



Minutes of the Meeting of Kippax Parish Council held Thursday 20th April at 7pm in the Valley Ridge Community Centre.

Approved at the full council meeting held on Thursday 18th May 2023.

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

211/FC/2223. Apologies

- a. To note apologies and receive and approve any reasons for absence
Apologies were received from Councillor H. Richardson, Councillor D. McEwan, Councillor J. Simpson and Councillor V. Land. **It was resolved** to approve the reasons for absence.

212/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

213/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

214/FC/2223. Meeting of Kippax Parish Council held 16th March 2023

- a. To approve minutes of the Meeting of Kippax Parish Council held 16th March 2023 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 March 2023 as a true and accurate record of that meeting

215/FC/2223. Meeting of Kippax Parish Council held 4th April 2023

- a. To approve minutes of the Extraordinary Meeting of Kippax Parish Council held 4th April 2023 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 4th April 2023 as a true and accurate record of that meeting

216/FC/22/23. Administration

- a. To consider any suggestions submitted by the public via the website and agree any actions.
None submitted
- b. To confirm receipt of signed copies of the IT and email policy from all users.
A signed copy has not yet been received from Councillor Bate
- c. To receive an update on the lock for the fireproof filing cabinet and agree any further actions
Councillor Osman did not provide the brackets so Councillor Eyre will make some in June
- d. To receive confirmation from the Pensions Regulator that the re-declaration of compliance with the automatic enrolment duties has been completed
Confirmation received
- e. To receive an update on the increase in holiday entitlement and the carry-over of annual leave
It was noted that both members staff have received an additional day's annual leave as part of the annual pay award and the clerk has carried over two days of annual leave.
- f. To approve the sale of the old PA system
It was resolved to approve to advertise the sale of the old PA system for £125.
- g. To approve the renewal of YLCA membership at a cost of £1,184
- h. **It was resolved** to approve the renewal of YLCA membership at a cost of £1,184

217/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:

Caretakers Mileage	16.20
Stall hire for Xmas Lights	1,218.30
YLCA Annual Membership fee	1,184.00
Kippax Band Grant for 2023-24	6,000.00
Salaries	1,959.84
pensions	129.96

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

Annual Insurance	1,457.88
Pantry expenses	351.38
Transfer to HSBC reserve account	60,000.00
Transfer to Unity reserve account	60,000.00

- c. To confirm that additional payments have been set up correctly
It was resolved to confirm that the payments have been set up correctly
- d. To receive an update on the disputed Leeds Lights invoice and agree any actions
A response has not yet been received to the query raised by the Ward Councillors.
- e. To approve the Finance and Corporate Governance Committees recommendation to transfer funds between accounts
It was resolved to approve the transfer of £60,000 to the HSBC reserve account and £60,000 to the Unity reserve account.
- f. To approve the Finance and Corporate Governance Committees recommendation to approve the Community Infrastructure (CIL) Report 2022-23

It was resolved to approve the Community Infrastructure (CIL) Report 2022-23.

- g. To approve the Finance and Corporate Governance Committees recommendation to approve payment of this year's grant to the Growing Zone

It was resolved to approve the payment of this year's grant of £3,498 to The Growling Zone

- h. To consider the Finance and Corporate Governance Committees report on the grant application from Kippax in Bloom and consider whether to approve the Grant

It was resolved to approve a grant of £7,000 for Kippax in Bloom each year for the next 5 years, subject to the funds not being spent on the maintenance or removal of trees.

- i. To consider the Finance and Corporate Governance Committees report on the grant application from Valley Ridge Bowling Club and consider whether to approve the grant

It was resolved to approve a grant of £557 to Valley Ridge Bowling Club.

- j. To consider the Finance and Corporate Governance Committees recommendation to approve the financial Risk Assessment

It was resolved to approve the Financial Risk Assessment.

