

KIPPAX PARISH COUNCIL



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Minutes of the Meeting of Kippax Parish Council held Thursday 16th June at 7pm in the Methodist Church Hall.

**To be approved at the full council meeting to be held on Thursday 21st July 2022**

**Present:** Councillor M. Eyre, Councillor H. Richardson, Councillor M. Biscomb, Councillor J. Biscomb, Councillor A. Parker, Councillor V. Land, Councillor J. Almond, Councillor D McEwan, Councillor A. Hudspith, Councillor H. Foley, Councillor J. Mawson, Councillor G. Hardwick and D Meir (Clerk).

**046/FC/2223. Apologies**

- a. To note apologies and receive and approve any reasons for absence  
Apologies were received from Councillor J. Bate, Councillor J. Simpson, Councillor M. Osman and Councillor J. Purcell. **It was resolved** to approve the reasons for absence.

**047/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  
None
- b. To approve dispensation requests  
None

**048/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.

None present

**049/FC/2223. Annual Meeting of Kippax Parish Council held 5<sup>th</sup> May 2022**

- a. To approve minutes of the Annual Meeting of Kippax Parish Council held 5<sup>th</sup> May 2022 as a true and accurate record of that meeting  
**It was resolved** to approve the minutes of the Annual Meeting of Kippax Parish Council held 5<sup>th</sup> May 2022 as a true and accurate record of that meeting

**050/FC/2223. Extraordinary meeting of Kippax Parish Council held 24<sup>th</sup> May 2022**

- a. To approve minutes of the extraordinary meeting of Kippax Parish Council held 24<sup>th</sup> May 2022 as a true and accurate record of that meeting  
**It was resolved** to approve the minutes of the extraordinary meeting of Kippax Parish Council held 24<sup>th</sup> May 2022 as a true and accurate record of that meeting

### **051/FC2223. Sandgate Terrace**

- a. To consider the proposal from Castleford and District Allotments Association about the exchange of land and agree any actions

**It was resolved** to invite the Allotments Association to an informal meeting with a small number of councillors to obtain more information about their proposal

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

- a. To receive an update on the DBS checks

**Clerk to work with Councillor Bate to complete his application**

- b. To consider any suggestions submitted by the public via the website and agree any actions.

**None submitted**

- c. To review the training evaluation forms and agree any actions

**Councillor Eyre reported that the Agenda, Powers, Meeting Procedures & Polices was very good and re-affirmed that we are doing things correctly. This training is recommended from other Councillors.**

- d. To confirm whether Councillor Foley will continue as the YLCA Branch representative or whether Councillor M Biscomb will take over.

**Councillor Foley does not wish to continue therefore it was resolved that Councillor M. Biscomb will take over as the YLCA Branch representative.**

- e. To note the increase in the charge to hire the Methodist Church Hall to £40 from September 2022 and consider whether to continue hiring it for full council meeting

**Information to be gathered on alternative venues and their charges to be considered at the next meeting.**

- f. To consider whether to approve training councillors to provide First Aid at smaller events and the provision and management of a first aid kit

**A First Aid kit was purchased for the Jubilee event. Councillor M. Biscomb will get some prices for a group first aid training session for approximately 8-10 people to be considered at the next meeting.**

- g. To consider and approve the cost of £3 + VAT for the embroidery to Councillor Eyre's shirt

**It was resolved to approve the cost of £3+VAT for the embroidery to Councillor Eyre's shirt.**

- h. To consider and approve the purchase of Hi-Viz coats for councillors volunteering at events

**It was resolved to purchase Hi-Viz coats for any Councillors that want one and the Clerk. Councillor Eyre will order a medium for sizing.**

### **053/FC/2223. Finance and Corporate Governance Committee**

- a. To consider the Finance and Corporate Governance Committee's recommendation to approve the accounts for payment

**It was resolved to approve the following accounts for payment:**

Kippax in Bloom sign	66.00
YLCA training course	25.00
Paint for litter bins	44.32
Jubilee event expenses	90.73
Shirt embroidery	3.60
Councillor Eyre expenses	21.90

Caretaker mileage	16.20
Strimmer cover	38.22
Clerk's expenses	24.36
Methodist Hall Hire 16 <sup>th</sup> June	25.00
Clerk's SLCC membership	118.28
Petty cash float top-up	83.15
Magazine printing	1,425.00
Salaries June	1,934.71
Pensions June	113.02
HMRC PAYE costs Qtr 1	1,646.57

- b. To review additional accounts for payment and approve the

**It was resolved** to approve the following additional accounts for payment:

Scarecrow Workshop expenses	43.38
Payroll Services – Qtr 1	84.80
Repayment of CIL overpayment	19,020.71
DBS check	16.80
Valley Ridge Hire 24.5.22	6.01
Transfer to Unity Bank	254,500.00

