

**MEETING of the TOWN COUNCIL  
Held WEDNESDAY, 1 MAY 2024 at  
HEBDEN BRIDGE TOWN HALL**

**MINUTES**

**PRESENT** Councillors: Hayes (Chair), Butterick, Davenport, Fraser, Harvey, Hedges, Howes, Hoyle, Matthias, McNicholas, Morse, & Woodhead.

Deputy Town Clerk: Emma Green  
Minutes: Rebekah Cox

**474. PUBLIC QUESTION TIME.**  
No questions were asked of the council.

**475. APOLOGIES FOR ABSENCE.**  
Apologies were received from Cllrs Boden, Cllr Bampton Smith, Cllr Guilfoyle and Cllr Needham.

**476. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.**  
There were no interests declared at this time.

**477. PLANNING APPLICATIONS**

- a) Application 24/00264/LBC at The Lodge, Church Bank Lane, Cragg Vale, HX7 5TF for Replacement windows and door. (Cragg Vale ward)

It was moved by Cllr Davenport  
Seconded by Cllr Butterick and  
**RESOLVED: NO OBJECTION**

- b) Application 24/00279/HSE at Scardale, Stubbings Street, Mytholmroyd, HX7 5FE for Insulation and renovation of roof and roof windows. Replacement of timber cappings and fascia with non-permeable material. (Cragg Vale ward)

It was moved by Cllr Butterick  
Seconded by Cllr Woodhead and  
**RESOLVED: NO OBJECTION**

- c) Application 24/00205/VAR at Hebden Bridge Methodist Church, Market Street, Hebden Bridge for Variation of Condition 1 (approved plans) of application 22/00812/FUL - Variation to consist of changes to roofing materials. (West End ward)

It was moved by Cllr Harvey  
Seconded by Cllr Howes and  
**RESOLVED: NO OBJECTION**

- d) Application 24/00188/HSE at 4 Hepton Edge, Heptonstall, Hebden Bridge, HX7 6DW for Single storey annex to side of existing dwelling. (West End ward)

It was moved by Cllr Harvey  
Seconded by Cllr Howes and

**RESOLVED: NO OBJECTION**

- e) Application 24/00182/FUL at Round Hill Farm, New Road, Cragg Vale, HX7 5TZ for Demolition of existing dwelling and construction of new dwelling. (Cragg Vale ward)

It was moved by Cllr Butterick  
Seconded by Cllr Howes and  
**RESOLVED: NO OBJECTION**  
Cllr Hedges abstained from voting

- f) Application 24/00285/HSE at Upper Lumb Farm Barn, Upper Lumb Lane, Cragg Vale, HX7 5SH for Domestic Solar PV Grid-connected system installation with Electrical Appliances and Battery Systems. (Cragg Vale ward)

Cllr Hayes declared an interest as she knows the owner of the property.

It was moved by Cllr Butterick  
Seconded by Cllr Davenport  
**RESOLVED: NO OBJECTION**

Applications dealt with under delegation from Full Council.

- Application 24/20069/TPO at 3 Vale Bower, Cragg Road, Mytholmroyd, HX7 5EP for Prune one tree (Tree Preservation Order).

It was moved by Cllr Morse  
Seconded by Cllr Davenport and  
**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.

**478. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC**

It was moved to note by Cllr Morse  
Seconded by Cllr Howes and  
**RESOLVED:** To note the information

**479. APPLICATIONS FOR PLANNING PERMISSION REFUSED BY CALDERDALE MBC**

It was move to note by Cllr Morse  
Seconded by Cllr Howes and  
**RESOLVED:** To note the information

**480. HRTC & HBPH PAYMENT & RECEIPT SCHEDULE**

It was moved by Cllr Harvey  
Seconded by Cllr Butterick and  
**RESOLVED:** to note items of information and to authorise payments totalling £49,333.

**481. HRTC & HBPH STATEMENT OF ACCOUNTS**

It was noted that the Picture House had for the first time had a turnover of over half a million. The budgeted revenue support of £27.5k from the Town Council was not required and the Picture House ended the year with an operating budget of over £30k. The excellent work of the Picture House Manager was noted.

**482. YOUTH ENGAGEMENT & SUPPORT**

A motion from Cllr Butterick & subgroup (RN, PG & RM), was presented reflecting the desire to establish Task & Finish Group to support this initiative or similar:

Previously approved at S&R and Full Council – formal proposal. 3 external groups and subcommittee to look at the lack of facilities for youth groups in Hebden Royd. Subcommittee has £10k available to help develop youth services in Hebden Royd.

