

Holme Valley Parish Council

**DRAFT MINUTES OF A MEETING OF THE FULL COUNCIL
HELD ON MONDAY 31 JANUARY 2022 AT 1900HRS
HADE EDGE BAND ROOM**

PRESENT: Cllr Pogson (Chairman), Cllr K Bellamy, Cllr T Bellamy, Cllr Blacka, Cllr Brook, Cllr Carré, Cllr Colling, Cllr Dalton, Cllr Davies, Cllr East, Cllr Gould, Cllr Greaves, Cllr Hogley, Cllr Sheard, Cllr Wilson

ABSENT: Cllr Lockley, Cllr Sweeney

OFFICERS: J McIntosh (Clerk); R McGill (Deputy Clerk/RFO)

Public Session

A member of the public attended and presented the findings of the *Ask Honley* survey. Responses from Councillors included that this was 'a fantastic piece of work'. The COUNCIL heard that a working party of Honley residents was using the report to plan workshops on the findings for local people to revalidate the data and form a practical action plan. The member of the public at 7.05pm having presented the findings.

A councillor speaking as a member of the public shared that Cliff Rec beacon had been broken in the recent storm and in need of repair and re-erecting. After some discussion, it was settled that possible financial support would be considered at the PUBLICATIONS AND COMMUNICATIONS COMMITTEE meeting to take place on Monday 7th February at 6pm.

No other members of the public were present.

PROCEDURAL MATTERS

2122 98 Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The meeting was recorded in audio format for upload to the PARISH COUNCIL'S *YouTube* channel. No other requests were made to record the meeting.

2122 99 Apologies and reasons for absence received

Apologies for absence with reasons received by the Clerk beforehand were circulated prior to the meeting. Cllr Dalton had not received an email; Clerk to address this for future meetings.

Chairman to write to councillors absent with no apologies.

RESOLVED: to approve apologies for absence with reasons for Cllr Hall, Cllr Bustard, Cllr P Dixon, Cllr T Dixon, Cllr Firth and Cllr J Roberts.

2122 100 Members interests in items on the agenda and to consider any written requests for new DPI dispensations

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No members' interests in items on the agenda were declared at this point. One revised DPI had been emailed to councillors prior to the meeting.

NOTED: a revised DPI from Cllr Blacka had been received; redacted version to be uploaded to HVPC website subsequent to this meeting.

2122 101 Officer's interests in items on the agenda.

No officers' interests in items on the agenda were declared.

2122 102 Items on the agenda to be discussed in private session.

RESOLVED: should questions of a commercially sensitive nature be raised in considering items 2122 103 or 2122 105 the meeting to go into private session. Deputy Clerk to redact discussions from the audio record of the meeting.

TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETINGS

2122 103 The Draft Minutes of the FULL COUNCIL Meeting on 13 December 2021

APPROVED: the Minutes of the FULL COUNCIL Meeting on 13 December 2021 numbered 2122 66 to 2122 97.

Chairman to write to the local MP Jason McCartney to foster a fuller understanding of the work of the Council.

Chairman to write to the Deputy Clerk/RFO to thank him for the considerable workload encountered in the Summer when the Council was without a clerk.

THE COMMITTEE MINUTES UNDER DELEGATED POWERS

2122 104 The Draft Minutes of the PLANNING COMMITTEE Meeting on 10 January 2022

APPROVED: the Minutes of the PLANNING COMMITTEE Meeting on 10 January 2022 numbered 2122 153 to 2122 170.

2122 105 The Draft Minutes of the Meeting of the FINANCE AND MANAGEMENT COMMITTEE on 17 January 2022

APPROVED: the Minutes of the Meeting of the FINANCE AND MANAGEMENT COMMITTEE on 17 January 2022 numbered 2122 69 to 2122 82 incl.

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REFERRALS FROM STANDING COMMITTEES

THE FINANCE AND MANAGEMENT COMMITTEE

2122 106 Release from Earmarked Reserve 323 EMR Community Assets to 4315 Other Community Assets budget line.

