

The 1121st Meeting of the Ripponden Parish Council held in the Ripponden Parish Council Office on Thursday 9th February 2017 at 7.15pm.

Councillors Present: - Cllr J Smith chaired the meeting.
Cllr Johnson, Cllr Naylor, Cllr Potts, Cllr Russell, Cllr M Smith, Cllr Watson

1. To accept apologies for absence and lateness

Absence – Cllr Carter, Cllr Hunt, Cllr McCarley, Cllr Moran, Cllr Robins

2. To accept the Minutes of the 1120th Meeting held on Thursday 26th January 2017

Page 6042 Agenda item 3, paragraph 4 – amend ‘Historical’ to History’

Page 6044 Agenda item 6, paragraph 5 – amend ‘junction 32’ to ‘junction 22’

16640 Resolved in a motion by Cllr M Smith and seconded by Cllr Russell that after the above amendment the Minutes be accepted as a true and correct record of the Meeting held on Thursday 26th January 2017.

The Chairman asked that Agenda item 10 be moved forward to the next item.

16641 Resolved in a motion by Cllr Russell and seconded by Cllr Naylor that the Parish Council’s Standing Orders be suspended to allow DCI Chesters and Inspector Bairstow to address the Meeting.

10. To discuss the future policing of the Parish with DCI Chesters from West Yorkshire Police

The Chairman welcomed DCI Chesters and Inspector Bairstow to the meeting.

DCI Chesters introduced himself to the Councillors and briefly explained his role within Neighbourhood Policing. He then opened up the discussion to allow Councillors to ask questions within the boundaries of the pre-set list of questions. These included the future of Sowerby Bridge police station, DCI plans to meet the WY Police & Crime Commissioners Neighbourhood Policing Scheme, police officer deployment within the parish and how the Parish Council could support the Neighbourhood Policing team.

The Clerk was asked to send details of the next Ward Forum meeting and the Annual Parish Meeting to DCI Chesters and Inspector Bairstow.

The Chairman thanked DCI Chesters and Inspector Bairstow for their attendance, which had been both constructive and informative.

DCI Chesters and Inspector Bairstow then left the meeting.

16642 Resolved in a motion by Cllr Russell and seconded by Cllr Naylor that the Parish Council’s Standing Orders be re-instated.

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

3.1. To review the Parish Council’s debtor payment record

The Clerk provided an update to the Meeting on the debtor balance and payment history. It was agreed that a third reminder notice should be sent requesting that payments be brought up to date.

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

The Clerk reported that:

A letter had been received from Calderdale Council Planning Services concerning Barkisland Hall- alleged unauthorised works to listed building. The officer advised that an initial assessment was being undertaken and that the Parish Council would be kept informed of any significant progress and outcomes.

16643 Resolved in a motion by Cllr Johnson and seconded by Cllr Naylor that the Parish Council should contact English Heritage to report the situation.

The Clerk informed the Meeting that an e-mail response had been received from Planning Enforcement regarding land adjacent Heald Wall Nook Cottage. The officer advised that planning permission had now been granted and hopefully the permission would be implemented soon. The current condition of the land was not deemed to adversely affect the amenity of the area to justify a section 215 notice being served.

An e-mail response had also been received from Planning Enforcement regarding Mill Fold Barn. The officer advised that it was difficult to see what works the Council could reasonably require for a section 215 notice to be served and as such the file had been closed.

The Clerk advised that an e-mail had been received from Calderdale Council Highways Services concerning the Oldham Road cats eyes. The officer advised that the problem was greater than first thought and not manageable within Highways budget. The work had now been put forward as part of a wider safety scheme and would be funded outside the department. The Clerk was asked to diarise the matter for three months and see if any action had been taken and if not the matter should be an Agenda item at the next available meeting.

16644 Resolved in a motion by Cllr Naylor and seconded by Cllr M Smith that the Parish Council writes to Highways Services to enquire where the funding was to be sourced and an approximate timescale.