Cllr Harvey expressed thanks to the subcommittee for all their work.

It was moved by Cllr Butterick

Seconded by Cllr Harvey and

**RESOLVED:** In recognition of the Council's intention to respond to residents' concerns for the lack of facilities for young people in HB and Mytholmroyd, the Council agrees that the Youth Services sub-committee which has Councillor Guilfoyle as the chair should widen its remit to consider the current state of services in the area and work to improve and enhance them in conjunction with other groups. It should consider proposals to provide services which will benefit the young people of Hebden Royd. The council has set aside a small budget already agreed at S&R and Full Council.

**483. SUPPORT FOR INITIATIVES TO DEVELOP YOUTH PROVISION**

Motion from Cllr Guilfoyle, to support an application being made by the Northern Power House Boxing Club.

It was moved by Cllr Howes

Seconded by Cllr Hoyle all in favour and

**RESOLVED:** that the council provide a letter of support for Northern Power House Boxing Club to strengthen their application to the Community Assets Fund.

**484. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.**

To receive and decide actions on communications (enc).

- |                             |                       |
|-----------------------------|-----------------------|
| a) Wadsworth Parish Council | Garage Key            |
| b) Calderdale Council       | Station Road Car Park |
| c) YLCA                     | White Rose Update     |

In respect of:

- a) It was moved by Cllr McNicholas

Seconded by Cllr Howes and

**RESOLVED:** To be paid as a gesture of goodwill

- b) It was moved by Cllr Hayes

Seconded by Cllr Hoyle and

**RESOLVED:** To note the information

- c) It was moved by Cllr Hedges  
Seconded by Cllr Butterick and  
**RESOLVED:** To explore the possible grant for digital art trial offer EG

**485. MAYOR'S REPORT**

The Mayor gave an update regarding recent engagements.

The Manager of the Picture House Pete Berrisford had suggested holding a Mayors Charity Screening at the Picture House to raise funds for the Mayor's Charity Calder Food Support. The Mayor accepted the kind offer and chose one of her favourite films The Wizard of Oz – which is celebrating its Anniversary this year of 85 years. The Mayor would like to thank Pete and staff who helped put this together.

It was moved by Cllr Hoyle  
Seconded by Cllr Davenport and  
**RESOLVED:** To note the information.

**486. REVIEW OF THE MAYORAL YEAR**

The Mayor gave an overview of her mayoral year. Starting the year with the intention to invite questions and suggestions, to explore ways of uniting the council. The Mayor was disappointed that this has not been achieved but the events of the last year have proved to be learning opportunities with a view to achieve in the future. Changes can be made to ensure that the council will work together in a positive manner, paying due regard the code of conduct.

It was moved by Cllr Hoyle  
Seconded by Cllr Harvey and  
**RESOLVED:** To note the information.

**487. MINUTES OF THE TOWN COUNCIL held 9<sup>TH</sup> APRIL 2024**

It was moved by Cllr Hedges  
Seconded by Cllr McNicholas and  
**RESOLVED:** To approve the minutes as a correct record.

**488. MINUTES OF THE STAFFING COMMITTEE held 10<sup>th</sup> APRIL 2024**

Cllr Harvey read out suggested minor amendments from Cllr Guilfoyle:

- Minute 455, paragraph 3 the last line word to be changed from 'by' to 'from'.
- Minute 455, paragraph 5: Cllr Guilfoyle explained that the documents regarding the mayors role as ex - officio on all committees had been presented at full council the night before (on 9th April ) at full council. Cllr Boden made no comment on this information.
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Cllr McNicholas on behalf of Cllr Boden, stated that Cllr Boden objected to the minutes.

It was moved by Cllr Harvey  
Seconded by Cllr Davenport and  
**RESOLVED:** (by members of the staffing committee present at the meeting)  
To approve the minutes as a correct record with minor amendments suggested by Cllr Guilfoyle.

**489. MINUTES OF THE STAFFING COMMITTEE held 24<sup>th</sup> APRIL 2024**

In respect of the minutes a discussion was held with regards to the need for all members of the Staffing Committee to have adequate training.

Cllr Howes stated that policies and procedure must be clear cut, with a fair process using a third external party, when necessary.

Cllr Hedges pointed out that although the current situation had been daunting, that systems are in place and that Standing Orders must be followed.

