

**MEETING of the TOWN COUNCIL  
held WEDNESDAY 29th May 2024 at  
HEBDEN BRIDGE TOWN HALL**

**PRESENT**

**Councillors** - Fraser (Chair), Boden, Butterick, Cammack, Guilfoyle, Hayes, Hedges, Howes, Matthias, Morse and Needham.

**Acting Town Clerk** – Emma Green

**Administrator** – Rebekah Cox (Minutes)

**MINUTES**

**8. PUBLIC QUESTION TIME.**

No questions were asked of the council.

**9. APOLOGIES FOR ABSENCE.**

Apologies were received from Cllrs Bampton Smith, Boggis, Davenport, Harvey, Hoyle, McNicholas and Woodhead.

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

To receive and note interests relating to the agenda.

**11. PLANNING APPLICATIONS**

- a. **Application 24/00386/HSE** at 16 Caldene Avenue, Mytholmroyd, HX7 5AF for single storey rear extension to the back of the property. (Caldene ward)  
It was moved by Cllr Hayes  
Seconded by Cllr Gilfoyle and  
**RESOLVED: NO OBJECTION**
  
- b. **Application 24/00403/HSE** at 7 Illingworth Villas, Lee Mill Road, Hebden Bridge, HX7 8LG for Installation of a balcony/fire refuge. (Birchcliffe ward)  
It was moved by Cllr Gilfoyle  
Seconded by Cllr Needham and  
**RESOLVED: RECOMMEND REFUSAL** on grounds of overshadowing of neighbours' property and being inappropriate for appearance of building and area.
  
- c. **Application 24/00314/OUT** at Ewood Hall, Midgley Road, Mytholmroyd, HX7 5QY for Detached Property to garden of existing detached house (Outline). (White Lee ward)  
Howes and Morse abstained.  
It was moved by Cllr Hedges  
Seconded by Cllr Needham and

**RESOLVED:** RECOMMEND REFUSAL on the grounds of all other properties in surrounding area being listed buildings. The conservation officer comments highlighted that the development may be detrimental to the integrity of area and council agree that the principle of this development may be detrimental to the setting.

- d. **Application 24/00401/HSE** at The Laurels, Brier Hey Lane, Mytholmroyd, HX7 5PJ for Addition of a porch and internal alterations. (White Lee ward)  
It was moved by Cllr Hedges  
Seconded by Cllr Hayes and  
**RESOLVED:** NO OBJECTION
- e. **Application 24/00441/HSE** at 43 Nest Estate, Mytholmroyd, HX7 5BH for Demolition of existing outbuilding & construction of porch and single storey rear extension. Construction of timber garden store. (Caldene ward)  
It was moved by Cllr Howes  
Seconded by Cllr Matthias and  
**RESOLVED:** NO OBJECTION
- f. **Application 24/00471/HSE** at 45 Caldene Avenue, Mytholmroyd, HX7 5AJ for Raised first floor decking platform to rear of property. (Caldene ward)  
It was moved by Cllr Matthias  
Seconded by Cllr Morse and  
**RESOLVED:** NO OBJECTION
- g. **Application 24/00473/HSE** at Newfield, Linden Road, Mytholmroyd, HX7 5AN for Extension at first floor level to existing annex. (Caldene ward)  
It was moved by Cllr Howes  
Seconded by Cllr Boden and  
**RESOLVED:** NO OBJECTION

It was moved by Cllr Morse  
Seconded by Cllr Howes 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.

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

It was moved by Cllr Hedges  
Seconded by Cllr Howes and  
**RESOLVED:** to note for information

**13. FINANCIAL REGULATIONS AND STANDING ORDERS**

The Acting Clerk reported that the new financial regulations would be considered at the next Strategy & Review meeting.

It was moved by Cllr Boden  
Seconded by Cllr Howes and

**RESOLVED:** To reaffirm the Financial Regulations and Standing Orders previously adopted by Full Council as per Minute 278, 22.11.23.

**14. CODE OF CONDUCT AND REGISTER OF INTERESTS**

It was moved by Cllr Hayes  
Seconded by Cllr Howes and

**RESOLVED:** to reaffirm members commitments in respect of the Code of Conduct and Register of Financial Interests.

**15. CONSTITUTION OF COMMITTEES AND DELEGATED POWERS**

The Acting Clerk reported that some terms of reference are missing and it would be for Strategy & Review and to review delegated powers and develop terms of reference.

