

Holme Valley Parish Council

To all Members of the Council

You are hereby summoned to attend a Meeting of the **Council** to be held on **MONDAY, 13 DECEMBER 2021 at 1900HRS in HADE EDGE BAND ROOM, 56 GREAVE RD, HADE EDGE, HD9 2AQ** to transact the following business.

- AGENDA – (A)

Please note that timings on the agenda are given for guidance of the Chairman and Members only and should not be taken as the time at which discussion of a particular item will commence. The Council may agree to defer (in whole or part) any items on the Agenda, if necessary.

Public Question Time **1900HRS**
Prior to the commencement of the business session of the Council, there will be an open session lasting 15 minutes, for members of the public 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 **1915HRS**

As Local (Parish & Town) Council meetings can now be recorded, the Chairman to check if anybody wishes to record the meeting. The Officer present will record the meeting in audio format for upload to the Parish Council's YouTube channel.

2122 67 Apologies and reasons for absence received **1918HRS**

Any apologies for absence with reasons received by the Clerk will be circulated prior to the meeting. In line with previous resolution these will be considered together.

To consider: apologies for absence and reasons.

2122 68 Members interests in items on the agenda and to consider any written requests for new DPI dispensations **1920HRS**

To consider: members' interests in items on the agenda.

To note: new DPI from Cllr Greaves as granted by Staffing Committee 15-11-21 item 2122 32; redacted version to be uploaded to HVPC website subsequent to this meeting.

2122 69 Officer's interests in items on the agenda. **1921HRS**

To consider: officers' interests in items on the agenda.

Holme Valley Parish Council

- 2122 70 **Items on the agenda to be discussed in private session.** 1922HRS
- To consider:* whether any items on the agenda should be discussed in private session.
- TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS**
- 2122 71 **The Draft Minutes of the FULL COUNCIL Meeting on 11 October 2021 numbered 2122 41 to 2122 65** 1924HRS
- To consider:* the **Draft Minutes** of the **FULL COUNCIL Meeting on 11 October 2021** numbered **2122 41 to 2122 65** **(B)**
- THE COMMITTEE MINUTES UNDER DELEGATED POWERS**
- 2122 72 **The Minutes of the PLANNING COMMITTEE Meeting on 1 November 2021 numbered 2122 117 to 2122 134 incl. previously considered on 29-11-21 at the meeting of the Planning Committee item 2122 140.** 1925HRS
- To note:* the **Minutes** of the **PLANNING COMMITTEE Meeting on 1 November 2021** numbered **2122 117 to 2122 134 incl.** previously *considered* on 29-11-21 at the meeting of the **PLANNING COMMITTEE** item **2122 140.** **(C)**
- 2122 73 **The Draft Minutes of the CLIMATE EMERGENCY STANDING COMMITTEE Meeting on 18 October 2021 numbered 2122 26 to 2122 54 incl.** 1926HRS
- To consider:* the **Draft Minutes** of the **CLIMATE EMERGENCY STANDING COMMITTEE Meeting on 18 October 2021** numbered **2122 26 to 2122 54 incl.** **(D)**
- 2122 74 **The Draft Minutes of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE Extraordinary Meeting on 8 November 2021 numbered 2122 34 to 2122 43 incl.** 1927HRS
- To consider:* the **Draft Minutes** of the **PUBLICATIONS AND COMMUNICATIONS COMMITTEE Extraordinary Meeting on 8 November 2021** numbered **2122 34 to 2122 43 incl.** **(E)**

Holme Valley Parish Council

2122 75 The Draft Minutes of the Meeting of the STAFFING COMMITTEE on 15 November 2021 numbered 2122 26 to 2122 38 incl. 1928HRS

To consider: the Draft Minutes of the Meeting of the STAFFING COMMITTEE on 15 November 2021 numbered 2122 26 to 2122 38 incl. (F)

2122 76 The Draft Minutes of the Meeting of the FINANCE AND MANAGEMENT COMMITTEE on 22 November 2021 numbered 2122 56 to 2122 68 incl. 1929HRS

To consider: the Draft Minutes of the Meeting of the FINANCE AND MANAGEMENT COMMITTEE on 22 November 2021 numbered 2122 56 to 2122 68 incl. (G)

2122 77 To consider the Draft Minutes of the PLANNING COMMITTEE Meeting on the 29 November 2021 numbered 2122 135 to 2122 152 incl. 1930HRS

To consider: the Draft Minutes of the PLANNING COMMITTEE Meeting on the 29 November 2021 numbered 2122 135 to 2122 152 incl. (H)

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. 1931HRS

Only Council can consider expenditure from an earmarked reserve. The legal power for this would be LGA 1972 Section 133. As recommended by FINANCE AND MANAGEMENT COMMITTEE 2122 62. Deputy Clerk/RFO to report.

To consider: the awarding of £5000 to Holmfirth Tech for kitchen equipment, the amount being paid from the Holmfirth Tech Earmarked Reserve – 333 EMR Holmfirth Tech.

Holme Valley Parish Council

- 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. 1934HRS**

The **FINANCE AND MANAGEMENT COMMITTEE** wished to award £5000 to a grant applicant, - Hepworth Pre-school and After-School Club, - but conscious that the applicant needed to raise more money for the project to be realised, resolved that the £5000 should be earmarked until the Parish Council had assurances from the applicant that the other funds had been raised. Only Council can consider changes to earmarked reserves. Deputy Clerk/RFO to report.

To consider: viring £5000 from the 4315 **FINANCE AND MANAGEMENT – Community Assets - Other Community Assets** budget line to the 323 EMR earmarked reserve.

- 2122 80 Consideration of virement from 4810 Climate Emergency Energy Strategy to 4310 Holmfirth Civic Hall – Projects and grant of £10,000. 1937HRS**

This is to pay for energy-saving improvements at the Hall as detailed in its energy audit and recommended by the **FINANCE AND MANAGEMENT COMMITTEE COMMITTEE** 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 would be Local Government Act 1972 Section 133. Deputy Clerk/RFO to report.

To consider: the virement from 4810 Climate Emergency Energy Strategy (current balance £12,400) to 4310 Holmfirth Civic Hall – Projects (current balance 0) and grant of £10,000 once other arrangements are met. See **(ii)**

- 2122 81 To consider expenditure of £6900 from 4815 Climate Emergency Transport Strategy towards purchase of a cargo bike. 1940HRS**

The **FINANCE AND MANAGEMENT COMMITTEE**, acting upon a recommendation from the **CLIMATE EMERGENCY STANDING COMMITTEE** resolved to recommend this expenditure to Council for purchase of a cargo bike. Only full Council can consider expenditure over £5000. The legal power for this would be **Local Government Act 1972 Section 137**. Deputy Clerk/RFO to report.

To consider resolution from the **FINANCE AND MANAGEMENT COMMITTEE**, acting upon a resolution from the **CLIMATE EMERGENCY STANDING COMMITTEE** to recommend expenditure of £6900 from 4815 Climate Emergency Transport Strategy towards purchase of a cargo bike (current balance £12650 with further commitments of £3000). See **(iii)**

- 2122 82 The schedule of payments for December 1943HRS**

Holme Valley Parish Council

Some of these payments are contingent on other decisions at this meeting. (J)

To consider: the schedule of payments for December.

2122 84 Council Budget for 2022-23 (L). 1956HRS

Chair of Finance and Management and Deputy Clerk/RFO to report.

To consider: the Budget for 2022-23 as recommended by **FINANCE AND MANAGEMENT COMMITTEE 2122 67** including any final adjustments.

THE PLANNING COMMITTEE

2122 85 To note a request from the PLANNING COMMITTEE regarding the final, “made” version of the Holme Valley Parish Council Neighbourhood Development Plan. 2006HRS

The *Neighbourhood Development Plan* should now have been been “made,” - that is, formally adopted by the primary authorities involved following its vote at public referendum on 4th November 2021. This was scheduled to take place for Kirklees at a cabinet-meeting 8th December and by the Peak District at a meeting of the Planning Committee on 10th December.

To note: 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. 2011HRS

Damage to the bus shelter was first reported in April 2021 – a tree had fallen on it and damaged the roof. A quote was obtained from the maintenance contractor and forwarded to the Council’s insurance provider along with the relevant claims form on 20-4-21. Nothing more had been heard about the claim and when this was chased up subsequent to the **SERVICE PROVISION COMMITTEE Meeting on 15-9-21** it was discovered that the claim had been closed in error. Another claim was made 27-9-21. This was chased up 13-10-21 and 22-11-21. The response from Zurich shows that bus shelters have not been included in the policy schedule and therefore the claim will not proceed further.

Whilst the Clerk will now work with Zurich to amend the Insurance Policy this still leaves the bus shelter in need of repair. The situation has been discussed with

Holme Valley Parish Council

the Chair and Vice Chair of the **SERVICE PROVISION COMMITTEE**. Given that the damage was first reported 7 months ago and the deteriorating weather situation, rather than waiting for the next **SERVICE PROVISION COMMITTEE Meeting on 14-2-22** the Clerk proposes to expedite repairs as soon as possible by engaging the Maintenance Contractor on the basis of the quote received back in April 2021 - see **(M)**.

To consider: paying for repairs to Thurstonland Bank Bus Shelter amounting to £1,470 from budget line 4740 Seats and Shelters Maintenance currently £3,502.

2122 87 Christmas tree expenditure

2015HRS

The Clerk omitted to gain pre-approval for this spending at **SERVICE PROVISION COMMITTEE Meeting on 20-9-21**. Monies are available through Budget Line 4705 Christmas Provision which has £5,500 from which nothing has been spent to date. Invoices are expected to arrive in January 2022. The Clerk communicated by email regarding this omission with the Chairman of the Council, the Chair of **SERVICE PROVISION COMMITTEE** and the Chair of **FINANCE AND MANAGEMENT COMMITTEE** who agreed with the proposal that expenditure could be noted as above.

To note: 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.

2020HRS

The Honley Library asset transfer is progressing, the temporary pause experienced whilst Kirklees considered what to do about the existing cleaning services contract having been resolved. There was a Building Handover Meeting convened by Kirklees Asset Transfer team and attended by the Clerk on 11-11-21. The solicitor acting for HVPC has since requested that a number of searches are carried out prior to transfer on behalf of HVPC. Details can be found in the attached document. The Clerk has made enquiries of **Friends of Honley Library** which has not had these searches carried out. **(N)**

To consider: expenditure of £681.60 on searches to enable the asset transfer of Honley Library from budget line 4300 Honley Library with £15,000 available.

THE STAFFING COMMITTEE

Holme Valley Parish Council

- 2122 89** **To consider a temporary contractual variation for the Clerk of 7 hours from 25 hours to 32 from 1st January 2022 to be reviewed on a 6 monthly basis.** **2025HRS**
- Chair of **STAFFING COMMITTEE** to report. Costings are illustrated in **(O)**. The item is a recommendation from the **STAFFING COMMITTEE** to **FULL COUNCIL** from the meeting on **15-11-21 item 2122 36**.
- To consider:* a temporary contractual variation for the Clerk of 7 hours from 25 hours to 32 from 1st 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 1st January 2022.** **2030HRS**
- Chair of **STAFFING COMMITTEE** to report. The item is a recommendation from the **STAFFING COMMITTEE** to **FULL COUNCIL** from the meeting on **15-11-21 item 2122 36**.
- To consider:* the clerking of **PUBLICATIONS AND COMMUNICATIONS COMMITTEE** moving from the Deputy Clerk to the Clerk from 1st January 2022.
- 2122 91** **HOLME VALLEY PARISH COUNCIL Meeting schedule for remainder of Council Year 2021-22.** **2033HRS**
- The **STAFFING COMMITTEE** recommends to **FULL COUNCIL MEETING** approval of a revised meetings schedule, adding in a **STAFFING COMMITTEE MEETING** on **21-3-22** and taking out the **STAFFING COMMITTEE MEETING** scheduled for **23-5-22**. This is to accommodate an annual holiday booked by the Clerk prior to taking up post. **(P)**
- To consider:* approval of the **HOLME VALLEY PARISH COUNCIL** meeting schedule version 6 for remainder of Council Year 2021-22.
- 2122 92** **Noting the additional responsibility and work of the Deputy Clerk/RFO during July and August 2021.** **2035HRS**
- As recorded in **minute 2122 35** of the **meeting** on **15-11-21** the **STAFFING COMMITTEE** recommends to **FULL COUNCIL** that the Chairman writes 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.
- To consider:* 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.

THE PUBLICATIONS AND COMMUNICATIONS COMMITTEE

2122 93 **Commemorating the Queen's Platinum Jubilee** **2037HRS**

See **(Q)** The proposal being put forward by the **PUBLICATIONS & COMMUNICATIONS COMMITTEE** is that a budget of up to £10,000 is set aside to organise the following:

- 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, Upperthong, Wooldale)
- Each tree will have a plaque (and protective fencing as required) to mark the occasion

To consider: approving a budget of up to £10,000 for a project for schools and Holme Valley youngsters to mark the Jubilee.

THE CLIMATE EMERGENCY STANDING COMMITTEE

2122 94 **Honley Library Energy Audit recommendations.** **2045HRS**

See **(li)**

To consider: subject to approval of 2022-23 **CLIMATE EMERGENCY STANDING COMMITTEE** budget, £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 (**CLIMATE EMERGENCY STANDING COMMITTEE Minute 2122 52**)

CORRESPONDENCE

2122 95 **Correspondence received in connection with the Nuclear Pledge** **2048HRS**

Email received from Jason McCartney MP and letter from James Cleverley on behalf of Foreign Office in response to the Chairman's letter resolved upon as **minute 2122 65** at **FULL COUNCIL** on **11-10-21**. **(R)**

To note: correspondence received in connection with the Nuclear Pledge

Holme Valley Parish Council

2122 96 To receive Chairman's report 2050HRS

Chairman to give brief verbal report on events attended on behalf of **HOLME VALLEY PARISH COUNCIL**

2122 97 Identifying items for publicity arising from the work of the HOLME VALLEY PARISH COUNCIL 2055HRS

In line with Council **minute 2122 52** members are to identify aspects of the work of **HOLME VALLEY PARISH COUNCIL** that should be further publicised.

To consider: items for publicity arising from the work of the **HOLME VALLEY PARISH COUNCIL**.

END OF MEETING 2100HRS

Jen McIntosh

Mrs Jen McIntosh Clerk.
Holme Valley Parish Council

Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS Telephone: 01484 687460
Email: clerk@holmevalleyparishcouncil.gov.uk

DRAFT MINUTES OF A MEETING OF THE FULL COUNCIL

HELD ON MONDAY 11th OCTOBER 2021 at 7PM
HADE EDGE BAND ROOM

PRESENT: Cllr Pogson (Chairman), Cllr K Bellamy, Cllr T Bellamy, Cllr Blacka, Cllr Brook, Cllr Bustard, Cllr Carré, Cllr Colling, Cllr Dalton, Cllr Davies, Cllr TW Dixon, Cllr East, Cllr Gould, Cllr Greaves, Cllr Hogley, Cllr Lockley, Cllr Sheard, Cllr Wilson

OFFICERS: J McIntosh (Clerk); R McGill also present

Public Session

There was one member of the public present who chose not to speak and left during **item 2122 64**.

2122 41 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 to record the meeting were made.

2122 47 To observe a minute's silence to mark the passing of former Chairman Mrs Betty Mewies and Kirklees Officer Rob Dalby

A minute's silence was held to commemorate the recent passing of Mrs Betty Mewies (formerly known as Mrs E F Coombes JP) and Mr Rob Dalby, Kirklees Operational Manager for Parks and Green Spaces.

Mrs Mewies was Chairman of the **URBAN DISTRICT COUNCIL OF HOLMFIRTH** for **1973-4**.

Rob was known to a number of councillors and officers through the various roles he held in his 23 years of working at Kirklees.

2122 48 To present 2019-20 Chairman's jewel

The Chairman presented Cllr Trevor Bellamy with his Chairman's Jewel in recognition of his service as Chairman of **HOLME VALLEY PARISH COUNCIL 2019-20**.

2122 42 To receive apologies and approve reasons for absence

RESOLVED: to receive and approve apologies for absence from Cllr Sweeney, Cllr Firth, Cllr R P Dixon and Cllr Hall.

Cllr Roberts has a continuing approved dispensation for absence.

Cllr Greaves had notified that he would be arriving late.

Holme Valley Parish Council

2122 43 To receive Councillors' and Officers' personal and disclosable pecuniary interests in items on the agenda

NOTED: none received.

2122 44 To consider written requests for new DPI dispensations

NOTED: updated DPI had been received for Cllr Hogley, had been shared with Kirklees Monitoring Officer. Clerk to upload to **HOLME VALLEY PARISH COUNCIL** website.

2122 45 To consider whether any items on the agenda should be discussed in private session.

No requests were made for items to be discussed in private session.

2122 46 Minutes of Council & Committee meetings (Standing Order 5(ii) and (iii))

APPROVED: minutes of the **CLIMATE EMERGENCY COMMITTEE** meeting held on **19/7/2021** numbered **2122 12 to 2122 25**

NOTED: minutes of the **PLANNING COMMITTEE** held on **26/7/21** numbered **2122 65 to 2122 79**

APPROVED: minutes of the **EXTRAORDINARY COUNCIL** meeting held on **26/7/2021** numbered **2122 32 to 2122 39**

NOTED: minutes of the **PLANNING COMMITTEE** meeting held on **23/8/2021** numbered **2122 81 to 2122 98**

APPROVED: minutes of the **FINANCE AND MANAGEMENT COMMITTEE** meeting held on **6/9/2021** numbered **2122 34 to 2122 55**

APPROVED: minutes of the **PUBLICATIONS AND COMMUNICATIONS COMMITTEE** meeting held on **13/9/2021** numbered **2122 17 to 2122 33** notwithstanding the addition to the minutes that Cllr T Bellamy is to be part of a Community Champions meeting.

APPROVED: minutes of the **SERVICE PROVISION COMMITTEE** meeting held on **20/9/21** numbered **2122 12 to 2122 29**

APPROVED: minutes of the **PLANNING COMMITTEE** meeting held on **27/9/21** numbered **2122 99 to 2122 116**

NOTED: that minutes of both Council and Standing Committee meetings will be a record of decisions made. Councillors may request particular individual contributions to be noted in minutes if they so wish.

Policy, Procedural & Administrative Matters

2122 49 To consider recommendation from **PLANNING COMMITTEE** for Cllr Sheard to be approved as a member of the **PLANNING COMMITTEE**

Holme Valley Parish Council

RESOLVED: to approve the appointment of Cllr Sheard as a member of the **PLANNING COMMITTEE**.

2122 50 To consider recommendation from **FINANCE AND MANAGEMENT COMMITTEE** for Cllr Gould to be approved as a member of the **FINANCE AND MANAGEMENT COMMITTEE**

RESOLVED: to approve the appointment of Cllr Gould as a member of the **FINANCE AND MANAGEMENT COMMITTEE**.

RESOLVED: to approve the appointment of Cllr K Bellamy as a member of the **PUBLICATIONS AND COMMUNICATIONS COMMITTEE**.

2122 51 To consider protocol regarding councillor attendances, absences and giving apologies - **LOCAL GOVERNMENT ACT 1972 s.85**

RESOLVED: to adopt the following (amended) protocol:

(1) Receipt of apologies and approval of reasons for absence shared in advance to be considered and recorded in minutes as a composite group whilst retaining the option of considering each individual apology where deemed necessary.

(2) Clerk to keep a dated record of events Councillors attend at behest of or on behalf of **HOLME VALLEY PARISH COUNCIL**

2122 52 To consider establishing a standing item for all meetings – publicising work of **HOLME VALLEY PARISH COUNCIL**

RESOLVED: officers to add an item to all Council and Committee agendas asking Members what events or news they wish to publicise via the press, **HOLME VALLEY PARISH COUNCIL** website and/or Facebook at that time.

Financial Matters

2122 53 To note receipt of and subsequent publication of the *External Audit and Certificate* and to consider length of time to be published on the Council website.

NOTED: the external audit and certificate had been received and uploaded to **HOLME VALLEY PARISH COUNCIL** website.

RESOLVED: to remain on website indefinitely and on Parish noticeboard until the end of October 2021.

2122 54 To note the schedule of payments for August and September 2021

NOTED: the schedule of payments for August and September 2021 as reported by the RFO.

2122 55 To approve the schedule of payments for October 2021

APPROVED: the schedule of payments for October 2021.

