

MEETING of the TOWN COUNCIL
held WEDNESDAY 19 June 2024 at
HEBDEN BRIDGE TOWN HALL

PRESENT Councillors - Fraser (Chair), Boden, Butterick, Cammack, Davenport, Guilfoyle, Harvey, Hedges, Hoyle, McNicholas, Morse, Needham and Woodhead.

Acting Town Clerk – Emma Green

Administrator – Rebekah Cox (Minutes)

MINUTES

65. PUBLIC QUESTION TIME.

No questions were asked of the council.

66. APOLOGIES FOR ABSENCE.

Apologies were received from Cllrs Bampton Smith, Boggis, Hayes, Howes and Matthias.

67. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.

No interests were raised.

68. PLANNING APPLICATIONS

- a. Application 24/00326/HSE at 1 Raw Lane, Mytholmroyd, Hebden Bridge, HX7 8PF for Two storey/single storey side extension. (White Lee ward)
Harvey and Morse abstained
It was moved by Cllr Hedges
Seconded by Cllr Needham and
RESOLVED: RECOMMEND REFUSAL as stated in Local Authority letter indicating that the extension doesn't fit in development plan.
- b. Application 24/00493/HSE at 19 Eaves Avenue, Hebden Bridge, HX7 6DJ for Installation of an air source heat pump to property. (West End ward)
It was moved by Cllr Harvey
Seconded by Cllr Boden and
RESOLVED: NO OBJECTION
- c. Application 24/20084/TPO at Allotment Gardens, Windsor Road, Hebden Bridge for Fell two trees and prune one (Tree Preservation Order). (Birchcliffe ward)
It was moved by Cllr Needham
Seconded by Cllr Woodhead and

RESOLVED: NO OBJECTION

- d. Application 24/50001/FCC at Rawtonstall Wood, Savile Road, Hebden Bridge for Tree felling licence. (West End ward)
It was moved by Cllr Harvey
Seconded by Cllr Gilfoyle and
RESOLVED: RECOMMENDED REFUSAL due to lack of details and insufficient information provided. More details would be necessary to consider application.
- e. Application 24/00320/HSE at Brink Top, Height Road, Mytholmroyd, HX7 5RB for Side extensions and conversion of garage to annexe. (White Lee ward)
It was moved by Cllr Woodhead
Seconded by Cllr Davenport and
RESOLVED: NO OBJECTION noted that application would require full bat survey.
- f. Application 24/00496/HSE at 8 Bethel Terrace, Brearley Lane, Mytholmroyd, HX2 6JE for Two-storey side extension including construction of first floor balcony. (White Lee ward)
It was moved by Cllr Butterick
Seconded by Cllr Davenport and
RESOLVED: NO OBJECTION

Cllr Needham declared an interest in following application.

- g. Application 24/00519/HSE at Brackenwood, 8 Mayfield Road, Hebden Bridge, HX7 7DT for First floor extension to side, single storey extension to front and replacement of existing garage and lean-to green house with new garage and lean-to green house. (West End ward)
It was moved by Cllr Harvey
Seconded by Cllr Guilfoyle and
RESOLVED: NO OBJECTION but would recommend that building materials are consistent with existing building.

It was moved by Cllr Fraser
Seconded by Cllr Hoyle and

RESOLVED: that 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.

69. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC

It was moved by Cllr Davenport
Seconded by Cllr Guilfoyle and
RESOLVED: to note for information

70. HEBDEN ROYD TOWN COUNCIL ANNUAL ACCOUNTS 2023/24
The annual accounts of both the Town Council & the Hebden Bridge Picture House were considered.

The Acting Clerk noted the good performance of Picture House.

It was moved by Cllr Woodhead

Seconded by Cllr Davenport and

RESOLVED: Annual accounts for Town Council and Hebden Bridge Picture House were approved.

71. ANNUAL GOVERNANCE STATEMENT

a) To approve the Annual Governance Statement for the Financial Year 2023/24 – Section 1 of Annual Return paragraphs 1 to 9.

It was moved by Cllr Fraser

Seconded by Cllr Davenport and

RESOLVED: to approve the Annual Governance Statement for 2023/24 – Section 1 of Annual Return paragraphs 1 to 9. Mayor signed document.

b) To approve the Statement of Accounts for the financial year 2023/24 as set out in Section 2 of the Annual Return.

