

# Holme Valley Parish Council

**DRAFT MINUTES OF THE MEETING OF THE HOLME VALLEY PARISH COUNCIL**

**DATE: MONDAY 24 JUNE 2024**

**VENUE: THE CIVIC HOLMFIRTH HD9 3AS**

**IN THE CHAIR:** Cllr Pat Colling

**PRESENT:**

Cllr Lawrence Baylin  
Cllr Donna Bellamy  
Cllr Mary Blacka  
Cllr Tom Dixon (Vice Chair)  
Cllr Donald Firth  
Cllr Charles Greaves  
Cllr Chris Green  
Cllr Jenny Holmes  
Cllr Glenn Kirkby  
Cllr Alison Morgan  
Cllr Hugh Osborne  
Cllr Steve Ransby  
Cllr Martin Rostron  
Cllr Tricia Stewart  
Cllr Sarah Whitelaw  
Cllr Andy Wilson

**APPROVED APOLOGIES:** Cllr Isaac Barnett, Cllr Damian Brook, Cllr Andrew Fenwick, Cllr Kath Fernandes, Cllr Jo Liles

**OTHER ABSENCES:** None

**TAKING MINUTES:** Jen McIntosh (Clerk)

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

## DRAFT MINUTES

### 2425 42 Public Question Time

The Chair welcomed members and members of the public to the meeting.

In accordance with *Standing Orders 3 e to g* members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Cllr Bellamy arrived within the first minute of the meeting.

There were two members of the public present. One was to speak to item 2425 50 and one wished to speak to item 2425 51.

**RESOLVED:** that the member of the public present to speak to item 2425 50 should do so in Public Question Time and that for item 2425 51 Standing Orders should be suspended to allow the member of the public present who wished to speak to that item to do so.

# Holme Valley Parish Council

The member of the public present to speak to item 2425 50 spoke to seek permission for a banner advertising the new branding 'Make it your Holmfirth' to be displayed at the rear of Holmfirth Public Toilets.

## PROCEDURAL MATTERS

### 2425 43 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

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 44 Items to be heard in private session

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

### 2425 45 Apologies and reasons for absence

**APPROVED:** apologies and reasons for absence from Cllr Isaac Barnett, Cllr Damian Brook, Cllr Andrew Fenwick, Cllr Kath Fernandes, Cllr Jo Liles.

### 2425 46 Receipt of written Declaration of Pecuniary and Other Interests

Revised written Declarations of Pecuniary and Other Interests received from councillors were emailed out on Tuesday 28 May.

**NOTED:** receipt of updated written declaration(s) of pecuniary and other interests from Cllr Isaac Barnett, Cllr Lawrence Baylin, Cllr Donna Bellamy, Cllr Mary Blacka, Cllr Pat Colling, Cllr Tom Dixon, Cllr Andrew Fenwick, 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 and Cllr Andy Wilson.

### 2425 47 Declaration of interests in agenda items

Cllr Ransby declared an interest in item 2425 51 as a trustee of the Civic.

The Chair reaffirmed the view that where members are trustees of other bodies *to represent* the Parish Council whilst that may be acknowledged as an interest the member would still have rights to speak.

The Chair clarified that for the item today the two HVPC trustees for the Civic should not vote and that she expected the member of the public present to speak to the issue.

The Chair hoped that the Whole Council training in the process of being organised would throw further light on issues around the declaring of interests in meetings.

Cllr Stewart declared that the Kirklees Holme Valley South Ward Councillor is her stepson.

## TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

# Holme Valley Parish Council

## 2425 48 Minutes of Full Council meetings

**APPROVED:** the Minutes of the ANNUAL COUNCIL Meeting held on 13 May 2024 numbered 2425 01 to 2425 41.

To receive information regarding ongoing matters arising from the minutes which do not appear under other agenda items including:

- i. **Minute 2425 10 Office Holders 2024-25:** the following appointments of Vice Chairs have been made: FINANCE AND MANAGEMENT - Cllr Glen Kirkby; PLANNING – Cllr Andy Wilson; CACE – Cllr Green. The SERVICE PROVISION Vice Chair will be appointed at its meeting on 8 July 2024.
- ii. **Minute 2425 15 Minutes of Full Council meetings:** it remained an action for the Clerk to write to the Chair of HCHCT to summarise the Parish Council’s position on The Civic boundaries and the correspondence with Hightown Lane neighbours.
- iii. **Minute 2425 17 Holmfirth Blueprint – progress:** efforts are being made via the PLANNING COMMITTEE to contact key Kirklees officers/directors to obtain up-to-date feedback concerning the Holmfirth Blueprint.
- iv. **Minute 2425 22 Reports from Kirklees Ward Councillors:** Clerk had placed in the narrative of the agenda that ‘this item will no longer feature in FULL COUNCIL agendas’. Cllr Whitelaw spoke to the issue, explaining that the item was intended to allow councillors to give factual feedback. Cllr Dixon explained that he had asked for the item to be removed due to a concern that Parish councillors should not be expected to answer questions about Kirklees matters when they were attending as Parish Councillors. A number of councillors spoke to the issue.  
Cllr Greaves arrived at 7.13pm during this item.

