

# Holme Valley Parish Council

## DRAFT MINUTES OF THE VIRTUAL PUBLICATIONS & COMMUNICATIONS COMMITTEE HELD AT HOLMFIRTH CIVIC HALL ON MONDAY 5 JULY 2021

Those present:

Chairman: Cllr D Carré

Members: Cllr J Brook, Cllr R Hogley

Officer: Mr R McGill (Deputy Clerk)

### Welcome

### Public Question Time

Prior to the commencement of the business session of the Council, there was opportunity for an open session lasting 15 minutes, for members of the public to speak to the Council. One member of the public was present to give a short presentation on Honley Show, which is in its centenary year, and was hoping to get support from the Parish Council. The Committee resolved, though, that the member of the public would do the presentation under agenda item 2122 07 under a suspension of standing orders.

### 2122 01 **Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

As Local (Parish & Town) Council meetings can now be recorded, the Chairman checked if anybody wished to record the meeting, to ensure reasonable facilities could be provided. No one wished to record the meeting. The meeting was being recorded in audio format by the Deputy Clerk on behalf of the Parish Council to upload to the Parish Council's YouTube channel.

### 2122 02 **To accept apologies for absence**

Cllr K Bellamy had tendered an apology for non-attendance.  
**RESOLVED:** Members approved Cllr Bellamy's apology.  
Cllr Lockley was not present.

### 2122 03 **To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**

None were disclosed.

### 2122 04 **To consider written requests for new DPI dispensations**

None had been received.

### 2122 05 **To consider whether items on the agenda should be discussed in private session**

**RESOLVED:** The Committee decided that no items needed to be discussed in private session.

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## 2122 06 To confirm the Minutes of the previous Committee meeting

**RESOLVED:** The Minutes of the Publications and Communications Committee Meeting held on 15 March 2021, numbered 2021 47 to 2021 53 inclusive were approved.

## 2122 07 Events/Publicity/Anniversaries

Standing orders were suspended. A representative of Honley Show gave a short presentation on the Show and the plans for the centenary.

Members considered how the Parish Council would support the Honley Show.

**RESOLVED:** Members resolved that the Deputy Clerk would liaise with Honley Show organisers to submit a grant application and supporting documentation for consideration at the next meeting of full Council 12 July 2021 with a recommendation from the Publications and Communications Standing Committee to approve the application.

**RESOLVED:** Members resolved to commit expenditure of £500 from the Special Projects budget on a Parish Council sponsored trophy and prize for the "Best in Show Handicrafts for 8–16-year-olds." Honley Show organisers would source the trophy with consultation with the Officer and Committee Chair. The expenditure could cover additional prize money for years ahead dependent on the cost of the trophy.

**NOTED:** Members noted, regarding the 70th anniversary of Holme Moss transmitter, that Arqiva, who own and operate the transmitter, had not responded to the Deputy Clerk's request to find out if anniversaries of the transmitter are celebrated, and whether, - pandemic-dependent, - the Parish Council might be involved in celebrations.

**RESOLVED:** The Deputy Clerk would contact Arqiva about the 75<sup>th</sup> anniversary in a few years' time.

**NOTED:** Members noted that the Duke of Edinburgh had died before his 100<sup>th</sup> birthday, and that the Parish Council had followed protocol in honouring his memory under pandemic restrictions.

Members considered whether and/or how to commemorate the 40<sup>th</sup> anniversary of the Holme Valley minibus service which took place in 2020 when we were under lockdown; and whether and/or how to draw attention to the fact that the Parish Council contributes significantly to the funding to the minibus service.

**RESOLVED:** Members resolved not to expressly commemorate the 40<sup>th</sup> anniversary as it was considered that too much time had now passed. Instead, it was resolved that the Committee would work with the Climate Emergency Standing Committee and Stotts Buses to promote the use of buses during one of the "If it's not far, leave the car" initiatives. It was further resolved to defer discussion of publicising the Parish Council's contribution to funding on the minibus to a meeting of the new Publications and Communications Standing Committee 2021-22. The Deputy Clerk would consult with Stotts buses about ways that the Parish Council's financial contribution to the Holme Valley Minibus Service might be publicised.

