

Holme Valley Parish Council

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON MONDAY 21 SEPTEMBER 2020 Online, Zoom Platform

Those present:

Chairman: Cllr T Bellamy

Vice-Chairman: Cllr R Hogley

Members: Cllrs K Bellamy, G Barker, M Blacka, J Brook, D Carré, P Colling, J Dalton, P Davies, P Dixon, T Dixon, S East, B Feeney, D Firth, C Greaves, D Hall, R Hogley, B Lockley, M Pogson, Cllr J Roberts, S Sheard, J Sweeney, .

Officer: Mrs E Bennett. RFO. also Rich McGill in attendance.

2021 80 Installation of Chairman

No Members of the public were in attendance. The new Climate Emergency Action Plan Co-ordinator was in attendance for the first hour to introduce herself to the Council.

Cllr Davies nominated Cllr Hogley as Chairman. Seconded by Councillor Greaves.

RESOLVED by a majority to elect Cllr Hogley as Chairman for the remainder of the year 2020/21.

The Chairman could not be invested with the chains of Office due to the zoom platform and the Covid -19 restrictions on meeting together so these will be presented in the future. Cllr Hogley accepted the office. Her declaration of acceptance will be signed in the following week in the office. Cllr Hogley took the Chair, thanked everyone for privilege of voting her in as Chairman of the Council.

She then thanked the retiring Chairman, Cllr T Bellamy for all his hard work in the previous eighteen months as Chairman and for steering the Council through the difficulties rendered by the Covid-19 emergency since March this year. The past Chairman's jewel could not be awarded but this tradition and future plans for this will be discussed later in the meeting.

Cllr Bellamy wished Cllr Hogley well in her new role. He said it had been a privilege to serve the Council as Chairman. The Council had been through a challenging year with new staff, many new Councillors, a new committee and an external review of governance procedures.

2021 81 Installation of Vice Chairman

It was proposed by Cllr Brook and Seconded by Cllr Colling that Cllr Pogson stand for the Vice Chairman role.

RESOLVED by a majority that Cllr M Pogson be elected Vice Chairman of the Council for the remainder of the 2020/21 year.

The newly elected Vice Chairman was not presented with the Vice Chairman's Jewel at this stage for the reasons above. Cllr Pogson took the Vice Chair and gave his thanks.

2021 82 To accept apologies for absence

There were no apologies for absence. Cllr D Gould was not in attendance.

2021 83 To receive expressions of interest in matters on the agenda.

None received from either Councillors or staff.

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2021 84 To receive any requests for dispensations

None received.

2021 85 Noted: that the Kirklees Council had issued a decision notice regarding a Councillor breaching the Code of Conduct and that a special meeting to address that issue would be held soon.

2021 86 Noted: that a new Climate Emergency Action Plan Co-ordinator had been appointed. The new postholder introduced herself to the Council. She said that there was a very detailed action plan in place, and she hoped to bring it to fruition over the coming year.

2021 87 To appoint the Standing Committees .

Councillors had completed their committee preference forms prior to the meeting in accordance with the new Standing Orders.

All preferences were accepted and additionally Cllrs Roberts and Firth requested to join the Climate Emergency Committee.

Cllr Pogson requested to join the Planning Committee.

Cllr Roberts requested to join the Service Provision Committee.

(After the chairmen were selected Cllr K Bellamy and Cllr J Roberts asked to withdraw from the Planning Committee. The following list recognises these alterations.)

The committee composition for the remainder of the year 2020/21 is therefore as follows.

The Community Assets Support Committee. (9 members)

Cllr Blacka, Cllr K Bellamy, Cllr Brook, Cllr Carré, Cllr Colling, Cllr S East, Cllr T Dixon, Cllr Hogley, Cllr Roberts.

The Finance and Management Committee. (9 members)

Cllr Blacka, Cllr Colling, Cllr Davies, Cllr P Dixon, Cllr C Greaves, Cllr D Hall, Cllr R Hogley, Cllr Pogson, Cllr Sweeney.

The Planning Committee (7 members)

Cllr Blacka, Cllr Colling, Cllr D Gould, Cllr T Dixon, Cllr P Dixon, Cllr Hogley, Cllr Pogson.

The Publications and Communications Committee (5 members)

Cllr K Bellamy, Cllr Brook, Cllr Carré, Cllr Hogley, Cllr Lockley.

The Service Provision Committee (9 members)

Cllr K Bellamy, Cllr Blacka, Cllr Brook, Cllr East, Cllr T Dixon, Cllr Feeney, Cllr Firth, Cllr Pogson, Cllr Roberts.

The Climate Emergency Committee (8 elected Members)

Cllr T Bellamy, Cllr Barker, Cllr Davies, Cllr Firth, Cllr Gould, Cllr Hogley, Cllr Roberts, Cllr Sheard

(up to 10 co-opted members) who will be invited to volunteer again and who will be

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voted on by elected members at the next meeting

The Staffing Committee (9) (established after the voting for Office Holders was completed)

Cllr T Bellamy, Cllr Blacka, Cllr Brook, Cllr Carré, Cllr Colling, Cllr Davies, Cllr Hogley, Cllr Pogson, Cllr Sweeney (who, as vice chair of Finance and Management, substitutes for Cllr Pogson who has two offices as Chair of Finance and Management and Vice Chairman of the Council.

