

Holme Valley Parish Council



To: All Members of the Council

You are hereby summoned to attend the **MEETING OF THE COUNCIL** to be held on **MONDAY 23 MARCH 2026** in **THE LESSER HALL, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** for the transaction of the following business –

PLEASE NOTE – this meeting will follow on after the ANNUAL PARISH MEETING and so timings are provisional.

- AGENDA – (A)

WELCOME FROM THE CHAIR

2526 190 Public Question Time

8pm

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.

PROCEDURAL MATTERS

2526 191 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014 8.15pm

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

Chair to ask if any member or member of the public wishes to record the meeting in addition to the arrangements referred to above.

TO NOTE: any other recordings being made of the meeting in addition to the recording made by the Clerk.

2526 192 Items to be heard in private session

8.15pm

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.

Holme Valley Parish Council

2526 193 Apologies and reasons for absence 8.16pm

Apologies and reasons to be circulated prior to the meeting starting.

Clerk to report.

TO CONSIDER: apologies and reasons for absence.

2526 194 Netherthong Ward – election of new councillor 8.17pm

The Parish Council welcomes Cllr Rob Butler, new councillor for Netherthong ward.

2526 195 Receipt of written Declaration of Pecuniary and Other Interests 8.17pm

Any written Declarations of Pecuniary and Other Interests or revised written Declarations of Pecuniary and Other Interests are shared by email under separate cover prior to this meeting with both councillors and Kirklees Monitoring Officer.

Clerk to report further.

TO NOTE: receipt of any written declarations of pecuniary and other interests.

Once noted, DPIs with signature and address redacted are placed on the HVPC website. Written unredacted originals are kept on file in the Clerk Team office and are available to view by the public.

2526 196 Declaration of interests in agenda items 8.18pm

REMINDER

1. If a member has listed in written declaration as a pecuniary or other interest an organisation or body etc which features in the agenda then this should be declared by the member.
2. If a member has a pecuniary or other interest not listed in written declaration in an organisation or body etc which features in the agenda then this should be declared.
3. The onus is on individual members to make declarations appropriately.

Failure to declare may constitute a breach of the Code of Conduct and may be reported by members of the public or other councillors to the Monitoring Officer.

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

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

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2526 197 Minutes of Full Council meetings 8.21pm

Holme Valley Parish Council

TO APPROVE: the Minutes of the FULL COUNCIL Meeting held on 2 February 2026 numbered 2526 161 to 2526 189 **(B)**.

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

Clerk to report further.

TO CONSIDER: any further action(s) arising from the minutes of the meeting of the FULL COUNCIL held on 2 February 2026.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2526 198 Minutes of Standing Committee meetings 8.24pm

TO APPROVE: the minutes of the SERVICE PROVISION COMMITTEE MEETING on 23 February 2026 numbered 2526 59 to 2526 84 inclusive **(C)**.

TO APPROVE: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 2 March 2026 numbered 2526 107 to 2526 124 inclusive **(D)**.

TO CONSIDER: any further actions arising from the item.

CLIMATE ACTION

2526 199 Climate Emergency – standing item 8.25pm

TO NOTE: Council is reminded that items on this agenda should be viewed where appropriate through the lens of the Climate Emergency the Council has declared.

TO CONSIDER: any actions regarding the Climate Emergency arising from this item.

FINANCIAL MATTERS

2526 200 Schedule of Payments 8.26pm

The Schedule of Payments March 2026 to date **(E)** have been included in the document pack.

Deputy Clerk/RFO to report.

TO APPROVE: the Schedule of Payments for March to date 2026.

TO CONSIDER: any further actions with regards to this item.

Holme Valley Parish Council

2526 201 RFO'S Report

8.28pm

The RFO to report on the Council's finances as we approach the year end.

TO CONSIDER: actions arising from the RFO's report on Council finances.

TO CONSIDER: any further actions regarding budget 2025-06 projected underspends.

MATTERS RESERVED FOR FULL COUNCIL

2526 202 Referrals to the Monitoring Officer

8.30pm

Clerk to report on notification of any referrals received by the Kirklees Monitoring Officer.

One complaint regarding a named councillor is in the process of being considered.

TO NOTE: referrals made to the Kirklees Monitoring Officer.

TO CONSIDER: any other actions.

2526 203 Holmfirth Town Centre Works – updates and oversight

8.30pm

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

Verbal updates from councillors to be given as appropriate.

TO CONSIDER: any actions with regards to Holmfirth Town Centre Works.

2526 204 Kirklees Local Plan Review

8.32pm

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

Please refer to the NPPF Consultation – Response **(Fi)**, Meeting notes 6 Feb 2026 **(Fii)** and Meeting Notes 6 Mar 2026 **(Fiii)**.

TO CONSIDER: any actions with regards to the Kirklees Local Plan Review.

2526 205 Holme Valley Parish Council – annual report

8.34pm

The publication of an annual report is a requirement of the *Annual Governance and Audit Return*. The Annual Report **(G)** was presented at the Annual Parish Meeting earlier this evening on 23 March 2026.

Holme Valley Parish Council

Cllr Glenn Kirkby and the Assistant Clerk to report further.

TO APPROVE: the Annual Report 2025-26 as presented.

2526 206 The Civic Lease

8.35pm

Chair of the Working Group and Clerk to report.

See documents Lease (Hi), Plan 1 (Hii), Plan 2 (Hiii), Plan 3 (Hiv) and 10 Year Plan (Hv).

TO CONSIDER: approving the lease and annexes between Holme Valley Parish Council and Holmfirth Civic Hall Community Trust, as presented.

TO CONSIDER: any other actions with regards to the lease.

Lease to be signed and dated at commencement of new financial year.

2526 207 Community Governance Review

8.40pm

Working Group to report.

Please refer to:

- Stage 1 Consultation Summary and Stage 2 Recommendations (li);
- Stage 2 Consultation – information (lii).

TO CONSIDER: actions with regards to the Community Governance Review.

2526 208 Chair's Expenses

8.43pm

£795 remains in the Chair's Expenses budget line. No further expenditure from this budget is expected this financial year.

TO NOTE: Chair's wishes with regards to remnant of Chair's Expenses budget line at end of year.

2526 209 Consultant costs

8.43pm

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

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

Cllr Lawrence Baylin, Vice Chair, to report further.

Holme Valley Parish Council

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

2526 210 Risk Assessment - update

8.45pm

The Holme Valley Parish Council's Risk Assessment has been revised to include an extra section. See **(J)**.

Cllr Lawrence Baylin, Vice Chair, to report on behalf of the Staffing Committee.

TO CONSIDER: the amended Risk Assessment, as presented.

2526 211 Request from Friends of Honley Library

8.46pm

Friends of Honley Library have requested that the Parish Council pays for additional insurance costs uplift occasioned by the building of the extension.

Deputy Clerk/RFO to report.

TO CONSIDER: approving expenditure in principle from General Reserves to meet an additional insurance premium with regards to the extension to be constructed at Honley Library.

REFERRALS FROM STANDING COMMITTEES

FINANCE AND MANAGEMENT COMMITTEE

2526 212 Virements to facilitate grant-giving

8.47pm

At its meeting 2nd March 2026 the FINANCE AND MANAGEMENT COMMITTEE resolved to recommend to Full Council to vire the remaining budget of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.

This would enable the following awards:

1. Holmfirth Musical Festival would be awarded £1,500 towards Festival running costs.
2. Holmfirth Children's Book Festival would be awarded £1,500 towards Festival promotions.
3. Holmfirth Arts Festival would be awarded £1,500 towards the Creative Consequences arts 3-year arts project.
4. River Holme Connections would be awarded £1,500 towards a nature-themed guided walks programme.
5. Holmfirth Pride would be awarded £1,500 towards a Pride event.
6. Holmfirth Food and Drink Festival would be awarded £1,500 towards Festival costs.

Holme Valley Parish Council

7. Honley Village Community Trust would be awarded £262.50 towards an Easter party for children.
8. Honley Show Society Ltd would be awarded £1,500 towards printing of the Honley Show programme.
9. Communities United would be awarded £1,500 towards Man Alive – a men’s mental health project.
10. Holme Valley Climate Action would be awarded £1,370 towards a local produce and vegetarian food event at the Food Festival.
11. Café 100 would be awarded £1,500 towards a programme of activities and engagement events for young people.
12. Hepworth Hurricanes would be awarded £1,500 towards a “Walking Netball” project.
13. Holmfirth Conservation Group would be awarded £1,500 towards advertising for Holme Valley Heritage Days.

Cllr Jenny Holmes, Vice Chair of FINANCE AND MANAGEMENT COMMITTEE, and Deputy Clerk/RFO to report.

TO CONSIDER: Approving the virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events, and the payment of these awards.

2526 213 Covid Memorial Budget

8.49pm

When the Parish Council’s budget was set for 2026/27, it was anticipated that the Covid Memorial project would be completed before the end of the current Council Year 2025/26, and for the earmarked reserve to be wound up. This has not proven to be the case. The project is incomplete and funds are still needed for its completion.

Cllr Mary Blacka/Covid Memorial Working Group to report.

TO CONSIDER: Approving the rollover of the Covid Memorial earmarked reserve into 2026/27. It currently holds £2,364.25.

2526 214 Local Plan Reference Group Budget

8.50pm

When the Planning Committee budget was drawn up for the current year 2025/26, it was set up to include £1,000 towards the Local Plan review. The work of the Local Plan Reference Group is ongoing with further expenditure pending on community engagement. The ringfenced budget for this matter stands at £925, and further expenditure is anticipated. The Local Plan Reference Group now sits under FULL COUNCIL.

Cllr Mary Blacka to report.

TO CONSIDER: Creating an earmarked reserve 2026/27 of this £925 (minus any subsequent expenditure).

Holme Valley Parish Council

2526 215 Grants Working Group - recommendations

8.51pm

The FINANCE AND MANAGEMENT COMMITTEE resolved to recommend to the Parish Council the report of the Grants Working Group (K) to revise aspects of the grants awarding process.

The Report covers the following changes:

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

Cllr Andy Wilson to report.

TO CONSIDER: Approving the report of the Grants Working Group and the changes to the grants process included therein, as well as the supporting documentation.

2526 216 The Civic – recommendations to Full Council

8.53pm

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

TO CONSIDER: a recommendation from the FINANCE AND MANAGEMENT COMMITTEE to approve a project budget of £5,000 for the development of a fundraising strategy coming from General Reserves.

2526 217 Huw Thatcher Trust – grant application

8.55pm

The FINANCE AND MANAGEMENT COMMITTEE considered a Grant Application from Huw Thatcher Trust, for £1,390 towards planters for Sands and **RESOLVED** that this

Holme Valley Parish Council

application fell outside the remit of its grants process. It voted for this application to be considered at FULL COUNCIL 23rd March 2026.

See grant application **(L)**.

TO CONSIDER: a grant application from the Huw Thatcher Trust, for £1,390 towards planters for Sands.

SERVICE PROVISION COMMITTEE

2526 218 Service Provision Budget Underspends

8.56pm

At the SERVICE PROVISION COMMITTEE meeting on Monday 23 February 2026 a projected underspend of £7,273.72 in budget line 4320 Public Toilets – Day to Day was discussed and it was **RESOLVED** that at the close of the financial year any underspend from budget line 4320 Public Toilets – Day to Day be added to the EMR 351 Holmfirth Toilets Refurb.

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

In line with HVPC Financial Regulations FULL COUNCIL approval is sought for these movements.

TO CONSIDER: approval of monies from budget line 4320 Public Toilets Day-to-Day moving to EMR 351 Holmfirth Toilets Refurb and from budget line 4740 Seats and Shelters- Maintenance to new EMR Stone Shelter Refurb at the end of the financial year.

2526 219 Gartside Unit – lettable space – repairs requested

8.57pm

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

TO CONSIDER: A recommendation from the SERVICE PROVISION COMMITTEE to approve expenditure of up to £1,000 from General Reserves for repairs to the Gartside Unit lettable space.

COMMUNICATIONS AND ENGAGEMENT WORKING GROUP

2526 220 Communications and Engagement Working Group – for Full Council

8.57pm

Holme Valley Parish Council

Working Group and Assistant Clerk to report.

TO NOTE: C&E working group notes and actions 10th Feb (Mi) and C&E action plan 2023-2027 (Mii)

TO CONSIDER:

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

TO CONSIDER: reserving a stall in the Countryside Tent at Honley Show, approving expenditure of up to £50 from budget line 4660 for this purpose.

The deadline for signing-up is 31st March 2026.

TO CONSIDER: a recommendation that at the end of the financial year underspend on budget line 4660 is dealt with as follows:

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

MISCELLANEOUS ITEMS/ CORRESPONDENCE

2526 221 Chair’s Report **8.58pm**

Chair to give a verbal report on activities on behalf of HOLME VALLEY PARISH COUNCIL.

TO CONSIDER: any actions arising from the Chair’s Report.

2526 222 Reports from and questions for Kirklees Ward Councillors **8.59pm**

An opportunity for Holme Valley North and Holme Valley South Kirklees councillors to share information with Holme Valley Parish Council.

Clerk to report any information received by email etc with regards to this item.

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

2526 223 Items for Publicity **8.59pm**

Holme Valley Parish Council

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

TO CONSIDER: Council matters to be publicised subsequent to the meeting.

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.

Jen McIntosh
Clerk to the Council

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MEETING OF THE FULL COUNCIL

MONDAY, 2 FEBRUARY 2026

7pm in THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC.

IN THE CHAIR: Cllr Glenn Kirkby

PRESENT:

Cllr Lawrence Baylin
Cllr Donna Bellamy
Cllr Mary Blacka
Cllr Damian Brook
Cllr Harry Davis
Cllr Tom Dixon
Cllr Donald Firth
Cllr Charles Greaves
Cllr Chris Green
Cllr Jenny Holmes
Cllr Jo Liles
Cllr Alison Morgan
Cllr Hugh Osborne
Cllr Steve Ransby
Cllr Martin Rostron
Cllr Jane Rylah
Cllr Tricia Stewart
Cllr Sarah Whitelaw
Cllr Andy Wilson

APPROVED APOLOGIES & REASONS: Cllr Pat Colling, Cllr Andrew Fenwick.

TAKING MINUTES: Jen McIntosh (Clerk)

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

Draft Minutes

2526 161 Public Question Time

One member of the public was present and spoke to a proposal for the Jam Factory Music School to rent the Gartside unit as a collaborative rehearsal space.

The member of the public was advised to make contact with the clerk team and view the premises before proceeding further with the proposal.

Any such proposal would be considered by the Service Provision Committee at its meeting on Monday 23 February 2026.

The member of the public left the meeting at the conclusion of the item.

Cllr Davis arrived at 7.01pm during this item.

Holme Valley Parish Council

The Chair reminded all present of the expectation that all would show respect, raise their hand if they wished to address the Council and keep any side discussions to a minimum.

PROCEDURAL MATTERS

2526 162 Recording of public meeting

The meeting was recorded by the Officer for public broadcast via the HOLME VALLEY PARISH COUNCIL YouTube channel. There were no further requests to record the meeting or part of the meeting.

The meeting returned to the correspondence received from a member of the public with regards to the recording of Holme Valley Parish Council meetings and other matters and **NOTED** this. It was commented that the member of the public made some valid points regarding the unsuitability of both the current space and layout. The Clerk was thanked for responding to the member of the public.

The Assistant Clerk updated the Council with regards to ongoing research into improving the recording facilities.

2526 163 Items to be heard in private session

RESOLVED: to hear item 2526 186 Learning Points in private session.

2526 164 Apologies and reasons for absence

APPROVED: apologies and reasons for absence from Cllr Pat Colling and Cllr Andrew Fenwick.

APPROVED: request from Cllr Pat Colling for a dispensation for up to 6 months with regards to Council business and meetings.

2526 165 Receipt of written Declaration of Pecuniary and Other Interests

NOTED: receipt of revised written declarations of pecuniary and other interests from Cllr Sarah Whitelaw and Cllr Jenny Holmes.

Clerk to organise redaction of signatures, addresses and other sensitive information, posting on the HVPC website and sharing with the Monitoring Officer.

Cllr Donald Firth entered the meeting at 7.07pm.

2526 166 Declaration of interests in agenda items and written dispensations

Members were reminded that:

1. If a member has listed in written declaration as a pecuniary or other interest an organisation or body etc which features in the agenda then this should be declared by the member.
2. If a member has a pecuniary or other interest not listed in written declaration in an organisation or body etc which features in the agenda then this should be declared.
3. The onus is on individual members to make declarations appropriately.

Holme Valley Parish Council

4. Failure to declare may constitute a breach of the Code of Conduct and may be reported by members of the public or other councillors to the Monitoring Officer.

NOTED: declaration of interests from Cllr Jenny Holmes with regards to Holmfirth Arts Festival, should this arise.

NOTED: declaration of interest of the Clerk in item 2526 186 Learning Points. The Clerk would leave the room for this item and the Deputy Clerk take minutes.

No applications for written dispensations were received or considered.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2526 167 Minutes of Full Council meetings

Cllr Charles Greaves entered the meeting at 7.10pm during this item.

APPROVED: the Minutes of the FULL COUNCIL Meeting held on 15 December 2025 numbered 2526 128 to 2526 160.

Information regarding ongoing matters arising from the above minutes which did not appear under other agenda items consisted of:

- **2526 149** Swift boxes – Cllr Morgan reported that purchase of the boxes was in progress.
- **2526 154** Shopfront Design Guide – addressed packs of this had been left out for various councillors for hand delivery.
- **2526 147** Packhorse Bridge, Smithy Lane, Brockholes – this had been an item at the last Planning Committee meeting. The Assistant Clerk had written to Kirklees regarding this matter; the letter had been acknowledged but not responded to.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2526 168 Minutes of Standing Committee meetings

APPROVED: the Minutes of the EXTRAORDINARY STAFFING COMMITTEE Meeting held on 5 January 2026 numbered 2526 35 to 2526 42.

APPROVED: the Minutes of the PLANNING COMMITTEE Meeting held on 12 January 2026 numbered 2526 98 to 2526 116.

APPROVED: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 19 January numbered 2526 88 to 2526 106.

2526 169 Standing item – the Climate Emergency

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

The Assistant Clerk explained that a section titled Climate Action and Biodiversity was now on the website.

Holme Valley Parish Council

FINANCIAL MATTERS

2526 170 Schedule of Payments

NOTED: the Schedule of Payments month-to-date for January 2026.

2526 171 Approving the Precept

Deputy Clerk/RFO reported that at its meeting of 19 January 2026, the Finance and Management Committee voted to maintain the precept at the same level as the current year, £447,780.

The RFO/Deputy Clerk realised that it was impossible to realise this figure with a rounded Band D household charge figure. (Given the revised tax base figure of 10848.49, It could only be realised with a figure of £41.27579.)

APPROVED: Precept for Holme Valley Parish Council for 2026/27 of £447,717 (option A).

2526 172 AGAR 2026 – actions required including Assertion 10 requirements

Assertion 10

The Deputy Clerk/RFO explained that Assertion 10 was an addition to the Annual Governance and Accountability Return (AGAR) this year. Through it, councils were being asked to demonstrate that they are managing digital, data and information governance responsibly. Assertion 10 brings together a series of expectations around digital, data and information governance including data protection principles.

Assertion 10 applied to the current financial year, meaning that the Parish Council should take steps now to ensure they can demonstrate compliance when the internal audit took place in June.

APPROVED: the draft IT policy as presented for the year 2025/26.

RESOLVED: to establish an IT Policy working group consisting of Cllr Tom Dixon, Cllr Hugh Osborne, Cllr Jo Liles and Cllr Glenn Kirkby to review the draft policy and bring further recommendations to the Finance and Management Committee.

NOTED: The Assertion 10 checklist to be referred to the Finance and Management Committee in due course.

Risk Assessment 2026-27

APPROVED: the Risk Assessment for 2026/27 as presented.

It was likely that further sections would be added to the 2026/7 Risk Assessment as this was a live document.

Holme Valley Parish Council

MATTERS RESERVED FOR FULL COUNCIL

2526 173 Referrals to the Monitoring Officer

The Monitoring Officer's team had reported to the Clerk via email that a complaint against named councillors had been concluded and had not been upheld. Both the complainant and the named councillors had been informed.

One new complaint had been received regarding a named councillor and was in the process of being considered.

NOTED: Update from the Monitoring Officer that one complaint had not been upheld and that one complaint had been received since the last meeting and was being considered.

2526 174 Holmfirth Town Centre Works – updates and oversight

The following verbal updates were received from councillors.

- The last newsletter was received before Christmas.
- There had been some late night/overnight working at Christmas and this had helped the pace of the works.
- Kirklees councillors had had a meeting with the contractor.
- The Victoria Street/Towngate area looked better and had new road markings.
- Hollowgate was currently shut to cars; it was up to individual businesses as to whether to open or not.
- Work on the car park and bridge had begun.
- The layby near the Church was not subject to parking restrictions as yet.
- There were disabled and unloading spots on Victoria Street and it was reported that there was still some illegal parking and that more enforcement was needed to deal with this issue.
- There had been an issue with the hard of hearing struggling with crossings that were now soundless. Newly installed crossing boxes all had a toggle situated underneath the control panel that vibrated when the crossing was safe.
- Concern was expressed regarding closing businesses although figures showed that the vacancy rate was ½ below the national average based on footfall.
- No firm date had yet been given for completion of works.

NOTED: letter received from Steve Mawson, Chief Executive, Kirklees Council.

An **ACTION** for the Clerk was to press Kirklees for an end date. This was particularly important given the range of annual festivals upcoming.

Cllr Donald Firth to pass information on about businesses that were closing or at risk of closing to Cllr Sarah Whitelaw.

No further actions were proposed with regards to Holmfirth Town Centre Works.

Holme Valley Parish Council

2526 175 Kirklees Local Plan Review

NOTED: the dates of two community consultation meetings on the revised National Planning Policy Framework as follows:

- Wednesday 11 February, at 7-00pm, at Holme Community Centre
- Monday 16 February, at 7-00pm, at Brockholes Village Hall

Members were encouraged to share information regarding the meetings and encourage attendance. The revised Framework was causing controversy regarding infrastructure, development of green belt land and the widening definition of grey belt land.

A flyer publicising the meetings had been created by the Assistant Clerk – she was thanked for her work. The Society of Local Council Clerks (SLCC) had published a document with 26 key takeaway points – see link <https://share.google/LFxdyQCgqYEI0OWo6> provided by Cllr Whitelaw.

No other actions with regards to the Kirklees Local Plan Review were resolved upon.

2526 176 Membership of the Finance and Management Committee

APPROVED: Cllr Tom Dixon to be a member of the Finance and Management Committee 2025/6 for the remainder of the Council Year.

2526 177 Statement for the Holme Valley Land Charity

NOTED: financial statement with regards to Honley Library and Holmfirth Civic Hall released by email on 22 January 2026 to Holme Valley Land Charity.

2526 178 Grant evaluation regarding Holmfirth Pride Grant 2025

NOTED: receipt of a grant evaluation from Holmfirth Forward with reference to a grant of £300 towards a Holmfirth Pride event in June 2025.

2526 179 Town of Culture Competition

It was reported that Holmfirth-based organisations including Holmfirth Forward and Holmfirth Arts Festival were proceeding with submitting an expression of interest with regards to the Town of Culture Competition. The main benefit of completing the submission would be bringing groups together to encourage collaboration, even if the bid was ultimately unsuccessful.

Kirklees Council was also supportive of a bid being submitted.

NOTED: Council's general support for an application for the Town of Culture Competition.

2526 180 Councillor Training

NOTED: feedback from Cllr Sarah Whitelaw's recent councillor training.

Cllr Whitelaw encouraged fellow councillors to look for opportunities to network through externally organised events.

Holme Valley Parish Council

The Assistant Clerk was thanked for organising the recent Social Media training.

2526 181 The Future of Local Democracy

Cllr Whitelaw reported on The Local Policy Innovation Partnership (LPIP) recently published report on *The Future of Local Democracy – Devolution and the Need to Empower Town and Parish Councils*.

The Clerk reported that the *English Devolution and Community Empowerment Bill* was still progressing through Parliament, might be amended and a date was yet to be set for when any provisions of the Act would come into force. It was likely that YLCA would offer training in due course regarding the implications of the legislation at local council level.

NOTED: Report *The Future of Local Democracy – Devolution and the Need to Empower Town and Parish Councils* – from the Local Policy Innovation Partnership (LPIP).

