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Minutes of the Annual Meeting of Kippax Parish Council held Thursday 18th May at 7pm in the Valley Ridge Community Centre

Approved at the full council meeting held on Thursday 15th June 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, Councillor V. Land, Councillor S. Marshall, one member of the public and D. Meir (Clerk)

001/FC/2324. Elections and Declarations

- a. To receive nominations and elect a Chairman
It was resolved to elect Councillor M. Eyre as Chairman
- b. To receive nominations and elect a Vice Chairman
It was resolved to elect Councillor M. Biscomb as Vice Chairman
- c. To receive the Declaration of Acceptance of Office forms from all newly elected councillors and the chairman
Declaration of Acceptance of Office forms were received from all newly elected councillors present and the chairman and vice chairman. The Declaration of Acceptance of office form for Councillor H. Richardson is to be received at the full council meeting on 15th June.

002/FC/2324. Apologies

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

003/FC/2324. Declarations of Interest

- a. To receive updated register of interests from all newly elected councillors
Councillors were provided with a register of interests form to be returned to the clerk before 2nd June
- b. To receive any declarations of interests relating to items on the agenda
None
- c. To approve dispensation requests
None

004/FC/2324. 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.

A representative from the LCC family Outreach Centre informed the Council about the work they do to support struggling families in the parish and surrounding areas and how they are struggling to raise the funds need to meet the increasing demand for there service. They would like to apply for a grant from the Parish Council and were advised to submit the completed application form to the clerk.

005/FC/2324. To consider co-option of suitable candidates to Kippax Parish Council

- a. To receive a verbal presentation from each candidate

One application has been received and the application gave a verbal presentation to the council.

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 (agenda item 005/FC/2323b.) for the discussion of candidates and to re-admit the press and public for the vote.

It was resolved not to exclude the press and public.

- b. To consider the applications received and approve the co-option of three candidates to the vacant seats on Kippax Parish Council

It was resolved to co-opt Darren Martin to one of the vacant seats on Kippax Parish Council. A signed declaration of acceptance of Office form and completed Register of Interests form were received.

006/FC/2324. Meeting Minutes.

- a. To approve minutes of the meeting of Kippax Parish Council held 20th April 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 20th April 2023 as a true and accurate record of that meeting

- b. To approve minutes of the extraordinary meeting of Kippax Parish Council held 26th 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 26th April 2023 as a true and accurate record of that meeting.

007/FC/2324. Review of delegation arrangements to committees and staff

- a. To review and approve the scheme of delegation

It was resolved to approve the scheme of delegation

008/FC/2324. Review of the terms of reference for committees

- a. To review and approve any amendments to the terms of reference for the Community Pantry Committee

It was resolved to approve terms of reference for the Community Pantry Committee without any amendments.

- b. To review and approve any amendments to the terms of reference for the Christmas Lights Committee

It was resolved to approve the amendments to the terms of reference for the Christmas Lights Committee.

- c. To review and approve any amendments to the terms of reference for the Finance and Corporate Governance Committee

It was resolved to approve the amendments to the terms of reference for the Finance and Corporate Governance Committee

- d. To review and approve any amendments to the terms of reference for the Personnel Committee

It was resolved to approve the amendments to the terms of reference for the Personnel Committee

- e. To review and approve any amendments to the terms of reference for the Planning Committee

It was resolved to approve the terms of reference for the Planning Committee without any amendments

- f. To review and approve any amendments to the terms of reference for the Village Services Committee
It was resolved to approve the terms of reference for the Village Services Committee without any amendments.
- g. To review and approve any amendments to the terms of reference for the Youth and Leisure Committee
It was resolved to approve the amendments to the terms of reference for the Youth and Leisure Committee.

009/FC/2324. Appointment to existing committees

- a. To receive nominations and elect twelve members to the Community Pantry Committee
It was resolved to elect Councillor M. Eyre, Councillor J. Almond, Councillor M. Biscomb, Councillor J. Mawson, Councillor J. Purcell, Councillor H. Foley, Councillor A. Parker and Councillor V. Land to the Community Pantry Committee.
- b. To receive nominations and elect two non-councillors to the Community Pantry Committee
It was resolved to elect Lesley Eyre as a non-councillor member of the Community Pantry Committee.
- c. To receive nominations and elect nine members to the Christmas Lights Committee
It was resolved to elect Councillor M. Eyre, Councillor H. Foley, Councillor G. Hardwick, Councillor J. Mawson, Councillor V. Land, Councillor S. Marshall to the Christmas Lights Committee.
- d. To receive nominations and elect eight members to the Finance and Corporate Governance Committee
It was resolved to elect Councillor M. Eyre, Councillor H. Foley, Councillor G. Hardwick, Councillor S. Marshall and Councillor D. Martin to the Finance and Corporate Governance Committee.
- e. To receive nominations and elect six members to the Personnel Committee
It was resolved to elect Councillor M. Eyre, Councillor J. Almond, Councillor J. Mawson, Councillor J. Purcell, Councillor G. Hardwick and Councillor D. Martin to the Personnel Committee.
- f. To receive nominations and elect six members to the Planning Committee
It was resolved to elect Councillor M. Eyre, Councillor J. Almond, Councillor J. Mawson, Councillor H. Foley, Councillor D. Martin to the Planning Committee.
- g. To receive nominations and elect two non-councillors to the Planning Committee
No nominations were received.
- h. To receive nominations and elect eight members to the Village Services Committee
It was resolved to elect Councillor M. Eyre, Councillor A. Hudspith, Councillor A. Parker, Councillor J. Biscomb, Councillor D. Martin and Councillor S. Marshall to the Village Services Committee.
- i. To receive nominations and elect ten members to Youth and Leisure Committee
It was resolved to elect Councillor M. Eyre, Councillor J. Almond, Councillor M. Biscomb, Councillor J. Mawson, Councillor J. Purcell, Councillor H. Foley and Councillor V. Land to the Youth and Leisure Committee.