As Cllr Di Hall did not wish to continue in her role as Staff Development Co-Ordinator that role would be voted on at the first meeting of the new committee.

2021 88 To appoint Office Holders

The office Holders were voted as follows:

Community Assets Support Committee

CHAIRMAN: Cllr P Colling

VICE CHAIRMAN: Cllr K Bellamy

Finance and Management Committee

CHAIRMAN: Cllr M Pogson

VICE CHAIRMAN: Cllr Joe Sweeney

Planning Committee

CHAIRMAN: Cllr M Blacka

VICE CHAIRMAN: to be decided at the first committee meeting

Publications and Communications Committee

CHAIRMAN: Cllr Carré

VICE CHAIRMAN: Cllr R Hogley

Service Provision Committee

CHAIRMAN: Cllr J Brook

VICE CHAIRMAN: Cllr K Bellamy

Climate Emergency Committee

CHAIRMAN: Cllr P Davies

VICE CHAIRMAN: Cllr G Barker

Staffing Committee

CHAIRMAN: Cllr T Bellamy

VICE CHAIRMAN: Cllr M Pogson

2021 89 To Confirm representatives to outside Bodies.

The Council agreed to maintain representation as it currently stands:

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Outside Body

Representative(s) 2019-20

Brockholes Village Trust	Cllr M Pogson
Earnshaw's Foundation Charity	Cllr K Bellamy
Hall Trust Education Charity	Cllr K Bellamy
	Cllr T Bellamy
Holme Valley Community Breakfast Forum	Cllr R Hogley
Holmfirth Civic Hall Community Trust	Cllr K Bellamy
Honley Library – charity to be established to run/manage Library after CAT	Cllr J Sweeney Cllr S East
Kirklees HV North Ward Forum (formerly Area Committee)	Cllr S East
Kirklees HV South Ward Forum (formerly Area Committee)	Cllr P Davies
Kirklees Historic Buildings Trust	Cllr K Bellamy
Kirklees Rights of Way Forum	Cllr G Barker
Peak District National Park Authority – Moors for Future Project	Cllr T Bellamy
Peak Park Parishes Forum	Cllr T Bellamy
Yorkshire Local Councils Associations (both with voting rights) - Past and Present Chairman	Cllr T Bellamy Cllr D Hall

2021 90 To approve the minutes of Council and Committee minutes

- 1) Resolved:** to approve the minutes of the Full Council Meeting on 20/7/2020 numbered 2021 56 to 2021 79
- 2) Resolved:** to approve the minutes of the Planning Committee on 3/8/2020 numbered 2021 25 to 2021 38.
- 3) Resolved:** to approve the minutes of the Planning Meeting, 7/9/2020 numbered 2021 39 to 2021 55.
- 4) Resolved:** to approve the minutes of the Service Provision Committee , 7/9/2020 numbered 2021 01 to 2021 23

2021 91 Policy, Procedural & Administrative Matters

RESOLVED to approve all the policies listed as existing policies on document (F). as follows

- 1) Standing Orders (adopted 26/6/2020)
- 2) Scheme of Delegation (adopted 20/7/2020)
- 3) Financial Regulations (adopted 1/6/2020)
- 4) Kirklees Code of Conduct (adopted 16/12/ 2019)
- 5) Model Publication Scheme (adopted 18/5/ 2015)
- 6) Rules for Public session (adopted 21/3/2016)
- 7) Complaints Procedure (reviewed 2019)
- 8) Media Policy (reviewed 2019)
- 9) Transparency Code Checklist (adopted 20/7/2020)
- 10) GDPR Checklist (adopted 20/7/2020)
- 11) Records Management Policy (adopted 5/12/16)
- 12) Privacy Notice, General (adopted 14/5/ 2018)
- 13) Privacy Notice, employees, Councillors role holders (adopted 20/7/2020)
- 14) Model Publication Scheme (adopted 8/5/ 2015)
- 15) Asset Register (reviewed 20/7/2020)
- 16) Financial Risk Assessment (reviewed 20/7/2020)

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- 17) Insurance Register (reviewed 20/7/2020)
- 18) Grant awarding terms of reference – On website –(22/01/2018)
- 19) Grant application form (new form to be formally adopted)
- 20) Internal controls checklist (approved Finance and Management 2/3/2020)
- 21) Contract of Employment (Approved for Clerk and Deputy, Staffing Committee 30.9.19)
- 22) Bullying and Harassment at work (Kirklees Code adopted 16/12/2019)
- 23) Dog Waste Management Strategy (renewed at Service Provision Committee 7/9/2020)

2021 92 To approve four human resources policies recommended by the Staffing Committee on 24/2/2020 and one new policy that has not been before the Staffing Committee.

