

HEBDEN ROYD TOWN COUNCIL

**MEETING of the TOWN COUNCIL
held WEDNESDAY 22nd MAY 2019 at
HEBDEN BRIDGE TOWN HALL**

MINUTES

PRESENT Councillors; Stow (Chair) Bampton Smith, Cammack, Courtney, Fenton, Fraser, Freeth, Guilfoyle, Harvey, Hodgins, Hoyle, Needham, Patient, Stevens, Warne, Wood and Young

7. PUBLIC QUESTION TIME.
No questions were asked of the council.

8. APOLOGIES FOR ABSENCE.
Cllrs Boggis

9. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.
Cllr Wood item 13 c).

10. TO EXPRESS THE THANKS OF THE TOWN COUNCIL TO COUNCILLORS NOT RE-ELECTED
The Town Mayor and the meeting thanked former Councillors Stephne Harrison and Chris Phillips for their contribution to Hebden Royd Town Council while members.

11. CONDUCT DURING TOWN COUNCIL MEETINGS
The Town Mayor remind HRTC Members of appropriate conduct in Town Council meetings as outlined in recently circulated HRTC Standing Orders.

The agenda was rearranged:

Item 31 h) Calderdale and Kirklees 999 Call for the NHS Primary Care Network Contract

Jenny Sheppard spoke on the subject, recording the contents of the discussion that took place providing anecdotes of poor service and long waiting times at the local GP's surgery. The consensus was that it was felt that patient access to treatment is likely to be further restricted with the introduction of the new primary care contract.

A discussion took place, Cllr Young and Cllr Patient asked how HRTC could help? He saw the issues being the responsibility of the Clinical Commissioning Group and as a consequence of Central Government cuts.

Jenny Sheppard asked for a letter of support and that CMBC be included in its circulation.

Cllr Stow summarised that HRTC was in support of the NHS and against the newly proposed structure and the proposed doctor's contract.

Additionally, Cllr Wood and Cllr Needham asked for more information on the subject to formulate a coherent response. The Town Clerk was tasked with seeking out further information.

It was conformed that HRTC would have representatives at the upcoming meeting of Calderdale & Kirklees Trusts to be held on June 11th in Brighouse. This item to be placed on the agenda of the next council.

12. HRTC & HBPH MARKETING OFFICER

Lisa Murdoch, HRTC & HBPH Marketing Officer introduced herself to the members of the Town Council outlining her role and responsibilities across the Town Council and at the Picture House.

13. PLANNING APPLICATIONS

- a. Application 19/00344/FUL at Scar Bottom Lodge, Cragg Road, Mytholmroyd, HX7 5EG for Replacement Garage(Cragg Vale).

It was moved by Cllr Cammack

Seconded by Cllr Bampton Smith

RESOLVED: NO OBJECTION with comments to be passed to the Climate Emergency and Neighbourhood Planning Committee requesting consideration of materials used in construction and their sustainability.

- b. Application 19/00459/HSE at 5 Ewood Cottages, Midgley Road, Mytholmroyd, HX7 5QU for Alterations to the internal room layout at first floor level, replacement of upvc framed windows / doors on south elevation with timber framed windows / doors. construction of an outbuilding in the courtyard garden to provide an artist's studio space (White Lee).

It was moved by Cllr Patient

Seconded by Cllr Young

RESOLVED: NO OBJECTION

- c. Application 19/20067/TPO at Land Rear of The Brook, The Brook, Mytholmroyd for Prune nine trees and fell one tree (Tree Preservation Order) (Cragg Vale).

It was moved by Cllr Hoyle

Seconded by Cllr Patient

RESOLVED: NO OBJECTION to the proposed pruning of the trees but **RECOMMENDED REFUSAL** of the felling of the tree.

- d. Application 19/00415/FUL at 6 Hollins Crescent, School Street, Hebden Bridge, HX7 8BG for Conversion of disused workshop to form extension to existing dwelling including dormer window, small ground floor extension and screen fence to flat roof (Fairfield).

It was moved by Cllr Fenton

Seconded by Cllr Young

RESOLVED: NO OBJECTION

- e. Application 19/00120/FUL at 24 Market Street, Hebden Bridge, HX7 6AA for Replace existing wooden fencing (left and right) with PVC and glazed walls to support glazed pitched roof over existing rear outdoor seating area. (Retrospective) (West End).

