


**23 May 2018**

**TO ALL MEMBERS OF THE COUNCIL**

Dear Sir/Madam

You are hereby summoned to attend a meeting of the Full Council which will be held in the Council Chamber, The Town Hall, St George's Street, Hebden Bridge on **WEDNESDAY 23<sup>rd</sup> MAY 2018 at 7.30pm.**



Jason Boom  
Clerk to the Council



**Hebden Royd  
Town Council**

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This meeting is open to the public unless the Members decide to exclude the public for any exempt or confidential item of business.

**AGENDA**

**1. PUBLIC QUESTION TIME.**

**2. APOLOGIES FOR ABSENCE.**

To receive and note apologies for absence

**3. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.**

To receive and note interests relating to the agenda.

**4. CONDUCT DURING TOWN COUNCIL MEETINGS**

To remind HRTC Members of the important documents circulated electronically by the Town Clerk prior to the meeting and their importance in ensuring appropriate conduct in Town Council Meetings.

**5. PLANNING APPLICATIONS**

*Interested members of the public, if they are present, will be invited to speak followed by Ward Councillors on applications within their ward followed by other Councillors. Councillors are asked to stand when making comment.*

- a) **Application 18/00464/FUL** at Unit 1 Burnley Road Garage, Burnley Road, Mytholmroyd, HX7 5LH for Installation of artificial lighting. **Caldene Ward**
- b) **Application 18/00412/HSE** at Kirk Lea, Old Lees Road, Hebden Bridge, HX7 8HW for Extension to existing decking. **Birchcliffe Ward**
- c) **Application 18/00320/FUL** at Redacre Red Acre Lane, Mytholmroyd, HX7 5DQ for Demolition of existing garage/workshop and construction of single dwelling.(Revised Scheme to 17/00321). **White Lee Ward**



- d) **Application 18/20059/TPO** at 23 The Brook, Mytholmroyd, HX7 5ED for Prune two trees and fell three trees (Tree Preservation Order). **Cragg Vale Ward.**
- e) **Application 18/00333/FUL** at 6 - 8 Hangingroyd Road, Hebden Bridge, HX7 6AH for Conversion to create a house in multiple occupation to 8 Hangingroyd Road and two flats to 6 Hangingroyd Road. **West End Ward**
- f) **Application 18/00504/HSE** at 1 Robin Hood Cottages, Cragg Road, Mytholmroyd, HX7 5SE for Single storey rear extension. **Cragg Vale Ward.**
- g) **Application 18/00505/LBC** at 1 Robin Hood Cottages, Cragg Road, Mytholmroyd, HX7 5SE for Single storey rear extension (Listed Building Consent). **Cragg Vale Ward.**
- h) **Application 18/00361/LBC** at Dusty Miller Hotel, Burnley Road, Mytholmroyd, HX7 5LH for Replacement of existing porch to rear (Listed Building Consent). **White Lee Ward**
- i) **Application 18/00548/FUL** at Wadsworth Royd Farm, Raw Lane, Mytholmroyd, HX7 5RF for Change of use of land to residential garden, construction of detached double garage and repositioning of existing dry stone wall and field access. **White Lee Ward**
- j) **Application 18/00507/CON** at 17 Bank Bottom, Cragg Road, Mytholmroyd, HX7 5SU for Conversion of storage building to 1 dwelling. **Cragg Vale Ward.**
- k) **Application 18/00552/LBC** at Hebden Bridge Station, Station Road, Hebden Bridge, HX7 6JE for Anti slip GRP surfacing to stairs. (Regularisation) (Listed Building Consent). **Fairfield Ward**

Applications dealt with under delegation from Full Council.

- **Application 18/20064/TPO** at Victoria Mill Cottage, Blackstone Edge Road, Cragg Vale, HX7 5TH for Prune one tree (Tree Preservation Order).

The Chair proposes that the recommendations on the above planning applications are sent to the Environmental Services Department, Calderdale MBC. When the Chair or Deputy Chair cannot attend, Ward members be authorised to represent the view of Hebden Royd Town Council at meetings of the Planning Committee at Calderdale MBC.

## 6. **APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC**

- \* a) Application 18/00238/COU at Former Brearley Works, Brearley Lane, Mytholmroyd for Change of use from D1(Education Institute) to B1 (Research and Development).
- \* b) Application 18/00165/FUL at 13 - 15 Bank Bottom, Cragg Road, Mytholmroyd, HX7 5SU for Conversion and alterations to one dwelling to form two dwellings.

- \* c) Application 18/20030/TPO at Mytholm Court, Mytholmroyd, HX7 6DT for Prune one tree (Tree Preservation Order).
- \* d) Application 18/00256/LBC at 16 - 18 Foster Lane, Hebden Bridge, HX7 8HF for Internal alterations to include removal of staircase and internal walls at no. 16, new staircase from first to second floor, repositioning of internal wall at first floor bedroom and alterations at second floor to make two rooms into one at no. 18 (Listed Building Consent).
- \* e) Application 18/00064/CON at Pitts Farm, High Stones Road, Cragg Vale, HX7 5TX for Conversion of stable building to dwelling.
- \* f) Application 17/01558/FUL at Mytholmroyd Flood Alleviation Scheme, Burnley Road, Mytholmroyd for Raising of existing and construction of new flood walls on the left and right bank of the River Calder; flood proof rendering at Hawksclough; the installation of an EA maintenance flood gate immediately downstream of Whitehouses.
- \* g) Application 18/20032/TPO at Stonehaven, Church Bank Lane, Cragg Vale, HX7 5TF for Prune two trees (Tree Preservation Order).
- \* h) Application 18/00336/HSE at The Barn, Collon Bob, High Stones Road, Cragg Vale, HX7 5TX for Demolition of conservatory to facilitate single storey rear extension.
- X i) Application 18/00306/LBC at Dean Head Farm, Blackstone Edge Road, Cragg Vale, HX7 5TR for Internal alterations and replacement of garage door to form Bi-fold doors/windows (Listed Building Consent).
- \* j) Application 18/00280/LBC at 10 Market Street, Hebden Bridge, HX7 6AE for External and internal alterations following closure of bank (application to include regularisation of works that have taken place)(Listed Building Consent).
- \* k) Application 17/01555/FUL at Land North East St Michaels Church, Church Street, Mytholmroyd for Proposed construction of new flood walls, raising of existing walls on both banks of the River Calder, widening of the channel on the right bank of the River Calder; installation of a new flood gate and minor parapet repairs on the left bank at Mytholmroyd Bridge; and creation of new public open space at the junction of Burnley Road and New Road.

