

To: All Members of the Council

You are hereby summoned to attend the **MEETING OF THE FULL COUNCIL** to be held on **MONDAY, 20 OCTOBER 2025** at **7pm** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** for the transaction of the following business –

- AGENDA – (A)

Welcome

A minute of silence in remembrance of former Councillor, Judith Roberts, who died Sunday 5th October 2025. Mrs Roberts was a Councillor from 2003 to 2023 and was Chair of Council in 2009.

2526 98 Public Question Time

7.00pm

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.

The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chair of the meeting. A member of the public shall not speak for more than 3 minutes.

A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

TO CONSIDER: any action arising from the Public Question Time.

PROCEDURAL MATTERS

2526 99 Recording of public meeting

7.15pm

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

Holme Valley Parish Council

2526 100 Items to be heard in private session 7.16pm

Any recording to be halted during such items and members of the public asked to leave the meeting.

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

2526 101 Apologies and reasons for absence 7.17pm

Apologies and reasons to be circulated prior to the meeting starting. Deputy Clerk to report.

TO CONSIDER: apologies and reasons for absence.

2526 102 Receipt of written Declaration of Pecuniary and Other Interests 7.18pm

Revised written declaration(s) of pecuniary and other interests are sent out under separate cover for councillors' information. Councillors are requested to delete the DPIs once read.

Councillors are requested to delete DPI copies once read/ return printed copies to the Clerk for confidential disposal.

Deputy Clerk to report.

TO NOTE: receipt of written declaration(s) of pecuniary and other interests.

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

2526 103 Declaration of interests in agenda items and written dispensations 7.19pm

TO RECEIVE: declarations of interests of councillors in agenda items.

TO RECEIVE: declarations of interests of officers in agenda items.

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

Holme Valley Parish Council

TO CONSIDER: Approving the written dispensations from Cllrs:

- i. Green,
- ii. Kirkby,
- iii. Morgan,
- iv. Ransby and
- v. Wilson. **(B)**

Other applications for a similar dispensation are anticipated.

TO NOTE: The Holme Valley Parish Council Dispensation Procedure approved by Council 23rd June 2025. **(C)** Councillors should familiarise themselves with this procedure.

TO NOTE: The up-to-date Members Dispensation Log. **(D)**

TO NOTE: The Written Dispensation Application template that Councillors must use when requesting a written dispensation on a matter. **(E)**

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2526 104 Minutes of Full Council meetings

7.24pm

TO APPROVE: the Minutes of the FULL COUNCIL Meeting held on 8 September 2025 numbered 2526 56 to 2526 97 **(F)**.

To receive information regarding ongoing matters arising from the above minutes which do not appear under other agenda items:

- As part of a review of the Rialtas accountancy software subscription, the Assistant Clerk and Deputy Clerk had been tasked by the Council with looking into whether alternative software including AI might help with streamlining accounting processes. Unfortunately, due to the Clerk's absence and other constraints, Officers have not had sufficient time to look deeper into this. This item will be deferred to a future meeting.
- As a confirmation of the agenda item from the previous meeting, Holme Valley Climate Action Partnership (HVCAP) returned an unspent grant of £5,000 to the Parish Council on 23 September 2025. This was accounted as Other Receipts and was added to general reserves. Thanks to Cllr Green for his work on this.
- In respect of Remembrance Sunday, the Parish Council has received information from most of the places of worship regarding the timings of the events. **(G)** After some challenges, the New Mill Remembrance Day Parade led by the Royal British Legion will go ahead. Thanks, in particular to Cllr Brook and Cllr Greaves in respect of assisting with this. The wreaths for those attending commemorations can be collected from the Parish Council office.
- RP Electrical have commenced the works to repair and replace the emergency lighting at The Civic. About half of the works are completed and should be finished by the end of the month.

Holme Valley Parish Council

- At the Full Council meeting of 8 September 2025 the Council approved that Social Progress, the Honley social media and marketing company, are to deliver social media training. Social Progress have been informed and the Assistant Clerk is working to secure dates (these are likely to be late November or early December).

TO CONSIDER: any further action(s) arising from the minutes of the FULL COUNCIL MEETING, held on 8 September 2025.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2526 105 Minutes of Standing Committee meetings 7.29pm

TO APPROVE: the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 22 September 2025 numbered 2526 21 to 2526 39 **(H)**.

TO APPROVE: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 29 September 2025 numbered 2526 45 to 2526 64 **(I)**.

FINANCIAL MATTERS

2526 106 Annual Governance and Accountability Return AGAR 2024/25 7.31pm

TO NOTE: The External Auditor's Report and Certificate 2024/25 **(Ji)**. The report identified one "exclusion." RFO to report.

The full Annual Governance and Accountability Return Sections 1 and 2 **(Jii)** along with Section 3 were published to the Parish Council's website and noticeboard 30th September 2025, along with the Notice of Conclusion of Audit **(Jiii)**, and the invitation to inspect the accounts. No one has asked to inspect the accounts.

TO CONSIDER: when to end the public inspection rights.

TO CONSIDER: any further action on the AGAR 2024/25.

2526 107 Council Budget 2025-26 Year-To-Date including Earmarked Reserves 7.35pm

Year-to-date Council Income and Expenditure by Budget Heading October 2025 **(K)** and Earmarked Reserves **(L)** are included.

Deputy Clerk/RFO to report.

TO NOTE: Income and Expenditure against Budget and Earmarked Reserves year-to-date reports.

TO CONSIDER: any other action in connection with the budget 2025-26.

Holme Valley Parish Council

2526 108 Schedule of Payments

7.38pm

The Schedule of Payments for September 2025 **(Mi)** and the month-to-date Schedule of Payments for October **(Mii)** have been included in the document pack.

Deputy Clerk/RFO to report.

TO NOTE: Schedule of Payments for September 2025.

TO CONSIDER: Schedule of Payments for month-to-date October 2025.

2526 109 Chair's Expenses 4200

7.39pm

TO NOTE: The Chair has spent £150 from the Chair's Expenses budget line on governance advice from Hoey Ainscough Associates Ltd. £30 is also to be spent from this budget on the Holme Valley Lions 45th Charter Dinner which will be attended by Cllr Barnett.

MATTERS RESERVED FOR FULL COUNCIL

2526 110 Referrals to the Monitoring Officer

7.40pm

The Kirklees Monitoring Officer has reported to the Clerk that there are no referrals regarding named councillors currently under consideration.

TO NOTE: that FULL COUNCIL has been informed that no referrals are currently under consideration by the Kirklees Monitoring Officer.

2526 111 Holmfirth Civic Hall – review of lease

7.41pm

Chair of Civic Lease Working Group, Cllr Donna Bellamy, to report.

TO NOTE: the progress report regarding the review of the lease with Holmfirth Civic Hall Community Trust.

TO CONSIDER: any further actions in respect of the review of the lease with Holmfirth Civic Hall Community Trust.

2526 112 Kirklees Local Plan Review

7.43pm

TO NOTE: The notes from the Reference Group meetings of 5 September 2025 and 3 October 2025. **(Ni, Nii)**

Cllr Blacka to report on behalf of the Local Plan Reference Group.

Holme Valley Parish Council

2526 113 Friends of Honley Library - grants

7.45pm

- i. The FINANCE AND MANAGEMENT STANDING COMMITTEE approved to recommend the award of a grant of £15,000 to the Friends of Honley Library towards replacing the roof lights and four windows. Because of the amount, Council needs to approve the award and its payment. The source of the funds would be the earmarked reserve EMR 332 Honley Library which holds £15,000. (O)

TO CONSIDER: approving the payment of £15,000 to Friends of Honley Library from EMR 332 Honley Library towards replacing roof lights and windows.

- ii. This award would still leave the Friends around £7,000 short on the project to replace the windows and roof lights. Accordingly, the Friends have asked if the Parish Council would allow them to put the underspend on the 2024/25 Parish Council £15,000 running costs grant towards this development. The underspend was £2,502.78.

TO CONSIDER: approving the Friends of Honley Library to use the £2,502.78 underspend on the from EMR 332 Honley Library towards replacing roof lights and windows.

2526 114 Social Media Policy/Vexatious Communications Escalation Procedure

7.48pm

At the last meeting of Council, Members heard about some issues that had arisen about the use of social media by Members, and by the use of social media by the public addressed to Members. Councillors noted that, whilst Holme Valley Parish Council does have a Media and Communications Policy which includes a section on social media, it may further wish to consider adopting a specific Social Media Policy to include an escalation procedure to handle vexatious communication from members of the public. This consideration was deferred to this meeting.

As inferred above, the Council does have a Media and Communications Policy which has a section on social media. Whilst there is no statutory duty to do so, the Council may wish to consider adopting a specific Social Media Policy.

The Assistant Clerk has included a briefing paper (Pi) and draft social media and escalation policy (Pii) for consideration.

TO CONSIDER: further development and/or adoption of a social media policy, to include an escalation procedure for vexatious communications.

TO CONSIDER: any other actions in relation to the item.

Holme Valley Parish Council

2526 115 Democracy-friendly Schools

7.53pm

The Democracy-friendly Schools Working Group met for the first time in October. Cllr Blacka to report.

TO CONSIDER: provision for funding of £200 (from general reserves, a virement or creating an earmarked reserve) for the Democracy-friendly Schools project.

TO CONSIDER: any further action on the matter of Democracy-friendly Schools.

NEW COUNCIL BUSINESS

2526 116 Holmfirth Town Centre Works – updates and oversight

7.55pm

- i. An outcome of the last Council meeting was to add a standing agenda item titled *Holmfirth Town Centre Works – Updates and Oversight*, to ensure continued scrutiny, information sharing, and representation of the community's views as the project progresses.

Cllr Greaves has shared a Powerpoint presentation from Kirklees Council regarding communication and engagement between stakeholders and the Holme Valley public in respect of the Holmfirth Town Centre Action Plan. (Q)

TO RECEIVE: updates and oversight on the ongoing Holmfirth Town Centre Works. Information sharing and representation of community views. Councillors to report

- ii. Cllr Whitelaw proposes that, given the evident distress of many Holmfirth business owners regarding the works, the Parish Council should make a statement lamenting both the way the works have been run and the communication about those works. The letter would urge those responsible and with influence to rectify this situation without delay. This would be addressed to stakeholders at Kirklees Council and within the Holmfirth business community.

TO CONSIDER: sending such a statement to stakeholders.

- iii. Cllr Whitelaw also expressed a more general concern with the effectiveness of Kirklees Council's Communication Strategy.

TO CONSIDER: any further action with regard to this.

Holme Valley Parish Council

2526 117 Urban Nature Reserve/Local Nature Action Plan

8.05pm

Cllr Green proposes that HOLME VALLEY PARISH COUNCIL develop an urban nature reserve. Cllr Green to report.

TO CONSIDER:

1. Establishing a Holme Valley Parish Council Urban Nature Reserve. This would be on the lines of the model of the [Emersons Green Town Council Nature Reserve](#) (see attached copies of fliers, welcome letter etc). **(R)**
2. Creating a fund of up to £5000 from the 2026/27 Climate Emergency budget line. This would pay for:
 - design and printing of publicity fliers,
 - the setting up of social media pages,
 - the creation of a database of households signing up to join the Urban Nature Reserve,
 - possible funding of a welcome gift (eg small packets of wildflower seeds),
 - potential subsidy of "Nature friendly" materials (e.g. bird boxes etc - other suggestions welcome).
3. For publicity to commence immediately for the scheme via social media, the quarterly newsletter, regular media pieces in village publications, via The Big Event.

2526 118 Community Governance Review

8.10pm

This item was deferred from the last meeting.

Following the Local Government Boundary Commission for England full electoral review that took place in 2023/24, from 1 October 2025 Kirklees Council is to undertake a review of Community Governance.

Kirklees Council has since published:

- Terms of Reference and the Review timetable **(Si)**
- The public notice of the Review **(Sii)**
- Information on the current structure of Parish and Town Councils **(Siii)**
- Area maps relevant to the review **(Siv)**

The Stage 1 consultation will run from 1 October to 12 December 2025, during which Kirklees is inviting feedback from residents, businesses, community groups, and other stakeholders. Submissions can be made via: The online form on the website, by email, or post (to the Elections Office).

The Kirklees Policy and Partnerships Manager met with Cllr Glenn Kirkby, the Chair of Council, Cllr Lawrence Baylin, the Vice Chair and the Clerk 23rd September 2025. Chair / Vice Chair to report.

Holme Valley Parish Council

TO NOTE: a Community Governance Review is to be undertaken by Kirklees Council.

TO CONSIDER: any actions with regards to the Community Governance Review to be undertaken by Kirklees Council.

2526 119 Gartside Unit tenancy resignation

8.15pm

- i. As previously reported, the current tenant of the Gartside Unit, EPIKS, gave notice to quit the tenancy on 22 July 2025 with the last day of occupancy being 31 October 2025. **TO NOTE:** The Assistant Clerk has arranged to meet with the departing tenant at the unit, to take a final meter reading, and to check the condition of the unit.
- ii. Given the ongoing works to the Gartside Building, the tenant has reported that they have not been able to work at the unit since 6th October due to a lack of heat and water and otherwise inadequate working conditions. The tenant understands that these circumstances are likely to continue until the end of the month.

TO CONSIDER: the Parish Council's response to this situation.

REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

2526 120 Updates from the Communications and Engagement Working Group

8.20pm

Ti. Updates from the 2025-2027 Communications and Engagement Action Plan and Meetings.

TO NOTE: The Communications and Engagement Working Group Action Plan 2025-2027 (updated to end of September 2025) **(Ti)** and the notes and actions from the Communications and Engagement Working Group meeting of 26 September 2025 **(Tii)**.

ii. Big Community Celebration - Saturday 8 November 2025

The Big Community Celebration will take place on Saturday 8 November 2025, with the core theme "Our Valley – Our Future" focusing particularly on Environment and Young People

The Parish Council is continuing the publicity roll-out for the event and seeking further support from Members.

At the meeting, councillors are invited to:

1. Sign up to the rota for the day to assist as meet-and-greeters and to help staff the Parish Council stall.
2. Collect flyers and posters for distribution across their communities and local networks.

Holme Valley Parish Council

Members are also asked to:

- Share digital event messages and publicity through their own channels.
- Help gather photos, quotes and case studies from grant recipients and other service users for the event display and other Council materials.

A sum of £5,000 was included in budget line 4660 (Communications & Engagement) for the Big Community Celebration, and approval is now sought to release these funds to cover event expenditure.

Working Group and Assistant Clerk to report.

TO CONSIDER: authorising the release of up to £5,000 from budget line 4660 (Communications & Engagement) to cover expenditure for the Big Community Celebration.

TO CONSIDER: any actions arising from the update.

iii. Proposal for an activity at the Annual Parish Meeting

The Communications and Engagement Working Group has proposed incorporating a reception for recent grant recipients into the Annual Parish Meeting on 23 March 2026, to celebrate and showcase community projects supported by the Council's Community Grants programme.

The event would build on the usual Annual Parish Meeting format, which already includes light refreshments, and could feature short presentations from community organisations and display materials highlighting the impact of Council grant funding. Any associated costs are expected to be modest and met from existing budgets or available underspends.

Working Group and Assistant Clerk to report.

TO CONSIDER: supporting the inclusion of a grant recipients' reception as part of the 2026 Annual Parish Meeting programme, to be planned and delivered by the Communications and Engagement Working Group.

Holme Valley Parish Council

2526 121 **THE PLANNING COMMITTEE**

8.35pm

Design Guide for Shop Fronts – request for assistance

This item was deferred from the last meeting.

The PLANNING COMMITTEE has produced a new Design Guide for Shop Fronts, with a distribution list of relevant businesses already compiled. The Committee intends for councillors to hand-deliver the guides with covering letters and requests support from the wider Council in this activity. In addition, Cllrs Wilson and Blacka will be approaching local business associations to help promote and distribute the guide.

Cllrs Ransby and Wilson to report.

TO CONSIDER: any actions with regards to the Design Guide for Shop Fronts.

2526 122 **SERVICE PROVISION COMMITTEE**

8.40pm

i. Proposal for a schematic bus map of the Holme Valley from the Sustainable Transport Working Group

The Sustainable Transport Working Group wishes to propose that EMR 346 (Sustainable Transport) is used to commission a metro-style schematic bus network map for the Holme Valley, with accompanying leaflet and poster/signage artwork for use online and at local transport hubs. The purpose of the map is to address the apparent lack of awareness and knowledge of local bus provision amongst potential users, which is a barrier to usage.

Following a referral from the Penistone Line Partnership, a local supplier with experience in route map production (Gable Lake Design), has provided a quotation in the region of £1,600–£2,560 ex VAT (final cost dependent on revisions). The quotation has been provided under a separate cover due to commercial sensitivity.

The work can be delivered via a phased roll-out, allowing the Council to commission priority elements first and defer subsequent items as needed.

Pricing is consistent with typical market rates and comparable in scale to last year's brand refresh (£2,100).

Sustainable Transport Working Group to report.

TO CONSIDER: approving expenditure of up to £2,500 from EMR 346 Sustainable Transport to fund the design (and initial print, if budget permits) of the Holme Valley bus network map and related materials, with the option of a phased roll-out.

Holme Valley Parish Council

ii. Holmfirth Toilets – reroofing, repairs and solar panel installation

The work to install the new roof and solar panels at Holmfirth Public Toilets was due to take place between 26 September and 17 October 2025.

Due to a delay with the delivery of roof lights this is now expected to be concluded on 24 October 2025.

The delay will mean the scaffolding needs to stay in place for an additional week and will therefore incur costs for extending the booking of the adjacent parking spaces at a cost of up to approximately £500.

Working group and clerking team to report further.

TO NOTE: additional expenditure of up to £500 from budget line 4325 Gartside Building for the extension to parking bay booking.

TO CONSIDER: any other actions with regards to Holmfirth Toilets repair, renewal and installation of solar panels project.

iii. Resignation of a member of the Service Provision Committee

The Chair of the SERVICE PROVISION COMMITTEE was notified of the resignation of member Cllr Isaac Barnett, effective from 5 October 2025.

TO NOTE: the resignation of Cllr Isaac Barnett from the SERVICE PROVISION COMMITTEE.

iv. Siting of a Parish Council bench – Victoria Street

At the meeting of the SERVICE PROVISION STANDING COMMITTEE 2nd September 2025, minute 2526 32, the Committee resolved to recommend to FULL COUNCIL to enter into an agreement with Wilbys Estate Agents with regards to a bench owned by the Parish Council, sited on land belonging to 36, Victoria Street, Holmfirth. Cllr Morgan to report.

TO CONSIDER: approving a recommendation from the Service Provision Committee to enter into an agreement with Wilbys regarding said bench.

v. Dog Waste and Litter Earmarked Reserve

At the meeting of the SERVICE PROVISION STANDING COMMITTEE 2nd September 2025, minute 2526 34, the Committee resolved to recommend to Council to close the earmarked reserve EMR 348 Dog Waste and Litter. Cllr Morgan to report.

Holme Valley Parish Council

TO CONSIDER: approving the closure of EMR 348 Dog Waste and Litter and the movement of the funds to general reserves.

2526 123 **REPORTS FROM KIRKLEES WARD COUNCILLORS**

8.50pm

An action for the Clerk from the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting of 23 October 2023 was to add a standing item on FULL COUNCIL agendas for Kirklees Councillors who are also Parish Councillors to report back on relevant activity and news from Kirklees.

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

TO CONSIDER: actions arising from any reports received from Kirklees Ward Councillors.

2526 124 **Request for contact – Holme Valley South Community Connector**

8.52pm

This item was deferred from the last meeting.
For information only.

Roxanne Crabtree has recently been appointed Community Connector for Kirklees Community Plus, Holme Valley South. As the title suggests, the role is to help connect people to what is happening in their local area and signpost people to support regarding mental health, finance etc.

They are hoping to plan a few community events and complete an action plan based on community needs and wants going forward.

The Clerk has requested more information about her role.

MISCELLANEOUS ITEMS

2526 125 **Training Reports**

8.53pm

TO NOTE: a training report from Cllr Blacka. (U)

2526 126 **Standing item – the Climate Emergency**

8.54pm

Council is reminded that items on this agenda should have been viewed where appropriate through the lens of the Climate Emergency the Council has declared.

TO CONSIDER: how actions and decisions taken for all the above items reflect the Climate Emergency.

Holme Valley Parish Council

2526 127 Items for Publicity

8.59pm

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

At the last meeting, Cllr Whitelaw asked for Councillors' personal good news stories describing their works as Councillors. Cllr Whitelaw to report.

CLOSE 9.00pm

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



Deputy Clerk and Responsible Finance Officer to the Council

Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS

Telephone: 01484 687460 Email: deputyclerk@holmevalleyparishcouncil.gov.uk

LOCALISM ACT 2011

APPLICATION FOR A DISPENSATION

Holme Valley Parish Council

I, CLLR CHRIS GREEN, hereby apply to HOLME VALLEY PARISH COUNCIL for a dispensation.

Please indicate with a cross the type of interest that you have:

Disclosable Pecuniary Interest _____

Other Interest X

Please describe the nature of your interest:

REPRESENTING HOLME VALLEY PARISH COUNCIL ON HOLME VALLEY CLIMATE ACTION PARTNERSHIP AND REPRESENTING THE INTERESTS OF HOLME VALLEY CLIMATE ACTION PARTNERSHIP AT COUNCIL.

Please indicate whether this dispensation is for you to participate in a discussion only or in discussion and with a vote:

Discussion only X

Discussion and vote _____

Please indicate the period of time that you would like the dispensation for (not exceeding four years):

UNTIL 31 MAY 2027.

Please explain the reason(s) why you are seeking the dispensation:

TO ALLOW ME TO MAKE REPRESENTATIONS TO THE COUNCIL ON BEHALF OF HOLME VALLEY CLIMATE ACTION PARTNERSHIP AS AND WHEN APPROPRIATE AS AN APPOINTED REPRESENTATIVE OF THE COUNCIL.

Signed:

Print name: CLLR CHRIS GREEN

Date of application: 8/9/25

Please submit this form to the Clerk to Council at least 10 days prior to the council meeting

DECISION :

Dispensation given: YES / NO

Length of Dispensation : 31 May 2027

Date: 8-9-2025

Minute Number: 2526/61

Signed:

..... Clerk to the Council

LOCALISM ACT 2011

APPLICATION FOR A DISPENSATION

Holme Valley Parish Council

I, CLLR GLENN KIRKBY, hereby apply to HOLME VALLEY PARISH COUNCIL for a dispensation.

Please indicate with a cross the type of interest that you have:

Disclosable Pecuniary Interest _____

Other Interest X

Please describe the nature of your interest:

REPRESENTING HOLME VALLEY PARISH COUNCIL ON FRIENDS OF HONLEY LIBRARY AND REPRESENTING THE INTERESTS OF FRIENDS OF HONLEY LIBRARY AT COUNCIL.

Please indicate whether this dispensation is for you to participate in a discussion only or in discussion and with a vote:

Discussion only X

Discussion and vote _____

Please indicate the period of time that you would like the dispensation for (not exceeding four years):

UNTIL 31 MAY 2027.

Please explain the reason(s) why you are seeking the dispensation:

TO ALLOW ME TO MAKE REPRESENTATIONS TO THE COUNCIL ON BEHALF OF FRIENDS OF HONLEY LIBRARY AS AND WHEN APPROPRIATE AS AN APPOINTED REPRESENTATIVE OF THE COUNCIL.

Signed: 

Print name: CLLR GLENN KIRKBY

Date of application: 8/9/25

Please submit this form to the Clerk to Council at least 10 days prior to the council meeting

DECISION :

Dispensation given: YES / NO

Length of Dispensation : 31 May 2027

Date: 8-9-2025

Minute Number: 2526/61

Signed:  Clerk to the Council

LOCALISM ACT 2011

APPLICATION FOR A DISPENSATION

Holme Valley Parish Council

I, CLLR ALISON MORGAN, hereby apply to HOLME VALLEY PARISH COUNCIL for a dispensation.

Please indicate with a cross the type of interest that you have:

Disclosable Pecuniary Interest _____

Other Interest X

Please describe the nature of your interest:

REPRESENTING HOLME VALLEY PARISH COUNCIL ON FRIENDS OF HONLEY LIBRARY AND
REPRESENTING THE INTERESTS OF FRIENDS OF HONLEY LIBRARY AT COUNCIL.

Please indicate whether this dispensation is for you to participate in a discussion only or in discussion and with a vote:

Discussion only X

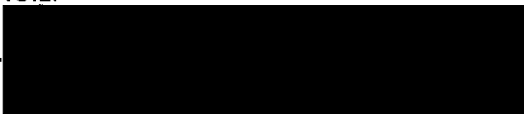
Discussion and vote _____

Please indicate the period of time that you would like the dispensation for (not exceeding four years):

UNTIL 31 MAY 2027.

Please explain the reason(s) why you are seeking the dispensation:

TO ALLOW ME TO MAKE REPRESENTATIONS TO THE COUNCIL ON BEHALF OF FRIENDS OF HONLEY LIBRARY AS AND WHEN APPROPRIATE AS AN APPOINTED REPRESENTATIVE OF THE COUNCIL.

Signed: ... 

Print name: CLLR ALISON MORGAN

Date of application: 8.9.25

Please submit this form to the Clerk to Council at least 10 days prior to the council meeting

DECISION :

Dispensation given YES / NO

Length of Dispensation : 31 May 2027

Date: 8-9-2025

Minute Number: 2526161

Signed:  Clerk to the Council

LOCALISM ACT 2011

APPLICATION FOR A DISPENSATION

Holme Valley Parish Council

I, CLLR STEVE RANSBY, hereby apply to HOLME VALLEY PARISH COUNCIL for a dispensation.

Please indicate with a cross the type of interest that you have:

Disclosable Pecuniary Interest _____

Other Interest X

Please describe the nature of your interest:

REPRESENTING HOLME VALLEY PARISH COUNCIL ON HOLMFIRTH CIVIC HALL COMMUNITY TRUST AND REPRESENTING THE INTERESTS OF HOLMFIRTH CIVIC HALL COMMUNITY TRUST AT COUNCIL.

Please indicate whether this dispensation is for you to participate in a discussion only or in discussion and with a vote:

Discussion only X

Discussion and vote _____

Please indicate the period of time that you would like the dispensation for (not exceeding four years):

UNTIL 31 MAY 2027.

Please explain the reason(s) why you are seeking the dispensation:

TO ALLOW ME TO MAKE REPRESENTATIONS TO THE COUNCIL ON BEHALF OF HOLMFIRTH CIVIC HALL COMMUNITY TRUST AS AND WHEN APPROPRIATE AS AN APPOINTED REPRESENTATIVE OF THE COUNCIL.

