

# Holme Valley Parish Council

## MEETING OF THE FULL COUNCIL

MONDAY 23 MARCH 2026

THE LESSER HALL, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS

*This meeting followed on after the ANNUAL PARISH MEETING, starting at 8.10pm.*

**IN THE CHAIR:** Cllr Glenn Kirkby

### PRESENT:

Cllr Lawrence Baylin

Cllr Donna Bellamy

Cllr Damian Brook

Cllr Rob Butler

Cllr Harry Davis

Cllr Tom Dixon

Cllr Donald Firth

Cllr Jenny Holmes

Cllr Alison Morgan

Cllr Hugh Osborne

Cllr Steve Ransby

Cllr Martin Rostron

Cllr Tricia Stewart

Cllr Sarah Whitelaw

Cllr Andy Wilson

**APPROVED APOLOGIES & REASONS:** Cllr Mary Blacka, Cllr Pat Colling (dispensation in place), Cllr Charles Greaves, Cllr Chris Green, Cllr Jo Liles, Cllr Jane Rylah.

**ABSENT:** Cllr Andrew Fenwick.

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

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

### DRAFT MINUTES

### WELCOME FROM THE CHAIR

#### 2526 190 Public Question Time

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

No members of the public were present.

### PROCEDURAL MATTERS

#### 2526 191 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local

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## Government Bodies Regulations 2014 on 6 August 2014

Local (Parish and Town) **HOLME VALLEY PARISH COUNCIL** meetings can be recorded. This meeting was being recorded in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#).

There were no requests for other recordings to be made.

### 2526 192 Items to be heard in private session

There were no items to be heard in private session.

The Clerk reported that Civic Lease documentation had been sent out under separate cover due to commercial sensitivity. If approved these would become public documents in due course.

### 2526 193 Apologies and reasons for absence

Apologies and reasons were circulated prior to the meeting starting.

**APPROVED:** apologies and reasons for absence from Cllr Blacka, Cllr Colling (dispensation), Cllr Greaves, Cllr Green, Cllr Liles and Cllr Rylah.

It was reported that Cllr Fenwick had been contacted at the start of the meeting and confirmed his absence and reason; due to the fact that the reason had not been received by the Clerk beforehand it was not possible to consider the reasons for his apology in this instance as this had not been shared with all councillors prior to the commencement of the meeting.

**ABSENT:** Cllr Fenwick.

### 2526 194 Netherthong Ward – election of new councillor

The Chair welcomed Cllr Rob Butler, new councillor for Netherthong ward.

### 2526 195 Receipt of written Declaration of Pecuniary and Other Interests

**NOTED:** receipt of written declaration of pecuniary and other interests from Cllr R Butler.

An **ACTION** for the Clerk was to redact the signature and address and place copy on the HVPC website and the unredacted original on file in the Clerk Team office so that it would be available to view by the public.

### 2526 196 Declaration of interests in agenda items

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

Cllr Wilson and Cllr Ransby – Civic Trustees – dispensations in place.

Cllr Baylin and Cllr Whitelaw – personal interests in tourism. Both councillors to speak to an item if so wished but not to vote.

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No declarations of interests were offered by officers in agenda items.

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

### 2526 197 Minutes of Full Council meetings

**APPROVED:** the Minutes of the FULL COUNCIL Meeting held on 2 February 2026 numbered 2526 161 to 2526 189.

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

- Minute 2526 172 IT Policy Working Group to review draft policy and bring recommendations to a future FINANCE AND MANAGEMENT COMMITTEE meeting. An **ACTION** for the Clerk was to send out possible dates for a first meeting.
- Minute 2526 179 Town of Culture Competition A bid is going ahead. The Clerk had received a request for HVPC clerk team to produce publicity material for the competition and send this out under the Parish Council's name. The Clerk had declined to do so, explaining that the Parish Council had resolved to give 'general support'.
- Minute 2526 183 Draft Safeguarding Policy. There had been communication between the members of the Working Party – Cllrs Baylin, Blacka, Green and Stewart. An ACTION for the Clerk was to ensure that recommendations were to be brought to FULL COUNCIL in due course.

There were no further actions arising from the minutes of the meeting of the FULL COUNCIL held on 2 February 2026.

## THE COMMITTEE MINUTES UNDER DELEGATED POWERS

### 2526 198 Minutes of Standing Committee meetings

**APPROVED:** the minutes of the SERVICE PROVISION COMMITTEE MEETING on 23 February 2026 numbered 2526 59 to 2526 84 inclusive.

