

Holme Valley Parish Council

MEETING OF THE FULL COUNCIL MONDAY 18 DECEMBER 2023

PRESENT:

Cllr Mary Blacka (in the Chair)
Cllr Pat Colling (Vice-Chair)
Cllr Lawrence Baylin
Cllr Donna Bellamy
Cllr Damian Brook
Cllr Tom Dixon
Cllr Andrew Fenwick
Cllr Charles Greaves
Cllr Chris Green
Cllr Jenny Holmes
Cllr Adrian James
Cllr Glenn Kirkby
Cllr Jo Liles
Cllr Alison Morgan
Cllr Steve Ransby
Cllr Martin Rostron
Cllr Jane Rylah
Cllr Sarah Whitelaw
Cllr Andy Wilson

APPROVED APOLOGIES:

Cllr Kath Fernandes (6 month dispensation in place from 4-9-2023)
Cllr Donald Firth (6 month dispensation in place from 18-9-2023)
Cllr Isaac Barnett
Cllr Tricia Stewart

OTHER ABSENCES: NONE

TAKING MINUTES: Jen McIntosh (Clerk)

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

DRAFT MINUTES

Public Question Time and Welcome

The Chair welcomed all to the meeting, particularly to a member of the public attending with regards to item 2324 106. There were no other members of the public attending.

Standing Orders would be suspended to allow the person to speak to the item which would be brought forward to commence after item 2324 91.

The Chair thanked the Clerk for organising mince pies and also thanked all councillors for the significant work completed by the Council. The Clerk team were also thanked for their hard work.

Councillors had been invited to wear something festive in celebration of the season.

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PROCEDURAL MATTERS

2324 85 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 86 Items to be heard in private session

No items were to be heard in private session.

2324 87 Apologies and reasons for absence

Apologies and reasons were circulated prior to the meeting starting.

APPROVED: apologies and reasons for absence from Cllr Isaac Barnett and Cllr Tricia Stewart.

NOTED: a dispensation for a 6-month period of absence for Cllr Kath Fernandes, received 04-09-2023 by the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE is in place until 04-03-2024 and for Cllr Donald Firth, received 18-09-2023 by the SERVICE PROVISION COMMITTEE is in place until 18-03-2024.

2324 88 Receipt of written Declaration of Pecuniary and Other Interests

A written declaration of pecuniary and other interests (DPIs) of councillors was distributed under separate cover to all councillors prior to the meeting.

NOTED: receipt of updated written declaration of pecuniary and other interests (DPI) from Cllr Colling.

Written declarations of pecuniary and other interests (DPIs) of officers were distributed under separate cover to all councillors prior to the meeting. These had been **NOTED** at the meeting of the STAFFING COMMITTEE on 13 November 2023.

2324 89 Declaration of interests in agenda items

Declarations of interest were made as follows:

Cllr Blacka item 2324 109 – treasurer of Friends of Cliff Rec

Cllr Dixon – item 2324 109 – chair of Friends of Cliff Rec

Jen McIntosh, clerk – 2324 95 – regarding garage rental charges – husband on waiting list.

NOTED: declarations of interests of councillors in agenda items.

NOTED: declarations of interests of officers in agenda items.

Named councillors to abstain from discussion and/or voting regarding item 2324 109.

Clerk to provide no comment regarding the issue of rents for garages as part of item 2324 95.

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TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS

2324 90 Minutes of Council meetings

APPROVED: the Draft Minutes of the FULL COUNCIL Meeting held on 9 October 2023, numbered 2324 53 to 2324 84.

Regarding ongoing matters arising from the minutes, the clerk reported that the SERVICE PROVISION COMMITTEE **DEFERRED** consideration of the use of £15,000 in the Sands Recreational Equipment EMR 338 to its meeting on 19 February 2024.

