

# Holme Valley Parish Council

## MINUTES OF THE COUNCIL MEETING HELD ON MONDAY, 5 FEBRUARY 2018

Those present:

Chairman: Cllr JG Cropper

Councillors: Cllrs S Baggott, DK Bellamy, K Bellamy, T Bellamy, E Bunbury, P Davies, RP Dixon, TW Dixon, SN East, DM Firth, CR Greaves, D Hall, R Hogley, CM Kaye, M Pogson, J Roberts and T Walshaw

Officer: Mrs S S Barber

### **1718 75 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014**

As Council meetings can now be recorded, the Chairman checked if anyone wished to do so, to enable reasonable facilities to be provided if necessary. The Clerk recorded the meeting (for Minute purposes only) and the recording would be deleted once draft Minutes had been ratified.

### **1718 76 Public Question Time**

Four members of the public were present, three were representatives of Holmfirth Civic Hall Community Trust, in attendance as invited speakers. The other member of the public addressed Members on a forthcoming development project and planning application.

Standing Orders were suspended to allow a question and answer session with one of the members of the public. Standing Orders were then resumed.

One member of the public left the meeting at this point.

### **1718 77 Invited Speakers**

Three representatives of Holmfirth Civic Hall Community Trust (HCHCT) were in attendance and reported on the progress made on the day-to-day running and management of Holmfirth Civic Hall over the last 10 months. They gave a summary of the income generated in the current financial year to date, and expenditure to date and likely by the end of the financial year. They reported that they were proud of the fact that a surplus of £10,000 was expected by the year end, from a significant commitment from Trustees and volunteers. More longer term, a surplus of £17,000 was predicted by the end of the subsequent financial year (to 31 March 2019) but forecasting further ahead was more difficult to predict.

The Trust had generated £2,000 from its own fundraisers and the Trust was now recruiting for an Interim Manager and Deputy Manager, who would be given targets for further fundraising to sustain their own roles.

Standing Orders were suspended to allow questions to be asked of the representatives of HCHCT, about future proposals for the former Reception Room/café and impact on hirers, the need for flexible use of space and funding for proposed works. Standing Orders were then resumed.

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The representatives of HCHCT were congratulated on their efforts to date, thanked for their progress report and left the meeting.

## **1718 78 To accept apologies for absence**

Apologies for absence were accepted from Cllrs J Brook, G Christofi, R Rogers and D Yates.

## **1718 79 To receive Members' personal and disclosable pecuniary interests in items on the agenda**

Cllr S Baggott declared a personal interest in any items referring to Holmfirth Conservation Group, Holmfirth Civic Hall Community Trust, Friends of Honley Library and Honley Business Association.

Cllr E Bunbury declared a personal interest in any items referring to Friends of Honley Library, Honley Library Working Group, Honley Business Association and Friends of Honley.

Cllr DK Bellamy declared a personal interest in any items referring to Friends of Honley Library and anything planning related.

Cllr J Roberts declared a personal interest in any items referring to Holmfirth Civic Hall Community Trust.

Cllr JG Cropper declared a personal interest in any items referring to Holmfirth Civic Hall Community Trust.

## **1718 80 To consider written requests for new DPI dispensations**

None received.

## **1718 81 To consider whether items on the agenda should be discussed in private session**

It was agreed that no items required to be taken in private session.

## **1718 82 Casual Vacancies**

(1) At the request of the Chairman, as a mark of respect for Cllr Peter D Searby who sadly died on 23 December 2017, Members commemorated his passing by a round of applause. Cllr RP Dixon then addressed Members on his recollections of Cllr Searby as a councillor and it was agreed that he would be sorely missed by the Council.

RESOLVED: That the Clerk be authorised to liaise with Cllr Searby's family regarding an appropriate memorial to his life, e.g. commemorative seat or any other suggestion from the family; the Clerk to provide feedback to the next Service Provision Committee meeting on 12 March 2018, to decide on the memorial and any associated funding.

(2) Declaration of Result of Poll for the Wooldale Ward: Members noted that Paul Davies (Labour) had been elected on 18 January 2018.

RESOLVED: That it be noted that Paul Davies of 1 White Wells Court, Scholes, Holmfirth HD9 1PR had been elected as a Parish Councillor for the Wooldale Ward on 18 January

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2018 and that his Declaration of Acceptance of Office had been signed, in the presence of the Clerk, on 25 January 2018.

## **1718 83 To confirm the Minutes of Council Meetings**

RESOLVED: That the Minutes of the Council meeting held on 18 December 2017, numbered 1718 59 to 1718 74 inclusive, be confirmed.

