

The 1125th Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 6th April 2017 at 7.15pm.

Councillors Present: - Cllr J Smith chaired the meeting.

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

1. To accept apologies for absence and lateness

Absence – Cllr Hunt

The Chairman thanked Cllr Johnson for chairing the meeting on 23rd March 2017. Her absence was due to a personal issue that arose at short notice.

2. To accept the Minutes of the 1124th Meeting held on Thursday 23rd March 2017

16686 Resolved in a motion by Cllr Potts and seconded by Cllr Robins that the Minutes be accepted as a true and correct record of the Meeting held on Thursday 23rd March 2017.

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

3.1. To discuss the Neighbourhood Policing Teams request for office access

16687 Resolved in a motion by Cllr Watson and seconded by Cllr McCarley that the Parish Council agrees in principle to the Neighbourhood Policing Team having access to the office and would be open to negotiation and discussion with senior officers to progress.

3.2. To consider whether the Parish Council should submit nominations for the Community Sport & Recreational Awards

Cllr McCarley declared an interest in this item as regards to Ryburn United.

16688 Resolved in a motion by Cllr Robins and seconded by Cllr Potts that the Parish Council submits suitable applications for the awards.

It was agreed that Cllr McCarley would speak with Barkisland Cricket Club, Cllr Russell with Ryburn United and Cllr Moran with Stones Cricket Club and liaise together to submit suitable applications.

3.3. To approve a budget to cover advertising for the Ripponden Dementia Awareness Day

16689 Resolved in a motion by Cllr Watson and seconded by Cllr Naylor that the Parish Council approves a budget of <£500 for the Dementia Awareness Day publicity.

The Clerk reported that:

An email had been received from Cllr Carter as Ward Councillor, forwarding information concerning the TTRO for Rochdale Road. The e-mail confirmed that the last bus would be escorted through the works by the contractor. Work has now been completed.

An email had been received from the Neighbourhood Policing Team's Chief Inspector advising that together with Inspector Bairstow, she would like to attend the Parish Council meeting on 29th June.

The Clerk informed the Meeting that unfortunately neither the Chairman nor the Vice-Chairman could attend the St Bartholomew's Church and Rishworth School fundraising event on Thursday 4th May. The Parish Council asked the Clerk to convey its apologies to the Church.

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

The Clerk advised that Stones Cricket Club had sent a photograph of the new Parish Council board installed at the club for the Council's records.

The Clerk reported that an e-mail had been received from the Venue confirming that the Parish Council had been reimbursed for two tickets for the Civic Ball, which had been cancelled at the last minute. The money had been credited to the bar bill leaving a nil balance for payment. The Clerk was asked to contact Rishworth School concerning the reimbursement.

An e-mail had also been received from Calderdale Council regarding the progress of CCTV for Ripponden. The officer reported that Mr Woodhouse had now retired and that she would be taking over responsibility for progress. Ms S Barker will be in touch shortly with an update.

4. To receive Parish Councillors declarations of Interest

Cllr McCarley for item 3.2. above.

5. Public Participation

None present

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

6.1. To approve the press release from the Communications Committee

16690 Resolved in a motion by Cllr M Smith and seconded by Cllr Naylor that after a couple of minor amendments, the press release for the Neighbourhood Plan be approved.

The Clerk reported that:

An e-mail had been received from Calderdale Council's Funeral Services advising that a request had been made to them from Williamsons Funeral Directors for a headstone for Ebenezer Graveyard. The Parish Council had no objections to this request and the Clerk was asked to notify Calderdale Council of the £300 fee.

An e-mail had been received from Ms Bower, the Guide leader asking if the Guide group could do the Remembrance Sunday window display this year. They are looking to design their own ceramic poppies. The Parish Council had no objections to this request and the Clerk was asked to liaise with the Guide leader.

The Clerk advised that the Annual Return 2016-17 had been received from PKF Littlejohn Auditors. She reported that the completed Return needed to be with the Auditors by 12th June. The Clerk had contacted to request an extension since the internal auditor would not be doing their audit until 6th June. PKF Littlejohn has agreed an extension to 26th June.

Cllr McCarley reported that he had attended the Ward Forum and the Annual Parish Meeting.

Cllr Naylor advised that he too had attended the Annual Parish Meeting.