2526 182 Draft Meeting Schedule for Council Year 2026/27

APPROVED: the meeting schedule for Council Year 2026/27.

2526 183 Draft Safeguarding Policy

Recent contact with Kirklees Local Authority Designated Safeguarding Officer (LADO) had indicated that Holme Valley Parish Council should have a Safeguarding Policy and Procedure in place as soon as possible.

A draft policy was presented for comment, alongside

- a councillor briefing note on safeguarding responsibilities
- a reporting form
- a public-facing statement for the HVPC website
- a risk assessment
- a reporting flowchart
- and a poster for display.

APPROVED: the draft Safeguarding policy and process documentation, as presented.

RESOLVED: the formation of a Safeguarding Working Group consisting of Cllr Mary Blacka, Cllr Chris Green, Cllr Lawrence Baylin and Cllr Tricia Stewart with the remit to scrutinise the policy and its implementation and bring recommendations back to Full Council in due course.

2526 184 The Civic – Preparation for Vision Meeting

Cllr Jenny Holmes reported on first meeting of the Civic Vision Working Group on 6 January and encouraged members to attend the Joint Vision Meeting scheduled for Tuesday 3 February 2026.

How the work of the vision interrelated to the development of the new lease and side letter was raised as a concern. This was an urgent matter in as much as the work on the lease and side letter were near to reaching conclusion.

Holme Valley Parish Council

An **ACTION** for the Clerk was to organise a meeting of the Civic Lease Working Group and Cllr Jenny Holmes to further review the side letter and draft Heads of Terms in light of the development of a vision for the Civic.

REFERRALS FROM STANDING COMMITTEES AND WORKING GROUPS

2526 185 Updates from the Communications and Engagement Working Group

The Assistant Clerk/Working Group reported on actions since the previous meeting.

NOTED: arrangements for the Annual Parish Meeting to be held Monday 23 March 2026.

RESOLVED: to renew a funding contribution to Huddersfield Hub for a dedicated Holme Valley news page from the beginning of April for the next year at a cost of £200 per calendar month.

THE STAFFING COMMITTEE

2526 186 Learning Points

This item was heard in private session as resolved in item 2526 163.

The Clerk left the room for the item, having earlier declared an interest. The Deputy Clerk/RFO took minutes for the item.

Cllr Baylin, who had chaired the Extraordinary Staffing Committee meeting of 5 January 2026, reported on the learning points set out in the Minutes.

APPROVED: Council approved a review of the Parish Council's complaints, grievance and disciplinary policies by the Staffing Committee for presenting to Full Council at the Annual Council meeting on 18 May 2026. This was a recorded vote:

- Voting:
 - For – Cllr Baylin, Bellamy, Blacka, Brook, Davis, Dixon, Firth, Greaves, Green, Holmes, Kirkby, Liles, Morgan, Osborn, Ransby, Rostron, Rylah, Stewart, Whitelaw, Wilson **(20)**
 - Against – None **(0)**
 - Abstention – None **(0)**

APPROVED: Council approved the appointment of an external reviewer to undertake an independent investigation into a matter being dealt with by the Staffing Committee. This was a recorded vote:

- Voting:
 - For – Cllr Baylin, Blacka, Dixon, Greaves, Green, Holmes, Kirkby, Morgan, Osborn, Ransby, Rostron, Rylah, Stewart, Whitelaw, Wilson **(15)**
 - Against – None **(0)**
 - Abstention – Cllr Bellamy, Brook, Davis, Firth, Liles **(5)**

CORRESPONDENCE

2526 187 Reports from Kirklees Ward Councillors

Holme Valley Parish Council

Cllr Mo Crook Holme Valley south had been in email contact with the Clerk and had no specific update to give but would be happy to respond to any Kirklees issues raised.

Cllr Charles Greaves Holme Valley North, Cllr Jane Rylah Holme Valley South, Cllr Damian Brook Holme Valley South and Cllr Donna Bellamy Holme Valley North all reported on current issues including:

- The budget 2026/7 and increase in Council Tax
- Smithy Place Bridge
- The installation of silent pedestrian crossings
- The new Planning Framework and the definition of 'grey belt'
- Postal services in Honley
- Visit of the Growth and Regeneration Scrutiny Panel to current Holmfirth centre works.

There were no actions resolved upon as a consequence of this item.

2526 188 Holmfirth Public Space Protection Order - request

NOTED: request for the Holme Valley Parish council to display when possible signs regarding the recent Public Space Protection Order on the Holme Valley Parish Council noticeboards.

MISCELLANEOUS ITEMS

2526 189 Items for Publicity

Identified items for publicity arising from the meeting included:

- Local Plan Review – public consultation meetings.
- The Holme Valley Parish Council Precept for 2026/7.
- The Shopfront Design Guide.

The meeting closed at 8.57pm.



MEETING OF THE SERVICE PROVISION COMMITTEE

MONDAY 23 FEBRUARY 2026

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

IN THE CHAIR: Cllr Alison Morgan

PRESENT: Cllr Lawrence Baylin, Cllr Mary Blacka, Cllr Harry Davis, Cllr Donald Firth, Cllr Jenny Holmes, Cllr Glenn Kirkby, Cllr Jo Liles, Cllr Hugh Osborne, Cllr Steve Ransby, Cllr Martin Rostron.

APPROVED APOLOGIES & REASONS: Cllr Donna Bellamy, Cllr Damian Brook, Cllr Pat Colling (dispensation), Cllr Tom Dixon, Cllr Chris Green, Cllr Tricia Stewart, Cllr Sarah Whitelaw.

TAKING MINUTES: Jen McIntosh (Clerk)

DRAFT MINUTES

	Welcome
	Cllr Alison Morgan, in the Chair, welcomed all to the meeting.
2526 59	Public Question Time
	No members of the public were present.
2526 60	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014
	The Officer was recording the meeting in video format for upload to the Parish Council’s YouTube channel. There were no other requests to record the meeting.
2526 61	Apologies and reasons for absence
	Apologies for absence with reasons received by the Clerk were circulated by email prior to the meeting.
	APPROVED: Apologies and reasons for absence from Cllr Donna Bellamy, Cllr Damian Brook, Cllr Pat Colling (dispensation), Cllr Tom Dixon, Cllr Chris Green, Cllr Sarah Whitelaw.
2526 62	Receipt of updated Disclosable Personal and Pecuniary Interests forms
	No revised Disclosable Personal and Pecuniary Interests forms (DPIs) of Committee members have been received.
2526 63	Members’ and Officers’ personal and disclosable pecuniary interests in items on the agenda
	Members were reminded that: <ul style="list-style-type: none"> – If a member had listed in written declaration as a pecuniary or other interest an organisation or body etc which features in the agenda then this should be declared by the member. – If a member had a pecuniary or other interest <u>not</u> listed in written declaration in an organisation or body etc which features in the agenda then this should be declared. – The onus was on individual members to make declarations appropriately.

Holme Valley Parish Council

	<ul style="list-style-type: none"> – Failure to declare may constitute a breach of the Code of Conduct and may be reported by members of the public or other councillors to the Monitoring Officer. – Where an interest was declared it may be that the councillor took no part in any relevant discussion or vote. <p>NOTED: Interests were declared as follows:</p> <ul style="list-style-type: none"> – Cllr Harry Davis item 2526 68 member of the Netherthong Community Partnership. – Cllr Lawrence Baylin item 2526 72 – interest in the Heritage Hub. – Cllr Tricia Stewart – stepson is Cllr Mo Crook, Holme Valley South; the Cheese Shop – no specific items.
2526 64	Items on the agenda to be discussed in private session
	No items were put forward to be heard in private session.
2526 65	Minutes of the previous Service Provision Committee meeting
	NOTED: the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 17 November 2025, numbered 2526 40 - 2526 58 inclusive.
	<p>RECEIVED: information regarding ongoing matters arising from the approved minutes not otherwise included in the agenda as follows.</p> <ol style="list-style-type: none"> i. Update regarding the siting of a three-tier planter from Holmfirth, removed due to centre works. This was to be transferred to Honley Village Community Trust for eventual positioning in community garden. Thanks to Reynolds for transporting. ii. Completing thank you letters to dog waste bag volunteers – as per minute 2526 50 – this remained an ACTION for the Clerk. iii. Regarding the Fair and Funky Heron installation request for Holmfirth Public Toilets – the request had been amended to being installed on wall facing onto the car park – this would entail cost as car park spaces may need to be suspended to allow installation and would not be acceptable. An ACTION for the Clerk was to contact Fair and Funky and clarify dates of installation (28 day limit) and also positioning then email COMMITTEE with outcome. A request from a member of the public detailed in item 2526 71 was also initially discussed at this point. iv. Clerk reported that no further progress had been made regarding a tendering process for the Holmfirth Toilets and Small Assets Maintenance Contracts. This would be discussed further in item 2526 79.
2526 66	Priorities for Climate Action activities 2025-7
	<p>The COMMITTEE was reminded that Council should take a clear lead in continuing to support climate action in the Holme Valley, in collaboration with other local organisations. The SERVICE PROVISION COMMITTEE has a key role to play in the delivery of the Council’s fourth objective as set out below:</p> <p><i>4. Address the Climate Emergency</i></p> <ul style="list-style-type: none"> • <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> <p>Consideration of this should be part of all appropriate agenda items.</p>

Holme Valley Parish Council

	No further actions were resolved upon.
	BUDGETARY MATTERS
2526 67	Service Provision Committee Budget 2025-26 and Earmarked Reserves
	<p>Cllr Donald Firth arrived at 7.10pm during this item.</p> <p>The Deputy Clerk/RFO had provided a report for the meeting regarding Service Provision Finances, the Service Provision Budget and EMRs 2025-26 YEAR TO DATE and Service Provision Budget and EMRs PROJECTED.</p> <p>NOTED: the Expenditure against Budget 2025-26 – Budget Lines Year-to-Date, Earmarked Reserves and projected expenditure.</p> <p>A projected underspend of £7,273.72 in budget line <u>4320 Public Toilets – Day to Day</u> was discussed.</p> <p>RESOLVED: that at the close of the financial year any underspend from budget line <u>4320 Public Toilets – Day to Day</u> be added to the <u>EMR 351 Holmfirth Toilets Refurb.</u></p> <p>A projected underspend of £5,626.05 in budget line <u>4740 Seats and Shelters - Maintenance</u> was discussed.</p> <p>RESOLVED: that at the close of the financial year any underspend from budget line <u>4740 Seats and Shelters - Maintenance</u> be added to an <u>EMR Stone Shelter Refurb</u> of £10,000 to be created in the financial year 2026-7.</p> <p>An ACTION for the Clerk was to seek quotations for the rebuilding of Hade Edge Stone Shelter.</p>
2526 68	Christmas provision 2025 – grant evaluations
	<p>The Committee RECEIVED grant evaluations regarding Christmas provision in 2025 as follows.</p> <ol style="list-style-type: none"> 1. From Honley Business Association, Honley – received grant of £1,500 for Christmas provision and also a rolling grant for £250 towards provision of 2 Christmas trees, their installation and disposal. 2. From St David’s Church, Holmbridge – received rolling grant of £210 towards provision of a Christmas tree. 3. From Holme Residents Association, Holme – received rolling grant of £250 towards provision of a Christmas tree and community celebration. Proof of public liability insurance was not provided. 4. From Netherthong Community Partnership – received rolling grant of £250 towards provision of a Christmas tree, lights, signage and contingency. 5. From Hade Edge Residents Association, Hade Edge – received rolling grant of £250 towards provision of a Christmas tree and lights. 6. From Hepworth Community Association, Hepworth – received rolling grant of £210 towards provision of a Christmas tree. 7. From Scholes Methodist Church, Scholes – received rolling grant of £210 towards provision of a Christmas tree.

Holme Valley Parish Council

	<p>8. From Wooldale Allotments Association – received grant of £100 towards provision of a Christmas display and lights in the Veg Box.</p> <p>9. From New Mill Club – received rolling grant of £210 towards provision of a Christmas tree.</p> <p>Evaluations were yet to be received from:</p> <p>1. Holmfirth Christmas Team, received a grant of £1500 towards provision of Christmas decorations in Holmfirth centre.</p> <p>The Clerk reported on correspondence from Holmfirth Christmas Team which indicated that an evaluation for the next SERVICE PROVISION COMMITTEE meeting in June 2026 would follow once annual accounts were compiled.</p> <p>2. The Rock Inn, Brockholes, received rolling grant of £250 towards provision of a Christmas tree and decorations. Proof of public liability insurance was not provided.</p> <p>3. The Royal Oak, Uppertong – received rolling grant of £210 towards provision of a Christmas tree. Proof of public liability insurance was not provided.</p> <p>4. The Clothiers Arms, Netherthong – received grant of £250 towards provision of a Christmas tree, lights, etc.</p> <p>The Clerk had contacted the 4 grant recipients above by email but was yet to receive a response from them.</p> <p>RESOLVED: in line with FINANCE AND MANAGEMENT COMMITTEE practice, evaluations would be made available to members via the HVPC website in future grant rounds rather than provided as appendices as part of the agenda all-in-one pack.</p> <p>An ACTION for the Clerk was to chase up evaluations from Holmfirth Christmas Team, Rock Inn, Royal Oak and Clothiers Arms by the next SERVICE PROVISION COMMITTEE meeting on 8 June 2026.</p> <p>A further ACTION for the clerk was to source a new supplier for 2026 by the SERVICE PROVISION COMMITTEE meeting of 21 September 2026 and establish a price for the provision of trees. A local supplier on Butterley Lane was suggested.</p> <p>A further ACTION for the Clerk was to amend the Christmas Provision grant application form to state that proof of insurance must be provided for any application to be approved.</p> <p>In the 2026 Christmas Provision grant round the SERVICE PROVISION COMMITTEE would be looking to stay within budget, including approving the cost of only one tree in Netherthong.</p>
	ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL
2526 69	Maintenance Contractor’s Report and correspondence from Holmfirth Business Together
	<p>NOTED: the report from the Maintenance Contractor, recent photographs of vandalism of Holmfirth Toilets and correspondence from Holmfirth Business Together.</p> <p>An ACTION for the Clerk was to organise publicity for the locations of baby change facilities accessible to the public in Holmfirth and Honley centres.</p>

Holme Valley Parish Council

	<p>Baby change facilities were identified as being available at the Civic and Holmfirth Library subject to opening times.</p> <p>A further ACTION for the Clerk was to contact Redbak regarding ensuring accessible baby change facilities are identified on the 'Make it Your Holmfirth' interactive map.</p>
2526 70	Holmfirth Public Toilets - development
	<p>Phase 1 of renovation works to Holmfirth Toilets had been completed.</p> <p>A meeting of the Holmfirth Toilets Working Group was held on 4 February 2026.</p> <p>Unfortunately, a representative from Holme Architecture did not attend to present ideas regarding phase 2/3 of the project.</p> <p>NOTED: documentation regarding phase 2/3 of the Holmfirth Toilets Refurb project including:</p> <ul style="list-style-type: none"> – Holmfirth WC Images 170226. – 115_211 Proposed Ground Floor Plan Rev D SHOWING DEMOLITION. – 115_211 Proposed Ground Floor Plan Rev D. – Holmfirth WCs Phase 2 Costs. – Refurbishment Examples – Rev A. – Changing Places Toilets – supporting information. <p>An ACTION for the Clerk was to write to Kirklees regarding the next phase of Holmfirth Centre works and enquire as to whether there was scope to include the refurbishment of Holmfirth Toilets as part of the next phase.</p> <p>RESOLVED: to approve expenditure of up to £5,000 from EMR Holmfirth Toilets Refurb to seek advice on possible sources of funding for the Holmfirth Toilets Refurb project.</p> <p>Further decisions regarding the project were DEFERRED to the SERVICE PROVISION COMMITTEE meeting on 8 June 2026.</p>
2526 71	Request to install a temporary sign on the gable end of Holmfirth Public Toilets
	<p>Correspondence had been received requesting permission to erect a temporary sign to publicise the Holmfirth Folk Festival.</p>
	<p>RESOLVED: permission was granted in principle to allow the erection of a Holmfirth Folk Festival sign at Holmfirth Public Toilets on the gable end wall subject to legal permissions being in place.</p> <p>An ACTION for the Clerk was to contact the requester and explain that any signage to be in place for longer than 28 days would likely require Planning Permission from Kirklees and explain that permission for the erection of the sign depended on this being carried out within legal parameters.</p>
2526 72	Gartside Unit – lettable space – future plans
	<p>The Clerk reported that three separate enquiries had been received regarding the use of the Gartside Unit lettable space. These were regarding:</p> <ol style="list-style-type: none"> 1. Using the unit as a Heritage Hub; 2. Using the unit to provide fresh milk and dairy products via a vending machine to be installed by Milk From The Hills; 3. <i>and</i> an expression of interest from Jam Factory Music School to use the unit as a rehearsal

Holme Valley Parish Council

	<p>space.</p> <p>Cllr Baylin had declared an interest in the item and would speak but not vote.</p> <p>The Clerk further reported that the recent persistent poor weather rain/frost had led to water damage in the unit that would need to be addressed before the unit could be re-let. The damage included the swelling of the access door which had prevented Jam Factory Music School from being able to view the unit and make a decision as to whether it wished to be considered further as a potential tenant.</p> <p>Further consideration of the matter was DEFERRED to the SERVICE PROVISION COMMITTEE meeting on 8 June 2026.</p>
	<p>The Clerk reported further that no monies were left in the Lettable Space budget line for 2025-26.</p> <p>RESOLVED: to recommend to FULL COUNCIL up to £1,000 from General Reserves for repairs to the Gartside Unit lettable space.</p> <p>An ACTION for the Clerk was to seek a quotation from the Maintenance Contractor regarding repairs needed to the Unit.</p> <p>A further ACTION for the Clerk was to contact the potential tenants regarding the deferral and ensure that full information from potential tenants was received in time for the SERVICE PROVISION COMMITTEE meeting on 8 June 2026.</p>
	OTHER ASSETS MANAGEMENT
2526 73	Benches
	<p>The Clerk gave the following updates regarding:</p> <ul style="list-style-type: none"> i. A request for a new bench outside Dawson and Hall, Holmfirth. ii. The persistent removal of memorial plaque from bench A7 Greengates Road, Digley – request. iii. Bench HC12 moved from outside the Cheese Shop. iv. Benches HC13A and HC13B removed from Hollowgate, Holmfirth. v. Bench HC14 removed from outside Holy Trinity, Holmfirth. <p>The locations of the benches can be found on the Holme Valley Parish Council Asset Map https://www.google.com/maps/d/viewer?mid=17yaWijOFB92Nzg-oGta9kNAvWysg89Ye&ll=53.570442796374145%2C-1.7864228863378173&z=18</p>
	<p>RESOLVED: to give permission for the owner of the memorial plaque referred to in ii. to re-attach the plaque to bench A7 Greengates Road, Digley, in consultation with and in the presence of the Parish Council’s Maintenance Contractor.</p> <p>RESOLVED: that bench HC14 removed from outside Holy Trinity be left in the custody of the remover until the COMMITTEE decides an alternative location.</p> <p>It was NOTED that benches HC13A and HC13B had been removed from Hollowgate by persons unknown and that the current location of the benches was not known.</p> <p>An ACTION for the Clerk was to contact the requester of i. a new bench outside Dawson and Hall and explain that the COMMITTEE would revisit this after Holmfirth works were completed, with the</p>

Holme Valley Parish Council

	<p>possibility that an existing bench could be moved to the proposed site subject to any necessary permissions being granted from Kirklees.</p> <p>An ACTION for the Clerk was to contact the Cheese Shop, confirm that they had custody of the removed bench HC12 and that it would remain with them pending further contact from the COMMITTEE once Holmfirth centre works were completed.</p>
2526 74	Stone shelters
	<p>The Clerk updated members regarding Hade Edge Shelter.</p> <p>The Maintenance Contractor reported that the roof needed taking off entirely, due to rotten timbers needing to be replaced. The roof had been re-felted twice in the last 10 years and a roofer had repaired the gulleys.</p> <p>The Maintenance Contractor advised that the roof be taken off, the V-shaped walls made level and that a slightly sloped flat roof without overhang be installed.</p> <p>The Clerk had requested an estimate from the Maintenance Contractor as a starting point. It was likely that further quotations would be necessary to comply with Financial Regulations.</p> <p>A noticeboard was to be placed inside the shelter for the benefit of the Hade Edge community once works were completed.</p> <p>An ACTION for the Clerk was to obtain quotations for the rebuilding of Hade Edge shelter in line with Holme Valley Parish Council Financial Regulations.</p>
2526 75	War Memorials
	<p>The Clerk updated members regarding repairs needed to Hepworth War Memorial.</p> <p>This was a long-standing project, which needed the Clerk to first complete an application to the War Memorials Trust for a grant towards the cost of repairs. The Clerk needed to obtain 3 quotes for the work from approved contractors which was proving difficult.</p> <p>Unfortunately the Clerk had not had time to pursue this further since the last COMMITTEE meeting on 18 November 2025 and so it was not possible to submit an application by the current 28 February deadline.</p> <p>An ACTION for the Clerk would be to now aim to submit an application to the War Memorials Trust for repairs to Hepworth War Memorial by the 30 June 2026 deadline for applications.</p>
2526 76	Red Heritage Telephone Boxes
	<p>The Clerk gave the following updates:</p> <ol style="list-style-type: none"> i. <u>Hepworth Heritage Phone Kiosk adjacent to the Butchers Arms</u> It remained an ACTION for the Clerk to contact a Kirklees Heritage Officer about the possible delisting of the kiosk and, if this could not be achieved, implications regarding ownership should the Parish Council take this on. English Heritage was the body which would have to be approached regarding delisting. To date, the Clerk had not had contact from the Butchers Arms regarding their willingness for the Parish Council to make an application for ownership of the box. The Clerk continued to be in contact with the member of the public seeking custodianship of

Holme Valley Parish Council

	<p>the kiosk with the support of Hepworth Community Association.</p> <p>ii. <u>Netherthong Heritage Phone Kiosk, Giles St</u> The Clerk reported on a change in custodian for the kiosk, resulting from the current custodian moving out of the village. A new custodian had stepped forward and this change was NOTED by the COMMITTEE. An ACTION for the Clerk was to write to the current custodian and thank them for their service and also to the new custodian to thank them for stepping forward and confirm that they are the new custodian and contact.</p>
2526 77	Covid Memorial Orchard at Sands
	<p>The Clerk and Cllr Mary Blacka updated the COMMITTEE.</p> <p>The COMMITTEE was still awaiting Kirklees permission to install a memorial plaque at Sands. There had been recent correspondence regarding this but no real progress. Kirklees Holme Valley South Councillors had been emailed regarding the lack of progress.</p>
	<p>RESOLVED: to approve expenditure of up to £200 to replace trees at the Covid Memorial Orchard at Sands.</p> <p>A brief discussion regarding the Memorial Garden at Honley Library was also had.</p> <p>An ACTION for the Clerk was to obtain an update from Friends of Honley Library regarding the Covid Memorial Garden for the SERVICE PROVISION COMMITTEE meeting on 8 June 2026.</p>
2526 78	New Mill Closed Cemetery
	<p>Further to the Maintenance Contractor's report the Clerk gave an update with regards to New Mill Closed Cemetery.</p>
	<p>No further actions regarding New Mill Closed Cemetery were considered.</p>
2526 79	Maintenance Contracts
	<p>RESOLVED: to extend the existing contracts for the maintenance/servicing of Holmfirth Toilets and the maintenance of other small assets until 31 December 2026.</p> <p>At 9pm it was RESOLVED to suspend Standing Orders to complete the business of the meeting as per the agenda.</p>
	PARTNERSHIPS, PROJECTS AND REPORTS FROM WORKING GROUPS
2526 80	Tourism
	<p>An update from Cllr Lawrence Baylin was received. Heritage Week was scheduled for September. And Kirklees Scrutiny Panel was due to visit Holmfirth centre in March to collect first hand experience of the centre.</p> <p>Two videos promoting tourism in the Holme Valley would be produced by Northern Content once the weather improved.</p>
	<p>There were no actions arising from the update.</p>

Holme Valley Parish Council

2526 81	Youth work in the Holme Valley
	<p>NOTED: the reports received from Kirklees Youth Alliance.</p> <p>RESOLVED: approval of a payment of £5,000 to Kirklees Youth Alliance for the delivery of youth work in the Holme Valley from the Youth Provision budget line.</p> <p>An ACTION for the Clerk was to write to Kirklees Youth Alliance and thank the staff delivering the service for their commitment and expertise. It was remarked in the meeting that remarkable things were being achieved on a shoestring budget.</p>
2526 82	Transport Working Group and Stotts Minibus Provision - update
	<p>An update was received from Cllr Lawrence Baylin, including progress regarding the production of a bus map. Once the work was completed it was mooted that councillors be asked to help with the distribution of printed maps.</p> <p>The COMMITTEE went into private session at 9.05pm to receive information from a member that could be commercially sensitive and recording of the meeting was suspended.</p> <p>The private session ceased at 9.10pm when the COMMITTEE went back into public session and recording resumed.</p> <p>There were no actions considered in respect of the WYCA-brokered Stotts Holme Valley minibuss service.</p>
2526 83	Urban Nature Reserve Project
	<p>Cllr Alison Morgan reported on behalf of the working group established for this project.</p> <p>It was NOTED that a 5-berth swift box had been installed in Netherthong village, part of an initiative to establish a 'Swift Village' in Netherthong. An installation date for the other Swift boxes was awaited.</p> <p>There were plans for bat walks/monitoring to take place and a newsletter had been produced and posted to the HOLME VALLEY PARISH COUNCIL website.</p> <p>There were no further actions to consider.</p>
	PUBLICITY
2526 84	Items for Publicity
	<p>NOTED: i. The COMMITTEE wished the installation of the swift boxes as part of the urban nature reserve project to be publicised. ii. The need to publicise information about baby change facilities available in the Holme Valley was also put forward for noting.</p> <p>An ACTION for the Clerk was to liaise with the Assistant Clerk regarding publicising the swift boxes project and the publicising of baby change facilities in the Holme Valley.</p>
	The meeting closed at 9.14pm.

