

# Holme Valley Parish Council

**MEETING OF THE COUNCIL**  
**MONDAY 3 FEBRUARY 2025**  
**THE CIVIC HOLMFIRTH, HD9 3AS**

**IN THE CHAIR:** Cllr Pat Colling

**PRESENT:**

Cllr Isaac Barnett  
Cllr Donna Bellamy  
Cllr Mary Blacka  
Cllr Damian Brook  
Cllr Tom Dixon (Vice Chair)  
Cllr Andrew Fenwick  
Cllr Donald Firth  
Cllr Charles Greaves  
Cllr Jenny Holmes  
Cllr Glenn Kirkby  
Cllr Jo Liles  
Cllr Alison Morgan  
Cllr Hugh Osborne  
Cllr Steve Ransby  
Cllr Martin Rostron  
Cllr Jane Rylah  
Cllr Tricia Stewart  
Cllr Sarah Whitelaw  
Cllr Andy Wilson

**APPROVED APOLOGIES & REASONS:** Cllr Lawrence Baylin, Cllr Chris Green

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

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

**- DRAFT MINUTES –**

**2425 146 Public Question Time**

The Chair wished all present a good evening.

As there were no members of the public present the meeting would move on.

**PROCEDURAL MATTERS**

**2425 147 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014**

Local (Parish and Town) **HOLME VALLEY PARISH COUNCIL** meetings can now be recorded. This meeting was recorded in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#).

There were no requests to record the meeting in addition to the arrangements referred to above.

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## 2425 148 Items to be heard in private session

**RESOLVED:** to hear agenda item 2425 157 in private session due to sensitivity of advice under consideration.

The item was not to be recorded.

**RESOLVED:** that the order of items be changed to hear item 2425 165 ahead of item 2425 161.

## 2425 149 Apologies and reasons for absence

Apologies and reasons had been circulated prior to the meeting starting.

**APPROVED:** apologies and reasons for absence for Cllr Lawrence Baylin and Cllr Chris Green.

## 2425 150 Receipt of written Declaration of Pecuniary and Other Interests

A revised written Declaration of Pecuniary and Other Interests had been received from Cllr Pat Colling and shared by email under separate cover prior to the meeting with both councillors and Kirklees Monitoring Officer.

**NOTED:** receipt of revised written declaration of pecuniary and other interests from Cllr Pat Colling.

Action for the Clerk to place the revised DPI with signature and address redacted on the HVPC website.

## 2425 151 Declaration of interests in agenda items

**NOTED:** declarations of interests of Cllr Andy Wilson and Cllr Steve Ransby in item 2425 158 as trustees (representing HVPC) of Holmfirth Civic Hall Community Trust.

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

## 2425 152 Minutes of Full Council meetings

**APPROVED:** the Minutes of the FULL COUNCIL Meeting held on 16 December 2024 numbered 2425 108 to 2425 145.

The Clerk reported on ongoing matters arising from the minutes which did not appear under other agenda items.

- i. Meeting of the Complaints Panel 22-7-24 (minute 2425 83) – the Clerk had formally written to the complainant to report the findings. The complainant had not appealed the outcome. An action remained for the Clerk to review social media guidance issues to councillors and it was intended to report on this at the next full Council meeting. A further action for the Clerk was to give feedback to individual councillors following the Complaints Panel meeting.
- ii. Report on the Civic Underlease from Ramsdens – the Clerk had paused Ramsden’s work on the

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- underlease pending the review of the lease with Holmfirth Civic Hall Community Trust
- iii. Code of Conduct Review – (minute 2425 87) an outstanding action for the Clerk was to arrange the first meeting of the working group.
  - iv. Ward Asset Registers updating (minute 2425 132) – this remained an outstanding action for the Clerk and would be on the next Full Council agenda.
  - v. Councillor training (minute 2425 134) – the Clerk would do a report for a future Finance and Management Committee meeting and share evaluations at the next Full Council meeting.
  - vi. HVPC Action Plan (minute 2425 120)– clerk to add amendments from the December 16 meeting for consideration at the next Full Council meeting.
  - vii. Advice regarding potential conflict of interest – councillor dual roles. A query had been raised at the meeting regarding a potential conflict of interest in a councillor holding dual roles and the Clerk had sought and received advice from YLCA regarding this matter. The advice was to be shared at the next Full Council meeting.