**APPROVED:** the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 2 March 2026 numbered 2526 107 to 2526 124 inclusive.

There were no further actions arising from the item.

## CLIMATE ACTION

### 2526 199 Climate Emergency – standing item

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**NOTED:** Council was reminded that items should be viewed where appropriate through the lens of the Climate Emergency the Council has declared.

There were no further actions regarding the Climate Emergency arising from this item.

## FINANCIAL MATTERS

### 2526 200 Schedule of Payments

**APPROVED:** the Schedule of Payments for March to date 2026.

There were no further actions with regards to the schedule of payments.

### 2526 201 RFO'S Report

The RFO reported on the Council's finances as the year end approached.

It was possible that a further £25,000 would be committed from General Reserves as a result of items being discussed at the meeting. This would mean that the Council's finances at year end would be in a good position as opposed to a very good position.

Councillors were reminded that Financial Regulations referred to Earmarked Reserves generally represented unspent funds for partially completed projects.

**RESOLVED:** to place unspent funds for the Civic Vision project, estimated at c£9,000 at year end into an Earmarked Reserve for 2026-7.

**RESOLVED:** to place £1,000 of unspent funds from the Tourism budget line into an Earmarked Reserve Heritage Hub for 2026-7.

It was possible that any spending regarding a Heritage Hub would be match-funded by Kirklees Council. Various locations were being considered around the Holme Valley that might be utilised as heritage hubs.

An **ACTION** for Cllr Ransby was to check on the progress of the videos commissioned from Northern Content.

Whilst progress regarding the Bus Route Map was reported, and a possible project to replace artwork for the information board in Station Road Car Park, no proposals were put forward to consider.

## MATTERS RESERVED FOR FULL COUNCIL

### 2526 202 Referrals to the Monitoring Officer

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**NOTED:** One complaint regarding a named councillor was in the process of being considered by the Kirklees Monitoring Officer.

No other actions were considered in relation to the item.

## **2526 203 Holmfirth Town Centre Works – updates and oversight**

This was made a standing item at the FULL COUNCIL meeting on 8 September 2025.

A range of verbal updates from councillors were received.

**RESOLVED:** an **ACTION** for the Clerk was to contact the contractors and Kirklees Council to express concerns about the possibility of waste products from the works entering the river in Holmfirth centre.

An **ACTION** for councillors was to contact Cllr Brook with any concerns regarding the works.

A further **ACTION** for all councillors was to encourage their contacts to shop in Holmfirth.

An **ACTION** for Cllr Firth was to contact Cllr Whitelaw regarding any information he had about businesses under threat of closure so that this could be shared with Holmfirth Businesses Together.

## **2526 204 Kirklees Local Plan Review**

In Cllr Blacka's absence, Cllr Wilson reported on the Local Plan Review. Twelve different community groups were involved in the work of the Reference Group as well as a number of councillors, indicating that this issue was of keen interest throughout the Holme Valley.

The Reference Group was looking to respond to the latest version of the National Planning Policy Framework, the latter being seen to have a considerable potential impact on the development of grey and greenbelt land.

A Kirklees officer was providing a good level of support to the Reference Group. It was stated that Holme Valley Parish Council is the only local council within Kirklees undertaking this work.

There were no further actions resolved upon with regards to the Kirklees Local Plan Review.

## **2526 205 Holme Valley Parish Council – annual report**

It was reported that the publication of an annual report was a requirement of the *Annual Governance and Audit Return*. The Draft Annual Report had been presented at the Annual Parish Meeting earlier in the evening, accompanied by a video presentation.

The Assistant Clerk was thanked for all their work in putting together the report.

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**APPROVED:** the Annual Report 2025-26 as presented with minor typographical errors amended.

## 2526 206 The Civic Lease

Cllr Donna Bellamy, Chair of the Working Group, reported that this significant piece of work was nearing completion and that the new lease would take effect, once approved, in the new financial year. She thanked fellow working group members, HVPC officers and the Civic Trust for all the hard work put into the project.

Cllr Wilson was confident that the new lease would contribute to putting the Civic on a firmer financial footing.

**APPROVED:** the lease, annexes and side letter between Holme Valley Parish Council and Holmfirth Civic Hall Community Trust, as presented.

An **ACTION** for the Clerk was to organise for the signing of the lease to enable it to be dated at the commencement of new financial year.