The clerk further reported that the laying of wreaths had been carried out as outlined in minute 2324 71. The clerk thanked councillors for collecting wreaths in a timely way and representing the council.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2324 91 Minutes of Standing Committee meetings

NOTED: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 25 September 2023, numbered 2324 53 to 2324 69, **APPROVED** at the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 27 November 2023.

NOTED: the Minutes of the PLANNING COMMITTEE Meeting held on 16 October 2023, numbered 2324 98 to 2324 116, **APPROVED** at the PLANNING COMMITTEE meeting on 4 December 2023.

APPROVED: the Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Meeting held on 23 October 2023 numbered 2324 48 to 2324 72.

APPROVED: the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 6 November 2023 numbered 2324 46 to 2324 67.

APPROVED: the Minutes of the STAFFING COMMITTEE Meeting held on 13 November 2023, numbered 2324 14 to 2324 27.

APPROVED: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 27 November 2023, numbered 2324 70 to 2324 86.

APPROVED: the Minutes of the PLANNING COMMITTEE Meeting held on 4 December 2023, numbered 2324 117 to 2324 134.

Standing Orders were suspended and item 2324 106 brought forward to be considered at this point in the meeting to allow a member of the public attending to speak.

2324 106 Covid Memorial Working Party - report

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In addition to a written report distributed with papers, a number of photographed images were distributed around members with regards to ideas for a memorial. A verbal report on site visits was received. This explained 3 distinct features of the memorial plan:

- The planting of an oak and other native trees and fruit bushes at Sands.
- Wild flower planting – response awaited from Kirklees.
- A seating area to be established in the grounds of Honley Library.

NOTED: Report regarding the Covid Memorial as presented.

APPROVED: a recommendation from the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE from the meeting on 23 October 2023 to create an Ear Marked Reserve of £6,000 from General Reserves for the Covid Memorial with approved expenditure up to that amount.

ELECTION OF CHAIR OF FINANCE AND MANAGEMENT COMMITTEE

2324 92 Election of Chair of Finance and Management Committee

The Chair of the FINANCE AND MANAGEMENT COMMITTEE elected 15 May 2023, Cllr Charles Greaves, resigned the position as of 28 November 2023. It was therefore necessary to elect a new Chair of the Committee.

Before the election commenced the Chair thanked Cllr Greaves for his work as FINANCE AND MANAGEMENT COMMITTEE Chair, particularly for the clarity he had brought to discussions and decision-making. Cllr Greaves was continuing as a COMMITTEE member.

ELECTED: Cllr Pat Colling as Chair of the FINANCE AND MANAGEMENT COMMITTEE, with immediate effect.

A further motion concerned the addition of the newly elected Chair's name to the following bank mandates, where appropriate.

Cllr Colling was already included as Vice Chair of Council.

RESOLVED: The new FINANCE AND MANAGEMENT vice-chair – to be elected at the meeting on 8 January 2024 – would be the new name added to the CCLA account. The name of the elected Vice Chair of the Committee would be put forward as a signatory on the CCLA account at the next FULL COUNCIL meeting, 29 January 2024.

i. The HSBC accounts (all Chairs and Vice-Chair of Council)

NOTED: the full, formal names of members to be on the HSBC mandate, as presented below:

- Cllr Doris Mary Blacka
- Cllr Patricia Colling
- Cllr Lawrence Michael Baylin
- Cllr Sarah Ann Whitelaw
- Cllr Melvin Andrew Wilson
- Cllr Thomas William Dixon

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ii. The CCLA account (Cllr Blacka, Cllr Colling, F&M Chair)

NOTED: the full, formal names of all members to be on the CCLA mandate, as presented below:

- Cllr Doris Mary Blacka
- Cllr Patricia Colling
- The Vice Chair of the Finance and Management Standing Committee (to be elected)

iii. The pending Unity Trust account (all Chairs and Vice-Chair of Council)

NOTED: the full, formal names of members to be on the pending Unity Trust mandate, as presented below, would be:

- Cllr Doris Mary Blacka
- Cllr Patricia Colling
- Cllr Lawrence Michael Baylin
- Cllr Sarah Ann Whitelaw
- Cllr Melvin Andrew Wilson
- Cllr Thomas William Dixon

FINANCIAL MATTERS

2324 93 Schedule of Payments Month to Date December 2023

The Deputy Clerk/RFO reported that the Schedule of Payments Month to Date December 2023 had been included in the document pack and included a payment regarding the topograph on Holme Moss.