010/FC/2224. Appointment to external bodies

- a. To receive nominations and elect two members as YLCA Branch representatives
It was resolved to elect Councillor M. Eyre and Councillor G. Hardwick as YLCA Branch representatives.
- b. To receive nominations and elect a member as a representative on the High Street Team

It was resolved to elect Councillor J Almond as the High Street Team representative.

- c. To receive nominations and elect a member as a representative on the RSPB St Aidan's Stakeholder Forum

It was resolved to inform the RSPB St Aidan's Stakeholder Forum that Councillor D. Martin would be interested but is unavailable to attend meetings during the working day and request that they share any useful information with the council.

011/FC/2324. Review of Council policies and procedures

- a. To review and approve the standing orders

It was resolved to approve the amendments to the standing orders.

- b. To review and approve the council's employment policies and procedures

It was resolved to approve the council's employment policies and procedures without any amendments.

- c. To review and approve the council's grants policy, application form and term and conditions

It was resolved to approve the council's grants policy, application form and term and conditions without any amendments.

- d. To review and approve the council's other policies and procedures

It was resolved to approve the council's other policies and procedures without any amendments.

- e. To review and approve the non-financial risk assessment.

It was resolved to approve the non-financial risk assessment updated for the clerk now having attained the CiLCA qualification.

012/FC/2324. General Power of Competence

- a. To consider if the council meets the eligibility criteria to exercise the general power of competence and resolve to adopt it if it does.

It was resolved to confirm that the council meets the eligibility criteria and to adopt the general power of competence.

013/FC/2324. Review of Expenditure incurred under section 137 of the Local Government Act 1972

- a. To review the Council's expenditure incurred under s.137 during 2022-23.

It was resolved to confirm the expenditure incurred under s.137 of The Local Government Act 1972 during 2022-23

014/FC/2324. Approval of the schedule of regular payments

- a. To review and approve the schedule of regular payments of the year.

It was resolved to approve the schedule of regular payments for the year.

015/FC/2324. Time and place of ordinary meetings of the Council and its Committees up to and including the next annual meeting of the Council.

- a. To approve the schedule of meetings for June 2023 to May 2024.

It was resolved to approve the schedule of meetings for June 2023 to May 2024 with the time of the Christmas Lights Committee meeting on 4th July changed to 8pm and the date of the next Personnel Committee meeting to be agreed by the members of the Committee.

016/FC22/23. 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 new councillors.

Clerk to provide Councillor Marshall and Councillor Martin with a copy of the policy to sign. 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 (agenda item 016/FC/2323c.)

It was resolved not to exclude the press and public.

- c. To consider and approve additional overtime hours for the clerk.

It was resolved to approve additional overtime of 10 hours per month for the Clerk and for the hours to be reviewed by the Personnel Committee with the appraisal in September.

- d. To approve giving the spare notice board to Gibson Lane Community Centre

It was resolved to approve giving the spare notice board to Gibson Lane Community Centre

- e. To approve lending the small PA system to EX KPC Chair Francis Kelly at the weekend

It was resolved to approve lending the small PA system to EX KPC Chair Francis Kelly at the weekend.

017/FC/2324. Finance and Corporate Governance

- a. To review and approve the accounts for payment

It was resolved to approve the following accounts for payment:

Caretaker's mileage	13.50
Clerk's printing costs	4.92
Good Councillor guides	14.35
Gala banners	193.25

- b. To review the wage slips and pension record and confirm their accuracy

It was resolved to confirm the accuracy of the wage slips and pension record:

Salaries	1,899.44
pensions	122.44

- c. To review the payments raised between meetings and approve their accuracy

It was resolved to confirm the accuracy of the following payments between meetings:

Cllr Eyre expenses	46.25
Community pantry expenses	291.27
High street flags costs	95.55
Bench repair costs	69.93
Growing Zone grant	3,498.00
Valley Ridge Bowling Club grant	557.00
Kippax in Bloom grant	7,000.00
Kippax North Connections grant	2,000.00
Multipay card balance payment	614.35

- d. To confirm that all payments have been set up correctly

It was resolved to confirm that all payments have been set up correctly

- e. To review the cashbook and resolve to approve its accuracy

It was resolved to confirm the accuracy of the cashbook

- f. To review the bank reconciliation with the bank statement and resolve to approve its accuracy

It was resolved to confirm the accuracy of the bank reconciliation.