On 17 January 2022 the FINANCE AND MANAGEMENT COMMITTEE considered an expression of interest form from Holme Village Community Centre Board of Trustees for £5000 towards a new electricity supply to the building. The RFO reported that Officers would have advised that the group submit an actual grant application, but timings disallowed this. Members considered options on how to manage this pending application and had resolved to recommend to the next meeting of Council to release £5,000 from the earmarked reserve 323 EMR Community Assets - Others in the Home Valley. This held £9,723 as shown in minute 2122 75. The FINANCE AND MANAGEMENT COMMITTEE can then consider any forthcoming grant application from Holme Village Community Centre Board of Trustees at its meeting on 14 March 2022.

APPROVED: the release of £5000 from 323 EMR Community Assets – Others in the Holme Valley earmarked reserve to the 4315 Other Community Assets budget line.

2122 107 Approval of the Precept for 2022-23

The meeting heard that the FINANCE AND MANAGEMENT COMMITTEE on 17 January 2022 had noted that Kirklees Council had issued its draft tax base calculation for 2022-23 for the Holme Valley (minute 2122 79). The new tax base figure is 10400.79 - a significant increase after a drop last year.

The FINANCE AND MANAGEMENT STANDING COMMITTEE recommended that the COUNCIL approve the revised Precept and Special Expenses Grant figures.

A query was raised about what discussions had been had regarding reducing the precept – had this been given serious consideration? The precept is driven by the Budget. The Budget for 2022-23 had been approved at the previous Council meeting and reflected that the Precept would remain in line with that requested in previous years.

APPROVED: the Precept for 2022-23 amounting to £282693 and the Special Expenses Grant 2022-23 amounting to £3328.

Clerk to inform Kirklees Council.

2122 108 Revised HOLME VALLEY PARISH COUNCIL Budget for 2022-23

On 17 January 2022 the FINANCE AND MANAGEMENT COMMITTEE resolved to recommend a revised budget for 2022-23 in light of changes to the tax base for the Precept. The change in tax base would mean that £8,000 less would be needed from General Reserves to meet the Budget.

APPROVED: the revised HOLME VALLEY PARISH COUNCIL Budget for 2022-23 as recommended by the FINANCE AND MANAGEMENT COMMITTEE.

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MATTERS RESERVED FOR FULL COUNCIL

2122 109 Schedule of Payments

In addition to the paper distributed prior to the meeting the Deputy Clerk shared a revised Schedule of Payments for February 2022 with members.

APPROVED: the Schedule of Payments for February 2022 as presented.

2122 110 Formalising of Covid procedures

The COUNCIL has conducted its business in line with whatever the prevailing Government guidance or regulation has been during the Pandemic. Moving forward, the Chairman wanted to reassure councillors that meeting locations and procedures will continue to reflect the objective to enable as many councillors as possible to attend.

RESOLVED: the Council shall adopt whatever the prevailing Government guidance or regulation is with regards to Covid 19 precautions as communicated by the Clerk and Deputy Clerk prior to meetings.

RESOLVED: to locate the COUNCIL meeting on 28-03-2022 at a suitable venue within the Holme Valley whilst continuing to use the Exhibition Room for Committee meetings.

RESOLVED: to have an item reviewing the location for the next calendared COUNCIL meeting on the agenda for 28-03-2022.

Clerk to advise on suitable, available venues.

Clerk and Deputy Clerk/RFO to advise PUBLICATIONS AND COMMUNICATIONS COMMITTEE regarding the possibility of allowing members of the public to communicate remotely at meetings.

2122 111 Proposed meeting schedule for Council Year 2022-23.

The Clerk presented the proposed meeting schedule drawn up for the Council Year for 2022-23 in line with Standing Orders. This had been discussed and amended with the Deputy Clerk/RFO with meetings scheduled to allow the timely authorisation of payments and consideration of grants. No doubling up of meetings had been needed.

RESOLVED: to approve the HOLME VALLEY PARISH COUNCIL meeting schedule for Council Year 2022-23.

Clerk to make necessary editing prior to posting on website.

2122 112 Referral from Kirklees Monitoring Officer regarding a councillor

This item was deferred to the meeting on 28th March to allow a written submission from a councillor to be tabled.

