

Holme Valley Parish Council

MEETING OF THE FULL COUNCIL

MONDAY 6 FEBRUARY 2023
HONLEY LIBRARY

In the Chair: Cllr Jason Brook (Chairman)

Present: Cllr Kath Bellamy, Cllr Trevor Bellamy, Cllr Mary Blacka, Cllr Duggs Carré, Cllr Pat Colling, Cllr James Dalton, Cllr Paul Davies, Cllr Tom Dixon, Cllr Charles Greaves, Cllr Chris Green, Cllr Rachel Hogley, Cllr Tony McGrath, Cllr Sarah Sheard, Cllr Andy Wilson

Absent with apologies/reasons or dispensation approved: Cllr Mark Bustard, Cllr Paul Dixon, Cllr Sean East, Cllr Donald Firth, Cllr Darryl Gould, Cllr Di Hall, Cllr Judith Roberts

Absent without apologies/reasons approved: Cllr Michael Pogson

Officers present: Jen McIntosh (Clerk – taking minutes); Rich McGill (Deputy Clerk/RFO)

DRAFT MINUTES

Public Question Time

The Chairman welcomed attendees to the meeting, wishing all a happy new year and remarking on the historic nature of the HOLME VALLEY PARISH COUNCIL meeting in Honley Library following the completion of the asset transfer.

Prior to the commencement of the business session of the Council there was an open session for members of the public to speak to the Council. There were 4 members of the public present. There were no requests to address the HOLME VALLEY PARISH COUNCIL.

PROCEDURAL MATTERS

2223 118 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 other requests to record the meeting.

2223 119 Items to be heard in private session

There were no items to be heard in private session.

2223 120 Apologies and reasons for absence

Apologies and reasons had been circulated prior to the meeting starting.

APPROVED: apologies and reasons for absence from Cllr Sean East, Cllr Donald Firth and Cllr Darryl Gould.

Holme Valley Parish Council

APPROVED: apologies for absence for the following Councillors who hold dispensations, namely Cllr Mark Bustard, Cllr Paul Dixon, Cllr Di Hall and Cllr Judith Roberts.

2223 121 Receipt of written Declaration of Pecuniary and Other Interests

There were no written Declarations of Pecuniary and Other Interests to report.

2223 122 Declaration of interests in agenda items

No declarations of interest from any councillor were received.

The Clerk and Deputy Clerk/RFO declared an interest in item 2223 136 Change in HOLME VALLEY PARISH COUNCIL office hours.

2223 123 Remembering and marking the contribution of two former parish councillors – recently deceased

The Chairman reported that members of the PARISH COUNCIL had been saddened to hear of the passing of two former councillors, Cllr Joan Osborn and Cllr Rod Bowles.

Bereavement cards had been sent to the respective families and the Deputy Clerk posted the following message on the HVPC Facebook page:

Holme Valley Parish Council was saddened to hear of the passing of two former Councillors over recent weeks, - Joan Osborn and Rod Bowles.

Joan joined Holme Valley Parish Council in 1991 and served for five terms of office. She was Chair of Holme Valley Parish Council in 2001-2002. Members who knew her spoke of the tremendous amount of work Joan did for the Parish Council and for the Holme Valley community. Our thoughts are with Joan's family and friends at this difficult time. May she rest in peace.

Rod, people may know from The Huntsman Inn and from his days as a DJ and quizmaster. He joined the Parish Council in 2011 and served for two terms. Longstanding Councillors spoke in particular of Rod's commitment towards the provision of playgrounds in Wooldale. The Parish Council offers its deepest sympathy to Rod's family and friends. May he rest in peace.

The PARISH COUNCIL stood to observe a minute's silence was in memory of the service of Joan Osborn and Rod Bowles.

TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS

2223 124 The Draft Minutes of the FULL COUNCIL Meeting on 12 December 2022 numbered 2223 85 to 2223 117

The Clerk reported on an action from the Draft Minutes, *item 2223 107 Recommendations regarding the future of the CLIMATE EMERGENCY STANDING COMMITTEE and the PUBLICATIONS AND COMMUNICATIONS COMMITTEE.*

Revised proposed Standing Orders for 2023-24, setting out how the responsibilities and budgets of each of the original committees would be combined or allocated to other committees would now be brought to the ANNUAL PARISH COUNCIL meeting on 27 March 2023.