Signed: 

Print name: CLLR STEVE RANSBY

Date of application: 5th Sept. 2025

Please submit this form to the Clerk to Council at least 10 days prior to the council meeting

DECISION :

Dispensation given YES / NO

Length of Dispensation : 31 May 2027

Date: 8-9-2025

Minute Number: 2526/61

Signed...  Clerk to the Council

LOCALISM ACT 2011

APPLICATION FOR A DISPENSATION

Holme Valley Parish Council

I, CLLR ANDY WILSON, hereby apply to HOLME VALLEY PARISH COUNCIL for a dispensation.

Please indicate with a cross the type of interest that you have:

Disclosable Pecuniary Interest _____

Other Interest X

Please describe the nature of your interest:

REPRESENTING HOLME VALLEY PARISH COUNCIL ON HOLMFIRTH CIVIC HALL COMMUNITY TRUST AND REPRESENTING THE INTERESTS OF HOLMFIRTH CIVIC HALL COMMUNITY AT COUNCIL.

Please indicate whether this dispensation is for you to participate in a discussion only or in discussion and with a vote:

Discussion only X

Discussion and vote _____

Please indicate the period of time that you would like the dispensation for (not exceeding four years):

UNTIL 31 MAY 2027.

Please explain the reason(s) why you are seeking the dispensation:

TO ALLOW ME TO MAKE REPRESENTATIONS TO THE COUNCIL ON BEHALF OF HOLMFIRTH CIVIC HALL COMMUNITY TRUST AS AND WHEN APPROPRIATE AS AN APPOINTED REPRESENTATIVE OF THE COUNCIL.

Signed:

Print name: CLLR ANDY WILSON

Date of application: 8-9-2025

Please submit this form to the Clerk to Council at least 10 days prior to the council meeting

DECISION :

Dispensation given YES / NO

Length of Dispensation : 31 May 2027

Date: 8-9-2025

Minute Number: 2526161

Signed.....

..... Clerk to the Council

HOLME VALLEY PARISH COUNCIL

DISPENSATIONS PROCEDURE GUIDE FOR PARISH COUNCILS

Approved procedure

Approved FULL COUNCIL ON 23 June 2025(FC MINUTE 2526/39).

For review by FULL COUNCIL in the council year 2027-28.

1. Introduction

Parish Councils are responsible for determining requests for a dispensation by a Parish Councillor under Section 33 of Localism Act 2011. This is because they are a “relevant authority” under section 27(6) (d) of the Act.

This guide explains:-

- i. the purpose and effect of dispensations
- ii. the procedure for requesting dispensations
- iii. the criteria which are applied in determining dispensation requests
- iv. the terms of dispensations

2. Purpose and effect of Dispensations

In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest.

Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

Section 31(4) of the Localism Act states that dispensations may allow the Councillor:

- (a) to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
- (b) to participate in any vote, or further vote, taken on the matter at the meeting(s).

If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held.

Please note: If a Parish Councillor participates in a meeting where they have a Disclosable Pecuniary Interest and they do not have a dispensation, they may be committing a criminal offence under s34 Localism Act 2011.

3. Process for making requests

Any Councillor who wishes to apply for a dispensation must fully complete a Dispensation Request form and submit it to the proper officer of the Parish Council (ie. the parish clerk) as soon as possible before the meeting for which the dispensation is required.

Applications may also be made at the Parish Council meeting itself (if Parish Councils have a standing item on the agenda to deal with dispensation requests) and the nature of the interest has only become apparent to a councillor at the meeting itself. All agendas have a standing item to consider declarations of interest in agenda items and dispensations requests.

A request for any dispensation must be made on an individual basis.

4. Consideration by the Parish Council

The Parish Council reserves the authority to grant dispensations for the Parish Council.

The Parish Council may grant a dispensation to a councillor who has a Disclosable Pecuniary Interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter (as per section 2 above) if they consider that:

- (a) so many members of the decision-making body have disclosable pecuniary interests that it would impede the transaction of the business (ie. the meeting would be inquorate); or
- (b) the authority considers that the dispensation is in the interests of persons living in the authority's area; or
- (c) it is otherwise appropriate to grant a dispensation.

The Parish Council extends the provisions of the above contents of section 4 to apply in the same way in the case of a non-pecuniary registered interest or a non-pecuniary unregistered interest.

The terms of any dispensation shall be in accordance with section 6.

The Parish Council should formally notify the Councillor of their decision and reasons at the time that the decision is made.

5. Criteria for Determination of Requests

In reaching a decision on a request for a dispensation the Parish Council will take into account:

- (a) the nature of the Councillor's prejudicial interest
- (b) the need to maintain public confidence in the conduct of the Council's business
- (c) the possible outcome of any proposed vote
- (d) the need for efficient and effective conduct of the Council's business

- (e) any other relevant, appropriate circumstances.

6. Terms of Dispensations

Dispensations may be granted:

- (a) for one meeting; or
- (b) for a period not exceeding 4 years (examples include: for the remainder of a specific council year or for the remainder of the council term).

7. Disclosure of Decision

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of the dispensation will be kept with the Register of Councillors' Interests in the clerk team office

ENDS.

HOLME VALLEY PARISH COUNCIL**MEMBERS DISPENSATION LOG**

This log is to be used to record/note all dispensations granted to members.

Whilst this makes it easy for such dispensations to be identified,

all the information recorded here must be detailed in relevant meeting minutes.

Date:	Member	Type of interest declared	Agenda item	Reason for request	Action taken by the member	Length of dispensation	Dispensation granted
19/05/2025	Cllr S Whitelaw	DPI - other interest	FC 2526/07	Wished to speak and to vote regarding a grant application from an organisation that 2 of her named organisations had given grants to.	Spoke to agenda item and took part in the vote	This meeting only	Yes - 2 resolutions carried
20/10/2025	Cllr C Green	DPI- other interest	TBC FC 20/10/; HVCAP	Representing HVPC on	Speak to any relevant agenda item but not vote	From 20/10/2025 until the end of term of office	
20/10/2025	Cllr G Kirkby	DPI- other interest	TBC FC 20/10/; FOHL	Representing HVPC on	Speak to any relevant agenda item but not vote	From 20/10/2025 until the end of term of office	
20/10/2025	Cllr A Morgan	DPI- other interest	TBC FC 20/10/; FOHL	Representing HVPC on	Speak to any relevant agenda item but not vote	From 20/10/2025 until the end of term of office	
20/10/2025	Cllr S Ransby	DPI- other interest	TBC FC 20/10/; HCHCT	Representing HVPC on	Speak to any relevant agenda item but not vote	From 20/10/2025 until the end of term of office	
20/10/2025	Cllr A Wilson	DPI- other interest	TBC FC 20/10/; HCHCT	Representing HVPC on	Speak to any relevant agenda item but not vote	From 20/10/2025 until the end of term of office	

LOCALISM ACT 2011

APPLICATION FOR A DISPENSATION

Holme Valley Parish Council

I, _____ hereby apply to HOLME VALLEY PARISH COUNCIL for a dispensation.

Please indicate with a cross the type of interest that you have:

Disclosable Pecuniary Interest _____

Other Interest _____

Please describe the nature of your interest:

Please indicate whether this dispensation is for you to participate in a discussion only or in discussion and with a vote:

Discussion only _____

Discussion and vote _____

Please indicate the period of time that you would like the dispensation for (not exceeding four years):

Please explain the reason(s) why you are seeking the dispensation:

Signed:

Print name:

Date of application:

Please submit this form to the Clerk to Council at least 10 days prior to the council meeting

DECISION :

Dispensation given: YES / NO

Length of Dispensation :

Date:

Minute Number:

Signed Clerk to the Council

Holme Valley Parish Council

MEETING OF THE FULL COUNCIL

MONDAY, 8 SEPTEMBER 2025 7pm

THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS

IN THE CHAIR: Cllr Glenn Kirkby

PRESENT:

Cllr Isaac Barnett

Cllr Donna Bellamy

Cllr Mary Blacka

Cllr Pat Colling

Cllr Harry Davis

Cllr Tom Dixon

Cllr Donald Firth

Cllr Chris Green

Cllr Jenny Holmes

Cllr Jo Liles

Cllr Alison Morgan

Cllr Hugh Osborne

Cllr Martin Rostron

Cllr Jane Rylah

Cllr Tricia Stewart

Cllr Sarah Whitelaw

Cllr Andy Wilson

APPROVED APOLOGIES & REASONS: Cllr Lawrence Baylin, Cllr Damian Brook, Cllr Andrew Fenwick, Cllr Charles Greaves, Cllr Steve Ransby.

TAKING MINUTES: Jen McIntosh (Clerk)

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

- DRAFT MINUTES –

The Chair made a brief statement before the business of the meeting commenced on issues brought to his attention regarding councillor conduct towards members of the clerk team.

There had been a number of communications where members of the team had been made to feel uncomfortable. All councillors were asked to reflect on their communications with the clerk team and ensure that requests and comments to the clerk team focus on legitimate council matters.

2526 56 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.

A member of the public – the chair of Holmfirth Civic Hall Community trust – was present to speak to item 2526 64 and two Kirklees officers were present to speak to item 2526 78.

Holme Valley Parish Council

Both these items were moved forward in the agenda to after item 2526 61 and Standing Orders were to be suspended to allow the members of the public to speak.

PROCEDURAL MATTERS

2526 57 Recording of public meeting

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

There were no other requests to record the meeting.

2526 58 Items to be heard in private session

There were no agenda items to be heard in private session.

2526 59 Apologies and reasons for absence

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

APPROVED: apologies and reasons for absence from Cllr Lawrence Baylin, Cllr Damian Brook, Cllr Andrew Fenwick, Cllr Charles Greaves, Cllr Steve Ransby.

2526 60 Receipt of written Declaration of Pecuniary and Other Interests

Revised written declaration(s) of pecuniary and other interests are sent out under separate cover for councillors' information. Councillors are requested to delete the DPIs once read.

NOTED: receipt of written declaration(s) of pecuniary and other interests from Cllr Sarah Whitelaw.

DPI to have signature, addresses and other sensitive information redacted and be posted on the HVPC website. Copy to be shared with the Monitoring Officer.

2526 61 Declaration of interests in agenda items and written dispensations

TO RECEIVE: declarations of interests of councillors in agenda items.

TO RECEIVE: declarations of interests of officers in agenda items.

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

Forms have been distributed for completion by Cllrs Fenwick, Wilson, Ransby, Liles, Kirkby, Morgan and Green with respect to their representation on bodies that may seek grant aid from the Council at the appointment of the Council. Completed forms are to be presented at the next FULL COUNCIL meeting.

Holme Valley Parish Council

Cllr Rostron declared an interest in EcoHolmes with regards to item 2526 66 grant request from Holme Valley Climate Action Partnership.

Cllr Wilson stated that the correct formal declaring of interests was key to maintaining transparency and retaining public confidence. He asked that individual councillors with affiliations relevant to the agenda declare them.

At this point in the meeting item 2526 78 Democracy Friendly Schools and item 2526 64 the Civic were heard.

Cllr Firth arrived at 7.07pm.

2526 78 Democracy Friendly Schools

Two Kirklees officers presented the Democracy friendly schools initiative to the Council. This was an award-winning programme, led by schools, tailored to individual schools and open to all schools. Hepworth Junior and infants School was an example of a school that had already achieved the award.

This was not in any way a political programme. The aim was to enable youngsters to develop a healthy approach to active citizenship from a young age.

RESOLVED: To set up a Working Party consisting of Cllrs Blacka, Holmes, Kirkby, Liles, Rostron and Stewart to prepare proposals for FULL COUNCIL on how the *Democracy-friendly Schools* initiative might be taken forward in the Holme Valley.

2526 64 Holmfirth Civic Hall – emergency lighting repairs

Proposed by Cllr Andy Wilson.

The Chair of the Holmfirth Civic Hall Community Trust was present and Standing Orders suspended to allow him to speak to the motion.

The Holmfirth Civic Hall Community Trust had authorised immediate emergency repairs to all emergency lighting at the Civic at an expected cost of £12,214. Recent failures in the emergency lighting indicated that this had fallen into disrepair and was in need of urgent attention given the safety implications for a public building. The work had been undertaken on Tuesday 26 August.

Although under the current lease general repairs fall under the remit of the Trust, the new lease currently under negotiation was highly likely to acknowledge that remedial works affecting the basic fabric/structure of the building was to be financed by the Parish Council.

The Trust had identified 3 possible options for financing these repairs:

1. Re-purpose more of the Foyer renovation fund.
2. Re-purpose funds set aside for the additional costs to the roof - £11,935.64 available.
3. Use part of this year's (2025-6) £40,000 repair monies from Holme Valley Parish Council.

It was noted that financing the repairs under the third option would mean that some other works originally pencilled in for 2025/6 would not be undertaken.

The preference of the Trust was to use monies remaining in the additional costs roof fund as set out in 2.

Holme Valley Parish Council

As this represented a change-in-use, approval from Full Council was being sought.

APPROVED: a grant application change-in-use for up to £11,935.64 to Holmfirth Civic Hall Community Trust for roof repairs.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2526 62 Minutes of Full Council meetings

APPROVED: amendment of draft minute 2526 37 to include apologies from Cllr Barnett and of the **APPROVED APOLOGIES AND REASONS** section at the top of the minutes to include Cllr Barnett.

APPROVED: the Minutes of the FULL COUNCIL Meeting held on 23 June 2025 numbered 2526 34 to 2526 55 including the amendment above.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2526 63 Minutes of Standing Committee meetings

APPROVED: the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 9 June 2025 numbered 2526 01 to 2526 20.

APPROVED: the Minutes of the PLANNING COMMITTEE Meeting held on 30 June 2025 numbered 2526 20 to 2526 40, **APPROVED** the PLANNING COMMITTEE Meeting held on 18 August 2025.

APPROVED: the Minutes of the STAFFING COMMITTEE Meeting held on 21 July 2025 numbered 2526 01 to 2526 16.

APPROVED: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 11 August 2025 numbered 2526 25 to 2526 44.

FINANCIAL MATTERS

2526 65 Housing Needs Survey – grant request from the Reference Group on the Local Plan

Cllr Mary Blacka presented a request from the Reference Group on the Local Plan for a special grant to finance a Housing Needs Survey in the Holme Valley.

The surveys carried out by Kirklees Council were at a high level of granularity, so the reporting area was Rural West, which included the Kirklees Council wards of Colne Valley, Holme Valley North and Holme Valley South.

The survey would be managed by EcoHolmes and would be carried out by the firm that carried out the housing survey for the planning application for the Chippings development. Having such a survey would be invaluable in revising the Neighbourhood Plan.

The cost would be £15K.

Holme Valley Parish Council

A recorded vote was requested on a motion to approve a grant of up to £15,000 for the conducting of a housing needs survey.

FOR: Cllrs Blacka and Whitelaw.

AGAINST: Cllrs Kirkby, Wilson, Rylah, Morgan, Holmes, Colling, Firth, Green, Liles, Bellamy, Davis, Stewart, Barnett.

ABSTENTIONS: Cllrs Dixon, Osborne, Rostron (interest declared and left the room for the duration of the item).

Motion was **REJECTED**.

2526 66 Holme Valley Climate Action Partnership grant request re Food and Drink Festival

A grant request from Holme Valley Climate Action Partnership (HVCAP) was sent to the Clerk by email on 15 July 2025. The Clerk apologised as the application was overlooked until later in August due to the Clerk being out of office. Because it was time-sensitive with regards to Holmfirth Food and Drink Festival it was brought to the attention of FULL COUNCIL for possible consideration.

The Clerk had shared all documentation regarding the grant with the Chair of the FINANCE AND MANAGEMENT COMMITTEE prior to the meeting to enable them to comment as they saw fit at the meeting.

APPROVED: an application from Holme Valley Climate Action Partnership for a Community Benefit grant of £928 for a celebration of local produce and how to prepare vegetarian food event as part of Holmfirth Food and Drink Festival.

2526 67 Council Budget 2025-26 Year-To-Date including Earmarked Reserves

Year-to-date Council Income and Expenditure report by Budget Heading September 2025 and reports on Earmarked Reserves were shared ahead of the meeting.

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

2526 68 Schedule of Payments

The Schedule of Payments for August 2025 and the month-to-date Schedule of Payments for September were shared.

NOTED: Schedule of Payments for August 2025.

Items from the Schedule of Payments for month-to-date September 2025 were discussed, including a payment of £7,187 in respect of installation of solar panels.

The Deputy Clerk/RFO was thanked for his work.

2526 69 Rialtas Subscription

This item was **DEFERRED** to the next FULL COUNCIL meeting on 20 October 2025.

Holme Valley Parish Council

2526 70 Unused grant monies expected to be returned

Holme Valley Climate Action Partnership (HVCAP) had a £5,000 grant approved at a CLIMATE EMERGENCY COMMITTEE meeting on 17 December 2020 (minute 2021 49) for land use mapping. As the grant had remained unused the monies were to be returned on 23 September 2025 to General Reserves.

NOTED: the expected return to General Reserves of £5,000 in unused grants monies from HVCAP on 23 September 2025.

MATTERS RESERVED FOR FULL COUNCIL

2526 71 Referrals to the Monitoring Officer

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

2526 72 Arrangements for Remembrance Sunday on Sunday 9 November 2025

The Council nominates representatives for each of the poppy wreath-laying ceremonies at the 8 war memorials sited in the Holme Valley, including the parades in Honley and New Mill to take place on Sunday 9 November 2025.

Public Liability Insurance was in place.

NOTED: the expenditure of £160 on 8 poppy wreaths.

APPROVED: representation of Holme Valley Parish Council at Acts of Remembrance on Sunday 9 November 2025 as follows.

War Memorial and contact names/ presiding minister TO BE CONFIRMED	Arrangements from 2024 shown – arrangements for 2025 to be confirmed unless otherwise stated	Cllr attending 2025
Holmfirth	10.45am Holy Trinity Parish Church Wreath is first laid in Church as part of service then taken by car to the War Memorial at Holme Valley Memorial Hospital. (Mr John Booth will bring the wreath to the church to give to the attending Councillor.)	Cllr Glenn Kirkby
Brockholes	10.50am Wreath laid at War Memorial itself followed by Service at St George's Church at 11am.	Cllr Jo Liles
Hepworth	9.30am Service in Holy Trinity Church Hepworth then Act of Remembrance at Church Lych Gate	Cllr Tom Dixon
Holmbridge Revd Nick Heaton	10.50am Wreath-laying Ceremony at War Memorial in grounds of St David's followed by Service inside.	Cllr Sarah Whitelaw
Honley Fiona Roberts Honley RBL Revd Anna Lumb	CONFIRMED 9.45am for 10am Service at St Mary the Virgin followed by Procession to War Memorial and Act of Remembrance/ wreath laying at 11am.	Cllr Chris Green (Cllr Greaves

Holme Valley Parish Council

anna.lumb@leeds.anglican.org 07386479441	Procession then re-forms and goes back through village centre ending in People's Park around 11.20am.	attending to lay Kirklees wreath)
Netherthong Revd Nick Heaton	10.50am Ceremony at War Memorial followed by Service in All Saints Church.	Cllr Isaac Barnett
New Mill Neil Tinker New Mill RBL	10.30am Remembrance Service at Christ Church followed by Procession and Wreath-laying Act of Remembrance (inside)	Cllr Donald Firth
Upperthong	10.45am Service at St John's Upperthong followed by Ceremony of Remembrance at the Lych Gate	Cllr Andy Wilson

Clerk to confirm details prior to event.

2526 73 Holmfirth Civic Hall – review of lease

The Chair of Civic Lease Working Group, Cllr Donna Bellamy, reported that the project was nearing completion. The Working Group was due to meet on Tuesday 23 September when Heads of Terms and a side letter covering governance would be finalised.

Cllr Bellamy was thanked for leading the working group.

NOTED: the progress report regarding the review of the lease with Holmfirth Civic Hall Community Trust.

2526 74 Flags at the Civic – update from Communications and Engagement Working Group

The ANNUAL COUNCIL meeting on 19 May 2025 **RESOLVED** that the following motions be considered by the Communications and Engagement Working Group as part of the Council's wider engagement and branding strategy (Minute 2526 28).

1. That the Parish Council commissions and purchases a high-quality flag featuring its official coat of arms.
2. That the flag be flown at Civic Hall, Holmfirth on either daily or civic occasions and at other times as deemed appropriate by the Clerk or Chair of the Parish Council.
3. That a modest budget of up to £400 be allocated from General Reserves for the procurement of the coat of arms flag and replacement of the Union flag and any necessary fittings or fixtures required.
4. That the Clerk be authorised to make the necessary arrangements.

The Communications & Engagement Working Group had considered the proposal to purchase a replacement Union flag for the Civic and to commission a Holmfirth coat of arms flag.

The Working Group did not recommend any further action because:

- The Union flag has already been replaced by the Civic Trust.
- The flags and poles belong to the Civic Trust, so HVPC has no responsibility for them.
- Government guidance is to fly the Union flag as often as possible; other flags may be flown only in certain circumstances (the Civic is in possession of a Yorkshire county flag for Yorkshire Day).
- The Holmfirth coat of arms represents Holmfirth only, not the whole parish.
- Holme Valley Parish Council now has a new logo representing the whole parish; using the old crest could cause confusion.

Holme Valley Parish Council

- No budget was assigned for this in the year 2025/26.

RESOLVED: no further action to be taken regarding flags at the Civic in light of feedback from the working group.

2526 75 Social Media Policy

The background to this item was that the Complaints Panel had met on 20 July 2024 and considered 4 complaints, one of which was that members of the Planning Committee had engaged inappropriately on social media ahead of the consideration of a specific application.

The Complaints Panel did not uphold the complaint, taking the view that the social media interaction referred to did not cross the line of what should be considered to be more than normal interactions with the public.

The Complaints Panel requested that councillors reflect on their use of social media and ensure continued adherence to the Code of Conduct regarding all communications.

More recently, in line with the Media and Communications Policy, an issue had been raised with the Clerk about inappropriate online responses from the public to councillors' social media output and possible actions the Council could consider taking in response to this. The clerk sought advice regarding this from Yorkshire Local Councils Associations.

Whilst the Council does have a Media and Communications Policy with a section on social media, it may wish to consider adopting a specific Social Media Policy such as the model NALC policy.

A discussion followed as to how the Council wished to proceed and it was resolved to **DEFER** the item to the next FULL COUNCIL meeting on Monday 20 October 2025.

Assistant Clerk to produce an overview briefing paper for the meeting.

2526 76 Holme Valley Parish Council – action plan update

The Clerk reported that they had been struggling to find time to update the Action Plan first presented in December 2024 and apologised for this.

NOTED: update regarding the Holme Valley Parish Council Action Plan.

NEW COUNCIL BUSINESS

2526 77 Transparency, Representation and Local Scrutiny in Holmfirth Town Centre Works

Cllrs Damian Brook, Jo Liles, Harry Davis, Donna Bellamy and Andy Wilson requested this item. A range of views were shared regarding the Parish Council's involvement to date with the works in Holmfirth Town Centre, following a recent meeting that had taken place convened by Holmfirth Businesses Together.

RESOLVED:

Holme Valley Parish Council

1. **To assert to that HVPC should be a central stakeholder** in these works and should receive the same level of information and engagement as any other stakeholder group, particularly given its formal status as an elected body representing the wider community.
2. **To affirm that HVPC should play a role in monitoring** the Holmfirth Town Centre works, including:
 - Receiving regular updates from Kirklees Councillors.
 - Raising concerns and providing feedback for the benefit of residents and businesses.
3. **To inform Kirklees Council that an invitation to participate** in all future stakeholder meetings involving Kirklees officers, elected representatives, or external partners would be welcomed.
4. **To add a standing agenda item to Full Council** titled *Holmfirth Town Centre Works – Updates and Oversight*, to ensure information sharing and representation of the community's views as the project progresses.

At 8.57pm it was **RESOLVED** to suspend Standing Orders so that the remainder of the business could be considered.

2526 79 Urban Nature Reserve/Local Nature Action Plan

Cllr Green wished to ascertain interest in HOLME VALLEY PARISH COUNCIL developing a local nature action plan and/or perhaps an urban/local nature reserve.

This stemmed from conversations arising from the Honley Open Gardens event earlier in the Summer and reflects the fact that the Council has a Biodiversity Policy.

National guidance can be found here: <https://www.gov.uk/guidance/create-and-manage-local-nature-reserves>.

Guidance specifically for local councils can be found here:

<https://www.stroud.gov.uk/media/xbgjofk0/sdc-local-nature-action-plans-guidance-for-town-and-parish-councils-1-1.pdf>.

RESOLVED: to form a working group consisting of Cllr Green, Cllr Osborne, Cllr Morgan, Cllr Liles and Cllr Firth to research and develop ideas for a local nature action plan and/or an urban/local nature reserve in the Holme Valley.

A motion to establish in principle an Earmarked Reserve of £5,000 for the development of a local nature action plan and/or an urban/local nature reserve, dependent on the return of £5,000 to General Reserves on 23 September, being an unused grant given to HVCAP, was **DEFERRED** – working group to report back.

REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

2526 80 Updates from the Communications and Engagement Working Group

The group met on 16th June, 30th July and were due to meet again on 26th September 2025.

The Working Group had formed an action plan for 2025 to the end of the council term in 2027 to help prioritise and plan for work over the coming 2 years.

The Working Group had also agreed terms of reference.

Holme Valley Parish Council

The councillor presence at Holmfirth Food and Drink festival on 13th and 14th September 2025 was to be an informal consultation exercise to support the work of the Local Plan reference group (particularly focusing on local food production)

Following a review of external communications commitments the frequency of paid articles in TiTo magazine was to be reduced from monthly to quarterly from October 2025. This will allow for key messages to be distributed while reducing costs. The cost would remain the same per issue at £210 + VAT.

The Communications & Engagement Working Group recommended using some of the training budget to engage Social Progress to:

- Deliver training to improve councillors' confidence and skills in engaging with social media; and/or
- Work with the clerking team and the Communications & Engagement Working Group to support the development of a clearer strategy for the council's social media channels.

A proposal from Social Progress was included with the agenda papers for consideration.

NOTED: the update from the Communications and Engagement Working Group.

NOTED: A new *Local Directory* section has been added to the HVPC website. The page brings together signposting for key public services and facilities serving the Holme Valley and is designed to cut down on some of the enquiries from the public about services that are not provided by HVPC. The directory can be maintained and built upon over time and Councillors are invited to make suggestions for additions to the Assistant Clerk. <https://www.holmevalleyparishcouncil.gov.uk/local-directory/>

RESOLVED: to approve expenditure of up to £1,000 for training activities with Social Progress from the Communications and Engagement budget line via virement into councillor training budget line.

