



Minutes of the Meeting of Kippax Parish Council held Thursday 20th October at 7pm in the Methodist Church Hall.

**To be approved at the full council meeting to be held on Thursday 17th November 2022**

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

**110/FC/2223. Apologies**

- a. To note apologies and receive and approve any reasons for absence  
Apologies were received from Councillor V. Land, Councillor J. Bate and Councillor J. Purcell. **It was resolved** to approve the 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  
None
- b. To approve dispensation requests  
None

**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.

The joint owner of the allotment land to be discussed under item 123/FC/2223 informed the Parish Council that they disagree with its designation as allotment land and would like to put two houses on it. If permission is granted, they would donate some of the land to the Parish Council. He asked the Parish Council if it would support this proposal. If they are unable to get permission for this development, the owners have offered to sell the land to the Parish Council for £65,000.

**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  
**It was resolved** 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.  
A suggestion has been put forward to plant trees on the grassed area in the middle of The Drive. Councillor M Biscomb will put the suggestion to Leeds City Council, who are responsible for the land.
- b. To receive an update from the Methodist Church regarding the hire of the hall and approve a location for future full council meetings  
The Methodist Church have indicated that they want to negotiate on the hire charge. **It was resolved** to offer them £35 for the hire for full council meetings.
- c. To consider the non-compliance with the IT and email policy and agree a solution  
**It was resolved** to amend the IT and email policy to add the agreed solution for councillors who are unable to access email. Clerk to discuss options with Councillor Bate
- d. To confirm receipt of signed copies of the IT and email policy from all users.  
All users to sign the amended policy approved at 114/FC/22/23c.
- e. To note Councillor M. Biscomb's resignation as a YLCA Branch Representative and receive nominations and elect a new representative.  
**It was resolved** to elect Councillor Gail Hardwick as the YLCA Branch Representative
- f. To approve Councillor H. Richardson as an additional poster to the Parish Council Facebook page.  
**It was resolved** 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  
**It was resolved** to approve the purchase of a second-hand fireproof filing cabinet up to the cost of £500
- h. To consider and approve lending the Grotto backdrop to Ash Tree School  
**It was resolved** to 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  
**It was resolved** to approve the following accounts for payment:

Kippax Common Work	2,400.00
Skatepark sessions	168.28
Caretaker Mileage	16.20
Hall Hire - FC meetings	25.00
Bank transfer	60,000.00
Bank transfer	85,000.00
Uniforms	234.60
Salaries October	1,504.44
Pensions October	99.18

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

Remembrance Wreath	16.00
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- c. To review and confirm the accuracy of the revised payslip  
**It was resolved to 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.  
**It was resolved to approve the transfer to the NEST direct debit payment to the Unity Trust current account and 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.  
**It was resolved to approve the 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.  
**It was resolved to approve applying 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.  
**It was resolved to replace Councillor J. Bate and Councillor J. Almond with Councillor H. Richardson and Councillor J. Mawson as bank 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  
**It was resolved to approve payment of next year's Grant of £6,000 to the Kippax Band in April 2023**

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

- a. To consider and approve the purchase of replacement remembrance flags  
**It was resolved to approve the purchase of replacement remembrance flags at a cost of £11.40**

#### **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.  
**It was resolved to ask the Communications Committee to produce the December Magazine using the previously used numbers but not to produce any in 2023 until accurate numbers are obtained. An extraordinary meeting of the Communications Committee will be called to appoint the editors for the December edition.**
- b. To consider and approve the proposal that the longer walks booklet is not produced.  
**It was resolved that Councillor D. McEwan will review the proposal for a longer walks booklet in terms of printing costs and distribution.**
- 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.

**It was resolved** to approve an amendment to the terms of reference for the Communications Committee to exclude non-councillor members. The Clerk to inform Joy Bate of the decision and that the Council cannot condone behaviour that puts its Councillors safety at risk. No new members were appointed to the committee.

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

- a. To consider and approve the quote of £766 + VAT for string lights for the Christmas Tree  
**It was resolved** to approve the quote of £766 + VAT for the 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.  
**It was resolved** 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  
**To carry forward to the next meeting**

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

- a. To receive an update on the planning for the Remembrance Day parade and approve the timings.  
**The road closure is organised and all information received has been provided to the Clerk**  
**It was resolved** that the timings would be the same as previous years.
- b. To receive an update from the meeting with wreath laying groups and agree any actions  
**Councillor Foley has organised the meeting with wreath laying groups.**
- c. To consider and approve printing the booklet and poster  
**The British Legion will organise and fund the printing of 40 copies of the booklet.**
- d. To consider and approve any quotes to provide food for this year's Remembrance Parade  
**It was resolved** to approve the quote of £400 from the Kippax Ex-service & Social Club to provide the food for the Remembrance Parade
- e. To approve a volunteer to look after the PA system at the War Memorial  
**It was resolved** to approve Councillor A. Hudspith to look after the PA system at the War Memorial
- f. To review and approve the risk assessment  
**It was resolved** to approve the risk assessment

**121/FC2223. Leeds City Council Consultation**

- a. To consider the Licensing Policy and Cumulative Impact Assessment and approve any comments to be submitted.  
**It was resolved** not to submit any comments

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

- a. To receive feedback from the meeting and agree any comments  
**It was reported that the meeting was attended by many interested organisations. Vandalism was reported as the biggest issue, which the police are doing their best to deal with. Parking is also an issue. They are looking at allowing swimming in one of the lakes. Meetings are to be held quarterly**

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

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

**It was resolved** to inform the landowner that the Parish Council do not have the funds to purchase the land and that any planning application for the land will be considered and commented on by the Planning Committee. It was noted that the land is designated green space in the Kippax Neighbourhood Plan.

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

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

**No updates to report.**

**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

**It was reported that these are not required.**

- b. To approve councillors applying for Kippax North-specific DBS checks as required to access the school building during the school week

**It has not yet been confirmed if these are required so it is deferred to the Youth and Leisure Committee to decide.**

**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"

**It was resolved** 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)**

**It was resolved** to exclude members of the press and public for consideration of item 127/FC/2223.

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

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

**It was resolved** not to pursue the proposal from a neighbouring Parish Council

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

- a. To notify Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting

- **High Street update**

- 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

**It was resolved** to confirm the date of the next ordinary meeting of Kippax Parish Council as Thursday 17<sup>th</sup> November 2022 at 7pm, in the Methodist Church Hall