

Holme Valley Parish Council

MINUTES OF MEETING OF THE COUNCIL HELD ON MONDAY, 15 OCTOBER 2018

Those present:

Chairman: Cllr D Hall

Councillors: Cllrs S Baggott, DK Bellamy, K Bellamy, T Bellamy, P Davies, RP Dixon, TW Dixon, SN East, CR Greaves, R Hogley, M Pogson, J Roberts and T Walshaw

Clerk to the Council: Mrs S S Barber

1819 47 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 48 Public Question Time

No members of the public or press were present.

1819 49 To accept apologies for absence

Apologies for absence were accepted from Cllrs J Brook, E Bunbury, G Christofi, JG Cropper, R Rogers, JB Sweeney, D Yates and R Young.

RESOLVED: That Cllr G Christofi be granted a further special dispensation of six months from today's date, to be excused from attendance of all meetings of the Council and its Committees until 15 April 2019 inclusive, on medical grounds.

1819 50 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 51 To consider whether items on the agenda should be discussed in private session

RESOLVED: That Item 7(7) (To receive verbal report of Staffing Committee meeting held earlier this evening) be taken in private session, owing to the confidential nature of the matters to be discussed.

1819 52 To confirm the Minutes of Council Meetings

The Clerk reported that the content of the Minutes from the previous Council meeting (23 July 2018) had been challenged and, following liaison with Members of the Council with a view, the content of one particular Minute had been reduced somewhat.

Nevertheless, the Clerk reminded Members that it is paramount that Councillors and Staff should not disclose confidential or sensitive information which for special reasons would not

Holme Valley Parish Council

be in the public interest. It is vital, therefore, that any confidential or sensitive information is discussed in private session.

Members were further reminded that this particular item on the agenda was to confirm the Minutes; there should be no discussion at this meeting about the draft minutes except in relation to their accuracy.

RESOLVED: (1) That the minutes of the Council meeting held on 23 July 2018, numbered 1819 30 to 1819 46 inclusive be approved.

(2) That the Clerk be authorised to produce a formal protocol for dealing with confidential business (and what matters would usually fall under that category, disclosure of which would be prejudicial) and minuting such matters.

(3) That it be noted that the Council meeting scheduled for 10 September 2018 was cancelled (as matters relating to Neighbourhood Plan now delayed).

1819 53 To confirm the Committee Minutes under delegated powers

(1) RESOLVED: That the Minutes of the Community Asset Support Committee meetings held on:

(a) 3 September 2018, numbered 1819 22 to 1819 29 inclusive be confirmed.

(b) 1 October 2018, numbered 1819 30 to 1819 45 inclusive be confirmed.

(2) RESOLVED: That the Minutes of the Finance & Management Committee meeting held on 3 September 2018, numbered 1819 23 to 1819 45 inclusive be confirmed.

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

(a) 20 August 2018, numbered 1819 48 to 1819 62 inclusive be confirmed.

(b) 10 September 2018, numbered 1819 63 to 1819 77 inclusive be confirmed.

(c) 8 October 2018, numbered 1819 78 to 1819 93 inclusive be confirmed subject to an amendment.

(4) RESOLVED: That the Minutes of the Publications & Communications Committee meeting held on 24 September 2018, numbered 1819 17 to 1819 37 inclusive be confirmed.

(5) RESOLVED: That the Minutes of the Service Provision Committee meeting held on 17 September 2018, numbered 1819 23 to 1819 46 inclusive be confirmed subject to a number of amendments.

(6) RESOLVED: That the Minutes of the Staffing Committee meeting held on 10 September 2018, numbered 1819 15 to 1819 25 inclusive be confirmed.

1819 54 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 55 To confirm the Committee Minutes under delegated powers

(7) Members received a verbal report and recommendations from the Chairman of the Council following a Special Meeting of the Staffing Committee held earlier in the evening.

RESOLVED: (i) That the resignation of the Clerk/RFO be noted.

Holme Valley Parish Council

- (ii) That, as recommended, a Staffing Sub-Committee be appointed (comprising Cllrs D Hall, JG Cropper and S Baggott, with Cllr Hall to Chair the Sub-Committee, with delegated authority to appoint a Locum Clerk (if necessary) and a new Clerk and administrative support, seeking legal/professional advice (as appropriate) within a budget as agreed.
- (iii) That the Terms of Reference of the Staffing Sub-Committee be as recommended, to include the recruitment process and a review of other priority staffing matters, with any recommendations from the Staffing Sub-Committee to be made to the Staffing Committee and full Council (if necessary, in line with the Council's Scheme of Delegation) in due course.

1819 56 Re-admittance of the Public and Press

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

1819 57 To consider matters arising from the Minutes

(1) Community Assets Support Committee: Minute No. 1819 28(1) refers:

RESOLVED: That the Building Control inspection fee be approved.

(2) Publications & Communications Committee – In the absence of another Committee meeting, the Chairman of the Committee reported on the following:

(a) WW1 grant funding agreed for Friends of Cliff Recreation Ground (Minute No. 1819 24(2)(ii)(b)) refers and new requests for funding from St John's Church, Upperthong and the Holme Valley Textile Group.

RESOLVED: (i) That the withdrawal of a grant application from Friends of Cliff Rec be noted.

(ii) That £100 be awarded to St John's Church, Upperthong towards "The Men of Upperthong" project.

(iii) That £100 be awarded to Holme Valley Textile Group, towards materials for a WW1 wall hanging, subject to clarification being provided by the applicant on the Group's constitution and banking facilities, and where the wall hanging will be displayed.