## 2526 207 Community Governance Review

The Stage 1 Consultation Summary and Stage 2 Recommendations, alongside the Stage 2 Consultation – information, had been shared in the agenda pack.

These included proposals relevant to Holme Valley Parish Council. Final recommendations were to be prepared between April and June 2026 for consideration by Kirklees Council and decisions were expected to be made September 2026.

Whilst the Parish council would not be taking a view individual councillors and the public in general were to be encouraged to take part in the consultation and express their views.

With regards to the proposal that a separate Honley and Brockholes Parish Council might be established, it was acknowledged that if this became a reality it could be a source of uncertainty and was likely to cause a lot of work initially, which would be a challenge.

There were no further actions or proposals to consider with regards to the Community Governance Review.

## 2526 208 Chair's Expenses

It was reported that £795 remained in the Chair's Expenses budget line. No further expenditure from this budget was expected by the end of the financial year.

An **ACTION** for Chair was to contact the Deputy Clerk/RFO by Tuesday 31 March 2026 to convey his wishes with regards to any underspend in the Chair's Expenses Budget Line.

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One possibility mooted in the meeting was for part of the underspend to make a contribution to the Huw Thatcher Trust to replace planters at Sands Park erected in Huw's memory.

## 2526 209 Consultant costs

The Parish Council had engaged HoeyAinscough Associates to give independent assistance regarding a GDPR/Freedom of Information request. Standard costs were reported to be £150 + VAT per hour or £750 + VAT per day (6 hour's worth of work).

To date, work had included assistance in the drafting of two letters, communication by telephone and 2 Teams meetings. The work was not yet concluded and was expected to involve HoeyAinscough in preparing a significant body of documentation for possible release in response to the request.

Cllr Lawrence Baylin, Vice Chair, reported that there was a budget line containing £500 for such consultancy costs. This was likely to be insufficient to fund the work required. It was not possible to know the exact likely costs at this point in time.

Cllr Donna Bellamy declared an interest in the matter as she was acquainted with a member of the HoeyAinscough team and so would take no part in any vote.

**APPROVED:** expenditure of up to £5,000 from General Reserves for consultant services regarding a GDPR/Freedom of Information request.

An **ACTION** for the Clerk Team was to chase up HoeyAinscough for an estimate of time likely to be required to process the Freedom of Information request.

## 2526 210 Risk Assessment - update

The Holme Valley Parish Council's Risk Assessment had been revised to include an extra section with a risk description *Disrespectful or otherwise inappropriate communications or behaviour shown towards staff. False accusations brought against staff*. This was currently assessed as being a *substantial* risk.

Cllr Lawrence Baylin, Vice Chair, reported on behalf of the Staffing Committee, reminding the Council that there had been incidences of such behaviour seen in earlier iterations of the Parish Council.

**APPROVED:** the amended Risk Assessment, as presented.

An **ACTION** for the Clerk Team was to ensure the updated Risk Assessment replaced earlier versions.

At 8.59pm it was **RESOLVED** to suspend Standing Orders to complete the business of the agenda.

## 2526 211 Request from Friends of Honley Library

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Cllr Glenn Kirkby declared an interest in the item and would take no part in any vote. This interest was covered by a dispensation.

The Deputy Clerk/RFO reported that Friends of Honley Library requested that the Parish Council pay for additional insurance costs uplift occasioned by the building of the extension. The additional costs were likely to be under £1,000. The addition of the extension was likely to increase the value of the building which was owned by the Parish Council.

**APPROVED:** that expenditure in principle is made from General Reserves to meet any additional insurance premium with regards to the extension being constructed at Honley Library.

## REFERRALS FROM STANDING COMMITTEES

### *FINANCE AND MANAGEMENT COMMITTEE*

#### **2526 212 Virements to facilitate grant-giving**

**APPROVED:** the virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events, and the payment of the following awards, as recommended by the FINANCE AND MANAGEMENT COMMITTEE:

1. Holmfirth Musical Festival awarded £1,500 towards Festival running costs.
2. Holmfirth Children's Book Festival awarded £1,500 for £1,500 towards Festival promotions.
3. Holmfirth Arts Festival awarded £1,500 towards the Creative Consequences arts 3-year arts project.
4. River Holme Connections awarded £1,500 towards a nature-themed guided walks programme.
5. Holmfirth Pride awarded £1,500 towards a Pride event.
6. Holmfirth Food and Drink Festival awarded £1,500 towards Festival costs.
7. Honley Village Community Trust awarded £262.50 towards an Easter party for children.
8. Honley Show Society Ltd awarded £1,500 towards printing of the Honley Show programme.
9. Communities Unltd awarded £1,500 towards Man Alive – a men's mental health project.
10. Holme Valley Climate Action awarded £1,260.40 towards a local produce and vegetarian food event at the Food Festival.
11. Café 100 awarded £1,500 towards a programme of activities and engagement events for young people.
12. Hepworth Hurricanes awarded £1,500 towards a "Walking Netball" project.
13. Holmfirth Conservation Group awarded £1,500 towards advertising for Holme Valley Heritage Days.

#### **2526 213 Covid Memorial Budget**

It was reported that when the Parish Council's budget was set for 2026/27, it was anticipated

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that the Covid Memorial project would be completed before the end of the Council Year 2025/26, and for the earmarked reserve to be wound up. This had not proven to be the case. The project was incomplete in that the memorial plinth needed to be installed at Sands and funds were still needed for its completion.

**APPROVED:** the rollover of the Covid Memorial earmarked reserve into 2026/27, currently holding £2,364.25.

An **ACTION** for the Clerk was to chase up permission from Kirklees Council to install the memorial plinth at Sands.

## 2526 214 Local Plan Reference Group Budget

It was reported that when the Planning Committee budget was drawn up for the year 2025/26, it was set up to include a £1,000 budget line for the Local Plan review expenditure.

The work of the Local Plan Reference Group was ongoing with further expenditure pending on community engagement. The ringfenced budget for this matter stood at £925; further expenditure was anticipated in 2026/7.

The Local Plan Reference Group now reports to FULL COUNCIL.

**APPROVED:** the creation of an earmarked reserve 2026/27 of £925 (minus any subsequent expenditure) being the remaining budget for the Local Plan for the Council Year 2025-6.

## 2526 215 Grants Working Group - recommendations

Cllr Wilson and the Deputy Clerk/RFO reported that the FINANCE AND MANAGEMENT COMMITTEE recommended to the Parish Council the report of the Grants Working Group to revise aspects of the grants awarding process.

The Report covered the following changes:

- Updated the Council's priorities for grants.
- Drew up a Grants Policy for the Parish Council.
- Included a proposal to update the Parish Council's website Grants section so that its structure is founded on the Grants policy, plus some more detailed other information.
- Updated the grant application form.
- Updated the Grant Evaluation Report to include the new branding.
- Moved the grants to one pot of money from 2026/27, this would involve a virement between 4315 and 4405.
- Considered changes to other aspects of the grants process (i. rolling grants, ii. *triaging* applications before they are seen by this Committee, iii. identifying an annual priority for Council grants) but decided not to make changes.
- Standardised the process for the consideration of grants outside the February/September cycle.
- Did not move forward with a process of using sponsorship rather than grants, to financially support community groups. Sponsorship created many more problems regarding legality, scrutiny, VAT, and needing to consider other

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organisations.

**APPROVED:** the report of the Grants Working Group and the changes to the grants process included therein, including the merging of the community assets and community events grant budget lines, as well as the supporting documentation.

## 2526 216 The Civic – recommendations to Full Council

It was reported that the FINANCE AND MANAGEMENT COMMITTEE wished to commission work to develop a fundraising strategy to support the future development of the Civic, including looking to ascertain the views of key funders like the National Lottery Heritage Fund, Architectural Heritage Fund and Arts Council. The initial cost for this was estimated to be in the range of £2,500.

**APPROVED:** a project budget of £5,000 for the development of a fundraising strategy coming from General Reserves as recommended by the FINANCE AND MANAGEMENT COMMITTEE.

## 2526 217 Huw Thatcher Trust – grant application

It was reported that the FINANCE AND MANAGEMENT COMMITTEE considered a Grant Application from Huw Thatcher Trust for £1,390 towards planters for Sands and **RESOLVED** that this application fell outside the criteria of its grants process but that FULL COUNCIL might wish to consider it.

**RESOLVED:** to consider the request from the Huw Thatcher Trust for £1,390 from General Reserves towards planters for Sands outside of the normal grants process.

Cllr Dixon gave some contextual information regarding the history of the Huw Thatcher Trust and the Parish Council's previous support of it. Whilst empathy was expressed for the family of Huw Thatcher there was no proposal put forward to provide funds as a gift direct from General Reserves.

