

To: All Members of the Council

You are hereby summoned to attend the **MEETING OF THE COUNCIL** to be held on **MONDAY 24 MARCH 2025** in **THE LESSER HALL, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** for the transaction of the following business –

PLEASE NOTE – this meeting will follow on after the ANNUAL PARISH MEETING and so timings are provisional.

- AGENDA – (A)

WELCOME FROM THE CHAIR

2425 171 Public Question Time **7.45pm**

In accordance with *Standing Orders 3 e to g* members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chair of the meeting. A member of the public shall not speak for more than 3 minutes.

A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

PROCEDURAL MATTERS

2425 172 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014 **8.00pm**

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

Chair to ask if any member or member of the public wishes to record the meeting in addition to the arrangements referred to above.

TO NOTE: any other recordings being made of the meeting in addition to the recording made by the Clerk.

2425 173 Items to be heard in private session **8.01pm**

Any recording to be halted during such items and members of the public asked to leave the meeting.

TO CONSIDER: agenda items to be heard in private session.

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2425 174 Apologies and reasons for absence 8.02pm

Apologies and reasons to be circulated prior to the meeting starting.

Clerk to report.

TO CONSIDER: apologies and reasons for absence.

2425 175 Receipt of written Declaration of Pecuniary and Other Interests 8.03pm

Revised written Declaration of Pecuniary and Other Interests are shared by email under separate cover prior to this meeting with both councillors and Kirklees Monitoring Officer.

Clerk to report further.

TO NOTE: receipt of revised written declaration of pecuniary and other interests.

Once noted, the DPI with signature and address redacted will be placed on the HVPC website.

2425 176 Declaration of interests in agenda items 8.04pm

TO RECEIVE: declarations of interests of councillors in agenda items.

TO RECEIVE: declarations of interests of officers in agenda items.

TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETINGS

2425 177 Minutes of Full Council meetings 8.05pm

TO APPROVE: the Minutes of the FULL COUNCIL Meeting held on 3 February 2025 numbered 2425 146 to 2425 170 **(B)**.

To receive information regarding ongoing matters arising from the minutes which do not appear under other agenda items.

- i. Code of Conduct Review – (minute 2425 87) outstanding actions
- ii. Ward Asset Registers updating (minute 2425 132) – outstanding actions
- iii. Councillor training (minute 2425 134) – outstanding actions
- iv. HVPC Action Plan (minute 2425 120)– outstanding actions

Clerk to report further.

TO CONSIDER: any further action(s) arising from the minutes of the meeting of the FULL COUNCIL held on 3 February 2025.

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THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2425 178 Minutes of Standing Committee meetings 8.08pm

TO NOTE: the minutes of the CLIMATE ACTION COMMUNICATIONS AND ENGAGEMENT COMMITTEE MEETING on 27 January 2025 numbers 2425 79 to 2425 102 **APPROVED** at the meeting of the CLIMATE ACTION COMMUNICATIONS AND ENGAGEMENT COMMITTEE Meeting held on 10 March 2025 **(C)**.

TO APPROVE: the Minutes of the PLANNING COMMITTEE Meeting held on 10 February 2025 numbered 2425 193 to 2425 210 **(D)**.

TO CONSIDER: any further actions arising from the item.

FINANCIAL MATTERS

2425 179 Schedule of Payments 8.10pm

The Schedule of Payments February 2025 **(Ei)** and March 2025 to date **(Eii)** have been included in the document pack.

Deputy Clerk/RFO to report.

TO NOTE: the Schedule of Payments for February 2025.

TO APPROVE: the Schedule of Payments for March to date 2025.

TO CONSIDER: any further actions with regards to this item.

£470 remains in the Chair's Expenses budget line. The Clerk will liaise with the Chair regarding the remaining budget.

2425 180 RFO'S Report 8.12pm

The RFO to report on the Council's finances as we approach the year end.

TO CONSIDER: actions arising from the RFO's report on Council finances.

MATTERS RESERVED FOR FULL COUNCIL

2425 181 Review of Committee Structure and Meetings Schedule - update from PLANNING COMMITTEE 8.17pm

On 3 February 2025 Full Council **RESOLVED** that the Planning Committee would stop the routine consideration of all planning applications and look only at significant applications, (eg large scale developments, those which raise important issues, or those which come to

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the notice of councillors by other channels). The list of planning applications would continue to be compiled and circulated amongst councillors on a monthly basis.

This new approach would be trialled for six months from 19 May 2025 onwards.

Further to this, the PLANNING COMMITTEE has considered how this resolution could be implemented in practice and what it would mean for the frequency of meetings; how to define “significant” applications and how to address those that fall outside of a possibly reduced meeting frequency; examples of practice from other parishes; arrangements for papers, agendas and minutes; and how to engage with residents on applications of concern.

TO CONSIDER: recommendations from the PLANNING COMMITTEE for 2025-26 onwards:

1. The PLANNING COMMITTEE should remain as a standing committee.
2. The frequency of meetings should be reduced to every other month.
3. The COMMITTEE will review the existing criteria for what constitutes a ‘significant application’ to reduce further which applications are considered.
4. A sub-committee to be established to meet in-between COMMITTEE meetings to handle any applications that meet the criteria for comment.
5. The COMMITTEE will review the effectiveness of the changes after a 6-month trial.

Changes to Standing Orders and the Scheme of Delegation for 2025-26 will be needed to accommodate these recommendations.

TO CONSIDER: any other action with regards to the review of committee structure and meetings schedule.

2425 182 Meetings Schedule 2025-26 8.19pm

Please refer to version 1 of the *Holme Valley Parish Council Meetings Schedule for 2025-26* (F) attached.

Clerk to report further.

TO APPROVE: the Holme Valley Parish Council Meetings Schedule for 2025-26 version 1 as presented.

2425 183 Referrals to the Monitoring Officer 8.21pm

Clerk to report on notification of any referrals received by the Kirklees Monitoring Officer.

TO NOTE: referrals made to the Kirklees Monitoring Officer.

TO CONSIDER: any other actions.

2425 184 Fulstone Ward - statement of persons nominated 8.22pm

The election of a parish councillor for Fulstone Ward is due to take place on Thursday 27 March. Until the election is completed the council will be observing a period of heightened electoral sensitivity. A statement of nominated persons (G) is attached for reference.

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TO NOTE: the statement of persons nominated with regards to the Fulstone Ward parish council election.

2425 185 Holme Valley Parish Council – annual report 8.22pm

The publication of an annual report is a requirement of the *Annual Governance and Audit Return*. The Annual Report was presented at the Annual Parish Meeting earlier this evening on 24 March 2025. Further publication of the Annual Report is embargoed until 28 March as the Council is currently observing a period of heightened sensitivity until the election of a parish councillor for Fulstone Ward is completed.

TO APPROVE: the Annual Report 2024-25 as presented.

2425 186 Update from the Civic/VAT working group 8.25pm

The Working Group has met, elected Cllr Bellamy as Chair, commissioned either the variation or rewriting of the lease with Ramsden’s and sought further support regarding VAT decision-making from engaging the Parkinson Partnership, VAT specialists.

A meeting with the Parkinson Partnership consultant is scheduled for Wednesday 19 March and it is intended to further brief Ramsdens after this.

Working Group/Clerk to report further.

TO NOTE: the report from the working group.

TO CONSIDER: any further actions pertaining to the item.

2425 187 Advice from YLCA regarding councillors holding dual roles 8.30pm

A query was raised at the FULL COUNCIL meeting on 16 December 2024 regarding members holding dual roles and potential conflicts of interest. YLCA was contacted for advice, as attached **(H)**.

TO NOTE: advice received through YLCA.

TO CONSIDER: any actions resulting from the YLCA advice.

2425 188 The General Power of Competence - implications 8.32pm

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 is the power to do ‘anything that individuals generally can do’ within the law.

As minuted from the FULL COUNCIL meeting on 3 February 2025 the Clerk has provided a briefing paper **(I)** for councillors regarding the implications of having a qualified Clerk and obtaining the General Power of Competence.

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Clerk to report further.

TO NOTE: information from the Clerk regarding the General Power of Competence.

TO CONSIDER: any further actions arising.

2425 189 Big Community Celebration

8.36pm

Working Group to report on date-setting and planning for the next Big Community Celebration in line with action from FULL COUNCIL 16 December 2024.

TO NOTE: the settled date for the next Big Community Celebration – Saturday 8 November 2025 10am-4pm - as reported by the Working Group.

TO CONSIDER: any other action with respect to the Big Community Celebration scheduled for the Autumn.

2425 190 Plans for councillor presence at community events

8.36pm

At CACE on 10 March members **RESOLVED** to refer this matter to FULL COUNCIL.

In 2024-25 many councillors attended events such as festivals to promote sustainable transport. Should the parish council wish to have a presence at events in 2025-26 some decisions will be needed soon to make arrangements for this.

Possible decisions include:

- Whether or not to have a paid/booked presence at particular events e.g. a stall or table, or just to attend and “mingle”.
- If there is a stall or table, will this have a theme or just be general HVPC information.
- Who will attend and for how long.
- Which events to attend.
- Budget available to support engagement.

Below is a (not exhaustive) list of regular events in the Holme Valley:

- Holmfirth Folk Festival – 9-11 May
- Honley Open Gardens – 7-8 June
- Holmfirth Arts Festival Weekend – Mid June date TBC
- Honley Show – 28 June – Booked table in the countryside tent as part of our sponsorship package.
- Holmfirth Art Week – 6-12 July
- Holmfirth Duck Race – 6 July
- Holmfirth Food and Drink Festival – 13-14 September
- Bonfire Night (Sands) – 1 Nov
- The Big Community Celebration – 8 Nov
- Various smaller Village Fairs/Galas and Christmas Celebrations – throughout the year
- Film Festival – March/April (maybe for next year?)

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Assistant Clerk to report further.

TO CONSIDER: any actions arising from the item.

2425 191 Covid Memorial working group – update

8.38pm

Working Group to report further.

TO NOTE: progress reported regarding the establishment of appropriate memorials at Sands and Honley Library.

TO CONSIDER: any further action with regards to the Covid Memorials.

2425 192 Climate Emergency – standing item

8.39pm

Holme Valley Parish Council aims to reflect the needs of the climate emergency across all aspects of its operations. In recognition of this going forward a standing item at all FULL COUNCIL and COMMITTEE meetings will be the Climate Emergency.

TO CONSIDER: any actions arising from this item.

2425 193 Councillor training

8.39pm

To receive evaluations of training received **(J)**.

Clerk to report further.

