

Holme Valley Parish Council

MEETING OF THE FULL COUNCIL
MONDAY 23 JUNE 2025 7PM
EXHIBITION ROOM, THE CIVIC, HOLMFIRTH

IN THE CHAIR: Cllr Glenn Kirkby

PRESENT:

Cllr Isaac Barnett
Cllr Lawrence Baylin
Cllr Donna Bellamy
Cllr Mary Blacka
Cllr Pat Colling
Cllr Harry Davis
Cllr Tom Dixon
Cllr Charles Greaves
Cllr Jenny Holmes
Cllr Jo Liles
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 Damian Brook, Cllr Andrew Fenwick, Cllr Donald Firth, Cllr Chris Green, Cllr Jane Rylah.

TAKING MINUTES: Jen McIntosh (Clerk)

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

DRAFT MINUTES

2526 34 Public Question Time

No members of the public were present.

The Chair requested that any member who wished to speak to any of the remaining items raised their hand to prevent the situation where members spoke over each other.

PROCEDURAL MATTERS

2526 35 Recording of public meeting

The meeting was recorded for public broadcast via the HOLME VALLEY PARISH COUNCIL YouTube channel.

Holme Valley Parish Council

No other requests to record the meeting were received.

2526 36 Items to be heard in private session

There were no requests to hear any items in private session.

2526 37 Apologies and reasons for absence

Apologies and reasons had been circulated prior to the meeting starting.

The Clerk reported that she may have omitted apologies from Cllr Barnett in error. If this was the case a motion amending the draft minutes would be considered at the next FULL COUNCIL meeting.

APPROVED: apologies and reasons for absence were approved for Cllr Damian Brook, Cllr Chris Green, Cllr Andy Fenwick, Cllr Donald Firth and Cllr Jane Rylah.

2526 38 Receipt of written Declaration of Pecuniary and Other Interests

A number of written declaration(s) of pecuniary and other interests, revised for the council year 2025-26, were sent out under separate cover for councillors' information.

TO NOTE: receipt of revised written declaration(s) of pecuniary and other interests from Cllrs Barnett, Baylin, Bellamy, Blacka, Colling, Davis, Dixon, Firth, Greaves, Green, Holmes, Kirkby, Liles, Morgan, Osborne, Ransby, Rostron, Rylah, Stewart, Whitelaw and Wilson.

Once noted, DPIs would have signatures, addresses and other sensitive information redacted and be posted on the HVPC website. Copies to be shared with the Monitoring Officer.

2526 39 Declaration of interests in agenda items and written dispensations

An **ACTION** for the Clerk from FULL COUNCIL on 24 March 2025 had been to secure written dispensations from councillors appointed as HVPC representatives to organisations at the ANNUAL COUNCIL Meeting on 19 May 2025.

At the meeting on 19 May 2025 representatives were appointed. The question of written dispensations more generally arose with a dispensation to speak and vote being **APPROVED** by FULL COUNCIL for that meeting for a councillor with regards to an interest in an item on the agenda.

It was stated at the above meeting that there was confusion about what constituted a pecuniary interest amongst some councillors and regarding whether or not they could apply for a dispensation regarding interests declared on their DPI.

The matter of written dispensations is covered in Standing Order 13.

In response to this matter and to clarify the process the Clerk put forward a draft procedure regarding the granting of dispensations for FULL COUNCIL to consider.

The Clerk advised councillors to refresh their training regarding Code of Conduct matters, including the declaring of interests, by familiarising themselves with:

- NALC Advice Note – Members' Conduct and the registration and disclosure of their interests

Holme Valley Parish Council

- the Local Government Association Guidance
- and also through sharing recent a YLCA training presentation attended since the ANNUAL COUNCIL meeting on the Code of Conduct for Parish Councils

The Clerk further drew councillors' attention to the following general points with regards to declaring interests and requesting written dispensations:

1. Only an individual councillor can decide whether to declare an interest. The Clerk or another councillor cannot advise beyond giving information.
2. With regards to deciding whether or not an interest is declarable, if in any doubt declare it.
3. Consideration should be given to the need for transparency and impact on possible public perception in deciding whether an interest is declarable.
4. The non-disclosure of a pecuniary interest is a breach of the standards in public life and may be treated as a criminal offence.
5. Lawful reasons why a written dispensation can be requested are:
 - i. that so many members of the decision-making body have disclosable pecuniary interests that it would impede the transaction of the business
 - ii. the authority considers that the dispensation is in the interests of persons living in the authority's area
 - iii. it is otherwise appropriate to grant a dispensation.

