

Holme Valley Parish Council

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON MONDAY 12 JULY 2021 AT HADE EDGE BAND ROOM

Those present:

Chairman: Cllr R Hogley

Vice-Chairman: Cllr M Pogson

Members: M Blacka, J Brook, M Bustard, D Carré, P Colling, J Dalton, P Davies, RP Dixon, T Dixon, S East, D Firth, A Wilson.

Officer: Mr Rich McGill (Deputy Clerk)

2021 09 Open Session

Cllr Hogley welcomed everyone present to the Annual Council Meeting in Hade Edge Band Room.

Cllr Hogley welcomed three members of the public who wished to speak during the open session. Three Councillors also spoke as members of the public during the open session.

First to speak were two members of the public who attended as representatives of Honley Show in support of a grant application.

A Councillor spoke as a member of the public about the Yorkshire Motorsport Festival, and asked for Council to convene an extraordinary meeting of Council to discuss this. The speaker said that due process had not be followed when the event was organised. The speaker reported that he had received several complaints which the Council had a responsibility to review.

A Councillor reported as a matter of record that the Parish Council had discussed the Motorsport Festival previously.

RESOLVED: It was resolved that an Extraordinary Meeting of Council be held 26 July 2021 after that evening's Planning Committee Meeting.

A second Councillor spoke in support of Hade Edge Band Room but said he was unhappy that provision could not be found for a Council meeting at Holmfirth Civic Hall where we pay rent.

A third Councillor spoke about the proposed erection of an 18m 5G mast in New Mill. The Councillor spoke out against the location of the project, and felt the Council needed to be more assertive in its objections. Furthermore, work could be done to mitigate the visual impact of the mast if it does go ahead.

A local resident then spoke about his concerns regarding the road intersection at Hade Edge opposite the Boshaw Trout pub, and the very slow progress from Kirklees with the traffic management scheme there.

The local resident was invited to report to the next meeting of the Holme Valley Parish Council Planning Committee.

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2021 10 Installation of Chairman

In her last act of office, Cllr Hogley asked for nominations for the Chairman of Council for the remainder of the year 2021/22.

Cllr Davies nominated Cllr Pogson as Chairman. Seconded by Councillor Brook.

RESOLVED: Members voted unanimously to elect Cllr Pogson as Chairman for the remainder of the year 2021/22.

Cllr Hogley offered her congratulations. Cllr Pogson accepted the chain of office and read out and signed his declaration of acceptance. Cllr Pogson took the Chair and thanked all Members for electing him to the privileged position of Chairman of the Council.

He then thanked the outgoing Chairman, Cllr Hogley, saying she had done a fantastic job and had big shoes to fill, and hoped she would offer support when needed. Cllr Pogson finished by saying he hoped the Council would carry on and do some good work for the people of the Holme Valley.

Cllr Hogley thanked Members for giving her the opportunity to be Chair of Council and said she had very much enjoyed it. She wished Cllr Pogson well in his new role.

Cllr Brook also thanked Cllr Hogley for the tremendous job she had done.

2021 11 Installation of Vice Chairman

Cllr Sweeney was proposed for Vice Chairman by Cllr Pogson and Seconded by Cllr Brook.

RESOLVED by a majority that Cllr J Sweeney be elected Vice Chairman of the Council for the remainder of the 2021/22 year.

The newly elected Vice Chairman was not present at the meeting so could not be presented with the Vice Chairman's Chain of Office. The Chain would be conferred at the next meeting of Council, where the due ceremony would be carried through.

2021 12 To accept apologies for absence

There were apologies for absence from Cllrs K Bellamy, Gould, Greaves, Hall, Lockley, Roberts, Sheard and Sweeney.

RESOLVED: The Council approved the apologies.

2122 13 Code of Conduct

RESOLVED: Members approved the [Kirklees Code of Conduct](#) originally adopted by the Parish Council 16 December 2019.

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2122 14 Casual Vacancies – Upperthong and Holmfirth Central Wards

NOTED: The Council noted the result of the by-elections held on Thursday, 6 May 2021:

- Mr Mark Bustard was elected to represent the ward of Holmfirth Central.
- Mr Andy Wilson was elected to represent the ward of Upperthong.

The Chairman welcomed them both to the Council and said he looked forward to working with them.

At this point, the Chairman proposed to change the order of the agenda so that the Honley Show grant application could be reviewed.

RESOLVED: The proposed change to the order of the agenda was approved.

2122 27 Grant Application from Honley Show

Two representatives of Honley Show gave a presentation to accompany their grant application. Members considered the grant application towards the 100th anniversary Centenary Show. The outgoing Chairman of the Publications and Communications Committee said that the application was supported by that Committee.

RESOLVED: A grant of £1400 to Honley show to the publication of 5000 event programmes was approved.

