

KIPPAX PARISH COUNCIL



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

**Approved at the full council meeting held on Thursday 17th August 2023.**

**Present:** Councillor M. Eyre, Councillor J. Almond, Councillor M. Biscomb, Councillor G. Hardwick, Councillor S. Marshall, Councillor D. Martin, Councillor H. Foley, Councillor J. Purcell, Councillor V. Land and D. Meir (Clerk)

**040/FC/2324. Vice Chairman**

- a. To note the resignation of Councillor M. Biscomb as vice chairman  
**Noted**
- b. To receive nominations and elect a new vice chairman  
**It was resolved** to elect Councillor H. Foley as vice chairman

**041/FC/2324. Apologies**

- a. To note apologies received  
Apologies were received from Councillor J. Mawson, Councillor J. Biscomb, Councillor A. Hudspith, Councillor A. Parker and Councillor H. Richardson.
- b. To approve any reasons for absence  
**It was resolved** to approve the reasons for absence from Councillor J. Mawson, Councillor J. Biscomb, Councillor A. Hudspith, Councillor A. Parker and Councillor H. Richardson

**042/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**

**043/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**

#### **044/FC/2324. Meeting Minutes**

- a. To approve minutes of the Annual Meeting of Kippax Parish Council held 15<sup>th</sup> June 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 15<sup>th</sup> June 2023 as a true and accurate record of that meeting

#### **045/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 045/FC/2324b.) 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**

- c. To receive the signed declaration of acceptance of office from any newly co-opted

**Not required**

#### **046/FC/2324. Committee Membership**

- a. To consider and approve electing Councillor Richardson onto the Youth and Leisure Committee

**It was resolved** to defer this item

- b. To consider and approve electing Councillor Richardson onto the Christmas Lights Committee

**It was resolved** to defer this item

- c. To consider and approve amending the terms of reference of the Christmas Lights Committee to allow two members of the High Street Team to join as non-voting members.

**It was resolved** to approve amending the terms of reference of the Christmas Lights Committee to allow two members of the High Street Team to join as non-voting members.

- d. To receive nominations and elect two members of the High Street Team onto the Christmas Lights Committee.

**Nominations are to be sought from the High Street Team**

#### **047/FC/2324. Administration**

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

**None submitted.**

- b. To receive an update on the filing cabinet lock

**The lock has been fitted. Councillor Eyre and the Clerk to put the files in.**

- c. To note that the clerk's laptop is broken and consider the quotes and approve the purchase of a new laptop

**It was resolved** to purchase a replacement laptop up to a cost of £800

- d. To consider and approve what to do with the clerk's old laptop and the two other Parish Council laptops.

**It was resolved** to donate all the laptops to Councillor Martin's school once the data has been shredded

- e. To review the responsibilities for posting onto the Parish Councils Facebook page and approve any changes.  
**It was resolved** to approve Councillor Martin assisting with posting to the Parish Council's Facebook page. Cllr M Biscumb to send Cllr Martin the relevant passwords necessary to access the Facebook account
- f. To consider whether the YLCA's proposed Carbon Literacy Training would be of interest to the council.  
**No interest expressed.**
- g. To consider and approve whether to send an acknowledgement of service letter or card to councillors when they leave.  
**It was resolved** to approve sending an acknowledgement of service letter to councillors when they leave and to backdate it for Councillor that left earlier this year.
- h. To approve the cost of the Chairman's tie  
**It was resolved** to approve the purchase of the Chairman's tie at the cost of £10.50 +VAT

#### **048/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:

DBS check	16.80
Christmas motif installations	1,608.00
Caretaker's mileage	15.75
Defibrillator	1,487.94
Transfer from Unity reserve account to current account	5,000.00

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

Councillor uniform	86.10
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- c. To confirm that the additional accounts for payments have been set up correctly in online banking.  
**It was resolved** to confirm that the additional account for payment has been set up correctly in online banking.
- d. 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 payment made:

Take down Pride Flags	60.00
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- e. To note the Finance and Corporate Governance Committees review of the grant application from Brigshaw East SILC and consider whether to approve the grant  
**It was resolved** to request further information about the number of students from Kippax and to advise them to consider also applying to Ward Councillors and other Parish Councils in the area for funding.
- f. To consider and approve the Finance and Corporate Governance Committees recommendation to approve payment of the 2024-25 grant of £6,000 to Kippax Band in April

2024.