The Clerk reported that correspondence had been received from both Calderdale Council and the resident complaining about 62 Stonelea, Barkisland. The resident felt that his complaint had not been handled correctly by either the Parish Council or Calderdale Council and as such he was to take the matter further.

An e-mail had been received from Highways Services concerning the street light out at Jubilee Terrace. The officer advised that a replacement column needed to be purchased out of the Highways budget and the column had been added to the programme of works. Unfortunately a timescale could not be provided at the present time for the work to be done.

The Clerk advised that she had spoken with the Neighbourhood Co-ordinator about the large number of lights out within Ripponden. The Neighbourhood Co-ordinator had taken details of the main ones being constantly reported to the Parish Council and had contacted Highway Services to see what was being done. Cllr Holden had also added his support to the issue. The street lights have now been fixed.

An acknowledgment had been received from Calderdale Council concerning the fly tipping at the side of St Johns estate over the wall near the stream. The Cleansing team are to be sent out to resolve the situation.

The Clerk informed the Meeting that an e-mail response had been received from Safer Cleaner Greener concerning the encroachment of common land at Hey Head Rishworth. The officer confirmed that he would chase the matter up regarding the letter sent to the owner and would provide an update to the Parish Council shortly.

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

The Clerk reported that an e-mail response had been received from Highway Services regarding the 'Unsuitable for HGVs' sign for Rishworth Mill Lane. The officer confirmed that an order had been placed for a sign. With regard to 'Welcome to Ripponden' signs he reported that these would be permitted if the Parish Council was prepared to pay the cost. The Meeting agreed that the matter should be referred to the Environment Committee to progress.

An update had been received from the Lead Officer for Superfast Broadband at Calderdale Council. He advised that the postcode provided for Rishworth did not fall within the current programme, but he provided the resident with a couple of potential options for funding.

The Clerk updated the Meeting on progress on the refurbishment of Mill Fold Play area. The Playground officer from Calderdale Council confirmed that the order had been placed for the playground equipment. Tesco's Bags of Help had also confirmed receipt of the revised estimate and that payment would be made to the Parish Council's bank account - 75% initially then 25% on completion of the project. It was felt that once the refurbishment was complete the Parish Council may want to consider a formal re-opening, inviting a representative of Tesco's Bags of Help to attend. Cllr Russell was also asked to take photographs of the work in progress.

A response letter had been received from Craig Whittaker MP concerning Planning Application 14/01464 – wind turbine. A copy of which had been provided to all Councillors present for references.

An acknowledgement had been received from Yorkshire Water concerning the manhole at Dick Lane. A Jet Van was to attend the site to investigate the reported issue. The officer confirmed that he would monitor the Jet Van and provide an update to the Parish Council as soon as possible.

Cllr Potts advised the Meeting that he had spoken with the manager of the local Safer, Cleaner, Greener Team at the recent Environment Committee meeting, concerning the litter issues on Oldham Road.

Cllr Watson asked if the Assistant Clerks holiday entitlement had been resolved.

Cllr Naylor reported that the hedges and overhanging vegetation had been cut back by Calderdale Council at Rishworth New Road and asked that the Clerk thanked the Safer, Cleaner, Greener Team.

Cllr M Smith informed the Meeting that the Bowling Club was thinking of expanding the CCTV coverage at Mill Fold to potentially cover the children's play area. The club was investigating matched funding but may also put an application into the Parish Council for a further grant.

Cllr Johnson asked the Clerk if the Parish Council had received a further update on progress for CCTV from Calderdale Council. The Clerk advised that she had received no further information.

4. To receive Parish Councillors declarations of Interest

None

5. Public Participation

None present

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

6.1. To agree the recommendations of the Neighbourhood Planning Committee

The Clerk advised that the government funding for 2016/17 had closed, so the Parish Council would need to apply for 2017/18 when the funding re-opened. In the interim, to enable progress to be made the Neighbourhood Planning Committee requested a small budget of £750 to enable a consultant to be appointed. Cllr Watson raised concerns about the development of a Neighbourhood Plan and felt that these should be taken into account as the plan progressed.