It was moved by Cllr Guilfoyle

Seconded by Cllr Davenport and

RESOLVED: to approve the Statement of Accounts for 2023/24 as set out in Section 2 of Annual Return. Mayor signed document.

c) To note the Annual Internal Audit Report for 2023/24 included at page 3 of the Annual Governance and Accountability Return 2023/2024.

It was moved by Cllr Guilfoyle

Seconded by Cllr Harvey and

RESOLVED: to note for information

d) 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.

It was moved by Cllr Guilfoyle

Seconded by Cllr Davenport and

RESOLVED: to approve the publication of documents required.

72. INTERNAL AUDIT REPORT 2023/24

The acting clerk gave an overview of the annual internal audit.

It was moved by Cllr Harvey

Seconded by Cllr Davenport and

RESOLVED: to note for information

73. APPOINTMENT OF INTERNAL AUDITOR

It was moved by Cllr Harvey

Seconded by Cllr Guilfoyle and

RESOLVED: to approve the appointment of Julie Winham as internal Auditor for 2024/25.

74. GRIEVANCE PANEL MEMBERSHIP

It was moved by Cllr Harvey

Seconded by Cllr Guilfoyle and

RESOLVED: to appoint Cllr Buttrick, Hedges and Woodhead

75. APPEALS PANEL MEMBERSHIP

It was moved by Cllr Guilfoyle

Seconded by Cllr Morse and

RESOLVED: to move to next meeting

76. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

It was requested that the frequency of meetings been confirmed with regards to each group.

It was moved by Cllr Fraser

Seconded by Cllr Guilfoyle and

RESOLVED: to appoint:

- a. Hebden Bridge Twinning Society – Cllrs Pat Fraser, June Cammack and Christine Davenport.
- b. Hebden Bridge Walkers Action Group – Cllr Nikki Harvey
- c. Yorkshire Association of Loval Councils – Cllrs Richard Needham, Christine Bampton Smith and Christine Davenport.
- d. Town and Parish Council Liaison Committee – Cllr Jane Hoyle
- e. Mytholmroyd Station Partnership – Cllr Karl Boggis
- f. Hebden Bridge & Mytholmroyd Town Board – Cllrs Nikki Harvey, Rebecca Boden, Keith Butterick, Christine Bampton Smith.
- g. Stubb Playing Field Assoc – Cllr June Cammack
- h. Hebden Bridge Brass Band – Cllrs Christine Bampton Smith and Rosemary Hedges.
- i. Hebden Bridge Business Forum – Cllrs Rebecca Boden and Alison Matthias.
- j. Cragg Vale Community Association – Cllr Keith Butterick
- k. Mytholmroyd Community Centre – Cllr Jane Hoyle.
- l. Environment Agency – Hebden Bridge Flood Alleviation Scheme – Cllrs Pat Fraser, Patsi Guilfoyle & David Howes – plus one vacancy
- m. Hebden Bridge Group Practice – Patient Participation Group – Cllrs McNicholas and Cammack.

HRTC Working Parties

- a. Disability Access Forum – Cllr Patsi Guilfoyle.

77. HRTC & HBPH PAYMENT & RECEIPT SCHEDULE

It was moved by Cllr Harvey

Seconded by Cllr Gilfoyle and

RESOLVED: To note items of information and to authorise payments totalling £36,926.99.

78. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

Handmade Parade Letter of Request for Support
a. WYCA Mass Transit Briefing

It was moved by Cllr Needham
Seconded by Cllr Davenport and

RESOLVED: the following actions in respect of items:

- a. Formal letter of support to assist Handmade Parade funding application for 2025 handmade parade to be sent.
- b. WYCA to move to note.

79. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

The activities of the Mayor were shared.

It was moved by Cllr Gilfoyle
Seconded by Cllr Davenport and

RESOLVED: to note for information

80. MINUTES OF THE TOWN COUNCIL held 29 MAY 2024

To consider minutes and approve as a correct record.

3 Cllrs abstained from voting
7 Cllrs voted to approve minutes

It was moved by Cllr Guilfoyle
Seconded by Cllr Morse and

RESOLVED: to approve the minutes as a correct record

81. MINUTES OF THE CLIMATE EMERGENCY & ENVIRONMENT COMMITTEE held 5 JUNE 2024

Cllr Woodhead is the new chair and commends Cllr Harvey for being the former chair. The meeting was very positive, and it was great to hear about all the fabulous work that this committee and Rachel Lightbird have carried out. Cllr Woodhead appreciates Cllr Harvey's generous offer to mentor him.