Cllr Harvey expressed respect to the Mayor for managing this with confidentiality. Positive things have to be learnt. It was felt that improvements can be made, and the priority must be the welfare of staff.

Cllr Hayes noted that Strategy & Review will be considering the Staffing Committee – with suggestions such as all members of the committee having training, and to look at ways to change how Staffing Committee works overall. More safeguarding is required.

Cllr McNicholas has thoroughly read through the Staff Handbook and feels it is very dated and would suggest that a full external HR audit takes place by a person or organisation with expertise in this area. We must ensure everyone knows what needs to be done, and that the option of mediation be available if required.

It was moved by Cllr Hoyle

Seconded by Cllr Butterick and

**RESOLVED:** To approve the minutes as a correct record and endorse recommendations therein.

**490. MINUTES OF THE CLIMATE EMERGENCY COMMITTEE held 24<sup>TH</sup> APRIL 2024**

Cllr Harvey report that there has been a significant reduction in the budget. The Climate Café has been a huge success which fits in well with youth development. It has been received well from the schools. Rachel Lightbird has done a good job leading this. A communal bike locker has been ordered to support active travel. The location of the bike locker is to be decided.

It was moved by Cllr Morse

Seconded by Cllr Howes and

**RESOLVED:** To note the minutes for information.

**491. COMMITTEE MEMBERSHIP**

Consideration was given to the membership of committees (seven members per committee) which will be appointed at the first Full Council meeting of the new council year, to be held 29<sup>th</sup> May.

A discussion was held with regards to how the committee members be selected:

Cllr Hayes suggest a panel of 3 people comprised of 2 Labour councillors and 1 Liberal Democrat/ independent councillor. This would ensure councillors were not overlooked.

Cllr Butterick tabled a suggested committee membership chosen by Labour councillors with their preferred choice.

Cllr Fraser pointed out that on occasion the Project & Events Committee have not been quorate and had not received apologies in advance. Council was reminded by the Clerk that apologies were to be given in advance of the meeting and a substitute to be arranged to prevent this from happening in future.

Cllr Matthias has asked that a clear procedure of how members of committees would be/are selected. Are there guidelines on how this is done.

Cllr Morse asked for this to be transparent re: decision making e.g. is the selection process made by councillors' own preference or carried out using a skills audit? What process is being used?

The Clerk reminded council that the decisions would be made until 29<sup>th</sup> May when committee members would be nominated, with a vote to confirm election to the committee.

It was moved by Cllr Harvey  
Seconded by Cllr Hoyle and

**RESOLVED:** that a panel of Cllr Hayes, Cllr Hedges and Cllr Davenport consider committee membership, in the first instance using the draft framework submitted by Cllr Butterick.

**492.**

**WORKING GROUP**

To receive reports from and to decide on appropriate actions:

a) Disability Access Forum

It was moved by Cllr Harvey  
Seconded by Cllr Hoyle and

**RESOLVED:** To note the information.

**493.**

**REPRESENTATIVES TO OUTSIDE BODIES**

Reports from representatives to outside bodies and other organisations were received.

Cllr Harvey attended the Hebden Walkers Action Group – walking routes in area – Cllr Harvey will continue attending.

Cllr Hayes reported that the Hebden Bridge Brass band played well at the Dock Pudding competition.

It was moved by Cllr Harvey  
Seconded by Cllr Hedges and

**RESOLVED:** To note the information.

On behalf of the council, Cllr Fraser presented Cllr Hayes with flowers and a card to thank her for being chair and Mayor this past year.

The Meeting closed at 9.01pm

<b>Payment and Receipt Schedule</b>					
<b>01.05.24</b>					
<b>Hebden Royd Town Council</b>					
<b>Accounts to be Paid</b>					
<b>Item</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Cost Centre</b>	<b>Payment</b>
a	P3	IT Support	135.06	Office	BACS
b	Print Bureau	Printing	110.00	Office	BACS
c	Quadient	Franking Machine	151.38	Office	BACS
d	Calvag	Equipment	90.48	Climate Emergency	BACS
e	Hope	Equipment	240.74	Climate Emergency	BACS
f	Blachere Illumination	Lights	4629.05	Projects & Events	BACS
g	Blachere Illumination	Lights	10382.40	Projects & Events	BACS
h	HT Direct	First Aid Cover HH	360.00	Projects & Events	BACS
I	HT Direct	First Aid Cover Pumpkin	840.00	Projects & Events	BACS
j	Sand In Your Eye	Live carve & workshops	19239.00	Climate Emergency	BACS
			<b>36,178.11</b>		
<b>Accounts previously paid by the Town Clerk</b>					
a					BACS
			<b>0.00</b>		
Direct Debits					
a					DD
b					DD
			<b>0.00</b>		
		<b>TOTAL PAYMENTS</b>	<b>36,178.11</b>		
Authorised by					
	Councillor	Councillor	Clerk	Date	