**RESOLVED:** that Reports from Kirklees Ward Councillors be reinstated as a Standing Item in future Full Council agendas.

- v. **Minute 2425 26 Civic Underlease:** Clerk reported that HCHCT has confirmed that it wished HVPC to consider signing the underlease provided in 2017. The underlease had subsequently been shared with the Parish Council’s legal representatives to provide a written report in due course.

## THE COMMITTEE MINUTES UNDER DELEGATED POWERS

### 2425 49 Minutes of Standing Committee meetings

**APPROVED:** the Minutes of the STAFFING COMMITTEE Meeting held on 29 April 2024 numbered 2425 01 to 2425 16.

**NOTED:** the Minutes of the PLANNING COMMITTEE Meeting held on 20 May 2024 numbered 2425 20 to 2425 41 **APPROVED** at the meeting of the PLANNING COMMITTEE Meeting held on 17 June 2024.

**APPROVED:** the Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Meeting held on 3 June 2024 numbered 2425 01 to 2425 24 with an amendment to Minute 13 regarding those attending to say ‘Cllr’ Morgan and Blacka, not ‘Member’.

# Holme Valley Parish Council

**APPROVED:** the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 10 June 2024 numbered 2425 19 to 2425 38.

## MATTERS RESERVED FOR FULL COUNCIL

### 2425 50 Request from Holmfirth Business Together to display a temporary banner attached to Holmfirth Public Toilets

A member of the public present spoke in support of the motion, explaining that guidance had been obtained from Kirklees Planning and Development Service regarding displaying a banner, indicating that no permission would be required from Kirklees Conservation Team as the banner would be a temporary structure fixed to the building. Holmfirth Public Toilets are within a conservation area but is not a listed building.

The design work for the banner had been signed off by the Town Centre Planning Group with a Parish Councillor present.

**RESOLVED:** to give permission for a temporary banner to be erected by Holmfirth Business Together on the side of Holmfirth Public Toilets facing the bus station to promote Holmfirth and Summer events taking place in 2024.

The member of the public left the meeting following this item.

### 2425 51 The Civic – requests from the Trustees

The member of the public present spoke as Chair of Holmfirth Civic Hall Community Trust, referring to the stronger position of the Trust as a result of the addition of skilled trustees and the appointment of the architect to work alongside the Trust.

Councillors were pleased to see that longer term views were being taken and a vision developing.

**RESOLVED:** to introduce 5 yearly reviews of the HCHCT lease and - if all parties are in agreement at that time - at each review extend the lease back to at least 25 years duration.

**RESOLVED:** to seek a legal opinion regarding the amending of the HCHCT lease so that HVPC takes responsibility for repairs to the fabric of the building, whilst responsibility for modifications, developments and improvements remain the responsibility of HCHCT.

**APPROVED:** payment of £40,000 approved expenditure for 2024/5 to commence additional investigations and urgent works.

Funds to come from Earmarked Reserve EMR 329 Holmfirth Civic £30,000 and Budget Line 4310 Holmfirth Civic £10,000.

The member of the public left the meeting at the conclusion of the item.

### 2425 52 Referrals to the Monitoring Officer

# Holme Valley Parish Council

Clerk relayed information from the Kirklees Monitoring Office. The Chair stated that a new Monitoring Officer had been appointed.

It was stated that it would be useful to know what the nature of any referral was as a learning point. The protocol was that the Parish Council would receive outcomes in due course from the Monitoring Officer which may include recommendations.

Councillors were reminded that the Whole Council training was the result of a recommendation from the Monitoring Officer regarding declarations of interests.

**NOTED:** information that 1 referral concerning a councillor was to be considered by an assessment panel in relation to an alleged breach of the code of conduct, 3 referrals had been concluded with no breach found and 2 further referrals remained open.

## **2425 53 Annual Governance and Accountability Return 2023-24**

Deputy Clerk/RFO reported.

Full Council **NOTED** the Annual Internal Audit Report 2023/24 and the updated Fixed Asset List with breakdown of topograph cost.

### **APPROVED:**

- (1) Annual Governance Statement 2023/24 – subsequently signed by the Chair and Clerk.
- (2) Accounting Statements 2023/24 – subsequently signed by the Chair.
- (3) All supporting documentation including:
  - a. Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return.
  - b. Confirmation of the dates of the period for the exercise of public rights.
  - c. Bank Reconciliation.
  - d. Reconciliation between Box 7 and Box 8 of the accounting statements.
  - e. Explanation of variances.
  - f. Contact details.
  - g. Notice that the Accounting Statements are unaudited and may be subject to change.
  - h. Letter confirming the amount of the precept.

