

# Holme Valley Parish Council

## MEETING OF THE FULL COUNCIL MONDAY, 10<sup>th</sup> OCTOBER 2022

**PRESENT:** Cllr Brook (Chairman), Cllr Mary Blacka (Vice-Chair), Cllr K Bellamy, Cllr Carré, Cllr Colling, Cllr T Dixon, Cllr East, Cllr Greaves, Cllr Hogley, Cllr Sheard, Cllr Wilson

**ABSENT:** Cllr P Dixon, Cllr Firth

**APOLOGIES/REASONS APPROVED:** Cllr T Bellamy, Cllr Dalton, Cllr Davies, Cllr Gould, Cllr Pogson

**DISPENSATIONS:** Cllr Bustard, Cllr Hall, Cllr Roberts

**OFFICERS ATTENDING:** Jen McIntosh (Clerk), Rich McGill (Deputy Clerk/RFO)

## DRAFT MINUTES

### Public Question Time

Prior to the commencement of the business session of the Council, the Chairman made opening comments regarding the venue for the meeting being the Exhibition Room at the Civic. The Chairman remarked that it was good to welcome councillors back to the Civic and noted that six years ago he had been the Chairman that welcomed councillors to the Civic as the new base for the Parish Council following the asset transfer.

One member of the public was in attendance and welcomed to the meeting as a candidate for co-option to the vacant Honley South ward seat.

### PROCEDURAL MATTERS

#### 2223 57 Recording of public meeting

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

Clerk to amend numbering of items in the minutes of the meeting.

#### 2223 58 Items to be heard in private session

There were no requests to consider any agenda items in private session.

#### 2223 59 Apologies and reasons for absence

Apologies and reasons were circulated prior to the meeting starting by email.

**Resolved:** to approve apologies and reasons for absence from Cllr Pogson, Cllr Gould, Cllr Davies, Cllr T Bellamy, Cllr Dalton.

**Resolved :** to approve dispensation for a 6 month period of absence for Cllr Bustard as recommended by PUBLICATIONS AND COMMUNICATIONS COMMITTEE.

**Resolved :** to approve in principle a dispensation for a 6 month period of absence for Cllr Dalton should this be sought.

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## 2223 60 Receipt of written Declaration of Pecuniary and Other Interests

**Noted:** a revised DPI had been received from Cllr East by the SERVICE PROVISION COMMITTEE item 2223 26 on 20 September 2022.

## 2223 61 Declaration of interests in agenda items

**Noted:** declarations of interest from Cllr East as a trustee for Friends of Honley Library and for his connection with Honley Youth, neither of which were paid positions. Cllr East would abstain from any motions connected with these interests.

There were no declarations of interests of officers in agenda items.

*Cllr T Dixon arrived at 7.06pm, during this item.*

## TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS

### 2223 62 Minutes of Council meetings

**Approved:** the Minutes of the FULL COUNCIL Meeting held on 11 July 2022, numbered 2223 31 to 2223 56 subject to amendments put forward being made.

## THE COMMITTEE MINUTES UNDER DELEGATED POWERS

### 2223 63 Minutes of Standing Committee meetings

**Approved:** the Minutes of the STAFFING COMMITTEE Meeting held on 18 July 2022, numbered 2223 01 to 2223 13.

**Noted:** the Minutes of the PLANNING COMMITTEE Meeting held on 15 August 2022 numbered 2223 50 to 2223 65, approved at PLANNING COMMITTEE on 26 September 2022.

**Noted:** the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 22 August 2022 numbered 2223 39 to 2223 58, approved at FINANCE AND MANAGEMENT COMMITTEE on 28 September 2022.

**Approved:** the Minutes of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE Meeting held on 5 September 2022 numbered 2223 16 to 2223 31.

**Approved:** the minutes of the SERVICE PROVISION COMMITTEE Meeting held on 20 September 2022 numbered 2223 23 to 2223 45 subject to approved amendments being made.

