



Minutes of the Annual Meeting of Kippax Parish Council held Thursday 15th May at 7pm in the Valley Ridge Community Centre

**To be approved at the Meeting of Kippax Parish Council to be held on Thursday 19<sup>th</sup> June 2025**

**Present:** Councillor M. Eyre, Councillor D. Martin, Councillor A. Parker, Councillor L. Eyre, Councillor G. Pearson, Councillor S. Shannon, Councillor G. Hardwick, Councillor J. Mawson, Councillor J. Purcell, Councillor J. Almond, Councillor C Pearson, two applicants for the councillor vacancies, one member of the public and D. Meir (Clerk)

**Absent:** Councillor H. Richardson and Councillor C. Weightman

**001/FC/2526. Elections and Declarations**

- a. To receive nominations and elect a Chairman  
**It was resolved to elect Councillor M. Eyre as Chair**
- b. To receive nominations and elect a Vice Chairman  
**It was resolved to elect Councillor D. Martin as Vice- Chair**
- c. To receive the Declaration of Acceptance of Office forms  
**To be received at the next meeting.**

**002/FC/2526. Apologies**

- a. To note apologies and receive and approve any reasons for absence  
**Apologies were received from Councillor H. Richardson and Councillor C. Weightman**  
**It was resolved to approve the reasons for absence.**

**003/FC/2526. 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**

**004/FC/2526. 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.

**Nothing raised**

**005/FC/2526. Meeting Minutes**

- a. To approve minutes of the meeting of Kippax Parish Council held 17<sup>th</sup> April 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 17th April 2025 as a true and accurate record of that meeting**

**006/FC/2526. To consider co-option of suitable candidates to Kippax Parish Council**

- a. To receive a verbal presentation from each candidate  
**Not required as only two applications received**

**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 006/FC/2526b.) for the discussion of candidates and to re-admit the press and public for the vote.**

**Not required**

- b. To consider the applications received and approve the co-option of two candidates to the vacant seats on Kippax Parish Council

**It was resolved to co-opt David Armitage and Marc Oldfield to the vacant seats on Kippax Parish Council**

- c. To receive signed declarations of acceptance of office from the co-opted councillors

**Signed declarations of acceptance of office forms were received.**

**007/FC/2526. Review of delegation arrangements to committees and staff**

- a. To review and approve the scheme of delegation

**It was resolved to approve the scheme of delegation**

**008/FC/2526. Review of the terms of reference for committees**

- a. To review and approve the Community Pantry Committee's recommended amendments to the terms of reference for the Community Pantry Committee

**It was resolved to approve the amendments to the Community Pantry Committee terms of reference.**

- b. To review and approve the Christmas Lights Committee's recommended amendments, and additional proposed amendments to the terms of reference for the Christmas Lights Committee

**It was resolved to approve the amendments to the Christmas Lights Committee terms of reference.**

- c. To review and approve the Finance and Corporate Governance Committee recommended amendments to the terms of reference for the Finance and Corporate Governance Committee

**It was resolved to approve the amendments to the Finance and Corporate Governance Committee terms of reference.**

- d. To review and approve the Newsletter Committee's recommended amendments to the terms of reference for the Newsletter Committee

**It was resolved to approve the amendments to the Newsletter Committee terms of reference.**

- e. To review and approve the Personnel Committee's recommended amendments to the terms of reference for the Personnel Committee

**It was resolved to approve the amendments to the Personnel Committee terms of reference.**

- f. To review and approve the Planning Committee's recommended amendments and additional proposed amendments to the terms of reference for the Planning Committee

**To carry forward to the next meeting**

- g. To review and approve the Village Services Committee's recommended amendments to the terms of reference for the Village Services Committee

**It was resolved to approve the amendments to the Village Services Committee terms of reference.**

- h. To review and approve the Youth and Leisure Committee's recommended amendments to the terms of reference for the Youth and Leisure Committee

- i. **It was resolved to approve the amendments to the Youth and Leisure Committee terms of reference.**