## THE COMMITTEE MINUTES UNDER DELEGATED POWERS

### 2425 153 Minutes of Standing Committee meetings

**NOTED:** the Minutes of the SERVICE PROVISION COMMITTEE Meeting held on 23 September 2024 numbered 2425 26 to 2425 48 **APPROVED** at the meeting of the SERVICE PROVISION COMMITTEE Meeting held on 11 November 2024.

**APPROVED:** the minutes of the STAFFING COMMITTEE MEETING ON 18 November 2024 numbers 2425 17 to 2425 31.

**APPROVED:** the Minutes of the FINANCE AND MANAGEMENT COMMITTEE Meeting held on 2 December 2024 numbered 2425 73 to 2425 92.

**NOTED:** the Minutes of the PLANNING COMMITTEE Meeting held on 9 December 2024 numbered 2425 158 to 2425 175 **APPROVED** at the meeting of the PLANNING COMMITTEE Meeting held on 13 January 2025.

**APPROVED:** the Minutes of the PLANNING COMMITTEE Meeting held on 13 January 2025 numbered 2425 176 to 2425 192.

## FINANCIAL MATTERS

### 2425 154 Schedule of Payments

**NOTED:** the Schedule of Payments for December 2024.

**APPROVED:** the Schedule of Payments for January 2025.

### 2425 155 Approving the Precept

The Parish Council approved its Budget, Reserves and Assets at its meeting 16 December 2024. Whilst discussions at the meeting included the Precept, approval of the precept was for consideration in the current meeting.

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The Deputy Clerk/RFO explained that spending authorised in the 16 December 2024 FULL COUNCIL meeting had not been taken into account in the budget approved at that meeting. The spending included costs for the Fulstone Ward election, £22,000 for Civic roof repairs plus another payment of £4,000 to the Civic and a donation to the Full Life Foodbank – all from General Reserves.

Councillors were presented with a report and four supporting precept calculators. The first two (A & B) provided a narrative of the process to date. The latter two (C & D) - or variances thereof to be put forward by members - took account of the December/January financial commitments and were for consideration/approval. The Deputy Clerk/RFO and the Chair of Finance and Management Committee had met prior to the Full Council meeting.

The Chair stated that it would have been preferable for the FINANCE AND MANAGEMENT COMMITTEE to meet beforehand and make a recommendation.

The Deputy Clerk/RFO explained that option D presented a reduction in Earmarked Reserves from £79,142 to £58,754 and accounted for some of the costs approved in December to the next financial year to preserve the Band D Household Charge at the rate first discussed in the December meeting.

Option C covered the Parish Council's budgetary commitments, including earmarked reserves, and maintained general reserves at 25% of net revenue expenditure, within recommended levels.

The Deputy Clerk/RFO was thanked for his work in preparing options to consider.

A range of points were made in the discussion, supporting both option C and option D.

**APPROVED:** the HVPC precept for 2025/26 of £447,816 with Band D charge of £41.52 per year.

The approved precept would represent a rise of £10.99 for Band D households.

Deputy Clerk/RFO to formally notify Kirklees Council, ahead of its Budget Council Meeting.

## **MATTERS RESERVED FOR FULL COUNCIL**

### **2425 156 Holme Valley Parish Council – resignation of a councillor**

Clerk reported that Kath Fernandes, representing Fulstone ward, tendered her resignation on 9 January 2025 due to ongoing health issues. Holme Valley Parish Council had sent Kath thanks for her service as councillor and very best wishes for the future.

Kirklees Electoral Services were informed of the vacancy on the same day and a Notice of Vacancy published. A Notice of Election would be received on 10 February for publication, stating that, subject to receipt of more than one nomination, an election would be held on Thursday 27 March 2025.

