

**MINUTES OF THE MONTHLY MEETING OF HEPTONSTALL PARISH COUNCIL  
HELD AT HEPTONSTALL SOCIAL & BOWLING CLUB, 04 FEBRUARY 2025**

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

(Also in attendance: Clerk Hannah Sherriff-Jackson, Mr. R Greenwood (co-opted at Minute 216/24) and 4 members of the public)

**214/24 APOLOGIES (AND REASONS) FOR ABSENCE**

Apologies were received from Cllr Holt.

No requests were made for the reasons for absence to be considered as Approved Reasons.

**215/24 DECLARATIONS OF INTEREST**

No declarations were made.

**216/24 CO-OPTION OF NON-VOTING CO-OPTED MEMBER**

RESOLVED: That Mr. R Greenwood was co-opted as a non-voting co-opted member of Heptonstall Parish Council.

**217/24 PUBLIC PARTICIPATION**

Four members of the public attended.

Three members of the public wished to speak on agenda item 21 (Defibrillator Provision for Edge Lane/Upper Colden Area). Details of this discussion can be found at Minute 234/24.

One member of the public wished to speak during this item. She raised concerns about a hole that has been dug on Northgate by Yorkshire Water. She informed the Parish Council that the hole had been left uncovered and unattended which, also due to the lack of lighting in that area, makes the hole invisible. She reported that a diversion has been put in place to avoid the hole, but the diversion is unsuitable for larger vehicles.

RESOLVED: That the Clerk will write to the Ward Councillor to highlight these concerns and request a progress update on these works.

### **218/24 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 7 January 2025
- Staffing Committee Meeting held 15 January 2025
- Finance Committee Meeting held 15 January 2025

There were no matters arising from the Minutes.

### **219/24 OUTSTANDING ITEMS**

The Clerk circulated the Outstanding Items List to members prior to the meeting.

### **220/24 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.

### **221/24 APPROVAL OF ACCOUNTS TO PAY**

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

H Sherriff-Jackson	Salary (net) to 28/02	£555.60
	Home Working Allce	£26.00
	Domain & Mail Basic 25	£12.00
	Email Archiving	£3.00
	Microsoft 365 (Jan)	£5.88
	HP Instant Ink (Printer Ink) (Dec)	£8.79
	SLCC Annual Membership	£82.80
HMRC	PAYE	£130.80
Lambert Print & Design Limited	Winter Newsletter Printing	£185.00
<b>TOTAL</b>		<b>£1009.87</b>

## **222/24 APPROVAL OF FINANCIAL REPORT**

RESOLVED: To approve the Financial Report to 31 December 2024 (attached below).

## **223/24 6 MONTH INTERNAL AUDIT**

The Parish Council received the Internal Audit report for the 6 months to 30 September 2024.

## **224/24 2025/26 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 2025/26:

- **Royal British Legion:** Wreath & donation: **£100**
- **Yorkshire Air Ambulance:** Roger Greenwood Grant: **£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**
- **Pennine Spring Music:** Support festival: **£250**
- **Midgheole Working Men's Club Ltd:** Upkeep of Hebden Bridge Bowling Club: **£250**
- **Heptonstall Lights & Planting Group:** Christmas tree insurance, 50% cost of tree & certificate and frame for Floral Business winner: **£500**
- **Heptonstall Playgroup:** 50% towards running of playgroup: **£555**
- **1<sup>st</sup> Heptonstall Rangers:** Replacement of camping equipment: **£660**
- **1<sup>st</sup> Heptonstall Rangers:** Donation towards the development and support of sporting pursuits by members of the Rangers: **£500**
- **Friends of Colden Clough:** Towards weekend volunteer days (allocated from Environmental Grant 2025/26): **£500**

RESOLVED: the awarding of a grant of £500 to Heptonstall Repair Cafe for hedge laying at Heptonstall Village School was deferred pending further information regarding rent.

