

KIPPAX PARISH COUNCIL



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DRAFT Minutes of the meeting of Kippax Parish Council held Thursday 17 September 2020 via Zoom.

To be approved at KPC meeting to be held 15 October 2020

Present:

Councillor M. Eyre (Chairman), Councillor M. Biscomb (Vice Chairman and Acting Clerk), 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 V. Land, Councillor J. Biscomb and one member of the public.

114. Apologies:

- a. To note apologies received and approve any reasons for absence

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

115. 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

116. 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.

A member of the public raised the following points:

- Noted thanks to the Acting Clerk for providing information re. budgets that had been requested via email
- Asked council to consider having public participation sessions for each committee to improve public engagement with council (Acting Clerk advised the council would need to consider this when approving Terms of Reference)
- Sought clarification on how public/press exclusion from meetings worked with virtual meetings, the Acting Clerk explained there was a Waiting Room function

117. Meeting of Kippax parish Council held 20 August 2020

- a. To approve minutes of the meeting of Kippax Parish Council held 20 August 2020 as a true and accurate record of that meeting.

Cllr J Biscomb was present at the meeting but not recorded on the minutes. The size of the container approved was 20ft not 10ft.

It was resolved to approve the minutes (with the above amends) of the meeting held 20 August 2020 as a true and accurate record of that meeting; amended, signed and dated by the Chairman

118. 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 (as recommended by The Finance and Governance Advisory Committee)

1.1	YLCA - Clerking Services 20.08.2020	£60.00		£60.00
1.2	The Atrium - Kippax Meadows Mulch	£190.00		£190.00
1.3	Vision ICT Accessibility Statement and Review	£85.00	£17.00	£102.00
1.4	Clerk's Expenses - Envelopes and Stamps	£		£17.10
1.5	Leeds City Council - ID Badges	£108.00	£21.60	£129.60

119. Compliance with The Public Sector Bodies (websites and mobile applications) (no. 2) Accessibility Regulations, 2018

- a. To receive and consider a report from Vision ICT on Kippax Parish Council's website accessibility status

It was resolved to accept the report assign the updates of the website to the new Clerk when in position.

120. Policies and Procedures

- a. To consider and approve Kippax Parish Council's co-option policy

It was resolved to approve Kippax Parish Council's co-option policy with the following amendment:

- candidates should be invited to present to council for five minutes.

- b. To receive nominations and elect YLCA branch representatives for Kippax Parish Council

It was resolved to appoint Cllr M Eyre and Cllr H Foley as YLCA branch representatives for Kippax Parish Council. The representatives will report back to full council.

121. Training

- a. To consider and approve Kippax Parish Council's Training Policy

It was resolved to approve Kippax Parish Council's Training Policy

- b. To consider requests for training for council members

It was resolved to approve the following requests for training:

Councillor	Training	Date	Training Cost
Cllr M Biscomb	New Clerk's Training	18 th Sept	£48
Cllr M Biscomb	Getting a better understanding of VAT	29 th Sept	£15
Cllr M Biscomb	Roles and Responsibilities of Clerk/RFO (Spreading your Wings)	5 th Oct	£15
Cllr M Biscomb	Basic Budget Setting – Helping Councils understand the process	21 st Oct	£15

122. Personnel Advisory Committee

- a. To consider Personnel Advisory Committee's recommendation to approve the Personnel Advisory Terms of Reference

It was resolved to approve the Personnel Advisory Terms of Reference with the following amendments:

- The agenda for the meeting must have a public participation session
- The Terms of Reference needs to state that the Clerk is the line manager for all employees in line with their contract

- b. To consider Personnel Advisory Committee's recommendation to approve the Recruitment and Selection Policy

It was resolved to approve the Recruitment and Selection Policy with the following amendment:

- Remove 'ideally mixed gender' from the interview panel criteria

- c. To consider Personnel Advisory Committee's recommendation to approve the Clerk's salary and hours

It was resolved to approve 60 hours a month for the Clerk's position on a SCP scale of 24-28.

Finance and Corporate Governance Committee to review the budget at their next meeting and refer recommendations to full council.

- d. To consider Personnel Advisory Committee's recommendation to approve the Clerk's Vacancy Recruitment Pack

It was resolved to approve the Clerk's Vacancy Recruitment Pack

- e. To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda item 122(f) only)

By virtue of The Public Bodies (Admissions to Meetings) Act 1960 **it was resolved to** exclude the press and public from this part of the meeting due to item being prejudicial to the public interest.

