmas service prior to the lights switch-on was being organised by the Church.

The meeting agreed that the schools, including Ryburn should be asked to send out SMS messages on 17th and 24th November.

The meeting agreed that a knitted sheep could be displayed in the office window as part of the St Bartholomew's Sheep Trail which was taking place prior to the Christmas lights switch-on.

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

**Community Market Committee Meeting
held on Wednesday 14th October 2015 at 7.00pm (continued)**

The meeting agreed that Louise Ciecialska should be asked to amend the Xmas Fest flyer at a cost of £20 and the Deputy Clerk should forward a PDF version of the market poster to Louise to be used for the A5 flyer.

The meeting agreed that, through Louise, 2000 double-side A5 flyers should be printed at a cost of £75. An Economic Festive Fund Grant had been awarded by Calderdale Council and costs for artwork and printing of the A5 flyer would be paid from the fund.

Being mindful that an Extra-Ordinary meeting of the Parish Council had been called for 8.00pm the meeting agreed that this agenda item should be discussed further at the Communication Committee meeting.

6. To approve any spending from the Community Market Committee

None

7. Date of the next meeting

The next meeting is to be held on Tuesday 3rd November at 7.00pm

The meeting closed at 8.01pm

Cllr Naylor asked if the Minutes of the Environment Committee meeting held on 1st September 2015 be included in the Minutes of this meeting.

16177 Resolved in a motion by Cllr Carter and seconded by Cllr Moran that the Minutes of the Environment Committee meeting held on 1st September 2015 be included in the Minutes of this meeting.

**Environment Committee Meeting
held on Tuesday 1st September at 7.00pm**

Present: - Cllr G Carter chaired the meeting, Cllr Johnson, Cllr Moran, Cllr Hunt, Mr Hart (RIB), Mr Winrow (SIB)

1. To accept apologies for absence and lateness

Absence – Cllr Naylor, Mr Sofield (BIB), Mr Fisher (REG), Mr Harrop (CMBC), Mr Lister (PH2K)

2. Approve the Minutes of the meetings held on Tuesday 16th June 2015 and Thursday 23rd July 2015

ENV2015-10 Resolved in a motion by Cllr Moran and seconded by Cllr Hunt that the Minutes are accepted as a true and correct record of the meeting held on 16th June 2015.

ENV2015-11 Resolved in a motion by Cllr Johnson and seconded by Cllr Moran that the Minutes are accepted as a true and correct record of the meeting held on 23rd July 2015.

3. Matters arising from previous meetings

The Clerk read out a report received from Mr Harrop updating the Meeting on the repair of the planter at the bottom of Royd Lane, the bench at the entrance of Rishworth Mill Dam and closer working relations between Calderdale Council and Barkisland in Bloom.

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

**Environment Committee Meeting
held on Tuesday 1st September at 7.00pm (continued)**

The Clerk read out a letter from Ripponden in Bloom regarding the replacement of the bin at the top of Elland Road. The Meeting agreed that the replacement was necessary but would like a larger bin at the opposite side of the road. The Clerk was asked to contact Mr Harrop to progress.

A Letter had been received from Soyland in Bloom requesting a grant towards the refurbishment of Hob Lane/Lane Head, Soyland. The Meeting agreed that the Parish Council should approve a grant of £490.

The Clerk reported that three tickets had been purchased for the Yorkshire in Bloom Awards Ceremony and that Cllr Carter, Cllr Moran and Cllr Hunt would be attending.

4. Members Reports

Mr Winrow on behalf of Soyland in Bloom reported that in recent months work had been kept to a minimum with general maintenance of the current garden areas. Mr Winrow had also organised a grass cutter for Ebenezer graveyard on behalf of the Parish Council. Two grass cuttings had now taken place. The group are now starting work on their new refurbishment project for Hob Lane.

Mr Hart on behalf of Ripponden in Bloom reported that the group were currently looking for grants in the Calderdale area to finance the moving of the wall planter at Ripponden bus layby. The group have been weeding at the back of Royd Lane car park but felt that it needed a weed killer to eradicate the problem. The Clerk was asked to contact Mr Harrop to see if his team could do some weed killing in the area. Mr Hart advised that quite a bit of clearing up work had been done by the group at Mill Fold.

Cllr Hunt reported that there had been some fly tipping at the front of Baitings bridge approx. 200m up from Rishworth at the Causeway.