Holme Valley Parish Council

NOTED: Cllr Dalton requested his view to be on record that the *Your Valley, Your Vote!* leaflets to be delivered to all households regarding the NDP referendum should have been seen by **HOLME VALLEY PARISH COUNCIL** before being published.

Cllr Greaves joined the meeting at 7.40pm.

2122 56 To consider virements recommended by the Finance and Management Committee

RFO reported that there had been some lag between monies being budgeted for in 2020-2021 regarding a variety of projects with delays in drawing down the funds requested due to Covid. When monies are not drawn down as planned they go back into General Reserves. The following virements arose due to grants/spending being approved for 2020-2021 budget but being drawn down from the 2021-2022 budget.

APPROVED: virement from general reserves to budget line '4310 Holmfirth Civic Hall – Projects' for payment made 13th July 2021 of £30,000 to Holmfirth Civic Hall towards new toilets and an office space development.

APPROVED: virement from general reserves to budget line '4310 Holmfirth Civic Hall – Projects' for £10,000 payment made 13th July 2021 to Holmfirth Civic Hall towards new fire doors.

APPROVED: virement from the earmarked reserve '333 EMR Holmfirth Tech' for payment made of £5,000 on 13th July 2021 to Holmfirth Tech towards new toilets.

APPROVED: virement from the '4405 Grants' budget line for £202.50 for Kirklees Council towards three replacement waste bins for Holmfirth.

NOTED: creation of a budget line for bins with **SERVICE PROVISION COMMITTEE** to have oversight.

2122 57 To approve the list of regular payments for 2021-2022

APPROVED: the list of regular payments for 2021-2022.

2122 58 To approve the list of regular payments 2022-2023

APPROVED: the list of regular payments planned for 2022-2023.

2122 59 To note factors affecting the pending Council Budget 2022-23

NOTED: In its budgetary calculations for Council Year 2022-23, the Parish Council will need to adjust its reserves to move towards the recommendation from the **Joint Panel on Accountability and Governance Practitioners' Guide March 2021** which states: '*Councils with an NRE [Net Revenue Expenditure] exceeding £200k are recommended to retain a 3-month general reserve*' - meaning 25% of annual expenditure. Holme Valley Parish Council's precept was £274,326 2021-22. Three months or 25% of that is £68,581.50. The Parish Council currently holds £187,274 in its general reserves. The Parish Council may move towards the recommendation by 1) increasing planned expenditure on projects in the year 2022-23 2) earmarking reserves for future projects 3) cutting the precept and charge to households.

Holme Valley Parish Council

RFO requested to circulate the *Joint Panel on Accountability and Governance Practitioners' Guide March 2021* to all councillors.

2122 60 Proposal to earmark past Chairman's Allowance for Holme Moss Viewpoint Project

APPROVED: an annual budget of £1000 to be created going forwards as an earmarked reserve for unused Chairman's Expenses.

APPROVED UNANIMOUSLY: that the £935 left in Cllr Hogley's Chairman's Allowance (subsequently budgeted as Chairman's Expenses) at the end of her term of office in July 2021 be earmarked for a viewpoint display in the car park at the summit of Holme Moss in liaison with Peak District National Park, Yorkshire Water and Kirklees Council about the permissions required. Cllr Hogley to develop and bring forward plans for the above to a future meeting.

NOTED: Cllr Hogley was thanked for tabling the proposal.

Forthcoming Events

2122 61 To consider HOLME VALLEY PARISH COUNCIL representation at the laying of poppy wreaths and participation in Remembrance Services and Processions in the Holme Valley

The Council nominated representatives for each of the poppy laying ceremonies at the 8 war memorials sited in the Holme Valley, including the parades in Honley and New Mill as follows:

War Memorial	Further details	Cllr attending
Holmfirth	Holy Trinity Parish Church. Wreath is first laid in Church as part of service then taken to War Memorial. Flag flown at Holme Valley Memorial Hospital and floodlights on.	Cllr Pogson
Brockholes	Wreath laid at War Memorial followed by Service at Methodist Church.	Cllr Sheard
Hepworth	Service in Holy Trinity Church Hepworth then Act of Remembrance at Church Lych Gate	Cllr T Dixon
Holmbridge	Service at St David's Church followed by Wreath-laying Ceremony	Cllr T Bellamy Cllr K Bellamy
Honley	Service at St Mary the Virgin followed by Procession to War Memorial and Act of Remembrance/ wreath laying. Procession then reforms and goes back to village centre	Cllr Colling
Netherthong	Ceremony at War Memorial followed by Service in Church	Cllr Blacka
New Mill	Remembrance Service at Christ Church followed by Procession for Wreath-laying Act of Remembrance	Cllr Hall
Upperthong	Service at St John's Upperthong followed by Ceremony of Remembrance at the Lych Gate	Cllr Bustard

Holme Valley Parish Council

The wreaths will still be laid should the public services not take place. Clerk to circulate further details of services in due course. It was established that it was custom and practice for the Chairman of **HOLME VALLEY PARISH COUNCIL** to attend the Holmfirth Remembrance Service.

Resolved: Clerk and RFO to arrange public display of the Holmfirth wreath prior to Remembrance Sunday.

Noted: Cllr Dalton requested that it be noted he was willing to take part in wreath-laying both in 2020 and 2021 but was prevented from doing so due to the sanctions in place pertaining to him.

Clerk to confirm details of Remembrance Services with attending Councillors and arrange for the collection of wreaths.

Correspondence

2122 62 To note letters and replies regarding the Yorkshire Motorsport Festival

Noted: a series of letters and replies received by **HOLME VALLEY PARISH COUNCIL** regarding the Yorkshire Motorsport Festival.

Noted: a verbal report was received from Cllr Hogley regarding a meeting held with festival organisers Ian and Lyn Jordan with Cllrs Hogley, Blacka and Sheard. This was an exploratory discussion with no firm proposals to take forward by either Yorkshire Motorsport or **HOLME VALLEY PARISH COUNCIL**. Yorkshire Motorsport were floating an idea to establish and develop a community orchard during the remaining lifespan of the festival (4 years) as a goodwill gesture. Yorkshire Motorsport were seeking to work with the Council through the **CLIMATE EMERGENCY COMMITTEE** to identify a possible location for the mooted orchard. Yorkshire Motorsport were also due to meet with councillors from Meltham Town Council.

2122 63 To consider a possible **HOLME VALLEY PARISH COUNCIL** contribution to the *Your Voice, your Holmfirth* consultation

Holmfirth is one of 4 small town centres in Kirklees due to have £1.5 million worth of investment to improve the look and feel of the centre area. This regeneration is due to be implemented in around 6 months' time. A consultation is taking place from 6th September to 15th October 2021 for individuals and organisations to give their views and ideas. A series of face-to-face conversations have been scheduled and publicised and there are opportunities to give feedback online and via printed questionnaire.

Noted: Councillors are encouraged to take part as individuals in the online survey.

2122 64 To consider Kirklees plans for Holme Valley play areas

Councillor Davies gave a verbal update on Kirklees Council costed 3 year plan for upgrading and refurbishing Kirklees-owned and operated recreational spaces within the Holme Valley. There are significant specific shortfalls in monies for each identified recreational area, escalating construction costs being a main factor in this. The ambition behind the refurbishment of the recreational spaces is to make a difference to end-users such as young people and parents of young children.

Holme Valley Parish Council

NOTED: no proposal to allocate funds to this or to agree to support the project in principle could be brought forward at the meeting as none had been tabled through the agenda in advance.

RESOLVED: Cllr Davies to prepare a costed proposal for **FINANCE AND MANAGEMENT COMMITTEE** to consider at the meeting on **22nd November 2021**.

Summary of points raised during the discussion that may contribute to proposal development:

- i. The establishment and upkeep of recreational areas is a statutory obligation for Kirklees Council not **HOLME VALLEY PARISH COUNCIL**.
- ii. **HOLME VALLEY PARISH COUNCIL** can choose to allocate funds to the development of recreational areas using Section 137.
- iii. There is precedent for **HOLME VALLEY PARISH COUNCIL** working with Kirklees to improve recreational spaces.
- iv. It was confirmed that Kirklees Council would be the body responsible for ongoing maintenance.
- v. Should **HOLME VALLEY PARISH COUNCIL** commit to work in partnership with Kirklees to implement the existing plan it ought to be clear whether or not the monies committed were *adding value* to the Kirklees proposals for the Holme Valley to establish *better* recreational areas than initially planned – or whether this was about making up a shortfall in funding -a shortfall that might mean aspects of the Kirklees 3 year plan would not be implemented.
- vi. The role played/monies provided by **HOLME VALLEY PARISH COUNCIL** would need to be visible and part of the plan: for example, plaques making clear what had been provided through **HOLME VALLEY PARISH COUNCIL** funding.
- vii. Any proposal needed to be specific regarding amounts and whether monies are to come from general reserves or to create earmarked reserves for succeeding years viring monies from general reserves.
- viii. Any proposal forthcoming would benefit from an accompanying timeline of developments/costs, specifying the *additionality* provided by **HOLME VALLEY PARISH COUNCIL** involvement.

The member of the public in attendance left during this item.

RESOLVED: to extend the meeting to 9.30pm so that the final item could be taken.

2122 65 Nuclear disarmament pledge

The Chairman read out the proposed pledge. Cllr Sheard read a prepared statement in favour of the pledge.

Cllr Brook left the meeting at 9.10pm.

Cllr Dalton left the meeting at 9.10pm.

The ensuing discussion encompassed a diverse range of views about whether or not **HOLME VALLEY PARISH COUNCIL** was the correct forum for a resolution about what might be viewed as a national rather than a local issue.

Resolved: that a recorded vote be taken on the following motion:

Holme Valley Parish Council

Holme Valley Parish Council:

- a. Is deeply concerned about the grave threat that nuclear weapons pose to communities throughout the world, including ours. Any use of nuclear weapons, whether deliberate or accidental, would have catastrophic, far-reaching and long-lasting consequences for people and the environment.
- b. Firmly believes that our residents have the right to live in a world free from this threat.
- c. Recognises the necessity of creating a nuclear weapons free world.
- d. Consequently, declares its unequivocal support for the United Nations Treaty on the Prohibition of Nuclear Weapons, adopted by 122 nations in 2017, which entered international law on 22 January 2021. This prohibits the development, testing and use of nuclear weapons.
- e. Is disappointed that the United Kingdom government has refused to sign or ratify this landmark treaty.

This Council resolves to write to:

- (1) The United Kingdom government urging it to sign and ratify the Treaty on the Prohibition of Nuclear Weapons, thereby joining the majority of countries opposed to nuclear weapons.
- (2) Local Members of Parliament urging them to press the UK Government to sign and ratify this Treaty.

The motion was carried with the votes of those present recorded as follows:

In favour: Cllr Blacka, Cllr Carre, Cllr Colling, Cllr Davies, Cllr T Dixon, Cllr East, Cllr Gould, Cllr Pogson, Cllr Sheard (9 votes)

Against: Cllr T Bellamy, Cllr Lockley, Cllr Wilson (3 votes)

Abstained: Cllr K Bellamy, Cllr Bustard, Cllr Greaves, Cllr Hogley

Cllr Sheard to draft the letter with the motion to be sent to the local MP and HM Government; Chairman to sign.

The meeting closed at 9.25pm.



DRAFT MINUTES OF THE PLANNING STANDING COMMITTEE HELD IN HOLMFIRTH CIVIC HALL MONDAY 1 NOVEMBER 2021

Those present:

Chairman: Cllr M Blacka

Councillors: P Colling, RP Dixon, T Dixon, D Gould, S Sheard, A Wilson

Officer: Mr R McGill (Deputy Clerk)

Welcome

Cllr Blacka welcomed Councillors to this meeting of the Planning Standing Committee.

Open Session at Planning

No members of the public were present for the open session.

2122 117 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

Council meetings can now be recorded.

RESOLVED: The Officer was recording the meeting in video format for upload to the Parish Council's YouTube channel.

2122 118 To approve apologies for absence

Cllr Hogley had tendered an apologies with a reason.

RESOLVED: The reason for apology were approved by the Committee.

2122 119 To receive Members' and Officers' disclosable personal and pecuniary interests in items on the agenda

Councillor RP Dixon disclosed a personal interest in Planning Application 2122-07-09 under Item 2122 124. Cllr Blacka disclosed a personal interest in Planning Applications 2122-07-11 and 2122-07-28 under Item 2122 124. Councillor Wilson disclosed a personal interest in Planning Application 2122-07-28 under Item 2122 124.

2122 120 To consider written requests for new DPI dispensations

No written requests for new DPI dispensations had been received.

2122 121 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members decided that no items on the agenda should be discussed in private.

2122 122 To confirm the Minutes of the Previous Meeting

RESOLVED: The Minutes of the Planning Committee meeting held on 27 September 2021, numbered 2122 99 – 2122 116 inclusive were approved.

2122 123 Completed Planning Applications Lists

NOTED: The Planning Committee noted Kirklees List 2122-06 updated with the views of the Committee.

Holme Valley Parish Council

2122 124 New Planning Applications – Kirklees Council

Members considered new or amended applications received from Kirklees Council in the period 21 September 2021 to 26 October 2021 inclusive – List 2122-07 enclosed

RESOLVED: That the Standing Committee’s comments on the above applications be forwarded to Kirklees Council by the Deputy Clerk.

2122 125 Kirklees Council – Planning Officers’ Decisions

NOTED: The Planning Standing Committee noted the list of Decision Notices issued by Kirklees Council for the period 21 September 2021 to 26 October 2021 inclusive.

2122 126 Neighbourhood Planning

NOTED: Members noted that a Holme Valley Review article on the Neighbourhood Development Plan Referendum had contained a number of errors notably a report that the Plan would open up “swathes of land” to developers. Members further **noted** that the Deputy Clerk had written a letter of complaint on behalf of the Parish Council to the editor of the newspaper who had passed it on to the publisher, Barnsley Chronicle. The Committee **noted** we are awaiting a full reply. The Committee thanked the Officer for the letter of complaint he had written.

The Chair reported that three Councillors would attend the count on the referendum, - Cllr Pogson, as Chairman of the Parish Council, Cllr Hogley, as Chair of the Steering Group, and herself as Chair of the Planning Committee.

NOTED: This was noted by Members.

The Chair reported that, if the Neighbourhood Development Plan passes, Cllr Hogley, the Chair of the Steering Group, would deliver some awareness training to Committee members before the next Planning Committee meeting.

Cllr T Dixon said that he was angered by falsehoods being written about the Neighbourhood Development Plan on social media.

2122 127 Peak District National Park Authority

NOTED: The Committee noted that the Parishes Day for the Peak District Parishes had taken place 18th September 2021 and had included presentations on the Glover Review of Protected Landscapes and the Peak District National Park Authority Local Plan.

The Chair suggested that Members should read the Peak District Local Plan.

2122 128 Concerns of local residents regarding speeding and noise pollution Woodhead Road Holmbridge to Holme

NOTED: Members noted the brief response from the Kirklees Highway Safety team regarding the traffic management issues at this stretch of road. Speed tests had been undertaken on this stretch of road; Kirklees Highways were awaiting the data.

Members commented on the recent fatal road traffic accident in Hinchliffe Mill but felt that its relevance to the campaign would only become apparent after the conclusion of official investigations.

Holme Valley Parish Council

2122 129 Hade Edge Road Intersection

Members considered the Chair's discussion paper about the Hade Edge roads regarding additional safety measures.

RESOLVED: Members approved the amended recommendations as below:

That the Parish Council sends a letter to the three Kirklees councillors for Holme Valley South. This letter will call on the three councillors:

1. To request that Kirklees Highways officers:

- Continue to extend the area of concern to include the Penistone Road / Greave Road / Scholes Moor Road junction, as well as the junctions near the Boshaw Trout
- Begin work immediately on the design of a 'soft' scheme to:
 - improve signage at all junctions, including the use of vehicle activated signs
 - reduce speed limits on the B6106 Penistone Road
- Expedite work on the signage and speed limits, so that the improvements are made with a target date of Spring/Summer 2022. There is enough money already in the budget to pay for this work, which could go ahead as soon as a scheme is agreed.

2. To work with senior Kirklees Council officers to explore sources of funding for further road improvements at the Hade Edge junctions should these prove necessary. The improvements to signage and reduction in speed limits could represent the first stage in a more extensive scheme of re-alignment.

The Committee Chair would liaise with the Deputy Clerk to draft the letter.

Cllr Blacka reported that she had kept in contact with the Hade Edge residents who were campaigning about this development. Public consultation on the scheme would come at a later date.

2122 130 Campaign for a Safer Magdale

NOTED: Members noted that Councillor Sheard, together with Cllr East, had met with members of the Campaign for a Safer Magdale and reported her findings to the Chair. The Chair and Officer had thereafter drafted a letter to Kirklees Highways about local concerns and this document was duly noted. A response had not yet been received.

Cllr T Dixon reported that he had seen notice that Lindley was to have a one-way system implemented, with other traffic calming measures, and suggested that its impact should be monitored.

2122 131 Planning Application 2021/62/92964/W 49, Ryefields, Scholes

NOTED: Members noted the Deputy Clerk's additional comment forwarded to Kirklees Planning on behalf of the Parish Council regarding this application.

2122 132 Planning Appeal

NOTED: With regard to a planning appeal about application 2020/91146 land west of Wesley Avenue, Netherthong, Holmfirth HD9 3UL, the Committee noted that no Members had wanted to change or review the previously submitted response and that the existing objection had stood.

Holme Valley Parish Council

2122 133 Consultation on Permitted Development Rights

Members considered the Parish Council's response to an [announcement](#) from the government that it is to launch a [consultation](#) on making permanent a number of the permitted development rights (PDRs) introduced during the COVID-19 pandemic. The government is proposing to make planning reforms to [The Town and Country Planning \(General Permitted Development\) \(England\) Order](#) such as the right for markets to be held by or on behalf of local councils and the right for moveable structures in the grounds of pubs, cafes, restaurants, and historic visitor attractions, to become permanent. This consultation also seeks views on the introduction of two new PDRs to support the delivery of defence infrastructure on defence sites.

RESOLVED: The Committee resolved that there was insufficient time to resolve an official consultation response on behalf of the Parish Council. Members were encouraged to respond to the consultation individually.

2122 134 Publicising the work of Holme Valley Parish Council

The Committee considered recent events and news related to planning which the Committee wished to publicise via the press, Parish Council website or social media.

RESOLVED: Not currently, but the Committee would want Highways developments regarding Magdale, Woodhead Road Holmbridge and Hade Edge to be publicised once some progress had been made.

The meeting closed at 8.35PM

.....
Chairman



**DRAFT MINUTES OF THE CLIMATE EMERGENCY STANDING COMMITTEE
HELD ON MONDAY 18 OCTOBER 2021 at 7.00 PM in THE EXHIBITION ROOM, HOLMFIRTH CIVIC HALL**

Those present:

Chairman: Cllr Hogley

Councillors: Cllr Blacka, Cllr Gould, Cllr Sheard, Cllr Wilson

Co-opted Members: S Barker, G Bradley, A Colwill, C O'Halloran

Climate Emergency Co-ordinator: M Brown

Clerk: J McIntosh

Welcome

Public Question Time

Cllr Hogley welcomed committee members.

There were no members of the public present.

2122 26 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

Local (Parish and Town) **HOLME VALLEY PARISH COUNCIL** meetings can now be recorded. This meeting was recorded by the Clerk in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#). No other requests to record the meeting were received.

2122 27 To receive apologies and approve reasons for absence

Apologies and reasons had been circulated by email prior to the meeting from C Anstey, A Morgan and J Queening.

RESOLVED: to approve all apologies and reasons.

NB: in terms of resolutions councillors votes alone determine the outcome.

2122 28 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Sheard disclosed an interest in **item 2122 38** which would be considered when that item was discussed.

No other interests were disclosed.

2122 29 To consider written requests for new DPI dispensations

None to receive. Cllr Hogley's new DPI had been noted at **FULL COUNCIL** on **11-10-21**.

2122 30 To consider whether items on the agenda should be discussed in private session

RESOLVED: no items to be heard in private session.

HOLME VALLEY PARISH COUNCIL

2122 31 To note the Minutes of the Previous Meeting

NOTED: the minutes of the **CLIMATE EMERGENCY STANDING COMMITTEE** meeting held on **19th JULY 2021 2122 12 TO 2122 25** inclusive; approved by full **HOLME VALLEY PARISH COUNCIL 11-10-21** were duly **NOTED**.

