

Holme Valley Parish Council

MINUTES OF MEETING OF THE COUNCIL HELD ON MONDAY, 21 MAY 2018

Those present:

Chairman: Cllr D Hall

Councillors: Cllrs DK Bellamy, J Brook, E Bunbury, JG Cropper, RP Dixon, TW Dixon, SN East, DM Firth, CR Greaves, R Hogley, M Pogson, J Roberts, R Rogers, T Walshaw and R Young

Clerk to the Council: Mrs S S Barber

1819 15 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. No-one wished to do so, other than the Clerk who would be recording the meeting for Minute purposes (only) but the recording would be deleted once draft Minutes had been ratified.

1819 16 Public Question Time

No members of the public or press were present.

1819 17 To accept apologies for absence

Apologies for absence were accepted from Cllrs S Baggott, K Bellamy, T Bellamy, G Christofi, P Davies and D Yates.

1819 18 To receive Members' personal and disclosable pecuniary interests in items on the agenda and to consider any written requests for new DPI dispensations

None received.

1819 19 To consider whether items on the agenda should be discussed in private session

RESOLVED: That Item 10(1) (Staffing Matters) be taken in private session, owing to the confidential nature of the matters to be discussed.

1819 20 To confirm the Minutes of the Annual Council Meeting

RESOLVED: That the minutes of the Annual Council meeting held on 14 May 2018, numbered 1819 01 to 1819 14 inclusive be approved.

1819 21 Casual Vacancies

(1) New Councillor for Honley Central & East: The Chairman welcomed Cllr Rob Young to his first Council meeting, following his election on 3 May 2018 and Members introduced themselves to him. He then addressed Members on his aims as a new councillor.

RESOLVED: (i) That it be noted that his Declaration of Acceptance of Office had been signed, in the Clerk's presence, on 17 May 2018.

Holme Valley Parish Council

(ii) That Cllr Young be appointed to the Finance & Management, and Publications & Communications Committees with immediate effect.

(2) Casual Vacancy – Honley South Ward: The Clerk reported that, following the resignation of Cllr C M Kaye on 13 May 2018, Kirklees Electoral Services had been notified and a Casual Notice of Vacancy had been published.

RESOLVED: That Cllr C M Kaye's resignation be noted and the Clerk be authorised to make the necessary arrangements to fill the vacancy (with poll letters if necessary, if an election is called).

1819 22 Audit of Accounts

(1) Annual Internal Audit Report for the year ended 31 March 2018: A copy of the Internal Audit's Report had been circulated.

RESOLVED: (i) That it be noted that the Internal Auditor had completed the appropriate section of the Annual Return and his formal report be noted.

(ii) That the Clerk be congratulated on another successfully completed Internal Audit with a clean bill of health.

(2) Members considered the Annual Governance & Accountability Return (AGAR) 2017/18 (Part 3 - for smaller authorities where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5m) and supporting documentation for the year ended 31 March 2018.

(a) RESOLVED: That the AGAR Section 1 - Annual Governance Statement 2017/18, including an explanation to the External Auditor re the 'No' response in Section 1(4), be approved.

(b) RESOLVED: That the AGAR Section 2 – Accounting Statements 2017/18, including the following, be approved:

(i) Income & Expenditure for the year to 31/3/18

(ii) Balance Sheet as at 31/3/18

(iii) Bank Reconciliation as at 31/3/18

(iv) Reconciliation between Box 7 and Box 8 in Section 2 of AGAR 2017/18

(v) Explanation of Variances 2017/18

(vi) Earmarked Reserves – as at 31/3/18

(vii) Fixed Assets – as at 31/3/18

(viii) Section 137 Expenditure for the year to 31/3/18

(ix) Powers used in 2017-18

(3) RESOLVED: That the commencement date and period for the exercise of public rights, from Monday, 4 June 2018 to Friday, 13 July 2018 inclusive, as set by the Responsible Financial Officer, be noted.