The Chair congratulated the clerk team and the Deputy Clerk/RFO in particular on the excellent work represented in the completed AGAR. This demonstrated the distance travelled by the Parish Council with regards to financial reporting since the Deputy Clerk/RFO's appointment.

Deputy Clerk/RFO to forward the approved and certified Annual Governance and Accountability Return 2023/23 Form 3 with all supporting documentation to the external auditor PKF Littlejohn.

## **2425 54 GDPR compliant Privacy Notices - revised**

Revised Privacy Notices were presented for posting on the website. One was for the public and the other was for staff, councillors and other role-holders.

# Holme Valley Parish Council

The notices are required for the Council to be GDPR (2018) compliant, were based on NALC models and was an action from Internal Audit.

**APPROVED:** revised Privacy Notices for the public and for staff, councillors and other role-holders as presented.

## 2425 55 Reserves Policy

The policy presented aimed to give a clear picture of the position regarding the calculation of General Reserves for reporting to councillors.

The Deputy Clerk/RFO confirmed that the Reserves Policy could be further revised at a future date if desired.

**APPROVED:** the updated Reserves Policy, as presented, with amendment to reflect the strategic priorities agreed December 2023.

## OTHER FINANCIAL MATTERS

### 2324 56 Council Budget 2024-25 Year-To-Date including Earmarked Reserves

Deputy Clerk/RFO reported that income had been received for allotment and garage rentals. Insurance costs for the Parish Council were significantly over budget.

**NOTED:** Budget Year-To-Date Report including Earmarked Reserves.

### 2324 57 Schedule of Payments

Deputy Clerk/RFO reported on the Schedule of Payments June 2024.

**NOTED:** the Schedule of Payments for June 2024 as presented.

### 2425 58 Ward asset register survey of benches, war memorials and other small assets - update

Clerk reported that the Council had previously **RESOLVED** to request all members to make any amendments to ward asset registers and thanked those members who had provided her with updated ward registers. These had been combined as HVPC Asset Condition Survey 13-06-2024.

Some updates had been missed by the clerk and needed to be added; further updates would also be welcomed. Updating was an ongoing process.

It was asked what the next step would be. Some assets had been reported as being in need of repair back in October 2023. When would repairs etc be carried out? It had been raised at Service Provision Committee. It was important to consider improvements needed to the fabric of Holmfirth; this was more important than approving banners and part of the Parish Council's remit.

The issues shared were referred to the Service Provision Committee meeting scheduled for 8 July.

# Holme Valley Parish Council

Clerk to further update ward asset registers.

## **2425 59 Councillor training – evaluations received**

Clerk reported that councillors are asked to complete a brief evaluation of any training undertaken. Two such evaluations had been shared prior to the meeting.

It was stated that such evaluations should feed into the Parish Council's ongoing work.

Clerk to adapt the proforma with a section on recommendations for next actions/follow up.

## **REFERRALS FROM STANDING COMMITTEES**

### ***FINANCE AND MANAGEMENT COMMITTEE***

## **2425 60 Referral from Finance and Management Committee**

As context, councillors were reminded that the Parish Council was able to claim back VAT paid on much of its expenditure. With that in mind, the Finance and Management Committee had been debating whether this has relevance to payments made to fund, for example, repairs to The Civic.

Since the setting up of Holmfirth Civic Hall Community Trust, the Parish Council had paid towards works at The Civic through grants. A disadvantage of this was that the Community Trust could not claim back VAT on its expenditure, like the Parish Council can.

Cllr Liles and the RFO/Deputy Clerk had consulted with Cllr Liles' accountant on this matter. The accountant, from Paul Howley and Co, felt that the Parish Council could reclaim VAT on such expenditure. He said that, given that the Parish Council is not a business, is not constituted to make a profit, and its purpose is to benefit the people of the Holme Valley, then VAT could be reclaimed so long as:

- The Parish Council is the sole funder of the cost of a specific works project.
- That Holmfirth Civic Hall Community Trust, who under the terms of the lease have full responsibility for the repairs of The Civic, agrees to this arrangement.

**RESOLVED:** to ask for the informal advice received to be put in writing – the advice being that the Parish Council could directly pay a contractor or supplier of a specific works project at The Civic, - of which it was the only funder, - and thereafter claim the VAT back.

Deputy Clerk/RFO to seek written confirmation of advice given.

Clerk to raise the issue when legal advice is sought regarding potential Civic lease alterations.