TO NOTE: evaluations received.

TO CONSIDER: referring any actions arising from evaluations to the next meeting of the FINANCE AND MANAGEMENT COMMITTEE.

REFERRALS FROM STANDING COMMITTEES

SERVICE PROVISION COMMITTEE

2425 194 Holmfirth toilets refurbishment project

8.40pm

On 23 September 2024 the SERVICE PROVISION COMMITTEE commissioned a condition survey (minute 2425 61) for the Gartside Building, including both the public toilets and the rental unit, approving expenditure of up to £1920 including VAT. This has been completed and outcomes from the survey will be considered at a future COMMITTEE meeting.

The invoice for the work from Holme Architects has been received **(K)** and approval is needed to pay for the works given that the COMMITTEE will not be meeting until the Summer.

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TO APPROVE: payment of £1920 (including £320 VAT) from EMR 351 Holmfirth Toilets Refurb (£4,104 available) to Holme Architects for receipt of a condition survey report for the Gartside Building.

2425 195 Civic interiors project

8.42pm

The following matter arises from the Service Provision Committee meeting on 24 February 2025.

HCHCT shared with the Committee a vision board for discussion regarding a project to improve the foyer and stairs area. Committee members expressed a number of concerns about the project which were relayed back to the Trust. As a result, the Trust has produced the Interiors Work Report (L) responding to the concerns.

This project is to be funded in part by a grant for £30,000 from Holme Valley Memorial Hospital League of Friends, £10,000 from Garfield Weston and a grant of £22,566 from Holme Valley Parish Council for ongoing works, approved by FULL COUNCIL 27 March 2023, Minute 2223 170 – see below:

The Clerk reported that the SERVICE PROVISION COMMITTEE at its meeting on 27 February 2023 approved a grant request from Holmfirth Civic Hall Community Trust for ongoing works. As the funds were to come from an EMR this would be subject to FULL COUNCIL approval to release £30,000 from EMR 329 Holmfirth Civic Hall.

RESOLVED: to approve the payment of £30,000 from EMR 329 Holmfirth Civic Hall through 4310 Holmfirth Civic Hall to fund a grant request from Holmfirth Civic Hall Community Trust for ongoing works as recommended by the SERVICE PROVISION COMMITTEE.

Clerk to report further.

TO NOTE: the report from HCHCT signalling intention to move forward with the foyer, stairs and landing project.

TO CONSIDER: agreeing in principle for a joint meeting of HVPC/HCHCT to take place within the next 4 months to discuss the visioning exercise, progress regarding lease review and the establishment of a memorandum of understanding between the two bodies.

TO CONSIDER: any other actions.

2425 196 Other recommendations from SERVICE PROVISION COMMITTEE

8.44pm

TO CONSIDER: recommendation from the SERVICE PROVISION COMMITTEE to place the £400 remaining in the phone box budget line 4735 at the end of the financial year into an earmarked reserve.

It is intended that in 2025-26 Holme red heritage phone kiosk is refurbished using monies from the 2025-6 phone box budget line 4735 and this EMR.

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TO CONSIDER: recommendation from the SERVICE PROVISION COMMITTEE at the end of the financial year to place any remaining funds from the 2024-25 war memorials budget line 4750 into the war memorials EMR.

It is possible that these funds and the budget LINE 4750 for 2025-26 may be used for repairs to Hepworth war memorial.

FINANCE AND MANAGEMENT COMMITTEE

2425 197 Virements

8.45pm

On the 3rd March 2025, the Finance and Management Committee reviewed 26 grant applications against its budget lines 4315 Community Assets and 4405 Projects and Events. At the start of deliberations, 4315 Community Assets held £29,800, and 4405 Projects and Events held £4,702.70.

The Finance and Management was aware at the start of the meeting that there was an imbalance in its two budget lines. 4405 Projects and Events held significantly lower funds than was being applied for. In part this was due to the award of £1,500 to the Full Life Food Bank outside of the grants cycle.

With this funding imbalance in mind, the Committee voted to recommend to Council to vire money, - essentially to move money, - between its two budget lines, as needed, to meet the grant awards it wanted to make. Only Council can approve a virement between budget lines.

At the meeting, the Parish Council made awards of £12,030.07 from 4315 Community Assets to seven applicants and one rolling grant awardee. This left an unspent budget of £17,769.93 in 4315 Community Assets.

At the meeting, the Parish Council reviewed 16 applications against its 4405 Projects and Events budget lines and wished to make awards as follows:

- £1,500 to Holmfirth Book Festival CIC towards a children's book festival
- £1,000 to Honley Business Association towards Honley Open Gardens Festival
- £1,000 to Wooldale Community Group towards room hire and equipment
- £1,092 to Women's Open Talk Holmfirth towards room hire for a women's mental health support group
- £1,055 to Friends of Cliff Rec towards the VE Day 80 beacon lighting event
- £1,500 to Café 100 towards room hire for the youth project
- £625 to New Mill Male Voice Choir towards a workshop and concert at the Festival of Folk
- £400 to Honley Village Community Trust towards a VE Day 80 Party
- £1,500 to Holmfirth Music Festival towards Festival running costs
- £1,500 to Project Communities towards a summer sports camp for Holme Valley SEND children

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- £220 to Honley Village Community Trust towards an Easter tea party for children
- £120 to Honley Village Community Trust towards Easter craft workshops for children
- £1,500 to Hepworth Hurricanes towards netball coaching for young people

These pending awards would total £13,012.

The 4404 Projects and Events budget line holds £4,702.70, so to meet these proposed awards, Council would have to approve a virement of £8,309.30 from 4315 Community Assets to 4404 Projects and Events.

If approved, at year end this would mean that 4404 Projects and Events would hold £0 and 4315 Community Assets would have £9,460.63 unspent.

TO CONSIDER: The approval of a virement of £8,309.30 from 4315 Community Assets to 4404 Projects and events.

TO APPROVE: Payments pertinent to any award.

PLANNING COMMITTEE

2425 198 Budget underspend

8.47pm

One PLANNING COMMITTEE meeting remains during this year after the ANNUAL PARISH /FULL COUNCIL meeting.

The PLANNING COMMITTEE has a budget of £1,500 for this year and has so far had no expenditure. The COMMITTEE expected to use this to fund the artwork and printing for the design code supplement to the NDP. However there have been delays to the artwork so this money has not yet been spent. The estimated total for this work is currently £1,275 although printing costs may vary. Ahead of the end of the accounting year it is proposed that a new Earmarked Reserve is created for the purpose of this work to place the remaining funds into.

TO CONSIDER: on 31 March 2025 creating an earmarked reserve of up to £1,500 for NDP design work should the project not yet be concluded.

CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE

2425 199 HVPC brand refresh

8.49pm

During 2024 and 2025 the Communications and Engagement Working Group and the Assistant Clerk have been working to revitalise the Holme Valley Parish Council Brand alongside the work on the HVPC website, reporting to CACE.

The Assistant Clerk has prepared an overview of the work on the brand transition. (M)

A final design has been approved by the Working Group and is now ready for roll out pending the receipt of the full brand guidelines from design supplier Redbak.

TO NOTE: Brand transition on the HVPC brand.

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TO APPROVE: Refreshed branding for Holme Valley Parish Council.

2425 200 Communications and Engagement budget line 4650

8.51pm

This budget line is projected to have approximately £3,200 remaining unspent at the end of the financial year. This is mainly made up of underspend on royal events (£1,000), the Big Community Celebration, and the website and brand revitalisation work.

At the CACE COMMITTEE meeting on 10 March 2025 councillors resolved to recommend to FULL COUNCIL that the unspent fund be handled in the following way:

TO CONSIDER: recommendation from CACE that £1,000 be moved from budget line 4650 to EMR 336 Royal Events.

TO CONSIDER: recommendation from CACE that £1,000 be moved from budget line 4650 to a new EMR for digital and physical assets relating to the roll out of the refreshed HVPC branding.

TO CONSIDER: approving expenditure from 1 April 2025 of up to £1000, the monies to be released from EMR digital and physical assets.

TO CONSIDER: approving the remaining funds in budget line 4650 (approximately £1,200) be returned to General Reserves at the end of the accounting year.

2425 201 CACE budgets and EMRs 2025/26

8.53pm

As the CACE COMMITTEE will be disestablished at the end of the civic year, decisions are needed on where to move the budgets and EMRs that used to sit under this committee.

Decisions have already been made as follows:

- I. 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 (as agreed at FULL COUNCIL on 3 February 2025). No further action is needed.
- II. Climate Action budget line 4805 – FULL COUNCIL approved on 3 February 2025 that any underspend 2024/25 be moved to EMR 341 Gartside Building energy Projects.

The following motions are to determine the movement of remaining CACE budget lines and EMRs.

TO CONSIDER: approving transfer of control of EMR 341 Gartside Energy Projects to SERVICE PROVISION COMMITTEE from 1 April 2025.

TO CONSIDER: approving control of the 2025/26 budget line 4650, containing £15,000 reverting to FULL COUNCIL for use by the Communications and Engagement Sub-committee.

This budget covers:

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- Publications: Holme Valley Review, Tito, Huddersfield Hub, Hepworth Focus and Hade Edge Breeze.
- Website and digital media: Ongoing support and licences.
- Events: The Big Community Celebration and any other smaller events Cllrs attend.
- Printing: home printing, project related professional printing of posters, leaflets, flyers, banners etc. May include some design work.
- Sponsorship: Not otherwise covered through grants e.g. Honley Show.

Budgets for expenditure may need releasing before the Communications & Engagement Sub-committee is established. In particular some monies may be needed to start booking and ordering materials for the Big Community Celebration (printing of save the date flyers etc). The actual ordering and paying can wait until April, but probably not until the end of May.

TO APPROVE: from April 1st expenditure up to £5000 from budget line 4650 for ongoing communications and engagement projects.

TO CONSIDER: approving control of the EMR 336 Royal Events transferring to FULL COUNCIL.

TO CONSIDER: any other action with regards to CACE budget lines and EMRs.

MISCELLANEOUS ITEMS/ CORRESPONDENCE

2425 202 Chair's Report 8.55pm

Chair to give a verbal report on activities on behalf of HOLME VALLEY PARISH COUNCIL.

TO CONSIDER: any actions arising from the Chair's Report.

2425 203 Reports from and questions for Kirklees Ward Councillors 8.55pm

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

Clerk to report any information received by email etc with regards to this item.

TO CONSIDER: any actions arising from any reports received from Kirklees Ward Councillors.