**Approved:** the Minutes of the PLANNING COMMITTEE Meeting held on 26 September 2022 numbered 2223 66 to 2223 81.

**Approved:** the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 28 September 2022 numbered 2223 59 to 2223 74.

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## MATTERS RESERVED FOR FULL COUNCIL

### 2223 64 The passing of Her Majesty Queen Elizabeth II

The Clerk reported that on Thursday 8 September 2022 Her Majesty passed away peacefully at Balmoral, having reigned for over 70 years. HOLME VALLEY PARISH COUNCIL followed the Operation London Bridge protocol, with a Book of Condolence being available at the Civic, a letter of condolence being sent to His Majesty King Charles III and the flag at the Civic flying at half-mast. Scheduled meetings were postponed and re-arranged as necessary to allow for the 9 day Period of National Mourning.

In tribute to Her Late Majesty's life of service, the Council held a minute's silence.

### 2223 65 Co-option of Council member

The Clerk reported that a councillor for Honley South had been disqualified for over 6 months non-attendance.

As 15 residents did not request a by-election by the requisite date the process of co-option was being followed. A member of the public who had expressed an interest in co-option was present. Standing Orders were suspended to allow him to present information about himself pertinent to the process and answer questions.

He was then asked to wait outside whilst the Council considered his application.

**Approved unanimously:** to appoint Chris Green to represent Honley South Ward as a Councillor through the process of co-option.

**Noted:** Kirklees Council had been notified of a casual vacancy for a councillor to represent Honley Central and East ward due to the disqualification of a councillor for being in breach of the 6 months attendance rule.

Clerk awaiting formal notification of casual vacancy from Kirklees Council. The casual vacancy would then be advertised for the requisite period to ascertain if an election is to be held.

### 2223 66 The asset transfer of Honley Library

The Clerk reported that the asset transfer had progressed to the signing of agreed documents, to be returned to the Council's solicitor. A date could then be fixed for the asset transfer to formally take place.

**Resolved:** to approve all documents listed below with reference to the asset transfer of Honley Library and authorisation for signing and affixing of seals as specified.

1. TP1 – this was the document to transfer the library to HVPC.
2. TP1 plan – this showed the extent of the property to be transferred to HVPC edged in red.
3. Hire Agreement.
4. Hosting Agreement.
5. Schedule to the Hosting Agreement.
6. Hosting Agreement plan.
7. Lease to Friends Of Honley Library (FOHL).
8. Schedule of condition Vol 1 and Vol 2 to be annexed to the lease, showing the current condition of the property. FOHL would not be liable to put the property into any better state of repair or condition than as evidenced in the schedule of condition.

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*The documents were signed and sealed by the Chairman and Vice-Chair after the meeting's business had concluded.*

**Resolved:** to approve the release of any monies to FOHL previously agreed with regards to works for Honley Library.

Clerk to check previous minutes and order plaque signifying the asset transfer for affixing in Honley Library.

Clerk to liaise with FOHL regarding a communications plan to be co-ordinated by FOHL, press release and celebratory event.

Clerk to request that next FULL COUNCIL meeting on 12-12-2022 be held in Honley Library.

## **2223 67 Report from the Grants Working Party**

The Chair of the Grants Working Party reported that a provisional list of grant exclusions had been devised to include places of worship (where the activity is for furtherance of religion), statutory activities in schools, individuals and fund-raising.

*Cllr Sheard left the meeting at 7.50pm.*

It was likely that final guidance would specify that grant applications from Community Interest Companies would only be considered if the Company was constituted with the equivalent of a management board to avoid considering grants from sole traders.

**Resolved:** approval of the work of the Grants Working Party to date regarding exclusions.

The Grants Working Party to consult with the Deputy Clerk/RFO with regards to wording guidance for exclusions.

It was expected that recommendations regarding the grants process would be brought forward at the next FULL COUNCIL meeting. The process would very likely include a step whereby applications are reviewed by the Deputy Clerk/RFO and the Committee Chair prior to being taken forward for consideration.