**(b) Insurance**

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

**(c) Budget**

RESOLVED: That the draft budget was approved for 2025/26. The budget figure is £21,010.00

- Clerk's salary – Figure increased to £9,500
- Domain & Emails – Figure raised to £200
- Postage & Stationery – Figure reduced to £200
- Newsletter Publication – Figure raised to £900
- Computer Expenses – Figure reduced to £100
- Business Continuity – Removed from budget
- VAT Refund – Figure reduced to £60
- Environmental Issues – Figure remains at £1000
- Computer, Election & Contingency Reserves – Figures remain at £1,458.88, £3,500 & £11,800 respectively

**(d) Precept**

RESOLVED: That the Precept for 2025/26 remains at £22,700.00. This would represent a **decrease on a Band D property of £1.98 (4.86%) 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)

**225/24 NEWSLETTER**

Cllr Baldwin reported that the next newsletter will be published in Spring.

**226/24 CALDERDALE WIND FARM**

The Parish Council noted an email regarding Calderdale Wind Farm.

**227/24 PLANNING**

All Planning matters are discussed by Full Council, including all members of the Planning Committee.

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

(b) **New Applications:** None provided.

(c) **Appeals:**

1. **APP/A4710/W/24/3357100** - RESOLVED: The Council had no objections
  - Land South East Of Long High Top, Back Lane, Hebden Bridge
  - Two agricultural barns for the housing of animals and the storage of feed, agricultural machinery and equipment together with associated engineering operations, construction of a new access off Back Lane, and regrading of parts of the footpath in order to re-instate it (Part Retrospective) (Amended Plans including relocation of two bays)

#### **228/24 DOG FOULING**

The Clerk will write to the Guides to check that they are still interested in taking part in the poster competition.

Thanks were given to Cllr Baldwin for his attempts to get the school involved. The Clerk will write to the school.

#### **229/24 ST THOMAS NEW CHURCHYARD**

Cllr Jackson reported that the land has been harrowed, and the wildflower seeds have been sown with volunteers helping to tread the seeds in.

Cllr Jackson informed the Parish Council that insect lodges, bird boxes and bat boxes are in the process of being installed throughout the churchyard.

The Friends group is in the process of applying for grant funding for a new information board.

#### **230/24 RELOCATION OF BIN**

Cllr Crowther reported that at least three public bins have been removed from the parish.

RESOLVED: The Clerk will write to CMBC to enquire about the rationale for the removal of the bins.

### **231/24 STREETLIGHTING ISSUES**

The Parish Council noted that multiple streetlights are out throughout the village.

RESOLVED: The Clerk will write to CMBC to request that these lights are repaired as the lack of lighting is a public safety concern for pedestrians.

Cllr Cutts will put a post on social media informing members of the public that they can also report lighting issues on the CMBC website.

### **232/24 GRIT BINS**

The Parish Council considered areas throughout the parish where grit bins are required.

RESOLVED: The Clerk will write to CMBC to ask if they will provide a refill service if the Parish Council purchase and site some new grit bins.

### **234/24 DEFIBRILLATOR PROVISION**

Members of the public informed the Parish Council that Colden does not have an easily accessible defibrillator. They reported that a resident's group has been formed to purchase and install two new defibrillators in the Colden area.

RESOLVED: That the Parish Council will support the residents' groups application to the British Heart Foundation for a defibrillator. Cllr Jackson will liaise with the group.

RESOLVED: That the Parish Council will support (in principle) the purchase of a second defibrillator to be installed at May's Shop once further information on costs has been received.

### **235/24 ARISING FROM CORRESPONDENCE RECEIVED**

**CROWs – Update on Parish Council Grant:** The Parish Council noted an email from CROWs outlining the works done using the Parish Council grant. The Clerk will inform CROWs that the display stand is not owned by the Parish Council.

