

Holme Valley Parish Council

MEETING OF THE FULL COUNCIL MONDAY 9 OCTOBER 2023

PRESENT:

Cllr Mary Blacka (in the Chair)
Cllr Pat Colling (Vice-Chair)
Cllr Isaac Barnett
Cllr Lawrence Baylin
Cllr Donna Bellamy
Cllr Damian Brook
Cllr Tom Dixon
Cllr Andrew Fenwick
Cllr Charles Greaves
Cllr Jenny Holmes
Cllr Adrian James
Cllr Glenn Kirkby
Cllr Jo Liles
Cllr Alison Mogan
Cllr Martin Rostron
Cllr Jane Rylah
Cllr Tricia Stewart
Cllr Andy Wilson

APPROVED APOLOGIES:

Cllr Kath Fernandes (6 month dispensation in place from 4-9-2023)
Cllr Donald Firth (6 month dispensation in place from 18-9-2023)
Cllr Chris Green
Cllr Steve Ransby
Cllr Sarah Whitelaw

OTHER ABSENCES: NONE

TAKING MINUTES: Jen McIntosh (Clerk)

IN ATTENDANCE: Rich McGill (Deputy Clerk/RFO); Gemma Sharp (Assistant Clerk)

DRAFT MINUTES

Public Question Time and Welcome

Two members of the public were present.

One made a presentation relevant to item **2324 65**.

One was also a Kirklees Ward Councillor and made a presentation with regards to item **2324 66**.

PROCEDURAL MATTERS

2324 53 Recording of public meeting

The meeting was recorded for public broadcast via the HOLME VALLEY PARISH COUNCIL Youtube channel. There were no other requests to make a recording of the meeting.

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2324 54 Items to be heard in private session

Item **2324 73** was **RESOLVED** to be heard in private session with the recording to be halted and members of the public, if present, asked to leave the meeting at that point.

2324 55 Apologies and reasons for absence

APPROVED: apologies and reasons for absence from Cllr Green, Cllr Ransby and Cllr Whitelaw.

NOTED: a dispensation for a 6-month period of absence for Cllr Kath Fernandes, received 04-09-2023 by the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE is in place until 04-03-2024 and for Cllr Donald Firth, received 18-09-2023 by the SERVICE PROVISION COMMITTEE is in place until 18-03-2024.

2324 56 Receipt of written Declaration of Pecuniary and Other Interests

NOTED: receipt of updated written declarations of pecuniary and other interests (DPIs) from Cllrs Rylah, Holmes, Blacka, Dixon, Whitelaw, Baylin and James.

2324 57 Declaration of interests in agenda items

No pecuniary or other interests in agenda items were declared by councillors or officers.

TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS

2324 58 Minutes of Council meetings

APPROVED: the Minutes of the ANNUAL COUNCIL Meeting held on 26 June 2023, numbered 2324 30 to 2324 54 as presented.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2324 59 Minutes of Standing Committee meetings

NOTED: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 21 August 2023 numbered 2324 36 to 2324 52, **APPROVED** with amendments at FINANCE AND MANAGEMENT COMMITTEE on 25 September 2023.

NOTED: the Minutes of the PLANNING COMMITTEE Meeting held on 3 July 2023, numbered 2324 36 to 2324 55 **APPROVED** at the PLANNING COMMITTEE meeting on 14 August 2023 as presented.

NOTED: the Minutes of the PLANNING COMMITTEE Meeting held on 14 August 2023 numbered 2324 56 to 23 75, **APPROVED** at PLANNING COMMITTEE on 11 September 2023 as presented.

APPROVED: the Minutes of the PLANNING COMMITTEE Meeting held on 11 September 2023 numbered 2324 76 to 2324 97 as presented.

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NOTED: the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 5 June 2023 numbered 2324 01 to 2324 25, **APPROVED** at the SERVICE PROVISION COMMITTEE Meeting held on 18 September 2023.

APPROVED: the minutes of the SERVICE PROVISION COMMITTEE Meeting held on 18 September 2023 numbered 2324 26 to 2324 45 as presented.