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 2 MARCH 2026

Those present:

Chair: Cllr J Holmes

Councillors: Cllrs L Baylin, D Bellamy, M Blacka, D Brook, T Dixon, J Liles, A Morgan, H Osborn, M Rostron, J Rylah, T Stewart, S Whitelaw

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

Also present: Mrs Jen McIntosh (Clerk)

Welcome

The Vice Chair, in the absence of the Chair, welcomed Members and members of the public to this meeting of the Finance and Management Standing Committee.

Public Question Time

One member of the public was present and spoke in support of a grant application.

2526 107 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 wanted to record the meeting.

2526 108 To accept apologies for absence

NOTED: The Committee noted that Cllr Colling had a dispensation in place for her absence. The Committee noted that Cllrs Davis, Green, Kirkby and Wilson were absent from the meeting.

All had submitted apologies.

RESOLVED: The Committee approved the reasons for their apologies.

2526 109 Receipt of written Declaration of Pecuniary and Other Interests

NOTED: It was noted that no new written Declarations of Pecuniary and Other Interests had been received.

2526 110 Declaration of interests in agenda items and written dispensations

NOTED: Members were reminded that:

1. If a member has listed in written declaration as a pecuniary or other interest an organisation or body etc which features in the agenda then this should be declared by the Member.

Signed: _____

Holme Valley Parish Council

2. If a Member has a pecuniary or other interest not listed in written declaration in an organisation or body etc which features in the agenda then this should be declared.
 3. The onus is on individual Members to make declarations appropriately.
 4. Failure to declare may constitute a breach of the Code of Conduct and may be reported to the Monitoring Officer by other Members or by members of the public.
- Cllr Brook declared a personal interest in 2526 114 E iv d – grant application from Holmepride.
 - Cllr Brook declared a personal interest in 2526 114 E v e – grant application from River Holme Connections.
 - Cllr Morgan declared a personal interest in 2526 119 – Honley Library including the change of use for a grant request. Cllr Morgan has a dispensation in place for this DPI.
 - Cllr Rylah declared a personal interest in 2526 114 E iv i – grant application from The Tech.
 - Cllr Rylah declared a personal interest in 2526 114 E v e – grant application from River Holme Connections.
 - Cllr Stewart declared a personal interest in 2526 114 E iv i – grant application from The Tech.
 - Cllr Whitelaw declared a personal interest in 2526 114 E iv i – grant application from The Tech.
 - Cllr Whitelaw declared a personal interest in 2526 114 C iii – rolling grant to Holmfirth Film Festival.
 - Cllr Whitelaw declared a personal interest in 2526 114 E v m – grant application from Café 100.
 - Cllr Whitelaw declared a personal interest in 2526 114 E v p – grant application from Holmfirth Conservation Group.

2526 111 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 112 To confirm the Minutes of the previous Committee meeting

NOTED: Members noted the Minutes of the Finance and Management Committee Meeting held on 19 January 2026, numbered 2526 88 to 2526 106 inclusive, already approved at Council.

Matters arising from the last meeting/minutes:

The RFO reported that, in respect of the money the Parish Council owes on its garage rentals, having tried unsuccessfully to speak to the VAT helpline, he advises that, given that the amount owed is, in HMRC terms, low, that the Parish Council should pay the money that is owed £513.34 in the next VAT return. HMRC's own advice is to do this

Signed: _____

Holme Valley Parish Council

and to make sure details of the error are recorded.

The Parish Council considered the RFO's suggestion.

RESOLVED: That the RFO take this approach with regard to the VAT owed and correct the errors in the February VAT return.

NOTED: The Committee noted that the RFO/Deputy Clerk had corrected a prior error on expenditure on the Social Progress training by viring £1,000 from 4660 Communications & Engagement to 4061 Councillor Training.

2526 113 **Prioritising Climate Action activities 2025-7**

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

RESOLVED: The Parish Council would pay heed to the climate emergency in all Council business including when considering grant applications.

2526 114 **Grants**

A. **Grant Evaluations**

NOTED: Members noted new grant evaluations received since the last meeting from the following community organisations:

2025/26:

- Friends of Cliff Rec

2024/25

- Honley Business Association - defibs

The RFO reported that a number of organisations had contacted the Parish Council to say that their projects from 2024/25 are still unfinished. The Parish Council has suggested they submit the Grant Evaluation Report when the project is finished. This applied to: Holme Village Community Centre, Brockholes Green Spaces.

There were still some outstanding Grant Evaluation Reports from 2024/25 and 2025/26 and the RFO would be chasing these in due course.

The Committee considered any further action on grant evaluations.

RESOLVED: No further action.

B. **Grants Working Group**

In Cllr Wilson's absence, the Grants Working Group reported that it had completed its work for this council year. The Group had completed the following work for consideration:

- Its Report which covered the following changes:
 - Updated the Council's priorities for grants.
 - Drew up a Grants Policy for the Parish Council.

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Holme Valley Parish Council

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

The Committee considered recommending the report and the changes to the grants process covered in it to full Council.

RESOLVED: The report and the accompanying documents would be recommended to full Council 23rd March 2026.

C. Rolling Grants

- i. **To consider,** The Committee considered the Rolling Grant Agreement for Honley Business Association.
RESOLVED: The agreed amount of £1,560 was authorised to be paid to the group in respect of their CCTV system.
- ii. **NOTED:** The Committee noted that the next year, as the last year of the current council term, would also be the last year of any rolling grant agreements approved by the Parish Council.
- iii. **NOTED:** Members noted the current ongoing, rolling grants of this Committee:
 - Honley Business Association - £1,560 - CCTV
 - Holmfirth Festival of Folk - £1,500 - Festival costs
 - Wooldale Community Group - £1,000 – venue rental for clubs
 - Holmfirth Film Festival - £1,500 – venue hire
 - Friends of Honley - £1,500 – annual planting
 - Friends of Cliff Rec - £500 – Carols on the Cliff
 - Holme Valley Transport - £1,000 – patient transport (defunct) (E)
- iv. The Committee considered any further action on rolling grants.
RESOLVED: The Committee asked Holme Valley Transport to return the £1,000 payment that had been paid to the now closed patient transport scheme

Signed: _____

E. Grant Applications

- i. **NOTED:** The Committee noted the list of grant applications being considered tonight against budget lines 4315 Community Assets and 4405 Projects and Events. Rolling grants awarded previously had been deducted from the budget totals.
- ii. **NOTED:** The Committee noted the RFO's report on previous grant awards to applicants this cycle.

The RFO suggested that, as part of the considerations of grants, the Committee might wish to consider where awards are offered as rolling, multi-year awards. This would only apply to the final year of this current Council term.

- iii. The Committee considered whether, if approved by the Committee, the RFO/Deputy Clerk should contact organisations awarded grants to discuss whether there would be any opportunity to save on VAT if items or works are gifted by the Parish Council rather than paid as grants.
RESOLVED: The Committee ruled that the RFO/Deputy Clerk should contact successful applicants awarded grants where it was thought there was an opportunity to reclaim VAT, to discuss the possibility.

iv. Budget line 4315 Community Assets Grants

This budget line held £35,904.73. Money applied for totalled £34,102.10.

- a. The Committee considered a Grant Application from Brockholes Village Trust, for £4,979 towards upgrading of fire alarms at the village hall.
RESOLVED: Brockholes Village Trust was awarded £4,979.
- b. The Committee considered a Grant Application from Huw Thatcher Trust, for £1,390 towards planters for Sands.
RESOLVED: The Committee considered that this application fell outside the remit of its grants process. It voted for this application to be considered at full Council 23rd March 2026.
- c. The Committee considered a Grant Application from Honley Players, for £5,000 towards replastering a meeting room at Southgate Theatre.
RESOLVED: Honley Players was awarded £5,000.
- d. The Committee considered a Grant Application from Holmepride, for £637.97 towards the Holmeside Memorial Gardens project.
RESOLVED: Holmepride was awarded £637.97.
- e. The Committee considered a Grant Application from Holme Village Community Centre, for £5,000 towards new flooring.
RESOLVED: Holme Village Community Centre was awarded £5,000.

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Holme Valley Parish Council

- f. The Committee considered a Grant Application from Paris Piscatorial Society, for £1,500 towards repair to the dam wall.
RESOLVED: No award was made.
- g. The Committee considered a Grant Application from Honley Village Community Trust, for £769 towards purchase of a kissing gate.
RESOLVED: Honley Village Community Trust was awarded £769.
- h. The Committee considered a Grant Application from Honley Village Community Trust, for £5,000 towards a plan to fix a leak to Magdale dam.
RESOLVED: No award was made.
- i. The Committee considered a Grant Application from Holmfirth Tech, for £4,826.13 towards soundproofing and insulation of the dance studio.
RESOLVED: Holmfirth Tech was awarded £4,826.13.
- j. The Committee considered a Grant Application from Just Hoop CIC, for £5,000 towards renovations to turn a hall into a basketball court.
RESOLVED: Just Hoop CIC was awarded £5,000.

At the end of considerations of applications against 4315 Community Assets, £9,692.63 remained in the budget.

RESOLVED: Committee resolved to recommend to full Council to vire this £9,692.63 from 4315 Community Assets to 4405 Projects and Events.

v. **Budget Line 4405 Community Benefits Grant – projects, events, other**

- *Money applied for totals £21,132.50.*
 - *This budget line held £8,466.50.*
 - *If, as above, the underspend from 4315 Community Assets is factored in, the total budget would be £8,466.50 + £9,692.63 = £18,159.13*
- a. Members considered whether a Grant Application from Holmfirth Conservation Group should be considered. Though the application had been despatched within the agreed timeframe, it was ultimately received late due to an incorrect email address.
RESOLVED: This grant application would be considered.
- b. The Committee considered a Grant Application from Holmfirth Musical Festival, for £1,500 towards Festival running costs.
RESOLVED: It was resolved that Holmfirth Musical Festival would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.

Signed: _____

Holme Valley Parish Council

- c. The Committee considered a Grant Application from Holmfirth Children's Book Festival, for £1,500 towards Festival promotions.
RESOLVED: It was resolved that Holmfirth Children's Book Festival would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- d. The Committee considered a Grant Application from Holmfirth Arts Festival, for £1,500 towards the Creative Consequences arts 3-year arts project.
RESOLVED: It was resolved that Holmfirth Arts Festival would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- e. The Committee considered a Grant Application from River Holme Connections, for £1,500 towards a nature-themed guided walks programme.
RESOLVED: It was resolved that River Holme Connections would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- f. The Committee considered a Grant Application from Holmfirth Pride, for £1,500 towards a Pride event.
RESOLVED: It was resolved that Holmfirth Pride would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- g. The Committee considered a Grant Application from Holmfirth Food and Drink Festival, for £1,500 towards Festival costs.
RESOLVED: It was resolved that Holmfirth Food and Drink Festival would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- h. The Committee considered a Grant Application from Honley Village Community Trust, for £262.50 towards an Easter party for children.
RESOLVED: It was resolved that Honley Village Community Trust would be awarded £262.50 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- i. The Committee considered a Grant Application from Holme Village Residents Association, for £1,500 towards a Peak Park 75th Anniversary celebration.
RESOLVED: It was resolved that Holme Village Residents Association would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- j. The Committee considered a Grant Application from Honley Show Society Ltd, for £1,500 towards printing of the Honley Show programme.
RESOLVED: It was resolved that Honley Show Society Ltd would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.

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Holme Valley Parish Council

- k. The Committee considered a Grant Application from Communities United, for £1,500 towards Man Alive – a men’s mental health project.
RESOLVED: It was resolved that Communities United would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- l. The Committee considered a Grant Application from Holme Valley Climate Action Partnership, for £1,370 towards a local produce and vegetarian food event at the Food Festival.
RESOLVED: It was resolved that Holme Valley Climate Action would be awarded £1,260.40 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- m. The Committee considered a Grant Application from Café 100, for £1,500 towards a programme of activities and engagement events for young people.
RESOLVED: It was resolved that Café 100 would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.
- n. The Committee considered a Grant Application from Hepworth Hurricanes, for £1,500 towards a “Walking Netball” project.
RESOLVED: It was resolved that Hepworth Hurricanes would be awarded £1,380 pending the recommendation to full Council to approve a virement of £8,869.90 from 4315 Community Assets to 4405 Projects and Events.
- o. The Committee considered a Grant Application from Yorkshire Neon Makers, for £1,500 towards a free programme of neon-making workshops.
RESOLVED: No award was made.
- p. The Committee considered a Grant Application from Holmfirth Conservation Group, for £1,500 towards advertising for Holme Valley Heritage Days.
RESOLVED: It was resolved that Holmfirth Conservation Group would be awarded £1,380 pending the recommendation to full Council to approve a virement of £9,692.63 from 4315 Community Assets to 4405 Projects and Events.

RESOLVED: The Finance and Management Committee resolved for the RFO/Deputy Clerk to apportion the money (£8,466.50 plus £9,692.63 total £18,159.13) to all the successful applicants with Honley Village Community Trust receiving 100% of their small award, and the other winners getting 92% of their request. This is pending approval by full Council.

Signed: _____

Holme Valley Parish Council

2526 115 Chair's Expenses

NOTED: The Committee noted that:

- the Chair's Expenses budget for 2025-26 was £1,000
- £205 had been spent from this budget line to date in 2025/26.
- £795 remained.
- The Chair needed to start thinking about whether he wants to make a donation to a local community group from whatever is left in the Expenses budget. This needs to happen before end March 2026.

2526 116 Schedule of Payments

- NOTED:** The Committee noted the Schedule of Payments for January 2026.
- RESOLVED:** The Committee approved the draft Schedule of Payments for February 2026.

The Chair must initial the Schedules of Payments and they must be attached to the minutes of the meeting.

2526 117 Financial Statements

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

- For January 2025:
 - (1) Cash Books All Accounts Receipts and Payments (to end 31 January 2026)
 - (2) Trial Balance (to end 31 January 2026)
 - (3) Balance Sheet (to end 31 January 2026)
 - (4) Cash and Investment Reconciliation (to end 31 January 2026)
 - (5) VAT Return – year-to-date for the quarter JAN-MAR 2026 not for submission.
- The Committee considered that, as per the guidance in the SAPP Practitioners' Guide 2025, the Committee must approve the bank reconciliations cross-referenced with bank statements, and this must be minuted.

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

For January 2026:

- 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.

To approve these bank reconciliations as above.

The Chair and a second signatory on the bank mandates have to sign and date all the bank reconciliations, checking against the bank statements.

Signed: _____

Holme Valley Parish Council

- iii. Councillors reviewed the draft Income and Expenditure report year-to-date and the following notes from the RFO/Deputy Clerk.

Notes from the RFO:

Income side:

- Holmfirth Civic Hall Community Trust still owed the Parish Council for the reimbursement of insurance costs. The Trust had been reminded of this. 1095 Other receipts is likely to be significantly over budget due to unspent grants being returned to the Parish Council.

Expenditure side:

- Council is already aware that the staffing Salaries budget is likely to be around £3,000 over at year end.
- **NOTED:** 4235 Insurance will be around £90 over budget.
- **NOTED:** 4215 Bank Charges was likely to be under-budget because it was calculated on the Parish Council also having the two HSBC accounts since closed.
- **NOTED:** 2232 Christmas Provision budget line is currently £524 over-budget due to increased costs for Christmas trees, disposal costs, higher grants awarded.
- **NOTED:** The 4840 Climate Action budget line was £3,092 over-budget and may be £4,000+ over budget at year end due to works regarding the solar panels/roofing project at the Gartside Building and the swift boxes. This overspend was approved by Council.
- All other budget lines appeared broadly-speaking on target.
- Some budget lines like 4320 Public Toilets Day-to-day and 4740 Seats and Shelters were likely to be significantly under-budget at year end.

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

RESOLVED: No further action.

- iv. Earmarked Reserves

The RFO reported that that all earmarked reserves connected to the Gartside building roof and solar project had now been reduced to 0. The Rolling Grants earmarked reserve only contained the £1,560 committed to be paid to Honley Business Association in respect of the Honley CCTVs previously at this meeting.

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

The Committee considered any further action on earmarked reserves.

RESOLVED: No further action.

Signed: _____

2526 118 The Civic, Holmfirth

No trustees were present to report.

- i. **NOTED:** Members noted the reports from Holmfirth Civic Hall Community Trust. As these reports may be at times commercially sensitive, these had been shared separate to this Agenda and its supporting documentation.
- ii. 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 Vice Chair wanted thanks to be passed on to the trust regarding the quality of the reports submitted.
- iii. **Civic Vision Working Group**

The Vice Chair reported the following:

- a. At the architect's recent presentation to the Parish Council and to Holmfirth Civic Hall Community Trust, Karen Houghton had spoken about the possibility of raising funds for The Civic via applications to external grant-awarding bodies.
The Committee considered commissioning work to develop a fundraising strategy including looking to ascertain the views of key funders like the National Lottery Heritage Fund, Architectural Heritage Fund and Arts Council. The initial cost for this would be in the range of £2,500. This work may be commissioned from Karen Houghton, but two other estimates need to be obtained.
RESOLVED: The Committee resolved to ask Council for expenditure up to £2,500 from general reserves on commissioning a fundraising strategy.
RESOLVED: The Committee resolved that the Clerk should seek two alternative estimates for the development of such a strategy.

RESOLVED: The Civic Vision Working Group would then recommend a preferred candidate from the three estimates sought to Council.
- b. **NOTED:** The Committee noted that, with our contract with Mosedale Gillatt Architects, it seems likely that there will be some additional unavoidable expenditure for a planning pre-application and quantity surveyor costs.
- c. The Committee considered a project budget encompassing the above costs – planning pre-application and quantity surveyor.
RESOLVED: Three quotations would be required for this project.
RESOLVED: The Committee resolved to defer to Council to approve a project budget to cover this additional expenditure.

The Chair said she hoped that the public would engage with a consultation on the vision for the future of The Civic.

Signed: _____

Holme Valley Parish Council

2526 119 Honley Library

- i. **NOTED:** The Committee noted the reports from Friends of Honley Library. As these reports may be at times commercially sensitive, these are shared separate to this Agenda and its supporting documentation.

Request for a Grant change of use

- ii. In September, this Committee had awarded Friends of Honley Library a grant of £15,000 to contribute towards a programme of works involving the replacement of roof lights and windows at lights. Having received some funding from elsewhere and with building costs rising, the Friends asked if they could to put this £15,000 towards their extension project rather than the roof lights and windows. The Committee considered a change of use for this grant.

RESOLVED: The change of use was approved.

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

RESOLVED: No further action.

2526 120 Tenancies

Allotments

- i. **NOTED:** The Committee noted that the RFO/Deputy Clerk had sent out the paperwork in respect of the new leases of the allotments to commence 1st April 2026.

Garages

- iii. **NOTED:** The Committee noted that the RFO/Deputy Clerk had sent out the paperwork in respect of the new leases of the garages to commence 1st April 2026. One tenant had contacted the Parish Council to suggest that they might have to give up the garage if they could not find somewhere to live locally.

Gartside Building

- iv. The Clerk reported on prospective tenants for the Gartside Building. A decision on these applicants was deferred until 8th June.

2526 121 Internal Control Check

NOTED: The Committee noted that Cllr Green will be undertaking the important end-of-year internal controls check in April 2026.

2526 122 Banking

NOTED: The RFO/Deputy Clerk reported that the banking arrangements were functioning well.

Signed: _____

Holme Valley Parish Council

2526 123 Financial Records for the website

NOTED: Members noted that the financial records for January 2026 had been added to the website. The records for February 2026 would be added in due course.

2526 124 Publicising the work of Holme Valley Parish Council

The Committee considered recent events or news that this Committee wished to publicise via the press, Parish Council website or social media.

RESOLVED: News about the grants awarded would be shared as a news item.