16645 Resolved in a motion by Cllr Johnson and seconded by Cllr Potts that the Parish Council approves a budget of £750 to the Neighbourhood Planning Committee to be met out of Revenue Reserves.

6.2. To approve the Press release for the Annual Parish Meeting

16646 Resolved in a motion by Cllr M Smith and seconded by Cllr Russell that with a few minor amendments the Parish Council approves the Press release for the Annual Parish Meeting.

The Clerk reported that:

An invoice for £13,092 had been received from Calderdale Council for the Mill Fold Play Area improvements. The Meeting agreed that this should be passed for payment at the next meeting to be held on 23rd February.

The Clerk advised that Mrs Armitage had contacted concerning Dementia Friendly accreditation on behalf of Whitakers Optician. The Clerk asked if the Parish Council had any objection to inviting a couple of representatives from the opticians, Sowerby Bridge to the next training session scheduled for 14th March. The Meeting had no objections to this request.

A request had been received from the Communications Committee for Chairmen of Committees to have their reviews ready as soon as possible for the Annual Report. Approval of the Report would need to be put to the Committee on 22nd March.

The Clerk informed the Meeting that an e-mail had been received from West Yorkshire Combined Authority concerning the changes in timetable for the 560 and X58 buses attaching a new timetable and poster. Cllr Russell agreed to check with Mr Russell that there was no need at present to reprint the full bus timetable.

Cllr Johnson advised that he had reported an abandoned vehicle on Rochdale Road to the police and that this had now been removed. He had also reported an Estate Agent sign that had been attached to the street sign for Stones Drive to Calderdale Council.

Cllr Naylor asked that the Minutes from the Environment Committee meeting held on 4th October 2016 be included in the minutes of this meeting.

16647 Resolved in a motion by Cllr Johnson and seconded by Cllr Potts that the Minutes of the Environment Committee meeting held on 4th October 2016 be included in the Minutes of this meeting. (See appendix 1).

Cllr Naylor reviewed the Environment Committee meeting held on the 31st January 2017, the main points being the Grants awarded to Soyland in Bloom and Rishworth Environmental Group, litter bins, Hanging Baskets for 2017, entry for Yorkshire in Bloom and Ebenezer Graveyard maintenance work.

Cllr Potts reviewed the recent Dementia Friendly meeting and asked that the meeting notes be circulated to all Councillors for references. He reported on the possibility of a Dementia Friendly

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

Day and the meeting agreed that this should be referred to the Events Committee to be progressed.

Cllr Potts asked that the Minutes from the Communications Committee meeting held on 7th December 2016 be included in the minutes of this meeting.

16648 Resolved in a motion by Cllr Naylor and seconded by Cllr M Smith that the Minutes of the Communications Committee meeting held on 7th December 2016 be included in the Minutes of this meeting. (See appendix 2).

Cllr Potts reviewed the Communications Committee meeting held on the 1st February 2017, the main points being the Good Citizen Award winner, summer Newsletter, Press Releases, office window displays and the Annual Report.

Cllr J Smith asked that the Minutes from the Civic Dinner Committee meeting held on 7th December 2016 be included in the minutes of this meeting.

16649 Resolved in a motion by Cllr Naylor and seconded by Cllr Johnson that the Minutes of the Civic Dinner Committee meeting held on 7th December 2016 be included in the Minutes of this meeting. (See appendix 3).

Cllr J Smith reviewed the Civic Dinner Committee meeting held on 1st February 2017, the main points being Raffle Prizes, Programme and Photographs.

Cllr J Smith reported that Street Lights 178, 176, 173 and 171 were out on Elland Road. The Clerk was asked to contact Calderdale Council regarding these. Cllr J Smith also advised the Meeting that she was to attend the Town and Parish Council Liaison Group meeting and asked if the Parish Council had anything that needed to be raised. It was agreed that the issues concerning the cats eyes on Oldham Road and street lights should be put to the meeting.

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

None present.

8. To agree accounts for payment

16650 Resolved in a motion by Cllr Johnson and seconded by Cllr Russell that the accounts listed on the schedule with a total value of £2,517.09 be passed for payment.