2425 204 Correspondence regarding the purchasing of land/rented garage site 8.56pm

The following correspondence **(N)** has been received and responded to. The Council may wish to consider referring the matter to the FINANCE AND MANAGEMENT COMMITTEE for further consideration.

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TO NOTE: query and response regarding possible purchase of garage land from a rental agreement holder.

TO CONSIDER: any actions arising from the item.

2425 205 Referral from Staffing Committee at request of the Clerk 8.57pm

The Chair will read a statement prepared with the Clerk.

TO NOTE: statement regarding the Parish Council's duty of care to the Clerk Team.

2425 206 Items for Publicity 8.59pm

A standing item for councillors to put forward potential items for publicity arising from the meeting.

TO CONSIDER: Council matters to be publicised subsequent to the meeting.

CLOSE 9.00pm

Please note that timings on the agenda are given for guidance of the Chair and Council only and should not be taken as the time at which discussion of a particular item will commence.

Jen McIntosh

Clerk to the Council

Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS

Telephone: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk

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

Holme Valley Parish Council

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.

Holme Valley Parish Council

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

Holme Valley Parish Council

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.



Approved Minutes of the **CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held on **MONDAY 27 JANUARY 2025 at 7.00 PM** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HOLMFIRTH, HD9 3AS.**

Attendees:

Cllr Chris Green (Vice Chair)

Councillors: Cllr Donna Bellamy, Cllr Jenny Holmes, Cllr Alison Morgan, Cllr Hugh Osborne,

Members: Liz Bennett, Julia Brown, Peter Van Ruiten

Officers: Gemma Sharp (Assistant Clerk)

Approved Apologies:

Cllr Sarah Whitelaw (Chair), Cllr Mary Blacka, Cllr Tricia Stewart, Cllr Martin Rostron.

Absent:

Cllr Jo Liles

WELCOME

The Chair welcomed all Committee members and any members of the public present.

PUBLIC QUESTION TIME

Cllr Baylin attended as a member of the public to speak on items 2425 90 and 2425 93. The committee **Resolved** to suspend Standing Orders to allow the representative from HVCAP to speak during those items instead of the public session.

One member of the public was present to be considered for co-option to the committee in item 2425 80.

PROCEDURAL MATTERS

2425 79 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 by the Assistant Clerk in video format for the [HOLME VALLEY PARISH COUNCIL YouTube Channel](#).

No other recordings were made.

2425 80 The Election of Co-opted Members of the Committee

HOLME VALLEY PARISH COUNCIL Standing Orders and Scheme of Delegation both specify that in addition to the committee membership of 13 elected parish councillors up to a further 6 members of the public can be co-opted onto the committee.

Co-opted members have the right to receive agendas etc and participate in meetings. Only the 13 elected members can vote.

Peter Van Ruiten, Chair of HVACP attended and gave an introduction about himself and indicated that he would like to be put forward for co-option to the committee.

RESOLVED: Peter Van Ruiten was approved by the committee to be a co-opted member of the



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Climate Action, Communications and Engagement Committee.

2425 81 Apologies and Reasons for Absence

Apologies and reasons for absence had been received from Cllrs Whitelaw, Blacka, Rostron and Stewart.

Cllr Liles was absent.

NOTED: The committee noted the absences of Cllrs Whitelaw, Blacka, Rostron, Stewart and Liles.

RESOLVED: The Committee approved the apologies and reasons for absence from Cllrs Whitelaw, Blacka, Rostron and Stewart.

2425 82 Items on the Agenda to be Discussed in Private Session

RESOLVED: No items on the agenda would be discussed in private session.

2425 83 Receipt of any Updated Written Declarations of Pecuniary and Other Interests

None received.

2425 84 Members' and Officers' Personal and Disclosable Pecuniary Interests in Items on the Agenda

None declared.

2425 85 Minutes of the Previous Meeting

NOTED: The Minutes of the CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE meeting held on 25 November 2024 Items 2325 53 to 2425 78.

The Assistant Clerk updated on ongoing items from previous minutes not otherwise covered in the agenda.

Cllr Morgan will carry forward her work on the cessation of the use of Glyphosate in Kirklees.
Mbr Van Ruiten will follow up on work towards non-standard recycling points with the team at HVCAP.

CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE – WORKING GROUP REPORTS AND ACTION-PLANNING

2425 86 Review of HVPC Committee Structure and Meetings Cycle

At the meeting of the Full Council on 13 May 2024, councillors **RESOLVED** to establish a working group consisting of Cllr Whitelaw, Cllr Green, Cllr Ransby, Cllr Morgan and Cllr Blacka to review possible changes to the committee structure and meetings cycle for 2025-26.

At a meeting of the Full Council on 16 December 2024, councillors **RESOLVED** that the committee structure would change affecting the Climate Action, Communications and Engagement Committee as follows:

- i. To disestablish 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

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terms of biodiversity and carbon emissions.

- ii. To establish a Communications and Engagement sub-committee of Full Council from May 2025 to allow for greater flexibility.

A report on the recommended actions to support embedding climate action at Holme Valley Parish Council for Full Council following the disestablishment of the Climate Action, Communications and Engagement Committee has been prepared by the Clerking team, Cllr Whitelaw and Cllr Green.

Cllr Green gave an overview of the recommendations.

RESOLVED: Recommendation to Full Council on structure and processes for mitigating the Climate Emergency following the disestablishment of the Climate Action, Communications and Engagement Committee as set out in the paper with one amendment for the standing item at Full Council of “Green Matters” to be termed “Climate Emergency”.

The Communications and Engagement sub-committee will define its own structure following the formation of the sub-committee at the Annual Council meeting on 19 May 2025.

RESOLVED: Recommendation to Full Council that the Communications and Engagement Sub-Committee should have the facility to co-opt members of the public to support the work of the sub-committee.

2425 87 Climate Action, Communications and Engagement Action Plan 2023-2027

NOTED: Updated version of the CACE Action Plan 2023-2027.

2425 88 Communications and Engagement Working Group – Feedback on Ongoing Work

Key Priorities identified by CACE members November 2023:

1. HVPC Brand refresh and website redesign to improve accessibility and appeal.
2. Logo and QR code stickers on Parish Council assets.
3. Review of Collaboration and Community Engagement activities. Audit and confirm community groups.

2425 89 Climate Action Working Group – Feedback on Ongoing Work

Key Priorities identified by CACE members November 2023:

1. Explore possible funding applications to the government’s decarbonising scheme - for retrofitting/energy conservation measures for PC buildings in partnership with HCCT and FoHL to improve the energy efficiency and carbon footprint of HVPC owned buildings.
2. Feasibility study and costing - Park and ride, alongside Stotts review, including costings and possibilities for subsidised or free travel periods. Encourage the increased use of public transport and active travel by residents and visitors to the Holme Valley.
3. Solar Panels on public toilets in Holmfirth.
4. Embed the Climate Emergency.

2425 90 Transport Working Group – Feedback from working group members.

A Working Group has been established with members from both SERVICE PROVISION and CACE committees to review HVPC’s contribution to local transport schemes with a view to making improvements and exploring other possible initiatives such as Park and Ride.



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Standing orders were suspended in order to allow Cllr Baylin to speak during this item.

Cllr Baylin gave an overview of the current work of the sustainable transport working group. The working group has welcomed Sarah Wells from the Penistone Line Partnership to the group, and will also be liaising with EPIKS on some of their proposals.

The working group met on 20 January 2025 and will be focusing on the following priorities going forward:

- Promoting local bus services.
- Park and Ride/Stride for Holmfirth with a potential pilot for Art Week 2025.
- Possible improvements to local bus services (timetabling and routes).

Cllrs discussed the plans and made suggestions on including supermarkets to routes and event transport.

Mbr Bennet has produced a blog about using the buses around the Holme Valley. Part 1 is published on the HVPC website and via social media, Part 2 will be published in the near future.

NOTED: Update form the Transport Working Group and Bus Blog from Mbr Bennett.

ACTION: An action for Cllr Baylin is to invite Mbr Bennet to the Transport Working group pending agreement of the working group.

ONGOING PROJECTS

2425 91 Installation of Solar Panels at Holmfirth Public Toilets

At the Climate Action, Communication and Engagement Committee meeting on 3 March 2024 and the Committee **RESOLVED** to proceed with Wooldale Electrical as the preferred supplier, with funds **APPROVED** at **FULL COUNCIL** on 18 March 2024.

On 10 December 2024, planning permission was granted to proceed with the defined solar scheme at the Public Toilets.

The Clerking team have given notice to the Gartside Unit tenant, toilet maintenance contractor and Kirklees car parks regarding the works. A provisional start date has been agreed with the supplier of 3 March 2025 and is expected to take two weeks.

EMR 341 Climate Action Projects currently contains £13,526.68. £10,000 of this earmarked reserve has been committed to the solar panels projects at Holmfirth toilets. However, there has been additional expenditure on this project (on the planning application and drawings) and there will be further additional expenditure relating to the booking out parking spaces for scaffolding and a pavement work licence which means the ringfenced £10,000 will not now cover the full cost of the installation.

Cllr Morgan raised concerns regarding a potential conflict with the work from the Service Provision Committee on the fabric of the Gartside Building with the installation of the Solar Panels.

ACTION: An action for Cllr Morgan is to contact the architect carrying out the work on the Gartside Unit to investigate whether the solar installation can go ahead on schedule around other works.

RESOLVED: Approval of an additional up to £3,000 from budget line 4805 Climate Action for



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expenditure relating the solar panel installation at Holmfirth Public Toilets to cover additional delivery expenditure such as booking out car parking spaces for the works and a pavement licence.

2425 92 The Big Community Celebration 2025

At the **FULL COUNCIL** meeting on 16 December 2024 Cllrs **RESOLVED** to proceed with the recommendation from the working group that the Big Community Celebration would be repeated in Autumn 2025, and then move to every other year in the future.

The Working Group held a review session on 5 December 2024 and a provisional dates of 8 or 15 November 2025 was agreed and recommendations from the feedback have been taken into account. Notes from the meeting have been included with the papers.

NOTED: The working group for the 2025 Big Community Celebration will be formed at Full Council and will meet for the first time on 10 February 2025 at 9.30.

2425 93 Holme Valley Parish Council Website

www.holmevalleyparishcouncil.gov.uk changed over to the new site on 10 October 2024 and is now the main website.

Standing Orders were suspended during this item to allow Cllr Baylin to contribute to discussion.

The Assistant Clerk now has access to the analytics page for the website for the monitoring of traffic.