Signed: _____

HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Description	Net	Vat	Gross	Authorisation to Pay	Legislation	Code	Amount	Legislation	Code	Amount	Legislation	Code
2526/12/01	06/03/2026	BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY	HV MINIBUS SERVICE MAR	£1,971.15	£0.00	£1,971.15	F&M 2526 13	GPC Localism Act 2011	4730	£1,971.15					
2526/12/02	06/03/2026	BACS	<input type="checkbox"/>	WOOLDALE COMMUNITY GROUP	ROLLING GRANT - RENT FOR BABY GROUP / YOUTHCLUB	£1,000.00	£0.00	£1,000.00	F&M 2526 94 Eii	GPC Localism Act 2011	4405	£1,000.00					
2526/12/03	06/03/2026	BACS	<input type="checkbox"/>	HOLMFIRTH HARRIERS	GRANT - HEAT PUMP / BOILER	£5,000.00	£0.00	£5,000.00	F&M 2526 116	GPC Localism Act 2011	4315	£5,000.00					
2526/12/04	09/03/2026	DD	<input type="checkbox"/>	BT	INTERNET AND PHONE	£51.95	£10.39	£62.34	F&M 2526 13	GPC Localism Act 2011	4275	£51.95					
2526/12/05	13/03/2026	BACS	<input type="checkbox"/>	STAFF 05	SALARY	£1,571.66	£0.00	£1,571.66	F&M 2526 13	GPC Localism Act 2011	4000	£1,571.66					
2526/12/06	13/03/2026	BACS	<input type="checkbox"/>	STAFF 02	SALARY	£1,864.57	£0.00	£1,864.57	F&M 2526 13	GPC Localism Act 2011	4000	£1,864.57					
2526/12/07	13/03/2026	BACS	<input type="checkbox"/>	STAFF 04	SALARY	£1,695.18	£0.00	£1,695.18	F&M 2526 13	GPC Localism Act 2011	4000	£1,695.18					
2526/12/08	13/03/2026	BACS	<input type="checkbox"/>	HMRC	PAYE TAX AND NI	£1,921.98	£0.00	£1,921.98	F&M 2526 13	GPC Localism Act 2011	4000	£1,921.98					
2526/12/09	13/03/2026	BACS	<input type="checkbox"/>	WEST YORKSHIRE PENSIONS FUND	PENSIONS	£1,232.43	£0.00	£1,232.43	F&M 2526 13	GPC Localism Act 2011	4000	£1,232.43					
2526/12/10	16/03/2026	DD	<input type="checkbox"/>	LLOYDS BANK	MULTIPAY CARD MONTHLY SUB	£6.00	£0.00	£6.00	Council 2526 108	GPC Localism Act 2011	4215	£6.00					
		DD	<input type="checkbox"/>	E.ON NEXT	ELECTRICITY - HOLMFIRTH TOILETS	£28.95	£1.45	£30.40	F&M 2526 13	GPC Localism Act 2011	4320	£28.95					
		BACS	<input type="checkbox"/>	JRB ENTERPRISE LTD	POO BAGS	£404.50	£80.90	£485.40	F&M 2526 13	GPC Localism Act 2011	4720	£404.50					
		BACS	<input type="checkbox"/>	ZONKEY	WEBSITE AUDIT - AGAR ASSERTION 20	£295.00	£59.00	£354.00	F&M 2526 13	GPC Localism Act 2011	4660	£295.00					
		BACS	<input type="checkbox"/>	ZONKEY	WEBSITE - ALERT BANNER FACILITY	£150.00	£30.00	£180.00	F&M 2526 13	GPC Localism Act 2011	4660	£150.00					
		BACS	<input type="checkbox"/>	STAFF 04	REIMBURSEMENT - BEREAVEMENT CARD	£3.00	£0.00	£3.00	F&M 2526 13	GPC Localism Act 2011	4205	£3.00					
		BACS	<input type="checkbox"/>	NFP WORKSHOPS	ZOOM WORKSHOP - CLLR 22	£95.00	£0.00	£95.00	Council 2425 94	GPC Localism Act 2011	4061	£95.00					
		BACS	<input type="checkbox"/>	KIRKLEES COUNCIL	ELECTION COSTS	£4,334.22	0.00	£4,334.22	F&M 2425 12	GPC Localism Act 2011	4225	£4,334.22					
		BACS	<input type="checkbox"/>	ROYAL MAIL	PAYMENT RE INCORRECT POSTAGE ON INCOMING MAIL	£2.50	£0.00	£2.50	Council 2425 94	GPC Localism Act 2011	4205	£2.50					
		BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	MAINTENANCE	£1,090.02	£0.00	£1,090.02	F&M 2526 13	GPC Localism Act 2011	4740	£245.55		GPC Localism Act 2011	4320	£844.47	
		BACS	<input type="checkbox"/>	MAINTENANCE CONTRACTOR	EXPENSES	£106.86	£21.39	£128.25	F&M 2526 13	GPC Localism Act 2011	4320	£106.86					
		BACS	<input type="checkbox"/>	PRINCIPAL HYGIENE	SERVICE NAPPY UNITS	£60.00	£12.00	£72.00	F&M 2526 13	GPC Localism Act 2011	4320	£60.00					
		BACS	<input type="checkbox"/>	BROCKHOLES VILLAGE TRUST	GRANT: UPGRADE FIRE ALARMS	UP TO: £4,979.00	£0.00	£4,979.00		GPC Localism Act 2011	4315	£4,979.00					
		BACS	<input type="checkbox"/>	HONLEY PLAYERS	GRANT: REPLASTER MEETING ROOM	UP TO: £5,000.00	£0.00	£5,000.00		GPC Localism Act 2011	4315	£5,000.00					
		BACS	<input type="checkbox"/>	HOLMEPRIDE	GRANT: HOLMESIDE MEMORIAL GARDENS PROJECT	UP TO: £637.97	£0.00	£637.97		GPC Localism Act 2011	4315	£637.97					
		BACS	<input type="checkbox"/>	HOLME VILLAGE COMMUNITY CENTRE	GRANT: NEW FLOOR TO CENTRE	UP TO: £5,000.00	£0.00	£5,000.00		GPC Localism Act 2011	4315	£5,000.00					
		BACS	<input type="checkbox"/>	HONLEY VILLAGE COMMUNITY TRUST	GRANT: KISSING GATE	UP TO: £769.00	£0.00	£769.00		GPC Localism Act 2011	4315	£769.00					
		BACS	<input type="checkbox"/>	HOLMFIRTH TECH	GRANT: DANCE STUDIO SOUNDPROOF/INSULATION	UP TO: £4,826.13	£0.00	£4,826.13		GPC Localism Act 2011	4315	£4,826.13					
		BACS	<input type="checkbox"/>	JUST HOOP CIC	GRANT: NEW BASKETBALL COURT	UP TO: £5,000.00	£0.00	£5,000.00		GPC Localism Act 2011	4315	£5,000.00					
						£49,097.07	£215.13	£49,312.20									



**Holme Valley Parish Council
Reference Group on the Kirklees Council Local Plan Update**

Response to the NPPF Consultation, December '25 to March '26

Introduction

Holme Valley Parish Council (HVPC) set up a Reference Group over a year ago to respond to Kirklees Council's updating of its Local Plan. The membership of the Group consists of parish councillors, representatives of several local groups, listed at the end of the document and one resident who attends in a personal capacity.

When the NPPF update was published in December 2025, the Reference Group decided that it would respond to the consultation. Rather than just pooling our own thoughts, we decided that we would carry out some limited community consultation. Accordingly, we organised two public meetings, one in the south of the HVPC area in Holme Village, part of which is in the Peak District National Park and the other in Brockholes to the north of the area.

In addition to the public meetings, HVPC published information about the NPPF consultation on its website and face book pages. We hope that these promptings may have played a part in securing some further responses from individual and local groups.

Response

NOTE

Our responses are based on the questions in the Easy Read version – *Changing the Planning Rules for England*, with responses to questions as either: **Agree a lot / Agree a bit / Neither / Disagree a bit / Disagree a lot**, then with specific comments added:

Making the rules part of the law

Question 1: If the Government changes the planning rules into laws in the future, how do you think this change should be introduced and managed?

Answer 1:

Effectuated immediately and policed effectively to ensure the planning reforms are carried through by Councils, with an effective reporting system eg a complaints ombudsman to monitor the planning system and a public KPI reporting system to highlight Councils' performance. Whilst the broad public consensus, from our public consultation, is that the planning reforms are broadly welcome, they will only have a lasting impact if they are properly implemented by Councils

Changing the layout of the rules

Question 2: Do you agree or disagree with these changes?

Answer 2: Agree a lot

Question 2a: Please explain why you agree or disagree:

Answer 2a:

We agree the planning system needs reform to better provide the housing and infrastructure that our community needs:

Chapter 1: The introduction

Question 3: Do you agree or disagree with making the introduction of the planning rules easier to understand?

Answer 3: Agree a lot

Question 3a: Please explain why you agree or disagree:

Answer 3a:

- We agree with the aim of speeding up the planning process and making it more efficient and effective
- There is clear tension between the aim of creating a more uniform planning system across England and reducing the input by local communities into planning decisions, which is a concern.
- There is a danger of the new NPPF continuing to be over-complex and written in jargon which makes it difficult for local people to understand. We encourage the use of Plain English and simplification.

Chapter 2: Rules about making plans for development

Question 4: Do you agree or disagree with what the planning rules say about how councils should write plans for development?

Answer 4: Agree a lot

Question 4a: Please explain why you agree or disagree:

Answer 4a:

Plans should be clear, objective with set targets or goals, so that these can be monitored, such that Councils can be held accountable for their plans and their performance.

Chapter 3: Rules for making decisions about development

Question 5: Do you agree or disagree with these changes?

Answer 5: Agree a bit

Question 5a: Please explain why you agree or disagree:

Answer 5a:

- There is a shortage of trained and experienced planning officers. The proposal to recruit an additional 500 planning officers nationally may not be sufficient to meet demand.
- The instruction to local planning authorities not to wait for responses from all statutory consultees – including providers of services - before making decisions on applications is welcomed, to reduce delays, however there are concerns that this will result in poorer information for decision makers to consider. Rather than being given unlimited time for approval consideration as at present, consultees should be given a one-shot 56 day period, or their approval will be deemed given.

Chapter 4: Rules about sustainability

Question 6: Do you agree or disagree with these changes?

Answer 6: Agree a lot

Question 6a: Please explain why you agree or disagree:

Answer 6a:

- The local community should be able to choose or approve what sort of housing in wants and where, rather than leaving this to private developers. The emphasis on a Neighbourhood Plan, which would clearly explain what kind of new buildings should be built and where, is welcome. The Holme Valley Neighbourhood Plan will be updated once Kirklees Council has completed its update of the Local Plan. This process will be led by the Holme Valley Parish Council.
- The new Building regulations should be robust in supporting these NPPF led reforms.

Chapter 5: Rules about climate change

Question 7: Do you agree or disagree with these changes?

Answer 7: Agree a lot

Question 7a: Please explain why you agree or disagree:

Answer 7a:

- Overall we feel that the measures to address climate change are insufficient and have concerns that there is not enough emphasis on the deepening climate emergency of the future.
- The requirement that very substantial weight be given, in planning applications for new builds and buildings that are being substantially renovated, to energy conservation measures and renewables eg solar panels and air or ground source heat pumps, is welcomed.
- We would also like to see all planning applications have a minimum provision for such measures
- We encourage the use of SUDS and where possible permeable surfaces

Chapter 6: Rules about making sure enough homes are built

Question 8: Do you agree or disagree with these changes?

Question 8: Agree a lot

Question 8a: Please explain why you agree or disagree

Answer 8a:

- The local housing market is dysfunctional. Neither the mix of housing types or tenure reflect local need in our Holme Valley area:
 - There is a surplus of large houses and a shortage of smaller houses, which makes things difficult for first-time buyers, single people and older people/down-sizers.
 - There is a shortage of housing for those with particular needs, including the frail elderly
 - There is a dearth of rental properties of all sizes
 - Only 7% of housing is social housing, which is much less than the local authority average
- We would like to see a greater mix of ownership types and more social housing
- Owing to its rural nature close to urban conurbations, the Holme Valley has a particular demographic. The local population is skewed towards older residents, with a dearth of younger people. We also have a large number of small settlements – with a population of 30,000, the largest settlement size is circa 5,000 people
- The Housing Needs Survey currently being carried out by Kirklees Council, in support of its updated Local Plan, includes the Holme Valley with-in a much wider geographical area, with a different demographic. The outcome of the HNS survey will, therefore, not accurately reflect housing need in the Holme Valley, which is of concern.
- We welcome the plan for more affordable homes in rural areas and transport hubs, however, given that house prices in the Holme Valley are considerably higher than in the Kirklees Council area, affordable housing, at notionally 80% of market value is still out of reach for many local people.
- Overall, whilst the new proposals should give a greater opportunity to address the shortfall of smaller homes for first time buyers, key workers, single people and older people/downsizers, both for rent and for purchase, further support and incentives will be needed to meet their needs.

Chapter 7: Rules about helping the economy

Question 9: Do you agree or disagree with these changes?

Answer 9: Agree a lot

Question 9a: Please explain why you agree or disagree:

Answer 9a

- We welcome the relaxation of development rules that make it easy for local farmers to diversify their businesses as part of the rural economy.
- We welcome that planning applications for building housing to support the economy and employment will be given substantial weight and not just be a nod in the right direction
- Allow for homeworking in designing housing. The Holme Valley has a high proportion of people working at home, in one-person businesses.
- There is a need for mixed use developments, with provision for business and housing.e.g live/work homes
- Developments should facilitate job opportunities in the Holme Valley, to help stem the tide of young people leaving and reduce outward commuting by upskilling the local labour force and creating new, better paid and more diverse jobs
- The shortage of affordable housing holds back local business recruitment. Many have to rely on commuters from areas outside the Holme Valley, as we are unable to provide our own young workers with affordable homes, including social housing..

Chapter 8: Rules about town centres

Question 10: Do you agree or disagree with these changes?

Answer 10: Agree a lot

Question 10a: Please explain why you agree or disagree:

Answer 10a:

- We welcome the statement that our town centres, including our rural centres, should have the shops and other services that local people need.
- We strongly support the statement more homes should be built in town centres and existing rural centres
- Providing housing, shops and services in our town/rural centres and high streets is vital to their long term sustainability, ensuring we have the jobs and homes necessary for a vibrant community such that we can retain the younger generations growing up here.

Chapter 10: Rules about clean energy and water systems

Question 12: Do you agree or disagree with these changes?

Answer 12: Agree a bit

Question 12a: Please explain why you agree or disagree:

Answer 12a:

- More emphasis is needed on infrastructure, otherwise local residents will naturally feel they suffer and resist new developments where these overload existing infrastructure. The local infrastructure of electricity, water supply and sewerage in the

Holme Valley is outdated and overloaded. New housing developments are continually being attached to already over-loaded systems.

- When new developments are being planned, greater consideration should be given to the infrastructure, including schools, health care, utilities and transport, to ensure that communities can function and flourish.

Chapter 12: Rules about using land

Question 14: Do you agree or disagree with these changes?

Answer 14: Agree a lot

Question 14a: Please explain why you agree or disagree:

Answer 14a:

- We agree with the prioritisation of land for building – brownfield first, then grey belt then greenfield land. We note that not all plots of brownfield land are suitable for residential development. The Reference Group has identified preferred characteristics of land for residential development, which include:
 - Development on the edge of existing settlements
 - No isolated developments
 - Proximity to public transport and community services
 - No building on the skyline
- Building should extend upwards not outwards, to make more efficient use of land
- Housing should be built at greater density
- There is concern that allowing building on green belt on the edge of settlements will eat into greenfields and risk merging settlements
- Farmers are concerned that there is not sufficient protection for the best and most versatile agricultural land

Chapter 13: Rules about protecting Green Belt land

Question 15: Do you agree or disagree with these changes?

Answer 15: Agree a lot

Question 15a: Please explain why you agree or disagree:

Answer 15a:

- We agree that high-density development on brownfield sites should be prioritised
- We welcome the development of brown-field land in inner cities as this can lead to large scale regeneration
- Greater clarity is needed on the definition of grey belt land and this definition should be clearly communicated to all developers, LPAs and the general public. The designation of parts of the greenbelt as grey belt is highly contentious, so members of the public need clear explanations.
- Greater clarity is needed on development on greenfield and greenbelt sites and how LPAs are supposed to categorise their greenbelt areas into low performing and high

performing areas and how it is proposed to secure “more green space”.

- Preventing the merging of villages and settlements is not a purpose of the green belt. Building on newly designated grey belt sites, at the edges of villages and settlements risks the merging of small villages and settlements. The Holme Valley is predominantly an area of currently distinct small villages and settlements.
- There is concern about the extension of development possibilities in the greenbelt , which were not permitted in the previous version of the NPPF, including limited infilling in villages, redevelopment of previously developed land as well as grey belt designation.
- What is meant by 'previously developed land'?
- There are concerns that that LPAs, which have been unable to meet their housing targets, including Kirklees Council, will feel pressured into accepting the designation of substantial amounts of grey belt land.
- The support in the NPPF for building dwellings on grey belt sites, to address a n evidenced community housing needs is welcomed.
- The proposal to build on grey belt sites to address an evidenced community housing need is supported. The requirement to provide 50% affordable/social housing on grey belt sites is a positive to be welcomed.

Chapter 14: Rules about designing new places

Question 16: Do you agree or disagree with these changes?

Answer 16: Agree a lot

Question 16a: Please explain why you agree or disagree:

Answer 16a:

- The nature of the Holme Valley and its uniqueness demand very specific responses. Well designed places are needed which reflect and take into account the characteristics of the local environment.
- The vernacular style of architecture in the Holme Valley is a reflection of its history.
- Redundant buildings, especially old mill complexes could make an important contribution to to future developments, especially was they are well placed for pedestrian access.
- The desire for references to local vernacular architecture in new developments will sit oddly with pattern books
- We do not want to stifle innovation and contemporary design but consider new builds should be in keeping

Chapter 15: Rules about transport

Question 17: Do you agree or disagree with these changes?

Answer 17: Agree a lot

Question 17a: Please explain why you agree or disagree:

Answer 17a:

- The requirement for developers and LPAs to make sure developments will be connected to local transport when planning is welcomed.
- Linking small communities to rail and bus networks, eg by minibus, taxis, is important
- Pedestrian access to/from and through large developments needs more attention. Past developments in the Holme Valley have had no pavements, are not located close to public transport and have difficult road access.
- Poor connectivity and public transport issues in our rural area creates higher car ownership, with issues of congestion and car parking.
- The support for more car-free affordable housing developments proposed in the update are welcome.
- There should be more focus on the needs of older people and those with limited mobility when designing transport schemes

Chapter 16: Rules about supporting communities

Question 18: Do you agree or disagree with these changes?

Answer 18: Agree a lot

Question 18a: Please explain why you agree or disagree:

- The disproportionate number of larger, more expensive houses has a negative impact on community cohesion. There is too much dormitory, executive housing, not enough smaller houses and not enough social housing or housing to rent, at an affordable price, which endangers the sustainability of the community.
- There are too many older people living in properties that are too large because there is very little suitable housing for them to move to thus causing blockages in the housing market
- It is difficult to say which is the cause and which is the effect but it is clear than the housing mix in the Holme Valley is related to the skewed age profile, with a disproportionate number of older people and a dearth of young residents.

Chapter 19: Rules about protecting nature

Question 21: Do you agree or disagree with these changes?

Answer 21: Agree a lot

Question 21a: Please explain why you agree or disagree:

Answer 21a:

- Whilst the need to protect nature and biodiversity should be at the heart of all development, we welcome the call for clarity In the rules for protecting nature
- Why do biodiversity requirements not apply to smaller developments
- Urban areas have more biodiversity than national parks
- Wildlife corridors need to be built into development plans

- Farmland is not necessarily more biodiverse than other areas,

Chapter 20: Rules about protecting history

Question 22: Do you agree or disagree with these changes?

Answer 22: Agree a lot

Question 22a: Please explain why you agree or disagree:

Answer 22a:

Our heritage is the celebration of our past and frames our future. We want to make use of it to help us regenerate and repurpose our places and our buildings so they make a positive contribution to the present and help us live productive and fulfilled lives.

Annex B: Checking if developers can afford development

Question 25: Do you agree or disagree with these changes?

Answer 25: Agree a bit

Question 25a: Please explain why you agree or disagree:

- The Section 106 system is not working and needs a complete overhaul. Large sums of Section 106 money are held in local authority accounts and when it proves impossible to spend the money, as originally agreed, it is returned to the developers. Much greater transparency is required around Section 106, including enforcement.
- Well qualified lawyers and planners are needed by LPAs to challenge developers
- The proposals should include stronger rules to stop developers from land banking and wriggling through loopholes
- Whilst the proposals to make developers properly contribute to the infrastructure and services needs of their new developments, the proposals do not go far enough. The funding of infrastructure needs an overhaul, to ensure that new developments are adequately serviced and that existing residents are not unduly suffering from the pressure on existing infrastructure and services.

Annex C: Building homes on medium-sized sites

Question 26: Do you agree or disagree with these changes?

Answer 26: Agree a lot

Question 26a: Please explain why you agree or disagree:

Answer 26a:

- Whilst we welcome the proposals to introduce less onerous requirements for medium sites, we would like more emphasis on small sites – up to 10 houses, which is where much development is taking place in the Holme Valley at present. Will the

new requirements also apply to small sites, developed by very small local builders?

- The requirement for 20% of housing land to be on small and medium site (for <49 homes) is to be welcomed for supporting local SME builders and for stimulating the local economy. However, we would like this to be tied in to getting more SME builders to be building more sustainable energy efficient housing, SME builders should be supported and incentivised to build such homes on these small and medium sites.
- Overall, we welcome the proposals relating to medium sized sites. Smaller sites are preferred by local community and fit better into our rural landscape with a large number of small settlements.

Equality and fairness

Question 27: Do you think any of the changes to the planning rules could affect you, your organisation, or any group of people?

Answer 27: Yes

Question 27a: If you answered yes to question 27, please explain who could be affected and in what way:

- The proposals do not do enough to meet the needs of residents with particular needs – older people, younger people and those with disabilities.
- We would like more emphasis on social housing and housing that is truly affordable
- The new framework, in reducing local decision making, makes it more difficult for communities to demonstrate need and demand

Members of the Reference Group

- Ask Honley
- Brockholes Green Spaces & Station Adopters
- Ecoholmes CLT
- Holme Valley Climate Action Partnership
- Holme Valley Parish Council
- Holme Valley Vision
- Holmfirth Business Together
- Holmfirth Conservation Group
- Holmfirth Cycling Club
- Honley Business Association
- Honley Village Community Trust CIO
- Longley Farm Estate
- Penistone Line Partnership
- River Holme Connections

Reference Group on the Kirklees Council Local Plan Update

Notes of a meeting on Friday 6 February '26

Present: [REDACTED] (HVPC) - CHAIR, [REDACTED] (Holme Valley Vision), [REDACTED] [REDACTED] (EcoHolmes CLT), [REDACTED] (HVPC), [REDACTED] (HVPC), [REDACTED] HVPC)

Apologies: [REDACTED] (River Holme Connections), [REDACTED] (Holmfirth Conservation Group), [REDACTED] (Honley Business Association), [REDACTED] (Honley Village Community Trust), [REDACTED] (Penistone Line Partnership)

1. Welcome, apologies and introductions

All were welcomed to the meeting. No introductions were needed.

2. Notes of the [REDACTED] meeting, 9 January '26

Item 3 – New NPPF

It was noted that, because of the availability of the rooms, there were changes to the venues and dates for the community consultation on the NPPF .

3. New NPPF (National Planning Policy Framework) – community consultation events

The events will be held on:

- **Wednesday 11 February, at Holme Community Centre, at 7-00pm**
- **Monday 16 February, at Brockholes Village Hall, at 7-00pm**

The organising group for the community consultations ([REDACTED] [REDACTED] [REDACTED]) had just concluded a planning meeting.

The aim of the meetings was to provide information, with particular reference to how the new NPPF would impact on the Holme Valley. We will not be putting forward a specific viewpoint but gathering and recording the views of residents.

4. Section 10: addressing the climate emergency / loss of biodiversity etc

Stephen Dorril circulated and talked to his document on Climate Change. [The document will be circulated to all Reference Group members.]

The picture is fast-changing but developments in planning are aimed at the present, rather than the future. Whilst the HVPC Climate Action Plan is good what has been achieved? Other local authorities have been much more pro-active than Kirklees Council, eg there have been solar panels on all new homes in York and Hull for some years.

Q: Is there a good source of data on the changing climate? We could include the reference in the Reference Group's second submission to Kirklees Council.

A: The Met Office and the UK Climate Change Committee are good sources of data

Some further points made in the discussion:

- Ocean currents around Britain and Ireland are changing, which will lead to very low temperatures.,
- There is a reticence to report the effects of climate change, eg shortage of water, coastal erosion, huge storms
- The payback for tree planting is 20 years
- Individuals can take action on water conservation
- SPD's (Supplementary Planning Documents) are good but not always enforced
- Even if the UK does become carbon neutral, it will have little effect on global warming, given the levels of output of the world's largest economies.
- It is, nevertheless, a moral imperative to do the right thing and take measures which will not result in a personal payback but benefit the future
- More moorland fires and flooding locally will impose a greater burden on the emergency services. New building must account for this, to allow access for emergency vehicles

Future action:

- ████████'s document is an excellent start but needs a call to action
- Our role should be to educate
- Kirklees Council could maintain a list of retro-fitters, heat-pump engineers
- We need to upskill construction workers, in green construction skills. The construction industry is a large part of the local economy.
- HVPC should review the Climate Change Action Plan
- HVPC / the Reference Group should put on an equivalent of the Bright Green Energy Show in the Autumn

The new NPPF has substantial weight for Climate Action measures. The updated Kirklees Local Plan will have to fit with this.

5. Housing development / sustainability criteria

We worked through the last draft of the document *Characteristics of sites for housing development*, which was last updated on 20 June '25, making further revisions. The latest draft will be circulated with these notes and a final draft included as an appendix in our April submission to Kirklees Council.

The remaining items on the agenda were deferred to the March meeting.

ACTIONS

Task	Who
Deliver two community consultation events on the new NPPF – on 11 and 16 February, in Holme and in Brockholes	██████ / ██████ ██████ / ██████
Send Mary the Climate Change document, discussed in the meeting + tease out a set of actions	████████
Continue work on subject sections – unless they are already completed for submission in April	All

Next meeting

Friday 6 March '26, at 3-00pm

Agenda will include:

- S106 monies
- Updates from sub-groups
- Dates of future meetings

Holme Valley Parish Council

Reference Group on the Kirklees Council Local Plan Update

Notes of a meeting on Friday 6 March '26

Present: [REDACTED] (HVPC) - CHAIR, [REDACTED] Holme Valley Vision, [REDACTED] [REDACTED] (Holmfirth Conservation Group), [REDACTED] (EcoHolmes CLT), [REDACTED] [REDACTED] (HVPC)

Apologies: [REDACTED] (River Holme Connections), [REDACTED] (HVPC), [REDACTED] [REDACTED] (HVPC), [REDACTED] (Honley Village Community Trust), [REDACTED] (Penistone Line Partnership), [REDACTED] (HVPC)

1. Welcome, apologies and introductions

Participants were welcomed to the meeting.