Holme Valley Parish Council

APPROVED: The Draft Minutes of the FULL COUNCIL Meeting on 12 December 2022 numbered 2223 85 to 2223 117 incl.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2223 125 To approve or note minutes of Standing Committee meetings

NOTED: The Minutes of the Meeting of the PLANNING COMMITTEE on 5 December 2022, numbered 2223 99 to 2223 116 incl, APPROVED at the PLANNING COMMITTEE meeting on 9 January 2023.

APPROVED: The Draft Minutes of the PLANNING COMMITTEE Meeting on 9 January 2023 numbered 2223 117 to 2223 134 incl.

APPROVED: The Draft Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting on 16 January 2023 numbered 2223 97 to 2223 111 incl.

APPROVED: The Draft Minutes of the STAFFING COMMITTEE Meeting 23 January 2023 numbered 2223 24 to 2223 36 incl.

COUNCIL BUSINESS

2223 126 Holme Valley Patient Transport Scheme

The Clerk reported that the SERVICE PROVISION COMMITTEE oversees the Holme Valley Patient Transport Scheme budget line of £1,000. This money had been accessed up until the present through the Scheme submitting a grant application.

A proposal for changing this arrangement so that the money could be drawn down by Holme Valley Patient Transport Scheme without the need to submit a grant application each year was discussed.

Cllr Greaves reported that the Scheme had carried out a significant amount of fund-raising in the past to secure funding. There were around 20 users per week from across the Holme Valley. The service provided was more akin to an ambulance service than purely transportation. Users were all in need of extra support to access surgery services. The grant effectively amounted to a £1 subsidy for each trip.

The PARISH COUNCIL had supported the Scheme for 16 years. It was time to make this a rolling annual grant although it would be up to the Council elected in May 2023 to decide on whether or not to commit to paying the rolling grant for the next 4 years.

Whilst it would be up to the SERVICE PROVISION COMMITTEE to set up a simple contract stating the nature of the service to be provided, length of contract and monitoring/auditing arrangements to ensure value for money it was important that any reporting back should not be made overly onerous.

RESOLVED: to approve a service agreement of £1,000 with Holme Valley Patient Transport Scheme for 2023-24 towards the provision of patient transport services throughout the Holme Valley.

Holme Valley Parish Council

An item for the SERVICE PROVISION COMMITTEE meeting on 5 June 2023 would be to set up a simple rolling contract, stating the nature of the service to be provided for the next 4 years including simple monitoring/auditing arrangements, reporting back to FULL COUNCIL on 26 June 2023.

2223 127 Approval of the Precept for 2023-24

The Deputy Clerk/RFO reported that the FINANCE AND MANAGEMENT COMMITTEE on 16 January 2023 had noted that Kirklees Council had issued its draft tax base calculation for 2023-24 for the Holme Valley (minute 2223 113). The new tax base figure is 10482.86.

- The revised Precept for 2023-24 will be £284,924 (cf 2022-23 £282,693).
- The revised Special Expenses Grant will be £3,355 (cf 2022-23 £3,328).

On the instruction of the FINANCE AND MANAGEMENT COMMITTEE, these calculations had been forwarded to Kirklees as draft Precept figures.

APPROVED: the Precept for 2023-24 amounting to £284,924 and the Special Expenses Grant 2023-24 amounting to £3,355.

Clerk to inform Kirklees Council.

2223 128 The asset transfer of Honley Library

The Clerk reported that following that FULL COUNCIL meeting on 12-12-2022, Kirklees had withdrawn the requirement for HVPC to sign a SAFA Declaration and found an alternative workaround for the issue delaying completion of the asset transfer.

The Clerk had confirmed via email to Councillors that the Asset Transfer of Honley Library from Kirklees to HVPC completed on Friday 16 December 2022, with the Lease Agreement with Friends of Honley Library and the Hosting Agreement with Kirklees both coming into force following the completion.

A meeting had taken place on Thursday 2 February 2023 with the Clerk, Deputy Clerk/RFO, FOHL Chair and FOHL Treasurer to clarify payments due to FOHL under the terms of the lease.

NOTED: that the Asset Transfer of Honley Library had completed on Friday 16 December 2022.

APPROVED: changing the source of a payment of £5,058.07 made in November 2022 so that the money is spent directly from EMR 332 Honley Library.

APPROVED: a payment of £15,000 to FOHL from the budget line 4300 Honley Library.

It was clarified that the EMR 335 Honley Library - Energy £10,000 had not been called upon as yet.

The Chairman congratulated Friends of Honley Library for the dedication shown in accomplishing the asset transfer and for all the work put into making this local service a success.

