

Holme Valley Parish Council

MEETING OF THE HOLME VALLEY PARISH COUNCIL

held on **MONDAY 24 MARCH 2025** in **THE LESSER HALL, THE CIVIC, HOLMFIRTH, HD9 3AS**, following on from the Annual Parish Meeting and starting at **7.21pm**.

IN THE CHAIR: Cllr Pat Colling

PRESENT:

Cllr Isaac Barnett
Cllr Lawrence Baylin
Cllr Donna Bellamy
Cllr Mary Blacka
Cllr Damian Brook
Cllr Donald Firth
Cllr Chris Green
Cllr Jenny Holmes
Cllr Glenn Kirkby
Cllr Alison Morgan
Cllr Hugh Osborne
Cllr Steve Ransby
Cllr Martin Rostron
Cllr Jane Rylah
Cllr Tricia Stewart
Cllr Sarah Whitelaw
Cllr Andy Wilson

APPROVED APOLOGIES & REASONS: Cllr Tom Dixon (Vice Chair), Cllr Andrew Fenwick, Cllr Jo Liles

ABSENT: Cllr Charles Greaves

(N.B: Cllr Charles Greaves had also sent apologies in time for the meeting – the Clerk discovered this after the meeting had concluded. This will be reported at the next FULL COUNCIL meeting when minutes are considered.)

TAKING MINUTES: Jen McIntosh (Clerk)

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

- DRAFT MINUTES –

WELCOME FROM THE CHAIR

2425 171 Public Question Time

One member of the public was present but did not wish to speak.

PROCEDURAL MATTERS

2425 172 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. The Chair

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reported that the meeting was being recorded in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#).

There were no further requests to record the meeting.

2425 173 Items to be heard in private session

No items were to be heard in private session.

2425 174 Apologies and reasons for absence

Apologies and reasons were circulated prior to the meeting starting.

APPROVED: apologies and reasons for absence for Cllr Dixon, Cllr Fenwick and Cllr Liles.

2425 175 Receipt of written Declaration of Pecuniary and Other Interests

There were no revised written declaration of pecuniary and other interests to consider.

2425 176 Declaration of interests in agenda items

RECEIVED: declarations of interests of councillors in agenda items as follows:

- Cllr Kirkby – item 2425 197 – Honley Open Gardens – Cllr Kirkby would remain present for the item but abstain from voting.
- Cllr Blacka – item 2425 197 – Friends of Cliff Rec - Cllr Blacka would remain present for the item but abstain from voting.
- Cllr Stewart – item 2425 197 – Friends of Cliff Rec - Cllr Stewart would remain present for the item but abstain from voting.
- Cllr Stewart also wished to declare that she was related to Cllr Mo Crook, Kirklees Holme Valley South.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2425 177 Minutes of Full Council meetings

APPROVED: the Minutes of the FULL COUNCIL Meeting held on 3 February 2025 numbered 2425 146 to 2425 170.

The Clerk reported on the following information regarding ongoing matters arising from the minutes which did not appear under other agenda items.

- i. Code of Conduct Review – (minute 2425 87) outstanding actions
It remained an outstanding action for the Clerk to set up the initial meeting of the working group appointed to review the code of conduct, the Clerk, Cllr Blacka and Cllr Liles.

RESOLVED: Cllr Whitelaw and Cllr Colling appointed as additional members of the Working Group.

- ii. Ward Asset Registers updating (minute 2425 132) – outstanding actions
It was reported that these have needed updating since the early autumn and would remain

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an outstanding action until they are done. With the onset of Spring councillors were reminded to let the Clerk have updates/observations of any issues they find with benches, shelters etc in their ward so that maintenance contractor can attend to them.

An **ACTION** for the Clerking Team was to create a Dropbox containing ward asset registers that could be updated by councillors. This would mean that the ward asset registers would be live documents.

iii. Councillor training (minute 2425 134) – outstanding actions

An **ACTION** for the Clerk was to include a statement about councillor training received 2024-25 in papers for the Annual Council meeting.

iv. HVPC Action Plan (minute 2425 120)– outstanding actions

The action plan was last presented at the December meeting and some amendments made. It was resolved to consider this at each meeting. The Clerk had not been able to revisit this and there was, in any case, no time available for discussion at this meeting.