## **1718 84 To confirm the Committee Minutes under delegated powers**

(1) RESOLVED: That the Minutes of the Community Asset Support Committee meeting held on 29 January 2018, numbered 1718 83 to 1718 99, be confirmed after two amendments as agreed at a previous meeting.

(2) RESOLVED: That the Minutes of the Finance & Management Committee meeting held on 22 January 2018, numbered 1718 60 to 1718 78 inclusive be confirmed.

(3) RESOLVED: That the Minutes of the Planning Committee meeting held on:

(a) 8 January 2018, numbered 1718 111 to 1718 124 inclusive, be confirmed.

(b) 29 January 2018, numbered 1718 125 to 1718 137 inclusive, be deferred to the next full Council Meeting (26 March 2018) as the Minutes had not yet been completed.

(4) RESOLVED: That the Minutes of the Service Provision Committee meeting held on 15 January 2018, numbered 1718 81 to 1718 99 inclusive be confirmed.

(5) RESOLVED: That the Minutes of the Staffing Committee meeting held on 22 January 2018, numbered 1718 36 to 1718 47 inclusive be confirmed.

## **1718 85 Reference from a Committee**

(1) Community Assets Support Committee (CASC):

(a) Governance and Oversight (Minute No. 1718 97(1) refers): Members agreed that formal procedures needed to be agreed to evaluate and monitor any grant funding awarded by CASC; milestones or targets needed to be determined, through a reporting process, but any governance should not be too bureaucratic or cumbersome.

RESOLVED: (i) That delegated authority be given to CASC to prepare such Evaluation & Monitoring procedures; a draft document currently being prepared by the Clerk should be considered by CASC, at its next scheduled meeting, for recommendation to full Council on its approval and adoption in due course.

(ii) That HCHCT should be asked to comply with the evaluation and monitoring process, once finalised, on the second grant awarded to HCHCT in December 2017 (£43,273.10).

(iii) That a further grant of £60,000 to HCHCT be approved in principle (as recommended by CASC), subject to the evaluation and monitoring process being finalised, and CASC determining (through further delegated authority) how and when any stage payments should be paid by the Council.

(b) Scheme of Delegation relating to Council's longer term office/meeting requirements (Minute No. 1718 96 refers): Members considered any revisions required to the Scheme of Delegation re management of the project to provide longer term office/meeting accommodation. Members were mindful of the differing views of CASC and the Finance &

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Management Committee (Minute No. 1718 73 also refers) on where the Council should be based, through its anchor tenancy, within the Civic Hall.

RESOLVED: (i) That it be agreed that the Council could only decide where it wants to be longer term once it has considered all the options, sought appropriate quotations and negotiated with HCHCT, to ensure continued flexibility of space for other hirers.  
(ii) That delegated authority be given to the Finance & Management Committee (instead of CASC) to seek quotations for partitioning, sound-proofing and any necessary reshaping of space(s), including negotiations with HCHCT as appropriate, for a report on all options and any recommendations to be put forward to full Council in due course.  
(iii) That Finance & Management Committee should be responsible for an appropriate budget (£30,000) in 2018-19, for any subsequent works once agreed by full Council.  
(iv) That the Scheme of Delegation (as revised) be approved.

(c) Special CASC Meeting (Minute No. 1718 98 refers): Members noted the recommendation to call a Special Meeting of CASC (rather than a specific public meeting) with one key item on the agenda to discuss the longer term future of the Holmfirth Adult Education Centre (HAEC). All interested parties, including representatives of Kirklees College, community groups recently displaced from Hope Bank Works and recent users of HAEC could be invited.

RESOLVED: That the Clerk be authorised to make arrangements for the additional Special CASC Meeting, to be held on Monday, 26 February 2018 (immediately after the Planning Committee meeting).

(d) Timing of future CASC meetings: Members considered the date/times of future CASC meetings and the proposal to hold them on a different evening to Mondays. The matter was debated and various suggestions made, but it was accepted that 5.30pm was too early for a meeting to start for some Members (due to work commitments) and generally agreed that meetings should continue to be held on Mondays if possible.

RESOLVED: (i) That if two meetings had to be held on the same night, the first meeting should start at 6pm; the subsequent meeting should start at 7.30pm or 8pm (i.e. immediately after the previous meeting) but the last meeting of the evening must finish by 10pm (latest).  
(ii) That the Special CASC meeting (referred to above) would therefore start at 7.30pm or immediately after the Planning Committee meeting (which would now start at 6pm).

(2) Finance & Management Committee:

(a) Grant Criteria – Minute No. 1718 67(3) refers:

RESOLVED: That the minor revisions as recommended by the Committee be approved.

(b) Virements – Minute No. 1718 69(2) refers:

RESOLVED: That the virements as recommended by the Committee be approved.

