

# Holme Valley Parish Council

## ANNUAL MEETING OF THE COUNCIL

MONDAY, 15 MAY 2023

### PRESENT:

Cllr Jason Brook (Chairman 2022-23)

Cllr Mary Blacka (elected Chair 2023-24)

Cllr Pat Colling (elected Vice-Chair 2023-24)

Cllr Isaac Barnett

Cllr Lawrence Baylin

Cllr Donna Bellamy

Cllr Damian Brook

Cllr Tom Dixon

Cllr Andrew Fenwick

Cllr Kath Fernandes

Cllr Donald Firth

Cllr Charles Greaves

Cllr Chris Green

Cllr Jenny Holmes

Cllr Adrian James

Cllr Glenn Kirkby

Cllr Jo Liles

Cllr Alison Mogan

Cllr Steve Ransby

Cllr Martin Rostron

Cllr Jane Rylah

Cllr Tricia Stewart

Cllr Sarah Whitelaw

Cllr Andy Wilson

**APOLOGIES:** NONE

**ABSENCES:** NONE

**TAKING MINUTES:** Jen McIntosh (Clerk)

**IN ATTENDANCE:** Rich McGill (Deputy Clerk/RFO); Gemma Sharp (Assistant Clerk)

### DRAFT MINUTES

#### Public Session

There were no members of the public present.

Cllr Jason Brook, the Chairman 2022-23, welcomed all attending and gave a brief report on his final official duties. Cllr Brook summed up the work and achievements of the previous council as being the result of teamwork and exhorted the new council to work in that spirit.

The Clerk presented Cllr Brook with a framed certificate, commemorating his year as Chairman and thanking him for his commitment and leadership.

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## ANNUAL COUNCIL PROCEDURAL MATTERS

### 2324 01 Installation of Chairman

Cllr Jason Brook, presiding as Chairman, asked for nominations for Chairman of the Council for the council year 2023-24.

**RESOLVED:** That Cllr Mary Blacka be elected as Chair for the remainder of the HOLME VALLEY PARISH COUNCIL year 2023-24.

Cllr Blacka was invested with the Chain of Office, signed the Declaration of Acceptance of Office and took the Chair. She thanked members for her election which she said was a considerable honour.

Cllr Blacka thanked the retiring Chairman, Cllr Jason Brook, for his 12 years as a councillor and 2 terms of office as Chairman. She noted that his tenure had been characterised by kindness and calm.

In reply, the retiring Chairman remarked that it had been his pleasure to represent Wooldale ward. He thanked the clerk team for all their efforts in supporting the work of the council.

Cllr Brook then left the meeting.

### 2324 02 Installation of Vice Chairman

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

**RESOLVED:** That Cllr Pat Colling be elected Vice Chair of the Council for the ensuing year.

The newly elected Vice Chair was presented with the Vice Chair's Chain of Office. She expressed her thanks for the honour and noted that she looked forward to the Council continuing to change its way of working for the benefit of the community.

### 2324 03 Recording of public meeting

The meeting was recorded for public broadcast via the HOLME VALLEY PARISH COUNCIL Youtube channel. There were no other requests to make a recording of the meeting.

### 2324 04 Items to be heard in private session

No items were to be heard in private session.

### 2324 05 Apologies and reasons for absence

All councillors were present and so no apologies/absences were to be considered.

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## **2324 06 Receipt of written Declaration of Pecuniary and Other Interests**

The Clerk reported that 13 DPIs had been received and circulated to councillors by email ahead of the meeting.

The Clerk explained the process by which DPIs were handled, namely, that they were first shared with Kirklees and other parish councillors by email for noting at the next appropriate meeting. Printed, unredacted copies of the DPIs would not be sent out; the clerk requested that councillors delete emails with unredacted DPIs attached once read.

Signatures and home addresses would then be redacted before DPIs were placed on the HVPC website.

The original copies would be kept securely by the Clerk and a message on the website would clarify that members of the public could attend the office in person by appointment to see any unredacted DPI.

Councillors were reminded that they had 28 days from 5-5-2023 to submit completed DPIs.

**TO NOTE:** receipt of written declaration(s) of pecuniary and other interests from Cllrs Baylin, Blacka, Brook, Colling, Dixon, Firth, Green, Holmes, Kirkby, Morgan, Wilson, Greaves and Rylah.

The Clerk drew councillors' attention to the fact that queries had been raised regarding DPIs shared to date as to whether or not DPIs should contain:

- the addresses of homes owned by councillors;
- employment/financial interests of spouses;
- membership of political parties.