2526 81 Big Community Event Saturday 8 November 2025

Council was reminded that the Big Community Celebration was to take place on Saturday 8th November 2025, the core theme being *Our Valley – Our Future: Environment and Youth*.

Publicity was planned over the coming weeks - councillors were asked to share the messages with their own networks. It was the intention that a new "what we do" leaflet and video would be available for use on the day and available for external communication afterwards.

There were 2 main asks of councillors connected to the event:

- Support on the day to be meet and greeters, and to run the HVPC stall.
- Support in the run up to the event to share publicity and pull together materials – particularly grants case studies, for the display and other HVPC general materials (gathering photos and quotes from grant recipients and other services users).

THE PLANNING COMMITTEE

2526 82 Resignation of a member of the Planning Committee

Holme Valley Parish Council

The Committee was notified of the resignation of member Cllr Harry Davis, effective from 19 July 2025.

NOTED: the resignation of Cllr Harry Davis from the PLANNING COMMITTEE.

2526 83 Election of Committee Vice Chair

NOTED: the election of Cllr Steve Ransby as Vice Chair of the PLANNING COMMITTEE.

2526 84 Placement of the mobile Speed Indicator Device (SID) - suggestions

The PLANNING COMMITTEE was asking for suggestions of places to locate mobile SIDs to pass to Kirklees Council. suggestions to be passed to Cllr Andy Wilson and/or the Assistant Clerk.

2526 85 Kirklees Local Plan Review

APPROVED: recommendation that the Working Group and Reference Group report directly to FULL COUNCIL rather than through the PLANNING COMMITTEE.

2526 86 Design Guide for Shop Fronts – request for assistance

This item was deferred to the next FULL COUNCIL meeting.

2526 87 Planning Committee - membership

The number of members is currently relatively low (7) which means on occasion the Committee is only just quorate and risks being non-quorate if there are several absences at one time.

It is also the case that there are no members representing Honley.

Cllr Wilson would like to explore different options to help alleviate this such as recruiting additional members and/or recruiting stand-by members (to attend only when needed).

With regards to the latter, Committee members would need to notify the Assistant Clerk as soon as possible if unable to attend so that a substitute may be secured.

RESOLVED: to appoint all councillors who are not members of the PLANNING COMMITTEE to be substitute members, deputised to attend and vote at any meeting at the request of the Assistant Clerk*.

*With the exception of Cllr Donna Bellamy.

A list of substitute members to be maintained by the Assistant Clerk and substitute members to be contacted in turn should a substitute be required.

2526 88 Planning Committee - approaches

The Planning Committee was currently trialling a sub-committee for application scrutiny to take place every other meeting via Zoom and will review in November 2025, with a Committee remit and purpose review planned for March 2026.

Holme Valley Parish Council

NOTED: Update regarding the PLANNING COMMITTEE, remit and purpose.

SERVICE PROVISION COMMITTEE

2526 98 Holmfirth Toilets – reroofing, repairs and solar panel installation

The SERVICE PROVISION COMMITTEE project to carry out repairs to Holmfirth Toilets roof and then install solar panels was progressing at pace with works due to start the week beginning Monday 29 September 2025.

Based on original estimates of up to £32,847, expenditure of up to **£34,475.10** for Phase 1 of the project was **APPROVED** by FULL COUNCIL at a meeting on 23 June 2025 (minute 2526 50).

This reflected the total amount of money within the Service Provision budget and reserves 2025-6 available for the project.

The Working Group selected a buildings and roofing contractor having considered 3 quotations. Actual costs were now estimated to be £39,072.50 including VAT.

There is a possible shortfall in available funding of £4,597.40. The working group wish to resolve this before the works commence and was therefore asking COUNCIL to consider additional expenditure of up to £4,597.40 from General Reserves for repairs and reroofing of Holmfirth Toilets and installation of solar panels.

At the meeting planned for 22 September 2025 the SERVICE PROVISION COMMITTEE would consider possibilities regarding identifying further funding for the project from existing budget lines, reserves and EMRs. This could include identifying EMRs to disassemble, with funds going back into General Reserves.

APPROVED: additional expenditure of up to £4,597.40 from General Reserves for repairs and reroofing of Holmfirth Toilets and installation of solar panels.

CORRESPONDENCE

2526 89 Reports from Kirklees Ward Councillors

An action for the Clerk from the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting of 23 October 2023 was to add a standing item on FULL COUNCIL agendas for Kirklees Councillors who are also Parish Councillors to report back on relevant activity and news from Kirklees.

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

No reports were received.

2526 90 Community Governance Review

This item was deferred to the next FULL COUNCIL meeting.

Holme Valley Parish Council

2526 91 Gartside Unit tenancy resignation

The current tenant of the Gartside Unit, EPIKS, gave notice to quit the tenancy on 22 July 2025 with the last day of occupancy being 31 October 2025.

NOTED: current tenant of Gartside Unit has given notice to quit, the last day of tenancy being 31 October 2025.

2526 92 Request for contact – Holme Valley South Community Connector

This item was deferred to the next FULL COUNCIL meeting.

2526 93 Fostering in Kirklees slides

At the meeting of the FULL COUNCIL on 3 February 2025 Cllr Jane Rylah spoke of the shortage of fosterers in Kirklees (see minute 2425/168). A slide presentation with further information has since been provided since.

NOTED: information provided regarding fostering in Kirklees.

2526 94 Public Spaces Protection Order - Holmfirth

A Holmfirth Public Spaces Protection Order has come into force.

NOTED: the Public Spaces Protection Order for Holmfirth, now in force.

2526 95 ****NEW** Assertion 10 in the Annual Governance and Accountability Return (AGAR) for year ending 31 March 2026 – digital and data compliance**

DEFERRED to the FINANCE AND MANAGEMENT COMMITTEE.

MISCELLANEOUS ITEMS

2526 96 Standing item – the Climate Emergency

Council was reminded that items on this agenda should have been viewed where appropriate through the lens of the Climate Emergency the Council has declared.

2526 97 Items for Publicity

The Community and Engagement Working Group asked councillors to consider writing a paragraph on something they had done to help an individual, or group in their ward or to make a short video explaining their involvement in a project or organisation. These contributions could go into the next flyer publicising what the Council does.

The Council would publicise updates about the Holmfirth Town Centre works.

The meeting **CLOSED** at 9.35pm.

Holme Valley Parish Council

Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS

Clerk to the Council: Jen McIntosh
Deputy Clerk to the Council: Richard McGill
Assistant Clerk to the Council: Gemma Sharp

Phone No: 01484 687460
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Re: Wreath Laying Sunday 9th November 2025 UPDATE FOLLOWING COUNCIL MEETING

War Memorial and contact names/ presiding minister	Arrangements from 2024 shown – arrangements for 2025 to be confirmed	Cllr attending 2025 tbc
Holmfirth TBC (Revd Sue Clarke)	10.45am Holy Trinity Parish Church Wreath is first laid in Church as part of service then taken by car to the War Memorial at Holme Valley Memorial Hospital. (Mr John Booth will bring the wreath to the church to give to the attending Councillor.)	Cllr Glenn Kirkby
Brockholes TBC (Revd. Anna Lumb anna.lumb@leeds.anglican.org)	CONFIRMED 10.50am Wreath laid at War Memorial itself followed by Service at St George's Church at 11am.	Cllr Jo Liles
Hepworth (Revd Keith Griffin in 2024)	CONFIRMED 9.30am Service in Holy Trinity Church Hepworth then Act of Remembrance at Church Lych Gate	Cllr Tom Dixon
Holmbridge Revd Nick Heaton	CONFIRMED 10.50am Wreath-laying Ceremony at War Memorial in grounds of St David's followed by Service inside.	Cllr Sarah Whitelaw
Honley Fiona Roberts Honley RBL Revd Anna Lumb anna.lumb@leeds.anglican.org 07386479441	CONFIRMED 9.45am for 10am Service at St Mary the Virgin followed by Procession to War Memorial and Act of Remembrance/ wreath laying at 11am. Procession then re-forms and goes back through village centre ending in People's Park around 11.20am.	Cllr Chris Green (Cllr Greaves attending to lay Kirklees wreath)
Netherthong Revd Nick Heaton	CONFIRMED 10.50am Ceremony at War Memorial followed by Service in All Saints Church.	Cllr Isaac Barnett
New Mill (Presiding minister – Revd Dr Lorna Allies in 2024) Neil Tinker New Mill RBL	CONFIRMED 10.30am Remembrance Service at Christ Church followed by Procession and Wreath-laying Act of Remembrance (inside)	Cllr Donald Firth
Upperthong (Kay Davies in 2024)	CONFIRMED 10.45am Service at St John's Upperthong followed by Ceremony of Remembrance at the Lych Gate	Cllr Andy Wilson

Updated 14-10-2025 – further updates regarding arrangements to follow.

ENDS.

MEETING OF THE SERVICE PROVISION COMMITTEE**MONDAY 22 SEPTEMBER 2025 7pm****THE EXHIBITION ROOM, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS****IN THE CHAIR:** Cllr Alison Morgan

PRESENT: Cllr Lawrence Baylin, Cllr Donna Bellamy, Cllr Mary Blacka, Cllr Damian Brook, Cllr Pat Colling, Cllr Harry Davis, Cllr Tom Dixon, Cllr Donald Firth, Cllr Chris Green, Cllr Jenny Holmes, Cllr Hugh Osborne, Cllr Steve Ransby, Cllr Martin Rostron, Cllr Tricia Stewart, Cllr Sarah Whitelaw

APPROVED APOLOGIES & REASONS: Cllr Isaac Barnett, Cllr Glenn Kirkby, Cllr Jo Liles**TAKING MINUTES:** Jen McIntosh (Clerk)**DRAFT MINUTES**

2526 21	Public Question Time
	No members of the public were present.
	Cllr Rostron and Cllr Osborne arrived shortly after the meeting commenced.
2526 22	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014
	As Local (Parish & Town) Council meetings can now be recorded, the Chair to check if anybody wishes to record the meeting and ensure that reasonable facilities are provided.
	The Officer will be recording the meeting in video format for upload to the Parish Council's YouTube channel.
	Cllr Bellamy arrived at 7.05pm, having previously informed the Clerk that she was likely to be late due to a diary clash.
2526 23	Apologies and reasons for absence
	Apologies for absence with reasons were circulated by email prior to the meeting.
	APPROVED: Apologies and reasons for absence from Cllr Isaac Barnett, Cllr Glenn Kirkby, Cllr Jo Liles.
2526 24	Receipt of updated Disclosable Personal and Pecuniary Interests forms
	A revised Disclosable Personal and Pecuniary Interests form (DPIs) from Cllr Steve Ransby had been circulated by email prior to the meeting.
	NOTED: new DPI from Cllr Steve Ransby.
	Members are requested to delete the unredacted DPI emailed to them. DPI to be shared with Kirklees, redacted (signatures and home addresses) and uploaded to the HVPC website.
2526 25	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda and written requests for dispensation with regards to an interest

	Cllr Brook declared an interest in item 2526 29 Christmas Provision Grants with regards to a possible grant request from the Clothiers Arms; Cllr Davis declared an interest in the same item as a member of Netherthong Community Partnership who were being awarded a recurring grant. Both were to take no part in any relevant discussion or vote.
	NOTED: Members' and Officers' personal and disclosable pecuniary interests in items on the agenda as set out above.
2526 26	Items on the agenda to be discussed in private session
	No items on the agenda were to be discussed in private session.
2526 27	Minutes of the previous Service Provision Committee meeting
	NOTED: the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 9 June 2025, numbered 2526 01 - 2526 20 inclusive, APPROVED at COUNCIL on Monday 8 September 2025.
	Regarding ongoing matters arising from the approved minutes not otherwise included in the agenda, the Clerk reported that a proposal from the last meeting to view DPLs via the website rather than receive them by email had been dealt with at FULL COUNCIL on 23 June 2025.
	BUDGETARY MATTERS
2526 28	Service Provision Committee Budget 2025-26 and Earmarked Reserves
	NOTED: the Expenditure against Budget 2025-26 – Budget Lines Year-to-Date <i>and</i> Earmarked Reserves report.
2526 29	Christmas Provision Grants
	1. <u>Christmas grants</u> Two grant applications had been received with regards to grants made from the Christmas Provision 4705 budget line. This budget line has £4,592 yet to be committed. APPROVED: a grant application for £1500 from Honley Business Association as a contribution towards the costs of installing and maintaining Christmas trees and lights in Honley, specifically for purchasing 90 trees. APPROVED: a grant application for £1500 from Holmfirth Christmas Team to contribute towards cost of Christmas lights and trees to decorate Holmfirth town centre for the festive season. 2. <u>Provision of a Christmas tree for the centre of Holmfirth</u> NOTED: Expenditure of up to £1468.86 including VAT (£1224.06 excluding VAT) - one lit tree ordered from Kirklees for the centre of Holmfirth. 3. <u>Provision of small grants for Christmas trees and decorations throughout the Holme Valley.</u> The Clerk informed the COMMITTEE that Kirks have given notice that they will not be supplying Christmas trees this year.

The Clerk reported further that in 2024 The Parish Council gave small grants of up to £250 to 11 different organisations spread throughout the valley towards the provision of trees/decorations for the whole community to enjoy.

Of these, 8 were **APPROVED** as rolling grants, subject to the receipt of appropriate evaluations. Of those 8, 6 evaluations were received as follows:

- a. Honley Business Association
- b. St David's Church, Holmbridge
- c. The Rock Inn, Brockholes
- d. Holme Village Residents Association
- e. Netherthong Community Partnership
- f. Hade Edge Residents Association.
- g. Hepworth Community Association

A 2024 Evaluation is awaited from Scholes Methodist Church.

The organisations listed were to be contacted regarding completing the necessary paperwork to access the rolling grants awarded to them.

In 2024 grants were also given to 3 late applications:

- The Royal Oak, Upperthong
- The Clothiers Arms, Netherthong
- New Mill Club, New Mill

Evaluations had been received from The Royal Oak, Upperthong and the Clothiers Arms, Netherthong.

An action for the Clerk was to invite the Royal Oak, Upperthong, New Mill Club, New Mill and the Clothiers Arms, Netherthong to apply for grants of up to £250 towards the provision of a Christmas tree/decorations. Any applications received to be considered at the meeting of the SERVICE PROVISION COMMITTEE on Monday 17 November 2025.

A decision regarding making these rolling grants would be deferred until evaluations for 2024 and complete, on-time grant applications for 2025 had been received.

The Clerk to continue efforts to encourage applications from other organisations, including the Wooldale Arms and Wooldale Allotments Association with regards to a possible display in the heritage phone box, to be considered at the Monday 17 November 2025 meeting, subject to the availability of funds in budget line 4705 Christmas Provision.

RESOLVED: to recommend to the FINANCE AND MANAGEMENT COMMITTEE payment of named rolling and other grants up the amounts approved in 2024, subject to the receipt of all necessary paperwork.

Clerk to simplify evaluation form for grants awarded for Christmas trees/decorations going forward.

ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL

2526 30 Holmfirth Public Toilets and Gartside Buildings update

1. Update regarding the Gartside Unit

The Clerk reported that, as noted at FULL COUNCIL on 8 September 2025, the lease to the Gartside Unit had been surrendered by EPIKS, with the last day of occupancy being 31 October 2025.

The Clerk was seeking direction from the Committee with regards to any reletting of the unit. For information, the Deputy Clerk/RFO had produced a report on costs arising from leasing to date.

The matter of reletting the unit was discussed.

No steps to relet the unit were to be taken until the current works were completed.

One possibility was to repurpose the unit into a Changing Places accessible toilet. The Assistant Clerk had produced a brief report on this.

A motion to take the matter to FULL COUNCIL was **REJECTED**.

A further motion to defer all discussion of the matter until the current toilet renovations and solar panel installation was completed was also **REJECTED**.

RESOLVED: to task the existing working group to explore the feasibility of installing a Changing Places toilet in the lettable unit and report back in due course.

2. Maintenance of the toilets.

A written report from the maintenance contractor was received.

3. Update regarding reroofing and installation of Solar Panels Project

It was **NOTED** that Cllr Baylin had withdrawn from Working Group which now consisted of Cllr Morgan, Cllr Dixon and Cllr Kirkby.

Scaffolding was due to be erected on Friday 26 September with works commencing on Monday 29 September. An additional £400 cost was now expected due to the wrong velux windows being quoted and also up to an additional £100 needed for internet connectivity to operate the solar panels.

The COMMITTEE had committed in principle to this project. Looking ahead to budget 2026-7, there was a need to make the case for refurbishment and identify the funds needed to support it.

APPROVED: merging of EMR 331 Gartside Building (£10,000) and EMR 341 Gartside Building Energy Efficiency Projects.

APPROVED: expenditure of £7,848 including VAT for a second deposit regarding solar panels and battery storage installation, from EMR 331 Gartside Building.

4. Request from Fair and Funky regarding an art installation

A request has been received for a collage of a heron, created by local schools, to be installed on the side of the toilets building.

A task for the Clerk was to confirm the length of time such an installation could remain in place without the need for planning permission.

NB the Clerk found that under *Part 4, Class A of the General Permitted Development Order (GDPO)*, temporary structures or uses—including things like a collage on a building—can be permitted

	without planning permission for up to 28 days in a calendar year.
	APPROVED: in principle a request from Fair and Funky to install a collage of a heron on the side of Holmfirth Toilets, permitting it to remain in place for a total of 28 days.
	OTHER ASSETS MANAGEMENT
2526 31	Progress regarding a possible tendering process for Holmfirth Public Toilets and the Maintenance of smaller assets
	At the last meeting on 6 June 2025 it remained an action for the Clerk to arrange a meeting of the Maintenance Contract and Procurement Working Group to progress the maintenance and toilets contracts.
	The COMMITTEE NOTED the Clerk's concerns at her current lack of capacity to move this matter forward.
2526 32	Other assets including benches, stone shelters, war memorials, red heritage phone kiosks, defibrillators and the Covid Memorial Orchard at Sands.
	The Maintenance Contractor's Report was received. Routine maintenance up to £1,000 expenditure within the specification and within the annual budget can be approved by the Clerk. <u>Benches and stone shelters</u> There was a budget line of £13,650 for the maintenance of benches and shelters, of which £10,699 currently remained The Clerk gave a verbal report regarding benches repaired/renovated over the summer period. A task for the Clerk was to ascertain the current status of the Hade Edge shelter from the maintenance contractor. The Clerk had received a request from Wilby's regarding a bench adjacent to 36 Victoria Street, Holmfirth plus a Land Registry Plan of the property as requested by the Clerk. The Parish Council was requested to enter into an agreement with regards to permission to have a bench sited on the property. RESOLVED: to recommend to FULL COUNCIL to enter into an agreement with regards to a bench owned by the Parish Council, sited on land belonging to 36, Victoria Street, Holmfirth. <u>War Memorials</u> The Clerk reported on progress to submit a grant application to the War Memorials Trust regarding Hepworth War Memorial. A Method Statement as required by the War Memorials Trust had been prepared and shared with 2 possible contractors for the purpose of providing quotes. <u>Red heritage phone kiosks</u> The Clerk reported that a resident in Hepworth, supported by Hepworth Village Association, had asked if the Parish Council would take on ownership of the red heritage phone kiosk on Town Gate, Hepworth, adjacent to the Butchers Arms. The resident wished to be a custodian with the aim of

	making the box available to different village organisations throughout the year. Examples of possible use include the school decorating it for Christmas, a display by Hepworth Art Group and a plant swap in the late Spring. The intent was for the phone box to become an integral part of the village. The Phone box budget line currently stood at £92.00, Holme Village box having been renovated in April 2025 at a cost of £687.70. This item was DEFERRED, pending the Clerk investigating whether or not this phone box is listed. If this is the case the Clerk will further research as to whether or not it is possible to have the box delisted and report back to the COMMITTEE. <u>Defibrillators</u> The Clerk provided a verbal report regarding the defibrillator outside Holmfirth toilets being used twice in one week. An action for the Clerk was to have this use publicised. <u>Covid Memorial Orchard</u> The Clerk reported that a response was still awaited regarding an application to Kirklees to install a memorial plaque at Sands to accompany the Memorial Orchard. This had been chased several times. Volume of work had been cited as the reason for the delay.
2526 33	New Mill Closed Cemetery
	The maintenance of New Mill Closed Cemetery was part of the remit of the SERVICE PROVISION COMMITTEE. A useful meeting with the authorities at Christ Church had taken place that allowed the Parish Council to reappraise its responsibilities with regards to the cemetery.
	SERVICES
2526 34	Public area litter and dog waste management strategy
	The Working Group reported that this project was concluded and the working group would therefore be dissolved. The Clerk further reported that it remained an action to send a thank you letter and card to all volunteers who stock the dog waste bag dispensers on behalf of the Parish Council. Cllr Dixon cited an example where reporting incidences of dog waste not being removed to Kirklees had had a good outcome. It was suggested that a link to making reports to Kirklees regarding this could be included in the directory on the HVPC website.
	RESOLVED: to recommend to FULL COUNCIL that funds remaining in the dog waste EMR be moved back to General Reserves and the EMR discontinued.
	PARTNERSHIPS, PROJECTS AND REPORTS FROM WORKING GROUPS
2526 35	Tourism
	Cllr Baylin reported that Holme Valley Heritage Week had been a great success on a minimal budget and was a good example of the Parish Council supporting the community.

2526 36	Youth work in the Holme Valley
	A report was received as requested from Kirklees Youth Alliance - and also budget monitoring information.
	NOTED: the report received with regards to the Kirklees Youth alliance in the Holme Valley initiative.
2526 37	Transport Working Group and Stotts Minibus Provision - update
	The COMMITTEE NOTED the following verbal update from Cllr Baylin.
	The Working Group was working well with the Pennine Line Partnership. A paper leaflet on bus routes generally was to follow. A new avenue for the possible development of park and ride was being investigated.
	Recommendations had been made regarding bus route changes and Cllr Colling and Cllr Bellamy reported that there were plans for works at Honley Station.
	PRIORITIES
2526 38	Climate Action activities 2025-7
	This is a Standing Item for the COMMITTEE to review its decisions and actions in light of the Parish Council's fourth priority which is to:
	<i>4. Address the Climate Emergency</i> <i>Every action will be underpinned by the desire to address the climate emergency which HVPC declared in 2019.</i> <i>This will apply to the PC's own actions and to the projects of grant recipients.</i> <i>Proposed actions will be measured against their impact on the natural environment and climate change.</i>
	The COMMITTEE viewed that a significant number of discussions held and resolutions formed at the meeting reflected this priority.
	PUBLICITY
2526 39	Items for Publicity
	Members were invited to suggest items for publicity arising from the current work of the Service Provision Committee.
	Suggestions included:
	-use of the defibrillator at Holmfirth Toilets
	-success of Heritage Week – Cllr Baylin will provide a brief write up.
	Meeting closed at 8.45pm

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 29 SEPTEMBER 2025

Those present:

Chair: Cllr P Colling

Vice Chair: Cllr I Barnett

Councillors: Cllrs L Baylin, D Bellamy, M Blacka, D Brook, H Davis, J Holmes, G Kirkby, J Liles, A Morgan, H Osborn, S Whitelaw, A Wilson

Proper Officer: Mr R McGill (RFO/Deputy Clerk)

Also present: Mrs Jen McIntosh (Clerk)

Welcome

The Chair welcomed Councillors and Officers to this third meeting of the Finance and Management Committee 2025/26.

Public Question Time

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

2526 45 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The RFO/Deputy Clerk recorded the meeting for upload to the Parish Council's YouTube channel. No-one else wished to record the meeting.

2526 46 To accept apologies for absence

NOTED: The Committee noted that Cllrs Green, Rostron, Rylah and Stewart were absent from the meeting.

Cllrs Green, Rostron and Stewart had tendered apologies.

RESOLVED: The Committee approved the reasons for their apologies.

Cllr Rylah had emailed apologies a few minutes before the start of the meeting, but the email was not picked up until afterwards.

2526 47 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Under item 2526 51 Grants:

- Cllr Wilson declared personal interests in i. application 10 Huddersfield Sailing Club and ii. Application 24 Hepworth Hurricanes.
- Cllr Whitelaw declared personal interests in i. application 13 Holmfirth Tech and ii. Application 21 Holmfirth Film Festival.
- Cllr Holmes declared a personal interest in application 13 Holmfirth Tech.
- Cllr Baylin declared a personal interest in application 13 Holmfirth Tech.
- Cllr Kirkby declared personal interests in i. application 14 Friends of Honley and ii. Application 28 Friends of Honley Library.
- Cllr Morgan declared a personal interest in Application 28 Friends of Honley Library.
- The Clerk declared a personal interest in Application 18 Sharing Memories.

Signed: _____

2526 48 To consider written requests for new DPI dispensations

None had been received.

2526 49 To consider whether items on the agenda should be discussed in private session

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

2526 50 To confirm the Minutes of the previous Committee meeting

APPROVED: Members approved the Minutes of the Finance and Management Committee Meeting held on 11 August 2025, numbered 2526 25 to 2526 44 inclusive.

2526 51 Grants**A. Grant Evaluations**

NOTED: Members note that new grant evaluations for awards made in the year 2024/25 had been received since the last meeting from the following community organisations:

- Just Hoop
- Friends of Honley – seasonal planting
- Honley Village Community Trust – Christmas Party
- Holmfirth Arts Festival
- Friends of Cliff Recreation Ground – VE Day commemoration
- New Mill Male Voice Choir

Members commented that the quality of detail in these reports was often excellent.

Members considered any further action on grant evaluations.

RESOLVED: The Deputy Clerk/RFO would contact Just Hoop about whether the basketball centre was open or when it would open, and to pass on contact details to Cllrs Wilson and Whitelaw.

B. Grant Applications

NOTED: Members noted the list of grant applications being considered tonight against budget lines 4315 Community Assets and 4405 Projects and Events, and that rolling grants awarded previously had been deducted from the budget totals.

NOTED: The Committee noted the RFO's report on previous grant awards to applicants this cycle.

NOTED: Members further noted the RFO's advice that, as part of the considerations of grants, the Committee might wish to consider where awards are offered as rolling, multi-year awards. A rolling grant agreement proforma could be used if the Committee wished to offer a rolling award.

Cllr Holmes advised Members to pay attention to the priorities of the Parish Council when making decisions on which grants to award.

Signed: _____

Budget line 4315 Community Assets Grants

Members considered 9 grants against budget line 4315 Community Assets.

At this point, the Chair asked for all votes on grants to be recorded.

