

MINUTES OF THE MONTHLY MEETING OF HEPTONSTALL PARISH COUNCIL
HELD AT HEPTONSTALL SOCIAL & BOWLING CLUB, 06 FEBRUARY 2024

Present: Councillors: J Crowther (Chairman) B Cutts S Slater J Holt
 N Dempsey M V Edwards M Hughes
 A Baldwin

(Also in attendance: Clerk Hannah Sherriff-Jackson and 4 members of the public)

185/23 APOLOGIES (AND REASONS) FOR ABSENCE

Apologies for absence were received from Councillor Jackson.

No request was made for the reason for absence to be considered as an Approved Reason.

186/23 DECLARATIONS OF INTEREST

Councillor Crowther declared a pecuniary interest in agenda item 13 (b) (Planning) (application reference 23/00570/FUL).

Councillor Holt declared a pecuniary interest in agenda item 13 (b) (Planning) (application reference 23/01104/FUL).

187/23 PUBLIC PARTICIPATION

Four members of the public attended.

The first elector expressed concerns about the proposed Calderdale Wind Farm. His concerns related to the conserving of bridges on the roads surrounding the proposed Wind Farm site. Specifically, the elector requested:

- That the bridge at Blake Dean be listed
- That the 'stoops' at the trestle bridge be listed
- That signage be put on Widdop Road to state that no contractor traffic can use Widdop Road to access the proposed site.

Councillor Hughes informed the resident that the bridge at Blake Dean is already listed.

The Parish Council noted the electors concerned and discussed them further at Minute 194/23.

The second member of the public offered congratulations to the new Clerk for the efficient presentation of the Budget documents for 2024/25. He also wished to speak on agenda items 10 (a) (Grant Allocations) and 14 (Bowling Club Car Park).

The member of the public thanked the Parish Council for the Grant Allocation of £250 in his name.

The member of the public provided the Parish Council with an update on the current situation with the Bowling Club Car Park. The Parish Council discussed this issue further at Minute 197/23.

The third member of the public attended to speak as a neighbour and in his capacity as agent for Planning Application reference 23/00570/FUL.

He outlined the changes made to the application including the access road and sustainability elements.

Councillor Edwards noted that concerns about the access road raised in a previous application had been addressed by this new application.

The fourth member of the public attended representing Hebden Bridge Picture House to discuss plans for a second screen at Minute 188/23.

188/23 HEBDEN BRIDGE PICTURE HOUSE

The representative from Hebden Bridge Picture House gave a presentation to the Parish Council about the plans for the addition of a second screen.

Public consultation sessions will be taking place in the near future. Leaflets with further information relating to these plans will be available from the Post Office.

RESOLVED: The Parish Council supports these plans and will write to the representative from Hebden Bridge Picture House to express their support.

189/23 MINUTES OF PREVIOUS MEETINGS

Minutes of the previous meetings of Heptonstall Parish Council were approved as a correct record of the following:

- Monthly Meeting held 2 January 2024
- Staffing Committee Meeting held 16 January 2024

- Finance Committee Meeting held 16 January 2024

Arising from the Minutes, the Clerk reported that the Parish Councillor email addresses have been set up and are ready to be used.

The Clerk reported that the Parish Council's comments regarding the speed review on Slack have been passed to Councillor Sarah Courtney who will pass them on to CMBC.

Councillor Edwards noted that there are quite a few historic outstanding items that are yet to be resolved. The Clerk will compose a list of these items for review at the March meeting.

Councillor Slater informed the Parish Council that she had enquired about the setting up of a Neighbourhood Watch at a Safer Cleaner Greener meeting. She was told to speak to the local PCSOs regarding this. This item has been deferred to a later date.

Councillor Slater informed the Parish Council that the Neighbourhood Planning group is being dissolved.

The Parish Council moved agenda item 13 (Planning) to be discussed after agenda item 6 (Matters Arising). This item can be found at Minute 196/23.

190/23 TRAINING/WEBINAR/CONFERENCE OPPORTUNITIES

The Clerk provides regular details of the availability of training and conferences and invites members to request bookings via the Clerk as already authorised.