9. To receive correspondence

Correspondence

Calderdale Council

Confirmation of precept to be paid 3rd April 2017

Information

Alzheimer's Society
Calderdale Council
Kirklees Council
Memory Lane Café
NALC
North Bank Forum
T & PC Liaison Group
The Venue

Calderdale Dementia Action Alliance Launch 16th March
Consultation on Sowerby Neighbourhood Plan
Neighbourhood Area Application Mirfield Town Council
Barn Dance 1st April 2017
DIS Newsletter January 2017
Sector Support updates 26th January & 3rd February
Agenda 14th February 2017
Re-launch Cocktail party 23rd March

9. To receive correspondence (continued)

WY Police & Crime Commissioner	Consultation on use of Stop and Search
YLCA	Press Release South Pennine Leader Programme
YLCA	South Pennine Branch Meeting Agenda – 8 th March
YLCA	White Rose Update 30 th January

Invitations

Mossley Town Council	Masquerade Ball Civic Dinner 25 th February
Whitworth Town Council	Mayors Charity Fundraiser 4 th March

Agendas

13/02/2017	Cabinet Local Plan Working Party
13/02/2017	Cabinet
15/02/2017	Council Meeting

Matters arising from correspondence

It was agreed that Cllr Potts should attend the Dementia Friendly Launch and speak as a representative of the Parish Council. If Cllr Potts was unable to attend then he would write a report that another Parish Councillor could deliver, possibly Cllr McCarley if he was agreeable.

The Clerk was asked to circulate the YLCA's e-mail on the South Pennine Leader Programme to all Councillors.

11. To discuss the Commemoration of the 100th Anniversary of the end of World War 1

The Meeting agreed that this item should be passed onto the Events Committee to progress

Cllr Naylor advised that the Krumlin war memorial tablet was in danger of collapsing. The Clerk was asked to contact the Methodist Circuit to advise them of the situation and ask if there was any objection to the Parish Council removing it for safety reasons. Cllr Russell said that she would provide contact details to the Clerk.

12. To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement Issues**12.1. Planning Applications & Decisions****New Plans for this meeting****Application No: 17/20004/TPO**

Case Officer: Keith Grady
 Site: 39 Bar Lane Ripponden
 Proposal: Fell seven trees and prune eighteen trees (Tree Preservation Order)
 Applicant: Mrs J Booth
 Allocation: Primary Housing Area, Wildlife Corridor
 History: Applications in 1996 and 2002 to prune trees and in 2002 to fell one tree. All approved.
 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.

RPC Comments:

16651 Resolved in a motion by Cllr Russell and seconded by Cllr Watson that whilst it seems on the face of it excessive, the Parish Council has no objections to this application subject to the Planning officer being satisfied that it is good arboricultural practise.

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

Application No: 17/20007/TPO

Case Officer: Keith Grady
 Site: 18 Pinfold Close Barkisland
 Proposal: Prune one tree (Tree Preservation Order)
 Applicant: Mr G Higson
 Allocation: Primary Housing Area
 History: No previous tree history
 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

RPC Comments:

16652 Resolved in a motion by Cllr Watson and seconded by Cllr Johnson that the Parish Council has no objections to this application subject to the Planning officer being satisfied that it is good arboricultural practise.

Application No: 17/90001/ELC

Case Officer: Diane Scaramuzza
 Site: Land at Water Green Lighthazles Chapel Road Ripponden
 Proposal: Changing existing low voltage overhead conductors to aerial bunched conductors
 Applicant: Northern Power Grid
 Allocation: Green Belt, Wildlife Corridor
 History: None relevant
 Main Issues: This is a consultation application by Northern Powergrid with regard to works exempted under the Electricity Act 1989 to see if the LPA has any objection to the proposed works

RPC Comments:

16653 Resolved in a motion by Cllr Naylor and seconded by Cllr Johnson that the Parish Council has no objections to this application.

