

**MEETING of the TOWN COUNCIL
held WEDNESDAY 24th May 2023 at
HEBDEN BRIDGE TOWN HALL**

PRESENT Councillors: Hayes (Chair), Bampton Smith, Boden, Butterick, Cammack, Davenport, Fenton, Fraser, Guilfoyle, Harvey, Hedges, Howes, Hoyle, Maguire, Mattias, Morse & Needham.

Town Clerk - Jason Boom

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

11. APOLOGIES FOR ABSENCE.
Apologies were received from Cllrs Boggis.

12. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.
No interests were declared at this time.

Note: Cllr Matthias arrived.

Note: Cllr Hedges arrived.

13. PLANNING APPLICATIONS

- a. **Application 23/20052/TPO** at Portash, Cragg Road, Mytholmroyd, HX7 5RX for Fell one tree (Tree Preservation Order). (Cragg Vale ward)

It was moved by Cllr Needham

Seconded by Cllr Harvey and

RESOLVED: RECOMMEND REFUSAL as the application does not prove that the tree is dead, diseased or dying and the reason for felling is not acceptable.

- b. **Application 23/20055/TPO** at Tumble Hill, Cragg Road, Mytholmroyd, HX7 5RX for Fell four trees (Tree Preservation Order). (Cragg Vale ward)

It was moved by Cllr Harvey

Seconded by Cllr Bampton Smith and

RESOLVED: RECOMMEND REFUSAL of the request for the two conifer trees and the Pine tree does not prove that they are dead diseased or dying, pruning is suggested as a remedy to manage the reasons provided. The Birch tree is clearly diseased and we would offer no objection to its removal.

It was moved by Cllr Hayes

Seconded by Cllr Hoyle 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.

14. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC

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

15. APPLICATIONS FOR PLANNING PERMISSION REFUSED BY CALDERDALE MBC

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

The Town Clerk addressed the meeting prior to the next section of business, and stated:

Can I thank the leaders of the two political groups for providing their thoughts on these upcoming items to help facilitate swifter progress.

Can I clarify that while the Town Council does not overtly recognise members political affiliations it clearly accepts that they exist and does facilitate groups meeting when requested. It is down to those political group to decide how they operate. Decisions taken by political groups outside of the chamber can often translate to a decision taken by the Town Council but it is not until that decision has been made at a legally convened meeting of the Town Council that it then becomes a policy of the Town Council. We cannot decide the policy of the Town Council in advance.

The next six items are an example of this.

To outline this year's delegated powers which have changed slightly from previous years having been adopted by full council on the 14th December 2022.

Firstly, the Picture House Committees Membership is fixed for the life of the council; (four years) the reasons being to encourage continuity when managing the cinema.

Secondly, membership of Strategy & Review is now made up of the Chairs of other HRTC Committees, therefore until those committees have elected their chairs we do not know the membership of that committee. There is also acceptance that membership of this committee can be varied to reflect demands on the committee. The meeting dates have been structured to facilitate these arrangements.

16. CONSTITUTION OF COMMITTEES AND DELEGATED POWERS

It was moved by Cllr Needham
Seconded by Cllr Hoyle and
RESOLVED: to receive and note the adopted Council Structure, committees and delegated powers.

17. **COMMITTEE MEMBERSHIP**
It was moved by Cllr Needham
Seconded by Cllr Hoyle and
RESOLVED: to assign Councillors to committees for 2023/24 as outlined below.
18. **GRIEVANCE PANEL MEMBERSHIP**
It was moved by Cllr Needham
Seconded by Cllr Hoyle and
RESOLVED: to appoint a Grievance Panel for 2023/24 as outlined below.
19. **APPEALS PANEL MEMBERSHIP**
It was moved by Cllr Needham
Seconded by Cllr Hoyle and
RESOLVED: to appoint an appeals panel for 2023/24 as outlined below.
20. **APPOINTMENT OF HRTC INTERNAL FINANCIAL CONTROLLERS**
It was moved by Cllr Needham
Seconded by Cllr Hoyle and
RESOLVED: to appoint an internal financial controller for 2023/24 as outlined below.