- k. To consider the Finance and Corporate Governance Committees recommendation to approve the insurance cover and renewal

It was resolved to confirm the insurance cover and approve the policy renewal at a cost of £1,457.88

- l. To consider the Finance and Corporate Governance Committees recommendation to approve the Financial Regulations

It was resolved to approve no changes to the Financial Regulations

- m. To consider the Finance and Corporate Governance Committees recommendation to approve the expenses policy

It was resolved to approve no changes to the expenses policy

- n. To consider the Finance and Corporate Governance Committees recommendation to approve the Investment Strategy

It was resolved to approve the Investment Strategy

- o. To consider the Finance and Corporate Governance Committees recommendation for the May meeting date

It was resolved to approve not to hold a Finance and Corporate Governance Committee meeting in May and incorporate items on the agenda for the Annual Meeting of the Council to be held on 18th May.

218/FC/223. Planning

- a. To consider and approve the Planning Committees recommendation to consider minor planning applications at the annual meeting of the council to be held on 18th May or to hold a meeting of the Planning Committee on Thursday 25th May at 7pm if significant applications are received.

It was resolved to approve considering minor planning applications at the annual meeting of the council to be held on 18th May or to hold a meeting of the Planning Committee on Thursday 25th May at 7pm if significant applications are received.

219/FC/2223. Community Pantry

- a. To receive an update on donations for the pantry from the sale of items from the Central Club

An update on the donations was provided, with £780.55 received to date.

- b. To consider whether the community pantry meets the requirement for enhanced DBS checks to confirm which DBS check should be conducted for new Parish Councillor volunteers

It was resolved to complete a basic DBS check for new councillors and to check the original guidance from LCC.

220/FC/2223. Youth and Leisure

- a. To consider and approve quotes for entertainers to be provided at the Gala on Saturday 10th June

It was resolved to approve the cost of £250 for Thorny Roses to play for 45 minutes, with a proposed time of 1:15pm to 2pm.

- b. To consider asking the caretaker to work at the Gala on Saturday 10th June and approve the cost.

It was resolved to approve asking the caretaker to work between 10am and 6pm at the Gala and approve the cost.

221/FC/2223. Village Services

- a. To consider the Village Service Committees recommendation for the May meeting date

It was resolved to approve not to hold a meeting of the Village Services Committee in May and to consider any items at the Annual Meeting of the Council.

222/FC/2223. Magazine workshop Group

- a. To consider and approve the Terms of the Reference for the Kippax Matters Magazine Committee

It was resolved to defer this until the June meeting

- b. To elect members to the Kippax Matters Magazine Committee in line with roles specified in the Terms of Reference

- c. **It was resolved** to defer this until the June meeting

223/FC/2223. Community Building

- a. To receive feedback from Councillor Eyre about the Gibson Lane Community Centre

An Architect's quote for the design and drawings for the building has been received and a quote is being obtained for the building cost.

224/FC/2223. High Street Team

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

The High Street team meeting was cancelled. The first Market went well and was well attended. The next Market is being held on 20th May

225/FC/2223. Remembrance Parade Working Group

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

Councillor Hardwick is working on proving the information to the Clerk.

226/FC/2223. Andy's Man Club

- a. To receive an update and agree any actions

A suitable venue for the club is being sought and the Ward Councillors have agreed to provide half the funding for the first year.

227/FC/2223. Ward Councillors meeting

- a. To receive feedback from the meeting and agree any actions
The unveiling of the Rodger Millward Memorial is being held on Saturday 22nd April and **it was resolved** to approve the loan of the PA system for the event.
Persimmon homes have asked the Parish Council to instal an animal trail for residents on the estate, which they will provide the funding for. Clerk to ask for more details.
- b. To note the date of the next meeting
The next meeting is to be held on 23rd May

228/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 meeting of Kippax Parish Council as Thursday 18th May 2023 at 7pm, which will be the Annual Meeting of the Council.
It was resolved to confirm the date of next meeting of Kippax Parish Council as Thursday 18th May 2023 at 7pm, which will be the Annual Meeting of the Council.

Signed: *M Eyre*

Date: 18th May 2023