

# HOLME VALLEY PARISH COUNCIL

## DRAFT MINUTES

### ANNUAL MEETING OF THE HOLME VALLEY PARISH COUNCIL

MONDAY, 16 MAY 2022

HADE EDGE BAND ROOM

**THOSE ATTENDING:** Cllr Pogson (Chairman), Cllr K Bellamy, Cllr T Bellamy, Cllr Blacka, Cllr Brook, Cllr Carré, Cllr Colling, Cllr Dalton, Cllr Davies, Cllr P Dixon, Cllr East, Cllr Firth, Cllr Gould, Cllr Greaves, Cllr Hogley, Cllr Sheard

**ABSENT:** Cllr B Lockley, Cllr J Sweeney

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

#### Public Question Time

No members of the public were present.

Cllr Pogson gave his Chairman's Report during Public Question Time.

This was a wide-ranging report, demonstrating the impact of Holme Valley Parish Council over the 2021-22 Council Year. He spoke of the year as being one of change but also of getting back to normal. A great success had been getting the Holme Valley Neighbourhood Development Plan passed via a referendum. Cllr Pogson highlighted the work of the Climate Emergency Committee in its efforts to make the Valley carbon neutral by 2030 as well as the amount of grants money paid out: around £250,000 to a diverse set of applicants. Finally, he referred to the Jubilee wildflowers project through which every primary school pupil is receiving a "Beebomb" of seeds to attract bees and facilitate pollination, as well as supplying other wildflower seeds and trees.

Cllr Hogley chose to report during Public Question Time that the roll out of the Jubilee assemblies in local schools and gifting of Bee Bombs had begun. Schools will also be revisited in the Autumn for tree-planting and to present winning entries for the poster competition.

Cllr Carré reported that there has been some communication via social media regarding Holmfirth signage. Cllr Hogley reported that the sign in question, which had faded, was being repaired by Holmepride. Cllr Carré will do a report for consideration by the Finance and Management Committee regarding the possibility of improving entry point signage into Holmfirth.

#### HOLME VALLEY PARISH COUNCIL PROCEDURAL MATTERS

##### 2223 01 Installation of Chairman

The Chairman asked for nominations for Chairman of the Council for the council year 2022-23. A brief discussion was had about whether or not all those councillors who were eligible for the role of Chairman had been consulted.

**RESOLVED UNANIMOUSLY:** That Cllr J Brook be elected as Chairman for the remainder of the HOLME VALLEY PARISH COUNCIL year. Cllr Brook was invested with the Chain of Office and thanked members

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for his election. After 12 years' service, Cllr Brook said, this would be his last year as a Parish Councillor.

Cllr Pogson was thanked for his service as Chairman for the previous year.

Cllr Pogson thanked fellow Councillors, Officers and the people of the Holme Valley for their support during his year as Chairman – a year he had enjoyed. He wished the incoming Chairman well in his new office.

Clerk to arrange signing of the Declaration of Acceptance of Office at the Council Office at Holmfirth Civic with the Chairman.

## **2223 02 Installation of Vice Chairman**

The Chairman asked for nominations for Vice Chairman of the Council.

**RESOLVED UNANIMOUSLY:** That Cllr Blacka be elected Vice Chairman of the Council for the ensuing year.

The newly elected Vice Chairman was presented with the Vice Chairman's Chain of Office. She expressed her thanks for the service of the previous Vice Chairman and noted her gratitude to fellow councillors for their support and harmonious way of working to make a difference for the people of the Holme Valley.

## **2223 03 Recording of public meeting**

The meeting was recorded by the Deputy Clerk/RFO on audio for public broadcast via the HOLME VALLEY PARISH COUNCIL Youtube channel. There were no other requests to record the meeting.

## **2223 04 Items to be heard in private session**

There were no requests for agenda items to be heard in private session.

## **2223 05 Apologies and reasons for absence**

Apologies and reasons were circulated prior to the meeting starting.

**Approved:** Apologies were accepted from Cllr Bustard, Cllr T Dixon, Cllr D Hall and Cllr A Wilson. Cllr Roberts has a dispensation in place. All reasons were approved.

