

MINUTES OF
THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD WEDNESDAY 19TH MAY 2022 AT 7.30pm



1. ELECTION OF CHAIRMAN 2022/23

Cllr Greenwood nominated Cllr Gibbon seconded by Cllr Blackburn

RESOLVED: That Cllr Gibbon would be Chair for the council year 2022-2023.

2. SIGNATURE OF DECLARATION OF OFFICE

Cllr Gibbon duly signed the Declaration of Acceptance of Office of Chair.

3. APOLOGIES FOR ABSENCE AND REASONS

There were no apologies for absence.

4. ELECTION OF VICE CHAIRMAN 2022/23

Cllr Blackburn nominated Cllr Greenwood seconded by Cllr Gibbon.

RESOLVED: That Cllr Greenwood be the Vice Chair for the council year 2022-23.

5. CO-OPTION OF COUNCILLOR FOR ERRINGDEN PARISH COUNCIL

Members were delighted to meet a new prospective councillor. Following discussion regarding their understanding of council and enthusiasm to support their community councillors voted to co-opt Joan Watson to Erringden Parish Council.

RESOLVED: That Joan Watson be co-opted to Erringden Parish Council. The Declaration of Acceptance of Office was signed.

6. ELECTION OF REPRESENTATIVES TO SERVE ON EXTERNAL BODIES

RESOLVED: That Cllrs are assigned to outside bodies as follows;

- a) Safer Cleaner Greener – Cllr Watson
- b) Hebden Royd and the Hilltop Parishes Neighbourhood Plan – Cllr Greenwood
- c) YLCA South Pennines Branch – Cllrs Greenwood & Gibbon
- d) Town & Parish Council Liaison Committee – Cllrs Greenwood & Watson

7. APPROVAL OF STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED: To approve the Standing Orders & Financial Regulations as appropriate for the needs of the council.

8. REVIEW OF DELEGATION ARRANGMENTS

RESOLVED: To approve the Delegation Arrangements as appropriate for the needs of the council.

9. CLERKS ASSURANCE OF COMPLIANCE WITH PENSION AUTO-ENROLMENT AND PAYE REAL TIME INITIATIVE

The Clerk confirmed compliance which will be renewed in 2022.

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

The clerk provided a reminder and information regarding the obligations of councillors in respect of the Code of Conduct and Register of Financial Interests

11. CORRESPONDENCE

To receive details of relevant correspondence

- | | | |
|----|----------------------------|--------------------|
| a) | White Rose Update 8 April | YLCA |
| b) | White Rose Update 14 April | YLCA |
| c) | White Rose Update 29 April | YLCA |
| d) | White Rose Update 6 May | YLCA |
| e) | Hebden Bridge FAS Schedule | Environment Agency |
| f) | Training Opportunity | CMBC |
| g) | Jubilee Invitation | CMBC Mayor |

In respect of a)-f)

RESOLVED: To note the information, Cllr Gibbon also provided additional information in respect of e).

In respect of g)

RESOLVED: Cllr Gibbon will attend the event.

12. DATE AND TIME OF THE NEXT MEETING

The next meeting will take place on Thursday 23rd June at 7:30pm, in the Council Chamber at Hebden Bridge Town Hall.

MINUTES OF
THE MEETING OF THE PARISH COUNCIL
HELD THURSDAY 23RD JUNE 2022 AT 7.30pm



13. APOLOGIES FOR ABSENCE AND REASONS

Apologies for lateness were received from Cllr Duke.

14. MEMBERS INTERESTS RELATING TO AGENDA ITEMS

No interests were declared.

15. MINUTES OF THE MEETING HELD 19TH MAY 2022

RESOLVED: To approve the minutes as a correct record.

16. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 19TH MAY 2022

There were no matters arising.

17. CORRESPONDENCE

a) CMBC	Calder Ward Forum
b) YLCA	Training Programme
c) YLCA	Annual Conference
d) Environment Agency	FAS Stakeholder Engagement
e) Heptonstall Museum	Funding Request
f) CMBC	Rural Funding Opportunities

In respect of a), b), c), d), and f);

RESOLVED: To note the information

In respect of e);

RESOLVED: To note the interest in this project and to invite a representative to the next meeting of Erringden Parish Council to share further details of the plans for Heptonstall museum.

18. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

a) **RESOLVED:** That Erringden Parish Council is certified as exempt from external audit for the year 2021/22.

b) **RESOLVED:** To note the Annual Internal Audit Report for 2021/22 included at page 4 of the Annual Governance and Accountability Return 2021/2022.

