

Holme Valley Parish Council

ANNUAL PARISH MEETING INCORPORATING A MEETING OF THE FULL COUNCIL MONDAY 27 MARCH 2023

PRESENT: Cllr Mary Blacka (in the Chair), Cllr Kath Bellamy, Cllr Trevor Bellamy, Cllr Duggs Carré, Cllr Pat Colling, Cllr Paul Davies, Cllr Paul Dixon, Cllr Tom Dixon, Cllr Sean East, Cllr Donald Firth, Cllr Charles Greaves, Cllr Chris Green, Cllr Rachel Hogley, Cllr Tony McGrath, Cllr Sarah Sheard, Cllr Andy Wilson.

APOLOGIES: Cllr Jason Brook, Cllr Mark Bustard (dispensation in place), Cllr Di Hall (dispensation in place), Cllr Michael Pogson, Cllr Judith Roberts (dispensation in place).

ABSENT: Cllr James Dalton, Cllr Darryl Gould (*see note in item 2223 149*).

OFFICERS ATTENDING: Jen McIntosh - Clerk (taking minutes), Rich McGill – Deputy Clerk/Responsible Financial Officer.

Mrs Gemma Sharp — due to take up post as Assistant Clerk 11-4-23 - was also in attendance as a member of the public.

Cllr Blacka, Vice-Chair, welcomed all to the meeting, including the 26 members of the public attending. She explained that the Chairman, Cllr Jason Brook, had had to give apologies unexpectedly due to family reasons and so she would be in the Chair for the meeting.

The kind thoughts of all in attendance were to be passed on to Cllr Brook.

Public Question Time

There were no requests from members of the public present to speak or raise questions.

PROCEDURAL MATTERS

2223 147 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 148 Items to be heard in private session

There were no items to be heard in private session.

2223 149 Apologies and reasons for absence

Apologies and reasons were circulated prior to the meeting starting.

APPROVED: apologies and reasons for absence from Cllr Jason Brook, Cllr Mark Bustard (dispensation in place), Cllr Di Hall (dispensation in place), Cllr Michael Pogson, Cllr Judith Roberts (dispensation in place).

Cllr James Dalton and Cllr Darryl Gould were absent.

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Nb Cllr Darryl Gould had sent an email with apologies and reason at 6.48pm. This will be reported to the ANNUAL COUNCIL meeting on 15-5-2023 and, if approved, the minutes subsequently amended to reflect this.

2223 150 Receipt of written Declaration of Pecuniary and Other Interests

Clerk reported that Cllr McGrath's written Declaration of Pecuniary and other interests was circulated by email prior to the meeting and shared with Kirklees Monitoring Officer. A copy with signature redacted to be placed on the HVPC Website in due course.

NOTED: receipt of written declaration of pecuniary and other interests from Cllr Tony McGrath

2223 151 Declaration of interests in agenda items

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

TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS

2223 152 The Draft Minutes of the ANNUAL PARISH COUNCIL Meeting on 28 March 2022 numbered 2122 01 to 2122 07

APPROVED: The Draft Minutes of the ANNUAL PARISH COUNCIL Meeting on 28 March 2022 numbered 2122 01 to 2122 07incl.

2223 153 The Draft Minutes of the FULL COUNCIL Meeting on 6 February numbered 2223 118 to 2223 146

APPROVED: The Draft Minutes of the FULL COUNCIL Meeting on 6 February numbered 2223 118 to 2223 146 incl.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2223 154 To approve or note minutes of Standing Committee meetings

NOTED: The Minutes of the Meeting of the PLANNING COMMITTEE on 30 January 2023, numbered 2223 135 to 2223 154 incl, **APPROVED** at the PLANNING COMMITTEE meeting on 6 March 2023.

NOTED: The Draft Minutes of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE Special Meeting on 6 February 2023 numbered 2223 51 to 2223 57 incl.

APPROVED: The Draft Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting on 20 February 2023 numbered 2223 115 to 2223 130 incl.