## **2223 06 Receipt of written Declarations of Pecuniary and Other Interests**

Clerk reported that 3 revised Declarations of Interest had been received and shared with the Kirklees Monitoring Officer and with councillors via email.

**NOTED:** Revised Declarations of Pecuniary and Other Interests had been received from Cllr Wilson, Cllr Greaves and Cllr Davies.

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Clerk to upload Revised Declarations to the HOLME VALLEY PARISH COUNCIL website following the meeting.

## 2223 07 Declaration of interests in agenda items

**NOTED:** The Clerk declared an interest in item 2223 19 Temporary contract variance for the Clerk of 7 hours.

## 2223 08 Standing Committees

An updated collated version of the Committee Preference form was shared at the meeting.

- 1) **RESOLVED:** membership of the FINANCE AND MANAGEMENT COMMITTEE for 2022-23 to consist of: Cllr M Blacka, Cllr M Bustard, Cllr D Carré, Cllr P Colling, Cllr P Dixon, Cllr S East, Cllr C Greaves and Cllr R Hogley.
- 2) **RESOLVED:** membership of the PLANNING COMMITTEE for 2022-23 to consist of: Cllr M Blacka, Cllr Pat Colling, Cllr Paul Dixon, Cllr Tom Dixon, Cllr Rachel Hogley, Cllr Andy Wilson.
- 3) **RESOLVED:** membership of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE for 2022-23 to consist of: Cllr Kath Bellamy, Cllr Jason Brook, Cllr Mark Bustard, Cllr Rachel Hogley, Cllr Ben Lockley.
- 4) **RESOLVED:** membership of the SERVICE PROVISION COMMITTEE for 2022-23 to consist of: Cllr Mary Blacka, Cllr Jason Brook, Cllr Duggs Carré, Cllr Tom Dixon, Cllr Sean East, Cllr Donald Firth, Cllr Di Hall.
- 5) **RESOLVED:** membership of the CLIMATE EMERGENCY COMMITTEE for 2022-23 to consist of: Cllr T Bellamy, Cllr M Blacka, Cllr Paul Davies, Cllr Darryl Gould, Cllr Rachel Hogley, Cllr Sarah Sheard, Cllr Andy Wilson.
- 6) **RESOLVED:** membership of the STAFFING COMMITTEE for 2022-23 to consist of: Cllr Michael Pogson: Chairman, Cllr Jason Brook : Vice Chairman, Cllr Mary Blacka, Cllr Pat Colling, Cllr Sean East, Cllr Rachel Hogley.

Clerk to inform Cllr Roberts that she will be welcome to apply to join Finance and Management Committee once her current dispensation is at an end.

## 2223 09 Office Holders

Office holders were appointed for 2022-23 in accordance with Standing Orders.

The Staff Performance and Development Lead was appointed 15-11-2021. Cllr Pat Colling was confirmed as continuing in the role throughout the Council Year 2022-23 in line with Standing Orders.

The role of Vice Chairman for each Committee apart from the STAFFING COMMITTEE was deferred to the next meeting of each of the Committees.

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**RESOLVED:** That the following Members be appointed as Office Holders for the ensuing year:

- 1) Cllr Pat Colling - Chairman of the FINANCE AND MANAGEMENT COMMITTEE.
- 2) Cllr Mary Blacka - Chairman of the PLANNING COMMITTEE.
- 3) Cllr Jason Brook – to continue as Chairman of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE, with election of new Chairman deferred to the next Committee meeting.
- 4) Cllr Sean East - Chairman of the SERVICE PROVISION COMMITTEE.
- 5) Cllr Rachel Hogley - Chairman of the CLIMATE EMERGENCY COMMITTEE.
- 6) Cllr Michael Pogson - Chairman of the STAFFING COMMITTEE; Cllr Jason Brook – Vice Chairman

## **2223 10 The Annual Holme Valley Parish Council Report for 2021-22**

This item was deferred to the meeting on 11 July 2022.

