

The 1149th Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 8th March 2018 at 7.15pm.

Councillors Present: Cllr Naylor chaired the meeting.

Cllr Carter, Cllr Hunt, Cllr Johnson, Cllr McCarley, Cllr Moran, Cllr Potts, Cllr Robins, Cllr Russell

1. To accept apologies for absence and lateness

Absence – Cllr J Smith, Cllr M Smith, Cllr Watson

2. To accept the Minutes of the 1148th Meeting held on Thursday 22nd February 2018

17041 Resolved in a motion by Cllr Moran and seconded by Cllr Johnson that the Minutes be accepted as a true and correct record of the Meeting held on Thursday 22nd February 2018.

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

The Clerk reported that:

An acknowledgement letter had been received from the leader of Calderdale Council concerning the Traffic Regulation Order for Ripponden. He advised that he had asked Highway Services to investigate and provide him with more detail in order that he could respond to the Parish Council's letter.

A letter had been received from Calderdale Council's Planning Services regarding land south of Loreli, Nursery Lane, Ripponden. The officer advised that the planning application had gone to Planning Appeal with a commencement date of 19th February 2018.

4. To receive Parish Councillors declarations of Interest

None

5. Public Participation

Two residents for Agenda item 14

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

The Clerk reported that:

An e-mail had been received from Festive Lighting asking if the Parish Council wanted a representative of the company to visit to discuss Christmas lights for 2018. The Meeting agreed that Cllr Johnson and Cllr Robins would meet with the company to discuss lighting. The Clerk was asked to contact Calderdale Council to enquire as to when replacement street lighting was scheduled for Soyland.

An e-mail had been received from a resident concerning future adverse weather planning. Cllr Moran, Cllr McCarley and Cllr Hunt reported that they too had received copies of this e-mail.

17042 Resolved in a motion by Cllr Russell and seconded by Cllr Robins that in light of the recent issues caused by the motorway closure, that the Parish Council writes to the leader of Calderdale Council and the Chief Executive to request electronic signage and additional gritting routes for Dyson Lane, Stones Drive, Rylands Park, White Hart Fold, Back Lane and Old Lane, to prevent resident parking on the main roads and facilitate ease of passage for vehicular travel.

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

17043 Resolved in a motion by Cllr Moran and seconded by Cllr Robins that the Parish Council writes to the Highways Agency to request clearer signage from diversion routes to and from the motorway since many drivers are not adhering to the route.

17044 Resolved in a motion by Cllr Russell and seconded by Cllr Carter that the Parish Council writes to the Chief Constable to thank the force for its deployment of officers during the recent motorway closure and request that she consult with the Highways Agency as to the feasibility of deploying officers as a preventative measure prior to future motorway closures of this scale.

The Clerk requested meeting dates for the Neighbourhood Planning and Communication Committees. It was agreed that Cllr Potts would provide his availability dates to the Clerk to enable a suitable date to be arranged.

The Chairman asked that Agenda item 10 be moved forward to allow a representative of Calderdale Council to address the Meeting.

10. To discuss the Calderdale Library Review and the Ripponden Library with a Representative of Calderdale Council

Ms Richardson introduced herself and provided a brief synopsis of the reasons for the current library review. There is currently a public consultation being undertaken on the 15 Community libraries provided by Calderdale Council one of which is Ripponden library. The Library Service will need to make £130,000 savings over the next two years. Ms Richardson provided handouts to the Councillors and asked for suggestions as to how the service could be improved, the feasibility of the library becoming a community/volunteer run library, other potential uses of the building in addition to being a library. The Meeting agreed that discussion of this should be a future agenda item bearing in mind the deadline for responses being 30th April 2018.

The Chairman thanked Ms Richardson for her attendance and she then left the meeting.

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

Cllr McCarley asked if the debris left from a recent car accident on Back Lane could be reported to Calderdale Council for removal.

Cllr Hunt asked for the Minutes from the Environment Committee Meeting held on 31st October 2017 to be included in the Minutes of this meeting.

17045 Resolved in a motion by Cllr Carter and seconded by Cllr Hunt that the Minutes of the Environment Committee meeting held on 31st October 2017 be included in the Minutes of this meeting. (See appendix 1).

Cllr Hunt reviewed the Environment Committee meeting held on 20th February 2018, the main points being the colour theme for Yorkshire in Bloom, Grants for the 'in Bloom' groups, refurbishment of the benches and hanging baskets for 2018.