## **2223 68 Adjustments to the Council Meetings Schedule**

Adjustments had been made to the remaining meetings scheduled for the Council Year 2022-23. Changes in September/October dates were due to observing the National Period of Mourning resulting from the passing of Her Majesty Queen Elizabeth II.

An additional PUBLICATIONS AND COMMUNICATIONS COMMITTEE meeting had been scheduled for 6.30pm on Monday 7 February prior to the FULL COUNCIL meeting to allow for consideration of the Community Champions awards for 2022-23.

It was confirmed that the STAFFING COMMITTEE meeting would take place on the original date of Monday 17 October rather than Monday 28 November. This was to ensure the COMMITTEE's input into the budget-setting process. The Clerk thanked STAFFING COMMITTEE members for their patience regarding the several alterations made to the next meeting date.

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A further revised schedule was to be published to the HVPC website and emailed to Councillors following the meeting.

**Noted:** changes to the Council Year 2022-23 Meetings Schedule.

## 2223 69 Payment to Hepworth Playgroup and Pre-school

Cllr T Dixon declared an interest in this item and took no part in the Council's consideration of it.

On 22nd November 2021 the Finance and Management Committee awarded £5,000 to Hepworth Playgroup and Pre-school for a new surface to their playground. The Playgroup were not at that time able to start work on the resurfacing, and did not call on the money, so the Parish Council added the money to an earmarked reserve EMR 323 *Community Assets - Others in the Holme Valley* 1st April 2022.

The Playgroup were now about to undertake the work on the playground and would like to be paid the grant.

**Approved:** a payment of £5,000 to Hepworth Playgroup and Pre-school from EMR 323 *Community Assets - Others in the Holme Valley* via 4315 *Grants - Other community assets*.

## 2223 70 The Chairman's Report

The Chairman, Cllr Jason Brook, gave a verbal update of activities since the last meeting. This included representing HOLME VALLEY PARISH COUNCIL at Holmfirth Art Week and attending Meltham Civic Parade and Service as well as a Civic Service held by Hebden Royd Council (Hebden Bridge).

*Cllr Colling left the meeting temporarily at 8.05pm, returning before the end of the item.*

The Chairman was to attend a formal dinner hosted by Holme Valley Lions on Friday 14 October and had also instigated a competition at Hade Edge School to produce a Christmas design to be used for HOLME VALLEY PARISH COUNCIL's Christmas cards.

The Chairman thanked the Vice-Chair, Cllr Mary Blacka, who had represented the Chairman and HOLME VALLEY PARISH COUNCIL at the Kirklees Proclamation of His Majesty King Charles III and the Civic Service which followed.

**Noted:** the contents of the report from the Chairman.

## FINANCIAL MATTERS

### 2223 71 Council Year-to-Date Expenditure against Budget 2022-23 including Earmarked Reserves

A report on Council YTD Expenditure against Budget 2022-23 including Earmarked Reserves had been circulated.

Salaries were over budget due to both the Clerk and Deputy Clerk/RFO gaining the iLCA qualification.

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The Deputy Clerk had previously reported the difficulties encountered in securing appropriate insurance; whilst this meant that this was over-budget there would be some off-setting through monies received from Holmfirth Civic Hall Community Trust.

The Admin budget was over-budget, primarily due to an unexpected spike in photocopying. There was a need to do more copying in black and white to reduce costs.

The election budget would need more in the 2023-4 budget.

**Noted:** Year-To-Date Expenditure against Budget Report including Earmarked Reserves.

## 2223 72 The month-to-date schedule of payments for October 2022

The month-to-date schedule of payments for October was presented, including a payment to approve.

**Approved:** the month-to-date schedule of payments for October, including one new payment, as presented.

## 2223 73 The External Audit and Certificate

The external audit and certificate had been uploaded to HOLME VALLEY PARISH COUNCIL website and displayed on the Noticeboard outside the Civic.

**Resolved:** that the external audit and certificate be published on the Council website for 5 years and that the paper copy displayed on the Noticeboard be taken down.