NOTED: the Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Meeting held on 4 July 2023, numbered 2324 01 to 2324 24, **APPROVED** at the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Meeting held on 4 September 2023.

APPROVED: the Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Meeting held on 4 September 2023, numbered 2324 25 to 2324 47 as presented.

APPROVED: the Minutes of the STAFFING COMMITTEE Meeting held on 17 July 2023, numbered 2324 01 to 2324 14 as presented.

FINANCIAL MATTERS

2324 60 Council Budget 2023-24 Year-To-Date including Earmarked Reserves

The Deputy Clerk reported on budget lines that were or likely to be overspent. The Council had been able to run a deficit budget this year through using General Reserves. General Reserves were likely to be in line with the 25% recommendation of total budget going forward and this should be considered when setting the budget for 2024-25. It was possible to consider repurposing Earmarked Reserves that remained unspent.

NOTED: the Budget Year-To-Date Report including Earmarked Reserves, as presented.

2324 61 Schedule of Payments Month to Date October 2023

APPROVED: the Schedule of Payments Month To Date October 2023 as presented.

2324 62 The External Audit and Certificate

The external audit certificate had been received along with the AGAR and accompanying letter. These were to be uploaded to HOLME VALLEY PARISH COUNCIL website and displayed on the Noticeboard outside the Civic. There were no issues. The Deputy Clerk was thanked for his work regarding this matter and it was acknowledged that his efforts have made the whole process run much more smoothly.

NOTED: the receipt of the external audit certificate.

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2324 63 Factors affecting the Council Budget 2023-24 and 2024-25 and information related to setting the Precept 2024-25

Deputy Clerk/RFO reported on factors affecting the Council Budget 2023-24 and tabled a paper with regards to this issue. It was important that all councillors understood the budget-setting process.

Amongst matters discussed was the pressure on the current budget and how this might be addressed in future budgeting. Reducing the amount of money spent on grants was one possibility. To date, no account was taken of inflationary costs regarding budget-setting.

MATTERS RESERVED FOR FULL COUNCIL

2324 64 Priorities

The Chair of HOLME VALLEY PARISH COUNCIL had previously shared her commitment for this COUNCIL to develop a cohesive plan that brought together prioritised objectives linked to actions and costs to underpin the work of the COUNCIL for its duration.

The starting point was the strategic priorities identified in 2021. Committees had been asked to consider their own priorities and how these might relate to whole-council priorities and whether a review of these was necessary. The Clerk reported that committees had submitted their priorities, presented through key actions planned over the lifetime of this Council, in a range of formats.

The Clerk reported that following discussion of this item the clerk team would suggest priorities/actions to the Staffing Committee for its meeting on Monday 13 November 2023.

The Chair thanked committee members for the responses received which would help the Council to be as proactive as possible with regards to meeting its aims.

RESOLVED: that a working group consisting of Cllr Blacka, Cllr Colling, Cllr Baylin, Cllr Liles and the Clerk review the top-line strategic priorities set in 2021 in order to clarify this Council's priorities in light of the responses received.

RESOLVED: that each committee retains ownership of its 'live' action plan with a view to reporting progress.

2324 65 Natures Holme

Standing Orders were suspended during this item to allow the member of public in attendance with regards to the matter to answer queries raised by councillors.

A request had been received regarding a project entitled Natures Holme. In brief, the project managers were putting forward a proposal for Holme Valley Parish Council to become the 'responsible body' for the project. Issues raised included the additional work entailed and the current capacity of the clerk team as well as the longevity of the project and its legal status.

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RESOLVED: approval was granted to form a fact-finding group consisting of Cllr Liles, Cllr Morgan, Cllr Kirkby to report back to a future meeting regarding the Natures Holme project. Cllrs Green and Whitelaw to be invited to join the group.

The member of public present to answer questions regarding this item left the meeting following its conclusion.

2324 66 Sands Recreation

The ANNUAL PARISH with FULL COUNCIL meeting on 27 March 2023 had RESOLVED in principle to work with Kirklees on a joint project regarding the further development of Sands Recreation Ground. This would be a matter for the new COUNCIL elected in May 2023 and that a working group would need to be set up to facilitate the project.