- c) **RESOLVED:** To approve Section 1 – Annual Governance Statement 2021/22 for Erringden Parish Council on page 5 of the Annual Governance and Accountability Return 2021/22.
- d) **RESOLVED:** To approve Section 2 – Accounting Statements 2021/22 for Erringden Parish Council on page 6 of the Annual Governance and Accountability Return 2021/22.
- e) **RESOLVED:** To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities.

The report from the external auditor was considered and it was **RESOLVED:** that an Asset Register for Erringden Parish Council be created in line with the recommendation.

19. PLANNING

No planning applications were presented for consideration.

20. COUNCIL REPRESENTATIVES

To receive reports from council representative to other organisations.

- a) YLCA South Pennine Branch
The next meeting will be held at Denby Dale. Hybrid meetings are being considered to enable greater attendance. The meeting will be hosted by Calderdale in October, venues are being considered including Heptonstall Bowling Club, Mytholmroyd Community Centre and Hebden Bridge Town Hall.
- b) Town and Parish Council Liaison Committee
Confirmation of the schedule of meetings is awaited. These are still being held remotely.
- c) Safer Cleaner Greener
This meeting was cancelled.

The Chair took this opportunity to update the meeting on their attendance at the Calderdale Jubilee Celebrations at the Town Hall and Piece Hall.

RESOLVED: That the clerk will write to the Mayors office, thanking them for their hospitality but also noting security concerns at the Piece Hall.

21. DATE OF THE NEXT MEETING

The next meeting will be held on Thursday 18th August.

MINUTES OF
THE MEETING OF THE PARISH COUNCIL
HELD THURSDAY 15TH SEPTEMBER 2022 AT 7:30pm



A two-minute silence was observed at the start of the meeting following the passing of Her Majesty The Queen.

22. APOLOGIES FOR ABSENCE AND REASONS

Apologies were received from Cllr Duke

RESOLVED: To approve the reasons for those apologies.

23. MEMBERS INTERESTS RELATING TO AGENDA ITEMS

No interests were declared.

24. MINUTES OF THE MEETING HELD 23RD JUNE 2022

The Minutes were approved as a correct record.

25. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 23RD JUNE 2022

Cllr Greenwood – Item 18. The asset register is yet to be completed. This will be presented at the next meeting.

Cllr Greenwood – Item 17. A representative from Heptonstall Museum will be invited to the next meeting.

26. CORRESPONDENCE

- | | |
|---------|------------------------------|
| a) CMBC | Budget Cut Proposals |
| b) CMBC | Anti-Poverty Streeting Group |
| c) YLCA | External Auditor |
| d) CMBC | Election Expenses |

In respect of item a)

RESOLVED: That the Clerk is to respond to Calderdale Council highlighting the impact on our small precept, and what this means for our parishioners.

What is the amount they are now providing as a percentage of CMBC turnover? Without this additional support Erringden Parish Clerk will no longer be able to undertake additional works to support CMBC such as posting and display of various notices for example.

In respect of b) & d)

RESOLVED: To note the information

In respect of c)

RESOLVED: That Erringden Parish Council shall remain 'opted in' to the external audit process.

27. RECIEPTS & PAYMENTS

The receipts and payments were presented. It was noted that a pay award was pending and should be decided on 1st November. This will need to be taken in to consideration when setting next years budgets.

28. PLANNING

No planning applications were presented.

Cllr Blackburn raised the issue of overhanging trees at Horsehold which were both a nuisance and dangerous.

RESOLVED: The Clerk report this to CMBC seeking confirmation that the trees are safe and secure.

29. COUNCIL REPRESENTATIVES

To receive reports from council representative to other organisations.

a) YLCA South Pennine Branch

The next meeting is on 12th October and will be held at Heptonstall Bowling Club. Attendance will be encouraged from Todmorden and Hebden Royd. It is hoped that a streaming facility will be available for the first time.

Cllr Watson will undertake the YLCA Off to a flying start training.

b) Town and Parish Council Liaison Committee

The last meeting was cancelled; however, it is the annual conference on 1st October to be held at the Town Hall. Roget will attend and speak on behalf of Erringden Parish Council.

c) Safer Cleaner Greener – No report.

30. DATE OF THE NEXT MEETING

The next meeting will be held on Thursday 10th November at 7:30pm at Hebden Bridge Town Hall.

