

HOLME VALLEY PARISH COUNCIL

DRAFT Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE - MONDAY 4 MARCH 2024 at 7.00 PM in THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HOLMFIRTH, HD9 3AS

Those present:

Chair: Cllr Sarah Whitelaw

Councillors: Cllr Chris Green (Deputy Chair), Cllr Jenny Holmes, Cllr Damian Brook, Cllr Alison Morgan, Cllr Tricia Stewart.

Members: Liz Bennett, Kim Warren.

Absent with apologies/reasons approved: Cllr Mary Blacka, Cllr Kath Fernandes, Cllr Joanne Liles, Cllr Martin Rostron, Rachel Hogley, Julia Brown, Jen McIntosh (Clerk).

Absent: Rob Hughes, Fran Bennett

Officers: Gemma Sharp (Assistant Clerk), Rich McGill (Deputy Clerk)

WELCOME

The Chair welcomed all Committee members

PUBLIC QUESTION TIME

No members of the public were present.

PROCEDURAL MATTERS

2324 73 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 74 Apologies and reasons for absence

Apologies and reasons had been circulated prior to the meeting starting.

NOTED AND APPROVED: Apologies and reasons for absence from Cllr Blacka, Cllr Fernandes, Cllr Liles, Cllr Rostron, Rachel Hogley, Julia Brown, Jen McIntosh (Clerk).

Members Rob Hughes and Fran Bennett were absent.

2324 75 Items on the agenda to be discussed in private session

RESOLVED: Cllrs resolved that item 2324 85 on Solar Panels would be held in private session due to commercial sensitivity.

2324 76 Written requests for new DPI dispensations

None had been received.

2324 77 Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Whitelaw declared a personal interest in item 2324 85.

Cllr Stewart declared a personal interest in item 2324 89.

2324 78 Minutes of the Previous Meeting

The Chair and Assistant Clerk reported on updates from the previous minutes that are not included in other agenda items.

NOTED: The Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting held on 23 October 2023 items 2324 48 to 2324 72 were noted by the committee.

ACTION: An action for the clerking team is to include an item for consideration at FULL COUNCIL of an increase in the number of CACE meetings per year.

ACTION: An action for the Assistant Clerk is to include a reconsideration of a sedum roof for a bus shelter in the next CACE agenda.

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

2324 79 Climate Action, Communications and Engagement Action Plan 2023-2027

The Assistant Clerk gave an overview of progress and updates to the CACE action plan.

NOTED: The updated version of the CACE Action Plan 2023-2027 was noted by the committee.

2324 80 Communications and Engagement Working Group – Feedback from interim meetings Autumn/Winter 2023/2024

Key Priorities identified by CACE members November 2023:

1. HVPC Brand refresh and website redesign to improve accessibility and appeal.
2. Logo and QR code stickers on Parish Council assets.
3. Review of Collaboration and Community Engagement activities. Audit and confirm community groups.

Cllr Whitelaw gave an overview of the work of the Communications and Engagement Working Group and an update on interim meetings, progress with actions and future plans.

2324 81 Climate Action Working Group – Feedback from interim meetings Autumn/Winter 2023/2024

Key Priorities identified by CACE members November 2023:

1. Explore possible funding applications to the government's decarbonising scheme - for retrofitting/energy conservation measures for PC buildings in partnership with HCCT and FoHL to improve the energy efficiency and carbon footprint of HVPC owned buildings.
2. Feasibility study and costing - Park and ride, alongside Stotts review Including costings and possibilities for subsidised or free travel periods. Encourage the increased use of public transport and active travel by residents and visitors to the Holme Valley.
3. Solar Panels on Parish toilets in Holmfirth.

4. Embed the Climate Emergency.

Cllr Green gave an update on the Climate Action Working Group and progress with actions and future plans.

2324 82 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. Updates from the working group are summarised in the CACE Action Plan 2023-2027.

Cllr Morgan gave an update on behalf of the Transport Working Group on progress and next steps.

ACTION: An action for the Assistant Clerk is to circulate the most recent meeting notes from the Transport Working Group.

2324 83 Biodiversity Policy

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021 it is now a statutory requirement for Town and Parish Councils to adopt a policy on biodiversity.

A draft adapted model policy had been prepared and circulated by the Assistant Clerk for consideration prior to the meeting.

The Assistant Clerk gave an overview of statutory requirements and options to expand on the minimum to include a wider environmental policy and/or action planning relating to biodiversity.

