



[www.kippax-pc.gov.uk](http://www.kippax-pc.gov.uk)

Draft Minutes of the Meeting of Kippax Parish Council held Thursday 19th June at 7pm in the Valley Ridge Community Centre

**To be approved at the Meeting of Kippax Parish Council to be held on Thursday 17<sup>th</sup> July 2025**

**Present:** Councillor M. Eyre, Councillor D. Martin, Councillor A. Parker, Councillor L. Eyre, Councillor G. Pearson, Councillor S. Shannon, Councillor J. Purcell, Councillor C. Weightman, Councillor C. Pearson, Councillor M. Oldfield, Councillor D. Armitage and D. Meir (Clerk)

**Absent:** Councillor H. Richardson, Councillor G. Hardwick, Councillor J. Mawson, and Councillor J. Almond

**020/FC/2526. Declarations**

- a. To receive signed Declaration of Acceptance of Office forms from the Chair and Vice Chair  
Signed Declaration of Acceptance of Office forms were received from the Chair and Vice Chair

**021/FC/2526. Apologies**

- a. To note apologies for absence  
Apologies were received from Councillor H. Richardson, Councillor G. Hardwick, Councillor J. Mawson, and Councillor J. Almond
- b. To receive and approve any reasons for absence  
It was resolved to approve the reasons for absence

**022/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

**023/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.

None present

**024/FC/2526. Meeting Minutes**

- a. To approve minutes of the Annual Meeting of Kippax Parish Council held 15<sup>th</sup> May 2025 as a true and accurate record of that meeting  
It was resolved to approve minutes of the Annual Meeting of Kippax Parish Council held 15<sup>th</sup> May 2025 as a true and accurate record of that meeting

**025/FC/2526. Reviews and appointments**

- a. To review and approve the Planning Committee's recommended amendments and additional proposed amendments to the terms of reference for the Planning Committee  
It was resolved to approve the amendments to the Planning Committee Terms of Reference
- b. To receive nominations and elect members to the disciplinary/grievance hearing/appeals panel

pool

**It was resolved** to elect Councillor A. Parker, Councillor L. Eyre, Councillor G. Hardwick, Councillor J. Purcell, Councillor C. Pearson, Councillor G. Pearson and Councillor H. Richardson onto the disciplinary/grievance hearing/appeals panel pool

- c. To review and approve the amended Safeguarding Policy  
**It was resolved** to approve the proposed amendments to the Safeguarding Policy. Further amendments to add a duty to report changes were discussed. Clerk to draft the amendments required to the policy for approval at next month's meeting.
- d. To review and approve the Personnel Committee's recommendation to approve the proposed Health and Safety Policy  
**It was resolved** to approve the Health and Safety Policy
- e. To consider the alternative provisions and approve a Lone Worker Policy  
The provision of alarms, the type of alarms to be provided and to whom was discussed. Councillor D, Martin to prepare a briefing for the next meeting.
- f. To review and approve the Personnel Committee's recommended amendments to the Training Policy  
**It was resolved** to approve the amendments to the Training Policy
- g. To review and approve the Personnel Committee's recommended amendments to the Training Request Form  
**It was resolved** to approve the amendments to the Training Request Form
- h. To review and approve the Personnel Committee's recommendation to approve the Training Evaluation Form without any amendments  
**It was resolved** to approve the Training Evaluation Form without any amendments
- i. To review and approve the Personnel Committee's recommended amendments to the Appraisal Policy  
**It was resolved** to approve the amendments to the Appraisal Policy

#### **026/FC/2526. Administration**

- a. To receive an update on the filing of the paperwork in the filing cabinet.  
Work is ongoing with the filing cabinet. It was reported that the filing cabinet has been damaged, and Councillor M. Eyre will investigate it.
- b. To receive an update on the new email and consider and approve an option for the OneDrive accounts  
It was reported that all the emails have been set up and the Clerk's OneDrive has been set up, but it does not include the desktop versions of excel, word, etc. The options for OneDrive accounts were considered and a query was raised about the quoted prices which appear to double count VAT.  
**It was resolved** to approve setting up all accounts on an annual contract and to set up basic OneDrive accounts without Teams and desktop apps for Councillors and the standard account without Teams, but with desktop apps for the Clerk. Clerk to progress and query the prices quoted.
- c. To receive an update on the transfer of the website and agree any actions  
It was reported that the website needs to be rebuilt from scratch, and it was agreed to review the content for the new website. The website administrators will meet to work on it and bring a list of proposed content to Full Council for approval.
- d. To consider the availability of St Mary's Church Hall for KPC Thursday meetings and approve any changes  
It was reported that the main Church Hall is not available until 8pm on Thursday evening.  
**It was resolved** to continue holding Thursday meetings in the Valley Ridge Community Centre. It was reported that the Church have agreed to charge £10 per week for the use of the room for meetings instead of £20, as it cannot be used for Thursday meetings.