Cllr Hogley at this point noted the upcoming Platinum Jubilee of the Queen and emphasised the Treebilee scheme for planting trees and wildflower pollinators which the Climate Emergency Standing Committee plans to promote with Holme Valley Schools.

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## 2122 08 HVPC signs and information

- i. Asset Transfer Plaques for the Civic Hall and Holmfirth Toilets:
  - a. **RESOLVED:** With regard to the siting of the commemorative plaque at Holmfirth Toilets, the Committee voted that the plaque should not be moved for fear of damaging it. In the future, the plaque might be moved after Kirklees moves the needle bin.
  - c. **NOTED:** Members noted that the commemorative plaque had been affixed to Holmfirth Civic Hall.
  - d. **RESOLVED:** The Committee voted to not Commission the commemorative plaque for Honley Library until the handover was finalised and signed, but expenditure was approved for up to £400 on the plaque.
- ii. Pavement Sign for the Maintenance Contractor:

**NOTED:** Members noted that the pavement sign for the maintenance contractor was now in use.
- iii. Sign at the rear of Holmfirth Toilets:

**NOTED:** Members noted that the sign had been affixed to Holmfirth toilets.

Members considered whether that sign should be replaced with a larger sign and to move this sign to the front of the toilets.

**RESOLVED:** Members resolved that the sign at the rear of Holmfirth toilets, given that it is in a conservation area, is of an adequate size and was visible across the car park.

**RESOLVED:** Members resolved that an identical sign should be created for the front of the toilet, - location to be agreed with the maintenance contractor. Expenditure was approved for the sign.

## 2122 09 Council noticeboards

- i. **NOTED:** The Committee noted that the Deputy Clerk has done some work with regard to the Parish Council's notice board at the Civic Hall to try and make it more useful and interesting. The board now consists of 1) Council News (from Holme Valley Review) 2) Meetings Calendar 3) a Photo of the Month 4) contact details for the Parish Council and 5) Notice of Accounts 2020-21. The deputy clerk had also added some historical photos from each of the parish wards. This will be varied with more colourful, contemporary photos in future months.

**NOTED:** Members noted that the Deputy Clerk had updated the map with the parish wards and photos of the Councillors. This will be added to the notice board once the Accounts paperwork comes down in early August.

**RESOLVED:** Members felt that 1) the dates on the map should be changed to "up to 2023"; 2) the Committee chairs should be included on the noticeboard; 3) the Climate Emergency Action Plan progress poster should be added to the board.

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- ii. The Deputy Clerk reported that the noticeboard at Holmfirth Toilets had been installed and looks well but there has been little opportunity to use it to promote local events.  
**RESOLVED:** The Deputy Clerk would contact local community groups which the Parish Council has supported for publicity to advertise upcoming events. The Deputy Clerk would add contact details to the notice board for people wanting to have their flyers displayed.

## 2122 10 Press coverage

Holme Valley Review:

- i. **NOTED:** Members noted editions of the Holme Valley Review for February, April, May, and June 2021
- ii. Members considered articles for the upcoming Holme Valley Review re-scheduled for 2<sup>nd</sup> August 2021.  
**RESOLVED:** Articles might be on 1) new Chairs of Committees 2) new Councillor biographies 3) Neighbourhood Plan update 4) grant awards 5) change in makeup of Committees.
- iii. Members considered whether Committee Chairs will prepare their Annual Reports for publication in the 2 August edition of the Holme Valley Review or the subsequent 6 September edition.  
**RESOLVED:** Members resolved that the Committee Chairs would prepare their annual reports for the September 6 edition.

