

Holme Valley Parish Council

ANNUAL MEETING OF THE COUNCIL MONDAY 13 MAY 2024

PRESENT:

Cllr Pat Colling (elected Chair 2024-25)
Cllr Andy Wilson (elected Vice Chair 2024-25)
Cllr Mary Blacka (Chair 2023-24)
Cllr Isaac Barnett
Cllr Lawrence Baylin
Cllr Donna Bellamy
Cllr Damian Brook
Cllr Tom Dixon
Cllr Andrew Fenwick
Cllr Donald Firth
Cllr Charles Greaves
Cllr Chris Green
Cllr Jenny Holmes
Cllr Glenn Kirkby
Cllr Jo Liles
Cllr Alison Morgan
Cllr Hugh Osborne
Cllr Steve Ransby
Cllr Martin Rostron
Cllr Tricia Stewart
Cllr Sarah Whitelaw

APOLOGIES: Cllr Kath Fernandes (dispensation in place), Cllr Jane Rylah

OTHER ABSENCES: None

TAKING MINUTES: Jen McIntosh (Clerk)

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

DRAFT MINUTES

Public Question Time including a welcome and brief report from the Chair 2023-24, Cllr Mary Blacka

Two members of the public were present.

Cllr Blacka as Chair 2023-24 opened the public session, welcoming all to the first meeting of this civic year. She particularly welcomed the two members of the public and Cllr Hugh Osborne, recently elected as councillor for Upper Holme Valley Ward.

She reported that the previous year had been a foundation year for the new Council, with a number of projects started which would come to fruition in later years. She commented on the number of councillors new to the role elected in May 2023, stating that this was a healthy process of renewal with new perspectives coming into the Council. A new member of the Clerk team had also been appointed bringing new skills.

The Council could point to examples of where it had worked productively including the purchase of a SID (Speed Indicator Device).

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Cllr Bellamy and Cllr Barnett entered the meeting at 7.04pm.

Cllr Blacka continued, that 2024/5 will see solar panels erected on Holmfirth Toilets and Covid memorials established at Honley Library and Sands. She concluded by thanking all councillors and recognising the contribution of long-standing councillors who can fill in gaps in the collective knowledge of the Council.

Finally, Cllr Blacka gave the Council's collective thanks and her personal thanks to the clerk team for their work in a challenging year.

One member of the public attended to present on Holmfirth Blueprint and spoke for 3 minutes. He referred to monies spent to date under Holmfirth Blueprint on improvements compared to the monies spent on consultancy and plans, the reduction of the current value of the monies first allocated given rising costs and inflation and lack of information from Kirklees regarding implementing the plans.

Another concern was that Kirklees Council did not seem to take seriously carbon footprint implications of the planned development work. He concluded by asking the Parish Council to keep under scrutiny Holmfirth Blueprint developments.

One further member of the public was there as director of EPIKS who had an interest in the item on the Gartside Unit. In his 3-minute address to the Council he stated that EPIKs had been successful in gaining a grant to create an Active Travel Hub and would wish to use the unit if successful in gaining the tenancy to promote active travel including, cycling, walking and using the bus. An 18-month funding of £50,000 had been obtained.

ANNUAL COUNCIL PROCEDURAL MATTERS

2425 01 Installation of Chair

Cllr Mary Blacka, presiding as Chair, asked for nominations for Chair of the Council for the civic year 2024-25. One nomination was put forward and seconded, for Cllr Colling.

RESOLVED: That Cllr Pat Colling be elected as Chair for the remainder of the HOLME VALLEY PARISH COUNCIL year 2024-25.

Cllr Colling was invested with the Chain of Office, signed the Declaration of Acceptance of Office and took the Chair.

She thanked the retiring Chair, Cllr Mary Blacka, for a really impressive year, chairing with tact and discretion in a challenging year, given the majority of new councillors elected in May 2023. The committees in particular were now functioning really well and the Council as a whole was becoming more harmonious even when there were disagreements.

During her tenure she wished to look beyond Holme Valley Parish Council and create stronger links with other local councils, especially those in Kirklees. She would be looking for the support of all councillors in serving for the people of the Holme Valley.

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The Chair then proposed that, after item 2425 02 Installation of Vice Chair, item 2425 17 and 2425 29 be brought forward in the agenda as these were the items the two members of the public were in attendance for.

RESOLVED: to bring forward items 2425 17 and 2425 29 to be heard following item 2425 02.

2425 02 Installation of Vice Chair

The Chair asked for nominations for Vice Chair of the Council. One nomination, for Cllr Tom Dixon, was proposed and seconded.

RESOLVED: That Cllr Tom Dixon was elected Vice Chair of the Council for the ensuing year.

The newly elected Vice Chair was presented with the Vice Chair's Chain of Office. He expressed his surprise at being asked to stand, thanked the retiring Vice Chair and expressed his wish to support Cllr Colling in her new role as Chair. He stated his intention to not stand as Chair in 2025-26.

The Chair brought forward items 2425 17 and 2425 29 as resolved earlier in the meeting.

