

# HOLME VALLEY PARISH COUNCIL

**APPROVED MINUTES of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE  
MONDAY 3 JUNE 2024  
7.00 PM THE CIVIC, HOLMFIRTH**

## **Those present:**

Chair: Cllr Sarah Whitelaw

Councillors: Cllr Donna Bellamy, Cllr Mary Blacka, Chris Green, Cllr Jenny Holmes, Cllr Alison Morgan, Cllr Hugh Osborne, Cllr Tricia Stewart.

Members: (appointed in the meeting) Liz Bennett, Julia Brown.

Absent with apologies/reasons approved: Cllr Joanne Liles, Cllr Martin Rostron.

Officers: Jen McIntosh (Clerk), Gemma Sharp (Assistant Clerk).

## **DRAFT MINUTES**

### **WELCOME**

The Chair welcomed all Committee members, both previous and new.

### **PUBLIC QUESTION TIME**

Prior to the commencement of the business session of the Committee, there was an open session for members of the public to speak to Members. There were two members of the public present; both wished to be considered as members of the COMMITTEE.

### **PROCEDURAL MATTERS**

#### **2425 01 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.

Chair to ask if any Committee member or member of the public wishes to record the meeting in addition to the arrangements referred to above.

**NOTED:** in accordance with the *Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014* the meeting was being recorded by the Assistant Clerk in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#).

No other recordings were requested.

#### **2425 02 The election of up to 6 co-opted members of the committee**

Clerk reported that HOLME VALLEY PARISH COUNCIL Standing Orders and Scheme of Delegation both specify that in addition to the committee membership of 13 elected parish councillors up to a further 6 members of the public can be co-opted onto the committee.

Co-opted members have the right to receive agendas etc and participate in meetings. Only the 13 elected members can vote.

Existing public members of the CLIMATE EMERGENCY STANDING COMMITTEE had been emailed

# HOLME VALLEY PARISH COUNCIL

regarding their possible interest in continuing on this committee or to nominate a replacement. One had replied to say they did not wish to be considered and two had yet to respond.

Co-opting members can be considered at each meeting whilst ever places were available.

**APPROVED:** the election of Julia Brown and Liz Bennett as co-opted members of the COMMITTEE.

A member of the public who was a COMMITTEE member in 2023-24 had sent apologies and reason for this meeting. The Clerk reported that her membership could be considered at a future meeting when present.

## **2425 03 The election of the vice-chair of the committee for 2024-25 to serve from 3 June 2024 onwards**

In line with Standing Orders and the Scheme of Delegation the task of electing a vice chair for this committee had been given to the committee by FULL COUNCIL.

**APPROVED:** The election of Cllr Chris Green as Vice Chair of the CACE COMMITTEE for 2024-25.

## **2425 04 Apologies and reasons for absence**

Apologies and reasons were circulated prior to the meeting starting.

**APPROVED:** apologies and reasons for absence for Cllr Jo Liles and Cllr Martin Rostron.

Member from council year 2023-24 Kim Warren had also sent apologies and reason.

Cllr Morgan would be arriving during the meeting.

## **2425 05 Items on the agenda to be discussed in private session**

**RESOLVED:** to consider item 2425 19 in private session due to commercial sensitive information.

The public recording of this item was to be removed and any members of the public then present were to move to a waiting room.

## **2425 06 Receipt of any updated written Declarations of Pecuniary and Other Interests**

Clerk reported that revised written Declarations of Pecuniary and Other Interests received from councillors including committee members had been emailed out on Tuesday 28 May prior to the meeting.

**NOTED:** receipt of updated DPIs from Cllr Bellamy, Cllr Blacka, Cllr Green, Cllr Holmes, Cllr Liles, Cllr Morgan, Cllr Osborne, Cllr Rostron, Cllr Stewart and Cllr Whitelaw.

