

MINUTES OF THE MONTHLY MEETING OF HEPTONSTALL PARISH COUNCIL

HELD REMOTELY via ZOOM, 4 JANUARY 2021

Present : Councillors S Slater (Chairman) A Baldwin J Crowther B Cutts
Dr J R Dunford M V Edwards M Hughes & B Stott

Upon opening the meeting Councillor Slater wished all members and staff a Happy and Healthy New Year

77/20 APOLOGIES (AND REASONS) OF ABSENCE

Apologies of absence (and reasons) were received from Councillor James.
It was resolved to approve the reason for absence.

78/20 DECLARATIONS OF INTERESTS

No Declarations were made.

79/20 PUBLIC PARTICIPATION

With one parishioner in attendance, there was a request not to speak at this stage but simply listen to the debate relating to Heptonstall Museum

80/20 Minutes of previous meeting of Heptonstall Parish Council were approved as a correct record in respect of the following :

- Monthly meeting held 7 December 2020

81/20 HEPTONSTALL MUSEUM

The Clerk reported the relevant information from Calderdale MB Council had been received on Christmas Eve and copied to members (with little time for the digestion of the information). He had already provided members with a summary of the financial aspects, although these in turn were not fully complete.

Mr Greenwood reminded members of the requirement to abide by the rules of Pre-determination whilst considering this matter.

Standing Orders were suspended.

The Chair of Heptonstall Historical Society was invited to contribute.
She informed members that the Society had met and were 'testing the water' regarding interest of other organisations, and hoped there was potential for joint working.

Standing Orders were resumed

It was resolved to place this topic on the agendas of both the upcoming Staffing Committee and Finance Committee meetings (both on 18 January).

It was further resolved that the Finance Committee agenda should include the following resolution : 'If it were decided to explore the possibility of an Asset Transfer, to consider the appointment of a Working Party to take the matter forward.'

The Chair of HSSS was thanked for her attendance and input. She then left the meeting.

82/20 TRAINING/WEBINAR/CONFERENCE OPPORTUNITIES

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

83/20 APPROVAL OF ACCOUNTS

The following accounts were approved for payment :

Lambert Print & Design Ltd	Newsletter Publication	£ 175.00
R M Greenwood	Notebook (Argos)	£ 229.99
	Stationery	£ 27.10

84/20 FINANCIAL REPORT : 9 MONTHS TO 31 DECEMBER 2020

It was resolved to approve the Financial Report to 31 December 2020.

85/20 PLANNING

(a) Planning Decisions : There were no decisions made by the Planning Authority in the past month to notify to members

(b) Planning Applications : The following recommendations were approved in respect of recent Planning Applications :

- **TPO 20/20254 :** Prune five trees and fell one tree (Tree Preservation Order) – Milton, Lee Mill Road, Hebden Bridge
- No objections arose.
- **PA 20/01394/HSE :** Hip-to-gable roof extensions, conversion of garage to utility room and construction of raised deck and canopy – Green Leas, Caycroft Nook, Heptonstall
- No objections arose.
- **PA 20/01380/LBC :** Conversion of barn to dwelling including reinstatement of roof and lean-to extension. Installation of curved head stone in central light at first floor above barn arch on north and south elevations (Amendment to PA 19/00010/LBC) – Barn at Little Learings Farm, Smithy Lane, Colden, Heptonstall
- No objections arose.
- **PA 20/01372/HSE :** Single storey extension to front and rear, dormer to rear and re-cladding of external walls – 11 Smithy Lane, Colden, Heptonstall
- No objections arose

86/20 Arising from correspondence received the Chairman reported on her exchange of correspondence with Police Inspector Doughty in respect of speeding traffic (Heptonstall Slack and Edge Hey)

87/20 REPORTS OF MEETINGS

The Chairman reported that the bi-monthly meeting of the **Safer Cleaner Greener** Committee meeting (Chaired by Police Inspector Ben Doughty) would take place on 18 January 2021. (The Clerk would also be in attendance as Chairman of Erringden Parish Council).

The topics likely to be included on the agenda relate to

- Mountain bikes on public rights of way (Blackshaw PC to arrange a joint meeting of all interested parties including Police)
- Trial bikes on public rights of way (Police aware)
- Speeding Traffic – Heptonstall Slack and Colden

88/20 JOINT NEIGHBOURHOOD PLAN

Councillor Slater reported that a further meeting of the Joint Committee would be held shortly. (Nothing further to report at this stage).