A final query had been raised as to whether or not returning councillors would need to complete a fresh DPI regardless or not of any changes in their circumstances.

The Clerk would raise these queries with Kirklees and report back in due course.

## **2324 07 Declaration of interests in agenda items**

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

## **2324 08 Standing Committees 2023-24**

The Clerk thanked councillors for the receipt of their committee preferences which had been collated and distributed prior to the meeting.

Councillors were informed that, whilst the Planning Committee agenda could be printed out and posted to councillors who preferred to receive agenda in that way, any attendant papers/references would need to be accessed via hyperlinks as it was not feasible to print out and post all planning applications – they needed to be viewed online.

The membership of each committee was discussed in turn, particularly the Service Provision Committee in which 15 councillors had expressed an interest in joining.

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**RESOLVED:** to approve the membership of four committees for 2023-24 as set out below:

## Finance and Management – 13 members (at maximum)

1. Cllr Glenn Kirkby
2. Cllr Andy Wilson
3. Cllr Isaac Barnett
4. Cllr Charles Greaves
5. Cllr Kath Fernandes
6. Cllr Pat Colling
7. Cllr Lawrence Baylin
8. Cllr Mary Blacka
9. Cllr Jane Rylah
10. Cllr Joanne Liles
11. Cllr Andrew Fenwick
12. Cllr Damian Brook
13. Cllr Jenny Holmes

## Planning – 11 members (max 13)

1. Cllr Andy Wilson - Upperthong
2. Cllr Isaac Barnett - Netherthong
3. Cllr Kath Fernandes - Fulstone
4. Cllr Pat Colling – Honley Central and East
5. Cllr Adrian James – Upper Holme Valley
6. Cllr Mary Blacka – Holmfirth Central
7. Cllr Steve Ransby - Wooldale
8. Cllr Martin Rostron - Netherthong
9. Cllr Joanne Liles - Scholes
10. Cllr Tom Dixon - Hepworth
11. Cllr Andrew Fenwick – Brockholes

*Nb Honley West and Honley South were not represented by a ward councillor on this committee*

## Service Provision – 13 members (at maximum)

1. Cllr Glenn Kirkby
2. Cllr Isaac Barnett
3. Cllr Donna Bellamy
4. Cllr Lawrence Baylin
5. Cllr Pat Colling
6. Cllr Mary Blacka
7. Cllr Jane Rylah
8. Cllr Alison Morgan
9. Cllr Tricia Stewart
10. Cllr Tom Dixon
11. Cllr Steve Ransby
12. Cllr Chris Green
13. Cllr Donald Firth

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CACE - 10 elected members (max 13) plus up to 6 non-elected members

Nb only elected members have voting rights.

1. Cllr Kath Fernandes
2. Cllr Sarah Whitelaw
3. Cllr Alison Morgan
4. Cllr Jenny Holmes
5. Cllr Tricia Stewart
6. Cllr Mary Blacka
7. Cllr Martin Rostron
8. Cllr Joanne Liles
9. Cllr Chris Green
10. Cllr Damian Brook

## 2324 09 Office Holders 2023-24

Office holders were appointed for 2023-24 in accordance with Standing Orders. Where more than one candidate was nominated votes were taken until a nominated councillor achieved an absolute majority.

- 1) **APPROVED:** the appointment of Cllr Charles Greaves as Chair of the Finance and Management Committee
- 2) **APPROVED:** the appointment of Cllr Andy Wilson as Chair of the Planning Committee.
- 3) **APPROVED:** the appointment of Cllr Lawrence Baylin as Chair of the Service Provision Committee.
- 4) **APPROVED:** the appointment of Cllr Sarah Whitelaw as Chair of the Climate Action Communications and Engagement Committee.

The appointments of Vice Chair of each of the Finance and Management Committee, the Planning Committee, the Service Provision Committee and the Climate Action Communications and Engagement Committee were delegated to the next meeting of those committees.

The Staff Performance and Development Lead is to be appointed at the next meeting of the Staffing Committee.

## 2324 10 The Staffing Committee 2023-24

The Clerk reported that the Staffing Committee is comprised of a maximum of 8 members including:

- Chairman of Council
- Vice Chairman of Council
- Past Chairman of Council or a predecessor (to be appointed Committee Chairman)
- Chairman of Finance & Management Committee
- Chairman of Planning Committee
- Chairman of Service Provision Committee
- Chairman of Climate Action Communications and Engagement Committee
- Staff Performance & Development Lead

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In line with Standing Orders, the Staffing Committee was to appoint a Staff Performance & Development Lead from the members of the Staffing Committee (including the Chairman) at its next meeting. They will act as the Clerk's line manager on behalf of the Council. This appointee will, where possible, undertake the role of Staff Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.

