

Holme Valley Parish Council

To: All Members of the Council

You are hereby summoned to attend a **MEETING OF THE COUNCIL**, following on from the **ANNUAL PARISH MEETING** to be held on **MONDAY 18 MARCH 2024** at **THE LESSER HALL, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** for the transaction of the following business –

PLEASE NOTE: this meeting will follow on after the ANNUAL PARISH MEETING and so timings are provisional.

AGENDA – (A)

WELCOME

7.45pm

PUBLIC QUESTION TIME

PROCEDURAL MATTERS

2324 136 Recording of public meeting

8.00pm

As Local (Parish and Town) council meetings can now be recorded, the Chair to check if any members of the public wish to record the meeting, to ensure reasonable facilities can be provided. The meeting is already being recorded by the Officer for public broadcast via the HOLME VALLEY PARISH COUNCIL YouTube channel.

2324 137 Items to be heard in private session

8.01pm

Items may be resolved to be heard in private session due to issues of commercial sensitivity or other good reason why the item should not be discussed in public. Any recording to be halted during such items and members of the public asked to leave the meeting.

TO CONSIDER: agenda items to be heard in private session.

2324 138 Apologies and reasons for absence

8.03pm

Apologies and reasons to be circulated prior to the meeting starting.

- i **TO NOTE:** Absences from the meeting.
- ii **TO CONSIDER:** apologies and reasons for absence.
- iii **TO CONSIDER:** dispensations for periods of absence.

Holme Valley Parish Council

2324 139 Receipt of written Declaration of Pecuniary and Other Interests 8.05pm

Written declarations of pecuniary and other interests (DPIs) of councillors will be distributed under separate cover to all councillors prior to the meeting.

Officer to report further.

TO RECEIVE: written declarations of pecuniary and other interests (DPIs) of councillors.

2324 140 Declaration of interests in agenda items 8.07pm

Where a declaration of interest is made the COUNCIL should consider steps necessary in light of the declaration i.e. whether or not the member should abstain from discussion and/or voting.

- i **TO CONSIDER:** declarations of interests of councillors in agenda items.
- ii **TO CONSIDER:** declarations of interests of officers in agenda items.

TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS

2324 141 Minutes of Council meetings 8.10pm

- i **TO APPROVE:** the Draft Minutes of the FULL COUNCIL Meeting held on 29 January 2024, numbered 2324 115 to 2324 135 **(B)**.
- ii **TO RECEIVE:** any information from members regarding ongoing matters arising from the minutes.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2324 142 Minutes of Standing Committee meetings 8.15pm

- I **TO NOTE:** The approved Minutes of the PLANNING COMMITTEE Meeting held on 15 January 2024, numbered 2324 135 to 2324 151, **APPROVED** by the PLANNING COMMITTEE 5 February 2024 **(C)**.
- ii **TO NOTE:** The approved Minutes of the PLANNING COMMITTEE Meeting held on 5 February 2024, numbered 2324 152 to 2324 **(D)**.
- iii **TO CONSIDER:** The Draft Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 19 February 2024, numbered 2324 68 to 2324 92 **(E)**.
- v **TO CONSIDER:** The Draft Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 26 February 2024, numbered 2324 106 to 2324 122 **(F)**.

Holme Valley Parish Council

- vi **TO CONSIDER:** The Draft Minutes of the CACE COMMITTEE Meeting held on 26 February 2024, numbered 2324 106 to 2324 122 (G).

FINANCIAL MATTERS

8.20pm

- 2324 143** Given that we are approaching the end of the Council year, Council may wish to make provision to secure the funds previously ringfenced to repair the roof to The Civic, Holmfirth. Previously, the FINANCE AND MANAGEMENT COMMITTEE had approved ringfencing £22,800 of its budget line 4315 Community Assets to pay for roof repairs. It seems unlikely that this will happen now in 2023-24.

TO CONSIDER: earmarking £22,800 from general reserves at the year-end to secure funding for repairs to The Civic roof. This may be added to the existing earmarked reserve 329 EMR Holmfirth Civic Hall, or a new earmarked reserve specific to the roof might be created. RFO to report.

2324 144 Grant Application

8.23pm

TO CONSIDER a grant application from Holmfirth Forward, - application enclosed, - for £3,240 to replace lamp post brackets in Holmfirth town centre. The legal power for this would be Local Government Act 1972 S144 – power to encourage tourism. This falls outside of the normal grants cycle because the brackets are needed for summer displays; Kirklees Council will not fund replacement brackets. For information, the FINANCE AND MANAGEMENT COMMITTEE budget line 4315 Community Assets has £5,473 unspent with no further meetings this financial year. (H).

MATTERS RESERVED FOR FULL COUNCIL

2324 145 Resignation of a Parish Councillor

8.26pm

- i **TO NOTE:** Adrian James resigned as a councillor for the Upper Holme Valley 23rd February 2024. HOLME VALLEY PARISH COUNCIL would like to thank him for his service. The notice of the vacancy was published 24th February on the Parish Council website with a closing date of 'requests for election' of 15th March 2024. Deputy Clerk to report.
- ii **TO CONSIDER:** approval of any councillors wishing to join the PLANNING STANDING COMMITTEE in lieu of Cllr James.

2324 146 Pre-election period

8.28pm

- i **TO NOTE:** The pre-election period starts Tuesday 26 March with local elections being held Thursday 2 May.
- ii **TO NOTE:** Pre-election rules and publicity restrictions. (I)

Holme Valley Parish Council

2324 147 Electoral Ward Boundaries - consultation

8.30pm

Councillors should note Kirklees' communication on proposed boundary changes at district and parish council level for Kirklees. (J)

At the Parish Council level, the key proposed change would be that Netherthong ward would be split into two wards Netherthong North and Netherthong South, with Netherthong North being part of Holme Valley North, and Netherthong South being part of Holme Valley South. (K)

Councillors can comment in the consultation as individual Councillors, and/or there is an option for a spokesperson, logically the clerk, to speak on behalf of the PARISH COUNCIL as a whole. The closing date is 6th May 2024.

TO CONSIDER: How HOLME VALLEY PARISH COUNCIL respond to this consultation.

2324 148 Grants available to support carbon reduction

8.35pm

HOLME VALLEY PARISH COUNCIL is aware of a number of grant schemes that have been established with the aim of encouraging moves to carbon neutrality, greener energy etc.

TO CONSIDER: How the PARISH COUNCIL identifies appropriate grant schemes, and who will be responsible for researching and writing applications. This may be a role for named committees, members, officers and outside organisations, or a multi-disciplinary team.

2324 149 Menai Bridge - Royal Events Funding

8.40pm

TO CONSIDER: Provision for funds for Royal Events in PARISH COUNCIL funds. RFO to report.

2324 150 HOLME VALLEY PARISH COUNCIL – annual report

8.45pm

The publication of an annual report is a requirement of the Annual Governance and Audit Return and is an item on the agenda for the Annual Parish Meeting on 18 March 2024. (L)

TO APPROVE: the Annual Report 2023-24.

Holme Valley Parish Council

2324 151 Councillor training - update

8.48pm

At the meeting on 18-12-2023 Council **APPROVED** the recommendation from the Kirklees Monitoring Officer to secure whole-council training regarding the declaration of interests and Code of Conduct to take place prior to or during a FULL COUNCIL meeting to ensure good attendance.

The practical organisation of the training was delegated to the clerk. YLCA training of 3 hours duration is confirmed to take place Monday 1st July from 6-9pm in Hade Edge Band Room.

Officer to report further.

- i **TO RECEIVE:** Training Reports from Councillors. (M)
- ii **TO CONSIDER:** any further actions with regards to councillor training.

2324 152 Reports from Kirklees Ward Councillors

8.50pm

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.

This agenda will also be shared with other Kirklees Ward councillors from Holme Valley South and Holme Valley North to invite any feedback from them regarding news from Kirklees.

TO CONSIDER: actions arising from any reports received from Kirklees ward councillors.

2324 153 Royal Garden Party

8.55pm

TO NOTE: Cllr Firth and wife have received and accepted an invitation to a Royal Garden Party on Tuesday 21 May 2024.

Holme Valley Parish Council

REFERRALS FROM STANDING COMMITTEES

FINANCE AND MANAGEMENT COMMITTEE

- 2324 154** In its meeting of 26th February 2024, the FINANCE AND MANAGEMENT COMMITTEE **8.56pm**
considered an application from Honley Business Association for replacement pads, batteries and repairs of their defibrillators. At the time, the Committee voted against the application because of information that defibrillator owners could apply to the Yorkshire Ambulance Service Charitable Trust for the free replacement of parts like these. On contacting the Yorkshire Ambulance Service, however, the Parish Council was advised that that was not the case. A Member for Upperthong has suggested that this application should be revisited, and a way this could happen is for at least 7 Councillors to sign a written notice, this to be given to the proper officer at least 10 days before the next meeting of the FINANCE AND MANAGEMENT COMMITTEE 15th April 2024. It should be noted that the budget line 4315 Community Assets will have £5,473 unspent at year end.
- i **TO CONSIDER:** At least seven members to sign a written notice to revisit the grant application by Honley Business Association for defibrillator parts and repairs. An example written notice may be used as supplied. **(N)**
 - ii **TO CONSIDER:** in light of the above, whether £1,000 from general reserves at year-end should be moved into the earmarked reserve 323 EMR Community Assets to cover expenditure on this application.

PLANNING COMMITTEE

- 2324 155** **TO CONSIDER:** Approving expenditure of up to £5,000 from 343 EMR Road Safety towards a **9.00pm**
second mobile speed indicator device. The actual cost is likely to be under £4,000 as per the first order. Only FULL COUNCIL can approve expenditure from an earmarked reserve.

SERVICE PROVISION COMMITTEE

- 2324 156** **TO CONSIDER:** a recommendation to spend £1,560 from the earmarked reserve 322 EMR **9.05pm**
CCTV via the budget line 4700 CCTV for payment of a grant to Honley Business Association for annual maintenance of their CCTV system. Only Council can approve a payment from an earmarked reserve.
- 2324 157** **Honley Library** **9.08pm**
- i **TO NOTE:** the letter of concern from the PARISH COUNCIL regarding Kirklees' consultation on proposals that some community-run libraries, including Honley Library, will lose Kirklees Library staff currently contracted to work in the Library. **(O)**
 - ii **TO CONSIDER:** any further actions regarding these proposals. The consultation is likely to end before the next SERVICE PROVISION COMMITTEE meeting is held.

Holme Valley Parish Council

2324 158 Children's Playgrounds

TO NOTE: £15,000 remains in the earmarked reserve 338 EMR Children's Playgrounds. The Parish Council has been trying to get a formal response from Kirklees about whether Kirklees wishes to use money from this reserve for developments at Sands but has had no response. The status of the reserve will be considered by the SERVICE PROVISION COMMITTEE 8th July 2024.

9.15pm

2324 159 Defibrillators

TO CONSIDER: expenditure and payment of £204.99 plus VAT from the earmarked reserve 326 EMR Defibrillators via the budget line 4710 Defibrillators, to pay for a replacement battery for the HOLME VALLEY PARISH COUNCIL defibrillator at the Gartside Building/Holmfirth Toilets. Only Council can approve a payment from an earmarked reserve.

9.16pm

CACE COMMITTEE

2324 160 Solar Panels for Holmfirth Toilets

The CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE (CACE) resolved at its meeting 4th March 2024 to recommend to Council to commission a developer 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 has to be agreed by full Council because only full Council can approve expenditure over £5,000.

9.17pm

To fund this expenditure, CACE 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 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 end of financial year 2023-24 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.

- i **TO CONSIDER:** approval of expenditure of £10,000 on the installation of 10 solar panels on Holmfirth Toilets. Only FULL COUNCIL can approve expenditure over £5,000.

Holme Valley Parish Council

- ii **TO CONSIDER:** If Kirklees Conservation Officers give prior approval for the project, to consider payment of £3,000 as a deposit on the works from budget line 4810 Energy Strategy.
- iii **TO CONSIDER:** moving any underspend at the year end from CACE climate action budget lines (4805, 4810, 4815, 4820, 4825, 4830), - currently £7,356.70, - into the earmarked reserve 341 EMR Climate Emergency Projects.
- iv **TO CONSIDER:** then, approving that the expenditure of up to £10,000 on the installation of the solar panels comes from 341 EMR Climate Emergency Projects. Only Council can approve expenditure from earmarked reserves.

2324 161 Communications and Engagement forward-planning 9.25pm

Further, the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE at its meeting 4th March 2024 resolved to recommend to FULL COUNCIL that any underspend in its communications and engagements budget lines (4600-4650 excluding the Holme Moss Topograph budget line), at year end be moved into a new earmarked reserve 345 EMR Communications and Engagement. This would be to allow progress to be made 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.

TO CONSIDER: moving any underspend at the year end from CACE communications and engagement budget lines into a new earmarked reserve 345 EMR Communications and Engagement.

2324 162 Parish Council Website 9.28pm

To receive a report from the Assistant Clerk on plans for the website.

2324 163 D-Day 80th Anniversary Beacon Lighting 9.30pm

From communication with the pageant master, Bruno Peek, regarding the national D-Day beacon-lighting event, should the Parish Council wish to set up its own beacon for the anniversary event, it would need to commission persons or an organisation to oversee the lighting and health and safety of the event. The Parish Council has already sponsored the Friends of Cliff Rec D-Day Beacon Event to the amount of £655.

TO CONSIDER: whether the Parish Council wants to run its own event for D-Day and, if so, to agree its organisation, people and organisations involved, and a budget.

2324 164 Parish Council Awards 9.35pm

At the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting on 4th March 2024 councillors resolved to bring to FULL COUNCIL a proposal for a community celebration event in lieu of the Community Champions Awards. A working group consisting of Cllr Whitelaw, Cllr Green and the Assistant Clerk were delegated to finalise the points for consideration.

The COUNCIL is now asked to consider an alternative to the Community Champions Awards in the form of a community celebration event.

Working group to report.

Considerations for Council:

- i **TO CONSIDER:** to hold a community celebration event in lieu of the Community Champions Awards.

Holme Valley Parish Council

- ii **TO CONSIDER:** to carry forward nominations received from the public for the community champions awards to form part of the guest list for a community celebration event. Options could include: all nominees, selected nominees or none.
- iii **TO CONSIDER:** to carry forward nominations received from Cllrs for the community champions awards form part of the guest list for a community celebration event. Options could include: all nominees, selected nominees or none.
- iv **TO CONSIDER:** to invite HOLME VALLEY PARISH COUNCIL grant recipients to a community celebration event.
- v **TO CONSIDER:** invites for any other sections of the community such as local businesses or partner organisations to a community celebration event.
- vi **TO CONSIDER:** the format, location, and approximate date for a community celebration event.
- vii **TO CONSIDER:** budget to cover expenditure.

2324 165 Biodiversity Policy

9.40pm

At the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT meeting on 4 March 2024 the Committee resolved to recommend to FULL COUNCIL to adopt a Biodiversity Policy (P) to meet statutory requirements.

The committee also 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.

TO CONSIDER: To adopt the Biodiversity Policy (P).

2324 166 Schedule of Payments

9.43pm

To approve the Schedule of Payments for March 2024.

2324 166 Items for Publicity

9.44pm

A standing item to put forward potential items for publicity arising from the meeting.

Assistant Clerk to report on recent and pending items.

CLOSE 9.45pm

Please note that timings on the agenda are given for guidance of the Chair and Council only and should not be taken as the time at which discussion of a particular item will commence.