89/20 RISK ASSESSMENT

Councillor Edwards confirmed he would shortly supply the required information.

90/20 DATE & TIME OF NEXT MEETINGS, AND ARRANGEMENTS

The Clerk confirmed that the next monthly meeting would be held remotely via Zoom at 7.30 pm on Monday 1 February 2021.

Prior to that :

The Staffing and Finance Committees would meet remotely at 7.00 pm on Monday 18 January 2021.

There would be no advance presentations by organisations seeking Grants in excess of £250 as all relevant information had been received.

(Awaited Financial information from Calderdale MB Council arrived on Christmas Eve, but The Clerk confirmed 2 alternative draft budgets had been compiled and would be posted to Committee members on 5th January).

.....
(Chairman)

.....
(Date)

**MINUTES OF THE STAFFING COMMITTEE MEETING
OF HEPTONSTALL PARISH COUNCIL**

HELD REMOTELY VIA ZOOM, 18 JANUARY 2021

Present : Councillors M V Edwards (Chairman) J Crowther
 Dr J R Dunford S Slater

91/20 APOLOGY OF ABSENCE

An apology of absence was received from Councillor James.
Approval of the reason for absence was neither sought nor granted.

92/20 DECLARATIONS OF INTEREST

No interests were declared.

93/20 EXCLUSION OF PRESS AND PUBLIC

In view of the confidential nature of the business to be transacted it was resolved that press and public should be temporarily excluded from the meeting in accordance with Standing Order no.3(d).

94/20 CLERK'S WORKLOAD

The Clerk gave a verbal update on his workload, explaining the 'concertina effect' of the year's volatility of tasks. In this regard he highlighted the current period when, over the Christmas period, he had to prepare Financial Reports to 31st December, prepare for the January monthly meeting and generate the documentation for the Budget considerations to be given to the members of the Finance Committee this evening.
Required information from Calderdale MBC did not arrive until Christmas Eve – budget papers to be prepared and mailed out on 5 January.

A big setback to smooth working had been the effects of Covid-19 whereby face to face meetings had to end (from March 2020) and correspondence markedly increased. He felt the invoking of remote meetings via Zoom and the practice sessions worked really well, and the time spent had reaped rewards. The constant receipt of revised regulations had been tiresome and had resulted in several Clerks leaving the profession.

March brings about the end of the Financial Year with attendant accounts preparation and compliance with legislative requirements. It is also the time when arrangements are made for the preparation of the Annual Report as well as preparing for the Annual Assembly of the Parish Meeting. (Again, Covid-19 regulations increased the time allotted to this task.

Newsletter articles are written quarterly.

When asked, The Clerk confirmed his working hours considerably exceeded those for which he was contracted (roughly 20 hours instead of the 10.5 weekly hours) – but did not wish this arrangement to change.

95/20 OPERATION OF REAL TIME INITIATIVE (RTI) : HER MAJESTY'S REVENUE & CUSTOMS

The Clerk reported the Council is fully compliant in respect of the operation of Real Time Initiative with monthly reports (including Nil reports) being sent to HMRC.

96/20 EMPLOYER'S RESPONSIBILITY : AUTO-ENROLMENT RE. WORKPLACE PENSIONS

The Clerk confirmed the Council is fully compliant in respect of the responsibilities attached to this initiative. (The 3-year renewal report was dealt with in July 2019 for which the appropriate certificate had been received from the Pensions Regulator).

97/20 APPRAISAL OF SERVICE PROVIDED BY THE CLERK

The Clerk was keen to learn of any issues members felt would enhance the service he provides to the Council.

Appreciation was expressed at the monthly provision of accounts for payment as well as the continuous copies of relevant correspondence. Both matters increased the efficiency of Council meetings.

Complimentary comment was given in respect of service delivery and professionalism for which the Clerk gave thanks.

It was agreed to proceed with the presentation of a Job Description as soon as time permits.

98/20 ISSUES TO BE REPORTED TO THE FINANCE COMMITTEE

It was agreed the limited resource capacity should be taken into account when considering the possibility of engaging in an Asset Transfer in respect of Heptonstall Museum.

It was further resolved to place the 'provision of headsets' be considered to aid remote meeting efficiency.

