

Holme Valley Parish Council

MINUTES OF THE COUNCIL HELD ON THURSDAY 17 MAY 2007 -

Those present :

Chairman : Cllr A R Otterburn

Vice-Chairman : Cllr C M Kaye

Councillors : Cllr L Bailey, Cllr T Bellamy, Cllr M Bower, Cllr Mrs R Bratt, Cllr G Christofi, Cllr J G Cropper, Cllr T Dearnley, Cllr R P Dixon, Cllr T W Dixon, Cllr D M Firth, Cllr Mrs D Hall, Cllr R Oldfield, Cllr Mrs J M Osborn, Cllr Mrs J Roberts, Cllr P Robinson, Cllr P D Searby, Cllr K L Smith, Cllr B A Smith, Cllr Mrs B E Smith, Cllr M A Walker

Officers : Mrs MA Bewick, Mrs E Hirst

Cllr. A. R. Otterburn was in the Chair for the election of the new Chairman.

Cllr. Greenwood joined the meeting once he had been co-opted to the Council and taken his Declaration of Acceptance of office.

Mrs. Kaye was present.

Apologies for Absence

All Members were present.

07 01 Installation of Chairman

It was proposed by Cllr. Robinson and seconded by Cllr. Searby and

RESOLVED UNANIMOUSLY: That Cllr. Charles Kaye 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 indicated his chosen charities for the year would be the Honley Aid in Sickness Fund and the Forget-me-not Trust. Cllr. Kaye asked Councillors at Council Meetings to respect a reasonable dress code.

Mrs. Kaye was presented with the Chairman's Escort's Jewel and presented with flowers.

He then thanked the retiring Chairman for his hard work and for the many projects with which he had been involved. He presented him with his Past Chairman's Jewel. Flowers had been sent to the Chairman's Escort. Cllr. Otterburn replied appropriately. He wished the Council well in the coming years and welcomed new Councillors. It was an exciting time for Parish Councils and he hoped that the work undertaken by the previous Council would assist the new Council in providing services to the electorate. Cllr. Otterburn then presented flowers to the Clerk, Deputy Clerk and to Cllr. Firth, for Mrs. Firth, in recognition of their year as Mayor and Mayoress of Kirklees MC.

07 02 Installation of Vice Chairman

It was proposed by Cllr. Mrs. Bratt and seconded by Cllr. Searby and

RESOLVED: That Cllr. T. Bellamy 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.

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07 03 Administrative matters

(1) Welcome new Members to the Council: The Chairman of the Council, Councillor C. Kaye, welcomed all Councillors to the first meeting of the new Civic Year and particularly to the new Members joining the Council for the first time.

(2) Declarations of Acceptance of Office by Councillors - Standing Order 3.4: The Clerk indicated all Members had completed their Declarations of Acceptance of Office in accordance with Standing Order 3.4 This was noted.

(3) New Code of Conduct: Members noted a report circulated by the Clerk regarding the new National Code of Conduct. Kirklees MC was currently considering the implications of the new Code and some training may be available in the future. The new Code would be placed before Members at the appropriate time for adoption.

RESOLVED: That the further information regarding the new Code of Conduct be awaited and that it be placed before the Members in due course for adoption.

07 04 To Co-opt New Members

Wooldale Ward - Co-option of Member - Standing Order 3.5: Members had been circulated with a report setting out the procedure to be followed regarding a co-option to fill the vacancy in Wooldale Ward. In view of this information it was proposed, seconded and

RESOLVED: That a co-option be agreed at this meeting, and not delayed until a future meeting.

It was then proposed by Cllr. Basil Smith and seconded by Cllr. R.P. Dixon that Mr. James Greenwood be co-opted to the Council to serve the Wooldale Ward for the current term of office. There were no further nominations.

RESOLVED: That Mr. James Greenwood of 32 Bourn View Road, Netherton be co-opted to the Council to serve the Wooldale Ward until 2011.

