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Minutes of the meeting of Kippax Parish Council held Thursday 16th February 2023 at 7pm in the Valley Ridge Community Centre.

Approved at the full council meeting held on Thursday 16th March 2023.

Present: Councillor M. Eyre, Councillor J. Almond, Councillor M. Biscomb, Councillor A. Parker, Councillor J. Mawson, Councillor J. Purcell, Councillor V. Land, Councillor A. Hudspith, Councillor M. Osman, Councillor J. Bate, Councillor J. Simpson, Councillor H. Foley,

175/FC/2223. Apologies

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

Apologies were received from Councillor G. Hardwick, Councillor H. Richardson, Councillor D. McEwan, Councillor J. Biscomb, Clerk (Debi)

176/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

177/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.

No public present.

178/FC/2223. Meeting of Kippax Parish Council held 19th January 2023

- a. To approve minutes of the Meeting of Kippax Parish Council held 19th January 2023 as a true and accurate record of that meeting

It was resolved to approve the minutes of the meeting of the Kippax Parish Council held 19th January 2023 as a true and accurate record of that meeting.

179/FC/22/23. Administration

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

None.

- b. To confirm receipt of signed copies of the IT and email policy from all users.

Clerk to confirm receipt on return.

- c. To receive an update on the lock for the fireproof filing cabinet and agree any further actions

Councillor Eyre will be attempting to installing a locking mechanism when he has received the parts from Councillor Osman and will report back at the next meeting.

- d. To receive confirmation that permission has been granted for a plaque in recognition for Reece Fletcher's fundraising efforts to be placed on the library wall.
It was resolved to defer this item until the next meeting
- e. To consider and approve a quote and design for the plaque
It was resolved to defer this item until the next meeting
- f. To review the training evaluation form and agree any actions
Councillor Osman is awaiting the recording from the training provider to be able to provide an evaluation form. **It was resolved** to defer this item until the next meeting
- g. To review the basis on which training will be provided to councillors and approve the amended training policy and training request form
It was resolved to approve the amended training policy and training request form. It was noted that any future policy changes should be reviewed by the Personnel Committee first, and that a general meeting of the Personnel Committee is required imminently, Councillor Almond to liaise with the Clerk re. setting a date.
- h. To consider and approval the proposal for radio training
It was resolved to approve radio training to be held at 18:45 on Thursday 16th March, prior to the full council meeting. Valley Ridge booking to be amended for earlier access.

180/FC/2223. Finance and Corporate Governance

- 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:

YLCA – Training webinar	33.40
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- b. To review the wage slips and pension record for February and confirm their accuracy

It was resolved to confirm the accuracy of the following salary and pension payments:

Salaries	1,689.34
pensions	117.64

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

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

Transfer from reserves to current account	20,000
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- d. To consider the discrepancy on the invoice from Leeds Lights and agree any actions
KPC placed an order for 50 motifs with Leeds City Council. LCC have raised an invoice for 51 motifs. **It was resolved** to pay for the 50 lights that were requested and query why the lights for the tree at the Leisure Centre were not installed but still including on the invoice. KPC resolved not to pay for the lights for the trees that weren't installed.
- e. To approve the Finance and Corporate Governance Committees recommendation to transfer £20,000 from the Unity reserve account to the Unity current account.
It was resolved to approve the recommendation to transfer £20,000 from the Unity reserve account to the Unity current account
- f. To approve the Finance and Corporate Governance Committees recommendation to transfer £9,800 of the Community Garden behind Globe budget to the salaries budget and £200 to the bank charges budget.
It was resolved to approve the recommendation to transfer £9,800 of the Community Garden behind Globe budget to the salaries budget and £200 to the bank charges budget

- g. To consider and approve the quote for internal audit
It was resolved to approve the quote for the internal audit

181/FC/2223. Communications

- a. To receive an update on the sale of the village calendar and agree any actions
KPC purchased 250 calendars this year and sold 211. Calendar sales plus advertising revenue creates a total cost/loss of £217 for the project.

It was resolved to take the spare ones to the Community Pantry and then to the Community Hub if they are not taken.

- b. To agree a new date for next meeting of magazine working group
It was resolved to approve a date of Wednesday 22nd March at 7pm to hold the next working group. Clerk to book Valley Ridge Community Centre for the meeting.