- c. To consider and approve the grant application from the Valley Ridge Bowling Club  
**It was resolved** to approve the application for a grant of £300 from the Valley Ridge Bowling Club, subject to the addition of the KPC logo to the polo shirt which will be funded up to the cost of £100
- d. To receive nominations and approve four nominated users for the Redwood Bank savings account  
**It was resolved** to approve the following nominated users for the Redwood Bank savings account:
- Councillor Eyre
  - Councillor Hardwick
  - Councillor Foley
  - D. Meir (Clerk)
- e. To receive nominations and approve four signatories for the United Trust Bank savings account  
**It was resolved** to approve the following nominated users for the United Trust Bank savings account:
- Councillor Eyre
  - Councillor Hardwick
  - Councillor Foley
  - D. Meir (Clerk)
- f. To consider the Finance and Corporate Governance Committee's recommendation to approve the transfer of £254,500 to the Unity Trust Account  
**It was resolved** to approve the transfer of £254,500 to the Unity Trust Account
- g. To consider the Finance and Corporate Governance Committee's recommendation to approve the transfer of £85,000 to each of the Redwood Bank and the United Trust Bank savings accounts upon opening, from the Unity Trust Account, once the funds have cleared.  
**It was resolved** to approve the transfer of £85,000 to each of the Redwood Bank and the United Trust Bank savings accounts upon opening, from the Unity Trust Account, once the funds have cleared.

**054/FC/2223. 2021-22 Annual Governance and Accountability Return and Internal Audit**

- a. To consider and approve the Finance and Corporate Governance Committees recommendations from their review of the Internal Audit Report  
**It was resolved** to approve the recommendation to advise the auditor that the Parish Council does hold petty cash and to request that it is included in future audits.  
It was noted that the issue of Councillor making large purchases was raised and the Finance and Corporate Governance Committee will consider how to address this when the new bank account is in operation.
- b. To consider and approve the Finance and Corporate Governance Committees recommended response to the Annual Governance Statements.  
**It was resolved** to approve the response to the Annual Governance Statements
- c. To consider the Finance and Corporate Governance Committees recommendation to approve Section 2 – Accounting Statements  
**It was resolved** to approve the Accounting Statements
- d. To consider the Finance and Corporate Governance Committees recommendation to approve the bank reconciliation and explanation of variances.  
**It was resolved** to approve the bank reconciliation and explanation of variances
- e. To consider and approve the Finance and Corporate Governance Committees recommended dates for the period for the exercise of public rights  
**It was resolved** to approve the period for the exercise of public rights as Friday 17<sup>th</sup> June to Thursday 28<sup>th</sup> July

**055/FC/2223. Youth and Leisure Committee**

- a. To consider the Youth and Leisure Committees recommendation to approve the provision of three summer tennis coaching sessions at a cost of £120.  
**It was resolved** to approve the provision of three summer tennis coaching sessions at a cost of £120.
- b. To consider the Youth and Leisure Committees recommendation to change the date of the next meeting of the Youth and Leisure Committee meeting to Tuesday 12<sup>th</sup> July at 7pm.  
**It was resolved** to approve the date of the next Youth and Leisure Committee meeting as Tuesday 12<sup>th</sup> July at 7pm.

**056/FC/2223. Environment and Climate Action Working Group**

- a. To receive an update from the Climate Action Group and agree any actions  
It was reported that the issues covered are already covered by other community groups or Parish Council Committees and no response was received from the article in the magazine. **It was resolved** to disband the group and for issues to be considered by relevant committees where appropriate.

**057/FC/2223. High Street Team**

- a. To receive an update from the High Street Team and agree any actions.  
Both members were unable to attend the last meeting. Feedback received was that the regeneration work is being done and there is interest in the idea of holding a market on a Saturday.

**058/FC/2223. Community Building**

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

Councillor Bate is awaiting feedback from the Ward Councillors.

- b. To receive feedback from Cllr M Biscomb regarding information received from Cllr Harland regarding ownership of Gibson Lane Community Centre.  
No feedback received. To remove from the agenda and await further information from Councillor Bate
- c. To receive any other updates on the proposal for an extension at The Gibson Lane Community Centre and agree any actions.  
To remove from the agenda and await further information from Councillor Bate

**059/FC/2223. Secure Dog Park**

- a. To receive an update on the proposal for a secure dog park and agree any actions  
No further progress made. To remove from the agenda.

**060/FC/2223. Next Meeting**

- a. To notify Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting  
None
- b. To confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 21<sup>st</sup> July 2022 at 7pm, in the Methodist Church Hall  
**It was resolved** to confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 21<sup>st</sup> July 2022 at 7pm, in the Methodist Church Hall