

KIPPAX PARISH COUNCIL



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Minutes of the Meeting of Kippax Parish Council held Thursday 21st July at 7pm in the Methodist Church Hall.

Approved at the full council meeting held on Thursday 18th August 2022

Present: Councillor M. Eyre, Councillor H. Richardson, Councillor M. Biscomb, Councillor J. Biscomb, Councillor A. Parker, Councillor J. Almond, Councillor D McEwan, Councillor A. Hudspith, Councillor H. Foley, Councillor J. Mawson, Councillor G. Hardwick, Councillor J. Simpson, Councillor J. Purcell, one member of the public and D Meir (Clerk).

061/FC/2223. Apologies

- a. To note apologies and receive and approve any reasons for absence
Apologies were received from Councillor V. Land and **it was resolved** to approve the reason for absence.

062/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

063/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.

Mat Porter from Sportive HQ provided information about a family bike ride he could provide free on charge on Sunday 2nd October and the Parish Council were asked to provide marshalling support and to provide a souvenir item to be provided to participants. Councillor Almond will check if market stalls could be put in the Co-op car park for the event.

064/FC/2223. Meeting of Kippax Parish Council held 16th June 2022

- a. To approve minutes of the Annual Meeting of Kippax Parish Council held 16th June 2022 as a true and accurate record of that meeting
It was resolved to approve the minutes of the Meeting of Kippax Parish Council held 16th June 2022 as a true and accurate record of that meeting

065/FC2223. Sandgate Terrace

- a. To receive an update on the meeting with the Castleford and District Allotments Association and agree any further actions.
The Castleford and District Allotments Association asked the Parish Council to support their crowdfunding campaign to fund the compulsory purchase of the allotment sites from

the travellers. **It was resolved** to engage with the planning process on the site but to be neutral on the crowdfunding campaign.

066/FC/22/23. Administration

- a. To receive an update on Councillor Bate's DBS check
Councillor Bate has been provided with a form to complete with the information required.
- 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 Hardwick provided an evaluation of the Powers and procedures training and reported that nothing new had been learnt.
- d. To consider the quotes for hall hire and approve a venue for full council meetings from September 2022
It was resolved that the Methodist Church Hall was the preferred venue and to try and negotiate a better price for it.
- e. To consider and approve payment of 17 Kippax Welfare memberships fees at £5 each to allow use of their room
No longer required
- f. To consider the quotes for providing first aid training for councillors and approve a provider
It was resolved to approve the provision of first aid training from Leeds City Council at a cost of £655
- g. To consider and approve a venue, date and attendees for the first aid training
Councillor M Biscomb request date for the training on a Saturday before Christmas. It was resolved to approve a budget of £100 for a venue for the training. Six Councillors and the Clerk agreed to attend and it will be offered to the village caretaker.
- h. To approve the transfer of funding for the first aid training from the jubilee festival budget to the training budget.
It was resolved to approve the transfer of funding for the first aid training from the jubilee festival budget to the training budget.
- i. To receive and approve orders for Hi-Viz coats and vests for event volunteers
It was resolved to approve the order of a further 7 Hi Viz coats and two Hi-Viz vests
- j. To consider and approve the purchase of a replacement Hi-Viz vest for the caretaker
It was resolved to approve the purchase of a Hi-Viz vest for the caretaker.
It was resolved to delegate the purchase of uniforms to the clerk.
- k. To approve a budget for the purchase of the Hi-Viz coats and vests.
It was resolved to approve the transfer of funding from the jubilee festival budget to the uniform budget.
- l. To consider and approve Councillor Richardson having access to update the website.
It was resolved to approve Councillor Richardson having access to update the website

067/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:

First Aid Kit	46.14
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Gazebo	60.00
Ink service	5.00
Mileage to bank	8.10
Caretaker Mileage	27.45
Microsoft 365	59.99
Ink service	5.47
Hall Hire - FC meeting	25.00
Internal Audit	275.00
Salaries July	1,741.66
Pensions July	110.12

- b. To review and approve the additional accounts for payment
It was resolved to approve the following additional payment:

Document Shredding	43.38
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- c. To consider the Finance and Corporate Governance Committees recommendation to approve the proposed changes to the Grants Policy and application form
It was resolved to approve the proposed changes to the Grants Policy and application form
- d. To consider and approve the grant application from Kippax Athletic Junior Football Club
It was resolved to defer consideration of the grant until further information is received regarding the issue over the use of Kippax Common.
- e. To consider and approve the grant application from Kippax Welfare Juniors
It was resolved to defer consideration of the grant and request further information about the bank account held by the organisation and the number of signatories on it.
- f. To consider and approve the Finance and Corporate Governance Committees recommendation to change the date of the next meeting to Monday 15th August at 7pm
It was resolved to approve the Finance and Corporate Governance Committees recommendation to change the date of the next meeting to Monday 15th August at 7pm

068/FC/2223. Youth and Leisure Committee

- a. 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 9th August at 7pm
- b. **It was resolved** to approve the Youth and Leisure Committees recommendation to change the date of the next meeting of the Youth and Leisure Committee meeting to Tuesday 9th August at 7pm

069/FC/2223. Communications Committee

- a. To consider and approve the quote of £1,328 to produce 4000 copies of the longer walk booklet
It was resolved to delegate the approval of the cost of the longer walk booklet to the communications committee. Councillor McEwan will get alternative quotes.

070/FC/2223. Data Audit Working Group

- a. To receive an update from the Data Audit Group
The work on the review of paper documents has been completed. Work still to be done on electronic documents and the data audit.
- b. To consider and approve the purchase of a lockable fireproof filing cabinet to store historic documents at the container at a cost of £425.99
It was resolved to approve the purchase of a lockable fireproof filing cabinet to store historic documents at the container at a cost of £425.99

- c. To consider and approve the purchase of a lockable fireproof documents box to store current documents at the clerk house at a cost of £42.99
It was resolved to approve the purchase of a lockable fireproof documents box to store current documents at the clerk house at a cost of £42.99
- d. To consider and approve a budget for the purchases of secure storage
It was resolved to approve a budget for the purchases of secure storage from reserves.

071/FC/2223. High Street Team

- a. To receive an update from the High Street Team.
The High Street Team are looking into the possibility of holding a market on a Saturday. Ward Councillors provided an update on the regeneration funding which it is hoped will fund the new finger post. Councillor Eyre has agreed to remain on the team if meetings are minuted. The next meeting is being held next Tuesday and Councillor Eyre will be delivering an invitation to all High Street Traders.
- b. To receive nominations and elect a second representative
Councillor H. Richardson was nominated and elected as a second representative on the high street team.

072/FC/2223. Community Building

- a. To receive feedback from Councillor Bate about the Gibson Lane Community Centre Trustees meeting
No update available
- b. To receive feedback from Councillor Eyre and Councillor M. Biscoomb from Kippax Welfare Trustees meeting
Following the meeting with trustees it has become apparent that this option is not viable.

073/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 18th August 2022 at 7pm, in the Methodist Church Hall
It was resolved to confirm the date of the next ordinary meeting of Kippax Parish Council as Thursday 18th August 2022 at 7pm, in the Methodist Church Hall

Signed: _____ Date: _____