Cllr Dalton's asked for his vote against the proposal to be recorded.

Cllr Bustard offered to support the Honley Show with their COVID planning and this was gratefully accepted.

2122 15 To approve the recommendation from the Staffing Committee

- 1) **RESOLVED:** Council approved that the Community Assets Support Committee be dissolved and its responsibilities re-distributed.
- 2) **RESOLVED:** Council approved that all grants be managed by the Finance and Management Committee, including regularly occurring grants from Service Provision such as the Holme Valley Transport Scheme and the Valley Minibuses.
- 3) **RESOLVED:** Council approved that all buildings assets be overseen by the Service Provision Committee with associated delegations given to the Clerk, and approval given to the Service Provision to create a new sub-committee or working group to coordinate day-to-day management if desired

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2122 16 Standing Orders, Scheme of Delegation and Financial Regulations

(1) As 2122 15 above was approved, consequently, changes to the Parish Council's Standing Orders needed to be reviewed.

RESOLVED: Changes to the Standing Orders pertaining specifically to Sections 4, 19 and 26 were approved.

(2) As 2122 15 above was approved, consequently, changes to the Parish Council's Scheme of Delegation needed to be reviewed.

RESOLVED: Changes to the Scheme of Delegation were approved.

NOTE: Members noted that this update also includes the decision made at Full Council on 21 June 2021 to give responsibility for the Holme Allotments to the Service Provision Committee. The Scheme of Delegation has been further updated following the resolution at Full Council 14 December 2020 so that 2.2.6 reads that the Clerk can authorise expenditure up to £1000.

(3) **NOTE:** Council noted an update to the Financial Regulations with a similar change to (2) above, namely, to state that the Clerk can authorise expenditure up to £1000.

RESOLVED: Changes to the Financial Regulations were approved.

2122 17 To appoint Office Holders

Members voted on the Chairs and Vice Chairs of the Standing Committees
The office Holders were elected as follows:

Finance and Management Committee

CHAIRMAN: Cllr P Colling

VICE CHAIRMAN: to be decided at the first committee meeting

Planning Committee

CHAIRMAN: Cllr M Blacka

VICE CHAIRMAN: to be decided at the first committee meeting

Publications and Communications Committee

CHAIRMAN: Cllr J Brook

VICE CHAIRMAN: to be decided at the first committee meeting

Service Provision Committee

CHAIRMAN: Cllr S East

VICE CHAIRMAN: Cllr D Carré

Climate Emergency Committee

CHAIRMAN: Cllr R Hogley

VICE CHAIRMAN: to be decided at the first committee meeting

Staffing Committee

CHAIRMAN: Cllr R Hogley

VICE CHAIRMAN: Cllr M Pogson

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2122 18 To appoint Standing Committees

Councillors had completed their committee preference forms prior to the meeting in accordance with the new Standing Orders.

All preferences were accepted and additionally Cllrs Firth requested to join the Service Provision Committee. Cllr Bustard swapped his choice from Planning to Climate Emergency.

The committee composition for the remainder of the year 2021/22 is therefore as follows. Chairman in **bold**; Deputy in *italic*.

The Finance and Management Committee. (10 members)

Cllr Blacka, Cllr Bustard, **Cllr Colling**, Cllr Davies, Cllr P Dixon, Cllr East, Cllr Greaves, Cllr Hogley, Cllr Pogson, Cllr Sweeney.

The Planning Committee (7 members)

Cllr Blacka, ~~Cllr Bustard~~, Cllr Colling, Cllr P Dixon, Cllr T Dixon, Cllr Gould, Cllr Hogley, Cllr Wilson. [Cllr Bustard later decided to withdraw from Planning.]

The Publications and Communications Committee (4 members)

Cllr Brook, Cllr Bustard, Cllr Hogley, Cllr Lockley.

The Service Provision Committee (7 members)

Cllr Blacka, Cllr Brook, *Cllr Carré*, **Cllr East**, Cllr T Dixon, Cllr Firth, Cllr Pogson.

The Climate Emergency Committee (7 elected Members)

Cllr Blacka, Cllr Bustard, Cllr Davies, Cllr Gould, **Cllr Hogley**, Cllr Sheard, Cllr Wilson
Plus up to 10 co-opted members who will be invited to volunteer again and who will be voted on by elected members at the next meeting.

The Staffing Committee (6) (established after the voting for Office Holders was completed)

Cllr Blacka, Cllr Brook, Cllr Colling, Cllr East, **Cllr Hogley**, Cllr Pogson.