## 2223 74 Factors affecting the pending Council Budget 2023-24

Members heard that 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 is £282,693 for 2022-23. Three months or 25% of that is £70,673. Current general reserves are £110,774 – but would go up to £160,774 if the monies in the Playgrounds Earmarked Reserve are returned to General Reserves, more than 50% of the Precept.

*Cllr Sheard returned at 8.10pm.*

In its budgetary calculations for Council Year 2023-24, the Parish Council would need to adjust its reserves to move towards the recommendation. The Parish Council may conduct this adjustment by:

- 1) increasing planned expenditure on projects in the year 2023-24
- 2) earmarking reserves for future projects
- 3) cutting the precept and charge to households.

For information, each £1 reduction from the charge to households would result in a £10,000 reduction of the precept, offset against general reserves.

It was anticipated that more monies would need to be committed to Elections Earmarked Reserve, raising this to £30,000.

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**Noted:** factors affecting the pending Council Budget 2023-24.

## REFERRALS FROM COMMITTEES

*From the FINANCE AND MANAGEMENT COMMITTEE*

### 2223 75 Holmfirth Tech

FINANCE AND MANAGEMENT COMMITTEE minutes from 22-8-22 item 2223 47 recommended that £10,000 was released to 4305 Holmfirth Tech budget line via EMR 333 Holmfirth Tech, funds going towards providing an accessible kitchen. Only Council could approve expenditure from an earmarked reserve.

**Resolved:** in line with the recommendation from the FINANCE AND MANAGEMENT COMMITTEE to award a grant of £10,000 to Holmfirth Tech for a new accessible kitchen from the earmarked reserve EMR 333 Holmfirth Tech via budget line 4305 Holmfirth Tech.

**Approved:** the payment of the £10,000 grant awarded to Holmfirth Tech for a new accessible kitchen from the earmarked reserve EMR 333 Holmfirth Tech via budget line 4305 Holmfirth Tech.

### 2223 76 Development of a Holme Valley Parish Council constitution

The Chair of FINANCE AND MANAGEMENT COMMITTEE reported that at the meeting of the FINANCE AND MANAGEMENT COMMITTEE on Monday 22 August 2022 it was resolved to recommend to FULL COUNCIL the establishment of a working group to draw up a comprehensive draft constitution to be submitted to the ANNUAL COUNCIL meeting on Monday 22 May 2023.

The need for this had been raised by Internal Audit. Discussion ensued as to whether statutorily such a constitution was needed or whether core documents including Standing Orders, Scheme of Delegation and Code of Conduct were, in fact, the constitution. These had been substantially revised several years previous.

Any such document would need to draw together existing documents, be succinct and accessible to the public in terms of language and layout. Reservations were expressed as to whether or not the task was as straight-forward as it sounded and how much time resource would be required to create such a document.

Cllr Blacka and Cllr Carré were to have an initial meeting to scope out and plan the work involved in setting up a constitution and report back to FULL COUNCIL on 12-12-2022 with a view to considering the setting up of a working group at that meeting.

Councillors interested in joining such a working group to inform the Clerk ahead of the meeting.

*From the PLANNING COMMITTEE*

### 2223 77 Holmfirth Master Plan

Chair of the PLANNING COMMITTEE reported that a Small Centres capital grant of £1.5 million had been designated for the development of Holmfirth Town Centre and the consequent Holmfirth Master Plan was being developed by Kirklees Council. On 8 August 2022, a small group of

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councillors held an informal meeting with Zoe Stewart, Programme Manager – Small Centres, Kirklees Council, to discuss the Master Plan. Those attending were Cllrs Blacka, Carré, Colling, Hogley and Wilson. The invitation to join the meeting had been extended to all councillors.

Although initially the task was to decide how to spend the £1.5 million Small Centres grant, the Master Plan, which Zoe is developing, would have a longer, 10-15 year vision. The Master Plan was intended as a base for matched funding and grants from other sources, with the £1.5 million used as pump priming.