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POLICY MATTERS

2122 113 Adopting revised Code of Conduct from Kirklees

Members were asked to consider adopting the Kirklees Council revised Code of Conduct, based on the Local Government Association (LGA) model code. It was noted that the principal difference is a stylistic one, with emphasis on the code being presented in the first person.

RESOLVED: To adopt the Kirklees Code of Conduct for HOLME VALLEY PARISH COUNCIL, as revised for December 2021.

2122 114 Approval of revised Financial Regulations, revised Asset Register Policy and Risk Management Policy Statement.

Deputy Clerk/RFO reported that the FINANCE AND MANAGEMENT COMMITTEE at the meeting on 17 January 2022 approved a number of amendments to policies in line with recommendations from the Internal Auditor. This included replacing the current Regulations wherein three quotations should be sought for goods or materials of value between £100 and £3000, the lower limit being revised to £1000.

Deputy Clerk/RFO to edit out the generic use of square brackets prior to uploading to website.

RESOLVED: to approve the recommendation from the FINANCE AND MANAGEMENT COMMITTEE to amend procurement thresholds in the Financial Regulations 11.1 section h) so that three quotations would only be needed to be sought for goods or materials of value between £1000 and £3000.

Deputy Clerk/RFO reported that the internal auditor had recommended to the Parish Council to amend the Asset Register Policy to include a section on the disposal of assets. The RFO/Deputy Clerk had revised the policy including a disposal form.

Deputy Clerk/RFO to add suitably-worded amendment prior to uploading to website.

RESOLVED: to adopt the new Asset register Policy as recommended by the FINANCE AND MANAGEMENT COMMITTEE with amendment regarding disposing of assets in as an environmentally-friendly manner as possible.

Deputy Clerk/RFO reported that the internal auditor had further recommended that the Parish Council develop and adopt a Risk Management Policy Statement in accordance with Financial Regulations 17.1.

RESOLVED: to approve the Risk Management Policy Statement as recommended by the FINANCE AND MANAGEMENT COMMITTEE.

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CORRESPONDENCE

Cllr Greaves joined the meeting at 8pm.

2122 115 Ask Honley feedback

The COUNCIL received a summary report of findings from the recent *Ask Honley* survey. The author of the report, a Honley resident, attended COUNCIL to feed back key findings. A councillor remarked that it was heartening to see that the messages within the report resonated with the work the Council is doing.

NOTED: the summary report of the *Ask Honley* survey was welcomed, with COUNCIL looking forward to future updates.

2122 116 Cartworth Moor Cricket Club

Cartworth Moor Cricket Club received a grant of £2000 from CASC for new shutters, doors and windows for the clubhouse this was paid in June 2021. The COUNCIL has received a report, showing the improvements made and thanking the COUNCIL for the support given.

NOTED: the report from Cartworth Moor Cricket Club on the use of the £2000 grant given.

2122 117 To receive Chairman's report

The Chairman gave a brief verbal report of his work on behalf of HOLME VALLEY PARISH COUNCIL since 13 December 2021. Due to the Chairman having had Covid he was continuing to work on some actions from the December meeting.

NOTED: Chairman's verbal report.

2122 118 Identifying items for publicity arising from the work of the HOLME VALLEY PARISH COUNCIL

In line with COUNCIL minute 2122 52 members identified aspects of the work of HOLME VALLEY PARISH COUNCIL that could be further publicised. Suggestions included:

- i. Grants awarded
- ii. Jubilee proposals
- iii. Precept – a reminder of how this has been used in past years
- iv. Educating schools about the role of the Parish Council (links into Jubilee assemblies planned by the Climate Emergency Standing Committee)
- v. Kirklees Youth Parliament – Cllr Pogson to approach
- vi. information about the work of the Council could be placed in Holmfirth and Honley libraries.

It was remarked that the 24 January meeting of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE had been rescheduled to 7 February 2022 as it was not quorate.

RESOLVED: Cllr Carré was voted onto the Publications and Communications Committee.

The meeting ended at 8.09pm.