MINUTES OF
THE MEETING OF THE PARISH COUNCIL
HELD THURSDAY 10TH NOVEMBER 2022 AT 7:30pm



31. APOLOGIES FOR ABSENCE AND REASONS

Apologies were received from Cllrs Blackburn and Watson, the reasons for the apologies were noted and approved.

32. MEMBERS INTERESTS RELATING TO AGENDA ITEMS

No interests were declared.

33. HEPTONSTALL MUSEUM COMMUNITY TRANSFER

The meeting welcomed a representative from Heptonstall Museum, they spoke about the successful Community Asset Transfer applied for by the friends of the museum, and their plans for the future of the museum. It is likely that the Friends of the Museum will take over in March 2023 and that the museum will open to the public the following month.

There will be a series of rolling exhibitions changing every 18 months, and the first of these will be a Coiners exhibition, link in nicely with the release of the BBC adaptation of The Gallows Pole.

Although the museum has two levels, only the upper floor has been used previously, there are three rooms to the lower floor and a feasibility study will show how these might be best utilised, suggestions include holiday rental accommodation or work space/studios. However, there will be consultation with the community about possible uses.

It was noted that CMBC has taken all the previous exhibits with the exception of those belonging to the former grammar school, although in the future they may lend the exhibits.

RESOLVED: Council commended the Friends of the Museum on their hard work in preserving this important historic feature of Heptonstall, and whilst unable to offer financial support, does support the overall aims of the Friends of the Museum and would like to be kept informed, and will support the project by any other appropriate means.

34. MINUTES OF THE MEETING HELD 15TH SEPTEMBER 2022

RESOLVED: To approve the minutes as a correct record.

35. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 15TH SEPTEMBER 2022

In respect of item 26a)

RESOLVED: That the parish councils should collectively raise awareness of the fact that the CMBC grant support has been withdrawn and the impact this will have on the budget.

36. CORRESPONDENCE

- | | | |
|----|---------------------------|----------------------------------|
| a) | NALC | NJC 2022-23 Salary Scales |
| b) | YLCA | Appointment of External Auditor |
| c) | Responsible Cycling Group | Off Road Cycling Survey Response |

In respect of a) & b)

RESOLEVED: To note the information.

In respect of c)

RESOLVED: To forward the survey results to Cllr Greenwood and request that he be added to this group.

37. FINANCIAL UPDATE

RESOLVED: To note the information, at the next meeting a budget for the year 23/24 will be presented along with a recommendation for precept.

38. RECIEPTS & PAYMENTS

RESOLVED: To note information and to make payments as follows;

Payments

- | | | | |
|----|----------------|-----------------------|---------|
| a) | Clerk | Salary | £246.02 |
| b) | Clerk | Homeworking Allowance | £138.00 |
| c) | HMRC | PAYE | £61.51 |
| d) | SLCC | Membership | £55.00 |
| e) | British Legion | Wreath | £25.00 |

39. PLANNING

To consider and make recommendations on planning applications listed.

- a) Application 22/20181/TPO for Prune trees (Tree Preservation Order) at 8 Old Chamber Spencer Lane Erringden Hebden Bridge Calderdale HX7 6JG

RESOLVED: No Objection

40. ASSET REGISTER

RESOLVED: To approve the asset register. The safekeeping of the Chain was confirmed.

41. CIVILITY & RESPECT – NEW OFFICER/MEMBER PROTOCOL

The new officer/member model protocol was considered.

RESOLVED: To adopt the new model councillor-officer protocol.

42. PENSIONS REGULATOR

RESOLVED: to note confirmation of re-declaration of compliance.

43. COUNCIL REPRESENTATIVES

To receive reports from council representative to other organisations.

- a) YLCA South Pennine Branch
The joint executive meeting had been held with no items of note, the next two meetings will be held remotely.
- b) Town and Parish Council Liaison Committee
Cllr Watson attended this meeting and will give an update at the next meeting.
- c) Safer Cleaner Greener
Cllr Watson attended this meeting and will give an update at the next meeting.
- d) Neighbourhood Plan
The Neighbourhood plan is currently paused whilst it received confirmation of the policy on Rural Exceptions Sites and until the Local Plan has been adopted. It is only then that the full impact of the Rural Exception sites can be assessed and the response of the Neighbourhood Plan considered.

44. DATE OF THE NEXT MEETING

The next meeting will be held in the Council Chamber at Hebden Bridge Town Hall on Thursday 19th January at 7:30pm.

