

Holme Valley Parish Council

Draft MINUTES OF THE MEETING OF THE COUNCIL HELD ON MONDAY, 29 June 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, J Dalton, P Davies, P Dixon, T W Dixon, S East, D Firth, C Greaves, Di Hall, R Hogley, B Lockley, J Roberts, S Sheard.

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

Public Question Time

There were no members of the public present.

2021 21 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 22 To accept apologies for absence

Cllr Feeney, Barker and Pogson gave apologies. Cllrs Gould and Sweeney were not present.

2021 23 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 24 To receive any Officer interests in items on the agenda.

None received.

2021 25 To consider whether items on the agenda should be discussed in private session

No items to be held in private session.

2021 26 To confirm the minutes of the previous Full Council meeting, held on 1 June 2020 numbered 2021 01 to 2021 20 inclusive.

RESOLVED; to approve the minutes

2021 27 To confirm the Committee Minutes under delegated powers

- 1) Community Assets Support Committee, 27/01/2020 numbered 1920 52 to 1920 63 .
- 2) Planning Committee , 27/01/2020 , numbered 1920 153 to 1920 164
- 3) Planning Committee 10/2/2020, numbered 1920 165 to 1029 176
- 4) Publication and Communications Committee, 10/2/2020, numbered 1920 51 to 1920 66

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- 5) Staffing Committee, 24/2/2020, numbered 1920 51 to 1920 59
- 6) Finance and Management Committee, 2/3/2020, numbered 1920 74 to 1920 98.

Council meetings on-line since 1 June 2020

- 1) Full Council Meeting, 1/6/2020, numbered 2021 01 to 2021 21
- 2) Climate Emergency Committee, 8/6/2020, numbered 2021 01 to 2021 14
- 3) Planning Committee , 15/6/2020, numbered 2021 01 to 2021 13
- 4) Community Asset Support Committee, 22/6/2020, numbered 2021 01 to 2021 29

RESOLVED; to approve all these minutes.

Payments/Finances

2021 28 To consider a payment of £1,000 to the Holmfirth Civic Hall Community Trust for cleaning of the hall following the Covid-19 emergency.

RSSOLVED ; to approve this payment of £1000 from the budget for Covid -19 related costs under the Local Government Act 1972, Section 133 'provision of parish and community buildings' .

2021 29 To note the payment schedules for February, March, and April and May 2020 (made under powers delegated to the clerk) and for June 2020.

RESOLVED ; to approve these schedules.

2021 30 To approve a list of regular payments which councillors can approve and sign for prior to them being presented in a monthly payment schedule.

This list of regular payments, once passed at Full Council on an annual basis, allows for such payments to be authorised, by two councillors, prior to the schedule of payments coming before a council meeting. The payments are then referred to Council or Finance and Management in due course. These payments can only be up to a value of £500. It allows invoices to be dealt with in a timely manner , even when there is no appropriate council meeting timetabled. (see Financial Regulations 5.6. 5.7)

2021 31 To approve the payments for staff wages, tax , N.I. and pension to be paid by standing order.(Financial Regulations 6.8)

RESOLVED; to approve this arrangement. If clerks work overtime, they record it on their timesheets and take lieu time as agreed with their line manager. This means that the monthly pay remains constant and lends itself to this arrangement.

2021 32 To consider a joint membership with the charity, Community First Yorkshire (in association with HCHCT) of £30 per year.

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RESOLVED; to approve this membership. This will enable the council to seek alternative funding grants which can then be directed to community organisations.

Referrals from the Community Assets Support Committee

2021 33 To approve the re-opening of the public toilets in Holmfirth as Covid -19 restrictions are eased.

There has been significant work in preparing for the re-opening, taking into account the requirements to ensure safe distancing between people, enhanced cleaning regimes and measures to reduce the risk of Covid -19 infection between users of the toilets or between users and cleaning staff. All the appropriate hand sanitisers have been purchased , PPE for the cleaners and new bins for used paper towels. The hand driers have been disabled to prevent airborne infection. Risk assessments have been prepared to protect staff and the public as far as possible. Appropriate signage has been procured using templates from Kirklees Council and will be displayed to ensure correct use of the facilities. The supplies of hand sanitiser are to be obtained by a councillor with connections in that industry . There was some discussion about the purchase of a foot operated hand sanitiser dispenser but it was agreed to defer this decision to a future meeting when the council will be able to review the use of the toilets in the first few weeks.