The Assistant Clerk will continue to develop website content in the coming months in cooperation with the developer and CE working group and later the Communications and Engagement Sub-Committee. Possible expansions include a directory, tourist info and more climate action information. An initial plan for developing content and sections has been compiled by the Assistant Clerk.

Assistant Clerk gave an overview of plans and asked for feedback from members on the direction and content of the development of the site.

Cllr Baylin gave an overview of some of the ideas he had worked on with external local groups on transport and tourism that could be included in the site.

ACTION: An action for the assistant Clerk is to include the suggestions and priorities from the committee into the action plan for website development.

2425 94 Holme Valley Parish Council Brand Refresh

Following the selection of "Redbak" design agency to support the brand and logo refresh, the Assistant Clerk and Communications and Engagement working group have been working with Redbak on the design work.

The latest version of the brand presentation from Redbak was included in the papers. The Communications and Engagement Working Group invited the Committee's views before the design is finalised and put to Full Council for adoption. The Working Group will then define the timeframe and scope for the roll out on digital and physical assets.

The Assistant Clerk gave an overview of work so far and options for the next stage.



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NOTED: Presentation on Holme Valley Parish Council Brand from Redback.

RESOLVED: An action for the Communications and Engagement Working Group is to work with Redbak on the final changes to the brand refresh.

2425 95 Funding Applications for Climate Mitigation Measures on HVPC Assets

The Clerk continues to work with Holmfirth Civic Community Trust on applying for grants to improve the carbon footprint of The Civic. This work going forward will become part of the work of the Finance and Management Committee.

NOTED: The Community Ownership Fund (COF), which was expected to be a potential source of funding in 2025 was closed in December 2024.

MEDIA AND COMMUNICATION

2425 96 Publicising the work of the HOLME VALLEY PARISH COUNCIL externally

At a previous meeting of the Committee on 25 November 2024 the Committee RESOLVED to make a monthly contribution of £200 from January 2025 to Huddersfield Hub to establish a Holme Valley community news page within the site.

The page will include 2 stories per month from HVPC and also bring together other stories from the Holme Valley that Huddersfield Hub are reporting on.

To view the page, please visit:

<https://huddersfieldhub.co.uk/category/holme-valley-parish-council/>

The Assistant Clerk gave updates on the work with Huddersfield.

TO NOTE: Reports of the work of HOLME VALLEY PARISH COUNCIL published (or due to be published) December 2024 to February 2025 in Holme Valley Review, Tito, and Huddersfield Hub.

2425 97 Social Media and Website Coverage

The Assistant Clerk and Deputy Clerk/RFO continue to post items relevant to the work of HOLME VALLEY PARISH COUNCIL to the HOLME VALLEY PARISH COUNCIL website and Facebook page.

A Summary of Facebook engagement and website traffic analytics (90 day report) from 23 October 2024 to 19 January 2025 has been included from the Assistant Clerk.

Assistant Clerk to report further.

TO NOTE: Summary of Facebook engagement from the HVPC account 23 October 2024 to 19 January 2025.

BUDGET AND CORRESPONDENCE

2425 98 Honley Agricultural Show 2025 – Programme Sponsorship



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Mbr Brown Declared a personal interest in the item as a volunteer for Honley Agricultural Show Society.

Mbr Brown presented a proposal for the sponsorship of the Honley Show Programme and then left the room while Cllrs discussed the proposal.

RESOLVED: To sponsor Honley Agricultural Show 2025 Programme for £1,500 with funds from budget line 4650 Communications and Engagement.

2425 99 West Yorkshire Combined Authority consultation on Climate and Environment Plan

West Yorkshire Combined Authority are working on a new Climate and Environment Plan for 2025 - 2028. In the draft plan, they set out how to prioritise and actions needed to take to move towards the net zero target.

The priorities in the plan focus on five themes: energy, transport, business, housing and nature.

The survey is open until 31 January 2025 and can be accessed via the following link:
<https://online1.snapsurveys.com/Interview/2dd699b1-463b-4d00-a732-dc66332dd908>

A Stakeholder Engagement Document has been included with the papers.

ACTION: An action for the Assistant Clerk is to forward the consultation to Full Council to respond as individuals if they so wish.

2425 100 Climate Action, Communications and Engagement Committee expenditure against budget and earmarked reserves 2024-25

NOTED: The Deputy Clerk has prepared a year-to-date projected expenditure report and the following commentary on budget expenditure:

The Climate Action, Communications and Engagement Committee has two budget lines under its remit:

- **4650** Communications and Engagement. At the start of the council year 2024-25, the budget contained £15,000.
- **4805** Climate Action. At the start of the council year 2024-25, the budget contained £5,000.

In **earmarked reserves**, the Committee oversees four funds which end 31st December 2024 had the following balances:

- EMR 336 Royal Events £1,000
- EMR 341 Gartside Building Energy Projects £13,527
- EMR 349 Community Engagement £3,610

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2425 101 Climate Action, Communications and Engagement Committee Budgets and Earmarked Reserves 2025-26

NOTED: At a meeting of the Full Council on 16 December the council resolved to approve budgets of £5,000 for budget line 4805 Climate Action and £15,000 for budget line 4650 Communications and Engagement for the council year 2025/26.

2425 102 Items for publicity

The PUBLICATIONS & COMMUNICATIONS COMMITTEE 14-09-21 motion 2122 27 press coverage has directed officers of the HOLME VALLEY PARISH COUNCIL to add an agenda item in all meetings asking Members what events or news from the meeting they wish to publicise via the press, website and/or Facebook.

ACTION: An action for The Assistant Clerk is to post the West Yorkshire Climate and Environment consultation on Facebook.

Close 8.36pm

DRAFT minutes of the **PLANNING STANDING COMMITTEE** held at the **EXHIBITION ROOM** at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH HD9 3AS** on **MONDAY 10 FEBRUARY 2025** at **700pm**

In Attendance:

Chair: Cllr Mary Blacka

Members: Cllr Isaac Barnett, Cllr Pat Colling, Cllr Tom Dixon, Cllr Steve Ransby, Cllr Andy Wilson.

Apologies: Cllr Damian Brook, Cllr Andrew Fenwick, Cllr Jo Liles.

Absent: Cllr Donald Firth.

Welcome

Open Session at Planning

No members of the public were present for the open session.

2425 193 Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014 on 6 August 2014

As Local (Parish and Town) Council meetings can now be recorded, the Chair checked if any members of the public wished to record the meeting, to ensure reasonable facilities can be provided. The meeting was already being recorded by the Officer for public broadcast via the Holme Valley Parish Council YouTube channel.

No other recordings were to be made.

2425 194 To accept apologies for absence

Noted: Cllrs Brook, Fenwick, Liles and Firth were absent from the meeting.

Approved: The apologies and reasons for absence for Cllrs Brook, Fenwick and Liles were approved by The Committee.

2425 195 To receive Members' and Officers' personal and disclosable pecuniary interests in items on the agenda

None were disclosed.

2425 196 To consider written requests for new DPI dispensations

None were received.

2425 197 To consider whether items on the agenda should be discussed in private session

Resolved: None of the meeting would be held in private session.



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2425 198 To Confirm the Minutes of the Previous Meeting

Noted: Minutes of the Planning Committee meeting held on 13 January 2024, numbered 2425 176 – 2425 192 inclusive.

2425 199 Kirklees Planning Applications

- i. **Noted:** The list of Kirklees planning applications 3 December 2024 to 7 January 2025 updated with the views of the Committee was noted by the committee.
- ii. The Committee considered the new or amended applications received from Kirklees Council 7 January 2025 to 4 February 2025 inclusive – List 2425-10.

Resolved: That the Planning Committee’s comments on the above applications be forwarded to Kirklees Council by the Officer

2425 200 Peak District National Park Authority

- i. No new or amended applications were received from the Peak District National Park Authority from 3 December 2024 to 7 January 2025 inclusive to be updated with the views of the Committee.
- ii. - No new or amended applications were received by Peak District National Park Authority 7 January 2025 to 4 February 2025 inclusive.

2425 201 HVPC Planning Committee structure and frequency 2025/26

Noted: On 3 February 2025 Full Council **resolved** that the Planning Committee would stop the routine consideration of all planning applications and look only at significant applications, (eg large scale developments, those which raise important issues, or, those which come to the notice of councillors by other channels). The list of planning applications would continue to be compiled and circulated amongst councillors on a monthly basis. This new approach would be trialled for six months from 19 May 2025 onwards.

The Committee discussed how this resolution could be implemented in practice and what it would mean for the frequency of meetings, how to define “significant” applications and how to address those that fall outside of a possibly reduced meeting frequency, examples of practice from other parishes, arrangements for papers, agendas and minutes, and how to engage with residents on applications of concern.

Resolved: The Planning Committee would like to make the following **recommendations** to Full Council and the Committees Structure Working Group on the implications of these changes for Planning Committee and the practicalities of the frequency of meetings and future applications scrutiny:

- The Planning Committee should remain as a standing committee.
- The frequency of meetings should be reduced to every other month.



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- The committee will review the existing criteria for commenting on applications to reduce further which applications are considered, in order to define what constitutes a “significant” application.
- A working group will be set up to meet in between committee meetings to handle any applications that meet the criteria for comment.
- The committee will review the effectiveness of the changes after a 6-month trial.

Action: An action for the assistant clerk is to remove the column for which ward the application is in from the monthly applications list.

Cllr Barnett left during this item at 7.55pm

2425 202 Traffic Calming

i. Kirklees Council Management of Speeding in the Holme Valley

Cllr Wilson gave an update that he would be putting in a personal freedom of information request, as a private individual, regarding mobile SIDs in the Holme Valley.

Action: An action for the Assistant Clerk is to request locations in the current mobile SID scheme from Kirklees Councillors in Holme Valley South is carried forward from the last meeting.

ii. School Parking Bollards

Cllr Liles has confirmed that Hade Edge School are not interested in taking part in the School parking bollard scheme.

Action: An action for Cllr Dixon is to approach New Mill Junior school to offer the parking bollards. If they decline Cllr Wilson will approach Holmfirth Junior, Infants and Nursery School.

2425 203 Ongoing highways campaigns, including unmade roads, green lanes and byways of the Holme Valley

The ongoing campaigns are:

- Ramsden Road**
- Cartworth Moor Road**
- Cheesegate Nab**

Cllr Wilson updated that TROs were still in negotiation and were expected soon. The next meeting for local cabinet matters is 19 February 2025

2425 204 Planning Policy, Guidance and Consultation



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None were received.

2425 205 Design Code

Cllr Ransby reported that a copy of the Design Code is estimated to be available to be presented at next the Planning Committee meeting on 31 March 2025.