It was moved by Cllr Woodhead
Seconded by Cllr Harvey and

RESOLVED: To receive minutes for information.

82. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held 12 JUNE 2024

Cllr Guilfoyle is Chair and reported a very full and busy meeting.

It was moved by Cllr Guilfoyle
Seconded by Cllr Morse and

RESOLVED: To receive minutes for information.

83. MINUTES OF THE STAFFING COMMITTEE held 18 JUNE 2024

Cllr McNicholas is Chair and reported that all members of Staffing Committee will attend HR training and that an HR audit will be carried out. Cllr Hedges requested that members of Grievance Panel also attend the HR training.

Minute 57. Terms of Reference for Staffing Committee – to seek adoption.

It was moved by Cllr McNicholas

Seconded by Cllr Harvey and

RESOLVED: to approve the minutes as a correct record and approve the recommendations specifically that the new Terms of Reference for Staffing Committee be adopted.

84. WORKING GROUPS

a) Disability Access Forum

Cllr Guilfoyle reported that they are still waiting for an outcome with the A Board Licence. There are still issues that are being reported to the Community Wardens and the Enforcement Officers. The Shoulder of Mutton the land directly outside the building. Enforcement Officers can remove A-boards but there is currently no licencing for street furniture. Cllr Sarah Courtney is now dealing with the licencing. Cllr Guilfoyle would encourage and welcome all to report pavement obstructions.

85. REPRESENTATIVES TO OUTSIDE BODIES

Cllr Hoyle reported that Mytholmroyd Community Centre have exciting news that their refurbishments are coming along nicely. The seeds donated by Environment Committee are starting to flower and there is talk of a new BBC series to take place in Mytholmroyd.

Cllr Guilfoyle reported that there has been a successful clear up in Fairfield ward. Rachel Lightbird had arranged the skip. Cllrs are encouraged to arrange clean ups in their ward. Environment Committee will supply skip and litter pickers for any ward clean up.

Meeting finished at 8.57pm

Payment and Receipt Schedule
19.06.24

Hebden Royd Town Council
Accounts to be Paid

Item	no:	Payee	Details	Amount	Cost Centre
	a	Carolyne Warren	Accounts Support	122.00	Office
	b	Euro Digital	Photocopier	171.68	Office
	c	Hebden Bridge Community Association	Mayor Making	584.00	Office
	d	Hebden Bridge Community Association	Office Recharges	201.00	Office
	e	Juiced Studio	Brand Project	480.00	Office
	f	Julie Winham	Audit	1,375.00	Office
	g	P3 Computer Services	IT Support	135.06	Office
	h	Zonkey	Website Creation	1,005.00	Office
	I	DA and Gibbon	Hanging Baskets	912.00	Environment & Allot
	j	Gardenis Nursery	Hanging Baskets	10,541.40	Environment & Allot
	k	Calvag	Happy Hounds	34.80	Project & Events
	l	GEM Compliance Training	First Aid Training	222.00	Staff Training
	m	Lisa Murdoch	Logo Redesign	300.00	Office
	n	Emma Green	Expenses	66.98	Office
	o	Pennine Pens	Website Maintenance	300.00	
				16,450.92	

Accounts previously paid by the Town Clerk

a	Native Space	IT Support	542.99	Office
b	Wix	Domain	11.16	Office
c	Wix	Domain	230.40	Office
d	Post Office	Petty Cash	89.47	Office
			874.02	

Direct Debits

a				
b				
			-	

TOTAL PAYMENTS **17,324.94**

Authorised by

Councillor	Councillor	Clerk	Date

Payment and Receipt Schedule
19/06/2024

Hebden Bridge Picture House
Accounts to be Paid

Item	no:	Payee	Details	Amount	Cost Centre	Payment Method
	a	606 Distribution	Film Royalties	60.00	Royalties	BACS

