

**DRAFT MINUTES  
FULL COUNCIL MEETING  
MONDAY 28 MARCH 2022 AT 2015HRS  
HADE EDGE BAND ROOM**

**THOSE ATTENDING:** Cllr Pogson (Chairman), Cllr K Bellamy, Cllr T Bellamy, Cllr Blacka, Cllr Brook, Cllr Bustard, Cllr Carré, Cllr Colling, Cllr Dalton, Cllr Davies, Cllr T Dixon, Cllr East, Cllr Firth, Cllr Greaves, Cllr Hogley, Cllr Sheard, Cllr Wilson

**ABSENT:** Cllr Paul Dixon, Cllr Sweeney

**OFFICERS PRESENT:** Jen McIntosh (Clerk), Rich McGill (Deputy Clerk/RFO)

## **Public Question Time**

There were no members of the public present.

The Chairman invited all those present to observe a minute's silence for all those people in the world who have been victims of conflict or are currently enduring or fleeing from conflict.

Cllr Carré chose to speak as a member of the public. He referred to the formation of local groups to support Ukrainian refugees including a Facebook page seeking to match refugees to existing homes that have recently registered.

Whilst these initiatives are at an early stage Cllr Carré called upon Holme Valley Parish Council to give what local soft support it could.

## **PROCEDURAL MATTERS**

### **2122 119 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

Local (Parish & Town) Council meetings can now be recorded. The Deputy Clerk/RFO recorded the meeting in audio format for upload to the Parish Council's YouTube channel.

There were no other requests to record the meeting.

### **2122 120 Apologies and reasons for absence received**

Apologies for absence with reasons were circulated by the Clerk prior to the meeting.

At the preceding Annual Parish Meeting apologies and reasons for absence from Cllr Gould, Cllr Hall, Cllr Lockley and Cllr Roberts had been **approved**.

A request for a further 6 month dispensation from Cllr Roberts had also been **approved**.

The Council wished Cllr Roberts a speedy recovery.

The Clerk was asked to clarify which councillors were absent without apologies.

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## **2122 121 Members interests in items on the agenda and to consider any written requests for new DPI dispensations**

There were no interests declared and the Clerk reported that no written requests for new DPI dispensations had been disseminated for consideration.

The Clerk requested that councillors keep their written DPIs up-to-date as their interests evolve. Clerk to email out a blank DPI form to each councillor to assist with keeping DPIs up-to-date.

## **2122 122 Officer's interests in items on the agenda.**

**NOTED:** Officers' interests in item 2122 132 Staff Performance.

## **2122 123 Items on the agenda to be discussed in private session.**

**RESOLVED:** To hear item 2122 136 in private session and to redact discussion from the record.

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

## **2122 124 The Draft Minutes of the FULL COUNCIL Meeting on 31 January 2022 numbered 2122 98 to 2122 118**

**APPROVED:** the Draft Minutes of the FULL COUNCIL Meeting on 31 January 2022 numbered 2122 98 to 2122 118 with an amendment to item 2122 99 adding Cllr Firth to apologies accepted and removing Cllr Firth from the 'absent' list at the top of the minutes.

Clerk to amend minutes in accordance with resolution.

### **THE COMMITTEE MINUTES UNDER DELEGATED POWERS**

## **2122 125 Committee minutes from Planning Committee, Publications and Communications Committee, Service Provision Committee and Finance and Management Committee.**

**NOTED:** The Minutes of the PLANNING COMMITTEE Meeting on 7 February 2022 numbered 2122 181 to 2122 197incl. approved at the meeting of the PLANNING COMMITTEE on 7 March 2022.

**APPROVED:** the Draft Minutes of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE Meeting on 7 February 2022 numbered 2122 44 to 2122 60 incl.

**APPROVED:** the Draft Minutes of the SERVICE PROVISION COMMITTEE Meeting on 14 February 2022 numbered 2122 30 to 2122 58 incl.

**APPROVED:** the Draft Minutes of the Meeting of the PLANNING COMMITTEE on 7 March 2022 numbered 2122 198 to 2122 213 incl.

**APPROVED:** the Draft Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting on 14 March 2022 numbered 2122 83 to 2122 99 incl.

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## REFERRALS FROM STANDING COMMITTEES

### *THE FINANCE AND MANAGEMENT COMMITTEE*

#### **2122 126 Grant Criteria and process review working party**

At the meeting on 14 March 2022 FINANCE AND MANAGEMENT COMMITTEE discussed reviewing the grants system, - its process, timings, criteria, application form and supporting paperwork. The Committee resolved to ask Council to establish a working group to review the system.