2425 17 Holmfirth Blueprint – progress

The Chair asked the member of public if he had any further points to briefly add and also to clarify what he wished the Parish Council to do regarding the project. The member of the public expressed his wish that the Parish Council keep the work under scrutiny and hold Kirklees to account, particularly as it was reported that Kirklees has had to develop a new plan to reflect a shrinking budget.

The member of public added that the Blueprint anticipated a 12% increase in traffic flow which was bizarre given the need for climate action.

It was reported that work on demolishing the Market Hall was now scheduled for Summer 2024.

RESOLVED: that the PLANNING COMMITTEE consider the issue and bring back recommendations, if appropriate.

The Chair explained that whilst the Parish Council did not have the resources to commission a formal, thorough-going scrutiny of the Holmfirth Blueprint project it would look carefully at the plans. The Vice Chair suggest that the PLANNING COMMITTEE may wish to invite Kirklees officers to a meeting to update the COMMITTEE regarding the project.

2425 29 Gartside unit next to Holmfirth Toilets - update

The Clerk had provided a written summary with the agenda, in the public domain, of efforts made to date with regards to letting the Gartside Unit since it became available in October 2023.

This included:

- I. Environmental Projects in Kirklees (EPIKs) had expressed an interest in January 2024 in part-utilising the unit as an Active Travel Hub, focusing on cycling, and had viewed the unit on 1-2-

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2024. Their proposed use was dependent upon a successful grant bid for an Active Travel Hub to be made to the West Yorkshire Combined Authority (WYCA). Unfortunately, that fund had had its announcement deadline pushed back several times from first being expected in late March.

- II. The tenancy had been advertised through Simon Blyth from late February.
- III. EPIKs had understood that HVPC would need to move forwards with regards to finding a tenant in line with SPC resolutions.
- IV. Simon Blyth were the only agents prepared to market a commercial property and remuneration of £600 including VAT was agreed and a contract signed on 26-2-2024. This was in line with a resolution from 6-11-2023 *to approve advertising costs of up to £600 to secure a new tenant for the Gartside retail unit.*
- V. This led to enquiries from two prospective tenants. One wished to use the property to expand a mobile phone retail and repair business already established, one withdrew interest at an early stage.
- VI. The former had since confirmed willingness to enter a 5-year lease at £350pcm plus two months' deposit payable at the start of the lease. There was to be a mutual 18 month break clause within the lease.
- VII. Ramsdens' solicitors, acting for HVPC, had already drawn up gratis a draft lease for the previous tenant before they gave notice to quit in September. Ramsdens' have been asked to make the amendments to the lease so that this could be shared with the prospective tenant. Fees for the work had been estimated at between £700-£1000. They may be more if the prospective tenant consulted with their own legal representative and wished to make substantive changes to the lease.
- VIII. Presuming that the tenant was happy to sign the lease with no amendments it was intended to include a motion approving the signing of the lease at the meeting, with the tenancy due to start at an agreed date from 14 May onwards. This was being considered in line with the Scheme of Delegation paragraph 3.1.11: *Any proposed new undertakings to be reserved for Full Council for decision, notwithstanding that Committees may make recommendations thereon for the Council's consideration.*
- IX. The Scheme of Delegation in paragraph 4.4.2 stated that the SPC was delegated to make decisions on behalf of the Council regarding the approval of matters relating to the day-to-day running of the tenanted unit. The management of tenancies comes under FINANCE & MANAGEMENT as set out in the *Scheme of Delegation* paragraph 4.1.1 xix.

Prior to COUNCIL considering further the letting of the unit Cllr Jenny Holmes had asked for a motion to be considered that, in future, especially when the solar panels are installed, the Gartside building should be used to showcase the Parish Council's commitment to the environment and be in line with the COUNCIL's stated objective, 'Every action will be underpinned by a desire to address the climate emergency'.

At the beginning of the item the Clerk advised that Council consider whether it wished to hear this item in private session due to commercial sensitivity.

The Clerk reported that, if so, Council could consider suspending Standing Orders to allow the member of the public to take questions and then consider the matter in private session with the member of the public being asked to leave the room. At the end of the item it would be possible to go back into public session and allow the member of public to rejoin the meeting to hear any resolutions made being reported.

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RESOLVED: to suspend Standing Orders to allow the member of the public to take questions and then consider the item in private session with the member of the public being asked to leave the room; at the end of the item go back into public session and allow the member of public to rejoin the meeting to hear any resolutions.

The member of the public was asked one question and confirmed that he was not a member of EcoHolmes.

The Council went into private session with the member of public leaving the room. The Chair stated that each councillor would be allowed up to 3 minutes to speak on the subject and asked councillors to refrain from speaking to repeat points as they could show support through their vote.

Cllr Greaves arrived during discussion of this item at 7.35pm.

At the end of the private session the member of the public was invited back in to hear the resolution.

RESOLVED: to approve in principle the letting of the Gartside Unit to EPIKs for use as an active travel hub for a tenancy of 3.5 years with a break clause at 18 months for rent of £350pcm, payable in advance, plus 1 additional month in advance upon taking up the tenancy.

