

Holme Valley Parish Council

MINUTES OF THE COUNCIL HELD ON MONDAY 22 MAY 2006 -

Those present :

Chairman : Cllr J R Chilton

Vice-Chairman : Cllr Mrs J Spencer

Councillors : Cllr T Bellamy, Cllr M Bower, Cllr Mrs M Bower, Cllr Mrs R Bratt, Cllr Mrs M P Court, Cllr R P Dixon, Cllr D M Firth, Cllr A C Garrood, Cllr A L Gosslin, Cllr Mrs D Hall, Cllr R N Haynes, Cllr Mrs S Hobson, Cllr Mrs R Jackson, Cllr C M Kaye, Cllr R Oldfield, Cllr Mrs J M Osborn, Cllr A R Otterburn, Cllr Mrs J Roberts, Cllr P Robinson, Cllr Mrs H L Rodgers, Cllr P J Rodgers, Cllr R Rogers, Cllr P D Searby

Officers : Mrs MA Bewick, Mrs E Hirst

Cllr. J.R. Chilton was in the Chair for the election of the new Chairman.

Mrs. Chilton was present.

06 01 Apologies for Absence

Apologies for absence were received from Councillors Christofi, Collins, Mrs. Kemp, Macpherson, Oldham and Mrs. Smith.

06 02 Installation of Chairman

It was proposed by Cllr. Royston Rogers and seconded by Cllr. Michael Bower and

RESOLVED: That Cllr. Andrew R. Otterburn be and is hereby elected Chairman of the Council for the ensuing year.

The Chairman was invested with the Chain of Office. He then read and signed the Declaration of Acceptance of Office, took the Chair and returned thanks for his election. He was honoured to be elected to this office, and would endeavour to serve the Council at the high standard expected by the Council and the electorate.

He then thanked the retiring Chairman for his efforts and hard work, and presented him with His Past Chairman's jewel. Flowers were presented to Mrs. Chilton. Cllr. Chilton replied appropriately. He then presented the Clerk and Deputy Clerk with flowers in thanks for their work and help during his year of office.

Cllr. Otterburn then presented Cllr. Mrs. J. Spencer with flowers in recognition of her service as Vice-Chairman of the Council.

He accepted the Chairman's Escort's Jewel on behalf of his escort for the ensuing year. Both his wife and his daughter would act as Chairman's Escort during the year.

06 03 Installation of Vice Chairman

It was proposed by Cllr. Robinson and seconded by Cllr. Michael Bower and

RESOLVED UNANIMOUSLY: That Cllr. Charles Kaye be and is hereby elected Vice Chairman of the Council for the ensuing year.

The newly elected Vice Chairman was presented with the Vice-Chairman's Jewel, took the Vice-Chairman's Chair and gave thanks for his election.

Before continuing with the business session, the Chairman talked briefly about his aims for the civic year ahead. The Parish Council, having now gained Quality Status, needed to move forward and his

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three main aims would be to build on the progress achieved to date and to open a dialogue with Kirklees MC as to possible devolved functions; this would mean keeping the workload of officers under consideration. Secondly, he would hope that the council would look at longer-term planning both in terms of setting policies and in planning service provision programmes; and thirdly there was a need during the coming year to prepare new committee structures and operational practice for the new slimmed down Council which would take office after the elections in 2007. He hoped that the Finance and Management Committee would take on initial consideration of these issues.

Cllr. Otterburn indicated he would be holding Civic functions and these would take the form of a Civic Sunday event to be held on 17 September 2006; a Charity Concert to be held, hopefully, on 24 March 2007 and the sale of a Charity Christmas Card. His chosen charities would principally be - Snap, Kirkwood at Elmwood, with others under consideration.

06 04 Representatives to Outside Bodies

Existing representation on outside bodies had been circulated with the agenda. Some alterations were made to this list, and representation was agreed as shown.

RESOLVED: (1) That Representatives to Outside Bodies be approved as detailed in the list attached to these Minutes

(2) That a temporary replacement be appointed to the Kirklees Historic Buildings Trust during Cllr. Oldham's period of absence from the Council.

