

## **MINUTES OF THE MONTHLY MEETING OF HEPTONSTALL PARISH COUNCIL**

### **HELD REMOTELY via ZOOM, 5 OCTOBER 2020**

**Present** : Councillors A Baldwin J Crowther Dr J R Dunford (in the chair)  
M V Edwards M Hughes N James & B Stott

#### **20/20 APOLOGIES OF ABSENCE**

Apologies of absence (and reasons) were received from Councillors Slater and Cutts. It was resolved the reason for absence for Councillor Slater be approved.

#### **21/20 GRANTING OF DISPENSATIONS**

As a result of the inability to hold face to face meetings given the Covid-19 crisis, and the decision not to hold remote meetings for the period April to September 2020, The Clerk granted dispensations for non-attendance during this period to the following :

Councillors A Baldwin, J Crowther, B Cutts, J R Dunford, M V Edwards, M Hughes, N James, S Slater and B Stott.

#### **22/20 VICE CHAIRMAN : RATIFICATION OF PREVIOUS DECISION**

The re-appointment of Councillor Dr J R Dunford to the position of Vice Chairman of this Council for the municipal year 2020/21 was approved.

#### **23/20 DECLARATIONS OF INTERESTS**

No Declarations were made.

#### **24/20 PUBLIC PARTICIPATION**

There was no Public Participation.

**25/20 Minutes of previous meetings/decisions of Heptonstall Parish Council** were approved as a correct record in respect of the following :

- |  |                   |
|--|-------------------|
| • Monthly meeting held                 | 2 March 2020      |
| • Planning Committee meeting held      | 16 March 2020     |
| • Decision of Planning Committee taken | 8 May 2020        |
| • Decision of Full Council taken       | 9 May 2020        |
| • Decision of Full Council taken       | 18 May 2020       |
| • Decision of Planning Committee taken | 10 June 2020      |
| • Decision of Planning Committee taken | 9 August 2020     |
| • Decision of Finance \committee taken | 14 September 2020 |

## **26/20 RATIFICATION OF ACTIONS OF THE CLERK**

It was resolved to approve the delegated actions of the Clerk during the 'locked down' period April to September 2020, as has been notified to the Chairman, Committee Chairmen and members.

## **27/20 TRAINING/WEBINAR/CONFERENCE OPPORTUNITIES**

The Clerk provides regular details of the availability of training etc and invites members to request bookings via himself.

It was resolved to give blanket approval to any member/officer requiring to take advantage of such opportunities to liaise directly with The Clerk.

## **28/20 APPROVAL OF FINANCIAL ACTIVITIES : APRIL – SEPTEMBER 2020**

It was resolved to approve the financial activities of the Council (as overseen by the Chairman of the Finance Committee) during the period April to September 2020 :

<b>APRIL</b>	<b>837</b>	Miss M G Morgan	Internal Audit	£	100.00
	<b>838</b>	R M Greenwood	Travel	£	53.10
	<b>839</b>	Yorks Local Couns Assns	Annual Subscription	£	432.00
	<b>840</b>	Lambert Print & Design Ltd	Newsletter Publication	£	130.00
	<b>841</b>	Hept Sovial & Bowling Club	Public Parking Grant	£	350.00
	<b>842</b>	Hept Lights & Planting Gp	Insurance	£	265.00
		" " "	Christmas Tree Grant - HB Bowling Club	£	185.00
	<b>843</b>	Midgehole WMC	Club	£	250.00
	<b>844</b>	Pennine Spring Music Trustees of R Naylor	Grant	£	250.00
	<b>845</b>	dec'd	Grant	£	500.00
	<b>846</b>	Govers of Hept Exhibitions	Grant	£	500.00
	<b>847</b>	Old Peoples Welfare Cttee	Grant	£	250.00
	<b>848</b>	Heptonstall Festival Cttee	Grant	£	250.00
	<b>849</b>	Tony Spink	Defib Electricity	£	50.00
<b>Transfer</b>		Yorkshire Bank plc	Term Deposit	£	7,000.00
<b>TOTALS</b>					<b>£ 10,565.10</b>
<i>Allocation</i>		<i>Elections Reserve</i>	<i>Reserve Addition</i>	£	-
<i>Allocation</i>		<i>Computer Reserve</i>	<i>Reserve Addition</i>	£	200.00
<i>Received</i>		<i>Calderdale MBC</i>	<i>Precept</i>	£	17,500.00
<i>Received</i>		<i>Calderdale MBC</i>	<i>Grant</i>	£	952.00
<i>Received</i>		<i>Calderdale MBC</i>	<i>Coun Tax Reduction Gnt</i>	£	1,201.00
<i>Received</i>		<i>Yorkshire Bank plc</i>	<i>Term Deposit Interest</i>	£	200.48
<i>Received</i>		<i>HM Revenue &amp; Customs</i>	<i>VAT Refund 2019/20</i>	£	130.14
<b>MAY</b>					
	<b>850</b>	Hept S & Bowling Club	Grant	£	3,500.00
	<b>851</b>	Community First Yorkshire	Annual Subscription	£	42.00
	<b>852</b>	Zurich Municipal	Council Insurance	£	257.60
	<b>853</b>	NALC	Publication - LCR	£	17.00
<b>TOTALS</b>					<b>£ 3,816.60</b>