Cllr Russell asked that the Minutes from the Communications Committee meeting held on 1st February 2017 be included in the minutes of this meeting.

16691 Resolved in a motion by Cllr J Smith and seconded by Cllr Potts that the Minutes of the Communications Committee meeting held on 1st February 2017 be included in the Minutes of this meeting. (See appendix 1).

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

Cllr Russell reviewed the Communications Committee meeting held on 15th March 2017, the main points being the summer Newsletter, Annual Report, window displays and photographs for publications.

Cllr Potts reported that he had attended the Annual Parish Meeting, Ward Forum and the Neighbourhood Planning Consultation event. He also advised that to date fifteen surveys had been completed on-line.

Cllr Moran reported that she had attended the Ward Forum and the Neighbourhood Planning Consultation event. She also provided an update on her enquiry to Calderdale Council concerning measures for reducing dog fouling in the area. Cllr Carter provided information from the perspective of Calderdale Council. The Clerk was asked to contact Calderdale Council to see if they could provide literature for a future window display.

Cllr Moran informed the Meeting of a recent article concerning the replacement of streetlights in the Calderdale area. She also asked if the Clerk could obtain some hard copies of the Countryside News update circulated by Calderdale Council and provided information to Cllr Potts concerning the cupcake day event on 15th May for Dementia Awareness.

Cllr Robins reported that she had attended the Ward Forum, Neighbourhood Planning Consultation event and the Annual Parish Meeting. She also asked if it would be possible for the Parish Council to send an official representative to future Ward Forums. The Meeting agreed that this should be added to the list of outside bodies for a representative to be approved at the Annual Meeting.

Cllr Robins provided a verbal report on her attendance with Cllr Watson at the recent public meeting organised by the two local MPs to discuss the planning application for Calder Valley Skip Hire.

Cllr Watson reiterated that he had attended the public meeting to support Cllr Robins.

Cllr M Smith asked that the Minutes from the Neighbourhood Planning Committee meeting held on 2nd March 2017 be included in the minutes of this meeting.

16692 Resolved in a motion by Cllr Potts and seconded by Cllr Russell that the Minutes of the Neighbourhood Planning Committee meeting held on 2nd March 2017 be included in the Minutes of this meeting. (See appendix 2).

Cllr M Smith reviewed the Neighbourhood Planning Committee meeting held on 29th March 2017, the main points being the election of a new Chairman, the MyCommunity Grant, the format for the Consultation drop in session and publication.

Cllr Johnson reported that he had attended the Ward Forum and the Annual Parish Meeting. He informed the Meeting that PC Sutton had attended the Ward Forum but members had been disappointed that no senior police officer had been there. An invitation was to be sent to the West Yorkshire police & Crime Commissioner to attend the next Ward Forum.

Cllr J Smith thanked Councillors who had attended the Civic Dinner proceeds from which amounted to just under £1000 for the Chairman's Charity. Together with her Consort she had attended the Ward Forum and Hebden Royd Civic Dinner, which had been a very interesting evening. Cllr J Smith reported that the Annual Parish Meeting had been well attended and thanked Councillors for their attendance. She had also helped with the Neighbourhood Planning Consultation event.

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

Cllr J Smith informed the Meeting of the damage caused to the war memorial railings, the Clerk was to take photographs and report the matter to Calderdale Council. She also reported that the office alarm box had been flashing as if 'activated' recently and felt that this should be reported to the alarm suppliers.

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

Cllr Carter updated the Meeting on the imminent closure of the Ripponden Post Office, the May Day Gala, the recent public meeting concerning the planning application for Calder Valley Skip Hire and recent environmental issues within the village.

8. To agree accounts for payment

16693 Resolved in a motion by Cllr Carter and seconded by Cllr Watson that the accounts listed on the schedule with a total value of £7,379.61 be passed for payment.

9. To receive correspondence

Correspondence

Post Office
Ms H Goulding

Ripponden Temporary Closure
Parish Councillor Survey

Information

Calderdale Council
Calderdale Council
North Bank Forum
YLCA

Planning Appeal Turner Top Farm, Pike End Road
Calderdale Countryside News
Sector Support Update –23rd & 30th March 2017
Digital Councils Event 25th May 2017

Invitations

Shaw & Crompton Parish Council

Civic Reception 6th May 2017

Agendas

12/04/2017

Use of Resources Scrutiny Panel

Matters arising from correspondence

16694 Resolved in a motion by Cllr Naylor and seconded by Cllr Russell that the Parish Council sends a letter to the Post Office Ltd to enquire as to whether Barkisland Post Office could be upgraded to provide a more extensive service.

