

MINUTES OF
THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD WEDNESDAY 5TH MAY AT 7.30pm.



In attendance: Cllr Greenwood, Cllr Blackburn, Cllr Gibbon.

Clerk: Emma Green

1. ELECTION OF CHAIRMAN 2021/22

RESOLVED: Cllr Blackburn will be the Chair of Erringden Parish Council for the council year 2021/22.

2. SIGNATURE OF DECLARATION OF OFFICE

There was a verbal agreement and the document will be signed in due course as covid restrictions allow.

3. APOLOGIES FOR ABSENCE AND REASONS

RESOLVED: To note the absence of Cllr Wright and to approve the reasons for his absence.

4. ELECTION OF VICE CHAIRMAN 2021/22

RESOLVED: That Cllr Gibbon will be the Vice Chair of Erringden Parish Council for the council year 2021/22.

5. ELECTION OF REPRESENTATIVES TO SERVE ON EXTERNAL BODIES

RESOLVED: That representatives will remain as previously allocated.

YLCA South Pennine Branch - Cllr Gibbon and Cllr Greenwood

Town and Parish Council Liaison Committee – Cllr Greenwood

Safer Cleaner Greener – Cllr Greenwood

Joint Neighbourhood Plan Committee – Cllr Greenwood

6. CONFIRMATION OF PERSONS EMPOWERED TO SIGN CHEQUES

RESOLVED: Signatories for 2021/22 will be Cllrs, Blackburn, Gibbon & Wright and the Clerk.

7. APPROVAL OF STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED: To formally review these with a view to adoption at the next meeting.

8. APPOINTMENT OF INTERNAL AUDITOR

RESOLVED: that to quote was agreeable and to appoint Yorkshire Internal Audit as the auditors for this year.

9. REVIEW OF DELEGATION ARRANGMENTS

Following discussion and outline of the delegated powers by Cllr Greenwood it was **RESOLVED:** That the Delegated Powers of the clerk will include the power to act on any reasonable business of the council where there is a matter of urgency, including the payment of bills, to ensure continuity of business.

10. CLERKS ASSURANCE OF COMPLIANCE WITH PENSION AUTO-ENROLEMENT AND PAYE REAL TIME INITIATIVE

It was confirmed that the council is compliant and to be reaffirmed in 2022.

11. APPROVAL OF A REVISED CODE OF CONDUCT

It was reported that the Local Government Association has published a new code of conduct, however until such a time that the principal authority adopts this, Erringden Parish Council will continue with its existing code of conduct.

12. REQUIREMENT TO COMPLY WITH CODE OF CONDUCT AND REGISTER OF FINANCIAL INTERESTS

Members were reminded of the Code of Conduct in particular the Nolan Principles as a guide for best practice in public duties.

13. DATE AND TIME OF THE NEXT MEETING

The next meeting of the Parish Council will be held on Thursday 8th July. It is hoped that this meeting can be held in the Town Hall.

MINUTES OF
MEETING OF THE PARISH COUNCIL
HELD THURSDAY 8TH JULY AT 7:30PM



In attendance: Cllr Blackburn (Chair), Cllr Gibbon, Cllr Greenwood

Clerk: Emma Green

14. APOLOGIES FOR ABSENCE AND REASONS

No Apologies were received.

15. MEMBERS INTERESTS RELATING TO AGENDA ITEMS

There were no interests declared.

16. MINUTES OF THE MEETING HELD 28TH JUNE 2021

RESOLVED: To approve the minutes as a correct record.

17. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 28TH JUNE 2021

There were no matters arising.

18. COMMUNICATIONS

- | | |
|----------|---------------------------|
| a. CROWS | Annual Report 20/21 |
| b. YLCA | White Rose Update 14.5.21 |
| c. YLCA | White Rose Update 28.5.21 |
| d. YLCA | White Rose Update 18.6.21 |
| e. YLCA | White Rose Update 2.7.21 |

In respect of a. It was

RESOLVED: to contact Stella King to see if there are any opportunities for Erringden Parish Council to support CROWS work in the area.

In respect of b,c,d,e. It was

RESOLVED: to note the information

19. PAYMENTS & RECEIPTS

PAYMENTS

- | | | |
|----------------------|----------------|--------|
| a. Town Parish Audit | Internal Audit | £95.00 |
|----------------------|----------------|--------|

RECEIPTS

a. CMBC	Precept & Grant	£2142.00
b. HMRC	VAT	£12.50

RESOLVED: To authorise payments totalling £95.00 and to and note the receipts.