'Appropriateness' was a key guide in the third reason. There should be an appropriate reason for requesting and granting a dispensation.

A number of members spoke to the issue.

The flowcharts in the LGA guidance were of particular use – clerk to distribute following the meeting.

The key concern was not that arrangements were 'fair' to individual councillors but what arrangements would look like to a normal person shopping in the Co-op.

The principle that members did not speak or vote concerning items where they had a declared interest should be upheld. Written dispensations should be the rare exception and not the rule.

APPROVED: the arrangements for receipt and granting of written dispensations for pecuniary and other interests, including the written procedure.

NOTED: Cllr Kirkby declared an interest in item 2526 48 as a trustee of Honley Library. Cllr Wilson declared an interest in item 2526 48 as a trustee of Holmfirth Civic Hall Community Trust.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2526 40 Minutes of Full Council meetings

APPROVED: the Minutes of the ANNUAL COUNCIL Meeting held on 19 May 2025 numbered 2526 01 to 2526 33.

The Clerk reported on the following matters arising which did not appear under other agenda items:

- i. The updating of Ward Asset Registers and establishing an electronic copy available to

Holme Valley Parish Council

councillors as considered on 24 March 2025, the overview of councillor training 2024-25 and the updating of the Action Plan, last considered in December 2024 were all dependent upon the Clerk securing time to move forward with them. A verbal overview regarding councillor training had been given at FINANCE AND MANAGEMENT COMMITTEE meeting on Monday 2 June.

- ii. Cllr Isaac Barnett had been elected as Vice Chair FINANCE AND MANAGEMENT COMMITTEE for the remainder of 2025-26. This meant that he also joined the STAFFING COMMITTEE as the Chair of F&M is a member of STAFFING by virtue of being the preceding COUNCIL CHAIR.
- iii. Cllr Chris Green had been elected as Vice Chair SERVICE PROVISION COMMITTEE for the remainder of 2025-26.
- iv. The Clerk had sent out slides from the Whole Council Code of Conduct training from 24 September 2024 as requested and sought and shared advice received from YLCA. A key takeaway was that if a member was in any doubt about the nature of an interest then they should consider declaring it.

NOTED: election of Cllr Isaac Barnett as Vice Chair of FINANCE AND MANAGEMENT COMMITTEE and also member of the STAFFING COMMITTEE and of Cllr Chris Green as Vice Chair of SERVICE PROVISION COMMITTEE.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2526 41 Minutes of Standing Committee meetings

APPROVED: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 2 June 2025 numbered 2526 01 to 2526 24.

FINANCIAL MATTERS

2526 42 Council Budget 2025-26 Year-To-Date including Earmarked Reserves

Deputy Clerk/RFO reported on the Year-to-date Council Income and Expenditure by Budget Heading May 2025 and Earmarked Reserves, noting that expenditure on salaries was on target but that the insurance premium which was supposed to be fixed had risen. This was deduced to be due to insurance tax rising.

Some budget lines originally attached to the now defunct CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE had been recoded and the difference between the elections cost for the Upper Holme Valley and the Fulstone wards was due to UHV having 3 polling stations and 3 sets of staff costs.

NOTED: the Income and Expenditure against Budget and Earmarked Reserves year-to-date reports.

2526 43 Schedule of Payments

NOTED: Schedule of Payments for May 2025.

Holme Valley Parish Council

MATTERS RESERVED FOR FULL COUNCIL

2526 44 Annual Governance and Accountability Return (AGAR) 2024-25

Deputy Clerk/RFO reported.

The AGAR documentation and its supporting documents were approved by the FINANCE AND MANAGEMENT STANDING COMMITTEE 2nd June 2025, pending any amendments required following the visit of the internal auditor 12th June.