Mr Richard McGill
Responsible Finance Officer and Deputy Clerk to the Council

Holme Valley Parish Council

Holme Valley Parish Council

Holmfirth Civic Hall, Huddersfield Road, HOLMFIRTH HD9 3AS

Telephone: 01484 687460

Email: deputyclerk@holmevalleyparishcouncil.gov.uk

Holme Valley Parish Council

MEETING OF THE COUNCIL MONDAY 29 JANUARY 2024

PRESENT:

Cllr Mary Blacka (in the Chair)
Cllr Pat Colling (Vice-Chair)
Cllr Isaac Barnett
Cllr Lawrence Baylin
Cllr Damian Brook
Cllr Tom Dixon
Cllr Andrew Fenwick
Cllr Charles Greaves
Cllr Chris Green
Cllr Jenny Holmes
Cllr Adrian James
Cllr Glenn Kirkby
Cllr Jo Liles
Cllr Alison Morgan
Cllr Steve Ransby
Cllr Martin Rostron
Cllr Jane Rylah
Cllr Tricia Stewart
Cllr Sarah Whitelaw
Cllr Andy Wilson

APPROVED APOLOGIES:

Cllr Kath Fernandes (6 month dispensation in place from 4-9-2023)
Cllr Donald Firth (6 month dispensation in place from 18-9-2023)
Cllr Donna Bellamy

OTHER ABSENCES: NONE

TAKING MINUTES: Jen McIntosh (Clerk)

IN ATTENDANCE: Rich McGill (Deputy Clerk/RFO)

DRAFT MINUTES

Public Question Time and Welcome

The Chair welcomed all members to the first FULL COUNCIL meeting of 2024.

There were no members of the public present.

PROCEDURAL MATTERS

2324 115 **Recording of public meeting**

Holme Valley Parish Council

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.

2324 116 Items to be heard in private session

It was proposed that item 2324 125 be heard in private session as this was to consider nominations for Community Champions Awards - members of the public should not be named without first gaining their consent.

RESOLVED: that agenda item 2324 125 be heard in private session.

Recording to be halted for the duration of the item.

2324 117 Apologies and reasons for absence

Apologies and reasons were circulated prior to the meeting starting.

APPROVED: apologies and reasons for absence from Cllr Donna Bellamy.

NOTED: a dispensation for a 6-month period of absence for Cllr Kath Fernandes, received 04-09-2023 by the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE continues to be in place until 04-03-2024 and for Cllr Donald Firth, received 18-09-2023 by the SERVICE PROVISION COMMITTEE continues to be in place until 18-03-2024.

Cllr Greaves had notified the Clerk that he expected to arrive by 7.30pm.

The Assistant Clerk was absent due to recovering from illness.

2324 118 Receipt of written Declaration of Pecuniary and Other Interests

There were no written declarations of pecuniary and other interests (DPIs) of councillors to receive.

A revised written declaration of pecuniary and other interests (DPIs) for the Clerk was distributed under separate cover to all councillors prior to the meeting.

NOTED: written declaration of pecuniary and other interests (DPI) of the clerk.

2324 119 Declaration of interests in agenda items

Declarations of interest for item 2324 125 would be heard in private session as part of the item.

No declarations of interests of councillors in agenda items were disclosed.

No declarations of interests of officers in agenda items were disclosed.

TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS

Holme Valley Parish Council

2324 120 Minutes of Council meetings

APPROVED: the Minutes of the FULL COUNCIL Meeting held on 18 December 2023, numbered 2324 85 to 2324 114.

The Chair thanked the Clerk for her work regarding minutes.

Information regarding ongoing matters arising from the minutes was **RECEIVED** with reference to:

- Minute 2324 Covid Memorial Working Party – the Chair reported that progress was being made. Plans for tree planting in Sands were awaiting approval from the Kirklees Corporate Landlord. Excellent cooperation from the Friends of Honley Library meant that those plans were progressing too.
- Minute 2324 103 Holmfirth Civic Hall – clerk reported that the valuation report was awaited.
- Minute 2324 104 Report on rights relating to the Civic - the Clerk reported that letters had been sent to Hightown Lane neighbouring properties setting out the Council's position regarding right of way at the rear of the Civic. A meeting had been arranged to take place 1 February 2024 with one resident at their request in response to the letter.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2324 121 Minutes of Standing Committee meetings

APPROVED: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 8 January 2024, numbered 2324 87 to 2324 105.

The Draft Minutes of the PLANNING COMMITTEE Meeting held on 15 January 2024, numbered 2324 135 to 2324 151 were to follow in due course.

FINANCIAL MATTERS

2324 122 Holme Valley Parish Council budget 2024-25

The Parish Council approved its Budget, Reserves and Assets at its meeting 18 December 2023. However, approval of the precept then was only provisional given that calculations had been based on Kirklees Tax Base calculation for the Holme Valley for the current year 2023-24 rather than the year to which the budget applies. The tax base 2023-24 is 10482.86. The precept calculated using that figure and the revised £30.53 Band D charge was £320,042.

On the day of the meeting Kirklees had sent its final calculation for the Tax Base 2024-25. The new tax base is 10741.38. This is an increase of 258.52. Using the Parish Council's new, approved Band D household charge of £30.53, this translates into a final precept figure 2024-25 of £327,934 and an increase in the Special Expense Grant 2024-25 to £3,437. The Special Expenses Grant is calculated at £0.32 multiplied by the Tax Base. The total annual amount to be requested from Kirklees would be £331,371. This increase in the tax base would mean that the Parish Council's level of general reserves would be 27% of projected expenditure, a small excess of 2%.

The Finance and Management Committee recommended to Full Council to approve for the year 2024-

Holme Valley Parish Council

25:

Precept	£327,934
Special Expenses Grant	£3,437
<hr/>	
Total from Kirklees	£331,371
<hr/>	

APPROVED: i. the Precept ii. the Special Expenses Grant, and iii. the total amount due from Kirklees as presented above.

The Deputy Clerk/RFO was thanked for the admirable clarity evident in the presenting of budget and precept information.

Clerk to formally notify Kirklees ahead of its Budget Council Meeting 6th March 2024.

Deputy Clerk to investigate what the Special Expenses Grant covers.

MATTERS RESERVED FOR FULL COUNCIL

2324 123 Holme Valley Parish Council Interim Internal Audit

NOTED: The Internal Audit Report with 8 recommendations.

The RFO reported on the action plan with time frames and responsibilities in response to the audit. This included the need for schedule of payments and bank reconciliations to be signed.

The switch to Unity Trust was likely to be delayed due to the need to develop and print an associated business plan.

2324 124 CCLA account – additional name

The Deputy Clerk/RFO reported that Cllr Wilson, elected on 8-01-2024 as vice chair of the FINANCE AND MANAGEMENT COMMITTEE, was to be added as a signatory to the CCLA account. Cllr Blacka was a signatory in her role as Chair of Holme Valley Parish Council and Cllr Colling as Vice Chair. The chair of the FINANCE AND MANAGEMENT COMMITTEE is the third signatory. Cllr Colling had been elected Chair of Finance and Management Committee but was already a signatory. Therefore, the third signatory should be Cllr Wilson, having been elected as Vice Chair of the FINANCE AND MANAGEMENT COMMITTEE.

APPROVED: the addition of a signatory name to the CCLA account mandate as presented below:
CLLR MELVIN ANDREW WILSON

Holme Valley Parish Council

2324 125 Community Champions 2024 – nominations

This item was heard in private session in accordance with the resolution made in item 2324 116.

Cllr Barnett left the meeting at 7.25pm during consideration of this item.

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.

RECORDED VOTE: 16 FOR, 2 AGAINST, NO ABSTENTIONS.

FOR: Cllr Mary Blacka, Cllr Pat Colling, Cllr Lawrence Baylin, Cllr Damian Brook, Cllr Andrew Fenwick, Cllr Chris Green, Cllr Jenny Holmes, Cllr Adrian James, Cllr Glenn Kirkby, Cllr Jo Liles, Cllr Alison Morgan, Cllr Steve Ransby, Cllr Martin Rostron, Cllr Jane Rylah, Cllr Tricia Stewart, Cllr Andy Wilson

AGAINST: Cllr Tom Dixon, Cllr Sarah Whitelaw

Cllr Greaves arrived at 7.40pm after the conclusion of this item.

2324 126 Holme Valley Parish Council – annual report

The publication of an annual report is a requirement of the *Annual Governance and Audit Return*. The Annual Report is to be presented at the Annual Parish Meeting on 18 March 2024. Committee Chairs and the Council Chair have been requested to provide a report in Word of about 300 words to the Assistant Clerk by 3pm 29 February 2024.

NOTED: the deadline for receipt of annual reports from the Council Chair and all Committee Chairs being 3pm Thursday 29 February 2024.

2324 127 Holme Valley Parish Council - printed update for distribution

A high-quality *Holme Valley Parish Council Flyer* had been prepared to publicise the work of the parish council.

The members of the CACE Committee who had produced the content of the flyer were thanked as was the Assistant Clerk for her guidance and support.

Feedback regarding the flyer was requested by Cllr Whitelaw, the Chair of CACE, and any other councillor wishing to be involved in future would be welcomed.

Each HVPC ward councillor was given a number of flyers in order to assist in the distribution of the flyers in their wards. Cllr Brook and Cllr Dixon would assist with the distribution of flyers in the Fulstone ward.

Holme Valley Parish Council

2324 128 Meetings schedule 2024-25

An amended version numbered 4 of the *Holme Valley Parish Council Meetings Schedule for 2024-25* was tabled for consideration. The Clerk reported on key features of the schedule, particularly where it differed from earlier versions and the 2023-24 meetings schedule.

APPROVED: the Holme Valley Parish Council Meetings Schedule for 2024-25 as presented with one amendment.

Clerk to distribute the amended meetings schedule – version 5 – after the meeting and all earlier versions to be discarded.

2324 129 Councillor training - update

At the meeting on 18-12-2023 Council **APPROVED** the recommendation from the Kirklees Monitoring Officer to secure whole-council training regarding the declaration of interests and Code of Conduct to take place prior to or during a FULL COUNCIL meeting to ensure good attendance.

The practical organisation of the training was delegated to the clerk. YLCA has been approached as a possible training provider and has offered a 2.5 hour training session at the Civic for £32 per councillor plus travel expenses. Given the length of session recommended it would not be possible to attach this to a Full Council meeting.

APPROVED: spending of up to £900 from the remaining councillor training budget and general reserves with regards to councillor training.

Clerk to liaise with YLCA regarding possible dates 8 April or 1 July 6.30-9pm, being Monday evenings currently not allocated to scheduled meetings on the calendar.

Clerk to enquire from YLCA whether costs for the clerk team to attend might be waived.

Clerk to enquire as to the availability of a Civic venue other than the Exhibition Room for the training.

2324 130 Protocol for dealing with residents' queries

A report on dealing with residents' queries for use by councillors and officers had been received alongside the Local Government Association's *A councillor's workbook on handling casework*.

NOTED: the councillor casework checklist as presented below:

1. **RECORD** the contact made with you and key facts such as dates, resident contact details etc.
2. **IDENTIFY THE NATURE OF THE QUERY** – is it a direct query, an indirect query, a complaint, a compliment, a service request or does it raise a community issue?
3. **RESPOND** – even if it's a holding response, even if it's an automated reply from your email, make sure you show you have received the query and will be in touch further. Give a timeframe and manage the resident's expectations. Be aware of data protection issues. Be sure to provide feedback to the resident.
4. **ACT APPROPRIATELY** – do you need to investigate further, seek advice just deal with it or pass it on? The resident wants to make use of your knowledge, your contacts, your advocacy. Focus on solutions.
5. **MONITOR AND REPORT** – how many queries are you receiving? How many get resolved? Who do they come from, how do they contact you? How might this inform the Council's work?

Holme Valley Parish Council

2324 131 Reports from Kirklees Ward Councillors

Cllr Greaves in his role as a Councillor for Holme Valley North addressed the meeting regarding changes to bus timetables, parking charges and the filling of grit bins.

Cllr Greaves was thanked for briefing the Parish Council.

There were no actions for the Parish Council to consider.

REFERRALS FROM STANDING COMMITTEES

FINANCE AND MANAGEMENT COMMITTEE

2324 132 Virement to be considered

At its meeting of 8th January 2024, the Finance and Management Committee considered whether any actions were required ahead of the February grants cycle. The Committee resolved to ask Council to approve a virement of £3,289.40 between the grants budget lines 4315 Community Assets and 4405 Projects and Events.

APPROVED: the virement of £3,289.40 from budget line 4315 Community Assets to 4405 Projects and Events.

This meant that, ahead of the February grants cycle, the 4315 Community Assets budget line would hold exactly £20,000 and the 4405 Projects and Events budget line would hold £7,067.46.

PLANNING COMMITTEE

2324 133 Movement of Reserves to be considered

At its meeting of 16th October 2023, the Planning Committee resolved to ask Council to consider allowing the £3,000 in the EMR 342 Holmfirth Market earmarked reserve be moved to supplement the earmarked reserve EMR 343 Road Safety. This currently holds £7,000 and would hold £10,000 if the movement of reserves was approved. The Planning Committee wished to use money from the earmarked reserve to purchase a mobile speed indicator device (SID), a pilot school bollards safety scheme and other road safety projects.

APPROVED: the movement of £3,000 from EMR 342 Holmfirth Market to EMR 343 Road Safety.

Additionally, at its meeting of 16th October 2023, the Planning Committee resolved to ask Council to consider allowing any money remaining in the Committee's only budget line 4505 Neighbourhood Plan at year end, to be rolled into the earmarked reserve EMR 343 Road Safety.

APPROVED: the movement of any money remaining in budget line 4505 Neighbourhood Plan at year end into the earmarked reserve EMR 343 Road Safety.

Holme Valley Parish Council

CORRESPONDENCE

2324 134 Chair's Report

The Chair and Vice Chair are seeking a meeting with representatives from Meltham Council.

2324 135 Items for Publicity

The flyer referred to in item 2324 127 to be distributed and publicised.

The meeting ended at 8.33pm.



Minutes **PLANNING STANDING COMMITTEE** held at **EXHIBITION ROOM** at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 15 JANUARY 2024** at **700pm**

Those present:

Chair: Cllr Andy Wilson

Vice Chair: Cllr Tom Dixon

Councillors: Mary Blacka, Adrian James, Steve Ransby, Jo Liles,

Officer: Gemma Sharp (Assistant Clerk)

Welcome

The Chair welcomed the committee and members of the public.

Open Session at Planning

3 Members of the public attended to speak about application 2324/08/13 under agenda item 2324 142.

2324 135 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

As Local (Parish and Town) Council meetings can now be recorded, the Chair checked if any members of the public wished to record the meeting, to ensure reasonable facilities could be provided. None wanted to record the meeting. The meeting was already being recorded by the Officer for public broadcast via the Holme Valley Parish Council YouTube channel.

2324 136 To accept apologies for absence

Apologies and reasons for absence were **NOTED** and **ACCEPTED** from Cllrs Colling, Fenwick, and Rostron.

An existing dispensation is in place for Cllr Fernandes.

Cllr Barnett was absent.

2324 137 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Dixon declared a personal interest in application 2324/08/03 under agenda item 2324 142

2324 138 To consider written requests for new DPI dispensations

2324 139 To consider whether items on the agenda should be discussed in private session

Resolved: Application 2023/08/05 in item 2024 142 would be heard in private session.

2324 140 To confirm the Minutes of the Previous Meeting

Approved: Minutes of the Planning Committee meeting held on 4 December 2023, numbered 2324 117 – 2324 134 inclusive were approved.

2324 141 Completed Kirklees Planning Applications List

Noted: List 2324-07 updated with the views of the Committee were noted.