2223 129 Grant Working Party

The Chair of the Grants Working Party reported on the Final Report.

Holme Valley Parish Council

The aim of much of the work had been to simplify, where possible, the process for the public, councillors and officers whilst ensuring adherence to the legal framework.

Exclusions had been clarified in that it was now stressed that a grant application should meet the test of benefitting *a reasonably sized group of valley residents*.

The SERVICE PROVISION COMMITTEE should deal with permanent and contracted expenditures and the FINANCE AND MANAGEMENT COMMITTEE with all grants.

There was discussion as to whether the present arrangement whereby grants are considered on a twice-yearly basis should reduce to one year. The twice-yearly consideration was to be maintained.

Grant applicants would not routinely be invited to present their application in person.

The substantial improvements made to the application and evaluation forms were remarked upon.

RESOLVED: to enact from the financial year 2023-24 and onwards all recommendations regarding grant-giving from the final report of the Grant Working Party.

RESOLVED: to accept the recommendation from FINANCE AND MANAGEMENT COMMITTEE to raise the maximum award of the Community Benefits Grant (formerly Projects and Events) to £1,500.

The Deputy Clerk/RFO to update the grants criteria and guidelines on HVPC website to reflect the resolutions.

2223 130 Adjustments to the Council Meetings Schedule 2022-23 and draft schedule for 2023-24

This item had been deferred from the FULL COUNCIL meeting on 12-12-2022.

The Clerk reported that in the Council Meetings Schedule published at the Full Council meeting on 10-10-2022 the Annual Council meeting had been scheduled to take place on Monday 22nd May 2023. The date of the next local elections remains Thursday 4 May 2023. The Annual Council meeting in a local election year must take place between 4 and 14 days after the election, making the scheduled date of 22-5-2023 too late.

Furthermore, Monday 8 May 2023 had now been designated a Bank Holiday to mark the Coronation. Therefore, no Council meeting could be scheduled on that Monday.

Changes had been made to the 2022-23 schedule affecting:

- the CLIMATE EMERGENCY STANDING COMMITTEE meeting originally scheduled for 8-5-2023 – now cut from the schedule;
- the PLANNING COMMITTEE meeting originally scheduled for 15-5-2023 now 22-5-2023;
- the ANNUAL COUNCIL MEETING originally scheduled for 22-5-2023 now 15-5-2023.

APPROVED: changes to the Council Year 2022-23 Meetings Schedule, as presented.

A draft schedule of meetings for 2023-24 had been drawn up for consideration.

Holme Valley Parish Council

APPROVED: the schedule of meetings for 2023-24 as presented.

At 7.50pm the Chairman stated that a 5 minute adjournment would be taken. The meeting resumed at 7.57pm.

2223 131 Approval of Appointment of Internal Auditor

Deputy Clerk/RFO reported that the regulation regarding changing internal audit provider every 4 years had now changed. He and the Clerk were of the view that the current internal audit provider gave good service and was assisting the officers in making improvements to systems and procedures.

APPROVED: the appointment of Internal Audit Yorkshire as the Internal Auditor for 2023-24.

2223 132 The Future of Councils

The SLCC report The Future of Councils had been distributed in line with a request from SLCC for this to be shared with all councillors.

It was commented that the report was a surprisingly interesting read and that, on reflection, the practice of HOLME VALLEY PARISH COUNCIL often connected to good practice as presented in the report.

Possible focuses for the HOLME VALLEY PARISH COUNCIL to be elected May 2023 arising from the report were identified as:

- Youth Council or other youth engagement;
- Engagement with other parish councils;
- Addressing the gender imbalance reflected in council membership.

Regarding youth engagement, the CLIMATE EMERGENCY STANDING COMMITTEE had invited representatives from Holmfirth High School to address the next meeting. Following on from the recent Jubilee seed and tree planting initiative links had been established with local schools and there was the possibility to perhaps link into Schools Student Councils. HOLME VALLEY PARISH COUNCIL's relationship with Holme Valley Youth Alliance might also generate dialogue.

NOTED: The 10 recommendations in the SLCC report The Future of Councils.

2223 133 Pre-election period – guidance from LGA

The Clerk reported that, as set out in LGA *A short guide to publicity*, during the pre-election period from Monday 27 March the HOLME VALLEY PARISH COUNCIL will enter a pre-election period of 'heightened sensitivity'.

All councillors needed to be aware of restrictions on their activities as councillors as set out in the guide - but this had to be balanced with the fact that Council business must continue and that current councillors remained councillors until 4-5-2023.