The Chair of the SERVICE PROVISION COMMITTEE expressed to the member of the public that the COMMITTEE would welcome input from EPIKs as regards the utilisation of the unit.

The member of the public left the meeting at this point.

RESOLVED: approving costs of up to £1,000 for the drawing up of a 5-year lease for the Gartside Unit.

RESOLVED: approving payment of up to £600 in estate agency fees, upon the signing of a tenancy agreement.

*At the conclusion of item 2425 29 the meeting resumed, considering remaining items in numerical order, starting with **item 2425 03.***

2425 03 Election of Holme Valley Parish Councillor of Upper Holme Valley Ward

The Chair welcomed Cllr Hugh Osborne, elected to the Upper Holme Valley Ward in the election held 2 May 2024.

NOTED: the election of Cllr Hugh Osborne to Upper Holme Valley Ward.

2425 04 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.

2425 05 Items to be heard in private session

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There were no further items to be heard in private session.

2425 06 Apologies and reasons for absence

Apologies and reasons were circulated prior to the meeting starting.

APPROVED: apologies and reason for absence on behalf of Cllr Rylah and Cllr Fernandes (dispensation in place).

2425 07 Receipt of written Declaration of Pecuniary and Other Interests

The Clerk reported that a DPI had been received from Cllr Osborne.

It was expected that all DPIs would be updated as indicated in **item 2425 20** following – annual update of written DPIs. All updated DPIs would be shared together following the meeting.

There were no new DPIs from officers to consider.

2425 08 Declaration of interests in agenda items

Cllr Barnett declared an interest in **item 2425 30** in his role as volunteer for Honley Show. This was not a pecuniary interest.

RESOLVED: to note Cllr Barnett's interest in **item 2425 30** and that he should remain present for the item and, if so wished, take part in any discussion.

2425 09 Standing Committees 2024-25

The membership of each committee was considered in turn, based on the Committee Preference Form requests from councillors, shared in papers prior to the meeting.

RESOLVED: to approve the membership of the FINANCE AND MANAGEMENT COMMITTEE for 2024-25 as set out below:

Finance and Management – 13 members (at maximum)

1. Cllr Isaac Barnett
2. Cllr Lawrence Baylin
3. Cllr Mary Blacka
4. Cllr Damian Brook
5. Cllr Pat Colling
6. Cllr Charles Greaves
7. Cllr Jenny Holmes
8. Cllr Glenn Kirkby
9. Cllr Jo Liles
10. Cllr Martin Rostron
11. Cllr Jane Rylah
12. Cllr Sarah Whitelaw
13. Cllr Andy Wilson

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Nine councillors had put themselves forward for election to the PLANNING COMMITTEE. This meant Honley Central and East, Honley West, Honley South and Upper Holme Valley would not be represented by a ward councillor on this COMMITTEE. Cllr Colling's omission was an oversight and she was added to the list under consideration.

RESOLVED: to approve the membership of the PLANNING COMMITTEE for 2024-25 as set out below:

Planning – 10 members (max 13)

1. Cllr Isaac Barnett
2. Cllr Mary Blacka
3. Cllr Damian Brook
4. Cllr Pat Colling
5. Cllr Tom Dixon
6. Cllr Andrew Fenwick
7. Cllr Donald Firth
8. Cllr Jo Liles
9. Cllr Steve Ransby
10. Cllr Andy Wilson

All councillors will receive planning applications and be invited to submit comments on applications within their ward to be shared with the PLANNING COMMITTEE if wished.

14 members wished to be considered for membership of the SERVICE PROVISION COMMITTEE for 2024-25.

Cllr Liles suggested a system of representation be adopted whereby the make-up of committees reflected overall Council make up as with Kirklees. This would need a change in Standing Orders and could, if brought forward, be considered for Standing Orders 2025-26 at a later date.

The Clerk went through the process by which councillors would be voted onto the COMMITTEE.

Cllr Bellamy withdrew her request in order to resolve the matter expeditiously. The Clerk undertook to keep Cllr Bellamy particularly informed regarding Honley Library and Holmfirth Civic when any matters connected to these assets were to be considered at SERVICE PROVISION COMMITTEE meetings.

RESOLVED: to approve the membership of the SERVICE PROVISION COMMITTEE for 2024-25 as set out below:

Service Provision – 13 members (at maximum)

1. Cllr Isaac Barnett
2. Cllr Lawrence Baylin
3. Cllr Mary Blacka
4. Cllr Pat Colling
5. Cllr Tom Dixon
6. Cllr Donald Firth
7. Cllr Chris Green
8. Cllr Glenn Kirkby
9. Cllr Alison Morgan
10. Cllr Steve Ransby
11. Cllr Jane Rylah

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12. Cllr Tricia Stewart
13. Cllr Hugh Osborne

The original number of members wishing to be considered for membership of the CLIMATE ACTION COMMUNICATIONS AND ENGAGEMENT COMMITTEE for 2024-25 was 9. Cllr Bellamy consented to have her membership of the COMMITTEE considered.