**NOTED:** Councillor vacancy for Fulstone Ward following the resignation of Kath Fernandes.

**RESOLVED:** that poll cards for any Fulstone Ward election be requested from Kirklees Council.

Clerk to send card to resigning councillor on behalf of the Parish Council.

### **2425 157 Update regarding referral to YLCA regarding Holme Valley Parish Council commissioning works and not paying VAT**

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This item was heard in private session.

**NOTED:** the advice received from YLCA with regards to VAT reclaim.

**RESOLVED:** Cllr Liles, Cllr Dixon, Cllr Bellamy, Cllr Wilson and Cllr Ransby to be members of a Working Group established to bring back proposals to FULL COUNCIL regarding review of lease with HCHCT. Chair and New Business Manager of HCHCT to be invited to join the Working Group as co-opted members. Cllr Baylin also to be invited to be a member of the Working Group.

An action for the Clerk was to arrange the first meeting of the Working Group.

The Parish Council resumed public session at the conclusion of the item.

## 2425 158 The Civic – update and grant requests

The Parish Council heard that Holmfirth Civic Hall Community Trust wished to update and consult with Holme Valley Parish Council further regarding 3 grant requests, including a grant for up to £20,000 for a visioning exercise and report.

**APPROVED:** that a visioning exercise and report costing up to £20,000 be commissioned and paid for by Holme Valley Parish Council in the financial year 2025-26.

**APPROVED:** A grant for and payment of up to £12,000 for overrun on urgent roof repairs.

**APPROVED:** A grant for and payment of up to £10,000 for other urgent repairs.

Cllr Ransby and the Civic staff will be contacting councillors to offer tours of the Civic.

## 2425 159 Declaration of eligibility for using the General Power of Competence

At the start of the item the Chair presented the Clerk with a bouquet of flowers, celebrating their successful completion of the Certificate in Local Council Administration. The Clerk was informed on 24-1-2025 that they had passed, meaning that they were now a qualified clerk.

The Clerk reported that Holme Valley Parish Council now met all the criteria for being able to declare eligibility to make use of the General Power of Competence, namely:

- That two thirds (rounded up) of councillors were elected (ie stood for election in the 2023 local council election and/or through by-election.
- That the Parish Council had a qualified Clerk.

The final criteria was that the Parish Council **CONSIDER** and **RESOLVE** at a FULL COUNCIL meeting that it met the above criteria.

The Clerk further reported that the General Power of Competence is often referred to as the power of first resort and is the freedom to act in the community's interests and the power to do 'anything that individuals generally can do' within the law.

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The Clerk will brief councillors further regarding all implications of having a qualified Clerk and obtaining the General Power of Competence at the FULL COUNCIL meeting on 24 March 2025.

**NOTED:** the Clerk had obtained the Certificate in Local Council Administration and was now considered a qualified clerk.

**RESOLVED:** to declare that Holme Valley Parish Council meets the eligibility criteria to make use of the General Power of Competence.

## 2425 160 Meetings Schedule 2024-25 revision

The Clerk referred members to version 7 of the *Holme Valley Parish Council Meetings Schedule for 2024-25*. The Clerk had liaised with STAFFING COMMITTEE members to move the meeting scheduled for 20 January to 17 March 2025.

A Meetings Schedule for 2025-26 was to be circulated for consideration at the FULL COUNCIL meeting on 24 March 2025.

**NOTED:** the change of date of the STAFFING COMMITTEE meeting from Monday 20 January to Monday 17 March 2025.

**APPROVED:** the revised Holme Valley Parish Council Meetings Schedule for 2024-25 version 7 as presented.

*In line with the earlier resolution Item 2425 165 was brought forward and heard prior to item 2425 161.*

## 2425 165 Handling Planning Applications - proposals

Cllr Mary Blacka, the Chair of the PLANNING COMMITTEE, reported that the Committee, led by the working party, had reviewed its ways of working. However, no specific recommendations were being made to FULL COUNCIL as the PLANNING COMMITTEE could not agree.

Instead, 3 options were being put forward for the next Council Year and it would be for FULL COUNCIL to make decisions. A number of members spoke to the 3 options under consideration.