Key deadlines to be aware of were:

Holme Valley Parish Council

- 24-3-23 March to 4pm 4-4-2023 – councillor nominations open.
- 17-4-2023 – deadline to register to vote.
- 25-4-2023 – deadline for voters to apply for a Voter Authority Certificate (in the absence of other authorised photo id).
- 4-5-2023 – local election day.

NOTED: the Pre-election period guidance for councillors received from LGA and the Voter Authority Certificate Guidance from Kirklees.

Key dates and election information will be disseminated through the HVPC website.

2223 134 The Civic Lease – establishing boundaries

The Clerk reported that Holmfirth Civic Hall Community Trust staff and a councillor who was a HCHCT trustee had brought to her attention a lack of clarity as to the ownership of land to the back of the Civic building. This had come to light as a result of the installation of a fire escape from the 3rd Floor of the Civic and the need for access to the escape.

All documentation received at the time of the asset transfer in the possession of HOLME VALLEY PARISH COUNCIL – ie Land Registry documents - had been made available to the Holmfirth Civic Hall Community Trust to try and resolve the issue. The documentation available to date did not resolve boundary issues or make clear right of access sufficiently for staff to interpret in any definitive way.

Further legal assistance was required to resolve the issue.

It was suggested that a conversation with Kirklees officers might provide assistance with this issue.

RESOLVED: to commission the obtaining of a legal opinion on where the boundaries extend to on the Civic Building Deeds of Ownership – estimated costs to be advised once obtained.

2223 135 Climate Action, Communication and Engagement Committee

The Clerk reported that on 12-12-2023 FULL COUNCIL resolved in principle to merge the CLIMATE EMERGENCY STANDING COMMITTEE and the PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE for the Council year beginning May 2023 pending a review of both Committees to ensure that all responsibilities of each Committee had been covered within revised Standing Orders.

For the benefit of the Assistant Clerk post currently being recruited for the provisional name of the new merged committee has been cited as the CLIMATE ACTION, COMMUNICATION AND ENGAGEMENT COMMITTEE. This can be abbreviated to CACE.

It was for FULL COUNCIL to confirm either this or an alternative name.

Revised proposed Standing Orders/Scheme of Delegation for 2023-24, setting out how the responsibilities and budgets of each of the two original committees were to be combined or allocated to other committees would be brought to the meeting of the ANNUAL PARISH COUNCIL on Monday 27 March as there had been insufficient time to complete the task for this meeting.

Holme Valley Parish Council

RESOLVED: to confirm the name of the merged CLIMATE EMERGENCY STANDING COMMITTEE and the PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE for the Council year beginning May 2023 as the CLIMATE ACTION, COMMUNICATION AND ENGAGEMENT COMMITTEE.

2223 136 Change in Holme Valley Parish Council Office Hours

The Clerk and Deputy Clerk/RFO had declared an interest in the item.

It was reported that Civic staff had been reviewing security protocols for the building.

There was an anomaly whereby on a Tuesday and a Thursday Civic staff leave at 2.30pm whilst the main entrance door remained unlocked until 3pm as the Holme Valley Parish Council office was advertised as being open to the public 10am-3pm. Civic staff had suggested - and both the Clerk and Deputy Clerk agreed - that it would be prudent to change the Holme Valley Parish Council Office open to the public hours on Tuesdays and Thursdays to align with Civic staff ie:

- Tuesday 9.30-2.30pm
- Thursday 9.30-2.30pm.

This would answer security concerns.

Office hours were likely to be reviewed and potentially extended to other weekdays once an Assistant Clerk was in post. Officers would continue to adhere to agreed safe working practices whenever working in the Civic.

RESOLVED: to approve a change to the Holme Valley Parish Council Office open to the public hours on Tuesdays and Thursdays to 9.30am to 2.30pm.

2223 137 The Chairman's Report

The Chairman gave a verbal update of activities since the meeting of the FULL COUNCIL on 12 December 2022, including attendance at Saddleworth Civic Ball.

The Vice-Chair, Cllr Blacka, had attended a lovely event hosted by Wooldale Wanderers who had been most appreciative of the grant received from HOLME VALLEY PARISH COUNCIL.

NOTED: the contents of verbal reports from the Chairman and Vice-Chair.

FINANCIAL MATTERS

2223 138 Schedule of Payments

The updated schedule of payments for February was presented by the Deputy Clerk/RFO.

APPROVED: the up-to-date schedule of payments as presented.

2223 139 Revised Budget 2023-24 following on from the setting of the Precept.