Mr. Greenwood completed his Declaration of Acceptance of Office and took up his seat on the Council.

07 05 Representatives to Outside Bodies

(1) Representatives to outside bodies - Standing Order 3.6:

Existing representation on outside bodies had been circulated with the agenda. It was agreed that vacancies should be filled by serving Councillors, if possible.

The following appointments were therefore made to represent the Council on outside bodies -

Age Concern	Cllr. J. Roberts
Brockholes Village Trust	Cllr. L. Bailey
Daniel Broadhead's Charity	Cllr. G. Cropper
Holme Valley Riverside Way Steering Group	Cllr. Basil Smith and Cllr. G. Cropper
Holmfirth Accident Prevention Committee	Cllr. T. Dixon, Cllr. J. Roberts and Cllr. Basil Smith
Holmfirth Crime Prevention Panel	Cllr. G. Christofi
Holmfirth Police Community Forum	Cllr. T. Dixon, Cllr. T. Dearnley and Cllr. M. Walker
Huddersfield & District Sports Council	Cllr. T. Dixon
Area Committees - Holme Valley North	Cllr. L. Bailey, Cllr. C. Kaye and Cllr. P. Searby
Holme Valley South	Cllrs. Bellamy, Cllr. Christofi, Cllr. J. Osborn, Cllr. J. Roberts, Cllr. K. Smith and Cllr. M. Walker
Kirklees Historic Buildings Trust	Cllr. T. Bellamy
Kirklees Rights of Way Forum	Cllr. Basil Smith
Kirklees Road Safety Panel	Cllr. J. Greenwood
Peak Park Parishes Forum	Cllr. T. Bellamy
The Valley Theatre Film Association	Cllr. T. Bellamy, Cllr. G. Christofi and

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West Yorkshire Rural Transport Partnership
Yorkshire Local Councils Associations

Cllr. A. Otterburn
Cllr. J. Roberts, Cllr. Basil Smith and
Cllr. Beryl Smith
Cllr. J. Greenwood

RESOLVED: That the existing representation and re-appointment to outside bodies be confirmed and that the vacancies be filled as indicated above. (See full list attached to the Minutes).

07 06 To appoint Standing Committees

(1) Committee structure and remit: Members had been circulated with recommendations from the previous Council regarding the structure and remit of Committees. It was agreed that all Members should serve on at least one other Standing Committee in addition to full Council with Members indicating whether or not they wished to serve on Planning Committee.

It was further recommended that the recommendations before the Council should not be adopted but that Committees should revert to the existing names with the addition of a new Strategy and Policy Committee, as follows -

Finance and Management Committee
General Purposes Committee
Planning Committee
Publications and Communications Committee
Staffing Committee
Strategy and Policy Committee

An amendment was proposed that the names of the Committees be altered to those recommended in the report to reflect better the work being undertaken. This amendment, on being put to the vote, was defeated.

It was further proposed that the Planning Committee should be restricted to a maximum number of Members of 20, with the provision that there must be at least 1 representative for each of the Council's Wards serving on the Committee. This amendment was accepted and incorporated into the original motion, following advice from the Clerk. It was agreed that the remit of the Committees be as set out in the report.

RESOLVED: (1) That each Councillor serves on at least one Standing Committee in addition to full Council
(2) That Councillors may indicate whether or not they wish to serve on the Planning Committee, with a maximum of 20 members and the proviso that each Ward of the Council is represented by at least one Member
(3) That the names of the Committees be as indicated above
(4) That the remit of the Committees as indicated in the report be approved and adopted.

(2) To appoint Committees - Standing Orders 3.7 and 8.3:

RESOLVED: That the following Members be appointed to the Standing Committees, as detailed:

(a) FINANCE AND MANAGEMENT COMMITTEE: (11 Members - Quorum 6) 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, as ex-officio unless appointed in their own right.