191/23 APPROVAL OF ACCOUNTS TO PAY

RESOLVED: That the Council approved the following accounts to pay:

H Sherriff-Jackson	Salary (net) to 29/2	£500.96
	Home Working Allowance (February)	£26.00
	Domain Costs	£4.80
	Councillor Emails – Mail Basic 25	£4.20
	Training	£11.50
	Microsoft 365	£5.88
HMRC	PAYE	£125.20
YLCA	Training – Inv 1345	£66.80
	Training – Inv 1356	£25.00
	Training – Inv 1382	£33.40

	Training – Inv 1410	£66.80
Heptonstall Social & Bowling Club	Autumn Term (£26/meeting)	£130.00
TOTAL		£1,000.54

192/23 ANTI-VIRUS SOFTWARE

The Clerk provided the Parish Council with various prices for different levels of anti-virus software for the Clerk's laptop.

RESOLVED: The Parish Council authorised the Clerk to purchase McAfee Ultimate anti-virus software.

193/23 2024/25 BUDGET: GRANTS, INSURANCE, BUDGET & PRECEPT

All members had been supplied with a draft budget, grant applications list, Finance Committee recommendations and supporting financial papers.

(a) Grants

RESOLVED: That the Council approved the awarding of the following Grants for 2023/24:

- **Royal British Legion:** Wreath & donation: **£100**
- **Yorkshire Air Ambulance:** in recognition of the Community Contribution by the retiring Parish Clerk – Roger Greenwood: **£250**
- **CV Search & Rescue Team:** in recognition of the Community Contribution by the retiring Postmaster – Tony Spink: **£100**
- **Heptonstall Social & Bowling Club:** Parking Provision: **£350**
- **CROWS:** on draw down basis for footpath maintenance: **£500**
- **Heptonstall Lights & Planting Group:** insurance & 50% cost of Christmas tree for Weavers Square: **£460**
- **Heptonstall Exhibitions & Richard Naylor Trusts:** provision of grants for young people living in Heptonstall for educational & entry in to work purposes: **£500**
- **1st Heptonstall Rangers:** first aid training course: **£600**
- **Pennine Spring Music:** bursaries & rehearsal costs: **£250**
- **Midgehole Working Men's Club (The Blue Pig):** upkeep of Hebden Bridge Bowling Club: **£250**
- **Friends of Heptonstall Chapel & Sunday School:** 50% funding for 4 events planned for 2024 to be held in the Chapel building: **£1,284**

(b) Insurance

RESOLVED: That the current level of insurance cover is adequate.

(c) Budget

RESOLVED: That the draft budget was approved for 2024/25. The budget figure is £20,920.00.

- Clerk's salary – Figure reduced to £8,500
- Chairman's Allowance – Figure increased to £750, to be used on a draw down basis
- Telephone & Broadband – Changed to Domain & Emails, figure reduced to £150
- Training – Figure increased to £1,000
- Publications – Removed from budget
- Computer Expenses – Figure increased to £260
- Defibrillator Expenses – Figure increased to £500
- Neighbourhood Plan Share – Removed from budget
- Environmental Issues – Figure remains at £1000
- Memorial Bench – Removed from budget
- Computer Reserve – Figure reduced to £1,100
- Election & Contingency Reserve – Figure remains at £3,500 & £11,800 respectively

(d) Precept

RESOLVED: That the Precept for 2024/25 remains at £22,700.00. This would represent a **decrease on a Band D property of £0.25 per annum.**

(e) Investment Strategy

RESOLVED: To continue with the investment policy as at present (invest surplus funds in renewable 6-month Term Deposit – April and October each year)

194/23 CALDERDALE WIND FARM

The Parish Council discussed the issues raised by the member of the public. The Parish Council felt that the signage would be a matter for CMBC.

RESOLVED: Councillor Hughes will research the process for having the 'Stoops' listed.

195/23 NEWSLETTER

Councillor Baldwin reported that the production and publication of the newsletter is going well.

196/23 PLANNING

(a) Planning Decisions: Details of Planning decisions made by Calderdale Metropolitan Borough Council were provided to members.

(b) New Applications:

1. 24/20010/TPO - RESOLVED: The Council had no objections

- 11 West Laithe, Church Lane, Heptonstall
- Fell one tree (Tree Preservation Order)

2. 24/00072/LBC - RESOLVED: The Council had no objections

- 28A Smithwell Lane, Heptonstall
- Installation of through floor lift and internal alterations

Having already declared a pecuniary interest in Planning ref 23/00570/FUL, Councillor Crowther left the building for the entirety of the following discussion.

The Parish Council suspended Standing Orders to allow members of the public to speak during this discussion.

3. 23/00570/FUL - RESOLVED: The Council supports this application on the grounds that they consider the site to be partially, if not wholly, an infill site. The Parish Council requested that this application be called in to the CMBC Planning Committee and for the CMBC Planning Committee to view the site before making their decision.