**APPROVED:** membership of the Staffing Committee 2023-24 as detailed below.

## Staffing – 7 members

1. Cllr Mary Blacka – as parish council chair
2. Cllr Pat Colling – as parish council vice chair
3. Cllr Tom Dixon – as most recent council chairman continuing to serve as a councillor
4. Cllr Charles Greaves – as chair of finance and management
5. Cllr Andy Wilson – as chair of planning
6. Cllr Lawrence Baylin – as chair of service provision
7. Cllr Sarah Whitelaw – as chair of CASE

**APPROVED:** appointment of Cllr Tom Dixon as Chair of the Staffing Committee as set out in Standing Order 27(d).

## **2324 11 The Annual Holme Valley Parish Council Report for 2022-23**

The Annual Holme Valley Parish Council Report 2022-23 was presented. An earlier draft had been considered at the Annual Parish Council meeting in March. The Clerk reported that the submission of an annual report was part of the Annual Governance and Audit Return (AGAR) requirements.

The Chairman and Committee Chairs 2022-23 were thanked for their contributions and also the Deputy Clerk for editing and formatting the report.

**NOTED:** the Annual Council Report 2022-23 as presented.

## **2324 12 Council Policies**

The Council was asked to approve the Code of Conduct and policies described in a checklist of policies which could be viewed on the HVPC website as indicated. Standing Orders, the Scheme of Delegation and Financial Regulations had all been revised in line with any revisions minuted previously and indicated in the latest NALC model policies.

The Chairman's Expenses policy requested by Internal Audit had been located and was the subject of a later item.

**APPROVED:** HVPC policies listed for 2023-24 including Standing Orders, Scheme of Delegation, Financial Regulations and Code of Conduct and all other policies available on the HVPC Website.

## **2324 13 Representatives to Outside Bodies**

The Clerk reported that the Parish Council's representatives to outside bodies were appointed annually at the Annual Council meeting. Where more candidates than the number of representatives

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required were nominated votes were taken until a nominated councillor achieved an absolute majority.

A list of the representatives for 2023-24 was **APPROVED** as follows:

<b>Outside Body</b>	<b>Representative(s) 2023/24</b>
YLCA Branch meeting representatives x 2 (with permission to vote) (FULL COUNCIL)	Cllr Mary Blacka Cllr Pat Colling
Brockholes Village Trust (FINANCE AND MANAGEMENT COMMITTEE)	Cllr Andrew Fenwick
Earnshaw's Foundation Charity (Holme) (FULL COUNCIL)	Cllr Adrian James
Holmfirth Civic Hall Community Trust (SERVICE PROVISION COMMITTEE)	Cllr Andy Wilson Cllr Steve Ransby
Holmfirth Conservation Group (PLANNING COMMITTEE)	Cllr Adrian James
Friends of Honley Library (SERVICE PROVISION COMMITTEE)	Cllr Glenn Kirkby Cllr Pat Colling
Kirklees Council – HV North Ward Forum (FULL COUNCIL)	IN ABEYANCE
Kirklees Council – HV South Ward Forum (FULL COUNCIL)	IN ABEYANCE
Kirklees Historic Buildings Trust (FULL COUNCIL)	IN ABEYANCE
Kirklees Rights of Way Forum (PLANNING COMMITTEE)	Cllr Andy Wilson
Peak Park Parishes Forum (FULL COUNCIL)	Cllr Sarah Whitelaw
Holme Valley Climate Action Partnership (HVCAP) (CACE COMMITTEE)	Cllr Sarah Whitelaw

## **2324 14 To appoint Authorised Signatories under the Bank Mandates**

- (1) **APPROVED:** HSBC - Cllrs Blacka, Colling, Greaves, Wilson, Baylin, Whitelaw, Dixon (all committee chairs plus chairman/vice-chair)
- (2) **APPROVED:** Svenska Handelsbanken - Cllrs Blacka, Colling and Greaves
- (3) **APPROVED:** CCLA Public Sector Deposit Fund - Cllrs Greaves, Colling and the Deputy Clerk/RFO

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Those appointed completed a short proforma of their personal details and a specimen signature at the end of the meeting.