**It was resolved** to approve payment of the 2024-25 grant of £6,000 to Kippax Band in April 2024.

**049/FC/2324. Community Pantry**

- a. To consider and approve the Community Pantry Committees recommendation to cancel their meeting scheduled for Tuesday 1<sup>st</sup> August and confirm the date of their next meeting as Tuesday 5<sup>th</sup> September at 6.15pm in the Valley Ridge Community Centre.

**It was resolved** to approve the Community Pantry Committees recommendation to cancel their meeting scheduled for Tuesday 1<sup>st</sup> August and confirm the date of their next meeting as Tuesday 5<sup>th</sup> September at 6.15pm in the Valley Ridge Community Centre.

**050/FC/2324. Youth and Leisure**

- a. To consider and approve a budget for additional trees on Kippax Common

**It was resolved** to defer this item to allow Councillor M. Biscomb to get more information.

- b. To consider and approve the date for the summer skateboard session as Friday 25<sup>th</sup> August

**It was resolved** to approve the date of Friday 25<sup>th</sup> August for the summer skateboard session.

**051/FC/2324. Magazine and Calendar**

- a. To consider whether to produce a calendar and if so, which committee will be responsible for it

**It was resolved** to produce a calendar and purchase 200 copies.

**It was resolved** to delegate responsibility for the calendar to the Village Services Committee.

- b. To consider whether to produce a magazine and if so, who will produce it

**It was resolved** not to produce a magazine as there is no capacity to produce one at present. It will be considered again in the future when there are sufficient councillors and volunteers to take it forward.

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

**Not required**

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

**Not required**

**052/FC/2324. High Street Team**

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

The high street team expressed an interest in advertising in the magazine if it was to be produced again. If not, they will consider producing an A4 leaflet to be delivered to residents to raise the profile of local businesses.

The issue of parts of the Roger Millward Memorial being removed was raised. And Councillor Eyre has raised this with Ward Councillors. If they cannot fix it Village Services will be asked to consider whether it can be done by the village caretaker.

Ward Councillors have confirmed that there is no more local development funding available but the work to the zebra crossing and car parks will be completed once a contractor is found.

The dates for the market have been confirmed at 23<sup>rd</sup> September, 21<sup>st</sup> October, 18<sup>th</sup> November and 16<sup>th</sup> December.

**053/FC/2324. Remembrance Parade Working Group**

- a. To receive feedback from the group and agree any actions  
Steve Bottom is now the Secretary of the British Legion and will be their contact person.  
The date has been confirmed at Sunday 12<sup>th</sup> November.

**054/FC/2324. Andy's Man Club**

- a. To receive an update and agree any actions  
The club will commence on 7<sup>th</sup> August at the Welfare and is being promoted on Facebook.  
Ward Councillors have confirmed that they will provide half the funding for the first year.

**055/FC/2324. Persimmon Funding**

- a. To note the receipt of £2,500 funding in lieu of the Woodland Sculptures at the Woodside Development and consider how to manage the spending of the funds  
Residents from the Woodside Development disputed the claim that the woodland sculptures would be vandalised and would like to have them installed as per the original plans. **It was resolved** to ask Persimmon if the Parish Council honour the original plans, would they give permission for something to be installed in the woodland and would they cover the maintenance and insurance for them.

**056/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 17<sup>th</sup> August 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 17<sup>th</sup> August 2023 at 7pm, in the Valley Ridge Community Centre
- c. To note the clerk's absence from the meeting on 17<sup>th</sup> August and approve who will take the minutes  
**It was resolved** that Councillor Marshall will take the minutes.

Signed: *M Eyre*

Date: 17<sup>th</sup> August 2023