

Holme Valley Parish Council

Draft MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON MONDAY, 22 March 2021 at 20:00 on the zoom Online platform.

Those present:

Chairman: Cllr R Hogley

Councillors: K Bellamy, T Bellamy M Blacka, J Brook, D Carré, P Colling, J Dalton, P Davies, P Dixon, T W Dixon, S East, D Firth, D Gould, C Greaves, Di Hall, B Lockley, M Pogson, S Sheard, J Sweeney

Clerk: Mrs L Bennett. Deputy Clerk, Rich McGill, Deputy clerk also present.

Public Question Time. There were no members of the public present.

2021 191 **To accept apologies for absence**

Cllrs Feeney and Barker have resigned from the Council.
Cllr Roberts was unwell.

2021 192 **To receive Members' personal and disclosable pecuniary interests in items on the agenda and to consider any written requests for new DPI dispensations**

None received.

2021 193 **To receive any Officer interests in items on the agenda.**

None received.

2021 194 **To consider whether items on the agenda should be discussed in private session**

Item 2021 200 to be in private session.

2021 195 **To confirm the minutes of the previous Full Council meeting held on 1 February 2021 numbered 2021 170 to 2021 190 inclusive.**

Resolved; to approve these minutes.

2021 196 **To approve the Committee Minutes under delegated powers**

Resolved to approve the minutes of the **Service Provision Committee** on 25 January 2021 numbered 2020 32 to 2021 52 inclusive.

Resolved to approve the minutes of the **Planning Committee** on 8 February 2021 numbered 2021 135 to 2021 151 inclusive.

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Resolved to approve the minutes of the **Staffing Committee** held on 8 February 2021 numbered 2021 16 to 2021 28 inclusive.

Resolved to approve the minutes of the **Publications and Communications Committee** on 15 February 2021, numbered 2021 32 to 2021 46 inclusive.

Resolved to approve the minutes of the **Extraordinary Meeting of the Service Provision Committee** meeting held on 16 February 2021 numbered 2021 53 to 2021 59 inclusive.

Resolved to approve the minutes of the **Planning Committee** meeting on 8 March 2021 numbered 2021 152 to 2021 168 inclusive.

Resolved to approve the minutes of the **Community Assets Support Committee** meeting on 8 March 2021 numbered 2021 67 to 2021 79 inclusive.

REFERRALS FROM STANDING COMMITTEES

Referrals from the Finance and Management Committee

2021 197 **Approval of the Payment Schedule for March 2021 to date.**

Resolved to approve the Schedule.

2021 198 **Approval of the revised list of Regular Payments** which allow for payments to be made to regular providers without the requirement for committee approval before the payments are signed off by two councillors.

Resolved to approve the list.

2021 199 **To approve the Direct Debits for the Council Year 2021/22.**

Resolved to approve this list.

2021 200 **Approval for the list of Direct Debits for staff pay.**

This item was taken in private session.

Resolved to approve the list.

2021 201 **Approval of the Fixed Asset list for 2021/22**

There have been a few updates to the list for 2020/21, including new laptops for the staff, a new mobile phone and an iPad.

Resolved to approve this list.

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Referrals from the Community Assets Support Committee

2021 202 **To approve a grant of £10,000 to the Holmfirth Civic Hall Community Trust for the purchase of new fire doors in the Large Hall.**

Resolved to defer this grant payment until the HCHCT Trustees can present three quotations for the work as whilst the need for new fire doors was generally supported, there was concern at the high cost presented. The quotations will then be discussed at the next meeting of the Community Assets Support Committee and if the actual cost exceeds £5000 then Full Council approval will be sought.

2021 203 **To approve a grant application for £30,000 to the Holmfirth Civic Hall Community Trust towards the cost of refurbishment of the toilets and the development of an office and new rooms for hire on the ground floor.**

There was general agreement amongst Councillors that, as the Civic Hall belongs to the Parish Council, the meeting should be supportive of this item and the previous one. However, Councillors were not clear on how monies previously provided to HCHCT to support the refurbishment had been utilised. They wished to understand further detail about the breakdown of the refurbishment works and why costs might have risen for the planned works. The Council asked for greater clarity on the future requirements of the building and how the Trust planned to seek funds in the future. The Council recognised that during the last year, the Covid restrictions and associated hire cancellations had significantly affected HCHCT's ability to generate an income. There was a suggestion that the Council should work more closely with the Trustees on future planning and this will be investigated.

Resolved to defer this grant payment pending further information on the reasons this project has become so much more costly than first thought. The Trust will be asked to submit more detailed information to the C.A.S.C. committee regarding the quotations for work and the finances at the disposal of the Civic Hall Trust.

Referrals from the Publications and Communications Committee.

2021 204 **Resolved** to approve the upgrading of the broadband facility for the Parish Council from PlusNet to BT Broadband to speed up processes of uploading data. This will also facilitate the effective recording of future meetings and the development of hybrid meetings whereby the council can meet in person and accept remote presentations from members of the public or invited speakers through the internet.

