

Holme Valley Parish Council

DRAFT MINUTES OF A MEETING OF THE COUNCIL

held **MONDAY, 16 DECEMBER 2024** at 7pm

in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS**

IN THE CHAIR: Cllr Pat Colling

PRESENT:

Cllr Isaac Barnett
Cllr Lawrence Baylin
Cllr Donna Bellamy
Cllr Mary Blacka
Cllr Damian Brook
Cllr Tom Dixon (Vice Chair)
Cllr Charles Greaves
Cllr Chris Green
Cllr Jenny Holmes
Cllr Glenn Kirkby
Cllr Alison Morgan
Cllr Hugh Osborne
Cllr Steve Ransby
Cllr Martin Rostron
Cllr Jane Rylah
Cllr Sarah Whitelaw
Cllr Andy Wilson

APPROVED APOLOGIES: Cllr Andrew Fenwick, Cllr Kath Fernandes (dispensation in place), Cllr Jo Liles, Cllr Tricia Stewart

OTHER ABSENCES: Cllr Donald Firth

TAKING MINUTES: Jen McIntosh (Clerk)

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

DRAFT MINUTES

2425 108 Public Question Time

Cllr Pat Colling, Chair, welcomed all to the meeting and explained that there was, once again, a long agenda to get through, meaning that both members and the public would be expected to keep to the three-minute limit on speaking. The Council will look at how agendas might be shrunk. The Chair also explained that she would also not call on members to speak more than once for any item unless there was new information to report.

The Chair explained how a member of the public in attendance would contribute to item 2425 118 at the appropriate time, Standing Orders being suspended.

PROCEDURAL MATTERS

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2425 109 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

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.

2425 110 Items to be heard in private session

There were no agenda items to be heard in private session.

2425 111 Apologies and reasons for absence

APPROVED: apologies and reasons for absence from Cllr Andrew Fenwick, Cllr Kath Fernandes (dispensation in place), Cllr Jo Liles and Cllr Tricia Stewart.

Cllr Donald Firth was also absent.

2425 112 Receipt of written Declaration of Pecuniary and Other Interests

No revised written Declarations of Pecuniary and Other Interests had been received from councillors or officers.

2425 113 Declaration of interests in agenda items

RECEIVED:

Cllr Ransby and Cllr Wilson declared their interests in the Civic item 2425 119 as they held roles as HCHCT trustees appointed by the Full Council. As in past meetings both councillors would be able to participate in discussions but not vote on the outcome.

Cllr Baylin declared an interest in item 2425 135 Foodbank grant application as a volunteer for Full Life Church Foodbank. It was **APPROVED** that Cllr Baylin would take part in discussions but not vote.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2425 114 Minutes of Full Council meetings

APPROVED: the Minutes of the FULL COUNCIL Meeting held on 14 October 2024 numbered 2425 68 to 2425 107.

Further information received with regards to the minutes included:

- (i) Still awaiting Civic Underlease report – Clerk had not been able to chase this up in time for the meeting.
- (ii) Minutes of the SERVICE PROVISION COMMITTEE meeting 23-9-2024 – these would be included for noting in agenda for 3-2-2025.
- (iii) A number of actions remained for the Clerk in respect of minute 2425 83 Meeting of the Complaints Panel, including reviewing social media policy and bringing any appropriate amendments to the next FULL COUNCIL meeting and giving feedback to councillors named in the complaint.

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THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2425 115 Minutes of Standing Committee meetings

NOTED: the Minutes of the PLANNING COMMITTEE Meeting held on 7 October 2024 numbered 2425 to 2425 **APPROVED** at the meeting of the PLANNING COMMITTEE Meeting held on 11 November 2024.

APPROVED: the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 4 November 2024 numbered 2425 to 2425.

NOTED: the Minutes of the PLANNING COMMITTEE Meeting held on 11 November 2024 numbered 2425 to 2425 **APPROVED** at the meeting of the PLANNING COMMITTEE Meeting held on 9 December 2024.

APPROVED: the Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE Meeting held on 25 November 2024 numbered 2425 to 2425.

