

KIPPAX PARISH COUNCIL



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Minutes of the Meeting of Kippax Parish Council held Tuesday 27th September at 7pm in the Methodist Church Hall.

Approved at the full council meeting held on Thursday 20th October 2022

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

091/FC/2223. Apologies

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

092/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

093/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

094/FC/2223. Meeting of Kippax Parish Council held 9th August 2022

- a. To approve minutes of the Extraordinary Meeting of Kippax Parish Council held 9th August 2022 as a true and accurate record of that meeting
It was resolved to approve minutes of the Extraordinary Meeting of Kippax Parish Council held 9th August 2022 as a true and accurate record of that meeting.

095/FC/2223. Meeting of Kippax Parish Council held 18th August 2022

- a. To approve minutes of the Meeting of Kippax Parish Council held 18th August 2022 as a true and accurate record of that meeting

It was resolved to approve minutes of the Meeting of Kippax Parish Council held 18th August 2022 as a true and accurate record of that meeting.

096/FC/22/23. Administration

- a. To receive an update on Councillor Bate's DBS check
This has now been completed
- b. To consider any suggestions submitted by the public via the website and agree any actions.
None
- c. To note the response from the Methodist Church regarding the hire of the hall and consider where the small lounge would be a suitable alternative.
The response was noted and it was resolved that the small lounge was not suitable and to await the outcome of their meeting in October. The October meeting will be held in the Methodist Hall for the cost of £25
- d. To review the Civility and Respect Statements and approve signing up to the Civility and Respect Pledge
It was resolved to sign up to the Civility and Respect Pledge.
- e. To consider the use of Parish Council emails and dealing with enquires and approve the amended IT and use of email policy
It was resolved to approve the IT and Email Policy and all Councillors and users are to sign a copy before the next full council meeting.

097/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:

External audit	480.00
Xmas Tree	684.00
Mileage to choose tree	16.65
Caretaker Mileage	15.75
Document box	38.99
Filing cabinet	354.99
Clerks ink service	2.80
Printing paper	4.00
Methodist Hall Hire - Sept 22	25.00
Petty Cash top-up	58.11
Qtr 2 Payroll costs	72.54
Salaries September	2,237.12
Pensions September	150.70
Qtr 2 PAYE costs	991.27

It was noted that the salary payments were made on 23rd September as contractually required.

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

Kippax Junior Athletic FC Grant	498.75
September Magazine printing	1,625.00

It was noted that the grant was paid on 21st September as per the grants policy.

- c. To approve the Finance and Corporate Governance Committee's recommendation to open a saving account with the Cambridge Building Society.
It was resolved to approve the Finance and Corporate Governance Committee's recommendation to open a saving account with the Cambridge Building Society.
- d. To receive nominations and approve signatories for the new savings account
It was resolved to approve Councillors Eyre, Foley and Hardwick and the clerk as authorised users on the account.
- e. To approve the transfer of £85,000 to the new savings account once it has been opened.
It was resolved to approve the transfer of £85,000 to the new savings account once it has been opened.
- f. To approve the transfer of £60,000 to the Unity Trust Reserve account
- g. **It was resolved** to approve the transfer of £60,000 to the Unity Trust Reserve account
- h. To approve the Finance and Corporate Governance Committee's recommended actions in response to the External Audit Report into the 2021-22 Annual Governance and Accountability Return
It was resolved to approve the Finance and Corporate Governance Committee's recommended action to ask the internal audit why petty cash was not audited.
- i. To receive an update from bank signatories on the setting up of online banking and consider and approve more or alternative signatories.
Councillors Almond, McEwan and Bate agreed to set up the online banking so they can authorise payments and to notify the Clerk when they had.

098/FC/2223. Youth and Leisure Committee

- a. To consider providing food for the community Halloween party
It was resolved not to provide food for the community Halloween party
- b. To consider purchasing goody bags for the Family Bike ride
It was resolved to purchase paper cups, brown bags (if not donated), flavoured water and reflectors for the goody bags up to a cost of £126. Fruit will be donated by the Co-op and Sainsburys.
- c. To confirm volunteers for the Family Bike Ride (timings TBC but expected 8am-12pm)
Volunteers have been confirmed and Councillor Eyre will prepare a Marshall plan

099/FC/2223. Village Services Committee

- a. To receive an update on the refurbishment of the bench on Longdike Lane
The bench has been refurbished so the Parish Council no longer need to complete this.

100/FC/2223. Communications Committee

- a. To approve the quote for the printing of the calendar
It was resolved to approve the quote of £990 to print 250 calendars.
- b. To approve a price of £3.00 for the calendar
It was resolved to approve the price of £3.00 for the calendar
- c. To approve not to provide a free copy of the calendar to posties
It was resolved not to provide a free copy of the calendar to posties
- d. To approve the calendar proof
The proof is not yet available so it will be approved by the Communications Committee.
- e. To receive information about the Kippax Magazine editorship
The council were informed that Councillor McEwan and Val Laycock are resigning as editors of the Magazine but will work on the December edition if needed. This will be considered by the Communications Committee.
- f. To receive information about a monthly community newsletter

The council were informed that the WI will be sponsoring a new monthly community newsletter.