Cllr Potts reported on the condition of Rishworth Mill Lane in the recent snow and continued issues with drivers using Sat Nav. He asked if it would be possible to arrange a site meeting between the Parish Council, residents and officers of Calderdale Council.

17046 Resolved in a motion by Cllr McCarley and seconded by Cllr Johnson that the Parish Council writes to the leader of Calderdale Council and the Chief Executive to request a site visit and for the Lane to be de-designated to enable it to be removed from Sat Nav routes.

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

Cllr Russell asked for the Minutes of the Standards Committee meeting held on 11th October 2017 to be included in the Minutes of this meeting.

17047 Resolved in a motion by Cllr Naylor and seconded by Cllr Carter that the Minutes of the Standards Committee meeting held on 11th October 2017 be included in the Minutes of this meeting. (See appendix 2).

Cllr Russell reviewed the Standards Committee meeting held on 14th February 2018, the main points being - two suggested amendments to the Parish Council's Standing Orders and discussion regarding the quotes for the Parish Council's Insurance 2018 and agreeing recommendations to be reported to Full Council.

Cllr Moran reported that a vehicle had crashed into the traffic lights in the centre of the village and that the bollard had been demolished. She also asked if Stones Cricket club could run their First Aid course in the Parish Council Office on 15th March 6pm - 9pm. The Meeting had no objections to this and the Clerk was asked to provide a spare office key to Cllr Moran to allow her to open up the office.

Cllr Robins reported that there was no light by the steps at Jubilee Garden. Cllr Carter advised that this was due to the steps not being an official right of way. Cllr Robins said that she would speak with Cllr Carter at the end of the meeting to seek clarification.

Cllr Naylor asked for the Minutes of the Civic Dinner Committee meeting held on 11th December 2017 to be included in the Minutes of this meeting.

17048 Resolved in a motion by Cllr Naylor and seconded by Cllr Carter that the Minutes of the Civic Dinner Committee meeting held on 11th December 2017 be included in the Minutes of this meeting. (See appendix 3).

Cllr Naylor reviewed the Civic Dinner Committee meeting held on 12th February 2018, the main points being – the raffle prizes and the evening programme.

The Chairman asked the Agenda item 14 be moved forward to allow two members of the public to address the Meeting on a planning matter.

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

New Plans for this meeting

Application No: 18/00193/HSE

Case Officer: Steven Emery

Site: Winterly Lower Park Royd Drive Triangle

Proposal: Remove existing flat roofed extensions to facilitate a two storey extension including roof terrace and balcony to west elevation.

Applicant: Mrs G Birkhead

Allocation: PHA, Bat alert

History: 10/00201/HSE Two storey rear extension (Amended scheme) permit; 10/01030/FUL Two storey detached stone dwelling –refuse; 13/00526/FUL Detached dwelling (Amended Red line) – permit; 14/00404/HSE Single storey extension to rear Permit 15/00322/HSE First floor extension to rear - permit

Main Issues: BE1 & BE2, NE16 Protection of protected species, T18 maximum parking allowance.

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

RPC Comments:

17049 Resolved in a motion by Cllr Hunt and seconded by Cllr Robins that the Parish Council has no objections to this application.

Application No: 18/00220/HSE

Case Officer: Sara Johnson

Site: Burnside Lower Park Royd Drive Triangle

Proposal: Removal of existing two storey flat roofed extension to facilitate two storey extension to side

Applicant: Mr J Coulter

Allocation: Bat alert

History: 79/02009/FUL Erection of extension to dwelling - permit

Main Issues: BE1 & BE2, NE16 Protection of protected species

RPC Comments:

17050 Resolved in a motion by Cllr Hunt and seconded by Cllr Moran that the Parish Council has no objections to this application.

17051 Resolved in a motion by Cllr Russell and seconded by Cllr McCarley that Standing Orders be suspended to allow two members of the public to address the Meeting.

The residents explained their issues with the following two applications concerning land South East of Hansel Fold regarding access rights.