2324 142 Kirklees Council - New Planning Applications

At this point standing orders were suspended to allow the members of the public to join the discussion.

Application 2023/08/05 (Kirklees reference 2023/62/93449/W) was discussed in private session.

The committee considered the new or amended applications received from Kirklees Council 28 November 2023 to 9 January 2024 inclusive – List 2324-08.

RESOLVED: That the Planning Committee’s comments on the above applications be forwarded to Kirklees Council by the Assistant Clerk.

2324 143 Kirklees Council - Planning Officers’ Decisions

Noted: The list of Decision Notices issued by Kirklees Council for the period 28 November 2023 to 9 January 2024 inclusive.

2324 144 Neighbourhood Planning and Reviewing Parish Council Outcomes

i. Purchase and placement of additional SID for the Holme Valley

- At the full Council meeting on 27th March councillors approved the expenditure of up to £5,000 on a mobile speed indicator device (SID).
- At a meeting of this Committee on 11th September, it was resolved that 5 locations had been identified to be the first sites for the device, further sites would be identified once the purchase has been completed.
 - Woodhead Road going towards Holmbridge from Holmfirth – Lighting Column 157. (Catch Restaurant).
 - Woodhead Road going towards Holmfirth from Holmbridge – Lighting Column 168. (Brynd Lea)
 - New Mill going towards Holmfirth – Lighting Column 70.
 - Holmfirth going towards New Mill – Lighting Column 71.
 - Woodhead Road going towards Holmbridge from Holme – Lighting Column 224.



Cllr Wilson reported that following the letter sent to Kirklees HV South councillors on 8 January 2024 a meeting had been set up with Cllrs Wilson and Blacka for 17 January 2024 with Cllr Crook to discuss next steps.

ii. **Traffic calming**

- At a previous planning meeting Cllr Fenwick reported that a meeting with Brockholes school to discuss the next steps of the school bollard safety was pending but was not present at the meeting to update.

Cllr Wilson reported that Upperthong School had confirmed they would like to be part of the pilot temporary bollard safety scheme.

Resolved: Cllr Wilson and the Assistant Clerk will progress the purchase of bollards for the pilot at Upperthong School and will follow up with Cllr Fenwick regarding a purchase for Brockholes school if they are ready to take part in the pilot.

Noted: Following a meeting at Honley High School on 29 November to discuss proposals for a Zebra crossing, students have been invited to present their findings on possible traffic calming measures near the school at a future planning committee meeting.

iii. **Consultation on the Kirklees Council Statement of Community Involvement**

Noted: The response on behalf of HVPC Planning Committee to the Kirklees MC consultation on the Statement of Community Involvement prepared by Cllrs Blacka and Wilson submitted on 5 January 2024 was noted by the committee.

iv. **Engagement on Preapplication advice**

Noted: A letter to Kirklees Planners to request the publication of preapplication advice taken on planning applications 18 December 2023 was noted by the committee.

2324 145 Peak District National Park Authority

- i. No new planning applications list were received in the previous period to be updated with HVPC comments.
- ii. - No new applications from the Peak District National Park were received in the period 28 November 2023 to 9 January 2024.
- iii. - **Noted:** New decision notices from the Peak District National Park received in the period 28 November 2023 to 9 January 2024 were noted by the committee.

2223 146 Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley

The ongoing campaigns are:

- i. **Burnlee Road Closure**
- ii. **Ramsden Road**
- iii. **Cartworth Moor Road**
- iv. **Cheesegate Nab**
- v. **Netherthong centre**
- vi. **South Lane**

Noted: A letter sent to Kirklees MC Highways and CEO regarding ongoing highways and unmade roads campaigns 18 December 2023 was noted by the committee.

Cllr Dixon updated the group on correspondence received from a resident regarding Cheesegate Nab.

Cllr Wilson updated the committee on information from Peak & Northern regarding legal action to repair Ramsden Road. Cllr Wilson will seek permission to share updates on this with the committee and concerned residents.

2324 147 Planning Policy and Guidance

- At the meeting on 11 September 2023 the committee **resolved** to request an alternative contact for the heritage team, a request has been made and the clerking team are awaiting a response.
- A request has been made for a copy of the Honley Conservation area appraisal and the clerking team are awaiting a response.

An **Action** for the Assistant Clerk is to follow up on these requests with Kirklees officers.

2324 148 Design Code

Cllr Ransby reported that progress had been made with the design code and he anticipated that a draft would be ready to present at the planning committee meeting on 5 February 2024.

2324 149 Place Standards / Town Centre Plan

Cllr Wilson reported that he had attended the Place Standards/Town Centre Plan group in December 2023 and gave the following updates:

- Margaret Dale reported on the success of Holmfirth Market and advocated for the appointment of a Town Centre Manager, however funding for a position such as this is not currently available.
- The play equipment at Sands Recreation Ground is in the process of being installed, the paths element of the plans are going ahead and will be going out to tender in the near future and £15,000 from HVPC for play equipment is unlikely to be used. Parking charges are likely to be brought in at Sands following a public consultation.
- A marketing proposal is being prepared by Business Together.
- Copies of the Blueprint for Holmfirth are available at Holmfirth Library and the work is currently out to tender.
- A vehicle movements survey is due to take place soon.

An **Action** for Cllr Wilson is to suggest licencing for a mobile refreshments vendor at Sands at the next Town Centre Plan meeting.

2324 150 Committee Budget 2023-24 and 2024-25

- The Planning Committee has one budget line under its remit. This is 4505 Neighbourhood Plan. Its purpose is to support initiatives arising from the Holme Valley Neighbourhood Development Plan.
At the start of the Council year, the budget contains £3,000.

In earmarked reserves, the Committee oversees two funds, -

- £3,000 earmarked for the Holmfirth Market project.
- £7,000 earmarked for Road Safety; of this up to £5,000 has been committed to the purchase of a SID and up to £1,000 earmarked for a pilot school bollards safety scheme.

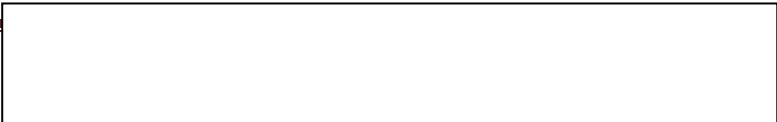
Noted: At the previous meeting on 16 October 2023 the Planning Committee made recommendations to the Finance & Management Committee and Full Council on their requirements for the budget in 2024/25 and for EMR arrangements for remaining funds from 2023/24. At the Full Council meeting on 18 December 2023, £1,500 was approved for the planning committee budget for the year 2024/25.

The merging of the EMRs will be considered at the Full Council meeting on 29 January 2024. Remaining unspent budget from 2023/24 will be considered at the Full Council meeting on 18 March 2024.

2324 151 Publicising the work of Holme Valley Parish Council

- Assistant Clerk updated on planned activity.

Close 8.59 pm





APPROVED Minutes **PLANNING STANDING COMMITTEE** held at **EXHIBITION ROOM** at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 5 FEBRUARY 2024** at **700pm**

Those present:

Chair: Cllr Andy Wilson

Vice Chair: Cllr Tom Dixon

Councillors: Isaac Barnett, Mary Blacka, Pat Colling, Adrian James, Steve Ransby, Martin Rostron.

Officer: Gemma Sharp (Assistant Clerk)

Welcome

The Chair welcomed the committee and members of the public.

Open Session at Planning

2 Members of the public attended to speak about application 2324/09/08 under agenda item 2324 159.

2324 152 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

As Local (Parish and Town) Council meetings can now be recorded, the Chair checked if any members of the public wished to record the meeting, to ensure reasonable facilities could be provided. None wanted to record the meeting. The meeting was already being recorded by the Officer for public broadcast via the Holme Valley Parish Council YouTube channel.

2324 153 To accept apologies for absence

Apologies and reasons for absence were **NOTED** and **ACCEPTED** from Cllrs Fenwick and Liles.

An existing dispensation is in place for Cllr Fernandes.

2324 154 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Blacka declared a personal interest in application 2324/09/03 under agenda item 2324 159

2324 155 To consider written requests for new DPI dispensations

None were received

2324 156 To consider whether items on the agenda should be discussed in private session

No items were to be held in private session.

2324 157 To confirm the Minutes of the Previous Meeting

Approved: The committee approved Minutes of the Planning Committee meeting held on 15 January 2024, numbered 2324 134 – 2324 151 inclusive.

2324 158 Completed Kirklees Planning Applications List

Noted: The committee noted the list 2324-08 updated with the views of the Committee.

2324 159 Kirklees Council - New Planning Applications

At this point standing orders were suspended to allow the members of the public to join the discussion.

The committee considered the new or amended applications received from Kirklees Council 9 January 2024 to 30 January 2024 inclusive – List 2324-09.

RESOLVED: That the Planning Committee's comments on the above applications be forwarded to Kirklees Council by the Assistant Clerk.

Cllr Barnett left the meeting at 8.04 pm.

2324 160 Kirklees Council - Planning Officers' Decisions

Noted: The list of Decision Notices issued by Kirklees Council for the period 9 January 2024 to 30 January 2024 inclusive was noted by the committee.

2324 161 Neighbourhood Planning and Reviewing Parish Council Outcomes

i. Purchase and placement of additional SID for the Holme Valley

- At the full Council meeting on 27th March councillors approved the expenditure of up to £5,000 on a mobile speed indicator device (SID).
- At a meeting of this Committee on 11th September, it was resolved that 5 locations had been identified to be the first sites for the device, further sites would be identified once the purchase has been completed.
 - Woodhead Road going towards Holmbridge from Holmfirth – Lighting Column 157. (Catch Restaurant).
 - Woodhead Road going towards Holmfirth from Holmbridge – Lighting Column 168. (Brynd Lea)
 - New Mill going towards Holmfirth – Lighting Column 70.
 - Holmfirth going towards New Mill – Lighting Column 71.

- Woodhead Road going towards Holmbridge from Holme – Lighting Column 224.

Cllrs Wilson and Blacka updated the committee that they had met with Cllr Crook of Kirklees HV South in January and were able to confirm that the SID is on order and will be able to take some suggestions on the placement of the device into account.

Resolved: The purchase of a second SID for the Holme Valley will be progressed by the clerking team.

Action: An action for Cllrs is to work to finalise the list of preferred sites for the device to be placed and consider possible locations close to Honley High School.

ii. Traffic calming

Primary School Safety Bollards

Cllrs Wilson and the Assistant Clerk updated the committee that the first set of 6 bollards for the pilot at Upperthong School had been ordered. A second pilot with Brockholes school will be progressed pending an update from Cllr Fenwick.

Honley High School

Noted: The committee noted correspondence from Kirklees regarding Honley High School regarding their proposals for a road safety scheme at the school.

Resolved: Cllrs will continue to work with the students to find a practical solution. The assistant clerk will continue to liaise with the school regarding the students attending a committee meeting to present their findings on road safety in the immediate area.

Action: An action for the Assistant Clerk is to clarify Kirklees' policy on 20 mph zones near schools.

iii. Streamlining Responses to Planning Applications

Noted: Cllr Wilson put forward proposals to streamline the commenting process on applications received by the Parish Council for consultation.

Resolved: Cllrs will continue to review all applications and the Chair will use the suggested criteria to highlight those that require more scrutiny prior to the meeting. Cllrs will also use the suggested criteria to guide during the meeting to allow for a more focused discussion.

Action: Cllr Wilson to contact all Cllrs as to remind them about checking applications in their wards.

2324 162 Peak District National Park Authority

- i. No new planning applications list were received in the previous period to be updated with HVPC comments.
- ii. - No new applications from the Peak District National Park were received in the period 9 January 2024 to 30 January 2024.
- iii. - No new decision notices from the Peak District National Park received in the period 9 January 2024 to 30 January 2024.

2223 163 Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley

The ongoing campaigns are:

- i. **Burnlee Road Closure**
- ii. **Ramsden Road**
- iii. **Cartworth Moor Road**
- iv. **Cheesegate Nab**
- v. **Netherthong centre**
- vi. **South Lane**

Noted: Cllrs noted an update has been received from PNFS regarding legal action on Ramsden Road.

Cllrs Wilson reported on progress on legal action and resulting planned scheme at Ramsden Road and progress with TROs at Ramsden Road and Cheesegate Nab.

2324 164 Planning Policy and Guidance

At the meeting on 11 September 2023 the committee **resolved** to request an alternative contact for the heritage team, a request has been made and the clerking team are awaiting a response.

The Assistant Clerk reported that she is following up and that it was confirmed by a Kirklees officer that a Conservation Area Appraisal for Honley was not available.

2324 165 Design Code

At the meeting on 4 December 2023 Cllr Ransby reported that progress had been made and he anticipated that a draft would be ready to present at the planning committee meeting on 5 February 2024.

Cllr Ransby updated the committee that the artwork on the draft had been delayed.

Action: Cllr Ransby will update the Assistant Clerk on a new estimated completion date as soon as is practicable.

2324 166 Place Standards

No new updates have been received since the last meeting.

2324 167 Committee Budget 2023-24 and 2024-25

The Planning Committee has one budget line under its remit. This is 4505 Neighbourhood Plan. Its purpose is to support initiatives arising from the Holme Valley Neighbourhood Development Plan.

At the start of the Council year, the budget contains £3,000.

In earmarked reserves, the Committee oversees two funds, -

- £3,000 earmarked for the Holmfirth Market project.
- £7,000 earmarked for Road Safety; of this up to £5,000 has been committed to the purchase of a SID and up to £1,000 earmarked for a pilot school bollards safety scheme.

At a previous meeting on 16 October 2023 the Planning Committee made recommendations to the Finance & Management Committee and Full Council on their requirements for the budget in 2024/25 and for EMR arrangements for remaining funds from 2023/24.

At the Full Council meeting on 18 December 2023, £1,500 was approved for the planning committee budget for the year 2024/25

Noted: Cllrs noted that at the Full Council meeting on 29 January 2024, it was **approved** that £3,000 from EMR 342 Holmfirth Market would be moved to EMR 343 Road Safety and that any remaining money in budget line 4505 Neighbourhood Plan at the end of the 2023/24 financial year also be placed in EMR 343 Road Safety.

2324 168 Publicising the work of Holme Valley Parish Council

The Assistant Clerk to updated on ongoing and planned activity.

Close 8.58pm

**MEETING OF THE SERVICE PROVISION COMMITTEE
MONDAY 19 FEBRUARY 2024**

IN THE CHAIR: Cllr Lawrence Baylin

ALSO PRESENT: Cllr Isaac Barnett, Cllr Pat Colling, Cllr Tom Dixon, Cllr Chris Green, Cllr Glenn Kirkby, Cllr Alison Morgan, Cllr Steve Ransby, Cllr Jane Rylah, Cllr Tricia Stewart

ABSENT WITH APOLOGIES AND REASON APPROVED: Cllr Donna Bellamy, Cllr Mary Blacka, Cllr Donald Firth (6-month dispensation in place)

OTHER ABSENCES: None

OFFICER TAKING MINUTES: Jen McIntosh

DRAFT MINUTES

	Welcome
	Public Question Time
	The Chair welcomed members. There were no members of the public present for the public session; however, a representative from Kirklees Youth Alliance was expected to arrive for item 2324 90 Youth work in the Holme Valley later in the meeting.
2324 68	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014
	The Chair reported that the Officer was recording the meeting in video format for upload to the Parish Council's YouTube channel.
	There were no other requests to record the meeting.
2324 69	Apologies and reasons for absence
	Apologies for absence with reasons received by the Clerk were circulated by email prior to the meeting.
	APPROVED: Apologies and reasons for absence from Cllr Bellamy and Cllr Blacka.
	A dispensation remains in place for Cllr Donald Firth.
2324 70	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda
	No personal and disclosable pecuniary interests in items on the agenda were disclosed.
2324 71	Receipt of updated Disclosable Personal and Pecuniary Interests forms
	There were no new/revised Disclosable Personal and Pecuniary Interests forms (DPIs) of COMMITTEE members to receive.