- Greenslack, Smithwell Lane, Heptonstall
- Demolition of existing barn and outbuildings to facilitate the construction of six residential houses.

Councillor Crowther re-entered the building.

Having already declared a pecuniary interest in Planning ref 23/01104/FUL, Councillor Holt left the building for the entirety of the following discussion.

4. **23/01104/FUL** - RESOLVED: The Council objects to this application on the following grounds:
- a. The application is contrary to Green Belt provisions in the National Planning Policy Framework
 - b. The application is contrary to Calderdale's Local Plan Policy GN4 – Special Landscape Area
 - c. The application raises various road safety concerns
 - Land off Smithwell Lane, Heptonstall
 - Change of use of agricultural land including engineering operations to facilitate a campsite (30 pitches) including the construction of a facilities building, boundary treatments and associated access roads/paths within the site

Councillor Holt re-entered the building

197/23 BOWLING CLUB CAR PARK

The Parish Council discussed the update received from Councillor Baldwin and the member of the public.

RESOLVED: The Parish Council will write to the Leader of CMBC and the Chief Executive of CMBC regarding this issue. The Clerk will also write to Councillor Sarah Courtney to explain why the Parish Council have taken this course of action.

The Parish Council resumed Standing Orders

198/23 IT POLICY

The Parish Council discussed the draft IT Policy previously circulated by the Clerk.

RESOLVED: The Parish Council adopted the IT Policy and the policy was signed by every Councillor.

The Clerk will circulate a draft email signature to be used on all Parish Councillor emails.

199/23 BIODIVERSITY POLICY

The Parish Council discussed the draft Biodiversity Policy previously circulated by the Clerk.

The Parish Council recommended amendments to the Policy. The Clerk will amend the policy accordingly and add the adoption of this policy to the agenda of the March Monthly Meeting.

200/23 ROAD SAFETY

The Clerk reported that she had received a response from CMBC regarding the road safety issues on Lee Wood Road. This item will be monitored periodically.

201/23 D DAY 80

The Parish Council considered a letter outlining possible ways to be involved in the celebrations.

RESOLVED: The Parish Council will pass this letter to the Church Warden for their consideration.

202/23 ARISING FROM CORRESPONDENCE RECEIVED

Heptonstall Road Parking Issues Email: The Parish Council received an email regarding parking issues and road safety concerns on Heptonstall Road. Councillor Slater will raise this issue at the next Safer Cleaner Greener meeting.

Publicly Elected Governors Calderdale & Huddersfield NHS Trust Email: The Parish Council received an email asking for details of local community groups. The Clerk will forward a copy of the most recent Newsletter.

Website Email – Poetry & Acting Workshops: The Parish Council received an email through the website regarding the provision of poetry & acting workshops in Calderdale. The Clerk will put a post on the Heptonstall Facebook page regarding this.

Website Email – Heptonstall Festival: The Parish Council received an email through the website regarding the dates of the Heptonstall Festival in 2024. The Clerk will refer the sender to the Festival Facebook page.

Website – Payment for WordPress & Parish Council Page: The Parish Council will consider the payment for the WordPress subscription at the March Meeting. The Clerk will contact the web designer regarding the Parish Council page.

Pace Egg Email: The Parish Council received an email regarding the Pace Egg Play and risk assessment. The Clerk will send this on to CMBC.

Filming Email: The Parish Council received an email regarding the ownership of the recreation ground for filming purposes. The Clerk informed the sender that the land is owned by CMBC. The sender is looking into this further.

Defibrillator Training: Councillor Slater informed the Parish Council that a re-run of the defibrillator training held in 2023 has been offered. This will be added to the agenda for the March meeting.

203/23 REPRESENTATIVE REPORTS

Councillor Edwards informed the Parish Council that he has written to Jae Campbell on behalf of the Parish Council to thank him for his work over the years and to wish him a happy retirement.

The Clerk reported that she had attended the Town & Parish Council Liaison Group. The CMBC budget was discussed at length with consultations ending on 11th February.

204/23 DATE & TIMES OF NEXT MEETING

The Clerk advised that matters for inclusion on the agenda of the next meeting should be with her by 22 February 2024.

The Clerk advised the next meeting would be held:

- Monthly Meeting at Heptonstall Social & Bowling Club at **7.30pm on Tuesday 5 March 2024**

.....

(Chair)

.....

(Date)

