

197/25 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 6 January 2026
- Staffing Committee Meeting held 14 January 2026
- Finance Committee Meeting held 14 January 2026

Arising from the Minutes, Mr Greenwood gave a brief explanation of the grant protocol and the events that occurred at the Finance Committee meeting. The Clerk will amend the grant application form to ensure that the grant protocol is clearly set out, and any non-compliance may result in the grant application being rejected.

198/25 OUTSTANDING ITEMS

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

199/25 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.

200/25 NOTE PAYMENTS MADE IN JANUARY 2026

RESOLVED: The Parish Council noted the following payments made in January 2026:

Heptonstall Social & Bowling Club	Room Hire – Autumn Term	£130.00
TOTAL		£130.00

201/25 APPROVAL OF ACCOUNTS TO PAY

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

H Sherriff-Jackson	Salary (net) to 28/02	£577.40
	Home Working Alice	£26.00
	Domain & Mail Basic 25 – Jan	£13.20
	Email Archiving – Jan	£6.60
	Microsoft 365	£5.80
	HP Instant Ink (Printer Ink) (Jan)	£9.99

HMRC	PAYE	£142.80
YLCA	Training – PROW – Cllr Holt	£27.40
TOTAL		£809.19

202/25 APPROVAL OF FINANCIAL REPORT

RESOLVED: To approve the Financial Report to 31 December 2025 (attached below).

203/25 6 MONTH INTERNAL AUDIT

The Parish Council received the Internal Audit report for the 6 months to 30 September 2025.

204/25 2026/27 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 2026/27:

- **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**
- **Midgehole Working Men's Club Ltd:** Upkeep of Hebden Bridge Bowling Club: **£250**
- **Pennine Spring Music:** Support festival & bursaries to students: **£250**
- **White Rose Archers:** Repair & service of mowers to maintain sports field: **£250**
- **Edge Lane Defib Group:** Operation & maintenance of defib on Edge Lane: **£200**
- **Heptonstall Lights & Planting Group:** Christmas tree insurance, 50% cost of tree & certificate and frame for Floral Business winner: **£455**
- **Heptonstall Girlguiding (Rangers Unit):** Young leaders training weekend (including First Aid training): **£500**
- **Heptonstall Festival:** 10% towards artist fees for 2026 festival: **£500**

- **Heptonstall Playgroup:** Contribution towards cost of room hire: **£570**
- **Heptonstall Community Assets:** Contribution to legal costs for 10-year lease for public toilets: **£500**

Cllr Crowther left the room during the following discussion.

- **Friends of Heptonstall Chapel & Sunday School:** Contribution towards project costs for running 13 community events in 2026: **£832.50**

Cllr Crowther returned to the room.

Cllr Baldwin left the room during the following discussion; Cllr Slater stated that she would not pass comment during the following discussion.

- **Heptonstall Social & Bowling Club:** Contribution towards essential roof repairs: **£2,250**

Cllr Baldwin returned to the room.

Cllr Dempsey left the room during the following discussion.

- **Friends of Heptonstall Graveyard:** Contribution towards the upkeep of the graveyard: **£2,250**

Cllr Dempsey returned to the room.

(b) Insurance

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

(c) Budget

RESOLVED: That, following recommendations from the Staffing Committee, the clerks' weekly working hours will be increased from 10 to 12 hours per week from 1st April 2026.

RESOLVED: That the draft budget was approved for 2026/27. The budget figure is £27,447.50

- Clerk's salary – Figure raised to £10,000
- Domain & Emails – Figure raised to £250
- Postage & Stationery – Figure raised to £250
- Training/Meetings/Travel - Figure reduced to £500
- Insurance – Figure raised to £500

- Subscriptions – Figure raised to £750
- Grants – Figure raised to £9,257.50
- Newsletter Publication – Figure raised to £1,200
- Audit – Figure raised to £450
- Computer Expenses – Figure raised to £150
- Windfarm Survey – New addition to budget, figure set at £250
- VAT Refund – Figure raised to £130
- Interest – Figure raised to £1,000
- Computer, Election & Contingency Reserves – Figures remain at £1,458.88, £3,500 & £11,800 respectively

(d) Precept

RESOLVED: That the Precept for 2026/27 will be raised to £26,315.20. This would represent an **increase on a Band D property of £5.95 (15.36%) 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)

205/25 NEWSLETTER

Cllr Baldwin reported that all is going well with the newsletter production.

206/25 CALDERDALE WIND FARM

Cllrs Crowther and Holt gave an update on the meeting they attended recently with representatives from neighbouring parish and town councils and representatives from Calderdale Wind Farm.

They reported that the Parish Council will have six opportunities to make comments on the proposals. Calderdale Wind Farm will be carrying out a letter drop to 36,000 properties regarding the proposals. Bi-monthly meetings will be held to keep parish and town councils up to date with the progression of the application.

The Working Party will draft a letter to CMBC regarding the length and timing of the statutory consultation period.

207/25 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:

1. **26/00005/LBC** - RESOLVED: The Council had no objections
 - Great Lear Ings Farmhouse, Faugh Lane, Heptonstall
 - Installation of air source heat pump (Listed Building Consent)

2. **25/01288/LBC** - RESOLVED: The Council had no objections
 - Little Stoneshey Gate, Stoneshey Gate, Widdop Road, Heptonstall
 - Replacement of windows and missing mullions

3. **25/01282/LBC** - RESOLVED: The Council had no objections
 - 2 Towngate, Heptonstall
 - Installation of external doors to replace existing winders (Listed Building Consent)

208/25 ST THOMAS NEW CHURCHYARD

No update was given.

209/25 PHONE BOX

This item was deferred to the March meeting.