The HOLME VALLEY PARISH COUNCIL Budget for 2023-24 had been revised in anticipation of approval of the Precept (approved under item 2223 127).

Holme Valley Parish Council

APPROVED: the revised Budget 2023-24 reflecting the Precept for 2023-24 as presented.

REFERRALS FROM COMMITTEES

From the PLANNING COMMITTEE

2223 140 Recommendation to create an Earmarked Reserve

The Deputy Clerk reported that the PLANNING COMMITTEE had resolved to recommend to FULL COUNCIL the creation of an Earmarked Reserve from 31-3-2023 using any and all monies (expected be c£7,000) remaining in the 4505 Neighbourhood Plan budget for the purpose of promoting 20mph zones/traffic calming and so forth.

RESOLVED: to approve the creation of an Earmarked Reserve for Road Safety from 31-3-2023 using any and all monies remaining in the 4505 Neighbourhood Plan budget for the purpose of promoting 20mph zones/traffic-calming.

2223 141 Neighbourhood Development Plan

This item was deferred from FULL COUNCIL 12-12-2022.

The Neighbourhood Development Plan was made just over a year ago, as noted in the *Time In Time Out* Magazine of January 2023. The latest update of the progress of NDP actions from November 2022 had been distributed but would always be a work in progress.

Cllr Blacka and Cllr Hogley reported that there had been a noticeable rise in planning applications which were citing principles from the NDP.

Many of the actions required HOLME VALLEY PARISH COUNCIL to work in partnership with other bodies on specific outcomes which was both welcome and a challenge.

NOTED: The latest Progress Report regarding the Neighbourhood Development Plan.

From the STAFFING COMMITTEE

2223 142 Assistant Clerk role

An Assistant Clerk role was being advertised and details of the post as agreed by the Staffing Committee on 23 January 2023 had been shared.

The Clerk reported that 26 requests for further information about the post had been received to date and 2 completed applications.

NOTED: information pertinent to the Assistant Clerk role advertised from Monday 30 January 2023 as presented.

2223 143 Training and Development Policy

Holme Valley Parish Council

The Training and Development Policy had been reviewed and amended at the STAFFING COMMITTEE meeting on 23-1-2023 and was presented for consideration. Two major changes included the references to volunteers and the introduction of a proforma for councillors to provide brief feedback on any future training attended.

APPROVED: the Revised Training and Development Policy as presented and recommended by the STAFFING COMMITTEE.

2223 144 Recruitment and Selection Policy

The Recruitment and Selection Policy had been reviewed and amended ahead of the Assistant Clerk recruitment process at the STAFFING COMMITTEE meeting on 23-1-2023 and was being presented for consideration.

APPROVED: the Revised Recruitment and Selection Policy as presented and recommended by the STAFFING COMMITTEE.

From the PUBLICATIONS AND COMMUNICATIONS COMMITTEE

2223 145 Awards to be presented at the ANNUAL PARISH MEETING on Monday 27 March 2023

The Clerk reported that at the PUBLICATIONS AND COMMUNICATIONS COMMITTEE meeting on 14-11-23 it had been resolved that a report should be made to the FULL COUNCIL meeting on Monday 6 February 2023 regarding awards to be presented at the ANNUAL PARISH COUNCIL meeting on Monday 27 March 2023.

In addition to presenting the Community Champions Awards at the ANNUAL PARISH COUNCIL meeting on Monday 27 March the PUBLICATIONS AND COMMUNICATIONS COMMITTEE resolved to give 5 awards in the form of framed certificates to 5 councillors who had served for 20 or more years on the Parish Council as of May 2023.

NOTED: the arrangements for Community Champions Awards and also for Councillor 20 years plus Service Awards to be made at the ANNUAL PARISH COUNCIL meeting on Monday 27 March 2023.

The Chairman undertook to visit at home with certificates any councillor in receipt of an award unable to attend the meeting on 27 March 2023.

The Clerk to send out a report on the recipients of and arrangements for the Community Champions Awards prior to the ANNUAL PARISH COUNCIL meeting on Monday 27 March 2023.

PUBLICITY

2223 146 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 27 March 2023.

Suggestions included the completion of the asset transfer of Honley Library and plans for new contracts/ changes to the grant process.

Holme Valley Parish Council

Clerk to email Committee Chairs regarding a deadline date for the receipt of annual reports so that a collated report can be tabled at the ANNUAL PARISH COUNCIL meeting on Monday 27 March 2023.

Meeting closed at 8.36pm.