

Holme Valley Parish Council

MEETING OF THE COUNCIL MONDAY 29 JANUARY 2024

PRESENT:

Cllr Mary Blacka (in the Chair)
Cllr Pat Colling (Vice-Chair)
Cllr Isaac Barnett
Cllr Lawrence Baylin
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 Tricia Stewart
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 Donna Bellamy

OTHER ABSENCES: NONE

TAKING MINUTES: Jen McIntosh (Clerk)

IN ATTENDANCE: Rich McGill (Deputy Clerk/RFO)

DRAFT MINUTES

Public Question Time and Welcome

The Chair welcomed all members to the first FULL COUNCIL meeting of 2024.

There were no members of the public present.

PROCEDURAL MATTERS

2324 115 Recording of public meeting

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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 116 Items to be heard in private session

It was proposed that item 2324 125 be heard in private session as this was to consider nominations for Community Champions Awards - members of the public should not be named without first gaining their consent.

RESOLVED: that agenda item 2324 125 be heard in private session.

Recording to be halted for the duration of the item.

2324 117 Apologies and reasons for absence

Apologies and reasons were circulated prior to the meeting starting.

APPROVED: apologies and reasons for absence from Cllr Donna Bellamy.

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 continues to be in place until 04-03-2024 and for Cllr Donald Firth, received 18-09-2023 by the SERVICE PROVISION COMMITTEE continues to be in place until 18-03-2024.

Cllr Greaves had notified the Clerk that he expected to arrive by 7.30pm.

The Assistant Clerk was absent due to recovering from illness.

2324 118 Receipt of written Declaration of Pecuniary and Other Interests

There were no written declarations of pecuniary and other interests (DPIs) of councillors to receive.

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

NOTED: written declaration of pecuniary and other interests (DPI) of the clerk.

2324 119 Declaration of interests in agenda items

Declarations of interest for item 2324 125 would be heard in private session as part of the item.

No declarations of interests of councillors in agenda items were disclosed.

No declarations of interests of officers in agenda items were disclosed.

TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS

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2324 120 Minutes of Council meetings

APPROVED: the Minutes of the FULL COUNCIL Meeting held on 18 December 2023, numbered 2324 85 to 2324 114.

The Chair thanked the Clerk for her work regarding minutes.

Information regarding ongoing matters arising from the minutes was **RECEIVED** with reference to:

- Minute 2324 Covid Memorial Working Party – the Chair reported that progress was being made. Plans for tree planting in Sands were awaiting approval from the Kirklees Corporate Landlord. Excellent cooperation from the Friends of Honley Library meant that those plans were progressing too.
- Minute 2324 103 Holmfirth Civic Hall – clerk reported that the valuation report was awaited.
- Minute 2324 104 Report on rights relating to the Civic - the Clerk reported that letters had been sent to Hightown Lane neighbouring properties setting out the Council's position regarding right of way at the rear of the Civic. A meeting had been arranged to take place 1 February 2024 with one resident at their request in response to the letter.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2324 121 Minutes of Standing Committee meetings

APPROVED: the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 8 January 2024, numbered 2324 87 to 2324 105.

The Draft Minutes of the PLANNING COMMITTEE Meeting held on 15 January 2024, numbered 2324 135 to 2324 151 were to follow in due course.

FINANCIAL MATTERS

2324 122 Holme Valley Parish Council budget 2024-25

The Parish Council approved its Budget, Reserves and Assets at its meeting 18 December 2023. However, approval of the precept then was only provisional given that calculations had been based on Kirklees Tax Base calculation for the Holme Valley for the current year 2023-24 rather than the year to which the budget applies. The tax base 2023-24 is 10482.86. The precept calculated using that figure and the revised £30.53 Band D charge was £320,042.

On the day of the meeting Kirklees had sent its final calculation for the Tax Base 2024-25. The new tax base is 10741.38. This is an increase of 258.52. Using the Parish Council's new, approved Band D household charge of £30.53, this translates into a final precept figure 2024-25 of £327,934 and an increase in the Special Expense Grant 2024-25 to £3,437. The Special Expenses Grant is calculated at £0.32 multiplied by the Tax Base. The total annual amount to be requested from Kirklees would be £331,371. This increase in the tax base would mean that the Parish Council's level of general reserves would be 27% of projected expenditure, a small excess of 2%.