An issue was raised as to whether some areas of grant awarding needed a longer term funding arrangement – for example, grants considered under the Youth Facilities budget.

It was reported that the current system of allowing grant applicants to present at committee meetings had led to some very long meetings.

**RESOLVED:** the establishment of a working group to review all aspects of the grants process. Membership to include Cllr Colling (FINANCE AND MANAGEMENT COMMITTEE Chair), Cllr East (SERVICE PROVISION COMMITTEE Chair), Cllr T Bellamy, Cllr Blacka, Cllr Bustard and Cllr Carré. Findings to be reported to FULL COUNCIL.

Cllr Colling to liaise with members in arranging first meeting. Working Party structure and ways of working to be decided at the first meeting.

#### **2122 127 Creation of an Earmarked Reserve of £2017 for 10<sup>th</sup> Holme Valley Scouts (New Mill)**

The Deputy Clerk/RFO reported that the FINANCE AND MANAGEMENT COMMITTEE awarded £2,017 to 10<sup>th</sup> Holme Valley (New Mill) Scouts towards a new scout hut. However, the Committee resolved that, as this was likely to be a lengthy project, the £2,017 should be earmarked rather than be paid immediately. The Scout group could then call on the money when they actively needed it. The 10<sup>th</sup> Holme Valley Scouts would be encouraged to re-apply in the new financial year for the rest of the £5,000 they had originally applied for. The legal power for this would be Local Government (Miscellaneous Provisions Act) 1976 Section 19.

It was requested that an Earmarked Reserve of £2017 be created for 10<sup>th</sup> Holme Valley Scouts.

**RESOLVED:** the creation of an Earmarked Reserve of £2017 for 10<sup>th</sup> Holme Valley Scouts (New Mill)

### *THE SERVICE PROVISION COMMITTEE*

#### **2122 129 Approval for payment from General Reserves for addition of a name to Second World War Memorial**

The Clerk reported that on 14 February 2022 the SERVICE PROVISION COMMITTEE considered the addition of a name to the Second World War Memorial in Holme Valley Memorial Hospital grounds. The request had come from the family of the deceased serviceman.

There were no funds in the 4750 War Memorials Budget Line and so the SERVICE PROVISION COMMITTEE resolved to recommend to FULL COUNCIL that steps be taken to add the name of 2<sup>nd</sup>

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Lt Tom Birkhead of 2/7 Bn Duke of Wellington's West Riding Regiment to the War Memorial at Holme Valley Memorial Hospital with funding to be made available from General Reserves.

The Clerk wanted to progress this work before the next SERVICE PROVISION COMMITTEE meeting - to be held 13 June 2022 - and sought approval for funds up to £1000 from General Reserves for this work once a suitable quotation has been received. The Clerk would report any quotations received to the Chairman of the SERVICE PROVISION COMMITTEE prior to authorising works. Any works would be undertaken in liaison with the War Memorials Trust with all appropriate permissions first obtained.

**RESOLVED:** approval of the release of up to £1000 from General Reserves to add the name of 2<sup>nd</sup> Lt Tom Birkhead of 2/7 Bn Duke of Wellington's West Riding Regiment to the War Memorial at Holme Valley Memorial Hospital.

## **2122 130 Release of money from EMR 322 to 4700 CCTV**

The Clerk reported that the SERVICE PROVISION COMMITTEE on 14 February 2022 resolved to recommend to FULL COUNCIL on 28 March that £1,560 is moved from EMR 322 to budget line 4700 CCTV for the funding of CCTV in Honley centre, managed by Honley Business Association. Only FULL COUNCIL can authorise the use of funds from an Earmarked Reserve. The CCTV had been effective in reducing crime in Honley centre.

**RESOLVED:** to approve the movement of £1,560 from EMR 322 to 4700 CCTV for expenditure on CCTV in Honley centre, managed by Honley Business Association, and to approve the payment of £1,560 to Honley Business Association.

## **2122 131 Request for virement of £387 from Christmas Provision Line 4705 to Youth Facilities 4755 to support grant application from Kirklees Youth Alliance**

The Clerk reported that an application for a maximum of £5,000 from Kirklees Youth Alliance was considered by the SERVICE PROVISION COMMITTEE on 14 February 2022. This was considered under the Youth Facilities budget line 4755. The Committee approved a grant of £4,613 to fund the running of youth clubs at the Phoenix Centre by the Kirklees Youth Alliance which was what was all the money left in the budget.

The SERVICE PROVISION COMMITTEE with the support of the FINANCE AND MANAGEMENT COMMITTEE had resolved to recommend to FULL COUNCIL that a virement is made from funds remaining in the Christmas Provision Budget Line 4705 to Youth Facilities 4755 so that the award of a further £387 to make up the full amount of £5,000 can be made.