**009/FC/2526. Appointment to existing committees**

- a. To receive nominations, elect members and approve the number of members for the Community Pantry Committee  
**It was resolved** to elect Councillor M. Eyre, Councillor J. Almond, Councillor L. Eyre, Councillor J. Mawson, Councillor A. Parker, Councillor C. Pearson and Councillor J. Purcell as members of the Community Pantry Committee.  
**It was resolved** to approve the number of members of the Community Pantry Committee as nine.
- b. To receive nominations and elect two non-councillors to the Community Pantry Committee  
**It was resolved** to elect Angela Pickersgill as a non-councillor member of the Community Pantry Committee.
- c. To receive nominations, elect members and approve membership numbers for the Christmas Lights Committee  
**It was resolved** to elect Councillor M. Eyre, Councillor J. Almond, Councillor L. Eyre, Councillor C. Pearson, Councillor G. Pearson and Councillor G. Hardwick, Councillor D. Martin and Councillor J. Mawson as member of the Christmas Lights Committee.  
**It was resolved** to approve the number of members of the Christmas Lights Committee as nine.
- d. To receive nominations and elect two non-councillors to the Christmas Lights Committee  
**It was resolved** to elect Angela Pickersgill as a non-councillor member of the Christmas Lights Committee.
- e. To receive nominations, elect members and approve the number of members for the Finance and Corporate Governance Committee  
**It was resolved** to elect Councillor M. Eyre, Councillor D. Martin, Councillor J. Almond, Councillor L. Eyre, Councillor G. Pearson and Councillor G. Hardwick as members of the Finance and Corporate Governance.  
**It was resolved** to approve the number of members of the Finance and Corporate Governance Committee as nine.
- f. To receive nominations, elect members and approve the number of members for the Newsletter Committee
- g. **It was resolved** to elect Councillor M. Eyre, Councillor D. Martin, Councillor J. Almond, Councillor G. Pearson and Councillor S. Shannon as members of the Newsletter Committee.  
**It was resolved** to approve the number of members of the Newsletter Committee as nine.
- h. To receive nominations, elect members and approve the number of members for the Personnel Committee  
**It was resolved** to elect Councillor M. Eyre, Councillor D. Martin, Councillor J. Almond, Councillor G. Hardwick and Councillor J. Mawson as members of the Personnel Committee.  
**It was resolved** to approve the number of members of the Personnel Committee as nine.
- i. To receive nominations, elect members and approve the number of members for the Planning Committee  
**It was resolved** to elect Councillor M. Eyre, Councillor D. Martin, Councillor J. Almond, Councillor G. Hardwick, Councillor G. Pearson and Councillor D. Armitage as members of the Planning Committee.  
**It was resolved** to approve the number of members of the Planning Committee as nine.
- j. To receive nominations and elect two non-councillors to the Planning Committee  
**It was resolved** to elect Diana McEwan as a non-councillor member of the Planning Committee.
- k. To receive nominations, elect members and approve the number of members for the Village Services Committee  
**It was resolved** to elect Councillor M. Eyre, Councillor D. Martin, Councillor A. Parker,

Councillor G. Pearson, Councillor S. Shannon and Councillor D. Armitage as members of the Village Services Committee.

**It was resolved** to approve the number of members of the Village Services Committee as nine.

- l. To receive nominations, elect members and approve the number of members for the Youth and Leisure Committee

**It was resolved** to elect Councillor M. Eyre, Councillor D. Martin, Councillor L. Eyre, Councillor J. Purcell, Councillor C. Pearson, Councillor J. Almond, Councillor G. Pearson and Councillor S. Shannon as members of the Youth and Leisure Committee.