APPROVED: the Schedule of Payments as presented.

2324 94 Council Budget 2023-24

The Deputy Clerk/RFO reported as follows.

Council Budget 2023-24 YTD including Earmarked Reserves and PROJECTED Expenditure against Budgets and movements of EMRs 2023-24 were reported to the FINANCE AND MANAGEMENT COMMITTEE on 27 November 2023.

When the FINANCE AND MANAGEMENT COMMITTEE reviewed grant applications at its meeting 25th September 2023, Members resolved that a number of awards should be referred to the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT STANDING COMMITTEE (CACE) at its meeting 23rd October 2023 for consideration against climate emergency budgets. These referrals were made where an award had relevance to the climate emergency.

At the CACE meeting 23rd October 2023, the Committee voted to recommend to Council five virements.

A. APPROVED: the following 5 virements as recommended by the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT STANDING COMMITTEE (CACE) at its meeting 23rd October 2023:

- i. Virement from CACE 4805 Community Mobilisation to F&M 4315 Community Assets:

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Upperthong Village Hall – roof repairs – £4,000

Total virement from 4805 Community Mobilisation to 4315 Community Assets - £4,000.

ii. Virement from CACE 4820 Waste Strategy to F&M 4315 Community Assets: Upperthong Village Hall – roof repairs – £500

Total virement from 4820 Waste Strategy to 4315 Community Assets - £500.

iii. Virement from CACE 4810 Energy Strategy to F&M 4315 Community Assets:

- Brockholes Village Trust – energy survey – £588
- Cartworth Moor Cricket Club – LED lights, ceiling insulation – £3,038
- Wooldale Wanderers AFC – 6 wall heaters – £2,500
- Honley Village Community Trust – Magdale dam - £250

Total virement from 4810 Energy Strategy to 4315 Community Assets - £6,376.

iv. Virement from CACE 4830 Business and Economy to F&M 4315 Community Assets: Honley Village Community Trust – Magdale dam –£2,000

Total virement from 4830 Business and Economy to 4315 Community Assets - £2,000.

v. Virement from CACE 4825 Environment to F&M 4405 Projects and Events: Honley Village Community Trust – Magdale map –£405

Total virement from 4825 Environment to F&M 4405 Projects and Events - £405.

It was reported that the virements totalled £13,281, with £12,876 being vired to 4315 Community Assets and £405 being vired to 4405 Projects and Events.

4315 Community Assets would therefore had £45,779.40 remaining to spend.

4405 Projects and Events therefore had £4,285.34 remaining to spend.

One aspect of budget planning that the FINANCE AND MANAGEMENT COMMITTEE looked into at its meeting 27th November 2023, was whether there could be any workable strategy for managing expenditure in the current year, 2023-24, which would positively impact budget planning and the management of reserves for the year ahead, 2024-25.

Given the recommendations from CACE, detailed above, to recommend virements to the Finance and Management grant budget lines, the FINANCE AND MANAGEMENT COMMITTEE considered its projected revised budgets of £45,779.40 and £4,285.34.

The RFO suggested that good use of the remaining £45,779.40 might be to pay towards the anticipated costs of roof repairs to The Civic. What the RFO/Deputy Clerk suggested was that the FINANCE AND MANAGEMENT COMMITTEE commits to pay for the pending roof repairs (estimated at £22,490 before tax) from its Community Assets grant pot. The Civic was advised last year that it could apply for grants via the 4315 Community Assets line though this amount is significantly higher than the £5,000 Committee limit.