5. Michaelmas Show

Cllr Carter provided an update on preparation work for the Michaelmas show and this year's theme 'Commemorating the Battle of Waterloo'

Cllr Johnson reported on the decision to purchase new trophies for the show and a couple of designs were circulated for the Committee's approval. The Meeting agreed that option A with a central logo should be used.

The Clerk was asked to contact the church to ask if the Community Centre tables could be used once again.

6. Telephone boxes – Krumlin & Rochdale Road

The Clerk reported that the Krumlin telephone box had now been repaired that the decision had been taken to have the box locked to protect from any further damage. A quote had been requested from the joiner.

Cllr Johnson reported that the tarmac blocking access to the Rochdale Road box had now been cleared. The Meeting agreed that Councillors should have a site visit to discuss the future of the box and the feasibility of relocating the box to the centre of the village.

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

**Environment Committee Meeting
held on Tuesday 1st September at 7.00pm (continued)**

7. Refurbishment of Mill Fold Play area

It was agreed that since the item had been requested by Cllr Naylor it should be held over to the next meeting. Cllr Carter advised that she had a meeting with Yorkshire Water in the near future and would chase up the Parish Council's letter regarding a possible donation to the cost.

The Clerk was asked to contact the Neighbourhood Co-ordinator to enquire as to what equipment would be suitable and would it be possible for a representative from the Council to attend the next meeting to discuss the possibility of a working partnership. If the Parish Council financed the purchase would Calderdale Council install and maintain?

8. Rishworth Mill Pond

Cllr Hunt updated the Meeting with information as to the work done by Rishworth Environmental Group and Cllr Potts to progress this matter. An assessment of the area had been carried out and the group was looking into two potential grant options. Cllr Carter advised that potentially the sluice gate could be listed and it was agreed that perhaps the best way forward would be to organise a 'Friends of Mill Pond' group.

9. Discuss a Community Event – Ripponden Music Festival

Cllr Hunt introduced the possible future project and gave suggestions for organisation of the event, which could include local musicians performing at set sites around the village. Cllr Moran suggested that perhaps it could be organised in conjunction with a possible big screen event at Mill Fold or the weekend of the Tour de Yorkshire if it visited Ripponden again next year. It was decided to hold the matter over to the next meeting at which stage the route for the Tour de Yorkshire would be known. In the meantime it was agreed that Cllr Hunt should approach the owners of the Old Bridge Inn to see if they would be interested in hosting a music festival at their premises.

10. Refurbishment of Parish Council owned benches

It was agreed that to enable this matter to be progressed Councillors would individually visit the site of each bench and make a decision as to what action needed to be taken for each bench on the spreadsheet already compiled. The outcomes would be reported back at the next meeting.

11. Approve any spending of the Environment Committee

ENV2015-12 Resolved in a motion by Cllr Johnson and seconded by Cllr Hunt that the Committee approves the expenditure for:

A grant to Soyland in Blooms towards the
Refurbishment at Hob Lane/Lane Head <£490.00

12. To arrange the date of the next meeting

It was agreed that the next meeting should be held on Wednesday 21st October 2015 at 7.00pm.

The meeting closed at 8.50pm

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

Cllr Naylor reviewed the meeting of the Environment Committee held on 21st October 2015, the main points being the Michaelmas Show, Yorkshire in Bloom results, Hanging baskets for 2016, the refurbishment of Mill Fold Play area, Rishworth Mill Pond and the Council owned benches. Cllr Naylor asked that funding for play equipment be an agenda item at the next council meeting to be held on 19th November 2015.

Cllr Naylor reminded the meeting that it was the YLCA South Pennine Branch meeting on 11th November and asked if Councillors had anything to raise. It was agreed that lack of rural policing & funding and the progress of Stainland Parish Council status should be raised.

Cllr Robins asked if the Parish Council had any objection to her attending a future branch meeting to observe the proceedings. The Meeting had no objections to this request.

Cllr Russell reported on her attendance at the recent Planning Committee meeting, where she spoke on behalf of the Parish Council. She advised that the wind turbine application for land south of Green Holes farm had been refused by the Committee.

Cllr McCarley asked if the Minutes of the Communications Committee meeting held on 14th October 2015 be included in the Minutes of this meeting.

16178 Resolved in a motion by Cllr Potts and seconded by Cllr Moran that the Minutes of the Communications Committee meeting held on 14th October 2015 be included in the Minutes of this meeting.