2. Notes of the previous meeting, 6 February '26

The notes were accepted, with no amendments.

3. New NPPF (National Planning Policy Framework) - consultation

Two community consultation meetings had been held on:

- Wednesday 11 February, at Holme Community Centre
- Monday 16 February, at Brockholes Village Hall

There were eight attendees at the first meeting and eighteen at the second. Although the attendances were modest, there was some good discussion and a number of valid points were made. Residents' comments were noted by Sarah Whitelaw and had been fed into the draft of the response to the NPPF national consultation.

It was felt that the format of the community consultation sessions had worked well and it was an exercise that should be repeated on we we get to formulating a response to Kirklees Council's draft update to the Local Plan. It might be possible to organise a series of consultations on different topics, as was done for Agriculture, in Honley Community Centre before Christmas.

Those present then worked through the draft response document, making amendments as required. This was a lengthy process and took up most of the rest of the meeting.

Although there was a lot more that might have been added to the response, prompted by the views of several national bodies, it was agreed that we should stick with the information that we had already captured. It was felt that the response, as drafted and then amended, captured what we feel overall.

During the discussion we returned – yet again – to the greenbelt / greybelt issue which has great salience at present.

[After having been tidied up by ██████████, Assistant Clerk, the agreed response was submitted to HMG before the 10 March '26. deadline.]

4. Section 106 monies – possible action

This item was deferred to the next meeting.

5. Updates from sub-groups

This item was deferred to the next meeting.

6. Any Other Business

Government High Street Strategy (Margaret Dale)

██████████ reported on the High Street Strategy meeting that she had just attended.

In summary: What makes High Streets work? Not external factors but individuals who have the future of high streets at heart.

Local authorities generally struggle to consult their communities.

Date of next meeting

The first Friday in April is 3 April, which is Good Friday. The 10 April is also during the Easter Holiday, so it was decided that the next meeting will be on Friday 17 April. This will give members of the Reference Group more time to work on their subject area reports.

ACTIONS

Task	Who
Continue work on subject section – unless it is already completed for submission in April – and send draft to Mary	All

Next meeting

Friday 17 April '26, at 3-00pm, at the Civic

Chair's Message



Cllr Glenn Kirkby HVPC Chair 2025-2026

It has been a privilege to serve as Chair this year and to see the positive impact Holme Valley Parish Council has across our community.

Our grants programme continues to support festivals, events, youth activities, community transport and local buildings — helping to strengthen community life throughout the Valley. We also remain committed to maintaining the three buildings we own: Holmfirth Civic Hall, Honley Library and Holmfirth Public Toilets.

A major piece of work this year has been reviewing the Civic Hall lease with Holmfirth Civic Hall Community Trust. The new lease will help us make the best use of public money and support the Trust's long-term improvement plans. We have also begun developing a shared vision for the future of the Civic and look forward to hearing residents' views in the coming year.

We have made improvements at Holmfirth Public Toilets, including installing solar panels as part of our climate-action commitments, and we are excited to see the planned extension at Honley Library progress this summer.

Councillors have also supported the Democracy-Friendly Schools initiative, helping young people learn about local democracy. I encourage all residents to take part in the Kirklees Community Governance Review, which is considering possible changes to the structure of the Parish Council. The consultation is open until 20 April 2026 at: <https://online1.snapsurveys.com/kirkleesCGR>

We continue to monitor the Holmfirth Town Centre Works and understand the disruption they have caused. We are pressing for clarity on completion and hope you have seen the Council-funded videos encouraging people to keep supporting local businesses.

This year we also welcome a new councillor, Rob Butler (Netherthong Ward). I want to thank all councillors for their time and commitment, and to thank our officers — Jen McIntosh, Rich McGill and Gemma Sharp — along with our Maintenance Contractor, John Ford, for keeping the Council running smoothly.

*Cllr Glenn Kirkby
March 2026*

Working Groups

Working groups are the bedrock of the HVPC's activity as these are how the Council Committees' decisions are actioned and delivered. Working Groups cover a wide range of activity. Membership is voluntary and Councillors frequently contribute to several at the same time.

Communications and Engagement

The Communications and Engagement Working group was set up to expedite relevant actions which the Council has approved, the plan can be seen on our website.

Reporting directly to Full Council, its remit is fundamental to the effectiveness of the Council's communication with the electorate. The group is constantly reviewing the ways in which it can best do this, and what to prioritise. Recently its Website and Social media presence, including video, have been a focus of activity, lead by Cllrs Ransby, Holmes and Whitelaw.

The Annual Parish Meeting has also been a focus of attention since this is a yearly opportunity for the Council to showcase its work and inform the HVPC community of its impact, face to face, as well as via Councillors' reports.

Details of the Communications and Engagement Plan for 2023-2027 which the Working Group are seeking to deliver is regularly updated and published with Full Council agendas.

- Cllr Sarah Whitelaw

Big Community Celebration

The event was designed to facilitate a large number of community groups and the Council showcasing their work, and enabling networking and volunteer recruitment. This working group consisted of Councillors Blacka, Whitelaw, Holmes, Baylin, Bellamy and Stewart with considerable support from Assistant Clerk, Gemma Sharp. All the hard work over the preceding months paid off with hundreds of people attending a vibrant and celebratory day for the whole of the Holme Valley Community.

- Cllr Sarah Whitelaw

Community Governance Review

This has been a task-centred group, formed to coordinate and present the Parish Council's response to the Kirklees Community Governance Review of local government structure and arrangements. At the time of writing, this process by Kirklees Council continues through to 2027 and the Parish Council will continue to monitor and contribute to this process.

- Cllr Lawrence Baylin

Tourism

The Parish Council has chosen to exercise its legal powers to support the development and promotion of tourism in the Holme Valley, believing this to be in the best interests of our local economy and a means of preserving and taking pride in our outstanding local assets. We have undertaken various initiatives within a proactive Holme Valley Tourism Partnership and, in particular, played a key part in the success of the Holme Valley Heritage Week 2025. This is in addition to the extensive support that the Parish Council provides to local festivals and celebrations through numerous grants. In 2026 -27, as the Holmfirth Town Centre improvements are completed and the Kirklees Tourism Strategy is implemented, we look forward to many further opportunities and projects.

- Cllr Lawrence Baylin

Sustainable Transport

This group is concerned with developing and promoting transport and travel methods that reduce the use of cars in the Holme Valley. In addition to our annual financial support for the community bus service and maintenance of stone bus shelters, we have been pursuing opportunities such as providing better information about local bus routes, links with partner organisations such as EPIK and the Penistone Line Partnership and investigations into potential Park & Ride options.

- Cllr Lawrence Baylin

Reference Group on the Local Plan: Working in Partnership

The Kirklees Council Local Plan sets the framework within which decisions are made on planning matters, throughout Kirklees. Whilst it has a focus on housing, the Local Plan also affects many other aspects of everyday life. It is currently being updated.

The Reference Group was set up to try to ensure that the updated Local Plan will reflect the real needs of the Holme Valley. As well as parish councillors, the Reference Group has over twelve groups as active members.

We submitted a first response to the update of the Local Plan in February '25 and ever since, have been working on an extended second submission for April '26. Once we have completed our work on the Local Plan, the next challenge will be the updating of the Neighbourhood Development Plan!

We also responded, in March '26, to a central government consultation on changes to the NPPF (National Planning Policy Framework). We organised two consultation events on the NPPF changes, in Holme Village and Brockholes, from which we gathered a wealth of ideas and opinions.

A pleasing feature of this project is the good relationship we have with the Kirklees Council team, working on the update of the Local Plan, led by Jo Scrutton. I am indebted to those members of local groups who have given a lot of time to this work and to Parish Councillors Steve Ransby, Sarah Whitelaw and Andy Wilson.

- Cllr Mary Blacka

Covid Memorials

The two Covid Memorials, at Honley Library and at Sands, Holmfirth, were formally opened on 5 April '25. These were lovely events in the spring sunshine. The Sands memorial was opened first by Duggs Carré, who initiated Holme Valley Covid Mutual Aid. Participants then moved on to Honley Library, where the memorial was opened by Asghar Khan, of Medicare Chemist, who was pivotal in organising the Covid vaccination programme. After the ceremony refreshments were served in Honley Library.

The Honley Library memorial is practically finished, though there is a little more planting to do. At Sands, we are still waiting for permission to erect a plinth, on which to mount the memorial plaque.

- Cllr Mary Blacka

Report on Holme Valley Parish Council Finances 2025-2026

This represents a report for the full year of Holme Valley Parish Council's finances, though the figures for March 2026 are, to an extent, projected.

	Accounting Statements	2024-2025	2025-2026* (Projected)
1	Balance Brought Forward	£221,342	£156,870
2	Precept	£327,934	£447,780
3	Other Income	£22,371	£27,607
4	Staff Costs	£91,574	£99,520
5	Loan Payments	£0	£0
6	All Other Payments	£323,203	£352,403
7	BALANCE OF RESERVES TO CARRY FORWARD (1+2+3-4-5-6)	£156,870	£180,334

* These 2024-25 figures represent a report for the full year of Holme Valley Parish Council's finances, though the figures for the months of March 2025 are, to an extent, projected. Finalised figures will be available after 22nd June and the publication of the Annual Governance and Accountability Return (AGAR) 2025-26.

It can be noted from the table that Holme Valley Parish Council ended 2024-25 with reserves of £156,870, - significantly down from £221,342 at its start. This was due to some significant, unexpected expenditure. In the current year, the Parish Council has acted to redress this. The Parish Council's total reserves are predicted to have increased to around £180,334 by end March 2026.

In terms of its expenditure, two by-elections were paid for this financial year, and the Parish Council went a little over its £10,000 Elections budget. The Parish Council committed £30,000 to Honley Library over the year, £15,000 as running costs and £15,000 to develop the building. £60,000 was spent on The Civic in Holmfirth including an important visioning exercise on the future of the building. A further £37,284 was spent on works to the roof of Holmfirth public toilets including the installation of solar panels. It is also projected that £75,000 will have been spent by the Council on grants towards our community assets and projects and events. Staffing costs are likely to be around £3,000 over budget.

The projected income of the Parish Council for the year 2025-26 (Box 2 + Box 3) is £475,387 and the projected expenditure (Box 4 + Box 6) is £451,923. The surplus of £23,464 will put the Parish Council's levels of reserves in a much better position going forward to 2026/27. This follows a deficit of £64,472 in the previous year, so is indicative of more effective management of its finances by the Parish Council.

The Parish Council expects to carry forward reserves of £180,334, of which around £79,578 is expected to be ringfenced as earmarked reserves for specific projects; the rest constitutes general reserves as a contingency fund.

Many of the Parish Council's financial records are available to view on the Council's website www.holmevalleyparishcouncil.gov.uk or electors can inspect them in person by appointment.

Finance and Management



Cllr Jenny Holmes *Vice-Chair of the Finance and Management Committee*

Cllr Pat Colling has been Chair of the Finance and Management Committee for 2025–26. As Vice Chair of the Committee I have been acting in the role while Pat has been unable to carry out her duties for a period. As the newly elected Vice Chair I have tried to step into her shoes. I would like to start this report by thanking Pat for all the work she has done during this Council year. She has been a strong and committed councillor and has been greatly missed. I would also like to thank our RFO, Rich McGill, for his guidance and fellow Committee members for their support. We have all worked together to ensure a successful year.

The regular work of the committee is to monitor all financial matters under the guidance of the Responsible Finance Officer (RFO). Income and Expenditure is checked against budget. Schedules of payment and bank reconciliations are routinely monitored. The RFO has included a summary of the Parish Councils finances in this report.

All councillors are involved in setting the annual budget. Once the different committees have considered how much money they will need to achieve good outcomes for the community F&M have to set a precept to match. The precept is the amount of money the Parish council requires from Council tax payers in the Holme Valley. We are pleased that this year we have been able to reduce the precept by a very small amount!

Householders are charged an amount according to their Council Tax band. The average household payment in the Holme Valley is just £41 for the year. This is far less than the National average and represents amazing value for money. Importantly it gives the Parish Council £447,717 to spend locally on the things that are important to you. We ensure that your money is spent judiciously for the benefit of local people.

Some of this money is spent on maintaining our assets, notably Holmfirth Civic Hall, Honley Library, Holmfirth toilets, over 200 public benches, stone bus shelters etc. We tend to take these community assets for granted but it is extremely important that they are looked after and meet the expectations of residents.

The two largest Parish Council owned buildings, Honley Library and Holmfirth Civic are overseen by the F&M Committee. Both are managed by Trustees, staff, friends and volunteers and I would like to thank all of them for their commitment. Honley Library hosts an impressive number of events and regular activities. This year they are focusing on a much needed extension and improvements to the entrance. This is largely possible because of a generous grant from Holme Valley Land Charity and others.

Holmfirth Civic has increased the number of regular users and has hosted some amazing events whilst also making much need structural repairs to the building. A Vision for the Civic's future was commissioned by the PC and there are exciting plans to make the building more attractive and more able to meet the needs and aspirations of our growing community. We will soon be inviting everyone to be actively involved in the Civic's future development.

A key part of our work is to award grants to the many different groups and organisations that make the Holme Valley such a special place to live. Twice yearly in February and September we look at applications from volunteer led groups and award grants for community assets (Village halls etc) and for projects and events. We are so fortunate to have so many groups who freely give their time and energy, but they often need extra money to either survive or achieve ambitious goals. With a limited budget it can be difficult to decide which groups should receive an award. A working group was set up to ensure that grants are fairly awarded according to certain criteria and the PC's priorities. We have to consider how effectively they will use the money, how many people will benefit, their track record of delivery, etc The Grants Policy, general information and guidance on how to apply for a grant is available on the PC website.

Honley Open Gardens – funding helped provide transport between gardens (June 2025)



Grants Awarded 2025-2026

In 2025-2026 HVPC gave grant awards to:

- Holmfirth Civic Hall Community Trust £40,000 - towards priority works on The Civic
- Friends of Honley Library - £15,000 towards library running costs
- Holmfirth Festival of Folk - £1,500 rolling grant towards traffic management and insurance
- Holmfirth Arts Festival - £1,500 rolling grant towards Flow arts project
- Friends of Cliff Rec - £500 rolling grant to Carols on the Cliff Christmas event
- Holme Valley Climate Action Partnership - £928 towards a local and vegetarian food event at the Food Festival
- Holmbridge Cricket Club - £1,300 towards picnic benches and seating
- Huddersfield Sailing Club - £4,418 towards toilet facilities at the clubhouse
- Uppershong Village Hall - £3,640 towards new steps at the Hall
- Friends of Honley - £1,500 rolling grant towards seasonal planting of outdoor spaces
- Hepworth Community Association - £2,000 towards an air-to-air heat pump
- Sharing Memories - £1,500 towards an arts project
- Full Life Church Food Bank - £1,200 towards food, toiletries and toys for the Christmas food bank
- Environmental Projects in Kirklees EPIKs - £748.50 towards an active travel project
- Holmfirth Film Festival - £1,500 rolling grant towards venue hire for the Film Festival
- Holme Valley Crystal Nest - £1,280 towards therapeutic sessions for the parents of SEND children
- Wooldale Warblers - £1,070 to set up a community choir
- Hepworth Hurricanes - £1,500 dresses for girls netball team
- The Nest Holmfirth CIC - £1,440 towards room hire for mum/baby group
- Past Truisms - £415 towards Yorkshire Dialect Classes
- Honley Village Community Trust - £380 towards Halloween and Christmas parties for children
- Friends of Honley Library - £15,000 towards development of the Library building
- Holme Valley Transport – rolling grant £1,000 towards patient transport scheme
- Holmfirth Harriers - £5,000 towards a heating system for the clubhouse
- Honley Business Association - £1,560 rolling grants towards the Honley CCTV system
- Brockholes Village Trust - £4,979 towards upgrading fire alarms at the Village Hall
- Honley Players - £5,000 towards replastering the meeting room at Southgate Theatre
- Holmepride - £637.97 towards Holmeside Memorial Gardens Project
- Holme Community Centre - £5,000 towards new flooring
- Honley Village Community Trust - £769 towards purchase of a kissing gate
- Holmfirth Tech - £4,826.13 for soundproofing and insulation of the dance studio
- Just Hoop CIC - £5,000 towards renovations to convert a disused hall into a basketball court
- Wooldale Community Group - £1,000 rolling grant towards rent for youth club and baby club

A further 14 grants are being considered at the meeting of Council after the Annual Parish Meeting.



Basketball facilities at Just Hoop

Grants Working Group

This year's review by the Working Group was recently concluded following the excellent earlier work by Cllr. Colling. Many changes were considered (and rejected) but the final recommendations F&M included:

- Updating the Council's priorities for grants.
- Drawing up a Grants Policy for the Parish Council.
- Proposal to update the Parish Council's website Grants section so that the structure is founded on the Grants policy
- Updating the grant application form
- Updating the Grant Evaluation Report to include the new branding.
- Moving to a single pot of grants money from 2026/27
- Standardising the process for the consideration of grants outside the February/September cycle.

Thanks to the members of the Working Group and in particular to the Deputy Clerk for both his expert knowledge and compilation of mine (and others) ramblings during the meetings.

- Cllr Andy Wilson



Cllr Alison Morgan Chair of the Service Provision Committee

The past year has been a busy one for the Service Provision Committee. The committee has working groups developing several different projects.

The transport working group has looked at ways of promoting the local minibus services in the Holme Valley and their links to the West Yorkshire public transport system. We identified a lack of knowledge amongst local residents as to the actual routes of these useful local buses and have commissioned a local graphic artist to make a colourful schematic map of the valley showing all the routes and destinations. We hope that this will help locals and visitors alike. We have also developed good links with the Penistone Line Partnership which has persuaded Brockholes and Honley to adopt their stations and looked at schemes to encourage active travel.

A working group also commissioned a local architect to submit ideas for improvements to the public toilets in Holmfirth. A condition report showed that many elements could be improved such as a better ventilation system to stop the persistent problem of condensation, updating the plumbing and sanitary ware as well as the disabled toilet which, in its current position has poor accessibility. A member of the business community also highlighted that there was no public baby changing facility in the centre of Holmfirth. All this has been addressed in a design proposal for which we are continuing to look for funding streams.



Our Christmas tree and decorations grant scheme worked very well this year with the parish council sourcing locally grown trees and communities coming together to decorate their village centres.

Our trusty maintenance man and his team continue to maintain all the benches, bus shelters and telephone boxes and war memorials in the Holme Valley as well as looking after the toilets.

Honey Library built a new garden on the site of a tired collection of gloomy shrubs which also contains the Covid memorial fruit trees. The site is transformed and adds so much to the library.

The Covid memorial fruit trees planted at Sands have suffered a couple of casualties and they will be replaced but is still awaiting a plaque. A new working group has been set up to promote environmental actions by local residents.

Holme Valley Urban Nature reserve is promoting small actions as gardens gardened for nature can be as biodiverse as an actual designated nature reserve. This collective power can go a long way to improving the health of the natural world where we live. Our first project is to create a swift village in Netherthong where a swift colony already exists but with the help of residents it can grow. After an inspiring talk by Leeds Swift Conservation Group's Linda Jenkinson we have a list of residents and the school who want to put up swift boxes and the promise of Openreach engineers coming to put them up by the end of the month. The parish council have bought the swift boxes in readiness and the residents will make a donation to their cost. The next nature promotion will be a bat walk and talk.

Roof repairs and new solar panels installed at Holmfirth Public Toilets in October 2025



Cllr Andy Wilson *Chair of the Planning Committee*

As in previous years this has proved to be a busy time for the Planning committee.

Following the decision in the last council year we now only meet every other month with a virtual, online, meeting in between. Coupled with the policy only to review planning applications that fit our criteria, the workload of application reviews has significantly reduced.

This means we are still able to consider all applications from both Kirklees and the Peak District National Park within the allotted timescales.

The relevance of the committee can be seen from the interaction with members of the public regarding planning issues and similarly approaches regarding a variety of topics.

Of course there are many matters outside Planning Applications that are considered by the committee including:-

- Highways issues such as traffic calming, Speed Indicating Devices and Green Lane control
- Consultation responses including the Peak District National Park Local Plan and the 2025 National Planning Policy Framework (NPPF)
- The completion of the Shopfront Design Guide – with thanks to the Civic Society and Cllr Ransby for progressing this item

The committee has faced several challenges this year; the reduced number of Councillors (6) compared to previous years coupled with less frequent meetings makes progress on many matters rather slow.

I hope that a better balance of Councillors amongst the three available committees can be achieved during the next council year.

As Chair, I am grateful to the committee members for their work in examining the large number of Planning Applications and other activities; my particular thanks go to the Vice Chair Cllr. Ransby and the Assistant Clerk, Gemma Sharp who has the unenviable task of clerking the committee and for the support and advice to keep me “on track” during the year.



The Planning Committee helps the public to have a voice in local planning, infrastructure, and development matters



Cllr Lawrence Baylin *Vice-Chair of the Staffing Committee*

The Staffing Committee oversees our three employees and deals with any employment matters including training, support, performance and any new appointments as approved by Full Council. It meets at least three times a year with additional meetings when required. I temporarily took over the Chair responsibilities in December 2025 when Cllr Pat Colling had to take a period of absence.

In the past year, we have been pleased to note the achievement of the Certificate in Local Council Administration by Rich McGill, Deputy Clerk & Responsible Financial Officer and we record our congratulations to him. This follows the same achievement earlier in 2025 by Jen McIntosh, Clerk, and is an indication of the expertise available to the Council as we carry out our duties. We are also hugely thankful to Assistant Clerk Gemma Sharp for her skilled support and breadth of knowledge in areas such as Communications and Planning.

Administrative support is a critical element of the service that we provide to the community and it represents a significant proportion of the Council's total annual expenditure. We, as well as the staff team, are ever mindful of this and the duty to ensure value for money. In the past year, we have been undertaking a lot of work to seek efficiencies with exploration of the deployment of staff hours, the use of AI, the structure of the committees and the allocation of tasks and responsibilities amongst the staff team. I wish to record my thanks to the entire staff team for their support and incessant commitment, to my fellow members of this committee and notably to the work undertaken by Cllr Mary Blacka as the Staff and Performance Development Lead.

For more information about Holme Valley Parish Council, the latest news and contact details for all 23 Parish Councillors please visit our website:

www.holmevalleyparishcouncil.gov.uk



The Civic, Huddersfield Rd, Holmfirth, HD9 3AS
Office open to the public: Tuesday, Wednesday
and Thursday 9.30am - 2.30pm

Phone: 01484 687460
(leave a message outside office hours)



Jen McIntosh (Clerk) clerk@holmevalleyparishcouncil.gov.uk
Rich McGill (Deputy Clerk and Responsible Financial Officer)
deputyclerk@holmevalleyparishcouncil.gov.uk

Gemma Sharp (Assistant Clerk) assistantclerk@holmevalleyparishcouncil.gov.uk

**REPORT TITLE: Kirklees Community Governance Review:
 Stage 1 Consultation Summary and Stage 2 Recommendations**

Meeting	Corporate Governance & Audit Committee
Date	30 th January 2026
Cabinet Member (if applicable)	N/A
Key Decision Eligible for Call In	No N/A
<p>Purpose of Report</p> <ul style="list-style-type: none"> To provide Corporate Governance and Audit Committee with a summary and analysis of responses received in the first stage of public consultation on the Community Governance Review (CGR). To seek approval for the draft proposals arising from stage one consultation that will form the basis of Stage 2 consultation. To ask the Committee to note arrangements for the second stage of consultation, scheduled to commence on 9th February 2026. 	
<p>Recommendations</p> <p>That Corporate Governance and Audit Committee:</p> <ol style="list-style-type: none"> Approve the draft proposals arising from stage one consultation. Note arrangements for the second stage of consultation, scheduled to commence on 9th February 2026. <p>Reasons for Recommendations</p> <ul style="list-style-type: none"> Corporate Governance & Audit Committee has delegated responsibility to agree the terms of reference for, and oversee delivery of, the Community Governance Review. In accordance with the agreed terms of reference and timeline, Corporate Governance and Audit Committee is asked to consider and agree the draft initial recommendations, prior to the second stage of consultation, scheduled to commence on 9th February 2026. 	
<p>Resource Implications: The Community Governance Review will be delivered within existing resources and complements existing planned activity. Where additional resources are required to deliver specific actions within the plan, relevant council process and procedure rules will be followed, with value for money clearly demonstrated.</p>	
Date signed off by <u>Executive Director</u> & name	Rachel Spencer-Henshall, Deputy Chief Executive 13 th January 2026
Is it also signed off by the Service Director for Finance?	Kevin Mulvaney, Service Director Finance 13 th January 2026

Is it also signed off by the Service Director for Legal Governance and Commissioning (Monitoring Officer)?	Samantha Lawton, Service Director Legal & Commissioning 13 th January 2026
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Electoral wards affected: All

Ward councillors consulted: Not applicable

Public or private: Public

Has GDPR been considered? Yes, no personal data is included in this report

1. Executive Summary

- 1.1 A Community Governance Review (CGR) is a process that allows upper-tier councils to review and make changes to the governance arrangements of parishes within their area to ensure they continue to reflect the identity and interests of local communities and are as effective and convenient as possible.
- 1.2 On 16th July 2025, Full Council agreed the undertaking of a CGR in accordance with the relevant legal framework and Government guidance, and in line with Corporate Governance & Audit Committee's (CG&AC) terms of reference, to delegate to the Committee to agree the terms of reference of the review and oversee delivery.
- 1.3 On 26th September 2025, CG&AC resolved to undertake a review of those areas of Kirklees which are currently parished and relevant adjoining land, to enable the Council to consider if any changes are needed to existing parish arrangements. The Terms of Reference for the CGR were published on 1st October 2025, and the first stage of the public consultation took place between 1st October – 12th December 2025.
- 1.4 CG&AC is asked to note the summary of responses received and approve the draft proposals arising from this first stage of public consultation and to note arrangements for the second stage of consultation, scheduled to commence on 9th February 2026.