If the FINANCE AND MANAGEMENT COMMITTEE approved to pay for roof repairs from 4315 Community Assets then that would mean that projected expenditure 2023-24 is lower. The FINANCE AND MANAGEMENT COMMITTEE recommends to Council that, rather than coming from general reserves, expenditure on the pending roof repairs up to £22,490, be approved by FULL COUNCIL to come from 4315 Community Assets. This would still leave a healthy £23,289 to spent on community assets grants in the February cycle.

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B. APPROVED: expenditure on the pending roof repairs up to £22,490 to come from the budget line 4315 Grants – Community Assets.

Further to manage existing reserves so as to allow the Parish Council more flexibility to deliver a more balanced budget 2024-25, the FINANCE AND MANAGEMENT COMMITTEE resolved to recommend to FULL COUNCIL to return £35,000 from the earmarked reserve 338 EMR Children’s Playgrounds to general reserves.

C. APPROVED: movement of £35,000 from 338 EMR Children’s Playgrounds to general reserves.

2324 95 Council Budget 2024-25

Documents for reference included:

- Budget, Reserves, Precept Recommendation from F and M 27_11_2023
- Budget Comparisons – F and M, Cllr Greaves
- Budget, Reserves, Precept proposed by Cllr Greaves with -£11k Youth Provision
- Budget, Reserves, Precept Recommendation from F and M 27_11_2023 with -£11k Youth Prov expenditure

The Deputy Clerk reported.

The budget and reserves as presented would fund all Committees’ proposed expenditure on prioritised work plans for the year ahead and beyond.

The RFO had made some small adjustments to the recommended budget as presented at the FINANCE AND MANAGEMENT COMMITTEE due to:

- 1) the resolution by that Committee to raise the rental charges for garage and allotment tenancies by 20%; and
- 2) to raise the insurance budget due to the additional £315/a coverage on the Holme Moss topograph - budgeted up from £8,500 to £8,750.

The budget as recommended by the FINANCE AND MANAGEMENT COMMITTEE – **option A** - would then have required a precept of **£331,054**, which would mean a Band D charge of **£31.58**, an increase of £4.40 over the current £27.18.

However, since that budget was approved to be recommended to Full Council, the Parish Council was advised that £11,000 it had committed to Youth Work in the Holme Valley this year was now no longer needed. This had implications for the projected expenditure 2023-24 and therefore to the level of general reserves held by the Council. This was presented in papers as **option B**.

Taking account of the £11,000 underspend to the recommended Budget proposal, this would mean that:

Projected Expenditure 2023-24	£375,406
Earmarked Reserves	£109,669
General Reserves	£74,492
General Reserve as % of NRE	19.84%
Projected Expenditure 2024-25	£332,260

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Contribution to reserves needed	£8,573
NEW General Reserve as % of NRE	25.00%
Precept	£320,054
Projected Income	£20,779
Surplus/Deficit	+£8,573
Band D Charge	<u>£30.53</u>
Change in Band D charge	+£3.35
Percentage increase in Band D	+ 12.00%

This would be the first increase in the charge to households for 5 years. The previous Council did not raise the charge to households at all across its term of office.

In that time, the average increase of the Band D charge in England was £15.31.

The average Band D charge in England is now £79.35 against the Holme Valley's current £27.18 and proposed £30.53.

The Bank of England shows that the rate of inflation since 2019 has been 22.4%.

The budget recommended to the Parish Council would be an increase in the Band D household charge of 12.0%.

This is so, despite the Parish Council's increased financial commitments since the current charges were set to Honley Library £15,000/a, Youth Work in the Holme Valley, £25,000, and the climate emergency £5,000, this year. Staff costs have also increased as only two staff were employed at the end of 2018, and only one of those was an Officer of the Council.

If Council wanted to reduce the precept as presented in this recommendation, a £10,000 deduction in expenditure or earmarked reserves would reduce the Band D charge by approximately £1.

The final figure for the precept would not be known before Kirklees revises its tax base figure in January. This usually goes up, but it did go down under the pandemic.

