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Minutes of the Meeting of Kippax Parish Council held Thursday 20<sup>th</sup> February at 7pm in the Valley Ridge Community Centre

**Approved at the meeting of Kippax Parish Council held on Thursday 20<sup>h</sup> March 2025**

**Present:** Councillor M. Eyre, Councillor D. Martin, Councillor J. Purcell, Councillor A. Parker, Councillor L. Eyre, Councillor G. Pearson, Councillor J. Almond, Councillor S Shannon, Councillor P. Eyre and Councillor G. Hardwick,

**140/FC/2425. Apologies**

- a. To note apologies received  
Apologies were received from Councillor J. Mawson, Councillor H. Richardson, Councillor Cobb, Councillor C. Pearson and D. Meir (Clerk)
- b. To approve any reasons for absence  
**It was resolved** to approve the reasons for absence  
**It was resolved** that councillor Martin would take the minutes in the Clerk's absence

**141/FC/2425. 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 dispensation requests  
None

**142/FC/2425. 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.

None

**143/FC/2425. Meeting Minutes**

- a. To approve the minutes of the meeting of Kippax Parish Council held on 16th January 2025 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 16th January 2025 as a true and accurate record of that meeting

**144/FC/2425. Administration**

- a. To consider any issues or suggestions submitted by the public and agree any actions.  
None received
- b. To receive an update on the filing of the paperwork in the filing cabinet.  
Work is ongoing
- c. To receive an update on the proposals for file storage and sharing and agree any actions  
The work on the proposals is ongoing
- d. To receive an update on the proposal to review the website and email and agree any actions  
The work on the proposals is ongoing.

- e. To receive an update on the purchase of an SSL certificate for the website  
**The work has been completed, and our website is now secure**
- f. To review the training evaluations and agree any actions  
**The Council was informed that the 'off to a flying start' training was really good, and it would be worth all councillors going on the course.**
- g. To consider and approve posting items using Kippax Community Pantry Facebook page  
**It was resolved** to keep the KPC main Facebook page as the only Facebook facility to post and share information on.

**To consider exclusion of the press and public by virtue of Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business (agenda items 144/FC/2425g and 145/FC2425)**

**Not required**

- h. To consider and approve to ban someone from KPC Facebook  
**It was resolved** to unblock and monitor their activity

#### **145/FC2425. Complaints Panel**

- a. To receive nominations and appoint three members to a Complaints Panel  
**It was resolved** to appoint Councillor D. Martin, Councillor J. Almond and Councillor P. Eyre onto the Complaints Panel
- b. To receive nominations and appoint a Chairman of the Complaints Panel  
**It was resolved** to appoint Councillor D. Martin as Chairman of the Complaints Panel
- c. To receive nominations and appoint three members to an Appeals Panel  
**It was resolved** to appoint Councillor G. Harwick, Councillor G. Pearson and Councillor S. Shannon onto the Appeals Panel.
- d. To receive nominations and appoint a Chairman of the Appeals Panel  
**It was resolved** to appoint Councillor G. Hardwick as Chairman of the Appeals Panel

#### **146/FC2425. Committee Membership**

- a. To receive nominations and elect councillors onto the Community Pantry Committee.  
**It was resolved** to elect Councillor P Eyre onto the Community Pantry Committee.
- b. To receive nominations and elect councillors onto the Youth and Leisure Committee.  
**It was resolved** to elect Councillor S. Shannon and Councillor P. Eyre onto the Youth and Leisure committee
- c. To receive nominations and elect councillors onto the Village Services Committee.  
**It was resolved** to elect Councillor S. Shannon onto the Village Services Committee
- d. To receive nominations and elect councillors onto the Newsletter Committee.  
**It was resolved** to elect Councillor S. Shannon onto the Newsletter Committee

#### **147/FC/2425. Finance and Corporate Governance**

- a. To review and approve the Finance and Corporate Governance Committees recommendation to approve payment of the accounts for payment  
**It was resolved** to approve the accounts for payment detailed in Appendix A.
- b. To review and approve payment of the additional accounts for payment  
**It was resolved** to approve the accounts for payment detailed in Appendix B
- c. To confirm that additional payments have been set up correctly in online banking.  
**It was resolved** to confirm that the additional payments have been set up correctly.

