

RYHILL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 9th September 2025

Present: **Councillors** **C Bashforth (Chair) A Atherton, G Booth,
T Staves, R Caley, K Fretwell and A Morley**

Clerk **C Greaves**

District Councillors **M Cummings and U Ali**

MINUTES

2526 50 Apologies for absence

Cllrs L Booth, B Burnage, and DCllr F Heptinstall sent their apologies.

2526 51 Declarations of interest

(1) Cllrs G Booth, L Booth and B Burnage in respect of the Caretaker.

(2) Cllrs A Morley, K Fretwell and L Booth for Rycroft Leisure.

2526 52 To approve the minutes of the council meeting held on the 8th July 2025

Approved.

2526 53 To receive updates on ongoing issues

(1) Allotments

Noted – There has been a theft from an allotment shed and a rat infestation at Sunny Bank. Holders have been asked not to bring any food compost to the site. One new tenant has changed their mind and they have returned their plot.

(2) Planning Appeal Farm access 24/01027/FUL – Appeal 3363904

Noted – the case was dismissed at appeal.

(3) Cost of paint for dog fouling stencils

Resolved – the council will purchase 12 x 700ml cans at a cost of £65.95.

(4) Removal of brackets from lamp columns

Noted – thanks were given to Cllr A Atherton and Mr Bashforth for removing the brackets and saving residents the £1320 charge quoted.

B Bu

2526 54 To receive items of correspondence

(1) Roadworks in Ryhill

Noted – details have been passed on by the district councillor.

(2) Northern Power Grid – Tree pruning

Noted – The council has granted access to the Stray for the 22nd September 2025 to enable the work to be undertaken under the terms of the wayleave agreement.

(3) Resident query regarding horses off Station Road

Noted – The resident was directed to speak to their own solicitors and to contact Wakefield Council who own all of the land. The issue has no impact on the parish council.

(4) Invitations to events

Noted – details of YLCA meetings have been passed on to councillors. Councillors were reminded of the Building Healthy & Sustainable Communities meeting at the Learning Centre on the 11th September 2025.

(5) Query re HMO on Station Road

Noted – The residents were directed to contact Wakefield Council and to speak to District Councillors and their MP.

2526 55 District Councillor's comments on local issues (for information only)

DCllr M Cummings reported that the new Cemetery gates were to be installed shortly, that the work at the Church Lane crossroads was planned for the end of the year, that a request had been made to cut back the undergrowth on the bridleway off Felkirk Drive.

A noise complaint about the Libb club was made and advice had been given to the licence holder.

She also said that neighbours had raised concerns about a property in the village housing asylum seekers. Neighbours felt the property was neglected, that the residents had little support and didn't understand how to manage the house or have anything to do. She explained that the Home Office had approved the property without approval or consultation and that concerns had been raised with the operator Mears and with the Council, the Police and Jon Trickett MP.

DCllr U Ali reported that he had requested a surface inspection of the roadway at Hooten Crescent, that there had been reports to the Police of ASB on the back path to Sunny Bank and a job has been raised with Northern PowerGrid to restore power to some Lamp columns. The ward PACT meeting was being held at 7pm on the 9th September 2025

A request was made for Wakefield Council to ensure that any leftover road signs from completed works were removed promptly.

B B

2526 56 WY Police – Safe Scheme update

Noted - the Chair shared an update and a summary is on the website. Members were informed that Nitrous Oxide canisters had been dumped near the Mill Lane entrance to the Stray and that this had been reported to the Police.

Noted - Concerns over drug dealing around Lafflands Lane were also raised and would be passed on to the contact officer, along with details of the Home Office accommodation concerns.

2526 57 Newsletter

Approved – the newsletter has been distributed.

2526 58 Xmas provision – lamp tree features estimated cost £3510

Approved – the normal lamp column, solar powered xmas tree features have been ordered ready for switch on.

2526 59 Website Review

Approved - The layout and content of the website will be streamlined to ensure it is easy to read and that the correct information is easily found and that archive information remains accessible.

Approved – The council will move its website onto a GOV.UK domain and create email accounts for members and the Clerk to use. The estimated cost was circa £1,000 one-off then £500 a year additional expense on the current web costs.

Approved – The council approved the adoption of the NALC standard IT Policy.

2526 60 Access to wellhead and maintenance of St James' hermitage

Noted –the contractor has not yet started.

2526 61 Rycroft Leisure

Noted – The seasonal users switch-over is taking place. The bike hub has ended though the bikes remain available. The centre's 9pm children's curfew is to remain in place as are the security staff. There have been issues with ASB on the bowling green and play area and the Police are aware. A noise indicator will be installed in the sports hall.

The Youth clubs are getting good numbers but the lottery funding ends in December so replacement funding is being sought. Young @ Heart remains popular and Future SELPH is now in its 4th year – with a contract to engage 45 young people and delivery to 24 after 5 months. It is hoped that the HAF grants will pay for the xmas pantomime, and the summer HAF evaluation papers are being prepared for submission.