17052 Resolved in a motion by Cllr Russell and seconded by Cllr Carter that Standing Orders be re-instated.

Application No: 18/00151/FUL

Case Officer: Steven Emery

Site: Land South East Of Hansel Fold Hansel Fold Barkisland

Proposal: Construction of detached dwelling and removal of existing outbuilding (revised scheme to planning permission no 16/00810/FUL)

Applicant: Mr R Doyle

Allocation: Green Belt, SLA, area above 250m

History: 16/00810/FUL Demolition of existing outbuilding and construction of detached single storey dwelling – permit

Main Issues: NE12 development within SLA, BE1 & BE2, EP14 protection of groundwater, GP2 location of development, GP1 encouraging sustainable development, GNE1 Containment of urban area, NPPF 9 & 7, EP20, EP20 & EP22.

RPC Comments:

17053 Resolved in a motion by Cllr Potts and seconded by Cllr Robins that the Parish Council objects to this application on the grounds that it is Green Belt development - NPPF 9, Policies BE1 & BE2, it is a Special Landscape Area, EP14 and GNE1.

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

Application No: 18/00157/VAR

Case Officer: Steven Emery

Site: Land South East Of Hansel Fold Hansel Fold Barkisland

Proposal: Variation of condition 13 on planning application number: 02/00457/CON – to enable use of vehicular access for management & maintenance of land

Applicant: Mr R Doyle

Allocation: Green Belt, SLA, area above 250m

History: 02/00457/CON Access to north-east of the site shall be permanently closed to vehicular traffic before development and retained thereafter.

Main Issues: SLA & Green Belt NPPF 9 & 7

RPC Comments:

17054 Resolved in a motion by Cllr Russell and seconded by Cllr Carter that the Parish Council objects to this application on the grounds that it does not comply with Green Belt policy NPPF 9 & 7 and as such the Parish Council does not support the variation being lifted.

Application No: 18/00125/HSE

Case Officer: Sara Johnson

Site: 27 Stones Drive Ripponden

Proposal: Single storey front and side extensions, two storey extension to rear Applicant: Mr Wylde

Allocation: Bat alert

History: None

Main Issues: NE16 Protection of protected species, BE1 & BE2

RPC Comments:

17055 Resolved in a motion by Cllr Robins and seconded by Cllr Hunt that the Parish Council has no objections to this application.

Cllr Johnson abstained from voting.

Application No: 18/00095/HSE

Case Officer: Sara Johnson

Site: Kitt Hill Farm Pike End Road Rishworth

Proposal: Single storey front extension (Revised Scheme to 17/00960)

Applicant: Mr & Mrs Crossland

Allocation: Green Belt, SLA, Wildlife Corridor

History: 06/00194/HSE proposed first floor and ensuite extension and single storey rear breakfast room extension – permit; 10/01537/FUL Agricultural storage shed – permit; 17/00960/HSE single storey front extension – refuse

Main Issues: BE1 & BE2, NE12 Development in SLA, Green Belt, street scene

RPC Comments:

17056 Resolved in a motion by Cllr Moran and seconded by Cllr Robins that the Parish Council has no objections to this application.

Application No: 18/00201/FUL

Case Officer: Sara Johnson

Site: Broad Hollin Farm 73 Hollin Lane Ripponden

Proposal: Proposed agricultural building to house farming equipment

Applicant: Mr R Wall

Allocation: Green Belt, area above 250m

History: 12/982/FUL Proposed mixed use storage building and regrading of land to form menage – refuse; 13/00220/FUL Multi purpose building for storage of

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

agricultural equipment, animal feed and bedding, plus livestock and horse stabling and regarding of land to form manege – permit; 13/01129/HSE Single storey extension to South elevation – permit.

Main Issues: BE1 & BE2, BE5 & T18

RPC Comments:

17057 Resolved in a motion by Cllr Carter and seconded by Cllr Russell that the Parish Council objects to this application on the grounds that there is no justification, over intensive use of the site, general design and the development is not sustainable on the land area available.

Application No: 18/00203/FUL

Case Officer: Claire Dunn

Site: Thorn Tree Farm Cottage Green Lane Ripponden

Proposal: Restoration and extension of disused cottage to form a dwelling

Applicant: Mr G Barraclough

Allocation: Green Belt, Bat alert, area above 250m

History: None

Main Issues: BE1 & BE2, NE16 Protection of protected species

RPC Comments:

17057 Resolved in a motion by Cllr Potts and seconded by Cllr McCarley that the Parish Council objects to this application on the grounds that it is inappropriate Green Belt development.