- 1) **Resolved:** to approve the Annual Leave Policy
- 2) **Resolved:** to approve the Home Working Policy
- 3) **Resolved:** to approve the sickness absence Policy
- 4) **Resolved:** to approve the Whistleblower Policy
- 5) **Resolved:** to approve the Equality and Diversity Policy

At 9.00 pm Cllr Dalton suggested the meeting should end as it had exceeded the limit of one and a half hours.

Resolved: by a majority vote to continue the meeting.

2021 93 Referral from the Service Provision Committee

Resolved: to defer the approval of the Memorial Benches policy. To be reviewed at the next Service Provision Meeting in January 2021.

Financial Matters

2021 94 To Note the progress of the External Audit and the end of the Public Consultation Period

Noted; that the Holme Valley Parish Council Accounts for 2019-2020 were published for Public Consultation and that period ended on 7 September 2020.

Noted: that The External auditors required some extra paperwork and that audit should be completed in the next few weeks. It will be published in the period between 30 September 2020 and 30 November 2020.

2021 95 To approve the schedule of payments.

Approved: the schedule of payments for August 2020 and September 2020 to date.

2021 96 To approve the purchase of an I Pad for use by the Climate Emergency Co-ordinator

There was some discussion over the cost of this item and its two-year contract for a one-year post. The clerk explained that the I-pad remained the property of the Parish Council but the most cost effective approach was a two-year contract with O2 that included Office 365 and a phone contract so that the device could be used anywhere. This is in line with the Homeworking Policy which allows for office technology to be purchased for staff working only at home.

Resolved: to approve this payment of £850 over two years

2021 97 Resolved: to approve the payment of the Climate Emergency Co-ordinators pay and associated costs by Standing Order.

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- 2021 98 To consider the payment of £750 to the architect for the preparation of the Fire Escape from the Exhibition Room in the Civic Hall.**

The clerk advised that this was no longer required because payment was to be made from the £10,000 that the HVPC had already granted to the Civic Hall Community Trust for that purpose.

- 2021 99 To consider a quotation for the cost of purchasing a new set of 'Past Chairman's Jewels'**

Deferred to the next Full Council Meeting.

- 2021 100 To consider an overpayment to the Civic Hall Community Trust .**

Resolved: To request that the overpayment of £1,569,78 in the money granted for the staffing budget in 2018/19 is returned to the HVPC.

- 2021 101 To appoint signatories for the Bank accounts ;**

HSBC current account.

Resolved: that all the chairmen should be signatories and either one of the clerks.

Cllr Hogley, Cllr Pogson, Cllr Davies, Cllr Blacka, Cllr Carré, Cllr T Bellamy, Cllr P Colling, Cllr J Brook , Deputy Clerk (Rich McGill)

The Handelsbanken Account (now a savings account and a current account, the precept being split between the two accounts to safeguard the Council's money);

Resolved: the signatories will be Cllr Hogley, Cllr Pogson, Cllr Blacka, Clerk (Liz Bennett)

The CCLA Account ;

Resolved: The signatories would be , Cllr Hogley, Cllr Pogson, Cllr Brook, Deputy Clerk (Rich McGill),

- 2021 102 To note the completion of Leases.**

Noted: the completion of the Underlease between the Holmfirth Civic Hall Community Trust and the Holme Valley Parish Council for the trust to manage the Hall on 24 July 2020

Noted: the completion of a lease between the HVPC and a trader who will be selling clothes from the space adjacent to the Public Toilets in The Holmfirth Bus station, known as Garside Buildings, on 7 July 2020.

At 21.25 pm Cllr Dalton again asked that the meeting be halted as it had run over time.

Resolved: by majority vote to complete the important business.

- 2021 103 To approve the purchase of poppy wreaths and to nominate representatives for the laying of wreaths at any Remembrance Day services, given the proviso that such services may not go ahead in the usual way in the light of Covid 19 restrictions.:**

Resolved: To purchase 8 Poppy wreaths from the Royal British Legion at a cost of £136.00

Resolved :The representatives from last year were put forward as a possible list and amendments were agreed to allow Cllrs, who were not available last year, to represent their own wards. Any Cllrs who would like to put themselves forward and are not on the list-contact the Clerk.

Otherwise **Resolved** that the representatives will be:

Holmfirth Church: Cllr Hogley

Brockholes: Cllr Pogson

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Hepworth: Cllr T Dixon and Cllr P Dixon

Holmbridge : Cllrs Bellamy

Honley: Cllr Sarah Sheard

Netherthong: Cllr J Roberts

New Mill : Cllr Di Hall

Upperthong: Cllr Feeney

**2021
104** **To Consider the issue of making grants to Churches**

Resolved: to defer this to the next Council Meeting.

**2021
105** **To approve the meeting Schedule for the remainder of the Council year .**

Resolved: to approve the schedule noting changes around the late March and early April dates in 2021 to accommodate bank holiday weeks.

Close of meeting at 21.43 PM

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Chairman