2122 32 To consider any applications from the public to be members of the Committee

In line with the **CLIMATE EMERGENCY STANDING COMMITTEE's Terms of Reference** there remains one final place as a Committee Member available for a member of the public.

No member of the public attended or was put forward for Committee membership.

CORRESPONDENCE

2122 33 To consider supporting a Tree Policy put forward by KIRKBURTON PARISH COUNCIL

The Chairman of **HOLME VALLEY PARISH COUNCIL** requested that the **CLIMATE EMERGENCY STANDING COMMITTEE** considered the Tree Policy commended by **KIRKBURTON PARISH COUNCIL** and set out below with a view to advising **HOLME VALLEY PARISH COUNCIL** as to any further steps needed.

The policy regards making the following requests of **KIRKLEES COUNCIL**:

1. That they consider best use in terms of biodiversity and carbon sequestration of all land that they identify as areas for mitigating the climate and ecological crisis.
2. That Kirklees wholeheartedly adopts this policy and uses it to guide all decisions, particularly when considering planning applications.
3. Sets targets to increase the stock of both native and climate resilient trees, hedgerows and woodland on Council land, and work with partners to set and achieve similar targets across the Kirklees district.
4. Keeps account of tree felling the Council sanctions and ensures that it is more offset in terms of carbon and biodiversity.
5. Deters individuals and developers from harming trees with TPOs or any other environmental or historic designation by acting promptly to reports of imminent felling, taking immediate enforcement action and putting pressure on others, such as the Forestry Commission and central Government to do the same.
6. Values and strives to protect all existing trees in Kirklees, bearing in mind that a ten-year-old tree captures about 4 times more carbon than a sapling; older trees are in general better at sequestering carbon than younger ones and one veteran oak has more biodiversity than a thousand 100-year-old oaks.
7. Works with partners to manage all existing woodlands and hedgerows to encourage natural regeneration and understorey development and ensure their long-term survival.
8. Creates and conserves areas of unimproved, semi natural or priority habitats; retains and protect areas of naturally regenerating trees and shrubs and avoids planting trees on these areas, unless it enhances their value in terms of biodiversity and carbon sequestration.

HOLME VALLEY PARISH COUNCIL

9. Takes positive steps to protect threatened species of wildlife within Kirklees.
10. Stipulates that a minimum stand-off distance for all new development in the vicinity of existing woodland is created - 20 m or more from the end of the gardens, and does more to prevent tipping of garden waste and encroachment by householders.
11. Takes positive steps to protect threatened species and raise awareness within our communities of the value of all our trees (even young ones) in terms of landscape, amenity, wildlife habitat and carbon capture

RESOLVED: the Chairman of the **CLIMATE EMERGENCY STANDING COMMITTEE** to write to **KIRKLEES COUNCIL**, copying in **KIRKBURTON PARISH COUNCIL** to endorse the above policy.

REVIEW OF PROGRESS

2122 34 To consider the impact of the Big Green Week Event on 25th September 2021

RECEIVED: verbal report from Climate Emergency Co-ordinator, the main points as follows.

Success indicators included:

- i. The event brought together a mixture of groups working to produce the event.
- ii. Estimates of about 100 people visiting the event.
- iii. Increased HVPC Climate Emergency Website traffic, interaction with Facebook page and sign up to the Newsletter all evident after the event.

Learning points included:

- iv. A need to bring together all the websites with a climate action focus was identified – HVCAP – Holme Valley Climate Action Partnership - is taking this forward.
- v. A need was identified to develop and maintain a database of all community groups and individuals to increase reach through improved coordination.
- vi. Scoping for opportunities to link **CLIMATE EMERGENCY STANDING COMMITTEE** representation/stall to other events and venues eg litter-picking, swap shop, Co-operative Café to tap into a more diverse audience.

Cllr Bustard will now head up the business strand. Some of the resources produced to support the event have been laminated and are reusable.

NOTED: The Climate Emergency Co-Ordinator was thanked for her work in bringing together a successful first event, working to budget and deadlines.

HOLME VALLEY PARISH COUNCIL

2122 35

To receive reports from the 6 sub-groups focusing on key actions taken including progress towards targets

Each of the 6 sub-groups formed according to the main themes of the **Climate Emergency Action Plan** reported on key actions taken since 19th JULY. Main points as follows.

- Sub-group 1 – Agriculture, Food, Environment and Land Use: *land use mapping, engaging farmers and landowners*

A report from Alison Morgan had been emailed out in advance of the meeting and was shared.

Andrew Colwill of Cuddy's Farm shared the headlines from the Biodiversity Survey, pertaining to the relatively low starting point for diversity of the land surveyed.

Although the survey report was received after the opportunity to tap into subsidies had passed the survey would have a continuing use as a baseline from which improvements to diversity could be measured. Another key headline for the Holme Valley was that diversity might be better served by creating more heathland rather than through tree-planting.

RESOLVED: Land use/biodiversity survey findings for Cuddy's Farm to be shared with Climate Emergency Co-Ordinator.

RESOLVED: to request that Alison Morgan produces a summary of the Land use/biodiversity survey findings for Cuddy's Farm, picking out key points of interest.

- Sub-group 2 – Energy and Buildings: *home energy efficiency measures, energy Savings Booklet, audit of Parish Council buildings, renewables*

Steve Barker and Andy Wilson gave a verbal report, main points as follows.

Energy Savings Booklet: one feedback comment received so far; further feedback would be welcomed. Information from the booklet could be disseminated through social media, at green events etc. The current concerns about energy prices means householders are interested in how to make energy efficiencies for financial reasons as well as raising awareness of the environmental benefits.

Audit of Parish Council Buildings: these have been circulated before and there have been recent meetings looking at how to take the audit forward. Matters specific to the Civic and Honley Library were covered by later agenda items. More generally it was debated if there were common elements (eg lighting, heating controls) that could be applied to other community buildings or if a simpler survey were possible moving forward, building on the comprehensive surveys already completed.

- Sub-group 3 – Economy and Business

Cllr Bustard is now heading up this strand and has met with Climate Emergency Co-Ordinator.

A key need is to have a database with contact details to ensure and increase reach.

- Sub-group 4 – Waste: *recycling; minimising waste*

The Co-Operative Supermarket now recycles soft plastics.

Black bin waste is burnt to produce energy by Kirklees. Nevertheless, the importance of recycling needs clear messaging.

- Sub-group 5 – Transport and Travel: *(public transport promotion, electric vehicles, walking, cycling)*

The following initiatives were relayed by Cath O'Halloran and members encouraged to view the links sent out for further information:

- 'If it's not far, leave the car' campaign.
- 'Living Streets' – walking to school initiative

HOLME VALLEY PARISH COUNCIL

[Walk to School | Living Streets](#)

- iii. 'Charge My Street' – community benefit society that installs and operates community EV chargepoints.

chargemystreet.co.uk | [EV charge point community benefit society](#)

– Sub-group 6 – Mobilisation: *climate action*

The main focus had been the Big Green Week Event as considered in **item 2122 34**.

2122 36 To consider items for publicity

Members were asked to identify events or news from the meeting they wished to publicise via the press, website and/or Facebook. Key points were:

- i. Further cross-referencing and links between HVPC and HVPC Climate Emergency websites would increase the visibility of these issues.
- ii. Request to be made to Susan Hampshire at Holme Valley Review to publicise the Energy Savings Booklet given that energy price rises is currently topical.
- iii. All members reminded to link with Climate Emergency Co-Ordinator to publicise relevant events/news.

BUDGETARY ITEMS – CURRENT POSITION, GRANT REQUESTS FOR 2021-22 AND FUTURE PRIORITIES FOR 2022-23

2122 37 CLIMATE EMERGENCY COMMITTEE Expenditure Against Budget

NOTED: The expenditure against the budget report for the year-to-date.

The Committee expressed the wish to work with RFO to identify how mobilisation can be recognised as an element in all the budget lines moving forward.

BUDGETARY ITEMS – 2021-22 TO CONSIDER AND SEND ON WHERE APPROPRIATE TO FINANCE AND MANAGEMENT 22-11-2021

2122 38 To consider proposal arising from Holmfirth Civic Hall Energy Audit Report (energy 4810)

Cllr Hogley tabled an additional paper for consideration that outlined the priorities identified from the audit in the short-term for 2021-22, medium term (next 2 years) and long term (2 years plus).

It was clarified that there were monies available in the energy budget line 4810 of the **CLIMATE EMERGENCY STANDING COMMITTEE** budget but that the HVPC scheme of delegation meant that **CLIMATE EMERGENCY STANDING COMMITTEE** could not award monies itself. It could recommend the awarding of monies via **FINANCE AND MANAGEMENT COMMITTEE** up to £5,000, with any monies above that threshold needing **FULL COUNCIL** approval.

The proposals arising from the **Holmfirth Civic Hall Energy Audit Report** were not just about saving money but complying with the principles of mitigating the Climate Emergency. The monies requested were estimates: a lot of work remained to be done to gain quotations and move this work forward. It was felt that prioritising the elements listed below would ensure the project was manageable at this stage.

HOLME VALLEY PARISH COUNCIL

RESOLVED: to recommend to **FINANCE AND MANAGEMENT COMMITTEE 22-11-21** that it recommends to **FULL COUNCIL 13-12-21** to approve £10,000 from **CLIMATE EMERGENCY STANDING COMMITTEE** energy budget line 4810 for Holmfirth Civic Hall to action the short term recommendations regarding lighting and heating from the *Energy Audit Report*.

RESOLVED: to recommend to **FINANCE AND MANAGEMENT COMMITTEE 22-11-21** that it recommends to **FULL COUNCIL 13-12-21** the creation of an **earmarked reserve** from 1st April 2022 of up to £10,000 should there be a need to carry over unspent, approved funding from 2021-22 for the Civic Hall energy audit efficiency measures into the next financial year. This may be needed due to the short turn-around times needed for the Civic to obtain quotations and then proceed with and complete the schedule of works by the end of the financial year 2021-22, thereby ensuring that monies would be available to complete the project [2122 38]

2122 39 To consider funding request for Holme Valley cargobike pilot scheme (transport 4815)

RECEIVED: Papers to support funding for EPIKS Holme Valley cargobike pilot scheme
The following points were made in discussion:

- i. Budget line 4815 has £12650.00 available.
- ii. Cost of cargo-bike is £6900.00
- iii. As this is over £5k **FULL COUNCIL** approval needed.
- iv. The main benefit of the scheme is to increase awareness/visibility of efforts to reduce carbon emissions, pollution and parking issues rather than to show reduction of carbon emissions in hard data.
- v. Based on a successful Calderdale scheme.
- vi. Anticipated that the monies would be drawn down in 4th quarter of financial year – or perhaps 1st quarter of next financial year. May need to earmark monies for 2022-23.
- vii. A combination of volunteers/paid workers would be used for deliveries.
- viii. Full amount requested would be needed to ensure bike could be purchased.
- ix. The Committee was reminded of its target to achieve carbon neutral status by 2030. This would be mainly achieved through getting a lot of residents to make small changes.

RESOLVED: to **RECOMMEND** to **FINANCE AND MANAGEMENT COMMITTEE** on **22-11-21** and thence to **FULL COUNCIL** on **13-12-21** the awarding of the full amount requested £6900.00 from 2021-22 budget line 4815 transport subject to the incorporation of HVPC branding to be displayed on the bike.

RESOLVED: to **RECOMMEND** to **FINANCE AND MANAGEMENT COMMITTEE** on **22-11-21** and thence to **FULL COUNCIL** on **13-12-21** the creation of EMR from 1st April 2022 of up to £6900.00 should there be a need to carry over unspent, approved funding from 2020-21 for the Cargo-bike into the next financial year [2122 39] To be used only in the circumstance that monies allocated in 2021-22 budget for this purpose have not been drawn down by the end of the financial year.

HOLME VALLEY PARISH COUNCIL

FURTHER ACTIONS FOR 2021-22 INCLUDING POSSIBLE FUNDING ALLOCATIONS FROM WITHIN CLIMATE EMERGENCY COMMITTEE BUDGET FOR 2021-22

2122 40 To consider allocating funds for the roll out of the 'If it's not far, leave the car' campaign in Honley (transport 4815)

RESOLVED: the awarding of £1000 for the roll-out of the 'If it's not far, leave the car' campaign to Honley from 2021-22 budget line 4815.

RESOLVED: to create an Earmarked Reserve of up to £1000 in the **CLIMATE EMERGENCY STANDING COMMITTEE** budget from 1st April 2022 should there be a need to carry over unspent, approved funding from 2021-22 for the final roll-out of the 'If it's not far, leave the car' campaign (transport) in the next financial year [2122 40] To be used only in the circumstance that monies allocated in 2021-22 budget for this purpose have not been drawn down by the end of the financial year.

2122 41 To consider funding request for a Cycling Feasibility Study (transport 4815)

This item was deferred to be considered alongside **item 2122 43**.

2122 42 To consider progress on bike racks across the valley (transport 4815)

The discussion of this item concluded that although the further provision of bike racks across the Holme Valley was desirable the **CLIMATE EMERGENCY STANDING COMMITTEE** did not have the power or resources to take this further at the current time as sites identified required Kirklees Highways approval.

2122 43 To consider project and funding for River Holme Connections riverside cycleway (transport 4815)

Item 2122 41 To consider funding request for a Cycling Feasibility Study (transport 4815) was considered as part of this item.

The Committee heard that a proposal for a riverside cycleway stretching from Huddersfield to the Holme Valley is being developed. Although this is a project of interest for the future no agreement was made to allocate monies to the project at this time.

2122 44 To consider the provision of ChargeMyStreet Community EV charge-points (transport 4815)

Actions and funding needed 2021-22 to progress the provision of EV charge-points across the valley were considered, as was rolling over EV kerbside pilot project funding to 2022-23

No proposals were brought forward but it was left open to explore further the feasibility of further actions in the future.

HOLME VALLEY PARISH COUNCIL

2122 45 To consider allocating monies for the Living Streets in schools project (transport 4815)

Cllr Blacka declared an interest as the Vice-Chair of Hepworth School Governing Body, this being one of the schools considered as suitable for pursuing this project, the other being Upperthong.

Living Streets is a structured initiative to encourage children to walk to school, thereby improving health, reducing congestion and air pollution in local communities. The intention is to seek to work with two local primary schools which were suggested and agreed as Hepworth and Upperthong as both were already engaged in environmental matters.

It was shared that the next walk-to-school week is May and that therefore any monies allocated may not be drawn down until the 2022-23 budget is in operation.

RESOLVED: to approve the release of up to £2000 for the 'Living Streets' in schools project from 2021-22 budget line 4815.

RESOLVED: to create an Earmarked Reserve of up to £2000 in the **CLIMATE EMERGENCY STANDING COMMITTEE** budget from 1st April 2022 should there be a need to carry over unspent, approved funding from 2021-22 for completion of 'Living Streets' (transport) project into 2022-23 and beyond [2122 45] To be used only in the circumstance that monies allocated in 2021-22 budget for this purpose have not been drawn down by the end of the financial year.

2122 46 To consider focus of CLIMATE EMERGENCY CO-ORDINATOR over Autumn/Quarter 3 and looking ahead to the Spring/Quarter 4 (mobilisation)

The Climate Emergency Co-Ordinator reported that the key focus for Quarters 3 and 4 would be to have a presence at other local events/festivals in order to raise awareness of the objectives of the **CLIMATE EMERGENCY STANDING COMMITTEE**.

2122 47 To consider progress on land use mapping (land use 4825)

Cath O'Halloran declared an interest as a director of *EcoHolmes* and Sarah Sheard also as family members are involved with *EcoHolmes*.

RESOLVED: to approve the sending of the letter tabled at the meeting to the Community housing fund in support of the *EcoHolmes* funding application in respect of the Chippings site.

NOTED: There is £1000 in the budget line 4825 as yet unallocated.

2122 48 To consider progress regarding the creation of further allotments (land use 4825)

The **CLIMATE EMERGENCY COMMITTEE** continues to support in principle increasing the provision of allotments and community growing projects in the Holme Valley:

- 1) by petitioning Kirklees **HOLME VALLEY PARISH COUNCIL** to allow re-purposing of small parcels of unused recreational land in the Valley.
- 2) by asking landowners to allow repurposing of parcels of land for rental as allotments.
- 3) by the Parish **HOLME VALLEY PARISH COUNCIL** purchasing additional land for the purpose of increasing allotments.

The Committee heard that work to further this project is continuing and resolutions may be brought to a future meeting.

HOLME VALLEY PARISH COUNCIL

2122 49 To consider actions and funding needed regarding recycling and waste reduction (waste 4820)

This item was considered alongside item 2122 51 below.

2122 50 To consider actions and funding needed to progress engagement with local businesses (economy and business)

RESOLVED: to create a budget line for Business and Economy with £2000.00 from 2022-3 (subject to Council approval of the 2022-3 budget) for the creation and maintenance of a **HOLME VALLEY PARISH COUNCIL** business/organisation contacts database.

Climate Emergency Co-Ordinator is leading this project. Cllr Bustard to advise on any maintenance issues once database is in operation.

2122 51 and 49 To consider actions and funding needed to progress the management of waste (waste 4820)

RESOLVED: Clerk to report back on what happens to trade waste within Kirklees and what is being done to encourage local businesses and HVPC assets such as *Holmfirth Civic* to recycle.

RESOLVED: to extend the meeting to 9.10pm to allow all business to be concluded.

NOTED: £500.00 remains in 2021-22 budget line 4820 to facilitate progress in the management of waste to reflect The Climate Emergency.

2122 52 To consider Honley Library Energy Audit Report proposal to earmark funds 2022-23 (energy 4810)

NOTED: Budget line 4810 2021-22 had £12,400.00 remaining, £10k of which to be allocated to Holmfirth Civic Hall to meet short term recommendations of Energy Audit in accordance with **2122 38**.

Cllr Andy Wilson and Mr Steve Barker had met with *Friends of Honley Library* to discuss Energy Audit recommendations.

RESOLVED: Subject to approval of **2022-23 CLIMATE EMERGENCY STANDING COMMITTEE Budget**, £10,000.00 from Energy budget line 4810 2022-23 to be allocated to implement Honley Library Energy Audit recommendation.

HOLME VALLEY PARISH COUNCIL

2122 53 To receive report regarding Yorkshire Motorsport Festival – plans to offset carbon footprint through creation of a community orchard

The Chair gave a verbal report on the meeting of 11-10-21 held with Yorkshire Motorsport Festival organisers. The organisers have asked for feedback on possible locations for the creation of a community orchard as an ongoing goodwill gesture in light of concerns about the environmentally detrimental impact of the Festival.

As part of the discussion following the report the points below were raised:

- i. The gesture offered in no way offsets against the environmental damage of the 30k event attendees.
- ii. Charging an extra £1 at future events to go on *Climate Emergency* projects may be of more help – but not within **HOLME VALLEY PARISH COUNCIL** control to take forward.
- iii. **HOLME VALLEY PARISH COUNCIL** needs to be consistent and equitable in its stance towards events. In the case of the Yorkshire Motorsports Festival the focus should be on concerns about the Hillclimb event rather than, for example, journeys made by event attendees.

2122 54 To consider budget for 2022-23 to recommend to FINANCE AND MANAGEMENT COMMITTEE

RESOLVED: to recommend to **FINANCE AND MANAGEMENT COMMITTEE** and thence to **FULL COUNCIL** that an overall budget of £46,000 be allocated to **CLIMATE EMERGENCY STANDING COMMITTEE**. This is the same overall budget as 2021-22.

RESOLVED: to create a new budget line for 2022-23 for Business and Economy of £2,000 within the overall £46,000 budget.

RESOLVED: subject to the approval of the overall £46,000 2022-23 budget, monies to be allocated to the different budget streams as follows:

- 4805 Community mobilisation: £22,000
- 4810 Energy Strategy: £20,000 (£10,000 of which to be earmarked for Honley Library energy efficiencies project)
- 4815 Transport Strategy: £1,000
- 4820 Waste and Consumption Strategy: £500
- 4825 Environment and Land Use Strategy: £500
- NEW STRAND Business and the Economy: £2,000

RESOLVED: to recommend to **FINANCE AND MANAGEMENT COMMITTEE** and thence to **FULL COUNCIL** that Earmarked Reserves may be created from 1st April 2022 and allocated to the **CLIMATE EMERGENCY STANDING COMMITTEE** in line with the following resolutions.

EMR CLIMATE EMERGENCY STANDING COMMITTEE 1 - up to £10,000 Holmfirth Civic Hall – Energy Audit efficiency measures (to be used only in the circumstance that monies allocated in 2021-22 budget for this purpose have not been drawn down by the end of the financial year.)