**It was resolved** to approve the number of members of the Youth and Leisure Services Committee as twelve.

- m. To receive nominations and elect two non-councillors to the Youth and Leisure Committee

**It was resolved** to elect Angela Pickersgill as a non-councillor member of the Youth and Leisure Committee.

#### **010/FC/2526. Appointment to external bodies**

- a. To receive nominations and elect two members as YLCA Branch representatives

**It was resolved** to elect Councillor M. Eyre and Councillor G. Hardwick as YLCA Branch representatives

- b. To receive nominations and elect a member as a representative on the RSPB St Aidan's Stakeholder Forum

**It was resolved** to elect Councillor S. Shannon as a representative on the RSPB St. Aidan's Stakeholder Forum

#### **011/FC/2526. Review of Council policies and procedures**

- a. To review and approve the standing orders

**It was resolved** to approve the amendments to the Standing Orders

- b. To review and approve the Finance and Corporate Governance Committee's proposed amendments to the Financial Regulations

**It was resolved** to approve the amendments to the Financial Regulations

- c. To review and approve the proposed amendments to the Safeguarding Policy

**It was resolved** to approve the amendments to the Safeguarding Policy.

**It was resolved** to approve Councillor M. Eyre to do Safeguarding Lead training. Councillor D. Martin will look into appropriate safeguarding training.

- d. To receive nominations and elect a Councillor to the role of Safeguarding Officer

**It was resolved** that a Safeguarding Lead will be appointed for each activity undertake.

**It was resolved** to appoint Councillor D. Martin as safeguarding Lead for the Gala.

- e. To review and approve the Finance and Corporate Governance Committee's recommended Financial Risk Assessment

**It was resolved** to approve the Financial Risk Assessment

- f. To review and approve the Non-Financial Risk Assessment.

**It was resolved** to approve the Non-Financial Risk Assessment

#### **012/FC/2526. Approval of the schedule of regular payments**

- a. To review and approve the schedule of regular payments of the year.

**It was resolved** to approve the schedule of regular payments

#### **013/FC/2526. Time and place of ordinary meetings of the Council and its Committees up to and including the next annual meeting of the Council.**

- a. To approve the schedule of ordinary meetings for June 2025 to May 2026.

**It was resolved** to approve the schedule of meetings for June 2025 to May 2026 subject to the changed approved under item 014/FC/2526d.

#### **014/FC/2526. 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 email accounts and agree any actions  
**Work is ongoing, with the transfer of email accounts scheduled for the weekend of 24<sup>th</sup>-25<sup>th</sup> May.**
- c. To receive an update on the transfer of the website and consider whether to have the website redeveloped  
**Councillor G. Pearson is working on the transfer.**  
**It was resolved** to approve Councillor D. Armitage as a website administrator  
**To consider adding Councillor C. Weightman as an administrator at next month's meeting**
- d. To consider and approve the proposal to use the room at St Mary's Church Hall for all KPC meetings  
**It was resolved** to approve accepting the offer of using the room at St Mary's Church Hall for meeting at an additional cost of £20 per week  
**It was resolved** to change the date of the meetings scheduled for Mondays, to the corresponding Tuesday, so they can be held in the room at St Mary's Church Hall.  
**It was resolved** to ask if the main room at St Mary's Church Hall can be used for the Full Council meetings on Thursday as the pantry room is not big enough. If it is not available Valley Ridge will be used for Thursday meetings.  
**It was resolved** to move a meeting to another room if accessibility is an issue.

#### **015/FC/2526. Activities and public engagement**

- 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  
**It was noted that engagement is increasing, and administrators were encouraged to keep posting regularly.**
- c. To receive feedback from public engagement on the Newsletter agree any actions  
**It was noted that the latest edition has been read 260 online and that all but 5 of the paper copies have been given out. Councillor D. Martin will promote it more**
- d. To review and approve the schedule for Councillor introductions  
**The schedule was reviewed, and it was resolved** to amend the order, to include new councillors later. The introductions will be posted on social media and used to update the information already on the website.
- e. To review the schedule of KPC activities and approve information to be shared across Facebook, Instagram and the KPC website  
**It was resolved** to approve the schedule of activities to be promoted.
- f. To review the schedule of KPC activities and consider any suggestions for additional activities  
**Suggestions for additional activities to be considered by individual committees.**