2324 72	Items on the agenda to be discussed in private session
	<p>RESOLVED: to hear items 2324 80 and 2324 83 in private session due to the commercial element in each of them.</p> <p>These were to be heard together, with items 2324 81 and 2324 82 to follow 2324 83.</p>
2324 73	Minutes of the previous SERVICE PROVISION COMMITTEE meeting
	<p>NOTED: the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 6 November 2023, numbered 2324 46 - 2324 67 inclusive, having been APPROVED at FULL COUNCIL on Monday 18 December 2023</p>
	<p>Further information regarding ongoing matters arising from the approved minutes was received from the Clerk including:</p> <ul style="list-style-type: none"> i. Contact with Holmfirth Food and Drink Festival regarding toilets – apologies received, portaloos to be trialled 2024 and the situation reviewed for 2025, including feedback from HVPC. ii. Holmfirth Public Toilets donations box – this is a task for the Clerk – proposals to be brought to the meeting on 8 July 2024. iii. Hepworth War Memorial – War Memorials online record has been updated and a pre-application submitted to the War Memorials Trust. iv. Sharps bin outside Holmfirth Public Toilets – Kirklees HVS councillors contacted – Cllr Davies will take up the matter with Kirklees officers. v. Civic valuation – following the valuation in December 2023 a Buildings Insurance Reinstatement Figure of £9,750,000 has been received.
	BUDGETARY MATTERS
2324 74	SERVICE PROVISION COMMITTEE Budget 2023-24 and Earmarked Reserves - update
	<p>Under Standing Orders the SERVICE PROVISION COMMITTEE makes financial decisions for a number of community assets and projects. An Expenditure against Budget 2023-24 report from the Deputy Clerk was received to monitor potential overspends and underspends and so manage the budget.</p>
	<p>NOTED: the Expenditure against Budget 2023-24 – Budget Lines Year-to-Date <i>and</i> Expenditure against Budget 2023-24 – Projected Budget Lines to Year End.</p> <p>The COMMITTEE discussed budget line 4725 Holme Valley Patient Transport Scheme. No grant application had been made to access the money in the 2023-24 budget and no evaluation of the grant received 2022-23. This was an ongoing issue. Nevertheless, the COMMITTEE was keen to support the service should an application be forthcoming.</p>
2324 75	Authorisation of Regular Expenditure
	<p>APPROVED: the authorisation of specified regular items of expenditure, as listed below, in the Services Provision Budget for the Council Year 2024-25:</p> <p>4320 Holmfirth Toilets</p> <ul style="list-style-type: none"> – Maintenance and Costs (contractor) – Electricity (Npower) – Water and Sewerage (Scottish Water Business Stream)

	<ul style="list-style-type: none"> – Sanitary Services (Principal Hygiene)
	4705 Christmas Provision
	<ul style="list-style-type: none"> – Christmas Trees (Kirklees) – Christmas Trees (SD and TJ Kirk)
	4710 New Mill Churchyard
	<ul style="list-style-type: none"> – Maintenance and Costs (contractor)
	4720 Dog Waste
	<ul style="list-style-type: none"> – Maintenance and Costs (contractor) – Poo Bags and Dispensers (JRB)
	4730 Minibus
	<ul style="list-style-type: none"> – Minibus Service (West Yorkshire Combined Authority)
	4735 Phone Boxes
	<ul style="list-style-type: none"> – Maintenance and Costs (contractor)
	4740 Seats and Shelters
	<ul style="list-style-type: none"> – Maintenance and Costs (contractor)
	4750 War Memorials
	<ul style="list-style-type: none"> – Maintenance and Costs (contractor)
	Some of these items of expenditure may be subject to review.
	GRANT APPLICATIONS
2324 76	Honley Business Association – CCTV maintenance
	The Clerk reported that in 2024-25 it was expected that this grant application would come under the remit of the FINANCE AND MANAGEMENT COMMITTEE. Any decision of this COMMITTEE in respect of a rolling grant for this purpose would be honoured by F&M.
	<p>APPROVED: a rolling grant for Honley Business Association of £1560.00 for the maintenance of the CCTV system, payable annually for the lifetime of this Council.</p> <p>Clerk to pick up with HBA one or two issues arising from the due diligence process.</p> <p>RESOLVED: to recommend to FULL COUNCIL the release of £1560.00 from 322 EMR CCTV to budget line 4700 CCTV for the payment of a grant to Honley Business Association for the maintenance of the CCTV system.</p> <p>There was some discussion regarding CCTV in Holmfirth – could a similar system to Honley be run for Holmfirth, perhaps by a Holmfirth-based business association?</p> <p>Clerk to contact Holmfirth Forward to gauge interest and feedback next meeting.</p>
	ASSETS MANAGEMENT
2324 77	Honley Library
	<p>Cllr Barnett left the meeting at 7.55pm during consideration of this item.</p> <p>NOTED: report and events update from Friends of Honley Library.</p> <p>APPROVED: revised plans for library extension as viewed at the meeting.</p>

	<p>The COMMITTEE discussed an email and agenda/report received regarding a meeting of the Kirklees Cabinet scheduled for 20 February 2024. Item 10 outlined a proposed engagement for a community managed library model. All options under consideration appeared to entail the complete withdrawal of Kirklees Library Service staffing from Honley Library.</p> <p>The COMMITTEE expressed serious concerns about this development and wished any response to be guided by input from FOHL.</p> <p>Clerk to liaise with FOHL regarding next actions.</p>
2324 78	Holmfirth Civic Hall Community Trust
	NOTED: latest report from Holmfirth Civic Hall Community Trust.
	<p>Further to the written report the Clerk updated the COMMITTEE regarding a recent encouraging site visit by the lead architect of Mosedale Gillat Architects and Kirklees Planning Officer, with reference to the drawing up of a long-term maintenance and improvement plan.</p> <p>The matter of the outstanding roof repairs was in the hands of HVPC's insurers and progressing.</p> <p>The work on clarifying boundaries with neighbours had progressed to fact-to-face meetings and was nearing conclusion.</p> <p>The Clerk and HCHCT Business Development Manager were planning to work together later in the year regarding a possible application for a green energy grant when the next round opens.</p> <p>Cllr Ransby reported that financial controls and accountability within the Trust had been strengthened.</p> <p>A query was raised regarding future plans for the Civic: would these incorporate the expansion/improvement of the Exhibition Room facilities to better meet the needs of the Council and the community? It was anticipated that the maintenance and development plan would incorporate internal reconfiguration to address this issue.</p> <p>The COMMITTEE wished to thank the Business Development Manager and all HCHCT Trustees for the report and the work it represented.</p> <p>A task for the Clerk remained to schedule a meeting with the HVPC Civic Trustees, the Chair of SPC, the Chair of HCHCT and the Business Development Manager to review financial matters with regards to HCHCT.</p> <p>A further task for the Clerk was to keep under review working time expended on Civic matters.</p>
2324 79	Report from maintenance contractor regarding toilets, shelters, war memorials, phone boxes and benches
	NOTED: the report received from the maintenance contractor.
	Actions arising from the report were to be considered in later agenda items.

2324 80	Holmfirth Public Toilets
	<p>This item was heard in private session as determined in item 2425 72.</p> <p>The COMMITTEE heard that there was £7,996.43 in budget line 4320 Public Toilets – Day-to-Day, projected to be £4,357.38 at year end.</p> <p>The contractor had struggled to obtain quotations for the reflooring of Holmfirth Public Toilets as requested at the last COMMITTEE meeting. One quotation had been obtained so far.</p> <p>Possible future redevelopment of the toilets was discussed in broad terms. Amongst the points raised was that these facilities are used by the many visitors to Holmfirth and form part of their impression of our town.</p>
	<p>RESOLVED: to recommend to FULL COUNCIL at year end the transfer of any monies left in 4320 Public Toilets – Day-to-Day to 331 EMR Gartside Building for the redevelopment of the voluntary contributions system and for the refurbishment of the Holmfirth Public Toilets.</p> <p>The COMMITTEE wished to explore further options for improving the toilets.</p>
2324 83	Gartside Buildings update
	<p>This item was heard in private session as determined in item 2324 72.</p>
	<p>NOTED: the current position and future possibilities regarding the Gartside retail unit, as reported by the Clerk.</p> <p>An action for the Clerk was to liaise with the Chair and Vice Chair of the COMMITTEE regarding the marketing and potential letting of the rental unit.</p> <p>The COMMITTEE was to be kept informed of any agreements reached before the next meeting date of 8 July 2024.</p>
2324 81	Other assets including benches, stone shelters, war memorials, red heritage phone kiosks
	<p>This item was heard after item 2425 83 as RESOLVED in item 2425 72.</p> <p>It remained an action for the Chair and the Clerk to draft and seek approval of a multi-year maintenance contract to be put out to tender during the 2024-25 year with a view to achieving best service and value for money.</p> <p>An action for the Chair of SERVICE PROVISIONCOMMITTEE and the Clerk remained to jointly draft a clearer Service Level Agreement for the maintenance of the HVPC smaller assets, including reporting and accountability requirements and public information arrangements. This was being undertaken in consultation with the current contractor, with the intention of reaching mutual agreement and voluntary adoption of those terms within 2023-24.</p> <p>NOTED: that the above action would now be progressed during the council year 2024-25 in view of the expected absence of the Clerk in March 2024 due to surgery.</p>

2324 82	Holme Valley Streetscape
	Item 2324 72 RESOLVED that this item was heard after item 2324 83, following on from item 2324 81.
	The substance of this item, including the status of waste bins, had been debated as part of item 2324 80.
	The Chair reported that the time was 9pm.
	RESOLVED: to suspend Standing Orders in order to consider items 2324 85 and 90 with all other items to be DEFERRED to the meeting on 8 July 2024.
	SERVICES
2324 84	Minibus Provision – reviewing the contract with West Yorkshire Combined Authority to improve local public transport provision and increase usage
	This item was DEFERRED to the meeting scheduled for 8 July 2024.
2324 85	Christmas tree provision 2023-24 - update
	A review of past provision report was received and ideas for future provision within the budget discussed.
	The Chair reported that the key elements of any proposal to be considered should be: <ul style="list-style-type: none"> – To replace the current arrangement with one that is more rational and fair to the whole community. – To stay within agreed budget. – To continue to support the excellent displays in the centres of Holmfirth and Honley. – To enable local community choice, ownership and responsibility. – To provide financial contributions towards trees and/or decorations plus optional access to bulk purchase of trees (including their delivery, erection and removal) and access to advice, guidance and possibly assistance in fitting power supply connections where required. – To put in place a grant application process which is aligned with the existing process and minimises bureaucracy.
	Key possibilities emerging included: <ul style="list-style-type: none"> – Moving away from expensive Kirklees provision. – Moving to a grants process with the possibility of awarding small grants towards the provision of Christmas trees or other public space decorations – perhaps a ring-fenced amount to be shared by all villages that apply for it and meet the criteria. – The desirability of consulting with Holmfirth Christmas Team, Honley Christmas Team and other community groups who might wish to have access to HVPC resources to facilitate seasonal decorations.
	The desirability of considering any plans from a climate action perspective was stated including consideration of: <ul style="list-style-type: none"> – Encouraging the planting of live trees – although these would present logistical issues i.e. decorating very tall trees. – Considering possible energy usage and light pollution impact of any actions taken – possibility

	<p>of introducing a condition that trees etc are only lit between 1st December to 6th January.</p> <p>An action for the Clerk was to consult further with interested groups and bring proposals to the meeting on 8 July 2024.</p> <p>The Clerk observed that, given the nature of the discussions, it was possible that a wide spectrum of potentially conflicting proposals might result.</p>
2324 86	Sands Recreation Ground – use of up to £15,000 from EMR 338 Children’s playgrounds
	<p>A letter from the Clerk sent to Kirklees Council requesting clarification as to whether Kirklees planned to liaise further with HVPC regarding the use of this EMR had been shared with the COMMITTEE beforehand.</p> <p>This item was DEFERRED to the meeting scheduled for 8 July 2024.</p>
2324 87	New Mill Closed Cemetery
	<p>This item was DEFERRED to the meeting scheduled for 8 July 2024.</p>
2324 88	Dog waste strategy
	<p>This item was DEFERRED to the meeting scheduled for 8 July 2024.</p>
2324 89	Tourism
	<p>This item was DEFERRED to the meeting scheduled for 8 July 2024.</p>
2324 90	Youth work in the Holme Valley
	<p>Quarter 3 and Quarter 4 reports from Kirklees Youth Alliance were received and the CEO of Kirklees Youth Alliance CIO was welcomed to the meeting to report further.</p> <p>The COMMITTEE welcomed the appointment of the qualified youth worker. In addition to the provision of youth clubs agreed with HVPC centring on Café 100, the Phoenix Centre and Honley Village Hall, links had been made with Holmfirth High School regarding the running of a Young Leaders Award. It was hoped that similar links might be facilitated with Honley High School.</p> <p>At the current time a detached youth work provision was in place in Honley, pending the resumption of Honley Youth activities based at Honley Village Hall.</p> <p>The KYA CEO was thanked for her input. It was possible that young leaders might have an input into a future meeting – this would be welcomed.</p>
	<p>NOTED: the two written reports and the verbal report from the CEO of Kirklees Youth Alliance CIO received from Kirklees Youth Alliance with regards to the Kirklees initiative.</p>
2324 91	Defibrillators
	<p>This item was heard on the advice of the Clerk.</p> <p>The Clerk had been researching basic information regarding defibrillators in the Holme Valley with the intention of reporting further at the meeting on Monday 8 July 2024 as part of a longer item.</p>

	<p>She had received notification from the Yorkshire Ambulance Service that one of the two defibrillators in the Holme Valley owned by Holme Valley Parish Council was in need of a replacement battery. The Clerk wished to ascertain that the main purpose of EMR 326 Defibrillator Special Reserve going forward was to ensure that the 2 defibrillators situated outside the Civic and Holmfirth Toilets which were owned by Holme Valley Parish Council were funded sufficiently for maintenance purposes.</p> <p>The Clerk had received a query about possible funding from HVPC for replacement parts for other defibrillators based in the Holme Valley (estimated to number around 30) owned/operated by other organisations/groups. In some cases, the original defibrillators had been purchased through grant money from HVPC.</p>
	<p>RESOLVED: to recommend to FULL COUNCIL the release of £190 from EMR 326 to cover the costs of a replacement for the Holmfirth Toilets defibrillator battery.</p> <p>RESOLVED: that any requests for funding for maintenance for defibrillators (with the exception of those two which are assets of HVPC, namely Holmfirth Civic and Holmfirth Toilets) should be via the established grants process.</p>
	PUBLICITY
2324 92	Items for Publicity
	This item was DEFERRED to the meeting scheduled for 8 July 2024.
	<i>The meeting closed at 9.33pm.</i>

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 26 FEBRUARY 2024

Those present:

Chair: Cllr P Colling

Vice Chair: Cllr A Wilson

Councillors: Cllr I Barnett, Cllr D Brook, Cllr C Greaves, Cllr J Holmes, Cllr G Kirkby, Cllr J Liles, Cllr J Rylah

Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Welcome

The Chair welcomed Councillors and Officers to this meeting of the Finance and Management Committee.

