

**MEETING of the TOWN COUNCIL**  
**held WEDNESDAY 19 MARCH 2025 at 7:30PM**  
**HEBDEN BRIDGE TOWN HALL**

**PRESENT** Councillors – Fraser (Chair), Bampton Smith, Boden, Borrows, Cammack, Guilfoyle, Harvey, Hedges, Howes, Hoyle, Macdonald, Morse, Turner, Woodhead and Young.

HRTC Town Clerk – Emma Green  
HRTC Financial Administrator – Jacqui Mack

**MINUTES**

**447. PUBLIC QUESTION TIME.**

There were no questions from the public at this meeting.

**448. APOLOGIES AND REASONS FOR ABSENCE.**

Apologies were received from Cllrs Boggis, Davenport, Guilfoyle and Hoyle.

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

There were no interests reported at this meeting.

The Mayor reordered the agenda to take item 8 –in advance.

**450. HRTC & HBPH STATEMENT OF ACCOUNT**

The Town Council Financial Administrator Jacqui Mack was introduced and councillors were given the opportunity to discuss the Statement of Account and to share ideas on what they would like to receive information on and how that information should be presented. Including monthly expenditure, year to date variances and committee specific budgets.

**RESOLVED:** that the suggestions will be considered and suggested formats brought back to a future meeting for scrutiny.

**451. PLANNING APPLICATIONS**

a. **Application 25/20037/TPO** at Throstle Bower Farm, Midgley Road, Mytholmroyd, HX7 5QT for Fell three trees (Tree Preservation Order). (White Lee ward)

**RESOLVED:** No Objection

b. **Application 25/00090/HSE** at Moorcroft, Wadsworth Lane, Hebden Bridge, HX7 8PP for Replacement of conservatory and internal alterations. (Birchcliffe ward)

**RESOLVED:** No Objection

c. **Application 24/01258/HSE** at 5 Lee Royd, Heptonstall Road, Hebden Bridge, HX7 6BB for Loft conversion with balcony and dormers and garden office. (West End ward)

**RESOLVED:** No Objection, however, Recommend Refusal in respect of the dormer proposed to the front elevation.

d. **Application 25/20044/TPO** at Acre House, Savile Road, Hebden Bridge, HX7 6ND for Fell one tree (Tree Preservation Order). (West End ward)

**RESOLVED:** No Objection

e. **Application 25/20026/TPO** at Heartsease, 1 Caldene Croft, Mytholmroyd, HX7 5AE for Management of trees including pruning (T1, T2, T4 and T5) and removal (T3) (Tree Preservation Order). (Caldene ward).

**RESOLVED:** Recommend Refusal on grounds of insufficient information

f. **Application 25/00220/HSE** at 8 Stocks Crescent, Mytholmroyd, HX7 5BA for First Floor Extension. (Caldene ward).

**RESOLVED:** No Objection

g. **Application 25/00228/HSE** at 50 Caldene Avenue Mytholmroyd Hebden Bridge Calderdale HX7 5AJ for First floor side extension, single storey rear extension. Internal alterations. (Caldene ward).

**RESOLVED:** No Objection

h. **Application 25/00105/HSE** at Craig Lea, Windsor Road, Hebden Bridge, HX7 8LF for Solar panels, battery, balcony and bifold doors. (Birchcliffe ward).

**RESOLVED:** No Objection

**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.

Following discussion it was

**RESOLVED:** to consider forming and additional Planning Committee to be added to the next agenda for Full Council.

- 452. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC**  
**RESOLVED:** to note the information
- 453. HRTC & HBPH PAYMENT SCHEDULE**  
**RESOLVED:** to note items of information and to authorise payments totaling £65874.34