RESOLVED: to approve the membership of the CLIMATE ACTION COMMUNICATIONS AND ENGAGEMENT COMMITTEE for 2024-25 as set out below:

1. Cllr Donna Bellamy
2. Cllr Mary Blacka
3. Cllr Chris Green
4. Cllr Jenny Holmes
5. Cllr Jo Liles
6. Cllr Alison Morgan
7. Cllr Martin Rostron
8. Cllr Tricia Stewart
9. Cllr Sarah Whitelaw
10. Cllr Hugh Osborne

2425 10 Office Holders 2024-25

Office holders were appointed for 2024-25 in accordance with Standing Orders. Where more than one candidate was nominated votes were taken.

- 1) **APPROVED:** the appointment of Cllr Andy Wilson as Chair of the FINANCE AND MANAGEMENT COMMITTEE
- 2) **APPROVED:** the appointment of Cllr Mary Blacka as Chair of the PLANNING COMMITTEE.

Cllr Lawrence Baylin and Cllr Donald Firth were both willing to stand, nominated and seconded as Chair of the SERVICE PROVISION COMMITTEE. Each spoke in favour of their candidature prior to voting taking place.

- 3) **APPROVED:** the appointment of Cllr Lawrence Baylin as Chair of the SERVICE PROVISION COMMITTEE.
- 4) **APPROVED:** the appointment of Cllr Sarah Whitelaw as Chair of the CLIMATE ACTION COMMUNICATIONS AND ENGAGEMENT COMMITTEE.

The appointments of Vice Chair of each of the FINANCE AND MANAGEMENT COMMITTEE, the PLANNING COMMITTEE, the SERVICE PROVISION COMMITTEE and the CLIMATE ACTION COMMUNICATIONS AND ENGAGEMENT COMMITTEE were delegated to the next meeting of those committees.

2425 11 The Staffing Committee 2024-25

The Clerk reported that the Staffing Committee is comprised of a maximum of 8 members including:

- Chair of Council

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- Vice Chair of Council
- Past Chair of Council or a predecessor (to be appointed Committee Chairman)
- Chair of Finance & Management Committee
- Chair of Planning Committee
- Chair of Service Provision Committee
- Chair of Climate Action Communications and Engagement Committee
- Staff Performance & Development Lead

APPROVED: membership of the Staffing Committee 2024-25 as detailed below.

Staffing – 6 members

1. Cllr Pat Colling – as Parish Council Chair
2. Cllr Tom Dixon – as Parish Council Vice Chair
3. Cllr Andy Wilson – as Chair of Finance and Management
4. Cllr Mary Blacka – as Chair of Planning
5. Cllr Lawrence Baylin – as Chair of Service Provision
6. Cllr Sarah Whitelaw – as Chair of CACE

In line with Standing Orders, the STAFFING COMMITTEE was to appoint a Staff Performance & Development Lead from the members of the STAFFING COMMITTEE (including the Chair) at its next meeting. They will act as the Clerk's line manager on behalf of the Council. This appointee will, where possible, undertake the role of Staff Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the STAFFING COMMITTEE during that time.

APPROVED: appointment of Cllr Tom Dixon as Chair of the STAFFING COMMITTEE.

2425 12 Council Policies

A number of policies were reviewed at the STAFFING COMMITTEE on 29-04-2024 and were presented for recommendation to ANNUAL COUNCIL.

APPROVED: the revised Disciplinary, Grievance, Whistleblowing and Equality and Diversity Policy, as presented.

At the FINANCE AND MANAGEMENT COMMITTEE meeting on 15-4-2024 a new Risk Management Policy and Risk Assessment 2024-25 were **APPROVED**.

NOTED: the adoption of the Risk Management Policy and Risk Assessment 2024-25 as **APPROVED** by the FINANCE AND MANAGEMENT COMMITTEE meeting on 15-4-2024.

The Deputy Clerk/RFO reported that an Internal Audit recommendation was to form a HVPC BACS Payment Policy and Procedures as a necessary ancillary to Financial Regulations. This Policy and Procedure was to be considered before the revised Financial Regulations 2024-25 are approved.

APPROVED: the HVPC BACS Payment Policy and Procedures as presented.

A checklist of policies to be viewed via the HVPC website had been included in the meeting papers.

The Clerk reported that Standing Orders, Scheme of Delegation and Financial Regulations

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had all been revised in line with changes minuted in 2023-24 and indicated in the latest NALC model policies alongside the Code of Conduct.

APPROVED: an amendment to Standing Orders 27 b so that the SO reads 'A Councillor must have served 2 years on the Council before being elected Chair' and an amendment to Standing Orders 27 c so that the SO reads 'A Councillor must have served 1 year on the Council before being elected Vice Chair'.

APPROVED: all HVPC policies listed for 2024-25 including Standing Orders (page numbering to be amended), Scheme of Delegation, Financial Regulations, Code of Conduct and all other policies available on the HVPC Website.