Application No: 18/00184/HSE

Case Officer: Steven Emery

Site: Knoll Top Krumlin Road Scammonden Road Barkisland

Proposal: Porch to North elevation and orangery to East elevation

Applicant: Mr & Mrs Whittaker

Allocation: Green Belt, Bat alert

History: 12/00997/HSE Detached garage (Retrospective) (Amended Scheme to 11/01232) – permit PC object over intensive & inappropriate use of site

Main Issues: BE1 & BE2, NPPF9

RPC Comments:

17058 Resolved in a motion by Cllr Hunt and seconded by Cllr Johnson that the Parish Council has no objections to this application subject to the Planning officer being satisfied that it meets policy.

Planning decisions:

18/90001/ELC

Land Adjacent To
Upper Arkin Royd
Farm Pike End
Road

Maintenance to overhead power line

**Raise No
Objections**

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

<p>17/00807/HSE Hutch Royd Farm Long Causeway Rishworth</p>	<p>Proposed internal & external alterations including alterations to some window openings to existing farmhouse. Conversion of attached barn to form ancillary accommodation with swimming pool. Conversion of attached stables to form granny annexe. Formation of lean to wood store to existing garage including alterations to garage roof to form a pitched roof.</p>	<p>Granted</p>
<p>17/00808/LBC Hutch Royd Farm Long Causeway Rishworth</p>	<p>Proposed internal & external alterations including alterations to some window openings to existing farmhouse. Conversion of attached barn to form ancillary accommodation with swimming pool. Conversion of attached stables to form granny annexe. Formation of lean to wood store to existing garage including alterations to garage roof to form a pitched roof. (Listed Building Consent)</p>	<p>Granted</p>
<p>17/01137/LBC Griffin Inn 57 Stainland Road Barkisland</p>	<p>New external and internal fire doors (Listed Building Consent)</p>	<p>Granted</p>
<p>17/00856/LBC Rishworth Congregational Church Long Causeway Rishworth</p>	<p>Listed Building Consent is sought for the conversion of listed church to dwelling comprising internal and external alterations which include the construction of a detached garage. (Amended Scheme) (Listed Building Consent).</p>	<p>Granted</p>
<p>17/00855/FUL Rishworth Congregational Church Long Causeway Rishworth</p>	<p>Conversion of listed church to dwelling comprising internal and external alterations which include the construction of a detached garage. (Amended Scheme)</p>	<p>Granted</p>
<p>17/00531/NMA Suite 1 Harley House Mill Fold Way Ripponden</p>	<p>Minor material and design revisions to the elevations</p>	<p>Non Material Amendment Approved</p>
<p>18/20011/TPO 3 Ringstone Barkisland</p>	<p>Prune three trees (Tree Preservation Order)</p>	<p>Granted</p>

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

17/01418/FUL Land South Of Fairways Lower Park Royd Drive Triangle	Detached dwelling (Amended plans)	Granted
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14.2. Planning Enforcement

None.

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

Cllr Carter had nothing to report but did ask if the Parish Council had anything that it wanted to raise with the Police Crime Panel. The Meeting agreed that Cllr Carter should raise the issue of the Police working with the Highways Agency to prevent the traffic issues caused by the snow and M62 closure happening again.

8. To agree accounts for payment

17059 Resolved in a motion by Cllr Carter and seconded by Cllr Russell that the accounts listed on the schedule with a total value of £5,918.02 be passed for payment.

9. To receive correspondence

Correspondence

Friends of Sowerby Bridge
Railway Station
Mr Swallow

WW1 Memorial Appeal
State of windows at Ripponden Library

Information

Broxap
Calderdale Council
Calderdale Council
Clerks & Councils Direct
North Bank Forum
Cllr M Smith
WY Police & Crime Commissioner
YLCA
YLCA

Brochure 2018/19
Notes from T & PC Liaison Group meeting 6/2/2018
Open Day – Mytholmroyd Flood Alleviation Scheme
March Magazine
Sector Support Update 16th February & 1st March 2018
Notes from Neighbourhood Planning Event
March Newsletter
NALC Bulletin 9 and briefing note on GDPR
South Pennine Branch Meeting 14th March 2018

Invitations

Hebden Royd Town Council

Mayors 1960 Charity Event 28th April 2018

Agendas

08/03/2018
12/03/2018
14/03/2018

Flooding Scrutiny pane
Governance & Business Committee
Strategy & Performance Scrutiny Board

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

It was agreed that the letter from Friends of Sowerby Bridge Railway Station should be an Agenda item at the next meeting. The Clerk was asked to contact the group to enquire as to whether there were railwaymen from Ripponden and Rishworth to be included on the memorial.