2425 206 Holmfirth Town Centre Group

A meeting of the Holmfirth Town Centre Group took place on 21 January 2025 at Holmfirth Library.

Cllr Wilson had received the minutes and presentation from the meeting and gave a summary of the planned first phase, which is in progress and ideas for the second phase which is yet to secure funding.

2425 207 Kirklees Local Plan Review

At a previous meeting on 15 July 2024 the committee **resolved** to form a Working Group consisting of Cllr Blacka (Chair), Cllr Ransby, Cllr Colling, and Cllr Wilson to coordinate the work around the Kirklees Local Plan Review and the response from Holme Valley Parish Council. Cllr Liles, Cllr Rylah and Cllr Whitelaw have since joined membership of this group and they are also working with a representative from Holme Valley Vision.

An Early Engagement Consultation on the Kirklees Local Plan opened on 25 November 2025 and will run until 28 February 2025.

The Working Group have established a "Reference Group" and have invited local community groups with an interest in local community, business and the natural and built environments to support their contributions to the Kirklees Local Plan review.

The first meeting of the Reference Group took place on Tuesday 14 January 2025, a statement from the inaugural meeting was included with the papers.

The Early Engagement consultation document is available at:

<https://www.kirklees.gov.uk/beta/planning-policy/pdf/local-plan-early-engagement.pdf>

The survey can be accessed via the following link:

<https://online1.snapsurveys.com/localplan>

Cllr Blacka gave an overview of the work of the reference group so far and how the group has coordinated to divide up the local plan into sections between group members for research and comment.

Cllr Blacka wished express her appreciation for the level of engagement by group members.



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Noted: Statement from the inaugural meeting of the reference group that took place on 14 January 2025.

Action:

2425 208 Neighbourhood Development Plan

CLlr Ransby to report on progress with work on the Holme Valley Parish Council Neighbourhood Development Plan actions.

- **To consider**, any further action.

2425 209 Planning Standing Committee Expenditure against Budget and reserves 2024-25

Noted: The Planning Committee's expenditure against budget 2024-25 year to date:

- The Planning Committee has one budget line under its remit. This is 4505 Neighbourhood Plan. At the start of the Council year, the budget contained £1,500. No expenditure has come from this budget line.
- It is projected that money may be spent from this fund on the art and design on the Shop Front Design Guide Booklet. A quote for artwork, art direction and layout design has been received for £1,120.00.
- The Booklet will be an 8-page, full colour A5 saddle and stitch booklet on 150gsm silk finish paper.
- Subsequent printing costs will depend on the print run:
 - o x250: £118.30
 - o x500: £153.90
 - o x1000: £213.98
 - o x1500: £279.22.
- The Committee is likely to need approximately 500 copies of the booklet. If approved this would approximately cost £153.90 and around £226 would remain in the Committee budget 2024-25. If this money was not spent this year, the money could be rolled over into an earmarked reserve under regulation of the HVPC Financial Regulations as this is an ongoing project.

2425 210 Publicising the work of Holme Valley Parish Council

The Assistant Clerk gave an overview of planned activity.

Close 8.40pm





List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2025	Maintenance Contractor	2425/11/10	350.00	F&M 2425 12	HOLME WALLING
10/02/2025	HCHCT	2425/11/01	12,000.00	COUNCIL 2425 158i	GRANT - ADDITIONAL REPAIRS
10/02/2025	HCHCT	2425/11/02	10,000.00	COUNCIL 2425 158ii	GRANT - URGENT WORKS
10/02/2025	Honley Village Community Trust	2425/11/03	200.00	COUNCIL 2425 77	GRANT - HALLOWEEN PARTY
10/02/2025	HEPWORTH FOCUS	2425/11/04	100.00	F&M 2425 12	MAGAZINE ARTICLE X4
10/02/2025	HUDDERSFIELD HUB	2425/11/05	600.00	COUNCIL 2425 154	HUB NEWS 3 MNTHS
10/02/2025	Maintenance Contractor	2425/11/06	199.48	F&M 2425 12	EXPENSES
10/02/2025	British Telecom	2425/11/07	56.47	F&M 2425 12	INTERNET AND PHONE
10/02/2025	Staff 02	2425/11/08	56.26	F&M 2425 12	REIMBURSEMENT - FOUNTAIN PART
10/02/2025	STEPHENSONS TREES	2425/11/09	600.00	COUNCIL 2425 154	CLEAR VEGETATION RE MEMORIAL
10/02/2025	Maintenance Contractor	2425/11/11	1,510.75	F&M 2425 12	MAINTENANCE
17/02/2025	Time In Time Out Media	2425/11/12	252.00	F&M 2425 12	COUNCIL NEWS
17/02/2025	West Yorkshire Pension Fund	2425/11/13	992.62	F&M 2425 12	PENSIONS
17/02/2025	HMRC	2425/11/14	1,568.63	F&M 2425 12	PAYE TAX AND NI
17/02/2025	Staff 05	2425/11/15	1,491.50	F&M 2425 12	SALARY
17/02/2025	Staff 02	2425/11/16	1,792.24	F&M 2425 12	SALARY
17/02/2025	Staff 04	2425/11/17	1,618.99	F&M 2425 12	SALARY
18/02/2025	E.ON NEXT	2425/11/18	31.18	F&M 2425 12	ELECTRICITY HOLMFIRTH TOILETS
28/02/2025	Unity Trust	2425/11/19	9.15	F&M 2425 53ia	SERVICE CHARGE
Total Payments			33,429.27		

HSBC Current A/C

List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2025	HSBC	2425/11/20	2.32	F&M 2425 12	DEBIT INTEREST
03/02/2025	HSBC	2425/11/21	8.00	F&M 2425 12	BANK CHARGES

Total Payments 10.32

Holme Valley Parish Council Cash Book 2024-25



ALL ACCOUNTS

Schedule of Payments March 2025

No	HVPC ref	Payment Sent Date	Payment method	Check v Statement	To pay	Inv date	Inv number	Description	Net	Vat	Gross	Authorisation to Pay	Legislation
1	2425/12/01		BACS	<input type="checkbox"/>	STAFF 04			REIMBURSEMENT LETTER SCALES	£17.49	£3.50	£20.99	FM 2425 12	GPC Localism Act 2011
2	2425/12/02		BACS	<input type="checkbox"/>	VISION ICT			HOSTED EMAIL ACCOUNTS	£580.00	£116.00	£696.00	FM 2425 12	GPC Localism Act 2011
3	2425/12/03		BACS	<input type="checkbox"/>	REDBAK LTD			BRAND REFRESH	£1,050.00	£210.00	£1,260.00	FM 2425 1011	GPC Localism Act 2011
4	2425/12/04		BACS	<input type="checkbox"/>	KIRKLEES YOUTH ALLIANCE			GRANT - YOUTH WORK IN THE HOLME VALLEY	£5,000.00	£0.00	£5,000.00	FM 2425 12	GPC Localism Act 2011
5	2425/12/05		BACS	<input type="checkbox"/>	KIRKLEES YOUTH ALLIANCE			GRANT - YOUTH WORK IN THE HOLME VALLEY	£5,000.00	£0.00	£5,000.00	FM 2425 12	GPC Localism Act 2011
6	2425/12/06		BACS	<input type="checkbox"/>	HCHCT			ROOM HIRE - 9TH DECEMBER - DEPOSIT	£100.00	£0.00	£100.00	FM 2425 12	GPC Localism Act 2011
7	2425/12/07		BACS	<input type="checkbox"/>	SLCC			CILCA EXTENSION STAFF 02	£50.00	£0.00	£50.00	FM 2425 12	GPC Localism Act 2011
8	2425/12/08		BACS	<input type="checkbox"/>	DOCUMENT LOGIC			PHOTOCOPYING - CHARGES	£195.00	£39.00	£234.00	FM 2425 12	GPC Localism Act 2011
9	2425/12/09		BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY			HV MINIBUS SERVICE JAN	£1,971.00	£0.00	£1,971.00	FM 2425 12	GPC Localism Act 2011
10	2425/12/10		BACS	<input type="checkbox"/>	YLCA			WEBINAR - BREAKTHROUGH COMMUNICATIONS CLLR 22	£35.00	£0.00	£35.00	FM 2425 12	GPC Localism Act 2011
11	2425/12/11		BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT ZOOM JAN	£12.99	£2.60	£15.59	FM 2425 12	GPC Localism Act 2011
12	2425/12/12		BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT ZOOM DEC	£12.99	£2.60	£15.59	FM 2425 12	GPC Localism Act 2011
13	2425/12/13		BACS	<input type="checkbox"/>	STAFF 02			REIMBURSEMENT ZOOM FEB	£12.99	£2.60	£15.59	FM 2425 12	GPC Localism Act 2011
14	2425/12/14		BACS	<input type="checkbox"/>	SALARY STAFF			SALARY STAFF 04	£1,619.19	£0.00	£1,619.19	FM 2425 12	GPC Localism Act 2011
15	2425/12/15		BACS	<input type="checkbox"/>	SALARY STAFF			SALARY STAFF 05	£1,491.30	£0.00	£1,491.30	FM 2425 12	GPC Localism Act 2011
16	2425/12/16		BACS	<input type="checkbox"/>	WYPF			PENSIONS STAFF	£992.62	£0.00	£992.62	FM 2425 12	GPC Localism Act 2011
17	2425/12/17		BACS	<input type="checkbox"/>	HMRC			PAYE - TAX AND NI	£1,568.63	£0.00	£1,568.63	FM 2425 12	GPC Localism Act 2011
18	2425/12/18		BACS	<input type="checkbox"/>	SALARY STAFF			SALARY STAFF 02	£1,792.04	£0.00	£1,792.04	FM 2425 12	GPC Localism Act 2011
19	2425/12/19		SO	<input type="checkbox"/>	TIME IN TIME OUT MEDIA			TITO - MONTHLY COUNCIL NEWS - APR 2025	£210.00	£42.00	£252.00	Council 2425 94	GPC Localism Act 2011
	2425/12/--		DD	<input type="checkbox"/>	BRITISH TELECOM			INTERNET AND PHONE	£47.06	9.41	£56.47	FM 2425 12	GPC Localism Act 2011
	2425/12/--		BACS	<input type="checkbox"/>	HONLEY SHOW			SPONSORSHIP OF PROGRAMME	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
	2425/12/--		DD	<input type="checkbox"/>	E.ON NEXT			ELECTRICITY HOLMFIRTH TOILETS	£45.92	£2.30	£48.22	Council 2425 94	GPC Localism Act 2011
	2425/12/--		DD	<input type="checkbox"/>	BUSINESS STREAM			HOLMFIRTH TOILETS WATER SEWERAGE	£754.44	£0.00	£754.44	FM 2425 12	GPC Localism Act 2011
	2425/12/--		BACS	<input type="checkbox"/>	WEST YORKSHIRE COMBINED AUTHORITY			HV MINIBUS SERVICE FEB	£1,780.00	£0.00	£1,780.00	FM 2425 12	GPC Localism Act 2011
	2425/12/--		BACS	<input type="checkbox"/>	REDBAK LTD			BRAND REFRESH	£1,050.00	£210.00	£1,260.00		GPC Localism Act 2011
	2425/12/--		BANK CHARGE	<input type="checkbox"/>	HSBC			BANK CHARGE	£17.15	£0.00	£17.15	FM 2425 12	GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	HOLME ARCHITECTURE			HOLMFIRTH WC CONDITIONS SURVEY	£1,600.00	£320.00	£1,920.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	PRINCIPAL HYGIENE			SERVICE NAPPY UNITS	£60.00	£12.00	£72.00	FM 2425 12	GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	NEW MILL COMMUNITY GARDEN			GRANT - EQUIPMENT AND SIGNAGE	£655.00	£0.00	£655.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	SCHOLES CRICKET CLUB			GRANT - TOWARDS OUTDOOR SEATING	£851.07	£0.00	£851.07		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	HOLME VALLEY LIONS			GRANT - WORKS TO SANTA'S SLEIGH	£435.00	£0.00	£435.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	HONLEY VILLAGE COMMUNITY TRUST			GRANT - HAY-BOB	£1,000.00	£0.00	£1,000.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	HONLEY VILLAGE COMMUNITY TRUST			GRANT - MAGDALE TREE WORKS	£4,000.00	£0.00	£4,000.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	BROCKHOLES GREEN SPACES			GRANT - CLEAR AND REPLANT TOLLBAR GREEN SPACE	£1,029.00	£0.00	£1,029.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	HEPWORTH BAND			GRANT - COMMUNITY STUDIO SPACE	£2,500.00	£0.00	£2,500.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	HOLMFIRTH BOOK FESTIVAL			GRANT - CHILDREN'S BOOK FESTIVAL	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	HONLEY BUSINESS ASSOCIATION			GRANT - OPEN GARDENS EVENT	£1,000.00	£0.00	£1,000.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	WOOLDALE COMMUNITY GROUP			GRANT - ROOM HIRE EQUIPMENT	£1,000.00	£0.00	£1,000.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	WOMEN'S OPEN TALK HOLMFIRTH				£1,092.00	£0.00	£1,092.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	FRIENDS OF CLIFF REC			GRANT - VE-DAY 80 BEACON LIGHTING	£1,055.00	£0.00	£1,055.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	CAFÉ 100			GRANT - ROOM HIRE YOUTH PROJECT	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	NEW MILL MALE VOICE CHOIR			GRANT - WORKSHOP AND CONCERT	£625.00	£0.00	£625.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	HONLEY VILLAGE COMMUNITY TRUST			GRANT - VE DAY 80 PARTY	£400.00	£0.00	£400.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	HOLMFIRTH MUSIC FESTIVAL			GRANT - FESTIVAL COSTS	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	PROJECT COMMUNITIES			GRANT - SUMMER SPORTS CAMPS FOR SEND CHILDREN	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	HONLEY VILLAGE COMMUNITY TRUST			GRANT - EASTER PARTY	£220.00	£0.00	£220.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	HONLEY VILLAGE COMMUNITY TRUST			GRANT - EASTER CRAFTS WORKSHOPS	£120.00	£0.00	£120.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	HEPWORTH HURRICANES			GRANT - NETBALL COACHING	£1,500.00	£0.00	£1,500.00		GPC Localism Act 2011
	2425/12/--			<input type="checkbox"/>	HONLEY BUSINESS ASSOCIATION			ROLLING GRANT - CCTV MAINTENANCE	£1,560.00	£0.00	£1,560.00		GPC Localism Act 2011
									£53,607.88	£972.01	£54,579.89		

