

**MINUTES OF**  
**THE ANNUAL MEETING OF THE PARISH COUNCIL**  
**HELD WEDNESDAY 25<sup>TH</sup> MAY 2023 AT 7.30pm**

**In attendance: Cllrs Gibbon, Greenwood, & Duke**



- 1. ELECTION OF CHAIRMAN 2023/24**  
Cllr Gibbon nominated Cllr Greenwood.  
**RESOLVED:** That Cllr Greenwood be the chair for the council year 2023-24.
- 2. SIGNATURE OF DECLARATION OF OFFICE**  
Cllr Greenwood signed the Declaration of Office
- 3. APOLOGIES FOR ABSENCE AND REASONS**  
Apologies were received from Cllr Watson.
- 4. ELECTION OF VICE CHAIRMAN 2023/24**  
Cllr Greenwood nominated Cllr Duke.  
**RESOLVED:** That Cllr Duke be the Vice Chair for the council year 2023-24.
- 5. VACANCY OF COUNCILLOR FOR ERRINGDEN PARISH COUNCIL**  
The vacancy will be announced, and the due process followed.
- 6. RETIRING COUNCILLORS**  
Thanks was given to Faye Blackburn for her many years of dedicated service to Erringden Parish Council.  
  
It was noted that due to the pandemic Alan Stuttard had not been give the recognition that he so much deserved when he retired as clerk. It was suggested that an informal lunch be arranged to celebrate the service of both Faye and Alan.
- 7. MINUTES OF THE MEETING HELD 23<sup>rd</sup> MARCH 2023**  
**RESOLVED:** To approve the minutes as a correct record.
- 8. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 23<sup>RD</sup> MATCH 2023**  
There were no matters arising.
- 9. ELECTION OF REPRESENTATIVES TO SERVE ON EXTERNAL BODIES**  
**RESOLVED:** that the representatives shall be as follows;  
a) Safer Cleaner Greener  
Cllr Watson

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

**10. APPROVAL OF STANDING ORDERS AND FINANCIAL REGULATIONS**

**RESOLVED:** To approve the Standing Orders as Adopted.

**11. REVIEW OF DELEGATION ARRANGMENTS**

**RESOLVED:** To approve the delegation arrangements as adopted.

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

The Clerk confirmed compliance, renewed in September 2022.

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

A reminder to all members was given by the clerk. The Clerk will circulate the Register of Interests form.

**14. CORRESPONDENCE**

To receive details of relevant correspondence

- |    |                           |      |
|----|---------------------------|------|
| a) | Electoral Boundary Review | CMBC |
| b) | Calder Ward Forum         | CMBC |
| c) | Training Programme        | YLCA |

**RESOLVED:** To note the information

**15. PAYMENTS & RECIEPTS**

To authorise payment of invoices

- |    |                         |         |
|----|-------------------------|---------|
| a) | YLCA Membership 2023/23 | £127.00 |
|----|-------------------------|---------|

**RESOLVED:** To pay the accounts

**16. DATE AND TIME OF THE NEXT MEETING**

The next meeting will be held on Thursday 22<sup>nd</sup> June at 7:30pm in the Council Chamber at Hebden Bridge Town Hall.

**MINUTES OF**  
**THE MEETING OF ERRINGDEN PARISH COUNCIL**  
**HELD WEDNESDAY 22<sup>nd</sup> JUNE 2023 AT 7.30pm**



**In attendance: Cllrs Gibbon, Greenwood, & Watson**

**14. APOLOGIES FOR ABSENCE AND REASONS**

No apologies were received.

**15. MEMBERS INTERESTS RELATING TO AGENDA ITEMS**

No interests were declared.

**16. MINUTES OF THE MEETING HELD 25<sup>TH</sup> MAY 2023**

RESOLVED: To approve the minutes as a correct record.

**17. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 25<sup>TH</sup> MAY 2023**

The Clerk advised that flowers had been sent as per item 6.

Cllr Watson agreed to her appointment on outside bodies as per item 9.

**18. CORRESPONDENCE**

a) Audit Report Town & Parish Audit

RESOLVED: To note the information.

**19. ANNUAL GOVERNANCE AND ACCOUNCTABILITY RETURN**

a) RESOLVED: To certify Erringden Parish Council as exempt from external audit for the year 2022/223.

b) RESOLVED: To note the Annual Internal Audit Report for 2022/23 included at page 4 of the Annual Governance and Accountability Return 2022/2023.

c) RESOLVED: To approve Section 1 – Annual Governance Statement 2022/23 for Erringden Parish Council on page 5 of the Annual Governance and Accountability Return 2022/23.

d) RESOLVED: To approve Section 2 – Accounting Statements 2022/23 for Erringden Parish Council on page 6 of the Annual Governance and Accountability Return 2022/23.

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.

**20. PLANNING**

There were no planning applications presented.

**21. RECIEPTS & PAYMENTS**

To approve the payment of the following accounts.

a) Zurich	Insurance	£297.80
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**RESOLVED:** To pay accounts totalling £297.80

**22. DATE OF THE NEXT MEETING**

The next meeting will be held on 14<sup>th</sup> September 2023 at 7:30pm in the Council Chamber at Hebden Bridge Town Hall.

**MINUTES OF  
THE MEETING OF ERRINGDEN PARISH COUNCIL  
HELD WEDNESDAY 14<sup>TH</sup> SEPTEMBER 2023 AT 7.30pm**



**In attendance: Cllrs Gibbon, Greenwood, & Watson**

**23. APOLOGIES FOR ABSENCE AND REASONS**

Apologies were received from Cllr Duke.

**24. MEMBERS INTERESTS RELATING TO AGENDA ITEMS**

No interests were declared.