Application No: 17/00060/HSE

Case Officer: Steven Emery
 Site: The Shambles 127A Oldham Road Ripponden
 Proposal: Two storey side elevation extension
 Applicant: Mr G Hulme
 Allocation: Primary Housing Area
 History: An application for a single storey extension to rear with balcony over was approved in 2012 ref 12/00835/HSE
 Main Issues: Compliance with policy H2, BE1, and BE2 of the RCUDP.

RPC Comments:

16654 Resolved in a motion by Cllr Naylor and seconded by Cllr Watson that the Parish Council has no objections to this application.

Application No: 17/00013/RES

Case Officer: Sara Johnson
 Site: Oaklea Manor Branch Road Barkisland
 Proposal: Domestic stable with associated hard standing (Reserved Matters Pursuant to 15/00031)
 Applicant: Mr & Mrs S Charnock-Bates
 Allocation: Green Belt, Special Landscape Area, Wildlife Corridor

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

History: Outline consent was granted in 2015 for a stable under 15/00031/OUT.
 Main Issues: Having established the principal of development under the outline consent 15/00031/OUT the reserved matters application will look at materials, design, landscaping and whether it meets with Policy BE1 and NE12. Policy EP8 will look at impact on neighbours from the associated wastes.

RPC Comments:

16655 Resolved in a motion by Cllr Naylor and seconded by Cllr M Smith that the Parish Council has no objections to this application subject to the materials meeting policy and that there is a legal agreement made to ensure that it cannot be further developed into residential property.

Application No: 17/00072/HSE

Case Officer: Sara Johnson
 Site: Heatherlea Nursery Lane Ripponden
 Proposal: Single storey ground floor extension & first floor extension over garage to create additional bedrooms
 Applicant: Mr & Mrs Sivyour
 Allocation: GB
 History: None
 Main Issues: Assessment to be made under NPPF section 9 (GB) and RCUDP policies BE1, BE2 and T18

RPC Comments:

16656 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 in Green Belt, parking, general design and over intensive use of the site. Policies NPPF9, BE1, BE2 and T18.

Cllr M Smith and Cllr J Smith declared an interest in the next application

Application No: 16/01550/HSE

Case Officer: Sara Johnson
 Site: Clough House Elland Road Ripponden
 Proposal: Partial demolition of semi-detached dwelling to create new detached dwelling (Revised Scheme to 15/01487)
 Applicant: Mr & Mrs Pownall
 Allocation: Primary Housing Area
 History: An application for a two storey extension to side and rear, single storey extension to side/front was approved under 15/01487/HSE
 Main Issues: Compliance under policy H2, BE1, BE2 and NE16.

RPC Comments:

16657 Resolved in a motion by Cllr Johnson and seconded by Cllr Watson that the Parish Council has no objections to this application subject to the Planning Officer being satisfied that it meets policy.

Planning Decisions:

16/01567/HSE	Replacement porch	Granted
7 Brook Cottages Alma Lane Ripponden		
16/00166/FUL	Detached dwelling	Granted
Land Adjacent 118 Oldham Road Ripponden		

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

16/01613/HSE Yew Trees Kebroyd Mount Triangle	Extension at first floor level to form bathroom	Granted
16/56022/CLAS3Q Ringstone Farm Barn Saddleworth Road Barkisland	Prior approval application for a change of use from agricultural building to a dwelling (C3) and associated operational development	Prior Approval not Required

12.2. Planning Enforcement

None

The meeting closed at 9.30pm

**Environment Committee Meeting
held on Tuesday 4th October 2016 at 7.10pm**

Cllr Johnson chaired the meeting in the Chairman's absence

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

1. To accept apologies for absence and lateness

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

Lateness – Cllr Carter

2. To approve the minutes of the meeting held on Tuesday 2nd August 2016

ENV2016-14 Resolved in a motion by Cllr Potts and seconded by Cllr Johnson that the Minutes are accepted as a true and correct record of the meeting held on 2nd August 2016.

3. Matters arising from previous meetings

None

4. Members Reports

Mrs Mitchell introduced herself to the meeting and gave a brief synopsis of her post under the new Calderdale Council, Safer Cleaner Greener structure. The Clerk passed on Mr Sofield's thank for her teams assistance with grass cutting in Barkisland over the past couple of months. The work had been very much appreciated.