## 2122 11 Holme Valley Parish Council website and social media

- i. Website:  
**NOTED:** The Committee noted the Deputy Clerk's report that new website content had consisted mainly of updating existing content such as information for new Councillors, new schedules of meetings, Councillor attendance record, news items, monthly accounts, Annual Governance and Accountability Review, updates to Neighbourhood Plan pages, policies and so on.  
**RESOLVED:** It was resolved that the Committee Chairs 2020-21 should review their Committee webpages to make note of where updates were needed. The Officer would communicate this.
- ii. Facebook:  
**NOTED:** The Committee noted the Deputy Clerk's report regarding favourable responses from the local Community Facebook pages with regard to grants paid out by the Parish Council. Comments from the Honley page were, "Good to see money is coming back into the local community to support much-needed things" and "the split of funding is better now than it has ever been. Honley have quite good representation now which is a lot better." The Committee noted that the Deputy Clerk said he could give more time to social media if additional staffing hours take some administrative tasks away from him.
- iii. YouTube:  
**NOTED:** Members noted that the [Parish Council's YouTube channel](#) continued to function well and videos do have regular viewers who use the videos to keep up to date with Council business, but the move to audio-only recordings may affect the number of users.

## **2122 12 Recordings of Council meetings and Committee meetings**

The Deputy Clerk reported that virtual and hybrid Council meetings had been made illegal following the ruling of the High Court 28<sup>th</sup> April 2021. In any case, Officers had found that running and recording larger hybrid meetings was exceedingly difficult with audio quality poor using the recently purchased conference speakerphone. Currently, Officers were recording in audio format on a mobile phone and uploading audio-only to the YouTube channel. Nevertheless, this was said to be quite a lengthy process for the Deputy Clerk as he has to 1) record audio 2) edit audio 3) create a title card 4) create a video from the audio and a title card 5) upload to YouTube.

Members considered whether we should trial any other options for recording in-person Council meetings for purposes of continuing to upload to YouTube, - for example, video using a camera/phone.

**RESOLVED:** Members resolved to defer consideration on this item until the formation of a new Publications and Communications Standing Committee after the Annual Council Meeting 12 July 2021. The new Committee could give consideration to making better use of the equipment we have or purchasing additional equipment. The new Committee Chair and the Deputy Clerk would liaise on future trials.

With regard to the installation of fibre broadband to the Parish Council office, the Deputy Clerk reported that BT had informed him that no additional cabling was required. Unfortunately, this had not proven to be the case. Two different BT engineers had visited the Civic Hall with a view to installation, but still the upgraded cabling has not been installed. Moreover, the delay may be lengthy if a listed building application needs to be submitted. The listed buildings officer had been off work and only returned the week commencing 28<sup>th</sup> June. She said that it may be the case that if the cabling goes via the rear of the building that a listed building application may not be needed. A further BT engineer visit was scheduled for 6<sup>th</sup> July 2021.

**NOTED:** Members noted the Deputy Clerk's report.

## **2122 13 Annual Awards**

**RESOLVED:** Members resolved to defer awards, - like the Tidy Trader, Community Champions, or new awards to be determined, - to the next meeting.

## **2122 14 Hi-vis vests**

To note, the Council loaned out its 40 hi-vis vests to community volunteers at the Motorsport Festival. These were pupils from Holmfirth High raising money for a school trip to the Far East.

**RESOLVED:** The hi-vis vests will also be offered for use by events or groups we are sponsoring like the Honley Show.

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## 2122 15 Local signage referencing and commemorating Last of the Summer Wine

A local resident had emailed the Parish Council and the local MP regarding signage in Holmfirth related to Last of the Summer Wine. The resident feels that Last of the Summer Wine filming locations in Holmfirth are still extremely popular with visitors to the town, but that the signage is inadequate to the most popular sites like Nora Batty's steps, Compo's house and Sid's café.

**RESOLVED:** The local resident would be encouraged to liaise with a local community group, like the Business Association, to apply for a grant towards improved signage as a community organisation.

## 2122 16 Jubilee Beacons for 2022

2022 will be the year of the Queen's Platinum Jubilee and all local councils are being encouraged to take part in the lighting of Beacons on the 2nd of June 2022 in celebration of this. The Parish Council has been asked if it intends to offer grants to local groups.

**RESOLVED:** In principle, the Parish Council is likely to offer grants, but this would be deferred to the next Committee meeting.

The Chairman thanked Members for their contributions over the year, and Members and the Officer commended the Chairman for his work on the Committee.

The meeting closed at 8:47pm

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Chairman