The Clerk was asked to put details of the Post Office closure on Facebook.

The Chairman confirmed that she could attend the Shaw & Crompton Civic Reception.

The Chairman also reported that she had received two thank you letters from guests that had attended the Parish Council's Civic Dinner.

10. To discuss the Chairman's attendance at future Civic Functions outside the Parish

Cllr Moran asked for clarification as to the history behind the number of Civic functions attended by the Chairman of the Parish Council. A short discussion took place as to the merits of attending civic functions outside the area. It was agreed that the number of civic events attended should be reviewed in the forthcoming year. Cllr J Smith agreed to provide details of her Civic programme after the 18th May when her term of office ends.

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: 17/00295/LBC**

Case Officer: Steven Emery

Site: 1 Water Green Water Green Lane Soyland

Proposal: Replacement windows and removal of mullion window to create patio door to South elevation (Listed Building Consent)

Applicant: Mr A O'Mahony

Allocation: GB

History: None

Main Issues: The application would be assessed against NPPF section 12 and RCUDP policy BE14.

RPC Comments:

16695 Resolved in a motion by Cllr Johnson and seconded by Cllr McCarley that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it complies with policy.

Application No: 17/00283/LBC

Case Officer: Steven Emery

Site: Lower Cottage Rishworth Hall Rishworth New Road Rishworth

Proposal: Works to include removal of a first floor ceiling and re-opening of internal and external doorways (Listed Building Consent)

Applicant: Mr C Campbell

Allocation: GB, SLA

History: 16/01625/LBC - Internal and external damp proofing works (Listed Building Consent) - granted

Main Issues: The application would be assessed against NPPF section 12 and RCUDP policy BE14.

RPC Comments:

16696 Resolved in a motion by Cllr Robins and seconded by Cllr Watson that the Parish Council has no objections to this application.

Application No: 17/20023/TPO

Case Officer: Keith Grady

Site: Clarehill Coach Road Ripponden

Proposal: Re-coppice trees to ground level.(Tree Preservation Order)

Applicant: Mr C Smith

Allocation: Primary Housing Area, Wildlife Corridor

History: 10/20110/TPO – Fell 17 trees and prune two trees - Refused

Main Issues: The amenity value of the trees 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.

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

RPC Comments:

16697 Resolved in a motion by Cllr M Smith and seconded by Cllr Watson that the Parish Council objects to this application on the grounds that it is one of the few wildlife areas, amenity value to the community and not owned by the applicant.

Application No: 17/00086/FUL

Case Officer: Janine Branscombe
 Site: Land East Of White Hart Fold Rochdale Road Ripponden
 Proposal: Realignment of plot 10 (amendment to planning application 14/01428/FUL for ten dwellings)
 Applicant: Ashtree
 Allocation: PHA
 History: 14/01428/FUL - Ten detached dwellings (permit)
 Main Issues: The application will be assessed under the same policies as 14/01428/FUL with emphasis on BE1, BE2 and BE5 & T18.

RPC Comments:

16698 Resolved in a motion by Cllr Naylor and seconded by Cllr Robins that the Parish Council objects to this application on the grounds that it is too near the established trees, BE1, BE2 and BE5 & T18.

Application No: 17/00037/FUL

Case Officer: Steven Emery
 Site: Brown Hill Workshop Lane Head Road
 Proposal: Replacement of joiners workshop with two workshops (B2 use)
 Applicant: Mr P Windle (Windles)
 Allocation: GB, Village Envelope
 History: None
 Main Issues: The application will be assessed against NPPF sections 1 & 9 and RCUDP policies BE1 and EP8.

RPC Comments:

16699 Resolved in a motion by Cllr Naylor and seconded by Cllr M Smith that the Parish Council objects to this application on the grounds that it is not in keeping with the surrounding area, general design, protected Green Belt; NPPF 1 & 9; BE1 & BE2 and in the village envelope which is still Green Belt.