RESOLVED; to approve the opening of the toilets from 1/7/2020 with the safeguards described in place.

2021 34 To approve a virement or transfer of £9,000 from general reserves to the Community Assets Support Committee budget for 2020/21

RESOLVED ; to approve a transfer of £9,000 to the C.A.S.C. budget to enable all the grants considered on 22/6/2020 to be honoured. These included two grant applications that originated in the previous year which would have been funded from last year's budget had Covid-19 not intervened.

2021 35 Neighbourhood Planning.

Cllr Hogley described the current position of the Neighbourhood planning process. The three main documents are.

- 1) The Neighbourhood Development Plan (submission version).
- 2) The Basic Conditions Statement.
- 3) Consultation Statement.

Cllrs Davies and Carre expressed thanks for the huge amount of high-quality work undertaken by Cllr Hogley in recent years, in driving this very complex process along.

RESOLVED; that the Neighbourhood Development Plan will be formally submitted to the Kirklees Council and the Peak District National Park Authority for their further Regulation16 Consultation before consideration by an independent “ Planning Examiner”.

Policy updates and Policy Changes

2021 36 Standing Orders

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The council is to consider a motion brought by six councillors recommending changes to the Standing Orders as presented.

RESOLVED; to accept the amendment to the Standing orders as described and approve of this updated version. The amendments include the addition of the Climate Emergency Committee, establishing the Deputy Clerk's role in officiating at meetings and producing minutes and changes to the rules around the selection of office holders. The latter includes a suggestion that Committee preferences are indicated before voting at the Annual Council meeting. The main changes are in the selection of office holders; reducing the number of years that a councillor must serve on the council before standing for Chairman or vice Chairman (three years and two years respectively) and removing the rules about the relevance of seniority and whether the post had been held in previous years.

(At 21:00 PM one councillor proposed that the meeting be concluded as it had run to two hours, the maximum stipulated in the Standing Orders. The council agreed to suspend Standing Orders and continued the meeting. Cllr Dalton left the meeting at this point.)

2021 37 Scheme of Delegation

RESOLVED to defer this to the next meeting.

2021 38 To approve the Schedule of meetings for the year 2020/2021.

RESOLVED ; to approve this schedule which will take the meetings up to May 2021. There is a change on 27 July and 3 August where a grant working party has been included (27 July) and the Planning committee meeting moved back to 3 August. This schedule will apply whether on-line meetings continue or whether the council reverts back to meeting in person.

2021 39 To consider a date for elections of the new Chairman and Vice Chairman of the council and elections for the new chairmen and vice chairmen of the standing committees.

There was much discussion around whether it was reasonable to select a chairman who might only hold office for 6 months. There was also some comment that to change offices at all at this stage was not the right choice, but that decision had already been made in the last meeting. There was a motion suggesting that all elections took place at the next meeting, 20 July 2020. An amendment was put forward that the Chairman and Vice Chairman *elect* were chosen at the next meeting (in the way that has been practiced for some years) and then all elections are held at the September meeting (21 September 2020). The clerk is to check whether it would be possible for office holders selected in September to carry through to May 2022 (so avoiding new elections in May 2021)

RESOLVED; that the Chairman elect and Vice Chairman elect will be decided at the meeting on 20 July 2020. The actual elections for all office holders will be on 21 September 2020. This will be regarded as the Annual Meeting of the Council, delayed by the Covid- 19 emergency and the suspension of Council meetings. The clerk is to ascertain whether such elections can determine that offices are held until the Annual Meeting in 2022.

2021 40 to 49 All items deferred until the next meeting on 20 July 2020. All these are items 'to note'.

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21:30 PM **Close of Meeting.**

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Chairman