In these minutes, initials used are as follows: Cllr Barnett – IB; Cllr Baylin LB; Cllr Bellamy – DBy; Cllr Blacka – MB; Cllr Brook – DBk; Cllr Colling – PC; Cllr Davis – HD; Cllr Holmes – JH; Cllr Kirkby – GK; Cllr Liles – JL; Cllr Morgan – AM; Cllr Osborne – HO; Cllr Whitelaw – SW; Cllr Wilson – AW.

- Members considered Grant Application 9. Holmbridge Cricket Club for £1,300 towards picnic benches/seating.
NOTED: Members noted the RFO's report that there may be some facility to claim back VAT on these items if they were gifted.
- Voting:
 - For – IB, LB, DBy, MB, DBk, PC, HD, JH, GK, JL, AM, HO, SW **(13)**
 - Against – None **(0)**
 - Abstention – AW **(1)**
 - Declared interest – None **(0)**
- **RESOLVED:** The motion was carried. The RFO would look into the possibility of the Parish Council purchasing and gifting these benches to Holmbridge Cricket Club £1083.30 + £216.66 VAT = £1,299.96. If this was not practicable, the Parish Council would pay the grant of £1,300.
- Members considered Grant Application 10. Huddersfield Sailing Club for £4,418 towards toilet facilities at the clubhouse.
NOTED: Members noted the RFO's report that there may be some facility to claim back VAT on these items if they were gifted.
- Voting:
 - For – IB, LB, DBy, MB, DBk, PC, HD, JH, GK, JL, AM, HO, SW **(13)**
 - Against – None **(0)**
 - Abstention – None **(0)**
 - Declared interest – AW **(1)**
- **RESOLVED:** The motion was carried. The RFO would look into the possibility of the Parish Council purchasing and gifting this development, or aspects of it, to the Sailing Club. If this did not prove to be practicable, the Parish Council would pay the grant of £4,418 to the Club.
- Members considered Grant Application 11. Upperthong Village Hall for £3,640 for new steps to the Hall.
NOTED: Members noted the RFO's report that there may be some facility to claim back VAT on these items if they were gifted.
- Voting:
 - For – LB, MB, PC, JH, GK, JL, AM, HO, SW **(9)**
 - Against – AW **(1)**
 - Abstention – IB, DBy, DBk, HD **(4)**
 - Declared interest – None **(0)**
- **RESOLVED:** The motion was carried. The RFO would look into the possibility of the Parish Council purchasing and gifting the work on these steps to Upperthong Village Hall £3033.97 + £606.79 VAT = £3,640.76. If this was not practicable, the Parish Council would pay the grant of £3,640.

Signed: _____

- Members considered Grant Application 12. West Yorkshire Red Squirrel Alliance for £1,104.40 towards a gazebo for local shows.
RESOLVED: The Committee resolved to defer this item until the February meeting, given the understanding that the equipment would not be needed until summer 2026. Members felt that more detail was needed in the application on how the award would specifically benefit the Holme Valley (rather than West Yorkshire as a whole). The applicant would be encouraged to reapply.
- Members considered Grant Application 13. Holmfirth Tech for £4,826.13 towards development of the dance studio.
- Voting:
 - For – MB, PC, AM, HO **(4)**
 - Against – IB, DBy, DBk, HD, GK, JL, AW **(7)**
 - Abstention – None **(0)**
 - Declared interest – LB, JH, SW **(3)**
- **RESOLVED:** The motion was rejected. No award.
- Members considered Grant Application 14. Friends of Honley for £1,500 towards seasonal planting of outdoor spaces.
NOTED: Members noted the RFO's report that there may be some facility to claim back VAT on these items if they were gifted.
- Voting:
 - For – IB, LB, DBy, MB, DBk, PC, HD, JH, JL, AM, HO, SW, AW **(13)**
 - Against – None
 - Abstention – None
 - Declared interest – GK **(1)**
- **RESOLVED:** The motion was carried. The RFO would look into the possibility of the Parish Council purchasing and gifting the project to Friends of Honley, so as to reclaim VAT. If this was not practicable, the Parish Council would pay the grant of £1,500.
- The Parish Council further considered if this would be a rolling grant.
- Voting on the rolling grant:
 - For – IB, LB, DBy, MB, DBk, PC, HD, JH, GK, JL, AM, HO, AW **(13)**
 - Against – None **(0)**
 - Abstention – None **(0)**
 - Declared interest – SW **(1)**
- **RESOLVED:** This would be a rolling grant for the length of the term of the Council.
- Members considered Grant Application 15. Hepworth Community Association for £2,500 towards an air-to-air heat pump.
NOTED: Members noted the RFO's report that there may be some facility to claim back VAT on these items if they were gifted.
- Voting:
 - For – IB, LB, DBy, MB, DBk, PC, HD, JH, GK, JL, AM, HO, SW, AW **(14)**
 - Against – None **(0)**
 - Abstention – None **(0)**
 - Declared interest – None **(0)**
- **RESOLVED:** The motion was carried. The RFO would look into the possibility of the Parish Council purchasing and gifting the heat pump to Hepworth Community Association, so as to reclaim VAT. If this was not practicable, the Parish Council would pay the grant of £2,500.

Signed: _____

- Members considered Grant Application 16. West Yorkshire Police for £4,680 towards a radar speed detection gun.
- An amendment to defer this item was rejected.
- Voting on the award:
 - For – IB, DBy, DBk, HD, JL, AW **(6)**
 - Against – LB, MB, PC, JH, HO, AM **(6)**
 - Abstention – GK, SW **(2)**
 - Declared interest – None **(0)**
 - The votes being tied, the Chair's casting vote was against the motion.
- **RESOLVED:** The motion was rejected. No award.

- Members considered Grant Application 17. Honley Business Association for £1,250 towards replacement brackets for miniature Christmas trees.
- Voting:
 - For – MB, PC, GK, AM **(4)**
 - Against – LB, JBk, HD, JL, SW, AW **(6)**
 - Abstention – IB, DBy, HO **(3)**
 - Declared interest – None **(0)**
 - No vote – JH **(1)**
- **RESOLVED:** The motion was rejected. No award.

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

- Members considered Grant Application 18. Sharing Memories for £1,500 towards artist fees, taxis, refreshments for arts project.
- Members noted the RFO's report that there was limited facility to claim back VAT on this project if it could be gifted.
- Voting:
 - For – IB, MB, PC, JH, GK, AM, HO, SW, AW **(9)**
 - Against – None **(0)**
 - Abstention – LB, DBy, DBk, HD, JL **(5)**
 - Declared interest – None **(0)**
- **RESOLVED:** The motion was carried. Sharing Memories was awarded a grant of £1,500.

- Members considered Grant Application 19. Full Life Church Food Bank for £1,500 towards food, toiletries, toys for Christmas food bank.
- Members noted the RFO's report that there was limited facility to claim back VAT on this project if it could be gifted.
- Voting:
 - For – IB, LB, DBy, MB, DBk, PC, HD, JH, GK, JL, HO, SW, AW **(13)**
 - Against – None **(0)**
 - Abstention – AM **(1)**
 - Declared interest – None **(0)**
- **RESOLVED:** The motion was carried. Full Life Church Food Bank was awarded a grant of £1,200.

Signed: _____

- Members considered Grant Application 20. Environmental Projects in Kirklees (EPIKS) for £1,497 towards the active travel project.
- Members noted the RFO's report that there was limited facility to claim back VAT on this project if it could be gifted.
- An amendment was approved to offer half the requested amount and encourage EPIKS to link in with the Parish Council's own work on public transport.
- Voting on the amendment:
 - For – IB, LB, MB, PC, HD, JH, GK, JL, AM, HO, SW, AW **(12)**
 - Against – DBY, DBK **(2)**
 - Abstention – None **(0)**
 - Declared interest – None **(0)**
- **RESOLVED:** The motion was carried. Environmental Projects in Kirklees was awarded a grant of £748.50. The project would have an 8-month deadline.

Cllr Davis left the meeting at this point and did not vote on the following motion.

- Members considered Grant Application 21. Holmfirth Film Festival, – application enclosed, – for £1,500 towards venue hire for the film festival.
- Members noted the RFO's report that there was limited facility to claim back VAT on this project if it could be gifted.
- Voting:
 - For – IB, LB, DBY, MB, DBK, PC, HD, JH, GK, JL, AM, HO, AW **(13)**
 - Against – None **(0)**
 - Abstention – **(0)**
 - Declared interest – SW **(1)**
- **RESOLVED:** The motion was carried. Holmfirth Film Festival was awarded a grant of £1,500.
- The Committee further considered whether this award would be a rolling grant for the term of the Council.
- Voting:
 - For – LB, MB, PC, JH, GK, AM, HO **(7)**
 - Against – None **(0)**
 - Abstention – IB, DBY, DBK, JL, AW **(5)**
 - Declared interest – SW **(1)**
 - Out of the meeting – HD **(1)**
- **RESOLVED:** This would be a rolling grant for the term of the Council.

Cllr Davis rejoined the meeting.

Cllr Osborne left the meeting at this point and did not vote on the following motion.

- Members considered Grant Application 22. Holme Valley Crystal Nest for £1,280 towards therapy sessions for SEND children.
- Members noted the RFO's report that there was limited facility to claim back VAT on this project if it could be gifted.
- Voting:
 - For – IB, LB, DBY, DBK, PC, HD, GK, JL, AW **(9)**
 - Against – None **(0)**
 - Abstention – MB, JH, AM, SW **(4)**
 - Declared interest – None **(0)**
 - Out of the meeting – HO **(1)**
- **RESOLVED:** The motion was carried. Holme Valley Crystal Nest was awarded a grant of £1,280.

Signed: _____

- Members considered Grant Application 23. Wooldale Warblers for £1,070 towards setting up a community choir.
- Members noted the RFO's report that there was limited facility to claim back VAT on this project if it could be gifted.
- An amendment to give half the award was defeated.
- Voting:
 - For – IB, DBy, MB, DBk, PC, HD, GK, JL, AW **(9)**
 - Against – JH, SW **(2)**
 - Abstention – LB, AM, HO **(3)**
 - Declared interest – None **(0)**
- **RESOLVED:** The motion was carried. Wooldale Warblers was awarded a grant of £1,070.

- Members considered Grant Application 24. Hepworth Hurricanes for £1,500 towards kit/dresses for girls' netball.
- Members noted the RFO's report that there was no facility to claim back VAT on this project if it could be gifted.
- Voting:
 - For – IB, LB, DBy, MB, DBk, PC, HD, JH, GK, JL, AM, HO, SW **(13)**
 - Against – None **(0)**
 - Abstention – None **(0)**
 - Declared interest – AW **(1)**
- **RESOLVED:** The motion was carried. Hepworth Hurricanes was awarded a grant of £1,500.

- Members considered Grant Application 25. The Nest for £1,440 towards room hire for the parent baby sessions.
- Members noted the RFO's report that there was no facility to claim back VAT on this project if it could be gifted.
- Voting:
 - For – IB, MB, DBk, PC, HD, GK, JL, AM, HO, AW **(10)**
 - Against – None **(0)**
 - Abstention – DBy **(1)**
 - Declared interest (as members of The Tech) – LB, JH, SW **(3)**
- **RESOLVED:** The motion was carried. The Nest Holmfirth was awarded a grant of £1,440.

- Members considered Grant Application 26. Past Truisms CIC for £415 towards Yorkshire dialect classes.
- Members noted the RFO's report that there was no facility to claim back VAT on this project if it could be gifted.
- Voting:
 - For – DBy, MB, DBk, PC, HD, JH, GK, JL, AM, HO, AW, SW **(12)**
 - Against – None **(0)**
 - Abstention – IB, LB **(2)**
 - Declared interest – None **(0)**
- **RESOLVED:** The motion was carried. Past Truisms CIC was awarded a grant of £415.

Signed: _____

- Members considered Grant Application 27. Honley Village Community Trust for £380 towards Halloween and Christmas parties for children.
- Members noted the RFO's report that there was limited facility to claim back VAT on this project if it could be gifted.
- Voting:
 - For – IB, LB, DBy, MB, DBk, PC, HD, JH, GK, JL, AM, HO, AW, SW **(14)**
 - Against – None **(0)**
 - Abstention – None **(0)**
 - Declared interest – None **(0)**
- **RESOLVED:** The motion was carried. Honley Village Community Trust was awarded a grant of £380.

Budget Line 4420 Honley Library – grant application against EMR332 Honley Library

- Members considered Grant Application 28. Friend of Honley Library for £15,000 towards Honley Library building improvements.
- Members noted the RFO's report that there was limited facility to claim back VAT on this project if it could be gifted.
- Voting:
 - For – IB, LB, DBy, MB, DBk, PC, HD, JH, JL, HO, AW, SW **(12)**
 - Against – None **(0)**
 - Abstention – None **(0)**
 - Declared interest – GK, AM **(2)**
- **RESOLVED:** The motion was carried. Friends of Honley Library was awarded a grant of £15,000.

C. Rolling Grants

NOTED: The Committee noted that the Parish Council has now received the appropriate paperwork in support of its award of a rolling grant of £1,000 per year to Holme Valley Transport for the patient transport service for the term of this Council. The financial papers (accounts and bank statements) have been reviewed by the Chair and the RFO. The Committee considered approving payment of this rolling grant.

RESOLVED: The rolling grant of £1,000 was approved.

NOTED: Members noted that the payments to Honley Business Association for its CCTV system and to Wooldale Community Group for its room rent, will be paid after the new year, not at this time. Their awards were already factored into deliberations.

D. Grants Working Group

NOTED: The Committee noted that the Grants Working Group met 21 August 2025 to start work on: i. Group terms of reference, ii. a grants policy, iii. consideration regarding merging the two grant budgets, iv. a review of HVPC priorities for inclusion within the grants processes. The next meeting had been arranged for 1st October.

2526 52 Chair's Expenses

NOTED: Members noted that the Chair's Expenses budget for 2025-26 was £1,000, and that nothing had been spent from this budget line.

Signed: _____

2526 53

Holme Valley Parish Council Annual Governance and Accountability Return (AGAR) 2024/25

NOTED: The Committee noted that the external auditor had requested some additional information from the Parish Council for the AGAR, - regarding why £80,000 had been spent on The Civic and why two speed indicator devices had been purchased but not added to the value of the assets of the Parish Council. The RFO/Deputy Clerk had explained the circumstances, but this had delayed the processing of the AGAR a few days.

The RFO reported that the Parish Council had in the meantime received the finalised AGAR including the External Auditor Report and Certificate. One “exception” had been identified. The RFO was trying to establish the nature of this as the wording was not clear.

2526 54

Schedule of Payments

NOTED: Members noted the following Schedules of Payments:

- the finalised, Rialtas Schedule of Payments for July 2025.
- the finalised, Rialtas Schedule of Payments for August 2025.

RESOLVED: Members approved the draft Schedule of Payments for September 2025.

The Chair initialled the Schedules of Payments and these must be attached to the minutes of the meeting.

2526 55

Financial Statements

NOTED: The following accounting summaries for financial year 2025-26 were noted.

- i. For July 2025:
- (1) Cash Books All Accounts Receipts and Payments (to end 31 July 2025)
 - (2) Trial Balance (to end 31 July 2025)
 - (3) Balance Sheet (to end 31 July 2025)
 - (4) Income and Expenditure by Budget Heading (to end 31 July 2025)
 - (5) Cash and Investment Reconciliation (to end 31 July 2025)
 - (6) VAT Return – year-to-date for the quarter JUL-SEP 2025 not for submission.
- ii. For August 2025:
- (1) Cash Books All Accounts Receipts and Payments (to end 31 August 2025)
 - (2) Trial Balance (to end 31 August 2025)
 - (3) Balance Sheet (to end 31 August 2025)
 - (4) Cash and Investment Reconciliation (to end 31 August 2025)
 - (5) VAT Return – year-to-date for the quarter JUL-SEP 2025 not for submission.
- iii. **NOTED:** The Committee noted that the August accounting summaries had been prepared by the Assistant Clerk for the first time. This is part of ensuring better business continuity planning.

Signed: _____

- iv. As per the guidance in the SAPPP Practitioners' Guide 2025, the Committee must approve the bank reconciliations cross-referenced with bank statements, and this must be minuted. The Committee considered these bank reconciliations.

RESOLVED: The following bank reconciliations were approved against the bank statements.

For July 2025:

- Unity Trust Current Account T2 Bank Statement and Unity Trust Current Account T2 Bank reconciliation.
- Unity Trust Savings Account Bank Statement and Unity Trust Savings Account Bank reconciliation.
- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.

For August 2025:

- Unity Trust Current Account T2 Bank Statement and Unity Trust Current Account T2 Bank reconciliation.
- Unity Trust Savings Account Bank Statement and Unity Trust Savings Account Bank reconciliation.
- CCLA PSDF Bank Statement and CCLA PSDF Bank Reconciliation.

The Chair and the Vice Chair signed and dated all the bank reconciliations, checking against the bank statements.

- iv. Councillors review the draft Income and Expenditure report for August 2025 from the accounting summaries and noted the following report from the RFO/Deputy Clerk.

Notes from the RFO:

Income side:

- Little new of note on the income side.
- 1092 Toilets Donations are a little up. The Gartside Building rents will inevitably be down after October when the tenant leaves.

Expenditure side:

- Again, not much new of note on the expenditure side.
- 4205 Council Office Expenditure may be a little over budget year to date.
- All other budget lines appear broadly-speaking on target.

The Committee considered any further action on income and expenditure against budget.

RESOLVED: No further action.

- v. Earmarked Reserves

NOTED: The Committee noted the Rialtas report on earmarked reserves to end August, and the RFO/Deputy Clerk's commentary.

The Committee considered any further action on earmarked reserves.

RESOLVED: No further action.

Signed: _____

2526 56

The Civic, Holmfirth

NOTED: Members noted the reports from Holmfirth Civic Hall Community Trust that, as these reports may be at times commercially sensitive, had been shared separately to this Agenda and its supporting documentation.

NOTED: Members further noted a report from the Holmfirth Civic Hall Lease Working Group via Cllr Donna Bellamy. Cllr Bellamy reported that the work on the lease was nearing its conclusion. Cllr Bellamy thanked the Clerk and all the Members for their support in this process.

The Committee considered any further actions with regard to the Parish Council's engagement with The Civic and with Holmfirth Civic Hall Community Trust.

RESOLVED: The Assistant Clerk would be encouraged to liaise with The Civic manager regarding greater presence for the Parish Council within The Civic, particularly in the foyer.

2526 57

Honley Library

NOTED: Members noted the reports from Friends of Honley Library that, as these reports may be at times commercially sensitive, had been shared separately to this Agenda and its supporting documentation.

The Committee considered any further actions with regard to the Parish Council's engagement with Friends of Honley Library.

RESOLVED: No further action.

2526 58

Other VAT-related issues

- i. **NOTED:** Members noted the report from the RFO/Deputy Clerk on VAT on garages that the Parish Council lets out.

Members were reminded that in the report on VAT from Parkinson Partners, it was stated that the Parish Council needed to charge VAT on its garage lettings and, indeed, needed to pay money owed on VAT incurred over the previous 4 years. The RFO had been tasked with contacting HMRC about this. In the meantime, the RFO/Deputy Clerk had done some further work on this issue. The reason for this is that on reviewing the tenancies the RFO reflected that the Parish Council lets out the land (not exclusively the garage). Further investigation showed that car parking facilities are only liable for VAT if it is clearly stated on a tenancy that a facility is expressly for parking. In the Parish Council's lease, there is no express mention of car parking as a facility of the garage. The garage may, of course, be used for general storage rather than for vehicle storage. The advice with regard to the need to charge VAT on a garage relies on the lease stating directly or indirectly that it is expressly for parking, - the word "garage" would imply this, - and that the building is, actually, in practice used to store a vehicle. The RFO has consulted with the garage tenants on this to ask how they are using the garages. The first tenant was using his to house a motorbike; this would therefore be a standard-rated VAT taxable supply. The second tenant was using her garage as general storage; this would therefore not be a VAT taxable supply.

In future, if the Parish Council removed the word "Garage" from the tenancy agreements, VAT would not have to be paid, even if the facilities were used to store cars/motorbikes. It is only the use of the word "garage" that confuses the issue.

The Committee considered any further action on this.

RESOLVED: Future tenancy agreements would be amended to remove the word "garage" so that VAT would not need to be paid on the tenancy by the tenant.

Signed: _____

- ii. At the last meeting of this Committee, the RFO/Deputy Clerk reported that he had been tasked with undertaking what is called a Partial Exemption Calculation. This only applies to exempt business supply of the Parish Council, and therefore only to where the Council *could* apply VAT to a business activity but does not do so. This, therefore, only applies to the letting of the Gartside Building shop unit and to The Civic, where in both places the Parish Council could charge VAT to the tenant but, at present, does not do so. In respect of VAT charged on exempt business activity, the Parish Council incurred, in respect of the Gartside project, VAT on the solar panels' installation and on the cost of the project manager. In respect of The Civic, the Parish Council is charged VAT on the vision document and on the VAT advice report. In respect of the Gartside building, part of the building is a non-business activity of the Parish Council (the toilets) and part of the business is an exempt business activity, - one in which VAT had not been charged but could be, - that is, the shop unit. HMRC allows the building to be fairly-apportioned to reflect these different uses. The RFO/Deputy Clerk simply calculated the Parish Council's VAT liability based on floor area of the Gartside Building, - that is 60% toilet and 40% shop unit. Under this, the Parish Council would be able to reclaim 60% of VAT charges on the Gartside as non-business costs. In respect of the other 40%, the Parish Council may also claim this back since the guidance is that the VAT paid on exempt business activities can be reclaimed if the following *de minimis* conditions are met:

- That the amount of VAT reclaimed on exempt business activities is under £7,500 per year
- That the amount of VAT reclaimed under exempt business activities is under 50% of the total VAT incurred by the Parish Council (including non-business tax) over the year.

As these calculations were projected in the VAT Partial Exemption Calculator, the amount calculated to be reclaimed on exempt business activity is £5,370 (so, under £7,500), and the percentage of total VAT that would represent is 47%. So all the £5,370 may be able to be reclaimed as well as the £6,108 in VAT charged on non-business activity. Ultimately, this will depend on the VAT outturns of the Parish Council at year end remaining under the *de minimis* thresholds. The RFO/Deputy Clerk will monitor this across the year.

The Committee considered any further action on this.

RESOLVED: No further action.

2526 59

Tenancies

Allotments

- i. **NOTED:** The RFO/Deputy Clerk reported that all rental payments on the allotments had been received. The Clerk had signed all the tenancy agreements that have been returned to the Parish Council. However, four tenants had paid their rent but had not returned their signed tenancy agreements. These have been chased up via email, with no response from any of the four. The RFO/Deputy Clerk will chase them again.

Garages

- ii. **NOTED:** The RFO/Deputy Clerk reported that all rental payments on the garages had been received, and tenancies counter-signed by the Clerk and returned to the tenant.

Gartside Building

- iii. **NOTE:** It was noted that EPIKS will be vacating the Gartside building shop unit Friday 31 October 2025. A handover meeting between EPIKS staff and the Clerk had been arranged for Tuesday 4 November at 10am to take an inventory, read the meter and return the keys.

Overall responsibility for the future of the usage of the shop unit lies with the Service Provision Standing Committee.

Signed: _____

2526 60 Internal Control Check

NOTED: Members noted that the next internal controls check by Cllr Green will take place in October and cover JUL-SEP.

2526 61 Banking**Unity Trust**

- i a. **NOTED:** The Committee noted that Cllrs Kirkby and Morgan are now included on the bank mandates and have successfully authorised some payments. Cllrs Blacka, Dixon and Whitelaw, had been removed from the mandate.
- i b. **NOTED:** With regard to getting MultiPay cards for the Clerk and Deputy Clerk/RFO this had been slow, but Unity Trust had acknowledged that they had received the applications and would process them from their side before forwarding the applications to Lloyds Bank who underwrite the scheme.

CCLA

- ii. **NOTED:** With regard to Councillors on the CCLA Public Sector Deposit Fund, - Cllr Kirkby and Cllr Colling, - the RFO/Deputy Clerk has received the correct forms from CCLA and just needs to make arrangements with the named Councillors to get their signatures.

2526 62 Prioritising Climate Action activities 2025-7

The Committee considered ways in which the Parish Council can prioritise the climate emergency through its works.

RESOLVED: It was resolved to try to commission carbon-neutral printing on behalf of the Parish Council using recycled materials where possible.

2526 63 Financial Records for the website

NOTED: The financial records for July and August 2025 had been added to the website. The records for September would be added in due course. Processing these financial records had been undertaken for the first time by the assistant clerk as part of the business continuity planning of the Parish Council, and she had done this extremely well.

2526 64 Publicising the work of Holme Valley Parish Council

The Committee considered whether the Parish Council wished to publicise any recent events or news via the press and social media.

RESOLVED: News of the grants awarded would be publicised.

The meeting closed at 2115.