Clerk reported further that a query had been raised as to whether it was desirable for members of the public elected as non-voting members of this committee to also complete a written declaration of pecuniary and other interests. Clerk advised that this was not a legal requirement and would be on a voluntary basis only. Any such DPIs could be shared confidentially only with other committee members.

The discussion regarding this matter included the following points:

- The Council should not be acquiring information that was not needed.
- It was a legal requirement that co-opted members declare interests in agenda items.

# HOLME VALLEY PARISH COUNCIL

- Co-opted members did not have voting rights but they do have influence.

The motion regarding the desirability of requesting the completion of written Declarations of Pecuniary and Other Interests from Co-opted Members of the Climate Action, Communications and Engagement Committee was **DECLINED** with one abstention.

**RESOLVED:** That **item 2425 07** following regarding declaration of interests in agenda items be amended to refer to co-opted members.

## **2425 07 Members', Co-opted Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

There were no declarations of Members', Co-opted Members and Officers' personal and disclosable pecuniary and other interests in items on the agenda.

## **2425 08 Minutes of the Previous Meeting**

**NOTED:** The Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting held on 4 March 2024 items 2324 72 to 2324 97.

The Assistant Clerk reported on resolutions and actions from the previous meeting not otherwise covered in agenda items as follows:

- a. The resolution to seek an increase in CACE meetings had been superseded by the forming of a working group to review structures within the Council for 2025-26, including the meetings schedule.
- b. The possibility of pursuing the installation of a sedum roof on a stone shelter would be revisited in the biodiversity item to follow.
- c. Locating and using existing carbon audits would be picked up at a later point.
- d. The development of the E-Newsletter would now form part of the rebrand work. The new branding would need to be in place before going ahead with the newsletter. Content would be needed for the newsletter once the rebranding had been completed.

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

### **2425 09 Climate Action, Communications and Engagement Action Plan 2023-2027**

**NOTED:** Updated version of the CACE Action Plan 2023-2027.

Assistant Clerk reported that work with regards to the key priorities was well on the way with probable conclusion in the autumn. Therefore there was an opportunity to identify the next actions desired.

**RESOLVED:** existing working groups for both Communications and Engagement and Climate Action to meet and review Key Priorities and bring forward a revised plan with any new goals included.

A reference to rewinding verges in the section of the Climate Action plan regarding challenging the use of glyphosate of the needed to be removed as this was a separate concern.

It was gratifying to see the work undertaken to date. The Assistant Clerk was thanked for her efforts regarding key actions taken since the last meeting.

## 2425 10 Communications and Engagement Working Group – Feedback on Ongoing Work

Assistant Clerk reported that Key Priorities identified by CACE members November 2023 were:

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.

Work on some of the priorities would feature in later agenda items.

The work on a HVPC database had started with a focus on community groups but had widened to include businesses. The filtering needed to be improved so that community groups could be located with greater speed. It was anticipated that keeping the database up-to-date would be challenging.

**APPROVED:** the membership of the Communications and Engagement Working Group from 3 June 2024 onwards as follows:

- Cllr Bellamy
- Mbr Brown
- Cllr Holmes
- Cllr Stewart
- Cllr Whitelaw

## 2425 11 Climate Action Working Group – Feedback on Ongoing Work

The Assistant Clerk reported on 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. Clerk advised that they and the Manager of HCHCT were to work on a possible grant application for the Civic through the Community Ownership fund. Details of window 4 for this grant round in 2024 were to be published after the General Election.
2. Feasibility study and costing - Park and ride (Cllr Green to email Liles for an update), 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. A report from the Transport Working Group would be considered in **item 2425 12**.
3. Solar Panels on public toilets in Holmfirth – further update would form part of **item 2425 14**.
4. Embed the Climate Emergency – this had been raised at Full Council. Strategies to enable this would be considered as part of the whol-council review of structures/ways of working to take place 2024-2025.