FINANCIAL MATTERS

2425 116 Schedule of Payments

APPROVED: the Schedule of Payments for December 2024 as presented.

2425 117 Update regarding referral to YLCA regarding Holme Valley Parish Council commissioning works and not paying VAT

Following the whole council training on 23 September 2024 the clerk raised a query with YLCA regarding Holme Valley Parish Council commissioning works and not paying VAT.

The item was **DEFERRED** whilst further clarification of the advice received to date was sought.

2425 118 Council Budget 2025-26

Cllr Greaves arrived at 7.20pm during discussion of this item.

APPROVED: the budget for 2025-26, as recommended by the FINANCE AND MANAGEMENT COMMITTEE for HOLME VALLEY PARISH COUNCIL.

MATTERS RESERVED FOR FULL COUNCIL

2425 119 The Civic – request from the Trustees regarding monies that may be requested for repairs

On 14th October Council **RESOLVED** to take responsibility for funding Civic roof repairs at pace, including undertaking to pay up to a further £22,000 from General Reserves should the need arise. A

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change of use request from Holmfirth Civic Hall Community Trust had been received in respect of the resolution.

RESOLVED: that of the up to £22,000 to be paid to HCHCT from General Reserves should the need arise £12,000 may be for roof repairs and £10,000 for other urgent works.

A further request for Council to consider which body a 25 year roofing warranty should be made in favour of was **DEFERRED**.

2425 120 Holme Valley Parish Council Action Plan for December 2024-May 2027 – DRAFT – for comment

As part of the Certificate in Local Council Administration (CiLCA) qualification the Clerk had produced a draft action plan for the Parish Council to consider.

RESOLVED: to accept the Holme Valley Parish Council Action Plan December 2024-May 2027 and its identified objectives as presented.

Clerk to make further amendments.

Plan to be reviewed at future FULL COUNCIL meetings.

2425 121 Review of Committee Structure and Meetings Schedule - update from working group

The working group established by FULL COUNCIL on 24 June 2024 reported back on its work to date.

- i. **APPROVED:** moving responsibility for the management and funding of large HVPC 'assets' ie The Civic, and Honley Library from Service Provision to Finance and Management from May 2025.
- ii. **APPROVED:** disbanding the CACE Committee from May 2025 on the understanding that every action taken by this council will be measured on its positive affect on the environment, both in terms of biodiversity and carbon emissions.
- iii. **APPROVED:** establishing a Communications and Engagement sub-committee of Full Council from May 2025.
- iv. **APPROVED:** scheduling an additional Full Council Meeting for August/September from May 2025.
- v. **NOTED:** that a report will be made to Full Council on 3 February 2024 as to the outcome of a trialling of a new approach to considering planning applications by the Planning Committee.
- vi. **APPROVED:** that the work of the Review of Committee Structure and Meetings Schedule working group continue.

A motion to establish a stand-alone Grants Committee meeting twice a year to manage the allocation of all Council Grants was voted down.

In view of resolution 2425 121 (i) it was proposed that in future years the Chair of Finance and Management Committee should not be the trustee of any of the Parish Council's large assets due to potential conflicts of interest and how this might colour the Chair's behind-the-scenes liaison with the clerk team.

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Consideration of this matter was **DEFERRED** to allow advice to be sought from Yorkshire Local Councils Associations.

2425 122 EPIKs – potential for partnership working on Walks by Bus initiative

EPIKs have invited Holme Valley Parish Council to work in partnership with them where the interests of both align.

Over the past year, HVPC has exercised its legal powers to explore opportunities to publicise information on and the use of public passenger transport services in the Holme Valley area, with the public awareness of bus service details being identified as very much lacking. This is in addition to the annual grants already being made in support of community transport services.

A Working Group on Local Public Transport Services was established and continues to operate, coordinated by Cllr Baylin. The group's goals are:

- Review the suitability of the current local bus provision in the Holme Valley.
- Increase the use of local public transport to reduce the use of cars and traffic congestion, and also to safeguard and expand the network of public transport.
- Reduce the levels of environmentally harmful emissions and other damaging consequences from the use of vehicles.
- Improve the health and wellbeing of members of our community.