(c) General Data Protection Regulation (Minute No. 1718 77 refers): Copies of various YLCA/NALC guidance had been distributed to Members on the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018. However, due to other priorities relating to the Budget and Precept, the Clerk had not completed her report and recommendations on any specific actions required by the Council, although further definitive guidance was still awaited from YLCA/NALC. At this stage, the guidance

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provided was that there would be a conflict of interest if local councils were to appoint their Clerk/RFO as Data Officer and, therefore, NALC were looking at other options.

RESOLVED: That the Clerk be authorised to complete her report and recommendations, incorporating any further guidance from NALC, to be referred back to the Finance & Management Committee to consider; a full report and recommendations should then be put forward to full Council in due course.

## **1718 86 Matters Arising**

(1) In the absence of another Staffing Committee meeting this civic year, Members considered the following:

(a) Staff Development Review 2017 (Minute No. 1718 44 refers): The Staff Development Review (SDR) Co-ordinator updated Members on the feedback meeting between the Co-ordinator and Clerk, held earlier in the evening. Generally, comments on the Members' Feedback Forms had been good, with 18 (out of 21) replies so far (excluding the newest Member of the Council and one casual vacancy). As previously agreed, the remaining Members must complete the form or submit a 'nil return'.

RESOLVED: That a Special Meeting of the Staffing Committee be held, to complete the Staff Development Review 2017, to enable any recommendations for Officer training or further actions to be put forward to the Council/Finance & Management Committee (which holds the training budget).

(b) RESOLVED: That the SLCC News Bulletin dated 26 January 2018 be noted.

(2) CASC Minute No. 1718 78(3) refers: Following recent comments on social media about the proposed works to Holmfirth public conveniences, the Chairman of the Publications & Communications Committee requested that Members should consider the public image of the Council and councillor responsibilities. It was agreed that the Publications & Communications Committee should produce a Social Media policy, to provide Members and Officers with an overview of Social Media and to outline the Council's position on various aspects of its use. It should include guidelines on Councillor and Officer responsibilities when using such channels of communication, including Facebook and Twitter (if the Committee decides to utilise the latter).

RESOLVED: (a) That the Publications & Communications Committee should review a Social Media policy, as drafted by the Clerk, at its meeting on 12 February 2018; a recommendation to be made to full Council on its subsequent approval and adoption in due course.

(b) That links between the Council's website and Facebook account be arranged.

## **1718 87 Appointment to Committees**

(1) The Council's newest Member, Cllr P Davies (Wooldale Ward) introduced himself and asked the Council to support the proposal for him and Cllr M Pogson (Brockholes Ward) to each hold a Members' Surgery to engage with their community. The Members' Surgeries would be at no cost to the Council, as the venues would be free of charge.

RESOLVED: (a) That the Members' Surgeries be supported.

(b) That the Clerk be authorised to enquire whether other Town/Parish Councils in the

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District run Members' surgeries and if so, whether they could share their experiences.

(2) Vacancies on Committees: The Clerk reported that Cllr Davies had already attended a number of Committee meetings recently, as an observer, and might now wish to be appointed to one or more of the Council's committees. Members reviewed the number of places and vacancies on each Committee. Although CASC currently had no vacancies, it was agreed that Cllr Davies would be welcome to attend as an observer until a review of all Committee appointments at the next Annual Council Meeting in May 2018.

RESOLVED: That Cllr P Davies be appointed to the Planning Committee and Finance & Management Committee, with immediate effect.

## **1718 88 Annual Parish Meeting**

The Clerk reminded Members that the Annual Parish Meeting (a meeting of the electorate) was to be held on Monday, 26 March 2018.

RESOLVED: (1) That the Clerk be authorised to make the necessary arrangements for the Annual Parish Meeting, to be held in the Exhibition Room, Holmfirth Civic Hall at 7pm on Monday, 26 March 2018.

(2) That the meeting be publicised in the next Holme Valley Review column (i.e. at no additional cost for a separate advert) as well as on the Council's own website, noticeboards, the Holmfirth community events website and other social media.

## **1718 89 Budget/Precept 2018-19**

(1) Section 106 of the Local Government Finance Act 1992 – Arrears on Council Tax: As a reminder to Members, a copy of the Clerk's report and recommendations originally distributed on 9 June 2016 had been re-distributed to all Members. It was noted that any Member who was two or more months in arrears with their Council Tax must declare that fact now, and then not vote on the item to agree the Precept.

RESOLVED: That it be noted that no Members wished to declare any arrears on their Council Tax.

(2) Members considered any amendments/changes to the draft Budget 2018-19, following on from the report of progress made by HCHCT and any other decisions made earlier in the meeting. The Clerk had also distributed her report on the Budget and Precept 2018-19, explaining the impact on electors of the proposed Precept and Council Tax Reduction grant calculations, with the recommendation from both CASC and the Finance & Management Committee that the Precept be frozen (i.e. a stand-still Precept).