Separately, Councillor Greaves had presented a Budget, Reserves and Precept proposal for consideration – **option C**.

Cllr Greaves stated his intention that his budget focus on restraining spending and giving an opportunity to take stock as the parish council moves from a deficit budget able to draw on reserves to a balanced budget.

Cllr Greaves' proposal was identical to the Finance and Management recommendation except on eight things. There was only one variation in the actual Budget. Cllr Greaves would reduce the Finance and Management Community Assets grants budget line from £53,000 to £38,000. Cllr Greaves proposed further that seven earmarked reserves be disestablished, and the funds returned to general reserves. These seven had, in his eyes, unclear purposes, and had been in existence for some time. This would apply to:

- EMR Community Assets
- EMR Defibrillators
- EMR Climate Emergency Projects
- EMR Road Safety
- EMR Public Transport

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- EMR Tourism
- EMR Dog Waste and Litter

This would mean £31,609 moving to general reserves. Cllr Greaves' proposal was designed to have a 5% increase in the precept and charge to Band D households. It would mean that the level of general reserves was high at 34% with around £29,000 in excess of the 25% limit. Cllr Greaves anticipated that this reserve would allow better futureproofing and future-planning for the Parish Council.

Either the amended recommendation from the Finance and Management Committee or the proposal from Cllr Greaves could be modified easily for a final Budget, Reserves, Precept to be approved.

Cllr Colling proposed that option B be considered. This took into account the £11,000 referred to by the Deputy Clerk and would reduce any increase in the household charge. In all other regards the option reflected that recommended by FINANCE AND MANAGEMENT COMMITTEE – option A.

Points raised during the discussion were:

- A wish expressed by a number of councillors to not increase the precept.
- A wish to invest in the Holme Valley.
- A query as to whether it was legally possible for funds from Holme Valley Land Charity to be sought to assist the Parish Council in fulfilling its aims.
- A recognition that inflation had increased parish council costs.
- EMRs needed to have a purpose and be used.
- The increase suggested to the precept was modest given the widening scope of the parish council's work.

Options B and C were **PROPOSED** and **SECONDED** and proceeded to a straight counted vote with 16 voting for Option B and 2 for Option C.

APPROVED: the budget for 2024-25, as set out below:

Precept: £320,054 (£284,924)

Band D charge: £30.53 (£27.18)

Increase to household charge: £3.35 per year

Percentage increase: 12%

(in brackets – 2023/24 figures for comparison)

The Deputy Clerk/RFO was thanked for all the work he has put into preparing the budget for consideration.

2324 96 Letter from Internal Audit

A letter received from Internal Audit indicated rises in fees for the Financial Years 2024-25 and 2025-26.

NOTED: Letter from Internal Audit regarding fees for 2024-25 and 2025-26.

MATTERS RESERVED FOR FULL COUNCIL

2324 97 Declaration of interests/Referrals to Kirklees Monitoring Officer

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At the meeting of the FULL COUNCIL ON 26 June 2023 it had been **NOTED** that 6 referrals in relation to alleged breaches of the Code of Conduct concerning three councillors and an ex-councillor were under consideration by the Kirklees Monitoring Officer. A further two referrals regarding two other councillors had subsequently been received.

The Monitoring Officer had informed the Clerk that of these 8 referrals 6 were now closed with no further action. Two remained open.

Advice had also been sought from the Clerk regarding declaring interests in meetings.

The Clerk had been in discussions with the Kirklees Monitoring Officer on approaches to reduce the current high incidence of referrals and to give clarity to parish councillors regarding, in particular, the declaring of interests in meetings. The written report with recommendations from the Clerk was the outcome of this and the Clerk wished to go the record with her thanks to the Monitoring Officer for the time and input she had given to these matters prior to the meeting.

The Clerk highlighted from the report that whilst councillors are welcome to ask the clerk team for advice regarding the declaration of interests members of the clerking team would be able to point them to relevant legislation but not give an interpretation. Councillors must, as individuals, decide what should be declared and it was a matter for FULL COUNCIL or the relevant Committee to consider declarations.