182/FC/2223. Youth and Leisure

- a. To consider and approve the Youth and Leisure Committees recommendation to purchase two gazebos at a cost of £1,393 (including VAT)
It was resolved to approve the recommendation to purchase two gazebos at a cost of £1,393 (including VAT)
- b. To consider and approve setting up a separate committee for the Community Pantry
It was resolved to approve setting up a separate committee for the Community Pantry
- c. To consider and approve the terms of reference for the Community Pantry Committee
It was resolved to approve the terms of reference for the Community Pantry Committee
- d. To receive nominations and elect members to the Community Pantry Committee.
It was resolved to elect Councillors M. Biscomb, M Eyre, J. Simpson, V. Land, A. Parker, J. Purcell, J. Mawson, J. Almond and H. Foley to the Community Pantry Committee.
- e. To receive nominations and elect non-councillor members to the Community Pantry Committee
It was resolved to defer this item to the next meeting as no formal nominations were received.
- f. To confirm the date of the first meeting of the Community Pantry Committee as Tuesday 7th March at 8pm
It was resolved to approve the date of the first meeting of the Community Pantry Committee as Tuesday 7th March at 6:30pm.

183./FC/2223. Community Building

- a. To receive feedback from Councillor Eyre about the Gibson Lane Community Centre
Councillor Eyre and Councillor Biscomb met with the Ward Councillors, who believe that the grounds belong to LCC and the current building belongs to the charity who manage the centre. If KPC are interested in building a space they would need to seek permission the of the Leeds City Council's Asset Management team and also permission from the charity committee if the proposed building adjoined the current building. The Ward Councillors are seeking more information to provide KPC.

184/FC/2223. High Street Team

- a. To receive feedback from the high street team meeting and agree any actions
A new makers market is coming to Kippax High Street on Saturday 18th March. The intention is that this will run once a month subject to its success. The team are considering a Spring Window Display to coincide with the market.

The Local Centres Project is expected to be completed by the end of March, as part of this work a cushion speed hump is expected to be added to the zebra crossing on the High Street and various car parks are set to be resurfaced.

The next meeting is scheduled for Tuesday March 14th at 17:30.

- b. To consider and approve the request from the high street team to borrow the gazebos for the Saturday market.

It was resolved to approve the request from the high street team to borrow the gazebos for the Saturday market on the condition that the market organiser can prove that suitable public liability and material damage insurance is in place to install the gazebos and repair/replace them if required, and an agreement is prepared by the Clerk to confirm the arrangement.

It was noted that if the gazebos are required by the council, these will not be available for the market to borrow.

185/FC/2223. St Aidan's Nature Park, Stakeholders Forum

- a. To receive feedback from the meeting on 24th January and agree any actions.

It was resolved to defer this item as Councillor McEwan attended the meeting and was not present at the council meeting.

186/FC/2223. Remembrance Parade Working Group

- a. To receive feedback from the group and agree any actions

It was resolved to defer this item as Councillor Hardwick was not present at the meeting. It was also resolved to ask the Clerk to ask Councillor Hardwick to arrange a meeting with the relevant stakeholders.

187/FC/2223. Welfare Music Festival

- a. To consider and approve four councillors and their partners, in addition to the chairman, to attend the event on the 19th August.

It was resolved to email out to all councillors to engage interest in who would like to attend. Councillors will take priority over partners.

188/FC/2223. Ward Councillors meeting

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

The Chair and Vice-Chair had a meeting with the Ward Councillors to generally discuss ongoing events and projects including funding for the defibrillator and potential streetlights at the end of Kippax High Street.

- b. To note the date of the next meeting

The Chair and Vice Chair will meet with Ward Councillors on Tuesday 14th March at 7pm. Any items for discussion should be raised with the Chair and Vice Chair prior to the meeting.

189/FC/2223. Next Meeting

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

- To receive an update on Andy's Man Club
- To receive nominations and elect members to the Community Pantry Committee

- b. To confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 16th March 2023 at 7pm.

It was resolved to confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 16th March 2023 at 7pm

Signed: *M Eyre*

Date: 16th March 2023