Mr Winrow on behalf of Soyland in Bloom reported that the group had finished the work at Hob Lane so they are now just keeping the area tidy and the grass cut. Mr Winrow asked Mrs Mitchell if Calderdale Council could assist with future grass cutting for the group. Mrs Mitchell advised that she would take a look at the site but made no promises. The grass at Ebenezer Graveyard had had its last mow for the year and an invoice will be sent to the Parish Council shortly.

Mr Hart on behalf of Ripponden in Bloom reported that the group had been fairly busy since the last meeting. They had been several incidents of vandalism at the Bus layby, which had been reported to the police. The water barrels now need replacing due to the irreparable damage and the group was looking at potential funding options. Cllr Johnson felt that a better option would be for an outside tap in a secure box at the library and wondered if this would be feasible. He reported that Calderdale Council had started the annual spray of weeds up at Royd Lane but this had not been completed. Mrs Mitchell advised that she would chase the matter up.

Cllr Potts reported that there had been no further developments regarding the Rishworth Mill pond. He also reported on the increase in fly tipping on Oldham road going up towards the motorway especially at the laybys. Mrs Mitchell advised that fly tipping in this area was primarily from residents over the border. There is a November clean up planned up towards the motorway to clear up the area.

Cllr Johnson reported that a caravan had recently appeared on Turvin Road. Mr Hart advised that the caravan was present to shelter a security officer from the Electricity Board.

5. Review of the Committee budget and expenditure

The Clerk provided copies of the quarterly summary up to 30th September to the members present. The meeting accepted the summary as a true and correct record.

6. Grant application for Ripponden in Bloom

The Clerk read out a funding request letter from Ripponden in Bloom for £445.31 to enable the group to purchase bulbs to extend its snowdrop trail. The meeting agreed that the Parish Council should award a grant to the group.

The Clerk also informed the meeting that a funding request had been received from the 3rd Ripponden Cubs to purchase plants for its new garden at the back of the Church. The request was for £150. The meeting agreed that the Parish Council should award the grant.

7. Yorkshire in Bloom judging results

The Clerk reported that Ripponden had been awarded Gold in the large village category for 2016. The Clerk was asked to circulate a copy of the Judges report to Mr Winrow, Mr Hart and Mrs Mitchell.

8. Hanging Baskets & Planters for 2017

The Clerk asked if the Committee wanted to continue with the funding of one spring and summer hanging basket to participating shops in the Parish. The meeting agreed that the Parish Council should continue the funding for 2017.

Mrs Mitchell provided an update on the decision by Calderdale Council to no longer provide additional baskets due to budget constraints, but would continue with the planters. Mrs Mitchell was asked to check the total number of hanging baskets provided by Calderdale Council to Ripponden. The cost for future baskets would be £45 each including watering. The meeting agreed that the Parish Council should purchase the hanging baskets from Calderdale Council to continue the current level of bloom.

9. Update on the Refurbishment of Mill Fold play area

The Clerk reported on the Parish Council's successful application for a Tesco's Bags for Help grant. She asked that the representatives from the in Bloom groups report back to their members and ask that they vote for the Council's project when shopping at Sowerby Bridge Tesco's between 31st October and 13th November to enable an increased grant.

Cllr Carter arrived at 8.10pm

Vermin control at Mill Fold was raised by Mr Winrow and Mrs Mitchell advised that Moles were not a problem.

10. Michaelmas Show Review

The Clerk provided details of the winners and confirmed that the trophies were at Briggs Priestley's for engraving. The Clerk advised that adult entries had been down on the previous year, but due to the efforts made to publicise to the local school children and uniform groups, the children's classes had been very popular. The Clerk was asked to send a thank you letter to Mrs Marns for her support.

11. Refurbishment of Parish Council owned benches

Cllr Johnson advised that no further progress had been made on the spread sheet.