A report outlining the project as a whole and inviting Holme Valley Parish Council to provide £35,000 for a multi-basket swing set had been recently received and was considered with regards to this item.

It was reported that EMR 338 Children's Playgrounds had £50,000 which might be utilised to support the project.

Standing Orders were suspended to allow Cllr Moses Crook, Kirklees Councillor for Holme Valley South Ward, to answer questions regarding the project.

Questions were raised and answers given with regards to parking, maintenance, the relative cost and accessibility.

RESOLVED: approval given to spend up to £15,000 from EMR 338 Children's Playgrounds to support the purchase and installation of equipment at Sands Recreation Ground in partnership with Kirklees Council. SERVICE PROVISION COMMITTEE on 6 November 2023 to consider recommendations from a working group comprising of Cllr Liles, Cllr Dixon, Cllr Rylah and led by Cllr Baylin regarding the exact nature of any equipment to be purchased.

Kirklees Councillor Cllr Moses Crook left the meeting following the conclusion of this item at 8.37pm.

2324 67 Councillor training - update

This item was **DEFERRED** to the next FULL COUNCIL meeting on Monday 18 December due to earlier items overrunning.

2324 68 Protocol for dealing with residents' queries

This item was **DEFERRED** to the next FULL COUNCIL meeting on Monday 18 December due to earlier items overrunning.

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2324 69 Holmfirth Banking Hub

Cllr Greaves reported on the current situation regarding banking in the Holme Valley following the closure of Barclays in Holmfirth. Whilst there was a future possibility of setting up a banking hub that was not being considered at this time.

2324 70 Communication dealt with under the Freedom of Information Act 2000

The Clerk reported that a request was received on 31 July 2023 from a member of the public and dealt with in line with the Freedom of Information Act 2000. Fifteen hours of clerking time was required to prepare a response which was sent on 24 August 2023.

NOTED: Receipt and conclusion of request received from a member of the public on 31 July 2023 and dealt with in line with the Freedom of Information Act 2000.

2324 71 The laying of poppy wreaths and participation in Remembrance Services and Processions in the Holme Valley

The Council was to nominate representatives for each of the poppy laying ceremonies at the 8 war memorials sited in the Holme Valley, including the parades in Honley and New Mill.

APPROVED: the expenditure of £134 on 8 poppy wreaths.

RESOLVED: the representation of Holme Valley Parish Council at Acts of Remembrance on Sunday 12 November 2023 as set out below:

War Memorial and contact names	Clerk to confirm details below prior to the event	Cllr attending 2023 <i>decided at FULL COUNCIL 9-10-2023</i>
Holmfirth Rev Keith Griffin	10.45am Holy Trinity Parish Church Wreath is first laid in Church as part of service then taken by car to the War Memorial at Holme Valley Memorial Hospital. Tea and biscuits in the lounge at HVM Hospital afterwards. (Mr John Booth has the wreath and will bring it to the church to give to the attending Councillor.)	Cllr Blacka
Brockholes Rev Martin Short	11am Wreath laid at War Memorial itself followed by Service at St George's Church.	Cllr Fenwick
Hepworth Rev Keith Griffin	9.30am Service in Holy Trinity Church Hepworth then Act of Remembrance at Church Lych Gate	Cllr Dixon
Holmbridge Rev Nick Heaton	10.50am Wreath-laying Ceremony at War Memorial in grounds of St David's followed by Service inside.	Cllr Liles
Honley Fiona Roberts	10am Service at St Mary the Virgin followed by Procession to War Memorial and Act of	Cllr Colling

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Honley RBL Rev Martin Short	Remembrance/ wreath laying. Procession then re-forms and goes back through village centre ending in People's Park around 11.20am	
Netherthong Rev Nick Heaton	10.50am Ceremony at War Memorial followed by Service in All Saints Church.	Cllr Rostron
New Mill Rev Canon Sean Robertshaw Neil Tinker New Mill RBL	10.30am Remembrance Service at Christ Church followed by Procession and Wreath-laying Act of Remembrance (inside)	Cllr Firth and Cllr Brook
Upperthong Rev Keith Griffin	10.45am Service at St John's Upperthong followed by Ceremony of Remembrance at the Lych Gate	Cllr Wilson

2324 72 Adjustments to the Council Meetings Schedule

The clerk team wished to make adjustments to the remaining meetings scheduled for the Council Year 2023-24 to accommodate annual leave requests, 'swapping' 2 meetings over in January 2024, so that the Finance and Management Committee meets on 8 January and the Planning Committee meets on 15 January.

