



CMBC is proposing to implement a residents permit scheme for properties within 20m of the car park. The members of the public stressed that any permit scheme needs to be specialised to the layout of the village as no properties fall within the 20m radius proposed.

The Parish Council thanked the members of the public for their well thought out and well-presented emails in objection to the proposal. The Parish Council advised members of the public to form a resident's action group and to submit a freedom of information request to CMBC to ascertain the rationale behind the proposal.

One member of the public also raised concerns about the lack of access to public toilets throughout the village.

### **19/26 MINUTES OF PREVIOUS MEETING**

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

- Monthly Meeting held 7 April 2026
- Annual Council Meeting held 5 May 2026

Arising from the Minutes, Cllr Slater requested that, once a response is received regarding the damage road sign, the Clerk informs her as she has a list of further road signs that need repairing.

### **20/26 OUTSTANDING ITEMS**

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

The Clerk will remove the 'Garages between Longfield & Southfield' item.

The Clerk will request an update on the lamppost on Hepton Drive.

### **21/26 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.

### **22/26 APPROVAL OF FINANCIAL REPORT**

RESOLVED: That the Council approved the Financial Report for the 12 months to 31 March 2026 (as attached at Schedule 1).

**23/26 APPROVAL OF RECEIPTS & PAYMENTS ACCOUNTS**

RESOLVED: That the Council approved the Receipts & Payments Accounts for the year to 31 March 2026 (as attached at Schedule 2).

**24/26 APPROVE & WET SIGN SECTION 1 (ANNUAL GOVERNANCE STATEMENT 2025/26) OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/26**

RESOLVED: That the Council approved and the Chair signed Section 1.

**25/26 APPROVE & WET SIGN SECTION 2 (ACCOUNTABILITY STATEMENT 2025/26) OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/26**

RESOLVED: That the Council approved and the Chair signed Section 2.

**26/26 RECEIVE & APPROVE INTERNAL AUDIT REPORT FOR YEAR 2025/26**

RESOLVED: That the Council noted receipt of the Internal Audit Report and approved its contents.

Mr Greenwood reported that the Internal Auditor was very complimentary about the efficiency of the Clerk in providing the relevant documentation required to conduct the audit.

**27/26 NOTE PAYMENTS MADE IN APRIL & MAY 2026**

RESOLVED: That the Council noted the following payments made in April & May 2026:

YLCA	Annual Membership	£516.00
Zurich Town & Parish	Insurance	£459.00
H Sherriff-Jackson	Salary (net) to 31/05	£691.44
HMRC	PAYE	£172.80
<b>TOTAL</b>		<b>£1,839.24</b>

## **28/26 APPROVAL OF ACCOUNTS TO PAY**

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

H Sherriff-Jackson	Home Working Allce	£26.00
	Domain & Mail Basic 25 - April	£13.20
	Email Archiving – April	£6.60
	HP Instant Ink (Printer Ink) (April)	£11.22
	Microsoft 365	£5.80
	Postage – 1 x 1 <sup>st</sup> Class Stamp	£1.80
Heptonstall Social & Bowling Club	Room Hire – Spring Term 2026	£78.00
<b>TOTAL</b>		<b>£142.62</b>

*RESOLVED: That agenda item 23 (Correspondence) was moved up the agenda and discussed at this point.*

## **29/26 ARISING FROM CORRESPONDENCE RECEIVED**

**Towngate Car Park – Proposed Parking Charges:** The Parish Council noted 21 emails of objection from residents regarding the proposed parking charges in Towngate Car Park. The Clerk will write to the Ward Councillors to request further information on the fundamentals behind this specific car park order. The Clerk will respond to CMBC’s consultation on behalf of the Parish Council to formally object to the proposal on the grounds set out in the emails from residents.

**Toilets:** Cllr Cutts provided an update from Heptonstall Community Assets. The asset transfer has stalled as CMBC is unsure whether they will charge HCA business rates.

**TTRO – Towngate, Heptonstall:** The Parish Council noted an email regarding a road closure on Towngate from 25-31 May. Cllr Edwards will raise the issue of the lack of signage regarding businesses being unaffected at the Ward Forum. Cllr Edwards will also request information on whether CMBC imposes a condition on utility companies to inform residents of road closures.

**TTRO – New Shaw Lane, Blackshaw Head:** The Parish Council noted an email regarding a road closure on New Shaw Lane, Blackshaw Head from 25-29 May.

**Appeal Decision – Back Lane, Hebden Bridge:** The Parish Council noted an email regarding an appeal decision for Long High Top, Back Lane, Heptonstall.