<b>JUNE</b>	<b>854</b>	The Stationery Group	Defibrillator Pads x 3	£ 215.96
	<b>855</b>	S Slater	Chairman's Allowance	£ 742.00
	<b>TOTALS</b>			<b>£ 957.96</b>
<b>JULY</b>	<b>856</b>	Community Foundation for C/dale	Grant	£ 1,000.00
	<b>857</b>	R M Greenwood	Salary (net)	£ 1,352.80
			Telephone/Broadband	£ 90.00
			Stationery	£ 18.82
	<b>858</b>	HM Revenue & Customs	PAYE - 120/PM00288658	£ 338.20
	<b>859</b>	Lambert Print & Design Ltd	Newsletter publication	£ 175.00
	<b>TOTALS</b>			<b>£ 2,974.82</b>
<b>SEPT</b>	<b>860</b>	R M Greenwood	Salary (net)	£ 1,427.20
			TalkTalkTel/broadband	£ 96.00
			Stationery	£ 10.00
	<b>861</b>	HM Revenue & Customs	PAYE - 120/PM00288658	£ 356.80
	<b>862</b>	CPRE	Annual Aubscription	£ 36.00
	<b>TOTALS</b>			<b>£ 1,926.00</b>
		Received	Yorks Local Couns Assns	
			Conference Refund	£ 120.00

: Unpresented @  
30/09/20

## **29/20 EXTERNAL AUDIT EXEMPTION : 2019/20**

The Clerk had previously reported that the Council was exempt from External Audit for the year 2019.20 given that neither its income nor its expenditure exceeded £25,000. He was able to confirm this had now been confirmed by the External Auditor.

## **30/20 APPROVAL OF PURCHASE OF 12<sup>th</sup> EDITION OF LOCAL COUNCIL ADMINISTRATION**

It was resolved to approve the purchase of the 12<sup>th</sup> edition of Local Council Administration.

## **31/20 APPROVAL OF SUPPLEMENTARY GRANT TO HEPTONSTALL LIGHTS & PLANTING GROUP**

A request to consider making a supplementary grant to this organisation was considered. It was resolved to award a further Grant of £250.00 given the lack of opportunity to raise usual funding.

## **32/20 EMPLOYMENT COSTS : NATIONAL UPDATE**

The conclusion of the national agreement had been notified and as a consequence it was resolved to approve an uplift of employment costs of 2.75% with effect from 1 April 2020. (Budgeted uplift was 2%).

### **33/20 APPROVAL OF ACCOUNTS**

The following accounts were approved for payment :

Lambert Print & Design Ltd	Newsletter Publication	£ 175.00
Heptonstall Lights & Planting	Supplementary Grant	£ 250.00
LexisNexis (SLCC)	12 <sup>th</sup> Local Council Administration	£ 119.00

### **34/20 FINANCIAL REPORT TO 30 SEPTEMBER 2020 : APPROVAL**

It was resolved to approve the Financial Report to 30<sup>th</sup> September 2020.

