

# Holme Valley Parish Council

**DRAFT MINUTES OF A MEETING OF THE FULL COUNCIL  
HELD ON MONDAY, 13 DECEMBER 2021 at 1900HRS  
HADE EDGE BAND ROOM**

**PRESENT: Cllr Pogson (Chairman), Cllr Blacka, Cllr Carré, Cllr Colling, Cllr RP Dixon, Cllr TW Dixon, Cllr Firth, Cllr Greaves, Cllr Hogley, Cllr Sheard, Cllr Wilson**

**OFFICERS: J McIntosh (Clerk); R McGill (Deputy Clerk/RFO)**

## **Public Session**

Cllr Carré spoke as a member of the public to congratulate those people who had worked on the Neighbourhood Development Plan. A good majority for the NDP had been realised in the referendum in November.

No other members of the public attended to speak to the Council.

## **PROCEDURAL MATTERS**

### **2122 66 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

The meeting was recorded in audio format for upload to the Parish Council's YouTube channel. No other requests were made to record the meeting.

It was established that the meeting was quorate before further business was conducted.

### **2122 67 Apologies and reasons for absence received**

**RESOLVED:** to approve apologies for absence with reasons for Cllr K Bellamy, Cllr T Bellamy, Cllr Brook, Cllr Bustard, Cllr Dalton, Cllr Davies, Cllr East, Cllr Gould, Cllr Hall, Cllr Roberts.

Cllr Lockley and Cllr Sweeney were absent.

### **2122 68 Members interests in items on the agenda and to consider any written requests for new DPI dispensations**

No members' interests in items on the agenda were declared at this point.

**NOTED:** new DPI from Cllr Greaves as granted by **STAFFING COMMITTEE** 15-11-21 item 2122 32; redacted version to be uploaded to HVPC website following the meeting.

### **2122 69 Officer's interests in items on the agenda.**

**NOTED:** the Clerk declared an interest in item 2122 89 .

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**2122 70**    **Items on the agenda to be discussed in private session.**

**RESOLVED:** to consider items 2122 83 and 2122 89 in private session; Deputy Clerk to redact discussions from the audio record of the meeting.

### **THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS**

**2122 71**    **The Draft Minutes of the FULL COUNCIL Meeting on 11 October 2021**

**APPROVED:** the **Minutes** of the **FULL COUNCIL Meeting on 11 October 2021** numbered 2122 41 to 2122 65.

### **THE COMMITTEE MINUTES UNDER DELEGATED POWERS**

**2122 72**    **The Minutes of the PLANNING COMMITTEE Meeting on 1 November 2021 previously considered on 29-11-21 at the meeting of the PLANNING COMMITTEE**

**NOTED:** the **Minutes** of the **PLANNING COMMITTEE Meeting on 1 November 2021** numbered 2122 117 to 2122 134 incl. previously **APPROVED** on **29-11-21** at the **meeting** of the **PLANNING COMMITTEE** item 2122 140.

**2122 73**    **The Draft Minutes of the CLIMATE EMERGENCY STANDING COMMITTEE Meeting on 18 October 2021**

**APPROVED:** the **Minutes** of the **CLIMATE EMERGENCY STANDING COMMITTEE meeting on 18 October 2021** numbered 2122 26 to 2122 54 incl.

**2122 74**    **The Draft Minutes of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE Extraordinary Meeting on 8 November 2021**

**APPROVED:** the **Draft Minutes** of the **PUBLICATIONS AND COMMUNICATIONS COMMITTEE Extraordinary Meeting on 8 November 2021** numbered 2122 34 to 2122 43 incl.

**2122 75**    **The Draft Minutes of the Meeting of the STAFFING COMMITTEE on 15 November 2021**

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**APPROVED:** the Minutes of the Meeting of the STAFFING COMMITTEE on 15 November 2021 numbered 2122 26 to 2122 38 incl.

**2122 76** The Draft Minutes of the Meeting of the FINANCE AND MANAGEMENT COMMITTEE on 22 November 2021

**APPROVED:** the Minutes of the Meeting of the FINANCE AND MANAGEMENT COMMITTEE on 22 November 2021 numbered 2122 56 to 2122 68 incl.