**Communication Committee Meeting
held on Wednesday 14th October 2015 at 8.39pm**

Present:- Cllr McCarley chaired the meeting
Cllr Johnson, Cllr Moran, Cllr Naylor, Cllr Potts, Cllr Robins

1. To receive apologies for absence and lateness

Absence: Cllr J Smith, Cllr M Smith

2. To approve the minutes of the meeting held on Tuesday 29th September 2015

Agenda item 4 Para 1 amend to read Cllr Robins suggested

CC2016-09 Resolved in a motion by Cllr Potts and seconded by Cllr McCarley that, after amendment, the minutes are accepted as a true and correct record of the meeting held on Tuesday 29th September 2015.

3. Matters arising from the last meeting

Cllr Robins asked whether a response had been received regarding a Cllr's absence from committee meetings. The Deputy Clerk informed Cllr Robins that a response had not been received. Cllr Robin informed the meeting that she would raise the matter at the next committee meeting.

Cllr Moran questioned why the committee's approval for the change of name for the Parish Council's newsletter had not been minuted. The Deputy Clerk informed the meeting that specific reference to the name change had not been made during the meeting and this was something that would have to be presented to Full Council for discussion and approval.

Cllr Robins informed the meeting that while at a local business premises in Ripponden she had overheard a conversation during which criticism was made about the design and paper quality of a Good Citizen Award certificate which had been received by one of the 2014 award nominees. Cllr Potts reminded the meeting that the certificates had been agreed by

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

**Communication Committee Meeting
held on Wednesday 14th October 2015 at 8.39pm (continued)**

the committee. Cllr Robins informed the meeting that her suggestion had been that the certificates should be laminated.

4. Promoting the work of the Parish Council

Cllr Moran discussed the quality of the current window display. Cllr Potts asked Cllr Moran for suggestions to address her on-going concerns about the window displays. Cllr Moran suggested that for the forthcoming Remembrance Sunday one option would be to have vinyl poppy stickers in the office window to draw attention to the window.

Cllr Moran was asked to source details of vinyl stickers suitable for the Remembrance Sunday window display.

Cllr Moran brought to the Committee's attention the fact that a poster, listing forthcoming Parish Council events, had not yet been displayed on the office door despite the matter having been discussed and agreed by the Committee at the previous meeting. Cllr Robins expressed concern that work and tasks were not being completed in a timely manner despite the Parish Council having a full-time clerk and part-time clerk. The Deputy Clerk informed Cllr Robins that the Clerk is contracted to work 25 hours and the Deputy Clerk is contracted to work 5 hours and this did not equate to a full time role. The Deputy Clerk informed the meeting that in recent weeks a good proportion of her contracted hours had been spent attending committee meetings.

Cllr McCarley informed the meeting that the cost for an advertising screen in the office window would be approximately £1500 as a full flat screen TV would be required.

Cllr McCarley asked the Deputy Clerk to make the Parish Council's website an agenda item for the next meeting.

5. Good Citizen Award

The Deputy Clerk informed the meeting that two nominations had been received to date. The Deputy Clerk had prepared a draft poster to which a number of amendments were made. For the next meeting, the Deputy Clerk would print off a number of posters and these would be laminated as discussed at the previous meeting.

Posters would be displayed as usual on noticeboards and Cllr Robins informed the meeting that she would be willing to distribute posters around the village.

Following on from the earlier discussion about the Good Citizen Award certificates Cllr Naylor suggested that, with hindsight, the certificates might have been framed and presented to the 2014 recipients at the forthcoming Civic Sunday.

While discussing this agenda item the meeting agreed that it would be helpful for Cllrs to have a list of tasks that had been allocated at each committee meeting. The Deputy Clerk was asked to progress the matter.

6. November Newsletter

Cllr Moran informed the meeting that prior to the last Full Council meeting not all committee members had been aware that the earlier version of the newsletter had been amended and having compiled the newsletter she should have been afforded the courtesy of being informed that the format had been altered. Cllr Robins raised the point that as members of the Communication Committee, Cllrs should communicate with each other. Cllr McCarley apologised to Cllr Moran and other Cllrs who were unaware that the newsletter had been amended. Cllr Moran handed back responsibility for the preparation of newsletters and press releases to the Communication Committee.

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

**Communication Committee Meeting
held on Wednesday 14th October 2015 at 8.39pm (continued)**

7. Christmas Lights Switch-on

Following the agenda item being discussed during the earlier Christmas market meeting, the committee discussed further the plans for the Christmas lights switch-on.

