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

**To be approved at the Meeting of Kippax Parish Council to be held on Thursday 21st August 2025**

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

**Absent:** Councillor H. Richardson, Councillor A. Parker and Councillor J. Purcell.

**036/FC/2526. Apologies**

- a. To note apologies for absence  
Apologies were received from Councillor H. Richardson, Councillor A. Parker and Councillor J. Purcell.
- b. To receive and approve any reasons for absence  
**It was resolved** to approve the reasons for absence

**037/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.  
Councillor D. Martin and Councillor J. Almon declared an interest in items 046/FC/2526g and 047/FC/2526
- b. To approve dispensation requests  
None

**038/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

**039/FC/2526. Meeting Minutes**

- a. To approve minutes of the Meeting of Kippax Parish Council held 19<sup>th</sup> June 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 19<sup>th</sup> June 2025 as a true and accurate record of that meeting

**040/FC/2526. To consider co-option of a suitable candidate to Kippax Parish Council**

- a. To receive a verbal presentation from each candidate  
Only one application has been received, and they were unable to attend the meeting to give a presentation.  
**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 040/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 a candidate to the vacant seat on Kippax Parish Council  
**It was resolved** to approve to co-opt Bobby Forrest to the vacant seat on Kippax Parish Council
- c. To receive a signed declaration of acceptance of office from the co-opted councillor  
**Councillor Eyre to arrange for the declaration of acceptance of office form to be signed.**

#### **041/FC/2526. Committee Membership**

- a. To receive nominations and elect members to the Planning Committee  
**It was resolved** to elect Councillor L Eyre and Councillor M. Oldfield onto the Planning Committee.
- b. To receive nominations and elect members onto the Village Services Committee  
**It was resolved** to elect Councillor L Eyre and Councillor M. Oldfield onto the Village Services Committee.
- c. To receive nominations and elect members onto the Newsletter Committee  
**It was resolved** to elect Councillor L Eyre and Councillor M. Oldfield onto the Newsletter Committee.
- d. To receive nominations and elect members onto the Community Pantry Committee  
**Councillor M. Oldfield could not be elected onto the Pantry Committee because he is not a volunteer at the pantry. The Community Pantry Committee will consider whether to change the requirement at their next meeting**
- e. To receive nominations and elect members onto the Youth and Leisure Committee  
**It was resolved** to elect Councillor B. Forrest and Councillor M. Oldfield onto the Youth and Leisure Committee.
- f. To receive nominations and elect members onto the Finance and Corporate Governance Committee  
**It was resolved** to elect Councillor S. Shannon, Councillor B. Forrest and Councillor M. Oldfield onto the Finance and Corporate Governance Committee.

#### **042/FC/2526. Policies**

- a. To review and approve the amendments to the Safeguarding Policy to add a duty to report changes.  
**It was resolved** to approve the amendments to the Safeguarding Policy
- b. To review and approve the proposed amendments to the Personnel Committee's Terms of Reference to incorporate the changes in the Safeguarding Policy  
**It was resolved** to approve the amendments to the Personnel Committee's Terms of Reference.
- c. To review and approve the proposed amendments to the Scheme of Delegation to incorporate the changes in the Safeguarding Policy  
**It was resolved** to approve the amendments to the Scheme of Delegation
- d. To consider and approve the alternative alarm provisions to be included in the Lone Worker Policy  
**To carry forward**

#### **043/FC/2526. Training**

- a. To receive an update on safeguarding training and agree any actions  
**It was resolved** to approve Councillor M. Eyre and Councillor D. Martin to do the two Safeguarding Lead Courses for adults and Children.  
**Councillor M. Eyre will look into Safeguarding training for other employees, councillors and volunteers.**

- b. To consider and approve the proposal for First Aid Training  
**It was resolved** to approve organising a group training session with Safe Haven Training Ltd for twelve people to be held on a Sunday. Councillor L. Eyre to obtain a quote

#### **044/FC/2526. Administration**

- a. To receive an update on the filing of the paperwork in the filing cabinet.  
Work is progressing and the Finance and Corporate Governance Committee is reviewing the document retention requirements with a view to keeping records in electronic format only where possible.
- b. To receive an update on the setting up of the OneDrive accounts  
The OneDrive accounts are now set up and Councillor G. Pearson has sent out guidance to how to use it. Clerk to set up folders to share documents on SharePoint and send calendar invites for meetings.  
**It was resolved** to approve holding an IT Clinic on Tuesday 29<sup>th</sup> July at 10am and Sunday 3<sup>rd</sup> August at 10am at St Mary's Lower Church Hall to help users with any problems they are having.  
Councillor G. Pearson will look into the cost of getting a portable Wi-Fi hotspot device to be used at meetings.
- c. To receive an update on the transfer of the website and agree any actions  
Councillor G. Pearson, Councillor C. Weightman and Councillor D. Martin are working on the new website and shared some Committee pages with Councillors.
- d. To consider and approve adding an email address for competitions and one for events  
**It was resolved** to approve setting up a competition email address. Clerk to check if this can be done as a group mailbox, if not a new mailbox license will be purchased.
- e. To consider and approve who will have access to the new email accounts  
**It was resolved** to approve giving access to whoever is running each competition.