210/25 OUTDOOR EXERCISE AREA

Cllr Holt will continue to look into this.

211/25 ARISING FROM CORRESPONDENCE RECEIVED

Mayor's Charity Ceilidh – Hebden Royd Town Council: The Parish Council noted an email regarding the Mayor's Charity Ceilidh.

Invitation to the Mayor's Civic Service: Cllr Slater will attend this event on behalf of the Parish Council.

Invitation to Join the Hebden Royd Green Network: The Parish Council noted an email regarding joining the Hebden Royd Green Network.

Yorkshire Air Ambulance – Grant Application 2026: The Parish Council noted an email regarding donations to Yorkshire Air Ambulance. The Parish Council already grants £250/year to Yorkshire Air Ambulance as the Roger Greenwood Grant.

Thank You – Grant 2025/26: The Parish Council noted an email of thanks for a grant given in 2025/26.

West Yorkshire Police – Road safety around Heptonstall: The Parish Council noted an email regarding recent speed watch exercises carried out by West Yorkshire Police on Slack and Heptonstall Road.

Patchy 596 Bus Service: The Parish Council noted an email regarding concerns about the frequent cancellations of the 596 bus service. The Clerk will write to TLC to ask for their comments on this.

212/25 REPRESENTATIVE REPORTS

Cllr Edwards reported that, due to the YLCA JAM being postponed, the motion requested by the Parish Council is no longer relevant as the legislation it related to has already been passed. Cllr Edwards has therefore withdrawn this motion.

Cllr Edwards reported that he attended the Town and Parish Council Liaison Group meeting regarding the CMBC budget. CMBC will be increasing council tax by 4.99%. CMBC is also increasing resources to deal with fly tipping.

Cllr Edwards reported that he will be attending the upcoming YLCA Branch meeting.

Cllr Hughes reported that he has been approached regarding the state of the repair to the road outside the Heptonstall sign, including loose cobbles. The Parish Council noted that the contractor has 6 months to put right any damage caused by works.

Cllr Slater reported that she attended the Safer Cleaner Greener meeting. The final draft of the speed review will be published in February. This will include signage showing HGV restrictions. The issues with HGVs will be addressed at a national level as it is primarily due to satnavs giving incorrect information. Cllr Slater also requested for more grit bins to be installed throughout the village. However, she was informed that CMBC has a lack of funding for grit bins, therefore it is unlikely that further bins will be installed. Cllr Slater raised the issue of the traffic light timings on Lee Wood Road. She was asked

to pass these concerns to an officer at CMBC. Cllr Holt will follow this up. Finally, Cllr Slater reported that ANPR teams are doing cross border patrols.

213/25 DATES & TIMES OF NEXT MEETINGS

The Clerk advised that matters for inclusion on the agenda of the next meeting should be with her by 23rd February 2026.

The Clerk advised the next meeting would be held:

- Monthly Council Meeting at Heptonstall Social & Bowling Club at **7.30pm on Tuesday 03 March 2026**

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(Chair)

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(Date)

FINANCIAL REPORT: 2025/26
9 MONTHS TO 31 DECEMBER 2025

Summary

	Actual	Annual Budget	Over/Under	Notes
Total Income	£ 23,758.52	£ 22,962.30	796.22 Over	
Total Expenses	£ 14,914.98	£ 21,010.00	6,095.02 Under	
Net Surplus/Deficit	£ 8,843.54	£ 1,952.30		

Income

	Actual	Annual Budget	Over/Under	Notes
Precept	£ 22,700.00	£ 22,700.00	at budget	
VAT Refund	£ 56.22	£ 60.00	3.78 Under	
Wayleave	£ 2.30	£ 2.30	at budget	
Interest	£ -	£ 200.00	200.00 Under	
Other	£ 1,000.00	£ -	1,000 Over	
Total Income	£ 23,758.52	£ 22,962.30	796.22 Over	

Expenses

	Actual	Annual Budget	Over/Under	Notes
Employment Costs	£ 6,610.50	£ 9,500.00	2,889.50 Under	
Chairman's Allowance	£ -	£ 750.00	750.00 Under	
Domain & Emails	£ 141.50	£ 200.00	58.50 Under	
Postage + Stationery	£ 164.66	£ 200.00	35.34 Under	
Training, Meetings, Travel	£ 132.40	£ 1,000.00	867.60 Under	
Insurance	£ 459.00	£ 300.00	159.00 Over	
Subscriptions	£ 617.00	£ 720.00	103.00 Under	
Grants	£ 3,190.00	£ 4,000.00	810.00 Under	
Public Parking - Compensatory Grant	£ 350.00	£ 350.00	At Budget	
Environmental Donation	£ 1,000.00	£ 1,000.00	At Budget	
Paths Maintenance	£ 500.00	£ 500.00	At Budget	
Newsletter Publication	£ 734.99	£ 900.00	165.01 Under	
Audit	£ 410.00	£ 200.00	210.00 Over	
Meeting Expenses	£ 182.00	£ 500.00	318.00 Under	
Publicity	£ -	£ 50.00	50.00 Under	
Property Repairs	£ -	£ 100.00	100.00 Under	Notice Boards
Computer Expenses	£ 54.88	£ 100.00	45.12 Under	Reserves = 1763
Defibrillator Expenses	£ 110.00	£ 500.00	390.00 Under	
Election Fees	£ -	£ -	At Budget	Reserves = 3500
Windfarm Survey	£ 147.76	£ -	147.76 Over	
VAT	£ 110.29	£ 140.00	29.71 Under	
Total Expenditure	£ 14,914.98	£ 21,010.00	6,095.02 Under	

Signature