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

### 2324 15 Minutes of Parish Council meetings

**APPROVED:** the Minutes of the FULL COUNCIL Meeting held on 27 March 2023, incorporating the ANNUAL PARISH MEETING numbered 2223 147 to 2223 178.

## THE COMMITTEE MINUTES UNDER DELEGATED POWERS

### 2324 16 Minutes of Standing Committee meetings

**APPROVED:** the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 27 February 2023, numbered 2223 68 to 2223 90.

**NOTED:** the Minutes of the PLANNING COMMITTEE Meeting held on 6 March 2023 numbered 2223 155 to 2223 174.

**APPROVED:** the Minutes of the CLIMATE EMERGENCY STANDING COMMITTEE Meeting held on 13 March 2023, numbered 2223 33 to 2223 46.

**APPROVED:** the Minutes of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE Meeting held on 20 March 2023, numbered 2223 58 to 2223 77.

**APPROVED:** the Minutes of the PLANNING COMMITTEE Meeting held on 17 April 2023 numbered 2324 01 to 2324 17.

**APPROVED:** the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 24 April 2023 numbered 2324 01 to 2324 15.

## MATTERS RESERVED FOR FULL COUNCIL

### 2324 17 Holme Valley Parish Council – draft key information (constitution)

Following on from a resolution in the council year 2022-23, draft wording for a key information document was presented for consideration.

The need for this had first been discussed at a FINANCE AND MANAGEMENT COMMITTEE meeting on 22-08-2022 in the context of fulfilling aspects of the Transparency Code as a result of the 2021-22 Annual Governance and Audit Return (AGAR). The requirement for a constitution was set down in the Local Government Act 2000 Section 9P.

**RESOLVED:** to approve the addition of the Key Information Document with name change to Holme Valley Parish Council Constitution, as presented, to the HVPC Website.



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## 2324 18 The Civic - underlease

The Clerk reported that at the time of the asset transfer of the Civic Hall from Kirklees to HVPC - and in addition to the lease made with Holmfirth Civic Hall Community Trust (HCHCT) - the Parish Council also agreed to sublet the Office on the third floor of Holmfirth Civic Hall and have access to the Exhibition Room for council meetings. It had come to light that the underlease was never formally considered or signed off by the Parish Council.

HCHCT had asked that this issue be resolved. The Clerk had found the draft lease, received in Autumn 2017. Given the amount of time passed, she had referred this to HVPC's current legal counsel for comment. As a response was still awaited the item would be **DEFERRED** to the Full Council meeting on 26 June 2023.

## 2324 19 Schedule of meetings - adjustment

A revised schedule of meetings for 2023-24 (version 3) was presented for consideration. The Clerk reported that this reflected a date change due to the timing of October half-term in Kirklees and also to amend the noting of some of the clerking arrangements.

**APPROVED:** the amended schedule of meetings 2023-24 (version 3) as presented.

Amended Schedule of Meetings to be published on HVPC website and posted to the HVPC Noticeboards.

## 2324 20 Chairman's expenses - policy

The latest Internal Audit had recommended that the Parish Council have in place a Chairman's Expenses Policy. The Clerk had found an existing policy which was presented for consideration. A revised version may follow in due course.

**APPROVED:** the Chairman's Expenses Policy, as presented.

## 2324 21 Holme Valley Parish Council – adjustment of office hours and reconfiguration

The Clerk reported that the appointment of Mrs Gemma Sharp as Assistant Clerk had led to a review of the current office configuration and office hours.

The Clerk also reported that following Holmfirth Art Week (when the office would not be open to the public as the Exhibition Room would be in use) the office and storage furniture were to be reconfigured to enable all three officers to use the office at the same time.

The Clerk further reported that the mobile phone and ipad used previously by the Climate Emergency Co-ordinator no longer required operational SIM cards and thus the direct debits for these had been cancelled. The phone was being utilised to record meetings and the ipad was being utilised by the Assistant Clerk for communications.

**NOTED:** the change in open-to-the-public office hours to:

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- Tuesday 9.30am-2.30pm
- Wednesday 9.30am- 2.30pm
- Thursday 9.30am-2.30pm

## FINANCIAL MATTERS

### 2324 22 Schedule of Payments

The Schedule of Payments for April and for May were included in the document pack, as was the 2023-24 Budget, and reported on by the Deputy Clerk/RFO who offered to meet with any councillor who wished to know more about financial aspects of the parish council's work.