### ***CACE COMMITTEE***

## **2425 61 Big Community Celebration**

The working group delegated to organise the Community Celebration reported they are making good progress on planning the event. The Large Hall at The Civic was booked for 9<sup>th</sup> November

# Holme Valley Parish Council

10am-4pm and Save the Date cards obtained and in the process of being distributed. The working group will keep the Parish Council informed of further developments and welcomes the input of all members. The event was an ambitious opportunity for the Parish Council to engage with the community, so the working group would welcome as many people being involved as possible.

## 2425 62 Approval of Payment

At its meeting on 20 May 2024 in item 2425 40 the PLANNING COMMITTEE **RESOLVED** to recommend to Council to approve the payment of £474 + £94.80 VAT totalling £568.80 from the earmarked reserve 343 EMR Road Safety via budget line 4505 Neighbourhood Planning for the purchase of a second set of road safety bollards.

**APPROVED:** the payment of £474 + £94.80 VAT totalling £568.80 from the earmarked reserve 343 EMR Road Safety via budget line 4505 Neighbourhood Planning for road safety bollards to be supplied to Brockholes School.

## MISCELLANEOUS ITEMS

## 2425 63 Chair's Report

The Chair gave a verbal report on her activities on behalf of HOLME VALLEY PARISH COUNCIL which included attending the Kirklees Civic Service for the Mayor 2023-4, the Kirklees Mayor-making for 2024-5 and the opening of the Holmfirth Arts Festival at the Co-op Café. She was due to attend Honley Show.

**NOTED:** the Chair's Report as described above.

## 2425 64 West Yorkshire Mass Transit Briefing

A political briefing summary was received from the West Yorkshire Combined Authority on 3 June 2024 by email and was forwarded to all members. The briefing provided an update on **Mass Transit (MT)** and the **Local Transport Plan 4 (LTP4)**, both of which represent significant investments in the region.

As there were no implications for the Holme Valley no further action was required at that time.

## 2425 65 Whole Council Training – for information

The whole council training planned for Monday 1 July 2024 had been rearranged to Tuesday 24 September due to the timing of the General Election. Following feedback from councillors 19 places had been provisionally booked, to include 17 councillors and 2 members of the clerk team. Each place cost £28 and mileage costs were estimated to be £36.90. The clerk suggested up to £10 be spent on refreshments to include sandwiches and tea/coffee. Room hire for 4 hours (to include set up and take down) of the Lesser Hall would cost £128 (£32 per hour). The total estimated cost is therefore £706.90.

The Chair and the Clerk would give a debrief on the training to any councillor unable to attend.



# Holme Valley Parish Council

**NOTED:** revised arrangements for whole council training to take place Tuesday 24 September 6-9pm in the Lesser Hall at the Civic.

**APPROVED:** expenditure of up to £766.90 - £686.12 from budget 4061 Councillor Training and up to £80.72 from budget 4046 Staff Training - for a whole council training event.

The Clerk had completed a Training Requirements brief to be submitted to YLCA which reflected the recommendation from the Kirklees Monitoring Officer that all councillors receive training regarding declaring interests. The clerk explained that YLCA were keen for each individual councillor to submit a personal training request form for forwarding to YLCA. These were distributed at the meeting with an envelope for confidentiality. The Clerk asked for those to be returned to the Council Office by 4pm Thursday 22 August for collating and sending on in confidence to YLCA. The YLCA deadline for receipt of the Training Requirements form was 31 August 2024.

## **2425 66 Appointment of a Representative to Earnshaws Foundation Charity Holme**

The Clerk reported that telephone contact on behalf of Earnshaws Foundation Charity Holme (Upper Holme Valley Ward) was received on 13 May 2024, asking if a councillor representative could be appointed to the Charity. This charity had been removed from the list of representatives to be considered for 2024-25 due to incorrect information that the charity was not operating. Ex-Cllr James had been the nominated person in 2023-24.

The purpose of the Charity was the promotion of education including religious education in Holme and its environs.

**APPROVED:** appointment of Cllr Sarah Whitelaw as HVPC representative to Earnshaws Foundation Charity, Holme.

Before proceeding to item 2425 67 the Chair referred back to **item 2425 48 Minutes of Full Council meetings** and referred to **minute 2425 22** from 13 May 2024 – no resolution had been made as part of the item. The clerk stated that it may have been the Full Council meeting in October or December 2023 which resolved that reports from Kirklees Ward Councillors be a standing item.

## **2425 67 Items for Publicity**

A possible future focus suggested was the Civic: explaining and celebrating the Parish Council's role in preserving, repairing and utilising this facility with a focus on this being a project reflecting community involvement and consultation.

The Assistant Clerk noted that, with the election nearing, the Parish Council was in the period of heightened sensitivity and, in line with guidance, a decrease in social media postings etc from the Parish Council reflected that.

***The meeting closed at 8.26pm.***