At this point in the meeting the register for signing referred to in **item 2425 21**, acknowledging receipt of the Code of Conduct, began to be circulated.

2425 13 Representatives to Outside Bodies 2024-25

The Clerk reported that the Parish Council's representatives to outside bodies were appointed annually at the Annual Council meeting.

APPROVED: A list of the representatives for 2024-5 as follows:

Outside Body	Representative(s) 2024/25
YLCA Branch meeting representatives x 2 (with permission to vote) (FULL COUNCIL)	CLlr Pat Colling CLlr Tom Dixon
Brockholes Village Trust (FINANCE AND MANAGEMENT COMMITTEE)	CLlr Andrew Fenwick
Holmfirth Civic Hall Community Trust (SERVICE PROVISION COMMITTEE)	CLlr Andy Wilson CLlr Steve Ransby
Holmfirth Conservation Group (PLANNING COMMITTEE)	CLlr Jo Liles
Friends of Honley Library (SERVICE PROVISION COMMITTEE)	CLlr Glenn Kirkby CLlr Pat Colling
Kirklees Rights of Way Forum (PLANNING COMMITTEE)	CLlr Chris Green
Peak Park Parishes Forum (FULL COUNCIL)	CLlr Sarah Whitelaw
Holme Valley Climate Action Partnership (HVCAP) (CACE COMMITTEE)	CLlr Sarah Whitelaw
Kirklees Place Standards (FULL COUNCIL)	CLlr Andy Wilson

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Holmfirth Forward
(PLANNING)

Cllr Steve Ransby

2425 14 To appoint Authorised Signatories under the Bank Mandates

Bank mandatees were reviewed in the light of the appointment of role-holders for 2024-25 and remained unchanged.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2425 15 Minutes of Full Council meetings

APPROVED: the Minutes of the FULL COUNCIL Meeting held on 18 March 2024 numbered 2324 136 to 2324 168.

Information regarding ongoing matters arising from the minutes which did not appear under other agenda items was shared, including:

- i. **Minute 2324 158 Honley Library** – the Clerk reported further actions with regards to the consultation on Community Managed Library status. The meeting between FOHL and Kirklees went ahead on 25-3-24. A meeting was arranged between HVPC councillors and Kirklees officers on 16-4-2024. A letter feeding back on the proposals was sent to Kirklees following the meeting and emailed to all councillors.
- ii. **Minute 2324 120** from 29-01-2024 *2324 104 Report on rights relating to the Civic* - the Clerk further reported that a meeting had taken place 1 February 2024 with one resident at their request in response to a letter sent setting out the Council's position regarding right of way at the rear of the Civic. The emergency exit doors from the Lesser Hall now had fire/break glass mechanisms, reinforcing that they could only be used as exits in an emergency. A remaining action for the Clerk was to write to the Chair of HCHCT to summarise HVPC's position on the Civic boundaries and summarise correspondence with Hightown Lane neighbours regarding this.
- iii. **Minute 2324 165:** Cllr Whitelaw updated the COUNCIL regarding the makeup of Community Recognition Event Working Group, namely, Cllr Whitelaw, Cllr Baylin and Cllr Holmes. Further councillors are welcome to join – contact Cllr Whitelaw or the Assistant Clerk. Cllr Bellamy asked whether the Tidy Trader award was still given, the answer to which was no. This could be discussed further at the CACE COMMITTEE.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2425 16 Minutes of Standing Committee meetings

NOTED: the Minutes of the PLANNING COMMITTEE Meeting held on 11 March 2024 numbered 2324 169 to 2324 186 **APPROVED** at the meeting of the PLANNING COMMITTEE Meeting held on 22 April 2024.

APPROVED: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 15 April 2024 numbered 2425 01 to 2425 18.

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APPROVED: the Minutes of the PLANNING COMMITTEE Meeting held on 22 April 2024 numbered 2425 01 to 2425 19.

The Clerk reported that the Draft Minutes of the STAFFING COMMITTEE Meeting held on 29 April 2024, numbered 2425 01 to 2425 16, would be presented to FULL COUNCIL for approval on 24 June 2024.

FINANCIAL MATTERS

2425 18 Council Finances - 2023-24 outturn, Budget 2024-25 and expenditure to date 2024-25, Reserves planning

Deputy Clerk/RFO reported on Budget Out-Turn 2023-24 and Projections 2024-25 and Budget and Earmarked Reserves 2024-25.

NOTED: budget reports as received.

Headline figures as of 01-04-2024 were HVPC projected Earmarked Reserves stood at £155,954 and General Reserves stood at £65,954, equal to 20% of expenditure, 5% under recommended limit. Action was therefore needed regarding the level of General Reserves.

NOTED: the Deputy Clerk/RFO's report on general reserves.

RESOLVED: to allocate money directly from the precept totalling £16,453 to earmarked reserves - £7,000 to EMR 325 Election Fund and £9,453 to EMR 329 Holmfirth Civic Hall.

RESOLVED: to disband the EMR 338 Children's Playgrounds and return £15,000 to general reserves.