Public Question Time

No members of the public were present, and no Councillor spoke in the open session.

2324 106 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The RFO/Deputy Clerk recorded the meeting for upload to the Parish Council's YouTube channel.

No-one else wished to record the meeting.

2324 107 To accept apologies for absence

NOTED: The Committee noted that Cllrs Baylin, Blacka, Fenwick and Fernandes were absent.

Cllrs Fernandes had a dispensation in place. Cllrs Baylin and Blacka had tendered apologies.

RESOLVED: The Committee approved the reasons for their apologies.

Signed: _____

2324 108 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Kirkby disclosed personal interests in Agenda item 2324 113 Applications ii, vii, xiv, xvii, xviii, xix.

Cllr Barnett disclosed a personal interest in Agenda item 2324 113 Application xx.

Cllr Rylah disclosed a personal interest in Agenda item 2324 113 Application ix.

Cllr Holmes disclosed a personal interest in Agenda item 2324 113 Application ix.
Cllr Liles disclosed a personal interest in Agenda item 2324 113 Application viii.

2324 109 To consider written requests for new DPI dispensations

None had been received.

2324 110 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members resolved at this time that no item should be heard in private session.

2324 111 To confirm the Minutes of the previous Committee meeting

RESOLVED: Members approved the Minutes of the Finance and Management Committee Meeting held on 15 January 2024, numbered 2324 87 to 2324 105 inclusive.

2324 112 Grants

- i. **NOTED:** Members noted the rolling list of all grants awarded by the Parish Council 2021-24 for Members to review past awards. RFO/Deputy Clerk to report. **(C)**
- ii. **NOTED:** Members noted the rolling list of all grants against budgets awarded by the Parish Council this year 2023-24, updated to reflect approved virements. RFO/Deputy Clerk to report.
- iii. **NOTED:** Members noted the list of Finance and Management grants being considered at this meeting 22/02/2024 against the budget lines 4315 Community Assets and 4405 Projects and Events. RFO/Deputy Clerk to report.

Signed: _____

- iv. **NOTED:** Members noted the following newly received Grant Evaluation Forms of Finance and Management grants awarded:
- 2023-24 Grant 7. Holmfirth Food and Drink Festival
 - 2023-24 Grant 11. Wooldale Wanderers AFC
 - 2023-24 Grant 12. Holmfirth Tech – Rock Room
 - 2023-24 Grant 17. Honley Village Community Trust – Magdale Dam
 - 2023-24 Grant 22. Honley Village Community Trust – Welcome Club
 - 2023-24 Grant 32. Honley Village Community Trust – Children’s Christmas Party
 - 2023-24 Grant 36. Honley Village Community Trust – Children’s Arts and Crafts

Members of the Grants Working Group had expressed reservations regarding sharing all Grant Evaluation Forms received as part of the documentation for meetings. This partly concerned the sheet size of the files shared.

RESOLVED: All Grant Evaluation Forms would be shared with Members (and the general public) through the Grants dropdown menu on the Parish Council’s website. Members would be notified of new uploads prior to Finance and Management meetings. The Chair would review the Grant Evaluation Forms to ensure due diligence in those projects awarded funds.

- v. **NOTED:** The committee noted that the RFO had in February 2024 sent out blank Grant Evaluation Forms to any remaining groups awarded grants between August 2023 and November 2023.
- vi. **Grants Working Group**
- The Chair of the Grants Working Group reported on the first meeting of the group by Zoom. Members had been allocated tasks to be reviewed at the next meeting 15 March 2024.
- NOTED:** The Committee noted the report.

2324 113 Grant Applications

The Committee considered twenty grant applications against its budget lines 4315 Community Assets and 4405 Projects and Events.

NOTED: The Committee noted that it may consider referring awards to other Committees for potential funding, - for example CACE regarding, for example, energy solutions. However, the RFO/Deputy Clerk reported that there may not be ready funds available as we approached the end of the financial year.

Signed: _____

Budget line 4315 Community Assets Grants

- i. The Committee considered Grant Application 43 from Upperthong Cricket Club for £4,100 towards replacement of clubhouse carpets. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – provision of building for public meetings.
RESOLVED: Upperthong Cricket Club was awarded £2,050 towards replacement of clubhouse carpets.
- ii. The Committee considered Grant Application 44 from Honley Village Community Trust for £2,640 towards tree works at Southgate Woods. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: Honley Village Community Trust was awarded £2,640 towards tree works at Southgate Woods.
- iii. The Committee considered Grant Application 45 from Scholes Cricket Club for £3,078 (£2,565 + VAT) for netting and a sightscreen. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: No award was made.
- iv. The Committee considered Grant Application 46 from Hade Edge Residents Association for £4,000 towards a village green flower garden. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: Hade Edge Residents Association was awarded £2,000 towards a village green flower garden.
- v. The Committee considered Grant Application 47 for Honley Business Association for £1,000 towards the upkeep of six community-owned defibrillators in Honley. The legal power for this would be Public Health Act 1936 S234 – provision of life-saving appliances.
RESOLVED: No award was made.
- vi. The Committee considered Grant Application 48 from Eden's Forest CIC for £1,337.63 towards a sheltered area for play and learning in Honley. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: Eden's Forest CIC was awarded £1,337.63 towards a sheltered area for play and learning.

Signed: _____

- vii. The Committee considered Grant Application 49 from Friends of Honley for £1,500 towards seasonal planting of outdoor spaces. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: Friends of Honley was awarded £1,500 towards seasonal planting of outdoor spaces.
- viii. The Committee considered Grant Application 50 from Hepworth Utd FC for £2,000 towards storage for the club's equipment. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: No award was made.
- ix. The Committee considered Grant Application 51 from Holmfirth Tech for £4,915.20 towards new, upgraded entrance doors. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – provision of building for public meetings.
RESOLVED: No award was made.
- x. The Committee considered a late Grant Application 52 from Holmbridge Cricket Club, for £5,000 towards solar batteries for the clubhouse energy storage. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – provision of building for public meetings.
RESOLVED: Holmbridge Cricket Club was awarded £5,000 towards solar batteries.

Budget Line 4405 Community Benefits Grant – projects, events, other

- xi. The Committee considered Grant Application 53 from Thongsbridge Cricket and Bowling Club for £1,500 towards an irrigation system. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – power to provide and contribute to a wide range of recreational facilities.
RESOLVED: No award was made.
- xii. The Committee considered Grant Applications 54 from Holmfirth Food and Drink Festival for £1,500 towards refuse collection and street cleaning after the Festival. The legal power for this would be Local Government Act 1972 S144 – power to encourage tourism.
RESOLVED: Holmfirth Food and Drink Festival was awarded £1,500 towards refuse collection and street cleaning.
- xiii. The Committee considered Grant Application 55 from Friends of Cliff Recreation Ground for £655 towards a D-Day beacon-lighting event. The legal power for this would be Local Government Act 1972 S145 – provision of entertainment.
RESOLVED: Friends of Cliff Recreation Ground was awarded £655 towards a D-Day beacon-lighting event.

Signed: _____

- xiv.** The Committee considered Grant Application 56 from Honley Village Community Trust for £1,369 towards brushcutter/trimmer training. The legal power for this would be Open Spaces Act 1906 s9-15 – power to maintain land for open spaces.
RESOLVED: Honley Village Community Trust was awarded £1,369 towards brushcutter/trimmer training.
- xv.** The Committee considered Grant Application 57 from Wooldale Community Group for £1,000 towards rent for the youth club and mother and baby club. The legal power for this would be Local Government (Miscellaneous Provisions) Act 1976 S19 – provision of buildings for public meetings.
RESOLVED: Wooldale Community Group was awarded £1,000 towards rent for the youth club and mother and baby club.
- xvi.** The Committee considered Grant Application 58 from Holme Valley Climate Action Partnership for £897 towards a local food awareness event. The legal power for this would be Local Government Act 1972 S145 – provision of any form of public entertainments.
RESOLVED: Holme Valley Climate Action Partnership was awarded £897 towards a local food awareness event.
- xvii.** The Committee considered Grant Application 59 from Honley Village Community Trust for £372 towards Easter craft workshops for children. The legal power for this would be Local Government Act 1972 S145 – support of the arts.
RESOLVED: Honley Village Community Trust was awarded £372 towards Easter craft workshops for children.
- xviii.** The Committee considered Grant Application 60 from Honley Village Community Trust for £578.50 towards Easter Bunny Tea Party for children. The legal power for this would be Local Government Act 1972 S145 – provision of any form of public entertainments.
RESOLVED: Honley Village Community Trust was awarded £578.50 towards Easter Bunny Tea Party for children.
- xix.** The Committee considered Grant Application 61 from Honley Village Community Trust for £1,163 towards floral workshops. The legal power for this would be Local Government Act 1972 S145 – support of the arts.
RESOLVED: No award was made.

Signed: _____

- xx.** The Committee considered a late Grant Application 62 from Honley Show Society Ltd for £500 towards a cycle storage area for the festival. The legal power for this would be Local Government Rating Act 1997 – provision of equipment to prevent crime.
RESOLVED: No award was made.

NOTED: The Committee noted that the Parish Council had, for the fourth time, contacted Holme Valley Patient Transport to advise that we need a completed copy of the Grant Evaluation Form regarding their award 2022-23, before we can pay them the current year's £1,000 award, and any future rolling awards. Cllr Greaves had also been in touch to try to move things along.

2324 114 Chair's Expenses

NOTED: The Committee noted that the Chair's Expenses budget is £1,000, and that the only expenditure to date had been £28.

2324 115 Schedule of Payments

RESOLVED: The Committee approved the draft month-to-date schedule of payments for February 2024.

As per the recommendation in the internal audit report, the Chair must initial the Schedule of Payments and they be attached to the minutes of the meeting.

Signed: _____

2324 116 Financial Statements

NOTED: Members noted the accounting summaries as listed for December 2023 and January 2024.

i. For December 2023:

- (1) Bank Reconciliations All Accounts (to end 31 December 2023)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 December 2023)
- (3) Trial Balance (to end 31 December 2023)
- (4) Income and Expenditure by Budget Heading (to end 31 December 2023)
- (5) Balance Sheet (to end 31 December 2023)
- (6) Cash and Investment Reconciliation (to end 31 December 2023)
- (7) Earmarked Reserves (to end 31 December 2023)
- (8) Schedule of Payments (to end 31 December 2023)
- (9) VAT Return –for the quarter OCT-DEC 2023 submitted 31st January 2024 and £1,341.06 VAT repayment received 07/02/2024.

ii. For January 2024:

- (1) Bank Reconciliations All Accounts (to end 31 January 2024)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 January 2024)
- (3) Trial Balance (to end 31 January 2024)
- (4) Income and Expenditure by Budget Heading (to end 31 January 2024)
- (5) Balance Sheet (to end 31 January 2024)
- (6) Cash and Investment Reconciliation (to end 31 January 2024)
- (7) Earmarked Reserves (to end 31 January 2024)
- (8) Schedule of Payments (to end 31 January 2024)
- (9) VAT Return –for the quarter-to-date JAN-MAR 2024 (not for submission)

- iii. **NOTED:** The Committee noted the report from the RFO that, as per the recommendation in the internal audit report, the Chair and a second signatory on the bank mandates, - in this context, - the Vice Chair, would hereafter have to sign and date all the bank reconciliations, checking against the bank statements.

Signed: _____

- iv. The RFO/Deputy Clerk reported on the income and expenditure against budget year-to-date end January 2024 of the Parish Council.

The RFO's report –

Income side:

- On the income side, budget line 1090 Interest on Investments line was nearly 500% over its projection because of higher interest rates.
- Holmfirth Civic Hall Community Trust assured us that they will reimburse us for their portion of the insurance before the end of the financial year. This is included in 1095 Other Income.
- Members were advised that it is unlikely that we will get a tenant for the Gartside shop unit before year end, so that would remain with a big, negative variance.

Expenditure side:

- Salaries and oncosts were over budget at 90% of the full year's budget 10 months into the year so, as Council will be aware, this will be over at year end. This was due to the national pay award and individual performance-based uplifts.
- 4060 Staff Training was already at 135.8% of the annual budget after ten months. This was because both the Clerk and the RFO/Deputy Clerk had enrolled in the CiLCA which is a costly qualification. The Staff Training policy does state, "If enrolment for CiLCA training is anticipated then this amount will need to include an extra £800." This had not, however, been committed in the original budget as it was set for this year.
- 4235 Insurance was significantly over-budget as Council is aware. This was over-budget when the insurance was paid for, but then the addition of the topograph tipped it over even further.
- 4310 Holmfirth Civic Hall – projects, it was reported, was likely to be very significantly over-budget. It was currently £7,317 in deficit, and £22,490 had further been committed by this Committee from its 4315 Community Assets budget line to fund eventual repairs to the flat roof between The Civic and the Drill Hall. It seemed, though, that this work would not be completed 2023-24, so Council would need to consider ways to manage the likely £22,490 underspend.
- The budget lines for 4705 Christmas Provision and 4710 New Mill Churchyard would both be a little over budget at year end. The Service Provision Committee were reviewing these projects.
- Other than these, most budget lines were on target.

NOTED: Councillors noted the draft Income and Expenditure report for the financial year-to-date January 2024 from the January accounting summaries, and the RFO/Deputy Clerk's report.

Signed: _____

Members considered any further actions on income and expenditure against budget.

RESOLVED: No further action.

v. Earmarked Reserves

The RFO/Deputy Clerk reported on the earmarked reserves of the Parish Council to end January 2024 and moving forward:

- i. 322 EMR CCTV was likely to be down to £320 following the recommendation to award £1,560 at Service Provision 20/02/2024.
- ii. EMR 323 Other Community Assets in the Holme Valley now consisted solely of £2,017 for 10th Holme Valley (New Mill) Scouts (towards a new scout hut).
- iii. 329 EMR Holmfirth Civic Hall may need to have the money for the roof repairs added to it from 4315 Other community assets at the year end to ringfence that money for future works.
- iv. £15,000 remained in 332 EMR Honley Library.
- v. £15,000 remained in 338 EMR Children's Playgrounds. Service Provision did not resolve what should happen to this reserve.
- vi. 342 EMR Holmfirth Market (£3,000) had been disconsolidated in January and its money moved to 343 EMR Road Safety which now holds £10,000. There may be expenditure of £3,675 from the latter reserve for a mobile Speed Indicator Device, but the ordering process is slow.

To consider, any further actions on earmarked reserves.

NOTED: Councillors noted the RFO's year-to-date January report. They considered whether any further actions were needed on the earmarked reserves.

RESOLVED: No further actions.

2324 117

Tenancies

- i. **NOTED:** The Committee noted that the RFO/Deputy Clerk had, this month, February 2024, mailed out document packs to garage and allotment tenants with a letter regarding the new fees, tenancy agreements to be signed and returned, and invoices.
- ii. **NOTED:** The Committee noted that the Clerk had contacted local estate agents, Simon Blyth and Wm. Sykes, with regard to advertising the vacant shop unit in the Gartside Building.

Signed: _____

2324 118 Holme Valley Parish Council Insurance 2024-25

- i. **NOTED:** The Committee noted that the Parish Council had had The Civic revalued by Boultons. The new reinstatement valuation was £9,750,000. The insurer had been informed of this. The previous valuation for insurance purposes was £7,572,824, so this is a sizeable increase. The RFO reported that the additional premium was £419.53 with two months of the year remaining, so this would likely mean the Insurance budget line 2024-25 would be significantly under-resourced.
- ii. The Committee considered approving arrangements for the insurance of the Parish Council 2024-25. The RFO/Deputy Clerk reported on the current situation with the current insurer dealing with a number of issues including a claim against a neighbour for significant damage to The Civic. Given that Holmfirth Civic Hall Community Trust had not arranged yet for the flat roof to be repaired, the RFO reported that there seemed little point looking for a new insurer, to continue with the current insurer until the roof is repaired, and to look more concertedly for a new insurance deal for the year 2025-26.
RESOLVED: The Parish Council would continue with its current insurer, Aviva, and insurance broker, Town and Country, for the year ahead 2024-25.