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2122 19 Minutes of Council & Committee meetings

1. **RESOLVED:** The draft Minutes of the Extraordinary Council Meeting held on 21 June 2021, numbered 2122 01 to 2122 08 were approved. [Minutes Extraordinary Council Meeting 21 June 2021](#)
2. **RESOLVED:** The draft Minutes of the Annual Parish Meeting held on 22 March 2021, numbered 2021 01 to 2021 05 were approved. [Minutes Annual Parish Meeting 22 March 2021](#)
3. **NOTED:** The Minutes of the Climate Emergency Committee Meeting held on 15 March 2021, numbered 2122 51 to 2122 63 were noted. [Minutes Climate Emergency 15 March 2021](#)
4. **RESOLVED:** The draft Minutes of the Climate Emergency Committee Meeting held on 24 May 2021 numbered 2122 01 to 21 22 11 were approved. [Minutes Climate Emergency 24 May 2021](#)
5. **NOTED:** The Minutes of the Planning Committee Meeting held on 12 April numbered 2122 01 to 2122 18 were noted. [Minutes Planning 12 April 2021](#)
6. **NOTED:** The Minutes of the Planning Committee Meeting held on 17 May 2021 numbered 2122 19 to 2122 35 were noted. [Minutes Planning 17 May 2021](#)
7. **NOTED:** The Minutes of the Planning Committee Meeting held on 7 June 2021 numbered 2122 36 to 2122 51 were noted. [Minutes Planning 7 June 2021](#)
8. **RESOLVED:** The draft Minutes of the Planning Committee Meeting held on 28 June 2021 numbered 2122 52 to 2122 64 were approved. [Minutes Planning 28 June 2021](#)
9. **RESOLVED:** The draft Minutes of the Service Provision Committee Meeting held on 19 April 2021, numbered 2122 01 to 2122 11 were approved. [Minutes Service Provision 19 April 2021](#)
10. **NOTED:** The Minutes of the Finance and Management Committee Meeting on 26 April 2021 Minute no. 2122 01 to 2122 17 were noted. [Minutes Finance and Management 26 April 2021](#)
11. **RESOLVED:** The draft Minutes of the Finance and Management Committee Meeting held on 14 June 2021 numbered 2122 18 to 2122 33 were approved [Minutes Finance and Management 14 June 2021](#)
12. **NOTED:** The Minutes of the Extraordinary Staffing Committee Meeting held on 10 May 2021, numbered 2122 01 to 2122 09 were noted. [Minutes Extraordinary Staffing Committee 10 May 2021](#)
13. **RESOLVED:** The draft Minutes of the Staffing Committee Meeting held on 21 June 2021, numbered 2122 10 to 2122 25 were approved. [Minutes Staffing Committee 21 June 2021](#)

2122 20 Policy, Procedural & Administrative Matters

A Councillor asked that the Council undertake a thorough review of policies at a later date.

RESOLVED: The Council approved the policies described in the List of Policies, complete with the dates on which they were last approved and including the changes to the Standing Orders, Scheme of Delegation and the Financial Regulations in item 2122 16 above.

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2122 21 To approve the recommendations from the Staffing Committee on 21 June 2021 regarding how to implement the recommendations of the independent external review on the Staff workloads.

- 1) **RESOLVED:** The Council approved the appointment of an additional member of staff working 10 hours per week from September 2021, on a temporary basis, the exact nature of that post to be defined by the Staffing Committee after a review of Officers' work responsibilities. This extra staffing time would be reviewed by the Staffing Committee on November 15th to consider whether a permanent increase of 10 hours was necessary.
- 2) Chair of Staffing spoke on the historical nature of the Staffing Development Coordinator role, and the changes which were proposed to clarify the role.
RESOLVED: Council approved the new guidelines on the role of the Staffing Performance and Development Lead.

2021 22 Schedule of Meetings 2021-22

RESOLVED: As agenda item 2122 15 was approved, Members in turn approved an amended Schedule of Meetings for the remainder of Council Year 2021/2022 with the Community Assets Committee taken out. A Councillor asked that amendments to the text at the bottom of the document also reflected the disbanding of the Community Assets Support Committee, and the ending of virtual meetings.

2122 23 To confirm Representatives to Outside Bodies

The Council approved the following representatives:

Outside Body	Representative(s) 2020-21
Brockholes Village Trust	CLlr M Pogson
Earnshaw's Foundation Charity	CLlr K Bellamy
Hall Trust Education Charity	CLlr K Bellamy
Holmfirth Civic Hall Community Trust	CLlr T Bellamy
Holmfirth Conservation Group	This was deferred to item 2122 24 No representation was approved; if the group wanted representation that would be looked at on a later date.
Friends of Honley Library CIO	CLlr S East
Kirklees HV North Ward Forum (formerly Area Committee)	CLlr S East
Kirklees HV South Ward Forum (formerly Area Committee)	CLlr D Carré
Kirklees Historic Buildings Trust	CLlr T Bellamy
Kirklees Rights of Way Forum	CLlr S East
Peak District National Park Authority – Moors for Future Project	CLlr T Bellamy
Peak Park Parishes Forum and Management Committee	CLlr T Bellamy
Yorkshire Local Councils Associations (both with voting rights) - Past and Present Chairman	CLlr M Pogson CLlr R Hogley