Councillors Mrs. Bower, Dearnley, R.P. Dixon, T. Dixon, Greenwood, Kaye, Oldfield, Otterburn, Robinson, Beryl Smith and K. Smith

(b) GENERAL PURPOSES COMMITTEE: (12 Members - Quorum 6) That the following Members serve on the General Purposes Committee until the next Annual Council Meeting together with the Chairman and Vice-Chairman of the Council ex-officio unless appointed in their own right:

Councillors Bailey, Bellamy, Mrs Bratt, Christofi, Cropper, Firth, Mrs. Hall, Mrs. Osborn, Mrs. Roberts, Searby, Basil Smith and Mrs. Walker

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(c) PLANNING COMMITTEE (20 Members - Quorum 10) That the following Members serve on the Planning Committee until the next Annual Council Meeting:

Councillors Bailey, Bellamy, Mrs. Bower, Mrs. Bratt, Christofi, Cropper, Dearnley, R.P. Dixon, T. Dixon, Greenwood, Mrs. Hall, Kaye, Oldfield, Mrs. Osborn, Mrs. Roberts, Searby, Basil Smith, Mrs. Beryl Smith, Kath Smith and Mrs. Walker.

It was noted that Councillors Firth, Otterburn and Robinson have indicated they do not wish to serve on Planning Committee.

It was also RESOLVED: 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.

(d) PUBLICATIONS AND COMMUNICATIONS COMMITTEE: (5 Members - Quorum 3) That the following Members serve on the Publications and Communications Committee until the next Annual Council Meeting.

Councillors Mrs. Bratt, Greenwood, Basil Smith, Mrs. B. Smith and Kath Smith.

(e) STAFFING COMMITTEE: (6 Members - Quorum 3) That the following Members serve on the Staffing Committee until the next Annual Council Meeting.

The Past Chairman of the Council, Chairman of Finance and Management Committee (ex officio) Councillors Bailey, Bratt, Robinson and Kath Smith.

(f) STRATEGY AND POLICY COMMITTEE:

RESOLVED: That membership of the Strategy and Policy Committee be as recommended -
Chairman and Vice-Chairman of Council
All Committee Chairmen

07 07 Administrative matters

(1) In accordance with Standing Order 21.1 it was proposed and seconded that the Standing Orders be approved and adopted by the Council subject to further amendment following the earlier decisions on the Committee structure.

RESOLVED: That the Standing Orders be approved and adopted but that the amendments be put before the Council at a future meeting for approval and adoption.

(2) Financial Regulations: RESOLVED: That the Financial Regulations, as amended, be approved and adopted by the Council with immediate effect, with appropriate amendments regarding the names of the Committees.

(3) Delegation of power- Standing Order 3.8: Members had been circulated with a report indicating the delegation of power.

RESOLVED: That the delegation of power as indicated in the report be approved and adopted.

(4) In accordance with Standing Order 3.9 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
Zurich Municipal - Local Councils Advisory Service

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(5) The Clerk reported that in accordance with Standing Order 3.10, Members could, by appointment, inspect deeds held in the custody of the Council, during normal office opening hours. This was noted.

(6) It was RESOLVED: That all Members continue to be circulated with copies of every agenda.

(7) Proof of membership cards for Members and Officers: It was RESOLVED that this matter be referred to the Finance and Management Committee for further consideration.

07 08 Dates and Times of Meetings

(1) A provisional list of meetings for 2007-08 had been circulated with the agenda. Some changes would be necessary given the decisions re committee structure and titles.

RESOLVED: (i) That the List of Meetings for 2007-08, appropriately amended, be approved and the dates upon which the office will be closed during that period, approved as attached.

(ii) That the comment regarding the date of Hepworth Feast be noted.

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

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

07 09 Authorised Signatories

The Clerk requested Members' approval for the authorised signatories under the Bank Mandate with HSBC Holmfirth Branch. Cheques must be signed by two Councillors from the nominated list, 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 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.

07 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