(2) Members considered the List of Vacancies, as circulated:

RESOLVED: That the following appointments be made:

West Yorkshire Rural Transport Partnership - Cllr. Mrs. J. Roberts

Peak Park Parishes' Forum - 1 vacancy

Holme Valley Riverside Way Steering Group - Cllr. T. Bellamy and Cllr. J. R. Chilton

06 05 To appoint Standing Committees

A list of current Standing Committees had been circulated with the agenda.

It was agreed that the principle be maintained that every Member serves on one Committee, in addition to the Planning Committee. It was, therefore, RESOLVED:

(1) FINANCE AND MANAGEMENT COMMITTEE: That the following Members serve on the Finance and Management Committee until the next Annual Council Meeting together with the Chairman and Vice-Chairman of the Council, the Chairman of the General Purposes Committee and the Chairman of the Planning Committee as ex-officio unless appointed in their own right:

Councillors Mrs. Bower, Michael Bower, Christofi, Collins, Dixon, Firth, Garrood, Haynes, Kaye, Macpherson, Oldfield, Oldham, Otterburn, Robinson, Rogers and Mrs. Smith.

(2) GENERAL PURPOSES COMMITTEE: That the following Members serve on the General Purposes Committee until the next Annual Council together with the Chairman and Vice-Chairman of the Council as ex-officio unless appointed in their own right:

Councillors Bellamy, Mrs. Bratt, Chilton, Mrs. Court, Andrea Gosslin, Mrs. Hall, Mrs. Hobson, Mrs. Jackson, Mrs. Kemp, Mrs. Osborn, Mrs. Roberts, Mrs. Rodgers, Rodgers, Searby and Mrs. Spencer.

(3) PLANNING COMMITTEE:

(1) That the following Members of the Council be appointed to serve on the Planning Committee until the next Annual Council:

Councillors Michael Bower, Mrs. Bratt, Chilton, Christofi, Dixon, Firth, Andrea Gosslin, Mrs. Hall, Haynes, Mrs. Hobson, Mrs. Jackson, Kaye, Macpherson, Oldfield, Oldham, Mrs. Osborn, Mrs. Roberts, Robinson, Mrs. Rodgers, P.J. Rodgers, Searby, Mrs. Smith and Mrs. Spencer

(2) That it be noted that Councillors Bellamy, Mrs. Bower, Collins, Mrs. Court, Garrood, Mrs. Kemp and Otterburn have indicated that they do not wish to serve on this Committee; (Cllr. Royston Rogers to inform the Clerk whether or not he will be able to serve on Planning Committee or not). All these Members to receive papers for Planning Committee so that they can comment on any application to a fellow Member

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(3) That a representative from both the Holme Valley Civic Society and the Honley Civic Society be nominated as non-voting representatives to the above Committee.

(4) STAFFING COMMITTEE: That the following Members serve on the Staffing Committee until the next Annual Council meeting together with the Chairman and Vice-Chairman of the Council as ex-officio unless appointed in their own right:

Past Chairman of the Council, Chairman of Finance and Management (ex-officio)
Councillors Bellamy, Bower and Kaye.

(5) PUBLICATIONS AND EDITORIAL COMMITTEE: Consideration of this item was included later on the agenda and would be discussed at item 7.

06 06 To appoint Working Parties

Membership of Working Parties set up by the Council was considered. It was

RESOLVED: That the membership of the Working Parties be as follows:

Local Development Framework -

Chairman of Planning
Vice-Chairman of Planning
Councillors Mrs. Court, Mrs. Smith and Dixon

Arts Trail Working Party -

Chairman of General Purposes Committee
(Vice Chairman of General Purposes Committee deputising if necessary)
Councillors Mrs. Bratt, Mrs. Kemp and J.R. Chilton

Footpaths Working Party -

Councillors Mrs. Court, Mrs. Kemp and J.R. Chilton
Deputy Clerk and individual Ward councillors when appropriate

War Memorials Working Party -

Councillors Mrs. Bratt, Mrs. Hobson and Mrs. Roberts

06 07 Administrative matters

(1) In accordance with Standing Order 3.9 Members considered the possible discharge or not of functions to the Standing Committees. Members considered the report circulated with the agenda.

RESOLVED: That the Planning Committee should continue to have delegated powers to determine planning applications from both Kirklees MC and the Peak District National Park Authority until the position and overall structure of the Committee has been reviewed, as previously agreed.