2324 119 Internal Control Check

NOTED: Cllr Liles reported that she had undertaken the Parish Council's Internal Control Checks for JUL-SEP and OCT-DEC on Monday 26th February 2024. She had found no significant issues.

2324 120 Banking

- i. Members noted the RFO/Deputy Clerk's report that, where previously it was understood that Unity Trust bank required a business plan to support the Parish Council's application for an account, after further investigation Unity Trust had advised that a letter summarising the business of the Parish Council, signed by all the mandated Councillors, would stand in for a business plan. The RFO/Deputy Clerk had drafted a letter with a Summary of the Business of Holme Valley Parish Council for consideration.
RESOLVED: The Committee approved the letter with a Summary of the Business of Holme Valley Parish Council to forward to Unity Trust signed by mandated Councillors.

Signed: _____

- ii. At the last meeting of the Staffing Committee, the Parish Council resolved that having the skills to run the Parish Council’s financial systems (payment of bills, payroll etc) needed to be shared wider between Officers. Currently only the RFO/Deputy Clerk had the knowledge and tools to make payments to staff, suppliers, HMRC and pensions, which makes the Parish Council vulnerable if he is absent from work for whatever reason. Since then, the Assistant Clerk had been learning how to manage these systems and had done so successfully. However, she needed authorisation for her own login to the HSBC website and supply of her own banking security device to access online banking. The Committee considered approval for the Assistant Clerk’s online banking with HSBC and supply of an HSBC banking security device.

RESOLVED: The Committee resolved for the Assistant Clerk to have a login to HSBC online banking and supply of an HSBC banking security device.

2324 121 Financial Records for the website

NOTED: The Committee noted that the financial records for December 2023 and January 2024 had been added to the website. February’s records would be included in due course.

2324 122 Publicising the work of Holme Valley Parish Council

Members considered recent events or news that this Committee wished to publicise via the press, Parish Council website or social media.

RESOLVED: The RFO/Deputy Clerk would report on grant awards.

The Meeting closed at 2050hrs.

.....
Chair

Signed: _____

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.

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.

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

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

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS
Email: clerk@holmevalleyparishcouncil.gov.uk
Tel: 01484 687460



Grant Application Form

Please complete and return to the clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of August to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p4.

In under 20 words, tell us what the grant would pay for?

To replace the Holmfirth town centre lamp post brackets.

1 Contact Details	
Name of organisation	Holmfirth Forward
Address	
Postcode	
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation		
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> Unregistered community group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other (please state) <input type="checkbox"/> / <p>➤ Not for profit company limited by guarantee</p> <p>.....</p>	
Charity Registration No	If applicable	
When did the group start?	April 2019	
How many people are involved in running your group?	Trustees	
	Unpaid Management Committee	7
	Paid F/T Staff	
	Paid P/T Staff	
	Volunteers (excluding Management Committee)	
3 Your Finances (your last full financial year)		
Financial Year	2023-24	
Income	£5,210	
Expenditure	£0	
Reserves held	£5,210	
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	<p>This is a dedicated fund to be used exclusively for running the market. The income was from a grant and donation to establish Holmfirth Community Market. The grant was used to buy new market stalls, pay for necessary design work, establish and run a web site, and pay for insurance and professional subscriptions.</p>	
4 Your Bank Account		
If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	YES	NOT APPLICABLE

Account Name	
Sort Code	
Account Number	

5	Your Project
Outline the project that you are seeking a grant for	
<p>Promoting the town centre and making it look attractive is a key part of ensuring its continued viability and vitality. It is also essential to preserve Holmfirth's unique identity as a special place where people want to spend their time and money, be with others and enjoy themselves.</p> <p>Part of making the town look attractive is the use of banners, flags, posters and other ornaments. Holmfirth Business Together, on behalf of Holmfirth Forward and other groups, has engaged a local graphic designer to create a new 'brand' for the town. (See link below.) This work has been paid for by Kirklees Council from the Place Standard fund.</p> <p>The new branding is due to be launched in April but in preparation for the event, inspection of the lamp post brackets used to hold the banners, has found them to be inadequate and therefore unsafe. They need to be replaced at an estimated cost of £3,240. (See attached email.)</p> <p>These brackets have been used in the past to promote the town (for example the welcome back banners after the first lock down) and their replacement will make them available to promote future festivals, events and activities.</p> <p>Kirklees Council has been approached but it is unable to provide any money in addition to the rebranding budget to fund the brackets. (See attached email.) Without the banners, the launch of the new brand will be a half-hearted affair.</p>	
Why do you feel your project is worthwhile?	
<p>Holmfirth Town Centre footfall is down. This will be due to the cost of living crisis and the recent bad weather. It is important for the future vitality and viability of the town centre that it is presented as a modern, vibrant, interesting and attractive place for local people and visitors to come to, as well as for those who live and work here. The new branding has explicitly designed to capture the diverse attractions Holmfirth has to offer but without the use of the large banners, a significant part of the rebranding exercise will be lost.</p>	
How will your project benefit the people of the Holme Valley?	
<p>The Parish Council can only give out grants that directly benefit the people of the Holme Valley</p>	

Holmfirth is the main town in the Valley and attracts visitors who contribute to the local economy. Its many events also benefit local people by giving it a sense of identity, a vibrancy and a special 'feel'.

Banners hanging from the lamp posts provide a significant channel to communicate important messages, such as the new brand, forthcoming events and major activities. Concern has been expressed about the difficulties in getting messages out to local people, in addition to social media, in the absence of a local newspaper. Hanging banners from lamp posts provides another way of communicating. Replacing the brackets will make this channel available for a number of years to come.

Who in the Holme Valley will benefit? How many people will benefit?

- ♦ the general population, ♦ children under 16, ♦ young people under 25, ♦ older people over 60,
- ♦ disabled people, ♦ people of minority ethnic origin, ♦ particular groups, ♦ other

The general population

How will your project address the ongoing climate emergency?

The opportunity to use lamp post banners will be open to the Parish Council and other groups to communicate the importance of reducing carbon emissions and for example encourage the use other means of transport to access the town centre rather than relying on cars.

6

Grants from Holme Valley Parish Council

Put an "X"

Grant 1: Assets Grants

- This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new developments to these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.
- Maximum award is £5,000.



Grant 2: Community Benefits Grants

- This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley.
- Maximum award is £1,500.



- If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: clerk@holmevalleyparishcouncil.gov.uk
- The Parish Council can award more money than the maximum award in very special circumstances.

7 Your Project Budget Plan			
Item	Cost	Where will the funding come from? <small>- reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
15 brackets @ £180 + vat each	£3,240	No funds available	£3,240
Project Total Cost		Total amount requested from HVPC	£3,240

Has the group applied elsewhere for other grants to fund this project? *If yes, please give details.*

Kirklees Council has rejected the application.

Has the group received a grant from the Parish Council in the last five years?	NO
	Please give details

8 Documentation

Please ensure you enclose the following with your application:

1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of bank statements for the last 6 months	YES
5. Copies of written estimates/quotations for capital purchases (if relevant)	YES
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A
7. Anything else: - https://www.dropbox.com/scl/fi/hglo7314xw87bhwuz9j43/2359_HBT-Holmfirth-Place-Branding-Concept-NOV23-v2.pdf?rlkey=0m93u3n2zfe8pl5i66478lntI&e=1&dl=0	YES

9 Declaration	
<ul style="list-style-type: none"> • I am authorised to make the application on behalf of the above organisation. • I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded. • I have filled in every section of the application form. • I certify that the information contained in this application is correct. • If the information in the application changes, I will inform the Council. • I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application. • If the application is successful, I give permission for the Council to publicise the project in the local media and on its website. • I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
Name	
Signature	
Date	8 March 2024

**Send the completed application form (with all supporting documentation) to:
Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS.
If possible, email a copy of the grant application in Word to the Clerk at
clerk@holmevalleyparishcouncil.gov.**

For internal use only	
Date application received	11 th March 2024
Application meets criteria	Yes / No
Name of Committee reviewing application	Council
Date of meeting	18 th March 2024
Minute number	144
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

31 JANUARY 2023

L01-23 | CODE OF RECOMMENDED PRACTICE ON LOCAL AUTHORITY PUBLICITY (ENGLAND) / PUBLICITY DURING THE PRE-ELECTION PERIOD

A code of recommended practice on local authority publicity ('the Code') was issued on 31 March 2011. By virtue of s.6 of the Local Government Act 1986, the Code applies to parish councils.

It is recommended that parish councils follow the Code, which is available via the following link: <https://www.gov.uk/government/publications/recommended-code-of-practice-for-local-authority-publicity>.

Paragraph 28 of the Code says:

"Local authorities should not publish or incur expenditure in commissioning in hard copy or on any website, newsletters, newssheets or similar communications which seek to emulate commercial newspapers in style or content. Where local authorities do commission or publish newsletters, newssheets or similar communications, they should not issue them more frequently than quarterly, apart from parish councils which should not issue them more frequently than monthly. Such communications should not include material other than information for the public about the business, services and amenities of the council or other local service providers".

Paragraphs 34 and 35 of the Code are set out below:

"During the period between the notice of an election and the election itself, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members. Publicity relating to individuals involved directly in the election should not be published by local authorities during this period unless expressly authorised by or under statute. It is permissible for local authorities to publish factual information which identifies the names, wards and parties of candidates at elections.

In general, local authorities should not issue any publicity which seeks to influence voters. However this general principle is subject to any statutory provision which authorises expenditure being incurred on the publication of material designed to influence the public as to whether to support or oppose a question put at a

referendum. It is acceptable to publish material relating to the subject matter of a referendum, for example, to correct any factual inaccuracies which have appeared in publicity produced by third parties, so long as this is even-handed and objective and does not support or oppose any of the options which are the subject of the vote”.

The Local Government Association has published a short guide to publicity during the pre-election period. The guide is available via the following link:
<https://www.local.gov.uk/our-support/guidance-and-resources/pre-election-period>.

Last updated in March 2022.

© NALC 2023



From: Laura Burrell <Laura.Burrell@kirklees.gov.uk>
Sent: Tuesday, February 27, 2024 11:15 AM
To: Laura Burrell <Laura.Burrell@kirklees.gov.uk>
Subject: Local Government Boundary Review of Kirklees - Initial Proposals
Importance: High

Good morning,

I hope you are well.

The Local Government Boundary Commission has published proposals for changes to Kirklees Council as part of their ongoing review of our electoral wards at <https://www.lgbce.org.uk/all-reviews/kirklees>.

It is proposing that there should be 23 three-councillor district wards, the same as before. The boundaries of 18 wards should change, five will remain the same. Proposed changes include:

- A new warding pattern for Huddersfield
- Amendments to the wards in the Dewsbury area to improve electoral equality

The Commission are also proposing changes to arrangements on **Holme Valley Parish Council** – you can view the proposals via the link above.

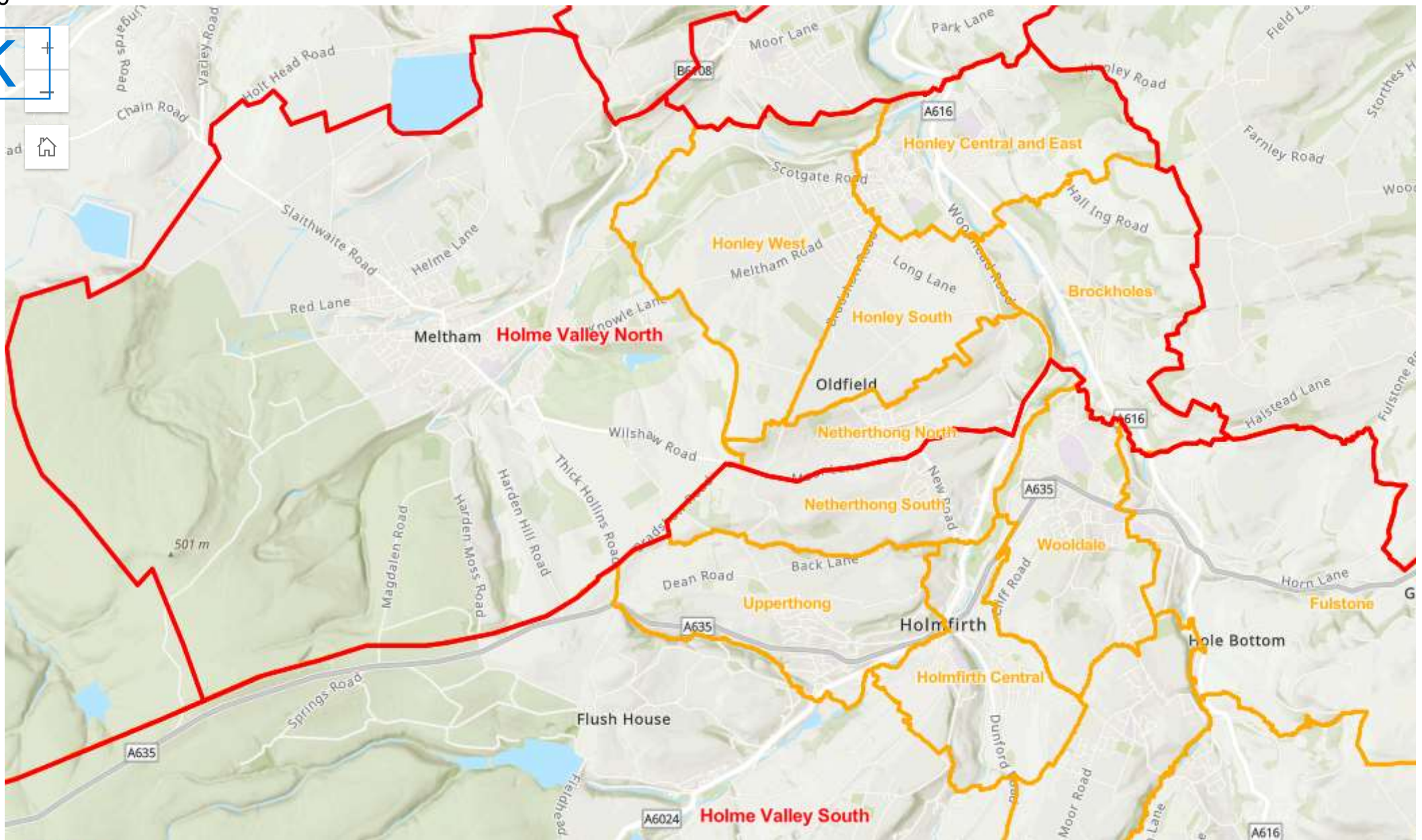
The 10-week consultation on the proposals will run until **6 May 2024**.

The Commission has a dedicated section on its website where people can see the detail of the proposals and comment on the names of wards and their boundaries: <https://www.lgbce.org.uk/all-reviews/kirklees>. I would be grateful if you could share this with your elected members and promote the consultation via your webpages to ensure residents participate and are informed.