**Heptonstall – Garages & Road Surface:** The Parish Council noted an email regarding the interim repairs carried out on the road surface outside the garages between Longfield and Southfield.

**Calderdale Council Playing Pitch Strategy and Indoor Built Facilities Strategies – Parish/Town Council Consultation:** The Parish Council noted an email regarding a consultation on indoor & built facilities and playing pitch and outdoor sport strategies.

**CROWS Annual Report 2025-2026:** The Parish Council noted the annual report from CROWS for 2025-2026.

**Antisocial Activities in Colden Clough – Mountain Bike Trail Cutting:** The Parish Council noted an email regarding mountain bike trail cutting in Colden Clough.

**Wall/Road Collapse Danger:** The Parish Council noted an email regarding the collapse of a load bearing wall on Widdop Road.

### **30/26 NEWSLETTER**

Cllr Baldwin reported that contributions are now being collected for the Summer edition.

### **31/26 ENVIRONMENTAL GRANT**

RESOLVED: That the Council approved the draft criteria.

The Clerk will create an application form for the Environmental Grant, including the new criteria.

### **32/26 CALDERDALE WIND FARM**

The Clerk circulated the Parish Council's draft response to the Statutory Consultation to members prior to the meeting.

RESOLVED: That the Council approved the draft response subject to any outstanding comments from members, to be with the Clerk by Monday 1 June.

Cllr Jackson reported that he has been in contact with the RSPB regarding doubts about the modelling.

### **33/26 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. **26/00120/HSE** - RESOLVED: The Council had no objections
  - 26 Church Street, Heptonstall
  - Formation of new door opening in rear elevation
2. **26/00123/LBC** - RESOLVED: The Council had no objections
  - 26 Church Street, Heptonstall
  - Formation of new door opening in rear elevation (Listed Building Consent)
3. **26/00371/LBC** - RESOLVED: The Council had no objections
  - 1 West Laithe, Church Lane, Heptonstall
  - Reduction of footprint and replacement / repair of dilapidated steps to west elevation

### **34/26 ST THOMAS NEW CHURCHYARD**

Cllr Dempsey reported that a tidy up day took place in May with another planned for June. New row identification plates and signs to the poets' graves have been installed. The wildflower area is flourishing.

The Friends group also held a meeting in May.

### **35/26 PHONE BOX**

The Clerk reported that she has received a response from Together Housing confirming that the Parish Council would not be subject to leasehold/rental requirements should the adoption take place.

The Clerk will include the adoption of the phone box on the agenda for the July meeting.

### **36/26 OUTDOOR EXERCISE AREA**

This item was deferred to the July meeting as the Parish Council is awaiting an update from Cllr Holt.

**37/26 GRIT BINS**

The Clerk presented two quotes for the purchase of new grit bins.

Further information is needed from neighbouring Parish Councils regarding the refill costs.

**38/26 REPRESENTATIVE REPORTS**

No representative reports were given.

**39/26 DATES & TIMES OF NEXT MEETINGS**

The Clerk advised that matters for inclusion on the agenda of the next meeting should be with her by 29<sup>th</sup> June.

The Clerk advised the next meeting would be held:

- Monthly Council Meeting at Heptonstall Social & Bowling Club at **7.30pm on Tuesday 07 July 2026**

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**(Chair)**

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**(Date)**

## Schedule 1 (Financial Report: 2025/26)

### FINANCIAL REPORT : 2025/26

12 MONTHS TO 31 MARCH 2026

#### Summary

	Actual	Budget	Over/Under	Notes
Total Income	£ 25,158.83	£ 22,962.30	2,196.53 Over	
Total Expenses	£ 17,706.21	£ 21,010.00	3,303.79 Under	
Net Surplus/Defecit	£ 7,452.62	£ 1,952.30		

#### Income

	Actual	Budget	Over/Under	Notes
Precept	£ 22,700.00	£ 22,700.00	at budget	
VAT Refund	£ 56.22	£ 60.00	3.78 Under	
Wayleave	£ 4.60	£ 2.30	2.30 Over	
Interest	£ 1,398.01	£ 200.00	1,198.01 Over	
Other	£ 1,000.00	£ -	1,000 Over	
Total Income	£ 25,158.83	£ 22,962.30	2,196.53 Over	