An **ACTION** for the Clerk was to update the plan to present at the Annual Council meeting with time allocated for discussion/amendment at the June FULL COUNCIL meeting.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2425 178 Minutes of Standing Committee meetings

NOTED: the minutes of the CLIMATE ACTION COMMUNICATIONS AND ENGAGEMENT COMMITTEE MEETING on 27 January 2025 numbers 2425 79 to 2425 102 **APPROVED** at the meeting of the CLIMATE ACTION COMMUNICATIONS AND ENGAGEMENT COMMITTEE Meeting held on 10 March 2025.

APPROVED: the Minutes of the PLANNING COMMITTEE Meeting held on 10 February 2025 numbered 2425 193 to 2425 210.

Draft minutes for the following meetings were to follow:

- Service Provision 24-2-2025
- Finance and Management 3-3-2025
- Climate Action, Communications and Engagement 10-3-2025
- Staffing – 17-3-2025

FINANCIAL MATTERS

2425 179 Schedule of Payments

The Deputy Clerk/RFO presented the Schedule of Payments February 2025 and March 2025 to date, including 3 payments to be approved.

NOTED: the Schedule of Payments for February 2025.

APPROVED: the Schedule of Payments for March to date 2025 as presented.

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It was reported that £470 remained in the Chair's Expenses budget line.

An **ACTION** for the Clerk was to liaise with the Chair regarding the remaining budget.

2425 180 RFO'S Report

The Deputy Clerk/RFO reported on the Council's finances as year-end was approached, referring members to the report given earlier at the ANNUAL PARISH Meeting .

It was expected that General Reserves would stand at about 15% of entire income – in breach of the 25% recommendation. COUNCIL was reminded that substantial funds continued to be held in Earmarked Reserves.

Moving forward both Earmarked and General Reserves would need to be kept under review.

MATTERS RESERVED FOR FULL COUNCIL

2425 181 Review of Committee Structure and Meetings Schedule - update from PLANNING COMMITTEE

It was reported that on 3 February 2025 Full Council **RESOLVED** that the PLANNING COMMITTEE would stop the routine consideration of all planning applications and look only at significant applications, (eg large scale developments, those which raise important issues, or those which come to the notice of councillors by other channels). The list of planning applications would continue to be compiled and circulated amongst councillors on a monthly basis.

This new approach would be trialled for six months from 19 May 2025 onwards.

Further to this, the PLANNING COMMITTEE had considered how this resolution could be implemented in practice and what it would mean for the frequency of meetings; how to define "significant" applications and how to address those that fall outside of a possibly reduced meeting frequency; examples of practice from other parishes; arrangements for papers, agendas and minutes; and how to engage with residents on applications of concern.

The impetus was to use resources efficiently in terms of both clerking and councillor time.

The Working Group was to continue its work.

APPROVED: the recommendations below from the PLANNING COMMITTEE for 2025-26 onwards:

1. The PLANNING COMMITTEE will remain as a standing committee.
2. The frequency of meetings will be reduced to every other month.
3. The COMMITTEE will review the existing criteria for what constitutes a 'significant application' to reduce further which applications are considered.
4. A sub-committee is to be established to meet alternate months in-between COMMITTEE meetings to handle any applications that meet the criteria for comment.
5. The COMMITTEE is to review the effectiveness of the changes after a 6-month trial.

An **ACTION** for the Clerk is to make the necessary changes to Standing Orders and the Scheme of Delegation for 2025-26 to accommodate these recommendations.

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2425 182 Meetings Schedule 2025-26

The Clerk presented Version 1 of the *Holme Valley Parish Council Meetings Schedule for 2025-26*.

Notable features were:

1. Five Monday slots had been freed up by changing schedule of PLANNING COMMITTEE meetings.
2. In contrast to previous years the Monday evening preceding a FULL COUNCIL meeting would be meeting-free. This will have the impact of making the meeting schedule more manageable and hopefully lead to a more proactive and less reactive way of working.
3. Two instead of three STAFFING COMMITTEE meetings were scheduled for 2025/6 – however, the first STAFFING COMMITTEE meeting of 2026/7 was scheduled early, 13 April. That scheduling would be helpful in terms of the clerk team appraisal cycle.
4. The timing of some meetings was in response to external demands and so worked against scheduling equidistant gaps. Examples included: there needed to be a FULL COUNCIL meeting in late June even though there was one scheduled in May for purposes of the Annual Governance and Accountability Return.; a FINANCE AND MANAGEMENT Meeting was to take place in December so that a budget recommendation could be made to FULL COUNCIL and also in January so that a precept recommendation may be made to FULL COUNCIL – that meeting had been reinstated at request of the Chair, having not been scheduled this year.