Option C – to cease considering any planning applications - was not proposed.

Option A – to continue the routine consideration of planning applications which meet the identified criteria as at present - was put forward as a motion and voted down.

Option B was then considered with an amendment for all planning applications to be sent out to all councillors and for the Planning Committee to review the approach after 6 months, ie November/December 2025.

**RESOLVED:** for all councillors to be sent all planning applications and liaise with residents as appropriate and for the PLANNING COMMITTEE to stop the routine consideration of all applications

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and look only at significant applications, eg large scale developments or those which raise important issues, which come to the notice of councillors by other channels.

The 'significant' applications referred to normally take far longer to determine than four weeks, meaning that the Planning Committee may not need to meet monthly.

*At the conclusion of the item the meeting reverted to the original agenda order.*

## **2425 161 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.

**APPROVED:** the recommendations below from CACE regarding changes to Standing Orders 2025-26, the Scheme of Delegation for 2025-26 and the work of the Council to incorporate aspects of the CACE remit as follows:

- a. The management of the installation of the solar panels plus any other energy efficiency improvements for the building at Holmfirth Public Toilets and the associated budget are to be transferred to the Service Provisions Committee.
- b. Any underspend on budget line 4805 Climate Action for the year 2024/25 be transferred to the EMR 341 Gartside Building Energy Projects.
- c. The 2025/26 budget line 4805 Climate Action will contain £5,000 (as agreed at Full Council on 16 December 2024) and will be managed by the Service Provisions Committee for the purpose of investment in energy efficiency measures at the Public Toilets and Gartside Unit.
- d. Work on sustainable transport (including scoping for a Holmfirth park and ride/stride scheme and improvements to public transport) to continue under the Sustainable Transport Working Group, which reports to the Service Provision Committee.
- e. Applications for funding to improve the energy efficiency and carbon impact of other Holme Valley Parish Council owned buildings (Holmfirth Civic Hall and Honley Library) will be managed by the Finance and Management Committee in line with the future management of the two buildings.
- f. A request to Kirklees Council to cease the use of Glyphosate in controlling vegetation is ongoing, with Cllr Morgan overseeing progress and communicating directly with Kirklees officers and councillors on updates. This initiative will now report to Full Council.
- g. Future community engagement for 2025 and beyond to come under the remit of the Communications and Engagement sub-committee under Full Council. The two EMRs related to engagement (EMR 349 Community Engagement and EMR 336 Royal Events) are recommended to be managed by Full Council also.
- h. A standing item on "Climate Emergency" to be added to the Full Council agenda. This will be a place for updating on ongoing projects and for proposals for new initiatives to be brought forward.
- i. Any potential climate emergency related initiatives outlined by the CACE Committee in 2023/24 and 2024/25 that have not yet developed into live projects may be brought forward to Full Council, working in partnership with other community groups (under "new undertaking" remit).
- j. The Council may also wish to consult with local expertise on an ad hoc basis in lieu of the co-opted members of the Climate Action, Communications and Engagement Committee.

**RESOLVED:** that the remit of the Working Group be expanded to enable the bringing forward of proposals regarding the remit and functioning of the Planning Committee.

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## 2425 162 Big Community Celebration

Existing Working Group reported on date-setting and planning for the next Big Community Celebration in line with action from FULL COUNCIL 16 December 2024. Dates under consideration were the 8 or 15 November 2025.

**NOTED:** progress in establishing a settled date for the next Big Community Celebration, as reported by the existing Working Group.

**APPROVED:** Cllr Baylin, Cllr Bellamy, Cllr Blacka, Cllr Holmes, Cllr Stewart and Cllr Whitelaw as members of the Big Celebration 2025 working group, supported by the Assistant Clerk.

The next meeting of the working group was scheduled for 9.30am Monday 10 February – ideas welcome and all are encouraged to continue to give feedback.

## 2425 163 Covid Memorial working group – update

Cllr Blacka of the Working Group reported that opening ceremonies at both Sands and Honley Library Covid memorials were due to take place on 5 April 2025. All councillors were to consider themselves invited to either or both of the events.