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COUNCIL BUSINESS

2223 155 The Chairman's Report

A report from Cllr Jason Brook, Chairman, Holme Valley Parish Council, was delivered by Cllr Mary Blacka. This was a review of Cllr Brook's twelve years as a Parish Councillor titled '*It's not just bus shelters and benches...*'.

2223 156 The Annual Report of the Holme Valley Parish Council

The Clerk reported on the first draft of the Annual Report. Further sections would be added and the report appropriately formatted prior to presentation at the ANNUAL COUNCIL meeting on 15 May 2023, following liaison with Deputy Clerk/RFO, Chairman, Vice-Chairman and Chairs of Committees to further develop the report.

NOTED: the first draft of the Annual Report, as presented.

2223 157 Community Champions Awards

A warm welcome was extended to all the Holme Valley Parish Council Community Champions 2022-23 and their supporters.

Presentations were made by Cllr Mary Blacka as follows, with recipients photographed collecting their trophies and being applauded and able to make a reply.

Individual Awards

1. Steve Kurowski
2. Fiona Sharp
3. Barry Suddick
4. Mike Williams
5. Ian Gooch

Group Awards

1. The Welcome Club, Honley
2. Hade Edge Breeze
3. Honley Show
4. Holme Valley Lions
5. Honley Christmas Lights Team
6. Friends of Honley Library

NOTED: the presentation of the Community Champions Awards 2022-23.

Clerk and Deputy Clerk/RFO to co-ordinate the sharing of Community Champions awards via HVPC website and social media.

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2223 158 Councillor Awards

Presentations of framed certificates, signed by Cllr Jason Brook as Chairman, were made by Cllr Mary Blacka as follows:

- To **Cllr R.P. Dixon**, first elected 1983, for over 40 years' service as a Holme Valley Parish Councillor including two terms as Chairman;
- To **Cllr D Firth**, first elected 1987, for over 36 years' service as a Holme Valley Parish Councillor including one term as Chairman;
- To **Cllr T Bellamy**, first elected 1999, for over 24 years' service as a Holme Valley Parish Councillor including two terms as Chairman.

Clerk to make arrangements to visit the homes of two councillors to present certificates as follows:

- **Cllr D Hall**, first elected 1997, for over 26 years' service as a Holme Valley Parish Councillor including two terms as Chairman;
- **Cllr J Roberts**, first elected 2003, for over 20 years' service as a Holme Valley Parish Councillor including one term as Chairman;

A presentation of one additional framed certificate, the Chairman's Award, to **Cllr Rachel Hogley** for her distinguished service as a Parish Councillor, including one term as Chairman.

The Clerk and Deputy Clerk/RFO were also presented with gifts on behalf of Cllr Jason Brook for their service over the past year. Cllr Brook had also made arrangements to present bouquets at a later date to Cllr Mary Blacka, Cllr Rachel Hogley and the Clerk.

NOTED: the presentations of framed, mounted certificates made to Cllr Paul Dixon, Cllr Donald Firth, Cllr Trevor Bellamy and Cllr Rachel Hogley with arrangements to be made for presentations to Cllr Di Hall and Cllr Judith Roberts.

The meeting was adjourned to allow for the serving of refreshments following the awards presentations, reconvening at 8.10pm. One member of the public remained in attendance after the adjournment.

2223 159 Proposal for a joint project with Kirklees Council regarding Sands Recreation Ground

The Clerk reported that Cllr Moses Crook, Kirklees Councillor for Holme Valley South Ward, had been in touch via email to explore a potential joint project with Kirklees Council regarding Sands Recreation Ground.

There was a project underway within Kirklees to develop the Sands recreation area and create a 'destination' park for the Holme Valley. As part of this process, the design team had included possible additional/aspirational features which extended the vision beyond the funding available; views were therefore being sought from HVPC regarding potential support for some of these additional projects.

There were two standalone elements Cllr Crook felt might particularly appeal to the PC – outlined below - but it was acknowledged that HVPC might wish to take an interest in active travel pathways, bridges etc.

