



Minutes of the Extraordinary Meeting of Kippax Parish Council held Thursday 29th February at 7pm in the Valley Ridge Community Centre

Approved at the full council meeting held on Thursday 21st March 2024

Present: Councillor M. Eyre, Councillor H. Foley, Councillor D. Martin, Councillor C. Weightman, Councillor A Parker, Councillor H. Richardson, Councillor G. Cobb, Councillor G Hardwick, and D. Meir (Clerk)

143/FC/2324. Apologies

- a. To note apologies received
Apologies were received from Councillor A. Hudspith, Councillor V, Land, Councillor J. Purcell, Councillor J. Almond, Councillor J. Mawson.
- b. To approve any reasons for absence
It was resolved to approve the reasons for absence.

144/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

145/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.

No issues raised.

146/FC/2324. Meeting Minutes

- a. To approve the minutes of the Meeting of Kippax Parish Council held on 18th January 2024 as a true and accurate record of that meeting.
It was resolved to approve the minutes of the Meeting of Kippax Parish Council held on 18th January 2024 as a true and accurate record of that meeting.

147/FC/2324. Co-option to vacant seat on Kippax Parish Council

- a. To approve the co-option of the applicant to a vacant seat on Kippax Parish Council
It was resolved to co-opt Marc Oldfield to a vacant seat on Kippax Parish Council. He was not present at the meeting so the declaration of acceptance of office is to be signed at the full council meeting to be held on 21st March.

148/FC/2324. Co-op car park

- a. To receive feedback on the objection raised to the one hour only free parking and agree any further actions.

The Co-op Manager's response that the parking restrictions and charges will not be changed was noted.

149/FC/2324. Administration

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

A query had been received from Aberford Parish Council about the employment of a village caretaker, which has been responded to. A resident had asked if additional parking could be provided at the Sainsburys on Moorgate Road. Clerk to raise the parking issue with Ward Councillors.

- b. To receive an update on the filing of the paperwork in the filing cabinet.

The Clerk has yet to file the paperwork.

- c. To receive an update on the audit of the website, email, and electronic storage facilities.

Working is ongoing.

- d. To receive a report on the damaged noticeboard and approve the repair costs.

Both the Parish Council noticeboard and the Community Centre's noticeboard at Gibson Lane Community Centre have had their glass smashed. Councillor Eyre cleared up the glass and reported it to the Police. The Community Center are looking at replacing their noticeboard. **It was resolved** to approve the cost of £62.77 + VAT to replace the glass in the Parish Council Noticeboard. Councillor Eyre will fit it for free.

- e. To consider and approve electing Councillor Richardson onto the Community Pantry Committee.

It was resolved to approve electing Councillor Richardson onto the Community Pantry Committee.

- f. To consider and approve the proposed Social Media Policy.

It was resolved to approve the Social Media Policy with the agreed amendments. It was resolved to approve social media training for the Clerk at a cost of £30.

- g. To consider and approve any new KPC Facebook administrators.

It was resolved to approve Councillor Eyre as a new KPC Facebook administrator.

- h. To consider and approve a Community Pantry page and administrators for it.

A separate page has been set up to give thanks for donations received for the Community Pantry. **It was resolved** to merge this with the KPC Facebook page so the thanks for the donations are received from the KPC page.

- i. To review the training evaluation and agree any actions.

The evaluation of the appraisal training stated that the clerk's appraisal should be carried out by two councillors, and it was noted that the Appraisal Policy needs updating for this. A revised template appraisal policy is awaited from the YLCA.

150/FC/2324. Finance and Corporate Governance

- a. To review the payments made between meetings and approve their accuracy.

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

Pantry room hire 20 Jan to 10 Feb	120.00
Food Hygiene training	12.00
Volunteer DBS cost reimbursement	18.00
Salaries	1,839.49

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

Lamppost conversion for Xmas motifs	1,608.00
Appraisal training	33.40
McAfee subscription and clerk's ink costs	117.29

- 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 accounts for payment have been set up correctly.
- d. To consider and approve the Finance and Corporate Governance Committees recommendation on the appointment of an Internal Auditor
It was resolved to approve the appointment of Julie Winham as the internal auditor at a cost of £295.
- e. To receive an update regarding transfer of funds from HSBC to Unity Trust Bank account and agree any actions.
 Councillor Eyre and Councillor Foley had to go into the HSBC branch to organise the transfer of the funds which has now been completed. A fee of £17 was charged for the transfer. The Bank advised that online banking was required to action future transactions and Councillor Eyre and Councillor Foley are getting set up. Once set-up the council will consider approving new signatories and on-line users for the account.

151/FC/2324. Village Services

- a. To approve the additional cost of £71.30 for the purchase of the defibrillator to be fitted in the bus shelter outside Leeds Road petrol Station.
It was resolved to approve the additional cost of £71.30 for the purchase of the defibrillator to be fitted in the bus shelter outside Leeds Road petrol Station.

152/FC/2324. Christmas Lights

- a. To note that columns 11S1142 on Station Road is not suitable for a motif to be fitted and approve an alternative lamppost.
It was resolved to approve having the motif sensor fitted to lamppost 19S1142.

153/FC/2324. Kippax Andy's Man Club

- a. To receive an update on attendance
 The attendance figures of approximately 20 per week were noted. They will be having a stall at the Annual Village Meeting on Thursday 25th April.

154/FC/2324. High Street Team Meeting

- a. To receive feedback from the meeting and agree any actions.
 The next Saturday Markets are to be held on 16th March and 20th April and will be located outside the front of the Co-op and an update on the shops on the high street was received. It was reported that an Easter shop window display and trail is being organised and an annual marketing plan for the high street is being prepared.

155/FC/2324. Meeting with other Parish Councils

- a. To receive feedback from the meeting and agree any actions.
 Councillor Eyre attended a meeting with representatives from Allerton Bywater and Great Preston Parish Council, who wanted to forge links and organise events at the same time as our events, such as the Scarecrow Festival. It was resolved to approve sharing the details of the Scarecrow Festival with them so they can hold one at the same time, on the understanding that they are responsible for their own. The next meeting will be held on 10th April and other councillors were invited to attend.

156/FC/2324. YLCA Branch meeting

- a. To receive a report on the biodiversity polices which became law in January 2024.
It was resolved that the clerk will look into this and attend training if required.
- b. To receive a report on the updated contracts template from YLCA
It was resolved that the Clerk would look at the new employment contract for new employees and request any changes to existing contracts if wanted.
- c. To receive a report on Grants for churches
It was reported that legislation now states that grants can be given to churches.
- d. To receive a report on the Parish Council domain helper service
The Parish Council domain helper service was noted, and the Clerk will provide further details if it can be of benefit the council.

157/FC/2324. Next Meeting

- a. To notify Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting.
 - **Discussion with Kier Mather – Member of Parliament for Selby and Ainsty**
- b. To confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 21st March 2024 at 7pm, in the Valley Ridge Community Centre.
It was resolved to confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 21st March 2024 at 7pm, in the Valley Ridge Community Centre.

Signed: *M Eyre*

Date: 21st March 2024