Payment and Receipt Schedule  
19/03/2025

Hebden Royd Town Council  
Accounts to be Paid

Item	Payee	Details	Invoice No	Nominal code	Ref	Amount	Cost Centre	Paymen
a	HBCA	Recharges March	17501	7500	TCI 24/370	153.00	Office	BACS
b	CMBC	Election expenses White Lei	IN2419767X	7750	TCI 24/371	4,986.21	Election	BACS
c	Print Bureau	Friends of Calder Holme Pa	PB7068	7205	TCI 24/372	144.00	Projects	BACS
d	CMBC	Xmas Lights	IN24197362	7205	TCI 24/373	15,763.38	Xmas lights	BACS
e	Living Wage Foundation	Employer Accreditation	INV-161439	7753	TCI 24/374	164.40	Subscriptions	BACS
f	YLCC	Training JM	INV-3192	7650	TCI 24/378	105.00	Training	BACS
g	Shredding Alliance	Office	132827	7500	TCI 24/381	48.00	Office	BACS
h	YLCA	Training Whole Council	Inv-3225	7650	TCI 24/382	500.75	Training	BACS
i	P3	Microsoft 365	33691	7500	TCI 24/383	164.94	Office	BACS
j	HBPH	Warm spaces Jan	HBPH 24/027	7300	TCI 24/385	250.00	Community Funding	BACS
k	HBPH	Warm spaces Feb	HBPH 24/028	7300	TCI 24/386	251.00	Community Funding	BACS
						<b>22,530.68</b>		

**Accounts previously paid by the Town Clerk**

						Cost Centre	
a	Mirfield Town Council	Civic Dinner	7752	TCI 24/376	60.00	Mayor	CC
b	Rotary Club	British Legion Wreaths	7205	TCI 24/377	50.00	Remembrance	CC
c	Campaign to Protect Cou	Annual membership	7306	TCI 24/351	39.00	Climate	CC
d	Chunky's Kitchen	Catering Mayors Ceilidh	7752	TCI 24/379	627.00	Mayors Allowance	CC
e	Keighley Town Council	Mayors Civic dinner tickets	7752	TCI 24/380	96.00	Mayors Allowance	CC
f	Bell Brushes	Litter Pickers	7306	TCI 24/384	310.74	Climate	CC

**1,182.74**

**Direct Debits**

a	Euro Digital Systems	Print Support PH Feb	139340	7500	TCI 24/375	301.62	Office	DD
	Euro Digital Systems	Print Support PH Jan	138135	7500	TCI 24/388	171.13	Office	DD
b	Peninsula	HR Systems	Feb	7800	TCI 24/387	689.76	HR Support	DD