BB

The extension should start in the next few months. Two of the University students have now completed their experience with the club. A member of staff is to begin her Degree Apprenticeship and will receive one day leave a week to attend the university.

2526 62 AGAR 2024-25 and Internal Audit

Noted – the External Auditor has issued the conclusion of audit for the 24/25 with no comments. The notice will be posted on the noticeboard and on the website. Members were informed of planned changes to the AGAR regarding websites, emails and IT policies for 25/26 and for accounting standards in 26/27.

2526 63 Account Payment authorisations (see monthly list)

(1) 2025 Clerk Pay settlement

Approved – The Clerk will receive £17.19 per hour which is 1p an hour more than the NALC. In future pay awards will come into effect in April as per the Green Book rules and not on the anniversary of appointment.

(2) September payment Authorisations (see monthly list)

Approved.

2526 48 Clerk Pay review and grade increase (to s21)

Approved – The Clerk advised that the annual review increase should be in April when the main pay review is due, and not on the anniversary of appointment. The national pay award is pending. The council had agreed an interim increase of 5%, but the clerk reported that changing this to 3.2% would address the late grade increase as well as being closer to the likely award whenever it is agreed. The council approved both actions.

2526 64 Items for the next agenda

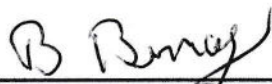
Approved – Website review, Xmas provision, Planter management and update of the Ryhill Allotment Holders guide and Biodiversity would be considered. Business Continuity Planning would be addressed in December.

2526 65 Date, Time and Venue for the next meeting of the council (14/10/25)

Approved – Next meeting to be held at St Paul's Methodist Church, Chapel Street, Ryhill on the 14th October 2025 at 6pm

C R Greaves

Charles Greaves
Clerk to the Council
Ryhill Parish Council



Signed as a true record

14/10/25
Date

RYHILL PARISH COUNCIL

Account payments for 9th September 2025

Payee	Description	Date	Amount £	VAT	A/C	Approver	Submitter	
Unity Trust Bank	Account Service Charge	31/07/25	6.00		UT			Auto
Unity Trust Bank	Account Service Charge	30/08/25	6.00		UT			Auto
Wakefield Council	Mill Lane Station Road rent	05/08/25	350.00		UT	C Bashforth	C Greaves	
ICO	DPA licence	14/09/25	47.00		UT			Direct Debit
John Hope	Caretaker work	15/08/25	375.00		UT	C Bashforth	C Greaves	
DC Print	Newsletter	15/08/25	440.00		UT	C Bashforth	C Greaves	
Plantscape	Xmas lamp trees	12/09/25	3510.00	585	UT	C Bashforth	C Greaves	
PKF	External Audit fee	12/09/25	378.00	63	UT	C Bashforth	C Greaves	
Charles Greaves	AGAR inspection mileage 40m	12/09/25	18.00		UT	C Bashforth	C Greaves	
Charles Greaves	2 nd class stamps - 24 @87p	12/09/25	20.88		UT	C Bashforth	C Greaves	
Charles Greaves	SLCC 48m @ 45p + £1.80 parking	12/09/25	23.40		UT	C Bashforth	C Greaves	
Charles Greaves	Clerk Salary & Expenses	12/09/25	536.88		UT	C Bashforth	C Greaves	
WYPF	Pension	12/09/25	152.84		UT	C Bashforth	C Greaves	
HMRC PAYE	Income Tax	12/09/25	126.60		UT	C Bashforth	C Greaves	
HMRC NIC	Employers NICs	12/09/25	38.00		UT	C Bashforth	C Greaves	
John Hope	Caretaker work	12/09/25	420.00		UT	C Bashforth	C Greaves	
H&R CLP	Xmas grant	12/09/25	1449.00		UT	C Bashforth	C Greaves	

Transfer	Description	Date	Amount £	Paid to
UT Instant Access a/c	From Instant to Current a/c	15/08/25	1000.00	Unity Trust Current account
UT Instant Access a/c	From Instant to Current a/c	12/09/25	10006.72	Unity Trust Current account 13 13

Ryhill Parish Council IT Policy

1. Introduction

The council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use the council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

The council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy.

All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by the council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

The council's network and internet connections should be used responsibly and efficiently for official purposes.

Downloading and sharing copyrighted material without proper authorisation is prohibited.

BB

7. Email communication

Email accounts provided by the council are for official communication only. Emails should be professional and respectful in tone.

Confidential or sensitive information must not be sent via email unless it is encrypted. Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

The council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by the council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

The council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

The council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk.

All staff and councillors are responsible for the safety and security of the council's IT and email systems. By adhering to this IT and Email Policy, the council aims to create a secure and efficient IT environment that supports its mission and goals.

Signature: B Burnage

Date: 14/10/25

v1 Sept2025