It was moved by Cllr Courtney

Seconded by Cllr Needham

RESOLVED: RECOMMEND REFUSAL due to the loss of access rights for neighbouring properties and the aesthetically poor design resulting in a detrimental effect in the visual amenity of the area. Anecdotal evidence suggests there may be issues to utilities in addition to the above issues. Council commented that the Planning Authority should support and protect people's rights to access.

- f. Application 19/00311/HSE at New Cragg Hall, Rud Lane, Cragg Vale, HX7 5TB for Single storey extension to front elevation and alterations to roof to form 2nd floor (Cragg Vale).
It was moved by Cllr Young
Seconded by Cllr Bampton Smith
RESOLVED: NO OBJECTION
- g. Application 19/00466/COU at 28 Bridge Gate, Hebden Bridge, HX7 8EX for Change of use from office to one bedroom first floor apartment (Fairfield)
It was moved by Cllr Fenton
Seconded by Cllr Young
RESOLVED: NO OBJECTION
- h. Application 19/00307/FUL at Garage 1 & 4 Glen View Road, Hebden Bridge for Demolition of existing garages to facilitate construction of double garage (West End).
It was moved by Cllr Courtney
Seconded by Cllr Young
RESOLVED: NO OBJECTION
- i. Application 19/00498/LAA at Former Cragg Vale Junior and Infants School, Blackstone Edge Road, Cragg Vale for Conversion to five dwellings (Cragg Vale).
Cllr Wood raised comments regarding access, turning circles and play space.
It was moved by Cllr Bampton Smith
Seconded by Cllr Young
RESOLVED: NO OBJECTION
- j. Application 19/20044/TPO at 12 Victoria Buildings, Blackstone Edge Road, Cragg Vale, HX7 5TJ for Prune one tree and fell one tree (Tree Preservation Order) (Cragg Vale).
Cllr Wood commented on the current policy of allowing tree pruning as a right and delegating this to the Town Clerk, he stated there was a need for preserving all parts of trees to maximise carbon capture.
It was moved by Cllr Patient
Seconded by Cllr Young
RESOLVED: NO OBJECTION to the proposed pruning of the trees but **RECOMMENDED REFUSAL** of the felling of the tree.
- It was moved by Cllr Stow
Seconded by Cllr Young
RESOLVED: 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.

14. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC

The Clerk reported on Planning Notices received from the Chief Town Planning Officer **GRANTING PLANNING PERMISSION** to applications previously considered.

It was moved by Cllr Young
 Seconded by Cllr Bampton Smith and
RESOLVED: to note the information.

15. AUTHORISATION OF AWARDS

It was moved by Cllr Young
 Seconded by Cllr Bampton Smith and
RESOLVED: to 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

16. STANDING ORDERS & FINANCIAL REGULATIONS

It was moved by Cllr Young
 Seconded by Cllr Fenton and
RESOLVED: to re-adopt current Standing Orders and Financial Regulations.

17. CONSTITUTION OF COMMITTEES AND DELEGATED POWERS

It was moved by Cllr Young
 Seconded by Cllr Fenton and
RESOLVED: to receive adopted Council Structure, committees and delegated powers.

18. COMMITTEE MEMBERSHIP

It was moved by Cllr Stow
 Seconded by Cllr Young and
RESOLVED: to assign Councillors as follows to committees for 2019/20:

Climate Emergency

Cllr Scott Patient	Cllr Patsi Guilfoyle
Cllr Nikki Harvey	Cllr Geoff Wood
Cllr Val Stevens	Cllr Karl Boggis

Community Funding Committee

Cllr Sue Fenton	Cllr Geoff Wood
Cllr Pat Fraser	Cllr Patsi Guilfoyle
Cllr Jane Hoyle	Cllr June Cammack

Environment & Allotments

Cllr Dave Young	Cllr Nikki Harvey
Cllr Tony Hodgins	Cllr Sue Fenton
Cllr Jane Hoyle	Cllr Christine Bampton-Smith

Neighbourhood Plan

Cllr Scott Patient	Cllr Karl Boggis
Cllr Tony Hodgins	

Picture House Committee

Cllr Richard Needham	Cllr Rob Freeth
Cllr Austen Warne	Cllr Sarah Courtney
Cllr Geoff Wood	Vacant

Staffing Committee

Cllr Richard Needham	Cllr Nikki Harvey
Cllr Val Stevens	Cllr Austen Warne
Cllr Dave Young	Vacant

Strategy & Review

Cllr Sarah Courtney	Cllr Dave Young
Cllr Richard Needham	Cllr Austen Warne
Cllr Rob Freeth	Cllr Karl Boggis