COMMITTEE MEMBERSHIP 2023-24

Climate Emergency and Environment Committee

Nikki Harvey	David Howes
Richard Needham	Sue Fenton
Holly Morse	Christine Bampton-Smith

Community Funding Committee

Sue Fenton	Patsi Guilfoyle
Magdalen Maguire	Keith Butterick
Holly Morse	June Cammack

Cost of Living Committee 5 members (ad hoc Committee)

Patsi Guilfoyle	Pat Fraser
Rosemary Hedges	Alison Matthias
Karl Boggis	

Projects, Events & Christmas Lighting

Pat Fraser	Magdalen Maguire
David Howes	Jane Hoyle
Rosemary Hedges	Christine Davenport

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

Keith Butterick	Alison Matthias
Pat Fraser	David Howes
Rebecca Boden	Christine Davenport

Staffing Committee

Richard Needham	Nikki Harvey
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Jane Hoyle	Patsi Guilfoyle
Rebecca Boden	Christine Davenport

Strategy & Review – membership made of committee chairs, when decided, plus appointments made by the council to reflect the demands of the committee.

Neighbourhood Plan

Rosemary Hedges	Rebecca Boden
Keith Butterick	Karl Boggis

Twinning

Pat Fraser	Richard Needham
June Cammack	

Grievance Panel

Sue Fenton	Christine Bampton Smith
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Appeals Panel

Rebecca Boden	Christine Davenport
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Internal Financial Controller

Bernice Hayes	
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Note: The Town Mayor is ex-officio on all committees.

21. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

It was moved by Cllr Bampton Smith

Seconded by Cllr Needham and

RESOLVED: to appoint Councillors to Outside Bodies for 2023/24 as outlined below and to also review the membership of organisations as listed below, reporting back to the Town Council at a future meeting.

- a) **HEBDEN BRIDGE TWINNING SOCIETY**
Cllrs Pat Fraser & June Cammack
- b) **HEBDEN BRIDGE WALKERS ACTION GROUP**
Cllr Sue Fenton
- c) **YORKSHIRE ASSOCIATION OF LOCAL COUNCILS – South Pennines**
Cllrs Richard Needham & Cllr Christine Bampton Smith
- d) **TOWN AND PARISH COUNCIL LIAISON COMMITTEE**
Cllr Jane Hoyle
- e) **MYTHOLMROYD STATION PARTNERSHIP**
Cllr Karl Boggis

- f) **HEBDEN BRIDGE & MYTHOLMROYD TOWN BOARD**
Cllrs Richard Needham, Nikki Harvey, Keith Butterick & Christine Bampton Smith. (Two from HB & Mytholmroyd)
- f) **STUBB PLAYING FIELD ASSOC**
Cllr June Cammack
- g) **HEBDEN BRIDGE BRASS BAND**
Cllr Christine Bampton Smith
- h) **HEBDEN BRIDGE BUSINESS FORUM**
Cllrs Rebecca Boden & Alison Matthias
- i) **CRAGG VALE COMMUNITY ASSOCIATION**
Cllr Keith Butterick
- j) **MYTHOMROYD COMMUNITY CENTRE**
Cllr Jane Hoyle
- l) **ENVIRONMENT AGENCY – HEBDEN BRIDGE FLOOD ALLEVIATION SCHEME**
Cllrs Sue Fenton, Pat Fraser, Patsi Guilfoyle & David Howes
- m) **Hebden Bridge Group Practice – Patient Participation Group**
Cllr Sue Fenton

HRTC WORKING PARTIES

- a) **DIABILITY ACCESS FORUM**
Cllr Patsi Guilfoyle

Arrangements being reviewed:

ROYD REGENERATION

HEBDEN BRIDGE COMMUNITY ASSOCIATION

HEBDEN ROYD FLOOD ACTION

CALDERDALE FLOOD RESILIENCE OPERATIONAL GROUP

OLD PEOPLES WELFARE COMMITTEE

AGE FRIENDLY WORKING PARTY

22. HRTC CORPORATE & FINANCIAL RISK ASSESSMENTS

It was moved by Cllr Needham
Seconded by Cllr Davenport and

RESOLVED: accept the amendments as proposed by the Town Clerk and to adopt them.

23. HRTC & HBPH PAYMENT & RECEIPT SCHEDULE

The Town Clerk invited questions relating to the Payment Schedule.