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Project 1: Based on research into what younger teenage girls gain most benefit from in terms of play equipment, the design team had come up with an interlinked swing design which allowed a degree of activity combined with conversation. This was an evidence-based provision proposal and was aimed specifically at this often-ignored group. This would be positioned at the end of the 5-a-side pitch and near to the car park with maximum visibility to ensure that the users felt as safe as possible.

Project 2: This was a set of play equipment aimed at older children and would be positioned at the other end of the 5- a-side pitch.

The overall idea was to create a “destination” park with provision for as wide an age range as possible, to facilitate family activity. This would be capital funding with obvious benefit/legacy and delivered as part of the wider project delivery from Kirklees, no project work or design/planning would be expected from partners.

The Parish Council currently had £50,000.00 in EMR Childrens Playgrounds.

Points raised in discussion of the item included:

- This sounded a great idea;
- Kirklees also has plans to develop the Honley-based recreational facilities;
- It was important to have accountability from Kirklees regarding how any monies committed by HVPC were used;
- Construction costs have risen;
- Sands was the key facility in Holmfirth in need of development;
- This would be a matter for the new COUNCIL being elected in May;
- A working group would need to be set up to facilitate the project.

RESOLVED: to agree in principle to work with Kirklees on a joint project regarding the further development of Sands Recreation Ground.

2223 160 Climate Action, Communications and Engagement Committee

The Clerk reported that at a meeting of the FULL COUNCIL on Monday 12 December 2022 it was **RESOLVED** in principle to merge the CLIMATE EMERGENCY STANDING COMMITTEE and the PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE for the Council Year beginning May 2023. A review of both Committees was commissioned to ensure that all responsibilities of each Committee had been covered within revised Standing Orders.

A name for the new merged committee - CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE - was **APPROVED** at FULL COUNCIL on Monday 6 February 2023.

Revised Standing Orders and Scheme of Delegation for 2023-24, setting out how the responsibilities of each of the two original committees were either combined or allocated to other committees had been presented for comment to both the CLIMATE EMERGENCY STANDING COMMITTEE and the PUBLICATIONS AND COMMUNICATIONS COMMITTEE, ahead of being presented at this meeting.

RESOLVED: to approve the revised Standing Orders and Scheme of Delegation as presented, reflecting the establishment of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE for the Council Year 2023-24.

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2223 161 Interim Audit Report

Deputy Clerk/RFO reported that the Interim Audit Report had been received. The Clerk and RFO were in the process of actioning all matters arising from this as appropriate. Some relatively minor matters needed attention, such as the development of a Chairman's Expenses Policy.

It was commented that the Interim Audit Report demonstrated the progress that had been made and that the Deputy Clerk/RFO was to be commended for his work in this area, which inspired absolute confidence.

NOTED: The Interim Audit Report as presented.

2223 162 Asset Register

The Fixed Asset Register as of 31 March 2023 was presented by the Deputy Clerk/RFO. Whilst the value of assets appeared to have gone up by £2 the cost of insuring assets had risen considerably. Both the Civic and Honley Library might need revaluing.

APPROVED: the HVPC Asset Register, revised for the year ending 31 March 2023, as presented.

2223 163 Holme Village Residents Association – grant request

The Clerk reported that Holme Village Association had submitted a Grant Application for £439.99 for gazebos for a Coronation Street Party Picnic on May 6/7 and as an asset for the village to retain for future events. The application came about as a result of seeing the Coronation Small Grants advertised, although the limit for those grants was up to £100 per grant.

However, it could not be considered at PUBLICATIONS AND COMMUNICATIONS COMMITTEE as the paper application was hand-delivered by mistake to the old council offices near the Library. Whilst the application had been retrieved this meant that it was too late to be considered at the meeting on 20-3-2023.

The time-sensitive nature of the application had led to its inclusion at this meeting.

The unredacted paperwork had been shared with the Chair and Vice-Chair of the FINANCE AND MANAGEMENT COMMITTEE although some further documentation was still awaited.