APPROVED: the Holme Valley Parish Council Meetings Schedule for 2025-26 version 1 as presented with one presentational amendment.

An **ACTION** for the clerk was to distribute the approved Holme Valley Parish Council Meetings Schedule for 2025-26 following the meeting.

2425 183 Referrals to the Monitoring Officer

NOTED: Holme Valley Parish Council had been notified of one referral being made to the Kirklees Monitoring Officer since 3 February 2025.

The Clerk had been informed that a decision was yet to be made as to whether further action was required.

2425 184 Fulstone Ward - statement of persons nominated

The Clerk reported that the election of a parish councillor for Fulstone Ward was due to take place on Thursday 27 March. Until the election was completed the council would be observing a period of heightened electoral sensitivity.

NOTED: the statement of persons nominated with regards to the Fulstone Ward parish council election.

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2425 185 Holme Valley Parish Council – annual report

The Clerk reported that the publication of an annual report was a requirement of the *Annual Governance and Audit Return*. The printed Annual Report and accompanying video presentation were presented at the ANNUAL PARISH MEETING earlier in the evening on 24 March 2025.

Further publication of the Annual Report was embargoed until 28 March as the Council was observing a period of heightened sensitivity until the election of a parish councillor for Fulstone Ward completed on Thursday 27 March.

Given that the Chair had commented extensively on the report at the preceding ANNUAL PARISH MEETING, committee chairs were invited to comment further.

Cllr Andy Wilson, Chair of FINANCE AND MANAGEMENT COMMITTEE, preceded his comments by saying that the work of the COMMITTEE extended far beyond grant giving. Financial Regulations had been reviewed in the past year. Cllr Wilson formally thanked both COMMITTEE members and the Deputy Clerk/RFO whose work on behalf of the Committee was invaluable.

Cllr Lawrence Baylin, Chair of the SERVICE PROVISION COMMITTEE, referred to the proactive nature of the COMMITTEE, reflected in the number of working groups taking projects forward and the examples of working in partnership with other groups in the community. Both members of the COMMITTEE and officers were thanked for their work across the year.

Cllr Mary Blacka, Chair of the PLANNING COMMITTEE, referred to how pleasing it was that 12 local groups were involved in the Local Plan Reference Group set up this year. This group was not just about housing, Cllr Blacka had been grateful for the friendly and respectful tone of the COMMITTEE meetings and thanked Cllr Andy Wilson for his steadfast support as COMMITTEE Vice Chair.

Cllr Sarah Whitelaw, Chair of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE, referred to how the work of this COMMITTEE cut across all of the Council's endeavours. Disbanding the COMMITTEE in the new council year was a positive step to ensure that the objectives of the COMMITTEE were central to all aspects of the Council's work. Cllr Whitelaw referred to ensuring that community engagement continued to be addressed, making the Council visible and accessible to all, as aspects for further development. The Assistant Clerk was thanked for the support she had given to the COMMITTEE. The proactive nature of the COMMITTEE was referred to with a particular highlight being the establishment of the Big Community Event. Also originating as a CACE project, the work to rationalise the Council's committee and meeting structure would continue, with a report to follow to FULL COUNCIL, making recommendations on areas yet to be addressed to make the Council more productive moving forward.

Cllr Pat Colling spoke on behalf of the STAFFING COMMITTEE, drawing particular attention to the Clerk having completed the Certificate in Local Council Administration. The COMMITTEE played an important role on behalf of the Council as an employer.

APPROVED: the Annual Report 2024-25 as presented.

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2425 186 Update from the Civic/VAT working group

The Clerk recapped that VAT reclaim had been raised at Whole Council training 24 September 2024, that free advice had been obtained from Cllr Liles' accountant and also two lots of YLCA advice.

This had led to a working group being established which had met on 19-2-2025, elected Cllr Bellamy as Chair, commissioned either the variation (costs c£800 plus VAT) or the forming of a new lease (costs c£1500 plus VAT) plus the possible drawing up of a Memorandum of Understanding (costs c£750 plus VAT) with Ramsden's and sought further support regarding VAT decision-making from engaging the Parkinson Partnership, VAT specialists (costs £800 plus VAT fixed sum).