RESOLVED: to recommend to **FINANCE AND MANAGEMENT COMMITTEE 22-11-21** that it recommends to **FULL COUNCIL 13-12-21** the creation of an **earmarked reserve** from 1st April 2022 of up to £10,000 should there be a need to carry over unspent, approved funding from 2021-22 for the Civic Hall energy audit efficiency measures into the next financial year. This may be needed due to the short turn-around times needed for the Civic to obtain quotations and then proceed with and complete the schedule of works by the end of the financial year 2021-22, thereby ensuring that monies would be available to complete the project [2122 38]

HOLME VALLEY PARISH COUNCIL

EMR CLIMATE EMERGENCY STANDING COMMITTEE 2 up to £6,900 for completion of Cargo-bike project (transport) to be used only in the circumstance that monies allocated in 2021-22 budget for this purpose have not been drawn down by the end of the financial year.

RESOLVED: to **RECOMMEND** to **FINANCE AND MANAGEMENT COMMITTEE** on **22-11-21** and thence to **FULL COUNCIL** on **13-12-21** the creation of EMR from 1st April 2022 of up to £6900.00 should there be a need to carry over unspent, approved funding from 2020-21 for the Cargo-bike into the next financial year [**2122 39**]

EMR CLIMATE EMERGENCY STANDING COMMITTEE 3 up to £1,000 completion of roll out of “If it’s not far, leave the car” campaign (transport) to be used only in the circumstance that monies allocated in 2021-22 budget for this purpose have not been drawn down by the end of the financial year.

RESOLVED: to create an Earmarked Reserve of up to £1000 in the **CLIMATE EMERGENCY STANDING COMMITTEE** budget from 1st April 2022 should there be a need to carry over unspent, approved funding from 2021-22 for the final roll-out of the “If it’s not far, leave the car” campaign (transport) in the next financial year [**2122 40**]

EMR CLIMATE EMERGENCY STANDING COMMITTEE 4 up to £2,000 for ‘Living Streets’ (transport) project to be used only in the circumstance that monies allocated in 2021-22 budget for this purpose have not been drawn down by the end of the financial year.

RESOLVED: to create an Earmarked Reserve of up to £2000 in the **CLIMATE EMERGENCY STANDING COMMITTEE** budget from 1st April 2022 should there be a need to carry over unspent, approved funding from 2021-22 for completion of ‘Living Streets’ (transport) project into 2022-23 and beyond [**2122 45**]

Meeting closed: 9.20pm

SIGNED:
CHAIRMAN

DRAFT MINUTES OF THE PUBLICATIONS & COMMUNICATIONS COMMITTEE HELD AT HOLMFIRTH CIVIC HALL ON MONDAY 8 NOVEMBER 2021

Those present:

Chairman: Cllr J Brook

Members: Cllr K Bellamy, 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. No members of the public were present.

2122 34 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

Council meetings can now be recorded.

RESOLVED: The Officer was recording the meeting in video format for upload to the Parish Council's YouTube channel. No other persons present wanted to record the meeting.

2122 35 To accept apologies for absence

Cllr Bustard had sent an apology with a reason for his absence.

Cllr B Lockley had sent an apology but without a reason for absence.

RESOLVED: Members approved the reason for Cllr Bustard's apology. Members could not approve Cllr Lockley's reason for his apology. The Deputy Clerk would write to Cllr Lockley reminding him that he needs to submit a reason for his absence and it is that which is considered by Members.

2122 36 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2122 37 To consider written requests for new DPI dispensations

None had been received.

2122 38 To consider whether items on the agenda should be discussed in private session

RESOLVED: The Committee decided that item 43 would be held in private session so that award winners' names were not yet in the public realm.

Holme Valley Parish Council

2122 39 To confirm the Minutes of the previous Committee meeting

NOTED: The Minutes of the Publications and Communications Committee Meeting held on 14 September 2021, numbered 2122 17 to 2122 33 inclusive were noted.

2122 40 Publications and Communications Standing Committee Budget 2022-23

Members considered the Committee's budget for the Council year ahead to be recommended to the Finance and Management Standing Committee budget meeting 22nd November 2021.

RESOLVED: The following Publications and Communications Standing Committee budget for 2022-23 was approved for recommendation.

CODE	Description	Budget 2021-22	Budget 2022-23
4600	Community Champions Award	£250	£250
4605	Community Engagement	£100	0
4610	Publications and Publicity	£6000	£6000
4615	Royal Events – inc Platinum Jubilee	£1000	£9000
4620	Tidy Trader Award	£100	£100
4625	Website and Multi-media	£1000	£1000
4630	Special Projects	£1000	£1000
NEW EMR	Covid Memorial	0	£5000

- Budget line 4605 Community Engagement would not be used anymore.
- Budget line 4615 Royal Events was to be increased to “up to” £9000 to support commemorative events for Queen Elizabeth's Platinum Jubilee and Treebilee in 2022 including 1) grants for the beacon event, 2) a fruit tree for each ward with a commemorative plaque (est £1300), 3) wildflower seeds (Bee Bombs est £6000 labelled with information on the climate emergency) for every primary school child, 4) accompanying posters. This would meet targets of the Climate Emergency Committee as well. It was noted that a previous commemoration was the creation of jubilee benches for the Holme Valley wards. Cllr Hogley would develop the project plan for this.
- The COVID Memorial would be a community sculptural construction. Members had thought that a stylised tree might be an effective memorial, tribute and commemoration of the community through the pandemic. The Deputy Clerk at the outset would contact Mick Kirkby-Geddes, sculptor, with a rough outlined proposal. Considerations for a site for the memorial would be ongoing.

2122 41 Jubilee Beacons for 2022

Officers and Members have not been able to locate the Parish Council's beacon used previously at the beacon-lighting event for the centenary of the end of World War I. Members considered the possibility of purchasing a replacement beacon.

RESOLVED: The Committee would defer a decision on purchase of a beacon and organizing a beacon event until the next meeting of the Committee.

2122 42 Equipment for broadcasting meetings

The Deputy Clerk reported on equipment that would help with facilitating hybrid meetings where members of the public attend Council meetings via a teleconferencing platform, - namely, a projector stand and a floor cable tidy.

RESOLVED: Members resolved that the Deputy Clerk could spend up to £55 on the projector stand and up to £50 on the floor cable tidy.

Holme Valley Parish Council

2122 43 Community Champions Awards 2021-22

This agenda item was in private session.

The meeting closed at 8:10pm

.....
Chairman

HOLME VALLEY PARISH COUNCIL

F

DRAFT MINUTES
STAFFING COMMITTEE
MONDAY 15th NOVEMBER 2021

PRESENT: Cllr Hogley (Chair), Cllr Pogson (Vice-chair), Cllr Brook, Cllr Colling, Cllr East

-

2122 26 Public Question time.

There were no members of the public present.

2122 27 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

HOLME VALLEY PARISH COUNCIL meetings can now be recorded. This meeting was recorded by the Clerk in video format for the **HOLME VALLEY PARISH COUNCIL** *YouTube* channel. No other requests to record the meeting were received.

2122 28 To consider apologies for absence, reasons having been distributed beforehand.

Apologies and reasons had been circulated by email prior to the meeting from Cllr Blacka.

RESOLVED: to approve apology and reason.

Clerk to check make up of the membership of the **STAFFING COMMITTEE** to ensure that all councillors entitled to attend as members can do so.

2122 29 To consider whether items on the agenda should be discussed in private session

RESOLVED: Item 2122 36 to be heard in private session.

2122 30 To receive Members' personal and disclosable pecuniary interests in items on the agenda.

There were no Members' personal and disclosable pecuniary interests in items on the agenda.

2122 31 To receive any Officer's interests in items on the agenda.

NOTED: The Clerk declared an interest in **item 2122 35** and **item 2122 36**.

2122 32 To consider written requests for new DPI dispensations.

RESOLVED: to grant the new DPI dispensation; this will now move forward to be **NOTED** at **FULL COUNCIL**.

Clerk to amend **Terms of Reference** for **ANNUAL COUNCIL** meeting so that DPIs progress straight to **FULL COUNCIL**.

2122 33 To note the minutes for the Staffing Committee meeting on 21 June 2021, numbered 2122 09 to 2122 25.

NOTED: the Minutes of the **STAFFING COMMITTEE MEETING** held on **21 June 2021**, numbered **2122 10 to 2122 25** which were **approved** at **ANNUAL COUNCIL MEETING** held on **Monday 12 July 2021**.

2122 34 To appoint a Staff Performance and Development Lead for the remainder of the Council Year 2021-22

The role of Staff Performance and Development Lead as set out in the **Terms of Reference Appendix 1 p15-17** was discussed. The Staff Performance and Development Lead should be seen by both the Clerk and the Deputy Clerk as the point of contact regarding all sensitive staffing matters.

RESOLVED: Cllr Colling to take on this role.

2122 35 To receive a report on appraisal/supervision 2021-22

The Clerk gave a report on appraisal and supervision information for herself, the Deputy Clerk/RFO and the Climate Emergency Co-Ordinator in turn. The information included:

- Dates and outcomes of latest supervisory meetings
- Appropriate job descriptions being in place
- Arrangements in place for the sharing of timesheets
- Objectives-setting
- Training needs
- Workload issues
- Approximate timings for the next round of appraisal meetings

The Clerk noted the following:

- The situation in July/August 2021 had been very challenging due to the departure of the previous Clerk, necessitating the Deputy Clerk/RFO taking on significant extra duties, including supporting the new Clerk.
- In accordance with Standing Orders the appraisal process will move from the current 6 monthly appraisal meeting to refer a 3 point appraisal cycle: objectives-setting at the start of the Council Year, a mid-point meeting and an appraisal review towards the end of the Council Year.
- Separate from supervisory processes, it is the Clerk's intention to instigate regular team meetings for the Clerk and Deputy Clerk to assist with the structuring of the strategic and operational work of **HOLME VALLEY PARISH COUNCIL**. It was remarked that the Chairman of the **CLIMATE EMERGENCY STANDING COMMITTEE** held similar regular meetings with the Climate Emergency Co-ordinator.

RESOLVED: to recommend to **FULL COUNCIL** that the Chairman writes to the Deputy Clerk to note and thank him for the additional work and pressure arising in July and August 2021.

2122 36 To consider a temporary contractual hours change from 25 to 32 hours per week for the Clerk from 1st January 2022.

This item was heard in private session in accordance with the resolution from **item 2122 29**.

The Clerk shared the following key points from the *Staffing Matters Update*:

- The Council had experienced a significant amount of staff change in the last couple of years.
- In the same period Council activity had measurably increased.
- The outcomes of the review of Committee and work allocation between the Clerk and Deputy Clerk recommended in the confidential external report *Review of Staffing Workloads* were in place for the appointment of the new Clerk.
- However, whilst the Council had approved 10 hours per week of additional staffing as

recommended in the confidential external report *Review of Staffing Workloads* from May 2021 this was yet to be implemented whilst the new Clerk settled into her role from August 2021.

- Further action is needed to enable Council officers to work more strategically.

The Clerk shared her reflections that the current workload of both the Clerk and Deputy Clerk/RFO is focused predominantly on servicing the committee meetings, dealing with day-to-day correspondence and facilitating imminent annual events. There is a lack of time to attend to important but not urgent strategic projects or substantial training such as the CiLCA qualification. The two resolutions below are to support the Clerk in her efforts to ensure Council Officers can work more strategically moving forward.

RESOLVED: to recommend to **FULL COUNCIL** that the clerking of **PUBLICATIONS AND COMMUNICATIONS COMMITTEE** move from the Deputy Clerk to the Clerk from 1st January 2022.

RESOLVED: to recommend to **FULL COUNCIL** a temporary contractual variation for the Clerk of 7 hours from 25 hours to 32 from 1st January 2022 to be reviewed on a 6 monthly basis.

Clerk to produce a paper for **FULL COUNCIL MEETING** on **13-12-21** detailing costings and the information shared with **STAFFING COMMITTEE** members. Clerk to liaise with the Chair of the **STAFFING COMMITTEE** and the Chairman of **HOLME VALLEY PARISH COUNCIL** to ensure the paper provides the information required for the **FULL COUNCIL MEETING** on **13-12-21**.

2122 37 To note training received by Officers since the STAFFING COMMITTEE MEETING on 21st June 2021 and approve any upcoming training.

NOTED: 3 half day remote training courses had been attended as follows:

Recipient	Course	Organising body	Date
Clerk	Induction for new clerks	YLCA	7-9-21
Clerk	Appointing, structuring and using committees for council work	YLCA	28-9-21
Clerk	Policies – mandatory and best practice	YLCA	29-9-21
Deputy Clerk/RFO	Grants – policies and procedures	YLCA	5-10-21

The Clerk shared her intention to begin CiLCA in January 2022 (already approved) and to focus on finance training (RIALTAS) in the Spring as appropriate.

2122 38 To consider rescheduling the calendared Staffing Meeting for 23rd May 2022 to 21st March 2022.

Due to pre-booked annual holiday booked prior to taking up post, the Clerk requested that the meeting scheduled for **23rd May 2022** be moved to **21st March 2022**.

RESOLVED: to support recommendation to **FULL COUNCIL MEETING** on **13-12-21** approval of a revised meetings schedule, adding in a **STAFFING COMMITTEE MEETING** on **21-3-22** and taking out the **STAFFING COMMITTEE MEETING** scheduled for **23-5-22**.

The meeting closed at 8.04pm

Holme Valley Parish Council

DRAFT MINUTES OF THE FINANCE & MANAGEMENT COMMITTEE MEETING HELD ON MONDAY 22 NOVEMBER 2021.

Those present:

Chairman: Cllr P Colling

Councillors: Cllrs M Blacka, RP Dixon, C Greaves, R Hogley, M Pogson

Officer: Mr Rich McGill (RFO)

Also present: Mrs Jen McIntosh (Clerk)



Public Question Time

Ten members of the public attended in support of grant applications.

The Chair proposed that standing orders be suspended during item 2122 62 to allow applicants to answer questions and speak on behalf of their applications under that agenda item.

RESOLVED: This motion was passed.

2122 56 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The RFO/Deputy Clerk was recording the meeting in video format and the recording will be available on the Parish Council's YouTube channel.

No-one else wished to record the meeting.

2122 57 To accept apologies for absence

Cllr Bustard, Cllr Davies and Cllr East had given apologies. The reasons for these apologies were approved by the Committee.

Cllr Gould was mistakenly not sent a summons to the meeting.

Cllr Sweeney was not in attendance.

Cllr Greaves had given notice that he would be late, and he arrived at 2005hrs.

2122 58 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

Cllr Dixon declared a personal interest in the grant application for Hepworth Pre-school and Out-of-school Club under item 2122 62. Cllr Blacka declared a personal interest in the grant application for Friends of Cliff Recreation Ground under item 2122 62.

2122 59 To consider written requests for new DPI dispensations

None had been received.

2122 60 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members resolved that item 2122 66 ii should be heard in private.

2122 61 To confirm the Minutes of the previous Committee meeting

NOTED: Members noted the Minutes of the Finance & Management Committee Meeting held on 6 September 2021, numbered 2122 34 to 2122 55 inclusive previously approved by Council.

Holme Valley Parish Council

2122 62

Applications for Grants

The Committee considered 15 grant applications from public community groups. Six were considered as Other Community Assets grants and eight as Finance and Management projects and events grants. The application from Holmfirth Tech was considered separately since that organisation has its own budget line and earmarked reserve.

4315 Other Community Assets budget line (balance at the start of the meeting £16,529)

The Finance and Management Committee considered a grant application from Friends of Cinderhills Park for £6450 towards an accessible path, gazebo and learning workshops for community volunteers.

RESOLVED: The Committee awarded Friends of Cinderhills Park £4,450 for the accessible path. The legal power for this would be Public Health Act 1875 Section 164 - England

The Finance and Management Committee considered a grant application from Hepworth Band for £4000 towards roof insulation and repairs.

RESOLVED: The Committee awarded Hepworth Band £2,950 for roof insulation. The legal power for this would be Local Government Act 1972 Section 133

The Finance and Management Committee considered a grant application from Holmfirth Cricket Club for £6000 towards new fencing.

RESOLVED: The Committee awarded Holmfirth Cricket Club £2,000 towards new fencing. The legal power for this would be Local Government and Rating Act 1997 Section 31

The Finance and Management Committee considered a grant application from Underbank Rangers Rugby League Club for £10560 towards a new drive and entranceway, outdoor lighting to the carpark.

RESOLVED: The Committee awarded Underbank Rangers Rugby League Club £3,432 for new lighting. The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from Hepworth Pre-school and Out-of-school Club for £5000 towards new tarmac play area flooring.

RESOLVED: As the application did not disclose how other parts of the project would be funded and no details were given of other funding applications, it was resolved to earmark £5,000 to be awarded once other funding is in place

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from 1st Holme Valley (Holmfirth) Scouts Group for £1680 towards supply and fix an awning to Scout HQ.

RESOLVED: The Committee resolved that this be treated as an Other Community Assets application and awarded £1680 to 1st Holme Valley (Holmfirth) Scouts Group for the awning.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

4305 Holmfirth Tech budget line (balance at the start of the meeting 0)

Members considered a grant application from Holmfirth Tech for £5000 towards a new kitchen.

RESOLVED: The Committee resolved to recommend to Council that £5000 be awarded for kitchen equipment, the amount being paid from the Holmfirth Tech earmarked reserve, - 333 EMR Holmfirth Tech. This would go to full Council for final approval as only Council can approve expenditure from an earmarked reserve.

The legal power for this would be Local Government Act 1972 Section 133

Holme Valley Parish Council

4405 Finance and Management Grants budget line (balance at the start of the meeting £16,600)

The Finance and Management Committee considered a grant application from Holmfirth Festival of Folk for £1000 towards the cost of road closure at the Festival.

RESOLVED: The Committee awarded Holmfirth Festival of Folk £1,000 for the road closure.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from Hepworth Community Singers for £689.99 towards the cost of a digital piano.

RESOLVED: The Committee awarded Hepworth Community Singers £689.99 for the digital piano.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from Holmfirth Art and Music Ltd (Holmfirth Arts Festival) for £1000 towards the cost of The Children's Art School (Parade Section).

RESOLVED: The Committee awarded Holmfirth Art and Music Ltd (Holmfirth Arts Festival) £1000 towards the cost of The Children's Art School parade.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from Holmfirth Art and Music Ltd (Holmfirth Arts Festival) for £1000 towards cross-festival training for festival staff/volunteers (First Aid; Safeguarding; Stewarding; Access and Inclusion).

RESOLVED: The Committee awarded Holmfirth Art and Music Ltd (Holmfirth Arts Festival) £1000 towards the cost of cross-festival training.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

Cllr Greaves joined the meeting at this point.

The Finance and Management Committee considered a grant application from Friends of Cliff Recreation Ground for £525 towards a Platinum Jubilee Beacon-lighting event (bagpiper; stewarding; First Aid; fencing; insurance).

RESOLVED: The Committee awarded Friends of Cliff Recreation Ground £525 towards the Platinum Jubilee event.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from Holmfirth Tech for either £1725 or £3450 towards 1 or 2 Yoga 4 Health 10 weeks course/s for 10 local people.

RESOLVED: The Committee awarded nothing to the Yoga 4 Health project.

The Finance and Management Committee considered a grant application from Hade Edge Band, for £1500 towards new uniforms and plastic cornets.

RESOLVED: The Committee awarded £1000 to Hade Edge Band towards plastic cornets and band uniforms.

The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19

The Finance and Management Committee considered a grant application from Holme First for £250 towards printing a calendar to raise money for two charities, - Holme Valley Mountain Rescue and Forget-Me-Not Trust.

RESOLVED: The Committee awarded nothing to Holme First.

Holme Valley Parish Council

4310 Holmfirth Civic Hall - Projects (current balance 0)

Proposed virement from: 4810 Climate Emergency Energy Strategy (current balance £12,400)

The Finance and Management Committee considered a recommendation from the Climate Emergency Standing Committee reported by the Committee Chair to further recommend to Council a virement of £10,000 from 4810 Climate Emergency Energy Strategy to 4310 Holmfirth Civic Hall – Projects to pay for energy-saving improvements at the Hall. Only Council can approve virements and only Council can approve expenditure over £5,000.

RESOLVED: The Committee resolved to recommend this virement and grant of £10,000 to enable the Civic Hall Community Trust to commission the energy-savings improvements detailed in its energy audit.