#### **045/FC/2526. Activities and Public Engagement**

- a. To consider any issues or suggestions submitted by the public and agree any actions  
The issue of speeding traffic which has been raised by a resident was discussed. They have been advised that the Parish Council has no powers to deal with this issue, but they have been given the contact details for Ward Councillors and the MP and advised to report incidents to the Police.
- b. To receive feedback from public engagement on Facebook and agree any actions  
Feedback was received and it was noted that engagement has reduced but is still good, especially where it is shared on other community groups.  
**It was resolved** to approve monetarise the Facebook page.
- c. To receive feedback from public engagement on the Newsletter and agree any actions  
Feedback was received and it was noted that engagement on edition three reduced. The fourth edition has just been released.
- d. To receive an update on Councillor introductions and agree any actions  
The introduction for Councillor L. Eyre has been finalised and will be published on the new website and social media. The introductions will be done on a monthly basis with Councillor D. Martin's to be done next. It was noted that accessibility needs to be considered when choosing fonts and colours.

#### **046/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 recommendation to transfer £10,000 from the Unity Reserve Account to the Unity Current Account  
**It was resolved** to approve the £10,000 transfer that has been set up to cover the additional payments and to approve an additional transfer of £10,000 from the Unity Reserve Account to the Unity Current Account.
- e. To consider and approve the Finance and Corporate Governance Committees recommendation to transfer the balance of £1,756.87 on the Peace Flame Reserve to the General Reserve.  
**It was resolved** to approve transferring the balance of £1,756.87 on the Peace Flame Reserve to the General Reserve.
- f. To consider and approve the Finance and Corporate Governance Committees recommendation not to comply with the recommended practice for the publication of information set out in The Local Government Transparency Code 2015  
**It was resolved** to approve not to comply with the recommended practice for the publication of information set out in The Local Government Transparency Code 2015
- g. To note the Finance and Corporate Governance Committees report and consider and approve the grant application from Kippax Open Fruit and Veg Show  
Councillor D. Martin and Councillor J. Almond left the room for consideration of this item.  
**It was resolved** to approve a grant of £532 for the Kippax Fruit and Vegetable Show.

**047/FC/2526. Kippax Open Fruit and Vegetable Show**

- e. To consider and approve the request to borrow tables, noticeboards and two gazebos for the event on Saturday 30<sup>th</sup> August  
**It was resolved** to approve lending tables, noticeboards and two gazebos for the Kippax Open Fruit and Vegetable Show on Saturday 30<sup>th</sup> August
- f. To note the invitation to the event  
**The invitation was noted**

**048/FC/2526. Health Sessions**

- a. To receive Feedback on the Health and Wellbeing Event and agree any actions.  
**It was reported** that all sixty free tests were booked and all but two showed up and they have been given postal kits. An additional eight paid for tests were provided which were paid direct to the company. The tests produced one red and six yellow results requiring further investigation.  
**The Health and Wellbeing stalls were not well attended, and the blood pressure testing providers did not turn up. It was noted** that the focus on the advertising was the PSA testing. It was suggested to invite more alternative practitioners next time and consider holding it on a midweek evening at a venue on the High Street and provide a private consultation room.

**049/FC/2526. Remembrance Day**

- a. To receive an update on the arrangements for Remembrance Day and agree any actions  
**It was reported** that some members of the British Legion will attend the War Memorial at 11am, but the Parade will take place at the usual time of 11:30am as the church services time will not be moved until 2029.  
**It was resolved** to provide a dozen seats for the Wreath Laying at the War Memorial for those less able to stand.
- b. To review and approve the event programme  
**It was resolved** to approve the event programme and for wreath layers to stay with their guardians.  
**The British Legion will provide printed copies of the programme for attendees.**

- c. To review and approve the risk assessment and associated documents  
**It was resolved** to approve the risk assessment and associated documents subject to the British Legion signing the Method Statement

**050/FC/2526. Youth and Leisure**

- a. To consider and approve the poster of the VJ Anniversary events  
**It was resolved** to approve the poster for the VJ Anniversary events

**051/FC/2526. Next Meeting**

- a. To notify Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- To approve who will take the minutes in the Clerks absence
- b. To confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 21<sup>st</sup> August 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 21<sup>st</sup> August 2025 at 7pm, in the Valley Ridge Community Centre

**Appendix A:**

Item: 046/FC/2526a- Accounts for Payment			
Payment date	Payee	Description	£
17/07/2025	HP Instant Ink	Clerks instant Ink	10.16
17/07/2025	Councillor L. Eyre	Community Pantry mileage	11.70
17/07/2025	Caretaker	Mileage	17.10
25/07/2025	Employees	Salaries	2,644.06
17/07/2025	HMRC	PAYE Costs Quarter 1	2,888.13

**Appendix B:**

Item: 046/FC/2526b - Additional Accounts for Payment			
Payment date	Payee	Description	£
17/07/2025	Leeds City Council	To supply and install 12 boulders at Brigshaw Recreation Ground	2,000.00
17/07/2025	Leeds City Council	Kippax Common Play Area Maintenance 24/25	4,666.67
17/07/2025	My PSA Tests	60 PSA Tests	1,800.00
17/07/2025	St Mary's Church Kippax PCC	Hall Hire July	392.00
17/07/2025	Andrews Garden Machinery	Strimmer Service	107.87
17/07/2025	Andrews Garden Machinery	Mower Service	101.24
17/07/2025	Andrews Garden Machinery	Blower Service	74.76