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Minutes of the meeting of Kippax Parish Council's Christmas Lights Committee to be held Monday 3rd June at 7pm in Valley Ridge Community Centre

Approved at the Christmas Lights Committee meeting held on Monday 5th August 2024

Present: Councillor M Eyre, Councillor G. Hardwick, Councillor L. Eyre, Councillor V Land, Councillor G. Pearson, Councillor C. Pearson, Angela Pickersgill, Chris Rattray (non-committee member) and D. Meir (Clerk)

001/CL/2425. Chairman and Vice Chairman

- 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 G. Hardwick as Vice Chairman.

002/CL/2425. Apologies

- a. To note apologies received
Apologies were received from Councillor J. Almond
- b. To approve any reasons for absence
It was resolved to approve the reason for absence.

003/CL/2425. To note any Declarations of Interest

- a. To note declarations of interest not already declared under members code of conduct or members register of disclosable interested
None
- b. To approve dispensation requests
None

004/CL/2425. Public Participation

Members of the public who wish to speak regarding an item within the remit of the Christmas Lights Committee may do so.

PLEASE NOTE: Total time limit for this item is 15 minutes

Nothing raised

005/CL/2425. Meeting of Christmas Lights Committee held 28th November 2023

- a. To approve minutes of the meeting of Christmas Lights Committee held 28th November 2023 as a true and accurate record of that meeting
It was resolved to approve minutes of the meeting of Christmas Lights Committee held 28th November 2023 as a true and accurate record of that meeting

006/CL/2425. Christmas Lights switch-on Event

- a. To review the online feedback from last year's event and agree any actions
It was resolved to ask Atha if they can put lights in to address the concerns raised about people tripping on the kerb.
The concerns raised about the impact of the fireworks on animals have already been considered and it was noted that the supplier has advised that low noise fireworks would not get enough height to be seen by spectators. More complaints were received when the fireworks were replaced with a laser show so **it was resolved** to have fireworks again this year.
Concerns about congestion on the high street were considered and it was noted that the stalls have been reduced to one side of the street to help with this problem and no better location for the stalls could be identified but it was agreed to look at having stalls open longer.
Concerns were also raised that not all children got to see Santa, so it was also agreed to look at extending the opening hours for the grotto.
A request for toilets to be located at both ends of the high street was considered and **it was resolved** that it would not be suitable to have any toilets near the stage so they would all be kept in the same location this year.
- b. To consider the road closure requirements and agree any further actions
It was resolved to apply for the road to be closed between 10.30am and 9pm and for Councillor Hardwick to submit the application,
- c. To consider the traffic management requirements and agree any actions
The reduction in customer numbers at the Co-op and Auto Spares Kippax were noted and **it was resolved** to put up signs at the road closure's saying, "businesses open as usual". It was noted that the traffic Management worked well so it was agreed for Councillor M. Eyre to get a quote from the same company for this year.
- d. To consider the requirements for the stage and agree any actions
It was resolved to use M.B Audio to supply the stage and barriers again this year and to approve their quote of £3,660 + VAT but to note that this may be reduced if the security company appointed do not require the crowd barriers. **It was resolved** to request that they arrive earlier so that they will be set up by 2pm.
It was agreed that Councillor G. Peason will provide them with a drawing for the proposed raised platform for wheelchair users and request a quote for it.
- e. To consider the requirements for security and agree any actions
A number of issues were reported with the security team so it was agreed the Councillor M. Eyre will seek quotes from alternative security companies for this year.
- f. To consider the arrangements for first aid and agree any actions.
Councillor M. Eyre will request a quote from the company providing first aid for the Gala.
- g. To consider the arrangements for the toilets and agree any actions.
It was noted that the toilets were not too busy so **it was resolved** to reduce the number to four plus one accessible toilet this year. **It was resolved** to approve booking G&S toilet Hire Ltd to supply the toilets again this year and a quote will be obtained.
- h. To consider the requirements for the tree and agree any actions.
It was resolved to approve purchasing a tree from Stockeld Park again this year up to a cost of £800 and for Councillor M. Eyre and Councillor L. Eyre to go and choose one
- i. To consider the requirements for Christmas lights, decorations and event operatives and agree any actions.
Councillor M. Eyre has requested a catalogue and prices and a quote to have six operatives to switch on the lights this year and for eight 3D motifs for the High Street. It was noted that the Ward Councillors may not be able to provide the same level of grant this year.
- j. To note the information about low noise fireworks and consider and approve a quote for the fireworks display.

An alternative suitable location for the fireworks to be set off has not been found therefore **it was resolved** to use Kippax Ash Tree School again.
The information that low noise fireworks would not obtain the required height was noted and **it was resolved** to approve the quote of £1,850 + VAT from Nemisis Pyrotechnics Ltd for an eight-minute display with just the high rising fireworks.

- k. To consider the arrangements for the Santas Grotto and agree any actions.
The location for the grotto cannot yet be confirmed due to a change in ownership of the shop.
It was resolved to have the grotto open from 2pm to 5pm with a scheduled break for Santa.
- l. To consider the arrangements for stalls and agree any actions.
It was noted the company providing the stalls was very good and it was agreed to get a quote from them to provide 25 stalls again this year, which will be placed down one side of the High Street again this year.
It was resolved to have 10 free of charge charity stalls again, with each charity allowed only one free stall, and 15 stalls charged at £25 each.
- m. To consider the arrangements for food vendors and agree any actions.
It was resolved to invite Jay's Pizza, Clare's coffee van, and the roasted chestnut seller from Atha's.
- n. To consider the arrangements for a parade and agree any actions.
It was resolved to have a parade, with Santa and mascots only, which will start at Santa's Grotto.
- o. To consider the arrangements for mascots and agree any actions.
To be determined.
- p. To consider the arrangements for the fair and agree any actions.
Atha will be invited to provide the fair again.
- q. To consider the arrangements for entertainment and agree any actions.
Councillor G. Hardwick will contact entertainers and compile a list of those available
- r. To consider the arrangements for the photo board and agree any actions.
It was resolved to provide it again this year if it can fit in next to the wheelchair platform. If used a solution to make it more secure will need to be found. It was noted that it does not need re-painting.
- s. To consider live streaming the event and agree any actions
It was resolved not to live stream this year's event but to re-consider it again in the future.
- t. To receive confirmation that the police have been informed of the date of the event.
Councillor M. Eyre will inform them nearer to the date.
- u. To receive confirmation of insurance cover for the event
It was confirmed that insurance for the event is included in the cover, but additional cover will need to be sought for the hired toilets.
- v. To consider and approve who will be responsible for the event plan and risk assessment.
Councillor M. Eyre will prepare the risk assessment and event plan.
- w. To consider how the event can enhance and protect biodiversity and agree any actions
It was noted that the stalls are hired to local businesses and Councillor Hardwick will enquire about having recycling bins for the event. Councillor Eyre will also look into having a rooted tree in future years.
- x. To consider and approve any other actions required.
The Parish Council will need to organise rubbish removal and a road sweeper this year.
It was resolved to approve holding the Christmas window competition again this year with

judging to take place on Saturday 23rd November. Councillor Hardwick to organise and Councillor M. Eyre to purchase the new shield.

It was resolved to approve the cost of £700 to make the 12 days of Christmas signs triangular so they can be seen from both sides, and they will be more sturdy.

007/CL/2425. Next Meeting

- a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
 - Window competition judging
- b. To confirm the date for the next meeting of the Christmas Lights Committee

It was resolved to confirm the date of the next meeting of the Christmas Lights Committee as Monday 5th August at 6pm

Signed: *M Eyre*

Date: 5th August 2024