Regarding the 'reflections' section of the report, the Clerk explained her wish to convey to members her view that some of the issues which have arisen can be seen as part of the process of a new council with significant number of new members forming an open culture and developing a productive way of working.

The Chair thanked the Clerk for the work put into the preparation of the item.

It was observed that collective training where all members heard the same messages could be much more effective than individual training

NOTED: Kirklees Monitoring Officer notification in the matter of 8 councillor referrals.

APPROVED: the recommendation from the Kirklees Monitoring Officer to secure whole-council training regarding the declaration of interests and Code of Conduct to take place prior to or during a FULL COUNCIL meeting to ensure good attendance.

The practical organisation of the training was delegated to the clerk who would approach YLCA as a possible training provider.

RESOLVED: to recommend that all Councillors who had not attended induction training to date attend an induction session before the next Full Council meeting on Monday 29 January 2024.

2324 98 HVPC Statement of Intent (priorities)

At the meeting on 9 October 2023 the FULL COUNCIL **RESOLVED** to form a working group to review the HOLME VALLEY PARISH COUNCIL priorities. The Statement of Intent was now being presented

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for consideration. The Chair and other members of the working group spoke to the motion. Cllr Colling was identified as the member who had ensured a concise, to-the-purpose statement.

APPROVED: The Statement of Intent in place for the life of Holme Valley Parish Council 2023-2026 as presented.

2324 99 Officer-Councillor Protocol

At the meeting on 26 June 2023 the FULL COUNCIL **RESOLVED** to form a working group to review the HOLME VALLEY PARISH COUNCIL Officer-Councillor Protocol. The revised protocol was presented for consideration by the Chair.

APPROVED: the HVPC Officer-Councillor Protocol as presented.

2324 100 Civility and Respect Pledge

FULL COUNCIL at the meeting on 26 June 2023 **RESOLVED** to take the Civility and Respect Pledge. HOLME VALLEY PARISH COUNCIL had received the Certificate confirming the taking of the pledge. The Chair of the Parish Council signed the Certificate at the meeting.

NOTED: formal signing of the Civility and Respect Pledge Certificate by the Chair.

2324 101 Councillor training - update

The Clerk reported that this item had been **DEFERRED** from the FULL COUNCIL meeting on Monday 9 October due to earlier items overrunning.

An update had been provided regarding training undertaken by councillors and also the proforma councillors are requested to complete whenever training is undertaken.

Councillor training evaluations received to date were included in papers along with a copy of the YLCA Training Programme.

The councillor training budget 2023-24 was projected to be underspent. The development and completion of a councillor skills audit at a later point may assist councillors in identifying possible training needs and the clerking team in assisting councillors to locate suitable training opportunities.

Cllr Baylin reported on the YLCA Talking Tables face-to-face training which he recommended.

NOTED: the Councillor training update and evaluations received from Cllr Baylin and Cllr James.

2324 102 Protocol for dealing with residents' queries

This item was **DEFERRED** from the FULL COUNCIL meeting on Monday 9 October due to earlier items overrunning.

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The Clerk had been asked to draw up a protocol with regards to dealing with residents' queries for use by councillors and officers. This will now be tabled for consideration at FULL COUNCIL on Monday 29 January 2024.

Councillors and officers were invited to share their views/ideas on this matter with the Clerk by 18 January 2024.

NOTED: Councillors and officers are invited to share their views/ideas on the drawing up of a protocol for dealing with queries from members of the public.

Councillors to contact the Clerk by the 18 January 2024 with any contributions.

The Clerk was asked about the most common kind of queries received by the clerk team. Emptying of bins and provision of memorial plaques on benches were identified as regular enquiries.

2324 103 Holmfirth Civic Hall – valuation request from insurers

NOTED: the Clerk had authorised a valuation of Holmfirth Civic Hall from Boultons, expected cost £495 plus VAT.