This presented HOLME VALLEY PARISH COUNCIL with the opportunity to be proactive and work in partnership with Kirklees Council to shape the future of Holmfirth Town Centre.

**Resolved:** to establish a Working Group to work in partnership with Kirklees Council, to assist in the development, implementation and monitoring of the Holmfirth Master Plan. Membership of the Working Group to include Cllrs Blacka, Carré, Green and Hogley. Cllr Blacka to facilitate the first meeting.

*From the PUBLICATIONS AND COMMUNICATIONS COMMITTEE*

### 2223 78 Nominations for Community Champions

Community Champions Awards for 2023 would be presented on Monday 27 March 2023 at the Annual Parish Meeting. Cllr Greaves was thanked for being the first Councillor to submit nominations.

**Noted:** nominations from all councillors for the Community Champions Awards for 2023 to reach the Clerk by Saturday 31 December 2022.

### 2223 79 Membership of the Publications and Communications Committee

**Approved:** the appointment of Cllr Trevor Bellamy as a member of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE.

*From the SERVICE PROVISION COMMITTEE*

### 2223 80 Youth Facilities budget

The Clerk reported that at the meeting of the SERVICE PROVISION COMMITTEE on Tuesday 19 September 6 grant applications for funding from the Youth Facilities budget line were considered, with 1 referred on to the FINANCE AND MANAGEMENT COMMITTEE and 5 granted in principle, each of those 5 being awarded 50% of what was asked for from budget line 4755 Youth Facilities.

This meant that £7,918 was committed from the budget of £8,000.

Whilst the SERVICE PROVISION COMMITTEE would have liked to fund each application in full that was not possible from an £8,000 budget. The SERVICE PROVISION COMMITTEE resolved to recommend to FULL COUNCIL that a further £7,918 be committed from general reserves to fund in full the 5 grants.

In recommending this course of action the SERVICE PROVISION COMMITTEE was aware that a £40,000 earmarked reserve to develop playground spaces in partnership with Kirklees Council would



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not now be called upon, meaning that the Council is likely to have significantly more money in general reserves at the end of the current financial year than the 25% recommendation.

Only Council can authorise expenditure that would mean a budget line is over-budget. The expenditure suggested was reasonable as general reserve holdings was too high.

The Clerk had discussed this matter with the Deputy Clerk/RFO who advised that it is not possible to vire from an Earmarked Reserve. The EMR Playground Reserve funds would go back into general reserves at the end of the financial year if not called upon. It was possible to overspend from a budget if funds within general reserves allow.

The number of grant applications for budget line 4755 Youth Facilities and the total funds requested was evidence that there was a community need for provision for young people.

A query was raised as to whether or not historically the HOLME VALLEY PARISH COUNCIL had had a sufficient budget to meet local requests for support regarding youth provision. It was explained that the rise in demand was a direct response to the demise of Kirklees-funded youth provision.

One issue was the lack of qualified detached youth workers who could work with hard-to-reach groups and vulnerable youngsters. Another challenge was ascertaining needs and ensuring that the right provision was in place to meet identified needs. Furthermore, it was commented that at the present time there was no mechanism in place that set enhancing youth provision as a priority for HOLME VALLEY PARISH COUNCIL.

The SERVICE PROVISION COMMITTEE was the right arena in the first instance to consider proposals for increasing funding and moving away from a grant funding approach towards provision of a regular funding stream. A Kirklees officer was due to address the next SERVICE PROVISION COMMITTEE meeting on progress in setting up a consortia to co-ordinate and manage funding requests for the delivery of a joined up youth offer.

It was observed that there were also 'outlier' providers who may wish to apply for a Youth Facilities grant from time to time rather than be part of a regular funding stream.