**1,162.51**

**TOTAL PAYMENTS**

**24,875.93**

**Payment and Receipt Schedule**  
**19/03/2025**

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

Item	Payee	Details	Invoice No	Nomina Reference	Amount	Co: Payme
a	Buttercup Bakery	Kiosk	293 19/02/25	5200 PHI 24/778	171.20	BACS
b	Park Circus	Film Royalties	1383539	5100 PHI 24/779	168.00	BACS
c	Disney	Film Royalties	2191486	5100 PHI 24/780	4,945.60	BACS
d	Studio Canal	Film Royalties	F0299801	5100 PHI 24/781	347.03	BACS
e	Studio Canal	Film Royalties	F0299802	5100 PHI 24/782	189.00	BACS
f	Studio Canal	Film Royalties	F0299803	5100 PHI 24/783	356.82	BACS
g	Studio Canal	Film Royalties	F0299804	5100 PHI 24/784	1,240.20	BACS
h	Digital Cinema Worldwide	Film Royalties	SI-3175	5100 PHI 24/792	57.00	BACS
i	Jimmys	Kiosk supplies	INV24511778	5200 PHI 24/793	673.91	BACS
j	Park Circus	Film Royalties	1383589	5100 PHI 24/794	268.87	BACS
k	National Theatre	Film Royalties	SINRNT 1031397	5101 PHI 24/795	2,404.06	BACS
l	Vocation	Kiosk Supplies	131631	5200 PHI 24/797	268.70	BACS
m	Disney	Film Royalties	2193167	5100 PHI 24/798	1,143.97	BACS
n	GB Air Control	Projection repairs	61086	7100 PHI 24/799	2,106.00	BACS
o	PPS	Cleaning supplies	INVKEI-5967	7101 PHI 24/800	176.70	BACS
p	Park Circus	Film Royalties	1383690	5100 PHI 24/801	192.00	BACS
q	Park Circus	Film Royalties	1383691	5100 PHI 24/802	96.00	BACS
r	Park Circus	Film Royalties	1383692	5100 PHI 24/803	96.00	BACS
s	Buttercup Bakery	Kiosk supplies	294	5200 PHI 24/804	171.20	BACS
t	Buttercup Bakery	Kiosk supplies	295	5200 PHI 24/805	171.20	BACS
u	Eden Farm Hulley	Kiosk supplies	134336	5200 PHI 24/806	167.83	BACS
v	Eden Farm Hulley	Kiosk supplies	797871	5200 PHI CN 807	(68.16)	BACS
w	Eden Farm Hulley	Kiosk supplies	128578	5200 PHI 24/807	291.94	BACS
x	Eden Farm Hulley	Kiosk supplies	797435	5200 PHI CN 807	(27.97)	BACS
y	JL Brooks	Kiosk supplies	611964	5200 PHI 24/808	268.46	BACS
z	Just Jennys	Kiosk supplies	8198	5200 PHI 24/809	87.60	BACS
aa	Just Jennys	Kiosk supplies	8206	5200 PHI 24/810	262.80	BACS
bb	Suma	Kiosk supplies	A1222	5200 PHI 24/811	788.60	BACS
cc	Trafalgar	Film Royalties	301266	5100 PHI 24/812	615.00	BACS
dd	Dogwoof	Film Royalties	M1004593	5100 PHI 24/814	1,381.10	BACS
ee	One Day Films	Film Royalties	20352	5100 PHI 24/827	84.60	BACS
ff	Park Circus	Film Royalties	1385442	5100 PHI 24/828	264.50	BACS
gg	FCC Environment	Waste and Recycling	1515519	7107 PHI 24/829	763.15	BACS
hh	Universal	Film Royalties	22314698472-1	5100 PHI 24/830	811.52	BACS
ii	Manchester Rubber stamp	Seat plaque	50335	7510 PHI 24/831	20.40	BACS
jj	Lionsgate	Film Royalties	80206193	5100 PHI 24/832	130.00	BACS
kk	Matthew Clark	Kiosk Supplies	3032798	5200 PHI 24/833	679.20	BACS
ll	Chris Massey	Film Royalties		5100 PHI 24/834	475.00	BACS
mm	Matthew Clark	Kiosk Supplies	3104163	5200 PHI 24/835	908.43	BACS
nn	Matthew Clark	Kiosk Supplies	3104165	5200 PHI 24/836	48.89	BACS
oo	Vocation	Kiosk Supplies	132831	5200 PHI 24/837	272.70	BACS
pp	Buttercup Bakery	Kiosk Supplies	291	5200 PHI 24/838	153.20	BACS
qq	Buttercup Bakery	Kiosk Supplies	296	5200 PHI 24/839	171.20	BACS
rr	Savoy	Oscar feb	C-0325-37	7510 PHI 24/840	1,513.49	BACS
ss	FCC Environment	Duty of Car admin annual charge		7107 PHI 24/841	64.80	BACS
tt	Columbia	Film Royalties	1614114-1	5100 PHI 24/842	1,156.75	BACS
uu	Vertigo	Film Royalties	SI009971	5100 PHI 24/843	225.92	BACS
vv	Universal	Film Royalties	22314699799-1	5100 PHI 24/844	4,700.29	BACS
ww	Disney	Film Royalties	2196630	5100 PHI 24/845	199.50	BACS
xx	Dogwoof	Film Royalties	M1004681	5100 PHI 24/846	396.72	BACS
yy	Met Film	Film Royalties	S.Inc-00003490	5100 PHI 24/847	217.18	BACS
zz	Vocation	Kiosk Supplies	133261	5200 PHI 24/848	218.45	BACS

**32,486.55**

**Direct Debits**

a	Croft	Telephone	Feb	7510 PHI 24/816	111.66	DD
b	SSE	Utilities	Gas January	7103 PHI 24/796	3,541.56	DD
c	O2	Telephone	Feb	7510 PHI 24/818	27.55	DD
d	Scottish Power	Utilities	Dec	7103 PHI 24/663A	(67.62)	DD
e	Scottish Power	Utilities	Dec	7103 PHI 24/815	56.49	DD
f	Scottish Power	Utilities	Jan	7103 PHI 24/819	37.14	DD
	Scottish Power	Utilities	Feb	7103 PHI 24/849	64.35	DD

