

# Holme Valley Parish Council

## Draft MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON MONDAY, 20 JULY 2020 at 19:00 on the zoom online platform

Those present:

Chairman: Cllr T Bellamy

Councillors: K Bellamy, M Blacka, J Brook, D Carré, P Colling, P Davies, T W Dixon, P Dixon, S East, B Feeney, D Firth, D Hall, R Hogley, M Pogson J Roberts, S Sheard, J Sweeney.

Clerk: Mrs L Bennett . Deputy Clerk, Rich McGill also present.

### **Public Question Time**

There were no members of the public present.

**A minute's silence was observed in remembrance of Rita Briggs, a long standing councillor in the Holme Valley and Kirklees, who passed away recently.**

### **2021 56 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014**

The meeting was being recorded via the Zoom technology.

### **2021 57 To accept apologies for absence**

Cllrs Barker, Greaves and Lockley gave apologies. Cllrs Gould and Dalton were not present.

### **2021 58 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.

### **2021 59 To receive any Officer interests in items on the agenda.**

None received.

### **2021 60 To consider whether items on the agenda should be discussed in private session**

No items to be held in private session.

### **2021 61 To confirm the Minutes of the previous Full Council meetings**

29 June 2020 , numbered 2021-21 to 2021-49 incl.

**RESOLVED** ; to approve these minutes as a true record.

6 July 2020, numbered 2021-50 to 2021-55 incl.

**RESOLVED**; to approve these minutes as true record.

### **2021 62 To approve the Committee Minutes under delegated powers;**

**Planning Committee, 6 July 2020 , numbered 2021-14 to 2021-24 incl.**

**RESOLVED**; to approve these minutes as a true record

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## Referrals from Standing Committees

The Finance and Management Committee ask Council to approve the following;

2021 63

### Annual Governance and Accountability Review ( AGAR )

1. **Completed Annual Governance Statement ( Agar Section 1)**

**RESOLVED;** to approve the AGAR Section1.

2. **Accounting Statements ( AGAR Section 2)**

**RESOLVED;** to approve the Accounting Statements.

3. **External Auditor Report, blank, ( AGAR section 3 )**

**RESOLVED;** to note this form.

4. **The HVPC reconciliation between Box 7 and box 8 in Section 2**

**RESOLVED;** to Approve this.

5. **Explanation of any significant year on year variances**

**RESOLVED;** to approve this.

6. **Notification of the period for advertising to electors.**

**RESOLVED;** to approve this .

7. **Annual Internal Auditor's report.**

**RESOLVED ;** to note this.

8. **Report from the RFO regarding the AGAR**

**RESOLVED;** to approve this report

2021 64

### Internal Audit Report ( and actions following)

1. **HVPC Internal Audit Report.**

**RESOLVED ;** to note this

2. **HVPC Fixed Asset List**

**RESOLVED ;** to accept this with the alteration of the details of the new Photocopier, Ricoh MPC no. 2503, which replaced the previous photocopier in September 2019, and which is valued at £3000.

3. **Asset Register Policy.**

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**RESOLVED** ; to Approve this Policy

## 4. HVPC Risk Assessment

**RESOLVED** ; to approve this Risk Assessment and to re-visit the progress on actions required at the Next Full Council in September 2020.

**The Council thanked the RFO for his hard work and professional attitude in presenting the well-ordered accounts in a logical and correct fashion .**

**2021 65 To approve the Schedule of Payments for July 2020 to date.**

**RESOLVED;** to approve this schedule .

**2021 66 To consider the recommendations of the Grants Working Party**

Cllr Hogley summarised the conclusions of the Grants working party which had been approved at Finance and Management on 13 July 2020. There are three grants streams

- 1) C.A.S.C.
- 2) Service Provision
- 3) Finance and management.

Each committee provide for different aspects and is delegated to award grants within their budget allocation. The suggestion was to move towards a new system where

- a) There is one simplified application form
- b) There is one simplified set of criteria
- c) Applications are considered twice a year
- d) C.A.S.C. invites ‘expressions of interest ‘ where larger capital grants are being sought so that the committee can set its priorities this year for next year’s budget.