It was moved by Cllr Hayes  
Seconded by Cllr Morse and

**RESOLVED:** to note the Council Structure, committees, and delegated powers.

**16. ATTENDANCE REGISTER**

To receive the attendance of councillors over the council year 2023/24.

It was moved by Cllr Hayes  
Seconded by Cllr Howes and

**RESOLVED:** to note for information

**17. COMMITTEE MEMBERSHIP**

Members were proposed for each committee

Cllr Boden read a statement and an in-depth discussion was had between councillors.

It was moved by Cllr Guilfoyle  
Seconded by Cllr Hayes and

With five votes in favour of the motion, two votes against the motion and four abstentions, it was;

**RESOLVED:** that members proposed for each of the committee's be assigned to those committees for the year 2024/25 and as outlined below.

**COMMITTEE MEMBERSHIP 2024-25**

***Climate Emergency and Environment Committee***

Nikki Harvey (Ind)	Richard Needham (Lab)
Holly Morse (Lab)	June Cammack (Lib Dem)
Steve Woodhead (Lab)	Karl Boggis (Lib Dem)
Alison Mathias (Lab)	

### **Community Funding Committee**

David Howes (Lab)	Jane Hoyle (Lab)
Rosemary Hedges (Lab)	Steve Woodhead (Lab)
Holly Morse (Lab)	June Cammack (LD)
Patsi Guilfoyle (Ind)	

### **Projects, Events & Christmas Lighting**

Pat Fraser (Lab)	Jane Hoyle (Lab)
Bernice Hayes (Lab)	Christine Davenport (Lib Dem)
Rosemary Hedges (Lab)	Christine Bampton Smith (Lib Dem)
Rachel McNicholas (Lab)	

### **Picture House Committee (set for the life of the council).**

Keith Butterick (Lab)	Alison Matthias (Lab)
Pat Fraser (Lab)	David Howes (Lab)
Rebecca Boden (Lab)	Christine Davenport (LD)
Richard Needham (Lab)	

### **Staffing Committee**

Bernice Hayes (Lab)	Nikki Harvey (Ind)
David Howes (Lab)	Patsi Guilfoyle (Ind)
Rachel McNicholas (Lab)	Christine Davenport (Ind)
Holly Morse (Lab)	

*Cllr Needham left the meeting at 8.20pm*

#### **18. GRIEVANCE PANEL MEMBERSHIP**

Due to a number of councillors being absent from the meeting it was suggested that this item be moved to next Full Council Meeting

It was moved by Cllr Howes

Seconded by Cllr Morse and

**RESOLVED:** to be considered at the next Full Council meeting on 19 June 2024.

#### **19. APPEALS PANEL MEMBERSHIP**

Due to a number of councillors being absent from the meeting it was suggested that this item be moved to next Full Council Meeting

It was moved by Cllr Howes

Seconded by Cllr Morse and

**RESOLVED:** to be considered at the next Full Council meeting on 19 June 2024.

**20. APPOINTMENT OF HRTC INTERNAL FINANCIAL CONTROLLERS**

To consider and appoint an internal financial controller for 2024/25.

Cllr Hayes expressed that she is happy to continue, and Cllr Gilfoyle also volunteered.

It was moved by Cllr Hayes

Seconded by Cllr Gilfoyle and

**RESOLVED:** to appoint Cllr Hayes and Cllr Gilfoyle as internal financial controllers for 2024/25.

**21. MEETING DATES**

To receive meeting dates for the council year 2024/25

The Acting Clerk requested that the next AMTC (Mayor Making) be moved to the Tuesday to ensure no clash with the current Town Hall bookings.

It was moved by Cllr Howes

Seconded by Cllr Matthias and

**RESOLVED:** to note for information and to approved moving AMTC to Tuesday, 20<sup>th</sup> May 2025.

**22. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

Due to a number of councillors being absent from the meeting it was suggested that this item be moved to next Full Council Meeting

It was moved by Cllr Howes

Seconded by Cllr Morse and

**RESOLVED:** to be considered at the next Full Council meeting on 19 June 2024.

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

It was moved by Cllr Hayes

Seconded by Cllr Gilfoyle and

**RESOLVED:** To note items of information and to authorise payments totalling £41824.85.

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

To receive and decide actions on communications (enc).