2122 23 To appoint Authorised Signatories under the Bank Mandates

- (1) HSBC **RESOLVED:** Cllrs T Bellamy, Blacka, Colling, East, Hogley and Pogson were approved to be mandatees of the HSBC accounts, along with the Deputy Clerk/RFO.
- (2) Handelsbanken **RESOLVED:** Cllrs T Bellamy, Blacka, Colling, East, Hogley and Pogson were approved to be mandatees of the HSBC accounts, along with the Deputy Clerk/RFO.
- (3) CCLA **RESOLVED:** Cllrs T Bellamy, Blacka, Colling, East, Hogley and Pogson were approved to be mandatees of the HSBC accounts, along with the Deputy Clerk/RFO.

The Clerk's role as a mandatee would be considered at a later date.

2122 24 Holmfirth Civic Hall Community Trust

To approve trustees to Holmfirth Civic Hall Community Trust.

RESOLVED: It was first resolved that trustees would not have to sit on the Service Provision Committee to be a trustee.

RESOLVED: Cllr Carré and Cllr Colling were approved as trustees of Holmfirth Civic Hall Community Trust.

Cllr Kath Bellamy was thanked for her longstanding involvement with Holmfirth Civic Hall Community Trust.

Members considered whether being a member of the Holmfirth Civic Hall Community Trust represents an 'interest' that prevents taking part in discussion and voting at a Community Assets Support Committee meeting. The former Clerk has sought advice from the Monitoring Officer at Kirklees Council on this matter. Their opinion is that being a trustee of Holmfirth Civic Hall Community Trust (HCHCT) does not constitute a pecuniary interest and should not prevent that Councillor from discussing the Trust's issues and voting on them at meetings of Council or its Committees.

RESOLVED: Council resolved that being a member of the Holmfirth Civic Hall Community Trust did not represent an 'interest' that prevented taking part in discussion and voting in matters relating to the Civic Hall.

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Referrals from Community Assets Support Committee:

2122 25 Grants to Holmfirth Civic Hall Community Trust

Applications for two grants had been previously brought to Full Council on 22 March 2021. They were not approved by Full Council at that time because 1) no evidence was supplied to CASC of 3 quotations having been received and 2) there was some confusion around why the HCHCT were asking for funds towards a project that had already been considered and funded by the Parish Council in the previous year.

Members reconsidered the award of two grants to Holmfirth Civic Hall Community Trust on the basis of additional information:

- **RESOLVED:** Council approved the award of £30,000 to Holmfirth Civic Hall Community Trust for the new toilet block and renovations of the downstairs area, including the creation of an office and a small room for hire.
- **RESOLVED:** Council approved the award of £10,000 to Holmfirth Civic Hall Community Trust for the replacement of two sets of fire doors in the Large Hall.
Cllr Dalton and Cllr RP Dixon asked that their vote against this motion be recorded.

2122 26 Honley Library

Cllr Davies said that Libraries was part of his cabinet portfolio but he had no prior involvement with the Honley Library negotiations.

RESOLVED: Council approved the preparatory heads of terms for the lease of Honley Library to Friends of Honley Library and the outline terms for the granting of a licence to Kirklees Library Service.

RESOLVED: Council approved the Heads of Terms for the lease of The Honley library to the Friends of Honley library.

RESOLVED: Council approved the licence terms for the Kirklees library service to use the Honley Library which will be under a licence issued by HVPC.

2122 28 Public Inquiry regarding the Department for Transport Public Inquiry into Footpath 60 Wolfstones

The Chairman of Planning reported on this item. Members then considered the Parish Council's involvement at the virtual Public Inquiry into Footpath 60 on 24th August 2021. The Inquiry has already received the Parish Council's previous submissions on the matter.

RESOLVED: Council approved not attending the virtual Public Inquiry or the pre-Inquiry.

2122 29 Schedule of Payments

RESOLVED: The Council approved the month-to-date Schedule of Payments for July 2021 to date as received.

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2122 30 Publication of Accounts

NOTED: Council noted that the Deputy Clerk/RFO had notified residents via the Council notice board and website that the Parish Council's unaudited accounts for 2020-21 are available to view.

2122 31 Councillors to contribute to a review of the Code of Conduct with Kirklees Monitoring Officer.

The Council considered the appointment of two Councillors who would contribute to Kirklees Council's review of the Code of Conduct working with the Kirklees Monitoring Officer.

RESOLVED: Cllrs Blacka and Colling were appointed to the review.

THE MEETING CLOSED AT 9:24PM

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Chairman