**NOTED:** Schedule of Payments for April 2023.

**APPROVED:** Schedule of Payments for May 2023.

## REFERRALS FROM STANDING COMMITTEES

### SERVICE PROVISION COMMITTEE

### 2324 23 Holmfirth Civic Earmarked Reserve

The Clerk reported that there was £10,000 in the Earmarked Reserve for the Civic. An item for the SERVICE PROVISION COMMITTEE meeting on 5 June 2023 would be a proposal from HCHCT to carry out a condition survey on the Civic with an estimated cost of up to £10,000.

A request was considered that up to £10,000 be released in principle from the EMR so that the SERVICE PROVISION COMMITTEE could consider whether or not to approve payment of up to £10,000 for the condition survey.

The Deputy Clerk advised that this be deferred and delegated in the first instance to the Service Provision Committee, with any recommendations from the Committee to be put forward at a future Full Council meeting. In terms of the schedule of meetings this would not necessarily delay any payment to be made.

**RESOLVED:** to defer consideration of the release up to £10,000 from EMR Holmfirth Civic for the carrying out of a condition survey, subject to any forthcoming recommendations from the SERVICE PROVISION COMMITTEE.

## CORRESPONDENCE

### 2324 24 Correspondence from Kirklees and Holmfirth Forward regarding Holmfirth Blueprint, Holmfirth Town Centre Access Plan and Place Standard

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The Clerk reported that correspondence had been received via the Vice-Chair 2022-23 and Holmfirth Forward with regards to the Holmfirth Blueprint, Town Centre Access Plan and Place Standard. Along with these, the papers included an email from a member of the public regarding access issues in Holmfirth, along with a reply from the Clerk.

**NOTED:** the receipt of the correspondence described above regarding Holmfirth matters.

## 2324 25 Holmfirth Civic Hall Community Trust - change of Chair

The Clerk reported that a letter had been received from Holmfirth Civic Hall Community Trust informing Holme Valley Parish Council of a change in the Chair of the Board of Trustees.

**NOTED:** receipt of letter informing HVPC that Mr Alex Bray was the new Chair of the Board of Trustees of Holmfirth Civic Hall Community Trust.

Clerk to convey the best wishes of all at Holme Valley Parish Council to Alex on his appointment.

## 2324 26 Peak District National Park – parish member ballot enquiry

The Clerk reported that an enquiry had been received as to whether the Parish Council wished to put forward a councillor for membership to the Peak National District Park Council. Deadline for submissions was 12 noon Wednesday 24 May 2023.

**APPROVED:** nomination of Cllr Jo Liles for membership of the Peak District National Park Council and authorisation of the Clerk to nominate/vote for Cllr Liles.

*PLEASE NOTE: the Clerk apologises to Cllr Liles and the Full Council as the nomination of Cllr Liles was not put forward by the deadline.*

## 2324 27 Correspondence regarding Honley Show 2023

During this item it was **RESOLVED** to extend the meeting in order to finish the business on the agenda.

The Clerk reported that the Parish Council provides a trophy for 8-16 year old Best Handicraft Exhibit at Honley Show and a representative was required to attend the show and present the trophy on July 2023, timings to be confirmed.

The Parish Council had paid for a stall at Honley Show.

Honley Show had inquired as to whether the Parish Council was interested in either sponsoring the Honley Show programme or taking out advertising space. The Parish Council sponsored the Centenary programme in 2021. The cost of sponsoring the programme was suggested at £1,000.

Timings had prevented CACE Committee considering the request, possibly utilising monies from budget line 4610 Publications and Publicity to support this. The Parish Council could consider using monies from General Reserves to support any resolutions with regards to this.

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**RESOLVED:** Cllr Mary Blacka to provide HVPC representation at Honley Show for the presentation of a trophy for 8-16 year old Best Handicraft Exhibit.

**RESOLVED:** payment of £1,000 from General Reserves for the sponsorship of the Honley Show 2023 programme.

## **2324 28 Invitation from Yorkshire Local Councils Association to submit resolutions for debate on 22 July 2023**

The Clerk reported that correspondence had been received from Yorkshire Local Councils Association (YLCA) and previously shared with all councillors (16-3-2023) regarding the submission of resolutions for debate. YLCA's deadline for receipt of resolutions is 26 May 2023. The parameters to be observed when putting forward resolutions were set out in the correspondence.

No resolutions to put forward to YLCA for the meeting on 22 July 2023 were proposed.

## **2324 29 Items for Publicity**

It was suggested that pictures from Coronation events funded or part-funded by HVPC be requested from recipients and publicised on HVPC Facebook page/website.

**MEETING ENDED: 9.08pm**