Cllr Baylin has spoken to a member of the EPIKs team about how EPIKs and the Parish Council, through the Working Group, might work in partnership on initiatives, and how this might add value to both organisation's projects and achieve even greater value for the community.

RESOLVED: to work in partnership with EPIKs in principle for the delivery of shared projects where interests align.

2425 123 Big Community Celebration

The Chair wished it to be minuted that the Big Community Celebration event held on Saturday 9 November had been a huge success and thanked the Working Group that brought the event to fruition.

The Working Group had held a review meeting earlier in December; feedback continued to be received from participating groups. The event had achieved more than was expected. It was intended, due in part to demand, to hold a similar event in 2025 which included groups not represented in 2024 and then move to alternating years.

RESOLVED: that the Working Group should be authorised to continue its work and begin planning for a similar event in Autumn 2025 with a view to then moving to hosting an event every two years.

Although no further actions were resolved upon a wish to expand the Working Group was expressed and to seize the opportunity through the next event to engage with the public and seek views about the work of the Parish Council.

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A firm date for the 2025 event will be proposed at Full Council on 3 February 2025.

2425 124 Standing Order 3g – the 3 Minute Rule

All councillors were asked to read ahead of the meeting a letter from Clerk sent to Council and Committee Chairs concerning the application of Standing Order 3g in meetings. This Standing Order states that “*a member of the public shall not speak for more than 3 minutes.*”

Clerk reported further on concerns raised by a member of the public regarding inconsistent application of this regulation. The Clerk explained that it was possible for a meeting Chair to suspend Standing Orders to allow a member of the public to speak for more than 3 minutes. It was important for transparency that Standing Orders are either adhered to or that resolutions to suspend Standing Orders and the reasons for doing so are made clear and recorded in minutes.

NOTED: letter from the Clerk briefing all councillors chairing meetings regarding Standing Order 3g, the 3-minute rule.

There was no support expressed for the purchase of a timer to be used in meetings by officers to assist in applying Standing Order 3g. Many councillors and officers had mobile phones and so could monitor timings.

2425 125 Covid Memorial working group - update

Cllr Blacka of the Working Group reported that the opening day for both the Covid Memorial Garden at Honley Library and the Covid Memorial Orchard at Sands Rec would be Saturday 5 April 2025 - timings to follow.

Progress had been made in preparing the site of the garden at Honley Library. The plaque for the Memorial to be situated at Honley Library was exhibited at the meeting.

NOTED: progress as reported above regarding the establishment of appropriate COVID memorials at Sands and Honley Library.

RESOLVED: authorisation for the Working Group to continue their work through to conclusion.

It was confirmed that ex-councillor Jason Brook remained a member of the working Party and would be attending the opening day events.

2425 126 Single point of contact with Kirklees Council

The clerk reported that communications with Kirklees Council had featured in previous FULL COUNCIL agendas this council year and an email thread involving the Clerk and the Chief Executive of Kirklees Council with responses from Cllr Brook, Cllr Wilson and Cllr Whitelaw had been included in papers ahead of the meeting.

Key points were that with the Parish Charter having been allowed to lapse, the only current channel of communication offered to the electorate and the Parish Council was communication through Kirklees ward councillors. This was neither satisfactory nor sustainable. Although the Chief Executive

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wrote about planning to start a conversation with local councils, plans to put in place a reviewed Parish Charter were for some undefined future point.

The Council did not resolve on any specific action; a number of points were raised in consideration of this item as summarised below.