It was moved by Cllr Bampton Smith

Seconded by Cllr Davenport and

RESOLVED: to note items of information and to authorise payments totalling £51,842.32.

The Town Clerk outlined changes that had been made following meetings with the External Auditor, a discussion followed regarding the level of detail required when seeking authorisation for payments. The clerk was encouraged to seek an appropriate level in discussions with the auditor.

24. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

The Town Clerk sort guidance on the circulation of communication to ensure both its timely delivery and also the use of resources to reproduce for circulation. It was agreed the clerk would circulate communication electronically wherever possible that was time sensitive but if it was viewed appropriate it would also be included on the agenda of the next meeting.

a)	Calder Ward Forum Invitation & Minutes	CMBC
b)	Community Assets Fund	CMBC
c)	Letter of Thanks	Disability Access Forum
d)	Letter of Invitation	Warstein Burgermeister
e)	White Rose Bulletin April	YLCA
f)	White Rose Bulletin May	YLCA
g)	Training Programme May - June	YLCA
h)	Training Programme July - September	YLCA
i)	Annual Review	CROWS

It was moved by Cllr Fraser

Seconded by Cllr Harvey and

RESOLVED: the following actions in respect of items:

- b) to note the opportunity to apply for funding community assets and to circulate the information where possible.
- c) to acknowledge and thank June Eaton and the disability Access Forum for their appreciation of the works at High Hirst.
- d) to arrange a meeting of the Twinning Society, suggested as the 19th June, to consider the invitation.
- i) to thank CROWS for their hard work and continued diligence.

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

The previous Mayor was invited to review their activities before stepping down.

It was moved by Cllr Hayes

Seconded by Cllr Hoyle and

RESOLVED: to note the activities of the Mayor.

26. MINUTES OF THE TOWN COUNCIL held 26th APRIL 2023

It was moved by Cllr Hoyle

Seconded by Cllr Needham and

RESOLVED: To approve the minutes as a correct record.

27. **MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL
held 17th MAY 2023**

The Mayor, Cllr Bernice Hayes highlighted her desire expressed at the Annual Meeting of the Town Council to draw together a collaborative meeting to measure councillors aspirations and ideas for the Town Council. All members of the council would be welcome, no suggestions bad and she entitled the concept 'Questions & Suggestions' proposing that three subject areas be considered:

Strategy & Review
Climate Change
Cost of Living

She felt these were the areas that are most likely to provided challenges in the life of the council.

It was moved by Cllr Hoyle
Seconded by Cllr Fenton and
RESOLVED: to progress this suggestion.

It was moved by Cllr Bampton Smith
Seconded by Cllr Howes and
RESOLVED: to endorse the recommendations therein and approve the amended minutes as a correct record.

28. **REPRESENTATIVES TO OUTSIDE BODIES**

Cllr Bampton Smith encouraged members to get involved with local groups using the Mytholmroyd Station Partnership as an example of the results that can be achieved.

The Town Clerk advised council of two meetings attended with Hope Baptist Church who have shared that in the near future they intend to dissolve their Church and return the building to the control of the Yorkshire Baptist Church Circuit, a move which is likely to result in the Baptist Church building being place up for sale. As per guidance from the Town Council previously we have offered our support of initiatives which may result in the buildings current use continuing. Other groups and individuals who have attended the meetings with Hope Baptist Church are progressing their ideas and the Town Council remains in contact with them.

A discussion followed amongst councillors.

The meeting finished at 9.10pm.