NOTED: The Holme Valley Parish Council Year-End 2024-25 Internal Audit Report and action plan.

As laid out in the action plan, the audit required some amendments to the Fixed Asset List, and therefore to the figure reported at Box 9 of the Accounting Statements 2024/25 and, thus, to the Explanation of Variances report. These were the only changes needed to the documentation approved by F&M to recommend to Full Council.

APPROVED: The revised Fixed Asset List as presented.

APPROVED:

- (1) AGAR Section 1 – Annual Governance Statement 2024/25

This was then signed by the Chair and Clerk.

- (2) AGAR Section 2 – Accounting Statements 2024/25 *REVISED*

This had already been signed by the RFO and was subsequently signed by the Chair.

- (3) AGAR Annual Internal Audit Report 2024/25.

- (4) AGAR Section 3 – External Auditor's Report and Certificate 2024/25 – blank at this stage.

- (5) All supporting documentation as follows:

- a. Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return.
- b. Confirmation of the dates of the period for the exercise of public rights.
- c. Bank Reconciliation.
- d. Reconciliation between Box 7 and Box 8 of the accounting statements.
- e. Explanation of variances *REVISED*.
- f. Contact details.
- g. Notice that the Accounting Statements are unaudited and may be subject to change.
- h. Letter confirming the amount of the precept.

The approved, certified and complete Annual Governance and Accountability Return 2024/25 Form 3 with all supporting documentation was to be forwarded to the external auditor PKF Littlejohn following the meeting.

The Deputy Clerk/RFO was thanked for all of his work in completing the AGAR.

Holme Valley Parish Council

2526 45 Referrals to the Monitoring Officer

The Kirklees Monitoring Officer had reported to the clerk that there were no referrals regarding named councillors under consideration.

The Monitoring Officer was dealing with a general issue that had been raised and expected to conclude this shortly.

NOTED: that no referrals are currently under consideration by the Kirklees Monitoring Officer.

2526 46 Joint meeting of Holme Valley Parish Council and Holmfirth Civic Hall Community Trust

The date fixed for the joint meeting of Holme Valley Parish Council and Holmfirth Civic Hall Community Trust previously resolved upon was Monday 4 August 7-9pm and this was **NOTED**.

A further motion - for the Holme Valley Parish Council to meet prior to this to sound out ideas regarding the vision in order to avoid the scenario where, come Monday 4 August, 23 different visions for the future of the Civic are put forward by the Council – was discussed at length.

RESOLVED: for an additional meeting on Monday 7 July 2025 to discuss a Holme Valley Parish Council vision for the Civic prior to the joint meeting on 4 August 2025.

The above meeting was to be open to all members, to take place at Honley Library (to be confirmed) at 7pm and to be informal in nature. Cllr Whitelaw to make arrangements.

2526 47 Holme Valley Parish Council – amendment to representatives list

Following the Annual Council meeting the Clerk learnt that Holmfirth Forward had not requested Parish Council representation and had been added to the list in error in 2024. The list had therefore been amended as represented below.

The Clerk had received further communication from Holmfirth Forward stating that the organisation is not political and wanted a productive, positive working relationship with both the Parish Council and Kirklees Council. The three ward councillors were invited to Holmfirth Forward meetings, and a number of Parish Councillors were invited to meetings due to their involvement in other groups linked to Holmfirth Forward.

RESOLVED: that Holmfirth Forward should be invited to speak at a future FULL COUNCIL meeting.

Clerk to arrange.

NOTED: the revised list of councillor representatives for 2025-26 as shown below.

Outside Body

Representative(s)

2025/26

YLCA Branch meeting representatives x 2 (with permission to vote)

Cllr Glenn Kirkby

Cllr Lawrence Baylin

(FULL COUNCIL)

Brockholes Village Trust

Cllr Andrew Fenwick

Holme Valley Parish Council

(FINANCE AND MANAGEMENT COMMITTEE)

Holmfirth Civic Hall Community Trust

Cllr Andy Wilson

(FINANCE AND MANAGEMENT COMMITTEE)

Cllr Steve Ransby

Holmfirth Conservation Group

Cllr Jo Liles

(PLANNING COMMITTEE)