RESOLVED: (i) That a stand-still Precept for 2018-19 be approved, resulting in a payment of £22.50 being levied on a Band D property; this is a slight reduction of £0.40 on last year, due to the increase in properties/tax base in the Valley.

It was also RESOLVED:

(ii) That the Budget for 2018-19 as recommended, subject to a number of minor adjustments as agreed at this meeting, with the stand-still Precept as supported above, be approved and adopted.

(iii) That a copy of the finalised Budget 2018-19, incorporating approved amendments, be circulated to all Members.

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(iv) That the information contained in the Clerk's report be approved and noted.

(v) That, as the Precept 2018-19 will be in excess of £140,000, the Council Tax and Non-Domestic Rating (Demand Notices) (England) Regulations 1993 will apply; the Clerk to liaise with Kirklees Finance Officers on the text about the Parish Precept to be included in the Kirklees Council Tax leaflet.

### **1718 90 To receive Chairman's Report**

The Chairman reported on Council business he had undertaken since the last full Council meeting, which comprised mostly of meetings re Holmfirth Civic Hall.

RESOLVED: That the above be noted.

### **1718 91 To appoint Chairman-Elect and Vice Chairman-Elect for the Civic Year 2018-19**

(1) Appointment of Chairman-Elect 2018-19: Members considered the appointment of Chairman-Elect for 2018-19. In accordance with the Council's Standing Orders, the appointment to the Chair is progressive on an annual basis, through Vice-Chairperson elect to the office of Vice-Chairperson, then to the office of Chairperson, subject at all stages to the person being someone whom the Council believes will creditably and competently represent the Council and will conduct the Council business fairly.

As in previous years, the current Chairman had contacted Members, in order of seniority, to enquire as to their willingness to take on the role of Chairman-Elect and Vice-Chairman Elect for 2018-19.

A recorded vote was requested. It was proposed by Cllr E Bunbury and seconded by Cllr DK Bellamy, that Cllr DM Firth be appointed Chairman-Elect for 2018-19.

A counter-proposal was then put forwarded by Cllr S Baggott and seconded by Cllr TW Dixon, that Cllr CM Kaye be appointed Chairman-Elect for 2018-19. With the counter-proposal becoming the substantive motion and with Cllrs TW Dixon, P Davies, M Pogson, R Hogley, CR Greaves, S Baggott, CM Kaye, SN East, RP Dixon in favour, and Cllrs E Bunbury, DK Bellamy, K Bellamy, J Roberts, D Hall, T Bellamy, DM Firth and T Walshaw against, with one abstention (Cllr JG Cropper) it was duly

RESOLVED: That Cllr CM Kaye be appointed Chairman-Elect, to be Chairman for the civic year 2018-19.

(2) Appointment of Vice-Chairman Elect 2018-19: A recorded vote was requested.

It was proposed by Cllr J Roberts and seconded by Cllr E Bunbury, that Cllr DK Bellamy be appointed Vice-Chairman Elect for 2018-19. A counter-proposal was then put forward by Cllr JG Cropper and seconded by Cllr RP Dixon, that Cllr D Hall be appointed Vice-Chairman Elect for 2018-19. With the counter-proposal becoming the substantive motion and with Cllrs RP Dixon and J G Cropper in favour, and Cllrs T Walshaw, E Bunbury, R Hogley, DK Bellamy, K Bellamy, CM Kaye and T Bellamy against, with nine abstentions (Cllrs S Baggott, P Davies, TW Dixon, SN East, DM Firth, CR Greaves, D Hall, M Pogson and J Roberts) the proposal for Cllr D Hall to be appointed Vice-Chairman Elect was not carried.

The original motion, for Cllr DK Bellamy to be appointed Vice-Chairman Elect, was then

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voted on. With Cllrs TW Dixon, E Bunbury, R Hogley, S Baggott, DK Bellamy, K Bellamy, J Roberts, CM Kaye, T Bellamy, RP Dixon, DM Firth and JG Cropper in favour, no-one against, and five abstentions (Cllrs P Davies, M Pogson, CR Greaves, SN East and D Hall) it was duly

RESOLVED: That Cllr DK Bellamy be appointed Vice-Chairman Elect, to be Vice Chairman for the civic year 2018-19.

Cllr CM Kaye left the meeting at the end of this item.

**1718 92 Freedom of Information Act 2000 – to agree what information will be made available to the public**

RESOLVED: That, under the Council’s Publication Scheme, supporting papers for any item within the public session of the meeting be made available, if requested, after confirmation of the minutes.

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Chairman