- |          |                     |
|----------|---------------------|
| a. CROWS | 2023-2024 Review    |
| b. YLCA  | Training Programme  |
| c. YLCA  | White Rose Bulletin |

It was moved by Cllr Hedges

Seconded by Cllr Hayes and

**RESOLVED:** the following actions in respect of items:

- b. the Acting Clerk reported that there are several training courses available, and councillors are encouraged to attend any courses that may be of interest to them. Also, highlighting a course on 18 July called Talking Tables open to Clerks and Councillors – the Acting Clerk will circulate details.

**25. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT**

Cllr Hayes reported on a couple of events she had attended during the last couple of months of her mayoral year. Happy Hounds which was a great success and received well by all who attended and the very informative exhibition called 'My name is not asylum seeker' which highlights the great work carried out at St Augustine's.

It was moved by Cllr Hayes

Seconded by Cllr Gilfoyle and

**RESOLVED:** to note for information

**26. MINUTES OF THE TOWN COUNCIL held 1<sup>st</sup> MAY 2024**

It was moved by Cllr Hedges

Seconded by Cllr Hayes and

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

**27. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 8<sup>th</sup> MAY 2024**

The Acting Clerk reported with regards to item 499 to consider appropriate software for accounting. After discussions with Carolynn it was deemed not appropriate at this moment, as Carolynn is retiring and with the Clerk currently being absent. It was suggested that the new programme be put on hold until April 2025. Both Carolynn and the Acting Clerk will continue researching options and will have a proposal by Christmas.

It was moved by Cllr Fraser

Seconded by Cllr Butterick and

**RESOLVED:** to endorse recommendations therein and approve as a correct record and to approve postponing new software for accounting until a later date.

**28. MINUTES OF THE PICTURE HOUSE COMMITTEE held 15<sup>th</sup> MAY 2024**

Cllr Butterick reported that the FOPH are holding excellent outreach programmes that are proving to be very successful. All credit goes to the FOPH and the PH. The financial report continues to be good. Screen 2 project has highlighted a couple of issues; an asbestos report and disability access which will impact on costs.

The Acting Clerk reported that consultation has now finished with a response of 66% saying yes. A meeting has been arranged with a fund-raising specialist.

It was moved by Cllr Butterick

Seconded by Cllr Howes and

**RESOLVED:** to endorse recommendations therein and approve as a correct record.

**29. MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL held 22 MAY 2024**

Cllr Fraser reported that the evening was well attended and enjoyed by all.

It was moved by Cllr Fraser

Seconded by Cllr Hayes and

**RESOLVED:** to approve the minutes as a correct record

**30. COMMUNITY FUNDING - NON CONSTITUTIED BODIES**

Cllr Butterick reported that on 1 May item 482 – funding has been ringfenced for non-constituted bodies to encourage a wide variety of grant applications. This would give aid to groups in the valley to provide new services. The normal Community Funding application and consideration would take place. The Acting Clerk suggested that signposting about ringfenced fund would be carried out on all socials.

Cllr Gilfoyle would encourage councillors to apply on behalf of services.

It was moved by Cllr Butterick

Seconded by Cllr Gilfoyle and

**RESOLVED:** to approve ringfenced money be made available for suitable projects for youth services. These applications will go through the same rigorous application process as standard applications, however as there is no constituted body to keep the fund, accounts for the project will be paid directly by the Town Council. The Acting Clerk will develop and present a policy for how this process will be managed.

**31. HRTC NEW LOGO**

Suggestions for a new logo were presented.

It was moved by Cllr Matthias

Seconded by Cllr Howes and

**RESOLVED:** to approve new logo.

**32. WORKING GROUP**

To receive reports from and to decide on appropriate actions:

a) Disability Access Forum

It was moved by Cllr Gilfoyle

Seconded by Cllr Morse and

**RESOLVED:** to approve request from DAF to pay for their annual fees of £10 per year to join national organisation.

**33. REPRESENTATIVES TO OUTSIDE BODIES**

Cllr Guilfoyle reported that at the last DAF meeting it was reported that the A-Board trial would come to an end on 31 May – most businesses have complied baring a couple which have been reported to the Enforcement Officers. DAF are in consultation with HRTC with regards to new website. DAF are in consultation with Northern Powerhouse with regards to access.