The legal power for this would be Local Government Act 1972 Section 133.

4815 Climate Emergency Standing Committee – Transport Strategy (current balance £12650 with further commitments of £3000)

The Finance and Management Committee considered a recommendation from the Climate Emergency Standing Committee reported by the Committee Chair to further recommend to Council a payment of £6,900 from 4815 Climate Emergency Transport Strategy towards purchase of a cargo bike. Only full Council can approve expenditure over £5000.

RESOLVED: The Committee resolved to recommend this expenditure to Council for purchase of a cargo bike.

The legal power for this would be Local Government Act 1972 Section 137.

2122 63

Accounts for Payment

(1) **NOTED:** Members noted that the Chairman of Council has used nothing additional from his Chairman's Expenses since the last meeting.

(2) **NOTED:** Members noted the completed Lists of Payments for August, September and October 2021.

(3) Members considered the pending transactions of the Schedule of Payments for November 2021.

RESOLVED: The Schedule of Payments for November to date were approved.

Holme Valley Parish Council

2122 64

Financial Statements

Members noted the following accounting summaries as detailed below:

i. For August 2021:

- (1) Bank Reconciliations All Accounts (to end 31 August 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 August 2021)
- (3) Trial Balance (to end 31 August 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 August 2021)
- (5) Cash and Investment Reconciliation (to end 31 August 2021)
- (6) Earmarked Reserves (to end 31 August 2021)
- (7) VAT Return quarter to date

ii. For September 2021:

- (1) Bank Reconciliations All Accounts (to end 30 September 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 30 September 2021)
- (3) Trial Balance (to end 30 September 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 30 September 2021)
- (5) Cash and Investment Reconciliation (to end 30 September 2021)
- (6) Earmarked Reserves (to end 30 September 2021)
- (7) VAT Return – full quarter

The VAT return for the second quarter was submitted with £1446.40 to be repaid to the Parish Council. This was received from HMRC 26th October 2021.

iii. For October 2021:

- (1) Bank Reconciliations All Accounts (to end 31 October 2021)
- (2) Cash Books All Accounts Receipts and Payments (to end 31 October 2021)
- (3) Trial Balance (to end 31 October 2021)
- (4) Detailed Income and Expenditure by Budget Heading (YTD Budget Report to end 31 October 2021)
- (5) Cash and Investment Reconciliation (to end 31 October 2021)
- (6) Earmarked Reserves (to end 31 October 2021)
- (7) VAT Return quarter to date

Holme Valley Parish Council

2122 65

Expenditure on Holmfirth Civic Hall Capital Projects July 2021

The RFO/Deputy Clerk reported that at the last meeting of this Committee and subsequently at full Council, Members considered how the Parish Council would reconcile two items of Community Assets Support Committee authorised expenditure paid in July, - for £30,000 and £10,000, - which were effectively carried over from last year without specific provision in the 2021-22 budget. Council resolved then that the RFO would vire £40,000 from general reserves to the 4310 Civic Hall budget line to reconcile this. However, following discussion with Rialtas who advise us on correct accounting, we should not do this. You can only vire money from one budget line to another, not from general reserves to a budget line. And the advice from Rialtas is that neither should you transfer money from general reserves to a budget line just to make it balance. Rialtas' advice is that the £40,000 should just remain as it was entered into the accounts as a £40,000 deficit on that budget line, - so as -£40,000, - and we need not transfer money from general reserves into the budget line. The money is coming from general reserves anyway and keeping the record as -£40,000 gives a more accurate record that the Parish Council had expenditure which was outside of its approved budget plan from January 2021. The Committee was asked to consider supporting this arrangement.

RESOLVED: The Committee approved this arrangement.

2122 66

Tenancies

- i. The RFO/Deputy Clerk reported that he and the Committee Vice Chairman had visited the Parish Council's garages and allotments. All was in order. Most of the allotments were being used very effectively. The Vice Chairman suggested that, given that it is some time since rents were raised, that rents are not raised this year but that tenants be notified that there may be changes to their payments in the following Council year 2023-24. The Vice Chairman advised as such:

Tenancy	Current price 2021-22	Price 2022-23	Price 2023-24
Allotment full plot (per annum)	£40	£40	£40
Allotment ½ plot (per annum)	£20	£20	£25
Garage – single (per annum)	£100	£100	£100
Garage – double (per annum)	£200	£200	£200
Gartside Building (per month)	£400	£400	£400

Only allotment ½ plots would increase in price and these only from the year 2023-24 effectively giving one year's notice to those tenants. Members considered this proposal.

RESOLVED: The Committee approved the pricing for the year ahead and 2023-24.

- ii. The tenant of the Gartside building had asked for a rent payment holiday because of the impact of the pandemic on takings. Members considered this request. **This motion was considered in private session as approved above.**
- iii. Kirklees Council has been in touch with the tenant of the Gartside Buildings. She applied for a new address but was instructed that a charge needed to be paid to do with the premises being fitted out as a shop. The RFO having contacted Kirklees Council, the Parish Council has been instructed to complete a form about the shop development and Building Control will thence calculate what is owed. Members considered whether the Parish Council should agree in principle to pay the charge and whether the RFO/Deputy Clerk should complete the application.

RESOLVED: The Committee resolved that the Parish Council would agree in principle to pay the building control charge and should complete and submit the relevant application.

Holme Valley Parish Council

2122 67 Holme Valley Parish Council Budget for 2022-23

The Committee considered its budget and that of the Parish Council for the next Council year.

RESOLVED: That the Budget as approved would be recommended to full Council. It was anticipated that Council would still need to undertake some “tweaks” to the final budget.

2122 68 Financial Records for the website

NOTED: Members noted that financial records for August, September and October 2021 had been uploaded to the Council website accessible from Quick Links.

The meeting finished 11.08PM

.....
Chairman

MINUTES OF THE PLANNING STANDING COMMITTEE HELD IN HOLMFIRTH CIVIC HALL MONDAY 29 NOVEMBER 2021

Those present:

Chairman: Cllr M Blacka

Councillors: RP Dixon, T Dixon, R Hogley, S Sheard, A Wilson

Officer: Mr R McGill (Deputy Clerk)

Welcome

Cllr Blacka welcomed Councillors and one member of the public to this meeting of the Planning Standing Committee.

Open Session at Planning

The member of the public was in attendance to present evidence to oppose a planning application in Scholes that the Parish Council had already submitted a comment on. The member of the public wished the Parish Council to revise its position and to submit a new comment.

RESOLVED: The Committee resolved for the Committee Chair to communicate with Members after the meeting to assess if a revised comment was needed.

2122 135 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

Council meetings can now be recorded.

RESOLVED: The Officer was recording the meeting in video format for upload to the Parish Council's YouTube channel. No other people present wanted to record the meeting.

2122 136 To approve apologies for absence

Cllr Colling and Cllr Gould had tendered apologies.

RESOLVED: The apologies were approved by the Committee.

2122 137 To receive Members' and Officers' disclosable personal and pecuniary interests in items on the agenda

No interests were disclosed. Cllr RP Dixon did say he had invited the member of the public to attend the meeting to express his case.

2122 138 To consider written requests for new DPI dispensations

No written requests for new DPI dispensations had been received.

2122 139 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members decided that no items on the agenda should be discussed in private.

Holme Valley Parish Council

2122 140 To confirm the Minutes of the Previous Meeting

RESOLVED: The Minutes of the Planning Committee meeting held on 1 November 2021, numbered 2122 117 – 2122 134 inclusive were approved.

2122 141 Completed Planning Applications Lists

NOTED: The Planning Committee noted List 2122-07 updated with the views of the Committee.

2122 142 New Planning Applications – Kirklees Council

Members considered new or amended applications received by Kirklees Council from 26 October 2021 to 23 November 2021 inclusive – List 2122-08 enclosed.

RESOLVED: That the Standing Committee’s comments on the above applications be forwarded to Kirklees Council by the Deputy Clerk.

2122 143 Kirklees Council – Planning Officers’ Decisions

NOTED: The Planning Standing Committee noted the list of Decision Notices issued by Kirklees Council for the period 26 October 2021 to 23 November 2021 inclusive.

2122 144 Neighbourhood Planning

- Cllr Hogley had earlier given a summary presentation on the Neighbourhood Development Plan and its implication for planning processes and decision-making. The Chair thanked her for this.
- **NOTED:** Members noted that the Holme Valley Neighbourhood Development Plan had been passed convincingly following referendum on Thursday 4th November 2021. From an electorate of 21,838, 4197 votes were cast. The breakdown was:
 - Yes: 3548 votes 84.53%
 - No: 639 votes 15.22%
- **NOTED:** Members noted that this was a very encouraging result.
- **NOTED:** The Committee wanted its disappointment noted that there was some misunderstanding and misreporting regarding the content of the plan.
- **NOTED:** The Committee noted the report from Cllr Hogley that the final stage for the Neighbourhood Development Plan was that it had to be “made,” - that is, finally adopted by the primary authorities involved. This was taking place for Kirklees at a cabinet-meeting 8th December and by the Peak District at a meeting of the Planning Committee on 10th December.

RESOLVED: The Committee resolved that Councillors would be encouraged at the next meeting of full Council to read and familiarise themselves with the final, “made” version Holme Valley Parish Council Neighbourhood Development Plan. This would be an agenda item.

Holme Valley Parish Council

- **RESOLVED:** Members wanted the thanks of the Parish Council to be formally conveyed to the community members of the Holme Valley Neighbourhood Plan Steering Group who had committed so much to the development and final success of the Neighbourhood Plan. Thanks to all of them.
- **RESOLVED:** Additionally, Members wanted the thanks of the Parish Council to be formally conveyed to Kirkwells, our consultancy partner in the Neighbourhood Plan steering process. Thanks to them too.
- **RESOLVED:** Members further wanted to convey thanks formally to the Chair of the Steering Group who has committed several years to ensuring the Neighbourhood Plan was developed successfully and finally passed. Thanks, finally, to Cllr Hogley.
- **NOTED:** It was noted that the Holme Valley Neighbourhood Plan Steering Group had been effectively wound up by the passing of the Neighbourhood Plan. The Committee and the Parish Council were encouraged to give thought to how to use the steering group members positively in future campaigns. There was an awareness that implementation of the plan would need wider, community support and engagement that might involve these individuals.
- **RESOLVED:** It was resolved that there should be a regular item on the Planning Committee agenda to review different policies of the Neighbourhood Plan.

2122 145 Peak District National Park Authority

- Members considered new or amended applications received from the Peak District National Park Authority in the period 26 October 2021 to 23 November 2021 inclusive – List 2122-02PD.
RESOLVED: That the Standing Committee's comments on the above applications be forwarded to the Peak District National Park Authority by the Deputy Clerk.

2122 146 Concerns of local residents regarding speeding and noise pollution Woodhead Road Holmbridge to Holme

- **NOTED:** Members noted the email from the Deputy Clerk to Phillip Waddington, Group Engineer Highway Safety, requesting an update on investigations regarding this roadway, and the fact that there had been no further update.
- Members considered any follow-up action.
RESOLVED: That the Deputy Clerk would follow up any email that had received no response after 10 working days has passed.

Holme Valley Parish Council

2122 147 Hade Edge Road Intersection

- **NOTED:** Members noted the letters from the Deputy Clerk on behalf of the Parish Council to the three Kirklees Holme Valley South Councillors asking for support with the proposed “soft” option Hade Edge highways plan drawn up between the Planning Committee and Kirklees Highways.
- They further noted the Deputy Clerk’s apology for the delay.
- The Deputy Clerk reported that he had had telephone responses from two of the Kirklees Councillors concerned. One had offered tentative verbal support for the proposals but did not appear engaged in the process of communicating that support at this stage by letter to Kirklees Highways. The second Kirklees Councillor who responded was vehemently against a “soft,” staged plan for Hade Edge. He felt that the “soft” first stage would mean that the full development plan for the Boshaw Trout junction would be less likely to happen. He wanted to ensure that the full plan was carried out. He also queried broadening the scheme of reference out to other junctions and roadways in Hade Edge. He said the Section 106 money was just for the Boshaw Trout junction, though Highways had said differently.
- Members considered any follow up action.
- **RESOLVED:**
 - Firstly, the Deputy Clerk would chase the third Holme Valley South Kirklees Councillor for his comment on the proposed developments at Hade Edge.
 - Secondly, given the lack of support from the other Kirklees Councillors, the Committee Chair would re-engage with residents to gauge their level of support for the proposed plans as they stand.

2122 148 Campaign for a Safer Magdale

- **NOTED:** Members noted the email from the Deputy Clerk to Mark Scarr, Head of Highways, ensuring the Parish Council’s email and letter had been received, and the return email, and that no further communication has been received.
- Members considered any follow-up action.
RESOLVED: That the Deputy Clerk would follow up any email that had received no response after 10 working days has passed.

2122 149 Planning Application 2021/62/92964/W 49, Ryefields, Scholes

NOTED: Members noted the sequence of emails from representatives of the Parish Council regarding this planning application, namely:

- i. The Deputy Clerk’s further comment on behalf of the Parish Council regarding this application forwarded to Kirklees Planning.
- ii. The Deputy Clerk’s communication with the resident who raised an objection to this application.
- iii. The Committee Chair’s email to the applicant.

Holme Valley Parish Council

2122 150 Burnlee Road Closure

Burnlee Road has been closed at its junction with Woodhead Road since January 2021 due to a land slippage from a neighbouring property. Residents and ward Councillors are angry that the road has taken so long to clear and is still not to be reopened even though some communications have suggested that it can be opened. Members considered how to take this forward to gain a positive outcome for residents.

RESOLVED: It was resolved that the ward councillor on the Planning Committee would draft a report detailing the history of the road closure and what was wanted to be achieved, and he would work with the Deputy Clerk and Committee Chair to send a letter via email to Mark Scarr, the Head Of Headways, copying in the three Holme Valley South Kirklees Councillors to encourage action on this increasingly longstanding problem and express dissatisfaction with the delays.

2122 151 Consultation on hot food takeaways

The Chair reported that Kirklees Council is consulting on its proposed planning guidance document on hot food takeaways. The purpose of the document is to provide guidance to businesses, applicants, agents and the local community on how the Council will assess applications for new hot food takeaways. The council is seeking views on the document which includes:

- The use of a Public Health Toolkit in the assessment of new applications.
- Prevention of the over concentration and clustering of hot food takeaways.
- Limiting opening hours of new takeaways within 400m of primary and secondary schools; and
- Limiting the impacts of takeaways in relation to environmental health, highways issues and general residential amenity.

The consultation period runs for a six-week period, until 5pm 21st December 2021. Members debated the Parish Council's involvement with the consultation process.

RESOLVED: It was resolved that neither the Planning Committee nor the Deputy Clerk would submit a response on behalf of the Parish Council. Instead, individual Councillors would be encouraged to participate in the consultation.

2122 152 Publicising the work of Holme Valley Parish Council

RESOLVED: The passing of the Neighbourhood Development Plan is included in the next edition of the Holme Valley Review Council News.

.....
Chairman

Report from Chair of the Climate Emergency Committee regarding recommendations to Full Council – 13th December 2021

Introduction

The Climate Emergency Standing Committee (CEC) was set up to lead the Climate Emergency Action Plan developed in 2020 following HVPC’s declaration of a climate emergency on 25th March 2019. This recognised that we would work with our community to become carbon neutral by 2030.

Two key recommendations are being made at Full Council as a result of discussions at the CEC meeting on 18th October and propose committing a total of £26,900 of our Committee’s agreed budget from 2021-22. The Committee has these funds in its budget but as they are over £5,000, they cannot be awarded directly by the Committee.

These are to support our principle of working with the community and providing leadership and inspiration about what is possible to move towards carbon neutrality.

- £10,000 to each of Holmfirth Civic Hall & Honley Library to invest in energy efficiency measures as identified and proposed in the Energy Audit undertaken and funded by HVPC.
- £6,900 to purchase a Cargo-Bike to demonstrate how local deliveries can be made in a carbon neutral way and raise awareness of the need for change. This is a contribution towards the total of £24,900 for launching the scheme.

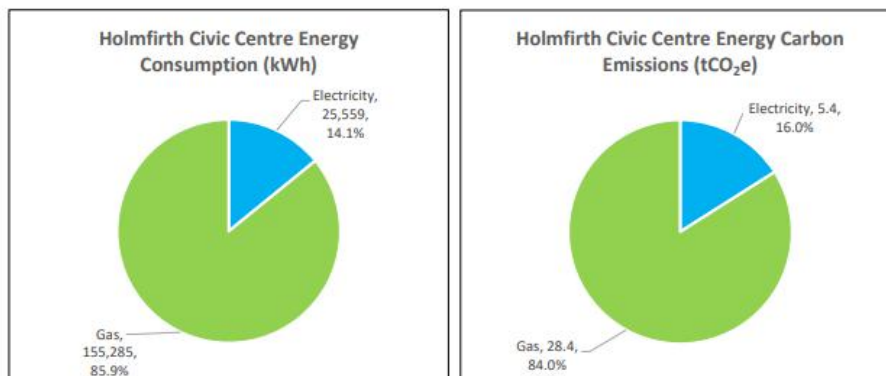
1) Energy – Improving the efficiency of our assets

An independent energy audit of two of HVPC’s assets (Holmfirth Civic Hall and Honley Library) was commissioned through the CEC and published in July 2021. It reviewed the annual energy consumption for each building:

Holmfirth Civic Centre Total Energy Consumption and Carbon Emissions

The overall total annual energy consumption for the Holmfirth Civic centre was calculated to be 180,844 kWh and 33.8 tCO₂e.

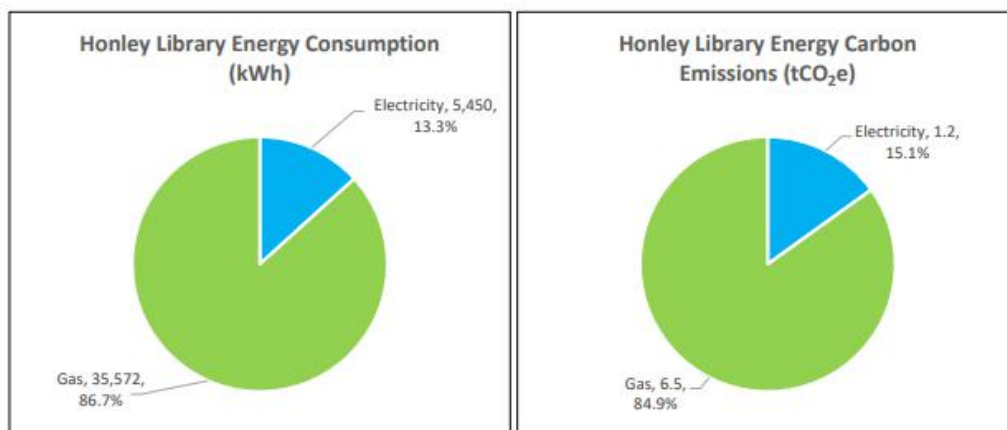
The following two pie charts show the energy consumption profile by energy source in kWh and tCO₂e.



Honley Library Total Energy Consumption and Carbon Emissions

The overall total annual energy consumption for the Honley Library was calculated to be 41,022 kWh and 7.7 tCO₂e.

The following two pie charts show the energy consumption profile by energy source in kWh and tCO₂e.



Recommendations to reduce the level of energy consumption were proposed for both locations with the various opportunities identified, costed and payback periods calculated. In addition opportunities to explore the use of renewable energy generation was also outlined for future consideration.

As our directly owned assets, seeking to increase their efficiency is a means of reducing running costs and improving the assets' sustainability both economically and environmentally. Meetings were held with both the HCHCT and Friends of Honley Library to discuss the findings. The energy audit report recommendations will also provide information which can be shared with other groups running community assets so they can consider if any of the options identified could be applicable to their future sustainability plans (not necessarily to be funded by HVPC).

a) Holmfirth Civic Hall

Full details of the list of opportunities in the report is given in the appendix with the proposal being that HCHCT be supported to undertake the following energy efficiency works with up to £10,000 funded by HVPC:

Option 2 - Upgrade of lighting to LED at a cost of £3,315 implementation (payback in 1.8 years)

Option 4 – Replace Direct Gas Fired Domestic Hot Water System (DHWS) with electric alternative at a cost of £2,000 (payback of 2.8)

Option 7 – Provide remote access to existing heating controls to offer better control at a cost of £500 (payback of 1.4 years)

Option 8 – Install timers on all hot water zip boilers at a cost of £50 (payback of 0.2 years)

Option 9 – Install motion / daylight sensors on LED lights at a cost of £645 (payback of 3.0 years)

Alongside these relatively quick schemes which have a rapid payback, it is proposed that any money remaining after these elements are progressed can go towards other options, which include looking at roof insulation which is option 5 (£3,000 with a payback of payback of 4.3 – 6.5 years).