Holme Valley Parish Council

Meeting Schedule- April 2025 to May 2026



MEETING SCHEDULE 2025-6 VERSION 1			
DATE	MEETING	TIME	CLERK
QUARTER 2			
7 April	School Holiday		
14 April	School Holiday		
21 April	Bank Holiday		
28 April	Planning Committee 1	1900HRS	GS
5 May	Bank Holiday		
12 May	<i>FREE BEFORE FULL COUNCIL</i>		
19 May	HVPC ANNUAL COUNCIL 1	1900HRS	JM/RM/GS
26 May	Bank Holiday		
2 June	Finance and Management Committee 1 AGAR	1900HRS	RM/JM
9 June	Service Provision Committee 1	1900HRS	JM
16 June	<i>FREE BEFORE FULL COUNCIL</i>		
23 June	COUNCIL 2 AGAR	1900HRS	JM/RM/GS
QUARTER 3			
30 June	Planning Committee 2 HONLEY LIBRARY TBC	1900HRS	GS
7 July			
14 July			
21 July	Staffing Committee 1	1900HRS	JM
28 July	School Holiday		
4 August	School Holiday		
11 August	Finance and Management Committee 2	1900HRS	RM/JM
18 August	Planning Committee 3	1900HRS	GS
25 August	Bank Holiday		
1 September	<i>FREE BEFORE FULL COUNCIL</i>		
8 September	FULL COUNCIL 3	1900HRS	JM/RM/GS
15 September			
22 September	Service Provision Committee 2 – grants (Q3)	1900HRS	JM
29 September	Finance and Management Committee 3- grants	1900HRS	RM/JM
QUARTER 4			
6 October	Planning Committee 4	1900HRS	GS
13 October	<i>FREE BEFORE FULL COUNCIL</i>		
20 October	FULL COUNCIL 4	1900HRS	JM/RM/GS
27 October	School Holiday		
3 November	Staffing Committee 2 - budget	1900HRS	JM/RM
10 November	Planning Committee 5 - budget	1900HRS	GS/RM
17 November	Service Provision Committee 3 (Q4) - budget	1900HRS	JM/RM
24 November	<i>FREE TO ASSEMBLE DRAFT BUDGET</i>		
1 December	Finance and Management Committee 4 – budget	1900HRS	RM/JM
8 December	<i>FREE BEFORE FULL COUNCIL</i>		
15 December	COUNCIL 5- budget	1900HRS	JM/RM/GS
22 December	School Holiday		
29 December	School Holiday		

Agendas published on the Council Website three working days prior to the meeting.
clerk@holmevalleyparishcouncil.gov.uk

Version 1 18-03-2025

Holme Valley Parish Council

Meeting Schedule- April 2025 to May 2026

MEETING SCHEDULE 2025-6 VERSION 1			
DATE	MEETING	TIME	CLERK
QUARTER 1			
5 January 2025	<i>FREE FOR AGENDAS TO BE PREPARED</i>		
12 January	Planning Committee 6	1900HRS	GS
19 January	Finance and Management Committee 5 - precept	1900HRS	RM/JM
26 January	<i>FREE BEFORE COUNCIL</i>		
2 February	COUNCIL 6- precept	1900HRS	JM/RM/GS
9 February			
16 February	<i>School Holiday</i>		
23 February	Service Provision Committee 4	1900HRS	JM
2 March	Finance and Management Committee 6 - Grants	1900HRS	RM/JM
9 March	Planning Committee 7	1900HRS	GS
16 March	<i>FREE BEFORE COUNCIL</i>		
23 March	Annual Parish Meeting COUNCIL 7 - grants		JM/RM/GS
30 March	<i>School Holiday</i>		
QUARTER 2			
6 April	<i>School Holiday</i>		
13 April	Staffing Committee 1	1900HRS	JM
20 April			
27 April	Planning Committee 1	1900HRS	GS
4 May	<i>Bank Holiday</i>		
11 May	<i>FREE BEFORE COUNCIL</i>		
18 May	ANNUAL COUNCIL (1)	1900HRS	JM/RM/GS
25 May	<i>Bank Holiday</i>		

NOTES
Full agendas and papers for each meeting are published on the HVPC website 3 working days prior to the meeting.
All meetings are meetings held in public– members of the public are welcome to attend. Every meeting begins with a public session where any member of the public can have up to 3 minutes to share information/comment. Contact the Clerk for more information.
Meetings are on Monday evenings and start at 7pm.
Meetings are in the Exhibition Room, Top Floor, Holmfirth Civic Hall, unless otherwise stated.
Meeting-free week before Full Council where possible to enable all previous meetings to be included in Council agenda. The week after a long holiday period should be a free week to allow agendas to be distributed.
Annual Parish Meeting (of electorate) to be held between 1 March and 1 June.
In an election year the Annual Council Meeting is to be held between 4 and 14 days after polling day.
Service Provision meets 4 times a year; Planning meets every 8 weeks if possible; Staffing meets 3 times a year or as needed; Finance and Management and Full Council generally alternate month on month.
Meetings are clerked by the lead initials of officer(s) listed with any additional officer in attendance as indicated. JM=Mrs Jen McIntosh (Clerk); RM=Mr Rich McGill (Deputy Clerk/Responsible Financial Officer):GS=Mrs Gemma Sharp (Assistant Clerk).

Agendas published on the Council Website three working days prior to the meeting.
clerk@holmevalleyparishcouncil.gov.uk **Version 1 18-03-2025**

STATEMENT OF PERSONS NOMINATED AND NOTICE OF POLL

Kirklees Council

Election of a Parish Councillor



The following is a statement of the persons nominated for election as a Parish Councillor for

Holme Valley Parish Council - Fulstone Ward

Name of Candidate	Home Address	Description (if any)	Name of Assentors Proposer(+), Seconder(++)	Reason why no longer nominated*
DAVIS Harry Lewis James	(address in Kirklees)	The Conservative Party Candidate	Mellor Craig R + Stephens Janet E ++	
GOLER Sandy Victoria	(address in Kirklees)	Labour Party	Allsopp David R + Hollingworth Linda ++	
LAIRD Susan	(address in Kirklees)	Reform UK	Palmer Graham J + England Margaret ++	

*Decision of the Returning Officer that the nomination is invalid or other reason why a person nominated no longer stands nominated.

The persons above against whose name no entry is made in the last column have been and stand validly nominated.

A POLL WILL BE TAKEN on Thursday 27 March 2025 between the hours of 7:00am and 10:00pm.