RESOLVED: to approve – dependent on receipt of all requested documentation - a grant request for payment of £439.99 from Holme Village Association for gazebos for a Coronation Street Party Picnic on May 6/7 and as an asset for the village to retain for future events. Payment from EMR 336 Royal Events through 4615 Royal Events.

Clerk to share with Holme Village Association the need to provide necessary information along with any future grant application.

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2223 164 Square Peg – grant request for access map reprint

Clerk reported that Square Peg had submitted a Grant Application for £183.63 to fund a reprint of an accessible map of Holmfirth. This was received outside of the grants timeline. FULL COUNCIL is asked to give this consideration as the map would be of most benefit to be produced and distributed now, prior to the many festivals and so forth occurring over the Summer.

RESOLVED: to approve a grant request from Square Peg for payment of £183.63 to fund a reprint of an accessible map for Holmfirth through General Reserves.

Requests to be made to Square Peg to incorporate the HVPC logo on the map, provide a digital copy, provide a poster format copy for HVPC noticeboards and arrange for the map to be shared via the screen in Holmfirth Library.

2223 165 HSBC Mandate

Deputy Clerk/RFO reported on the need to update the HSBC mandate for authorised signatories.

RESOLVED: that Cllr Patricia Colling, Cllr Doris Mary Blacka and Cllr Thomas William Dixon be added to the HSBC mandate for the Parish Council's accounts as authorised signatories.

FINANCIAL MATTERS

2223 166 Schedule of Payments

The Schedule of Payments for March 2023 (financial year 2022-23) was presented by the Deputy Clerk/RFO.

APPROVED: the up-to-date schedule of payments for March 2023 as presented.

2223 167 Council Budget 2022-23

Deputy Clerk/RFO presented the Expenditure Against Budget 2022-23 report.

Whilst the report did not reflect any commitments to spend arising from this meeting it did illustrate that actual spending exceeded budgeted spending.

NOTED: Expenditure Against Budget 2022-23 report, as presented.

APPROVED: the virement of £5,000 from 4315 Other Community Assets to 4305 Holmfirth Tech to reflect a grant towards the cost of energy bills.

REFERRALS FROM COMMITTEES

From the PLANNING COMMITTEE

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2223 168 Mobile Speed Camera - request

Deputy Clerk/RFO reported that the costs of installing and then running a mobile SID for one year were likely to be:

- £2,124 for the unit and GPS tracker
- £254 annual warranties and subscriptions.
- £432 for subsequent move (devices normally move 3 times a year) = £1,296.

TOTAL: £3,674

There might be a set up charge – a mobile SID could only be set up on a certain type of lamppost. EMR 341 Road Safety currently held £7,000.

Data from SIDs could provide important evidence to support the implementation of other traffic-calming measures. Any SID purchased would change location after 3-4 months.

The PARISH COUNCIL to petition Kirklees regarding locations for the device as identified in the Parish Council's work - for example, Woodhead Road between Holme and Hinchliffe Mill. Locations of the SID would need to take into account any planned use of temporary traffic lights.

It was stated that the purchase and use of a SID would show that the PARISH COUNCIL was acting on the concerns of residents and would be well-received.

APPROVED: expenditure up to £5,000 from the earmarked reserve EMR 341 Road Safety on a mobile Speed Indicator Device (SID) for the Holme Valley to be managed in partnership between the Parish Council with Kirklees and Kirklees Holme Valley Ward Councils.

At 9.05pm it was **RESOLVED** to extend the meeting in order to conclude all business.

From the SERVICE PROVISION COMMITTEE

2223 169 Recommendation for EMR 332 Honley Library

The Clerk reported that the SERVICE PROVISION COMMITTEE at its meeting on 27 February 2023 heard from the Friends of Honley Library (FOHL) regarding possible future projects, particularly with an energy-saving focus.