- Cllr Brook offered to be a single point of contact with Kirklees as a Holme Valley South Kirklees councillor regarding matters pertaining to Planning in particular if this would aid communication. This might assist in cutting down duplication and make it easier for Kirklees officers to communicate with the Planning Committee.
- Cllr Wilson referred to a point made in a previous meeting that HVPC should set up communication with other local councils to develop a common approach to this issue. Cllr Colling responded that working more closely with other local councils had been an aim of her chairmanship but getting a time agreed to do this with other local councils had not been possible up to this point – other councillors from other local councils had not responded to her requests relayed at in-person events earlier in the year. The Chair will renew her efforts to engage Mirfield and Meltham Town Councils in particular.
- Cllr Rylah queried what happened with regards to the Parish Charter.
- Cllr Greaves stated that the Parish Charter had, in any case, never been adhered to by Kirklees when it was in place. Kirklees approach was to review the Charter as part of a wider review of community governance. Whether it was right to delay addressing communication issues pending this review was a matter of debate.
- Cllr Baylin thanked Cllr Greaves for arranging to share the document from Wakefield Council which showed that an active group was in place there to liaise between Wakefield Council and its local councils.
- Cllr Rylah stated that a liaison group such as the one operating in Wakefield would be a positive development.
- Cllr Wilson stated that what he wanted was to know that when as a committee chair he made contact with a Kirklees officer that there would be a response within a reasonable time-frame.
- Cllr Ransby asked if the Wakefield document could be shared with the Kirklees Chief Executive in case he is not aware of it.
- Cllr Greaves clarified that engagement between Wakefield Council and local councils was through local councils' chairs or clerks. He suggested that a 'Clerks' Enquiries' email channel parallel to the 'Councillor Enquiries' email channel could be set up as a direct and manageable channel of communication between Kirklees and local councils.
- Cllr Greaves has enquired from a contact about the situation between Leeds Council and its local councils and will pass on any information received to the Clerk for distribution.
- Cllr Whitelaw stated that communication and collaboration were essential to meet community needs. A change of attitude was needed in order to lead to a change in behaviour. At the end of the day the request was simply one for a constructive working relationship with the aim of improving services for the electorate.

The Chair summarised by saying all were frustrated at the current situation and would continue to work away at securing improvements in communication.

An action for the Clerk was to share the Wakefield Council document with Kirklees Chief Executive.

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2425 127 Kirklees Environment Strategy – Everyday life Pledge

Earlier this year Kirklees Council approved its Environment Strategy, termed its ‘Everyday life’ strategy.

Part of the strategy is the opportunity for individuals, businesses and organisations to ‘pledge’ support for the strategy. There is an online form to complete a pledge (active for 5 years) and a wide choice of elements to select from.

It was queried if the Parish Council had the resources to enact any requirements from taking a pledge. The pledge is really a policy statement rather than requiring actions. It may be that the Parish Council would be able to utilise elements of the Everyday Life strategy where suitable opportunities to do so arose.

No motions were put forward regarding this item.

2425 128 Local Plan Review

Cllr Blacka reported on the working group progress to date. A partnership group was being set up to respond to the review. Cllr Blacka shared a list of local organisations working with the Parish Council as part of the partnership group and asked for suggestions for any missed.

Whilst the working group reports to the Planning Committee all councillors were welcome to join the working group.

2425 129 Working Groups update

Clerk reported that since its establishment in May 2023 this Parish Council and its committees have approved the formation of a number of working groups in line with Standing Orders and the Scheme of Delegation. The clerk team has been updating information regarding the working groups, requesting that committees review whether or not their working groups remain active or have concluded. A list of working groups reporting to FULL COUNCIL, updated by the Deputy Clerk/RFO, had been compiled for reference.

Up-to-date details are below. An action for the Clerk is to further update the list to reflect changes.

Name of working group	Members (identifying Chair where known)	Reporting to	Established	Significant dates: – Next meeting – Report required for
Committee Structure and Meetings Schedule <i>Review timetables of meetings, rationalise meetings schedule for Council to be most effective</i>	Cllr Green Cllr Blacka Cllr Morgan Cllr Ransby Cllr Whitelaw	Council	13-05-2024 ACTIVE	14-10-2024 – Report: looking at other Councils, consider Committee disestablishments, streamline Planning working