The Clerk was asked to forward Mr Swallow's letter to Ms Richardson at Calderdale Council.

11. To approve the Standard Committees proposed amendments to Standing Orders

17060 Resolved in a motion by Cllr Russell and seconded by Cllr Naylor that the Parish Council's Standing Order 3s (ii) be amended to read -'the names of councillors present, absent with apologies and absent without apologies' and to Standing Order 15b (iii) add: 'The following text will be included under Apologies on the Agenda of all Council Meetings: 'Cllrs are reminded of the need to tender apologies to the Clerk with the reason, if they are unable to attend.'

The vote was - 5 in favour: 4 against

12. To approve the Parish Council's Insurance provider for 2018/19

Cllr Russell provided background information about the recommendation from the Standards Committee.

17061 Resolved in a motion by Cllr Russell and seconded by Cllr Robins that the Parish Council accepts the Insurance policy from Inspire/AXA for 2018/19.

13. To consider a Grant application from Ryburn United AFC received under the Local Government Act 1972 S137

The Clerk advised that due to the amount requested this could not be considered under S137 but the Parish Council did have the power to approve a grant for recreational facilities at its discretion.

The Meeting agreed that the application did not provide sufficient information to make an informed decision.

17062 Resolved in a motion by Cllr Robins and seconded by Cllr Moran that the group be invited to a future meeting to explain their plans and funding.

The meeting closed at 9.29pm

**Environment Committee Meeting
held on Tuesday 31st October 2017 at 7.00pm**

Cllr Hunt chaired the meeting

Present: - Cllr Carter, Mr Hart (RIB), Mr Winrow (SIB), Mr Sofield (BIB), Mrs Mitchell (CMBC)

1. To accept apologies for absence and lateness

Absence – Cllr Moran, Cllr Naylor, Cllr Potts, Mr Fisher (REG)

2. To approve the minutes of the meeting held on Wednesday 30th August 2017

ENV2017-26 Resolved in a motion by Cllr Hunt and seconded by Cllr Carter that the Minutes be accepted as a true and correct record of the meeting held on Wednesday 30th August 2017.

3. Matters arising from previous meetings

The Clerk advised that she had received a second e-mail from the resident at Greenacres regarding a litter bin near the school. Mr Hart advised that Ripponden in Bloom had been monitoring the type of litter since the last meeting and had found that it was mainly takeaway litter. Cllr Carter asked if Mrs Mitchell could look into how frequently the rubbish was being collected from public litter bins around the villages since there seemed to be more periods when the bins are full to overflowing especially in Barkisland and Ripponden. The Clerk advised that Cllr Naylor had also reported issues with the litter bin on Shaw Lane being overflowing with dog waste. Mrs Mitchell confirmed that she would monitor the situation and feedback at the next meeting.

The Clerk reported that an e-mail had been received from a resident with concerns about Japanese Knotweed along the riverbank near Mill Fold. Mrs Mitchell advised that she would obtain owner details.

The Clerk advised that Cllr Watson had tidied up the Krumlin Telephone Box and secured it for the winter. She also provided details of the repair kits that can be obtained to fix the broken pane. The Meeting agreed that this should be referred back to Full Council to approve spending.

4. Members Reports

Cllr Carter reported that she had obtained a contact number for the customer services officer at Tescos to arrange a photograph once the Mill Fold Play area plaques had been put up.

Mrs Mitchell on behalf of Calderdale Council advised that she had nothing new to report that wasn't already covered by the Agenda.

Mr Hart on behalf of Ripponden in Bloom reported that the group had been replanting the tubs and planters around the village for the winter. There had been a general tidy up and the group had been monitoring the litter dropped around Greenacres. Mr Hart also informed the meeting that there had been a couple of incidents of rubbish being burnt in the Mill Fold Children's play area, but didn't think the impact carpet had been damaged. Mrs Mitchell advised that she hadn't been aware of this but would get her team to check. She also confirmed that a monthly inspection did take place by playground inspectors.