Dated 28 February 2025

Steve Mawson
Returning Officer

ADVICE FROM YLCA – COUNCILLOR DUAL ROLES

Subject

Query regarding councillor dual roles

Description

Good afternoon, Sheena and Karen

Council have resolved to move oversight of our two major built assets (Holmfirth Civic Hall and Honley Library) from the Service Provision Committee to the Finance and Management Committee after the Annual meeting in May 2025. This council year the F&M Committee is chaired by a councillor who is also a long-term appointee by Council to represent it as a trustee of Holmfirth Civic Hall Community Trust (who have the lease to run the building from HVPC). A significant amount of budget is also identified for the Civic.

Another councillor has queried if one person holding the two roles as F&M Chair and also as Civic Trustee amounts to conflicting interests and, if so, is not allowable. In querying this, the councillor has referenced not so much any conflict of interest in the business in the meetings as being potentially problematic - because those interests would be declared, of course, and dealt with appropriately - but the many conversations with the clerk team etc outside of the meetings regarding the Civic and the Civic Trust which might be susceptible to bias and can then have a bearing on what goes into agendas etc etc.

I've been asked to seek YLCA's opinion as to:

1. Whether holding the two roles concurrently is legal.
2. Whether holding the two roles concurrently is advisable.

I hope that makes sense.

Kind regards - Jen

Status

closed

Owner

Jen McIntosh

Council

Holme Valley

District

Kirklees

Priority

important

URL

Category

Council Business, Law & Procedure

Attachments

Updated

19/12/2024 11:24

Submitted

17/12/2024 14:59

Comments (2)

Karen Canadine

18/12/2024 13:32

Dear Ms McIntosh,

HOLME VALLEY PARISH COUNCIL - COUNCILLOR DUAL ROLES

Thank you for your enquiry of 17 December 24 in which you seek advice on behalf of Holme Valley Parish Council regarding a councillor's dual roles.

The enquiry states that the chair of the Finance and Management Committee (F&M Committee) is also a council appointed trustee of Holmfirth Civic Hall Community Trust (the trust). The council intends to move oversight of the Holmfirth Civic Community Trust to the F&M Committee at the Annual meeting of council in May 2025.

The Associations can advise that whilst there is nothing in law to prevent a councillor from being a trustee of a community trust and the chair of a council committee with oversight of that trust, in practice it puts the councillor in a difficult position.

Firstly, with regard to declaring interests at the meeting, the councillor will declare his interests (stating what type of interest it is i.e registrable, other registrable or unregistrable) in any item in which he considers there to be a conflict of interest in accordance with the council's adopted code of conduct and standing orders. However, this will leave the committee without its chair for the duration of that item of business and another councillor will need to preside over the meeting whilst he is out of the room.

If the committee has a good deal of agenda business in relation to the trust it may be preferable for the council to appoint a different councillor to chair the

F&M committee meetings at its annual meeting. The council may also consider removing the councillor from the committee altogether when it is reviewing committee membership at the annual meeting.

Alternatively, if the council would prefer for the councillor to remain as the chair of the committee, he could request a dispensation to stay in the room when items relating to the trust are being considered. This would mean that he can still be the chair of the F&M Committee meeting. The council will need to consider which option is most appropriate to ensure that the F&M committee meetings can function effectively. Please refer to the council's code of conduct and standing orders with regard to dispensation procedures.

A dispensation form is attached for reference if required.

We hope this information is useful.

Yours sincerely

Karen Canadine
LOCAL COUNCILS ADVISORY AND TRAINING OFFICER

Yorkshire Local Councils Associations, Suite 8, Sibling Workspace, York House,
Station Road, Tadcaster LS24 9JF

Tel : 01937-228602

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[Application for Dispensation Form \(pro-forma-to-apply-for-a-dispensation.docx\)](#) (23.5 KB)

[Members Dispensation Log \(Members-Dispensation-Log.xlsx\)](#) (11.43 KB)

Jen McIntosh
18/12/2024 14:48

Thank you, Karen - that is very helpful.

Kind regards - Jen



HOLME VALLEY PARISH COUNCIL

Holmfirth Civic Hall
Huddersfield Road
Holmfirth HD9 3AS



THE GENERAL POWER OF COMPETENCE

Briefing Paper

1. BACKGROUND

1.1 Parish Councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that the Council has the power (under a specified statute) to undertake that activity.

1.2 Parish councils have many specific powers in addition to section 137 of the Local Government Act 1972. Section 137 permits expenditure up to certain limits for “purposes not otherwise authorised”. Typically, the expenditure on grants and sponsorship is covered by section 137 of the Local Government Act, 1972.

1.3 Despite the wide range of powers, parish councils are always at risk of being challenged, especially if they undertake an unusual activity.

1.4 In consequence, the Government included a “general power of competence” in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). It was brought into force by SI 965 the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

2. LEGISLATIVE BACKGROUND

2.1 The intention of the general power of competence legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument that:

“The Government’s intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers”.

2.2 Under the new legislation, eligible councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible council has to ask itself if an individual is allowed to do it. If the answer is “yes”, then a parish council is normally permitted to act in the same way.

3. TYPES OF ACTIVITIES

3.1 Although the Government has given scant guidance on the operation of the new power, some new activities covered by the legislation include:

Running a community shop or post office Lending or investing money

Establishing a company or co-operative society to trade and engage in commercial activity

Establishing a company to provide services such as local transport Providing grants to individuals.

Clerk to the Council: Mrs Jen McIntosh clerk@holmevalleyparishcouncil.gov.uk

Deputy Clerk to the Council: Richard McGill deputyclerk@holmevalleyparishcouncil.gov.uk

Assistant Clerk to the Council: Mrs Gemma Sharp assistantclerk@holmevalleyparishcouncil.gov.uk

Phone No: 01484 687460

3.2 The power is not restricted to use within the Parish, an eligible council can use it anywhere.

4. RESTRICTIONS AND RISKS

4.1 The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. The general power of competence is a power; it cannot be used to raise the precept.

4.2 All existing duties remain in place - for example the duty to have regard to the likely effect on crime, disorder and biodiversity. There are also many existing procedural and financial duties that remain in place for the regulation of governance. For example there can be no delegation to a single councillor. Furthermore, councils must comply with relevant existing legislation such as employment law, health and safety, equality legislation and duties relating to data protection and freedom of information.

4.3 If another council has a statutory duty to provide a service for example education services, social service, highways, footpaths and rights of way, it remains their duty to provide it. Nonetheless, eligible councils may assist. The eligible council would need to ask itself whether an individual, private company or community trust could help. If the answer is "yes", the council can assist.

4.4 Whilst councils are encouraged to be innovative, they should be aware of the risks of:

- Being challenged;
- Their trading activities damaging other local enterprises;
- Damage to the council's reputation and public money if a project or investment goes wrong.

5. LOCAL GOVERNMENT ACT 1972 – Section 137

5.1 Expenditure under the Local Government Act (s137) is limited and has to be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is therefore often referred to as a power of last resort.

5.2 A council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area. However, Section 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

6. ELIGIBILITY

6.1 There are three conditions for eligibility that are set out in the Statutory Instrument:

Resolution:

The Council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.

Electoral Mandate:

At the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).

Qualified Clerk

At the time that the resolution is passed, the Parish Clerk must hold a recognised professional qualification:

- The Certificate in Local Council Administration (CiLCA);
- The Certificate of Higher Education in Local Policy;
- The Certificate of Higher Education in Local Council Administration; or
- The first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications

6.2 Having decided at a full meeting of the council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it

still meets the criteria (if it does). A 'relevant' annual meeting is the annual meeting of the council after the next ordinary election has taken place.

6.3 In consequence, eligibility remains in place until the 'relevant' annual meeting - even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected councillors it must also record its ineligibility at the next 'relevant' meeting.

6.4 There is no requirement for members to be trained in the general power of competence.

7. OTHER BENEFITS – LOCAL COUNCIL AWARD SCHEME

7.1 Having declared eligibility to use the General Power of Competence gives the council the opportunity to seek local council accreditation – the quality standard for local councils.

7.2 The Local Council Award Scheme (LCAS) is tailored to celebrate the achievements of parish and town councils while offering a structured framework to empower all councils to enhance and realise their full potential.

7.3 This scheme allows councils to demonstrate adherence to sector standards, be evaluated by their peers, and establish conditions conducive to ongoing improvement.

7.4 There are three levels of awards within the scheme which is run by the National Association of Local Councils (NALC) – the Bronze Award, the Silver Award, and the Gold Award – providing a clear pathway for councils to demonstrate their commitment to high standards of governance, community engagement, and continuous improvement.

7.5 **Bronze Award:** The Bronze Award is tailored for councils aiming to showcase their adherence to essential standards, ensuring effective delivery for their communities. Achieving this award necessitates the council demonstrating that it possesses the necessary documentation and information to operate lawfully and in accordance with established practices. Furthermore, the council must have policies in place for training its councillors and officers, laying the groundwork for future improvement and development initiatives.

7.6 This award serves as a benchmark for evaluating your council's performance. It challenges you to meet the minimum standards and prompts thoughtful consideration of ongoing development and improvement. It provides a structured framework for councils to establish a solid foundation, fostering a commitment to excellence in their operations.

7.7 **Silver Award:** The attainment of the Silver Award signifies that a council excels in governance, community engagement, and continuous improvement. Distinguished by going beyond mere legal obligations, quality councils emerge as leaders within their communities, consistently seeking opportunities to enhance and develop further.

7.8 To secure the Silver Award, a council not only fulfils all the requisites of the Bronze Award but also provides additional evidence showcasing exemplary governance, effective community engagement, and notable council improvement initiatives. Given the elevated level of this accomplishment, a council bestowed with the Silver Award may also qualify to exercise the general power of competence, underscoring its commitment to exceptional standards and proactive leadership.

7.9 **Gold Award:** The Gold Award signifies that a council stands at the pinnacle of best practices, attaining excellence in governance, community leadership, and council development. Distinguished by a forward-thinking approach, Gold Award councils provide exemplary leadership for their communities and foster unity, exhibit outstanding business planning processes ensuring optimal value for money, and consistently pursue innovative solutions and opportunities for improvement.

7.10 These councils serve as beacons of the highest standards achievable within the sector, showcasing the epitome of what can be accomplished for our communities. The Gold Award represents their unwavering commitment to exceptional performance and continuous advancement.

7.11 NALC charges a registration fee of £50 excluding VAT which registers interest in taking part in the scheme. A council can apply for any award level (i.e. there is no requirement to start with the Bronze Award).