RESOLVED: given the resolution above, to reverse movement of reserves undertaken 01-04-2024 - £7,000 to EMR 325 Election Fund and £9,453 to EMR 329 Holmfirth Civic Hall to general reserves.

2425 19 Schedule of Payments

APPROVED: Schedule of Payments for month-to-date May 2024.

The Chair to sign the Schedule of Payments for month-to-date May 2024 as presented at the end of the meeting for attaching to minutes in due course.

MATTERS RESERVED FOR FULL COUNCIL

2425 20 Annual update of Declarations of Pecuniary Interest

The Clerk reported that it was resolved on 26-06-2023 that at Annual Council all councillors would update their DPI annually. Prior to the meeting all councillors were provided with a fresh form.

The Clerk requested that these be completed, signed and dated and then returned to her.

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NOTED: all councillors to complete a fresh written Declaration of Pecuniary Interest for the Council Year 2024-2025 and return to the clerk.

2425 21 Annual signing of register acknowledging the Code of Conduct

The Clerk reported that it was resolved on 26-06-2023 that all councillors would sign a separate register at this meeting to acknowledge that they are in receipt of, understand and continue to sign up to the Code of Conduct, included in papers for this meeting. This was a recommendation from Internal Audit.

The register for signing was being circulated at the meeting.

NOTED: all councillors present were to sign the register acknowledging receipt of and adherence to the Code of Conduct.

Those councillors absent from the meeting would be invited to sign the register at their next attendance at a council meeting.

2425 22 Reports from Kirklees Ward Councillors

An action for the Clerk from the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting of 23 October 2023 was to add a standing item on FULL COUNCIL agendas for Kirklees Councillors who are also Parish Councillors to report back on relevant activity and news from Kirklees.

No feedback had been received from Kirklees Ward Councillors from Holme Valley South and Holme Valley North regarding news from Kirklees.

A query was raised as to how better communication could be established with Kirklees Ward Councillors. Cllr Greaves stated that those Parish Council members who were also Kirklees Ward Councillors were attending this meeting as HVPC councillors and it was not necessarily appropriate for Kirklees Ward Councillors to brief Parish councillors on Kirklees matters. That was a role for Kirklees officers.

Cllr Bellamy explained that there were no new matters arising from Kirklees to relay.

There was some discussion regarding the placing of SIDs (Speed Indicator Devices) which was deferred to the PLANNING COMMITTEE.

2425 23 Communications protocol with Kirklees Council

The Clerk reported via written report in the agenda that she had been advised that the Parish Charter between Kirklees Council and local parish councils had lapsed and there were no plans to review it. The Parish Charter set out expectations regarding responding to communications amongst other matters, including response times.

The Clerk had had recent correspondence with Kirklees regarding whether there was in place a replacement protocol that guided how channels of communication between Kirklees and Holme Valley Parish Council should operate, response times etc and was awaiting further feedback.

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This matter had been raised by Cllr Wilson who spoke to the item, stating that in general communications between Kirklees officers and Holme Valley Parish Council were very poor. It was frustrating that Kirklees officers could be emailed several times and still receive no reply. There were several examples of this. This was not acceptable. There should be an expectation that Kirklees officers should respond to queries. Other local councils had similar concerns.

Kirklees Chief Executive, Steve Mawson, would be the appropriate person to raise these matters with.

RESOLVED: to set up a working group consisting of Cllr Blacka, Cllr Ransby and Cllr Whitelaw to look at securing a communications protocol with Kirklees.

2425 24 Referrals to the Monitoring Officer

The Kirklees Monitoring Officer has reported to the Clerk that there are currently 3 referrals under consideration, one of which was reported to FULL COUNCIL previously, 2 of which have been received more recently.

NOTED: that FULL COUNCIL had been informed that 3 referrals in relation to alleged breaches of the Code of Conduct were under consideration by the Kirklees Monitoring Officer.

2425 25 Receipt of a Complaint in respect of Holme Valley Parish Council

The Clerk reported that a formal written complaint was received by email on 23-04-2024 in respect of an item heard by the PLANNING COMMITTEE on 22-04-2024. This was being dealt with under the Complaints Procedure which looks at complaints arising from administrative or procedural matters.

Should the matter progress it may be necessary to convene a Complaints Panel to consider the complaint. The Clerk advised that this should comprise of councillors who were not members of the PLANNING COMMITTEE which met on 22-04-2024.

Members of the PLANNING COMMITTEE which met on 22-04-2024 did not take part in the vote or were put forward as Panel members.

RESOLVED: the appointment of Cllr Baylin, Cllr Green and Cllr Kirkby to be members of a Complaints Panel, with Cllr Kirkby to act as Panel Chair.

The Clerk to liaise further with Panel members appointed regarding convening a meeting.

2425 26 The Civic - underlease

The Clerk provided a written report via the agenda regarding this matter.

At the time of the asset transfer of the Civic Hall from Kirklees to HVPC - and in addition to the lease made with Holmfirth Civic Hall Community Trust (HCHCT) - the Parish Council also agreed to sublet the Office on the third floor of Holmfirth Civic Hall and have access to the Exhibition Room for Council meetings. It came to light in 2023 that the underlease was never formally considered or signed off by the Parish Council.