2. Information required to take a decision

Background

- 2.1 A Community Governance Review (CGR) is a process that allows upper-tier councils to review and make changes to the governance arrangements of parishes within their area, to ensure they continue to reflect the identity and interests of local communities and are as effective and convenient as possible.
- 2.2 The Council has power under Section 82 of the Local Government and Public Involvement in Health Act 2007 to conduct CGRs. A CGR must be conducted in accordance with the requirements set out in Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007 (as amended) and guidance issued by the Secretary of State under Section 100(4) of the 2007 Act.
- 2.3 On 16th July 2025, Full Council agreed the undertaking of a CGR in accordance with the relevant legal framework and Government guidance, and in line with Corporate Governance & Audit Committee's (CG&AC) terms of reference, to delegate to the Committee to agree the terms of reference of the review and oversee delivery.

- 2.4 On 26th September 2025, CG&AC resolved to undertake a review of those areas of Kirklees which are currently parished and relevant adjoining land, to enable the Council to consider if any changes are needed to existing parish arrangements.
- 2.5 A Review must involve consultation with local people and stakeholders, and consider any representations received. It is deemed good practice to complete a review within 12 months, with the final recommendations subject to approval by Council.
- 2.6 Parish/Town Councils pay for their own elections. 'All-out' elections for Parishes are already scheduled for May 2027. To reduce an extra cost burden the review will need to be completed in sufficient time to meet the May 2027 deadline. The intention, therefore, is that final recommendations be considered by full Council in September 2026.
- 2.7 The Terms of Reference for the CGR were published on 1 October 2025, and stage 1 of the public consultation took place between 1 October – 12 December 2025.

3. Consultation

- 3.1 The Kirklees CGR consists of two distinct phases of public consultation:
 - Stage 1 – a general opportunity to make representations relevant to the terms of reference.
 - Stage 2 – a more focused consultation on specific proposals.
- 3.2 The Review must 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

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.
- 3.3 A public notice launching the review was published on 1 October 2025, marking the start of a ten-week Stage 1 consultation period. The review was extensively publicised, and stakeholders were provided with multiple submission options to ensure broad and inclusive consultation. Interested parties were invited to respond through a range of channels, including electronically via the Council's website, by email, or by letter. A dedicated contact number was also made available for stakeholders requiring assistance or wishing to receive information in an alternative format.
 - 3.4 Submissions were accepted in any format, but the consultation documentation and questionnaire particularly encouraged respondents to provide feedback in relation to the themes of 'contact', 'representation', 'consultation', 'boundaries / wards' and 'serving the community'; and whether in their view any changes to parish arrangements were needed. Respondents were encouraged to refer to the terms of reference before making a submission.

- 3.5 Information on the current structure of the five parishes and their electoral arrangements, which included polling district(s), councillors, electorate, electoral forecast data and wards (where applicable) were provided, in addition to maps of the areas which are currently in a parish.
- 3.6 Key stakeholders were directly contacted and invited to make a submission. The main communication channels used to publicise the review were:
- A dedicated webpage containing information about the review and an online submission form, with options to submit responses via post or email
 - Social media messaging at the start of the review, with reminder posts close to the end of the review
 - Press release and article in Kirklees Together
 - Email to Parish Clerks, providing them with all relevant information needed to publicise the review in their local communities and on Council websites and local noticeboards
 - Information on the review was included in newsletters our Active Citizens and Places Team send out to contacts in each ward in September/ October - comprising of community groups, school, businesses, residents, councillors and Kirklees staff who have a community remit.
 - Email to the borough's MPs informing them of the Review
 - Email to all the borough's public libraries, requesting copies of the notice of the review be displayed on public noticeboards
 - An article in 'Our Week' seeking support from Council staff in signposting stakeholders to the Council's website and encouraging participation
 - Attendance at each of the Council's four place-based working meetings during October – led by the Council's Active Citizens and Places Team - to brief frontline, community-based staff on the Review
- 3.7 Stage 1 consultation closed on 12 December 2025. 155 Consultation responses were received from residents, local businesses, community groups and organisations, parish and town Councils, Kirklees borough councillors and the Returning Officer.
- 3.8 The volume and nature of responses varied across the five parish and town councils. In addition, several submissions addressed issues relating to parish and town councils in general terms, and there were some suggestions regarding the potential creation of new parishes. [Appendix 1](#) includes a detailed summary and analysis of all submissions.
- 3.9 The draft proposals emerging from the initial submissions are set out in the Options section below and if approved, will go out to consultation from 9th February until 20th April 2026.
- 3.10 Responses from the second phase of consultation will be used to formulate a set of Final Recommendations that will be presented to CG&AC at its August 2026 meeting.
- 3.11 The Council will notify any persons or bodies who have made written representations of the outcome of the Review.

4. Engagement

- 4.1 Relevant council officers (including Service Directors and the Executive Leadership Team) plus Cabinet have been engaged in highlighting the need for a Community Governance Review.

- 4.2 On 16th July 2025, Council considered a report on Community Governance and resolved to undertake a CGR in accordance with the relevant legal framework and Government guidance and to delegate to the CG&AC to agree the terms of reference of the review and oversee delivery.
- 4.3 CG&AC considered a report at its meeting on 1st August, seeking agreement on the arrangements for producing the terms of reference for the CGR, to enable formal sign-off at the September 2025 meeting of the Committee.
- 4.4 Informal conversations were held with Parish Councils prior to the commencement of the Review. As part of these conversations, support was sought in promoting the review within the communities they represent.
- 4.5 Frontline, community-based staff were briefed on the review at each of the Council's four place-based working meetings led by the Council's Active Citizens and Places Team during October.

5. Implications for the Council

5.1 Council Plan

Enhancing local levels of governance will improve on our engagement with people and build relationships. In terms of the 'place' outcome, it also recognises local areas and the governance structures that exist.

5.2 Financial Implications

There are no immediate financial implications resulting from a CGR. It's worth noting that any new parishes/town councils created would be required to pay the Parish precept. Given the charges are on the Council tax bills that run from 1 April any change order following a CGR would need to take effect on the 1 April following the date on which it is made. If the final recommendations result in residents' circumstances being changed in terms of moving into a parished area and having to pay a precept, the authority would be required to write out explaining the changes which could result in a cost.

5.3 Legal Implications

Once the review is complete, should any changes be proposed, a Reorganisation of Community Governance Order under S.86 of the Act would be proposed for approval at Council.

5.4 Climate Change and Air Quality

N/A

5.5 Other (e.g. Risk, Integrated Impact Assessment or Human Resources)

There are risks associated with any delays in delivering the CGR which could have financial implications in terms of elections costings for parishes.

6. Key findings and options

- 6.1 Consultation responses received during first phase of the review have been analysed in accordance with the Local Government Boundary Commission for England's guidance on community governance reviews and in line with the published terms of reference.

6.2 *Appendix 1* provides a detailed summary and analysis of all submissions. The key findings for each parished areas are as follows:

Denby Dale

- 23 specific responses, mostly suggestions and observations.
- Calls to review councillor numbers and ensure fairer representation across villages.
- Several other matters raised including transparency, a stronger influence over planning, and requests for better visibility, consultation, and regular updates/newsletters so residents can see actions and value delivered.

Holme Valley Parish Council (HVPC)

- 34 specific responses or mentions.
- Strong strand advocating a split of HVPC or new parish councils around Honley, Brockholes, and Netherton/South Crosland, to tighten local focus and priorities.
- Several other matters raised including support that HVPC currently provides for local groups and events, calls for more regular communication and clearer transparency on decisions and spending.

Kirkburton

- 40 specific responses or mentions.
- Several suggestions and calls to add Bristfield and Whitley communities to the parish councils.
- Most respondents felt the Parish Council is accessible, serves the whole community, represents the area well, and that the parish is divided into wards correctly.

Meltham

- 12 specific responses or mentions.
- Representation & councillor numbers, mentions in terms of calls for direct election of the mayor and review of councillor roles.
- Merge or boundary changes - ideas for merging Meltham with Almondbury/Dalton or adjusting boundaries for extremities like Knowle.
- Retain Meltham Town Council, comments on strong local identity and councillors' involvement.

Mirfield

- 17 specific responses or mentions, mostly descriptive or suggestion based.
- Calls for boundary alignment to address concerns about estates outside the Town Council boundary (e.g. Spring Place Gardens).
- Several other matters raised including visibility and governance, retaining the Town Council due to its strong community role, calls for improved outreach and updates, and councillor visibility.

6.3 Although the Terms of Reference specified that the Review would focus on areas of Kirklees that are already parished, several responses went beyond this scope requesting the creation of new parish or town councils. The 22 responses mentioning new parish or town councils were varied in terms of detail; some were brief statements of support for new councils, while others provided comprehensive proposals including maps, suggested wards and boundaries, along with indicative numbers of councillors.

- 6.4 For the more detailed responses, we will contact the individuals explaining the scope of this review and suggestions on how they can take their proposals forward in line with guidance provided by the Local Government Boundary Commission for England.
- 6.5 Members of a cross-service Community Governance Review Working Group have met to consider the responses to the consultation and draft the following proposals to CG&AC to explore as part of Stage 2 consultation.
- 6.6 Residents will be asked to submit their view on the following proposals.
- Honley Central and East Ward, Honley South Ward and Honley West Ward be merged into a single parish ward, represented by 6 councillors, in line with the National Association of Local Councils (NALC) guidance, reflecting their strong shared community identity (see map in section 3.1 of Appendix 1).
 - In line with the National Association of Local Councils guidance on Councillor numbers, the number of Councillors in Brockholes ward increase to 2.
 - Propose the three Honley parish wards, together with the Brockholes Ward (currently part of Holme Valley Parish Council), are separated, to form a new 'Honley Parish Council'. This new Parish Council would comprise of 6,806 electors; the remaining Holme Valley Parish Council would be made up of 16,663 electors (see map in section 3.1 of Appendix 1).
 - The names of Fulstone and Scholes Wards in Holme Valley Parish change to 'New Mill & Fulstone' and 'Scholes & Hade Edge' respectively.
 - The external boundary of Kirkburton Parish Council is extended to include polling district KB1-D (see map in section 3.2 of Appendix 1) creating a new parish ward named Whitley and Bristfield. It will have 1 Councillor to represent the community on the parish council (additional Council Tax charge of £16.67 per year for Band D properties for 2025/26).
 - Propose that Meltham Town Council is split into two wards following the existing polling district boundaries (see map in section 3.3 of Appendix 1).
 - a. Polling district HN5-C would have approximately 2471 voters, this area could become Meltham North ward and be represented by 4 Councillors.
 - b. Polling district HN6-C would have approximately 5169 voters, this area could become Meltham South ward and be represented by 8 Councillors.
 - Mirfield Town Council boundary is amended to include the voters in the MF4B-D polling district (see map in section 3.4 of Appendix 1) residing in Spring Place Gardens, and this area be included in the adjoining Northorpe ward of the Town Council (additional Council Tax charge of £17.54 per year for Band D properties for 2025/26).
 - All dwellings in the Calder View development, currently within the Kirkburton Parish Council boundary, be moved into the Mirfield Town Council Boundary. Should this proposal to amend the external Town Council Boundary receive support during stage 2 consultation, we would propose to seek a related alteration from the LGBCE to amend the Mirfield District ward boundary, so that the Town Council boundary is coterminous with the ward (see map in section 3.4 of Appendix 1).

- In line with the National Association of Local Councils guidance on Councillor numbers, the number of Councillors in Mirfield Town Council increase to 21 from 16.

7. Options considered

That Corporate Governance and Audit Committee:

- Consider the summary and analysis of responses received in the first stage of public consultation on the Community Governance Review.
- Approve the draft proposals arising from stage one consultation, set out above and in detail at [Appendix 1](#) of this report.
- Note arrangements for the second stage of consultation, scheduled to commence on 9th February 2026 until the 20th April, a 10-week period.

8. Next steps and timelines

- A second stage consultation on the draft proposals is scheduled to commence on 9th February 2026. Submissions to stage two consultation will be invited over a ten-week period, until 20th April 2026.
- Submissions received during stage two consultation will be considered and final recommendations will be prepared between April and June 2026.
- Corporate Governance and Audit Committee will be asked to make its final recommendations to Full Council in August 2026.
- Final recommendations are scheduled to be considered by Full Council, and a decision taken on the outcome of the review, in September 2026.

9. Contact officer

Nick Howe, Policy & Partnership Manager. Policy, Partnerships & Corporate Planning
Nick.howe@kirklees.gov.uk

10. Background Papers and History of Decisions

- Community Governance Review, Council 16th July 2025: <https://democracy.kirklees.gov.uk/documents/s64955/FINAL%20Council%2016%20July25.pdf>
- Community Governance Review, Corporate Governance and Audit Committee, 1 August 2025: [Community Governance Review report.pdf](#)
- Community Governance Review, Corporate Governance and Audit Committee, 26th September 2025: [Cover report 26th September 25.pdf](#)
- Community Governance Review Terms of Reference and Timeline: [Terms of Reference, Kirklees Community Governance Review](#)
- Local Government Boundary Commission for England, Guidance on community governance reviews, March 2010:

<https://www.gov.uk/government/publications/community-governance-reviews-guidance>

- Local Government Boundary Commission for England, New electoral arrangements for Kirklees Council, December 2024: [kirklees_full_report.pdf](#)

11. Appendices

Appendix 1 - KIRKLEES COMMUNITY GOVERNANCE REVIEW, STAGE 1 CONSULTATION

12. Service Director responsible

Samantha Lawton, Service Director Legal & Commissioning

From: [Redacted]
Sent: 09 February 2026 09:35
To: [Redacted]
Cc: [Redacted]
Subject: Community Governance Review – Stage 2 consultation now live

Good morning everyone,

Following my email of 28th January, I am writing to confirm that the proposed recommendations for consultation were formally approved by the Council’s Corporate Governance and Audit Committee on 30th January, and the Stage 2 public consultation is now live.

You can access the consultation directly here: [Kirklees Council Community Governance Review Phase 2 Consultation](#)

And supporting information is available on our webpage: [Community Governance Review | Kirklees Council](#)

We welcome submissions from each town and parish council and would particularly encourage your reflections on council size as part of your response, by considering the total number of Councillors that represent each ward of your Parish/Town Council. In doing so, you may find it helpful to refer to the government’s guidance on community governance reviews - specifically paragraphs 153 to 157 - which outline the key principles for determining councillor numbers: [Guidance on community governance reviews](#), as well as NALC guidance 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. 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	over 23,000	25
9,000	16		

The consultation period will run for a period of ten weeks, closing on 20th April 2026.

We're keen to raise awareness of the review as widely as possible and would be very grateful for your support in publicising it. I will circulate any media releases issued by the Council in due course. Social media posts will also be scheduled periodically throughout the consultation period.

Our graphics team is also developing a promotional poster for the review, which we will share once finalised.

If you would like to discuss any aspect of the consultation in more detail, please don't hesitate to get in touch.

Thanks and best wishes,

[Redacted]
Policy and Partnerships Officer
Policy, Partnerships and Corporate Planning Service
Kirklees Council
[Redacted]

<https://intranet.kirklees.gov.uk/policy>

Find out more about our plans here: [Policies and strategies | Kirklees Council](#)



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Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Business continuity:</p> <p>Risk of Council not being able to continue its business due to unexpected circumstances.</p> <p>FINANCIAL, OPERATING</p>	1 – unlikely	3 – severe	1x3=3 MEDIUM	<p>All Council files are in the cloud, - Dropbox.</p> <p>Council should have +25% of net revenue expenditure as general reserves as contingency fund.</p> <p>RFO monitors general reserves level monthly and rationalises expenditure to keep within the 25%-100% level and reports to F&M</p>	A Business Continuity Plan is being drawn up	Spring 2026	Clerk with Officers
<p>Precept/Income:</p> <p>Risk of Parish Council not having sufficient funds to deliver budget/services.</p> <p>FINANCIAL, OPERATING, STRATEGIC</p>	1 – unlikely	3 – severe	1x3=3 MEDIUM	<p>Approval of budget by full Council and regular budget monitoring statements.</p> <p>Methodical budget-setting process with all Committees and Council. Oversight by Finance and Management Committee.</p> <p>Regular budget monitoring report to Finance & Management Committee or full Council.</p> <p>Movements of reserves and virements if needed. Ensure the Parish Council has adequate general reserves.</p>	A Business Continuity Plan is being drawn up	Spring 2026	Clerk with Officers
<p>Loss of Income or the need to provide essential services:</p> <p>FINANCIAL, OPERATING, STRATEGIC</p>	1 – unlikely	3 – severe	1x3=3 MEDIUM	<p>Contingency fund (general reserves). Level agreed as part of annual budget process.</p> <p>General reserves should be between 25% and 100% of net revenue expenditure or c25% of precept.</p>	Regular monitoring of the levels of general reserves.	Monthly, ongoing	RFO

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Financial Records:</p> <p>Risk of not keeping proper financial records in accordance with statutory requirements.</p> <p>COMPLIANCE</p>	<p>1 – unlikely</p>	<p>2 – negligible</p>	<p>1x2=2 LOW</p>	<p>Regular scrutiny of financial records and approval of pending expenditure by Council/F&M.</p> <p>Records kept in accordance with Accounts and Audit Regulations.</p> <p>Annual Internal and External Audit.</p> <p>Adoption of financial regulations reviewed every two years at least.</p> <p>Quarterly check of accounts, payments, systems by internal controls checker.</p> <p>Bank reconciliations must be signed by the Chair and one other mandated signatory at F&M/Council.</p> <p>Schedules of payments must be initialled by the Chair.</p>			

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Money, Banks, Banking:</p> <p>Risk of loss of cash through theft or dishonesty, - error fraud</p> <p>FINANCIAL</p>	<p>2 – quite likely</p>	<p>3 – severe</p>	<p>2x3=6 SUBSTANTIAL RISK</p>	<p>Fidelity Guarantee insurance.</p> <p>Petty cash system no longer in use.</p> <p>Insurance cover; annual check on level of cover in place.</p> <p>Financial Regulations set out requirements re banking to safeguard public money held by HVPC.</p> <p>Review bank mandates as required.</p> <p>Monthly bank reconciliations. All payments in line with Financial Regulations.</p> <p>Regular monitoring reports to Finance & Management Committee or full Council.</p> <p>Quarterly Internal Controls and half-year Internal Audit.</p> <p>Payments through Unity Trust accounts have dual authorisation. Officer/s set up payments; two mandated Councillors have to approve payments before payment is triggered.</p> <p>CRB checks for staff in place.</p> <p>External Audit.</p>	<p>Security marking on equipment to be kept up to date.</p> <p>Thorough vetting process of job applicants and annual staff reviews.</p> <p>Ongoing CRB checks for staff</p>	<p>AUG 2026</p> <p>Ongoing</p> <p>3 yearly</p>	<p>RFO</p> <p>Staffing SC</p> <p>Clerk</p>

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Employer Liability:</p> <p>Salaries paid incorrectly.</p> <p>Wrong calculations/deductions re pensions, NI, income tax.</p> <p>Unfair dismissal claims.</p> <p>FINANCIAL, COMPLIANCE, OPERATING</p>	1 – unlikely	2 – moderate	1x2=2 LOW	<p>Regular returns to Inland Revenue; contracts of employment for all staff, systems of updating records for any changes in relevant legislation.</p> <p>Staff salaries are approved by Council based on NJC salary scale.</p> <p>Salaries are reviewed annually.</p> <p>Grievance and Appeals procedure.</p> <p>Annual Staffing Review; Staff Development Review Scheme</p> <p>Employment position of contractors under PAYE regulations – checks undertaken.</p> <p>Policies – review</p> <p>Annual Internal and External Audit.</p> <p>Training –for Officers.</p> <p>Assistant clerk trained in online banking, payroll, VAT, HMRC etc</p>	Assistant Clerk needs more opportunities to undertake online banking, payroll, VAT, HMRC etc	By DEC 2026	Assistant Clerk, Clerk, RFO as trainer
<p>VAT:</p> <p>Incorrect submissions under VAT/Customs and Excise regulations.</p> <p>FINANCIAL, COMPLIANCE, OPERATING</p>	1 – unlikely	1 – negligible	1x1=1 LOW	<p>Regular VAT returns to HM Customs and Excise.</p> <p>Signed up to Making Tax Digital submission of VAT return.</p> <p>RFO has undertaken more in-depth VAT training.</p>	Training of Assistant Clerk to be trained in terms of online banking, payroll, VAT, HMRC etc	DEC 2026	RFO

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Proper Officers:</p> <p>Loss of proper officers for respective remits</p> <p>FINANCIAL, COMPLIANCE, OPERATING</p>	2 – quite likely	2 – moderate	2x2=4 MEDIUM	<p>Re Clerk – Officers coached to stand in for Clerk in emergency.</p> <p>Re RFO – Officers being trained to manage banking system, payroll, HMRC/VAT, Rialtas accounts package etc.</p>	Cross-training being undertaken to safeguard the Parish Council should proper officers be absent.	By DEC 2026	Assistant Clerk, Clerk, RFO
<p>Grants:</p> <p>Funds are awarded to community groups without proper authority/ specific powers or under Section 137.</p> <p>FINANCIAL, COMPLIANCE</p>	2 – quite likely	2 – moderate	2x2=4 MEDIUM	<p>All grants are authorised under general power of competence (not individual legal powers).</p> <p>No Section 137 any more.</p> <p>Use of budget headings to allocate expenditure.</p> <p>RFO checks legal power/duty for all expenditure.</p> <p>Regular monitoring reports to Finance & Management Committee or full Council.</p> <p>Annual Internal Audit.</p> <p>Annual External Audit.</p>			
<p>Elections:</p> <p>Having inadequate money to fund elections</p> <p>FINANCIAL, COMPLIANCE, OPERATING, STRATEGIC</p>	1 – unlikely	2 – moderate	1x2=2 LOW	<p>Aim to have £30,000 in an Elections earmarked reserve by election year.</p> <p>Add £7,000 to the reserve every year.</p> <p>£10,000/a in elections budget to meet ad hoc by-election costs..</p>			

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
Insolvency of insurance company: FINANCIAL, OPERATING	1 – unlikely	1 - negligible	1x1 = 1 Low	Use of one of the largest companies providing specialist cover for Councils.	Free legal service and advice from National Association of Local Councils and Yorkshire Local Councils Associations. <i>Council to review insurance providers at least every three years – next review due May 2027</i>	MAY 2027	RFO
Not complying with restrictions on borrowing. FINANCIAL, COMPLIANCE	1 – unlikely	1 – negligible	1x1=1 LOW	No current borrowing. Borrowing approval to be authorised by Council in line with current restrictions. Reference to Local Council Administration Book (Charles Arnold Baker) and National Association of Local Councils (NALC) and Yorkshire Local Councils Associations (YLCA).			