g	Bank charges	Bank charges	117 Jan	8001 PHI 24/785	57.99	DD
h	Spotify	Music	Feb	7510 PHI 24/817	16.99	DD
i	Clover	VAT Schedule	Feb	7510 PHI 24/788	50.40	DD
	Clover	VAT Schedule	Mar	7510 PHI 24/826	50.40	DD
j	Clover 4521	Oscar POS	Dec	7510 PHI 24/634	140.67	DD
k	Clover 4513	Oscar POS	Dec	7510 PHI 24/635	199.96	DD
l	Clover 4521	Oscar POS	Jan	7510 PHI 24/645	178.87	DD
m	Clover 4513	Oscar POS	Jan	7510 PHI 24/646	214.34	DD
n	Clover 4521	Oscar POS	Feb	7510 PHI 24/786	114.48	DD
o	Clover 4513	Oscar POS	Feb	7510 PHI 24/787	139.51	DD
					<u>4,934.74</u>	
<b>Payments paid by Clerk</b>						
a	Amazon	First Aid Dressings	GB500F2QT1MLLI	7510 PHI 24/821	12.73	Card
b	Amazon	First Aid Kit	GB510FWCABEI	7510 PHI 24/822	47.03	Card
c	Amazon	First Aid Kit	GB50027SMD3HVI	7510 PHI 24/823	21.90	Card
d	Universal	Film Royalties	22314694477-1	5100 PHI 24/789	1,702.25	BACS
e	Universal	Film Royalties	22314694483-1	5100 PHI 24/790	829.62	BACS
f	Post Office	Petty Cash	Feb-25	7510 PHI 24/791	195.65	BACS
g	Universal	Film Royalties	22314697320-1	5100 PHI 24/813	591.67	BACS
h	Apple	Music	paid March	7510 PHI 24/820	0.99	Card
i	Amazon	Kiosk supplies	GB51SKAWABEI	5200 PHI 24/824	9.39	Card
j	Amazon	Paper	GB5015ATYLWLHI	7510 PHI 24/825	35.99	Card
K	Zoom	Office		7510 PHI 24/850	129.90	Card
					<u>3,577.12</u>	
<b>PAYMENTS</b>					<u>40,998.41</u>	

- 454. SERVICE TO THE COMMUNITY/YOUNG PERSONS AWARD**  
Nominations were requested for the recipients of the Service to the Community Award and the Young Persons Award 2024/25. Presentations to be made at the Annual Meeting of the Town Council on the 20 May 2025.  
**RESOLVED:** Neil Diment was nominated by Cllr Harvey
- Further nominations to be sent to the Clerk ahead of the next meeting of the Full Council.
- 455. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.**  
To receive and decide actions on communications (enc).  
a. ICO Renewal  
**RESOLVED:** to approve setting up an annual direct debit to pay the ICO fees.  
b. The Shredding Alliance Increase in price  
**RESOLVED:** to approve an increase in price of £7.50 per collection.
- 456. MEETING DATES FOT THE COUNCIL YEAR 2025-26**  
The proposed meeting dates for the council year 2025-26 were considered.  
**RESOLVED:** To approve the meeting dates for the year 2025-26.
- 457. HRTC WEBSITE PAYMENT PLATFORM**  
Proposals and fee structure for an online payment platform to be included in the new website were considered. Zonkey the website developers recommended Stripe as the most appropriate Merchant account which aligned with their software and is used by lots of Town Councils.

**RESOLVED:** To approve an online payment facility and to approve Stripe as a Merchant account to handle these payment.

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

**RESOLVED:** to note the activities of the Mayor

**459. MINUTES OF THE TOWN COUNCIL held 26 FEBRUARY 2025**

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

**460. MINUTES OF THE LOCAL ENVIRONMENT AND CLIMATE COMMITTEE held 11 MARCH 2025**

**RESOLVED:** to note the minutes for information and note thanks to Neil Diment for his contribution to the High Hirst project.

**461. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held 12 MARCH 2025**

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

**462. MINUTES OF THE PICTURE HOUSE COMMITTEE held 18 MARCH 2025**

**RESOLVED:** to note the minutes for information

**463. WORKING GROUPS**

There were no reports.

**464. WARD WORK**

There were no reports.

**465. REPRESENTATIVES TO OUTSIDE BODIES**

Patient Participation Group

Cllr Hedges gave a report following a meeting of the group;

- Restoring minor surgery and injection clinics group consultations being trialed for educational matters
- Introduction of Practice Champions
- Cervical Screening Drop Ins
- Working with Todmorden Health Centre to maximise use.

**466. EXCLUSION OF THE PRESS AND PUBLIC**

There was no resolution to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960.

The meeting finished at 8:40 pm