RESOLVED: to approve in principle to release up to £10,000 from EMR Honley Library for energy-saving works subject to the submission of an appropriately detailed programme of works to the SERVICE PROVISION COMMITTEE.

Plans to be presented by FOHL to the SERVICE PROVISION COMMITTEE at its meeting on 5 June 2024.

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2223 170 The Civic – grant payment

The Clerk reported that the SERVICE PROVISION COMMITTEE at its meeting on 27 February 2023 approved a grant request from Holmfirth Civic Hall Community Trust for ongoing works. As the funds were to come from an EMR this would be subject to FULL COUNCIL approval to release £30,000 from EMR 329 Holmfirth Civic Hall.

RESOLVED: to approve the payment of £30,000 from EMR 329 Holmfirth Civic Hall through 4310 Holmfirth Civic Hall to fund a grant request from Holmfirth Civic Hall Community Trust for ongoing works as recommended by the SERVICE PROVISION COMMITTEE.

2223 171 Honley CCTV Grant – EMR

The Clerk reported that the SERVICE PROVISION COMMITTEE at its meeting on 27 February 2023 approved a grant request of £1560.00 from Honley Business Association to fund CCTV maintenance works. As the funds were to come from EMR 322 CCTV this would be subject to FULL COUNCIL approval to pay £1560.00.

RESOLVED: to approve the payment of £1560.00 from EMR 322 CCTV through 4700 CCTV to Honley Business Association to fund CCTV maintenance works as recommended by the SERVICE PROVISION COMMITTEE.

From the CLIMATE EMERGENCY STANDING COMMITTEE

2223 172 Wooldale Community Association – modification of grant use request

Deputy Clerk/RFO reported on a letter received from Wooldale Community Association updating on progress to replace boilers for energy efficiency. A new quotation for works had been obtained and the scope of the project altered.

RESOLVED: to approve modifications to grant use and confirm that Wooldale Community Association may keep the entire £5,000 grant received regarding boiler replacement works.

2223 173 Virement between budget lines and moving monies to an EMR from 31 March 2023

The CLIMATE EMERGENCY STANDING COMMITTEE resolved to recommend to FULL COUNCIL to vire £2,000 from 4805 Community Mobilisation and £2,000 from 4830 Business and Economy to 4815 Transport Strategy to support a Cycling Festival and to pay for the printing of a Honley Map showing walking distances to places from Honley Centre.

The CLIMATE EMERGENCY STANDING COMMITTEE wished to request of FULL COUNCIL that any unused monies in its budget lines as of 31 March 2023 be placed in a new EMR for CESC Projects and that monies from EMR 339 If it's not far, leave the car be placed in this EMR and then disbanded.

RESOLVED: to approve virement of £2,000 from 4805 Community Mobilisation and £2,000 from 4830 Business and Economy to 4815 Transport Strategy to support a Cycling Festival and to pay for the printing of a Honley Map showing walking distances to places from Honley Centre, as recommended by the CLIMATE EMERGENCY STANDING COMMITTEE.

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RESOLVED: to approve any unused monies in CESC budget lines as of 31 March 2023 be placed in a new EMR for CESC Projects and that monies from EMR 339 If it's not far, leave the car be placed in this EMR and then disbanded, as recommended by the CLIMATE EMERGENCY STANDING COMMITTEE.

From the PUBLICATIONS AND COMMUNICATIONS COMMITTEE

2223 174 Holme Moss Topograph

Cllr Hogley reported that planning permission had been granted for the Topograph project and that work was progressing. Whilst it was expected to be completed in time for the Coronation Weekend, this was somewhat weather-dependent.

RESOLVED: to commit expenditure of up to £50 to fund a Topograph unveiling event over the Coronation Weekend through 4640 Topograph from EMR 334 Holme Moss Topograph as recommended by the PUBLICATIONS AND COMMUNICATIONS COMMITTEE.