## **2223 11 Councillor attendance**

The protocol in place with regards to approving reasons for absence from meetings is:

*‘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.’*

Advice from YLCA in line with Advice Note 30 states that a councillor may be recorded as absent from the meeting but that absence *must not be counted* in applying the 6 month non-attendance rule where apologies and reasons are minuted as being approved.

*Cllr Greaves arrived at 7.40pm.*

A number of points/concerns were raised during a discussion on this topic including:

- A reminder that missing meetings means that residents go unrepresented.
- Whilst the guidance allows non-attendance to not count towards the six month rule where reasons are accepted there should, nevertheless, be more challenge where meetings are habitually missed.
- Where Councillors expect to miss a number of meetings for a valid reason a dispensation should be applied for.
- It is good manners to send apologies if a meeting is to be missed.

The current protocol regarding accepting reasons for absence from meetings will continue to be applied.

## **2223 12 HOLME VALLEY PARISH COUNCIL Policies**

A list of policies was shared which identified the date on which each policy was last revised and adopted as well as identifying which body should revise each policy.

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Attention was drawn to revisions made to *Standing Orders, Scheme of Delegation* and the *Financial Regulations*.

**APPROVED:** All HOLME VALLEY PARISH COUNCIL policies listed for 2022-23 as available on the HVPC website including the revised *Standing Orders, Scheme of Delegation, and Financial Regulations*.

## 2223 13 Representatives to Outside Bodies

The list of the representatives to outside bodies was discussed and updated for 2022-23.

**RESOLVED:** to approve the representation to outside bodies, as detailed below.

<b>Outside Body</b>	<b>Representative(s) 2022/2023</b>
YLCA Branch meeting representatives x 2 (with permission to vote)	CLlr Blacka CLlr Pogson
Brockholes Village Trust	CLlr Pogson
Earnshaw's Foundation Charity	CLlr K Bellamy
Holmfirth Civic Hall Community Trust	CLlr Carré CLlr Colling
Holmfirth Conservation Group	CLlr R Hogley
Friends of Honley Library	CLlr East CLlr Colling
Kirklees Council – HV North Ward Partnership	CLlr S East
Kirklees Council – HV South Ward Partnership	CLlr P Davies
Kirklees Historic Buildings Trust	CLlr T Bellamy
Kirklees Rights of Way Forum	CLlr Wilson
Peak District National Park Authority – Moors for the Future Project	CLlr T Bellamy
Peak Park Parishes Forum	CLlr T Bellamy

There are occasional HV North and South Ward information sharing meetings which are open to any councillor to attend.

Clerk to contact Julie McDowell to request that councillors are added to all relevant mailing lists regarding area meetings.

With reference to Kirklees Rights of Way forum this may now be operating under a different title. CLlr P Dixon wished it to be noted that the cavalier treatment of public rights of way/footpaths is a rising issue.

## 2223 14 To appoint Authorised Signatories under the Bank Mandates

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Current mandatees were reviewed and the appointment of new mandatees for the three bank accounts listed considered.

**RESOLVED:** councillors were appointed as signatories as follows:

- (1) HSBC: Cllr T Bellamy, Cllr Blacka, Cllr Hogley and Cllr Pogson.
- (2) Svenska Handelsbanken: Cllr Blacka, Cllr Hogley and Cllr Pogson.
- (3) CCLA Public Sector Deposit Fund: Cllr Hogley, Cllr Pogson and the Deputy Clerk/RFO.

It was stated that monies are not normally spent from the Svenska Handelsbanken and CCLA Public Sector Deposit Fund accounts. The Finance and Management Committee are continuing research to identify an ethical account for future banking.

## TO CONFIRM THE MINUTES OF THE PREVIOUS HOLME VALLEY PARISH COUNCIL MEETINGS

### 2223 15 Minutes of HOLME VALLEY PARISH COUNCIL meetings

**Approved:** the Minutes of the HOLME VALLEY PARISH COUNCIL Meeting held on 28 March 2022, numbered 2122 119 to 2122 144.