The Finance and Management Committee recommended to Full Council to approve for the year 2024-

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25:

Precept	£327,934
Special Expenses Grant	£3,437
Total from Kirklees	£331,371

APPROVED: i. the Precept ii. the Special Expenses Grant, and iii. the total amount due from Kirklees as presented above.

The Deputy Clerk/RFO was thanked for the admirable clarity evident in the presenting of budget and precept information.

Clerk to formally notify Kirklees ahead of its Budget Council Meeting 6th March 2024.

Deputy Clerk to investigate what the Special Expenses Grant covers.

MATTERS RESERVED FOR FULL COUNCIL

2324 123 Holme Valley Parish Council Interim Internal Audit

NOTED: The Internal Audit Report with 8 recommendations.

The RFO reported on the action plan with time frames and responsibilities in response to the audit. This included the need for schedule of payments and bank reconciliations to be signed.

The switch to Unity Trust was likely to be delayed due to the need to develop and print an associated business plan.

2324 124 CCLA account – additional name

The Deputy Clerk/RFO reported that Cllr Wilson, elected on 8-01-2024 as vice chair of the FINANCE AND MANAGEMENT COMMITTEE, was to be added as a signatory to the CCLA account. Cllr Blacka was a signatory in her role as Chair of Holme Valley Parish Council and Cllr Colling as Vice Chair. The chair of the FINANCE AND MANAGEMENT COMMITTEE is the third signatory. Cllr Colling had been elected Chair of Finance and Management Committee but was already a signatory. Therefore, the third signatory should be Cllr Wilson, having been elected as Vice Chair of the FINANCE AND MANAGEMENT COMMITTEE.

APPROVED: the addition of a signatory name to the CCLA account mandate as presented below:
CLLR MELVIN ANDREW WILSON

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2324 125 Community Champions 2024 – nominations

This item was heard in private session in accordance with the resolution made in item 2324 116.

Cllr Barnett left the meeting at 7.25pm during consideration of this item.

RESOLVED: To not proceed with the selection of Community Champions for 2024 until robust criteria and process have been put in place, to be developed by the CACE Committee and approved by FULL COUNCIL before implementation.

RECORDED VOTE: 16 FOR, 2 AGAINST, NO ABSTENTIONS.

FOR: Cllr Mary Blacka, Cllr Pat Colling, Cllr Lawrence Baylin, Cllr Damian Brook, Cllr Andrew Fenwick, 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 Tricia Stewart, Cllr Andy Wilson

AGAINST: Cllr Tom Dixon, Cllr Sarah Whitelaw

Cllr Greaves arrived at 7.40pm after the conclusion of this item.

2324 126 Holme Valley Parish Council – annual report

The publication of an annual report is a requirement of the *Annual Governance and Audit Return*. The Annual Report is to be presented at the Annual Parish Meeting on 18 March 2024. Committee Chairs and the Council Chair have been requested to provide a report in Word of about 300 words to the Assistant Clerk by 3pm 29 February 2024.

NOTED: the deadline for receipt of annual reports from the Council Chair and all Committee Chairs being 3pm Thursday 29 February 2024.

2324 127 Holme Valley Parish Council - printed update for distribution

A high-quality *Holme Valley Parish Council Flyer* had been prepared to publicise the work of the parish council.

The members of the CACE Committee who had produced the content of the flyer were thanked as was the Assistant Clerk for her guidance and support.

Feedback regarding the flyer was requested by Cllr Whitelaw, the Chair of CACE, and any other councillor wishing to be involved in future would be welcomed.

Each HVPC ward councillor was given a number of flyers in order to assist in the distribution of the flyers in their wards. Cllr Brook and Cllr Dixon would assist with the distribution of flyers in the Fulstone ward.

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2324 128 Meetings schedule 2024-25

An amended version numbered 4 of the *Holme Valley Parish Council Meetings Schedule for 2024-25* was tabled for consideration. The Clerk reported on key features of the schedule, particularly where it differed from earlier versions and the 2023-24 meetings schedule.

APPROVED: the Holme Valley Parish Council Meetings Schedule for 2024-25 as presented with one amendment.