- f. To receive information on the Local Government Employees Pay Increase and consider Personnel Advisory Committee's recommendation to approve a salary increase for the Caretaker

Note: Member of the public was removed from the virtual meeting during consideration of this item.

The press and public were welcomed back to the meeting; the council proceeded to vote.

It was resolved to assign the caretaker to NJC SCP Scale Level 6, an increase of 2.4%.

The council discussed amending the Caretaker's contact to include the NJC Terms and Conditions. The Acting Clerk will collate further information on the NJC Terms and Conditions and present to council before any amendments to the contract are made.

- g. To consider Personnel Advisory Committee's recommendation that the caretaker records his mileage on the time sheet and is reimbursed at 0.45p a mile.

It was resolved to approve that the caretaker records his mileage and is reimbursed at **45p** a mile.

123. Christmas Lights Committee

- a. To approve the Christmas Lights Committee Terms of Reference
It was resolved to approve the Christmas Lights Terms of Reference with the following amendment:
- Six members of the committee, not five

- b. To receive nominations and elect members of the Christmas Lights Committee
It was resolved that the following councillors be appointed to the Christmas Lights Committee

- Cllr G Hardwick
- Cllr F Kelly
- Cllr H Foley
- Cllr M Eyre
- Cllr V Land
- Cllr M Biscomb

- c. To consider the Christmas Lights committee recommendation to cancel the Christmas Lights Switch-On Event for 2020

It was resolved to approve the cancellation of the Christmas Lights Switch-On Event for 2020.

The Acting Clerk to publish a message on the website and Facebook noting that it is "with a heavy heart."

- d. To consider the Christmas Lights committee recommendation to switch on the lights on Monday 23rd November at 6pm

It was resolved to approve switching on the lights on Monday 23rd November at 6pm

124. Village Services Advisory Committee

- a. To consider Village Services recommendation to approve training for the caretaker
It was resolved to approve the necessary training required for the caretaker provided by Leeds City Council.

- b. To receive an update from Cllr Eyre on the Kippax Common storage container
Cllr Eyre shared images on the available containers and the condition of the second hand containers and the vents. He also updated council that a concrete base was no longer needed.

It was resolved to approve purchase of a new container without a concrete base and seek quotes for additional vents installing at the bottom of the container.

- c. To approve expenditure for the Kippax Meadows gravel path

It was resolved to approve the stone path for the meadows and all associated costs.

- d. To consider the options for transporting the caretaker's tools

Cllr Bentley updated the council with recommendations for transporting the caretaker's tools.

It was resolved to approve purchase of a car guard for £79.99 and necessary strappings and carriers to secure tools in the vehicle. **It was resolved to** return the item to the council agenda in January to re-consider any risks and alternatives.

125. Youth and Leisure Advisory Committee

- a. To consider Youth and Leisure Advisory Committee's recommendation to approve Cllr Almond as the official parish council representative for the Growing Zone Coming Together Group

It was resolved to appoint Cllr Almond as the KPC representative for the Growing Zone Coming Together Group

- b. To receive an update on the Active Kippax Guide from Cllr Almond

Cllr Almond updated that she is working with a local care partnership on tackling obesity strategies. The Youth and Leisure and Communications committee have discussed creating a guide to Kippax which includes health and exercise information and walking guides. Cllr Almond is awaiting confirmation on whether the care partnership can provide funding for the printing of the guide and will update on funding, or budget requests as soon as possible.

126. Remembrance Day

- a. To approve purchase of a wreath for £20.00 for the 2020 Remembrance Day service

It was resolved to approve the expenditure of £20.00 for the Remembrance Day Wreath.

The parade and events are cancelled for 2020. **It was resolved that** Chair Cllr Eyre will lay the wreath on behalf of KPC.

- b. To approve a budget of £200 for the purchase of new Remembrance Day flags

Cllr Eyre updated that a resident had volunteered to repair the Remembrance Day flags free of charge.

It was resolved to approve expenditure of £20 to purchase flowers as a thank you gift for the resident.

127. Communications Advisory Committee

- a. To consider the Communications Advisory Committee recommendation to charge £2.50 for the calendars

It was resolved to approve the charge of £2.50 for the calendars. Acting Clerk will provide a receipt book for Cllr McEwan to use when collecting money from venues that sell the calendars on the council's behalf.

128. Next meeting

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

next meeting

- Flag Inspections
- Christmas Lights Terms of Reference

b. To confirm date of next ordinary meeting of Kippax Parish Council as 15th October 2020

It was resolved to confirm the date of the next ordinary meetings of Kippax Parish Council as 15th October 2020 via Zoom.

DRAFT