20. VACANCY ON ERRINGDEN PARISH COUNCIL

Members were advised of the that Cllr Allan Wright had very sadly passed away. He was remembered fondly for his time and service to the parish council and will be missed by all.

RESOLVED: The clerk will take appropriate action to fill the vacancy and will notify CMBC in the first instance.

21. INTERNAL AUDIT REPORT

RESOLVED: to not the information in the audit report. The clerk will ensure that an Asset Register is compiled. There was some question over which benches were owned by the council and the clerk will undertake a site visit with Cllr Gibbon to identify these locations.

22. CLERKS SALARY

RESOLVED: That the Statement of Particulars for the clerk was approved and that the clerk will be paid in line with current NJC scales LC1 Scale 7-12, commencing at point 8.

23. APPROVAL OF STANDING ORDERS AND FINANCIAL REGULATIONS.

RESOLVED: That the current standing orders and Financial Regulation continue to be appropriate for the needs of Erringden Parish Council.

MINUTES OF
MEETING OF THE PARISH COUNCIL
HELD THURSDAY 9TH SEPTEMBER AT 7:30PM



In attendance: Cllr Blackburn (Chair), Cllr Gibbon, Cllr Greenwood

Clerk: Emma Green

24. APOLOGIES FOR ABSENCE AND REASONS

Apologies were received from Cllr Duke and the difficulties in accessing the building acknowledged.

25. MEMBERS INTERESTS RELATING TO AGENDA ITEMS

No interests were declared

26. MINUTES OF THE MEETING HELD 8TH JULY 2021

RESOLVED: To approve the minutes as a correct record

27. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 8TH JULY 2021

It was discussed that the planning portal in tray was not yet receiving applications for consideration. The Clerk to address this with CMBC Planning.

28. COMMUNICATIONS

- | | | |
|----|---------------------------|--------------------|
| a) | Training Programme | YLCA |
| b) | Remote Conference | YLCA |
| c) | White Rose Update 30.7.21 | YLCA |
| d) | White Rose Update 20.8.21 | YLCA |
| e) | Future Airspace Project | Manchester Airport |

In respect of items a) – e) it was
RESOLVED: To note the information

29. VACANCY ON ERRINGDEN PARISH COUNCIL

Following discussion it was
RESOLVED: to advertise for Co-option. The Clerk will produce literature to be circulated in the appropriate locations.

30. FUTURE PROJECTS AND EXPENDITURE

Cllr Greenwood advised that there is a new Countryside Officer in post who may be a useful contact.

RESOLVED: To consider the purchase and installation of another grit bin. Speak with local landowners to consider suitable sites where they would be useful.

Replacing and adding to the provision of benches was agreed as a positive action. The Clerk is to meet with Cllr Gibbon to discuss appropriate locations. Cllr Gibbon suggested Solway, who make benches from recycled silage wrap. To consider the opportunities for future projects and to decide on actions as appropriate.

31. DATE OF THE NEXT MEETING

The next meeting will be held on Thursday 11th November at 7:30pm, the Town Hall.

MINUTES OF
MEETING OF THE PARISH COUNCIL
HELD THURSDAY 11th NOVEMBER AT 7:30PM



In attendance: Cllr Gibbon (Chair), Cllr Duke, Cllr Greenwood

Also: John Bullivent – Quickline & Craig Chew-Moulding – CMBC

Clerk: Emma Green

32. APOLOGIES FOR ABSENCE AND REASONS

Apologies were received from Cllr Blackburn and the reasons for apologies accepted.

33. MEMBERS INTERESTS RELATING TO AGENDA ITEMS

No interests were declared.

34. PRESENTATION: QUICKLINE NEW MAST FOR BROADBAND

John Bullivent; Engagement Manager for Quickline, and Craig Chew-Moulding; Corporate Lead for Digital Transformation and Strategy for CMBC, gave an informative presentation regarding the installation of a new transmitter to be fitted to the existing mast which uses wireless/5G to provide access to superfast, ultrafast and gigabit capable services to some of the most rural regions including Erringden. It became apparent during the conversation that this would not cover all parts of Erringden, although there is a potential for an alternative voucher scheme which works with a third party supplier (further information to be supplied). It is hoped that the Quickline scheme will commence early 2022. The clerk will forward addresses to John Bullivent to be assessed for coverage.