.....
(Chairman)

.....
(Date)

**MINUTES OF THE FINANCE COMMITTEE MEETING
OF HEPTONSTALL PARISH COUNCIL**

HELD AT REMOTELY VIA ZOOM, 18 JANUARY 2021

Present : Councillors M V Edwards (Chairman) J Crowther
Dr J R Dunford N James & S Slater

99/20 DECLARATIONS OF INTEREST

Councillor Slater declared a Disclosable Interest in respect of Hebden Bridge Old Peoples Welfare Committee grant application.

100/20 RECEIPT OF FINANCIAL REPORT TO 31/12/20

The Financial Report for the nine months to 31 December 2020 had received approval by Full Council on 4 January 2021, but was made available at this meeting to help with the budgetary projections.

BUDGET ESTIMATES FOR 2021/22

101/20 EXCLUSION OF PRESS AND PUBLIC

In view of the confidential nature of the business to be transacted it was resolved that the press and public be temporarily excluded from the meeting in accordance with Standing Order no. 3(d).

The supplied documents and notes were scrutinised, the projected outturn at 31 March 2021 was identified, and the opportunity for questions was taken.
As a consequence it was resolved to recommend the following to Full Council :

102/20 ACTIONS ARISING FROM STAFFING COMMITTEE MEETING HELD 18 JANUARY 2021

There were 2 specific items stemming from the Staffing Committee meeting :

A to consider the provision of **headsets** for use in remote Council and Committee meetings

B to recognise the **limited resource capacity** if considering the possibility of engaging in an Asset Transfer in respect of Heptonstall Museum. (*See below*)

- **Heptonstall Museum** : Following a detailed review of the financial and resource implications of involving an Asset Transfer it was resolved to recommend this Council should not explore the possibility of an Asset Transfer, but would welcome affordable Grant Applications to assist any community body who may wish to pursue this matter.
- **Clerk's Salary** : for the number of paid hours to remain at 10.5 per week, but with a permitted incremental increase of one scale point in respect of Responsible Finance Officer duties. (Scale Point 17 becomes Scale Point 18).

The salary to be included in the budget to be in the sum of **£7,088 for 2021/22** following the expectation of the NJC National award from 1 April 2021 which anticipates a 0% uplift from that date.

- **Chairman's Allowance** : It was resolved to recommend to Full Council that this item be re-evaluated with effect from 1 April 2024, unless there are exceptional intervening circumstances, and should remain at £742.
- **Grants** recommended for allocation :
- **Royal British Legion** : Wreath + donation : **£100**
- **Heptonstall Social & Bowling Club** : Parking Provision **£350**
- **Hebden Bridge Bowling Club** (via Midgehole Working Men's Club) – to be spent on either the bowling green or the bowling club premises **£250**
- **Heptonstall Lights & Planting Group** for Xmas Tree insurance **£265**
- **Heptonstall Lights & Planting Group** – to make provision for a Christmas Tree - **£195**
- **Heptonstall Exhibitions and Richard Naylor Charities** - **£500 for each = £1,000**
- **Hebden Bridge & District Old Peoples Welfare Committee** **£250** to assist the funding for '8-80 Conversations' (*Councillor Slater absented herself for this item, having declared a Disclosable Interest*)
- **CROWS** **£250** on a draw down basis for footpath etc repair works. Any unspent allocation for 2020/21 to be made available within 2021/22.
- **White Rose Archers** : **£1,260** for the provision of an all-weather safety access path.
- **Contingency provision** **£1500**
- **Subscriptions** were approved in accordance with the list provided by The Clerk : **£700.**
- **Insurance** : Approval for the re-negotiation of a 3 year deal effective from 1 June 2021. Estimate **£300.**
- **Neighbourhood Planning** : estimated contribution **£410**
- **Environmental issues** **£1,000**
- **Defibrillator cabinet electricity costs** : **£50** to the occupant of the Post Office premises.
- Allocation to **Computer Reserve of £200** (making **£1364** at 1 April 2021), and **Nil to Elections Reserve = £3,500**
- **Continuation of the Contingency Reserve** **£11,800** at 1 April 2021.
- **Investment Strategy** : to continue with investment policy as at present (invest surplus funds in renewable 6 month Term Deposit – April and October each year).

103/20 PRECEPT 2021/22

It was resolved to recommend a Precept and request the sum of **£17,500** (in addition to the two grants allocated to the Council of £952 + £1,162 making a **total of £19,614**). This would represent an **increase on Band D property of 19 pence per annum**.

.....
(Chairman)

.....
(Date)