Cllr Johnson discussed the safety of those attending the lights switch-on. The Deputy Clerk was asked to contact PCSO George Serban to ask if he would have a presence at the event. Cllr Johnson would liaise with PCSO Serban once his attendance had been confirmed.

Cllr Johnson would liaise with volunteers from Overgate Hospice who would be in attendance.

Cllr Johnson would source police 'no parking' cones.

Cllr Naylor would be asked if he could provide a number of sheep for the sheep-trail from the church.

Cllrs were asked if they knew where a 'plunger' could be sourced for the actual switch-on. The Deputy Clerk was asked to contact Mr Atherton to see if he could provide music. Cllr Johnson agreed to provide a PA system.

The meeting discussed the switch-on ceremony. Cllr Naylor suggested that a flat-bed truck, parked on the road, could be used as a temporary stage for the party involved in the switch-on ceremony. Cllr Moran was asked if she would be willing to contact Mr James Lumb to ask whether he would be able to lend such a vehicle.

The meeting agreed that if a flat-bed truck was not available, Jubilee Gardens should be considered for the ceremony. Cllr McCarley, Cllr Moran, Cllr Naylor and Cllr Robins would be asked to carry out a site visit at Jubilee Gardens.

The meeting agreed that Cllr Robins should approach the village bars, pubs and eateries to ascertain their plans for the evening.

8. To approve any spending from the Communication Committee

None

9. Date of the next meeting

The next meeting will be held on Tuesday 3rd November at 8.00pm.

The meeting closed at 9.48pm.

Cllr McCarley reported that he had attended the Civic Sunday and reviewed the meeting with the Calderdale Council's contractor for the installation of the Christmas lights. Cllr J Smith asked if a request could be made that in future years the panels were not installed within the vicinity of the memorial garden until after Remembrance Sunday.

Cllr Johnson thanked Councillors that had attended the Civic Sunday, feedback from which had been very positive. He also thanked the Clerk and the Deputy Clerk for all their hard work organising the event.

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

The Clerk read out a short report from Cllr Thornber, who advised the Parish Council that he was in discussion with Calderdale Council officers regarding the complaint received about Eccles Parlour and would respond to the resident. He also advised that he would be attending the Remembrance Sunday Services.

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

Cllr Holden informed the Meeting of the Scrutiny Panel meeting on 19th November which would be specifically discussing Community Asset Transfers. The Meeting agreed that Cllr M Smith should attend on behalf of the Parish Council.

Cllr Holden passed on compliments he had received from a resident regarding the Parish Council Remembrance Sunday window display. He also provided an update on lamp posts at Soyland and Moselden Lane issues.

Cllr Carter reported on the progress of the TRO for Ripponden, the order was to be advertised shortly with a view to being operational early next year.

Cllr Robins expressed concerns regarding long stay parking at Royd Lane car park. It was felt that this was affecting footfall within the village. Cllr Carter agreed to pursue the possibility of a deterrent sign with officers.

Cllr Naylor asked Ward Councillors if Todmorden Town Council was now to be charged for the use of Todmorden Town Hall, to bring the Council in line with the other local Parish Councils. Cllr Carter agreed to look into the matter and report back.

8. To agree accounts for payment

16179 Resolved in a motion by Cllr McCarley and seconded by Cllr Carter that the accounts listed on the schedule with a total value of £2,920.78 be passed for payment.

9. To receive correspondence**Correspondence**

Calderdale Council	TTRO Stansfield Mill Lane, triangle
Mr Craine	Inconsiderate parking on Rochdale Road
Mr Firth	Enforcement 14/60464
Chris Harris DLL	Thank you for Civic Service
Mrs Higgins	Thank you for Civic Service
Mrs Nicholson	Street light issues Scammonden Road
Mr Pratt	Over-hanging vegetation Jubilee Gardens

Information

British Legion	Receipt for contribution to Poppy Appeal
Calderdale Council	Amendments to Committee List 2/11 to 2/12/2015
Calderdale Council	Deployment of CEO's
Calderdale Council	Sowerby Bridge Re-surfacing feedback
Clerks & Councils Direct	November Magazine
Cllr J Smith	Notes from T & PC Liaison Group meeting
NABMA	Newsletter 28 th October 2015
NABMA	Great British Market Awards 2016
North Bank Forum	Sector Support Update 23rd & 30th Oct and 4 th Nov
WY Police & Crime Commissioner	November Newsletter
WY Police & Crime Commissioner	Safer Communities Fund Oct 2015
YLCA	South Pennine Branch Meeting 11/1115

Agendas

05/11/15	Use of Resources Scrutiny Panel
06/11/15	Licensing Sub Committee
09/11/15	Governance & Business Committee
10/11/15	Adults, Health & Social Care Scrutiny Panel

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

Cllr Carter advised that inconsiderate parking on Rochdale Road was now a policing priority.