#### Expenses

	Actual	Budget	Over/Under	Notes
Employment Costs	£ 8,849.18	£ 9,500.00	650.82 Under	
Chairman's Allowance	£ -	£ 750.00	750 Under	
Domain & Emails	£ 190.00	£ 200.00	10 Under	
Postage & Stationery	£ 196.27	£ 200.00	3.73 Under	
Training, Meetings, Travel	£ 196.30	£ 1,000.00	803.70 Under	
Insurance	£ 459.00	£ 300.00	159 Over	
Subscriptions	£ 704.24	£ 720.00	15.76 Under	
Grants	£ 3,165.00	£ 4,000.00	835 Under	
Public Parking	£ 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	£ 929.99	£ 900.00	29.99 Over	
Audit	£ 410.00	£ 200.00	210 Over	
Meeting Expenses	£ 312.00	£ 500.00	188 Under	
Publicity	£ -	£ 50.00	50 Under	
Property Repairs	£ -	£ 100.00	100 Under	Notice Boards
Computer Expenses	£ 64.54	£ 100.00	35.46 Under	Reserves = 1,458.88
Defibrillator Expenses	£ 110.00	£ 500.00	390 Under	
Election Fees	£ -	£ -	at budget	Reserves = 3500
Windfarm Survey	£ 147.76	£ -	147.76 Over	
VAT	£ 121.93	£ 140.00	18.07 Under	
Total Expenditure	£ 17,706.21	£ 21,010.00	3,303.79 Under	

*CP Jal*  
27 MAY 2026

## Schedule 2 (Receipts & Payments Accounts: 2025/26)

**HEPTONSTALL PARISH COUNCIL**  
**RECEIPTS & PAYMENTS ACCOUNTS: YEAR TO 31 MARCH 2026**

Opening Balances	2025/26	2024/25
Current Account	£ 11,903.94	£ 10,024.52
Term Deposit	£ 39,396.16	£ 34,230.26
<b>Total</b>	<b>£ 51,300.10</b>	<b>£ 44,254.78</b>
Less Election Reserve	£ 3,500.00	£ 3,500.00
Less Computer Reserve	£ 1,458.88	£ 1,763.00
Less Contingency Reserve	£ 11,800.00	£ 11,800.00
<b>Unallocated Funds</b>	<b>£ 34,541.22</b>	<b>£ 27,191.78</b>

Income		
Precept	£ 22,700.00	£ 22,700.00
Interest	£ 1,398.01	£ 1,165.90
Vat Refund	£ 56.22	£ 214.51
Wayleave	£ 4.60	£ -
Other Income	£ 1,000.00	£ 1,205.00
<b>Total Income</b>	<b>£ 25,158.83</b>	<b>£ 25,285.41</b>

Expenses		
Employment Costs	£ 8,849.18	£ 8,706.91
Chairman's Allowance	£ -	£ 300.00
Domain & Emails	£ 190.00	£ 122.50
Postage & Stationery	£ 196.27	£ 58.58
Training, Meetings & Travel	£ 196.30	£ 771.93
Insurance	£ 459.00	£ 257.60
Subscriptions	£ 704.24	£ 733.80
Grants - General	£ 3,165.00	£ 4,545.76
Grant - Public Parking	£ 350.00	£ 350.00
Environmental Donation	£ 1,000.00	£ 1,000.00
Paths Maintenance	£ 500.00	£ -
Newsletter Publication	£ 929.99	£ 869.99
Publicity	£ -	£ -
Audit	£ 410.00	£ 200.00
Meeting Expenses	£ 312.00	£ 208.00
Property Repairs	£ -	£ -
Computer Expenses	£ 64.54	£ 58.80
Defibrillator Expenses	£ 110.00	£ -
Election Fees	£ -	£ -
Windfarm Survey	£ 147.76	£ -
VAT	£ 121.93	£ 56.22
<b>Total Expenditure</b>	<b>£ 17,706.21</b>	<b>£ 18,240.09</b>

<b>Closing Balances</b>	<b>£ 58,752.72</b>	<b>£ 51,300.10</b>
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Represented by:		
Current Account	£ 15,958.55	£ 11,903.94
Term Deposit	£ 42,794.17	£ 39,396.16
<b>Total</b>	<b>£ 58,752.72</b>	<b>£ 51,300.10</b>
Less Election Reserve	£ 3,500.00	£ 3,500.00
Less Computer Reserve	£ 1,458.88	£ 1,458.88
Less Contingency Reserve	£ 11,800.00	£ 11,800.00
<b>Unallocated Funds</b>	<b>£ 41,993.84</b>	<b>£ 34,541.22</b>

*CP [Signature]* 27 MAY 2026