



www. <http://www.kippax-pc.gov.uk/>

Minutes of the Extra Ordinary meeting of Kippax Parish Council held Thursday 20 August 2020 via Zoom.

***Approved at KPC meeting held 17 September 2020***

**Present:**

Councillor M. Eyre (Chairman), Councillor M. Biscomb (Vice Chairman), Councillor G. Hardwick, Councillor R. Bentley, Councillor J. Bate, Councillor J. Almond, Councillor J. Mawson, Councillor, A. Parker, Councillor D. McEwan, Councillor H. Foley, Councillor F. Kelly, Councillor J. Purcell, Councillor J. Biscomb, one member of the public and Nicola Moorcroft (YLCA Local Councils Officer)

**100/2020. Clerking for this meeting**

a. To approve the Finance and Governance Advisory Committee's recommendation to approve expenditure for YLCA to provide a Clerk for this meeting

***It was resolved to*** approve the clerking of this meeting by a YLCA Officer and the associated cost of £60, as recommended by The Finance and Governance Advisory Committee

**101/2020. Apologies:**

a. To note apologies received and approve any reasons for absence  
Apologies and reasons for absence received from Councillor V. Land

***It was resolved to*** approve Councillor Land's reason for absence from this meeting

**102/2020. To Note any Declarations of Interest:**

a. To note declarations interests not already declared under members code of conduct or members register of disclosable pecuniary interests

No further declarations made

b. To approve dispensation requests  
None received.

**103/2020. Public Participation**

A member of the public raised questions regarding information displayed and matters referred to on the councils' website, specifically:

- Meetings of the Health and Safety Advisory Committee

- Meetings of the Personnel Committee (as per minutes of the Kippax Parish Council meeting held 6 August 2020)
- Budget documents for 2019/20 and 2020/21
- Publication of the AGAR for 2019/20

Kippax Parish Council explained that it is currently without a clerk to the council, that website will be updated as soon as is practicable.

The Health and Safety Advisory Committee has not met

Details of meetings of the newly formed Personnel Committee have been displayed on the website today.

The AGAR for 2019/20 will be published by the 31 august 2020

**104/2020. Meeting of Kippax parish Council held 16 July 2020**

a. To approve minutes of the meeting of Kippax Parish Council held 16 July 2020 as a true and accurate record of that meeting.

*It was resolved to* approve the minutes of the meeting held 16 July 2020 as a true and accurate record of that meeting; signed and dated by the Chairman

**105/2020. Kippax Parish Council Administration**

a. To approve the appointment of a council member as Proper Officer for the purposes defined in law

*It was resolved that* Councillor M. Eyre be appointed as the Proper Officer (as defined in law) to Kippax Parish Council

b. To consider the appointment of a council member as temporary unpaid clerk/RFO on a volunteer worker contract and job description

*It was resolved to* appoint Councillor M. Biscomb as temporary voluntary clerk/RFO (as per job description circulated) on a voluntary worker contract, until such time as a permanent clerk is appointed.

**106/2020. YLCA Update**

a. To receive and update on progress of Governance Review

YLCA Officer explained that councillor discussion meetings were ongoing, as soon as these had been completed the Governance Review Report for Kippax Parish Council would be compiled.

**107/2020. Finance and Governance Advisory Committee**

a. To approve the accounts for payment as recommended by Finance and Governance Advisory Committee

*It was resolved to* approve the following expenditure (A) payments (B) (as recommended by The Finance and Governance Advisory Committee)

A	Cost	Vat	Total
Materials for Caretaker - Paint for Benches and Lecterns	£100	£0	£100
Brigshaw Recreational Ground Picnic Benches (Price Increase of £43.20)	£1,535.36	£384	£1,919.20
YLCA - 'Spreading your Wings' Training for Cllr Mawson	£115.00	£0	£115.00
YLCA - Clerk Services for Meeting 20.08.2020	£60.00	£0	£60.00

B			
Vision ICT (#9919) - Website Hosting Oct 2019-Sept 2020 (Due 31.08.2019)	£280.00	£56.00	£336.00
Vision ICT (#11751) - Domain Renewal Oct 2020-Sept 2022 (Due 31.08.2020)	£55.00	£11.00	£66.00
Vision ICT (#11731) - Website + Email Hosting Oct 2020-Sept 2021 (Due 31.08.2020)	£586.00	£117.20	£703.20
Autela - Quarter 1 Payroll Services (Due 01.08.2020)	£59.72	£11.95	£71.67
Andrew's Garden Machinery - Honda Strimmer Repair (Due 29.07.2020)	£35.00	£7.00	£42.00
Andrew's Garden Machinery - Mountfield Strimmer Repair (Due 29.07.2020)	£78.66	£15.73	£94.39
The Atrium - Kippax Meadows Plants	£1,259.36	£0.00	£1,259.36
YLCA - Committee's Webinar Training for Cllr Eyre	£15.00	£0	£15.00
Petrol Expenses for Caretaker	£4.18	£0.83	£5.01

b. Funding Application from Kippax in Bloom

***It was resolved that*** an award of £7000 be granted to Kippax in Bloom subject to compliance with 2019 award (receipts). A cheque to be raised by Kippax Parish Council upon evidence of said receipts.