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Code of Conduct Working Group <i>Reviewing the HVPC Code of Conduct and considering the NALC model</i>	Cllr Blacka Cllr Liles Clerk	Council	14-10-2024 FIRST MEETING TO BE CONVENED SPRING 2025	
Communication Protocol <i>To consider a replacement protocol to the lapsed Parish Charter</i>	Cllr Blacka Cllr Ransby Cllr Whitelaw	Council	13-05-2024 ACTIVE	Update given 16-12-2024
Officer-member protocol <i>To make recommendations to an amended councillor-officer protocol for adoption</i>	Cllr Blacka Cllr Colling Cllr Dixon	Council	26-06-2023 CONCLUDED – remove from running list.	18-12-2023
Civic Boundaries <i>Report on actions/bring recommendations to Full Council</i>	Jen McIntosh Cllr Wilson Cllr Ransby Cllr Baylin Dawn Whiteley (Cllr Greaves)	Council	09-10-2023 CONCLUDED – remove from running list.	18-12-2023
NaturesHolme <i>Fact-finding</i>	Cllr Green Cllr Morgan Cllr Liles Cllr Kirkby Cllr Whitelaw	Council	09-10-2023 CONCLUDED – remove from running list.	Report to Full Council 18-12-2023 Request made of full Council no longer relevant due to changed remit of group.
Sands Recreation Ground project <i>To work with Kirklees councillors and officers re Sands project</i>	<u>Cllr Baylin</u> Cllr Liles Cllr Dixon Cllr Rylah	Council	26-06-2023 CONCLUDED – remove from running list.	Recommendations re spending up to £15k on equipment required for SPC 6-11-2023 COMPLETED
Priorities <i>To revise strategic objectives of HVPC for 2023-2027</i>	<u>Cllr Blacka</u> Cllr Colling Cllr Baylin Cllr Liles Jen McIntosh	Council	09-10-2023 CONCLUDED – remove from running list.	(24-10-2023 10-12pm) Meeting on 7-11-2023 10.30am at Civic Report/recommendations required for 18-12-2023

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2425 130 Use of personal electronic equipment requiring charging in the Exhibition Room

It is a requirement that any electronic equipment to be used in the Exhibition Room and the Civic spaces more widely be PAT-tested. This also applies to councillors' personal devices that they wish to plug in such as laptops, tablets and phones.

NOTED: any personal electronic devices should be PAT-testing before connecting to power in the Civic including the use of devices during meetings in the Exhibition Room.

An action for the Clerk was to request from HCHCT a PAT-tested extension cord that devices could be plugged into.

2425 132 Ward asset register survey of benches, war memorials and other small assets - update

There are a number of amendments to ward asset registers outstanding. The clerk apologised as she had not been able to update these.

An action for the Clerk was to update ward asset registers and distribute prior to the next FULL COUNCIL meeting on 3 February 2025.

2425 134 Councillor training

Councillors are asked to complete a brief evaluation of any training undertaken. There are no evaluations to consider at the meeting.

The Chair reminded councillors that she had offered to run catch up whole council training for any who had missed the YLCA training from 24 September 2024. To date no requests had been received for any sessions to be run. She was still willing to run catch-up sessions in January 2025. Any councillor who missed the training to contact the Chair directly to organise a mutually agreeable date and time.

An action for the Clerk from the FULL COUNCIL meeting on 14 October remains to distribute the revised evaluation sheet to those councillors who have had training since the June FULL COUNCIL meeting for completion and presenting to a later meeting.

REFERRALS FROM STANDING COMMITTEES

FINANCE AND MANAGEMENT COMMITTEE

2425 135 Grant application from Full Life Church Foodbank

A Community Benefit grant of £1500 for Full Life Foodbank was approved by the FINANCE AND MANAGEMENT COMMITTEE at the meeting on 2 December 2024. This was considered outside of the usual grants cycle as the request was linked to the Foodbank's Christmas appeal and therefore time critical.

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The Chair reported on the background to a motion for FULL COUNCIL to approve a further £3500 from General Reserves.

The Vice Chair gave further information regarding the ongoing shortfall of funding experienced by the Foodbank and the impact this was having on its parent organisation, the Full Life Church in terms of supplementing funding. This was not sustainable.