#### **016/FC/2526. Finance and Corporate Governance**

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



- d. To consider and approve the Finance and Corporate Governance Committee's recommended budget amendments  
**No recommendations to consider**
- e. To consider and approve the Finance and Corporate Governance Committee's recommended transfer of funds between accounts  
**It was resolved to approve the transfer of £2,704.75 from the Community Pantry Account to the Main Account to cover the cost of Multipay card purchases.**
- f. To consider and approve the Finance and Corporate Governance Committees recommendation to approve the amendments to the Commitments Reserve  
**It was resolved to approve the amendments to the Commitments Reserve.**
- g. To consider and approve the Finance and Corporate Governance Committees recommendation to approve the other year end reserves held  
**It was resolved to approve the other year-end reserves.**
- h. To note the report from the Finance and Corporate Governance Committee and consider and approve the grant application from Crosshills Court Residents Association  
**It was resolved to approve a grant of £695 for Crosshills Court Residents Association**
- i. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the accuracy of the Asset Register at 31<sup>st</sup> March 2025.  
**It was resolved to approve the accuracy of the Asset Register at 31st March 2025.**

#### **017/FC/2526. Peace Flame Project**

- a. To receive an update on the Peace Flame project and agree any actions  
**It was reported that the concrete base and flagstone have been laid, and working is ongoing to complete the Peace Flame in time for the unveiling.**
- b. To consider and approve the arrangements for the Peace Flame unveiling event on 14<sup>th</sup> June.  
**It was reported that the Deputy Lieutenant and Ward Councillor Mary Harland have confirmed that they will attend. The other Ward Councillors and Garforth Peace Flame representatives have also been invited, and the World Peace Flame Co-Ordinator will be invited. Singers and ukulele players have been invited to perform, and Councillor Hardwick will provide a cape for the unveiling.**  
**It was resolved to approve the event plan, event application and risk assessment.**

#### **018/FC/2526. Health Sessions**

- a. To receive update on the PSA testing and other groups that are attending the Health Awareness Event on July 5<sup>th</sup>  
**It was reported that 31PSA tests have been booked. The event will be advertised in the noticeboards later in the month. It was reported that Andys Man Club, the PSA charity, social prescribers, and Find Your Tribe women's circle will attend. Carer's Leeds, Living and Laughing, women's self-help group, Men's Health unlocked, and blood pressure testing have been invited but have not yet responded.**  
**Councillors were asked to volunteer at the event. Councillor G. Pearson will prepare a poster.**
- b. To receive further information on a Men's Health Awareness session run by Men's Health Unlocked and agree any actions.  
**No response has been received.**
- c. To receive information on other possible health tests that could be provided and agree any actions  
**Councillor Parker is trying to get breast awareness information and Councillor J. Almond will invite other social groups.**

**019/FC/2526. Next Meeting**

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

None

- b. To confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 19<sup>th</sup> June 2025 at 7pm, in the Valley Ridge Community Centre

It was resolved to confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 19th June 2025 at 7pm venue to be confirmed.

**Appendix A:**

Item: 016/FC/2526a- Accounts for Payment			
Payment date	Payee	Description	£
15/05/2025	G & S Toilet Hire	Hire of toilets for Gala on Saturday 7th June 2025	540.00
15/05/2025	Councillor M. Eyre	Mileage	11.25
15/05/2025	Councillor L. Eyre	Community Pantry mileage	26.55
15/05/2025	HP Instant Ink	Clerks printing	9.35
15/05/2025	Vision ICT	SSL Certificate	60.00
15/05/2025	John Keane	Mileage	17.10
23/05/2025	Employees	Salaries	2,646.80

**Appendix B:**

Item: 016/FC/2526b- Additional Accounts for Payment			
Payment date	Payee	Description	£
15/05/2025	Amazon	Cllr Hardwick - printer inks	27.98
15/05/2025	Raw Family Designs	Councillor polo shirt	13.80
15/05/2025	Edge IT Systems Ltd	Finance system annual fee	26.55