RESOLVED: The committee resolved to recommend to FULL COUNCIL to adopt the Biodiversity Policy pending amendments outlined in the discussion.

RESOLVED: The committee resolved that it was desirable to go beyond the minimum statutory requirements and the committee would work towards further biodiversity action planning and/or later expanding the policy to cover a wider environmental remit.

2324 84 Embedding the Climate Emergency in Parish Council Decision Making

The Statement of Intent in place for the life of Holme Valley Parish Council 2023-2027 was APPROVED at the FULL COUNCIL meeting on 18 December 2023.

Item 4 on the list detailed the Parish Council approach to the Climate Emergency:

Address the Climate Emergency

- Every action will be underpinned by the desire to address the climate emergency, which HVPC declared in 2019.
- This will apply to the PCs own actions and to the projects of grant recipients.
- Proposed actions will be measured against their impact on the natural environment and climate change.

ACTION: An action for Cllr Brook is to circulate the carbon calculator from WWF.

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ACTION: An action for the Assistant Clerk is to circulate the Parish Level carbon footprint data from the Centre for Sustainable Energy

ACTION: An action for the Assistant Clerk is to investigate any existing carbon audits on Parish Council buildings and share them with the committee.

2324 85 Installation of Solar Panels at Holmfirth Public Toilets

As *RESOLVED* in item 2324 75 this item was held in private session due to commercial sensitivity.

At the Climate Action, Communication and Engagement Committee meeting on 23 October 2023 the committee **APPROVED** a budget of 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 and **RESOLVED** that Cllr Green will work with the clerking team to progress the purchase and installation of solar panels at the central Holmfirth public toilets.

Quotes from 3 local providers were gathered and circulated amongst the CACE committee prior to the meeting.

Due to the location of the public toilets, the clerking team are also progressing prior planning approval of the installation with regards to the Holmfirth Conservation Area with Kirklees Council.

RESOLVED: The clerking team will progress the installation of the Solar Panels at Holmfirth Public Toilets with the chosen supplier.

RESOLVED: The committee resolved that Wooldale Electrical Company would be the preferred option for a development to install 10 solar panels on Holmfirth toilets roof. The full cost of this would be £12,000 including VAT and the actual cost to the Parish Council would be £10,000. Expenditure of this amount on this project will be a recommendation to Council 18 March 2023 since only FULL COUNCIL can approve expenditure over £5,000.

To fund its expenditure, the Committee would have to make recourse to different money streams and FULL COUNCIL would have to agree to this.

The commissioning of this project is dependent on approval of the design by Kirklees Conservation team, and the speed of their response. If prior approval for the development is given before 18 March 2024, then FULL COUNCIL will be asked to approve a payment of £3,000 deposit from budget line 4810 Energy Strategy which currently holds £3,624.

Thereafter, the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE resolved to request of FULL COUNCIL at the meeting 18 March 2024 that any underspend in its climate emergency budget lines at year end be moved to its earmarked reserve 341 EMR Climate Emergency Projects to fulfil the solar panels project as is likely it rolls over into the next financial year. The underspend on climate emergency budget lines is currently £7,356.70.

The earmarked reserve 341 EMR Climate Emergency Projects will at the start of financial year 2024-25 hold £6,697.

Given that the subsequent funding of this project would mean using money from an earmarked reserve, FULL COUNCIL will additionally have to approve that expenditure 18 March 2024.

RESOLVED: Recommendation to SERVICE PROVISION that a review of energy efficiency take place at the Holmfirth public toilets.

2324 86 CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Budget and Earmarked Reserves 2023-24

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

As the Council is approaching the end of the financial year, decisions are needed to manage funds in budget lines that are unspent.

Existing EMRs relating to the Climate Action, Communications and Engagement Committee are:

- EMR 336 Royal Events – Current balance £0
- EMR 337 COVID Memorial – Current balance £6,000
- EMR 341 Climate Emergency Projects – Current Balance £13,697 (£7,000 of this has been agreed to form part of the 2024-2025 CACE budget to cover website expenditure, leaving £6,697 in the EMR at 1 April 2024).

NOTED: The contents of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Year-to-date and Projected Expenditure against Budgets 2023-24 was noted by the committee.

RESOLVED: The CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE resolved to recommend to FULL COUNCIL 18 March 2024 that any underspend in its communications and engagements budget lines at year end be moved into a new earmarked reserve 345 EMR Communications and Engagement to allow progress on the committee's agreed priorities 2024-25. The underspend on communications and engagement budget lines (excluding the Holme Moss topograph) is currently £3,565.