35. MINUTES OF THE MEETING HELD 9TH SEPTEMBER 2021

RESOLVED: To approve the minutes as a correct record

36. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 9TH SEPTEMBER 2021

There were no matters arising.

37. COMMUNICATIONS

- a. White Rose Update 10.9.21 YLCA
- b. White Rose Update 1.10.21 YLCA
- c. White Rose Weekly Bulletin 29.10.2021 YLCA
- d. White Rose Update 5.11.21 YLCA
- e. Future Airspace Project Manchester Airport

In respect of items a. – e. it was

RESOLVED: to note the information.

Cllr Gibbon presented information about the forthcoming Erringden FAS Consultation to be held at the Hebden Bridge Methodist Church on Monday 22nd November between 4pm and 8pm.

38. VACANCY ON ERRINGDEN PARISH COUNCIL

The clerk tabled an advert for approval. With an amendment to the date of the next meeting its was

RESOLVED: that this information should now be circulated, including flyers being posted to houses along the A646.

39. FINANCIAL & BANKING ARRANGEMENTS

The clerk updated that the signatories had now been changed and that internet banking had been set up.

RESOLVED: That the Clerk may pay invoices by BACS. All invoices must first be presented and approved at council prior to payment.

40. PAYMENTS & RECIEPTS

Accounts Payable

E Green	Salary 10.12.20 – 31.3.21	£160.00
HMRC	PAYE 10.12.20 – 31.3.21	£40.00
E Green	Salary 1.4.21 – 30.9.21	£285.42
HMRC	PAYE 1.4.21- 30.9.21	£71.36

Accounts paid by the Clerk

Fleur de Lys	Flowers- tribute to past councillor	£40.00
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RESOLVED: To note items of information and authorise payments

41. STAFFING - PARISH CLERKS – PAST & PRESENT

a. Formal thanks for the many years of service of the past clerk was discussed.

RESOLVED: to arrange a belated farewell lunch for the former clerk Allan.

b. The activities of the clerk were discussed. It was noted that the Clerk would be undertaking the FiLCA training as part of their role with HRTC, this will provide additional useful skills for Erringden. It was noted that there was still a great deal of general administration required to fully digitalise ensure all required documents are in place. It was also noted that the Clerk does not have an

Erring Parish Council laptop and that this would be useful particularly in terms of business continuity.

RESOLVED: To agree additional hours where appropriate to complete administration to the required standard and that the clerk purchase a laptop for Erringden Parish Council up to a budget of £300.

- c. Cllr Greenwood moved to provide membership to the Society of Local Council Clerks (SLCC) for the Clerk. The cost of this would be £50.

RESOLVED: That the clerk applies for Full Membership of the SLCC with costs to be covered by the council.

42. REMEBRENCE 2021

The protocol for remembrance was discussed. Unfortunately Cllr Blackburn would be unable to attend.

RESOLVED: The Clerk will lay the wreath on behalf of Erringden Parish Council.

43. PROJECTS UPDATE

Following general discussion, it was agreed to pause on the new grit bins and benches until appropriate and useful locations have been identified.

44. REPRESENTATIVE TO OUTSIDE BODIES UPDATE

- a. Joint Neighbourhood Planning Committee

The clerk advised that work was progressing and a further application for technical support had been submitted to Locality. Whilst it was likely that all costs would be covered by funding it may be prudent to budget for additional costs.

RESOLVED: That the budget for 2022/23 include an amount of £49.66 for the Neighbourhood Plan (Figure based on the Council Tax Base)

- b. YLCA South Pennine Branch

Cllr Greenwood updated on a successful branch meeting held in Steeton.

- c. Town and Parish Council Liaison Committee

This group is still not meeting.

- d. Safer Cleaner Greener

The meeting was cancelled.

- e. Cycling Group

It was reported that following a letter sent to CMBC with concerns about Rights of Way, the group has been advised by CMBC that recruitment is currently ongoing for these important positions. This should offer much needed support to the group.

45. DATE OF THE NEXT MEETING

The next meeting will be held on Thursday 20th January.