A meeting with the Parkinson Partnership consultant took place on Wednesday 19 March and a report was awaited.

The next meeting of the Working Group was scheduled to take place on 2-4-2025.

Whether the advice is to change the lease to allow tax reclaim or not there were possibilities to explore that would make the council more tax efficient.

The Working Group Chair and the Clerk both concurred that this project was very much in progress and moving forward at pace.

NOTED: the report from the working group including expenditure of up to £2250 plus VAT for commissioning of new lease and memorandum of understanding through Ramsden's and also expenditure of £800 plus VAT for specialist VAT services.

RESOLVED: to authorise the working group to continue its work and bring recommendations regarding VAT arrangements and review of lease to a future meeting.

2425 187 Advice from YLCA regarding councillors holding dual roles

A query was raised at the FULL COUNCIL meeting on 16 December 2024 regarding members holding dual roles and potential conflicts of interest.

At the start of the item Cllr Andy Wilson declared an interest and it was confirmed that, as this was not a financial interest, he should remain in the room and participate in discussion should he choose to do so.

The Clerk reported that advice had been received from Yorkshire Local Councils Associations and shared with members.

NOTED: advice received through YLCA as follows:

YLCA advised that whilst there was nothing in law to prevent a councillor from being a trustee of a community trust and the chair of a council committee with oversight of that trust, in practice it put the councillor in a difficult position. The councillor would declare their interests (stating what type of interest it was i.e registrable, other registrable or

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unregistrable) in any item in which they considered there to be a conflict of interest in accordance with the Council's adopted code of conduct and standing orders.

This would leave the Committee without its chair for the duration of that item of business and another councillor would need to preside over the meeting whilst they are out of the room.

If the Committee had a good deal of agenda business in relation to the trust it might be preferable for the Council to appoint a different councillor to chair the F&M Committee meetings at its annual meeting. The Council might also consider removing the councillor from the Committee altogether when it is reviewing committee membership at the annual meeting.

Alternatively, if the Council would prefer for the councillor to remain as the chair of the Committee, they could request a dispensation to stay in the room when items relating to the trust are being considered. This would mean that they can still be the chair of the F&M Committee meeting.

It was for the Council to consider which option was most appropriate to ensure that the F&M Committee meetings function effectively.

The advice was discussed by members and the following comments made:

- The issue had originally been raised regards how having an interest and holding the chair of a committee might affect decisions/actions taken outside of scheduled meetings.
- No changes to Standing Orders were being proposed or needed and the issue under discussion was, indeed, covered by existing Standing Orders.
- It remained the situation that it was up to members to declare interests at meetings.
- By appointing HVPC representatives on bodies such as HCHCT and FOHL the Council was trusting members to act appropriate to the role.
- That the discussion was about clarifying general principles rather than focusing on individuals.
- That a key development would be to put in place written dispensations that allowed members to be in the room for ongoing/repeat items where an interest had been declared.
- That if members were allowed to vote on items where they had an interest, held a dispensation and also held the chairing of a committee then the matter could be exacerbated by use of a casting vote.

It was an **ACTION** for the Clerk to secure written dispensations from councillors appointed as HVPC representatives to organisations at the ANNUAL COUNCIL Meeting on 19 May 2025.

2425 188 The General Power of Competence - implications

As minuted from the FULL COUNCIL meeting on 3 February 2025 the Clerk had provided a briefing paper for councillors regarding the implications of having a qualified Clerk and obtaining the General Power of Competence.

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The Clerk reported that the General Power of Competence was often referred to as the power of first resort and was the freedom to act in the community's interests and was the power to do 'anything that individuals generally can do' within the law.

Because GPC had been obtained the council should no longer use s137 for spending where no other legal power can be identified.

The Council can also seek local council accreditation if it wishes to.

NOTED: information from the Clerk regarding the General Power of Competence.

2425 189 Big Community Celebration

Cllr Whitelaw of the Working Group reported on date-setting and planning for the next Big Community Celebration in line with action from FULL COUNCIL 16 December 2024. Plans were in place. As always, everyone was welcome to attend the next working group meeting.

Cllr Colling once more thanked those involved for both the first Big Celebration Event and for the November event.

It was commented that whilst the Big Community Celebration had been a success the ANNUAL PARISH Meeting (held prior to the FULL COUNCIL meeting) had lost something as a result of the changes made to celebrating community achievement. Perhaps this ought to be addressed.