(4) The Clerk explained the process to complete the remainder of the audit process and publication of the information required by Regulation 15(2) of the Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

RESOLVED: That completion and signing of the necessary sections of the Annual Return for

Holme Valley Parish Council

the year ended 31 March 2018 be approved, and arrangements made by the Clerk to submit all the information to the External Auditors as required, by the deadline provided.

1819 23 Neighbourhood Planning

(1) The Chairman of the Neighbourhood Development Plan Steering Group reported on the first draft of the Neighbourhood Development Plan, ready for public consultation.

RESOLVED: That the first draft of the Neighbourhood Development Plan for public consultation be approved and the Chairman and Members of the Group be thanked for their efforts; they were congratulated on the informative and professional summary pamphlet produced.

(ii) That other methods of inclusivity (e.g. Braille, large print or in different languages) be investigated.

(2) RESOLVED: That the consultation arrangements and associated costs, including printing and distribution of the pamphlet, online survey, website updates, and use of press and social media to publicise, in the region of £7,000 in total, be approved. It was also agreed that investment in publicity to get a positive outcome at the referendum was vital.

It was further

RESOLVED: That a condolence card be sent to the Peak Parishes Forum, as Cllr Guy Martin (an adviser to Local Councils in the Peak District National Park Authority) had recently passed away.

1819 24 Exclusion of Public and Press

RESOLVED: That the business of the Council now to be transacted be not open to the public or press on the grounds that the matters to be considered are of a confidential nature.

1819 25 Staffing Matters

(1) The Chairman of the Staffing Committee and Clerk reported on the process to resolve a Statement of Grievance, in accordance with current policies and legal/professional advice received (Annual Council Meeting Minute No. 1819 04(2) refers).

RESOLVED: (i) That the NALC Model Grievance Procedure be adopted as per recent advice from YLCA.

(ii) That an external specialist/professional adviser be appointed to investigate the Grievance; Cllr J G Cropper, in his capacity as Chairman of the Staffing Committee, to lead the Grievance procedure and to seek three quotes (with a maximum budget of £2,000) for the services of the external professional adviser. Such quotes to be considered by the Chairman of full Council and the Chairman of the Staffing Committee to decide on the appointment.

(iii) That, at the Chairman's discretion, if quotes are over budget by more than 10% the matter to be brought back to full Council for further consideration of the Council handling the matter internally.

(iv) That appropriate insurance be put in place, if cover for employment disputes etc. is not already provided under the Council's existing policy.

(v) That the Staffing Committee should review the Staff Development Review process and procedures to ensure it is still an effective means of officer appraisal, and the Co-ordinator should encourage Members to take a common sense approach to completing the Members

Holme Valley Parish Council

Feedback Forms in future.

(vi) That it be noted that the Staff Development Review Co-ordinator (2017) had still to meet with one Member who had given low grades (2 or less) in the 2017 Review, to seek substantiating evidence to back up their comments (Staffing Minute 1718 55(1)(1) of 26 March 2018 refers).

1819 26 Re-admittance of the Public and Press

RESOLVED: That the public and press be re-admitted to the meeting.

1819 27 Staffing Matters

(2) RESOLVED: That the 2018-19 National Salary Award with effect from 1 April 2018 be approved.

(3) RESOLVED: That correspondence dated 4 May 2018 (including member and employer fact cards) from West Yorkshire Pension Fund be noted.

1819 28 Standing Orders

(1) Members reviewed the procedure to appoint the Chairman-Elect and Vice Chairman-Elect (Annual Council Minute Nos. 1819 01 and 1819 02 refer), normally at the February full Council meeting annually.

RESOLVED: That the current procedure should remain unchanged.

(2) To consider revision to NALC's Model Standing Orders – email and attachment dated 14 May 2018 from YLCA previously distributed – Clerk's report and recommendations enclosed (if available)

RESOLVED: That the above item be deferred to the Finance & Management Committee meeting on 11 June 2018 with any recommendations made to a subsequent full Council meeting.

1819 29 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