<b>Payment and Receipt Schedule</b>					
<b>01/05/2024</b>					
<b>Hebden Bridge Picture House</b>					
<b>Accounts to be Paid</b>					
<b>Item</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Cost Centre</b>	<b>Payment</b>
a	Artificial Eye	Film Royalties	£230.30	Royalties	BACS
b	Artificial Eye	Film Royalties	£437.86	Royalties	BACS
c	BFI	Film Royalties	-£98.14	Royalties	BACS
d	BFI	Film Royalties	£134.75	Royalties	BACS
e	BFI	Film Royalties	£193.73	Royalties	BACS
f	BFI	Film Royalties	£375.20	Royalties	BACS
g	BFI	Film Royalties	£187.07	Royalties	BACS
h	Demand Film	Film Royalties	£141.76	Royalties	BACS
i	MUBI	Film Royalties	£728.70	Royalties	BACS
j	Park Circus	Film Royalties	£277.27	Royalties	BACS
k	Sony	Film Royalties	£233.40	Royalties	BACS
l	Springtail Productions	Film Royalties	£45.00	Royalties	BACS
m	Studiocanal	Film Royalties	£323.05	Royalties	BACS
n	Warner Bros	Film Royalties	£1,388.75	Royalties	BACS
o	Warner Bros	Film Royalties	£510.48	Royalties	BACS
p	Hebden Royd Business Forum	Membership	£75.00	Office	BACS
q	CPL Maps	Advertising	£540.00	Office	BACS
r	Print Bureau	Office	£48.00	Office	BACS
s	Savoy	IT Support	£1,030.20	Office	BACS
t	PPS	Cleaning Supplies	£52.20	Cleaning	BACS
u	PPS	Cleaning Supplies	£198.90	Cleaning	BACS
v	Firth Glass	Building Maintenance	£100.00	Maintenance	BACS
w	CDP Plumbing & Heating	Building Maintenance	£180.17	Maintenance	BACS
x	The Buttercup Bakery	Kiosk Supplies	£88.20	Kiosk	BACS
y	The Buttercup Bakery	Kiosk Supplies	£171.20	Kiosk	BACS
z	The Buttercup Bakery	Kiosk Supplies	£154.40	Kiosk	BACS
aa	Jimmys	Kiosk Supplies	£345.06	Kiosk	BACS
bb	Jimmys	Kiosk Supplies	£243.76	Kiosk	BACS
cc	JL Brooks	Kiosk Supplies	£83.94	Kiosk	BACS
dd	JL Brooks	Kiosk Supplies	£82.73	Kiosk	BACS
ee	Just Jennys	Kiosk Supplies	£175.20	Kiosk	BACS
ff	Just Jennys	Kiosk Supplies	£160.80	Kiosk	BACS
gg	Matthew Clark	Kiosk Supplies	£653.97	Kiosk	BACS
hh	Matthew Clark	Kiosk Supplies	-£21.02	Kiosk	BACS
ii	Suma	Kiosk Supplies	£385.54	Kiosk	BACS
jj	Turner & Wrights	Kiosk Supplies	£518.41	Kiosk	BACS
kk	Vocation Brewery	Kiosk Supplies	£329.48	Kiosk	BACS
			<b>10,705.32</b>		
<b>Accounts paid by the Clerk</b>					
<b>Item</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Cost Centre</b>	<b>Payment</b>
a	Universal	Film Royalties	198.55	Royalties	BACS
b	Universal	Film Royalties	1,172.33	Royalties	BACS
c	Universal	Film Royalties	522.74	Royalties	BACS
d	Universal	Film Royalties	556.87	Royalties	BACS
			<b>2,450.49</b>		
<b>Direct Debits</b>					
a		Phone		Office	DD
			<b>0.00</b>		
		<b>TOTAL PAYMENTS</b>	<b>13,155.81</b>		
Authorised by					
Councillor		Councillor		Clerk	
				Date	