12. To approve spending from the Environment Committee

ENV2016-15 Resolved in a motion by Cllr Potts and seconded by Cllr Johnson that the Committee approves the expenditure for:

A grant to Ripponden in Bloom for the purchase of bulbs for the

£445.31

ENV2016-16 Resolved in a motion by Cllr Potts and seconded by Cllr Johnson that the Committee approves the expenditure for:

A grant to 3rd Ripponden Cubs for the purchase of plants £150.00

ENV2016-17 Resolved in a motion by Cllr Potts and seconded by Cllr Johnson that the Committee approves the expenditure for:

Purchase of hanging baskets from Calderdale Council for 2017 <£600.00

13. To arrange the date of the next meeting

It was agreed that the next meeting should be Tuesday 31st January 2017 at 7.00pm.

The meeting closed at 8.30pm

Appendix 2

Communication Committee Meeting held on Wednesday 7th December 2016 at 7.45pm

CC2017 -09 Resolved in a motion by Cllr Naylor and seconded by Cllr M. Smith that Cllr J Smith chair the meeting in the absence of Cllr Potts.

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

1. To receive apologies for absence and lateness

Absence - Cllr Potts and Cllr Russell

2. To approve the Minutes of the meeting held on Tuesday 2nd November 2016

CC2017-10 Resolved in a motion by Cllr Naylor and seconded by Cllr J Smith that the minutes are accepted as a true and correct record of the meeting held on Tuesday 2nd November 2016.

3. Matters arising from the last meeting

4. To review the quarterly budget and spending for the Committee

Crime prevention was discussed re: inclusion in the 2017/18 budget, but it was decided that it should be included in a press release in September instead.

CC2017-11 Resolved in a motion by Cllr M Smith and seconded by Cllr Naylor that the proposed budget for 2017/18, to be taken to Full Council Meeting (FCM) for approval, be set at £2,100.

It was agreed that the Clerk would make a note for the next FCM, that the Parish Council propose a budget, for 2017/18, to take the 'Dementia Friendly Communities' initiative forward.

5. Winter Newsletter

Edits were suggested for the draft newsletter. It was agreed that the Clerk would email Cllr

Potts for a copy of the newsletter in Publisher format and that the Assistant Clerk would then carry out the suggested edits. The Assistant Clerk would then circulate the amended copy to the Communications Committee.

6. Press Releases

It was agreed that Cllr M Smith would put together a press release re: the Civic Dinner for 15th December and another for the Annual Assembly to be completed for Monday 6th February. It was also agreed that the Clerk would include the Civic Dinner press release and a date for the Annual Assembly on the next FCM agenda.

7. Office Window

It was agreed that Cllr M Smith would liaise with the Bowling Club re: the window display for March 2017. It was also agreed that Cllr Naylor would organise the Ryburn Historical Society window display, and try to obtain a contact at Sowerby Bridge British Legion for a window display in October.

It was agreed that the Assistant Clerk would email Ryburn United AFC regarding the January window display, confirming the start date as 8th January. The Assistant Clerk will also offer them the option of a week in April, for an end of season display of trophies and confirm that the relevant insurance is in place.

8. Good Citizen Award

The Clerk reported that there have been 3 people nominated so far. It was agreed that Cllr M Smith would complete and submit a fresh nomination form for a fourth nominee, at his earliest convenience. The Clerk was asked to have the judges' panel as an Agenda item at the next FCM.

9. Welcome pack

Cllr Potts had reviewed the pack and was happy with the content. A quote for £179 from Simprint had been obtained.

CMC2017 -12 Resolved in a motion by Cllr Naylor and seconded by Cllr J. Smith that the Welcome Pack would be taken to FCM for approval.

10. Communications Strategic Plan

Cllr M Smith requested clarification on what he had been tasked with. It was agreed that he would look for useful content within the Community Strategy Plan 2012 and draft the Communications Strategic Plan.

11. Annual Report

It was agreed that the Clerk would draw up a timing plan for the production and circulation of the Annual Report and email Committee Chair's requesting reports for inclusion, from the Environment and Communications Committee and the Chair and Vice-Chair. It should be completed for approval by FCM by 4th May 2017, ready for Go-Local by 8th May.