NOTED: the settled date for the next Big Community Celebration – Saturday 8 November 2025 10am-4pm - as reported by the Working Group.

2425 190 Plans for councillor presence at community events

At CACE on 10 March members had **RESOLVED** to refer this matter to FULL COUNCIL.

The Assistant Clerk reported that in 2024-25 many councillors attended events such as festivals to promote sustainable transport. Should the parish council wish to have a presence at events in 2025-26 some decisions would be needed soon to make arrangements for this. Although it was planned to have an engagement/communications sub-committee in the new council year that did not yet exist, the final CACE meeting had taken place and directions were needed regarding booking spaces etc etc.

The Assistant Clerk had provided a list of some of the regular annual events in the Holme Valley.

Engagement should mirror previous involvement where possible and councillors were encouraged to contact the Assistant Clerk with their availability to represent.

2425 191 Covid Memorial working group – update

The Working Group, led by Cllr Mary Blacka, updated Council with plans for formal opening of the Memorial Orchard at Sands and the Memorial Garden at Honley Library on Saturday 5 April 2025. Although neither Memorial was quite complete, members were encouraged to attend.

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Formal thanks were offered to the Working Group and to Cllr Blacka in particular, for carrying this project through to this stage.

NOTED: progress report regarding the establishment of appropriate memorials at Sands and Honley Library.

2425 192 Climate Emergency – standing item

The Clerk reported that Holme Valley Parish Council aimed to reflect the needs of the climate emergency across all aspects of its operations. In recognition of this going forward a standing item near the beginning of each agenda at all FULL COUNCIL and COMMITTEE meetings would be the Climate Emergency.

An **ACTION** for the Clerk Team was to include the Climate Emergency as an item towards the beginning of all future meeting agendas.

2425 193 Councillor training

An evaluation of training received had been circulated prior to the meeting.

NOTED: the evaluation received.

REFERRALS FROM STANDING COMMITTEES

SERVICE PROVISION COMMITTEE

2425 194 Holmfirth toilets refurbishment project

On 23 September 2024 the SERVICE PROVISION COMMITTEE commissioned a condition survey (minute 2425 61) for the Gartside Building, including both the public toilets and the rental unit, approving expenditure of up to £1920 including VAT. This had been completed and outcomes from the survey were to be considered at a future COMMITTEE meeting.

The invoice for the work from Holme Architects had been received and approval was needed to pay for the works given that the COMMITTEE would not be meeting until the Summer.

APPROVED: payment of £1920 (including £320 VAT) from EMR 351 Holmfirth Toilets Refurb (£4,104 available) to Holme Architects for receipt of a condition survey report for the Gartside Building.

The COUNCIL thanked Cllr Morgan in particular for her work on this project.

2425 195 Civic interiors project

The following matter arises from the SERVICE PROVISION COMMITTEE meeting on 24 February 2025.

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HCHCT had shared with the COMMITTEE a vision board for discussion regarding a project to improve the foyer and stairs area. COMMITTEE members had expressed a number of concerns about the project which were relayed back to the Trust. As a result, the Trust had produced the Interiors Work Report responding to the concerns.

This project was to be funded in part by a grant for £30,000 from Holme Valley Memorial Hospital League of Friends, £10,000 from Garfield Weston and a grant of £22,566 from Holme Valley Parish Council for ongoing works, approved by FULL COUNCIL 27 March 2023, Minute 2223 170.

The Clerk clarified that neither FULL COUNCIL nor SERVICE PROVISION COMMITTEE would be the decision-making body regarding this project – that would be the Trust which would endeavour to keep the Council informed.

The Clerk reminded members that through the two trustee appointments the Council does have a direct input into Trust decision-making. Additionally, the Trust had reported to each SERVICE PROVISION COMMITTEE meeting and was expected in the next council year to report to the FINANCE AND MANAGEMENT COMMITTEE, providing a mechanism for the Council to give feedback.

The Clerk further reported that this was a period of significant change and review with this Council putting significant financial resource into a programme of repairs and also, at the Trust's request, reviewing the lease. That made it an opportune moment to arrange a larger partnership meeting as a precursor to explore what the relationship between the Council and the Trust should be moving forward and help to develop a common understanding between the two bodies.