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Community Assets:</p> <p>Damage to third party property or individuals.</p> <p>Risk to third party as a consequence of providing a service.</p> <p>FINANCIAL, OPERATING, STRATEGIC</p>	1 – unlikely	3 – severe	1x3 = 3 MEDIUM	Public Liability Insurance.		SPRING 2027	HCHCT, Clerk, Service Provision SC, RFO
				Property damage – all risks.			
				Annual check on level of Public Liability Cover in place.			
				Maintain asset register (add new items/remove disposed items) to calculate insurance needs.			
				Look for new insurance options 2027			
				Insurance for unique items	Existing procedure adequate		
				<i>Adequate insurance provided for Jubilee, TdF and WW1 Seat etc</i>			
Maintain logged system of complaints.	Existing procedure adequate						
All complaints logged with received and action taken.							
Check smartwater topping stones at New Mill churchyard	Smartwater marking to be applied to topping stones of walls surrounding closed churchyard and appropriate signage	end August 2026	Contractor				
Topple tests at Closed Churchyard needed.	Topple test to be carried out by Maintenance Contractor.	end August 2026	Contractor				
Back of replacement stone slates affixed to Holme Barn painted with red paint for future traceability in case of theft Oct 2015.	Holme Barn – check marker red paint on Holme barn.	end August 2026	Contractor				

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
Property Damage: FINANCIAL	2 – quite likely	2 - moderate	2x2 = 4 Medium	Insurance. All Risks Insurance. Annual check on insurance values Use of one of the largest companies providing specialist cover for Councils. Public Liability Insurance. Fidelity Guarantee insurance.	Look for new insurance options 2027.	SPRING 2027	HCHCT, Clerk, Service Provision SC, RFO
Unsafe equipment: FINANCIAL, OPERATING	2 - quite likely	2 - moderate	2x2 = 4 Medium	Visual inspections. Annual PAT Testing of electrical small electrical appliance, alarms and fire extinguishers all carried out by Holmfirth Civic Hall Community Trust (HCHCT).	Existing procedure adequate		
Civic Regalia - lost, damaged: FINANCIAL	1 – unlikely	1 - negligible	1x1 = 1 Low	Annual inspection of regalia.	Ensure Chairman/Vice Chair is aware of need for Civic Regalia to be kept under secure conditions.	MAY 2026 when new Chair is appointed	CLERK
Legal liability as a consequence of asset ownership: FINANCIAL, OPERATING, STRATEGIC	1 – unlikely	3 – severe	1 x 3 = 3 Medium	Public Liability Insurance.	Annual check on level of cover.	MAR 2026	RFO

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Damage to and safety of seats and stone bus shelters:</p> <p>FINANCIAL</p>	2 - quite likely	1 - negligible	2x1=2 LOW	<p>Cantilever shelters transferred to Metro 2009. Pursue any reports for evidence, witness statements whenever possible. Claims for costs pursued whenever possible.</p> <p>Regular maintenance (and photographs taken).</p> <p>Remind Ward members to keep a check on seats and shelters in Ward and to report any problems to Council offices.</p> <p>Reports from members of the public and bus operators.</p> <p>Inspections to be carried out by members during normal Ward duties.</p>	Existing procedure adequate		
<p>Damage to closed churchyard.</p> <p>FINANCIAL</p>	2 – quite likely	1 - negligible	2x1=2 LOW	<p>Pursue any reports for evidence, witness statements whenever possible. Claims for costs pursued whenever possible.</p>	Regular reports (and photographs) from Maintenance Contractor.	Ongoing	Contractor
<p>Holmfirth Public Toilets.</p> <p>FINANCIAL</p>	2 – quite likely	1 - negligible	2x1=2 LOW	<p>Regular reports from Cleaning Contractor.</p> <p>Claims for costs pursued whenever possible.</p> <p>See separate risk management policy and assessments – approved and adopted by Council.</p>	Annual Risk Assessment of Public Toilets to be carried out.	JUL 2026	CLERK

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Personal Accident to Members and Officers. Assault to Officers.</p> <p>FINANCIAL, OPERATING</p>	1 – unlikely	2- moderate	1x2=2 LOW	<p>Personal Accident cover. Including Assault cover. Employer’s Liability cover.</p> <p>Libel and Slander cover</p> <p>Annual check on level of cover in place</p> <p>Council Office – alarm, personal alarm facility or mobile phone (ring 999 and/or Chairman, another Member, or family member).</p> <p>Officers to be accompanied out of building after evening meetings.</p> <p>Advice to Members.</p>	Existing procedure adequate		
<p>Unwanted visitors entering HVPC meeting room during meetings.</p> <p>OPERATING</p>	1 – unlikely	2 - moderate	1x2=2 LOW	<p>Signage at strategic places around the building.</p> <p>Both Holmfirth Civic Hall and Honley Library are public buildings, open to the community, so it may be inevitable that members of the public lose their way around the buildings. HCHCT and FoHL to be encouraged to signpost rooms for hirings/events.</p>	Existing procedure adequate		

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Security of officers working alone in building. Security of officers exiting and locking up building after meetings.</p> <p>OPERATING</p>	<p>1 – unlikely</p>	<p>2 - moderate</p>	<p>1x2=2 LOW</p>	<p>When no other occupants in Civic Hall, Manager, Clerk or other nominated person locks the building.</p> <p>Whenever possible, Officers to be accompanied out of building after evening meetings.</p>	<p>Existing procedure adequate</p>		

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Misconduct of Members, Members interests</p> <p>OPERATING, COMPLIANCE</p>	<p>2 - quite likely</p>	<p>2 – moderate</p>	<p>2x2 = 4 MEDIUM</p>	<p>Procedures in place for recording and monitoring Members’ and Officers’ interests, gifts and hospitality received.</p> <p>Completion of Code of Conduct.</p> <p>Code of Conduct signed and a Register of Interest completed by each Member of the Council each year.</p> <p>Councillors have a duty to disclose interests.</p> <p>Disclosure of Interest Register kept listing any interests, gifts and hospitality received.</p> <p>Disclosure of Interests appears as item on the agenda as a prompt to Members/Officers</p> <p>Holme Valley Parish Council adopted the Kirklees Council Code of Conduct.</p> <p>Internal audit check.</p> <p>Register of Interest kept by Kirklees Monitoring Officer, with copy kept by Clerk, and published on KC and HVPC websites.</p> <p>Any new Disclosable Pecuniary Interests to be declared at meeting and Member’s responsibility to notify Kirklees Monitoring Officer within 28 days.</p>	<p>Ensure all new Members aware of Code of Conduct, sign it, and of need to complete Registers annually.</p> <p>Working group to review/change the Code of Conduct, - considering the NALC Code of Conduct and the Kirklees Code of Conduct</p> <p>NB – It is the responsibility of individual Members (not the Clerk or another Member) to notify changes in interests and to declare interests at meetings</p>	<p>MAY 2026</p> <p>August 2026</p>	<p>CLERK</p> <p>Working Group, then Council</p>

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Disrespectful or otherwise inappropriate communications or behaviour shown towards staff. False accusations brought against staff</p>	<p>2 – likely</p>	<p>3 – severe</p>	<p>2x3=6 SUBSTANTIAL</p>	<p>Complaints and Grievances procedures applied as at December 2025.</p> <p>Review of relevant policies and procedures by 16 April 2026</p> <p>Focused attention to issue by Staffing Committee.</p> <p>Log established of any incidents of concern as raised by any staff member. Log reported frequently to Chair of Staffing and to Staff Performance and Development Lead.</p> <p>Temporary controls on access to specific staff member by identified member of the Council</p>	<p>Occurrences of face-to-face and telephone contacts to be risk assessed, managed and by prior appointment as far as is practicable. Interactions to be witnessed and/ or audio or video recorded. Any exceptional measures applied must be placed on record for scrutiny and endorsement by Staffing Committee to ensure both staff safety and the legitimate rights of access and service for members of the Council and others.</p> <p>Any concerns or accusations experienced by or made against staff must be put in writing to the Chair of Staffing Committee, who is obliged to investigate and then respond promptly to all parties, seeking resolution or otherwise escalation of process.</p>	<p>30 April 2026</p>	<p>Chair of Staffing Committee, and accountable to Full Council</p>
<p>Parish Council does not meet consultation invitations in a timely fashion including commenting on planning applications.</p> <p>OPERATING, STRATEGIC, COMPLIANCE</p>	<p>1 – unlikely</p>	<p>1 – negligible</p>	<p>1x1=1 LOW</p>	<p>Consultation documents presented to next appropriate Committee/ Council meeting to formulate response.</p> <p>Minuting of action so agreed.</p> <p>Contact agencies to ask for an extension of deadline if possible.</p> <p>Hold extraordinary meetings to ensure important business is done.</p>	<p>Existing procedure adequate</p>		

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Breach of data handling and confidentiality.</p> <p>COMPLIANCE</p>	2 – quite likely	2 – moderate	<p>2x2=4 MEDIUM</p>	<p>Registration under the Data Protection Act (<i>General Data Protection Regulations from 25 May 2017</i>).</p> <p>Clerk/DPO maintains up to date registration entry.</p> <p>Procedures for dealing with personal and confidential data. Clerk (if DPO) delegated to respond to breaches and to report to ICO (if risk to an individual’s rights and freedoms) within 72 hours.</p> <p>All Councillors, Officers have holmevalleyparishcouncil.gov.uk emails.</p> <p>Item on each agenda for considering items to be taken in private session.</p> <p>Passwords changed regularly. Policies, procedures and forms reviewed annually.</p>	Existing procedure adequate		
<p>Improper reporting of Council business in minutes</p> <p>COMPLIANCE</p>	1 – unlikely	1 – negligible	<p>1x1=1 LOW</p>	<p>Minutes properly numbered with a master copy kept in safekeeping.</p> <p>Minutes circulated.</p> <p>Minutes approved and signed at next meeting of Council or Committee.</p> <p>Internal Audit check.</p> <p>Computer cloud to hard drive backup maintained on a monthly</p>	Computer cloud to hard drive backup maintained on a monthly basis.	Monthly	RFO

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
				basis backups maintained and taken off site.			
<p>Failure to respond to electors wishing to exercise their rights of inspection.</p> <p>OPERATING, COMPLIANCE</p>	1 – unlikely	1 – negligible	1x1=1 LOW	<p><i>Minutes and Audit Notices published on website.</i></p> <p>Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations.</p> <p>Minutes published on website. Financial information published on website.</p> <p>Notice of Appointment confirmation signed and returned to Auditors.</p>	Existing procedure adequate		
<p>Inadequate provision of supporting papers.</p> <p>COMPLIANCE</p>	1 – unlikely	1 – negligible	1x1=1 LOW	<p>Freedom of Information Publication Scheme.</p> <p>Publication scheme adopted 2015 and re-adopted annually. Agenda consideration at each meeting.</p>	Existing procedure adequate		
<p>Challenge to Members and Officers when visiting sites on Council business, e.g. re planning applications.</p> <p>OPERATING</p>	1 – unlikely	2 – moderate	1x2=2 LOW	<p>Members and Officers should identify themselves if challenged by a member of public.</p> <p>ID cards provided for Members and Officers.</p>	New Councillors do not always use their Cllr ID badges; encourage to use on Council business	NOV 2026	Clerk
<p>Poor document control – correspondence, postage, storage and filing, etc</p>	1 – unlikely	1 – negligible	1x1=1 LOW	<p>Correspondence date receipted.</p> <p>Filing systems maintained in fireproof cabinets.</p>	Back-ups of Dropbox system maintained on external hard drives monthly.	Monthly SUMMER	Deputy Clerk Clerk, RFO

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
OPERATING, COMPLIANCE				<p>Regular review of need to retain documents and other records.</p> <p>Review of Records Management Policy regarding retention, management and disposal of documents (including filing system and files stored/archived by third parties, e.g. solicitors). Any deeds or other legal documents to be stored in safe storage.</p> <p>Dropbox is used for safe storage of documentation. Back-ups of Dropbox system maintained on external hard drives monthly.</p>	Need to dispose of some documentation that does not need to be held	2026	
<p>Risks around allotments and garage plots</p> <p>FINANCIAL, OPERATING</p>	1 – unlikely	2 – moderate	1x2=2 LOW	<p>Appropriate legal agreements (tenancies) signed.</p> <p>Annual review of Leases and Agreements.</p> <p>Annual renewal where necessary.</p>	Quarterly inspection of the allotments.	Ongoing (no issues)	RFO
<p>Security of vulnerable building.</p> <p>1) Council's Meeting Room & Office (Anchor Tenancy @</p>	2 – quite likely	2 – moderate	2x2=4 MEDIUM	<p>Intruder and fire alarms installed. Provision of Fire extinguishers, fire drills.</p> <p>Secure locks and annual review of security.</p>	Existing procedure adequate		

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
<p>Holmfirth Civic Hall)</p> <p>FINANCIAL, OPERATING</p>				<p>Record of key holders held by HCHCT.</p> <p>The Civic - Annual servicing of alarm and security systems are responsibility of HCHCT (Landlord), not HVPC.</p> <p>Fire protection equipment – responsibility of HCHCT (not HVPC).</p>			
<p>Security of vulnerable building.</p> <p>2) Honley Library</p> <p>FINANCIAL, OPERATING</p>	2 – quite likely	2 – moderate	2x2=4 MEDIUM	<p>Honley Library - Annual servicing of alarm and security systems are responsibility of FoHL, not HVPC.</p> <p>Fire protection equipment – responsibility of FoHL (not HVPC).</p>	Existing procedure adequate		
<p>Changes to legislation and procedures.</p> <p>COMPLIANCE/ OPERATING</p>	1 – unlikely	1 – negligible	1x1=1 LOW	<p>Provide effective training for Members and Officers.</p> <p><i>Latest version of Standing Orders (NALC Model)</i></p> <p>New revised Financial Regulations 2025-26, based on the new model Financial Regulations.</p> <p>Provide adequate budget for Member and Officer training.</p>	Updated Financial Regulations to be reviewed	March 2026	RFO/ Working Group
<p>Risks to supplies and Services provided to the Council.</p>	Low			Contract for services advertised and awarded in line with Standing Orders and Financial Regulations.	Maintenance contracts to be reviewed 2026-27	Ongoing (no issues)	Service Provision Standing Committee, Clerk

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
FINANCIAL, OPERATING				<p>Ensure Contractors have adequate insurance including public liability cover.</p> <p>Ensure Contractors have appropriate Health and Safety policy.</p> <p>Contracts approved by Council. Ensure maintenance contracts are fully reviewed and minimum 3 new quotations sought.</p> <p>Sight of insurance certificate before award of contract.</p> <p>Remind contractors re Health and Safety implications</p>			
<p>Collection and banking of cash donations from toilets</p> <p>FINANCIAL</p>	2 – quite likely	2 – moderate	2x2=4 MEDIUM	<p>As above, - effective recruitment of contractor - awarded in line with Standing Orders and Financial Regulations.</p> <p>Contractor to count, bag and bank money regularly - on a monthly basis.</p> <p>Retain receipts from the bank and forward to RFO.</p> <p>Report deposits to the RFO.</p>	Existing procedure adequate		

Internal Audit assurance testing will include:

- (1) Review of internal controls in place and their documentation.
- (2) Testing of specific internal controls and reporting findings to Council.

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
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- (3) Review of management arrangements regarding insurance.
- (4) Review of minutes to ensure legal powers in place recorded and correctly applied.
- (5) Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc.
- (6) Review and testing of arrangements to prevent and detect fraud and corruption.
- (7) Review and testing of specific controls, reporting findings to Council.

Levels of impact (examples):

Severe Impact	Moderate Impact	Negligible Impact
<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Death • Extensive, permanent injuries, long term sickness • Medium term loss of service capability • Adverse national publicity • More than 10 people involved • Litigation almost certain and difficult to defend • Financial loss in excess of £50,000 • Breaches of law punishable by imprisonment • Up to 10 people involved • Litigation to be expected 	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Medical treatment required – long term injury • Short term disruption to service capability • Adverse local publicity • Needs careful public relations • No more than 5 people involved • High potential for complaint, litigation possible • Financial loss between £5,000 and £50,000 • Breaches of the law punishable by fines only 	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • No injuries beyond first aid level • No significant disruption to service capability • Unlikely to cause any adverse publicity • No more than 2 people involved • Unlikely to cause complaint/litigation • Financial loss below £5,000 • Breaches of local procedures/standards

Priority of Risk Management		IMPACT		
		NEGLIGIBLE (SCORE 1)	MODERATE (SCORE 2)	SEVERE (SCORE 3)
LIKELIHOOD OF OCCURRENCE	UNLIKELY (SCORE 1)	LOW RISK (1x1)	LOW RISK (1x2)	MEDIUM RISK (1x3)
	QUITE LIKELY (SCORE 2)	LOW RISK (2x1)	MEDIUM RISK (2x2)	SUBSTANTIAL RISK (2x3)
	HIGHLY LIKELY (SCORE 3)	MEDIUM RISK (3x1)	SUBSTANTIAL RISK (3x2)	MAJOR RISK (3x3)

Risk Description	Likelihood	Potential Impact	Priority of risk management	Measures Taken/Controls	Recommendations/Actions Required	By date	Person responsible
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Report for Finance & Management Committee (2 March 2026) and Full Council (23 March 2026)

Grants Working Group – Recommendations for 2026/27

Members: Cllr Colling (Chair), Cllr Wilson (Chair in Cllr Colling’s absence), Cllr Blacka, Cllr Holmes, Cllr Kirkby, Cllr Whitelaw

Author: Cllr Wilson

With support from: RFO and Grants Working Group

1. Introduction

The Grants Working Group met on 4 February 2026 to conclude its review of the Parish Council’s grants framework ahead of the final meetings of the municipal year.

This report sets out the Working Group’s recommendations to:

- Finance & Management Committee (F&M) – 2 March 2026
- Full Council – 23 March 2026

The proposals aim to strengthen governance, improve clarity and transparency, ensure compliance with relevant legislation (including the Local Government Act 1986), and enhance the effectiveness of grant-making from 2026/27 onwards.

2. Summary of Key Recommendations for 2026/27

The Working Group recommends that Council:

1. **Approve the first formal issue of a revised Grants Policy.**
2. **Adopt revised Grants Priorities for 2026/27.**
3. **Approve revised website content aligned directly to the Grants Policy.**
4. **Approve a redesigned Grants Application Form and Grant Evaluation Report.**
5. **Approve moving to a single grants budget “pot” for 2026/27 (subject to virement and formal approval).**
6. **Continue the trial system of “gifting” items to community groups in lieu of grants (where appropriate), enabling potential VAT recovery.**
7. **Approve guidance for handling applications outside the normal February/September cycle.**
8. **Note decisions not to introduce certain proposed processes (triage panel, sponsorship model, annual thematic priority, rolling grant expression-of-interest process).**

Each is detailed below.

3. Grants Policy (First Formal Issue)

The Working Group has finalised a Grants Policy.

3.1 Status of the Policy

The Working Group recommends that:

- The Grants Policy be treated as a **live document**, subject to regular review and reflection.
- The **Policy becomes the core website content**, with additional practical guidance (e.g. budget allocations, deadlines, procedural notes) clearly differentiated online.

This ensures governance documents are authoritative and consistently presented.

4. Revised Grants Priorities (2026/27)

The Working Group recommends that updated Grants Priorities be formally adopted for 2026/27 and embedded within:

- The Grants Policy (Assessment Criteria),
- The Application Form (via a checklist for applicants),
- The Website guidance.

This alignment ensures transparency between Council priorities and funding decisions.

5. Revised Application Form & Evaluation Report

A substantially revised Application Form and Grant Evaluation Report are proposed.

5.1 Branding & Presentation

- Updated branding consistent with Council documentation.
- Alignment in format between Application Form and Evaluation Report.

5.2 Strengthening Financial Transparency

The revised form will:

- Include a section inviting groups to outline:
 - Current financial position.
 - Evidence of use of own funds.
- Request disclosure of **bank balances across all accounts**.
- Request submission of **latest one month's bank statement(s)**.
- Include a revised **Project Budget Plan** with:
 - VAT column,
 - Note regarding potential VAT reclaim by HVPC (where applicable).
- Include a new section on:
 - Anticipated income from the project,
 - Source of income,
 - Expected amount,
 - Intended use of any surplus.

These changes improve financial due diligence and demonstrate responsible stewardship of public funds.

5.3 Administrative Amendments

- Replace Clerk as primary contact with **RFO/Deputy Clerk**.
 - Add a **priorities checklist** for applicants to identify which HVPC priorities their project meets.
-

6. Move to a Single Grants Pot (2026/27)

The Working Group recommends moving to a **single consolidated grants budget pot** for 2026/27.

This will require:

- Formal virement of existing budget allocations.
- Explicit Council approval.

Benefits include:

- Greater flexibility,
 - Simplified administration,
 - Clearer reporting.
-

7. Continuation of “Gifting” in Lieu of Grants (VAT Efficiency)

The Working Group recommends continuing the trial system whereby:

- HVPC may purchase items directly (“gift” them) rather than issuing a cash grant.
- Where appropriate, VAT may be reclaimed by the Council.

To date, the system has been:

- Limited in use,
- Operationally successful.

The inclusion of VAT detail within the revised application form will enable more accurate assessment of:

- Financial savings,
- Administrative workload,
- Overall effectiveness.

The RFO will monitor impact and report back as required.

8. Applications Outside the February/September Cycle

The Working Group recommends the following process:

- The Chair to sign off on inclusion of all applications.
- All applications to be submitted to F&M.
- Applications outside the normal cycle to be formally considered only where:
 - There is a **community emergency**, or
 - Financial hardship would result from delay.

F&M would be expected to make a prompt determination on whether the criteria are met.

This maintains fairness while protecting Council resources.

9. Matters Considered but Not Progressed

The Working Group considered, but does not recommend:

- A small “triage” panel to pre-screen applications before F&M.
 - Decision: All applications to go directly to F&M.
- An expression-of-interest route for rolling multi-year grants.
 - Decision: Continue current system (Councillor-proposed).

- Identifying a single annual thematic grants priority.
 - Decision: Not progressed.
 - Moving to sponsorship instead of grants.
 - Advice: Grants are more lawful, less open to scrutiny risk, not subject to VAT, and not subject to procurement/best value constraints in the same way as sponsorship.
-

10. Governance & Legal Considerations

The Working Group is satisfied that:

- The revised Policy strengthens compliance,
 - Transparency and financial scrutiny are improved,
 - The framework supports lawful grant-making,
 - Public accountability is enhanced.
-

11. Recommendations to F&M and Council

F&M is asked to:

1. Recommend adoption of the revised Grants Policy (first issue).
2. Recommend approval of revised Grants Priorities (2026/27).
3. Recommend approval of revised website content.
4. Recommend approval of revised Application Form and Evaluation Report.
5. Recommend moving to a single grants pot (subject to virement).
6. Recommend continuation of the gifting/VAT recovery trial.
7. Approve the process for out-of-cycle applications.

Full Council would be asked to formally resolve accordingly at its meeting of 23 March 2026.

Prepared on behalf of the Grants Working Group

Cllr Wilson

With support from the RFO and WG Members 24th February 2026

Holme Valley Parish Council

Grants Working Group

Re-wording of priorities for grants (Revised 2 October '25)

Revised wording

Your grant application should advance at least one of the Council's priorities:

- Combating the climate emergency
- Promoting and enhancing biodiversity and the natural environment
- Supporting local residents in greatest need
- Promoting the mental and physical health and wellbeing of local residents
- Encouraging social interaction, by the provision of activities and events
- Protecting local heritage – the physical environment and cultural heritage
- Supporting community owned assets, eg village halls, parks, gardens and open spaces
- Promoting festivals and tourism

Existing wording

The Parish Council prioritises applications which:

- Promote social engagement
- Benefit those in greatest need
- Protect the social and physical environment of the Holme Valley
- Respect and improve the natural environment and biodiversity of the Holme Valley
- Protect and enhance the local heritage
- Address the climate emergency
- Promote prosperity through tourism and attracting visitors to the Holme Valley

Holme Valley Parish Council Grants Policy 2026-27

1. Introduction

Holme Valley Parish Council is committed to supporting local organisations, groups, and initiatives that benefit the parish and its residents. This Grants Policy sets out the framework for how the Parish Council considers and awards financial assistance.

2. Purpose of Grants

The purpose of Parish Council grants is to:

- Support projects, activities, community assets, events and services that directly benefit residents of the parish.
- Encourage community engagement, wellbeing, and social inclusion.
- Strengthen local organisations and enable them to deliver services and events.