**APPROVED:** Membership of the Climate Action Working Group 3 June 2024 onwards consisting of:

- Mbr Bennett
- Cllr Blacka
- Cllr Green
- Cllr Morgan
- Cllr Osborne

# HOLME VALLEY PARISH COUNCIL

## 2425 12 Public Transport Working Group – Feedback from working group members.

**NOTED:** comprehensive written report on progress received from the chair of the Public Transport Working Group, Cllr Baylin.

Cllr Blacka and Cllr Morgan reported further that a pleasing response from public bus operators had been received thus far. The working group were to focus on publicising events and routes and improving signage.

**RESOLVED:** approval of expenditure of up to £500 from budget line 4805 Climate Action to promote the use of public transport in the Holme Valley for 2024 events.

## 2425 13 Biodiversity Policy

The Assistant Clerk reported that 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 Holme Valley Parish Council had met the statutory requirement for Town and Parish Councils to adopt a policy on biodiversity at the Full Council meeting on 18 March 2024.

At the Climate Action, Communications and Engagement Committee meeting on 3 March 2024 members had **RESOLVED** to work further on expanding the policy to better meet the aims of the committee and to develop an action plan to support the Parish Council's work on Biodiversity. The Committee wished to go above simple compliance with the statutory duty to adopt a policy.

The Assistant Clerk had contacted committee members for input into any proposed revisions to the policy and an action plan.

An action for the Assistant Clerk from CACE Committee meeting on 3 March 2024 had been to include a reconsideration of a sedum roof for a bus shelter in this agenda. The Maintenance Contractor had advised the SERVICE PROVISION COMMITTEE that the shelter originally put forward as suitable for a sedum roof was not suitable in terms of its load-bearing capacity. It was possible that other shelters may have that capacity.

In the course of the item Cllr Green referred to his work as a volunteer for River Holme Connections and declared an interest as a volunteer. He made the point that the Parish Council's probable impact with regards to climate action was small relative to the impact of other organisations such as River Holme Connections that operated within the Holme Valley. It was a matter of weighing up the desirability of investing time and resources into a working group that might be quite limited in scope.

The crux of the matter was that the policy established the direction of travel for the Parish Council with regards to biodiversity.

In terms of the relevance of the biodiversity policy it was emphasised that prioritising the need for climate action was already considered when grants were allocated.

**RESOLVED:** to establish a task-and-finish working group of Mbr Bennett, Mbr Blacka and Mbr Morgan to develop an action plan for biodiversity and ensure alignment between:

- the biodiversity policy and Neighbourhood Development Plan;
- the biodiversity policy and Kirklees policy.

Clerk to request Service Provision Committee to identify stone shelters which may be suitable to have a sedum roof installed.

## 2425 14 Installation of Solar Panels at Holmfirth Public Toilets

The Assistant Clerk reported that 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 would work with the clerking team to progress the purchase and installation of solar panels at the central Holmfirth public toilets.

Further to this, at the Climate Action, Communication and Engagement Committee meeting on 3 March 2024 3 quote options were presented to the committee for a supplier and installer and the Committee **RESOLVED** to proceed with Wooldale Electrical as the preferred supplier, with funds **APPROVED** at **FULL COUNCIL** on 18 March 2024.

Following advice from Kirklees Planning Authority due to the non-domestic nature of the building and its location in the Holmfirth Conservation Area, a planning application is now in progress and must be approved before installation can take place. It is expected that this could take a further 6-13 weeks. To date, the quoted price held true but it could be the case that the price would rise due to time delays and potential rising costs.

## 2425 15 CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Budget and Earmarked Reserves 2024-25

A report had been prepared by the Deputy Clerk.

The Climate Action, Communications and Engagement Committee has two budget lines under its remit:

- 4650 Communications and Engagement. At the start of the council year 2024-25, the budget contained £15,000.
- 4805 Climate Action. At the start of the council year 2024-25, the budget contained £5,000

In earmarked reserves, the Committee oversees four funds with the following balances:

- EMR 336 Royal Events £1,000
- EMR 337 Covid Memorial £6,000
- EMR 341 Climate Action Projects £13,697
- EMR 349 Community Engagement £3,610

**NOTED:** the report on the Committee's Year-to-date Expenditure against Budgets 2024-25, prepared by the Deputy Clerk, as presented.