As a step towards this the Clerk had organised a meeting inviting the Chair of HCHCT, Chair and Vice Chair of the SERVICE PROVISION COMMITTEE, the two HVPC-appointed Civic Trustees to discuss some of the issues around the interiors project and the development of the visioning exercise for Tuesday 1 April 7-9pm.

NOTED: the report from HCHCT signalling intention to move forward with the foyer, stairs and landing project.

RESOLVED: in principle for a joint meeting of HVPC/HCHCT to take place within the next 4 months to discuss the visioning exercise, progress regarding lease review and the establishment of a memorandum of understanding between the two bodies.

2425 196 Other recommendations from SERVICE PROVISION COMMITTEE

RESOLVED: based on a recommendation from the SERVICE PROVISION COMMITTEE to place the £400 remaining in the phone box budget line 4735 at the end of the financial year into an earmarked reserve.

The Clerk reported that it was intended that in 2025-26 Holme red heritage phone kiosk be refurbished using monies from the 2025-6 phone box budget line 4735 and the EMR created above.

RESOLVED: based on a recommendation from the SERVICE PROVISION COMMITTEE, at the end of the financial year to place any remaining funds from the 2024-25 war memorials budget line 4750 into the war memorials EMR.

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It was possible that these funds and the budget LINE 4750 for 2025-26 would be used for repairs to Hepworth war memorial once all grant routes for paying for the project had been exhausted.

FINANCE AND MANAGEMENT COMMITTEE

2425 197 Virements

The Deputy Clerk/RFO reported that on the 3rd March 2025, the FINANCE AND MANAGEMENT COMMITTEE reviewed 26 grant applications against its budget lines 4315 Community Assets and 4405 Projects and Events. At the start of deliberations, 4315 Community Assets held £29,800, and 4405 Projects and Events held £4,702.70.

The FINANCE AND MANAGEMENT COMMITTEE was aware at the start of the meeting that there was an imbalance in its two budget lines. 4405 Projects and Events held significantly lower funds than was being applied for. In part this was due to the award of £1,500 to the Full Life Food Bank outside of the grants cycle.

With this funding imbalance in mind, the COMMITTEE voted to recommend to FULL COUNCIL to vire money, - essentially to move money, - between its two budget lines, as needed, to meet the grant awards it wanted to make. Only FULL COUNCIL can approve a virement between budget lines.

At the meeting, the Parish Council made awards of £12,030.07 from 4315 Community Assets to seven applicants and one rolling grant awardee. This left an unspent budget of £17,769.93 in 4315 Community Assets.

At the meeting, the Parish Council reviewed 16 applications against its 4405 Projects and Events budget lines and wished to make awards as follows:

- £1,500 to Holmfirth Book Festival CIC towards a children's book festival
- £1,000 to Honley Business Association towards Honley Open Gardens Festival
- £1,000 to Wooldale Community Group towards room hire and equipment
- £1,092 to Women's Open Talk Holmfirth towards room hire for a women's mental health support group
- £1,055 to Friends of Cliff Rec towards the VE Day 80 beacon lighting event
- £1,500 to Café 100 towards room hire for the youth project
- £625 to New Mill Male Voice Choir towards a workshop and concert at the Festival of Folk
- £400 to Honley Village Community Trust towards a VE Day 80 Party
- £1,500 to Holmfirth Music Festival towards Festival running costs
- £1,500 to Project Communities towards a summer sports camp for Holme Valley SEND children
- £220 to Honley Village Community Trust towards an Easter tea party for children
- £120 to Honley Village Community Trust towards Easter craft workshops for children
- £1,500 to Hepworth Hurricanes towards netball coaching for young people

These pending awards would total £13,012.

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The 4404 Projects and Events budget line held £4,702.70, so to meet these proposed awards, Council would have to approve a virement of £8,309.30 from 4315 Community Assets to 4404 Projects and Events.

If approved, at year end 4404 Projects and Events would hold £0 and 4315 Community Assets would have £9,460.63 unspent.

APPROVED: a virement of £8,309.30 from 4315 Community Assets to 4404 Projects and events.

APPROVED: Payments pertinent to any award.

PLANNING COMMITTEE

2425 198 Budget underspend

The Assistant Clerk reported that one PLANNING COMMITTEE meeting remains during this year after the ANNUAL PARISH /FULL COUNCIL meeting.