2324 87 Holme Valley Covid Memorial

Cllr Whitelaw read an update received by email from Cllr Blacka.

2324 88 Business & Community Group Database

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

ACTION: An action for the Assistant Clerk is to progress the development of an e-Newsletter to be distributed using the database with support from the Communications and Engagement working group.

ACTION: Further development and a roll out of an E-Newsletter will be discussed at the Communications and Engagement Working Group meeting on 23 April 2024.

2024 89 Request to Kirklees to cease the use of Glyphosate

In a previous meeting on 23 October 2023 the CACE committee approved a letter to be sent to Holme Valley North and South Councillors at Kirklees.

Cllr Morgan gave an update on progress.

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NOTED: Responses to correspondence from Cllrs Crook, Davies and Greaves.

RESOLVED: Cllr Morgan is delegated to follow up on correspondence with Kirklees Councillors on the cessation of glyphosate use in Kirklees and will make reference to statutory requirements for policies on biodiversity.

MEDIA AND PUBLICITY

2324 90 Review of External Communication and Establishing a Communications and Engagement Strategy

Cllr Whitelaw gave an update on progress research for establishing a communications and engagement strategy.

Further development of a communications and engagement strategy will be discussed at the Communications and Engagement Working Group meeting in April 2024.

2324 91 The HOLME VALLEY PARISH COUNCIL Website and Climate Action content

A summary of the proposed work plan to scope, cost and implement a new website for Holme Valley Parish Council was put forward by the Assistant Clerk. This work includes the integration of existing content on the Climate Emergency.

The assistant clerk gave a verbal report on plans and expected timescales for the implementation of a new website and rebrand.

RESOLVED: The Assistant Clerk will progress with the work plan as presented to scope, cost and implement a new website and brand for Holme Valley Parish Council.

2324 92 Publicising the work of the HOLME VALLEY PARISH COUNCIL

Cllrs shared positive feedback they have received from the community about the Parish Council flier.

Cllr Whitelaw reported on plans for a video related to the flier for social media and website use.

NOTED: Print reports of the work of HOLME VALLEY PARISH COUNCIL published November 2023 to March 2024.

NOTED: HVPC flier produced by the working group.

2324 93 Social media and website coverage

The Assistant Clerk and Deputy Clerk/RFO continue to post items relevant to the work of HOLME VALLEY PARISH COUNCIL to the HOLME VALLEY PARISH COUNCIL website and Facebook page.

The Assistant Clerk updated the committee on engagement analytics and plans to better understand and increase social media and website traffic.

NOTED: Summary of Facebook engagement from the HVPC account 28 November 2023 to 25 February 2024.

COMMUNITY ENGAGEMENT

2324 94 Awards 2024

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At the FULL COUNCIL meeting on 29 January 2024 Cllrs **RESOLVED** to not proceed with the selection of Community Champions for 2024 until robust criteria and process have been put in place, to be developed by the CACE Committee and approved by FULL COUNCIL before implementation.

A discussion was held on ideas for community recognition.

RESOLVED: Cllrs resolved to bring to FULL COUNCIL a proposal for a community celebration event in lieu of awards. A working group consisting of Cllr Whitelaw, Cllr Green and the Assistant Clerk are delegated to finalise the proposals to go in to the full council agenda for 18 March 2024.

APPROVED: At this point Cllrs approved additional time to for the meeting to run beyond 9pm.

2324 95 Community Event Summer 2024

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

At a previous meeting on 23 October 2023 Councillors **RESOLVED** that:
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.

The Assistant Clerk gave an overview of possible options for summer events.

RESOLVED: A working group consisting of Cllr Whitelaw, Cllr Stewart, Cllr Holmes, K Warren, E Bennet and the Assistant Clerk will establish an activity on the theme of sustainable transport to exhibit at summer festivals in the Holme Valley.

2324 96 Honley Show 2024

The Assistant Clerk gave an update about the availability of pitches at the Honley Show on 29 June 2024.

RESOLVED: The assistant Clerk will progress the purchase of a pitch/table in the Countryside area at Honley Show 2024 for Holme Valley Parish Council use with a budget of up to £100 from budget line 4650 Communications and Engagement. The pitch will have a sustainable transport theme in line with item 2324 95.

PUBLICISING THE WORK OF THE COMMITTEE

2324 97 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.

The Assistant Clerk reported on requirements for pre-election sensitivity.

ACTION: An action for Cllr Whitelaw is to send a news item about Holme Village Winter Fest.

Close 9.15pm