Mrs Winrow on behalf of Soyland in Bloom reported that the group had been working a couple of times this month refurbishing and replanting the tubs around Soyland, Hob Lane had been tidied up and the grass cut back at the junction. Ebenezer Graveyard had also been tidied up for the winter. A small Christmas tree was to be lit up in the Soyland Telephone box for Christmas and then the fern project would be undertaken early in the New

Year. Cllr Carter asked if consideration could be given to a suitable site for a large Christmas tree for 2018.

Mr Sofield on behalf of Barkisland in Bloom reported that all the benches had been painted and the tubs/troughs around the war memorial refurbished for Remembrance Sunday. The group had replaced 5 of the tubs in the village and the rest would be sorted early in the spring. A group member still goes into the school on a regular basis for the gardening club and the stone walls around the village repaired where necessary. The group will be having a stall at the Barkisland fete to raise essential funds.

5. To review the Committees budget and expenditure & agree the budget for 2018/19

The Clerk provided copies of the budget and expenditure for the Committees references. The Committee discussed plans for the refurbishment of the remaining benches and new notice boards in the forthcoming year.

ENV2017-27 Resolved in a motion by Cllr Carter and seconded by Cllr Hunt that the Committee recommends to Full Council an increase to the budget to £6000 for 2018/19.

6. Update on the outside Tap for Ripponden Library

The Clerk reported that she had contacted Calderdale Council for an update and had been advised that there had been a delay due to sorting out how to invoice the Parish Council. This should be dealt with in the next couple of weeks.

7. Review of the Michaelmas Show

The Clerk provided a spreadsheet detailing the number of entries and entrants over the past two years. Discussion took place as to the venue and the Meeting agreed that the Conservative Club was the only suitable hall to hold the show within the parish. It was also agreed that the schedule should be re-vamped with the assistance of Mrs Marns, Mrs Bell and Mrs Holden early in the spring.

ENV2017-28 Resolved in a motion by Cllr Carter and seconded by Cllr Hunt that the Ripponden Conservative Club be provisionally booked for late September 2018 for the Michaelmas Show.

8. Refurbishment of Whiteley Park

The Clerk advised that following the recent site visit, a quote had been received from Calderdale Council for new swing seats and a cricket panel at a cost of £450. Mrs Mitchell confirmed that the park was otherwise in good order. All the equipment would be jet washed once the swing seats were in place. She also advised that areas of wild flowers were to be sown in the spring to provide colour.

ENV2017-29 Resolved in a motion by Cllr Carter and seconded by Cllr Hunt that the purchase of the new equipment be recommended to Full Council.

9. Refurbishment of Parish Council owned benches

Mrs Mitchell reported that the benches in Ripponden Memorial Garden had been refurbished by her team. The Clerk provided amended costing from Cllr Naylor's contact for the benches by the library. Disappointingly this had increased to £80 per bench. The Clerk asked Mrs Mitchell if her team could take a look and what would the cost be for them to do the refurbishment. Mrs Mitchell agreed to take a look and report back at the next meeting.

10. To approve spending from the Environment Committee

None

11. To arrange the date of the next meeting

It was agreed as Tuesday 20th February 2018 at 7.00pm

The meeting closed at 8.05pm

Appendix 2

Standards Committee Meeting held on Wednesday 11th October 2017 at 7.00pm

The Clerk welcomed Cllrs to the meeting

Present:- Cllr Carter, Cllr Naylor, Cllr Russell, Cllr M Smith

1. To elect a Chairman 2017/2018

SC2017-001 Resolved in a motion by Cllr Naylor and seconded by Cllr Russell that Cllr M Smith be elected as Chairman of the Standards Committee for 2017/18. Cllr Russell accepted the position.

2. To receive apologies for absence or lateness

None

3. To review the Committee's terms of references

SC2017-002 Resolved in a motion by Cllr Russell and seconded by Cllr Carter that the Committee's terms of references should be:

- To review the recommendations of the annual Internal Auditors report
- To review the Financial Regulations of the Parish Council on an annual basis and agree recommendations to be reported back to Full Council for approval.
- To review the Council's annual Risk Assessment and agree recommendations for amendment to be reported back to Full Council for approval.
- To review the Standing Orders of the Parish Council and agree any recommendations for amendment to be reported back to Full Council for approval.
- To review and agree any miscellaneous procedural documentation to be reported back to Full Council for approval and accept recommendations for discussion from Full Council.