Twinning

Cllr Rob Freeth	Cllr June Cammack
Cllr Pat Fraser	

19. GRIEVANCE PANEL MEMBERSHIP

It was moved by Cllr Stow
 Seconded by Cllr Young and

RESOLVED: to appoint the Grievance Panel for 2019/20 as follows:

Grievance Panel

Cllr Sarah Courtney	
Cllr Christine Bampton Smith	

20. APPEALS PANEL MEMBERSHIP

It was moved by Cllr Stow
 Seconded by Cllr Young and

RESOLVED: to appoint an appeals panel for 2019/20 as follows:

Appeals Panel

Cllr Rob Freeth	
Vacant	

21. TOWN COUNCIL BANK MANDATE

It was moved by Cllr Young
 Seconded by Cllr Stow and

RESOLVED: to add Cllrs Fenton & Harvey to the list of authorised signatories for HRTC Cooperative & Unity Trust Bank Accounts. Former Councillors, Daber, Dixon, Timbers, Trickett & Yorke are to be removed.

22. APPOINTMENT OF HRTC INTERNAL FINANCIAL CHECKERS

It was moved by Cllr Young

Seconded by Cllr Stow and

RESOLVED: to appoint Cllrs Hodgins & Warne as internal financial checkers for 2019/20.

23. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

It was moved by Cllr Young

Seconded by Cllr Stow and

RESOLVED: that the following councillors act on outside bodies for 2019/20

- a) HEBDEN BRIDGE TWINNING SOCIETY
Cllrs Cammack & Fraser
- b) HEBDEN BRIDGE PARTNERSHIP
Cllr Fraser
- c) ROYD REGENERATION
Cllrs Patient & Hoyle
- d) HEBDEN BRIDGE WALKERS ACTION GROUP
Cllr Sue Fenton
- e) YORKSHIRE ASSOCIATION OF LOCAL COUNCILS – South Pennines
Vacant
- f) TOWN AND PARISH COUNCIL LIAISON COMMITTEE
Cllr Courtney
- g) HEBDEN BRIDGE COMMUNITY ASSOCIATION
Vacant
- h) HEBDEN ROYD FLOOD ACTION
Cllr Harvey
- n) MYTHOLMROYD STATION PARTNERSHIP
Cllr Boggis
- p) OLD PEOPLES WELFARE COMMITTEE
Vacant
- q) CALDERDALE FLOOD RESILIENCE OPERATIONAL GROUP
Cllr Boggis
- r) HANDMADE PARADE (Grant Award)
Cllr Stow
- s) HEBDEN BRIDGE ARTS FESTIVAL (Grant Award)
Cllr Fraser
- t) HEBDEN BRIDGE & MYTHOLMROYD TOWN BOARD
(4 Posts – 2 from each) Cllrs Stow & Needham and Cllrs Hodgins & Bampton Smith
- u) HAPPY VALLEY PRIDE (Grant Award)
Cllr Stow
- v) STUBB PLAYING FIELD ASSOC
Cllr Cammack

- w) **HEBDEN BRIDGE BRASS BAND** (for the life of the project awarded funding on the 11/2/19) (Grant Award)
Cllr Bampton Smith
Disability Access Forum – Cllr Stow plus one vacancy

The Town Clerk was requested to write to the Hebden Bridge Business Forum and the Mytholmroyd Community Association to see membership for HRTC Councillors of those bodies.

- 24. HEBDEN ROYD TOWN COUNCIL ANNUAL ACCOUNTS 2018/19**
It was moved by Cllr Young
Seconded by Cllr Patient and
RESOLVED: to approve annual accounts of both the Town Council & the Hebden Bridge Picture House.
- 25. EFFECTIVENESS OF INTERNAL AUDIT**
It was moved by Cllr Young
Seconded by Cllr Bampton Smith and
RESOLVED: to approve the effectiveness of the Annual Internal Audit Process.
- 26. ANNUAL GOVERNANCE STATEMENT**
It was moved by Cllr Young
Seconded by Cllr Courtney and
RESOLVED: to approve the Annual Governance Statement for the Financial Year 2018/19 – Section 1 of Annual Return paragraphs 1 to 9.
- 27. ANNUAL RETURN**
It was moved by Cllr Young
Seconded by Cllr Courtney and
RESOLVED: to approve the Statement of Accounts for the financial year 2018/19 as set out in Section 2 of the Annual Return.
- 28. RISK ASSESSMENTS**
It was moved by Cllr Needham
Seconded by Cllr Young and
RESOLVED: to accept the Town Council's Financial Risk Assessments.
- It was agreed that the assessments be reviewed in the future.
- 29. ATTENDANCE REGISTER**
It was moved by Cllr Young
Seconded by Cllr Stow and
RESOLVED: to note the attendance register for 2018/19.
- 30. HRTC & HBPH PAYMENT & RECEIPT SCHEDULE**
It was moved by Cllr Young
Seconded by Cllr Bampton Smith and
RESOLVED: to note items of information and to authorise payments totalling £13,752.28.

31. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

- | | |
|---|--|
| a) West Yorks Police & Crime Commissioner | May 2019 |
| b) HBDAF | A Boards |
| c) Barbara Pearcy | Parking on Garnett Street |
| d) Community Safety | Moorland Fires |
| e) Foreign & Commonwealth Office | Treaty on the Prohibition of Nuclear Weapons |
| f) HBCA | Town Hall Access |
| g) Setbray Properties | Ginnel – Albert Street to Garden Street |
| h) Calderdale and Kirklees 999 Call for the NHS | Primary Care Network Contract |
| i) The Clerk | May 2019 |
| j) Clerks & Councils Direct | May 2019 |
| k) Source Partnership | Spring 2019 |

It was moved by Cllr Young

Seconded by Cllr Stow and

RESOLVED: with regard to item:

- b) this item initiated by the DAF was being considered by CMBC Highways. A suggestion that signage at a high level be introduced for retailers, launched by a competition with innovative artwork being introduced. Funding could be sort from various sources including the Town Board and HRTC, linking in with the shop front policy that may be developed as part of the neighbourhood plan. Consideration should also be given to signage in Mytholmroyd.
- c) letter of support to be sent to CMBC to establish a resident permit scheme.
- d) publicise this scheme encouraging shop owners and those selling BBQ's to act responsibly.
- f) continue to discuss with the HBCA ways to improve access to the Town Hall and improved facilities and the heritage of the Town Hall.

32. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

It was moved by Cllr Stow

Seconded by Cllr Young and

RESOLVED: to note the activities of the Mayor.

33. MINUTES OF THE TOWN COUNCIL held 1st May 2019

It was moved by Cllr Young

Seconded by Cllr Needham and

RESOLVED: to accept the minutes and approve as a correct record.

34. MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL held 15th May 2019

It was moved by Cllr Young

Seconded by Cllr Fenton and

RESOLVED: to accept the minutes and approve as a correct record.

35. SCHOOL FUNDING IN CALDERDALE (a motion at the request of Cllr Freeth).

It was moved by Cllr Freeth
Seconded by Cllr Warne and

RESOLVED: to adopt the motion as presented with the addition that the motion be communicated to the MP for the Calder Valley, Craig Whittaker as well as Calderdale MBC.

Note: Standing Order 3) w) was enacted and Standing Orders were suspended.

36. TRAINING SEMINARS

It was moved by Cllr Young
Seconded by Cllr Bampton Smith and

RESOLVED: to accept the opportunities for training and that Councillors contact the Town Clerk to arrange attendance.

37. WORKING GROUP

It was moved by Cllr Young
Seconded by Cllr Stow and

RESOLVED: to accept the minutes and note their contents.

38. REPRESENTATIVES TO OUTSIDE BODIES

Cllr Stow reported on the recent meeting of the Hebden Bridge & Mytholmroyd Town Board. The meeting was advised that the Ice Cream Van which continues to Park on the pavement at the top of Holme Street causing an obstruction has been ticket 50 times in recent times. CMBC are considering placing street furniture on the site to stop further parking.

The process for managing 'Loading Waiting Areas' by Parking Enforcement Wardens was outlined; the process is to be outlined further by CMBC Markets to inform traders of their responsibilities.

Public Open Space orders were discussed regarding adoption on Moorlands in an attempt to reduce Moorland fires.

It was again advised that CMBC had been approached regarding the reduction of Hackney Carriage spaces in Hebden Bridge and replacing the freed-up space with normal parking spaces.

Cllr Wood reported on the meeting of Royd Regeneration with the EA presenting on the progress of the flood alleviation works and that overall the programme remains on schedule. Melissa Wong also presented to a scheme developing steps into volunteering and into employment.