**Approved:** expenditure from general reserves for the awarding of grants as follows: £2,387.5 for Honley Youth (Honley Village Community Trust) towards training workshops for young people; £500 for Holmfirth Arts Festival towards training for young music makers; £405 for Holmbridge Cricket Club for equipment to support training and coaching for junior cricketers; £2,479.50 for Enabling Youth and Motocross CIC towards youth club provision; £2,146 for Café 100 towards running costs and staff wages for youth club provision.

**Approved:** payment of the grants from general reserves as follows: £2,387.5 for Honley Youth (Honley Village Community Trust) towards training workshops for young people; £500 for Holmfirth Arts Festival towards training for young music makers; £405 for Holmbridge Cricket Club for equipment to support training and coaching for junior cricketers; £2,479.50 for Enabling Youth and Motocross CIC towards youth club provision; £2,146 for Café 100 towards running costs and staff wages for youth club provision.

### 2223 81 Project Communities grant application

The Clerk reported that a grant application was received by email on 17-8-2022 from Project Communities, requesting £1,950 from budget line 4755 Youth Facilities to fund sports provision for girls.

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This should have been presented to the SERVICE PROVISION COMMITTEE meeting on Tuesday 20 September but was unfortunately missed. The Clerk apologised for the omission. Project Communities had received a grant for Spring/Summer 2022.

The next SERVICE PROVISION COMMITTEE meeting when this grant application could be considered was Monday 7 November. However, there was no money within the budget 4755 Youth Facilities to allow the COMMITTEE to consider the grant – it would need to be referred to FULL COUNCIL. Therefore, the COUNCIL was being asked to consider this as a grant application from general reserves.

*At 9pm it was **resolved** to extend the meeting by 15 minutes to complete the transaction of the business on the agenda.*

**Approved:** to grant £1950 to Project Communities under budget line 4755 Youth Facilities, to be met from general reserves.

Clerk to request further feedback from Project Communities on the scope of its activities and the outcomes.

*From the CLIMATE EMERGENCY STANDING COMMITTEE*

## **2223 82 Requests for virements to support a number of grant applications**

The Chair of the CLIMATE EMERGENCY STANDING COMMITTEE reported that the FINANCE AND MANAGEMENT COMMITTEE had considered a number of grant applications under the Other Community Assets budget line 4315. On reflection some of these applications were felt to be a better fit to some of the budget lines controlled by the CLIMATE EMERGENCY STANDING COMMITTEE and were subsequently considered at its meeting on Tuesday 4 October.

**Approved:** the virement of £2,500 from CESC 4815 Energy Strategy to F&M 4315 Other Community Assets for Hepworth Utd for the purchase of a new solar batteries for their solar panels, and the subsequent payment of the grant as recommended by the CLIMATE EMERGENCY STANDING COMMITTEE.

**Approved:** the virement of £5,000 from CESC 4815 Energy Strategy to F&M 4315 Other Community Assets for Wooldale Community Association for the purchase and installation of 2 new boilers, and the subsequent payment of the grant as recommended by the CLIMATE EMERGENCY STANDING COMMITTEE.

## **FORTHCOMING EVENTS**

### **2223 83 Remembrance Services and Processions in the Holme Valley**

The Council was asked to nominate representatives for each of the poppy wreath laying ceremonies at the 8 war memorials sited in the Holme Valley, including the parades in Honley and New Mill. A list of the war memorials, associated services and previous councillor representation from 2021 had been included for reference.

**Noted:** the expenditure of £134 on 8 poppy wreaths.

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**Resolved:** the assigning of HOLME VALLEY PARISH Councillors at 8 Acts of Remembrance on Sunday 13 November 2022.

Wreaths to be collected from the Parish Council Office in the Civic.

Clerk to distribute updated list detailing acts, locations, timings and representation once finalised.

## PUBLICITY

### 2223 84 Items for publicity

Councillors were asked to suggest aspects of Council business that could be usefully publicised prior to the next FULL COUNCIL meeting on 12 December 2022.

Suggestions were:

- Welcoming new Councillor for Honley South, Cllr Chris Green.
- Publicising successful grant awards.

*The meeting ended at 9.10pm.*