Clerk to distribute the amended meetings schedule – version 5 – after the meeting and all earlier versions to be discarded.

2324 129 Councillor training - update

At the meeting on 18-12-2023 Council **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. YLCA has been approached as a possible training provider and has offered a 2.5 hour training session at the Civic for £32 per councillor plus travel expenses. Given the length of session recommended it would not be possible to attach this to a Full Council meeting.

APPROVED: spending of up to £900 from the remaining councillor training budget and general reserves with regards to councillor training.

Clerk to liaise with YLCA regarding possible dates 8 April or 1 July 6.30-9pm, being Monday evenings currently not allocated to scheduled meetings on the calendar.

Clerk to enquire from YLCA whether costs for the clerk team to attend might be waived.

Clerk to enquire as to the availability of a Civic venue other than the Exhibition Room for the training.

2324 130 Protocol for dealing with residents' queries

A report on dealing with residents' queries for use by councillors and officers had been received alongside the Local Government Association's *A councillor's workbook on handling casework*.

NOTED: the councillor casework checklist as presented below:

1. **RECORD** the contact made with you and key facts such as dates, resident contact details etc.
2. **IDENTIFY THE NATURE OF THE QUERY** – is it a direct query, an indirect query, a complaint, a compliment, a service request or does it raise a community issue?
3. **RESPOND** – even if it's a holding response, even if it's an automated reply from your email, make sure you show you have received the query and will be in touch further. Give a timeframe and manage the resident's expectations. Be aware of data protection issues. Be sure to provide feedback to the resident.
4. **ACT APPROPRIATELY** – do you need to investigate further, seek advice just deal with it or pass it on? The resident wants to make use of your knowledge, your contacts, your advocacy. Focus on solutions.
5. **MONITOR AND REPORT** – how many queries are you receiving? How many get resolved? Who do they come from, how do they contact you? How might this inform the Council's work?

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2324 131 Reports from Kirklees Ward Councillors

Cllr Greaves in his role as a Councillor for Holme Valley North addressed the meeting regarding changes to bus timetables, parking charges and the filling of grit bins.

Cllr Greaves was thanked for briefing the Parish Council.

There were no actions for the Parish Council to consider.

REFERRALS FROM STANDING COMMITTEES

FINANCE AND MANAGEMENT COMMITTEE

2324 132 Virement to be considered

At its meeting of 8th January 2024, the Finance and Management Committee considered whether any actions were required ahead of the February grants cycle. The Committee resolved to ask Council to approve a virement of £3,289.40 between the grants budget lines 4315 Community Assets and 4405 Projects and Events.

APPROVED: the virement of £3,289.40 from budget line 4315 Community Assets to 4405 Projects and Events.

This meant that, ahead of the February grants cycle, the 4315 Community Assets budget line would hold exactly £20,000 and the 4405 Projects and Events budget line would hold £7,067.46.

PLANNING COMMITTEE

2324 133 Virement to be considered

At its meeting of 16th October 2023, the Planning Committee resolved to ask Council to consider allowing the £3,000 in the EMR 342 Holmfirth Market earmarked reserve be moved to supplement the earmarked reserve EMR 343 Road Safety. This currently holds £7,000 and would hold £10,000 if the movement of reserves was approved. The Planning Committee wished to use money from the earmarked reserve to purchase a mobile speed indicator device (SID), a pilot school bollards safety scheme and other road safety projects.

APPROVED: the movement of £3,000 from EMR 342 Holmfirth Market to EMR 343 Road Safety.

Additionally, at its meeting of 16th October 2023, the Planning Committee resolved to ask Council to consider allowing any money remaining in the Committee's only budget line 4505 Neighbourhood Plan at year end, to be rolled into the earmarked reserve EMR 343 Road Safety.

APPROVED: the movement of any money remaining in budget line 4505 Neighbourhood Plan at year end into the earmarked reserve EMR 343 Road Safety.

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CORRESPONDENCE

2324 134 Chair's Report

The Chair and Vice Chair are seeking a meeting with representatives from Meltham Council.

2324 135 Items for Publicity

The flyer referred to in item 2324 127 to be distributed and publicised.

The meeting ended at 8.33pm.