There remained the possibility of the Chair providing a contribution from the Chair's Expenses budget. The Chair would consider this outside of the meeting prior to the end of the Council Year.

An **ACTION** for the Deputy Clerk/RFO was to contact the Huw Thatcher Trust and explain that the application could not be considered further as a grant, that a proposal to gift a contribution to General Reserves had not been forthcoming at the meeting and that officers were awaiting further communication regarding this from the Chair.

## **SERVICE PROVISION COMMITTEE**

## 2526 218 Service Provision Budget Underspends

It was reported that at the SERVICE PROVISION COMMITTEE meeting on Monday 23 February 2026 a projected underspend of £7,273.72 in budget line 4320 Public Toilets – Day to Day was

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discussed and it was **RESOLVED** to recommend to FULL COUNCIL that at the close of the financial year any underspend from budget line 4320 Public Toilets – Day to Day be added to the EMR 351 Holmfirth Toilets Refurb.

A projected underspend of £5,626.05 in budget line 4740 Seats and Shelters - Maintenance was also discussed and it was **RESOLVED** to recommend to FULL COUNCIL that at the close of the financial year any underspend from budget line 4740 Seats and Shelters - Maintenance be added to an EMR Stone Shelter Refurb of £10,000 to be created in the financial year 2026-7.

A motion to return any underspends to General Reserves was not carried. The basis for not returning the underspends to General Reserves was queried and members were reminded by Cllr Wilson that expenditure from General Reserves was expected to cover 'unforeseen emergencies'.

**APPROVED:** monies from budget line 4320 Public Toilets Day-to-Day to be moved to EMR 351 Holmfirth Toilets Refurb and from budget line 4740 Seats and Shelters- Maintenance to new EMR Stone Shelter Refurb at the end of the financial year.

## **2526 219 Gartside Unit – lettable space – repairs requested**

At the SERVICE PROVISION COMMITTEE meeting on Monday 23 February 2026 it was reported that wet weather and frost had caused damage to the Gartside Unit lettable space. The COMMITTEE wished to effect repairs with regards to this as soon as possible as it intended to consider possible tenants for the unit at its 8 June 2026 meeting. The budget line for 2025-6 for the Lettable Space had no further monies left in it.

**APPROVED:** expenditure of up to £1,000 from General Reserves for repairs to the Gartside Unit lettable space as recommended by the SERVICE PROVISION COMMITTEE.

An **ACTION** for the Clerk was to task the maintenance contractor with completing this work.

## **COMMUNICATIONS AND ENGAGEMENT WORKING GROUP**

## **2526 220 Communications and Engagement Working Group – for Full Council**

**NOTED:** C&E working group notes and actions 10th Feb and C&E action plan 2023-2027 as presented.

### **NOTED:**

- Expenditure as reported relating to the Annual Parish Meeting (catering etc).
- Expenditure as reported for accessibility audit of the website relating to Assertion 10.
- Expenditure as reported for addition of “alert banners” to the website.
- Expenditure as reported for items for the Civic foyer (pop up banner and leaflet stand).

**APPROVED:** expenditure of up to £50 from budget line 4660 for reserving a stall in the Countryside Tent at Honley Show.

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**APPROVED:** a recommendation that at the end of the financial year underspend on budget line 4660 to be dealt with as follows:

- i. Up to £1,000 be placed in the existing Brand Assets EMR for signage etc once the Civic foyer refurb is completed & for other HVPC buildings.
- ii. of up to £1,000 be placed in the existing EMR for Royal Events;
- iii. of up to £2,000 be placed in a new EMR for Events;
- iv. any remaining monies are moved to General Reserves.

## MISCELLANEOUS ITEMS/ CORRESPONDENCE

### **2526 221 Chair's Report**

The Chair referred FULL COUNCIL to the verbal report delivered earlier in the evening at the ANNUAL PARISH MEETING regarding his actions as Chair since 2 February 2026 and his reflections on the council year as a whole.

### **2526 222 Reports from and questions for Kirklees Ward Councillors**

There were no updates from Holme Valley North and Holme Valley South Kirklees councillors.

### **2526 223 Items for Publicity**

Councillors put forward the following potential items for publicity arising from the meeting:

- Presentations from grant recipients at the earlier Annual Parish Meeting.
- Grant awards 2025-06.

***The meeting closed at 9.25pm.***