Planning Decisions:

15/00990/DISC1 Land Opposite 119 Rochdale Road Ripponden	Submission of information to Discharge Conditions on application 15/00990 - conditions 2 and 6	Partially Complied With
16/01142/NMA Pleasant View Scammonden Road Barkisland	Non Material Amendment to application 16/01142 - Addition of window to first floor	Granted
13/00050/DISC1 Land Rear Of Orchard Spring Elland Road Ripponden	Submission of information to Discharge Conditions on application 13/00050 - conditions 1, 2, 3, 4, 5, 6, 7 and 8	Partially Complied With

11. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement Issues (continued)**11.2. Planning Enforcement**

None

With this being her final meeting of her term of office, the Chairman thanked all Councillors for their support over the past year.

The meeting closed at 9.15pm

Appendix 1**Communication Committee Meeting
held on Wednesday 1st February 2017 at 7.45pm**

Present:- Cllr Potts, Cllr J Smith, Cllr M Smith

1. To receive apologies for absence and lateness

Absence - Cllr Naylor and Cllr Russell

2. To approve the Minutes of the meeting held on Wednesday 7th December 2016

CMC2017-16 Resolved in a motion by Cllr J Smith and seconded by Cllr M Smith that the minutes are accepted as a true and correct record of the meeting held on Wednesday 7th December 2016.

3. Matters arising from the last meeting**4. To review the quarterly budget and spending for the Committee**

The budget remains unchanged.

5. Spring/Summer Newsletter

It was agreed that possible topics for inclusion in the newsletter were Dementia Friendly Communities update; local community group news e.g. Ryburn United AFC season summary; Civic Ball review; Michaelmas Show; Annual Assembly; winner of Good Citizen's Award. Items will be forwarded to the Assistant Clerk to format in Publisher. The newsletter will need to be completed for approval at the FCM on 1st June in order to be ready to go out with the July/August edition of Go Local.

6. Press Releases

It was agreed that, in the penultimate paragraph of the Annual Assembly draft press release, 'ratepayers, the general public' should be replaced by 'local residents'.

CMC2017-17 Resolved in a motion by Cllr M Smith and seconded by Cllr J Smith that the Annual Assembly press release, with the above amendment, be presented, for approval, at Full Council Meeting (FCM) on Thursday 9th February.

It was agreed that the Assistant Clerk would pass the amended press release to the Clerk for inclusion on the agenda at FCM for approval, to be submitted to Go Local on Friday 10th February.

It was agreed that Cllr Potts would draft a press release providing a Dementia Friendly Communities Update, for approval at the FCM on 23rd February, to be included in the April Go Local. The Clerk will include the press release on the agenda for that meeting.

7. Office Window

The Civic Ball display will remain in the window until 6th March. It was agreed that Cllr M Smith would organise a Bowling Club display for 6th – 20th March, when the Annual Assembly display will be presented up until 30th March. The display will include approximately half a dozen A4 laminated sheets, posing some thought provoking questions pertinent to the Assembly. Cllr J Smith passed on some suggestions for the Assistant Clerk to put together.

It was suggested that an Easter window could be an option for April if the timing was not right for the Dementia Friendly Communities display.

It was agreed that the Assistant Clerk would confirm with Cllr Naylor that he would organise a History Society window for May.

8. Good Citizen Award

A winner had been selected by the panel and draft letters to nominators, nominees and the winner were presented to the Committee for consideration. It was agreed that the letters were all fine to be posted out without amendment, once printed on letter headed paper and signed by the Chairman.

9. Welcome Pack

The Welcome Pack has been printed and Cllr J Smith agreed to deliver a batch to all local estate agents and the library before the weekend.

The Committee thanked Cllr McCarley for his suggestions for the Welcome Pack. They were found to be useful and will be given consideration at the next review of the Welcome Pack.

10. Communications Strategic Plan

It was agreed that there was nothing to add to the Communications Strategic Plan at present and as such it need not be included on the agenda, until further notice.

11. Annual Report

It was agreed that the Clerk would put a request for the completion of Committee Chairmen reports to the FCM to be held on 9th February, with a deadline for FCM approval at the meeting on 22nd March. The assistant Clerk will put the reports together, on the template, for the FCM on April 20th.

