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SUMMONS

The **monthly** meeting of the Parish Council will be held at **Heptonstall Social & Bowling Club**, Acre Lane, Heptonstall on **Wednesday 22 May 2024** commencing at **7.30 p.m.**

AGENDA

(This meeting is open to the public unless Members decide to exclude the public for any exempt or confidential item of business)

Members' Disclosable Pecuniary or other Interests relating to Agenda items for this meeting: to be declared prior to consideration of the appropriate item

1. **Apologies of absence and reasons: to note apologies and consider whether any reasons are 'Approved Reasons for Absence'**
2. **Declarations of Interests (existence and nature) with regard to items on the agenda.**
3. **To undertake a Public Participation Session with respect to items on the agenda. (Members of the public will only be permitted to speak during this segment of the meeting)** Please note – this section is for 15 minutes only. If more than 1 person wishes to speak on the same topic, please elect a spokesperson to speak on everyone's behalf.
4. **Minutes of previous meeting:**
 - **Monthly Meeting held 02 April 2024***
 - **Annual Council Meeting held 14 May 2024***
5. **To consider any matters arising from the Minutes:** items not specified on this agenda
6. **Outstanding Items:** To consider the outstanding items list* and discuss any next steps
7. **Consider training/webinar/conference opportunities**
8. **Approval to renew Council Insurance with Zurich Insurance at a cost of £257.60**
9. **Approval of Financial Report:** 12 months to 31 March 2024
10. **Approval of Receipts & Payments Accounts** to 31 March 2024
11. **To recognise turnover/expenditure for 2023/24 below £25,000 and resolve to declare and record exemption from External Audit**

12. To wet sign the Certificate of Exemption from External Audit 2023/24

13. To approve and wet sign Section 1 (Annual Governance Statement) of the Annual Governance & Accountability Return 2023/24

14. To approve and wet sign Section 2 (Accountability Statement 2023/24) of the Annual Governance & Accountability Return 2023/24

15. To receive and approve Internal Audit report for the year 2023/24

16. Approval of Accounts to Pay

H Sherriff-Jackson	Salary (net) to 31/5	£513.76
	Home Working Allce	£26.00
	Domain & Mail Basic 25	£6.00
	Email Archiving	£3.00
	Training Fee	£19.60
	Microsoft 365	£5.88
	Postage	£41.00
HMRC	PAYE	£112.40
YLCA	Training Fee	£125.00
	Annual Membership	£471.00
Zurich Municipal	Council Insurance	£257.60
Heptonstall Social & Bowling Club	Room Hire – Spring Term 2024	£130.00
TOTAL		£1,711.24

17. To consider and approve a payment date for the payment of the Clerk's salary in June 2024.

18. To approve the purchase of upgraded email storage for the Clerk's email account at a cost of either £3 + VAT per month for 10GB or £5 + VAT per month for 50GB.

19. Newsletter: to receive an update

20. Calderdale Wind Farm: To receive an update and discuss next steps

21. Planning: (a) To receive Decisions made by Calderdale MB Council
(b) To make recommendations in respect of Planning Applications
Please see attached document. Please note – the attached document shows applications received and decided from 02/04-13/05. Any applications received or decided from 13/05-22/05 may also be discussed.

22. Bowling Club Car Park: To receive an update

23. Dog Fouling: To receive an update and consider next steps

24. To receive Correspondence and address any matters arising

- a. Dangerous Footpath – Acre Lane – Email*
- b. Planning Query - Email*
- c. Website Request* – Memorial Plaque on bench & bench refurbishment – Slack
- d. Tree at Slack Top

- e. Renewable Energy SPD Email***
- f. Summer Blooms Email***
- g. Mayor Making Ceremony Invitation – Hebden Royd Town Council**

25. To receive Reports from representation meetings etc.

26. To notify the Clerk of matters for inclusion on the agenda of the next meeting by 24th June 2024

27. Confirmation of date/time of next meeting to be held:

- **Monthly Council Meeting @ 7.30 pm Tuesday 02 July 2024**

*Circulated separately

H. Sherriff-Jackson

Clerk

Heptonstall Parish Council

Planning Information – 22 May 2024

Validated (02/04-13/05)

- **Replacement single storey rear extension**
 - 24/00357/HSE
 - 24/00358/LBC
 - Lane Head House, 1 Lane Head, Smithwell Lane, Heptonstall
- **Porch extension**
 - 24/00336/HSE
 - Colden Row Farm, Smithy Lane, Colden

Decided (02/04-13/05)

- **None**