101/FC/2223. Christmas Lights Committee

- a. To consider and approve the quote for lights and decorations and agree any further actions
It was noted that the quote did not include the string lights for the tree. **It was resolved to approve the quote and request a quote for the missing lights, to be approved by the Christmas Lights Committee.**
- b. To receive an update on the SAG and road closures from 2pm and agree any further actions.
These are complete and no further actions are required.
- c. To review the Christmas Lights budget position and approve any additional budget requirement.
The budget position was reviewed and no additional budget is required

102/FC/2223. Community Building

- a. To receive feedback from Councillor Bate about the Gibson Lane Community Centre Trustees meeting
Councillor Bate has raised this verbally with Ward Councillor Mary Harland but she has requested that he emails her with the details.

103/FC/2223. Remembrance Day

- a. To receive feedback from the handover meeting with the British Legion and agree any actions
Councillor Hardwick has met with the members of the British Legion and they have handed her the paperwork and did not feel it was necessary to attend a meeting with the Parish Council. **It was resolved** that Councillor Hardwick would send the information form the British Legion to the Clerk.
It was resolved that Councillor Foley would arrange a meeting with all wreath laying groups
- b. To consider whether to provide food for this year's Remembrance Parade and agree any actions
It was resolved that the clerk would email the British Legion to ask if they would like food to be provided by the Parish Council. If they do quotes will be obtained for the next full council meeting.
- c. To receive an update on the SAG report and road closure and agree any actions
These have been submitted and no further action is required.
- d. To consider and approve the purchase a sound system for the event
It was resolved to approve the purchase of a sound system at a cost of £378.95. It was resolved that this would be funded from reserves.
- e. To review and approve the risk assessment
To carry forward to the next meeting
- f. To confirm the insurance arrangements
The event is covered by the council's insurance
- g. To approve the cost of up to £40 for the purchase of a remembrance wreath.
It was resolved to approve the purchase of a remembrance wreath up to the cost of £40

104/FC2223. Better Buses West Yorkshire Campaign

- a. To note the letter received and consider and approve sending a letter to the Mayor of West Yorkshire
It was resolved to send the letter to the Mayor of West Yorkshire

105/FC/2223. High Street

- a. To receive an update on the Kippax High Street and agree any actions
It was resolved to purchase a flag and banner to celebrate the 50th Anniversary of Torvilles high street shop at a cost of £39 + VAT

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

- a. To note the information about the new Forum and receive nominations and elect a representative to attend the meetings
It was resolved to elect Councillor McEwan as the council's representative on the Forum

107/FC/2223. Kippax Community Pantry

- a. To approve the setting up of the proposed community pantry
It was resolved to approve the setting up of the community pantry
- b. To approve a budget of £2,500 for stock and expenditure for Kippax Community Pantry to be re-assigned from the Grant Applications - General budget
It was resolved to approve a budget of £2,500 for stock and expenditure for Kippax Community Pantry to be re-assigned from the Grant Applications - General budget
- c. To approve Councillor M Biscomb applying for external funding for the project including but not limited to the Ward Councillors
It was resolved to approve Councillor M Biscomb applying for external funding for the project.
- d. To approve adding the Kippax Community Pantry project to the Parish Council's insurance
- e. **It was resolved** to approve adding the Kippax Community Pantry project to the Parish Council's insurance
- f. To approve assigning all decision making (within the agreed budget) regarding the Kippax Community Pantry project to the Youth and Leisure Committee
- g. **It was resolved** to approve delegating decision making (within the agreed budget) regarding the Kippax Community Pantry project to the Youth and Leisure Committee.
- h. To consider any other actions relating to the establishment of the Community Pantry
Councillors willing to volunteer at the pantry are to email Councillors Eyre, Holey and M. Biscomb with their availability.
Surplus to purpose will be used for supplies and a collection box will be requested in the Co-op and Sainsbury's.
A meeting is to be arranged with the head of the school
It was resolved that a DBS check can be requested through the Parish Councils system for Lesley Eyre, who will volunteer at the Pantry. It will be paid for by Lesley as per the Safeguarding policy.

108/FC/2223. Leeds 2023 Year of Culture

- a. To receive an update on the Leeds 2023 Year of Culture project
The council were informed that Councillor M. Biscomb has been appointed to the role of Neighbourhood Host for the Kippax and Methley Ward.

109/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 20th October 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 20th October 2022 at 7pm, in the Methodist Church Hall

Signed:

M Eyre

Date: 20th October 2022