Meeting finished at 9.40pm

Payment and Receipt Schedule
Full Council
22nd May 2019

Hebden Royd Town Council

Item	no:	Payee	Details	Amount	Cost Centre	Payment Method
Accounts to be Paid						
a		Lisa Murdoch	Marketing	250.00	Salaries	BACS
b		Carolynne Warren	Account Support	420.00	Accounts	BACS
c		Dringtech	IT Support	84.00	Office	BACS
d		Pennine Pens	Website Support	335.00	Office	BACS
e		YLCA	Quality Parish Accreditation Fee	100.00	Office	BACS
f		Eurodigital Systems	Photocopying	185.23	Office	BACS
g		Neopost	Postage	75.69	Office	BACS
h		HBCA	Room Hire - DAF	92.00	DAF	BACS
I		HBCA	Meeting - Allotment Tenants	24.00	Env/Allot/Events	BACS
j		HBCA	PAT Testing	20.41	Office	BACS
k		HBCA	Room Hire - Slow the Flow	282.00	Mayor	BACS
l		HBCA	Annual Town Meeting	36.00	Office	BACS
m		CV Skip Hire	Skip Hire - High Hirst	144.00	Env/Allot/Events	BACS
n		CV Skip Hire	Skip Hire - Banksfield	144.00	Env/Allot/Events	BACS
o		Print Bureau	Printing Leaflet - DAF	40.00	DAF	BACS
p		Waterlogic	Water	6.67	Office	BACS
q		Waterlogic	Water	21.07	Office	BACS
				<u>2,260.07</u>		

Receipts Received

a	Groundworks	Neighbourhood Planning Grant	4,360.00	Neighbourhood Plan	BACS
				<u>4,360.00</u>	

Hebden Bridge Picture House

Item	no:	Payee	Details	Amount	Cost Centre	Payment Method
Accounts to be Paid						
a		Artificial Eye	Film Royalties	120.00	Royalties	BACS
b		Artificial Eye	Film Royalties	759.50	Royalties	BACS
c		BFI	Film Royalties	120.00	Royalties	BACS
d		E One	Film Royalties	112.87	Royalties	BACS
e		MUBI	Film Royalties	162.23	Royalties	BACS
f		Munro	Film Royalties	120.00	Royalties	BACS
g		Park Circus	Film Royalties	199.66	Royalties	BACS
h		Thunderbird	Film Royalties	122.68	Royalties	BACS
i		Trafalgar	Film Royalties	801.90	Royalties	BACS
j		Universal	Film Royalties	211.96	Royalties	BACS
k		Universal	Film Royalties	116.40	Royalties	BACS
l		Universal	Film Royalties	349.36	Royalties	BACS
m		Verve Pictures	Film Royalties	360.00	Royalties	BACS
n		Walt Disney	Film Royalties	781.73	Royalties	BACS
o		Warner Bros	Film Royalties	88.55	Royalties	BACS
p		More2Screen	Streaming	402.00	Streaming	BACS

q	National Theatre	Streaming	1,047.20	Streaming	BACS
r	POS Yorkshire	Film Delivery	198.00	Film Delivery	BACS
s	Matthew Clarke	Bar	341.16	Kiosk	BACS
t	Vocation Brewery	Bar	76.80	Kiosk	BACS
u	Suma	Kiosk	11.04	Kiosk	BACS
v	Suma	Kiosk	253.78	Kiosk	BACS
w	Hider Food	Kiosk	286.72	Kiosk	BACS
x	Turner & Wrights	Kiosk	274.51	Kiosk	BACS
y	Towngate Tearoom	Cakes	81.60	Kiosk	BACS
z	Towngate Tearoom	Cakes	75.20	Kiosk	BACS
aa	Towngate Tearoom	Cakes	71.20	Kiosk	BACS
bb	Empire Popcorn	Popcorn	184.69	Kiosk	BACS
cc	Total Foodservice	Ice cream	157.06	Kiosk	BACS
dd	Viking	Office Supplies	62.96	Office	BACS
ee	Viking	Office Supplies	33.88	Office	BACS
ff	Elis	Cleaning Equipment	77.39	Cleaning	BACS
gg	FCC Environment	Waste & Recycling	139.82	Building Man	BACS
hh	FCC Environment	Waste & Recycling - Credit	-69.91	Building Man	BACS
ii	Neopost	Postage	0.01	Office	BACS
jj	Neopost	Postage	75.69	Office	BACS
kk	Phone Coop	Phone Line	18.00	Phone	BACS
ll	Unicom	Phone Line	133.06	Phone	BACS
mm	Unicom	Phone Line	63.35	Phone	BACS
nn	SSE	Gas	2,518.30	Utilities	BACS
oo	SSE	Electricity	551.86	Utilities	BACS
			<u>11,492.21</u>		