4. To review the Standing Orders and Financial Regulations for 2017/18, with any recommendations to be reported back to Full Council

SC2017-003 Resolved in a motion by Cllr Naylor and seconded by Cllr Russell that no amendments were necessary to the current Standing Orders.

The Financial Regulations item 6.7 The Meeting agreed that the paragraph be amended to read:

'Wherever possible, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates will be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.'

SC2017-004 Resolved in a motion by Cllr Naylor and seconded by Cllr Russell that with the above amendment the Financial Regulations be recommended to Full Council at its next meeting.

5. To review the Parish Council's Financial Risk Assessment for 2017/18 with any recommendations reported back to Full Council for approval

The Clerk had circulated copies of the draft Risk Assessment to Committee members prior to the meeting.

SC2017-005 Resolved in a motion by Cllr Russell and seconded by Cllr Naylor that with a couple of minor amendments the Risk Assessment be recommended to Full Council at its next meeting.

6. To receive an update on the Parish Council's application under the Local Councils Award Scheme

The Clerk reported that the allocation was nearly ready to be submitted the form just needed link to the Parish Council's website. The Clerk was hoping to complete this within the next week.

SC2017-006 Resolved in a motion by Cllr Naylor and seconded by Cllr Carter that the application should be submitted within the next week.

7. To discuss the renewal of the Parish Council's Insurance Policy for 2018/19

The Clerk reported that she had contacted YLCA to enquire as to recommended insurance provided. The YLCA had provided three preferred Insurance companies which included Zurich.

The Meeting agreed that the Clerk should review the Asset List for the Insurance policy and provide an updated list for the next meeting.

The Clerk was also asked to contact Peter Vardy at Calderdale Council to obtain information as to Insurance cover liability at events organised by the Parish Council on the Highway.

SC2017-007 Resolved in a motion by Cllr Naylor and seconded by Cllr Russell that the Clerk be given authority to obtain quotes.

8. Next meeting

To be arranged at a later date.

The meeting closed at 7.35pm

Appendix 3

**Civic Dinner Committee Meeting
held on Monday 11th December 2017 at 10.45am**

Cllr Naylor chaired the meeting

Present: - Cllr Carter, Cllr M Smith

1. To receive apologies for absence and lateness

Cllr J Smith

2. To approve the minutes of the meeting held on Tuesday 7th November 2017

CD2018-11 Resolved in a motion by Cllr M Smith and seconded by Cllr Carter that the Minutes are accepted as a true and correct record of the meeting held on 7th November 2017.

3. To approve Entertainment Plans

Cllr Carter provided a sample of the music played by a band called Alison Jane's Chequers who are available to play at a cost of £525. She has also spoken with Steve Simon to provide pre-dinner cabaret, unfortunately the cost was prohibitive at £400 with the budget previously agreed at £800.

CD2018-012 Resolved in a motion by Cllr Naylor and seconded by Cllr M Smith that Alison Jane's Chequers be booked to play at the Civic Ball at a cost of £525.

4. To approve the Invitation Artwork

It was agreed that sample 1 artwork should be used for the front cover of the Invitation and that Simprint should print the Invitation on 250gms cream paper.

It was also agree that a quarter page advert be put in the Go Local magazine for February. The Clerk was asked to liaise with Rachel at Go Local.

5. To agree a Toast Master

The Clerk enquired as to who was to be asked to be toast master since Cllr M Smith as Vice Chairman would not be available on the evening.

CD2018-013 Resolved in a motion by Cllr M Smith and seconded by Cllr Naylor that Cllr Carter be the Toast Master.

6. To approve any spending from the Civic Dinner Committee

CD2017-14 Resolved in a motion by Cllr Naylor and seconded by Cllr M Smith that the Committee approves expenditure is approved for:

Band	£525.00
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CD2017-15 Resolved in a motion by Cllr Carter and seconded by Cllr M Smith that the Committee approves expenditure is approved for:

Quarter page advert in Go Local	<£40.00
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CD2017-16 Resolved in a motion by Cllr J Smith and seconded by Cllr Carter that the Committee approves expenditure is approved for:

Printing of the Invitation	£148.00
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7. Date of next meeting

It was agreed that this should be arranged at a later date

The meeting closed at 11.25am