**Car Park by Tea Room – Leak from Pinfold Lane:** The Parish Council noted an email outlining concerns about the condition of the car park during cold weather due to a leak from Pinfold Lane. The Parish Council deferred further discussion on this item pending remedial work on Northgate.

**Road Closure – Northgate:** The Parish Council noted an email regarding a road closure on Northgate to repair a collapse on the sewer network.

### **236/24 REPRESENTATIVE REPORTS**

Cllr Edwards reported that he has attended the recent Ward Forum meeting focusing on the setting of CMBCs budget for 2025/26.

Cllr Hughes reported that he has met with someone from CMBC regarding the large hole made by bottle diggers. CMBC will be bringing a digger to fill the hole and make it safe. If any member of the public sees anything that may relate to this issue, they are urged to report it.

### **237/24 DATES & TIMES OF NEXT MEETINGS**

The Clerk advised that matters for inclusion on the agenda of the next meeting should be with her by 24 February 2025.

The Clerk advised the next meeting would be held:

- Monthly Council Meeting at Heptonstall Social & Bowling Club at **7.30pm on Tuesday 04 March 2025**

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**(Chair)**

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**(Date)**

## FINANCIAL REPORT: 2024/25

9 MONTHS TO 31 DECEMBER 2024

### Summary


	Actual	Annual Budget	Over/Under	Notes
Total Income	£ 24,064.51	£ 23,012.30	1,052.21 Over	
Total Expenses	£ 13,651.91	£ 20,920.00	7,268.09 Under	
Net Surplus/Deficit	£ 10,412.60	£ 2,092.30		

### Income

	Actual	Annual Budget	Over/Under	Notes
Precept	£ 22,700.00	£ 22,700.00	at budget	
VAT Refund	£ 214.51	£ 110.00	104.51 Over	
Wayleave	£ -	£ 2.30	2.30 Under	
Interest	£ -	£ 200.00	200.00 Under	
Other	£ 1,150.00	£ -	1,150 Over	
<b>Total Income</b>	<b>£ 24,064.51</b>	<b>£ 23,012.30</b>	<b>1,052.21 Over</b>	

### Expenses

	Actual	Annual Budget	Over/Under	Notes
Employment Costs	£ 6,569.71	£ 8,500.00	1,930.29 Under	
Chairman's Allowance	£ 300.00	£ 750.00	450.00 Under	
Domain & Emails	£ 85.00	£ 150.00	65.00 Under	
Postage + Stationery	£ 41.00	£ 350.00	309.00 Under	
Training, Meetings, Travel	£ 736.83	£ 1,000.00	263.17 Under	
Insurance	£ 257.60	£ 300.00	42.40 Under	
Subscriptions	£ 506.00	£ 720.00	214.00 Under	
Grants	£ 3,758.78	£ 3,850.00	91.22 Under	
Public Parking - Compensatory Grant	£ 350.00	£ 350.00	At Budget	
Environmental Donation	£ -	£ 1,000.00	1,000.00 Under	
Paths Maintenance	£ -	£ 500.00	500.00 Under	
Newsletter Publication	£ 684.99	£ 700.00	15.01 Under	
Audit	£ 200.00	£ 200.00	At Budget	
Meeting Expenses	£ 78.00	£ 500.00	422.00 Under	
Publicity	£ -	£ 50.00	50.00 Under	
Property Repairs	£ -	£ 100.00	100.00 Under	Notice Boards
Computer Expenses	£ 39.20	£ 260.00	220.80 Under	Reserves = 1763
Defibrillator Expenses	£ -	£ 500.00	500.00 Under	
Election Fees	£ -	£ -	At Budget	Reserves = 3500
Business Continuity	£ -	£ 1,000.00	1,000.00 Under	
VAT	£ 44.80	£ 140.00	95.20 Under	
<b>Total Expenditure</b>	<b>£ 13,651.91</b>	<b>£ 20,920.00</b>	<b>7,268.09 Under</b>	

 04/02/25