**2122 77** The Draft Minutes of the PLANNING COMMITTEE Meeting on the 29 November 2021

**APPROVED:** the Minutes of the PLANNING COMMITTEE Meeting on the 29 November 2021 numbered 2122 135 to 2122 152 incl.

### REFERRALS FROM STANDING COMMITTEES

#### *THE FINANCE AND MANAGEMENT COMMITTEE*

**2122 78** The awarding of £5000 to Holmfirth Tech for kitchen equipment, the amount being paid from the Holmfirth Tech Earmarked Reserve – 333 EMR Holmfirth Tech.

*Cllr Greaves arrived during consideration of this item at 7.10pm.*

Only Council can consider expenditure from an earmarked reserve, the legal power for this being LGA 1972 Section 133 2122 62.

**NOTED:** in law the legal structure of Holmfirth Tech is that of a charity; it was reported that Directors receive no pay.

**RESOLVED:** the awarding of £5000 to Holmfirth Tech for kitchen equipment, the amount being paid from the Holmfirth Tech Earmarked Reserve – 333 EMR Holmfirth Tech as recommended by FINANCE AND MANAGEMENT COMMITTEE.

**2122 79** The viring of £5000 from the 4315 FINANCE AND MANAGEMENT – Community Assets - Other Community Assets budget line to the 323 EMR earmarked reserve.

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Cllr TW Dixon declared an interest in the item. Cllr RP Dixon stated that he had declared an interest in this item when considered by **FINANCE AND MANAGEMENT** and had taken no part in the vote at the Committee.

**RESOLVED:** the viring of £5000 from the 4315 **FINANCE AND MANAGEMENT** – Community Assets - Other Community Assets budget line to the 323 EMR earmarked reserve to support a grant award of £5000 to Hepworth Pre-school and After-School Club, the monies to be earmarked until the Parish Council had assurances from the applicant that the other funds had been raised.

Cllr RP Dixon will arrange for the grant applicant to inform the Deputy Clerk/RFO in the New Year when the grant applicant is ready to draw down the monies.

### **2122 80 Virement from 4810 Climate Emergency Energy Strategy to 4310 Holmfirth Civic Hall – Projects and grant of £10,000.**

Members heard that the monies are to pay for energy-saving improvements at the Hall as detailed in its energy audit and recommended by the **FINANCE AND MANAGEMENT COMMITTEE** minute 2122 62 and the **CLIMATE EMERGENCY STANDING COMMITTEE**. Only Council can consider virements and only Council can consider expenditure over £5,000. The legal power for this is the Local Government Act 1972 Section 133.

**RESOLVED:** a virement from 4810 Climate Emergency Energy Strategy (current balance £12,400) to 4310 Holmfirth Civic Hall – Projects (current balance 0) to form a grant of £10,000 towards energy-saving improvements. Monies to be released once quotes have been obtained by Civic.

### **2122 81 Expenditure of £6900 from 4815 Climate Emergency Transport Strategy towards purchase of a cargo bike.**

Members heard that the **FINANCE AND MANAGEMENT COMMITTEE**, acting upon a recommendation from the **CLIMATE EMERGENCY STANDING COMMITTEE** had resolved to recommend this expenditure to Council for purchase of a cargo bike. The monies would come from 4815 Climate Emergency Transport Strategy (current balance £12650 with further commitments of £3000). Only Full Council can consider expenditure over £5000. The legal power for this resides in the Local Government Act 1972 Section 137.

The following points were made during discussion of this item. The price of the bike reflects its commercial use. The bike would be owned, insured and managed by EPIKs but would carry the HVPC logo. The monies will act as seed funding for a project that should become a self-sustaining project. Some of the reservations of the suitability of the Holme Valley to be a base for such a project are mirrored in the Calderdale area/terrain where a cargo-bike has been successfully trialed.

**RESOLVED:** the expenditure of £6900 from 4815 Climate Emergency Transport Strategy towards purchase of a cargo bike.

### 2122 82 The schedule of payments for December

As some of the payments were contingent on other decisions at the meeting, this item would be considered after item 2122 88.

### 2122 83 The Gartside Building tenancy

*This was heard in private session.*

**RESOLVED:** to accept tenant's proposal for tenancy to continue whilst £400 per month rent payments are paid plus £100 per month towards paying off arrears. This is subject to review by the end of the financial year 2022.

### 2122 84 Council Budget for 2022-23

**RESOLVED:** to approve the Budget for 2022-23 as recommended by **FINANCE AND MANAGEMENT COMMITTEE** minute 2122 67 including later amendments.