It should be noted that quotes will be sought for the work so some flexibility over which of the options above can be delivered within any agreed funding has to be accepted to allow HCHCT to make the most economic and deliverable choices.

The supportive document by HCHCT is also provided as further background in the appendix.

b) Honley Library

Whilst Honley Library is yet to formally be owned by HVPC, it is fully expected that it will be handed over before the end of the financial year. The Friends of Honley Library (FoHL) will manage it (as with the HCHCT for Holmfirth Civic Hall) and as such are keen to be able to invest in greater efficiency of the building to improve its sustainability. Unlike HCH, HVPC has committed to supporting the ongoing operational costs of the library since it has few income streams to cover its running costs. Therefore, any investment in energy saving measures will in the long run directly lead to savings for HVPC.

Options have been identified for Honley library and it is suggested that similar to HCH, a number of different elements are progressed. These have not be short-listed as further discussions need to be held with FoHL but the following 'quick wins' should be able to progressed quickly with further works to follow.

The proposal is that FoHL be supported to undertake energy improvement works with up to £10,000 funded by HVPC.

Option 2 - Upgrade of lighting to LED at a cost of £900 implementation (payback in 4.3 years)

Option 3 – Provide remote access to existing heating controls to offer better control at a cost of £350 (payback of 1.9 years)

Option 4 – Roof insulation improvements at a cost of £2,500 (payback of 13.4 years)

Option 8 – Install motion / daylight sensors on LED lights at a cost of £90 (payback of 6.8 years)

2) Transport – Leading by example by demonstrating transport alternatives for local delivery

This is a project to purchase an E-cargo bike which alongside other third-party funding to pay for volunteer training, recruitment, community engagement and ordering software, will enable local businesses in the Holme Valley to deliver their wares in a carbon-neutral way. This scheme is being run by not-for-profit company Environmental Projects in Kirklees (EPIKS) and based on the success of a similar scheme in Hebden Bridge, Calderdale where Cargodale Community Interest Company started with one cargo-bike in March 2020 and has now expanded to a fleet of 7 bikes by December 2021. This includes a hub at Todmorden Market where customers can book a delivery, collect a purchase and carry shopping home for customers.

EPIKS has approached local businesses including pharmacies, greengrocers and other independent shops in Holmfirth, Honley and New Mill and these will take part in a trial period before deliveries will be commissioned on a paid basis. Full details of how this works is given in the separate document from EPIKS.



The costs of the bike cover both the cargobike itself (£6,500) and associated essential accessories (lock, phone holder and lockable box for valuable deliveries).

HVPC branding would be visible on the cargobike and it would provide a highly visible demonstration of what is possible for local businesses in the valley in the future. It is a commitment to local businesses by offering them sustainable and efficient ways to deliver goods, thereby allowing them to compete with on-line retailers. Due to their size, cargo-bikes offer an efficient way to access businesses and properties throughout the valley as well as avoiding the parking and congestion challenges of using vans. They will also raise wider awareness of e-bikes and in due course, should provide active and sustainable local jobs as paid riders are employed.

The proposal is that EPIKS be awarded £6,900 to purchase a cargo-bike for use in the Holme Valley.

Appendix – Extract from Energy Audit Report – Holmfirth Civic Hall

Appendix A – Holmfirth Civic Centre Energy and Carbon Saving Opportunity Schedule

Notes:

1. The potential cumulative impact of implementing multiple energy saving opportunity (diversity) has not been considered.

Ref.	Resource	Opportunity	Energy Savings (kWh/yr)	Carbon Savings (tCO ₂ e)	Cost Savings (£/yr)	Implementation Cost (£)	Payback (yrs)
Op 1	All	Carry out a deep retrofit of the Holmfirth Civic Centre. Savings of up to 50% in energy consumption and carbon emissions could potentially be realised	90,422	16.9	£6,663	£250,000	37.5
Op 2	Lighting	Consider upgrading appropriate lighting with LED type.	8,760	1.9	£1,822	£3,315	1.8
Op 3	Heating	Due to access restrictions, the roof insulation could not be inspected. If this insulation is limited and can be improved, then between 10% to 15% saving in heating natural gas consumption could be realised. Recommend a specialist is engaged and inspection of the roof insulation is undertaken to accurately determine the saving potential.	8,919 to 13,378	1.6 to 2.5	£460 to £690	£3,000	4.3 to 6.5
Op 4	DHWS	Review Direct Gas Fired DHWS with a view to replace point of use with electric alternative. This will reduce the energy losses from continually cycling hot water. This solution is based on discussed usage, where hot water was needed for amenity provision at certain times during the day. Cost savings factor in the increased energy consumption from electric DHWS point of use.	16,524	2.9	£726	£2,000	2.8

Op 5	Heating	Carry out an air pressure testing on the Holmfirth Civic Centre to determine the extent to which air is lost through leaks in the building fabric. Dependent on the results, carry out draught proofing and replacement of fire doors to reduce air leaks. If significant losses are being experienced, then up to 10% in gas heating savings could potentially be realised.	8,919	1.6	£460	£5,000	10.9
Op 6	Greener Working	Renew the Greener Working Campaign to reduce waste energy consumption and encourage environmentally friendly behaviour from staff and clients.	5,184	1.0	£382	£2,400	6.3
Op 7	Heating	Review existing heating controls with a view to provide remote access in order to review and adjust settings according to demand. Savings are based on potential savings from heating being accidentally left on when not needed.	6,689	1.2	£345	£500	1.4
Op 8	Zip Boilers	Install timers on all hot water zip boilers.	1,264	0.3	£263	£50	0.2
Op 9	Lighting	Consider installing motion and daylight sensors on Recommended LED light fittings. These calculations assume a reduction of 1 hour per day in office and meeting room lighting consumption is achievable.	1,032	0.2	£215	£645	3.0
Op 10	Heating	In the Grade II listed part of the building, consider continuing the window upgrade programme by installing secondary glazing on circa 5nr remaining windows. A conservative 2.5% reduction in existing heating consumption has been estimated.	2,230	0.4	£115	£2,500	21.7

Appendix – Response from Holmfirth Civic Hall Community Trust

HCHCT Response to HVPC Energy Audit

The Holmfirth Civic Hall Community Trust (HCHCT/The Trust) discussed the Energy Audit Summary Report for Holmfirth Civic Centre and Honley Library dated 19th July 2021. This report was undertaken by PASCHALi on behalf of Holme Valley Climate Action Partnership Ltd. The report was discussed at the Trust's monthly meeting on Wednesday 13th October 2021, trustees had sight of the report prior to the meeting and were joined by Stephen Barker from HVCA Ltd. A prioritisation approach was taken to the recommendations made in the audit.

HCHCT are committed to energy savings and reduction in carbon emissions. To date this has been particularly demonstrated in the current capital project where we have included LED lighting with PIR sensors, low flush toilet cisterns, waterless urinals and energy efficient hand dryers. These works received grant support from the Bright Green Community Trust.

The options table of page 37 at appendix one is a useful reference point for the prioritisation detailed below.

Short term priorities to be undertaken this financial year

- Replacement of lights throughout the building with LED lamps and to fit PIR sensors (options 2 & 9)
- Install remote heating controls to the heating system (option 7)
- Upgrade the domestic hot water system (option 4)
- Investigate the installation of insulation in the roof voids and draught proofing (option 3 and part of option 5)
- Fit timers to the zip boilers (option 8)

Medium term priorities to be undertaken in the next 2 years

- Installation of secondary glazing – room by room as improvements are made (option 10)
- Change of energy provider to a provider who guarantees 100% renewable energy generation on the chosen tariff (this will be at change of current 2 year contract) (not separately referred to aligns to option 6)
- Investigate installation of some renewable, most likely solar photovoltaic (appendix B page 39)

Long term – 2 plus years

- Replacement of heating system – although not featured in the recommendations this was discussed in detail as the current system is gas fired. Currently there is no viable option to replace with a renewable option that will provide the heating required for the building. Stephen Barker's advice was to wait for technology to move forward
- Explore further renewable options

Out of scope

- Full retrofit of the building – costly and as the Trust is committed to making stepped changes we are approaching this in a different way (option 1)
- Air pressure test and air infiltration – out of scope at the suggestion of Stephen Barker. It is a costly exercise and may only identify areas we are already aware of (option 5)
- Greener working, behaviour change. A campaign may be run to encourage greater energy saving but much of this will be addressed via improvements with sensors, timers and remote control (Option 6)

Request for support for short term improvements

HCHCT is seeking financial support from HVPC to implement the following recommendations from the audit. The prices below are calculated using the figures in appendix A of the audit. VAT was not included by HCHCT are not VAT registered so it has been added on at 20%. An uplift of 25% has also been applied as currently material prices

have seen steep and significant rises due to a number of external market factors. Thus the prices are untested but should give a worst case scenario of likely cost.

HCHCT will seek 3 quotes for all items exceeding £500 in line with policy.

- Replacement of lights throughout the building with LED lamps and to fit PIR sensors - £5940
- Install remote heating controls to the heating system - £750
- Upgrade the domestic hot water system - £3000
- Investigate the installation of insulation in the roof voids and draught proofing - £4500
- Fit timers to the zip boilers (3 in total, only 1 identified in report)- £225

This brings the total request to £14,415

HCHCT would be grateful for HVPC to consider the above.

Judith Patrick

Chair

Holmfirth Civic Hall Community Trust

16th October 2021

Appendix – Extract from Energy Audit Report – Honley Library

Appendix C – Honley Library Energy and Carbon Saving Opportunity Schedule

Notes:

1. The potential cumulative impact of implementing multiple energy saving opportunity (diversity) has not been considered.

Ref.	Resource	Opportunity	Energy Savings (kWh/yr)	Carbon Savings (tCO ₂ e)	Cost Savings (£/yr)	Implementation Cost (£)	Payback (yrs)
Op 1	All	Carry out a deep retrofit of the Honley Library. Savings of up to 50% in energy consumption and carbon emissions could potentially be realised	20,511	3.8	£1,092	£50,000	45.8
Op 2	Lighting	Consider upgrading appropriate lighting with LED type with PIR/motion and daylight control.	1,204	0.26	£207	£900	4.3
Op 3	Heating	Upgrade existing heating controls to provide remote access. Not only would this save on gas consumption, but also provide easier access to onsite staff and prevent the need to go into the external boiler room in order to adjust temperature settings. A conservative 10% saving has been used to calculate potential energy cost reduction.	5,336	1.0	£187	£350	1.9
Op 4	Heating	Due to access restrictions, the roof insulation could not be inspected. If this insulation is limited and can be improved, then up to 20% saving in heating natural gas consumption could be realised. Recommend a specialist is engaged and inspection of the roof insulation is undertaken to accurately determine the saving potential.	5,336	1.0	£187	£2,500	13.4

Op 5	Heating	Carry out an air pressure testing on Honley Library to determine the extent to which air is lost through leaks in the building fabric. Dependent on the results, carry out draught proofing. If significant losses are being experienced, then between 5% and 10% in gas heating savings could potentially be realised.	4,446	0.8	£156	£2,000	12.8
Op 6	Heating	Replace single glazed windows with double glaze type.	3,557	0.7	£125	£9,000	72.3
Op 7	Greener Working	Renew the Greener Working Campaign to reduce waste energy consumption and encourage environmentally friendly behaviour from staff and clients.	706	0.13	£38	£250	6.7
Op 8	Lighting	Consider installing PIR and daylight sensors controls. These calculations assume a reduction of 2 hour per day in lighting consumption is achievable and based on installed LEDs	77	0.02	£13	£90	6.8

Appendix – Information from EPIKS regarding Cargo-Bike

See separate document.



Low-Emissions Delivery Service for the Holme Valley



About EPIKS

Environmental Projects in Kirklees delivers projects that provide environmental solutions. We are a not for profit company comprised of volunteers and paid staff. Working in partnership with community groups, institutions and businesses helps us to get the best local knowledge and impact from our projects. EPIKS is a partner of HVCAP, has strong links with HoTT Cycling and the HV Climate Action Transport Group.

An exemplar low- emissions delivery scheme for the Holme Valley

Transport is the second greatest source of carbon production in the Holme Valley accounting for 37 % emissions. EPIKS are working hard to pilot a local solution in the Holme Valley to ease the environmental impact, damage to infrastructure and nuisance caused by the inexorable increase in delivery vehicles due to online shopping. This not only creates pollution and congestion on our roads, but it abstracts revenue from the local economy and into the hands of major retailers. By granting of funds for an e-cargo bike, HVPC will be seen to be leading by example by providing a viable solution to polluting motor vehicles and will enable the next phase of development of the scheme, ready for launch in the spring of 2022.

Grant funding as of 02/12/21

Budget	Item	Fund	Status
6,900	E-cargo bike	HVPC	Pending
3,000	Volunteer training and recruitment	Bright Green Community Trust	Awarded
10,000	Staffing, revenue, comms, community engagement and storage - 2022	TNL Together for Our Planet	Pending
5,000	Software 'tool kit' development	Rees Jeffreys Road Fund	Shortlisted



The benefits can an e-cargo bike delivery scheme

- E-cargo bikes have a large delivery capacity (up to 80kg)
- Battery - powered pedal assistance ensures relative ease of riding - hills are not a barrier
- They are eye - catching (and fun!) and provoke discussion around alternatives to motor vehicles
- Sponsors logos can be added to the bike
- One e-cargo bike could easily save 1 tonne of CO2 emissions per year
- Bikes do not cause damage to the narrow streets and built heritage of the area
- The scheme will stimulate local business and green jobs



Home deliveries are forecast to rise by 40% in the next 10 years.



In September 2021, over 100 individuals said that having an e-cargo bike delivery scheme in the Holme Valley was a good idea.

www.epiks.org.uk

EPIKS is a trading name of Environment Kirklees, a not for profit company limited by guarantee registered in England & Wales no. 3367452





Low-Emissions Delivery Service for the Holme Valley

How will the scheme work?

The scheme will be managed and run by EPIKS volunteer directors, staff and volunteers.

In the short term this will entail:

- Raising awareness as to how and why a low emission delivery service is better than using vehicles and shopping online for goods outside of the Holme Valley
- Recruiting and managing volunteers
- Creating local delivery systems
- Managing orders and deliveries
- Sourcing premises for e-cargo bike storage
- Developing better software for scheduling and route-finding for deliveries (and pick-ups); developing sat nav for e-cargo bike to use 'tailored' routes
- Spreading the word about the scheme to others
- Promoting clients online shopping and developing an easy-to-use local shopping app



In the longer term:

- Employing riders for commercial deliveries – providing local, green jobs
- The creation of a 'distribution hub for 'last mile' so that goods bought and sold within the Holme Valley are processed at a local depot and goods from other 'outside' commercial companies feed into the local Holme Valley distribution centre). This could include some processing and scheduling of 'last mile' parcels from a range of commercial logistics companies
- Providing a software logistics package ('tool kit') for use by other urban/rural fringe areas (either grant funded or as a paid for service)
- Incorporating electric vehicles (vans) to increase capacity in managing first mile and last mile and in any collaborative scheme with neighbouring areas



The scheme will be supported through volunteer riders in its initial months, with a zero or nominal charge to selected clients. The e-cargo bike will be available for at least two days per week for free for 'socially-beneficial' purposes to illustrate the scope of the scheme (wherever it can replace car/van journeys) such as:

- the redistribution of surplus goods/ food bank deliveries
- collecting recycling materials or waste from litter picks
- visiting schools and offering transit of resources (eg sports equipment)
- a tour of local groups to raise awareness and offer services (eg Square Pegs, Sharing Memories, Scouts, Church Groups)
- providing deliveries for festivals and events

In tandem with this, we will offer free delivery for businesses who we have (so far) had contact with or have expressed an interest in the scheme for a 'trial period'. These businesses include: FairTrader shop, Andrew's Greengrocers, Your Nuts, Imagine Toy Shop, Read Bookshop, Holme Valley Camping, Zebra Jewellery, Lamb2Ewe, New Mill Co-Op. This trial period will allow us to test our systems, be less 'pressured' for volunteer riders and inform correct pricing and routes for customers. We will continue to canvass and garner 'buy-in' during December 21 and January 22 when we have more concrete news on funding.

Future revenue – generation

We have approached local businesses, voluntary organisations and individuals with the proposed scheme and have over 100 pledges for support. We are hopeful that if a local business commissions the bike for 1 – 2 days per week of regular deliveries (such as a local pharmacy) then this would pay for a rider and generate some revenue for running costs. This would leave 2-3 days per week for other businesses and a further day per week for the social / voluntary sector as required.





Cargodale CIC - lessons from our mentors

EPIKS are in close contact with Cargodale CIC for advice, training and support. We have the advantage of being able to select both their successes and identifying areas of improvement. We are working together to develop an improved software 'tool kit'.

Extract from 'So you want to get into cycle logistics' by Antony de Heveningham, transport consultant and Director Cargodale CIC

"Cargodale CIC started in March 2020 with one bike hired at our own expense, volunteer riders, and a desire to help local businesses and vulnerable residents. At the end of 2020, we have 3 bikes covering 30 square miles of hilly West Yorkshire, and a team of 15 riders.

Cargo bikes are environmentally friendly, don't require a driving licence to operate, and are cheaper to insure than motor vehicles. This makes them ideal for uses beyond commercial deliveries. Our bikes are also used for food bank runs, welfare visits, and other community activities.

Cargo bikes are a lot of fun to ride, and we've been able to accomplish a lot of the early stages of the project by drawing on offers of assistance from enthusiastic local cyclists. Obviously, if you're trying to run a commercial delivery service, you'll need to start paying your riders.

There are other examples of bike delivery services (like the brilliant Chorlton Bike Deliveries) which are changing over from using volunteers to paid employees. If you do use volunteers, rider training is still important and Bikeability-based techniques can help increase confidence in traffic.



On our journey so far, we've encountered some challenges that are fairly specific to cargo bikes: the upfront cost, and the space they need for storage. Their usable range drops off with hills, heavy loads and cold weather (although we're still getting 20-odd miles out of our bikes even on laden, hilly delivery runs). Bad weather isn't necessarily an issue, although riders need to dress a lot more warmly than they would on a regular bike.

Delivery itself is also just one piece of a bigger jigsaw. Our next moves will focus on increasing business engagement and *consolidation of deliveries, as there are big improvements to be made here, both in relation to what we're doing and the industry as a whole."

Footnotes:

In August 2021, Cargodale opened a Hub in Todmorden Market where customers can book a delivery, collect a purchase and carry shopping home for customers.

Cargodale now runs a fleet of 7 bikes from 3 locations in the Calder Valley as of December 2021.

*EPIKS are securing funding to work with Cargodale on this.



