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Minutes of the Meeting of Kippax Parish Council held Thursday 21st August at 7pm in the Valley Ridge Community Centre

To be approved at the Meeting of Kippax Parish Council to be held on Thursday 18th September 2025

Present: Councillor M. Eyre, Councillor D. Martin, Councillor L. Eyre, Councillor G. Pearson, Councillor C. Weightman, Councillor C Pearson, Councillor M. Oldfield, Councillor D. Armitage, Councillor G. Hardwick, Councillor J. Mawson, and Councillor J. Almond, Councillor A. Parker, Councillor S. Shannon, Councillor J. Purcell and Councillor B. Forrest.

Absent: Councillor H. Richardson, Councillor C Pearson, and D. Meir (Clerk)

052/FC/2526. Apologies

- a. To appoint a member to take the minutes in the Clerk's absence
It was resolved to appoint Councillor D. Martin to take minutes
- b. To note apologies for absence
Apologies were received from Councillor H. Richardson, Councillor C Pearson and D. Meir (Clerk)
- c. To receive and approve any reasons for absence
It was resolved to approve the reasons for absence

053/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

054/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.

No public present

055/FC/2526. Meeting Minutes

- a. To approve minutes of the Meeting of Kippax Parish Council held 17th July 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 July 2025 as a true and accurate record of that meeting

056/FC/2526. Committee Membership

- a. To receive nominations and elect members to the Christmas Lights Committee
It was resolved to elect Councillor B. Forrest and Councillor M. Oldfield onto the Christmas Lights Committee

057/FC/2526. Policies

- a. To consider and approve the alternative alarm provisions to be included in the Lone Worker Policy
It was resolved to approve purchasing a pebble device from Pick Protection for the caretaker to wear for his safety whilst on duty, subject to his agreement, at a cost of £109+VAT and £99+VAT per year for data and monitoring.
- b. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the Data Audit
It was resolved to approve the Data Audit
- c. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the proposed amendments to the Records Management Policy
It was resolved to approve the amendments to the Records Management Policy
- d. To consider and approve the Finance and Corporate Governance Committee's recommendation to purchase a fireproof lockable document holder for Councillor M. Eyre
It was resolved to approve purchasing a fireproof lockable document holder up to the cost of £50. Clerk to order ASAP.
- e. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the proposed amendments to the Retention and Disposal of Disclosures and Disclosure Information Policy
- f. **It was resolved** to approve the amendments to the Retention and Disposal of Disclosures and Disclosure Information Policy
- g. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the Data Protection Policy
It was resolved to approve the Data Protection Policy
- h. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the proposed amendments to the Grants Policy
It was resolved to approve the amendments to the Grants Policy
- i. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the proposed amendments to the Grant acceptance letter
It was resolved to approve the amendments to the Grant acceptance letter
- j. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the Grant Application Form without any amendments
It was resolved to approve the Grant Application Form without any amendments
- k. To consider and approve the Finance and Corporate Governance Committee's recommendation to approve the proposed amendment to the Grant Evaluation Form
It was resolved to approve the amendment to the Grant Evaluation Form

058/FC/2526. Training

- a. To consider and approve basic safeguarding training to be undertaken by Councillors, employees and volunteers who engage with children or vulnerable adults
The safeguarding lead has not yet been taken place yet. To carry forward to the next meeting
- b. To receive update regarding first aid training from St Johns Ambulance.
It was resolved not to choose St Johns ambulance for first aid training
- c. To consider and approve the quote for First Aid Training from Safe Haven Training Ltd
It was resolved to approve the quote of £450+VAT from Safe Haven Training Ltd for first aid training on a Sunday and up to £250 for the hire of the hall. Date is to be confirmed when availability of the hall is known.

- d. To review the training evaluation form and agree any actions

None

059/FC/2526. Administration

- a. To receive an update on the filing of the paperwork in the filing cabinet.

Work is ongoing

- b. To receive feedback from the IT clinic and agree any actions

Councillor G. Pearson reported that he believes everyone is now up and running. Councillor L. Eyre thanked Councillor G. Pearson and Councillor D. Martin for running the event.

- c. To consider the quotes and approve the purchase of a mobile hotspot device

It was resolved to approve purchasing a mobile hotspot device that would work at both meeting locations up to a cost of £100, and up to £120 or the monthly fee

- d. To consider and approve setting up email and OneDrive accounts for non-councillor committee members

It was resolved to approve setting up email and OneDrive accounts for non-councillor committee members

- e. To consider and approve whether to allow the Group email addresses to be able to receive external emails.

It was resolved to approve the competition email address to receive external emails but for no other group email addresses to receive external emails

- f. To receive an update on the transfer of the website and approve making the website live

It was resolved to approve making the website live as soon as possible.

