



www.kippax-pc.gov.uk

Minutes of the Meeting of Kippax Parish Council held Thursday 17th April at 7pm in the Valley Ridge Community Centre

Approved at the Annual Meeting of the Council held on Thursday 15th May 2025

Present: Councillor M. Eyre, Councillor D. Martin, Councillor A. Parker, Councillor L. Eyre, Councillor G. Pearson, Councillor S. Shannon, Councillor G. Hardwick and one member of the public

168/FC/2425. Apologies

- a. To approve who will take the minutes in the Clerk's absence
It was resolved to approve Councillor Martin to take the minutes
- b. To note apologies received
Apologies were received from Councillor H. Richardson, Councillor J. Mawson, Councillor J. Purcell, Councillor P. Eyre, Councillor J. Almond, Councillor C. Peason and D. Meir (Clerk),
- c. To approve any reasons for absence
It was resolved to approve the reasons for absence

169/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

170/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.

One member of the public present - Nothing raised

171/FC/2425. Meeting Minutes

To approve the minutes of the meeting of Kippax Parish Council held on 20th March 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 20th March 2025 as a true and accurate record of that meeting

172/FC/2425. Administration

- a. To receive an update on the filing of the paperwork in the filing cabinet.
Work is ongoing
- b. To receive an update on the transfer of emails, the website and file storage.
This is progressing and Councillors will be contacted soon and offered a 30-minute training session. The website will be transferred soon
- c. To consider and approve giving Councillor G. Pearson access to the website.
It was resolved to approve giving Councillor G. Pearson access to the website
- d. To review the training evaluations and agree any actions
Both the "off to a flying Start" Councillor training and the Caretaker's refresher training were considered useful.

- e. To consider and approve purchasing a Canva subscription at a cost of £100 per annum
It was resolved to approved to purchase Canva for a year subscription in the name of the clerk. To be shared with other Councillors who wish to produce events posters for KPC
- f. To receive nominations and approve a second Councillor to attend the Growing Zone Funders Event on 25th July, along with the Chairman.
It was resolved to approve Councillor Almond to attend alongside the Chairman.

173/FC/2425. Communications

- a. To consider any issues or suggestions submitted by the public and agree any actions.
None
- b. To receive feedback from public engagement on Facebook and agree any actions
Councillor M. Eyre suggested we monetise the Facebook page, but no decision was made. The increase in engagement and the posts which encourage hits was discussed, and it was noted that photos and text get higher engagement. The need for KPC to be the main source of information for KPC information was also discussed.
- c. To receive feedback from public engagement on the Newsletter agree any actions
The public engagement was reviewed and will continue to be monitored.
- d. To consider and approve putting together a schedule of information from each committee on recent activities to be shared across Facebook, Instagram and the KPC website.
It was resolved to approve that each committee will put together a list of posts of at least one item per month, which will be covered on the agenda for each committee going forward and can be prepopulated if need be. Each committee will then send this to the pre-approved Facebook administrators to post
- e. To consider and approve the proposal to better introduce councillors to the people of Kippax
It was resolved to increase councillor introductions and for all council members to produce a poster like the one produced by Councillor Martin.
It was resolved to include group photos for each committee which will be shared across the website, Facebook and Instagram.
Councillor Martin will create a schedule to cover all councillors

174/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 as detailed in Appendix A.
- b. To review and approve any Finance and Corporate Governance Committee's recommended funds transfers
It was resolved to approve the transfer of £2,665.94 from the Community Pantry Account to the main current account and to transfer £10,000 from the Unity Reserve account to the main current account.
- c. To consider and approve the Finance and Corporate Governance Committees recommended budget or reserve amendments
It was resolved to approve to transfer all unspent funds into reserves
- d. To consider any recommendation of the Finance and Corporate Governance Committees recommendation regarding payment of the Growing Zone Grant of £3,498 for 2024/25
It was resolved to approve payment of the Growing Zone Grant of £3,498 for 2024/25
- e. To note the report from the Finance and Corporate Governance Committee and consider and approve the Grant application from the Kippax Community Club
It was resolved to approve a grant of £1000 to the Kippax Community Club to be funded from reserves.

- f. To consider and approve the Finance and Corporate Governance Committees recommended provider for the annual insurance and approve payment of the premium
It was resolved to approve renewing with Zurich on a 3-year agreement unless the clerk has a strong recommendation concerning the level of cover and to approve payment of the premium.

175/FC/2425. Youth and Leisure

- a. To consider the Youth and Leisure Committees recommendation to approve the proposed Kippax Common path layout
It was resolved to approve the proposed path layout.