**25. MINUTES OF THE MEETING HELD 22<sup>ND</sup> JUNE 2023**

**RESOLVED:** To approve the minutes as a correct record.

**26. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 22<sup>ND</sup> JUNE 2023**

There were no matters arising.

**27. CORRESPONDENCE**

- |                                  |                                |
|----------------------------------|--------------------------------|
| a) Calder Valley Search & Rescue | Civic Guests Evening           |
| b) CMBC                          | TO Consultation Response       |
| c) WYCA                          | Official Final Response        |
| d) CMBC                          | Planning Consultation          |
| e) YLCA                          | South Pennine Branch           |
| f) CMBC                          | Sex Establishment Consultation |
| g) HRTC                          | Invite Civic Service 17.9.23   |

In respect of a) and e)

**RESOLVED:** That Cllr Greenwood shall attend the event.

In respect of b), c), d), f)

**RESOLVED:** To note the information

In respect of g)

**RESOLVED:** To send apologies

**28. PLANNING**

No planning applications were presented.

**29. RECIEPTS & PAYMENTS**

**RESOLVED:** To approve the payment of the following accounts

a) Town & Parish Audit	Internal Audit	£100.00
b) Clerk Salary	As per timesheet	
c) Clerk Allowance	As per timesheet	

Accounts paid by the Clerk

d) Fleur de Lys	Flowers (Min 6)	£45.00
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**30. COUNCILLOR VACANCY**

The clerk will advertise the vacancy and the council will seek to co-opt a councillor to Erringden Parish Council.

**31. DATE OF THE NEXT MEETING**

The next meeting will be held on 30<sup>th</sup> November 2023 at 7.30pm

**MINUTES OF  
THE MEETING OF ERRINGDEN PARISH COUNCIL  
HELD THURSDAY 30<sup>TH</sup> NOVEMBER 2023 AT 7.30pm**



**In attendance: Cllrs Greenwood, Gibbon and Duke.**

**Also: One member of the public.**

**32. APOLOGIES FOR ABSENCE AND REASONS**

Apologies were received from Cllr Watson.

**33. MEMBERS INTERESTS RELATING TO AGENDA ITEMS**

There were no interests declared.

**34. MINUTES OF THE MEETING HELD 14<sup>TH</sup> SEPTEMBER 2023**

**RESOLVED:** To approve the minutes as a correct record.

**35. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 14<sup>TH</sup> SEPTEMBER 2023**

Item 29 – Clerk to source new auditor, approach the HRTC Auditor in the first instance.

**36. CORRESPONDENCE**

- a) Resident Dangerous Parking  
Whilst this issue is not directly within the parish, it has an impact on access for those who live in the parish.  
**RESOLVED:** to reply to the resident informing them that the issue lies within Hebden Royd Town Councils area, and also to contact CMBC to request road sweeping as the leaves are obscuring the double yellow lines.

- b) YLCA Royal Garden Party  
There were no nominations on the evening.

Late Item – Calder Valley Search & Rescue Civic Event  
Cllr Greenwood gave an update of the excellent event hosted by CVSR. A donation of £100 was made on the evening,

**37. PLANNING**

- a) Scoping opinion  
Planning Application 23/06010/EIA at Walshaw Moor Estate, Widdop Road, Heptonstall for Windfarm.

It was noted that the timeframe for submissions was limited and as such this meeting was not in time to submit a comment. This will be raised with the CMBC planning department, as it is important that Erringden Parish Council is able to make comment on such applications. Councillors would also like reassurance of what procedures are in place to ensure that should the project progress the assurances given by developers are adhered to.

**38. RECIEPTS & PAYMENTS**

**RESOLVED:** To approve the payment of the following accounts.

a) CMBC	Election Expenses	£108.66
b) SLCC	Clerk Membership	£55.00
c) Royal British Legion Wreath 22 & 23		£50.00

**39. COUNCILLOR VACANCY & CO-OPTON**

Councillors were delighted that a member of the public had attended the meeting and expressed an interest in joining Erringden Parish Council. Following this meeting, should they wish to pursue this an application will be made to the clerk and the co-option considered at the next meeting.

**40. IT – SUPPORT & BACK UP**

**RESOLVED** that the clerk should bring prices for an external hard drive to the next meeting, and to consider IT advice to ensure the safe storage of data.

**41. NEIGHBOURHOOD PLAN**

An update was given on the current situation of the Neighbourhood Plan. It is unlikely that the plan will be able to be progressed to completion given the constraints which it must now adhere to.

**RESOLVED** To withdraw from the Neighbourhood Planning process and to support the creation of a cross parish liaison committee that meets twice per year to discuss items of common interest for example the proposed windfarm. It was also agreed to write to CMBC to express the disappointment in the lack of support and guidance that has led to this outcome.

**42. CALDERDALE WIND FARM**

The substantial scoping report had been received and considered; despite its length the actual information therein was disappointingly limited. There are obvious concerns about the delicate moorland setting of the proposed site, including the risk to peat bogs and of course the visual amenity. It is expected that a planning application will be submitted in March/April 2024 which is likely to divide opinion. A joint meeting had been hosted by Wadsworth and Heptonstall Parish Councils to discuss the proposal, there were also representatives from Erringden, Denholme, Oakworth and Blackshaw Parish Council. A list of questions was collated which aimed to draw out the information which was not in the scoping report. A follow up meeting will be held on 11<sup>th</sup> December at Wadsworth Community Centre



**43. REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

- a) Safer, Cleaner, Greener - No Update
- b) South Pennine Branch – Last meeting was held in Normanton, no specific issues raised.
- c) Town & Parish Councils Liaison – it is expected that the next meeting will focus on the proposed windfarm.

**44. DATE OF THE NEXT MEETING**

The date of the next meeting will be Thursday 8<sup>th</sup> February.