**RESOLVED:** approval of a virement of £387 from budget line 4705 to budget line 4755 and a total payment of £5,000 to Kirklees Youth Alliance.

### **THE STAFFING COMMITTEE**

## **2122 132 Staff Performance**

The Staff Performance and Development Lead reported that the STAFFING COMMITTEE meeting on 21 March 2022 had received various reports on staffing matters.

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**NOTED:** report from STAFFING COMMITTEE that all staff are performing well and that the Clerk has passed the 6 month probationary period review.

## MATTERS RESERVED FOR FULL COUNCIL

### 2122 133 Schedule of Payments for March 2022

**APPROVED:** the Schedule of Payments for March 2022 as presented.

### 2122 134 Payment of Insurance Premium

The Deputy Clerk/RFO reported that HOLME VALLEY PARISH COUNCIL Insurance was due for renewal 1<sup>st</sup> April 2022. A new schedule had been received, quoting £1,790.54 including tax. As the insurance premium featured in the list of regular payments it did not need FULL COUNCIL approval as mandated councillors can authorise payment.

However, a complication had arisen regarding adding Holmfirth Civic Hall building insurance to the premium. It had emerged that due to the wording of the lease agreement HOLME VALLEY PARISH COUNCIL should pay for the Civic building insurance first and then claim the payment back from Holmfirth Civic Hall Trust. The Deputy Clerk was in touch with the Insurers with a view to resolving the matter by Friday – the renewal date. It was therefore likely that the amount paid would change. The Deputy Clerk/RFO intended to liaise with mandated councillors to authorise payment via email once the new premium had been received.

**NOTED:** the payment of an annual insurance premium for the Holme Valley Parish Council would be made by Friday 1<sup>st</sup> April 2022 so that continuity of cover was maintained.

### 2122 135 Approval for payment from General Reserves for renovation of adopted phone box.

Clerk reported that the adoption of the red phone kiosk adjacent to the Post Office in Holmfirth had completed. The phone box was in need of renovation. A quote had been obtained for the repairs of £800. There was currently £293.50 in the 2021-22 budget line 4735 for Phone Boxes (and £400 in the 2022-23 budget).

The Clerk wished to authorise the repairs, with monies coming from the 2021-22 General Reserves. The monies spent which exceed the £293.50 in the phone box budget line for 2021-22 would show as a deficit in the record. This was an unexpected expenditure and therefore was not budgeted for.

**RESOLVED:** to approve payment from General Reserves 2021-22 to allow the renovation of a recently adopted red phone kiosk.

### 2122 136 Movement from EMR31 to budget line 4325

As agreed in motion 2122 123 this item was heard in private session.

**RESOLVED:** to approve the expenditure of up to £2,000 from EMR 331 to budget line 4325 so that the SERVICE PROVISION COMMITTEE can consider on 13 June proposed works to improve the Gartside Building retail unit costed beyond the budgeted £1,000.

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Deputy Clerk/RFO to provide the SERVICE PROVISION COMMITTEE with a breakdown and summary of spending to date on works to improve the Gartside Building retail unit.

*Cllr Brook left the meeting at 9.05pm.*

## **2122 137 Internal Audit**

COUNCIL was asked to consider the *Interim Internal Audit* and the *Recommendations Action Plan* resulting from this.

**RESOLVED:** to approve the *Interim Internal Audit* and *Recommendations Action Plan* as presented.

COUNCIL further considered the recommendation that the pay date for staff was changed from the 15<sup>th</sup> of the month to the 1<sup>st</sup> of the month. The Clerk asked the COUNCIL to take into account that staff members already have direct debits etc set up around the 15<sup>th</sup> of the month pay-date.

Therefore, the Clerk requested that COUNCIL resolved to continue with the 15<sup>th</sup> of the month paypoint. It was remarked that the 15<sup>th</sup> of the month was currently a contractual obligation and that the COUNCIL had no desire to change terms and conditions of employment for officers.

**RESOLVED:** to approve continuing with the 15<sup>th</sup> of the month pay-date for employees at the request of employees.

Another recommendation concerned the collection, counting and banking of voluntary contributions received from Holmfirth Public Toilets. The recommendation was that this became a task for the Deputy Clerk/RFO. The Clerk explained that the current system, whereby this task is completed by the contractor who supervises the toilets, had worked to date. The benefits of moving to the recommendation were outweighed by the time constraints posed by the Deputy Clerk/RFO taking on this task.

**RESOLVED:** to approve continuing with the current system for collection, counting and banking of Public Toilet voluntary contributions whilst ever the current contractor is in place and to review should this change at a future point.