Signed: _____

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of **HOLME VALLEY PARISH COUNCIL – WY0042**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. The smaller authority has not restated the prior year figure in Section 2, Box 9 when removing assets not belonging to the smaller authority from the fixed asset register and adding assets that historically not been included.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

17/09/2025

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Holme Valley Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/2025

and recorded as minute reference:

MINUTE 2526 44(1)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.holmevalleyparishcouncil.gov.uk

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

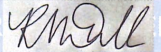
Holme Valley Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	253,277	221,342	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	284,924	327,934	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	19,861	22,371	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	85,328	91,574	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	251,392	323,203	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	221,342	156,870	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	231,312	151,646	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,282,130	5,281,344	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	☒	☐	☐	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	☒	☐	☐	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE 

Date

16/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

23/06/2025

as recorded in minute reference:

2526 44 (2) MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

 REQUIRED

Holme Valley Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Holme Valley Parish Council for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Holme Valley Parish Council on application to:	
(a) <u>Richard McGill (Responsible Finance Officer)</u> <u>Holme Valley Parish Council</u> <u>The Civic, Huddersfield Road,</u> <u>Holmfirth HD9 2NW</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>TUE, WED, THU 0930-1430</u> <u>Other times by arrangement</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £ <u>1</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Richard McGill (Responsible Finance Officer)</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>30th September 2025</u>	(e) Insert the date of placing of the notice

07/10/2025

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Holme Valley Parish Council

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Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	0	223,890	447,780	223,890			50.0%	
1078 Special Expenses Grant	0	1,726	3,451	1,726			50.0%	
1090 Bank Interest	560	2,223	4,500	2,277			49.4%	
1092 Toilets Donations	0	915	2,500	1,585			36.6%	
1095 Other receipts	5,753	6,742	6,650	(92)			101.4%	
1200 Allotment Rents	0	322	324	3			99.2%	
1250 Gartside Building	350	2,142	4,200	2,058			51.0%	
1300 Garage plot income	0	840	840	0			100.0%	
Income :- Income	6,663	238,798	470,245	231,447			50.8%	0
Net Income	6,663	238,798	470,245	231,447				
110 Staff Expenditure								
4000 Salaries	9,595	49,804	96,108	46,304		46,304	51.8%	
4060 Staff Training	0	880	2,300	1,420		1,420	38.3%	
Staff Expenditure :- Indirect Expenditure	9,595	50,684	98,408	47,724	0	47,724	51.5%	0
Net Expenditure	(9,595)	(50,684)	(98,408)	(47,724)				
150 Administration								
4061 Councillor Training	0	90	900	810		810	10.0%	
4200 Chairman's Expenses	150	150	1,000	850		850	15.0%	
4205 Council Office Expenditure	99	975	2,000	1,025		1,025	48.7%	
4210 Audit	0	423	1,650	1,227		1,227	25.7%	
4215 Bank Charges	16	109	500	391		391	21.8%	
4220 Conference / Seminars	0	0	500	500		500	0.0%	
4225 Elections	0	5,918	10,000	4,082		4,082	59.2%	
4230 Repairs & Maintenance	0	0	1,000	1,000		1,000	0.0%	
4235 Insurance	0	12,089	12,000	(89)		(89)	100.7%	
4240 Travel Allowance	0	0	300	300		300	0.0%	
4245 Office Equipment	0	0	300	300		300	0.0%	
4250 Office/Room Hire	0	10,000	10,200	200		200	98.0%	
4260 FOIA/EIR requests	0	0	500	500		500	0.0%	
4265 Subscriptions	0	2,772	3,000	228		228	92.4%	
4275 Telephone and Internet	52	257	600	343		343	42.8%	
4285 Remembrance Sunday	0	0	160	160		160	0.0%	
4290 COVID Memorial	0	1,107	0	(1,107)		(1,107)	0.0%	1,107
4400 Electronic Support	13	1,459	1,700	241		241	85.8%	
4660 Communications & Engagement	1,405	3,533	15,000	11,467		11,467	23.6%	
5020 Grant - Council Grant	928	1,228	0	(1,228)		(1,228)	0.0%	
Administration :- Indirect Expenditure	2,663	40,108	61,310	21,202	0	21,202	65.4%	1,107
Net Expenditure	(2,663)	(40,108)	(61,310)	(21,202)				
6000 plus Transfer from EMR	0	1,107	0	(1,107)				

Continued over page

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Holme Valley Parish Council

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Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(2,663)	(39,002)	(61,310)	(22,308)				
<u>250 Finance & Management</u>								
4315 Grants - Community Assets	0	0	48,440	48,440		48,440	0.0%	
4405 Grants - Projects and Events	0	3,500	20,500	17,000		17,000	17.1%	3,500
4420 Honley Library	0	15,018	15,750	732		732	95.4%	
4425 The Civic	0	40,000	60,000	20,000		20,000	66.7%	
Finance & Management :- Indirect Expenditure	0	58,518	144,690	86,172	0	86,172	40.4%	3,500
Net Expenditure	0	(58,518)	(144,690)	(86,172)				
6000 plus Transfer from EMR	3,500	3,500	0	(3,500)				
Movement to/(from) Gen Reserve	3,500	(55,018)	(144,690)	(89,672)				
<u>300 Planning</u>								
4505 Neighbourhood Plan	0	1,440	2,500	1,060		1,060	57.6%	1,410
Planning :- Indirect Expenditure	0	1,440	2,500	1,060	0	1,060	57.6%	1,410
Net Expenditure	0	(1,440)	(2,500)	(1,060)				
6000 plus Transfer from EMR	0	1,410	0	(1,410)				
Movement to/(from) Gen Reserve	0	(30)	(2,500)	(2,470)				
<u>350 Publications & Communication</u>								
4650 Communications & Engagement	0	310	0	(310)		(310)	0.0%	
Publications & Communication :- Indirect Expenditure	0	310	0	(310)	0	(310)		0
Net Expenditure	0	(310)	0	310				
<u>400 Service Provision</u>								
4310 Holmfirth Civic Hall- Projects	5,986	5,986	0	(5,986)		(5,986)	0.0%	
4320 Public Toilet - Day to Day	1,053	5,805	23,100	17,295		17,295	25.1%	
4325 Public Toilet - Lettable Space	0	16	1,050	1,034		1,034	1.5%	
4705 Christmas Provision	0	0	4,592	4,592		4,592	0.0%	
4710 New Mill - Churchyard	0	354	788	434		434	44.9%	
4715 Defibrillators	0	65	0	(65)		(65)	0.0%	65
4720 Dog Waste	0	1,219	1,260	41		41	96.7%	940
4730 Minibus	1,971	9,729	23,500	13,771		13,771	41.4%	
4735 Phone Boxes	0	708	400	(308)		(308)	177.0%	400
4740 Seats & Shelters-Maintenance	904	3,855	13,650	9,795		9,795	28.2%	
4750 War Memorial	0	0	500	500		500	0.0%	

Continued over page

07/10/2025

Holme Valley Parish Council

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Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4760 Youth Work in the Holme Valley	0	10,000	26,250	16,250		16,250	38.1%	
4840 Climate Action	1,200	1,200	5,000	3,800		3,800	24.0%	1,200
Service Provision :- Indirect Expenditure	11,115	38,937	100,090	61,153	0	61,153	38.9%	2,605
Net Expenditure	(11,115)	(38,937)	(100,090)	(61,153)				
6000 plus Transfer from EMR	1,265	2,605	0	(2,605)				
Movement to/(from) Gen Reserve	(9,850)	(36,332)	(100,090)	(63,758)				
<u>450 Climate Emergency</u>								
4805 Climate Action	5,340	6,540	0	(6,540)		(6,540)	0.0%	6,540
Climate Emergency :- Indirect Expenditure	5,340	6,540	0	(6,540)	0	(6,540)		6,540
Net Expenditure	(5,340)	(6,540)	0	6,540				
6000 plus Transfer from EMR	5,340	6,540	0	(6,540)				
Movement to/(from) Gen Reserve	0	0	0	0				
Grand Totals:- Income	6,663	238,798	470,245	231,447			50.8%	
Expenditure	28,713	196,538	406,998	210,460	0	210,460	48.3%	
Net Income over Expenditure	(22,050)	42,261	63,247	20,986				
plus Transfer from EMR	10,105	15,161	0	(15,161)				
Movement to/(from) Gen Reserve	(11,945)	57,422	63,247	5,825				

Earmarked Reserves



Account	Opening Balance	Net Transfers	Closing Balance
323 EMR Community Assets	2,017.00		2,017.00
325 EMR Election Fund	7,000.00	7,000.00	14,000.00
326 EMR Defibrillator Special Resr	1,738.51	-64.95	1,673.56
331 EMR Gartside Building	3,400.00	6,600.00	10,000.00
332 EMR Honley Library	15,000.00		15,000.00
336 EMR Royal Events	1,000.00	1,000.00	2,000.00
337 EMR COVID Memorial	4,876.50	-1,106.50	3,770.00
341 EMR Gartside Energy Projects	13,526.68	-3,609.00	9,917.68
345 EMR Rolling Grants	1,000.00	3,268.00	4,268.00
346 EMR Public Transport	5,000.00	-2,500.00	2,500.00
347 EMR Tourism	4,961.00	0.00	4,961.00
348 EMR Dog Waste & Litter	3,800.00	-940.00	2,860.00
349 EMR Community Engagement	3,609.87	0.00	3,609.87
351 EMR Holmfirth Toilets Refurb	2,504.00	-2,504.00	0.00
352 EMR War Memorials	0.00	2,500.00	2,500.00
354 EMR Digital & Physical Assets	0.00	1,000.00	1,000.00
	69,433.56	10,643.55	80,077.11

Date: 07/10/2025

Time: 16:05



Holme Valley Parish Council

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Unity Trust Current Account T2

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/09/2025	British Telecom	2526/06/01	62.34	F&M 2526 13	Internet and Phone
15/09/2025	Time In Time Out Media	2526/06/02	252.00	F&M 2526 13	Council News
15/09/2025	Salaries Staff	2526/06/03	2,105.72	F&M 2526 13	Salary Staff 02
15/09/2025	HMRC	2526/06/04	2,352.48	F&M 2526 13	PAYE Tax and NI
15/09/2025	West Yorkshire Pension Fund	2526/06/05	1,422.82	F&M 2526 13	Pensions
15/09/2025	Salaries Staff	2526/06/06	1,945.02	F&M 2526 13	Salary Staff 04
15/09/2025	Salaries Staff	2526/06/07	1,768.86	F&M 2526 13	Salary Staff 05
18/09/2025	Staff 02	2526/06/08	15.59	F&M 2526 13	Reimbursement Zoom
18/09/2025	Document Logic	2526/06/09	119.25	F&M 2526 13	Photocopying
18/09/2025	West Yorks Combined Authority	2526/06/10	1,971.00	F&M 2526 13	HV Minibus Service JUL
18/09/2025	Mosedale Gillatt Architects	2526/06/11	7,183.74	Council 2526 68	Fees to visioning study
22/09/2025	Maintenance Contractor	2526/06/12	134.41	F&M 2526 13	Expenses
22/09/2025	Maintenance Contractor	2526/06/13	1,793.82	F&M 2526 13	Maintenance
26/09/2025	E.ON NEXT	2526/06/14	54.10	F&M 2526 13	Electricity - toilets
30/09/2025	Unity Trust	2526/06/15	4.20	F&M 2526 13	Manual credit handling charge
30/09/2025	ZONKEY	2526/06/16	714.00	F&M 2526 13	Website maintenance etc
30/09/2025	HUDDERSFIELD HUB	2526/06/17	600.00	F&M 2526 13	News website sponsorship
30/09/2025	Wooldale Electrical Co Ltd	2526/06/18	7,848.00	F&M 2526 54	Solar & battery deposit 2
30/09/2025	Holme Valley Climate Action	2526/06/19	928.00	F&M 2526 54	Grant - local food demos
30/09/2025	Hoey Ainscough Associates	2526/06/20	180.00	Council 2425 94	Support on governance
30/09/2025	Unity Trust	2526/06/21	11.10	F&M 2526 13	Service Charge
Total Payments			31,466.45		

Date: 07/10/2025

Holme Valley Parish Council**Page 1**

Time: 16:06

Unity Trust Instant Access A/C**List of Payments made between 01/09/2025 and 30/09/2025**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2025	Unity Trust	2526/06/22	0.50	F&M 2526 13	Manual handling charge
Total Payments			<u>0.50</u>		

Holme Valley Parish Council Cash Book 2025-26

Unity Trust T2 Current Account

Schedule of Payments October 2025

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
			BACS	☐	ROYAL BRITISH LEGION	POPPY WREATHS	£160.00	£0.00	£160.00	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	PKF LITTLEJOHN	EXTERNAL AUDIT AGAR	£1,050.00	£210.00	£1,260.00	F&M 2526 13	GPC Localism Act 2011
			DD	☐	BT	INTERNET AND PHONE	£51.95	£10.39	£62.34	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	HOLME VALLEY LIONS	45TH CHARTER DINNER	£30.00	£0.00	£30.00	Council 2425 94	GPC Localism Act 2011
			BACS	☐	STAFF 02	REIMBURSEMENT- VODAFONE MIFI HOTSPOT FOR THE TOILETS SOLAR PANELS	£67.46	£13.49	£80.95	F&M 2526 13	GPC Localism Act 2011
			DD	☐	BUSINESS STREAM	WATER AND SEWERAGE	£1,203.41	£0.00	£1,203.41	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	REDBAK LIMITED	HERITAGE WEEK WEBSITE, MARKETING ETC	£600.00	£120.00	£720.00		GPC Localism Act 2011
			BACS	☐	HMRC	PAYE TAX AND NI	£1,922.18	£0.00	£1,922.18	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	WEST YORKSHIRE PENSIONS FUND	PENSIONS	£1,232.43	£0.00	£1,232.43	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	STAFF 02	SALARY	£1,864.77	£0.00	£1,864.77	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	STAFF 04	SALARY	£1,695.08	£0.00	£1,695.08	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	STAFF 05	SALARY	£1,571.46	£0.00	£1,571.46	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	JOB EARNSHAW & BROS LTD	PICNIC BENCHES, SEATING - GIFT TO HOLMBRIDGE CRICKET CLUB - IN LIEU OF GRANT	£1,083.30	£216.66	£1,299.96		GPC Localism Act 2011
			BACS	☐	RENTOKIL PROPERTY CARE	STAIRS REPLACEMENT - GIFT TO UPPERTHONG VILLAGE HALL - IN LIEU OF GRANT	£3,033.97	£606.79	£3,640.76		GPC Localism Act 2011
			BACS	☐	HUDDERSFIELD SAILING CLUB	GRANT - TOILET FACILITIES FOR CLUBHOUSE	£4,418.00	£0.00	£4,418.00		GPC Localism Act 2011
			BACS	☐	UPPERTHONG VILLAGE HALL	GRANT - REPLACE HALL STEPS	£3,640.00	£0.00	£3,640.00		GPC Localism Act 2011
			BACS	☐	FRIENDS OF HONLEY	GRANT - SEASONAL PLANTING OF OUTDOOR SPACES	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
			BACS	☐	HEPWORTH COMMUNITY ASSOCIATION	GRANT - AIR-TO-AIR HEAT PUMP FOR THE HALL	£2,500.00	£0.00	£2,500.00		GPC Localism Act 2011
			BACS	☐	SHARING MEMORIES	GRANT - ARTS PROJECT COSTS	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
			BACS	☐	FULL LIFE CHURCH FOOD BANK	GRANT - FOOD, TOYS, TOILETRIES FOR XMAS	£1,200.00	£0.00	£1,200.00		GPC Localism Act 2011
			BACS	☐	EPIKS	GRANT - ACTIVE TRAVEL PROJECT	£748.50	£0.00	£748.50		GPC Localism Act 2011
			BACS	☐	HOLMFIRTH FILM FESTIVAL	GRANT - VENUE HIRE FOR THE FESTIVAL	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
			BACS	☐	HOLME VALLEY CRYSTAL NEST	GRANT - THERAPY SESSIONS FOR SEND CHILDREN	£1,280.00	£0.00	£1,280.00		GPC Localism Act 2011
			BACS	☐	WOOLDALE WARBLERS	GRANT - TO SET UP A COMMUNITY CHOIR	£1,070.00	£0.00	£1,070.00		GPC Localism Act 2011
			BACS	☐	HEPWORTH HURRICANES	GRANT - NETBALL UNIFORMS/DRESSES FOR GIRLS	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
			BACS	☐	THE NEST HOLMFIRTH	GRANT - ROOM HIRE FOR MUM/BABY CLASSES	£1,440.00	£0.00	£1,440.00		GPC Localism Act 2011
			BACS	☐	PAST TRUISMS CIC	GRANT - YORKSHIRE DIALECT CLASSES	£415.00	£0.00	£415.00		GPC Localism Act 2011
			BACS	☐	HONLEY VILLAGE COMMUNITY TRUST	GRANT - HALLOWEEN AND CHRISTMAS PARTIES FOR CHILDREN	£380.00	£0.00	£380.00		GPC Localism Act 2011
			BACS	☐	FRIENDS OF HONLEY LIBRARY	GRANT - HONLEY LIBRARY BUILDING IMPROVEMENTS	£15,000.00	£0.00	£15,000.00		GPC Localism Act 2011
			BACS	☐	HOLME VALLEY TRANSPORT	ROLLING GRANT - PATIENT TRANSPORT (FROM EMR)	£1,000.00	£0.00	£1,000.00	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	HOLMFIRTH CHRISTMAS TEAM	GRANT - CHRISTMAS PROVISION	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
			BACS	☐	HONLEY BUSINESS ASSOCIATION	GRANT - CHRISTMAS PROVISION	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
			BACS	☐	KIRKLEES YOUTH ALLIANCE	GRANT - YOUTH WORK IN THE HV - #3 of 5	£5,000.00	£0.00	£5,000.00	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	YLCA	WEBINAR - CHAIRING SKILLS PART 1 AND 2 - CLLR 21	£73.00	£0.00	£73.00	F&M 2425 13	GPC Localism Act 2011
			BACS	☐	PRINCIPAL HYGIENE	SERVICE NAPPY UNITS	£60.00	£12.00	£72.00	F&M 2526 13	GPC Localism Act 2011
			DD	☐	E.ON NEXT	ELECTRICITY - HOLMFIRTH TOILETS	£45.30	£2.26	£47.56	F&M 2526 13	GPC Localism Act 2011
			DD	☐	KIRKLEES COUNCIL	SUSPENSION OF PARKING BAYS RE HOLMFIRTH TOILETS	£1,122.00	£224.40	£1,346.40	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	MAINTENANCE CONTRACTOR	EXPENSES	£112.00	£22.41	£134.41	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	MAINTENANCE CONTRACTOR	MAINTENANCE	£1,658.40	£0.00	£1,658.40	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	DOCUMENT LOGIC	PHOTOCOPYING	£79.50	£15.90	£95.40	F&M 2526 13	GPC Localism Act 2011
			BACS	☐	ENTERPRISE PRINT	BIG COMMUNITY CELEBRATION PRINTING	£114.00	£0.00	£114.00		GPC Localism Act 2011
			BACS	☐	WEST YORKSHIRE COMBINED AUTHORITY	HV MINIBUS SERVICE SEP	£1,908.00	£0.00	£1,908.00	F&M 2526 13	GPC Localism Act 2011
				☐			£67,829.71	£1,454.30	£69,284.01		

Holme Valley Parish Council

Reference Group on the Kirklees Council Local Plan Update

Notes of a meeting on Friday 5 September '25

Present: Adrian Barraclough (River Holme Connections), Mary Blacka (HVPC) – CHAIR, Pat Colling (HVPC), Margaret Dale (Holme Valley Vision), Stephen Dorril, Stan Driver (Holmfirth Conservation Group), John Queening (EcoHolmes CLT), Andy Wilson (HVPC)

Apologies: Caroline Godin (Honley Business Association), David Hardy (Honley Village Community Trust), Steve Ransby (HVPC), Cllr Jane Rylah (Kirklees Council + HVPC), Sarah Whitelaw (HVPC), Margaret Wadsworth (Honley Village Community Trust), Sarah Wells (Penistone Line Partnership)

1. Welcome and apologies

David Hardy had sent his apologies and explained that, for family reasons, he had to withdraw permanently from the Group. In his resignation email, David had said the he was “*in awe of the knowledge and dedication*” of Group members.

David's resignation leaves Honley short of representation. It was suggested that Ann Brook and/or Lorraine Needham Reid should be invited to join.

2. Notes of the previous meeting, Friday 25 July '25

The notes were agreed as true record.

3. Progress reports from Sub-groups

Mary Blacka sincerely thanked Sub-group members for submitting interim/progress reports. They had been collated into one document and circulated prior to the meeting. The result was, inevitably, patchy, with what might be almost final reports from some Sub-groups and very little from others. There was still time for Sub-groups, which have not been able to complete much work to date, to carry on and develop their reports.

Stephen Dorril had produced a response to the Sub-group progress reports and distributed copies to the meeting. [Copies of Stephen's response will be circulated with these notes.] Stephen outlined his ideas, which led to a lively discussion. Amongst the points made were:

- There are clear definitions of biodiversity
- Developers have been quick to trash the biodiversity of sites, eg on Woodhead Road and in Netherthong
- Kirklees has been slow to collect and distribute Section 106 monies
- Section 106 is a subjective process. The current system is an improvement on what has gone on before.
- We need to build upwards, to create change, in response to the heating-up of the

climate

- The need to plan for an ageing population, eg with longer crossing times at pedestrian crossings
- There is nothing in the progress reports about wild life
- Rent determines the cost of housing and rents have risen exponentially
- There is a shortage of small dwellings in the Holme Valley
- How can we get developers to build more small dwellings – a combination of the carrot and stick?
- Declaration of a 20mph zone across the Holme Valley
- Solar panels on reservoirs
- Emphasise cycling as part of the tourism offer

Updates from Sub-Groups.

Sub-groups were asked to comment on their progress reports.

9. River Holme Corridor (Adrian Barraclough)

The report submitted by River Holme Connections puts forward some principles, supported by data. If areas for development are identified along the river corridor, we should put forward some conditions and requirements.

We could hold Kirklees Council to account for the collection and use Section 106 monies. Kirklees Council does not have the capacity and will work with partners on. Section 106 can be used for a variety of purposes, including Biodiversity Net Gain (BNG) and active travel. Perhaps the Parish Council could review the use of Section 106 money. John Queening suggested that we could consider a timescale on the collection and use of Section 106 monies. There is a tendency to back-end the payment.

The Chair of the Parish Council Planning Committee, Andy Wilson, thought that this might be something that the Parish Council could explore. Adrian offered to supply information on Section 106.

Margaret Dale urged a note of caution. There are two problems with this suggestion. The first is that the Parish Council would be unable to police any conditions and the second is that Kirklees Council has difficulty in working with partners.

8. Transport + 7. Minerals

No further update at this point.

6. Housing (John Queening)

John urged the need to use robust statistics in our arguments, thus cutting out emotion. Whilst there has been expansion of housing in the Holme Valley, the infrastructure has been expanded.

There has been an elevation in in the expectations of what a life in a rural area should be.

5. Heritage (Stan Driver)

Localities should be treated as a heritage area, as there has been 600 years of occupation in the Holme Valley, with buildings re-built at intervals of several centuries.

4. Health and wellbeing

No further update at this point.

3. Greenbelt / greybelt (Andy Wilson)

Significant amounts of greenbelt land are being released for development in other local authorities. Jo Scrutton's team at Kirklees Council are assessing and grading greenbelt land, as a preliminary to the release of land for development.

Andy circulated a draft questionnaire on greenbelt land aimed at the public. The questionnaire would be circulated by a number of channels, including the HVPC facebook page. There was some discussion of the questionnaire and it was agreed that:

- Its remit would be widened
- It would be sensible to wait until we have the results of the Early Engagement Survey, before finalising the questionnaire

2. Farming and food security

No further update at this point.

1. Economy / business

The economy of the Holme Valley is different from that of the rest of Kirklees. The health and social care and land management sectors are bigger. There is a preponderance of professional consultants and micro-businesses. There is a circular economy within the Holme Valley.

4. Housing needs survey

The request from the Reference Group to the Parish Council, asking for a grant of £15,000, to carry out a Housing Needs Survey for the Holme Valley, is on the agenda of the Full Council meeting on Monday 8 September '25.

If the request for the full amount is turned down, it might be possible to adopt a staged approach, using a lower amount of cash.

5. Request for the Reference Group to report to Full Council, rather than the Planning Committee

This request is also on the agenda of the Full Council meeting on Monday 8 September '25. The reason for this request is that the remit of the Reference Group is much wider than that covered by the Planning Standing Committee.

6. Questions for Jo Scrutton, Kirklees Council, at the October meeting

- Outcome of the Early Engagement Survey
- What reports have been commissioned?
- Greenbelt / greybelt survey – progress on this?
- Publication timetable – can we have the planned dates for the publication of all consultation reports?

Margaret Dale, as our prime contact with Jo Scrutton, will convey these questions to her.

7. Any Other Business

There was no other business.

9. Date of next meetings

- **Friday 3 October '25, at 3-00pm:** We will be joined by Jo Scrutton.
- Friday 7 November '25, at 3-00pm
- Friday 5 December '25, at 3-00pm

ACTION

Andy Wilson to raise the possibility of reviewing the collection and use of Section 106 monies, within the Planning Standing Committee. [**Adrian Barraclough** will be able to provide facts to support this.]

Holme Valley Parish Council

Reference Group on the Kirklees Council Local Plan Update

Notes of a meeting on Friday 3 October '25

Present: Mary Blacka (HVPC) - CHAIR, Margaret Dale (Holme Valley Vision), Stan Driver (Holmfirth Conservation Group), Caroline Godin (Honley Business Association), John Queening (EcoHolmes CLT), Andrew Robertson (Holmfirth Cycling Club), Sarah Whitelaw (HVPC)

Apologies: Adrian Barraclough (River Holme Connections), Pat Colling (HVPC), Stephen Dorril, Steve Ransby (HVPC), Cllr Jane Rylah (Kirklees Council + HVPC), Margaret Wadsworth (Honley Village Community Trust), Sarah Wells (Penistone Line Partnership), Andy Wilson (HVPC)

1. Welcome, apologies and introductions

Andrew Robertson from Holmfirth Cycling Club was welcomed to his first meeting and there was a round of introductions.

Reference Group members had already been told that Jo Scrutton would not be attending the meeting. Jo felt that there was little concrete to report, as Kirklees Council Officers are waiting for the release of key documents by central government. Jo's absence would give those present the chance to consider the future of the Group and the way in which it was working.

2. Notes of the previous meeting, Friday 25 July '25

The notes were agreed as a true record.

Matters arising from the minutes:

3. Progress reports from sub-groups

9. River Holme Corridor: Adrian Barraclough had circulated the list of S106 funded projects across Kirklees. Andy Wilson will take this up within the HVPC Planning Committee.

4. Housing needs survey

- The request to the Parish Council for a special grant of £25,000 to carry out a local housing needs survey had been turned down
- The Strategic Housing Market Assessment (SMHA) being used by Kirklees Council was carried out in 2024 and was an update of a previous 2025 survey. The document should be available to the public.
- The figures in the SHMA are derived from demand side figures, supplied by estate agents etc. They are predicated on economic growth, drawing in new populations, which will require up-market housing. The economic growth has not happened.
- There is a great contrast between what is being built and what people need.
- Demand at the bottom of the market has been woefully underestimated.

- Population projections from ONS are that the greatest growth locally will be in older people, whilst in North Kirklees the greatest growth will be in younger people.

3. Future focus for the Reference Group - timescales

It was agreed that the Group should continue to work as it had been doing, with the aim of being able to make a robust representation to Kirklees Council, on what is needed in the Holme Valley and that this representation should be made well before December 2026, which is the postponed date for the publication of the Draft Plan.

There were some slightly differing views about where we should direct our energies;

- We need to be careful to expend our energies in ways that are productive. It would be a waste of effort to push on areas in which nothing will move. We need to ask Jo Scrutton which areas are going to be covered by the Local Plan.
- Kirklees Council is not treating all conservation areas the same. We must respect the context in which change will take place.
- Sometimes we need to say things because they have to be said. A lot of the points we want to make are not dependent on national guidance.