The PLANNING COMMITTEE had a budget of £1,500 for 2024-25 and had so far had no expenditure. The COMMITTEE expected to use this to fund the artwork and printing for the design code supplement to the NDP. However there had been delays to the artwork so this money had not yet been spent. The estimated total for the work was currently £1,275 although printing costs might vary. Ahead of the end of the accounting year it is proposed that a new Earmarked Reserve is created for the purpose of concluding this work to place the remaining funds into.

RESOLVED: on 31 March 2025 to create an earmarked reserve of up to £1,500 for NDP design work should the project not be concluded by the end of the financial year.

CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE

2425 199 HVPC brand refresh

The Assistant Clerk reported that during 2024 and 2025 the Communications and Engagement Working Group had been working to revitalise the Holme Valley Parish Council Brand alongside the work on the HVPC website, reporting to CACE.

The Assistant Clerk had prepared an overview of the work on the brand transition.

A final design had been approved by the Working Group and was now ready for roll out pending the receipt of the full brand guidelines from design supplier Redbak.

NOTED: Brand transition on the HVPC brand.

APPROVED: Refreshed branding for Holme Valley Parish Council, as presented.

An **ACTION** for the Assistant Clerk was to liaise with the Honley Open Gardens event regarding use of the new logo once released.

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2425 200 Communications and Engagement budget line 4650

The Assistant Clerk reported that this budget line was projected to have approximately £3,200 remaining unspent at the end of the financial year. This was mainly made up of underspend on royal events (£1,000), the Big Community Celebration, and the website and brand revitalisation work.

At the CACE COMMITTEE meeting on 10 March 2025 councillors resolved to recommend to FULL COUNCIL that the unspent fund be handled in accordance with the following resolutions.

APPROVED: recommendation from CACE that £1,000 be moved from budget line 4650 to EMR 336 Royal Events.

APPROVED: recommendation from CACE that £1,000 be moved from budget line 4650 to a new EMR for digital and physical assets relating to the roll out of the refreshed HVPC branding.

APPROVED: expenditure from 1 April 2025 of up to £1000, the monies to be released from EMR digital and physical assets.

APPROVED: returning the remaining funds in budget line 4650 (approximately £1,200) to General Reserves at the end of the accounting year.

2425 201 CACE budgets and EMRs 2025/26

The Assistant Clerk reported that as the CACE COMMITTEE was to be disestablished at the end of the civic year, decisions were needed on where to move the budgets and EMRs that used to sit under this committee.

Decisions had already been made as follows:

- I. The 2025/26 budget line 4805 Climate Action would contain £5,000 (as agreed at Full Council on 16 December 2024) and will be managed by the Service Provisions Committee for the purpose of investment in energy efficiency measures at the Public Toilets and Gartside Unit (as agreed at FULL COUNCIL on 3 February 2025). No further action is needed.
- II. Climate Action budget line 4805 – FULL COUNCIL approved on 3 February 2025 that any underspend 2024/25 be moved to EMR 341 Gartside Building energy Projects..

APPROVED: transfer of control of EMR 341 Gartside Energy Projects to SERVICE PROVISION COMMITTEE from 1 April 2025.

APPROVED: transfer control of the 2025/26 budget line 4650, containing £15,000 reverting to FULL COUNCIL for use by the COMMUNICATIONS AND ENGAGEMENT SUB-COMMITTEE.

This budget covers:

- Publications: Holme Valley Review, Tito, Huddersfield Hub, Hepworth Focus and Hade Edge Breeze.
- Website and digital media: Ongoing support and licences.

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- Events: The Big Community Celebration and any other smaller events Cllrs attend.
- Printing: home printing, project related professional printing of posters, leaflets, flyers, banners etc. May include some design work.
- Sponsorship: Not otherwise covered through grants e.g. Honley Show.

Budgets for expenditure would need releasing before the COMMUNICATIONS & ENGAGEMENT SUB-COMMITTEE was established. In particular, some monies may be needed to start booking and ordering materials for the Big Community Celebration (printing of save the date flyers etc). The actual ordering and paying could wait until April, but probably not until the end of May.

APPROVED: from April 1st expenditure up to £5000 from budget line 4650 for ongoing communications and engagement projects.

APPROVED: control of the EMR 336 Royal Events transferring to FULL COUNCIL.

An **ACTION** for the Clerk was to make the necessary changes to Standing Orders and Scheme of Delegation for approving at the ANNUAL COUNCIL Meeting.