## THE COMMITTEE MINUTES UNDER DELEGATED POWERS

### 2223 16 Minutes of Standing Committee meetings

**Approved:** the Minutes of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE Meeting held on 21 March 2022, numbered 2122 61 to 2122 68.

**Approved:** the Minutes of the STAFFING COMMITTEE Meeting held on 21 March 2022 numbered 2122 39 to 2122 52.

**Noted:** the Minutes of the PLANNING COMMITTEE Meeting held on 4 April 2022 numbered 2122 `98 to 2122 213.

**Approved:** the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 25 April 2022 numbered 2223 01 to 2223 19.

## REFERRALS FROM STANDING COMMITTEES

### CLIMATE EMERGENCY STANDING COMMITTEE

### 2223 17 Creation of an Earmarked Reserve of £1,000 as part of the CESC 2022-23 Budget for the continued roll-out of the *If it's not far, leave the car* campaign

Clerk reported that the CLIMATE EMERGENCY STANDING COMMITTEE minute 2122 40 from the meeting on 18 October 2021 resolved to create an Earmarked Reserve of up to £1,000 in the CESC budget from 1<sup>st</sup> April 2022 should there be a need to carry over unspent, approved funding to be used only in the circumstances that monies allocated in 2021-22 budget for this purpose have not been

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drawn down by the end of the financial year. Only FULL COUNCIL can approve the creation of an earmarked reserve.

**Approved:** the creation of an Earmarked Reserve of £1,000 for the continued roll-out of the *If it's not far, leave the car* campaign.

## **2223 18 Creation of an Earmarked Reserve of £2,000 as part of the CESC 2022-23 Budget for the continued roll-out of the *Living Streets* campaign**

Clerk reported that CLIMATE EMERGENCY STANDING COMMITTEE minute 2122 45 from the meeting on 18 October 2021 resolved to create an Earmarked Reserve of up to £2,000 in the CESC budget from 1<sup>st</sup> April 2022 should there be a need to carry over unspent, approved funding to be used only in the circumstances that monies allocated in 2021-22 budget for this purpose have not been drawn down by the end of the financial year. Only FULL COUNCIL can approve the creation of an earmarked reserve.

**Approved:** the creation of a CESC Earmarked Reserve of £2,000 for the roll-out of the *Living Streets* campaign.

### **STAFFING COMMITTEE**

## **2223 19 Temporary Contract Variance for the Clerk of 7 hours**

The Clerk had declared an interest in this item.

Clerk reported that the meeting on 21-03-2022 of the STAFFING COMMITTEE resolved to recommend to FULL COUNCIL that the temporary contract variance of 7 hours from 25 hours to 32 for the Clerk was continued (2122 48).

This will be formally reviewed at the next STAFFING COMMITTEE meeting on 18 July 2022 in line with the resolution to review the variance every six months.

**Resolved:** to approve continuation of temporary contract variation of 7 hours.

### **FINANCIAL MATTERS**

## **2223 20 Schedule of Payments**

The Schedule of Payments for April and the Schedule of Payments for May were included in the document pack.

Deputy Clerk/RFO explained the backpay included in the Schedule of Payments.

**Noted:** Schedule of Payments for April 2022.

**Resolved:** To approve Schedule of Payments for May 2022.

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## MATTERS RESERVED FOR HOLME VALLEY PARISH COUNCIL

### 2223 21 Fixed Asset List

The Deputy Clerk/RFO reported that an amended Fixed Asset List had been included in the document pack. He explained why the amendments had been necessary.

**Resolved:** To approve the amended Fixed Asset List.

### 2223 22 End of Year Accounts 2021-22

Deputy Clerk/RFO reported that Earmarked Reserves can only be created from General Reserves.

**Resolved:** To approve the End of Year Accounts for 2021-22.

### 2223 23 Annual Governance and Accountability Return 2021-22

Deputy Clerk/RFO reported on the Annual Governance and Accountability Return 2021-22.

**Resolved:** To approve:

1. The Annual Governance Statement 2021-22
2. The Accounting Statements 2021-22
3. All supporting documentation

These were signed at the end of the meeting.