7.12 Once the appropriate criteria are prepared and in order, a council confirms this in a public meeting and notifies its local accreditation panel coordinator (YLCA) and provide the application form, including relevant documents and online links.

7.13 An accreditation fee (Bronze: £80; Silver: £100; Gold: £200) will be payable once an award has been achieved. The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months, as the checking process covering criteria in the prior award requires less work.

Jen McIntosh
Clerk 18-3-2025



HOLME VALLEY PARISH COUNCIL

TRAINING REPORT

Please complete this feedback form and forward to the Clerk either by email or paper copy as soon as possible and within six weeks of the training being completed.

Name of councillor/officer	Cllr Sarah Whitelaw
Title of training attended	<u>How councils can engage effectively with young people in their communities – Breakthrough Communications</u>
Training provider	Breakthrough Communications
Date of training	<u>- 24-2-2025.</u>
Main points of training worth feeding back to Council	Ways in which the Council can make effective contact with young people. Lots of examples and ideas of different media routes The importance of images Appropriate age related language/readability
Do you recommend this training for other councillors/officers?	Absolutely – they are EXCELLENT TRAINERS
Actions to be taken as a result of the training	Shared with Assistant clerk – to be used in future comms Also shared with local youth providers

Please include resources received at the training to the Clerk for attaching to the evaluation.
Completed training reports for Councillors will be noted at a meeting of the FULL COUNCIL.
Training reports for officers will be received by the STAFFING COMMITTEE.

A statement regarding training received across the year will be received at the ANNUAL COUNCIL MEETING held in May each year.

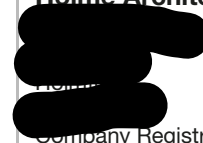
Received by Clerk on: 14-3-2025

To be noted at FULL COUNCIL on: 24-3-2025



INVOICE

From **Holme Architecture**



Company Registration 09053512
VAT Registration No. 306 4409 25

Invoice ID **003057**
Issue Date 2025/03/17
Due Date 2025/04/16 (Net 30)
Subject Holmfirth WC Condition Report

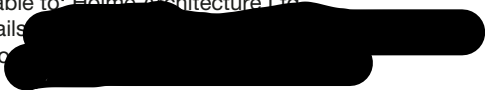
Invoice For **Holmfirth Parish Council**
Holmfirth Civic Hall,
Huddersfield Rd,
Holmfirth
HD9 3AS

Item Type	Description	Quantity	Unit Price	Amount
Service	[115] Holmfirth WC Condition Report / Recommendations for refurbishment / Survey / Proposed and Existing Drawings	1.00	£1,600.00	£1,600.00

Subtotal **£1,600.00**
Tax (20%) **£320.00**
Amount Due £1,920.00

Notes

Cheque Payable to: Holme Architecture Ltd
Account Details
Remittance to



Holmfirth Civic Hall Community Trust Report to HVPC Full Council regarding internal works 24th March 2025

This report is provided to provide additional details as requested by the Service Provision Committee in regard to the interior design scheme. Initial design ideas were shared with SPC at their recent meeting and a number of issues/concerns were raised, responded to as follows:-

- 1. The overriding feeling in the meeting was that any changes/developments ought to come out of the visioning exercise scheduled for 2025-26 and that these changes to the reception areas ought not to be a priority compared to, for example, works to make the building more energy efficient.**

Whilst HCHCT would generally agree that the vision would be done first, the issue is that planning for this scheme commenced prior to an agreement being reached on the vision. Grant applications were submitted and funds secured from external sources (HVPC £30,000, less £7434 for fire alarm repairs); League of Friends of Holme Valley Hospital £30,000 and Garfield Weston £10,000) and the external funders in particular are looking for those funds to be expended as agreed. The scheme is intended to largely be a redecoration scheme, with no specific larger scale works being incorporated and so should not interfere with any vision later devised.

- 2. Regarding the project design ideas presented the Committee felt that the suggested decoration and fittings were overly 'corporate' and out of keeping with the historic nature of the building. As I understand it having spoken this morning, the Trustees feel that the colour palette and materials represented are being considered because they do complement the existing arrangements whilst also adding a more inviting feel. Whilst it is often difficult to agree on what might be termed matters of taste, before the project is commissioned/ progresses further the Committee would wish to be consulted further on design ideas.**

As was clearly outlined when the design ideas were presented to the SPC, they were purely an indication of what could be done, not what would be done. HCHCT trustees have no intention of creating anything for the Civic other than making it a vibrant, welcoming space and that any decorations would complement the history and heritage of the building.

The colour palette for the foyer will be based around the terrazzo floor which will remain in situ as a heritage design feature, any other furniture and fittings would similarly complement.

It should be noted that Mosedale Gillatt Architects are highly experienced heritage architects and one of the selection criteria HCHCT trustees used in their appointment was to find a firm who would work with us to create a welcoming space, able to meet the needs of the local community now and in the future – but at all times embracing and working with the history and heritage of the building.

- 3. There was consternation regarding the suggested removal of the 3 Robison plaques as these were designed for that space and are viewed by the Committee as representing Holmfirth's unique heritage and history. If moved, where would they go? The size of the plaques present a challenge in getting them suitably situated if they are to be moved. I understand that you have spoken to Jim Robison regarding these so he is aware they have been under discussion.**

HCHCT have discussed with Jim Robison their intention to move the plaques as a means of maximising the potential of the building and encouraging greater footfall. Whilst the plaques represent the towns history and heritage they take up a great deal of space in the foyer which could be better used to welcome people into the building in a bright and vibrant way. The plaques are made up of smaller individual pieces placed onto a supporting grid, so whilst it is a job of work to move them it wouldn't be particularly difficult once a suitable alternative space were determined. It was made clear to Jim that there was no intention to remove them completely, purely to move them elsewhere in the building.

- 4. The Committee also asked that for the next meeting (date not yet set – probably early July) a breakdown be made available of works (and estimated costs) planned for 2025-26**

Noted, now that our management and maintenance plan is agreed we have a breakdown year by year of what should be undertaken, this will be used to devise proposed works for each year going forward.

Holme Valley Parish Council Brand Refresh



The **Climate Action, Communications and Engagement Committee** have been working towards a revitalisation of the Holme Valley Parish Council brand. The committee felt that a more modern and effective brand identity was needed to compliment the work of the council and communicate with the community, particularly in the context of the accessibility work on the website and other outward facing communication platforms.

Feedback on the Existing Branding

In May 2024, councillors were surveyed on their thoughts regarding the existing logo and branding. The survey revealed several key themes:

- **Outdated Appearance:** Once a proud symbol, the logo now appears old-fashioned and out of date, failing to resonate with the council's active and forward-looking activities.
- **Colour Clashes:** The logo features too many colours that clash, creating a visually jarring effect.
- **Cluttered Design:** The cluttered design makes it difficult to discern the icons, especially when the logo is shrunk down for use on social media or small screens.
- **Elitist Language:** The use of Latin is perceived as elitist and not accessible to all members of the community.
- **Limited Representation:** The crest specifically represents Holmfirth and does not adequately represent Honley.

Challenges with the current logo: The existing logo has posed numerous challenges when applied across various digital media and public-facing assets. Despite its historical significance, it often struggles to maintain clarity and impact in different formats, from social media icons to large-scale banners. The complex design makes it difficult to adapt to new media channels, resulting in inconsistent and fragmented representations of our council.

However, it is important to note that the icons within the crest do still represent the heritage and modern character of the Holme Valley, and there was a strong sense among councillors that this aspect should be retained.

Desired Outcomes from the HVPC brand

A brand refresh is an opportunity to create a visual identity that is not only looks appealing but is also versatile, adaptable, and reflective of the community we represent:

- **Versatility:** The new branding should be fit for purpose, adaptable for use in various sizes and backgrounds across digital and physical assets.
- **Cleaner Imagery:** A cleaner, more streamlined design that enhances visual appeal and recognisability.
- **Holme Valley Representation:** The new branding should represent the diverse character of the Holme Valley.
- **Heritage Link:** While updating the design, it should take reference from the heraldic crest to maintain a connection to our heritage.
- **Colours of the Valley:** Incorporate colours that reflect the natural beauty of the valley and our heritage crest.
- **Showcasing the Area:** The brand should focus on showcasing the area, incorporating numerous photos on HVPC materials and the website.

Development

After exploring a few design ideas with the chosen supplier (Holme Valley based “Redbak”), the Working Group opted to progress with a modernised version of the logo, that could draw from the heritage but that was more fit for future use.



The sheep is a representation of the wool industry and farming, which historically was significant in many parts of Yorkshire, including the Holme Valley area.



The mill is a nod to the textile industry, particularly woven cloth manufacturing. The mill replaces the spinning wheel as it is more representative of the area.



The cornet represents traditional brass bands and community arts - famous in the Holme Valley. The cornet replaces the lyre, trumpets and laurels for a cleaner image.



The sheaf of wheat is replaced by a landscape scene to represent the beautiful countryside of the Holme Valley.



The colours have been simplified and an all round cleaner visual appearance has been achieved.



Landscape versions:



Holme Valley
Parish Council



Holme Valley
Parish Council

Alternative colourways for different backgrounds:



From: clerk@holmevalleyparishcouncil.gov.uk
Sent: 10 March 2025 14:34
To: [REDACTED]
Cc: Jen McIntosh; deputyclerk@holmevalleyparishcouncil.gov.uk
Subject: RE: Dover lane garage

Good afternoon [REDACTED]

Hope you are enjoying the garage you are now renting.

I'll share your correspondence, with your personal details redacted, with the Council prior to the ne next meeting on 24 March.

There are no plans to sell the land for any of the garages. If there is any change to that as a result of your correspondence regarding the plot you are renting then I'll let you know.

Kind regards

Jen McIntosh

Mrs Jen McIntosh

Clerk

Holme Valley Parish Council

Holmfirth Civic Hall

Huddersfield Road

Holmfirth HD9 3AS

Tel: 01484 687460

Email: clerk@holmevalleyparishcouncil.gov.uk

Please note that the HVPC Office is open to the public Tuesdays and Thursdays 9.30am through to 2.30pm. At other times please leave a recorded message or contact me via email. The HVPC office is based on the Third Floor in Holmfirth Civic with access through the Exhibition Room.

My usual working pattern is Monday to Thursday.

-----Original Message-----

From: [REDACTED]
Sent: 08 March 2025 15:04
To: clerk@holmevalleyparishcouncil.gov.uk
Subject: Dover lane garage

Hi,

I have just taken over the lease of a garage on Dover lane. I was wondering if it would be possible to purchase the land that the garage is on please?

Regards

[Redacted signature]