Deputy Clerk to amend *Financial Regulations* in light of the report and decisions taken to bring to the next FULL COUNCIL meeting.

## **2122 138 Internal Controls Check**

**NOTED:** the internal controls check required for 2021-22 as part of the internal audit had been completed by Cllr Hogley.

**RESOLVED:** to approve nomination of Cllr Bustard to carry out the internal controls checks required for Financial Year 2022-23.

## **2122 139 Fixed Asset Register and Risk Assessment**

Deputy Clerk/RFO reported that some changes had needed to be made to the *Fixed Asset Register*.

**APPROVED:** the *Fixed Asset Register* as presented.

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Clerk to action any changes required.

## 2122 140 Approval of expenditure up to £10,000 from budget line 4615 Royal and National Events 2022-23

Cllr Hogley reported that COUNCIL had approved a budget of up to £10,000 for a HOLME VALLEY PARISH COUNCIL-led Platinum Jubilee project, the resources for which need to be ordered. Such expenditure needed authorisation. It was clarified that this is separate to any Kirklees-led Platinum Jubilee projects and any associated funding.

**APPROVED:** the authorisation of expenditure up to £10,000 from the Royal Events budget for the HOLME VALLEY PARISH COUNCIL Jubilee Project.

Approval for the payment of any resources ordered will be referred to either FINANCE AND MANAGEMENT COMMITTEE or FULL COUNCIL as appropriate.

## 2122 141 Referral from Kirklees Monitoring Officer regarding a councillor

HOLME VALLEY PARISH COUNCIL had received 7 recommended motions from the Kirklees Monitoring Officer regarding complaints from the public made about Cllr Dalton.

Written information from Cllr Dalton he wished to be shared with the Council had also been distributed for consideration prior to the meeting.

The Chairman invited all councillors who wanted to speak up to 2 minutes to speak with regards to each of the 7 motions. Cllr Dalton, Cllr Carré and Cllr Sheard all spoke.

A proposal was made to consider all 7 motions together.

A counter-proposal was made that motions a) to f) – the first 6 motions – be considered but for the 7<sup>th</sup> motion - motion g) - to not be considered. The 7<sup>th</sup> motion (g) was that this be a recurring agenda item until Cllr Dalton had attended and complied with all sanctions. The rationale for not pursuing this motion was to avoid the matter becoming a recurring and potentially unresolvable item at FULL COUNCIL meetings.

**RESOLVED:** that the COUNCIL would consider the first 6 of 7 motions relating to Cllr Dalton's conduct recommended by the Kirklees Monitoring Officer.

**RESOLVED:** to require an apology from Cllr Dalton. This should be made to the individual complainants as it was acknowledged that he was not able to do this via Twitter.

**RESOLVED:** to require that Cllr Dalton apologised to HOLME VALLEY PARISH COUNCIL for bringing the COUNCIL into disrepute.

**RESOLVED:** to require Cllr Dalton to delete all/ any of the remaining Tweets complained of should his Twitter ban be lifted.

**RESOLVED:** to require Cllr Dalton to edit his Twitter 'handle' and 'biog' to remove references to him being a councillor should his Twitter ban be lifted.

**RESOLVED:** to reiterate the previous sanction requiring Cllr Dalton to attend diversity training.

**RESOLVED:** to censure Cllr Dalton.

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Cllr Dalton declined to comply with any of these requirements.

## **2122 142 Grant application from Honley Show**

The Deputy Clerk/RFO reported that a grant application for Honley Show for £1000 towards the cost of programmes had been received. A statement on behalf of the grant applicant was read out.

The view was expressed that the grant last year had specifically been for the Centenary Show Programme, being held in Honley itself after a difficult time due to Covid.

A number of reservations were expressed regarding the application, including the amount of money Honley Show Society held in reserves and the fact that geographically the show was to be based in the Meltham Town Council area rather than HOLME VALLEY PARISH COUNCIL.

**RESOLVED:** to decline a grant application for £1,000 from Honley Show Society from the FINANCE AND MANAGEMENT COMMITTEE Project and Events Budget.

Clerk to raise the potential purchase of HOLME VALLEY PARISH COUNCIL advertising space in the Honley Show Programme with the PUBLICATIONS AND COMMUNICATIONS COMMITTEE at the meeting on 23 May 2022.

## **2122 143 To receive Chairman's report**

The Chairman reported that he had not been able to attend the Kirkburton Civic Sunday event.

## **2122 144 Identifying items for publicity arising from the work of the HOLME VALLEY PARISH COUNCIL**

Officers to publicise the Community Champions Awards 2021-22.

*The meeting ended at 9.45pm.*