#### **THE PLANNING COMMITTEE**

### 2122 85 Request from the PLANNING COMMITTEE regarding the final, "made" version of the Holme Valley Parish Council Neighbourhood Development Plan.

The *Neighbourhood Development Plan* has been "made," - that is, formally adopted by the primary authorities involved following its vote at public referendum on 4<sup>th</sup> November 2021.

**NOTED:** all Councillors are requested to read and familiarise themselves with the final, "made" version of the *Holme Valley Parish Council Neighbourhood Development Plan*.

#### **THE SERVICE PROVISION COMMITTEE**

### 2122 86 Repairs to Thurstonland Bank Bus Shelter.

It was reported to members that damage to the bus shelter was sustained in April 2021 – a tree had fallen on it and damaged the roof. It had eventually transpired that bus shelters had not been included in the existing insurance policy schedule and therefore the claim could not proceed.

Given that the damage was first reported 7 months ago and the deteriorating weather situation consideration was given to expediting the repairs as soon as possible.

**RESOLVED:** Council to pay for repairs to Thurstonland Bank Bus Shelter on New Mill Road amounting to £1,470 from budget line 4740 Seats and Shelters Maintenance.

**RESOLVED:** to pay for insurance for the bus shelters belonging to HVPC, this being additional to the existing insurance arrangements.

Clerk to check ownership status of stone bus shelters and report to Chairman of **HOLME VALLEY PARISH COUNCIL** and Chair of **FINANCE AND MANAGEMENT COMMITTEE** to have suitable insurance in place as soon as possible.

### **2122 87 Christmas tree expenditure**

It was reported that £5,500 is available for this expenditure through Budget Line 4705 Christmas Provision.

**NOTED:** Christmas tree expenditure of £4448 on 5 lit, cut trees supplied by Kirklees for Holmfirth, Brockholes, Netherthong, New Mill and Wooldale and the cost of 5 cut trees for Hinchliffe Mill, Holmbridge, Honley, Scholes and Upperthong.

### **2122 88 Authorisation of searches to enable the asset transfer of Honley Library.**

It was reported that the Honley Library asset transfer is progressing. The solicitor acting for HVPC had requested that a number of searches are carried out prior to transfer on behalf of HVPC.

**RESOLVED:** expenditure of £681.60 on searches to enable the asset transfer of Honley Library from budget line 4300 Honley Library.

### ***DEFERRED ITEM***

### **2122 82 The schedule of payments for December**

This item had been deferred from earlier in the meeting and was returned to at 8.35pm.

**RESOLVED:** to approve the schedule of payments for December as presented.

### ***THE STAFFING COMMITTEE***

### **2122 89 Temporary contractual variation for the Clerk of 7 hours from 25 hours to 32 from 1<sup>st</sup> January 2022 to be reviewed on a 6 monthly basis.**

This item was heard in private session.

The Clerk had declared an interest in this item earlier in the meeting.

The item was a recommendation from the **STAFFING COMMITTEE** to **FULL COUNCIL** from the meeting on 15-11-21 item 2122 36.

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**RESOLVED:** to implement a temporary contractual variation for the Clerk of 7 hours from 25 hours to 32 from 1<sup>st</sup> January 2022 to be reviewed on a 6 monthly basis.

- 2122 90 To consider the clerking of PUBLICATIONS AND COMMUNICATIONS COMMITTEE moving from the Deputy Clerk to the Clerk from 1<sup>st</sup> January 2022.**

**RESOLVED:** the clerking of **PUBLICATIONS AND COMMUNICATIONS COMMITTEE** is to move from the Deputy Clerk to the Clerk from 1<sup>st</sup> January 2022 in line with a recommendation from the **STAFFING COMMITTEE** to **FULL COUNCIL** from the meeting on 15-11-21 minute 2122 36 .

- 2122 91 HOLME VALLEY PARISH COUNCIL Meeting schedule for remainder of Council Year 2021-22.**

**RESOLVED:** to approve the **HOLME VALLEY PARISH COUNCIL** meeting schedule version 6 for remainder of Council Year 2021-22 as recommended by the **STAFFING COMMITTEE**.

This involves adding in a **STAFFING COMMITTEE MEETING** on 21-3-22 and taking out the **STAFFING COMMITTEE MEETING** scheduled for 23-5-22.

