

HOLME VALLEY PARISH COUNCIL

DRAFT Minutes of the **CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE - MONDAY 23 OCTOBER 2023 at 7.00 PM** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HOLMFIRTH, HD9 3AS**

WELCOME

The Chair welcomed all Committee members.

PUBLIC QUESTION TIME

No members of the public were present.

PROCEDURAL MATTERS

2324 48 **Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014**

Local (Parish and Town) **HOLME VALLEY PARISH COUNCIL** meetings can now be recorded. This meeting was recorded by the Clerk in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#).

No other recordings were made.

2324 49 **Apologies and reasons for absence**

Apologies and reasons had been circulated prior to the meeting starting. Additional apologies and reasons were received immediately prior to the meeting.

Cllr Fernandes has a 6 month dispensation in place approved at CACE 4 September 2023.

APPROVED: apologies and reasons for absence from Cllr Liles, Cllr Fernandes, Mbr K Warren and Mbr R Hogley.

2324 50 **Items on the agenda to be discussed in private session**

No items on the agenda were to be discussed in private session.

2324 51 **Written requests for new DPI dispensations**

None had been received.

2324 52 **Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

Cllrs Blacka, Stewart, Holmes and Rostron declared an interest in item 2324 69.

RESOLVED: Cllrs Blacka, Stewart, Holmes and Roston will speak on item 2324 69 but not vote.

HOLME VALLEY PARISH COUNCIL

2324 53 Minutes of the Previous Meetings

The Clerk reported on item 2324 32 and actions from the previous meeting regarding applying for grant funds from West Yorkshire Mayor's Fund and providing advertising space (within the confines of regulated restrictions) for companies contracted for work.

NOTED: The Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting held on 4 September 2023 items 2324 25 to 2324 47.

CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE – REPORTS AND ACTION-PLANNING

2324 54 Communications and Engagement Working Group – Feedback from interim meetings Autumn 2023

The Working Group key priorities and action plans were considered at FULL COUNCIL on 9 October 2023.

Progress and priorities with the action plans will be addressed in item 2324 57.

2324 55 Climate Action Working Group – Feedback from interim meetings Autumn 2023

The Working Group key priorities and action plans were considered at FULL COUNCIL on 9 October 2023.

Progress and priorities with the action plans will be addressed in item 2324 57.

2324 56 Public Transport Working Group – Feedback from meetings including members from the SERVICE PROVISION committee

A Working Group has been established with members from both SERVICE PROVISION and CACE committees to review HVPC's contribution to local transport schemes with a view to making improvements.

Cllrs Blacka, Morgan and Stewart reported on progress including meeting the West Yorkshire Combined Authority on 26 September 2023 and research in to subsidised bus travel for young people. The group also met on 2 October 2023 and the working group will continue to investigate the cost implications of subsidised or free travel with Stotts busses, explore methods to publicise services such as the "H" busses and access bus, and have set a goal to increase bus use by 100% by the end of 2024.

2324 57 CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE priorities and key actions

At the FULL COUNCIL meeting on 9 October 2023 HVPC COMMITTEES including the CLIMATE ACTION, COMMUNICATIONS, AND ENGAGEMENT COMMITTEE approved the priorities of the COMMITTEES for 2023-27.

NOTED: The key priorities and an up-to-date action plan working document considered at FULL COUNCIL on 9 October 2023.

A Discussion was held on the action plan for Communications and Engagement:

HOLME VALLEY PARISH COUNCIL

RESOLVED: The exploratory work on a new website will be delegated to the clerking team and Mbr J Brown who will create a specification for the requirements and invite organisations to put forward proposals to potential suppliers. Options will be brought to the next CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE on 4 March 2024.

RESOLVED: The exploratory work on a brand and logo update will be delegated to the clerking team and Mbr J Brown who will invite organisations to put forward proposals to potential suppliers. Options will be brought to the next CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE on 4 March 2024.

RESOLVED: The Assistant Clerk will work with Cllrs Whitelaw, Holmes, Rostron, Morgan and Stewart to produce a trial print newsletter to be distributed in late 2023.

ACTION: An action for the Assistant Clerk is to approach "Social Progress" about what training they may be able to offer in supporting the communication and engagement aims of HOLME VALLEY PARISH COUNCIL and report back to the committee on 4 March 2024.

ACTION: An Action for the Assistant Clerk is to add LinkedIn to the action plan as a social media platform to explore the use of.