Kind regards,

Laura Burrell AEA (Cert).
Electoral Services Manager
Kirklees Council
3-5 Albion Street
Huddersfield
HD1 2NG
01484 221650





Holme Valley Parish Council



Annual Report 2023 - 2024



Photo Credit: Susan Wood
susanwoodartist.bigcartel.com

Chair's Message

Cllr Mary Blacka HVPC Chair 2023-2024



This has been a rather eventful civic year. The all-out election in May 2023, resulted in a considerable change of membership, with 15 new councillors, out of 23. Consequently, the first few months were characterised by new councillors finding their way around the, sometimes arcane, procedures of the Council and the rest of us becoming used to the new composition.

When I started my year as Chair, I had two aims. The first was to move towards a Council characterised by civility and respect. The second aim was to set in train a process of forward planning, so that the Council would be proactive, with a clear plan of work for the full four-year term.

The first aim is still a work in progress, to be taken forward by my successor, though the Council did sign the National Association of Local Council's Civility and Respect pledge in June '23. There has been much greater progress on the second aim. Thanks to a lot of ingenuity and hard work, particularly by Committee Chairs, we have moved a long way towards having a plan of work, up to 2027. There is much more detail in the reports from individual Committees. As well as the identification of aims by committees, a small working group identified an overall strategy for the whole Council, which was adopted in December '23. The aims of each committee sit within this overall strategy.

I would like to single out two particularly exciting projects, which are a first for the Council and have been a while in coming to fruition. The Council is now funding a youth worker, who is delivering two sessions in Holmfirth and one session in Honley, every week. Working in partnership with Kirklees Council, we are also funding the purchase of a Speed Indicator Device (SID).

In an effort to get more work done more quickly, the Council has moved to a greater use of short-term Working Groups on, eg a Covid Memorial, the Grants Process, which report to their parent committees. Working Groups are less formal and more agile than committees. The results of their work will start to appear early in the new civic year.

I wish to thank my councillor colleagues for all their work over the year. There has been some whole-hearted commitment and outstanding ingenuity. As a result, we are ending the year with a real sense of dynamism.

Finally, I would like to pay tribute to all members of the clerk team, who so often go beyond what might reasonably be expected. In particular, I want to thank the Clerk, for her guidance and support for me as Chair.

Cllr Mary Blacka - March '24

Report on Holme Valley Parish Council Finances 2023-2024

This represents a report for the full year of Holme Valley Parish Council's finances, though the figures for the months of February and March 2024 are, to an extent, projected. Finalised figures will be available after 24th June and the publication of the Annual Governance and Accountability Return (AGAR) 2023-24.

Accounting Statements		2022-2023	2023-2024 (Projected)
1	Balance Brought Forward	£321,485	£253,277
2	Precept	£282,693	£284,924
3	Other Income	£15,562	£19,646
4	Staff Costs	£78,363	£85,328
5	Loan Payments	£0	£0
6	All Other Payments	£288,100	£249,164
7	BALANCE OF RESERVES TO CARRY FORWARD (1+2+3-4-5-6)	£253,277	£223,355

It can be noted from the table that the Parish Council began the Council year 2022-23 with £321,485 in reserves. As we now move into the Council year 2024-25, it should be seen that reserves are expected to be down to £223,355. This has been a deliberate strategy. Our auditor recommended that we cut the reserves we held in line with the national guidance. Hence, the Parish Council has run a series of deficit budgets to reduce its reserves, - that is, where expenditure exceeded income with the shortfall being made up from reserves. The deficit budget was intended to get the level of general reserves down to the right sort of figure by the year-end, and this was accomplished.

The Parish Council for the year 2022-23 did not increase the charge to households in the Holme Valley. The precept, - the amount that the Parish Council receives through the Council Tax collection process, - did increase by a few thousand pounds, but this was because of an increase in the number of Band D properties in the locality, not because of a change in the charges to households.

The projected income of the Parish Council for the year (Box 2 + Box 3) is £304,570, and the projected expenditure (Box 4 + Box 6) is £334,492. The deficit in the year was, thus, around £30,000, met from general reserves. In addition, the Parish Council has a few ongoing projects that it seems unlikely to conclude in this financial year 2023-24, and it is probable that Council will consider earmarking some reserves for these projects to run on into 2024-25. This includes £22,800 currently ringfenced for repairs to The Civic Hall, and £7,000 for solar panels for Holmfirth Public Toilets.

The Parish Council expects to carry forward reserves of around £223,355 of which £149,144 is expected to be earmarked reserves, and £74,211 general reserves.

Many of the Parish Council's financial records are available to view on the Parish Council's website www.holmevalleyparishcouncil.gov.uk or electors can inspect them in person by appointment.



Finance and Management Committee Report

Cllr Pat Colling
Chair of the Finance and Management Committee

This year has seen two chairs of the Finance & Management Committee and we would like to thank Cllr Charles Greaves for his hard work for much of the year.

For the first time since 2019, we have been forced to increase the charge we make to households (precept). This has gone up from 52p per week for each Band D household to 65p per week. We did not make this decision lightly, but since 2019 inflation has been 22%.

A substantial amount of our budget is spent on our own buildings. Unlike most of the district, we still have public toilets in Holmfirth which are owned and operated by HVPC and we look after numerous benches and stone bus stops, as well as allotments and garages. The trustees who manage Holmfirth Civic Hall for us continue to work on a long list of repairs and improvements to ensure it continues to be a community asset, as do the Friends of Honley Library - improving the fabric and services in the building and particularly its appearance inside and out.

We have awarded almost £96,000 over the year to a wide range of local community groups and activities. Sports clubs supported by the Parish Council this year included Wooldale Wanderers AFC - £2,500 towards energy-efficient heaters and Cartworth Moor Cricket Club - £3,038 towards ceiling cladding and LED lights.

We continue to support the valley's festivals, and the lights and trees for Christmas, as well as bands, singing groups and craft activities. This year these included Holmfirth Christmas Team - £1,000 towards Christmas lighting display and Honley Business Association - £1,250 towards Christmas events. Holmfirth Film Festival - £500 towards the launch of the Culture Voucher scheme for Holme Valley 18-year-olds; Holmfirth Arts Festival - £1,500 towards the "Flow" project on the River Holme; Holmfirth Festival of Folk - £1,500 towards Festival traffic management and insurance.

Numerous community activities have received money from us including Arts for Health - £1,500 towards equipment for music and animation classes; Holmfirth Chess Club - £784.94 towards chess equipment; Holmfirth Women's Institute - £388 towards equipment for outdoor events; Hade Edge Residents Association - £1,500 towards marquee and sound system for the village gala.

The young people of the valley continue to be a council priority with numerous grants supporting different activities. These include Kirklees Youth Alliance - £14,000 towards support for youth clubs in the Holme Valley and Honley Village Community Trust - £390 towards children's arts and crafts workshops.

In addition to all this, the council is committed to supporting activities and groups which fulfil our 'green' aspirations. Some of these were fairandfunky CIC - £750 towards climate change workshops for schools; Honley Village Community Trust - £2,250 towards improving access and biodiversity at Magdale Dam; Brockholes Village Trust - £588 towards village hall heat-loss survey.

We are pleased that the grant applications continue to come in, and we are particularly glad when these come from groups who have not approached us before. We look forward to getting even more in the future!

Last year we simplified the grant application process and have continued this review to clarify which groups/activities do and do not qualify for HVPC Support. Grants will next be reviewed in September 2024 and February 2025 so get your applications in.

Detailed financial statements are available on the Council's website.



Hade Edge Brass Band at Holmfirth Arts Festival 2023
HVPC Grants are awarded to support local community arts and events

Service Provision Committee Report

Cllr Lawrence Baylin
Chair of the Service Provision Committee



This year has been energetic and exciting for the Service Provision Committee with a large number of new committee members and an abundance of enthusiasm. As Chair, I promoted goals of building on previous achievements bringing both rigour and accountability to our work, engaging in longer term financial planning, and pursuing an ambitious and proactive programme which would take a leading role in community action. I am grateful to my fellow councillors and our brilliant clerk team for their contributions to the progress we have made in each of these areas.

We have continued to maintain the many assets for which we hold responsibility on behalf of the community. These include the Holmfirth public toilets, benches, war memorials, decommissioned telephone boxes, dog waste bag dispensers and stone bus shelters. I would like to thank our maintenance contractor and also the many volunteers who ensure that these facilities remain available for the benefit of the community and of visitors to our beautiful valley.



Honley Library is owned by Holme Valley Parish Council and managed by the Friends of Honley Library

We continue to hold responsibility, on behalf of the community, for two major assets, transferred from Kirklees Council – Holmfirth Civic Hall and Honley Library. These are both important facilities providing a wonderful range of services and attractions, and with the potential for further development of that provision. In the case of the Civic Hall, the staff and the members of the Trust constantly demonstrate commitment and vision and we have been delighted to work in partnership with them to ensure an excellent venue for community activities and events. Honley Library is a model community success which has gone from strength to strength in not only securing the library's survival, but also expanding the range of its provision. Thanks to the tireless efforts of the managers, trustees and the Friends group, as well as Kirklees Libraries, the future of this building and service looks exciting and we eagerly await the outcome of their current plans.

The Parish Council has continued to work in partnership with the West Yorkshire Combined Authority and Stotts Buses to ensure a local network of community transport, which contributes to an eco-friendly environment and accessibility for all. Our committee has identified a need to review this service to find improvements and, in the coming year, we will be working with local residents and with our partners to achieve this.

Our grants support a range of benefits for the people of our valley, whether it be for the provision of Christmas trees and lights or the maintenance of CCTV cameras.

Last, but certainly not least, we have been thrilled to work with Kirklees Youth Alliance to achieve the employment of a youth worker, providing services at locations in both Holmfirth and Honley.

As Committee Chair, I am proud of our work over the past year but equally excited about our plans for the coming year and beyond.



Climate Action, Communications and Engagement Committee Report

Cllr Sarah Whitelaw

Chair of the Climate Action, Communications and Engagement Committee

Following the May elections, and actioning decisions from the previous Council, a combined Committee to cover Climate Action and Communications & Engagement was established. 10 councillors were elected and six community representatives were co-opted to serve on the CACE committee in its first year. Since its inauguration, the CACE Committee, which met four times this year, has established two working groups to deal with the communications & engagement and the climate action initiatives.

Several projects were carried over from the previous administration e.g. the Topograph installation at Holme Moss and the Covid Memorial project. The former is now complete and the latter is nearing completion, having been agreed to be a "Living Memorial" in the form of tree planting.

As a major task this year, for the Council has been to identify key priorities for its term of office, CACE, along with other committees, was tasked with identifying the Climate Action, Communications and Engagement priorities for 2023/4 and the four years term of the council.

CACE's top priority tasks for 2023/4 fell into two categories:

Communications and Engagement

1. Website redesign and PC re-branding (in progress).
2. Logo and QR code stickers/plaques on all PC assets (to follow from re-branding).
3. Review of collaboration and community engagement. (Ongoing. Including Business Association engagement, and distribution of an information flier about HVPC throughout the Council area).

Climate Action

1. Explore possible funding applications for the Government's decarbonising scheme. (Ongoing. The new bidding round is due to open in Summer 2024).
2. Feasibility study and costing - Park and ride, alongside Stotts review, including costings and possibilities for subsidised or free travel. (Ongoing. A cross-CACE/Service Committee Transport Working Group was established to progress this. Discussions with third parties are ongoing and the potential for a Park and Ride is also being explored).
3. Solar Panels on public toilets in Holmfirth. (Ongoing. A preferred supplier has been identified and the clerking team are progressing permissions for the conservation area).

The CACE committee has ambitious and practical objectives. We believe these will make substantial differences to the Council's engagement with the community it serves. They will also mitigate climate change impact, whilst using the resources the Holme Valley Parish Council receives in a measured and conscientious manner.

All Holme Valley Parish Community members are welcome to work with us. Contact can be made through individual Councillors, the Clerk's office and via social media.



CACE member Kim Warren showcased the Cargo Bike at Holme Valley Cycling Festival, hosted by HVPC in September 2023

Planning Committee Report

Cllr Andy Wilson
Chair of the Planning Committee



As in previous years this has proved to be a busy time for the Planning committee. We meet more frequently than other committees to make sure that we co-ordinate with both Kirklees and Peak District National Park Authority (PDNPA) planning applications. To date, we have considered and responded to over 250 planning applications giving a local perspective and also reflecting views from members of the public.

Whilst planning applications take up much of the committee's time we have been active in other areas; responding to consultation requests such as the West Yorkshire Combined Authority Rail Strategy and the Kirklees Flood Management Plan.

We continue to liaise with the team on the Holmfirth Blueprint and report back to the Planning Committee.

Progress has been made against the previously identified committee objectives:-

- **Making a formal application to Kirklees Planning department** for information that has been given to developers under Pre-Application advice. We are awaiting a response
- **Work to reduce speeding and speed limits on local roads;** the first Speed Indicating Device (SID) is on order through Kirklees with delivery due soon. The first five locations have been identified and we have recently taken the decision to order a second device for HVS.
- **Streamline our system of reviewing Planning Applications;** currently ongoing – proving difficult to make the process more effective whilst maintaining the integrity of the responses, however, we now have criteria in place to allow for more focussed discussion and hopefully a speedier process.

As Chair, I am grateful to the committee members for their work in examining the large number of Planning Applications and other activities; my particular thanks go to the Assistant Clerk, Gemma Sharp who has taken on the unenviable task of clerking the committee and for the support and advice to keep me “on track” during the year.



Staffing Committee Report

Cllr Tom Dixon
Chair of the Staffing Committee

The Staffing Committee oversees our employees and deals with any employment matters including training, performance and any appointments once posts are approved by Full Council. It meets at least three times a year with additional meetings when required. Currently, the Parish Council has three members of staff Jen McIntosh – Clerk, Rich McGill – Deputy Clerk & Responsible Financial Office and Gemma Sharp – Assistant Clerk. In the November meeting of the committee, we were really pleased to confirm that Gemma had successfully completed her six-month probationary period. I feel that we have a very talented team with a broad range of skills that complement each other well.

During this council year, the committee continues to work on resolving any issues that the team have encountered as well as looking at ways we can improve processes within the council including the yearly staff appraisal process.



SCAN ME

For more information about Holme Valley Parish Council please visit our website:

www.holmevalleyparishcouncil.gov.uk



HOLME VALLEY PARISH COUNCIL

TRAINING REPORT

Please complete this feedback form and forward to the Clerk either by email or paper copy as soon as possible and within six weeks of the training being completed.

Name of councillor/officer	CHRIS GREEN
Title of training attended	UNDERSTANDING PRECEPTS
Training provider	YLCA
Date of training	20-1-24 (nine learning)
Main points of training worth feeding back to Council	Cost of maintaining assets can be a factor in setting Precept ∴ costs of maintaining Civic could justify an increase (for discussion)
Are there any further documents to be submitted with this report? If yes, please list opposite and pass to the Clerk	n/a.
Do you recommend this training for other councillors/officers?	Yes - it only takes 20 mins and gives a good overview of the subject.

Completed training reports for Councillors will be noted at a meeting of the FULL COUNCIL.
Training reports for officers will be received by the STAFFING COMMITTEE.

A statement regarding training received across the year will be received at the ANNUAL COUNCIL



Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS

Clerk to the Council: Mrs Jen McIntosh
RFO and Deputy Clerk to the Council: Rich McGill

Phone: 01484 687460
E-mail: clerk@holmevalleyparishcouncil.gov.uk
deputyclerk@holmevalleyparishcouncil.gov.uk

• Written Notice to revisit a resolution of the Parish Council under Standing Order 7. Previous Resolutions:

“A resolution shall not be reversed within six months except either by a special motion, which requires written notice by a least 7 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or sub-committee.”