(b) Issue of providing timely information for monthly column (Minute No. 1819 29(2) refers): All Members were reminded that articles are required in a timely manner, every month, for the column in the Holme Valley Review, but also for the Annual Report, to meet copy deadlines.

RESOLVED: That the Committee should consider a picture and story of the incoming Chairman and Vice-Chairman soon after their appointments, in future years.

(c) Transfer of website and email mailboxes, and revamp of website (Minute Nos. 1819 33(1) and 1819 35(2) refer): The Clerk reported on recent issues with the website and email facility, following unexpected news that the local hosting provider had ceased trading. A full report and recommendations had been considered by the Committee, when it was agreed to transfer the hosting to Vision ICT with immediate effect.

RESOLVED: That it be noted that the transfer of hosting and development of a new website was now under way.

Holme Valley Parish Council

(3) Service Provision Committee:

(a) Memorial seat and plaque installed in Honley to remember Cllr P D Searby (Minute No. 1819 18 refers): The Clerk reported on a thank you card and biscuits received from the family of Cllr Searby.

RESOLVED: That the above be noted.

(b) Netherthong War Memorial (Minute No. 1819 15(1)) refers: The Clerk reported that repairs were now completed (but that the War Memorial itself is not 'Listed' as previously reported and minuted).

RESOLVED: (i) That the above be noted.

(ii) That the Clerk be authorised to investigate the 'Listing' status of all War Memorials in the Valley and the process to 'List' any that are not already Listed through Historic England.

(c) Members considered matters relating to grant funding awarded on 17 September 2018 and a perceived potential breach of data protection (Minute No. 1819 29(1)): The Clerk reported that following a detailed investigation, no breach had been found and therefore no further action was necessary.

RESOLVED: That the above be noted.

1819 58 To consider matters referred from a Committee (i.e. outside delegated authority)

(1) Community Assets Support Committee: The Committee Chairman reported on the recommendation that Cllr T Bellamy be appointed as the Council's second representative on the Board of Holmfirth Civic Hall Community Trust (HCHCT) for the ensuing year (Minute No. 1819 27(3) refers). Unfortunately, Cllr T Bellamy had now decided not to accept the role due to other commitments on Wednesday evenings (when most meetings are held). Cllr DK Bellamy could take on the role but would not be able to attend every meeting, also due to other commitments.

Although it was not for Holmfirth Civic Hall Community Trust to veto these appointments, it was also not possible to appoint substitutes (because the Council's representatives would be registered as Trustees with the Charity Commission).

RESOLVED: That Cllr K Bellamy would be the Council's only representative for the ensuing year.

(2) Publications & Communications Committee - Minute No. 1819 30 refers:

RESOLVED: That the Social Media Policy, content as recommended by the Committee, be approved and adopted.

1819 59 Governance Matters

(1) Minute No. 1819 43(2) refers: Members considered correspondence dated 5 October 2018 regarding a recent West Yorkshire Police investigation following allegations of malfeasance by the Parish Council and Land Charity and, although the Police would not divulge who made the complaint, Members were grateful that no evidence had been found

Holme Valley Parish Council

of criminality. The Chairman apologised to the Clerk and other Councillors for all the time wasted.

RESOLVED: That the correspondence be noted and no further action be taken by Holme Valley Parish Council; the Land Charity to decide what (if any) further action is taken.

(2) Minute No. 1819 43(1) refers: Members considered a report from the Kirklees Monitoring Officer of the meeting held on 6 July 2018 with the Chairman of the Council, Chairman of the Staffing Committee and the Clerk. A number of recommendations had been put forward, one to be followed up by Holme Valley Land Charity and the rest to be considered by the Staffing Sub-Committee.

Cllr R Hogley suggested more openness and transparency regarding the relationship between the Parish Council and the Land Charity, to provide greater clarity on the longer-term future of the various sites still held and the funds being raised.

RESOLVED: That the above be noted.

Cllr R Hogley left the meeting at this point.

1819 60 Audit 2017-18

(1) Members considered correspondence dated 18 September 2018 from PKF Littlejohn LLP confirming completion of audit for the year ended 31 March 2018.

RESOLVED: That the above be noted and the Clerk be thanked for completing another clean audit.

(2) Members considered correspondence dated 3 October 2018 from YLCA regarding the issue of some "Interim" External Auditor Reports.

RESOLVED: That the above be noted, but not applicable to this Council.

1819 61 Chairman's Report

(1) The Chairman reported on Council business she had undertaken since the last full Council meeting including Meltham Civic Service on 9 September 2018 and her own Civic Sunday held on 10 September 2018 along with Mossley Civic Service on 23 September 2018. She wished to thank all those who had helped and attended her own service, in particular Cllr K Bellamy for assisting with the refreshments.

Cllr DK Bellamy reported that she was planning to attend Ripponden Parish Council Civic Sunday on 28 October 2018 as the Chairman had another commitment.

RESOLVED: That the above be noted.

(2) Members considered correspondence dated 4 September 2018 from Ripponden Parish Council regarding the reciprocal arrangement for payment of Civic Dinner tickets. Due to dwindling numbers of guests attending over the past few years, Ripponden Parish Council would no longer hold a Civic Dinner, but their Chairman would still attend neighbouring Council Civic Dinners where invited and would purchase tickets if available to attend.

Holme Valley Parish Council

RESOLVED: That the above be noted.

1819 62 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