RESOLVED: The Communications and Engagement working group will explore ways to evaluate the effectiveness and reach of printed external communication.

ACTION: An action for the Clerk is to add a standing item on FULL COUNCIL agendas for Kirklees Cllrs who are also Parish Cllrs to report back on relevant activity and news from Kirklees.

ACTION: An action for Cllrs is to attend the Ward Councillors forums when possible and report and share their activity at future meetings.

ACTION: An action for the Clerking team is to request the notes from Holme Valley Ward Forums from Julia McDowel.

The Clerk reported on progress with energy grants for The Civic.

ACTION: An action for the CLIMATE ACTION working group is to draft a Freedom of Information request to Kirklees on carbon emissions.

The committee discussed feasible ways forward with the projects on the action plan.

RESOLVED: The CLIMATE ACTION and COMMUNICATIONS AND ENGAGEMENTS working groups will work to prioritise and order the action plan and update the document with progress against the actions.

RESOLVED: The committee approved up to £4,500 of expenditure from budget line 4810 Energy Strategy for the purchase and installation of solar panels at the central Holmfirth public toilets.

RESOLVED: Cllr Green will work with the clerking team to progress the purchase and installation of solar panels at the central Holmfirth public toilets.

A discussion on progressing feasibility studies will be deferred to the next meeting.

RESOLVED: The item on the action plan regarding a Land Charity asset transfer of the Civic Hall

HOLME VALLEY PARISH COUNCIL

is to be removed from the action plan.

The Deputy Clerk updated on plans for the Grants Working Group to be reestablished to review the grants process and criteria, which will include climate emergency concerns.

At this point agenda items 2324 58 and 2324 59 were considered out of order to allow for more informed decision making on item 2324 58.

2324 59 Recommendations from the FINANCE AND MANAGEMENT COMMITTEE

Following a meeting on 25 September 2023 the FINANCE AND MANAGEMENT COMMITTEE has approved the following grants, but recommends that they be paid from the listed CLIMATE ACTION, COMMUNICATIONS, AND ENGAGEMENT budget lines:

1. 4315 Community Assets grant - Brockholes Village Trust - £588 - heat loss survey and draft proofing at the village hall
2. 4315 Community Assets grant - Cartworth Moor Cricket Club - £3,038 - roof insulation and LED lighting
3. 4315 Community Assets grant - 4315 Community Assets grant - Wooldale Wanderers AFC - £2,500 - x6 Dimplex energy-efficient wall heaters
4. 4315 Community Assets grant - Upperthong Village Hall - £4,500 - replace roof felt
5. 4315 Community Assets grant - Honley Village Community - £2,250 - improve biodiversity at Magdale dam
6. 4405 Community Benefits grant - Honley Village Community - £405 - Magdale map
7. 4405 Community Benefits grant - fairandfunky - £750 - towards climate change workshops for x10 Holme Valley schools Honley Village Community

RESOLVED: Taking advice from the Deputy Clerk the committee resolved to approve the use of committee budget as presented by the Deputy Clerk to pay the recommended grants listed (with the exception of item 7 fairandfunky due its reconsideration by FINANCE AND MANAGEMENT).

RESOLVED: Recommendation to FULL COUNCIL to vire funds from CLIMATE EMERGENCY budget lines to FINANCE AND MANAGEMENT grants budget lines as presented by the Deputy Clerk to cover this expenditure.

2324 58 CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Budget and Earmarked Reserves 2023-24 and Recommendations for 2024-25

A report on the Committee's Year-to-date and Projected Expenditure against Budgets 2023-24 and a projected expenditure for 2023-24 by transaction was prepared by the Deputy Clerk.

The Deputy Clerk gave a summary of the financial picture and advised on what would need to be resolved upon in line with the schedule for the 2024-25 budget.

An EMR 341 Climate Emergency Projects remains with £13,937 after projected expenditure for the year 2023-24.

HOLME VALLEY PARISH COUNCIL

NOTED: the contents of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Year-to-date and Projected Expenditure against Budgets 2023-24 and projected expenditure reports.

RESOLVED: Recommendation to FULL COUNCIL to transfer £7,000 from the EMR 341 Climate Emergency Projects to the committee budget for 2024-25 to be used for website expenditure.

RESOLVED: The remaining £6,937 in the EMR 341 Climate Emergency Projects will be considered for a commissioning survey for district heating pending further exploration by the CLIMATE ACTION working group.