12. To approve any spending from the Communication Committee

CMC2017-13 Resolved in a motion by Cllr Naylor and seconded by Cllr J Smith that expenditure is approved for:

CMC2017-14 Resolved in a motion by Cllr Naylor and seconded by Cllr J Smith that expenditure is approved for:

Delivery of the Winter Newsletter £120

CMC2017-15 Resolved in a motion by Cllr Naylor and seconded by Cllr J Smith that expenditure is approved for:

Printing of the Welcome Pack £179

13. **Date of next meeting**

The next meeting will be held on Wednesday 1st February 2017 at 7.45pm

The meeting closed at 9.15pm

Appendix 3

Civic Dinner Committee Meeting held on Wednesday 7th December 2016 at 7.00pm

Cllr J Smith chaired the meeting.

Present: - Cllr Johnson, Cllr Naylor, Cllr J Smith

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

Absence – Cllr Carter

2. **To approve the minutes of the meeting held on Wednesday 2nd November 2016**

CD2017-05 Resolved in a motion by Cllr Johnson and seconded by Cllr Naylor that the Minutes are accepted as a true and correct record of the meeting held on 2nd November 2016.

3. **Matters arising from previous minutes**

The Clerk reported that Cllr Carter had agreed to do the table decorations and had purchased gold ostrich feathers at a cost of £81.60.

CD2017-06 Resolved in a motion by Cllr Naylor and seconded by Cllr Johnson that the Committee approves the expenditure of £81.60 for gold ostrich feathers for the table decorations.

4. **Approve the draft invitation**

The Clerk provided samples of the artwork designed by Janet Sheard for the Committee to look at. She had also obtained a quote for the invitation to be printed by Simprint on cream at a cost of £189 plus VAT and white card at a cost of £155 plus VAT.

CD2017-07 Resolved in a motion by Cllr J Smith and seconded by Cllr Naylor that the sample 4(b) be approved for the invitation on cream card.

5. **Mailing List**

Cllr J Smith agreed to check the mailing list for correctness and provide additional address detail where required. The Clerk was asked to e-mail the spreadsheet to her.

6. Guest acknowledgment & Grace

The Clerk reported that Rev Ball had agreed to do grace on the evening and that he was aware of the cost of a ticket.

Guest Acknowledgement was discussed and it was agreed that the decision would be held over to the next meeting. In the meantime the Clerk was asked to write to the Mayor of Calderdale to enquire as to whether he would be prepared to respond on behalf of the guests.

7. Raffle Prizes

It was agreed that the raffle should take the same format as in previous years.

Cllr J Smith agreed to speak to Toll House and the Co-operative Store to see if they will donate a prize. Cllr Johnson agreed to speak with the Fleece/Milestone and Catch and Cllr Naylor will donate a raffle prize.

The Clerk was asked to contact Cllr Carter to see if she would speak with Holdsworth House and The Old Bridge Inn.

8. Programme & any additional entertainment

The Clerk reminded the Committee regarding the review meeting held after the 2016 Civic Ball and the possibility of having a self-financing photo booth. It was agreed that this should be pursued. Cllr Johnson agreed to get a price for a balloon arch that could be used for the photographs. The Clerk was asked to contact The Venue to see if they knew of a photographer.

9. To approve any spending from the Civic Dinner Committee

CD2017-08 Resolved in a motion by Cllr Naylor and seconded by Cllr J Smith that expenditure is approved for:

Miscellaneous Budget to the Clerk £150

CD2017-09 Resolved in a motion by Cllr Naylor and seconded by Cllr J Smith that expenditure is approved for:

Artwork for the invitation <£75

CD2017-10 Resolved in a motion by Cllr Naylor and seconded by Cllr J Smith that expenditure is approved for:

Printing of the invitation on cream card £189 plus VAT

10. Date of next meeting

The next meeting will be held on Wednesday 1st February 2017 at 7.00pm.

The meeting closed at 7.40pm