3. Who Can Apply

The Parish Council welcomes applications from:

- Voluntary and community groups operating within the parish.
- Registered charities and not-for-profit organisations.
- Clubs, societies, and residents' associations that benefit the parish community.
- Community Interest Companies having both i) a constitution and ii) volunteer directors or a committee or a board of trustees or a management board.

4. Eligibility Criteria

Applicants must demonstrate that:

- The grant will be used for a specific project, event, or activity.
- The project provides clear benefit to residents of the Holme Valley.
- They have access to a bank account in which the grant award can be deposited.
- They can provide evidence of good governance (e.g., constitution or governing document) and financial viability.
- The applicant has met any administrative requirements regarding a prior award.

5. Exclusions

Grants will not normally be awarded for:

- Projects that do not benefit Holme Valley residents.
- For-profit organisations.
- Community Interest Companies which are only run by paid workers.
- Places of worship.
- Political or religious campaigning.

- Activities that only benefit an individual.
- Items or services that would normally be provided by other statutory public bodies like schools, NHS services, the police, and/or funded through central or local government.
- Retrospective funding (projects already completed).
- Salaries and utility bills (unless specifically agreed and justified).
- Organisations with substantial unallocated reserves.
- Fundraising events (where the primary focus of a project/campaign is only to raise money).
- Items that should normally be the core responsibility of the organisation. The Parish Council would not normally pay, for example, for football nets for an adult football club, or band uniforms for an adult brass band.

6. Levels of Funding

- The Council will determine the maximum grant available each year as part of its budget-setting process.
- Larger applications may be considered in exceptional circumstances, subject to budget availability.
- Some applications may be considered for rolling, multi-year grants. These may apply to a fixed period, or for the duration of a Council term. Funds for rolling grants come from the same budgets as other grants.

7. Application Process

- Application forms can be downloaded from the Parish Council website.
- Applications must be submitted on the Parish Council's latest, official Grant Application Form, downloadable from www.holmevalleyparishcouncil.gov.uk/grants.
- Completed applications must be received by the published deadlines (usually 31st July and 31st January each year).
- Applications outside of these dates will only be considered in exceptional circumstances, for example:
 - responding to unforeseen community emergencies
 - cases where financial hardship would result from delay
- The Parish Council prefers that applications and supporting documents come as PDFs. (Other formats including paper and Word are accepted.)
- Final decisions rest with the Parish Council.

8. Assessment Criteria

The priorities of Holme Valley Parish Council Grants

Your grant application should advance at least one of the Council's priorities:

- Combating the climate emergency
- Promoting and enhancing biodiversity and the natural environment
- Supporting local residents in greatest need
- Promoting the mental and physical health and wellbeing of local residents
- Encouraging social interaction, by the provision of activities and events
- Protecting local heritage – the physical environment and cultural heritage
- Supporting community owned assets, eg village halls, parks, gardens and open spaces
- Promoting festivals and tourism

Other criteria that the Parish Council will consider when making decisions on grants include:

- The level of community benefit.
- The number of residents likely to benefit.
- Value for money.
- Evidence of need and support for the project.
- The organisation's track record of delivery on its other projects.
- The levels of reserves held by the organisation.
- Sustainability of the project (if ongoing).
- Other funding sources secured/sought.
- Whether the project will generate income for the community group.

9. Conditions of Grant

Successful applicants should:

- Use the grant only for the purpose stated in the application.
- Refer to the project as "Funded by Holme Valley Parish Council" in publicity and reports.
- Complete a Grant Evaluation Report within 6–12 months showing how the grant was spent and what outcomes were achieved.
- Return any unspent funds to the Parish Council.

10. Monitoring and Review

- The Parish Council reserves the right to withhold, withdraw, or reclaim a grant if conditions are not met.
- Details of a project, including photographs, may be used in the Parish Council's newsletters, social media, or on its website.
- Representatives from the Parish Council may want to visit an organisation to see how public money has been spent.
- The Grants Policy will be reviewed annually.

If you require any further guidance on completing the application form, the Deputy Clerk/RFO will be happy to help deputyclerk@holmevalleyparishcouncil.gov.uk Tel: 01484 684670

More information about Holme Valley Parish Council grants, application forms, and reports on previous award winners can be found at www.holmevalleyparishcouncil.gov.uk/grants.

Holme Valley Parish Council Grants

Next Deadline 31st July 2026!!!



Parish Council Grants

Next Application Deadline: 31 July 2026

Grant funding is one of the keyways Holme Valley Parish Council supports our community. We want to fund projects that align with our wider objectives, so please read these guidelines before applying.

If you need help, the Clerking Team is always happy to advise.

Types of Grants We Offer

The Parish Council awards several different types of grants:

1. Community Assets Grants

Administered by the **Finance & Management Committee**

- For community-led capital projects: building works, improvements to premises including outdoor spaces, or large equipment.
- Annual budget (2026–27): **£50,000**
- Maximum grant: **£5,000** (larger awards may be made in exceptional cases)
- Some awards may be multi-year (rolling grants)

2. Projects & Events Grants

Also administered by the **Finance & Management Committee**

- For festivals, events, sports clubs, recreational groups, music groups
- Annual budget (2026-27): **£25,000**
- Maximum grant: **£1,500**
- Some awards may be multi-year (rolling grants)

3. Christmas Grants

Administered by the **Service Provision Committee**

- Larger grants for community Christmas lights displays
- Smaller grants for groups decorating community Christmas trees

4. Special One-Off Grants

Occasionally awarded for national or royal events (e.g., jubilees, commemorations).

If you're unsure which category your project fits into, the RFO can advise.

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- Representatives from the Parish Council may want to visit an organisation to see how public money has been spent.
- The Grants Policy will be reviewed annually.

If you require any further guidance on completing the application form, the Deputy Clerk/RFO will be happy to help deputyclerk@holmevalleyparishcouncil.gov.uk Tel: 01484 684670



Grant Application Form

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

Grants are awarded in September and February. Your application must be submitted by the end of July 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, p5.

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

1 Contact Details	
Name of organisation	
Address	
Postcode	
Contact person	
Position in group	
Correspondence address	
Postcode	
Daytime phone	
Evening phone	
Email	

2 About your organisation		
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> • Unregistered community group <input type="checkbox"/> • Registered charity <input type="checkbox"/> • Other (please state) <input type="checkbox"/> <p>.....</p>	
Charity or other Registration No	If applicable	
When did the group start?		
How many people are involved in running your group?	Trustees	
	Unpaid Management Committee	
	Paid F/T Staff	
	Paid P/T Staff	
	Volunteers (excluding Management Committee)	

3 Your Finances	
Income (last year)	
Expenditure (last year)	
Reserves held	
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	
Describe the current financial position of your organisation including the current balance on your combined accounts	

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	NOT APPLICABLE

Account Name	
Sort Code	
Account Number	

5 Your Project
Outline the project that you are seeking a grant for (Maximum 500 words)
Why do you feel your project is worthwhile? (Maximum 500 words)

Which of the Parish Council's grants priorities does your project meet (tick all that apply)

- Combating the climate emergency
- Promoting and enhancing biodiversity and the natural environment
- Supporting local residents in greatest need
- Promoting the mental health and physical wellbeing of local residents
- Encouraging social interaction by the provision of activities and events
- Protecting local heritage – the physical environment and cultural heritage
- Supporting community-owned assets, eg village halls, parks, gardens and open spaces
- Promoting festivals and tourism

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

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

Who in the Holme Valley will benefit? How many people will benefit? (Maximum 200 words)

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

How will your project address the ongoing climate emergency? (Maximum 200 words)

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 equipment for these locations. In very special circumstances, other expenditure of a community asset may be funded from this budget line.
- Maximum award is £5,000.

**Grant 2: Projects, Events and Other Activities 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 Holme Valley.
- Maximum award is £1,500.



If you are unsure about which grant to apply for, contact the Parish Council on 01484 687460 or email: deputyclerk@holmevalleyparishcouncil.gov.uk

Your Project Budget Plan

Item	Cost (net)	VAT	Where will the funding come from? <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Project Total Cost			Total amount requested from HVPC	

- The Parish Council would appreciate it if you could detail any VAT incurred by your project.
- The Parish Council may be able to reclaim VAT.

Do you anticipate any income from this project?
If, so, how much? If so, what will the organisation do with the money?

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

Has the group received a grant from the Parish Council in the last five years?	YES / NO
	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	NO	N/A
3. Last 3 years accounts (if you have them)	YES	NO	N/A
4. Copy of your bank statements on your main account for the last 6 months	YES	NO	N/A
5. Copies of your most recent bank statement for each of your accounts	YES	NO	N/A
6. Copies of written estimates/quotations for purchases (if relevant)	YES	NO	N/A
7. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	YES	NO	N/A

- 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	
Position in organisation	
Date	

**Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk
Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.**



Grant Evaluation

- The Parish Council likes to hear how community groups have used the money awarded to them
- As the money awarded is public money, we also need to make sure that the money has been spent appropriately and as agreed

Name of Organisation	
Amount of award	£
Purpose for which the grant was awarded (Maximum 20 words)	

The Story of Your Project

- *Tell us what you did with the money awarded to you (Maximum 500 words)*
- *Attach a few photos*

The Story of Your Project contd.

What you achieved

<p>What were the benefits of your project? (Maximum 500 words)</p>	
<p>Who benefited from the project? (Maximum 200 words)</p>	
<p>How many people benefited? (Maximum 200 words)</p>	
<p>Was the project inclusive? How were marginalised groups (elderly, disabled, young people etc) able to participate?</p>	
<p>Reflecting on climate change, did the project address any aspects of the climate emergency? How?</p>	
<p>Did you achieve what you were trying to do? (Maximum 200 words)</p>	

Finance and Expenditure

We ask groups to retain their receipts and invoices, and to keep a record of what they've spent for auditing purposes

	Grant awarded	£
--	---------------	---

Date	Description of expenditure (use another sheet if necessary)	Amount
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
	Total expenditure	£
	Amount of grant remaining (if any)	£

Any amount of the award unspent may have to be returned to the Parish Council

Person completing this form		Date	
Position in organisation			

Send the completed application form, together with all supporting documentation, preferably in PDF format to: deputyclerk@holmevalleyparishcouncil.gov.uk

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic, Huddersfield Road, Holmfirth, HD9 3AS.

Have you considered inviting a Member of the Parish Council to come and see your project and how your grant money has been spent? Why not give the Parish Council a ring and arrange a visit 01484 687460?

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 July 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.

Replacement environmentally friendly planters at Sands Park alongside Huw Thatcher's memory bench as the existing ones have rotted.

1 Contact Details	
Name of organisation	The Huw Thatcher Trust (although not active any more as such)
Address	[REDACTED]
Postcode	[REDACTED]
Contact person	[REDACTED]
Position in group	[REDACTED]
Correspondence address	As above
Postcode	
Daytime phone	[REDACTED]
Evening phone	As above
Email	[REDACTED]

2 About your organisation	
What sort of group are you? - put an 'x' in the box	<ul style="list-style-type: none"> Unregistered community group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other (please state) <input checked="" type="checkbox"/> <p>➤ <i>Huw Thatcher's family and friends</i></p>
Charity Registration No	N/A If applicable
When did the group start?	13 th March 2011 when Huw passed away
How many people are involved in running your group?	Trustees
	Unpaid Management Committee
	Paid F/T Staff
	Paid P/T Staff
	Volunteers (excluding Management Committee)

3 Your Finances (your last full financial year)	
Financial Year	N/A
Income	N/A
Expenditure	N/A
Reserves held	N/A
Describe the position of any reserves ie how much is held against contingencies and whether any is earmarked for specific projects	N/A

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	██████████
Sort Code	53 70 30
Account Number	09225390

Outline the project that you are seeking a grant for (Maximum 500 words)

My name is [REDACTED] and sadly my son Huw passed away in 2011 playing football for Hepworth United under 15s. Huw had a brain haemorrhage that no one could have foreseen.

We set up a fund called The Huw Thatcher Trust in memory of Huw and after 7 1/2 years the Trust closed on Huw's 23rd birthday in 2018.

The Trust raised an incredible £119,000 to support a national charity for brain injured people - <https://brainkind.org/>

The legacy web site for the Huw Thatcher Trust is here - <https://huwthatchertrust.org/>

In 2011 the parents of Huw's friends paid for a bench in memory of Huw which is at Sands Park in Holmfirth - it's still in great condition being made out of hardwood and well looked after. In 2011 Kirklees Council kindly provided 2 planters which sit alongside the bench but being made out of softwood they have sadly perished and need replacing urgently.

I've agreed with Kirklees that I will replace the planters with composite planters which are made from recycled plastic and will therefore not perish and are environmentally friendly. The cost is £695 each, so a total of £1390 including VAT.

Along with Huw's family and friends I will be doing the work to replace the planters this spring.

Kirklees are unable to finance the replacement planters but [REDACTED] as suggested I contact you as you as he understands the Council sometimes financially support such projects and I wondered if you'd be able to help us with the costs outlined above?

Why do you feel your project is worthwhile? (Maximum 500 words)

The bench is a peaceful area for people to sit during busy and quiet times and is heavily used by people across the community both young and old, and in particular people who knew Huw. They are an attractive addition to the area and enhance Sands Park.

The bench and planters are an asset to Sands Park and various people in the community are involved in maintaining them in memory of Huw.

How will your project benefit the people of the Holme Valley? (Maximum 200 words)

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

See above.

**Who in the Holme Valley will benefit? How many people will benefit?
(Maximum 200 words)**

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

See above.

How will your project address the ongoing climate emergency? (Maximum 200 words)

The new planters will be made from a composite which is in turn made from recycled plastic – it will require no new production of material as the plastic already exists and will be converted to the composite material.

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: Projects, Events and Other Activities 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.

X

- **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? - <small>reserves, fundraising, donations, other grant awards or Holme Valley PC</small>	Amount requested from the Parish Council
Planters	£1390	We hope the Council will be able to fund the planters or contribute – otherwise Huw’s family will pay for the planters.	Up to £1390 or part of this amount
Project Total Cost		Total amount requested from HVPC	Up to £1390 or part of this amount

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

I have asked the Holme Valley Masons Lodge if they would be interested in helping to fund Huw’s planters but haven’t heard back from them.




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

NO

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)	N/A
3. Last 3 years accounts (if you have them)	N/A
4. Copy of bank statements for the last 6 months	N/A
5. Copies of written estimates/quotations for capital purchases (if relevant)	N/A
6. A business plan (only for applications over £5,000) or a one-year action plan (for applications over £2,000)	N/A
7. Anything else: - a photo of the area at Sands Park	YES

9 Declaration	
<ul style="list-style-type: none"> • 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. <p>This declaration must be signed by an authorised person, eg Committee Member, Office Holder or Trustee.</p>	
Name	
Signature	
Position in organisation	
Date	28/12/25

Send the completed application form, together with all supporting documentation, preferably in PDF format to: clerk@holmevalleyparishcouncil.gov

Alternatively, you can send the paperwork to: Holme Valley Parish Council, The Civic,



Communications and Engagement Working Group

Tuesday 10 February 2026, 11.30am in the Exhibition Room, 3rd Floor, The Civic, Holmfirth, HD9 3AS

Attendees: Cllrs Whitelaw, Baylin and Holmes, Gemma Sharp

Apologies: Cllrs Kirkby and Bellamy

2526 33 Updates on actions from 20 January 2026

Summary of updates on ongoing actions and outstanding actions to carry forward:

- Review of systems and IT synergy ongoing – Working group on the IT policy will also look at systems as a whole.
- Digital embedded grants application form – In progress, will go to Grants Working Group to go forward.
- Public facing policy/strategy simplification – In progress/carry forward, Clerking team to work through list and make recommendations on updates.
- Website traffic analytics for 2025 included with agenda - Increase in website traffic following website renewal. Development of content ongoing.
- Review of sponsorship language – most existing funding agreements fit within the guidelines, changes made to wording for Huddersfield Hub page and Honley Show programme.
- Huddersfield Hub continuation from 1 April 2026 approved by Full Council 2 February 2026.
- Honley Flyer – piece submitted for spring issue and will have a regular slot going forward.
- Monthly “round-up” news item for website and socials – may need to go to 1/4ly, aim to have test piece out following Annual Parish Meeting.

Action: GS to bring social media analytics to next working group meeting, carry forward discussion on feedback gathering to a future meeting.

Action: RM to circulate Grants Working Group report on sponsorship to all councillors for information.

2526 34 Updates on Communications and Engagement Action Plan 2025-2027 and ongoing work

Discussion on priorities for the Communications and Engagement action plan 2025-2027 for the remainder of the council term.

Action: GS to action temporary signage and community leaflet stand for the Civic foyer and research low budget signage for the parish council office and potential plaque suppliers for benches and bus shelters. Other physical branding roll out can be paused until after the Civic foyer refurbishment and following the community governance review.

Action: GS to update Action Plan with progress and revised priorities for next working group meeting.

2526 35 Referrals from Full Council, Committees and Councillors

HOLME VALLEY PARISH COUNCIL

- Website development requests from the Urban Nature Reserves Working Group for an information/news page and newsletter sign up and from Full Council for a page on local support available for business, to be actioned over the coming weeks.
- A Social Media training session with Social Progress took place on 28 January 2026, attended by 6 councillors and 2 staff members. A recording will be available on request.

2526 36 Annual Parish Meeting 23 March 2026

- The Annual Parish meeting is required annually as a public meeting to approve the annual report on Parish activity and expenditure. A regular meeting of the Full Council follows immediately afterwards.
- A proposal to hold a reception for community groups as part of the meeting was approved at Full Council 20 October 2025.

Action: GS to clean up the data list of invitees to remove duplicates and separate out potential speakers to receive a separate invite.

Action: GS to amend the draft invitations with the suggestions, get sign-off from the chair and send to the recipients by 13 February 2026. Copies to be sent to cllrs for info.

Action: GS to get quotes for catering, including from the referral from Cllr Holmes – and to liaise with the Civic staff and Clerk regarding room set up, other refreshments (tea, coffee, juice) and logistics for the day. Aim for cabaret/cafe style table layout for guests if space allows.

Action: GS to produce promotional materials for the event and create a short video presentation for the evening.

Action: GS to Liaise with Clerk and committee chairs to facilitate working groups to have some content in the annual report if they want to.

2526 37 Autumn 2026 Activity

Following discussion at the previous meeting, members were invited to bring forward initial ideas for an alternative Communications and Engagement activity for autumn 2026, in lieu of the Big Community Celebration.

The working group discussed options and overall felt that an event was not necessary in the context of an existing programme of other community activity at the same time. Cllrs suggested that a video to explain the work of the parish council would be a better use of the resource available.

2526 38 Any Other Business

- Zonkey have put forward a proposal to audit accessibility of the website following the accessibility requirements for .gov.uk websites following assertion 10 at a cost of £295 + VAT. The working group have recommended that this goes ahead.
- A documentary film about Last of the Summer Wine is being produced in the coming

HOLME VALLEY PARISH COUNCIL

months, HVPC can help to share call-outs to the community for contributions.

- Cllr Whitelaw raised questions regarding the best methods for information sharing information between cllrs. Cllrs have the option to forward on emails themselves or via the Clerk. In some cases it may be necessary for more formal information to be included in papers with agendas.

Action: GS to put forward the recommendation of the accessibility audit to the Clerk and the Chair for sign off.

HVPC Communications and Engagement Action Plan 2025-2027



Project or area of work	Progress	Next steps	Likely expenditure	Potential Collaborations	Timeframe
HVPC Website	<p>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.</p> <p>Climate action section expanded to include biodiversity & urban nature reserves, newsletter & sign-up function added.</p> <p>Ability to add alert banners added.</p> <p>Proposal to integrate the grants application form (costs for work provided by Zonkey) to go to F&M.</p> <p>Accessibility audit commissioned and completed in February. Website meets required assertion 10 accessibility standard but additional accessibility work is required to improve accessibility of uploaded documents.</p>	<p>Develop transport and tourism sections.</p> <p>Gather feedback on user experience for possible other improvements.</p> <p>Improvements to Grant Evaluation and application forms.</p> <p>Work identified by audit to improve accessibility of uploaded documents.</p>	<p>In house time plus any necessary development work from Zonkey.</p> <p>Chargeable work includes adding alert banners, Accessibility Audit, coding work to integrate grant forms.</p>	<p>Ongoing work with Zonkey, website developer.</p>	<p>Analytics and gather feedback, plus accessibility work February 2026 onwards</p>
Signage and Banners	<p>3 pull up banners designed and purchased by Assistant Clerk.</p>	<p>Further consideration to be given to additional signage outside and inside Parish Council buildings. This may need to be paused if changes are likely around the community governance review.</p> <p>Investigate light signage for HVPC office door.</p>	<p>3 banners now in place, approx. £150 expenditure</p>		<p>2026/27</p>

HVPC Communications and Engagement Action Plan 2025-2027

Printed “What HVPC Does” leaflet	Second version with updated branding to was produced in time for BCC 8/11/2025. Information is evergreen so can continue to be used for many months.				
Communication screen	HVV have done a trial	Pause pending the outcome of decisions regarding the Gartside Building.	Initial estimates for an outdoor screen were in the region of £4k. Would be much less for an indoor screen. Total of EMR plus available 2026/7 budget for comms is currently £5k		Pause pending the outcome of decisions regarding the Gartside Building.
Social Media	Developed presence on Facebook. Instagram account reactivated Dec 2025 as recommended by Social Progress to coincide with production of local tourism videos. Social media strategy session held in Dec 2025 and training for cllrs held January 2026 with social Progress.	Explore expansion into other platforms such as LinkedIn. Develop Instagram presence. Continue to support roll out of local tourism videos.	Social Progress strategy session and training £1,000. Tourism videos commissions with local content makers.	Social Progress	Roll out of tourism videos Dec 2025 onwards. Training January 2026
Plaques and QR codes for HVPC assets such as benches and bus shelters	Passed to Service Provision for inclusion within the bench and bus shelter management.	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	Maintenance Contractor	Start research into costings and possible suppliers 2026

HVPC Communications and Engagement Action Plan 2025-2027

			benches and bus shelters		
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 with the Local Plan reference group.	Review approach to councillor visibility and learn from other parishes.			Ongoing
The Big Community Celebration 8th November 2025.	Completed for 2025, next is planned for 2027	Planning for 2027 event to begin early 2027.			Early 2027.
Cllr blogs	Cllr blog and video interview published Summer 2025 Cllr visits to grant recipients shared as news items ongoing.	Review			Ongoing – Ad-hoc
Monitoring of engagement strategies/policy	The Council has both a Communications Policy and Communications strategy. A policy on social media and escalation procedure for vexatious communications was approved at Full Council on 20 Oct 2025. Urban Nature reserves eNewsletter launched January 2026. Sign-up function added to the website. Will be every other month going forward.	Clerking team to review policy accessibility and consider rewriting or adding a simple summary to each to improve accessibility on public facing documents. Create regular news “round-ups” to summarise council activity such as meeting decisions, grants visits, & other relevant news – roughly every other month to tie in with Full Council.	Internal time.		from Spring 2026 onwards
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.			Meetings calendar complete.

HVPC Communications and Engagement Action Plan 2025-2027

		Signposting to other community events can be done via the local directory on the website.			Directory launched August 2025
Improve visibility of Parish Council at the Civic	Expanded HVPC area in Foyer for leaflets and a pull up banner added. Additional banner to signpost the HVPC office and community leaflet stand to be added to the Civic foyer.	Exploring the possibility of expanding the HVPC branded presence in the foyer with the Civic trustees to coincide with the development work in the foyer (more permanent signage etc). Some of the work of the Civic visioning may also include this.			Interim foyer presence – Autumn 2025 Redevelopment of the Civic is much longer term.
Review use of HD9 and Tito ‘booklets’, and other printed news in the Valley	Reduced presence in Tito to 4 times per year. Now contributing to the Honley Flyer.	Recommend to continue with village newsletters.			
Annual Parish Meeting	Annual Parish meeting will include a few short presentation from community groups that have worked with the council or benefitted from grant funding.		No budget was planned or allocated for this in the year 2025/26 so expenditure will come from underspend elsewhere within the budget line.		Action from Jan 2026 to March 2026.
Live streaming meetings/improving the quality of recordings	Some initial investigations with Meltham Town council regarding equipment.	Due to meet with Meltham TC in April 2026. Investigate feasibility and equipment required for			By end of council term.

HVPC Communications and Engagement Action Plan 2025-2027

		<p>better quality audio/visual output.</p> <p>Investigate similar parishes and hybrid set up in Scotland and Wales.</p>			
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