

KIPPAX PARISH COUNCIL



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Minutes of the Meeting of Kippax Parish Council held Thursday 15th June at 7pm in the Valley Ridge Community Centre.

Approved at the full council meeting held on Thursday 20th July 2023.

Present: Councillor M. Eyre, Councillor J. Almond, Councillor M. Biscoomb, Councillor A. Hudspith, Councillor G. Hardwick, Councillor A. Parker, Councillor S. Marshall, Councillor D. Martin, Councillor H. Richardson and D. Meir (Clerk)

026/FC/2324. Apologies

- a. To note apologies and receive and approve any reasons for absence
Apologies were received from Councillor J. Mawson, Councillor J. Purcell, Councillor H. Foley Councillor J. Biscoomb and Councillor V. Land. **It was resolved** to approve the reason for absence provided by Councillor J. Mawson, Councillor H. Foley Councillor J. Biscoomb and Councillor V. Land

027/FC/2324. Declarations of Interest

- a. To receive declarations of interests not already declared under members code of conduct or members register or disclosable pecuniary interests.
None
- b. To approve any dispensation requests
None

028/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.

None present

029/FC/2324. Meeting Minutes

- a. To approve minutes of the Annual Meeting of Kippax Parish Council held 18th May 2023 as a true and accurate record of that meeting
It was resolved to approve the minutes of the Annual Meeting of Kippax Parish Council held 18th May 2023 as a true and accurate record of that meeting

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

- a. To receive a verbal presentation from each candidate
No applications received

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 030/FC/2323b.) for the discussion of candidates and to re-admit the press and public for the vote.

Not required

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

Not required

031/FC2324. Administration

- a. To receive the signed declaration of acceptance of office from Councillor Richardson and any newly co-opted Councillors.
The signed declaration of acceptance of office was received from Councillor Richardson
- b. To consider any suggestions submitted by the public via the website and agree any actions.
None received
- c. To confirm receipt of signed copies of the IT and email policy from new councillors
Signed copies of the IT and email policy were received from Councillor Marshall and Councillor Martin.
- d. To review the training evaluation form and agree any actions
The evaluation form from Councillor Eyre's training on planning reform and the Clerk's CiLCA training were reviewed and no further actions were required
- e. To receive an update on the guidance from LCC on the DBS checks and confirm which DBS check should be conducted for councillors and volunteers
It was resolved that only basic DBS checks should be conducted and an assessment is made for any new activity. It was resolved that no changes are required to the safeguarding policy.
- f. To receive an update on the filing cabinet lock and approve the additional costs.
It was resolved to approve the cost of £120 for the work required on the cabinet lock.

032/FC/2324. Finance and Corporate Governance

- a. To approve the Finance and Corporate Governance Committees recommendation to approve the accounts for payment
It was resolved to approve the following accounts for payment:

SLCC Membership	142.08
Clerk's expenses	9.08
Caretaker's mileage	7.65
Gala Banner	28.20
Planning Webinar	25.00

- b. To review the wage slips and pension record and confirm their accuracy
It was resolved to approve the accuracy of the following salary and pension payments:

Salaries	1,932.31
Pension	126.58

- c. To review and confirm the accuracy of the P32 HMRC PAYE costs liability
It was resolved to confirm the accuracy of the HMRC PAYE liability of £1,382.89
- d. To review and approve the additional accounts for payments
It was resolved to approve the following accounts for payment:

Church hall hire for Scarecrow workshop	66.00
Payroll services – Quarter 1 23-24	85.36
Internal audit service	285.00
Gala entertainment	250.00

- e. To confirm that the salary and additional accounts for payments have been set up correctly in online banking.

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

- f. To review and confirm the accuracy of the payments made since the Finance and Corporate Governance Committee meeting

It was resolved to confirm the accuracy of the following payments made since the Finance and Corporate Governance Committee meeting:

Information panel repair	290.00
Gala photoboard & materials	244.49
Take down and put up flags	120.00

- g. To review and confirm the accuracy of the caretaker's petty cash transactions

It was resolved to confirm the accuracy of the following petty cash transaction:

Petrol	6.48
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- h. To note the Finance and Corporate Governance Committees review of the grant application from Kippax Leisure Centre and consider whether to approve the grant

It was resolved to approve a grant of £3,995.00 to Kippax Leisure Centre for the pool inflatable / pool activities project

033/FC/2324. 2022-23 Annual Governance and Accountability Return and Internal Audit

- a. To review the Internal Audit Report and approve any actions

It was resolved to approve adding page numbers to minutes.

- b. To approve the Annual Governance Statements

It was resolved to approve the Annual Governance Statements

- c. To approve the Accounting Statements

It was resolved to approve the Accounting Statements

- d. To approve the bank reconciliation, explanation of variances and reserves

It was resolved to approve the bank reconciliation, explanation of variances and reserves.

- e. To note the dates for the period for the exercise of public rights

It was noted that the exercise for the period of public rights will be from 19th June to 28th July

034/FC/2324. Village Services

- a. To consider and approve the Village Services Committee recommendation to purchase a defibrillator and cabinet for the exterior of St Mary's Church Hall

It was resolved to approve the purchase of a defibrillator and cabinet for the exterior of St Mary's Church Hall at a cost of £1,239.95 +VAT

035/FC/2324. Youth and Leisure

- a. To consider the entries to the scarecrow competition and approve a winner for the Council's Favorite category

It was resolved to approve the winner of the Council's Favourite.

036/FC/2324. High Street Team

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

It was reported that the Market has been successful and dates have been confirmed for it to run for the rest of the year. Ward Councillor Harland is organising signs for the road closure and a letter will be sent to nearby residents to inform them. **It was resolved** to allow the market to borrow twelve bollards from the Parish Council.

The Market is on for the Cultural Trail Day and the High Street Team are also trying to find someone to busk on the High Street for it. They have been provided with a form to apply for funding.

The team have requested that they have two members on the Christmas Lights Committee. This request will be considered by the council at the next meeting.

An update on the Zebra crossing improvements is being sought and the team are looking into opening a bank account.

037/FC/2324. Remembrance Parade Working Group

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

Councillor Hardwick has provided the Clerk with the information. A question was raised about allowing residents access through the road closure, which Councillor Eyre will check.

038/FC/2324. Andy's Man Club

- a. To receive an update and agree any actions

Posters for the club will be provided within the next week or two and it will be advertised for four weeks prior to it commencing.

039/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 20th July 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 20th July 2023 at 7pm, in the Valley Ridge Community Centre

Signed: *M Eyre*

Date: 20th July 2023