b	Altitude Film	Film Royalties	159.78	Royalties	BACS
c	Artificial Eye	Film Royalties	54.00	Royalties	BACS
d	Artificial Eye	Film Royalties	120.00	Royalties	BACS
e	Artificial Eye	Film Royalties	120.00	Royalties	BACS
f	Dogwoof	Film Royalties	133.18	Royalties	BACS
g	Entertainment One	Film Royalties	931.27	Royalties	BACS
h	Lions Gate	Film Royalties	344.58	Royalties	BACS
i	Lions Gate	Film Royalties	120.00	Royalties	BACS
j	Modern Films	Film Royalties	120.00	Royalties	BACS
k	National Theatre	Film Royalties	564.85	Royalties	BACS
l	National Theatre	Film Royalties	1,924.45	Royalties	BACS
m	National Theatre	Film Royalties	1,218.25	Royalties	BACS
n	Park Circus	Film Royalties	120.00	Royalties	BACS
o	Park Circus	Film Royalties	232.82	Royalties	BACS
p	Park Circus	Film Royalties	168.00	Royalties	BACS
q	Park Circus	Film Royalties	220.40	Royalties	BACS
r	Park Circus	Film Royalties	214.10	Royalties	BACS
s	Park Circus	Film Royalties	180.00	Royalties	BACS
t	Paramount	Film Royalties	1,726.75	Royalties	BACS
u	Seventh Art	Film Royalties	108.50	Royalties	BACS
v	Sony	Film Royalties	190.01	Royalties	BACS
w	Sony	Film Royalties	669.37	Royalties	BACS
x	Studiocanal	Film Royalties	429.28	Royalties	BACS
y	Trafalgar	Film Royalties	349.91	Royalties	BACS
z	Trafalgar	Film Royalties	292.01	Royalties	BACS
aa	Trafalgar	Film Royalties	420.50	Royalties	BACS
bb	Universal	Film Royalties	757.57	Royalties	BACS
cc	Vertigo	Film Royalties	318.32	Royalties	BACS
dd	Verve	Film Royalties	284.54	Royalties	BACS
ee	Verve	Film Royalties	120.00	Royalties	BACS
ff	Warner Bros	Film Royalties	296.45	Royalties	BACS
gg	The Buttercup Bakery	Kiosk Supplies	108.80	Kiosk	BACS
hh	The Buttercup Bakery	Kiosk Supplies	76.60	Kiosk	BACS
ii	The Buttercup Bakery	Kiosk Supplies	85.60	Kiosk	BACS
jj	Eden Farm Hulleys	Kiosk Supplies	213.98	Kiosk	BACS
kk	Empire Brewery	Kiosk Supplies	181.44	Kiosk	BACS
ll	JL Brooks	Kiosk Supplies	81.54	Kiosk	BACS
mm	Just Jennys	Kiosk Supplies	90.00	Kiosk	BACS
nn	Just Jennys	Kiosk Supplies	175.20	Kiosk	BACS
oo	Matthew Clark	Kiosk Supplies	578.60	Kiosk	BACS
pp	Suma	Kiosk Supplies	390.26	Kiosk	BACS
qq	Vocation Brewery	Kiosk Supplies	224.93	Kiosk	BACS
rr	Vocation Brewery	Kiosk Supplies	291.60	Kiosk	BACS
ss	Vocation Brewery	Kiosk Supplies	241.84	Kiosk	BACS
tt	Vocation Brewery	Kiosk Supplies	258.80	Kiosk	BACS
uu	Vocation Brewery	Kiosk Supplies	261.17	Kiosk	BACS
vv	Vocation Brewery	Kiosk Supplies	303.60	Kiosk	BACS
ww	Print Bureau	Printing	370.44	Office	BACS
xx	Print Bureau	Printing	170.00	Office	BACS
yy	Savoy Systems	IT Support	530.81	Office	BACS
zz	Calderdale Sewer Services	Building Repairs	180.00	Maintenance	BACS
aaa	Calder Valley Security	Building Repairs	114.00	Maintenance	BACS
bbb	FCC Environment	Waste Management	731.46	Maintenance	BACS
ccc	Cathedral Leasing	Hygiene Service	225.11	Office	BACS
ddd	Hebden Bridge Underground	Music	250.00	Events	BACS
eee	Music Street	Programme Sales	477.00	Events	BACS

19,581.67

Accounts paid by the Clerk

Item

no: Payee

Details

Amount

Cost Centre

Payment

Method

a Toolstation

Lamp

20.38

Projection

BACS

20.38

Direct Debits

a

DD

b

DD

c

DD

-

TOTAL PAYMENTS

19,602.05

Authorised by

Councillor	Councillor	Clerk	
			Date