- d. To review and approve the Finance and Corporate Governance Committee's recommendation to open a 90 Day Notice account at the Hinckley & Rugby Building Society  
**It was resolved to approve opening a 90-day notice account at the Hinckley & Rugby Building Society**
- e. To review and approve the Finance and Corporate Governance Committee's recommendation to set the minimum cost for assets to be added to the asset register and insurance cover at £100.  
**It was resolved to approve to set the minimum cost for assets to be added to the asset register and insurance cover at £100**
- f. To review and approve the Finance and Corporate Governance Committee's recommended amendments to the asset register and insurance cover and approve payment of any additional premium  
**It was resolved to approve the amendments to the asset register and insurance cover and approve payment of any additional premium up to 10% to the current fee**
- g. To consider and approve the Finance and Corporate Governance Committee's recommendation to appoint an Internal Auditor for 2024/25  
**It was resolved to appoint Claire Smith Internal Audit to complete the internal audit at a cost of £300**

#### **148/FC/2425. Village Services**

- a. To consider and approve the Village Services Committee's recommendation to approve increasing the Caretakers hours by 5 per week from 1<sup>st</sup> April 2025 to 30<sup>th</sup> September 2025  
**It was resolved to approve increasing the Caretakers hours by 5 per week from 1<sup>st</sup> April 2025 to 30<sup>th</sup> September 2025**

#### **149/FC/2425. Peace Flame Project**

- a. To receive an update on the Peace Flame project and agree any actions  
**The peace flame has been manufactured and is now at the powder coaters.**
- b. To approve the information sign for the peace flame monument  
**Ongoing and be carried forward to next month**

#### **150/FC/2425. Covid Day of Reflection**

- a. To consider whether to organise anything for Covid Day of Reflection on 9<sup>th</sup> March and agree any actions  
**Councillor M. Eyre to approach the Methodist Church about Covid Day. It was noted that St. Mary's Church in Kippax will be doing a special Covid Day service. Allerton Bywater church will also be doing a special service.**

#### **151/FC/2425. Ward Councillors Meeting**

**To consider exclusion of the press and public by virtue of Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business (agenda item 151/FC/2425a)**

- a. To receive an update from the meeting  
**There has not been a meeting yet. Councillor M. Eyre to follow up with the Ward Councillors.**

#### **152/FC/2425. Next Meeting**

- a. To notify Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
  - **To consider whether to remove the Community Pantry Facebook page so all traffic is directed to the KPC main Facebook page.**
  - **To approve the information sign for the peace flame monument**
- b. To confirm the date of the next ordinary meeting of Kippax Parish Council as Thursday 20<sup>th</sup> March 2025 at 7pm, in the Valley Ridge Community Centre  
**It was resolved to confirm the date of the next ordinary meeting of Kippax Parish Council as Thursday 20<sup>th</sup> March 2025 at 7pm, in the Valley Ridge Community Centre**

## Appendix A:

Item:130/FC/2425a- Accounts for Payment			
Payment date	Payee	Description	£
20/02/2025	Clerk	Ink expenses	9.20
20/02/2025	Yorks Local Councils Assoc.	Off to a flying start training - Cllr Shannon & Cllr P. Eyre	140.40
20/02/2025	Yorks Local Councils Assoc.	Committees training - Cllr M. Eyre	26.30
20/02/2025	St Mary's Church	Hall Hire for Pantry 25 Jan to 15 Feb	160.00
25/02/2025	Employees	Salaries	2,304.19

## Appendix B:

Item: 130/FC/2425b- Additional Accounts for Payment			
Payment date	Payee	Description	£
20/02/2025	Raw Family Designs	New Councillor uniforms	172.20

Signed: *M Eyre*

Date: 20<sup>th</sup> March 2025