APPROVED: changes to the Council Year 2023-24 Meetings Schedule, as presented.

The amended schedule to be uploaded to the HVPC website following the meeting.

2324 73 Report on rights relating to the Civic

This item was heard in private session due to the receipt and consideration of legally privileged information.

RESOLVED: to form a working group consisting of the Clerk, Cllrs Wilson and Ransby (as HVPC councillors who are also HCHCT trustees) and Cllr Baylin (as Chair of SERVICE PROVISION COMMITTEE) to consider actions arising from a report into rights relating to the Civic. Working group to bring proposals forward to FULL COUNCIL on Monday 18 December 2023.

At 9pm it was **RESOLVED** to suspend Standing Orders to enable the remaining business of the meeting to be concluded.

Cllrs Bellamy, Barnett and Fenwick left the meeting.

2324 74 Asset register by Ward

The Clerk reported that following the meeting each parish ward councillor was to be emailed the excel version of the asset register for their particular ward. PDF versions of these would also be available to be emailed or printed out upon request.

This would allow each councillor to familiarise themselves with the benches, shelters, war memorials and works of art belonging to HVPC within their ward boundaries – and also to keep the SERVICE

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PROVISION COMMITTEE updated regarding any issues as to the condition of any of the assets. The Chair of the SERVICE PROVISION COMMITTEE, Cllr Baylin, signalled his intention that ward councillors would be consulted on any matters pertinent to assets in their ward.

RESOLVED: that councillors would familiarise themselves with assets in their ward, with a target date to report back by the ANNUAL COUNCIL MEETING on Monday 13 May.

REFERRALS FROM STANDING COMMITTEES

FINANCE AND MANAGEMENT COMMITTEE

2324 75 Chair's Expenses

A draft revised Chair's Expenses Policy had been presented to the FINANCE AND MANAGEMENT COMMITTEE for scrutiny and amendment on 25 September 2023.

The policy presented to FULL COUNCIL had been amended in line with comments received and was recommended to FULL COUNCIL by the FINANCE AND MANAGEMENT COMMITTEE.

Once approved, the red type of the approval date would be changed to black and the policy uploaded to the HVPC website.

APPROVED: the adoption of the Chair's Expenses Policy as presented with immediate effect.

SERVICE PROVISION COMMITTEE

2324 76 Request to assist with roof repairs received from the Holmfirth Civic Hall Community Trust

The SERVICE PROVISION COMMITTEE at a meeting on 18 September **RESOLVED** to recommend to FULL COUNCIL the payment of a contribution towards roof repairs requested by Holmfirth Civic Hall Community Trust subject to the receipt of adequate plans. Plans had been received and were considered.

APPROVED: expenditure of up to £26,998 to Holmfirth Civic Hall Community Trust from General Reserves towards roof repairs for the Civic.

2324 77 Youth Provision Budget

Kirklees Youth Alliance had been appointed to broker and manage the provision of junior and senior youth clubs, run by appropriately qualified staff, out of 3 different venues in the Holme Valley during term time, namely Café 100, the Phoenix Centre and Honley Village Hall.

The £25,000 in budget line 4760 Youth Work in the Holme Valley was available to support this project.

APPROVED: release of £14,000 immediately and a further £11,000 in early January 2024 from £25,000 committed in the 2023-24 budget line 4760.

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The SERVICE PROVISION COMMITTEE had requested that the grant applicant submit 2 reports evaluating its provision, focusing on agreed key performance indicators. The release of the second payment of £11,000 was dependent upon a first report being received.