Formal thanks were to be passed on to ex-councillor and chair Mr Jason Brook who had instigated this project several years ago and remained part of the Working Group.

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

**RESOLVED:** that all outstanding aspects of the planning and development of the memorial garden based at Honley Library, including the provision of benches, and also the remaining budget be assigned to Friends of Honley Library.

## 2425 164 Holme Valley Parish Council – annual report

The publication of an annual report was a requirement of the *Annual Governance and Audit Return*. The Annual Report should be presented at the Annual Parish Meeting on 24 March 2025. Committee Chairs and the Council Chair were requested to provide a report in Word of about 300 words to the Assistant Clerk by 3pm 28 February 2025.

**NOTED:** 3pm Friday 28 February 2025 is the deadline for receipt of annual reports from the Council Chair and all Committee Chairs.

## REFERRALS FROM STANDING COMMITTEES

### *CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE*

## 2425 166 Additional co-opted member of the Committee to note



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At the meeting of the CACE COMMITTEE on 27 January 2025 a member of the public successfully applied to be a co-opted member.

**NOTED:** the appointment of Mr Peter Van Ruiten as a co-opted member of the CACE Committee, effective from 27 January 2025.

## MISCELLANEOUS ITEMS/ CORRESPONDENCE

### 2425 167 Chair's Report

The Chair had nothing to report as she had not attended any further events on behalf of HOLME VALLEY PARISH COUNCIL since she last reported on 16 December 2024.

### 2425 168 Reports from and questions for Kirklees Ward Councillors

The item provided an opportunity for Holme Valley North and Holme Valley South Kirklees councillors to share information with Holme Valley Parish Council.

CLlr Wilson asked ward councillors for assistance in finding out where the Speed Indicating Devices (SIDs) purchased by HVPC were currently situated and obtaining any feedback on their impact. CLlr Bellamy (Holme Valley North) confirmed that the Holme Valley north SID was outside Honley High School, with CLlr Greaves (Holme Valley North) informing the Council that it was, however, not working. CLlr Bellamy had requested an update from Kirklees. CLlr Rylah (Holme Valley South) had received no update in around 6 months. CLlr Brook (Holme Valley South) had made multiple requests for updates but received no response.

CLlr Greaves reported that the review of Kirklees ward boundaries had completed. Earlier proposals had been amended so that Netherthong village no longer straddled two wards.

CLlr Rylah wished to inform the Parish Council that there was a shortage of foster carers in Kirklees, with 608 children currently in care. It was hoped that parish councillors would help to promote fostering through word-of-mouth. Fostering options included taking in a parent and child and also taking out fostered children for cinema visits etc. The Assistant Clerk asked CLlr Rylah to provide some follow up information that the Parish Council could promote.

CLlr Dixon raised recycling, particularly the difficulties of recycling tetra packaging which cannot go into green bins. Collection points were often full and a drive away. A tetra pack recycling facility was needed in the Holme Valley and needed to be regularly emptied. CLlr Dixon asked the Ward Councillors for assistance in pursuing this matter.

CLlr Dixon also raised a query from the previous FULL COUNCIL meeting with CLlr Brook regarding the ownership of Sands Car Park. CLlr Brook would email a response to CLlr Dixon with the relevant Land Registry numbers.

### 2425 169 2016 Report

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Several documents had been kindly passed to the Clerk by an ex-councillor. One of these, a 2016 report that was part of the asset transfer arrangements for the Civic had been included in the meeting's papers.

**NOTED:** report from 2016 received and distributed to all councillors.

An action for the Clerk was to merge all 17 documents received and email these to councillors.

## **2425 170 Items for Publicity**

The Assistant Clerk reported that the Parish Council would potentially be entering a period of pre-election sensitivity in connection with the vacancy in Fulstone Ward. Any publicity from the Council, including postings via social media, needed to be mindful of this.

Following the approval of the budget and precept it was important that factual information be available regarding the Parish Council's finances.

*The meeting closed at 8.50pm.*