## 2425 16 Holme Valley Covid Memorial

The Covid Memorial Working Group reported the following:

- Work at the Sands site was delayed as there was a need to wait until the next planting season.
- There would be 12 apple trees (fruit available for the public to collect) and 1 oak at Sands.
- Bush removal would take place at the Honley Library site prior to planting.
- Plaques were being organised for each site – they were quite different and would have different wording.
- It might be the case that the tree taken down at Honley Library would be turned into a table to form part of the memorial.
- Seating at Honley Library remained under discussion.
- It may be the case that an ex-councillor who had been part of the working group would need to withdraw due to personal circumstances. The group would welcome further councillors

# HOLME VALLEY PARISH COUNCIL

joining at this stage.

- It was hoped that there would be an event to mark the project once completed.
- Maintenance of the trees/memorial was not yet in place. Cllr Blacka to correspond with the Clerk over the possibility that this could become part of the maintenance contract.

## 2425 17 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 reported that the intention had been to resubmit the letter once Kirklees had published its climate action plan, which had been scheduled for May then put back to July. The announcement of the election would inevitably delay matters further.

When the plan was published the letter would be re-submitted.

## MEDIA AND PUBLICITY

## 2425 18 Review of External Communication and Establishing a Communications and Engagement Strategy

The Chair reported that they had produced a draft strategy. This needed to be aligned to existing policy.

The Assistant Clerk stated that they would welcome any input on any aspect of the strategy.

One area that merited further consideration was how the activity of individual councillors on behalf of the Parish Council was shared/reported across all councillors.

## 2425 19 The HOLME VALLEY PARISH COUNCIL Website and Brand refresh

This item was heard in private session as **RESOLVED** in item 2425 05 due to commercial sensitivity. The Assistant Clerk was to edit out this item from the recording. There were no members of the public present.

The Assistant Clerk reported that the CACE Committee meeting on 4 March 2024 Councillors **RESOLVED** to approve the work plan for the selection and implementation of a new website and work towards a refreshing of the Holme Valley Parish Council brand and logo.

Members of the Communications and Engagement Working Group had worked with the Assistant Clerk to identify websites that are desirable. The Assistant Clerk also surveyed Councillors and Clerks to identify the priorities on content, navigability, layout and brand styles that the Full Council and Clerking Team consider to be the most important.

The Assistant Clerk researched potential suppliers for the website work, including meeting with potential suppliers for demonstrations of their websites, editor interfaces and to ask questions on accessibility and security. Proposals for website work from four companies had been circulated separately to members due to commercial sensitivity.

The Assistant Clerk had approached a number of design agencies to support the rebranding work but not all proposals had been received.

**RESOLVED:** to delegate the selection of a supplier to take forward a new website for Holme Valley Parish Council to the Communications and Engagement Working Group.

# HOLME VALLEY PARISH COUNCIL

**RESOLVED:** to delegate the selection of a supplier to take forward the work to rebrand/refresh the branding and logo of Holme Valley Parish Council to the Communications and Engagement Working Group.

**APPROVED:** expenditure of funds up to £7,000 from budget line 4650 Communications and Engagement for use on Holme Valley Parish Council website and brand development work.

## 2525 20 Publicising the work of the HOLME VALLEY PARISH COUNCIL

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

**APPROVED:** renewal of a year's subscription for Time In Time Out Magazine involving expenditure of £210 plus VAT per month from budget 4650 Communications and Engagement.

An action for councillors and officers was to take the Holme Valley Parish Council Flyer to upcoming Summer events.

## 2425 21 Social media and website coverage

The Assistant Clerk reported that they and the 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.