**108/2020. Kippax Parish Council AGAR 2019/2020**

a. To consider the way forward regarding submission of AGAR to PKF Littlejohn LLP

Chairman confirmed extension to the 31 July 2020 submission deadline to PKF Littlejohn LLP, to 31 August 2020, at a cost of £40

b. To consider the way forward regarding publication of required documents.

***It was resolved that*** all documents required to be published by virtue of Accounts and Audit Regulations 2015 on the website and noticeboard will be published by 31 August 2020

**109/2020. Banking Arrangements**

a. To consider the appointment of new signatories for council bank accounts/bank mandate change

***It was resolved that*** Councillor F. Kelly and Councillor D. McEwan remain as cheque signatories to Kippax Parish Council Bank accounts.

***It was resolved that*** the following councillors be appointed as new signatories to Kippax Parish Council Bank accounts:

Councillor J. Bate  
Councillor M. Eyre  
Councillor H. Foley  
Councillor J. Almond

b. To consider a process for the holding of the council chequebook and writing of cheques.

***It was resolved that*** Councillor G. Hardwick holds the Kippax Parish Council cheque book and is responsible for writing cheques for payments approved by Kippax Parish Council.

c. To consider the use of internet/electronic banking by Kippax Parish Council

***It was resolved that*** this matter be deferred until new signatories are actioned and the new permanent clerk is in post.

**110/2020. Compliance with The Public Sector Bodies (websites and mobile applications) (no. 2) Accessibility Regulations, 2018**

a. To consider the requirements of The Public Sector Bodies (websites and mobile applications) (no. 2) Accessibility Regulations, 2018, for Kippax Parish Council

Kippax Parish Council considered the requirements for compliance with The Public Sector Bodies (websites and mobile applications) (no. 2) Accessibility Regulations, 2018

b. To Approve provision of Kippax Parish Council Website Accessibility statement by Vision ICT

***It was resolved that*** Vision ICT provide the required website accessibility statement for Kippax parish Council at a cost of £85+VAT

**111/2020. Communications Advisory Committee**

a. To consider Briefing Paper regarding free advertising in the Kippax Parish Council magazine

To encourage new business, support businesses that currently advertise and support local businesses in these difficult times; ***it was resolved that*** Kippax Parish Council offer the following advertising incentives for the next four issues of its Village magazine:

- Free advertising for existing advertisers
- A 50% reduction in cost for new businesses to use this facility

b. To consider Briefing Paper regarding increasing the Kippax Parish Council magazine quantities due to the new housing developments and to vote on the proposed increase in costs

***It was resolved to*** approve an increase quantity of Kippax Parish Council magazine to be published to 4,650 and all associated costs.

c. To consider briefing paper regarding producing a calendar and to vote on approval of expenditure involved.

***It was resolved that*** the quantity of Kippax Parish Council calendars to be published, be increased to 300; all costings to be further discussed at a meeting of the Communications Advisory Committee.

**112/2020. Village Services Advisory Committee**

a. To consider Village Services Advisory Committee's recommendation to approve purchase of large pre used container from LCC to be sited on Kippax Common

***It was resolved that*** a refurbished 20'x 8' storage container and base be purchased from Leeds City Council, to a cost of £1485 (container) + £1,500 (base) + £110 delivery + VAT

Exact specification for the storage container and base to be determined by Village Services Committee in conjunction with Councillor Bentley (health and safety requirements)

b. To consider type of dog guard to be purchased for the caretakers' car

***It was resolved that*** this matter to be deferred until a robust risk assessment has been completed by Councillor Bentley, to determine the suitability of a dog guard to meet the requirements of both the council and the caretaker.

c. To receive an update on progress of Kippax Meadows Project

Councillor Eyre provided a verbal update on the progress of the Kippax Meadows Project

d. To receive an update regarding Crosshills development site

Councillor Eyre provided a verbal update on the Crosshills development site.

**113/2020. Next meeting**

a. To notify the Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting

The following matters were highlighted for inclusion:

- Provision on Christmas lighting

b. To confirm date of next ordinary meeting of Kippax Parish Council as 17<sup>th</sup> September 2020

***It was resolved that*** the next ordinary meeting of Kippax Parish Council be held on Thursday 17 September 2020 at 7pm via Zoom

***Meeting closed at 9.36pm***

Signature..... Chair, Councillor Martin Eyre.

Date.....