J

Holme Valley Parish Council Cash Book 2021-22

HSBC Community Current Account

Payments December 2021

No	HVPC ref	Payment Sent Date	Payment method	Check v statement	To pay	Inv date	Inv number	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
				<input type="checkbox"/>	HEPWORTH BAND			GRANT: TOWARDS BAND ROOM ROOF INSULATION	£2,950.00	£0.00	£2,950.00		LGA 1972 S133
				<input type="checkbox"/>	FRIENDS OF CINDERHILLS PARK			GRANT: TOWARDS ACCESSIBLE PATH	£4,450.00	£0.00	£4,450.00		PHA 1875 S164
				<input type="checkbox"/>	HOLMFIRTH CRICKET CLUB			GRANT: TOWARDS NEW FENCING	£2,000.00	£0.00	£2,000.00		LG&RA 1997 S31
				<input type="checkbox"/>	UNDERBANK RANGERS			GRANT: TOWARDS LIGHTING AND CARPARK SURFACING	£3,432.00	£0.00	£3,432.00		LGMPA 1976 S19
				<input type="checkbox"/>	1ST HOLME VALLEY (HOLMFIRTH) SCOUTS			GRANT: NEW AWNING SCOUTS HQ	£1,680.00	£0.00	£1,680.00		LGMPA 1976 S19
				<input type="checkbox"/>	FESTIVAL OF FOLK			GRANT: ROAD CLOSURE	£1,000.00	£0.00	£1,000.00		LGMPA 1976 S19
				<input type="checkbox"/>	HEPWORTH COMMUNITY SINGERS			GRANT: DIGITAL PIANO	£689.99	£0.00	£689.99		LGMPA 1976 S19
				<input type="checkbox"/>	HOLMFIRTH ART AND MUSIC			GRANT: CHILDREN'S PARADE	£1,000.00	£0.00	£1,000.00		LGMPA 1976 S19
				<input type="checkbox"/>	HOLMFIRTH ART AND MUSIC			GRANT: CROSS-FETIVAL TRAINING	£1,000.00	£0.00	£1,000.00		LGMPA 1976 S19
				<input type="checkbox"/>	FRIENDS OF CLIFF REC			GRANT: TOWARDS PLATINUM JUBILEE EVENT	£525.00	£0.00	£525.00		LGMPA 1976 S19
				<input type="checkbox"/>	HADE EDGE BAND			GRANT: TOWARDS CORNETS AND BAND UNIFORMS	£1,000.00	£0.00	£1,000.00		LGMPA 1976 S19
				<input type="checkbox"/>	VIKING			KETTLE, PLANNER, STAMPS	£52.96	£4.47	£57.43		LGA 1972 S111
				<input type="checkbox"/>	HOLMFIRTH TECH			GRANT: TOWARDS KITCHEN EQUIPMENT	£5,000.00	£0.00	£5,000.00		LGA 1972 S133
				<input type="checkbox"/>	PRINCIPAL HYGIENE			PRINCIPAL HYGIENE	£52.00	£10.40	£62.40	Council 2122 204	PHA 1936 S87
				<input type="checkbox"/>	DOCUMENT LOGIC			PHOTOCOPYING	£57.69	£11.54	£69.23	Council 2122 204	LGA 1972 S111
				<input type="checkbox"/>	RAMSDENS SOLICITORS LLP			SEARCHES RE HONLEY LIBRARY	£681.60	£0.00	£681.60		LA 2011 S87-108
									£25,571.24	£26.41	£25,597.65		

Holme Valley Parish Council - Budget Planner 2022-23



	Original Budget 2021-22	Final Budget 2021-22	Forecast Outturn 2021-22	Forecast Remaining 2021-22	Budget 2022-23 as recommended F&M 22/11/2021	
Full Council						
4205 Office Supplies, Postage	£1,500	£1,500	£1,700	£-200	£1,750	Inflationary
4210 Audit	£1,200	£1,200	£1,347	£-147	£1,400	Higher costs
4215 Bank Charges	£300	£300	£335	£-35	£500	HSBC and Handelsbanken both have bank charges
4200 Chairman's Expenses	£1,000	£1,000	£1,000	£0	£1,000	Name change from Chairman's Allowance
4280 Civic Regalia	£750	£750	£100	£650	£0	Council voted to not spend on Civic Regalia
4220 Conferences / Seminars	£500	£500	£0	£500	£500	No change
4225 Elections	£5,000	£5,000	£4,590	£410	£5,000	Need to have £30,000 EMR by 2023-2024
4230 Maintenance and Repairs	£1,000	£1,000	£100	£900	£1,000	No change
4235 Insurance	£2,250	£2,250	£1,758	£492	£2,250	No change
4240 Members travel allowance	£300	£300	£0	£300	£300	No change
4245 Office Equipment	£300	£300	£200	£100	£300	No change
4250 Office/Room Hire (Anchor Tenancy)	£10,000	£10,000	£10,500	£-500	£10,500	Build in additional room hire away from the Civic
4000 Salaries - Staff 04 (Clerk) and 02 (RFO)	£53,000	£53,000	£51,000	£2,000	£60,000	Includes additional 7hrs per week for the Clerk
4055 Sub-contractor Services	£0	£0	£0	£0	£0	Delete this line - general reserve should be contingency
4255 Legal Advice	£0	£0	£0	£0	£0	Delete this line - general reserve should be contingency
4260 FOIA/EIR requests	£500	£500	£100	£400	£500	No change
4265 Subscriptions	£3,000	£3,000	£2,800	£200	£3,000	No change
4270 Local Council Award Scheme	£100	£100	£0	£100	£0	Delete this line
4275 Telephone and Broadband	£500	£500	£360	£140	£500	Fibre broadband still <budget
4400 Electronic Support Maintenance	£1,650	£1,650	£2,500	£-850	£1,650	Zoom, Accounts / moved from F&M to Council
4060 Training Staff	£900	£900	£500	£400	£900	No change
4061 Training Councillors	£900	£900	£500	£400	£900	No change
Total Council	£84,650	£84,650	£79,390	£5,260	£91,950	
Finance & Management Committee						
4315 Community Assets - Other Community Assets	£53,000	£53,000	£48,000	£0	£53,000	Forecast outturn + plus ESK moved to EMR this year
4305 Grants - projects and events	£20,000	£20,000	£20,000	£0	£20,000	No change
4410 Maintenance of Public Clocks	£0	£0	£0	£0	£0	Delete this line
Total Finance & Management	£73,000	£73,000	£68,000	£0	£73,000	
Planning Committee						
4505 Neighbourhood Plan Implementation	£5,000	£5,000	£4,569	£431	£10,000	New name; change in amount is rolling out NDP support/projects
Total Planning Committee	£5,000	£5,000	£4,569	£431	£10,000	
Publications & Communications Committee						
4600 Community Champions	£250	£250	£250	£0	£250	No change
4605 Community Engagement	£100	£100	£100	£0	£0	Delete this line; recommended by P&C 08/11/2021
4610 Publications and Publicity	£6,000	£6,000	£4,250	£1,750	£6,000	Change of name
4615 Royal and National Events	£1,000	£1,000	£1,000	£0	£10,000	Change of name; increase in amount is for Platinum Jubilee
4620 Tidy Trader Awards	£100	£100	£0	£100	£100	No change
4625 Website & Media Co-ordination	£1,000	£1,000	£329	£671	£1,000	No change
4630 Special Projects	£1,000	£1,000	£1,000	£0	£1,000	No change
Total Publications & Communications	£9,450	£9,450	£6,929	£2,521	£18,350	
Service Provision Committee						
4300 Community Asset - Honley Library	£15,000	£15,000	£0	£15,000	£15,000	No change
4305 Community Asset - Holmfirth Tech	£0	£0	£10,000	£-10,000	£0	No change
4310 Community Asset - Holmfirth Civic Hall Capital Projects	£0	£0	£40,000	£-40,000	£0	No change
4320 Public toilets day to day	£17,000	£17,000	£18,500	£-1,500	£17,000	No change
4325 Public toilets lettable space	£1,000	£1,000	£0	£1,000	£1,000	No change
4700 CCTV	£0	£0	£0	£0	£0	No change
4705 Christmas Provision	£5,500	£5,500	£4,400	£1,100	£5,500	No change
4710 Closed Churchyard - New Mill	£800	£800	£500	£300	£800	No change
4715 Defibrillators	£0	£0	£0	£0	£0	No change
4720 Dog Waste Strategy	£1,000	£1,000	£1,000	£0	£1,000	No change
4725 HV Patient Transport Scheme	£1,000	£1,000	£1,000	£0	£1,000	No change
4730 Minibus	£25,000	£25,000	£21,000	£4,000	£25,000	No change
4735 Phone Boxes - Maintenance	£400	£400	£438	£-38	£400	No change
4740 Seats & Shelters - Maintenance	£13,000	£13,000	£13,300	£-300	£13,000	No change
4745 Seats - New	£0	£0	£0	£0	£0	Delete this line
4750 War Memorials	£0	£0	£0	£0	£0	No change
4755 Youth Facilities	£8,000	£8,000	£8,000	£0	£8,000	No change
Total Service Provision	£87,700	£87,700	£118,138	£-30,438	£87,700	
Climate Emergency Committee						
4800 Climate Emergency Action Plan (publication)	£0	£0	£0	£0	£0	Delete this line
4805 Community Mobilisation (includes CEC salary and on costs £13.3k)	£17,500	£17,500	£17,500	£0	£22,000	Recommended by CESC 18/10/2021
4810 Energy Strategy	£14,000	£14,000	£11,600	£2,400	£10,000	Recommended by CESC 18/10/2021; +£10k to be earmarked as per this meeting
4815 Transport Strategy	£13,000	£13,000	£10,250	£2,750	£1,000	Recommended by CESC 18/10/2021
4820 Waste and Consumption Strategy	£500	£500	£0	£500	£500	Recommended by CESC 18/10/2021
4825 Environment and Land Use Strategy	£1,000	£1,000	£0	£1,000	£500	Recommended by CESC 18/10/2021
4830 Business and Economy	£0	£0	£0	£0	£2,000	New budget line; recommended by CESC 18/10/2021
Total Climate Emergency	£46,000	£46,000	£39,350	£6,650	£36,000	No change
COVID Relief						
COVID Recovery - HCHCT	£0	£0	£0	£0	£0	Remove
COVID Recovery - Community	£0	£0	£0	£0	£0	Remove
Total COVID Relief	£0	£0	£0	£0	£0	
Summary of Council/Committee Totals						
Total Council	£84,650	£84,650	£79,390	£5,260	£91,950	
Total Finance & Management	£73,000	£73,000	£68,000	£0	£73,000	
Total Planning Committee	£5,000	£5,000	£4,569	£431	£10,000	
Total Publications & Communications	£9,450	£9,450	£6,929	£2,521	£18,350	
Total Service Provision	£87,700	£87,700	£118,138	£-30,438	£87,700	
Total Climate Emergency	£46,000	£46,000	£39,350	£6,650	£36,000	
Total COVID Relief	£0	£0	£0	£0	£0	
Total	£305,800	£305,800	£316,376	£-15,576	£317,000	
INCOME						
Precept	£274,326	£274,326	£274,326	£0	£274,326	Will vary with tax base calculations
Council Tax Support Grant	£0	£0	£0	£0	£0	Delete this line
Special Expenses Grant	£3,230	£3,230	£3,230	£0	£3,230	Will vary with tax base calculations
Interest on Investments	£600	£600	£100	£500	£300	
Refunds	£0	£0	£0	£0	£0	Delete this line
Rents - Allotments / Garage plots	£940	£940	£940	£0	£940	
Donations - Holmfirth Public Toilets	£2,000	£2,000	£2,000	£0	£2,000	
Shop in toilet building	£4,800	£4,800	£1,127	£3,674	£4,800	
Donation for bench upkeep	£50	£50	£0	£50	£0	Delete this line
Neighbourhood Planning - grants	£0	£0	£2,000	£-2,000	£0	Delete this line
Total Income	£285,946	£285,946	£283,723	£2,224	£285,596	
					£31,404	
Money from reserves needed to balance the budget					£31,404	
					£317,000	
Earmarked CASC Reserves						
320 Sub-contractor service	£5,000	£5,000	£0	£5,000	£0	Delete this EMR
321 Legal Advice Contingency	£5,000	£5,000	£0	£5,000	£0	Delete this EMR
322 Service Provision - CCTV	£5,000	£5,000	£0	£5,000	£5,000	No change
323 F&M - Community Assets - Other community assets	£9,723	£9,723	£0	£9,723	£5,000	No change
324 Pubs and Comms - Neighbourhood planning	£0	£0	£0	£0	£0	Delete this EMR
325 Council - Elections Reserve Fund	£19,789	£19,789	£0	£19,789	£19,789	Need to get this to £30,000 by 2024
326 Service Provision - Special Reserve - Charity Fund - for defibrillators	£2,000	£2,000	£0	£2,000	£2,000	No change
327 COVID Recovery - HCHCT	£10,000	£10,000	£0	£10,000	£0	Moved to EMR 329
328 COVID Recovery Fund - Community	£13,315	£13,315	£0	£13,315	£0	£10,000 repurposed to Royal Events EMR
329 Service Provision - Community Assets - Holmfirth Civic Hall (capital)	£30,000	£30,000	£0	£30,000	£40,000	EMR 327 added to EMR 329
330 F&M - Office/Meeting Room - longer term reshaping costs	£15,000	£15,000	£0	£15,000	£15,000	No change
331 Service Provision - Community Assets - Holmfirth Toilets	£5,000	£5,000	£0	£5,000	£5,000	No change
332 Service Provision - Community Assets - Honley Library	£30,000	£30,000	£0	£30,000	£30,000	No change
333 F&M - Community Assets - Holmfirth Tech	£10,000	£10,000	£10,000	£0	£10,000	No change - but needs topping up
NEW CESC - Honley Library Energy Efficiency	£0	£0	£0	£0	£10,000	From - 4810 CESC Energy Strategy
NEW Royal Events	£0	£0	£0	£0	£10,000	Repurposed from 328 EMR COVID Recovery
NEW Pubs and Comms - COVID Memorial	£0	£0	£0	£0	£5,000	Recommended by Pubs and Comms 08/11/2021
NEW Children's Playgrounds Project	£0	£0	£0	£0	£50,000	Recommended by F&M 22/11/2021
NEW Holme Moss Viewpoint Display Project	£0	£0	£0	£0	£935	Recommended by Council 10/11/2021
Total Earmarked Reserves	£159,827	£159,827	£10,000	£149,827	£207,724	

General Reserves at 31/03/2022 £187,274.05
 Deficit - 2021-22 at 31/03/2021 (estimated) -£17,799
 Increase in Budget 01/04/2022 £31,404
 Increase in earmarked reserves 01/04/2022 -£47,897
General Reserves at 01/04/2022 - estimated £90,173.77
 32.87%



John Ford Maintenance Contractor

Clerk to the Council
Holme Valley Parish Council
Council Office
Holmfirth Civic Hall
Huddersfield Road
Holmfirth
HD9 3AS
20/04/2021

QUOTE

Dear Mrs Bennett,

The following is a quote for repairing damage to Thurstonland Bank stone bus-shelter caused by a fallen tree
To removing debris ie fallen tree and demolished roof and putting in a skip.
To replacing felt , laits ,tiles (both sides) replacing with new ridge tiles .
Hire of tower scaffold and safety barriers.

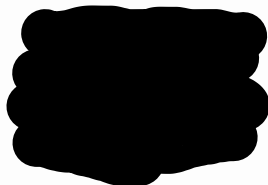
Materials.....£ 470.00
Labour.....£1000.00

TOTAL £1,470.00

I hope this meets with your approval and shall look forward to hearing from you.

Yours faithfully,

John Ford



From: Megan McNally [REDACTED]
Sent: 22 November 2021 13:06
To: clerk@holmevalleyparishcouncil.gov.uk
Subject: RE: RE: URGENT FW: 12210050610.

Good afternoon,

I have had confirmation from underwriting bus shelters (regardless of construction type), to be listed in the All Risks part of the policy. There are none under the policy schedule under "All Risks" section. I have also double checked the Material Damage cover on the two buildings, and neither of them are bus shelters either.

Therefore I can only conclude there is no cover in place bus shelters.

If this is not correct can you prove that the insured requested the addition of the bus shelter to cover (prior to the loss date), then we can review the situation, as it could have been missed. Otherwise, the insured should contact their Account Manager to ensure all the correct assets are insured moving forwards.

If you can review and respond.

Thanks
Megan

Megan McNally
CH2 Claims Handler
Zurich Municipal Claims Property

PO Box 3323
Royal Wootton Bassett
Swindon
SN4 8XX

Email [REDACTED]
Telephone [REDACTED]

How would you rate the service you have received from me today?

Please rate your experience by clicking on one of the coloured options below to open up a short survey:

[Excellent](#) [Good](#) [Fair](#) [Poor](#) [Very Poor](#)



https://players.brightcove.net/2038049079001/default_default/index.html?videoId=6171468210001
<https://www.zurich.co.uk/insurance/coronavirus>
<https://www.zurich.co.uk/en/services/privacy/fair-processing-notice>
https://players.brightcove.net/2038049079001/default_default/index.html?videoId=6171468210001

INTERNAL USE ONLY

From: clerk@holmevalleyparishcouncil.gov.uk <clerk@holmevalleyparishcouncil.gov.uk>
Sent: 22 November 2021 12:45
To: Megan McNally [REDACTED]
Subject: [EXTERNAL] RE: URGENT FW: 12210050610.

Thank you, Megan.

I note that I last emailed you regarding this on 13th October 2021. Full paperwork for the claim was submitted 27th September 2021. This paperwork had first been submitted 20th April 2021 but the claim had been mistakenly closed by Zurich without informing this office.

I am somewhat exasperated by the time taken to process this claim. All this while the bus shelter in question remains in disrepair and is sustaining further damage due to the natural elements.

When you write that contact will be made 'shortly' can you specify what this means? In the next couple of days? By the end of this week? I do not understand the delay and it seems an unacceptable level of service thus far.

I look forward to this claim being settled in full within the next 48 hours.

Kind Regards

Jen McIntosh

Mrs Jen McIntosh
Clerk

Holme Valley Parish Council
Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS

Tel: 01484 687460

Email: clerk@holmevalleyparishcouncil.gov.uk

Please note that the office is open to the public on Tuesday/Thursdays 10am-3pm

From: Megan McNally [REDACTED]

Sent: 22 November 2021 12:35

To: clerk@holmevalleyparishcouncil.gov.uk

Subject: RE: URGENT FW: 12210050610.

Good afternoon,

Thank you for your email.

I would like to apologise for the time it has taken to respond to your email.

Zurich are currently still reviewing your claim/ quotations and shall shortly be in contact with how Zurich wish to proceed.

Thanks
Megan

Megan McNally
CH2 Claims Handler
Zurich Municipal Claims Property

PO Box 3323
Royal Wootton Bassett
Swindon
SN4 8XX

Email [REDACTED]
Teleph [REDACTED]

How would you rate the service you have received from me today?

Please rate your experience by clicking on one of the coloured options below to open up a short survey:
[Excellent](#) [Good](#) [Fair](#) [Poor](#) [Very Poor](#)



https://players.brightcove.net/2038049079001/default_default/index.html?videoId=6171468210001
<https://www.zurich.co.uk/insurance/coronavirus>
<https://www.zurich.co.uk/en/services/privacy/fair-processing-notice>
https://players.brightcove.net/2038049079001/default_default/index.html?videoId=6171468210001

INTERNAL USE ONLY

From: clerk@holmevalleyparishcouncil.gov.uk <clerk@holmevalleyparishcouncil.gov.uk>
Sent: 13 October 2021 09:38
To: Megan McNally [REDACTED]
Subject: [EXTERNAL] URGENT FW: 12210056810.

Good Morning, Megan

Can you update me about our claim, please?

I can be reached on 07710511167.

Kind Regards

Jen McIntosh

Mrs Jen McIntosh
Clerk

Holme Valley Parish Council
Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS

Tel: 01484 687460
Email: clerk@holmevalleyparishcouncil.gov.uk

Please note that the office is open to the public on Tuesday/Thursdays 10am-3pm

From: clerk@holmevalleyparishcouncil.gov.uk <clerk@holmevalleyparishcouncil.gov.uk>
Sent: 27 September 2021 14:51
To: 'Megan McNally' [REDACTED]
Subject: RE: 12210050610.

Hello Megan

Thank you so much for your prompt attention regarding this.

Let me know if there is anything further I can provide you with. As I explained on the phone, the former clerk Liz Bennett submitted the claim back in May which explains why it's her signature on the form.

It would be great if this could be resolved promptly so that the repairs can be carried out before the weather deteriorates further.

Kind Regards

Jen McIntosh

Mrs Jen McIntosh
Clerk

Holme Valley Parish Council
Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS

Tel: 01484 687460
Email: clerk@holmevalleyparishcouncil.gov.uk

Please note that the office is open to the public on Tuesday/Thursdays 10am-3pm

From: Megan McNally [REDACTED]
Sent: 27 September 2021 14:35
To: clerk@holmevalleyparishcouncil.gov.uk
Subject: RE: 12210050610.

Good afternoon,

Thank you for notifying us of the loss which occurred on 20/04/2021. We have set up the claim on our system and below are the details:

Your Zurich Claim Reference No. 12210050610.
Policy Excess. To be confirmed.

As discussed, if you can kindly submit photographs of the damaged bus shelter and quotations for review.

You can contact the Claims Department on 0800 028 0336. Alternatively, you can email us at farnboroughpropertyclaims@uk.zurich.com. Please quote our full reference number when contacting the team. Please don't hesitate to contact us if you have any questions.

Kind Regards,

Megan McNally
CH2 Claims Handler
Zurich Municipal Claims Property

PO Box 3323
Royal Wootton Bassett
Swindon
SN4 8XX

Email [REDACTED]
Telephone [REDACTED]

How would you rate the service you have received from me today?