RESOLVED: To simplify the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT budget lines for the year 2024-25 to be one line for Climate Action and one line for Communications and Engagement.

RESOLVED: Recommendation to the FINANCE AND MANAGEMENT COMMITTEE that the budget for the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT committee budget requirements for the year 2024-25 total £13,000 to cover expected expenditure as follows:

- £7,000 for a new website and associated costs (to be taken from the existing EMR 341).
- £5,000 publications, event publicity and newsletters
- £3,000 for awards
- £5,000 for sustainability events

(Total £13,000 budget plus £7,000 from EMR 341 = £20,00)

At this point the committee approved more time for the meeting to go on beyond 9pm.

ONGOING PROJECTS

2324 60 Holme Valley Covid Memorial

The Holme Valley Covid Memorial – was a project of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE under the last Council that had not been completed by the end of that council's term of office.

At the meeting on 10 July 2023 it was **RESOLVED** that a working group formed of Cllr Blacka, Cllr Stewart and Cllr Liles with support from former councillor Jason Brook as Chair to work to bring proposals to the Committee. A meeting was arranged for 6.30pm on Monday 11 September at the Exhibition Room.

Cllr Blacka reported on progress and made recommendations from the working group that the memorial would take the form of a small fruit orchard and plaque at 2 sites in Holmfirth and Honley. A site visit to the proposed Holmfirth plot will take place in the coming weeks.

RESOLVED: Recommendation to FULL COUNCIL to create an Ear Marked Reserve of up to £6,000 from General Reserves for the Covid Memorial.

2324 61 Holme Moss Topograph

The Holme Moss Topograph project is now complete, members, councillors and the Assistant Clerk attended an unveiling on 22 September 2023.

The Deputy Clerk gave a summary of payments made on the work for the Topograph.

HOLME VALLEY PARISH COUNCIL

NOTED: The final balance of the remaining £1,065 for the Topograph will be paid following the FULL COUNCIL meeting on 18 December 2023.

Cllrs and members visiting the site are requested to monitor the carving for weathering.

2324 62 Cycling Event

The Holme Valley Cycling Festival was held on 10 September 2023 at Sands Recreation Ground.

NOTED: A summary of feedback by the Assistant Clerk was presented with the papers.

A discussion took place regarding a repeat of the event in 2024.

RESOLVED: An event for June 2024 was delegated to the Climate Action working group to progress with the Assistant Clerk with an initial outlined budget of up to £5,000 pending approval of 2024-25 budgets.

2324 63 Business & Community Group Database update

The Assistant Clerk to gave a verbal report on progress towards completing a database of businesses and community groups.

It is anticipated that the database will support the Committee in expanding its influence and communicating with stakeholders directly with consultations, news, and events as well as supporting other functions of the HOLME VALLEY PARISH COUNCIL. It is estimated that the database will be available for use by the end of the calendar year.

ACTION: The COMMUNICATIONS AND ENGAGEMENT working group will consider their recommendations on what communications to use the database for.

2324 64 The future of the HOLME VALLEY PARISH COUNCIL Climate Action website

It was **RESOLVED** at the meeting on 4 September 2023 that Cllr Green and mbr Brown would support the review the content of the Climate Emergency website and decide what should be migrated to HVPC main website.

The Assistant Clerk reported that The Climate Emergency website has been temporarily reactivated by in order for the review to be carried out and progress had been made on mapping the section of the HVPC website that the content will be migrated to. Cllr Green and Mbr J Brown will continue to support the Assistant Clerk in selecting material to migrate.

MEDIA AND PUBLICITY

2324 65 Publicising the work of the HOLME VALLEY PARISH COUNCIL through print media

The Assistant clerk gave a summary of the print media produced since the last meeting, the results of a social media poll on readership of Time In Time Out, and possible options for outside cover print and associated costs.

NOTED: Print reports of the work of HOLME VALLEY PARISH COUNCIL published September and

HOLME VALLEY PARISH COUNCIL

October 2023 in TITO magazine.

NOTED: Print reports of the work of HOLME VALLEY PARISH COUNCIL published Autumn 2023 in Hepworth Focus magazine.

2324 66 Social media and website coverage

The Assistant Clerk gave an overview of recent social media activity.

NOTED: Summary of Facebook posts and engagement statistics from the HVPC account 17 August to 17 October 2023.

