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**NOTICE IS HEREBY GIVEN** that a Meeting of Kippax Parish Council to be held **Thursday 20th October at 7pm** in the Methodist Church Hall.

The business to be transacted at this meeting is set out below

*D Meir*

**Kippax Parish Council Clerk and Proper Officer**  
**Friday 14<sup>th</sup> October 2022**

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## **AGENDA**

### **110/FC/2223. Apologies**

- a. To note apologies and receive and approve any reasons for absence

### **111/FC/2223. To Note any Declarations of Interest**

- a. To note declarations of interests not already declared under members code of conduct or members register of disclosable pecuniary interests
- b. To approve dispensation requests

### **112/FC/2223. Public Participation**

Members of the public who wish to speak regarding an item within the remit of the Parish Council may do so.

PLEASE NOTE: Total time limit for this item is 15 minutes.

### **113/FC/2223. Meeting of Kippax Parish Council held 27<sup>th</sup> September 2022**

- a. To approve minutes of the Meeting of Kippax Parish Council held 27<sup>th</sup> September 2022 as a true and accurate record of that meeting

### **114/FC/22/23. Administration**

- a. To consider any suggestions submitted by the public via the website and agree any actions.
- b. To receive an update from the Methodist Church regarding the hire of the hall and approve a location for future full council meetings
- c. To consider the non-compliance with the IT and email policy and agree a solution
- d. To confirm receipt of signed copies of the IT and email policy from all users.
- e. To note Councillor M. Biscomb's resignation as a YLCA Branch Representative and receive nominations and elect a new representative.
- f. To approve Councillor H. Richardson as an additional poster to the Parish Council Facebook page.

- g. To note the order for the fireproof filing cabinet has been cancelled and approve an alternative purchase
- h. To consider and approve lending the Grotto backdrop to Ash Tree School

**115/FC/2223. Finance and Corporate Governance Committee**

- a. To consider the Finance and Corporate Governance Committee's recommendation to approve the accounts for payment
- b. To review and approve the additional accounts for payment
- c. To review and confirm the accuracy of the revised payslip
- d. To consider and approve the Finance and Corporate Governance Committee's recommendation to transfer the direct debit NEST payment to the Unity Trust current account and when complete, to close the HSBC current account and transfer the balance to the Unity Trust current account.
- e. To consider and approve the Finance and Corporate Governance Committees recommended amendments to the expenses policy and form.
- f. To consider and approve the Finance and Corporate Governance Committees recommendation to apply for a Corporate MultiPay card in the Clerks name, with as £500 transaction limit and £1,000 monthly limit.
- g. To receive an update from bank signatories on the setting up of online banking and consider and approve more or alternative signatories.
- h. To consider and approve the Finance and Corporate Governance Committees recommendation to authorise payment of next year's Grant to the Kippax Band in April 2023

**116/FC/2223. Village Services Committee**

- a. To consider and approve the purchase of replacement remembrance flags

**117/FC/2223. Communications Committee**

- a. To note the Communications Committees decision not to accept the offer of the two resigning editors to help produce the December Magazine and consider and approve their recommendation that any future editions of the magazine are not to be printed until up-to-date distribution lists, detailing the number of magazines provided, the number of houses and number of magazines delivered by each postie is made available for review by the committee.
- b. To consider and approve the proposal that the longer walks booklet is not produced.
- c. To receive a report on the events following the Communications Committee meeting on 13<sup>th</sup> October and consider disbanding the committee or reviewing its terms of reference and appointing new members.

**118/FC/2223. Christmas Lights Committee**

- a. To consider and approve the quote of £766 + VAT for string lights for the Christmas Tree
- b. To approve a budget of £100 for a Santa's Grotto Banner to go above the entrance to Ann Marie's shop.

**119/FC/2223. Community Building**

- a. To receive feedback from Councillor Bate about the Gibson Lane Community Centre Trustees meeting

**120/FC/2223. Remembrance Day**

- a. To receive an update on the planning for the Remembrance Day parade and approve the timings.

- b. To receive an update from the meeting with wreath laying groups and agree any actions
- c. To consider and approve printing the booklet and poster
- d. To consider and approve any quotes to provide food for this year's Remembrance Parade
- e. To approve a volunteer to look after the PA system at the War Memorial
- f. To review and approve the risk assessment

**121/FC/2223. Leeds City Council Consultation**

- a. To consider the Licensing Policy and Cumulative Impact Assessment and approve any comments to be submitted.

**122/FC/2223. St Aidan's Nature Park, Stakeholder Forum**

- a. To receive feedback from the meeting and agree any comments

**123/FC/2223. Allotment Land**

- a. To discuss the potential purchase of the allotment land on Moorleigh Drive and agree any actions

**124/FC/2223. Leeds 2023 Year of Culture**

- a. To receive an update on the Leeds 2023 Year of Culture project

**125/FC/2223. Kippax Community Pantry**

- a. To approve councillors applying for personal food hygiene certificates to meet Risk Assessment and venue requirements from agreed Community Pantry budget
- b. To approve councillors applying for Kippax North-specific DBS checks as required to access the school building during the school week

**126/FC/2223. Kippax Neighbourhood Plan**

- a. To approve to submit a request to Leeds Planning Authority to make a correction to the title of the green space labelled "Pondfield Drive" to "The Drive"

**To consider exclusion of the press and public by virtue of Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda item 127/FC/2223)**

**127/FC/2223. Surrounding villages**

- b. To consider issues raised in surrounding villages and agree any actions

**128/FC/2223. Next Meeting**

- a. To notify Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- b. To confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 17<sup>th</sup> November 2022 at 7pm, in the Methodist Church Hall