- e. To consider and approve Councillor Weightman as a website administrator  
**It was resolved to approve Councillor Weightman as a website administrator**

**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 026/FC/2526f.)**

**Not required**

- f. To consider and approve the request for a one-week work experience placement  
**It was resolved to approve the request for a one-week work experience placement**

#### **027/FC/2526. Training**

- a. To receive an update on safeguarding training and agree any actions  
**Councillor D. Martin to bring to the next meeting**
- b. To review the training evaluation forms and agree any actions  
**The evaluations of the online First Aid Training were reviewed, and it was agreed to look into organising an in-person training session which St John's Ambulance can provide for a donation. Councillor L. Eyre will prepare a briefing for consideration at the next meeting. The evaluation from the AGAR GDPR Compliance training was reviewed and the actions required to comply were noted. The evaluation of the Code of Conduct training was reviewed, and it was noted that it was not recommended to others.**
- c. To consider whether to purchase the Local Council Data Protection Compliance Kit  
**It was resolved not to purchase the Local Council Data Protection Compliance Kit, but to consider getting support if needed when the compliance work is underway.**

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

- a. To consider any issues or suggestions submitted by the public and agree any actions.  
**Nothing submitted.**
- b. To receive feedback from public engagement on Facebook and agree any actions  
**It was reported that public engagement is continuing to increase.**
- c. To receive feedback from public engagement on the Newsletter agree any actions  
**No feedback provided.**
- d. To receive an update on Councillor introductions and approve the revised schedule  
**It was reported that the introduction for Councillor L. Eyre is ready and will be published on Facebook, Instagram and the new website. Councillor D. Martin's will be done next.**

#### **029/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 payment 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 the additional payments have been set up correctly in online banking.**
- d. To consider and approve the Finance and Corporate Governance Committees recommended actions in response to the Internal Audit Report recommendations  
**It was resolved to approve the actions to be taken in response to the Internal Audit Report recommendations**
- e. To consider and approve the Finance and Corporate Governance Committees recommended

responses on the Annual Governance Statement.

**It was resolved** to approve the responses on the Annual Governance Statement

- f. To consider and approve the Finance and Corporate Governance Committees recommendation to approve the Accounting Statements.

**It was resolved** to approve the Accounting Statements

- g. To consider and approve the Finance and Corporate Governance Committees recommendation to approve the bank reconciliation and explanation of variances

**It was resolved** to approve the bank reconciliation and explanation of variances

- h. To note the date for the exercise of public rights as Monday 23rd June to Friday 1st August.

**The date for the exercise of public rights of Monday 23rd June to Friday 1st August was noted.**

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

- a. To consider feedback from the unveiling event on 14<sup>th</sup> June and agree any actions

**It was reported that the event went well with more in attendance than expected. Initial problems with the Peace Flame have now been resolved and it is running well.**

#### **031/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 six free tests for Kippax residents are still available, and the event will be advertised now the gala is finished. It was reported that Andys Man Club, Living and Laughing, Find Your Tribe women's circle, blood pressure testing, social prescribing, The British Legion and Inkredible will attend. And Ward Councillor Harland will bring breast cancer leaflets for distribution. Councillor M. Eyre, Councillor G. Pearson and Councillor C. Pearson will be helping at the event, and other Councillors were invited to help.**

- b. To receive information on other possible health tests that could be provided and agree any actions

**None**

#### **032/FC/2526. Welfest Event**

- a. To consider and approve the request to organise a pantry stall at the Welfest on 12th July

**It was resolved** not to organise a pantry stall at the Welfest on 12<sup>th</sup> July as no prizes are available.

#### **033/FC/2526. Remembrance Day**

- a. To receive an update on the Royal British Legion and arrangements for Remembrance Day.

**It was reported that it has not been possible to bring it forward an hour due to difficulties getting people there, however, it is planned to bring it forward to 11am on Sunday 11<sup>th</sup> November 2029. The wreath laying list for this year will be brought for approval at next month's meeting.**

#### **034/FC/2526. Youth and Leisure**

- a. To consider the entries for the Scarecrow Festival and approve a winner for the Councillors Choice category

**As four entries tied with the most votes, it was resolved** to approve the Wizard of Oz entry as the winner of the £20 1<sup>st</sup> Prize and the other three winning entries as winners of £10 prizes.

**It was noted that voting numbers were low, and the voting method will be reconsidered for future competitions.**

#### **035/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 17<sup>th</sup> July 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 17<sup>th</sup> July 2025 at 7pm, in the Valley Ridge Community Centre

## Appendix A:

Item: 029/FC/2526a- Accounts for Payment			
Payment date	Payee	Description	£
20/06/2025	Society of Local Council Clerks	Clerks Annual Membership	240.00
20/06/2025	HP Instant Ink	Clerks instant Ink	5.76
20/06/2025	Clare Smith	Internal Audit work	300.00
20/06/2025	Councillor L. Eyre	Community Pantry mileage	9.45
20/06/2025	Yorkshire Local Councils Associations	Code of conduct training	27.40
20/06/2025	Caretaker	Mileage	11.70
25/06/2025	Employees	Salaries	2,581.52

## Appendix B:

Item: 029/FC/2526b - Additional Accounts for Payment			
Payment date	Payee	Description	£
20/06/2025	Comprendo Ltd <sup>1</sup>	Email migration	1,368.00
20/06/2025	Disclosure and Barring Service	Councillor DBS	21.50
20/06/2025	St Mary's Church Kippax PCC	Hall Hire June	392.00
20/06/2025	St John's Ambulance	Provision of First Aid at the Kippax Gala	205.92
20/06/2025	Pat's Sweet Shop	Calendar comp vouchers prizes	40.00

1. Subject to confirmation of the correct treatment of VAT