Payment of Insurance premiums.

2021 205 **To approve the payment of the annual insurance premium for the Council with Zurich Insurance.**

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Resolved to pay the premium of £1,757.95.

2021 206 **To approve the payment of the annual insurance premium for the Holmfirth Civic hall for £4,620.91 with Ansvar Insurance.**

Resolved to pay the premium.

This is paid by the Council, who owns the building, because it ensures the premium is paid and further, it is stipulated in the lease to HCHCT. The HCHCT repay the premium to the Holme Valley Parish Council in due course.

POLICY AND OTHER MATTERS

2021 207 **To approve the Policy for Memorial Benches**

Resolved to approve this policy which had been revisited by the Service Provision Committee following previous consideration and comment at Full Council.

2021 208 **To approve the Training Policy**

Resolved to approve this policy which had been discussed at the Staffing Committee Meeting in February.

2021 209 **To approve the meeting Schedule for the next Council year, April 2021 to May 2022.**

Resolved to approve this schedule.

2021 210 **To consider how correspondence from the Parish Council should be managed.**

Resolved that any official correspondence from the Council should follow the following protocol.

- When asked by the public about ward related issues, these are 'constituency matters' and can be addressed directly by the councillor without involvement with the Clerk, unless they directly affect HVPC.
- When asked by the public about HVPC matters and responding as a Chair/Vice-Chair or 'on behalf of the HVPC', the clerk should be copied in (e.g., planning /CASC/finance queries)
- When asked by the public about HVPC matters, councillors can share personal opinions but make clear they are not 'on behalf of HVPC'. Any decisions are subject to votes by committees on the council (e.g., grant applications, location of signs etc) so any support is personal, not HVPC's.
- When communicating formally on behalf of HVPC by letter, phone, email, report (e.g., to

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a Kirklees/PDNPA officer, completing a consultation), this has to be approved through a council meeting with the 'clerk working with Cllr x' to address the particular issue. This allows the councillor to prepare the letter/report etc. for review with the clerk before issue.

- All correspondence sent as a councillor is subject to release through the Freedom of Information Act so the content of all communication should be considered appropriately.

- Judgement is required in each instance and councillors are reminded that all communication should comply with the Code of Conduct.

2021 211 **To note that two Councillors, Councillor Bernie Feeney and Councillor Glyn Barker have resigned from the Council as of 19 February 2021.**

Resolved to note the resignations. The Council thanked them for their contributions in the past two years.

Resolved to note that there would be elections for these two seats (Upperthong and Holmfirth Central) at the local elections on 6 May 2021. The Clerk has the papers for anyone wishing to stand for election and the papers can also be obtained from the Electoral Services office in Kirklees Council. A link to that office will be posted on the website.

2021 212 **To note** that a Freedom of Information request was made on 20 January 2021 asking for all the Council information and correspondence on the awarded quarries that were in the possession of the Council in 2009.

Resolved to note this Freedom of Information request. Cllr Dalton requested a copy of the information provided to the requester.

2021 213 **To approve a leave of absence for six months for Councillor Roberts who has pressing health issues for herself and her family.**

Resolved to approve Cllr Roberts' absence for 6 months.

2021 214 **Resolved to note** that the 'Past Chairman's jewel' for 2019/20 had now been fabricated and would be presented to Councillor Bellamy when face to face meetings resume.

2021 215 **To consider a potential postponement of the Annual Council Meeting from 10 May to 12 July if meetings in person must resume from 6 May 2021 (as is the current Government advice).**

It was agreed that new councillors who would have signed their acceptance forms at the Annual Council meeting on 10 May could still carry out this formal duty with the Clerk in

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the Civic Hall after election and this would enable them to begin their responsibilities immediately.

The issue of meeting in person in the Exhibition Room at the Civic Hall is not so pressing for the other committee meetings as these are smaller and appropriate social distancing can be accommodated within the Exhibition Room.

Resolved to approve deferring the Annual Council Meeting to 12 July 2021 if the only alternative was to meet **in person** on 10 May 2021.

2021 216 **To consider an offer of voluntary help for the Clerk.**

Resolved that the Council should develop a Policy for volunteer workers and seek the necessary advice from the Y.L.C.A. before such a venture is undertaken.

Report from the Chairman.

The chairman had given a full report of the Council's activities in the Annual Parish Meeting earlier in the evening. Councillor Hogley thanked all the Councillors for their hard work over the year.

The Chairman announced that the Clerk has given notice that she will be resigning from her post after two years. The Clerk is willing to continue in post until a replacement is found. The Chairman proposed an extraordinary Staffing Committee meeting next week to start the process of appointing a replacement. The Staffing committee, according to the Scheme of Delegations updated in 2020, is able to take this process to its conclusion.

Councillors thanked the Clerk for her work with the Council.

22.05 Close of Meeting.

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Chairman