Please rate your experience by clicking on one of the coloured options below to open up a short survey:

[Excellent](#) [Good](#) [Poor](#) [Very Poor](#)



https://players.brightcove.net/2038049079001/default_default/index.html?videoId=6171468210001
<https://www.zurich.co.uk/insurance/coronavirus>
<https://www.zurich.co.uk/en/services/privacy/fair-processing-notice>
https://players.brightcove.net/2038049079001/default_default/index.html?videoId=6171468210001

INTERNAL USE ONLY

***** PLEASE NOTE ***** This message, along with any attachments, may be confidential or legally privileged. It is intended only for the named person(s), who is/are the only authorized recipients. If this message has reached you in error, kindly destroy it without review and notify the sender immediately. Thank you for your help.

N

Correspondence between Holly Dale – Ramsden’s Solicitors – and the Clerk regarding Property Searches for Honley Library Asset Transfer

Email received 16-11-21

Holly Dale to the Clerk

Hi Jen

Many thanks for your time on the phone. I have chased the council’s solicitor and will update you once I have heard further.

As promised, I have attached an information leaflet setting out details of the usual property searches and the costs of the individual searches are detailed below.

Local Search	£103.20
Drainage Search	£240.00
Environmental Search	£210.00
Chancel Search	£24.00
Coal Search	£104.40

Please let me know which, if any, searches the parish council requires and let me have payment on account of those searches. Bank details are attached in order for you to make payment.

Kind regards

Holly Dale | Solicitor

Email received 30-11-21

From the Clerk to Holly Dale

Hi Holly

Apologies for the delay in getting back to you.

I’ve made enquiries with Friends of Honley Library and it looks like they have not and are not intending to carry out these searches.

In terms of due diligence is this something you would recommend the Council to do? I’m asking as I think these are the kind of questions that will be asked of me in terms of potential liabilities the Council may be taking on via this asset transfer. So - if you could give me an opinion on that I’d really appreciate it.

Because the cost would be £681.60 I’m likely to seek Full Council approval at the next meeting on Monday 13th December before proceeding.

Kind Regards

Jen McIntosh

Email received 2-12-21

Holly Dale to the Clerk

Hi Jen

My advice would be to undertake all of the searches. However, given your knowledge of the property you may not view some of the searches necessary.

I am afraid that my advice is limited as to what each search reveals and leave it up to the committee to decide which searches they require. Hopefully the leaflet attached to my previous email assists but please let me know if you have any other questions regarding the searches.

Kind regards

Holly Dale | Solicitor

HOLME VALLEY PARISH COUNCIL

Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS



Clerk to the Council: Mrs Jen McIntosh
Deputy Clerk to the Council: Richard McGill

Phone No: 01484 687460
E-mail: clerk@holmevalleyparishcouncil.gov.uk
deputyclerk@holmevalleyparishcouncil.gov.uk

For: Full Council
From: the Clerk

Information for item 2122 87 Full Council Meeting 13-12-21

Council is asked to approve a temporary contractual variation for the Clerk of 7 additional hours per week from 25 hours to 32 from 1st January 2022 to be reviewed on a 6 monthly basis.

Context

The Council has encountered some significant challenges regarding staffing over the last 3 years during which time Council activity has measurably increased.

The Independent Staffing Review completed in May 2021 concluded that:

“In the current format, there is an increase in workloads for the senior officers of Clerk and Deputy Clerk/RFO that is unsustainable long term.”

The Review recommended considering a number of changes including increasing the hours of both the Clerk and the Deputy Clerk/RFO by 5 hours each. As a result, some changes have been made to workload, most notably the dissolution of the CASC Committee. At a meeting on 12-7-21 Full Council resolved to approve the appointment of an additional member of staff working 10 hours per week from September 2021, on a temporary basis (minute 2122 21).

The exact nature of that post was to be defined by the Staffing Committee after a review of Officers' work responsibilities.

Current perspective

At the meeting of the Staffing Committee on 15-11-21 the Committee sought the opinion of the new Clerk regarding how to proceed in this matter.

The current workload of both the Clerk and the Deputy Clerk/RFO is predominantly focused on servicing the committee meetings, dealing with day-to-day correspondence and facilitating imminent annual events. Mid to longer term strategic projects are constantly pushed back in the calendar, no matter how often they are diarised. There is a need to move decisively away from administrative fire-fighting and begin to work more strategically.

Furthermore, within the current hours there is no capacity for the Clerk to begin CiLCA training.

The Clerk reported that more time is required for her to judge whether a permanent or temporary additional team member or increase to working hours for existing officers is needed. At this point there are sound reasons for keeping any temporary extra hours within the existing team. The Deputy Clerk/RFO does not want to work extra time or change his contract from 25 hours per week.

Having considered the matter the Staffing Committee is recommending to Full Council the Clerk’s suggestion of a temporary contractual variation for herself of 7 additional hours per week from 25 hours to 32 from 1st January 2022 to be reviewed on a 6 monthly basis.

Costings

Overall staff budget line 4000 Salaries 2021/22: £53,000 with a likely outturn of around £49,000. This is down because of the period between the former Clerk leaving and the new Clerk being appointed.

Overall staff budget in previous years:

- 2021-22: £53,000 (outturn est. **£49,000** rising to **£51,000** if the proposal is approved)
- 2020-21: £50,000 (actual outturn **£50,486**)
- 2019-20: £41,769 (actual outturn £37,122.24 plus £10,786.50 sub-contractor costs = **£47,908.74**)
- 2018-19: £40,950 (actual outturn £49,335.73 plus £14165.53 sub-contractor costs = **£63,501.26**)

Staff budget for 2022-23 if proposal is accepted = £60,000

Costings illustration shows that the additional staffing cost suggested is not significantly out of line with the costs of previous years.

Current contract For the Clerk	Suggested temporary variation for the Clerk	Additional 7 hours making:
<ul style="list-style-type: none"> • 25hrs per week 		<ul style="list-style-type: none"> • 32 hours per week
Pro-rata’d salary per year:		Pro-rata’d salary per year:
<ul style="list-style-type: none"> • £21,780 gross 		<ul style="list-style-type: none"> • £27,878 gross
Employer on-costs:		Employer on-costs:
<ul style="list-style-type: none"> • Pension Employer – £1,568.16 • NI Employer – £1785.12 		<ul style="list-style-type: none"> • Pension Employer – £2,007.22 • NI Employer – £2,626.68
Total cost: £25,133.28		Total cost: £32,511.90
		Difference between cost of current contract and suggested temporary variation: £7,378.62

Holme Valley Parish Council

Meeting Schedule- April 2021 to May 2022

v6



5 April 2021	Easter Holiday	TIME	CLERK
12 April	Planning Committee	19:00	RM
19 April	Service Provision Committee	19:00	LB
26 April	Finance and Management Committee	19:00	RM/LB
3 May	Bank Holiday		
10 May	ANNUAL COUNCIL MEETING deferred	19:00	LB/RM
17 May	Planning Committee	18:30	RM
	Community Assets Support Committee	20:00	LB
24 May	Climate Emergency Committee	19:00	RM
31 May	Bank Holiday		
7 June	Planning Committee	19:00	RM
14 June	Finance and Management Committee	19:00	RM/LB
21 June	Staffing Committee (Brockholes Village Hall)	19:00	LB
	Extraordinary Full Council (AGAR)	20:30	LB
28 June	Planning Committee	19:00	RM
5 July	Publications and Communications Committee	19:00	RM
12 July	COUNCIL (Annual Meeting) (Hade Edge Band Room)	19:00	RM
19 July	Climate Emergency Committee (Hade Edge Band Room)	19:00	RM
26 July	Planning Committee (Hade Edge Band Room)	18:30	RM
	Extraordinary Full Council (Hade Edge Band Room)	20:00	RM
2 August	Holiday		
9 August			
16 August			
23 August	Planning Committee	19:00	RM
30 August	Bank Holiday		
6 September	Finance and Management Committee(grants)	19:00	RM
13 September	Publications and Communications	19:00	RM
20 September	Service Provision Committee	19:00	JM
27 September	Planning Committee	19:00	RM
4 October	Free before council		
11 October	COUNCIL	19:00	JM
18 October	Climate Emergency Committee	19:00	RM
25 October	Holiday		
1 November	Planning Committee	19:00	RM
8 November	Extraordinary Publications and Communications	19:00	RM
15 November	Staffing Committee	19:00	JM
22 November	Finance and Management Committee (budgets)	19:00	RM
29 November	Planning Committee	19:00	RM
6 December	Free before Council		
13 December	COUNCIL (budgets)	18:30	JM
20 December	Holiday		
27 December	Holiday		
3 January 2022	Free/ prepare agendas		

Agendas published on the Council Website three working days prior to the meeting.

clerk@holmevalleyparishcouncil.gov.uk

Version 6: December 2021

Holme Valley Parish Council

Meeting Schedule- April 2021 to May 2022

v6

10 January 2022	Planning Committee	19:00	RM
17 January	Finance and Management Committee	19:00	RM/JM
24 January	Publications and Communications Committee	19:00	JM
31 January	COUNCIL (precept)	19:00	JM/RM
7 February	Planning Committee	18:30	RM
14 February	Service Provision Committee	19:00	JM
21 February	Holiday		
28 February	Climate Emergency Committee	19:00	JM
7 March	Planning Committee	19:00	RM
14 March	Finance and Management Committee	19:00	RM/JM
21 March	Staffing Committee	19:00	JM
28 March	Annual Parish Meeting	19:00	JM
	COUNCIL	20:00	JM
4 April	Planning Committee	19:00	RM
11 April	Holiday		
18 April	Holiday		
25 April	Finance and Management Committee	19:00	RM
2 May	Holiday		
9 May	Planning Committee	19:00	RM
16 May	ANNUAL COUNCIL	19:00	JM
23 May	Staffing Committee	19:00	JM
30 May	Holiday		

Meetings on Monday evenings and start at 7pm unless there are 2 meetings	
Meetings are in the Exhibition Room, Top Floor, Holmfirth Civic Hall, unless otherwise stated.	
Meeting free week before full council where possible to enable all previous meetings to be included in Council agenda. The week after a long holiday period should be a free week to allow agendas to be distributed.	
Annual Parish Meeting (of electorate) to be held between 1 March and 1 June	
In an election year the Annual Council Meeting is to be held between 4 and 14 days after polling day	
Where there are two meetings the first starts at 6.30 and the second at 8 pm or whenever the previous meeting finishes	
Pubs and Comms, Service Provision and Climate Emergency meet 4 times a year. The green lines denote each Quarter of the year.	
Planning meets every 4 weeks if possible	
Staffing meets 3 times a year or as needed	
Finance and Management or Full Council alternate month on month.	



Proposal to Full Council on 13th December 2021 regarding a project to mark the Queen's Platinum Jubilee

Introduction

The Queen will be celebrating her Platinum Jubilee in 2022 with celebrations being focused on the first weekend in June when an additional bank holiday has been declared. As part of the celebrations, an initiative called the Queen's Green Canopy has been launched (see <https://www.royal.uk/queens-green-canopy> for details).



The Parish Council has always sought to mark Royal Events and celebrations and in the past has issued mugs or bookmarks to school children in the valley as well as commissioning benches and other physical memorials. It has also both organised events directly or supported events by community groups. This proposal reflects the 'treebilee' above, actively engages with local people and offers a living tribute as well as recognising the climate emergency.

Proposal

The proposal being put forward by the Publications & Communications Committee is that a budget of up to £10,000 is set aside to organise the following:

- 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, Upperthong, Wooldale)
- Each tree will have a plaque (and protective fencing as required) to mark the occasion.

Details of events

It is anticipated that a planting event is organised at each location in the late spring (after Easter) and a ward councillor attends for their area accordingly.

For the primary schools, the intention is to ask the schools if they are willing for HVPC to give an assembly in their school at which point, a presentation can be given both on the Jubilee and on why planting wildflowers and trees is an important part of improving biodiversity and addressing the climate emergency. This presentation will be developed by the Chair of the Climate Emergency Committee working with the Climate Emergency Coordinator.

There are 12 primary schools in the valley with an approximate number of pupils of 2,400 and each one will be provided with a 'beebomb' which is a pack of wildflower seeds approved by the Royal Horticultural Society and provided in a small hessian bag. A tag will be added to the bag with details of the Jubilee and HVPC and alongside that the Climate Emergency Committee will prepare a digital flyer which can be shared with all parents and a physical poster to display in the school regarding the project and the climate emergency.

Costs



Bee Bomb: Each 'bee bomb' costs £2.47 (excl VAT) and this includes the extra tag (as per the example below)

For more details see: <https://www.beebombs.com/>

Fruit Trees: Each fruit tree is anticipated to cost around £40 and could be sourced from a local garden centre.

ITEM	LOCATION	COST PER UNIT	QUANTITY	TOTAL (£)
Beebombs	Primary schools	2.50	2400	6000
Beebombs	Secondary schools	2.50	60	150
Fruit trees	Primary & secondary schools	40	14	560
Fruit trees	Villages	40	12	480
Plaque for tree	Schools & villages	40	26	1040
Stakes for tree	Schools & villages	10	26	260
Poster for schools	Primary & secondary schools	10	14	140
Event / assembly materials	Schools & villages	30	26	780
Contingency				590
TOTAL				£10,000

If approved, the Chair of the Climate Emergency Committee (Cllr Rachel Hogley) will lead the project with support from other councillors and the Climate Emergency Coordinator.

R

HOLME VALLEY PARISH COUNCIL

Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS



Clerk to the Council: Mrs Jen McIntosh
Deputy Clerk to the Council: Richard McGill

Phone No: 01484 687460
E-mail: clerk@holmevalleyparishcouncil.gov.uk
deputyclerk@holmevalleyparishcouncil.gov.uk

The Rt Hon Elizabeth Truss MP,
HM Secretary of State for Foreign, Commonwealth and Development Affairs,
King Charles Street
London
SW1A 2AH
United Kingdom

Thursday 28th October 2021

Dear Secretary of State

I am writing to you as Chair of the Holme Valley Parish Council to advise you that on Monday 11 October Council passed a motion resolving that we write to the UK Government (and local MP) urging it to sign and ratify the United Nations Treaty on the Prohibition of Nuclear Weapons, thereby joining the majority of countries opposed to Nuclear Weapons.

The resolution is reproduced below.

"Holme Valley Parish Council:

- a. Is deeply concerned about the grave threat that nuclear weapons pose to communities throughout the world, including ours. Any use of nuclear weapons, whether deliberate or accidental, would have catastrophic, far-reaching and long-lasting consequences for people and the environment.*
- b. Firmly believes that our residents have the right to live in a world free from this threat.*
- c. Recognises the necessity of creating a nuclear weapons free world.*
- d. Consequently, declares its unequivocal support for the United Nations Treaty on the Prohibition of Nuclear Weapons, adopted by 122 nations in 2017, which entered international law on 22 January 2021. This prohibits the development, testing and use of nuclear weapons.*
- e. Is disappointed that the United Kingdom government has refused to sign or ratify this landmark treaty.*

This Council resolves to write to:

- (1) The United Kingdom government urging it to sign and ratify the Treaty on the Prohibition of Nuclear Weapons, thereby joining the majority of countries opposed to nuclear weapons.*
- (2) Local Members of Parliament urging them to press the UK Government to sign and ratify this treaty."*

Holme Valley is proud to join other West Yorkshire first tier local authorities – Blackshaw Head, Hebden Royd, Shipley and Todmorden - in declaring itself a Nuclear Ban Community.

I would be grateful if both you and the Government could take account of our view and request, and I look forward to receiving your reply for communication to our members.

Thank you.

Yours etc

A handwritten signature in black ink, appearing to read 'M. Pogson', with a long horizontal flourish extending to the right.

Cllr Michael Pogson
Chairman
Holme Valley Parish Council

fcdo.correspondence@fcdo.gov.uk

Cc_jason.mccartney.mp@parliament.uk



Foreign, Commonwealth
& Development Office

The Rt Hon. James Cleverly MP
Minister of State for the Middle East and
North Africa

King Charles Street
London
SW1A 2AH

Tel: 0207 008 5000

Email:
fcdo.correspondence@fcdo.gov.uk

www.gov.uk/fcdo

Cllr Michael Pogson
Chairman
Holme Valley Parish Council
Holmfirth Civic Hall
Huddersfield Road
Holmfirth
HD9 3AS

Our ref: MC2021/29389

18 November 2021

Dear Michael

Thank you for your correspondence of 28 October to the Foreign Secretary about the Treaty on the Prohibition of Nuclear Weapons (TPNW). I am replying as the Minister for the Middle East and North Africa.

The United Kingdom is committed to the long-term goal of a world without nuclear weapons, in line with our obligations under the Nuclear Non-Proliferation Treaty (NPT). We believe that the NPT is the cornerstone of the international nuclear non-proliferation regime and the essential foundation for the pursuit of nuclear disarmament and the peaceful uses of nuclear energy.

As a Nuclear Weapon State that takes its responsibilities extremely seriously, the UK continues to work with international partners towards creating the conditions for a world without nuclear weapons. However, the Government is of the firm view that the TPNW fails to address the obstacles that must first be overcome to achieve lasting global nuclear disarmament. We do not believe that the TPNW will improve the international security environment or increase trust and transparency. For those reasons, the UK has no plans to sign the Treaty.

The TPNW is only legally binding to those states that join it. The UK did not take part in the negotiations, and does not intend to join the Treaty. We do not accept that the TPNW contributes to the development of customary international law.

The Government firmly believes that the best way to achieve a world without nuclear weapons is through gradual multilateral disarmament negotiated using a step-by-step approach under the NPT. Such an approach is needed in order to build trust and confidence, and to take tangible steps towards a safer and more stable world where countries with nuclear weapons feel able to relinquish them.

We will continue to press for steps towards multilateral disarmament, including the entry into force of the Comprehensive Nuclear-Test-Ban Treaty and successful negotiations on a Fissile Material Cut-Off Treaty within the Conference on Disarmament.

Yours ever,

A handwritten signature in black ink, appearing to be 'J. Cleverly', written in a cursive style.

**The Rt Hon. James Cleverly MP
Minister of State for the Middle East and North Africa**

clerk@holmevalleyparishcouncil.gov.uk

From: clerk@holmevalleyparishcouncil.gov.uk
Sent: 01 November 2021 10:20
To: 'MCCARTNEY, Jason'
Subject: RE: Letter from Holme Valley Parish Council

Dear Jason

Thank you for your prompt response to the recent communication from Cllr Pogson, Chairman of Holme Valley Parish Council. I'll ensure your comments are passed to the next full Council meeting as correspondence.

Kind Regards

Jen

Mrs Jen McIntosh
Clerk

Holme Valley Parish Council
Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS

Tel: 01484 687460
Email: clerk@holmevalleyparishcouncil.gov.uk

Please note that the office is open to the public on Tuesday/Thursdays 10am-3pm

From: MCCARTNEY, Jason <jason.mccartney.mp@parliament.uk>
Sent: 30 October 2021 22:32
To: clerk@holmevalleyparishcouncil.gov.uk
Subject: RE: Letter from Holme Valley Parish Council

Dear Jen,

Thank you for your email and letter outlining the Home Valley Parish Council's policy on nuclear weapons, which I have noted.

When I am contacted by constituents who say that the Holme Valley Parish Council is now just political and out of touch with local people, rather than concentrating on local services and issues, sadly it will be harder to argue against such views.

Kind regards,

Jason



Jason McCartney MP
Member of Parliament for Colne Valley

House of Commons, London SW1A 0AA
Email: jason.mccartney.mp@parliament.uk

From: clerk@holmevalleyparishcouncil.gov.uk <clerk@holmevalleyparishcouncil.gov.uk>
Sent: 28 October 2021 17:01
To: fcdo.correspondence@fcdo.gov.uk
Cc: MCCARTNEY, Jason <jason.mccartney.mp@parliament.uk>
Subject: Letter from Holme Valley Parish Council

Please find attached scanned letter sent first class post on 28-10-21.

Kind Regards

Jen McIntosh

Mrs Jen McIntosh
Clerk

Holme Valley Parish Council
Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS

Tel: 01484 687460
Email: clerk@holmevalleyparishcouncil.gov.uk

Please note that the office is open to the public on Tuesday/Thursdays 10am-3pm

UK Parliament Disclaimer: this e-mail is confidential to the intended recipient. If you have received it in error, please notify the sender and delete it from your system. Any unauthorised use, disclosure, or copying is not permitted. This e-mail has been checked for viruses, but no liability is accepted for any damage caused by any virus transmitted by this e-mail. This e-mail address is not secure, is not encrypted and should not be used for sensitive data.