MINUTES OF
THE MEETING OF THE PARISH COUNCIL
HELD THURSDAY 19TH JANUARY 2023 AT 7:30pm



45. APOLOGIES FOR ABSENCE AND REASONS

Apologies were resolved from Cllr Blackburn

RESOLVED: To approve the reason for the apologies.

46. MEMBERS INTERESTS RELATING TO AGENDA ITEMS

No interests were declared.

47. MINUTES OF THE MEETING HELD 10TH NOVEMBER 2022

RESOLVED: To approve the minutes as a correct record.

48. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 10TH NOVEMBER 2022

There were no matters arising.

49. CORRESPONDENCE

a. HRTC Mayor

Mayors Ceilidh

b. YLCA

Training Schedule

In respect of a & b:

RESOLVED: To note the information.

Late Item of correspondence:

c. CMBC

Election Information

In respect of c:

RESOLVED: That the Clerk will obtain nomination papers to be circulated at the next meeting along with an updated copy of the electoral roll. It was confirmed that councillors are responsible for completing their own nomination papers and getting these signed.

50. FINANCIAL UPDATE

The draft budget and precept demand were considered.

RESOLVED: To approve an incremental increase on the salary scale for the clerk from 1st April 2023 to salary point 10. To reduce the budget for project to £400 to ensure the budget balances, money is available in reserves should this be required.

RESOLVED: That the precept be increased by 4% and that a demand of £2056.00 be sent to Calderdale MBC.

51. RECIEPTS & PAYMENTS

Payments

a. YLCA Training £66.80

RESOLVED: To pay accounts totalling £66.80.

52. PLANNING

There were no planning applications to consider at this meeting.

53. COUNCIL REPRESENTATIVES

To receive reports from council representative to other organisations.

a) YLCA South Pennine Branch

This was a successful meeting and thanks was given for the excellent hospitality. Discussion was varied but key points included the willingness of principle authorities to support new parishes or the formation of parish councils.

b) Town and Parish Council Liaison Committee

The support for new parish areas was discussed. The process was outlined, with Calderdale councillors present at the meeting stating that on the whole they would be supportive of such applications.

c) Safer Cleaner Greener

The chair is moving on to a new role and a new chair of the meeting will be appointed.

54. DATE OF THE NEXT MEETING

The next meeting will ne held on Thursday 23rd March.

MINUTES OF
THE MEETING OF THE PARISH COUNCIL
HELD THURSDAY 23rd March 2023 AT 7:30pm



55. APOLOGIES FOR ABSENCE AND REASONS

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

56. MEMBERS INTERESTS RELATING TO AGENDA ITEMS

No interests were declared.

57. MINUTES OF THE MEETING HELD 19TH JANUARY 2023

RESOLVED: To approve the minutes as a correct record.

58. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 19TH JANUARY 2023

There were no matters arising.

59. CORRESPONDENCE

- a) West Yorkshire Camera Safety Partnership
- b) Allotments - Blackshaw PC

RESOLVED: To note the information

60. NS&I CHANGE OF SIGNATORIES

RESOLVED: That the new signatories in the NS&I Account shall be Cllr Gibbon and the Clerk.

61. FINANCIAL UPDATE

RESOLEVED: To note the information.

62. RECIEPTS & PAYMENTS

RESOLVED: To authorise the receipts and payments for the period to date totalling £525.13.

Payments

a.	Clerk	Salary	£260.53
b.	Clerk	Home working allowance	£138.00
c.	HMRC	PAYE	£126.60

63. PLANNING

There were no planning applications to consider at this meeting.

64. FORTHCOMING ELECTIONS

Councillors were advised of actions required and nomination forms were completed. All councillors will re-stand with the exception of Cllr Fay Blackburn who is retiring.

65. COUNCIL REPRESENTATIVES

To receive reports from council representative to other organisations.

- a) YLCA South Pennine Branch
The February meeting was held via Zoom, although Cllr Greenwood was unable to attend, the June meeting will be held at Keighley Town Hall.
- b) Town and Parish Council Liaison Committee
No report.
- c) Safer Cleaner Greener
Cllr Watson was unable to attend, though the main item of discussion was the changes to speed camera regulations.

66. DATE OF THE NEXT MEETING

The next meeting will be held on 25th May 2023. This will include the Annual Parish Assembly at 7:15pm followed by the Annual Meeting of the Town Council at 7:30pm.