The Chair asked for councillors to consider contacting the Full Life Foodbank with any suggested contacts who could offer expertise in organising and/or publicising the work of the Foodbank in order to help address their capacity issues. Donations could now be made online.

It was suggested that the Full Life Foodbank make contact with the Foodbank operating out of the Phoenix Centre for support. Increasing use of and dependence on foodbanks was a national issue.

RESOLVED: to approve a recommendation from the FINANCE AND MANAGEMENT COMMITTEE at the meeting on 2 December 2024 for a further grant from General Reserves of up to £3,500 for Full Life Church Foodbank.

NOTED a donation of £500 from Chair's Expenses by the Chair was made to the Foodbank.

CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE

2425 136 Communications and Engagement Strategy

Cllr Whitelaw, Chair of CACE, presented the Strategy.

APPROVED: the Communications and Engagement Strategy as presented, adopted with immediate effect.

STAFFING COMMITTEE

2425 137 Appointment of Vice Chair of Staffing Committee

NOTED: Cllr Baylin appointed by the Staffing Committee to be its Vice Chair at the meeting on 18 November 2024 (minute 2425 24).

2425 138 Appointment of Staff Performance and Development Lead

NOTED: Cllr Blacka appointed by the Staffing Committee to be the Staff Performance and Development Lead at the meeting on 18 November 2024 (minute 2425 25).

NOTED: An action for the Clerk from the Staffing Committee meeting on 18 November 2024 is to amend Standing Orders for 2025-6 to clarify that it is the Staffing Committee that line-manages the Clerk.

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PLANNING COMMITTEE

2425 139 Disestablishment of EMR 343 Road Safety

Chair of PLANNING COMMITTEE reported.

APPROVED: the disestablishment of EMR 343 Road Safety with remaining balance of £4850 returning to General Reserves as recommended by the PLANNING COMMITTEE ON 11 November 2024.

MISCELLANEOUS ITEMS/ CORRESPONDENCE

2425 140 Chair's Report

The Chair gave a verbal report on her activities on behalf of HOLME VALLEY PARISH COUNCIL which included participating in the Big Community Celebration on 9 November, representing the Parish Council at the Act of Remembrance at the Holme Valley War Memorial and the service at Holmfirth Parish Church on 10 November and attending a reception and Christmas Concert at Huddersfield Town Hall at the invitation of Honley Male Voice Choir.

2425 141 Reports from and questions for Kirklees Ward Councillors

An opportunity for Holme Valley North and Holme Valley South Kirklees councillors to share information with Holme Valley Parish Council.

Cllr Brook updated the Council regarding roadworks and parking, including plans to stop works over the holiday period.

A query had been raised regarding the ownership of the car park at Sands back in a meeting in an external meeting in May 2024. Cllr Rylah had had sight of records showing that the car park was owned by Kirklees.

2425 142 Correspondence with and from Woven

Cllr Baylin had furthered correspondence with *Woven* and received further information regarding their project. It was a good project but there was no tie in with the work of the Parish Council to pursue at this time.

2425 143 Unity Bank

NOTED: information provided by the Deputy Clerk/RFO regarding the Parish Council's banking providers.

2425 144 Conditional Planning Permission granted for Solar Panels on Holmfirth Public Toilets

The Chair suspended Standing Orders at 9pm to allow the business of the meeting to be concluded.

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The Council heard that full planning permission had been granted for the solar panels project at Holmfirth Toilets. The Assistant Clerk was thanked for all of her work on this project.

The permission was conditional upon the successful completion of a bat survey. It was proving difficult to find a local contact who could undertake a bat survey. The Assistant Clerk was advised to approach friends of Honley Library as a bat survey had been undertaken there recently.

NOTED: correspondence regarding the installation of solar panels at Holmfirth Public Toilets.

2425 145 Items for Publicity

The Chair suggested that a 'green' standing item should be added to all agendas to encourage the Council and committees to reflect on the business of each meeting viewed from a green perspective for publicising.

The Chair thanked members for their disciplined approach to getting through the business.

The meeting closed at 9.05pm.