### 2223 24 Appointment of Internal Auditor

HOLME VALLEY PARISH COUNCIL is required to minute formally the appointment of the internal auditor on an annual basis.

**Approved:** the appointment of the Internal Auditor Ms Safia Kauser from *Internal Audit Yorkshire* for 2022-23.

### 2223 25 Interim Internal Audit Actions

The Interim Audit and Actions were approved 28-3-22.

The Clerk reported on progress.

**Noted:** actions taken resulting from Interim Internal Audit.

**Noted:** the Deputy Clerk was thanked for his work in steering through the audit process.

### 2223 26 Insurance for HOLME VALLEY PARISH COUNCIL and Holmfirth Civic Hall



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The Deputy Clerk/RFO reported on issues that had come to light regarding the insurance of Holme Valley Parish Council, particularly with regards to The Civic. This had created a circumstance whereby a change of insurer had been needed and the services of an insurance broker sought. Whilst the outcome was that the insurance premium was slightly over budget the cost of cover was now at a more realistic level.

**Approved:** the insurance for HOLME VALLEY PARISH COUNCIL and Holmfirth Civic Hall 2022-23 as presented to the meeting.

**Noted:** the Deputy Clerk was thanked for his persistence in seeking and securing a satisfactory conclusion.

## 2223 27 Adopted Red Phone Kiosk Expenditure

Clerk reported that on 28-3-22 FULL COUNCIL resolved to approve payment from General Reserves 2021-22 to allow the renovation of the recently adopted phone box adjacent to the Post Office in Holmfirth. However, these renovations were not carried out as the quotation for work exceeded the figure originally shared with FULL COUNCIL. The Clerk intended to identify suitable custodians for the box prior to the work being carried out.

The phone box adjacent to Wooldale Methodist Chapel was adopted in early May 2022 by HOLME VALLEY PARISH COUNCIL. The Wooldale Allotment Society have custodianship of the kiosk, using it as a seed and plant exchange. The Wooldale Allotment Society had planned a ribbon-cutting ceremony on Saturday 4<sup>th</sup> June as part of their Platinum Jubilee celebrations and asked for representation from HOLME VALLEY PARISH COUNCIL to officiate at the ribbon-cutting.

Expenditure was needed for renovations to the phone box of £1624 which exceeded what can be authorised by the Clerk under Financial Regulations. Furthermore, the quotation exceeded monies in the phone box budget.

**Approved:** expenditure of £1624 from General Reserves to pay for the renovation of the recently adopted red K6 Phone Box adjacent to Wooldale Methodist Chapel.

**Resolved:** Cllr Brook and Cllr Blacka to represent HOLME VALLEY PARISH COUNCIL for Wooldale phone box ribbon-cutting as part of Jubilee celebrations.

**Approved:** expenditure of £1500 from General Reserves to budget line 590 Phone boxes- maintenance.

## 2223 28 Neighbourhood Development Plan

A bound copy of the made *Neighbourhood Development Plan* was distributed to each councillor present with a printed copy of a covering letter during this meeting.

## CORRESPONDENCE

## 2223 29 Peak Parishes Forum correspondence

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The HOLME VALLEY PARISH COUNCIL had received notification via Cllr Bellamy that Saturday 1 October 2022 is going to be a face-to-face Peak Parishes Day, based at Aldern House, Bakewell. In preparation for this HOLME VALLEY PARISH COUNCIL was asked to nominate its 3 top priorities, to be reported to the Forum by 6 June. Holme Village is located within the Peak Parishes area.

Cllr T Bellamy suggested at the outset 3 priorities for consideration:

1. Planning policy and housing;
2. Traffic and parking management;
3. Prevention of and response to wildfires.

Other suggestions included control of dogs, protection of rights of way and access to public transport.

**Resolved:** to defer identification of 3 priorities to Cllr T Bellamy to report back to Peak Parishes forum.

## **2223 30 Items for Publicity**

The election of the Chairman and Vice Chair for 2022-23 were put forward as potential items for publicity arising from the meeting.

***The meeting closed at 9.13pm.***