- g. To receive an update on receipts and consider further action where necessary

The following update on receipts was received:

Gala stalls income	140.00
Community Pantry donations	158.24

- h. To review and confirm the accuracy of the cash received records
It was resolved to confirm the accuracy of the cash records.
- i. To review and confirm the accuracy of the caretaker's petty cash transactions
It was resolved to confirm the accuracy of the following caretaker's petty cash transactions:

Petrol	6.82
Strimmer wire	5.80

- j. To review and confirm the accuracy of the Multipay transactions
It was resolved to confirm the accuracy of the following Multipay card transactions:

Multipay fees	3.00
Community Pantry stock purchases	1,359.21
Payments received from Unity current account	(614.35)

- k. To review and approve the accuracy of the Multipay reconciliation to the statements
It was resolved to approve the accuracy of the Multipay reconciliation to the statements
- l. To review and consider whether to approve any new grant applications.
None received.
- m. To approve new bank signatories
It was resolved to approve adding Councillor Marshall and Councillor Martin as bank signatories to replace the two non-returning councillors.

018/FC/2324. Village Services

- a. To consider and approve the quote to repair the War Memorial Flagpole
It was resolved to approve the cost of £22.26 for the flagpole repair and to add the flagpole to the annual inspection next year.
- b. To consider and approve accepting the P3 agreement with LCC to undertake work to the footpath from Calvert Close to Kippax and the footpath from Sandgate Lane to Gibson Lane
It was resolved to approve accepting the P3 agreement subject to the Clerk confirming adequate insurance cover.
- c. To approve quotation for welding repairs to Kippax Meadows Information Panel
It was resolved to approve the cost of £290 for the welding repairs and £68 for fitting the Kippax Meadows Information Panel

019/FC/2324. Community Pantry

- a. To review the availability of volunteers for the 10th June when the community Gala is taking place and agree whether to open the pantry on that date.
It was resolved to approve opening the pantry but not to run the café on the 10th June, with three Councillor volunteers to run it.
- b. To consider and approve the Community Pantry Committees recommendation to hold a volunteer event on 17th June.
- c. **It was resolved** to approve the Community Pantry Committees recommendation to hold a volunteer event on 17th June, at 10:45 after the Community Pantry closes, to speak to potential volunteers about any possible volunteering opportunities with the Parish Council. The event will be advertised at the Parish Council stand at the Gala on 10th June.
- d. To receive an update on the guidance from LCC on the DBS checks and confirm which DBS check should be conducted for new volunteers
It is not clear from the guidance which checks should be conducted. Clerk to request further clarification from LCC.

020/FC/2324. Youth and Leisure

- a. To review the budget and confirm what funding is available for Kippax Common project
It was resolved to confirm that there is sufficient funding in the budget to fund the revised costs for the playground subject to receiving the Veolia grant. **It was resolved** to approve the clerk providing a letter to Veolia confirming the funding and to combine the budget for the project and consultancy costs.
- b. To consider and approve the cost of activity tents to be provided by Breeze for Kippax Gala on 10th June
It was resolved to approve the cost of £605 for a slime making and a bracelet making workshop and the hire of a marquee.
- c. To receive an update on the Kippax Gala and consider and approve any additional actions required
No further actions required.
- d. To receive an update on the Kippax Bike Ride and consider and approve a budget for goody bags
It was resolved to approve the cost of £300 for the good bags.

021/FC/2324. Planning

- a. To consider application 23/02089/FU/E Hip to gable loft conversion with dormers to the front and rear; Alterations and raised roof height to front porch; Alterations to the roof; render to the front elevation at 7 Leeds Road, Kippax and approve any comments.
It was resolved to support the application.

022/FC/2324. High Street Team

- a. To receive feedback from the high street team meeting and agree any actions
The date for the June market has been put back a week. The work to the car parks and zebra crossing has not yet been done and it is not known when it will be completed.

023/FC/2324. Remembrance Parade Working Group

- a. To receive feedback from the group and agree any actions
Councillor Hardwick to provide all the information to the clerk

024/FC/2324. Andy's Man Club

- a. To receive an update and agree any actions
It was resolved to approve the cost of £1,380 to fund the hire of the Kippax Welfare room for the Andy's Man Club for a year, to be held weekly on a Monday (excluding bank holidays). Confirmation is awaited from the Ward Councillors that they will fund half the cost.

025/FC/2324. 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 15th June 2023 at 7pm, in the Valley Ridge Community Centre
It was resolved to confirm the date of the next ordinary meeting of Kippax Parish Council as Thursday 15th June 2023 at 7pm, in the Valley Ridge Community Centre.

Signed: *M Eyre*

Date: 15th June 2023