MISCELLANEOUS ITEMS/ CORRESPONDENCE

2425 202 Chair's Report

The Chair gave a verbal report on their activities on behalf of Holme Valley Parish Council. This included attending a Civic Dinner at Saddleworth Council (nb no charge for this event).

2425 203 Reports from and questions for Kirklees Ward Councillors

This item was an opportunity for Holme Valley North and Holme Valley South Kirklees councillors to share information with Holme Valley Parish Council.

Cllr Jane Rylah (Holme Valley South) gave an update on Speed Indicator Devices, stating that the Kirklees device was at New Mill Road and likely to be moving to Scholes Moor Road. The HVPC funded device was at Sheffield Road and likely to be moved to Greenfield Road. No other information had been provided. It was stated that the Council had not received any data for a year. Cllr Donna Bellamy (Holme Valley North) had requested data but was yet to receive any.

Cllr Bellamy would provide the Clerk Team with contact details for Aaron Taylor who worked with voluntary sector groups regarding funding, constitutions etc etc. Aaron to be invited to the Big Community Event and perhaps to do a briefing for the FINANCE AND MANAGEMENT COMMITTEE. It was suggested that Aaron liaise with Duggs Carré, Valleys Anchor, to avoid duplication of roles.

2425 204 Correspondence regarding the purchasing of land/rented garage site

The Clerk reported that one of the Dover Lane garage plots had recently changed hands. The new tenant had enquired as to whether the Council had any mechanism by which a tenant could purchase the freehold of the plot.

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NOTED: query and response from clerk regarding possible purchase of garage land by a rental agreement holder.

RESOLVED: to defer consideration of the request from a tenant to purchase a Dover Lane garage plot to the FINANCE AND MANAGEMENT COMMITTEE.

2425 205 Referral from Staffing Committee at request of the Clerk

The Chair read the statement below, prepared in conjunction with the Clerk.

I am speaking now not only for myself as Chair of this Council, but on behalf of the STAFFING COMMITTEE which, I would remind you comprises the chairs of all the committees and has representatives from the two major parties and independent members and we have been disturbed by some recent social media activities.

We all use social media - for updates on local events, sharing of funding available to community sources, advice on where to get help - and to join in public debate. The public appreciates this, and it shows residents how councillors can be a force for good in their community.

But we need to be careful about the opinions we voice or the 'likes' we tick - we must avoid bringing the Council into disrepute. This is most likely to happen when we engage in party political discourse. Thankfully, it is rare that such discourse reaches the threshold where a breach of the Code of Conduct takes place.

Additionally, we must remember our duty of care to the clerical team we employ. Recently there have been public comments that expenditure on administration is too high. This could be interpreted as a desire to reduce (the hours of) the staff. The clerical team and their friends and family live within the valley, and use local social media, so they read these criticisms but cannot reply and can be concerned or alarmed.

They are not responsible for the decisions the Council makes, councillors are. They are not allowed to make political statements themselves, councillors are. So please remember that while it's fair game to have a go at councillors it should be done carefully and in a way that cannot sound like criticism of the clerical team.

The STAFFING COMMITTEE unanimously requests FULL COUNCIL **TO NOTE** the following:

1. As an employer the Parish Council has a duty of care to its staff.
2. All three officers, their friends and their families live, as well as work, in our community.
3. Discourse in the public domain about Council issues related to staff or staffing matters is discourse about three identifiable and known individuals. As private individuals, due to their roles, officers do not respond to or take part in public sphere communications about Council matters. However, they may be affected by it or, as private individuals, may find themselves addressed directly by local acquaintances and contacts about it.
4. The informal channels officers have to raise concerns are very limited. The only formal channel is to raise a grievance.

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5. All councillors have signed up to the Code of Conduct and the Council has signed up to the Civility Pledge – the Staffing Committee requests councillors to be mindful of both in their own public discourse and of the Council's duty of care to its staff.

This statement has been discussed and **NOTED** by the STAFFING COMMITTEE which now requests FULL COUNCIL to also **NOTE** its substance.

NOTED: statement regarding the Parish Council's duty of care to the Clerk Team.

2425 206 Items for Publicity

Suggestions for Council matters to be publicised subsequent to the meeting included the printed Annual Report (from Monday 31 March) and accompanying video.

The meeting closed at 9.05pm.