Clerk reported that the valuation took place on Thursday 14 December 2023.

2324 104 Report on rights relating to the Civic

At FULL COUNCIL on 9 October 2023, it was **RESOLVED** to form a working group consisting of the Clerk, Cllrs Wilson and Ransby (as HVPC councillors who are also HCHCT trustees) and Cllr Baylin (as Chair of SERVICE PROVISION COMMITTEE) to consider actions arising from a report into rights relating to the Civic.

Cllr Greaves also joined the working group which had met to discuss ways forward and agreed the following aims:

- To establish clarity regarding rights of way for HOLME VALLEY PARISH COUNCIL.
- To protect access rights for the fire escape should that become necessary to do so.
- To maintain good relations with neighbours.

Next steps included:

1. The drafting of a letter to go to all neighbours stating what the parish council has learnt regarding rights of way around the Civic. Discussions regarding this confirmed that in writing the letter the clerk would not be giving a legal interpretation but stating the position of the Parish Council.
2. The offering of face-to-face meetings with neighbours in the new year.
3. That the two fire exits at the back of the Civic will be modelled as emergency 'break glass' exits only.
4. That communication with hirers should be revised so that neighbours' concerns are addressed.

RESOLVED: that the working group is confirmed in its delegated power to take the project forward through the plans outlined.

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Actions to be reported to the meeting of the FULL COUNCIL on 29 January 2024.

2324 105 Reports from Kirklees Ward Councillors

An action for the Clerk from the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting of 23 October 2023 was to add a standing item on FULL COUNCIL agendas for Kirklees Councillors who are also Parish Councillors to report back on relevant activity and news from Kirklees.

The Clerk had also been in communication with other Kirklees Ward Councillors from Holme Valley South and Holme Valley North to invite any correspondence regarding news from Kirklees. There was no activity to report.

(Item 2324 106 was heard after item 2324 91.)

REFERRALS FROM STANDING COMMITTEES

FINANCE AND MANAGEMENT COMMITTEE

2324 107 Change to the Scheme of Delegation for 2024-25

At the meeting of the FINANCE AND MANAGEMENT STANDING COMMITTEE on 27 November 2023 it was **RESOLVED** to recommend to FULL COUNCIL that the rolling grants listed below and their budget lines and earmarked reserves be placed under the remit of the FINANCE AND MANAGEMENT STANDING COMMITTEE from 2024-25 onwards:

- i. Holme Valley Patient Transport
- ii. Honley Business Association for the CCTV

This was originally a recommendation from the SERVICE PROVISION STANDING COMMITTEE and would necessitate a change in the Scheme of Delegation.

APPROVED: a change to the Scheme of Delegation for 2024-25, transferring oversight of rolling grants for i. Holme Valley Patient Transport and ii. Honley Business Association for the CCTV and their associated budget lines and earmarked reserves to the FINANCE AND MANAGEMENT COMMITTEE, from Council Year 2024-25 onwards.

SERVICE PROVISION COMMITTEE

2324 108 Youth Work Budget

An amendment to the budget allocated to Youth Work 2023-24 was considered under an earlier item. The amendment arose from an update received from Kirklees Youth Alliance regarding budget adjustments 2023-24.

NOTED: correspondence received regarding budget allocation 2023-24 for Youth work budget confirming that a further payment of £11,000 in January 2024 from the Youth Work budget to Kirklees Youth Alliance is no longer requested.

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The Chair of the SERVICE PROVISION COMMITTEE asked councillors to take note of any HVPC funded Christmas trees in their wards and take the temperature of their community, if possible, regarding the provision. The COMMITTEE would be reviewing Christmas provision at its next meeting and would welcome feedback from any councillor.