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HCHCT had asked that this issue be resolved. The Clerk had found and shared the draft lease received in Autumn 2017.

In the light of this lease originating in 2017 and having never been signed the Clerk had raised with HCHCT whether it wished HVPC to use *this* underlease or whether there were plans to review it.

The 2017 underlease was referred to HVPC's current legal counsel to quote for writing a report on the underlease. The expected cost would be up to £720 (£600 plus VAT of £120).

RESOLVED: approval of expenditure of up to £720 (£600 plus VAT of £120) for the commissioning of a report on the draft underlease with HCHCT, subject to confirmation from HCHCT that the 2017 underlease was to be progressed.

2425 27 Proposed review 2024-25 of committee structures and frequency of Full Council meetings

Cllr Whitelaw and Cllr Green sponsored this item and proposed to review the current Committee structure/operations of the Council with a view to freeing up clerking time for projects rather than administration.

Part of any review could also consider whether with fewer committee meetings it might be possible to have more FULL COUNCIL meetings.

RESOLVED: to establish a working group consisting of Cllr Whitelaw, Cllr Green, Cllr Ransby, Cllr Morgan and Cllr Blacka to review possible changes to the committee structure and meetings cycle for 2025-26.

Recommendations to be brought back to FULL COUNCIL for consideration in due course.

2425 28 Community Ownership Fund Round 4 Window 2

This item was for information.

The Community Ownership Fund Round 4 Window 2 was expected to open late May 2024. It was possible that HVPC may work with HCHCT to prepare a bid in relation to works at the Civic.

The Clerk to keep Council informed.

NOTED: the Community Ownership Fund Round 4 Window 2 was due to open late May 2024.

2425 30 Honley Show – sponsorship payment

The Clerk reported that a payment of £1,000 had been made for HOLME VALLEY PARISH COUNCIL sponsorship of the programme for the Honley Show. This was made without a resolution due to timings as a result of the Clerk's recent absence. The expenditure was credited to a CACE budget line.

The Chair of the Council and Chair of CACE were kept informed of the matter once the oversight was discovered.

Council was asked to consider assigning £1,000 to CACE budget 2024-25 to remedy the situation.

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NOTED: actions taken by the Clerk and Deputy Clerk/RFO regarding a payment for sponsorship of the Honley Show programme.

RESOLVED: to assign £1,000 from General Reserves to EMR 349 Community Engagement to recognise expenditure on the sponsorship of the Honley Show Programme.

2425 31 Covid Memorial - developments

It was reported that plans for the memorial garden at Honley Library had progressed and a supplier chosen to complete preliminary work of removal of bushes and some regrading of the land.

Cllr Blacka reported that further activity was currently paused as the planting season had been missed.

RESOLVED: to approve expenditure of up to £6,000 from the EMR 337 COVID Memorial through the budget line 4646 Covid Memorial for memorial garden preliminary works at Honley Library.

2425 32 Honley Library – change of use for grant

Friends of Honley Library had requested a change of use for monies received from HOLME VALLEY PARISH COUNCIL to use on a planned extension.

RESOLVED: to approve a change of use of £13,964 (originally for day-to-day running and maintenance) and £1191 (originally for remedial works following the asset transfer), monies received from Holme Valley Parish Council by Friends of Honley Library, for a Capital Projects Reserve to use on a planned extension.

2425 33 Defibrillators – Oakes Lane, Brockholes

The Clerk provided a written report via the agenda regarding the significant amount of contact she had had with the Community Defibrillator Co-ordinator, Yorkshire Ambulance Service, to establish the ownership and operational status of the many defibrillators sited within HOLME VALLEY PARISH COUNCIL boundaries. That line of enquiry was nearing a conclusion.

It had been established that 2 defibrillators sited at Holmfirth Toilets and the Civic were in the ownership of HOLME VALLEY PARISH COUNCIL. The custodianship of all other defibrillators within the Holme Valley were now accounted for apart from two – one sited on Oakes Lane, Brockholes and one on Woodhead Road in Holmbridge.

The former of these, the defib at Oakes Lane, was currently out of operation as it requires a new pad, expected to cost £49.20 including VAT. No replacement parts were required for the latter defibrillator sited in Holmbridge.

A review of defibrillator provision within HOLME VALLEY PARISH COUNCIL was to be presented to the SERVICE PROVISION COMMITTEE at the next meeting on 8-7-2024. The Community Defibrillator Co-ordinator has requested that the COMMITTEE considers recommending to FULL COUNCIL that it acquires the custodianship of the two as yet unassigned defibrillators. Assurances have been given

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that there would be no further approach from the Yorkshire Ambulance Service for HOLME VALLEY PARISH COUNCIL to take on custodianship of any of the other defibrillators.

The Chair and Vice Chair of the SERVICE PROVISION COMMITTEE 2023-24 have been kept informed of all developments.