A Summary of Facebook engagement analytics and website traffic (90 day report) from 23 February 2024 to 23 May 2024 was received.

**NOTED:** Summary of Facebook engagement and website traffic from the HVPC account and website 23 February 2024 to 23 May 2024.

## COMMUNITY ENGAGEMENT

### 2425 22 Community Celebration Event 2024

The Chair reported that at the FULL COUNCIL meeting on 18 March 2024 Cllrs **RESOLVED** to approve the recommendation from the Climate Action, Communications and Engagement Committee to proceed with a community celebration event in lieu of the Community Champion Awards.

A working group met on Thursday 30 May prior to the scheduled CACE meeting to work on proposals for a celebration of community life to bring everyone together. Saturday 9 November is the proposed date for a daytime event 10am-4pm and the venue the Civic which was provisionally booked.

Possible features could be:

- A welcome from the Chair.
- To publicise this as an open event.
- To recognise the contribution different groups made.
- To be a networking event.
- Possible musical contributions.
- Community groups/grant recipients to have representation
- Civic to be approached regarding running a café.



# HOLME VALLEY PARISH COUNCIL

It was hoped that the event would develop and strengthen partnerships in the Holme Valley.

It was noted that the Assistant Clerk would be taking annual leave prior to the event, returning on 8 November. The event was pitched as a collective enterprise that shouldn't be dependent on the Assistant Clerk.

The Clerk advised that as many councillors as possible should be encouraged to participate in the planning and execution of the event; representation of all groups was desirable. The Chair stated that this was why an open invitation had been sent to all councillors to get involved in the planning. Suggestions from all councillors would be welcomed in developing the event.

Queries were raised as to whether businesses or religious groups could participate/be invited.

It was recognised that the capacity of the Large Hall was a possible limitation and it may be necessary to offer representation on a first come first served basis.

The working group of Cllr Baylin, Cllr Bellamy, Cllr Blacka, Cllr Holmes and Cllr Whitelaw was to continue to develop the plans for a community celebration event to be held Saturday 9 November 10am to 4pm at the Civic.

## **2425 23 Sustainable Transport Summer Roadshow 2024**

At the previous meeting on 4 March 2024 Councillors **RESOLVED** that a working group consisting of Cllr Whitelaw, Cllr Stewart, Cllr Holmes, Mbr K Warren, Mbr E Bennet and the Assistant Clerk would establish an activity on the theme of sustainable transport to exhibit at summer festivals in the Holme Valley.

Confirmed events would include Arts Festival Weekend 15 and 16 June 2024, Honley Show 29 June 2024, Holmfirth Food and Drink Festival 14 and 15 September 2024. The Holmbridge Fete was another event.

The Assistant Clerk reported that any actions needed to be mindful that a period of heightened sensitivity would last until the General Election had been held on 4 July. Any councillor representation at the events should focus completely on representing the Parish Council. No canvassing would be allowable.

Use of the Gartside Unit, the Phone Box outside Holmfirth Post Office and the Tourist Information Centre could all be explored to support events. Mbr Brown offered to support. Cllr Bellamy would pass contact details to the Assistant Clerk for the Penistone Line Partnership.

**RESOLVED:** a time in the current week to be arranged for the working group to meet and work with the Assistant Clerk to agree materials and activities for HVPC representation at upcoming Summer events.

An action for the Clerk was to contact all councillors to encourage representation at the events.

## **PUBLICISING THE WORK OF THE COMMITTEE**

### **2425 24 Items for publicity**

The PUBLICATIONS & COMMUNICATIONS COMMITTEE 14-09-21 motion 2122 27 press coverage 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

# HOLME VALLEY PARISH COUNCIL

Facebook.

A Period of Pre-Election Sensitivity remained in place until 4 July 2024.

The Assistant Clerk was thanked for the work in preparing for the meeting and on behalf of the COMMITTEE.

The meeting closed 9pm.