CLIMATE ACTION, COMMUNICATION AND ENGAGEMENT COMMITTEE

2324 109 80th Anniversary D Day Beacon lighting event

The meeting of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE on 23 October 2023 **RESOLVED** to defer to FULL COUNCIL an item regarding further information on the 80th Anniversary of D-Day on 6 June 2024 event from Pageant Master Bruno Peek: Letter to Town, Parish and Community Councils.

Decisions were needed regarding possible beacon-lighting events to be held in the Holme Valley. Cliffe Rec and Holme Moss had been used in similar events previously and were discussed. Friends of Cliff Rec are going ahead with a D Day beacon lighting event.

The Holme Moss Beacon provided by RICS is stored at the Civic. It was queried as to whether having two beacon-lighting events in the Holme Valley would be disproportionate. Cllr Dixon, who had declared an interest earlier, spoke but confirmed that he would take no part in a vote. He raised the point that it was difficult for the community to access Holme moss for a beacon lighting event. Cliff Rec was much more recognisable and accessible as a place for community gatherings.

Cllr Fenwick volunteered to assist in any beacon lighting to take place on Holme Moss which had much to recommend it as a site. A query was raised as to costs and also as to the apparent contradiction of supporting the climate emergency but condoning the use of gas for beacon lighting.

It was suggested that Holme Moss and Cliff Rec offer different benefits. The Chair shared that Friends of Cliff Rec would be going ahead with a beacon lighting event.

RESOLVED: to hold a Holme Valley Parish Council 80th anniversary of D-Day beacon-lighting event at Holme Moss on 6th June 2024.

During the vote it was queried as to whether an abstention was the same as not participating in a vote.

Costs and organisational requirements to be reported at a subsequent meeting.

STAFFING COMMITTEE

2324 110 Staff costs EMR

FULL COUNCIL on 9 October 2023 **APPROVED** the creation of an EMR of £5,500 so that additional contractual staffing costs arising from any national pay award or incremental point award in 2023-24 could be met. The STAFFING COMMITTEE approved pay awards for the clerk team at the meeting on 13 November 2023.

Holme Valley Parish Council

APPROVED: the disassembling of the Earmarked Reserve of £5,500 to meet staff pay awards with any residual monies being taken into general reserves.

2324 111 Officer employment contract – special leave

An action for the Clerk from the STAFFING COMMITTEE meeting on 13 November 2023 was to investigate and liaise with STAFFING COMMITTEE regarding special leave arrangements for the clerk team. The Clerk reported back to the STAFFING COMMITTEE via email, the outcome of which is a proposed amendment to the wording of all three employment contracts.

APPROVED: amendment of all three employment contracts to incorporate reference to up to 6 days pro rata per annum compassionate/emergency family paid leave - and further discretionary unpaid leave - to be granted upon approval from the Chair of Council and the Clerk for the Deputy and Assistant Clerk/from the Chair of Council and the Chair of Staffing for the Clerk.

Clerk to make amendments.

CORRESPONDENCE

2324 112 Holmfirth Blueprint – notification of adoption

TO NOTE: The Kirklees Holmfirth Blueprint had been adopted by Kirklees on 26 October 2023.

At 9pm the Council **RESOLVED** to suspend Standing Orders in order to finish the business of the meeting.

2324 113 Chair's Report

The Chair gave a verbal report on activities on behalf of HOLME VALLEY PARISH COUNCIL. These included:

- On 15 October 2023 attending Mirfield Civic Service.
- On 12 November 2023 representing the Parish Council at the Holmfirth wreath-laying.
- On 9 December 2023 attending a Christmas concert at Huddersfield Town Hall as a guest of Honley Male Voice Choir.

2324 114 Items for Publicity

Potential items for publicity arising from the meeting were put forward as follows:

- Community Champions nominations (8 January 2024 deadline).
- Next grant application deadline of 31st January 2024.
- Funding for a youth worker through Kirklees Youth Alliance.
- Benches competition on Facebook.
- Grants given for Christmas lights/events and funding for trees.
- A flyer publicising the work of the Parish Council will be forthcoming in the new year.

The meeting closed at 9.02pm.