



**KIPPAX PARISH COUNCIL**  
**SUMMONS TO ATTEND**  
VILLAGE SERVICES ADVISORY COMMITTEE MEETING MINUTES  
Virtually via Zoom  
Tuesday 26th May 2020 4.30 pm  
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Dear Councillors, You are summoned to attend the next meeting of the Village Services Advisory Committee of Kippax Parish Council, to be held **TUESDAY 26th MAY 2020** virtually via Zoom.

Kippax Parish Council is the first level of local government. Members of the press and public are invited to attend this meeting and raise issues of concern or others matters during the public forum. Log-in details can be obtained from the Clerk. Alternatively, members of the public can approach members of the council to discuss issues. Contact details for members of Kippax Parish Council are published on council notice boards and on the council web page.

## MINUTES

**1. To elect a Chairman for the ensuing year**

*Cllr Julie Biscomb elected as Chair (nominated by Cllr Eyre and seconded by Cllr Almond)*

**2. To elect a Vice Chairman for the ensuing year**

*Cllr Martin Eyre elected as Vice-Chair (nominated by Cllr Biscomb and seconded by Cllr Parker)*

**3. To receive apologies and approve reasons for absence**

*Apologies received and accepted from Cllr Osman, Cllr Bentley and Cllr Hardwick. Cllr Hardwick later joined the meeting at Item 8.*

**4. To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests**

*None received*

5. **To confirm the minutes of the meeting held on 25th February 2020 as a true and correct record**

*Minutes confirmed and approved*

6. **To receive updates from the Public Forum**

*No public present*

7. **To approve the resolution: To propose to full council that the Village Services Advisory Committee become a full committee**

- a. **To review and approve the Terms of Reference for the Village Services Committee**

*Councillors voted to remain an Advisory Committee until after the YLCA review and voted to approve the Terms of Reference for the Advisory Committee. Cllr Biscomb to send the Terms of Reference to the Clerk to be approved by full council.*

*Councillors will review the format of the Terms of Reference if a council-wide template is created.*

8. **To receive an update on the Village Services Action Log from Cllr Julie Biscomb**

*There have been limited additions during the COVID-19 outbreak. All issues have been referred to relevant Leeds City Council teams and Ward Councillors (please see action log for further details). Cllr M Biscomb will update the spreadsheet with Yorkshire Water concerns.*

9. **To receive information from all councillors on additions to the Action Log**

*Cllr Eyre, Cllr M Biscomb and Clerk to review the Action Log to ensure that it is compliant with GDPR regulations, Cllr J Biscomb to update spreadsheet in meantime to remove any sensitive data.*

*Cllr Eyre updated on Bee issue at Kippax Community Hub (library) - and will update the action log accordingly.*

*Cllr Hardwick raised the issue of overflowing bins on The Linesway - Cllr Julie Biscomb to flag with Leeds City Council and add to activity log.*

*Cllr Parker reported fallen trees on Woodland Estate, it has been reported to Cllr Mary Harland. Cllr Biscomb to add to activity log.*

*Cllr Eyre updated the committee on Hermitage problem of the fallen lintel. Dangerous buildings have been informed and visited the site and have said they will be cordoning off the site. Cllr Lewis and Cllr Harland are escalating within LCC.*

*Cllr Eyre updated that the memorial tree was damaged in the winds. It has been reported to Leeds City Council and a date is being arranged for a new tree to be planted.*

**10. To receive an update on the Kippax Meadows project**

*Cllr Eyre and Cllr Biscomb met with V Nunns and E Robinson last week to confirm locations for benches and bins. The plants have arrived at the Arium and will be stored and maintained there free of charge. Due to Covid-19 restrictions, it is expected that planting will take place in the Autumn. The compost is being stored in the container to be dug in closer to the time of planing. The Clerk (and Health and Safety Committee) will consider relevant risk assessments for manual handling.*

*Items for expenditure will be added to the Account for Payment document for approval at the next full council meetings (bins, benches, information boards). Overall budget for the Meadows project has previously been approved by full council.*

**11. To receive an update on the Caretaker and decide further action where necessary**

*The PPE equipment has arrived to enable the caretaker to return to work safely. Clerk to contact the caretaker to determine household vulnerability and availability to return to work and obtain confirmation in writing. Clerk to also get information on qualification certificates from the caretaker.*

*Cllr Almond mentioned the new Employment Committee and briefly updated the need to assign a clear line manager for John for appraisals. More information will be provided in due course.*

**12. To decide on the Caretaker task list**

*Clerk will liaise with Cllr Bentley to provide a list of tasks that can be safely carried out by the caretaker and create summary risk assessments.*

**13. To notify the chair of matters for inclusion on the agenda of the next meeting**

*Review of whether the Advisory Committee becomes a Full Committee*

*Update on GDPR measures necessary for the Action Log*

*Update on training requirements for Caretaker*

*Update on SIDS*

**14. To confirm the date of the next meeting**

*Meeting confirmed for Tuesday 23rd June at 4.30p.*

Project Files for things like The Meadows - with all POs and minutes etc. - in paper file especially for John.