CLIMATE ACTION, COMMUNICATION AND ENGAGEMENT COMMITTEE

2324 78 Media and Communications Policy

The CLIMATE ACTION, COMMUNICATION AND ENGAGEMENT COMMITTEE **RESOLVED** to recommend to FULL COUNCIL that the Media and Communications Policy be adopted as presented and remain in place for the term of this Council or revised as necessary.

APPROVED: the immediate adoption of the Media and Communications Policy, as presented, for the term of this Council or revised as necessary.

2324 79 Holme Moss Topograph

The Holme Moss Topograph to commemorate His Majesty's Coronation had been installed and formally unveiled. The CLIMATE ACTION, COMMUNICATION AND ENGAGEMENT COMMITTEE had **RESOLVED** to recommend to FULL COUNCIL expenditure of an additional £1,000 from Royal Events budget 4615 and expenditure of up to £2,935 from General Reserves for the completion of the Holme Moss Topograph project.

The additional funding request was due to installation costs and unplanned additional work by the local stone artist needed to complete the topograph.

APPROVED: payment of an additional £1,000 from Royal Events budget 4615 and of up to £2,935 from General Reserves for the completion of the Holme Moss Topograph project.

2324 80 Cycling Festival

The CLIMATE ACTION, COMMUNICATION AND ENGAGEMENT COMMITTEE **RESOLVED** to recommend to FULL COUNCIL the release of up to £2,000 from EMR 341 to fund Cycling Festival expenses and cover any overspend in the budget line 4815 Transport Strategy.

APPROVED: the release of up to £2,000 from EMR 341 to fund any overspend of budget 4815 due to Cycling Festival expenses.

STAFFING COMMITTEE

2324 81 Staffing costs adjustments

Staffing costs were likely to be affected by national and potential contractual pay rises. These had been discussed by the STAFFING COMMITTEE which **RESOLVED** to recommend to FULL COUNCIL that an EMR of £5,500 be created so that additional contractual staffing costs arising from any national pay award or incremental point award in 2023-24 can be met.

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The STAFFING COMMITTEE had also **RESOLVED** to recommend to FULL COUNCIL that additional hours worked by the Clerk May to July 2023 to meet the needs of HOLME VALLEY PARISH COUNCIL were paid out.

APPROVED: creation of an EMR of £5,500 so that additional contractual staffing costs arising from any national pay award or incremental point award in 2023-24 could be met.

APPROVED: that additional hours worked by the Clerk May to July 2023 to meet the needs of HOLME VALLEY PARISH COUNCIL be paid out.

CORRESPONDENCE

2324 82 Chair's Report

The Chair, Cllr Mary Blacka, gave a verbal report on her activities on behalf of HOLME VALLEY PARISH COUNCIL. These included representation at Honley Show and Saddleworth and Hebden Royd Civic Events, alongside attending the opening of Wooldale Wanderers Clubhouse.

The Chair thanked Cllr Pat Colling, Vice Chair, for attending Meltham Civic Event and the installation of the Holme Moss Topograph on behalf of the HOLME VALLEY PARISH COUNCIL.

2324 83 Royal Garden Party 2024 - nomination

The Clerk reported that Yorkshire Local Councils Association (YLCA) had been in touch regarding a protocol for putting forward a nomination to attend a Royal Garden Party in 2024. The Clerk advised on the length of service of the longest-serving councillors.

APPROVED: nomination of Cllr Donald Firth to put forward for the ballot to attend a Royal Garden Party 2024 with Cllr Tom Dixon as reserve.

2324 83 Ask Honley – report to note

FULL COUNCIL had been provided with the Ask Honley action plan for information. Cllr Greaves reported on funding secured and intended uses.

NOTED: the contents of the Ask Honley action plan 10-6-23 as presented.

2324 84 Items for Publicity

Potential items for publicity arising from the meeting included: Holme Moss Topograph, Christmas trees, Remembrance Day, Grant spotlight, Where's that bench? (competition) and the minibus (Stotts) service.

A request was put out for councillors to volunteer presenting their own blog and to begin thinking of possible projects to publicise through TikTok.

The meeting closed at 9.34pm.