- At its meeting of 26th February 2024, the FINANCE AND MANAGEMENT COMMITTEE considered an application from Honley Business Association for replacement pads, batteries and repairs of their defibrillators.
- At the time, the Committee voted against the application because of information received that defibrillator owners could apply to the Yorkshire Ambulance Service Charitable Trust for the free replacement of parts like these.
- On contacting the Yorkshire Ambulance Service, however, the Parish Council was advised that that was not the case. Organisations had to pay for replacement batteries and other parts.
- A Member for Upperthong has suggested that this application should be revisited, and a way this could happen is for at least 7 Councillors to sign a written notice signed by a least 7 councillors.
- This needs to be received by the proper officer at least 10 days before the next meeting of the FINANCE AND MANAGEMENT COMMITTEE.

We the undersigned wish the Parish Council to revisit the grant application from Honley Business Association (attached) for up to £1,000 towards “replacement pads, batteries or funds for repairs” for defibrillators in Honley at the meeting of FINANCE AND MANGEMENT COMMITTEE 15th April 2024:

Cllr signature:	Cllr signature:
Cllr name:	Cllr name:
Cllr signature:	Cllr signature:
Cllr name:	Cllr name:
Cllr signature:	Cllr signature:
Cllr name:	Cllr name:
Cllr signature:	Cllr signature:
Cllr name:	Cllr name:

Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS
Email: clerk@holmevalleyparishcouncil.gov.uk
Tel: 01484 687460



Grant Application Form

Please complete and return to the clerk by email or post as above.

Grants are awarded in September and February. Your application must be submitted by the end of August to be considered in September and the end of January to be considered in February.

There is an explanation of the types of grants available in Section 6, p4.

Throughout Honley there are 6 defibrillators that are available to the public 24/7 and registered with “The Circuit” who ensure defibrillators are managed by someone and “Ever Ready”
After 5 years of having them Honley needs to ensure we have funds for replacement pads, batteries or funds for repairs going forward
See blog sent out to Honley Community
<https://honley.info/urgent-appeal-to-fund-honleys-defibrillators/>

1 Contact Details	
Name of organisation	Honley Business Association
Address	
Postcode	
Contact person	
Position in group	
Correspondence address	

Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation		
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> Unregistered community group <input checked="" type="checkbox"/> Registered charity <input type="checkbox"/> Other (please state) <input type="checkbox"/> 	
Charity Registration No	N/A If applicable	
When did the group start?	2013	
How many people are involved in running your group?	Trustees	N/A
	Unpaid Management Committee	8
	Paid F/T Staff	N/A
	Paid P/T Staff	N/A
	Volunteers (excluding Management Committee)	Approx 50

3 Your Finances (your last full financial year)	
Financial Year	2023
Income	£12,201.00
Expenditure	£19,410
Reserves held	£5,500
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	As HBA launched a website 3 years ago we expected that for the coming 3 years we would spend more than income. However we are now in a position of break even

4 Your Bank Account

If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	No	NOT APPLICABLE
---	----	----------------

Account Name	
Sort Code	
Account Number	

5	Your Project
Outline the project that you are seeking a grant for	
<p>Several pots of cash have been raised to provide the defibs throughout the village such as The Allied Public House raising funds for the one attached to the exterior of the pub and the defib in Jagger Lane Rec, Yorkshire building Society provided funding for the one attached to Taylors Foodstall, HBA applied for some Free defibs offered by Blood wise, and although some funding (£3.5k) was given to our First Responder, Bill O'Bryan 5 years ago this has now been used.</p> <p>HBA has offered to manage the funding on behalf of Honley Community going forward with accounts showing income and expenditure purely for the defibs as this is not our core activities.</p> <p>We hope this round of fund raising will raise around £3k and expect that this will keep our defibs funded until end of 2028</p>	
Why do you feel your project is worthwhile?	
<p>Over the last 16 months (That records are available through "The Circuit") our defibs have been removed from the cabinets, in an emergency situation, 13 times.</p> <p>Each time a defib is used the warden (HBA in the case of 4 of our defibs and Phoenix Squash club for a further one) has to ensure the defib is back in the cabinet and has pads in date. If the pads have been used there is a cost of around £50 to £60 to replace them. Once every 5 years if not faulty or in need prior, then the battery on the defib needs to be renewed at a cost of £190 each</p>	
How will your project benefit the people of the Holme Valley?	
<p>The Parish Council can only give out grants that directly benefit the people of the Holme Valley</p> <p>We have had two people over the last 5 years who have informed us that their lives were saved by our defibrillators, this alone has made them worthwhile.</p>	
Who in the Holme Valley will benefit? How many people will benefit?	
<p>☐☐the general population, ☐☐children under 16, ☐☐young people under 25, ☐☐older people over 60, ☐☐disabled people, ☐☐people of minority ethnic origin, ☐☐particular groups, ☐☐other</p>	

The whole community and visitors as heart attacks can happen to anyone at any time.

How will your project address the ongoing climate emergency?

1. N/A

6

Grants from Holme Valley Parish Council

Put an "X"

Grant 1: Assets Grants

- This grant applies to "built" public amenities such as a community hall, band-room, clubhouse, park or outdoor space in community ownership. It includes the Parish Council's own buildings. This grant might pay for repairs, renovations, or new developments to these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.
- Maximum award is £5,000.



Grant 2: Community Benefits Grants

- This applies to all other grants. Applicants from community groups could apply for funding support for one-off events like festivals, for short-term projects, for equipment and resources and anything else which may benefit the people and community of the Holme Valley.
- Maximum award is £1,500.



- If you are unsure about which grant to apply for, please contact the Parish Council on 01484 687460 or email: clerk@holmevalleyparishcouncil.gov.uk
- The Parish Council can award more money than the maximum award in very special circumstances.

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? - reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
Pads for replacement £50 each use or	Est £550.00	Community fund raising	£250.00

exchanged yearly			
Exchange Batteries	£380.00	Community Funding	£250.00
Maintenance and replacements (Estimate 1 defib to be replaced and 1 Cabinet to need repair within next 3 years)	£1890	Community Funding	£500.00
Project Total Cost	£2820	Total amount requested from HVPC	£1000

Has the group applied elsewhere for other grants to fund this project? If yes, please give details.

No. Community funding is being sought

Has the group received a grant from the Parish Council in the last five years?

YES Although this grant is not for HBA directly this is for the community defibrillators with HBA holding the funding.

In 2019 £1000 towards the running of Honley Youth Club

In 2019 £1000 towards the Christmas Light Switch on

In 2020 £1000 towards Christmas Lights Event

In 2020 £1000 towards Youth Club activities

In 2020 £5000 towards CCTV upgrade

In 2021 £5000 towards play equipment in Jagger Lane & Honley Park

In 2021 £1000 towards Christmas Light Switch on event

In 2022 £1560 for CCTV Maintenance

In 2022 £1000 towards Christmas Events

In 2023 £1560 for CCTV maintenance

In 2023 £1250 for Christmas Activities

8 Documentation

Please ensure you enclose the following with your application:

1. This Application form

YES

2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	No 2 years sent
4. Copy of bank statements for the last 6 months	YES
5. Copies of written estimates/quotations for capital purchases (if relevant)	NO
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A
7. Anything else: -	NO

9 Declaration	
<ul style="list-style-type: none"> • I am authorised to make the application on behalf of the above organisation. • I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded. • I have filled in every section of the application form. • I certify that the information contained in this application is correct. • If the information in the application changes, I will inform the Council. • I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application. • If the application is successful, I give permission for the Council to publicise the project in the local media and on its website. • I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
Name	
Signature	
Date	

Send the completed application form (with all supporting documentation) to: Holme Valley Parish Council, The Civic, Huddersfield Road Holmfirth, HD9 3AS. If possible, email a copy of the grant application in Word to the Clerk at clerk@holmevalleyparishcouncil.gov.

For internal use only	
Date application received	30/01/2024

Application meets criteria	Yes / No
Name of Committee reviewing application	F&M
Date of meeting	26/02/2024
Minute number	
Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	



HOLME VALLEY PARISH COUNCIL

Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS



Tuesday 27 February 2024

LETTER OF CONCERN – HONLEY LIBRARY

I write on behalf of the Service Provision Committee of Holme Valley Parish Council in support of our partners, Friends of Honley Library.

At its meeting on 19 February the Committee considered the proposed engagement around a community managed library model, subsequently approved by Kirklees Cabinet on 20 February.

Whilst noting that the proposal was to hold an engagement process, the Committee was dismayed to see that all models under consideration would mean the loss of Kirklees Library Staffing for Honley Library. This staffing is low cost but very much relied upon. Friends of Honley Library have absolutely stepped up to the mark in ensuring that through the efforts of volunteers the Library continues to thrive as a community hub. However, ONLY Kirklees staff can train volunteers regarding library procedure.

There is concern about whether the withdrawing of staff will place an unacceptable burden on our volunteers and perhaps threaten the Library's future. Should such a significant change follow on so quickly from the conclusion of a long asset transfer process?

The COMMITTEE expressed serious concerns about this development and very much wishes to have an input into the engagement process and would appreciate being fully briefed on the form and timeline of the engagement process.

Kind regards

Mrs Jen McIntosh
CLERK



HOLME VALLEY PARISH COUNCIL BIODIVERSITY POLICY

BACKGROUND

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 (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the parish to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.

- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

MONITORING

This policy was adopted on **xx** (Minute reference **yy**) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting.

Holme Valley Parish Council Cash Book 2023-24

HSBC Community Current Account

Schedule of Payments March 2024

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Inv date	Inv number	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
				<input type="checkbox"/>	HSBC			BANK CHARGES	£0.00	£0.00	£0.00	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	JRB ENTERPRISES			POO BAGS	£325.80	£65.16	£390.96	F&M 2324 78	LITTER A 1983 55
				<input type="checkbox"/>	INTERNAL AUDIT YORKSHIRE			INTERIM INTERNAL AUDIT	£373.31	£0.00	£373.31	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	RIASCA			CACE A5 NEWSLETTER 1ST RUN	£295.00	£0.00	£295.00		LGA 1972 S142
				<input type="checkbox"/>	RIASCA			CACE A5 NEWSLETTER 2ND RUN	£258.00	£0.00	£258.00		LGA 1972 S142
				<input type="checkbox"/>	BT			INTERNET AND PHONE	£42.95	£8.59	£51.54	F&M 2223 90	LGA 1972 S111
				<input type="checkbox"/>	STAFF 02			REIMBURSEMENT ZOOM FEB	£12.99	£2.60	£15.59	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	STAFF 02			REIMBURSEMENT ZOOM MAR	£12.99	£2.60	£15.59	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	DOCUMENT LOGIC	29/02/2024		PHOTOCOPYING	£27.71	£5.54	£33.25	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	VISION ICT			HOSTED EMAILS	£270.00	£54.00	£324.00	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	VISION ICT			GOOGLE ANALYTICS AND DOMAIN NAME	£80.00	£16.00	£96.00	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	YLCA			BIODIVERSITY WEBINAR - STAFF 05	£33.40	£0.00	£33.40	F&M 2324 25	LGA 1972 S111
				<input type="checkbox"/>	YORKSHIRE AIR AMBULANCE			DEFIBRILATOR DISPOSABLE BATTERY PACK	£203.95	£40.79	£244.74		PHA 1936 S234
				<input type="checkbox"/>	STAFF 02			SALARY MAR 2024	£1,721.15	£0.00	£1,721.15	F&M 2324 25	LGA 1972 S112
				<input type="checkbox"/>	STAFF 04			SALARY MAR 2024	£1,546.81	£0.00	£1,546.81	F&M 2324 25	LGA 1972 S112
				<input type="checkbox"/>	TIME IN TIME OUT MEDIA			TITO - MONTHLY COUNCIL NEWS - MAR 2024	£210.00	£42.00	£252.00	F&M 2324 25	LGA 1972 S142
				<input type="checkbox"/>	STAFF 05			SALARY MAR 2024	£1,410.13	£0.00	£1,410.13	F&M 2324 25	LGA 1972 S112
				<input type="checkbox"/>	WYPF			PENSIONS MAR 2024	£826.82	£0.00	£826.82	F&M 2324 25	LGA 1972 S112
				<input type="checkbox"/>	HMRC			PAYE TAX AND NI MAR 2024	£1,526.17	£0.00	£1,526.17	F&M 2324 25	LGA 1972 S112
				<input type="checkbox"/>	MELTHAM TOWN COUNCIL			CHAIR AND VICE TICKETS TO CIVIC EVENT	£50.00	£10.00	£60.00		LGA 1972 S111
				<input type="checkbox"/>	HOLME VALLEY FOODBANK			CHAIR'S DONATION FROM CHAIR'S EXPENSES BUDGET	£461.00	£0.00	£461.00		LGA 1972 S111
				<input type="checkbox"/>	HOLME VALLEY FOODBANK			CHAIR'S DONATION FROM CHAIR'S EXPENSES BUDGET	£461.00	£0.00	£461.00		LGA 1972 S111
				<input type="checkbox"/>	UPPERTHONG CRICKET CLUB			GRANT: REPLACE CLUBHOUSE CARPETS	£2,050.00	£0.00	£2,050.00		
				<input type="checkbox"/>	HONLEY VILLAGE COMMUNITY TRUST			GRANT: TREE WORKS SOUTHGATE WOODS	£2,640.00	£0.00	£2,640.00		
				<input type="checkbox"/>	HADE EDGE RESIDENTS ASSOCIATION			GRANT: VILLAGE GREEN FLOWER GARDEN	£2,000.00	£0.00	£2,000.00		
				<input type="checkbox"/>	EDEN'S FOREST CIC			GRANT: SHELTERED AREA FOR PLAY AND LEARNING	£1,337.63	£0.00	£1,337.63		
				<input type="checkbox"/>	FRIENDS OF HONLEY			GRANT: SEASONAL PLANTING SPRING, SUMMER	£1,500.00	£0.00	£1,500.00		
				<input type="checkbox"/>	HOLMBRIDGE CRICKET CLUB			GRANT: BATTERIES FOR SOLAR POWER ENERGY STORAGE	£5,000.00	£0.00	£5,000.00		
				<input type="checkbox"/>	HOLMFIRTH FOOD AND DRINK FESTIVAL			GRANT: REFUSE COLLECTION AND STREET CLEANING	£1,500.00	£0.00	£1,500.00		
				<input type="checkbox"/>	FRIENDS OF CLIFF REC			GRANT: D-DAY BEACON LIGHTING EVENT	£655.00	£0.00	£655.00		
				<input type="checkbox"/>	HONLEY VILLAGE COMMUNITY TRUST			GRANT: BRUSHCUTTER/TRIMMER TRAINING	£1,369.00	£0.00	£1,369.00		
				<input type="checkbox"/>	WOOLDALE COMMUNITY GROUP			GRANT: RENT FOR YOUTH CLUB, MOTHER AND BABY CLUB	£1,000.00	£0.00	£1,000.00		
				<input type="checkbox"/>	HOLME VALLEY CLIMATE ACTION PARTNERSHIP			GRANT: FOOD EVENT - LOCAL PRODUCE, VEGETARIAN	£897.00	£0.00	£897.00		
				<input type="checkbox"/>	HONLEY VILLAGE COMMUNITY TRUST			GRANT: EASTER CRAFT WORKSHOPS FOR CHILDREN	£372.00	£0.00	£372.00		
				<input type="checkbox"/>	HONLEY VILLAGE COMMUNITY TRUST			GRANT: EASTER BUNNY TEA PARTY FOR CHILDREN	£578.00	£0.00	£578.00		
				<input type="checkbox"/>	HOLMFIRTH FORWARD			GRANT: LAMP POST BRACKETS FOR HOLMFIRTH	£0.00	£0.00	£0.00		