Payment and Receipt Schedule

24/05/2023

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

Item no:	Payee	Details	Amount	Cost Centre	Payment Method
a	Dean Wilkinson	Event Support Happy Hounds	135.00	Project & Events	BACS
b	Oliver Ashworth	Circus Skills Happy Hounds	250.00	Project & Events	BACS
c	Pennine Signs	Banners - Happy Hounds	60.00	Project & Events	BACS
d	Print Bureau	Posters Happy Hounds	32.40	Project & Events	BACS
e	Print Bureau	Uniform	571.20	Project & Events	BACS
f	Bridge Rosettes	Rosettes Happy Hounds	90.00	Project & Events	BACS
g	EPS Hire	Generator Happy Hounds	38.28	Project & Events	BACS
	Blachere Illumination	Christmas Lighting Y1	9,409.80	Project & Events	BACS
h	Mytholmroyd Com. Cent.	Room Hire	160.00	Youth Employ	BACS
i	Calvag	Bark Chips	187.50	Env & Allots	BACS
j	Calvag	Spring Clean Equipment	58.20	Env & Allots	BACS
k	Various Groups	Spring Clean Sponsorship	1,920.00	Env & Allots	BACS
l	IOU Hostel	Meeting space & catering	150.00	ClimateEmergency	BACS
m	Briggs Priestley	Engraving to Shields	20.40	Office	BACS
n	Carolynne Warren	Accounts Support	600.00	Office	BACS
o	P3	IT Support	123.78	Office	BACS
p	HBCA	IT & Data charges	186.00	Office	BACS
q	Zurich	Insurance	3,499.35	Office	BACS
			17,491.91		

Accounts previously paid by the Clerk

a	Fleur de Lys	Flowers Mayor Making	70.00	Office	BACS
b	Cooperative Stores	Gift Service to Community	34.75	Office	BACS
c	Cooperative Stores	Gift Long Service	38.00	Office	BACS
d	Something Sweet	Gift Service to Community Junior	62.50	Office	BACS
			205.25		

Grants Paid

a	HB Folk Roots Festival	Festival	4,300.00	Comm Funding	BACS
b	Dodnaze Comm Group	Centre Opening	4,974.00	Comm Funding	BACS
c	HB Brass Band	Contest & Concerts	4,598.00	Comm Funding	BACS
d	St Michaels Amateurs	Lighting Equipment	3,726.00	Comm Funding	BACS
e	CV Land Trust	Energy Efficient Affordable Homes	5,000.00	Comm Funding	BACS
			22,598.00		

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

Item no:	Payee	Details	Amount	Cost Centre	Payment Method
a	Altitude	Film Royalties	35.70	Royalties	BACS
b	BFI	Film Royalties	120.00	Royalties	BACS
c	BFI	Film Royalties	280.00	Royalties	BACS
d	BFI	Film Royalties	502.08	Royalties	BACS
e	BFI	Film Royalties	98.14	Royalties	BACS
f	BFI	Film Royalties	213.60	Royalties	BACS
g	Disney	Film Royalties	248.33	Royalties	BACS
h	Park Circus	Film Royalties	323.12	Royalties	BACS
I	Peccadillo	Film Royalties	374.68	Royalties	BACS
j	Picture House Ents	Film Royalties	120.00	Royalties	BACS
k	Tall Stories	Film Royalties	186.20	Royalties	BACS
l	Universal	Film Royalties	219.83	Royalties	BACS
m	Warner Bros	Film Royalties	110.42	Royalties	BACS
n	Warner Bros	Film Royalties	35.00	Royalties	BACS
o	National Theatre	Live Streaming	959.20	Streaming	BACS

p	National Theatre	Live Streaming	1,427.26	Streaming	BACS
q	Buttercup Bakery	Kiosk Supplies	108.80	Kiosk	BACS
r	Buttercup Bakery	Kiosk Supplies	85.60	Kiosk	BACS
s	Empire Popcorn	Kiosk Supplies	582.96	Kiosk	BACS
t	Just Jenny's	Kiosk Supplies	75.60	Kiosk	BACS
u	Turner & Wrights	Kiosk Supplies	560.40	Kiosk	BACS
v	High Speed Training	Ladder Safety	148.80	Training	BACS
w	Splat Training	First Aid at Work	82.50	Training	BACS
x	John Baxendale	Fire Door Maintenance	138.00	Building & Main	BACS
y	Print Bureau	Posters	72.00	Marketing	BACS
z	Print Bureau	Flyers	30.00	Marketing	BACS
aa	O2	Mobile Phone	21.11	Office	DD
bb	Croft Communications	Landline	91.70	Office	DD
cc	Lisa Murdoch	Facebook Expenses	49.00	Office	BACS
			<u>7,300.03</u>		

Hebden Bridge Picture House

Accounts paid by the Clerk

Item					Payment
no:	Payee	Details	Amount	Cost Centre	Method
a	Buttercup Bakery	Kiosk	99.80	Kiosk	BACS
b	SSE	Electricity	4,147.33	Utilities	BACS
			<u>4,247.13</u>		