It was agreed that the submission to Kirklees Council would not be a one-off hit. There should be a continuing dialogue, throughout the development process of the updated local plan. The Early Engagement Survey, had 700 responses. We need the feedback.

Decisions

- All sub-groups should be requested to send an update report for the November meeting + an indication of when their work would be finished
- Sub-groups would be asked to use the previously issued framework for their responses. This be re-circulated with the notes of the meeting.
- There will eventually be a diagram, showing the relationship between the sub-areas.
- Whilst all sub-groups will address biodiversity and climate change in their responses, there will also be a separate section on these issues

4. Progress reports / Updates from Sub-Groups.

5. Heritage (Stan Driver)

Stan circulated a map of the Holme Valley, "*drawn from one surveyed in the reign of King Henry the Fifth*". in which current settlements are already clearly visible.

1. Economy / business (Margaret Dale / Caroline Godin)

Margaret had used Chat GPT to explore the issue of where to put new houses. The two specific questions she posed "Write me an economic strategy" and then "Write me an industrial plan" had resulted in very different answers but there was some useful information.

2. Farming and food security (Sarah Whitelaw)

Margaret briefly reported on the 63 responses to the survey on food shopping, which was carried out at the Food and Drink Festival. This was, of course, not a representative sample of course but respondents top two requirements were Quality and Product Range. There were a lot of mentions of on-line shopping and supermarkets,

5. Consulting the community – Big Community Celebration, 8 November '25

There is some very useful material from the Local Government Association (LGA) and the National Association of Local Councils (NALC) which could help in making the case for what people want. This could be helpful to other sub-groups.

The Parish Council's Big Community Celebration is on Saturday 8 November. Last year a similar event attracted over 800 visitors. This will provide a good opportunity for sub-groups to consult residents. It was agreed that Margaret Dale and Mary Blacka should meet to consider how this might best be done. Using a QR code would be a good idea.

6. Any Other Business

There was no other business.

7. Date of next meetings

- Friday 7 November '25, at 3-00pm
- Friday 5 December '25, at 3-00pm

ACTIONS

Task	Who
Raise the use of S106 monies within the Parish Council area, within the HVPC Planning Committee	Andy Wilson
Liaise with Jo Scrutton over: • Feedback from the Early Engagement Survey • Any other documents that could be shared with the Reference Group • Areas to be covered by the Local Plan Update • Jo's possible attendance at the October meeting	Margaret Dale
Meet to consider how best to consult residents during the Big Community Celebration	Margaret Dale / Mary Blacka
Sub-groups to have a report on progress ready for the next meeting and an indication of when their final report will be finished.	All



Holme Valley Parish Council

The Civic, Huddersfield Road, Holmfirth HD9 3AS

Email: clerk@holmevalleyparishcouncil.gov.uk

Tel: 01484 687460



Grant Application Form

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

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

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

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

Towards improvements to make the Honley Library building energy efficient – as per program (below).

1	Contact Details
Name of organisation	Friends of Honley Library
Address	The Library West Avenue Honley Holmfirth
Postcode	HD9 6HF
Contact person	
Position in group	volunteer
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2

About your organisation

What sort of group are you? - put an 'x' in the box	- Unregistered community group ☐ - Registered charity ☒ - Other (please state) ☐										
Charity Registration No	1181829 If applicable										
When did the group start?	01/06/2013										
How many people are involved in running your group?	<table border="1"> <tr> <td>Trustees</td> <td>9</td> </tr> <tr> <td>Unpaid Management Committee</td> <td>7</td> </tr> <tr> <td>Paid F/T Staff</td> <td>0</td> </tr> <tr> <td>Paid P/T Staff</td> <td>0</td> </tr> <tr> <td>Volunteers (excluding Management Committee)</td> <td>23</td> </tr> </table>	Trustees	9	Unpaid Management Committee	7	Paid F/T Staff	0	Paid P/T Staff	0	Volunteers (excluding Management Committee)	23
Trustees	9										
Unpaid Management Committee	7										
Paid F/T Staff	0										
Paid P/T Staff	0										
Volunteers (excluding Management Committee)	23										

3

Your Finances (your last full financial year)

Financial Year	2024/25
Income	£20965
Expenditure	£11094
Reserves held	£5570
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	Reserves are earmarked for replacement windows and roof lights

4

Your Bank Account

If your group does not have its own bank account, are you planning to use the bank account of another organisation with its permission? (Delete as needed)	YES	
---	-----	--

Account Name	[REDACTED]
Sort Code	[REDACTED]
Account Number	[REDACTED]

Outline the project that you are seeking a grant for

We have a planned program of improvements to the energy efficiency of the building. As trusted partners of FoHL, we feel it would be helpful to provide an overview of the plans, with costs where known.

1. To replace the roof lights and remaining 4 windows with double-glazed units including those in the roof of the building. We have been making improvements to the building since it was transferred from the Council in a poor state of repair. We have recently replaced 2 more single-glazed windows (5 in total) and this will be our next phase of work to complete this project.

The windows and roof lights are ill-fitting and single glazed, with internal wrought-iron scrolls feature that reduces daylight and have started to leak in one area and are no longer fit for purpose. They are not energy efficient and so do not keep the building warm, and even on a sunny day restrict daylight therefore needing all the lights to be switched on, thereby incurring large energy costs for our charity (around £5,000 per year-1/3rd of our annual budget). We developed our building plan through analysis of local need, if we can improve the energy efficiency (and therefore reduce heating/ lighting costs) of the library, we feel we would be able to meet another of the community 'asks' to open the library for more weekly sessions.

The quotes for these are:

4 remaining windows £5,856

2 roof lights £17,688.73

Total £23,544.73

Less a grant £1,500 secured from Kirklees Members Local Project Fund (included in income figure at section 3 above)

Balance = £22,044.73

2. To replace the front door, remove the side cupboards and install an additional door to prevent heat loss every time someone enters or leaves the building. Our Trustee Malcolm Ellis, a retired Chartered Surveyor estimates the cost would be approx. £15,000.
3. To upgrade boiler and radiators.
4. To install Solar panels.

Why do you feel your project is worthwhile?

Replacing the ill-fitting roof lights and windows, replacement of the entrance door and replacement of our old boiler and installing solar panels are all part of a long-term plan of improvements to energy efficiency and sustainability in order to secure the future of the community library space.

We developed our building plan, including our plans for the extension, through analysis of local data showing the needs of our community. We consult regularly within the local community to ensure that our plans continue to meet the need. Our active volunteers (over 30) live locally and work in the library delivering services and taking feedback, all of which is used to refine our plans. We share updates on our social media and via the local 'Honley Flyer' newsletter. HVPC provide a grant of £15,000 per year to FoHL to run and maintain the library. We have been able to fund 5 of the replacement windows thus far using a combination of grants (£4,000) and budgeting from this and last year's grant. The cost to replace the remaining

windows and roof lights (c£22K) is not achievable in this way, and our other energy efficiency projects will need substantial investment.

All of the above are essential if we are to develop the library as a comfortable and welcoming space. These projects would allow us to reduce the amount currently spent on energy and divert the funds to projects that directly benefit the community. E.g. an increase in the popular school holiday activities at cost, and to increase the number of sessions to offer a warm space.

How will your project benefit the people of the Holme Valley?

The Parish Council can only give out grants that directly benefit the people of the Holme Valley

Many of our users spend a considerable amount of time in the library (up to 2 hours) and we continue to make it a warm and welcoming space for them. If we can reduce energy costs, we can meet the community 'ask' to open for longer, including a late night once a week and all-day Saturday.

There are no longer any Council run services in Honley. Huddersfield (with Council services) is our nearest town, and there is one train per hour (with a 25 minute uphill walk to the station). The bus service is unreliable and infrequent. There are several small and isolated surrounding villages that also use our library.

The library is well-used and is gaining new library members every month. Last year (2024) footfall was 22,267, an increase of over 1,100 on 2023 (21,112) and over 5,600 on 2023 (16,621). In 2023 we held 234 events and in 2024 this increased to 291 events which are requested by the community and are always well attended.

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

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

87% of our population are in the lower half of the income, education and employment deprivation indicators (OCSI local insight report from 2021 census) and 15% of our residents dwell in the most deprived 10% of all the nation's neighbourhoods. 100% of residents are in the lowest half of the deprivation ranking under the domain of 'Barriers to Housing and Services', reflecting the remoteness of our residents from the Kirklees services. The 65+ age group is higher than the national average (24.7% v 18.4%) and this is reflected in our user information.

Regular users of the library and services are:

- Very young children and babies with a parent
- School aged children accompanied by a parent, and often a single parent at the weekend
- Schools and local children's groups, e.g. Squirrels, pre-school settings, children from the local specialist provision at our high school
- Children with additional needs parents support group meet monthly
- Adults – mainly for library lending and our specific activities, access to newspapers and magazines and use of computer facilities and printing/photocopying
- Older adults who use our IT support, and come to the social events and opportunities that are available.

Please see our video <https://www.youtube.com/watch?v=uqwXwCU-0Rs> in which some of our users explain why the library is so important to them. While our offer is a universal one, we know that the greatest level of need in our community is among young parents and their pre-school children, and our older residents. Our activities for young children are very well attended, and allow time for parents to meet up and chat afterwards. Regular users include very young children and babies with a parent/grandparent/carer, school aged children accompanied by a parent, and often a single parent at the weekend. Schools and local children's groups, e.g. Squirrels, pre-school settings, children from the local specialist provision at our high school.

Our older residents cite the access to IT (with support when needed) plus the opportunity for them to have some social engagement as being the reasons that they come to the library. Many enjoy our specific activities and regular talks, access to newspapers and magazines and use of computer facilities for printing/photocopying.

How will your project address the ongoing climate emergency?

The transfer of the library saved it from closure in the short term; our aim is to secure long-term financial viability. With rising energy costs and a limited budget, we are implementing measures to make the building more energy/cost efficient, and the remaining windows and roof lights plus other improvements will make a significant difference.

All projects on our energy efficiency plan will make the building warmer and therefore more welcoming/comfortable for our users. With reduced energy costs, we will be able to open the library for additional sessions (meeting the needs of our users to access the facilities).

6

Grants from Holme Valley Parish Council

Put an "X"

Grant 1: Assets Grants

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

X

Grant 2: Community Benefits Grants

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



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

7

Your Project Budget Plan

Item	Cost	Where will the funding come from? reserves, fundraising, donations, other grant awards or Holme Valley PC	Amount requested from the Parish Council
------	------	---	--

Remainder 4 windows	£5,856.00	£1,500 from grant	£4,356.00
2 roof lights	£17,688.73	Reserves of £5,570	£12,118.73
New Entrance	£15,000		£15,000
Replacement boiler	£19,945	nil	19,945
Replacement radiators	Not costed	nil	
Solar panels	£10,995		10,995
Project Total Cost	£69,484.73	Total amount requested from HVPC	£15,000

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

1. Npower – decision April 2025 for £19,999 – refused ‘over subscribed’
2. Asda Foundation – May 2025 for £15,919 – decision refused ‘over subscribed’.
3. Freemasons – June 2025 for £4,356 – decision pending (Aug).

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

YES. We receive £15,000 annual grant towards the running costs of the building.

Please give details

8 Documentation

Please ensure you enclose the following with your application:

1. This Application form	YES
2. Your constitution or group rules (if you have them, if not please describe your management structure on a separate sheet)	YES
3. Last 3 years accounts (if you have them)	YES
4. Copy of bank statements for the last 6 months	YES
5. Copies of written estimates/quotations for capital purchases (if relevant)	YES

6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES
7. Anything else: -	YES NO N/A

9 Declaration	
• I am authorised to make the application on behalf of the above organisation. • I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded. • I have filled in every section of the application form. • I certify that the information contained in this application is correct. • If the information in the application changes, I will inform the Council. • I give permission for the Council to record the details of my group electronically and to contact us by phone, mail or email regarding this application. • If the application is successful, I give permission for the Council to publicise the project in the local media and on its website. • I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within two months of completion. This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.	
Name	
Signature	
Date	25/07/25

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

For internal use only	
Date application received	
Application meets criteria	Yes / No
Name of Committee reviewing application	
Date of meeting	
Minute number	

Grant awarded	Yes / No
Amount awarded	
Legal power under which award is made	
Date applicant is notified by email/phone of the outcome	
Date when formal letter of award is posted	
Date when payment is made	
Date blank Grant Audit Form is posted	
Date completed Grant Audit Form received	
or Date report received after project is complete	

Briefing Paper - Managing Social Media Comments and Escalation Procedure

1. Purpose

This paper sets out the case for adopting a clear procedure to manage negative or abusive social media comments directed at the Council, staff or councillors. It presents options for how such a procedure could be formalised, alongside recommended next steps.

2. Background

- Social media provides a valuable opportunity for the Council to share information and engage with the community.
- Alongside constructive feedback and comment, we are increasingly seeing:
 - False or misleading allegations (including anonymous or “ghost” accounts).
 - Insults directed at councillors.
 - Accusations of mismanagement or fraud.
- While robust debate and feedback are part of public life, repeated abusive or defamatory behaviour risks reputational damage, undermines councillor wellbeing, and can consume significant officer time.

3. Current Position

- The Council already has a [Media and Communications Policy](#) and operates under the [Councillor Code of Conduct](#).
- Neither document sets out in detail how to respond to unacceptable social media comments from members of the public, nor the thresholds for escalation (removal, blocking, reporting to platforms or legal action).

4. Good Practice

- National guidance (NALC, SLCC, Civility & Respect Project) recommends councils adopt a **clear, tiered procedure** for handling online abuse, including:
 - Defining unacceptable content (abuse, harassment, defamation, threats, hate speech).
 - Assigning responsibility for moderation (typically the Clerk or a nominated officer).
 - Keeping records of any action taken.
 - Having a proportional escalation framework: warning → removal → blocking → reporting → legal/police referral.
 - Publishing a visible policy so residents understand the ground rules.

5. Options for HVPC

A. New Standalone Social Media Conduct & Escalation Policy

- A concise policy, based on NALC/SLCC models, covering acceptable conduct, moderation process, escalation, and appeals.
- Easier to review/update as a separate document.

B. Amend Existing Media and Communications Policy

- Insert a new section on “Social Media Conduct and Escalation”.
- Keeps all communications guidance in one place but may make the document longer.

6. Recommendations

- Adopt a standalone Social Media Conduct & Escalation Policy, drafted in the same style as the Media & Communications Policy, drawing directly on NALC/SLCC model wording (An initial draft is included with this paper).
- Delegate moderation decisions to the Assistant Clerk, with escalation to Full Council for serious cases.
- Publish the policy on the HVPC website alongside the existing Media and Communications Policy.
- Review effectiveness after 6 months and decide whether to merge into the Media & Communications Policy or keep as a standalone document.

Social Media Conduct & Escalation Policy

(Draft for Full Council approval – October 2025)

1. Purpose

Holme Valley Parish Council uses social media to share information, engage with residents, and support community dialogue.

This policy sets out:

- The standards of conduct expected in online engagement with the Council.
- The procedure for moderating, removing or escalating unacceptable comments.
- Guidance for councillors and staff when engaging online.

2. Principles

- The Council welcomes feedback, questions, and constructive comment from residents.
- Debate and differing views are part of healthy democracy.
- Abuse, harassment, defamatory statements, or repeated vexatious behaviour will not be tolerated.
- The Council will act proportionately, fairly and transparently in addressing unacceptable conduct.

3. Scope

- This policy applies to all Council-operated social media accounts.
- It also covers comments directed at the Council, staff, or councillors in their official capacity.
- Private accounts of councillors remain their personal responsibility but must comply with the Councillor Code of Conduct.

4. Moderation and Escalation Procedure

The Council will act proportionately, following a clear tiered process:

Level	Action	Examples
1. Monitor	Comments are monitored regularly. Constructive feedback and non-problematic off-topic comments are left visible.	General questions, suggestions, minor off-topic remarks.

2. Advise / Warning	If a comment is inappropriate but not abusive, the poster may be reminded of the Council's rules for engagement.	Snide remarks, provocative tone, borderline inappropriate behaviour.
3. Removal	Comments containing abuse, harassment, defamatory statements, or offensive language will be removed.	Personal insults, false allegations, discriminatory language.
4. Block / Report	Repeat or serious offenders may be blocked from the Council's social media channels and/or reported to the platform.	Persistent trolling, impersonation, hate speech, spam, organised flooding of posts with hostile comments ("brigading").
5. Legal / Police referral	Where behaviour constitutes harassment, intimidation, or a credible threat, the matter will be referred to the police and/or legal advisors.	Threats of violence, ongoing harassment, defamatory campaigns.

A record will be kept of all actions taken at Levels 2–5.

Where practical, the person concerned will be sent a short message explaining:

- What action has been taken (e.g. removal, block, report).
- The reason for that action with reference to this policy.
- How they may raise any concerns with the Clerk if they feel the action was taken in error.

5. Definition of Unacceptable Conduct

Unacceptable conduct includes but is not limited to:

- Abusive, discriminatory, or threatening language.
- Personal attacks on councillors, staff, or other members of the public.
- Defamatory or knowingly false allegations.
- Spam, trolling, or repeated posting of the same message.
- Content that breaches platform terms of service.
- Coordinated campaigns ("brigading") – where multiple accounts flood posts with hostile or disruptive comments, often organised externally.

6. Guidance for Councillors and Staff

When engaging with the public online in an official capacity, councillors and staff should:

- Be respectful and professional – treat online comments as if they were made in a public meeting.

- Respond to feedback, not provocation – engage with genuine questions and feedback, but avoid responding to trolling or personal attacks.
- Stick to the facts – correct misinformation calmly and accurately; avoid speculation.
- Avoid personal disputes – disagreements on public platforms are rarely resolved amicably and carry reputational risk for individuals and the Council.
- Know when to disengage – if a thread becomes heated or abusive, stop replying and notify the Clerking team.
- Protect your wellbeing – report abusive messages; councillors and staff are not expected to tolerate abuse.
- Recognise the limits of engagement – some individuals are not open to persuasion and may simply seek attention. It is often more effective to step back than to continue debating.

7. Responsibilities

- The delegated officer will act as moderator, applying the escalation procedure.
- Councillors and staff are expected to follow the guidance above and report any incidents promptly.
- The Council will review this policy every 12 months or sooner if needed.

8. Review

This policy will be reviewed six months after adoption to assess its effectiveness, and then annually.

HCTAP Engagement Plan

August 25



What we're trying to achieve

Purpose

To ensure clear, consistent, and timely communication and engagement with all stakeholders particularly local town centre businesses, residents, and Holme Valley South Ward Councillors during the construction works for Holmfirth Town Centre Access Plan, minimising disruption and maintaining trust and support throughout the project lifecycle.

This will help set out a framework for future place-based engagement across the district.

What success looks like

Objectives

- Clear, timely, and accessible communication to residents, businesses, and Ward Councillors
- Keep stakeholders informed of progress, changes, and milestones
- Ensure transparency, trust, and effective issue resolution
- Maintain positive council reputation and community confidence
- Ensure compliance with project standards on responsiveness and notice periods

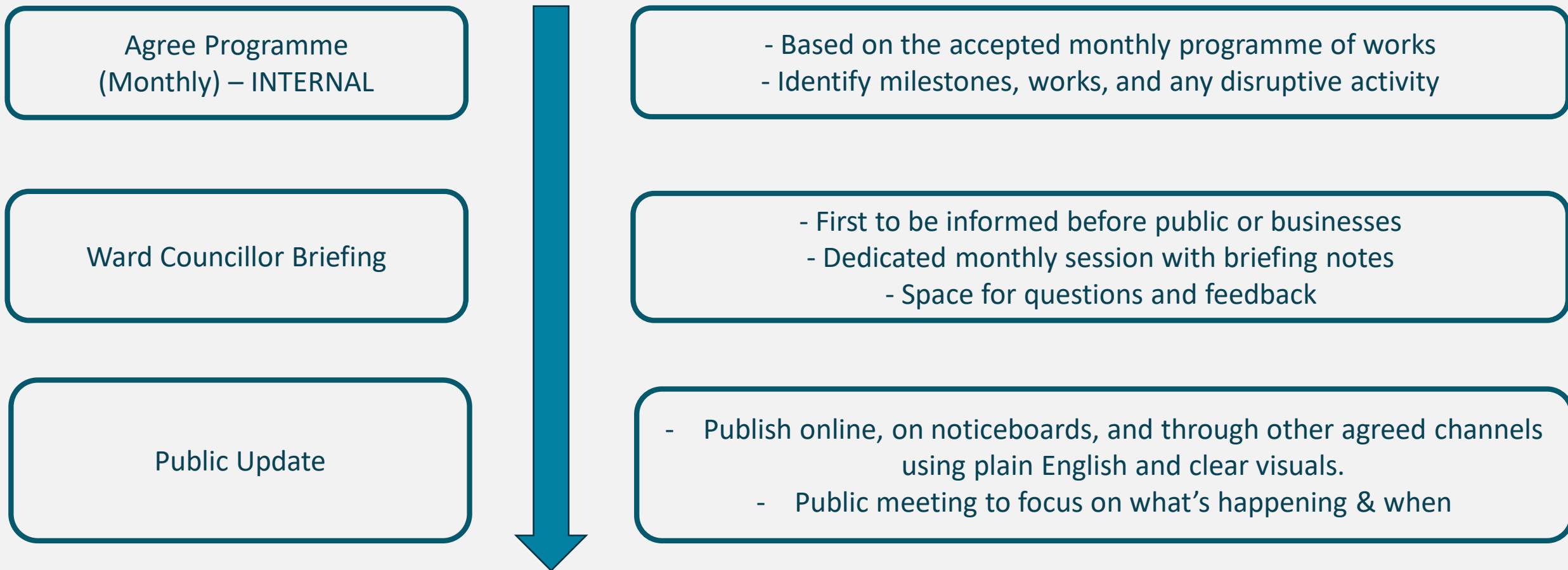
Success

- Regular, plain-English updates (monthly newsletters, website updates)
- Proactive community engagement (monthly session and walkabouts)
- Accessible information on key milestones & forward planning (including programme outlook)
- Timely and clear response to enquiries and issues, tracked through escalation routes
- Targeted urgent alerts via WhatsApp to key stakeholders (exceptional circumstances only)
- Positive feedback from community & Councillors; minimal complaints escalated

Engagement Plan – during construction

Channel	Frequency	Purpose	Format	What's changing
Newsletter	Monthly	Core update: plain-English summary for councillors, businesses, and residents. Visibility & accountability via updates on forward and achieved milestones	Website, Social Channels, Library Noticeboard Headings: Progress on site, 4 weekly look ahead , Forward look – 6 months (key milestones), Community engagement opportunities, Access & Deliveries, Key Reminders, Meet the team, Stay in Touch	<i>Amalgamation of Newsletter and Noticeboard bulletin</i>
Public meeting	Monthly	In-person meeting to discuss progress and forward plan	In-person, open invite, Chaired by Senior KC Officer	<i>New. To follow Newsletter</i>
Holme Valley South Ward Councillor Briefings	Fortnightly	Inform: Give accurate, up-to-date information on progress, upcoming works, and community impacts before it goes public. Equip: Provide clear talking points, FAQs, and materials so they can confidently answer resident and business queries. Engage: A chance to raise issues from constituents and feed those into the project team.	Monthly meeting with two weekly update via email	<i>Monthly meeting before public update</i>
Drop-in session *trial*	Weekly	To provide an accessible point of contact for residents and businesses to raise concerns, receive updates on the works, and ensure issues are logged and escalated appropriately.	Holmfirth Library, 1hr, same time every week Trial for a 4-6 weeks and review	<i>New – chance for people to talk about project</i>
Business engagement	Weekly	Direct engagement for issue resolution and feedback gathering	Physical walk around of businesses – PLO and KC officers	<i>Already ongoing</i>
WhatsApp / Text Alerts	As needed	Urgent changes, safety concerns, last-minute updates; shared with councillors & businesses		<i>Already ongoing</i>
Website / Social media	Continuous (checked fortnightly)	Live and archived project info, FAQs, milestones, disruption maps		<i>Already ongoing</i>

Engagement – Monthly Cycle (during construction)



Minimum Standards / Targets (to be agreed)

- Enquiries responded to within 5 working days.
- Minimum 10 working days' notice for any major change to access, deliveries, or parking.
- Disruption notices must include what's happening, why, duration, and point of contact.
- Emergency works: as much notice as possible with follow-up explanation.
- Publish detailed works info on One Network at least 2 weeks in advance.
- Maintain library noticeboard updated monthly
- Weekly Review of TM placement & requirement
- Senior Officer present at monthly drop-ins.
- Project Manager attends monthly Ward Councillor briefing session to provide an update.
- Any information should be shared with Ward Councillors 1 day prior to being disseminating to the public.

Onsite presence:

- PLO – 3 days a week
- Highways PM – Minimum 2 days a week
- Senior Officer – 1 day a month

Engagement Plan – Responsibilities (during construction)

Role	Key Responsibilities	Key Actions / Deliverables
Highways / Construction Project Manager	- Own and collate all relevant project information - Technical lead supporting community & stakeholder engagement alongside PLO - Ensure site standards & compliance - Coordinate with contractors and council teams	- Collect and provide timely project updates for communications - Provide information to support liaison - Facilitate fortnightly briefings and weekly site checks - Attend drop-ins and walkabouts
Public Liaison Officer (PLO) (3 days/week)	- Act as frontline community contact - Monitor day-to-day issues and feedback - Support Project Manager in community relations and issue resolution	- Respond to business/resident enquiries within agreed timescales - Attend drop-ins and walkabouts - Collect and escalate issues to Project Manager and Senior Officer - Manage communications channels like feedback form, WhatsApp etc - Manage offline channels (library noticeboard, hoardings)
Strategic Lead - Regeneration (Oversight & Reputation)	- Ensure standards & expectations are met across the project - Represent council at community meetings - Oversee escalation and resolution of critical issues	- Review compliance with service standards - Attend monthly drop-in sessions for senior engagement - Act as escalation point for unresolved issues - Support Communications Officer in messaging and community reassurance - Provide periodic reports to council leadership
Communications Officer	- Strategy and channels and measurements for impact - Develop and deliver all project communications (information / content from others) - Maintain public info channels - Coordinate with Project Manager for accurate updates - Promote positive messaging and engagement	- Produce fortnightly bulletins, 6-weekly blogs, and manage website updates - Support offline channels (library noticeboard, hoardings) - Coordinate urgent alerts (WhatsApp/text) - Support businesses via featured promotional material.
Project Officers (Regen, Major Projects, Business, Act Citizen & Place)	- Weekly walkarounds for town tidiness and issue identification - Support council presence on-site - Face to face reassurance and feedback on actions raised	- Conduct weekly site visits to ensure clean, safe environment - Report issues to Project Manager and Strategic Lead for action



Everyone is
invited to
register their
garden.