It was also agreed that the Assistant Clerk would email the Schedule for the Annual Parish Report, along with the date of 20th April for FCM approval of the Annual Report (not May 4th as

indicated in the minutes from the meeting held on 7th December 2016) to the Communications Committee.

12. To approve any spending from the Communication Committee

CMC2017-18 Resolved in a motion by Cllr M Smith and seconded by Cllr J Smith that expenditure is approved for:

Engraving of the Good Citizen's Award £60+VAT

13. Any other business

Cllr M Smith requested that apologies for his absence at meetings, between 9th April and 6th May 2017, be passed on.

14. Date of next meeting

The next meeting will be held on Wednesday 22nd March 2017 at 7pm

The meeting closed at 8.28pm

Appendix 2

**Neighbourhood Planning Committee Meeting
held on Thursday 2nd March 2017 at 7.00pm**

The Clerk welcomed Cllrs to the meeting.

Present:- Cllr Carter, Cllr Potts, Cllr Russell, Cllr M Smith, Dr Smales

NPC2017-10 Resolved in a motion by Cllr Potts and seconded by Cllr Russell that Cllr M Smith Chair this meeting in the Chairman's absence.

1. To receive apologies for absence and lateness

Absence – Cllr Robins, Cllr Watson

2. To approve the Minutes from the meeting held on Wednesday 15th February 2017

NPC2017-11 Resolved in a motion by Cllr Potts and seconded by Cllr Russell that the Minutes be accepted as a true and correct record of the meeting held on Wednesday 15th February 2017.

3. Any Matters arising from previous Meetings

The Clerk reported that St Bartholomew's Church had been booked for Saturday 1st April 10.00am to 3.00pm. The Clerk was asked to contact the church to see if the time could be extended to 3.30pm.

Cllr Carter updated the Meeting on the progress of Calderdale Council's Local Plan.

Dr Smales provided copies of the draft notice regarding the initial consultation event. It was agreed that Parish Council owned photographs would be put on the notices to avoid copyright issues. The Meeting agreed that the notice should be published on the Parish Council website,

Facebook and Notice Boards. The Clerk was asked to print copies of the Notice to be distributed to as many outlets as possible in the Parish.

Cllr Russell will provide photographs to the Clerk

It was also agreed that the Parish Council Logo would be printed on all documentation.

4. To discuss the draft Consultation Strategy with the Parish Council's Consultant

It was agreed that the Clerk and Cllr Russell would meet up on Monday to complete the expression of interest form for the grant. Once passwords have been received then the form should be completed as far as possible and Dr Smales will assist with the more complex issues.

The three A1 information boards need to be purchased prior to 1st April and Dr Smales will amend the Hebden Royd templates and forward on to the Clerk. Photographs will be needed and these will be sent to Dr Smales once received from Cllr Russell.

It was agreed that the Communications Committee should be asked to draft a 250 word article for the April edition of the Go Local.

The Committee may also need to book a leaflet drop with Go Local for June – the survey will need to be redesigned into a A5 leaflet for this purpose.

Dr Smales provided survey information and Cllr Potts agreed to set the questionnaire up on survey monkey which will then be attached to both the Neighbourhood plan website and the Parish Council's own site.

The Clerk was asked to check about the availability of kitchen facilities and access to the crèche for the Consultation day.

It was agreed that three additional local workshops would be organised April to June to include Barkisland, Rishworth and a second in Ripponden. It was agreed that Barkisland Cricket Club would be a good venue, St Johns School Rishworth and Ripponden School. At a later stage the Committee will need to agree how best to consult with the elderly and children, Initial thoughts were Greenacres, Barkisland Old Peoples Welfare Committee, Scout & Guide groups and possibly a workshop at Ryburn High School.

5. To review the agreed Action Plan

Dealt with in item 4 above.

6. Any other Business

It was agreed that a representative from Calderdale Council be invited to future meetings after the initial consultation event.

7. To agree the Date of the next meeting

The next meeting was agreed as Wednesday 29th March at 7.00pm – Mr Smales said that it would be useful to visit the Church as part of the meeting. The Clerk was asked to contact Mr Burchill to see if this would be possible and also to invite him to attend the next meeting in case there were issues that needed to be clarified for the 1st April consultation.

The meeting closed at 8.05pm