2324 67 External communication plan

The Assistant Clerk gave an overview of the weekly external communications planner and upcoming news stories.

ACTION: an action for the Assistant Clerk is to email out to Cllrs each month for news items.

COMMUNITY ENGAGEMENT

2324 68 Awards 2024

It was **RESOLVED** that the Communications and Engagement Working Group will do a full review of all awards and Christmas card competition, and that the Climate Action Working Group will consider criteria and categories for environmental awards.

The time frame for the existing Community Champion awards would take proposed award winners to FULL COUNCIL on 29 January 2024 for approval and to be presented to the winners at the ANNUAL PARISH MEETING on 18 March 2024 . This therefore entails resolving on an award nomination and shortlist process to be concluded by 8 January 2024.

The Assistant Clerk gave an overview of the proposed awards for March 2024 and Autumn 2024.

Following the Community Champion Awards in March 2024 it is proposed in the CACE priorities action plan that going forward there will be a combined business and community awards for the Holme Valley to take place each Autumn, starting from Autumn 2024 that will replace the Community Champion and Tidy Trader awards.

Cllrs and members suggested that the nomination process could include nominations from the public via email and social media with a deadline of 21 December 2023.

RESOLVED: The committee delegated the Community Champion Awards nomination and selection process to a working group formed of Cllr Brook, Cllr Whitelaw, Mbr J Brown and the Assistant Clerk to be concluded by 8 January 2024, with details of shortlisted nominees to be presented to FULL COUNCIL on 29 January 2024.

NEW PROJECTS

2324 69 D-Day Beacon Lighting Event

HOLME VALLEY PARISH COUNCIL

The Clerk reported that further information on the 80th Anniversary of D-Day on 6 June 2024 event has been received from Bruno Peek: Letter to Town, Parish and Community Councils. Cliffe Rec and Holme Moss had been used in similar events previously.

RESOLVED: This item will be deferred to FULL COUNCIL on 18 December 2023.

2024 70 Request to Kirklees to cease the use of Glyphosate

The Clerk and Cllr Morgan report that following work from the CLIMATE ACTION WORKING GROUP Cllr Morgan with support from The Clerk had drafted a written communication to Kirklees MBC from the HVPC CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE regarding the committee's request to cease the use of Glyphosate in the Holme Valley and ideally all of Kirklees.

RESOLVED: The committee approved the draft letter pending an amendment suggested by Cllr Morgan.

RESOLVED: The letter would be sent to the 6 Kirklees Holme Valley Ward Councillors.

ACTION: Cllr Morgan will investigate other councils that have had success in this area with a view to replicating actions.

2324 71 Stone shelter SH1 – proposal to install a sedum roof in conjunction with Friends of Honley

The clerk reported on an enquiry regarding ownership of stone shelter on Eastgate, Honley, opposite the Yorkshire Building Society and has confirmed that this shelter is in the ownership of Holme Valley Parish Council.

The enquiry was from Friends of Honley who are interested in contributing £890 from their Honley Open Gardens event to developing a sedum roof for the shelter as part of an effort to offset carbon emissions.

Friends of Honley had progressed to getting a quote for the installation of a sedum roof (£2,956.96) and also a quote for repairs to the shelter (£4,026.98).

This project is at an early stage.

The clerk has requested that the HVPC maintenance contractor inspect the shelter to make an assessment regarding any repairs necessary and provide a quotation for works. The maintenance of stone shelters is in the remit of the SERVICE PROVISION Committee. The Committee Chair, Cllr Baylin, is aware of the clerk's actions with respect to this matter.

It has been suggested that this may be a project the CLIMATE ACTION, COMMUNICATION AND ENGAGEMENT Committee may be interested in pursuing.

RESOLVED: The committee did not support this opportunity to install a sedum roof on the stone shelter at Eastgate, Honley.

ACTION: The Clerk will communicate the committee's decision not to go forward with the installation of the Sedum roof to Honley Open Gardens.

PUBLICISING THE WORK OF THE COMMITTEE

HOLME VALLEY PARISH COUNCIL

2324 72 Items for publicity

The PUBLICATIONS & COMMUNICATIONS COMMITTEE 14-09-21 motion 2122 27 press coverage has directed officers of the HOLME VALLEY PARISH COUNCIL to add an agenda item in all meetings asking Members what events or news from the meeting they wish to publicise via the press, website and/or Facebook.

No items were put forward.

Close 9.58pm