EMERSONS GREEN
TOWN COUNCIL



SCAN ME

What is a Community Nature Reserve?

The idea is that we should think of the whole Town Council as a nature reserve, welcoming wildlife among us, including our own private gardens. Residents who are willing to do something special for wildlife, no matter how small are invited to register their gardens.



What can I do?

There are lots of ways of making a garden wildlife friendly and we can all do it in different ways. You may be able to create a pond, plant some trees, sow some wildflowers, let the grass grow, make a bird box, or make a hole in the fence for hedgehogs. Even a pot of flowers on a balcony is great for pollinators.



How do I join?

Pick up a registration form [here](#) and get it to the Town Council office or your local Councillor. You can also register [online](#).

Emersons Green Town Council, Westerleigh Road, BS16 7AN.



Welcome!

We are delighted to confirm that your garden is now registered as part of our new community nature reserve and is an important part of this initiative to welcome wildlife into the area.

Please find a window sticker that you can display in your window, if you would like to, and a packet of seeds. If you can't find a space for the seeds, please pass them on to someone who can use them.

You can keep up to date with progress and share your experiences of wildlife through our Facebook group EGTC Community Nature Reserve. There is also information about the Community Nature Reserve on the Emersons Green Town Council website.

We often run events to encourage participation in the nature reserve.

Please spread the word about the Community Nature Reserve in whatever way you are able. We would love to recruit many more gardens.

Best wishes,

Bobbie Sunderland

Bobbie.Sunderland@emersonsgreen-tc.gov.uk



EMERSONS GREEN
TOWN COUNCIL



SCAN ME

<https://emersonsgreen-tc.gov.uk/things-to-do/community-nature-reserve/>



Autumn Gathering

4TH OCTOBER

2PM - 4:30PM

Emersons Green Village Hall

Photography
Competition
2025



EXHIBITION AND
PRIZE GIVING

CHELSEA STYLE GARDEN



YOU CAN WALK
THROUGH

LIVE MUSIC
REFRESHMENTS
PLANT AND SEED SWAP
KIDS PLAY AREA
CRAFTS AND ACTIVITIES





Community Nature



Reserve



Registration Form



Join a community with over
200 gardens registered.



<https://emersonsgreen-tc.gov.uk/things-to-do/community-nature-reserve/>



Community Nature



Reserve



Registration Form



Join a community with over
200 gardens registered.



<https://emersonsgreen-tc.gov.uk/things-to-do/community-nature-reserve/>

REGISTER YOUR GARDEN

NAME:	
EMAIL:	
ADDRESS:	
POSTCODE:	
SIZE OF BACK GARDEN (sqm)	
SIZE OF FRONT GARDEN (sqm)	

• Please tell us about the wildlife visiting your garden (eg birds, foxes, bats, hedgehogs, frogs, lizards, insects, including bees etc)	• Tell us about what you have done to encourage wildlife
--	--

Trees	Flowers	Water feature	Bird Bath	Hedgehog friendly fences
Bushes	Long grasses	Dead wood pile	Bird Feeder	Compost
Wildflowers	Pond	Piles of leaves	Bug hotel	Bird Box

Email the form to clerk@emersonsgreen-tc.gov.uk or hand in to the , Village Hall or Town Council office on Westerleigh Road.

Keep up to date

Please tick this box to be kept up to date with news relating to the Community Nature Reserve. (We will not share or disclose any of your personal information without your consent or the location of your garden. We will only use your email address to contact you about the Community Nature Reserve.)

REGISTER YOUR GARDEN

NAME:	
EMAIL:	
ADDRESS:	
POSTCODE:	
SIZE OF BACK GARDEN (sqm)	
SIZE OF FRONT GARDEN (sqm)	

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Terms of Reference

Kirklees Community Governance Review

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Terms of Reference, Kirklees Community Governance Review

1. Introduction

1.1 Kirklees Council has resolved to undertake a Community Governance Review (CGR) of those areas of Kirklees which are currently parished and relevant adjoining land.

1.2 In undertaking the Review, the Council will be guided by:

- Part 4 of the Local Government and Public Involvement in Health Act 2007
- The relevant parts of the Local Government Act 1972
- Guidance on Community Governance Reviews issued in accordance with section 100(4) of the Local Government and Public Involvement in Health Act 2007 by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010
- The following regulations which guide, in particular, consequential matters arising from the Review: Local Government (Parishes and Parish Councils) (England) Regulations 2008; Local Government Finance (New Parishes) Regulations 2008

1.3 Section 81 of the Local Government and Public Involvement in Health Act 2007 requires the Council to publish its Terms of Reference in a Review.

1.4 These terms of reference set out how the review will be conducted and the matters on which the review is to focus.

2. Why is the Council carrying out this Community Governance Review?

2.1 Guidance on CGRs from the Local Government Boundary Commission for England states that it is good practice for a principal council to consider conducting a review every 10-15 years. The last CGR in Kirklees took place in 2008/9.

2.2 The Local Government Boundary Commission commenced a full electoral review of the Kirklees District at the beginning of 2023 and published its final recommendations in December 2024.

2.3 The Commission have not amended the parish wards as part of their review; however, they have moved a small area from Dewsbury South ward to Kirkburton ward and a small area from Ravensthorpe into the Mirfield ward. Until a Community Governance Review takes place and formally resolves, these small areas will need to remain separate from the Parish Councils in Kirkburton and Mirfield.

2.4 It is therefore considered by Council an appropriate time to review arrangements for community governance within the area.

3. What is a Community Governance Review?

3.1 A CGR is the process that is used to consider parish arrangements. A CGR is carried out by the principal council and is used to look at the whole or part of the district.

4. Scope of the Review

4.1 The review will focus on those areas of Kirklees which are currently parished and relevant adjoining land, to enable us to consider if any changes are needed to existing parish arrangements.

4.2 The Review will consider whether community governance arrangements within the areas under review are:

- reflective of the identities and interests of the community in that area; and
- effective and convenient to the community in that area

4.3 and make recommendations with regard to:

- Creating, abolishing, merging or altering parishes
- The naming of parishes and the style of new parishes
- The electoral arrangements for parishes including the ordinary year of election, the number of councillors to be elected to the council; and parish warding; and
- Grouping of parishes under a common parish council or de-grouping existing parishes

4.4 In doing to, the review is required to take into account:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish

5. What is meant by the term Community Governance?

5.1 The term 'community governance' is used to describe the variety of ways in which local communities are able to take more responsibilities for local issues affecting their area. A key aspect of community governance is community empowerment, and the ability of local people and organisations to see through specific projects to tackle local issues.

5.2 In parished areas, both the principal council and the parish council have a formal democratic role in terms of community governance. However, a variety of different structures and organisations can also contribute to community governance at a local level - including, for example, local residents' associations and community or neighbourhood forums, all of which make a distinct contribution to the community.

5.3 The review needs to take into account all current and any future plans for community governance in making recommendations about parish arrangements.

6. What do Parish Councils do?

6.1 Parish Councils represent the most local form of government and can own land and assets, employ staff and provide services at a local level. They can raise funds to meet the costs of

administration and provision of services through setting a precept which forms part of council tax bills levied on council taxpayers in the parish.

6.2 Parish councils can take different forms but usually are made up of local people who stand for election as parish councillors to represent their area, with elections taking place every four years. They can be the voice of the local community and work with other tiers of government and external organisations to co-ordinate and deliver services and work to improve the quality of life in the area.

7. Parish governance in our area

7.1 At present, there are five parish and town councils in Kirklees:

- Denby Dale Parish Council
- Holme Valley Parish Council
- Kirkburton Parish Council
- Meltham Town Council
- Mirfield Town Council

7.2 Of these, four are divided into parish wards. A map of the areas which are currently in a Parish is attached at Annex 1.

7.3 The Council believes parish councils play an important role in terms of community empowerment at the local level and wants to ensure parish governance in our district continues to be robust and representative. Furthermore, it wants to ensure there is clarity and transparency to the areas parish councils represent and that the electoral arrangements of parishes are appropriate, equitable and readily understood by their electorate.

8. Issues considered in the Community Governance (Parish) Review

8.1 Parish Boundaries

8.1.1 Parish boundaries should be easily identifiable and reflect the separation of settlements recognised locally as having their own identity. These boundaries should generally reflect the areas between communities with low populations or physical barriers such as water courses or man-made features such as railways or motorways.

8.1.2 A review of parish boundaries is an opportunity to put in place strong boundaries, tied to firm ground detail, and remove anomalous parish boundaries.

8.2 Council size

8.2.1 Council size is the term used to describe the number of parish councillors to be elected to the whole parish council. The Local Government Act 1972 (as amended) specifies each parish council must have at least five parish councillors; there is no maximum number. There are no rules relating to the allocation of those councillors between parish wards, but each parish ward must have at least one parish councillor.

8.2.2 NALC published guidance in 1988 on the suggested number of parish councillors to be allocated depending on the size of the population being represented. NALC recommended a council of no more than the legal minimum of five members is inconveniently small, and it considers the practical minimum should be seven. It considered local council business does not usually require a large body of councillors, and business convenience makes it appropriate to suggest the practical maximum should be 25.

8.2.3 Within those minimum and maximum limits, the following allocations were recommended by NALC:

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	45,000	25
9,000	16		

8.2.4 In considering the issue of parish council size each area should be considered on its own merits having regard to its historical picture, population, geography and the pattern of communities.

8.3 Parish warding

8.3.1 Parish warding is the division of a parish into wards for the purpose of electing parish councillors, including the number and boundaries of any wards, the number of councillors to be elected for any ward and the names of wards.

8.3.2 In considering whether or not a parish should be divided into wards, the legislation requires that consideration be given to whether:

- a) The number, or distribution of the local government electors for the parish would make a single election of parish councillors impracticable or inconvenient; and
- b) It is desirable that any area or areas of the parish should be separately represented.

8.3.3 There is a need to consider not only the size of the electorate in the area but also the distribution of communities within in it.

8.3.4 When contemplating parish ward boundaries there is a need to ensure that consideration is given as to the desirability of fixing of boundaries which are, and will remain, easily identifiable, as well as taking into account any local ties which will be broken by the fixing of any particular boundaries.

8.4 Names of Parish wards

8.4.1 In considering the names of parish wards, thought should be given to existing local or historic places so that, where appropriate, these are reflected.

8.5 The number of parish councillors to be elected for parish wards

8.5.1 If it is proposed that a parish should be warded, consideration should be given to the levels of representation between each ward i.e. the number of parish councillors to be elected for each ward and the number of electors they represent.

8.5.2 It is not in the interests of effective and convenient local government, either for voters or parish councillors, to have significant differences in levels of representation between different parish wards.

8.6 Ordinary year of election

8.6.1 Ordinary parish elections are held once every four years with all parish councillors being elected at the same time.

8.6.2 The first elections under any new electoral arrangements will take place in the regular cycle of Parish Council elections after the conclusion of the Review, currently scheduled to be held in May 2027.

8.7 Parish names and alternative styles for parishes

8.7.1 Prior to the 2007 Act, a parish could be given the status of a town under the Local Government Act 1972. "Town" status continues to be available to a parish. In addition, the 2007 Act offers a further choice of alternative styles for a parish: community, neighbourhood and village. However, for as long as the parish has an alternative style, it will not also be able to have the status of a town and vice versa.

8.7.2 The 'name' of a parish refers to the geographical name of the area concerned, whereas its status or 'style' allows for that area to be known as a town, community, neighbourhood or village, rather than as a parish. The status or style of the parish will be reflected in the name of any council of the parish, the parish meeting, and the chair or vice-chair of the parish meeting or of any parish council. So, for example, the council of a parish which uses the style 'village' will be known as the 'village council' and its councillors as the 'village councillors', etc.

8.7.3 So far as existing parishes under review are concerned, the review must make recommendations as to whether the geographical name of the parish should be changed, but it may not make any recommendations for the parish about alternative style. It will be for the parish council or parish meeting to resolve whether the parish should have one of the alternative styles.

8.8 Grouping of parishes

8.8.1 Under Section 91 of the 2007 Act a CGR can recommend the grouping or de-grouping of parishes. In some instances, it may be appropriate to group parishes to allow a common parish council to be formed.

8.8.2 De-grouping may also offer the reverse possibility where local communities have expanded. Any grouping or de-grouping needs to be compatible with the retention of community interests, and it would be inappropriate to use it to build artificially large units under single parish councils. However, it could offer a possibility for parishes with less than 150 electors to be grouped with other parishes under an elected parish council despite being unable to form a parish council in their own right.

9. Who will undertake the review?

9.1 As the relevant principal authority, Kirklees Council is responsible for conducting any CGR within its electoral area.

9.2 On 16th July 2025, Full Council agreed to undertake a Community Governance Review in accordance with the relevant legal framework and Government guidance.

9.3 The Council's Corporate Governance and Audit Committee (CGAC) is responsible for agreeing the terms of reference for, overseeing the review and making recommendations to Council who will determine the outcome.

9.4 A comprehensive consultation process will form part of the Review to take account of the views of those living and working within the district.

9.5 Formal decisions on the recommendations arising from the review will be made by Full Council in accordance with the Council's Constitution.

10. The Consultation process

10.1 In coming to its recommendations in the Review, the Council will need to take account of the views of local people. The Council must:

- consult the local government electors for the area under review and any other person or body who appears to have an interest in the Review; and
- take the representations that are received into account by judging them against the criteria in the Local Government and Public Involvement in Health Act 2007.

10.2 This will consist of two phases of consultation. The first will seek the initial views and desires of local residents, groups and stakeholders, and will form the basis of the draft recommendations. The second phase will seek views upon those draft recommendations, to allow final recommendations to be formed.

10.3 The Council will:

- Publish a notice and these Terms of Reference on the Council's website and arrange for copies to be made available for public inspection at the following locations during normal office hours:
 - Electoral Services, 3-5 Albion Street, Huddersfield, HD1 2NG
 - Batley Library, Market Place, Batley, WF17 5DA
 - Birkby & Fartown Library, Lea St, Hillhouse, Huddersfield HD1 6HF
 - Birstall Library, Market St., Birstall, Batley WF17 9EN
 - The Chestnut Centre (Deighton) Library, 2a Chestnut St, Sheepridge, Huddersfield HD2 1HJ

- Cleckheaton Library, Whitcliffe Rd, Cleckheaton BD19 3DX
- Denby Dale Community Library, Wakefield Road, Denby Dale, HD8 8RX
- Dewsbury Library, Railway Street, Dewsbury, WF12 8EQ
- Golcar Library, Town End, Golcar, Huddersfield HD7 4QD
- Heckmondwike Library, Walkley Ln, Heckmondwike WF16 0LY
- Holmfirth Library, 47 Huddersfield Road, Holmfirth, HD9 3JH
- Honley Library, West Ave, Honley HD9 6HF
- Huddersfield Library Hub, Civic Centre, 3 High St, Huddersfield HD1 2YZ
- Kirkburton Library, Turnshaw Rd, Huddersfield HD8 0RT
- Kirkheaton Library, Fields Rise, Kirkheaton, Huddersfield HD5 0LZ
- Lindley Library, Lidget St, Lindley, Huddersfield HD3 3JP
- Marsden Library, Mechanics Hall, 16 Peel St, Marsden, Huddersfield HD7 6BW
- Mirfield Library, Eastthorpe Lodge, Mirfield, WF14 8AN
- Meltham Library, Carlile Institute, 54 Huddersfield Rd, Meltham, Holmfirth HD9 4AG
- Ravensthorpe (Greenwood Centre) Library Hub, Huddersfield Rd, Ravensthorpe, Dewsbury WF13 3JR
- Rawthorpe and Dalton Library, 23, 25 Ridgeway, Dalton Grange, Huddersfield HD5 9QJ
- Shepley Library, 8 Marsh Ln, Shepley, Huddersfield HD8 8AE
- Skelmanthorpe Library, 24 Commercial Rd, Skelmanthorpe, Huddersfield HD8 9DA
- Slaithwaite Library, Slaithwaite Town Hall, Cross St, Slaithwaite, Huddersfield HD7 5AF
- Send a copy of the Notice and these Terms of Reference to all town and parish clerks.
- Seek to arrange for the notice to be published on parish council websites and notice boards.
- Send a copy of the notice and these terms of reference to all local Members of Parliament.
- Promote the consultation among electors using social media and press releases.

10.4 Before making any recommendations, the Council will take account of any representations received. The Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the Community Governance Review are informed of the recommendations and the reasons behind them.

10.5 The Council will notify any persons or bodies who have made written representations of the outcome of the Review.

10.6 The Council will treat any petitions received during this review as a consultation response and the lead petitioner will be recorded as the point of contact. In accordance with the Council's Petition Scheme, a Council debate shall not be listed in relation to matters upon which the Council is currently undertaking a consultation process.

10.7 Representations will be welcomed by the following methods:

- by completing an electronic survey on the Council's website: [Community Governance Review | Kirklees Council](#)
- by email to CGR@kirklees.gov.uk
- by letter to Community Governance Review, Electoral Services, 3-5 Albion Street, Huddersfield, HD1 2NG

11. Timetable for the Community Governance Review

11.1 The council should complete a Community Governance Review within twelve months from the day on which the council publishes the Terms of Reference. A Community Governance Review is concluded on the day on which the council publishes the recommendations made by the Community Governance Review. The indicative timetable is shown below.

Stage	What happens?	Timescales
Commencement	Publish Terms of Reference	1 October 2025
Stage 1	Initial submissions are invited	10 weeks, 1 October to 12 th December 2025
Stage 2	Submissions received are considered, and draft initial recommendations are prepared and considered by the Council's Corporate Governance and Audit Committee (CGAC)	December – January 2026
Stage 3	Draft recommendations are published and submissions on draft recommendations are invited	10 weeks, 2 nd February – 13 th April 2026
Stage 4	Submissions received are considered and final recommendations are prepared	April - June 2026
	CGAC to make final recommendations to Council	August 2026
	Final recommendations are considered by Full Council and a decision taken on the outcome of the review.	September 2026
	Council resolves to make a reorganisation order (if required)	
Implementation	Elections to Town and Parish Councils	May 2027

12. Electorate forecasts

12.1 When considering the electoral arrangements of the parishes in the area the Council must consider any likely future change in the number or distribution of electors within five years from the day the review starts.

12.2 The review will use electorate forecast data produced during the recent local government boundary review. This gives us a projection of what we believe the electorate data will be in 5 years' time in each polling district.

12.3 This information is set out in Annex 2

13. The present structure of Parish Councils and their electoral arrangements

13.1 Annex 2 also shows the present structure of the parishes and their electoral arrangements which include polling district(s), councillors, electorate, and wards where applicable.

14. Reorganisation of Community Governance Orders and commencement

14.1 When all the required consultation has been undertaken and the review completed the Council may make an Order to bring into effect any decision that it may make. If the Council decides to take no action, then it will not be necessary to make an Order.

14.2 If an order is made, copies of the order, supporting maps and documents setting out the reasons for the decisions taken will be placed at the following locations and on the council's website. They will be publicised in accordance with the requirements of the 2017 Act:

- Electoral Services, 3-5 Albion Street, Huddersfield, HD1 2NG
- Batley Library, Market Place, Batley, WF17 5DA
- Birkby & Fartown Library, Lea St, Hillhouse, Huddersfield HD1 6HF
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- Rawthorpe and Dalton Library, 23, 25 Ridgeway, Dalton Grange, Huddersfield HD5 9QJ
- Shepley Library, 8 Marsh Ln, Shepley, Huddersfield HD8 8AE
- Skelmanthorpe Library, 24 Commercial Rd, Skelmanthorpe, Huddersfield HD8 9DA
- Slaithwaite Library, Slaithwaite Town Hall, Cross St, Slaithwaite, Huddersfield HD7 5AF

14.3 All parishes will be notified of the outcomes of the review.

14.4 Copies of the Reorganisation of Community Governance Order will also be sent to:

- the Secretary of State for Housing, Communities and Local Government
- the Local Government Boundary Commission for England
- the Office of National Statistics
- the Director General of Ordnance Survey
- the Audit Commission

14.5 The financial and administrative provisions of the reorganisation order will be come into force on 1 April 2027.

14.6 The electoral arrangements for a new or existing parish council will come into force on 6th May 2027.

15. Consequential matters

15.1 If an Order is made it may be necessary to cover certain consequential matters in that Order. These may include:

- The transfer and management or custody of property.
- The setting of precepts for new parishes.
- Provision with respect to the transfer of any functions, property, rights and liabilities.
- provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

15.2 In these matters, the Council will be guided by the relevant legislation.

16. Date of Publication

16.1 These terms of reference will be published on **1 October 2025**.

Notice of Community Governance Review

Local Government and Public Involvement in Health Act 2007 Local Government (Parish and Parish Councils) Regulations 2008

Commencement of Review – Invitation for Submissions

Kirklees Council has commenced a Community Governance Review, covering those areas of Kirklees which are currently parished and relevant adjoining land. Relevant adjoining land refers to areas that are not currently part of a parish or town council but are adjacent to existing parished areas. These may include locations affected by recent electoral boundary changes or areas where there is a potential community interest in forming or joining a parish.

The purpose of the review is to enable the Council to consider if any changes are needed to existing parish arrangements.

The Council has published its detailed Terms of Reference document and timeline for the review and a copy can be viewed on the Council's website at: [Community Governance Review | Kirklees Council](#). Hard copies can be made available on request, by contacting the Community Governance Review Team on the details provided below.

The Council is now conducting the first stage of consultation as part of the review process and is inviting residents, local groups and any other interested persons or organisations to submit their views or comments on any aspect of the matters under review from 1 October to 12th December 2025.

Should you wish to submit a written representation (to give your views and feedback) regarding this review, you will be able to complete the **online submission form** from 1 October.

How to make a representation

You can submit your views in one of the following ways:

- **Online survey:** [Community Governance Review | Kirklees Council](#)
- **By email:** CGR@kirklees.gov.uk (please include your name, address, and the area your comments relate to)
- **By Post to:**
Community Governance Review Team
Electoral Services237
3-5 Albion Street Huddersfield
HD1 2NG
Please mark your envelope "CGR Submission".

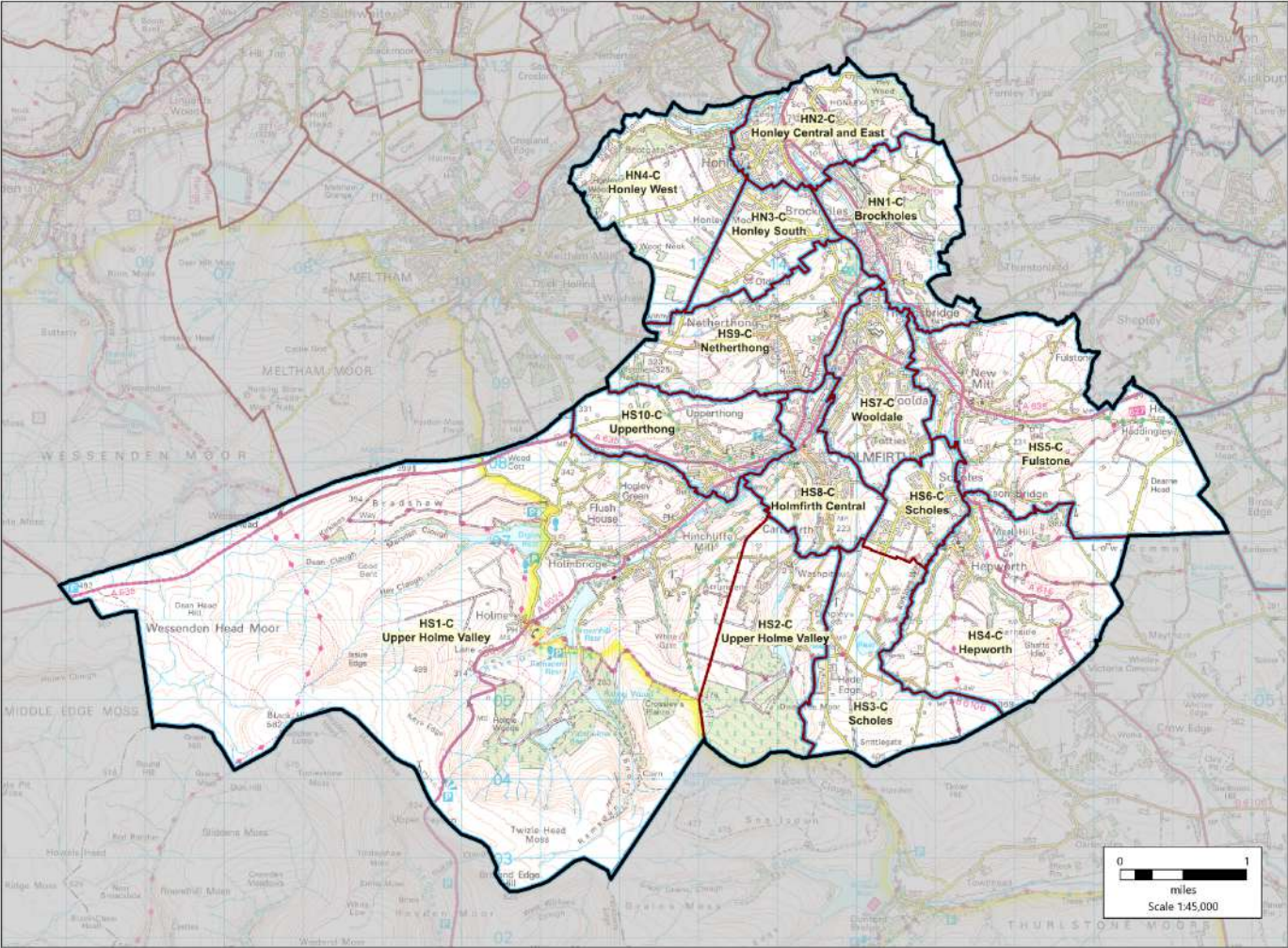
Deadline for submissions

All submissions must be received by **Friday 12 December 2025**

Annex 2**Current structure of Parish Councils/Town Councils and electoral arrangements**