176/FC/2425. Peace Flame Project

- a. To receive an update on the Peace Flame project and agree any actions
Ongoing – waiting for the sign to put everything together
- b. To consider and approve the arrangements for the Peace Flame unveiling event on 14th June
It was resolved to approve the date of Saturday 14th June to unveil the Peace Flame

177/FC/2425. Health Sessions

- a. To consider and approve the arrangements for PSA testing
It was resolved to approve and book 60 PSA tests on Saturday 5th July 1.30pm-5.30pm at the Legion at a cost of £1,800, to be provided free of charge to Kippax residents.
It was resolved to approve Gibson Lane chemist to attend and provide blood pressure testing
- b. To receive further information on a Men's Health Awareness session run by Men's Health Unlocked and agree any actions.
It was resolved to approve having more mental health, and health related content on the KPC website.
It was resolved to invite Andys Man Club the PSA Charity to attend the event and share information
This will be a day where residents can attend and find out some information. Councillors were asked to bring examples of anything that would be relevant to the next Full Council meeting
- c. To receive information on other possible health tests that could be provided and agree any actions
Ongoing and to carry forward to the next meeting

178/FC/2425. 80th VE Day Anniversary

- a. To consider and approve the purchase of a wreath to be laid at the flag raising event at a cost of £24.49
It was resolved not to purchase another wreath but to use the existing one with a new KPC logo
The 80th VE Day Anniversary is on Thursday 8th May, and the flag will be raised by Steve Bottom from the British Legion at 9am.
The Beacon will be lit at 9.30 pm and Councillors were asked to help with setting up.

179/FC/2425. Kippax Welfare Youth Board

- a. To receive an update regarding the first Kippax Welfare Youth Board meeting
The youth board, which KPC has provided £250 to support, meet to discuss matters and plan events.

180/FC/2425. Complaint Appeal

- a. For members of the Appeal Panel to approve the minutes of the Appeal Panel meeting held 8th April 2025 as a true and accurate record of that meeting
It was resolved to approve the minutes of the Appeal Panel meeting held 8th April 2025 as a true and accurate record of that 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 to be discussed under item 158/FC/2425b.

- b. To receive a report from the Complaints Panel's chairman on the outcome of the process
The Appeal Panel met and amended the Complaints Panel outcome.
It was resolved to approve all members of the Council undertake safeguarding training, and a designated Safeguarding Officer is appointed. Councillor Martin will look into safeguarding training options for the Council and feedback at the next meeting.
It was resolved that the risk assessment for the pantry is reviewed every year.
It was resolved that a Safety Officer is appointed for each event going forward, to be identified at the beginning of each event.
It was resolved that all volunteers are required to read and sign the Safeguarding Policy, risk assessment and Bullying and Harassment Policy.
It was resolved to approve that a poster is displayed to show the Safeguarding Officer at all KPC events
- c. To consider the Appeals Panel's recommendation to review the Safeguarding Policy and training requirements and approve any amendments.
It was resolved that councilors would review the Safeguarding Policy and send any proposed amendments to the Clerk ASAP, so they can be put on the next Full Council agenda for approval.

181/FC/2425. Next Meeting

- a. To notify Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- **Agenda item to cover the safeguarding policy amendments**
- b. To confirm the date of the annual meeting of Kippax Parish Council as Thursday 15th May 2025 at 7pm, in the Valley Ridge Community Centre
It was resolved to confirm the date of the annual meeting of Kippax Parish Council as Thursday 15th May 2025 at 7pm, in the Valley Ridge Community Centre

Appendix A:

Item: 090/FG/2425b- Accounts for Payment			
Payment date	Payee	Description	£
17/04/2025	Torvill's DIY Kippax	Grinding disk	1.89
17/04/2025	Cllr M. Eyre	mileage	1.80
17/04/2025	HP Instant Ink	Clerks printing	6.61
17/04/2025	Yorkshire Local Councils Associations	Flying Start training	70.20
17/04/2025	Yorkshire Local Councils Associations	Annual membership	1,344.00
25/04/2025	Kippax Methodist Church	Hall hire 24th April	55.00
28/04/2025	St Mary's Church Kippax PCC	Hall hire 5th to 26th April	160.00
17/04/2025	Leeds City Council	3 ID badges	24.30
17/04/2025	Caretaker	Mileage	13.95
17/04/2025	Leeds City Council	Supply Meadows furniture 2020	3,596.00
17/04/2025	Leeds City Council	Caretaker training	220.00
17/04/2025	HMRC	PAYE costs Qtr 4 24/25	2,220.00
25/04/2025	Employees	April salaries	2,529.34

Signed: *M Eyre*

Date: 15th May 2025