The Clerk reported a Conference Refund from YLCA had been received on the last day of this period and was therefore not shown on the documentation provided to members.

It was resolved to receive the updated record with the next mail out.

### **35/20 RENEWAL OF BUSINESS TERM DEPOSIT**

The Clerk confirmed arrangements had already been made to renew this account on 30 October 2020 with a transfer of £5,000 to the current account as already approved.

### **36/20 APPROVAL OF MEETING DATES & TIMES TO MAY 2021**

It was resolved to approve the draft schedule provided by The Clerk, revising the start time for the December meeting to 7.30 pm.

### **37/20 METHODOLOGY OF FUTURE MEETINGS**

It was resolved to continue holding formal meeting of Council and Committees remotely whilst current face to face restrictions remain. (The Clerk to host the meetings)..

### **38/20 PLANNING**

**(a) Planning Decisions :** Decisions made by the Planning Authority in the past month were Nil in respect of this Parish

**(b) Planning Applications :** There were no new Planning Applications to review.

### **39/20 JOINT NEIGHBOURHOOD PLAN**

Mr Greenwood gave a verbal report of his virtual attendance of the recent Hebden Royd & Hill Top Parishes Joint Neighbourhood Plan Committee (representing both Heptonstall and Erringden Parish Councils).

The latest draft text (Version 16) and the draft SEA report were presented for comment.

As a consequence it was resolved to feed back the following comment to the Committee :

- Thanks were recorded for the hard work which was evident in the draft Plan
- General approval to the draft document with the following exceptions:
- The opening remarks would benefit from referring to 'One urban Town Council and Four Rural Parishes.....'
- The Appendix containing Parish Specific Policies was absent and this should be rectified.
- Policy 14 : It was felt this would effectively veto Local Council commentary on issues outside a village envelope, and should be revised to allow for comment
- Policy 28 : BRIAM is frequently revised which makes the policy as written unenforceable and requires revision (to relate to the latest version).

#### **40/20 OFF-ROAD CYCLING**

The Clerk reported his discussions with Police Inspector Doughty who would take up this issue and discuss with local off-road cycling group(s).

He also reported the willingness to meet with a Calderdale MBC officer to point out offending routes, but was frustrated at the inability to do this as a result of miscommunication.

It was resolved to be willing to join with other parishes in attempting to resolve the problems (as advised to Blackshaw Parish Council).

#### **41/20 SAFETY SIGNAGE ABOVE HELL HOLE ROCKS**

It was resolved to await a coroner's report before giving any thought to this issue.

#### **42/20 LOOSE PAVING STONES : HEPTON DRIVE GARDENS**

Following a report of a trip hazard near the bus stop, The Clerk reported he had inspected the site.

It was resolved to ask Together Housing to undertake the necessary work to rectify the problems.

#### **43/20 LOOSE & SUNKEN SETTS IN TOWNGATE**

It was reported past works opposite the Post Office had left setts sinking and loose.

It was resolved to seek rectification – without the use of tarmac as an inappropriate fix.

#### **44/20 REPLACEMENT OF LAMPS, HEPTONSTALL**

The Clerk confirmed he had written to Calderdale MBC (Steven Lee) and McCanns at Sowerby Bridge seeking confirmation that adequate notice will be given to residents for necessary disruption (access to lanterns, road closures etc). He had received no response to this request (sent February, June & September 2020).

It was resolved to record the Council's thanks to The Clerk and Councillor Edwards for the time and effort put into this long running topic.

**45/20 DATE & TIME OF NEXT MEETING**

The Clerk confirmed that the next monthly meeting would be held remotely at 7.30 pm on Monday 2 November 2020.

**(REMEMBRANCE SERVICE** : will be held at St Thomas' Church on Sunday 8 November at 10.30 a.m. for 11.00 a.m. but will be limited in numbers permitted to attend. It was agreed this Council should be represented by 2 persons – The Chairman and Councillor Edwards).

.....  
(Chairman)

.....  
(Date)