RESOLVED: the release of up to £49.20 from EMR Defibrillators – Special Reserve to cover expenditure and payment for a defibrillator pad replacement for a defibrillator sited at Oakes Lane, Brockholes.

2425 34 Ward asset register survey of benches, war memorials and other small assets - update

The Council has previously **RESOLVED** to request all members to make any amendments to ward asset registers distributed by the clerk. The Clerk thanked those members who have provided her with updated ward registers.

There were a number of outstanding ward asset registers to be passed on to the Clerk. The Clerk invited all members who were yet to complete ward asset register updates to do so by 10am Monday 10 June so that these could be updated on the system and presented to FULL COUNCIL at the meeting on 24-6-2024.

NOTED: Ward asset register update **DEFERRED** to FULL COUNCIL meeting 24-6-2024.

2425 35 Councillor training – evaluations received

There were no new evaluations of councillor training undertaken since 18 March 2024 to receive.

REFERRALS FROM STANDING COMMITTEES

FINANCE AND MANAGEMENT COMMITTEE

2425 36 The Civic – roof repairs

At the FINANCE AND MANAGEMENT COMMITTEE on 15 April 2024 members were advised that the Parish Council had earmarked money to pay for repairs to the roof of The Civic.

Holmfirth Civic Hall Community Trust were working with the architect to get the repairs done. The RFO reported that the Trust had asked for the Parish Council to pay 50% of the money that had been earmarked so that the work can get underway.

Whilst discussing this with the Trust staff, the RFO had wondered whether there was any facility in the arrangements with the Trust for the Parish Council to pay for the repair directly. Since the Parish Council could reclaim VAT, this would save the Parish Council around £4,000 against if the Parish Council awards the money to the Trust for them to pay for the repairs.

The COMMITTEE considered whether the Parish Council could contract with the supplier/s directly to undertake the roof repairs, rather than going through Holmfirth Civic Hall Community Trust, so as to save on VAT.

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It had been **RESOLVED** that Cllr Liles was to seek advice from her accountant on whether this was allowed.

RESOLVED: to approve a payment of up to £13,500 from General Reserves as initial drawdown for repairs to the Civic roof.

The expenditure up to £26,998 from General Reserves for the Civic roof repairs was **APPROVED** at FULL COUNCIL on 9-10-23.

HCHCT will inform HVPC of the balance outstanding once final figures are agreed. HCHCT further requested that approval to pay be considered at this meeting.

RESOLVED: approval of payment of the remainder of the Civic roof repairs up to a total of £26,998 from General Reserves, minus the £13,500 from the motion above, once an exact figure had been forwarded to the Deputy Clerk/RFO.

SERVICE PROVISION COMMITTEE

2425 37 Creation of EMR for Holmfirth Toilets - development

This recommendation from the SERVICE PROVISION COMMITTEE meeting on 19-2-2024 was missed off the agenda for FULL COUNCIL on 18-3-2024. The Clerk apologised for the omission.

At the end of financial year 2023-24 there was expected to be a surplus in the day-to-day running budget line of Holmfirth Toilets. On 31-3-2024 this surplus was £4104. The SERVICE PROVISION COMMITTEE intended to investigate carrying out some improvement works on the toilets in 2024-25 and therefore wished to recommend to FULL COUNCIL that an earmarked reserve was created for that surplus to fund future developments such as an improved voluntary contribution collection point and signage.

RESOLVED: to approve a recommendation from the SERVICE PROVISION COMMITTEE to create an earmarked reserve of £4104 for the funding of improvement works for Holmfirth Toilets in 2024-25.

STAFFING COMMITTEE

2425 38 Pay award for a member of the Clerk Team

NOTED: a pay award of one incremental point had been **APPROVED** for a member of the clerk team by the STAFFING COMMITTEE at its meeting on 29-4-2024, payable from 1 April 2024, in line with contractual entitlements.

2425 39 Actions to be taken ahead of the national pay award for local council staff

RESOLVED: to approve a recommendation from the STAFFING COMMITTEE to place £5,000 from General Reserves into an Earmarked Reserve - Staff Costs to cover possible national and contractual pay rises and oncosts for officers of the Council.

2425 40 Rescheduling and approval of external staffing roles review

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The Clerk reported that an external staffing review scheduled to take place in 2023 had been postponed. YLCA were to carry out the review. FULL COUNCIL had previously resolved to fund expected costs up to £420 from General Reserves. At its meeting on 29-04-2024 the STAFFING COMMITTEE considered whether fresh approval for the costs of an external review needed to be sought from FULL COUNCIL.

RESOLVED: to approve a recommendation from the STAFFING COMMITTEE for expenditure of up to £420 from General Reserves for an external staffing review to be completed in 2024.

MISCELLANEOUS ITEMS

2425 41 Items for Publicity

Potential items for publicity arising from the meeting included:

- Committee chairs and membership for 2024-25;
- Purchase and use of Speed Indicator Device (SID).

Members were also encouraged to continue distributing the recent HVPC leaflets via Summer events - supplies of leaflets available from the Exhibition Room.

The meeting closed at 9.20pm.