To receive reports from representatives to outside bodies and other organisations

It was moved by Cllr Gilfoyle

Seconded by Cllr Hayes and

**RESOLVED:** to note for information

The meeting finished at 8.53pm.

**Payment and Receipt Schedule**  
**29.05.24**

**Hebden Royd Town Council**  
**Accounts to be Paid**

Item no:	Payee	Details	Amount	Cost Centre	Paym Meth
a	Zurich	Insurance	3,679.19	Office	BAC
b	Zurich	Insurance	22.40	Office	BAC
c	ICO	Data Protection Fee	40.00	Office	BAC
d	Carolyne Warren	Financial Support	350.00	Office	BAC
e	Euro Digital	Photocopier	179.58	Office	BAC
f	Hebden Bridge Community Association	Recharges for office	153.00	Office	BAC
g	Lancashire Clockmakers	Clock Service	180.00	Clocks	BAC
h	P3	IT Support	135.06	Office	BAC
I	ETEC	Happy Hounds	96.00	Projects & Events	BAC
j	Craig Shaw	Happy Hounds	165.00	Projects & Events	BAC
k	Pennine Signs	Happy Hounds	60.00	Projects & Events	BAC
l	Bat Conservation Trust	Training	30.00	Climate & Environment	BAC
m	Calvag	Allotments	2,353.70	Climate & Environment	BAC
n	ECO Green	Allotments	354.30	Climate & Environment	BAC
o	Cragg Vale Community Association	Spring Clean	180.00	Climate & Environment	BAC
p	Dodnaze Community Centre	Spring Clean	180.00	Climate & Environment	BAC
q	Friends of HB Station	Spring Clean	120.00	Climate & Environment	BAC
r	Mytholmroyd Scouts	Spring Clean	540.00	Climate & Environment	BAC
s	Mytholmroyd Station	Spring Clean	120.00	Climate & Environment	BAC
t	Scout Road PTFA	Spring Clean	180.00	Climate & Environment	BAC
u	Business Stream	Water Allotments	67.78	Climate & Environment	BAC
			<b>9,186.01</b>		

**Accounts previously paid by the Town Clerk**

a	Agamemnon	Allotment	1,006.00	Climate & Environment	BAC
b	HM Revenue	Vat	414.36	Office	BAC
c	Il Mulno	Service to Community	100.00	Office	Card
d	Fleur De Lys Florist	Mayor Making	75.00	Office	Card
e	Petty Cash	Petty Cash	99.25	Office	Card
			<b>274.25</b>		

**Direct Debits**

a	Sage	Sage 50 Payroll	<b>21.00</b>		DD
b	Euro Digital Systems	Photocopier	<b>259.06</b>		DD
			<b>280.06</b>		