**RESOLVED;**

- a) To publicise the ‘Expression of Interest’ form from now.
- b) To wait until the new chairmen are in post after September Council Meeting to decide on a new simplified Grants application form and the wording of a new set of criteria that will apply to all grants. Until then the current grant application forms can be used.

**Policy Updates and Policy Changes.**

**2021 67 HVPC Scheme of Delegations.**

While there was some discussion around the maximum number of councillors on some committee being too large it was agreed that this was only a maximum, not a stipulation. The Climate Emergency Committee was added. The Deputy Clerk’s role as the officer managing and minuting some committees has been added.

**RESOLVED;** to approve this updated scheme of delegations.

**2021 68 New Policies and Forms**

### 1) The GDPR Checklist , updated from 2018

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**RESOLVED** ;to approve this checklist.

**2) The Privacy Notice for Councillors, Staff and Personnel.**

**RESOLVED** ; to approve this Notice

**3) The Transparency Code Checklist.**

**RESOLVED**; to approve this list.

The new Asset Register Policy, Scheme of Delegations ( 2020) , GDPR Checklist, Privacy Notice for Staff and Councillors, and the Transparency Code Checklist will all be on the Council Website form the end of July 2020.

**2021 69 To vote for a new Chairman elect and a new Vice Chairman elect.**

**RESOLVED**; that Cllr Hogley is the Chairman Elect

**RESOLVED** that Cllr Pogson is the Vice Chairman Elect.

The final vote for the Chairman, Vice Chairman and chairmen of other committees will take place at the next Full Council meeting on 21 September 2020 ,which will be the deferred Annual Council Meeting ,delayed by the Covid -19 restrictions.

**2021 70 To consider whether the Council is minded to publish the zoom meeting recordings on You Tube.**

**RESOLVED**; to publish the council meeting on You Tube while online meetings continue.

**RESOLVED**; Clerks to investigate the cost of both sound and visual recordings when the council meets in person.

**2021 71 To note the complaints against a councillor in regard to the Code of Conduct.**

**RESOLVED** ; to note this item. To consider publishing a statement for the council after the due process by Kirklees Council is completed .

**21021 72 To note a freedom of information request.**

**RESOLVED**; to note this item.

**2021 73 Correspondence.**

**To cease servicing Church Clocks.**

There was discussion about whether this matter could be reconsidered despite the advice form Yorkshire Local Council Association( Y.L.C.A.), payments to Churches are not supported in legislation.

**RESOLVED**; to put the matter on the Full Council agenda in September. Councillors seeking to challenge the current advice should provide further information about the

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historic position to inform the decision making.

**2021 74**      **To note** a letter of complaint about the council's involvement in a decision to re-open Digley Reservoir.

**RESOLVED;** to note this correspondence.

**2021 75**      **To Note** a letter sent to the Holmfirth Tech congratulating them on the purchase of the building.

**RESOLVED;** to note this letter.

**2021 76**      **To Note ; A letter sent to the Local Government Association and copied to Y.L.C.A commenting on this council's experience of the available sanctions for breaches of the Code of Conduct.**

**RESOLVED;** to note the letter.

**2021 77**      **To Note ; a letter to Kirklees Council underlining the Council's determination to continue with the asset transfer of Honley Library.**

**RESOLVED;** to note the letter.

**2021 78**      **To consider whether Holmfirth Arts Festival can retain their grant for this year's festival despite the reduced programme not supporting the original purpose of the grant.**

**RESOLVED ;** that the organisation can keep the grant allocated this year but that they should provide the council with an explanation as to how the monies are used. This might affect any granting of monies next year. The same comments apply to the other festivals who received grants this year.

**2021 79**      **Chairman's Report**

The Chairman hoped that other councillors would join with him in marking their respect for Rita Briggs by standing to watch the funeral cortege. The funeral can only be attended by close family.

The Chairman did not report on his various visits due to time restrictions but hoped that soon the restrictions due to Covid -19 could be relaxed so that the council could have meetings with various bodies to further the success of the Holme Valley as a popular tourist destination.

**Close of Meeting at 21.00 pm**

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Chairman