- g. To review and approve the proposed updated KPC Logo

It was resolved to approve the updated KPC logo.

Councillor D. Armitage will bring an alternative logo to the next meeting to be considered against the updated logo

- h. To consider and approve a response to the YLCA regarding the purchase of paper copies of NALC publications

It was resolved not to purchase the publications but to access them electronically.

060/FC/2526. Activities and Public Engagement

- a. To consider any issues or suggestions submitted by the public and agree any actions.

None submitted

- b. To receive feedback from public engagement on Facebook and agree any actions

It was noted that posts need to be shared across other Kippax pages to reach more engagement

- c. To receive feedback from public engagement on the Newsletter and agree any actions

It was agreed that the Newsletter Committee will consider reserving a few copies or ordering more copies to deliver to locals who are not able to leave the house

- d. To receive an update on Councillor introductions and agree any actions

It was resolved to continue with the councillor introductions, working through the list and posting across multiple platforms /Kippax pages.

- e. To consider the alleged breach of the Social Media Policy and Safeguarding Policy and agree any actions

It was resolved to review both policies and consider amendments at the next meeting to bring them in line with each other.

061/FC/2526. Finance and Corporate Governance

- a. To review and approve The Finance and Corporate Governance Committee's recommendation to approve the accounts for payment
It was resolved to approve the accounts for payment detailed in appendix A.
- b. To review and approve payment of the additional accounts for payment
None
- c. To confirm that the additional payments have been set up correctly in online banking.
None
- d. To consider and approve the Finance and Corporate Governance Committee's recommendation to transfer £10,000 from the Unity Reserve Account to the Unity Current Account
It was resolved to approve transferring £10,000 from the Unity Reserve Account to the Unity Current Account
- e. To consider and approve the Finance and Corporate Governance Committee's recommendation to transfer £40,000 from the Cambridge Account to the Unity Reserve Account
It was resolved to approve transferring £40,000 from the Cambridge Account to the Unity Reserve Account
- f. To consider and approve the Finance and Corporate Governance Committee's recommendation to extend the deadline of the grant funding provided to the 3rd Kippax Brownies to the end of the year.
It was resolved to approve extending the deadline of the grant funding provided to the 3rd Kippax Brownies to the end of the year, with one vote, from Councillor Hardwick against it.
- g. To note the Finance and Corporate Governance Committee's report and consider and approve the grant application from Living and Laughing
It was resolved to approve a grant of £500 for Living and Laughing
- h. To note the Finance and Corporate Governance Committee's report and consider and approve the grant application from St Mary's Church Hall
It was resolved to approve a grant of £1,662.50 for St Mary's Church Hall
- i. To consider and approve the Finance and Corporate Governance Committee's recommendation to request repayment of upsent grant of £722.03 and to pay the grant of £7,000 for 2025/6 after the repayment has been received.
It was resolved to request repayment of £729.03, to include one handwritten receipt being and to pay the grant of £7,000 for 2025/6 after the repayment has been received.

062/FC/2526. Remembrance Day

- a. To receive an update on the arrangements for Remembrance Day and agree any actions
It was resolved to approve purchasing a wreath, up to the cost of £30.

063/FC/2526. Village Services

- a. To review the options proposed by LCC for the Planned Maintenance of Sandgate Drive and approve a preferred option
It was resolved to approve option 2 as the preferred option.

064/FC/2526. The Mayor's West Yorkshire Local Transport Plan Consultation

- a. To review the Local Transport Plan and agree any comments
It was resolved not to submit a response on the Local Transport Plan from the Parish Council, but councillors can submit their own personal comments.

065/FC/2526. Next Meeting

- a. To notify Clerk/Proper Officer of matters for inclusion on the agenda for the next meeting
- Social Media and Safeguarding Policy amendments
 - Alternative logo proposal
 - Proposal to include Santa on the councillor introductions
- b. To confirm the date of next ordinary meeting of Kippax Parish Council as Thursday 18th September 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 18th September 2025 at 7pm, in the Valley Ridge Community Centre

Appendix A:

Item: 061/FC/2526a- Accounts for Payment			
Payment date	Payee	Description	£
21/08/2025	Leeds City Council	1 ID badge	8.10
21/08/2025	HP Instant Ink	Clerks instant Ink	7.71
21/08/2025	Leeds Community Tennis	Summer Tennis sessions	500.00
21/08/2025	Caretaker	Mileage	22.50
21/08/2025	Cllr M Eyre	Expenses	78.45
21/08/2025	Cllr L Eyre	Community Pantry mileage	12.60
21/08/2025	Autela Payroll Services	Payroll services Apr to Jul 25	130.50
22/08/2025	Employees	Salaries	3,005.12