**NOTED:** Cllr R P Dixon tendered apologies for the **PLANNING COMMITTEE** meeting on 10<sup>th</sup> January 2022 and **FINANCE AND MANAGEMENT COMMITTEE** meeting on 17<sup>th</sup> January 2022.

Each committee is asked to reflect on how to ensure that meetings are effective in managing Council work. For example, cyclical items should be anticipated and actions and work needed outside of the main meeting cycle can be delegated as necessary to working groups and individuals so that the focus of meetings is on decision-making.

- 2122 92 Noting the additional responsibility and work of the Deputy Clerk/RFO during July and August 2021.**

Minute 2122 35 of the meeting on 15-11-21 the **STAFFING COMMITTEE** recommended to **FULL COUNCIL** that the Chairman should write to the Deputy Clerk/RFO, noting the additional responsibility and work undertaken during July/August 2021 at a time when there was no Clerk in post.

**RESOLVED:** the Chairman to write letter of thanks to the Deputy Clerk/RFO on behalf of **FULL COUNCIL** on account of the extra work and responsibility undertaken during July/August 2021.

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## **THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE**

### **2122 93 Commemorating the Queen's Platinum Jubilee**

The **PUBLICATIONS & COMMUNICATIONS COMMITTEE** had proposed that a budget of up to £10,000 was set aside to organise a project to mark the Jubilee.

Members heard that the project might involve:

- Provision of wildflower seeds to every primary school child in the valley to plant at home
- Provision of a fruit tree to every primary school in the valley
- Provision of a fruit tree to both Holmfirth and Honley High Schools together with 30 packs of wildflowers to scatter in an identified area on the school grounds
- Provision of a fruit tree to each of the 12 main villages within in the Holme Valley (Brockholes, Hade Edge, Hepworth, Holme, Holmbridge, Holmfirth, Honley, Netherthong, New Mill, Scholes, Uppershong, Wooldale)
- Each tree will have a plaque (and protective fencing as required) to mark the occasion

Feedback was taken on the plans thus far regarding the type of trees to be used and the siting of trees. It was suggested that organic bee bombs might be sourced that are suited to the Holme Valley terrain. It was hoped that there would be strong representation of Parish Councillors to support tree planting and other Jubilee celebrations.

**RESOLVED:** to approve a budget of up to £10,000 for the project to mark the Jubilee.

*At 9.03pm Standing Orders were lifted to allow COUNCIL to sit until 9.30pm to complete the business on the agenda.*

## **THE CLIMATE EMERGENCY STANDING COMMITTEE**

### **2122 94 Honley Library Energy Audit recommendations.**

**RESOLVED:** £10,000.00 from energy budget line 4810 2022-23 be committed to an Earmarked Reserve to support FoHL to undertake energy improvement works in line with the Honley Library Energy Audit recommendations as recommended by the **CLIMATE EMERGENCY STANDING COMMITTEE** in Minute 2122 52

## **CORRESPONDENCE**

### **2122 95 Correspondence received in connection with the Nuclear Pledge**

**NOTED:** An email had been received from Jason McCartney MP and a letter from James Cleverley on behalf of Foreign Office in response to the Chairman's letter resolved upon as



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minute 2122 65 at **FULL COUNCIL**.

**RESOLVED:** The Chairman will write to Jason McCartney MP, thanking him for his response and expressing the wish of the Council to ensure he is fully aware of its work. A copy of the **Annual Report** of the work of **HOLME VALLEY PARISH COUNCIL** to be enclosed with the letter.

The need for any further action to be taken in relation to this matter will be considered by the **PUBLICATIONS AND COMMUNICATIONS COMMITTEE**.

### 2122 96 **Chairman's report**

The Chairman gave a brief verbal report on events attended on behalf of **HOLME VALLEY PARISH COUNCIL** including Honley show, the Memorial Service for former Cllr Rita Briggs and the Remembrance Service in Holmfirth. Cllr Hogley had attended Kirklees Civic Dinner on behalf of the Chairman.

### 2122 97 **Items for publicity arising from the work of the HOLME VALLEY PARISH COUNCIL**

Members identified the following aspects of the work of **HOLME VALLEY PARISH COUNCIL** for further publicity:

- Recent grants awarded
- The passing of the Neighbourhood Development Plan
- Planned events for the Jubilee celebrations
- Community champions (after announcement is made)
- Asset transfer of Honley Library once that is completed

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*The meeting ended at 9.26pm.*