Friends of Honley Library

Cllr Glenn Kirkby

(FINANCE AND MANAGEMENT COMMITTEE)

Cllr Alison Morgan

Kirklees Rights of Way Forum

Cllr Harry Davis

(PLANNING COMMITTEE)

Peak Park Parishes Forum

Cllr Sarah Whitelaw

(FULL COUNCIL)

Holme Valley Climate Action Partnership (HVCAP)

Cllr Chris Green

(FULL COUNCIL)

Kirklees Place Standards (Holmfirth Centre Planning Group)

Cllr Andy Wilson

(FULL COUNCIL)

It remained an action for the Clerk to ascertain if Cllr Fenwick wished to represent HVPC on Brockholes Village Trust. If not then Cllr Donna Bellamy was approved as HVPC representative in place of Cllr Fenwick.

2526 48 Holme Valley Land Charity

Cllr Colling reported that the Land Charity had agreed broad areas of investment and was about to embark on a programme of consultation. It was likely that proposals affecting any assets held by the Parish Council would be brought to a later meeting for consideration.

REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

2526 49 Resignation of a member of the Service Provision Committee

NOTED: the resignation of Cllr Andy Wilson from the SERVICE PROVISION COMMITTEE, effective from Tuesday 3 June 2025.

2526 50 Gartside Building (Holmfirth Public Toilets and Gartside Unit) repair and renewal

APPROVED: in principle the expenditure of up to £34,475.10 for Phase 1 of plans to repair the Gartside Building roof, install solar panels and other tasks included in agreed Phase 1 scheme of works, including the order of priority within phase 1 as agreed by the Working Group.

The above as recommended by the SERVICE PROVISION COMMITTEE.

2526 51 Youth Services in the Holme Valley - recommendation

APPROVED: expenditure of up to £25,000 for Kirklees Youth Alliance for the provision of youth services in the Holme Valley, to be made by one payment of £10,000 following the SERVICE

Holme Valley Parish Council

PROVISION COMMITTEE meeting on 9 June 2025 and then £5,000 after each remaining SERVICE PROVISION COMMITTEE meeting across the council year 2025-26.

As recommended by the SERVICE PROVISION COMMITTEE.

2526 52 Referrals from the Communications and Engagement Working Group

The first meeting of the Communications and Engagement Working Group took place on Monday 16 June 2025 with a further meeting prior to FULL COUNCIL on 23 June 2025.

APPROVED: expenditure of up to £8,000 from budget line 4660 Communications and Engagement to cover:

- i. ongoing website costs
- ii. ongoing publicity commitments
- iii. costs associated with the Big Community Celebration taking place 8 November 2025
- iv. and to set up an events kit to support Holme Valley Parish Council representation at Summer events in the Holme Valley.

APPROVED: the Communications and Engagement Working Group to take forward all communications and engagement matters in line with the group's remit, including delegated responsibility to the Assistant Clerk for carrying out agreed actions for the remainder of the Council Year 2025-26.

CORRESPONDENCE

2526 53 Reports from Kirklees Ward Councillors

Cllr Greaves (Holme Valley North) gave a detailed update on changes to bin collections due to take place, including a change of collection day to Mondays for some rounds. It was noted that bin collections take place on all bank holidays apart from Christmas Day and Boxing Day. Rounds scheduled for a Monday often made it easier to catch up on missed collections.

It was unlikely that glass collections would resume as these were not cost-effective. The existing bottle banks were viewed as a success.

Tetra recycling capacity had been increased – but was possibly still lagging behind demand.

The resilience of the service was being addressed in part by investment in some smaller wagons as well as introducing larger wagons where appropriate.

The breadth of what can be recycled via green bins was being widened but misuse of bins and contamination remained an issue.

MISCELLANEOUS ITEMS

2526 54 Standing item – the Climate Emergency

Holme Valley Parish Council

Council was reminded that items on agendas should be viewed where appropriate through the lens of the Climate Emergency the Council has declared.

2526 55 Items for Publicity

Potential items for publicity arising from the meeting included:

- Honley Show
- Big Community Event
- Local Services Directory in HVPC website
- Blog from Cllr Holmes regarding visits to schools.

The meeting closed at 8.37pm.