**TOTAL PAYMENTS 9,740.32**

Authorised by

Councillor	Councillor	Clerk	Date



**Hebden Bridge Picture House****Accounts to be Paid**

<b>Item no:</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Cost Centre</b>	<b>Payment Method</b>
a	Arrow Film Distributors	Film Royalties	£155.40	Royalties	BACS
b	Artificial Eye	Film Royalties	£244.66	Royalties	BACS
c	Artificial Eye	Film Royalties	£438.72	Royalties	BACS
d	Artificial Eye	Film Royalties	£382.02	Royalties	BACS
e	Chris Massey	Film Royalties	£683.15	Royalties	BACS
f	Digital Cinema	Film Royalties	£132.00	Royalties	BACS
g	Disney	Film Royalties	£102.25	Royalties	BACS
h	Dogwoof	Film Royalties	£491.75	Royalties	BACS
i	Kaleidoscope	Film Royalties	£557.20	Royalties	BACS
j	Miracle Communications	Film Royalties	£11.70	Royalties	BACS
k	MUBI	Film Royalties	£126.88	Royalties	BACS
l	National Theatre	Film Royalties	-£303.60	Royalties	BACS
m	National Theatre	Film Royalties	£252.35	Royalties	BACS
n	National Theatre	Film Royalties	£1,711.06	Royalties	BACS
o	National Theatre	Film Royalties	£3,111.10	Royalties	BACS
p	Paper Vision	Film Royalties	£241.85	Royalties	BACS
q	Park Circus	Film Royalties	-£241.75	Royalties	BACS
r	Park Circus	Film Royalties	£192.00	Royalties	BACS
s	Park Circus	Film Royalties	£192.00	Royalties	BACS
t	Park Circus	Film Royalties	£168.00	Royalties	BACS
u	Park Circus	Film Royalties	£222.67	Royalties	BACS
v	Park Circus	Film Royalties	£252.00	Royalties	BACS
w	Park Circus	Film Royalties	£192.00	Royalties	BACS
x	Picture House	Film Royalties	£345.46	Royalties	BACS
y	Seventh Art	Film Royalties	£417.00	Royalties	BACS
z	Studiocanal	Film Royalties	£642.42	Royalties	BACS
aa	Studiocanal	Film Royalties	£1,876.60	Royalties	BACS
bb	Trafalgar	Film Royalties	£220.50	Royalties	BACS
cc	Trafalgar	Film Royalties	£287.10	Royalties	BACS
dd	Trafalgar	Film Royalties	£516.30	Royalties	BACS
ee	Trafalgar	Film Royalties	£574.50	Royalties	BACS
ff	Trafalgar	Film Royalties	£432.30	Royalties	BACS
gg	Warner Bros	Film Royalties	£120.00	Royalties	BACS
hh	Warner Bros	Film Royalties	£1,438.25	Royalties	BACS
ii	Warner Bros	Film Royalties	£853.87	Royalties	BACS
jj	Universal	Film Royalties	£165.37	Royalties	BACS
kk	Universal	Film Royalties	£406.50	Royalties	BACS
ll	The Buttercup Bakery	Kiosk Supplies	£85.60	Kiosk	BACS
mm	The Buttercup Bakery	Kiosk Supplies	£85.60	Kiosk	BACS
nn	The Buttercup Bakery	Kiosk Supplies	£85.60	Kiosk	BACS
oo	The Buttercup Bakery	Kiosk Supplies	£117.80	Kiosk	BACS
pp	Jimmys	Kiosk Supplies	£499.57	Kiosk	BACS
qq	JL Brooks	Kiosk Supplies	£107.91	Kiosk	BACS
rr	Just Jennys	Kiosk Supplies	£204.00	Kiosk	BACS
ss	Maize & Grace	Kiosk Supplies	655.2	Kiosk	BACS
tt	Maize & Grace	Kiosk Supplies	436.8	Kiosk	BACS
uu	Matthew Clark	Kiosk Supplies	-21.02	Kiosk	BACS
vv	Matthew Clark	Kiosk Supplies	550.09	Kiosk	BACS
ww	Suma	Kiosk Supplies	373.44	Kiosk	BACS
xx	Turner & Wrights	Kiosk Supplies	583.94	Kiosk	BACS
yy	Dringtech	IT Support	173.25	Office	BACS
zz	Savoy	IT Support	212.4	Office	BACS

aaa	Savoy	IT Support	758.33	Office	BACS
bbb	The Manchester Rubber Stamp	Office	20.4	Office	BACS
ccc	The Manchester Rubber Stamp	Office	40.8	Office	BACS
ddd	Print Bureau	Printing	24	Office	BACS
eee	Print Bureau	Printing	145	Office	BACS
fff	Quadiant	Franking	151.38	Office	BACS
ggg	CardiAid	First Aid	42	Office	BACS
hhh	PPS	Cleaning supplies	124.8	Office	BACS
iii	PPS	Cleaning supplies	118.16	Office	BACS
jjj	D Haigh	Building Repairs	4410	Maintenance	BACS
kkk	O2	Line Rental	27.55	Office	BACS
lll	EPS	Equip Hire	192.34	Maintenance	BACS
			<u>27,816.52</u>		

**Accounts paid by the Clerk**

<b>no:</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>Cost Centre</b>	<b>Payment Method</b>
a	SSE	Electricity Final	<u>1,986.93</u>	Royalties	BACS
			<b>1,986.93</b>		

Direct Debits

a	SSE	Gas Feb	1,120.18	Utilities	DD
b	SSE	Gas Mar	1,160.90	Utilities	DD
c	Scotish Power	Electricity	<u>1,453.72</u>	Utilities	DD
			<b>2,281.08</b>		

**TOTAL PAYMENTS** **32,084.53**

Authorised by

Councillor	Councillor	Clerk	
			Date