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

**To be approved at the Annual Meeting of the Council to be held on Thursday 15<sup>th</sup> 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 20<sup>th</sup> 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 25<sup>th</sup> 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 forwards 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 14<sup>th</sup> June  
**It was resolved** to approve the date of Saturday 14<sup>th</sup> 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 5<sup>th</sup> 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. 80<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> April 2025 as a true and accurate record of that meeting  
**It was resolved** to approve the minutes of the Appeal Panel meeting held 8<sup>th</sup> 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:**

<b>Item: 090/FG/2425b- Accounts for Payment</b>			
<b>Payment date</b>	<b>Payee</b>	<b>Description</b>	<b>£</b>
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