The Clerk was asked to contact Mr Firth and confirm that the Parish Council will monitor the situation. It was also agreed that copy of the e-mail should be forwarded to the Ward Councillors.

Cllr Holden asked if a copy of Mrs Nicholson's letter could be forwarded to him for investigation.

The Clerk was asked to notify Calderdale Council of Mr Pratts e-mail regarding overhanging vegetation.

Cllr Johnson reported that he had received a personal thank you from the Deputy Lieutenant regarding the Civic Sunday Service.

10. To discuss the West Yorkshire Police & Crime Commissioner's Safer Community Fund

Cllr Robins asked that this item be held over to a future meeting. In the meantime the Clerk was asked to circulate a copy of Cllr Robin's e-mail to all Councillors.

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****Application No: 15/20144/TPO**

Officer: Keith Grady
 Applicant: Persimmon Homes Ltd
 Site: Land between 48 and 50 Rylands Park Ripponden
 Proposal: Prune one tree (Tree preservation order)
 History: Various application submitted to prune trees both within public open spaces and private gardens, Works considered to be good management been supported
 Main Issues: The amenity value of the tree and what impact the works will have on the character and appearance of the area, and in view of the assessment whether or not the works are justified in view of the reason put forward for the works.

RPC Comments:

16180 Resolved in a motion by Cllr J Smith 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 good arboricultural practise.

Application No: 15/01377/HSE

Officer: Steven Emery
 Applicant: Mr J Lumb
 Site: Smithy Fold Farm Withens End Lane Rishworth
 Proposal: Extension to east elevation to form swimming pool
 History: 13/00840 - Extension to East elevation to form swimming pool (refused and dismissed at appeal)
 Main Issues: The application would be assessed against section 9 (Green Belts) NPPF and BE1 and BE2 of the RCUDP.
 The extension for this application has been reduced by 5m.

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

RPC Comments:

16181 Resolved in a motion by Cllr J Smith and seconded by Cllr McCarley that the Parish Council objects to this application on the grounds that it is over intensive use of the site and that it is inappropriate development in Green Belt.

Application No: 15/01314/FUL

Officer: Steven Emery
 Applicant: Mr P Eastwood
 Site: Building rear of Upper Cross Wells Lane Head Road Ripponden
 Proposal: Conversion of garage and outbuilding to a two storey dwelling
 History: 09/01623 - Change of Use of Curtilage Buildings to Create One Residential Dwelling (withdrawn)
 10/00589/COU - Domestic Accommodation for Family Member (application returned)
 11/00760 - New pitched roofs on curtilage buildings (refused)
 Main Issues: The application would be assessed against section 9 (Green Belts) NPPF and BE1, BE2 and T18 of the RCUDP.

RPC Comments:

16182 Resolved in a motion by Cllr Hunt and seconded by Cllr Moran that the Parish Council has no objections to this application.

Planning Decisions:

15/01273/HSE The Wells Cross Wells Road Ripponden	Two storey extension to rear	Granted
15/01213/FUL Grange Cottage Smithy Clough Lane Ripponden	Conversion and extension of existing annex to form dwelling (revised scheme to 15/00096/FUL)	Granted
15/01198/HSE Brookfield Stainland Road Barkisland	Conversion of existing garage, extensions and garages at basement and ground floor levels with new bedroom extension and balcony at first floor, new roof terraces and new roof configuration	Granted
15/01136/HSE Ellis Bottom Farm Mill Fold Way Ripponden	Proposed replacement of existing Conservatory with Orangery	Granted
15/01074/FUL Land South Of Green Holes Farm Coal Gate Road Ripponden	Installation of 1no small scale 85kw Endurance wind turbine (36.55m to blade tip)	Refused
15/00716/HSE The Grove Oldham Road Ripponden	Construction of a 3 bay garage with a room over and hardstanding to front	Withdrawn

11.2. Planning Enforcement

None

The meeting closed at 9.20pm