2223 175 Coronation Grants and related matters

The Clerk reported that in line with previous resolutions the PUBLICATIONS AND COMMUNICATIONS COMMITTEE had resolved to approve 6 Coronation small Grant applications totalling £550. The expenditure for these grants had been assigned to budget line 4615 Royal Events; this would mean that budget line would be overdrawn.

RESOLVED: to pay £550 for 6 grants through 4615 Royal Events from EMR 336 Royal Events, as recommended by the PUBLICATIONS AND COMMUNICATIONS COMMITTEE.

The Clerk further reported that as part of the Coronation Small Grants process the PUBLICATIONS AND COMMUNICATIONS COMMITTEE were made aware of remedial works needed to the HVPC asset heritage red phone kiosk near the Royal Oak in Upperthong. Upperthong Residents Association wish to use the phone kiosk as part of their Coronation celebrations on the weekend of 6-8 May 2023.

The Maintenance Contractor had assessed the phone box and provided a quotation (revised from the one shared at PUBLICATIONS AND COMMUNICATIONS COMMITTEE meeting) totalling £300 for repainting and refreshing the phone box in time for the Coronation weekend, plus a potential £90 cost for installing signage – the latter to be agreed with the Clerk and Chair of PUBLICATIONS AND COMMUNICATIONS COMMITTEE.

There was a Phone Boxes budget line overseen by the SERVICE PROVISION COMMITTEE which was overspent for 2022-23. The time-sensitive nature of the request to refurbish the kiosk had led to the recommendation coming from the PUBLICATIONS AND COMMUNICATIONS COMMITTEE.

RESOLVED: to pay up to £400 for the refurbishment of the Heritage Phone Box in Upperthong in time for the Coronation through 4735 Phone Boxes from EMR 336 Royal Events as per the recommendation from the PUBLICATIONS AND COMMUNICATIONS COMMITTEE.

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Clerk to email out confirming that the above was in reference to *Upperthong* heritage kiosk, not Netherthong.

2223 176 Virement request within Publications and Communications Budget

The Clerk reported that in the 2022-23 budget £250 had been allocated for the purchase of Community Champions trophies. In fact, costs have risen sharply and the trophies purchased cost £494.89, with the trophies being provided by Fox Engravers of Almondbury.

As there were funds remaining in the 4625 Website and Media budget line (within the PUBLICATIONS AND COMMUNICATIONS COMMITTEE'S overall budget) - and Community Champions was part of the outward-facing work of the Council - the PUBLICATIONS AND COMMUNICATIONS COMMITTEE requested that a virement of £244.89 was made to budget line 4600 Community Champions.

RESOLVED: to vire £244.89 from budget line 4625 Website and Media to budget line 4600 Community Champions towards the cost of awards trophies, as recommended by the PUBLICATIONS AND COMMUNICATIONS COMMITTEE.

From the STAFFING COMMITTEE

2223 177 Assistant Clerk role

Mrs Gemma Sharp was attending the meeting as a member of the public, having been appointed permanent Assistant Clerk on 25 hours per week, starting Tuesday 11 April 2023.

The Clerk reported further on the process that there had been 40 requests for an application pack, 16 returned applications and 5 invitations issued to attend an interview. Two of the five candidates withdrew their applications at this stage. The three candidates interviewed were all appointable, with Mrs Sharp being the unanimous first choice.

Subsequent to this, reference checks had been completed satisfactorily and an induction process would be put in place for the start date.

Gemma was warmly welcomed to the clerking team at HOLME VALLEY PARISH COUNCIL by those present.

NOTED: the appointment of Mrs Gemma Sharp to the Assistant Clerk role.

PUBLICITY

2223 178 Items for publicity

The Clerk reported that the HVPC news page in the May *Time In Time Out* magazine would focus on the Community Champions and Councillor Awards.

NOTED: plans to publicise Council business up to the 15 May 2023.

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Clerk to contact Cllr Jason Brook, Chairman, following the meeting to express support and concern for him regarding the family ill-health that had prevented his attendance at the meeting. The thoughts of all those in attendance were with the Chairman at this difficult time.

Meeting closed: 9.20pm