The Chairman suggested that a period should be allowed at the commencement of Planning Meetings to give members of the public the opportunity either to support or to object to planning applications being considered at a particular meeting. It was agreed that this suggestion should be discussed by the Planning Committee.

Members considered the future role and structure of the Publications and Editorial Committee following a report submitted by that Committee:

RESOLVED: (1) That the Committee be renamed the Publications and Communications Committee

(2) That its delegated powers be confirmed, in respect of content, printing and distribution of the newsletter and Annual Report and content and maintenance of the website

(3) That, in respect of press releases from the Council, the Chairman of the Council together with the Chairmen of the Committees of the Council should be authorised to prepare, agree and issue all press releases from the Council; all such press releases to be confirmed by all the Chairmen prior to release; Chairmen should also liaise with their Vice-Chairmen in this respect

(4) That the Chairman, Vice-Chairman of the Council and the Clerk be the delegated spokespersons for the Council with the press or other media

(5) That the following Members be appointed to serve on the Publications and Communications Committee until the next Annual Council meeting:

Chairman of the Council (Cllr. Otterburn)

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Councillors Bower, Mrs. Bratt, Chilton and Mrs. Court

Cllr. Otterburn indicated that Cllr. Mrs. Bratt would be taking on the editorship of the Holme Valley Voice and Annual Report and he thanked her and the Clerk for all the work they had done in connection with the website.

Members confirmed that the future role, structure and remit of the Council's Standing Committees should be reviewed prior to the elections in 2007.

RESOLVED: That the Finance and Management (Policy and Quality Council) Sub-Committee should look at the Council's committee structure, roles and remit in preparation for the changes to be introduced in the elections in 2007.

Guidelines for Chairman: RESOLVED: That the following addition be made to the guidelines -

'Any amount remaining from the Chairman's allowance which is not required to refund expenses incurred by the Chairman, or other Councillor acting on his or her behalf, during his or her year of office may be donated by the Chairman to a charity or not-for-profit organisation, club or society of his or her choice which operates within the Parish Council's area'.

(2) In accordance with Standing Order 3.10 Members considered the payment of annual subscriptions as per the list circulated.

RESOLVED: That the payment of annual subscriptions to the following organisations be approved:

Yorkshire Local Councils associations
Campaign to Protect Rural England
Friends of Holmfirth Artweek
Peak Park Parishes Forum
Society of Local Council Clerks
Penistone Line Partnership
Yorkshire Rural Community Council

(3) The Clerk reported that in accordance with Standing Order 3.11, Members could, by appointment, inspect deeds held in the custody of the Council, during normal office opening hours.

RESOLVED: That this information be noted.

(4) Members reviewed the practice of the use of Substitutes under Standing Order 3.8.

RESOLVED: (1) That the practice of the use of substitutes be continued as at present
(2) That the Substitute Panels from the various groups remain as last year.

(5) It was further RESOLVED that Members continue to be circulated with copies of every agenda.

(6) Members considered the question of approving long-term absence from meetings for Councillors Macpherson and Oldham due to ill-health.

RESOLVED: That Councillors Macpherson and Oldham be approved absence from meetings for a further period of six months and that the matter be reviewed in November 2006.

06 08 Dates and Times of Meetings

(1) A provisional list of meetings for 2006-2007 had been circulated with the agenda.

RESOLVED: That the list of Meetings for 2006-2007 as attached be approved and the dates upon which the office will be closed during that period, approved as attached.

(2) A provisional list of dates for Members' Surgeries had been circulated with the agenda.

RESOLVED: That the list of suggested surgery dates be accepted and arrangements be made for Councillors to attend as appropriate.

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06 09 Authorised Signatories

The Clerk requested Members' approval of the authorised signatories under the Bank Mandate with HSBC Holmfirth Branch. Cheques were signed by two Councillors out of the six listed, plus the Clerk or Deputy Clerk.

RESOLVED: (1) That the authorised signatories be the Chairman and Vice-Chairman of the Council, the Chairman and Vice-Chairman of the Finance and Management Committee, and the Chairmen of Planning and General Purposes Committees, together with the Clerk and Deputy Clerk

(2) That the Clerk inserts the appropriate names of the Chairmen and Vice-Chairmen, once appointed.

06 10 Freedom of Information Act 2000

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.

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Chairman