Parish	Parish Ward	Proposed Polling District(s)	Current Polling District(s)	Electorate 2025 (Current Polling Districts)	No. of Cllrs	Electorate forecast
Denby Dale Parish Council	Clayton West Ward	DD1-O	DD01	2413	4	2614
	Denby Dale and Cumberworth	DD2-O, DD3-O, DD4-O	DD02, DD03, DD04, DD05, DD06	4468	6	4784
	Skelmanthorpe	DD5-O, DD6-O, DD7-O	DD09, DD10, DD11	5217	6	5733
	Emley	DD8-O, DD9-O	DD07, DD08	1546	4	1613
Holme Valley Parish Council	Brockholes Ward	HN1-C	HN01	1360	1	1469
	Fulstone Ward	HS5-C	HS06	1678	2	1752
	Hepworth Ward	HS4-C	HS03	829	1	893
	Holmfirth Central	HS8-C	HS07	1958	2	2033
	Honley Central and East Ward	HN2-C	HN02	2317	3	2512
	Honley South Ward	HN3-C	HN03	1118	1	1153
	Honley West Ward	HN4-C	HN04	1735	2	1672
	Netherthong Ward	HS9-C	HS05	1817	2	1845
	Scholes Ward	HS3-C, HS6-C	HS08, HS09	2015	2	2228
	Upper Holme Valley Ward	HS1-C, HS2-C	HS01, HS02, HS04	1878	2	2076
	Upperthong Ward	HS10-C	HS10	2141	2	2307
	Wooldale Ward	HS7-C	HS11	2900	3	3529
Kirkburton Parish Council	Flockton	KB3-D	KB04	1431	2	1709
	Kirkburton	KB6-O, KB5-O	KB05, KB06	3493	4	3712
	Kirkheaton	DA6-S	DA06	2970	4	3303
	Lepton	AL5-H, AL6-H, AL7-H	AL06, AL07, AL08	4344	5	5040
	Lepton and Whitley Upper	KB2-D, KB4-D	KB07, KB10	1714	2	1796
	Shelley	KB7-O	KB08	2319	3	2359
	Shepley	KB8-O	KB09	2254	3	2275
	Thurstonland/Farnley Tyas	KB9-O, KB10-O	KB01, KB02, KB03	1176	2	2060
Meltham Town Council		HN5-C, HN6-C	HN05, HN06, HN07	7006	12	7640
Mirfield Town Council	Battleyford Ward	MF1-S, MF2-S	MF01, MF02	5517	5	5702
	Hopton	MF7-S, MF8-S	MF04, MF05	2428	2	2721
	Crossley	MF3-S	MF06	2874	3	2878
	Northorpe	MF4A-S, MF5-S	MF07, MF08	2409	3	2552
	Eastthorpe	MF6-S	MF03	2510	3	2751

Holme Valley Parish Council, Proposed Polling Districts 2026



- KEY
- Proposed Polling Districts 2026
 - Parish Wards

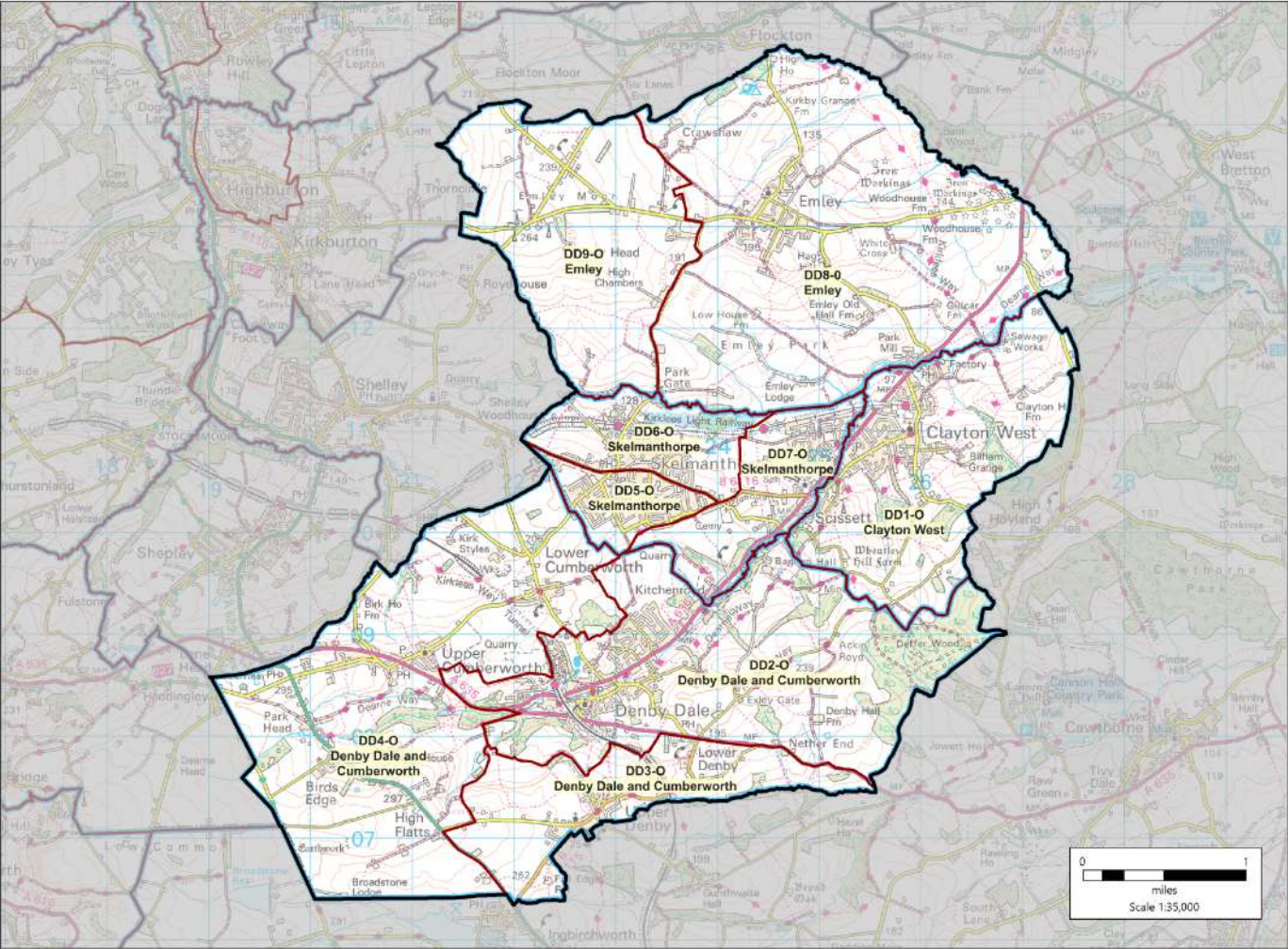
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Service

Date:
17/09/2025
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Denby Dale Parish Council, Proposed Polling Districts 2026



- KEY**
- Proposed Polling Districts 2026
 - Parish Wards

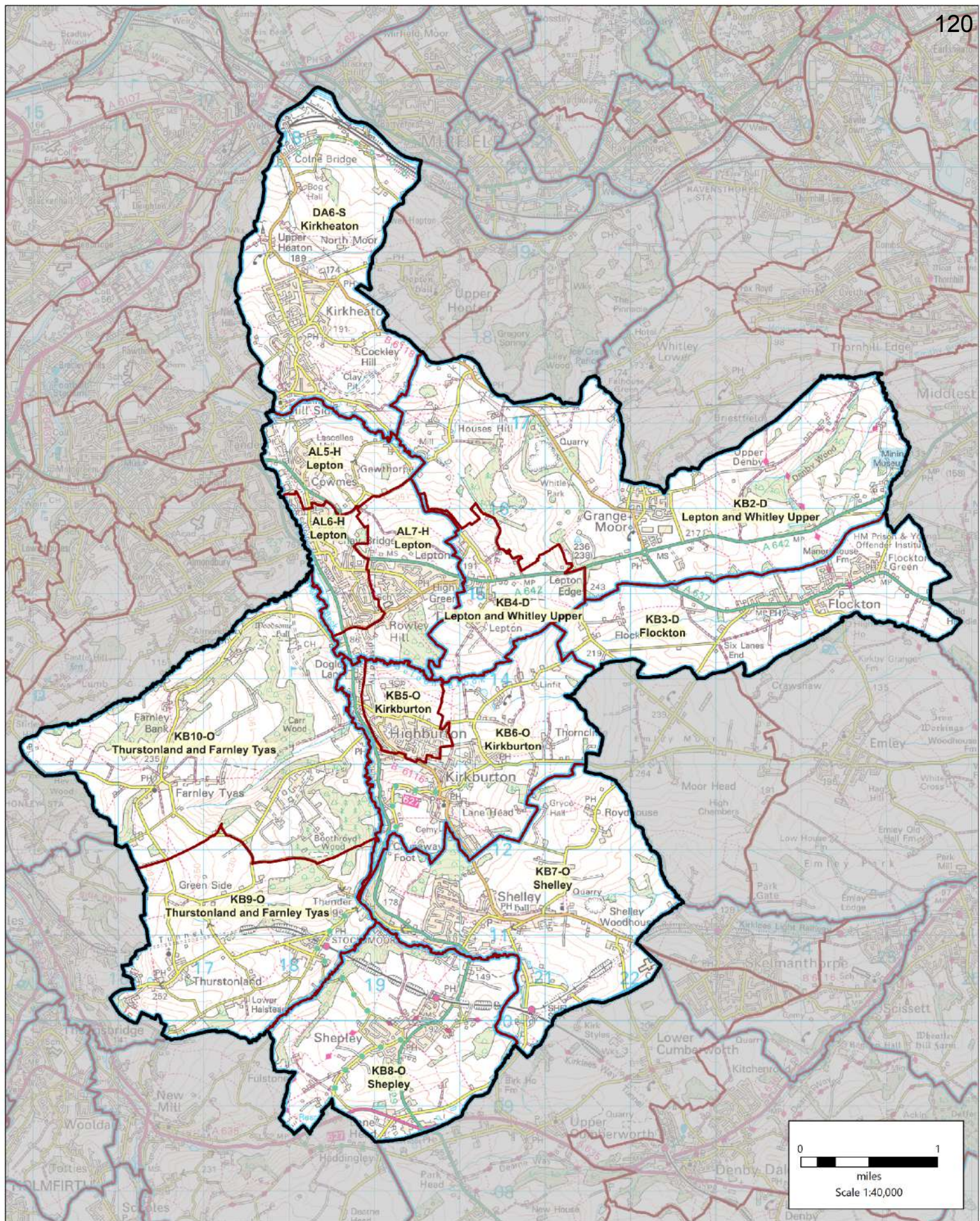
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Survey
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Kirkburton Parish Council, Proposed Polling Districts 2026

Date: 17/09/2025

Filename: ProjDI 1434 Kirkburton

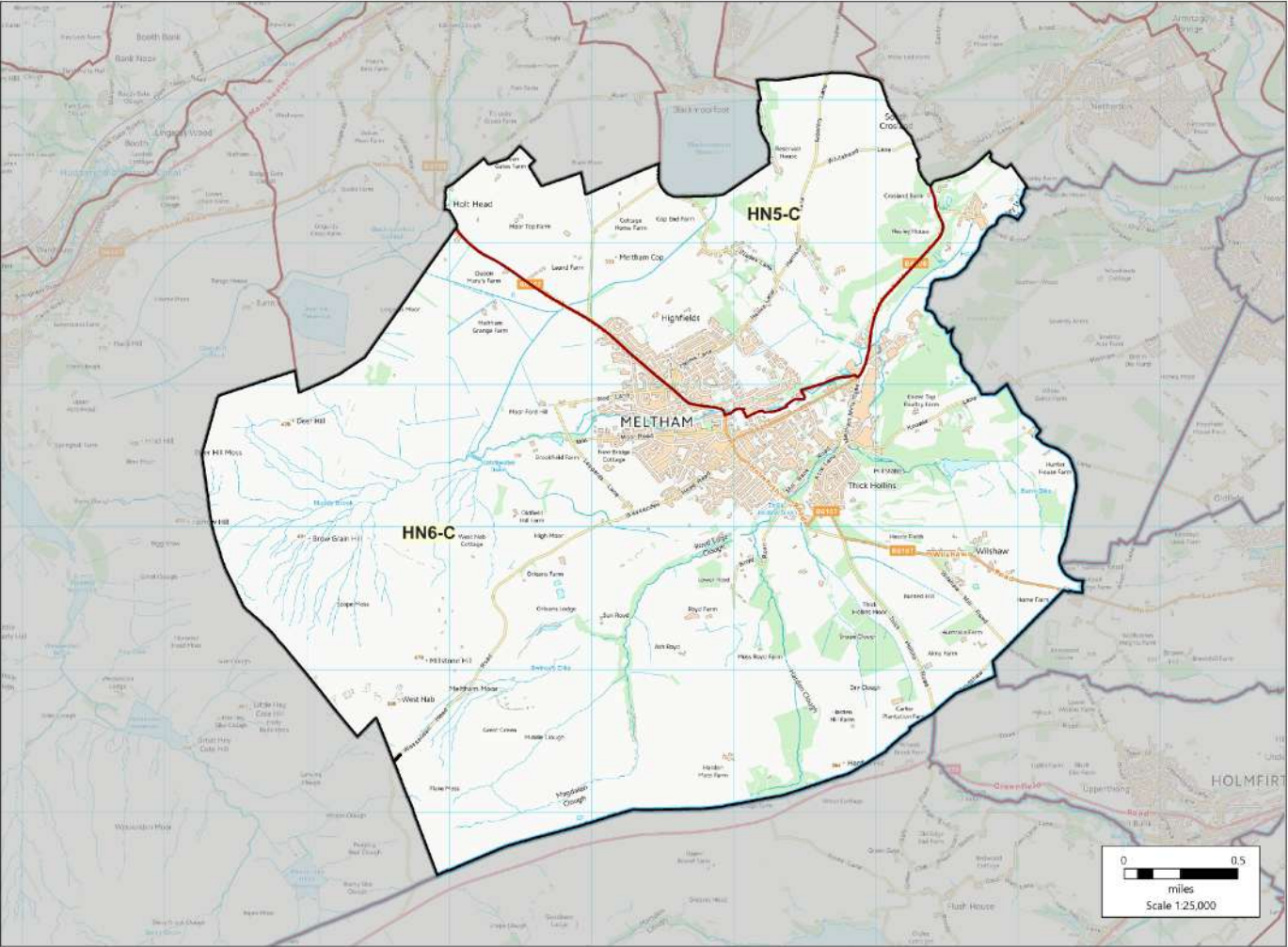
Proposed Polling Districts 2026

Parish Wards



**Data and
Insight Team**

Meltham Town Council, Proposed Polling Districts 2026



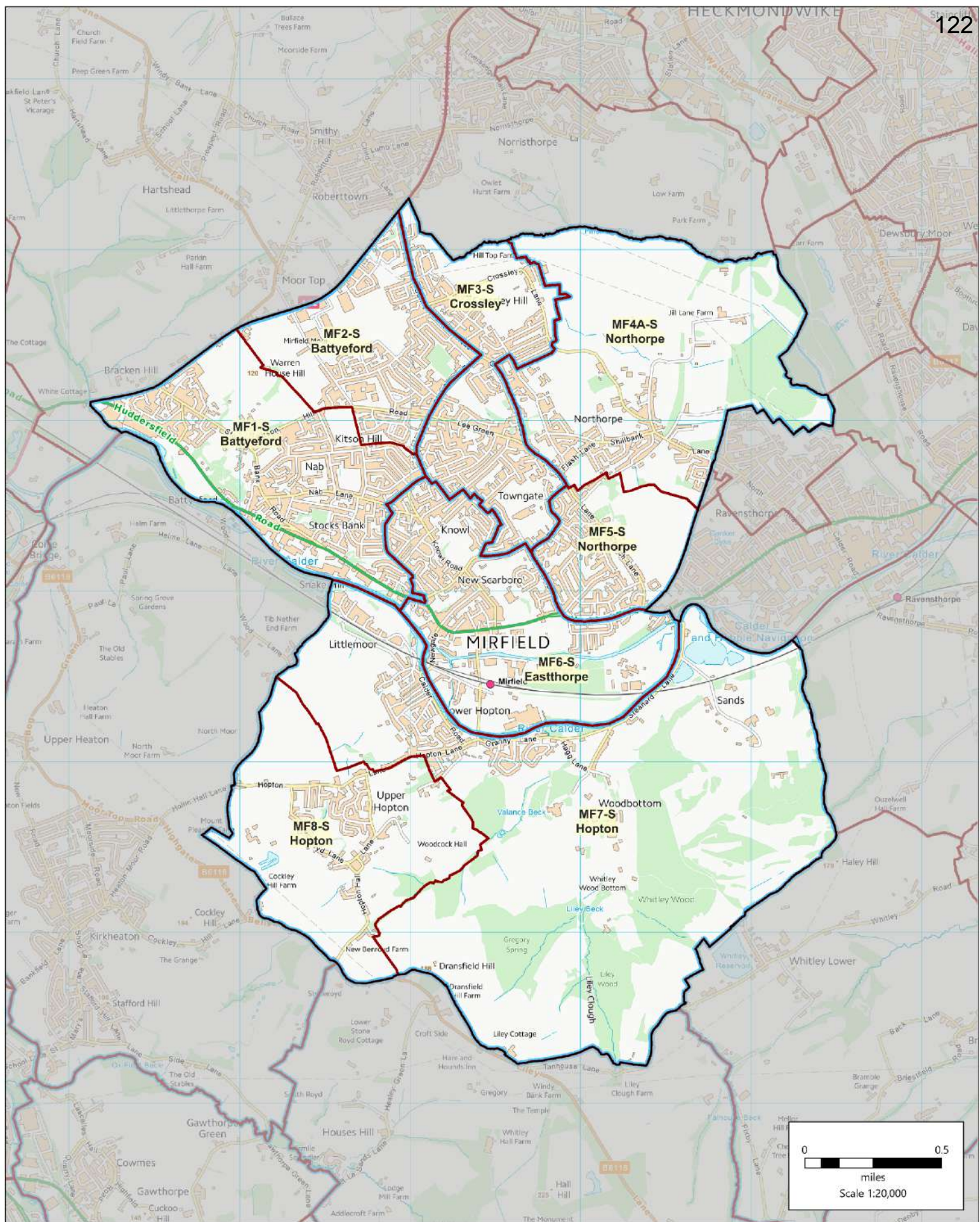
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Proposed Polling Districts 2026
Parish Wards

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Mirfield Town Council, Proposed Polling Districts 2026

Date: 17/09/2025

Filename: ProjDI 1434 Mirfield

Proposed Polling Districts 2026

Parish Wards



HVPC Communications and Engagement Action Plan 2025-2027

Project or area of work	Progress	Next steps	Likely expenditure	Potential Collaborations	Timeframe
HVPC Website	New website went live in October 2024. Main content all migrated plus new sections on climate action migrated from the CA website. A local services directory is now in place. Transport page added but needs developing.	Expand climate action section and look at including transport and tourism info. Gather feedback on user experience for possible other improvements. Make Grant Evaluation forms easier to find.	In house time only		
Publicity banners	New pull up banner designed and purchased by Assistant Clerk.	Further consideration to be given to additional signage. (purchase 1-2 more pull up banners) Banners to be arranged to publicise the Big Community Event.	Pull up banners likely to be approx. £50 each £1000 in existing EMR for brand assets available plus budget for BCC event		One in place for Honley Show June 2025 (cost £48.78) Other assets to be purchased in time for BCC in November
Printed “What HVPC Does” leaflet	One leaflet produced in 2023 but is now old branding so needs a refresh.	Second version with updated branding to be produced in time for BCC 8/11/2025	Printing costs only if design and copy is done in house (expected to be in the region of £150).		Interim “newsletter” type leaflet produced June 2025 Replacement for old flyer to be made by November 2025
Communication screen	HVV have done a trial	Evaluate trial and review	Initial estimates for an outdoor screen were in the region of £4,000. Would be much less for an indoor screen.		Review trial and assess feasibility in 2026.

HVPC Communications and Engagement Action Plan 2025-2027

Social Media	Developed presence on Facebook. Support package proposal on Cllr and training and council strategy provided by Social Progress.	Training to be offered to councillors on using social media. Strategy session to compliment this will take place with Social Progress. Explore expansion into other platforms such as LinkedIn and Instagram.	Proposal from Social Progress accepted at £1,000	Social Progress	Training session to be arranged – autumn/winter
Plaques and QR codes for HVPC assets such as benches and bus shelters		Review	Initial research indicates metal or plastic plaques will cost approx. £5-£10 per plaque plus additional costs to fit. Approx 200 plaques will be needed to cover all benches and bus shelters	Maintenance Contractor	Start research into costings and possible suppliers January 2026
Councillor outreach activity	Cllr presence at community events such as festivals and Holney Show. Some work has also been done to do public consultation such as at Sands and Local Plan reference group.	Review approach to councillor visibility and learn from other parishes. Publicise that councillors are available to come and speak at events or schools.			From Jan 2026
The Big Community Celebration 8th November 2025.	Venue booked, stall holders finalised.	Main publicity roll out Oct onwards	Budget £5,000 (likely to be under if in line with the previous year).		To be completed by 8 November 2025
Cllr blogs	Cllr blog and video interview published Summer 2025	Review			Ongoing – Ad-hoc

HVPC Communications and Engagement Action Plan 2025-2027

Monitoring of engagement strategies	The Council has both a Communications Policy and Communications strategy.	Review & consider a feedback survey. Plans to create eNewsletter, A 'Sign up' form will also be able to be integrated in the HVPC website. Consideration for a print news letter to be considered at next C&E group meeting. Social media policy in development			eNewsletter to be actioned from Feb 2026 onwards Social media draft to be with FC in October 2025
Review of Collaboration and Community Engagement activities, Review Parish 'image' and presence	The Database has been cleaned up and will be ready to be used as part of a monthly eNewsletter. Identifiable users/email address will need to "opt-in". The Database was used for inviting groups to the Big Community Celebration.	As above			As above
Establish Publicly accessible PC activities Calendar	The meetings calendar is now available on new website.	Further events to be explored as part of website development. Signposting to other community events to be done via the local directory on the website.			Meetings calendar complete. Directory launched August 2025
Improve visibility of Parish Council at the Civic	Dawn is exploring the possibility of expanding the HVPC branded presence in the foyer with the Civic trustees.	Some of the work of the Civic visioning may include this.			Interim foyer presence – Autumn 2025 Redevelopment of the Civic is much longer term.

HVPC Communications and Engagement Action Plan 2025-2027

Review use of HD9 and Tito 'booklets', and other printed news in the Valley	Reduced presence in Tito to 4 times per year	Investigate the "Honley Flyer"			
Annual Parish Meeting	Awards were changed to the Big Community Celebration in 2024 – However there remains an opportunity to make more of the Annual Parish Meeting. Suggestions have included civic reception, grantees reception or reinstatement of a different kind of awards for business/youth/environmental etc.	Make recommendations to Full Council on an additional event attached to the Annual Council Meeting. A proposal for the format should be put to Full Council on 20 Oct 2025.	No budget was planned or allocated for this in the year 2025/26 so any required expenditure will need to come from savings elsewhere within the budget line.		Initial proposal idea October 2025.
Live streaming meetings		Investigate feasibility and equipment required for better quality audio/visual output. Are any other similar parishes doing this?			By end of council term.

Communications & Engagement Working Group – 26 September 2025

Attendees: Cllr Whitelaw, Cllr Baylin, Cllr Holmes, Gemma Sharp (Assistant Clerk)

Summary Points and Actions

C&E Action plan and updates on ongoing work

- **Action:** GS to design and scope costs for pull up banners, new general leaflet and updated video and order in time for 8th Nov event.
- **Action:** GS to investigate making the grant evaluation forms more easily accessible on the HVPC website.
- Communications screen – investigations into feasibility to begin in January.

Social Media Policy (referral from Full Council)

- Direction from Full Council was to draft a Social Media Policy to address concerns about negative comments from members of the public towards individual councilors and the reputational risk of the councilors as a whole. Current policy and strategy do not give guidance on escalation or action beyond reporting to the Clerk.
- Information vs discussion posts: consider turning comments off for pure information posts, with clear “contact us to discuss” signposting; if left on, define who monitors/responds and with what authority. Some of the strategy session with Social Progress may be able to give support on this.
- **Action:** GS to draft a standalone policy and an option for an amendment of the existing Media and Communications Policy with clear rules (when to hide/delete/limit, escalation routes etc). Include actions for handling vexatious/abusive comments (not just “report to Clerk”). Research how other councils and YLCA frame social media rules & engagement with the public. Drafts to be presented to Full Council on 20 October 2025.

Proposed New Activity - Annual Parish Meeting

- Cllrs expressed the desire for an engagement-focused APM, suggested a grants reception/showcase (self-selecting speakers/exhibitors), plus short council presentation on achievements from the year.
- **Action:** GS to draft a top-line event structure for consideration at Full Council on 20 October 2025.

Content Gathering (for November event and other website content)

- Need photos, short clips, slides (incl. Heritage Week) featuring people/partners. Even rough footage useful for slide backgrounds.
- **Action:** All to gather photos and other info for content – particularly from grant evaluations and other people focused images. GS to compile and caption.

Budget & Finance

- C&E budget lines noted. The social media training and strategy session will be vired from the C&E budget into the training budget.
- Action: GS to run a transaction report and circulate current position and forecast.

Next Meeting: TBC depending on availability and need – likely to be after November event.

HOLME VALLEY PARISH COUNCIL



TRAINING REPORT

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

Name of Councillor/officer	Mary Blacka
Title of training attended	Beyond the precept
Training provider	NALC
Date of training	24 September '25
Main points of training worth feeding back to Council	• Never underestimate the time and cost of getting expert plans • Help with grant applications is available from Locality – specially for the development of business plans • In grant applications always put in a nominal project management fee, to buy additional time for existing staff or buy in the time of someone else. This can be part of the fee to consultants. • A separate bank account is not needed to manage grant monies • Individuals can donate cash to fund specific activities. • Public Works Loans can be paid back over 50 years. Income from the improved asset can be used to pay the interest, so there will be no impact on the precept. • What to do when district councils are not paying out S106 monies? Once a big development is given planning permission be upfront and ask residents what they want. • Options appraisals take time. • Don't be afraid to raise the precept. Most residents will be prepared to pay a little more to save/improve an asset. • Lease assets out to a developer.

Received by Clerk on: _____

Noted at FULL COUNCIL/STAFFING COMMITTEE on: _____

HOLME VALLEY PARISH COUNCIL

Do you recommend this training for other councillors/officers ?	Yes
Actions to be taken as a result of the training	

Received by Clerk on: _____

Noted at FULL COUNCIL/STAFFING COMMITTEE on: _____

*Please include resources received at the training to the Clerk for attaching to the evaluation.
Completed training reports for Councillors will be noted at a meeting of the FULL COUNCIL.
Training reports for officers will be received by the STAFFING COMMITTEE.*

A statement regarding training received across the year will be received at the ANNUAL COUNCIL MEETING held in May each year.