## 7. **AUTHORISATION OF AWARDS**

To decide on the release payment of awards previously approved by Council

a) Kaberry Barker	£1,350.00
b) Mayor's Allowance	£4,000.00
c) Service to the Community	£300.00

## 8. **STANDING ORDERS & FINANCIAL REGULATIONS**

To review and adopt current Standing Orders and Financial Regulations without alteration (circulated electronically prior to the meeting. Should a Councillor be without these important documents please advise the office and we will ensure a copy is made available).

- 9. CONSTITUTION OF COMMITTEES AND DELEGATED POWERS**  
To consider Council Structure, establishing committees and delegated powers (proposed enc).
- 10. COMMITTEE MEMBERSHIP**  
To assign Councillors and substitutes to committees for 2018/19 (2017/18 membership & 2018/19 template enc).
- 11. GRIEVANCE PANEL MEMBERSHIP**  
To consider and appoint a Grievance Panel for 2018/19 (2017/18 membership & 2018/19 template enc).
- 12. APPEALS PANEL MEMBERSHIP**  
To consider and appoint an appeals panel for 2018/19 (2017/18 membership & 2018/19 template enc).
- 13. TOWN COUNCIL BANK MANDATE**  
To review current signatories and to decide on actions to be taken (current list enc).
- 14. APPOINTMENT OF HRTC INTERNAL FINANCIAL CONTROLLERS**  
To consider and appoint an internal financial controller for 2018/19.
- 15. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**  
To consider and decide upon appointment of Councillors to Outside Bodies (2017/18 list enc).
- 16. HEBDEN ROYD TOWN COUNCIL ANNUAL ACCOUNTS 2017/18**  
To consider and approve annual accounts of both the Town Council & the Hebden Bridge Picture House.
- 17. EFFECTIVENESS OF INTERNAL AUDIT**  
To consider and approve the effectiveness of the Annual Internal Audit Process (enc).
- 18. ANNUAL GOVERNANCE STATEMENT**  
To approve the Annual Governance Statement for the Financial Year 2017/18 – Section 1 of Annual Return paragraphs 1 to 9 (enc).
- 19. ANNUAL RETURN**  
To approve the Statement of Accounts for the financial year 2017/18 as set out in Section 2 of the Annual Return (enc).
- 20. MEETING DATES 2018/19.**  
To circulate meeting dates for Council and Committee meetings for Council Year 2018/19 as previously decided (enc).
- 21. RISK ASSESSMENTS**  
To review and amend where necessary, Council's Risk Assessments (copy list enc to members – assessments available in office).
- 22. ATTENDANCE REGISTER**  
To receive and note the attendance register for 2017/18 (enc).

- 23. HRTC & HBPH PAYMENT & RECEIPT SCHEDULE**  
To receive schedule, note items of information and to authorise payments totalling £17,182.20 (enc)
- 24. APPLICATION FOR FINANCIAL SUPPORT FROM THE COUNCIL**  
a) Reach4ward Great Get Together  
£483.71  
b) Pure Data Patching Circle Hebden Bridge Landscape  
£500.00
- 25. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.**  
To receive and decide actions on communications.  
a) West Yorks Crime Commissioner May 2018 Newsletter  
b) Nuclear Free Local Authorities April 2018 Newsletter  
c) Environment Agency Mytholmroyd FAS  
d) Disability Access Forum Request to meet.  
e) Sue & Geoff Mitchell Thank You  
f) Hadrag Electric Railway Charter  
*The following are available at the meeting:*  
g) Clerks & Councils Direct May 2018  
h) The Clerk May 2018
- 26. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT**  
To receive and note the activities of the Mayor (enc).
- 27. MINUTES OF THE TOWN COUNCIL held 25<sup>th</sup> April 2018**  
To consider minutes and approve as a correct record.
- 28. MINUTES OF THE PICTURE HOUSE COMMITTEE held 30<sup>th</sup> April 2018**  
To consider minutes and approve as a correct record.
- 29. MINUTES OF THE JOINT NEIGHBOURHOOD PLAN COMMITTEE held 9<sup>th</sup> May 2018**  
To consider minutes and approve as a correct record.
- 30. MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL held 16<sup>th</sup> May 2018**  
To consider minutes and approve as a correct record.
- 31. ADDITIONAL STAFFING COMMITTEE MEETING**  
To receive a verbal request from the Town Clerk to hold an additional meeting of the Staffing Committee to consider a single item and for Full Council to decide on the delegation of responsibilities to said committee.
- 32. GENERAL DATA PROTECTION REGULATIONS**  
To receive report and to decide on adopting the recommendations therein (enc).
- 33. REPRESENTATIVES TO OUTSIDE BODIES**  
a) To receive reports from representatives to outside bodies and other organisations  
b) Vacancies