

**MEETING of the TOWN COUNCIL**  
**held WEDNESDAY 18 JUNE 2025 at 7:30PM**  
**HEBDEN BRIDGE TOWN HALL**

- PRESENT:** Councillors – Butterick (Chair), Bampton Smith, Boden, Borrows, Cammack, Fraser, Guilfoyle, Harvey, Hedges, Morse, Turner, and Woodhead.
- ABSENT:** Councillors – Boggis, Davenport, Howes, Hoyle & MacDonald and Young.
- MINUTES:** HRTC Town Clerk – Emma Green

**MINUTES**

**50. PUBLIC QUESTION TIME.**

There were no questions asked of the council.

**51. APOLOGIES AND REASONS FOR ABSENCE.**

Apologies were received from Cllrs Hoyle, Howes & MacDonald.

Reasons for absence were neither offered nor approved.

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

There were no interests declared at this meeting.

**53. PLANNING APPLICATIONS**

a. **Application 25/00530/COU** at Hebble House, Old Gate, Hebden Bridge, HX7 6EN for Change of use from A1 (retail) to D1 (tuition and educational provision) & internal works. (West End ward).

**RESOLVED:** No objection

b. **Application 25/00446/HSE** at Woodentops, Savile Road, Hebden Bridge, HX7 6ND for Replace glass sun room with garden store, stone steps and glazed canopy. (West End ward).

**RESOLVED:** No objection

c. **Application 25/00517/HSE** at Dean Head Farm, Blackstone Edge Road, Cragg Vale HX7 5TR for Proposed Extension to Existing Garage. (Cragg Vale).

**RESOLVED:** No objection

d. **Application 25/00531/HSE** at 16 Nest Lane, Mytholmroyd, Hebden Bridge, HX7 5AZ for Single storey rear extension. (Caldene ward).

**RESOLVED:** No objection

e. **Application 25/00519/HSE** at Avon Lea, Midgley Road, Mytholmroyd, HX7 5LR for Remove prefab and conservatory. Erect single-storey extension. (White Lee ward).

**RESOLVED:** No objection

f. **Application 25/00328/HSE** at 21 Manor Drive, Dodd Naze, Hebden Bridge, HX7 8DW to Replace and raise existing roof, add a flat roof dormer to the North elevation and increase one window width. (Birchcliffe ward).

**RESOLVED:** Recommend refusal on the grounds of over intensification of the site.

**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.

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

**RESOLVED:** to note for information

**55. HRTC & HBPH PAYMENT SCHEDULE**

**RESOLVED:** to note items for information and to authorise payments totaling £24,643.76.

Payment and Receipt Schedule						
18/06/2025						
Hebden Royd Town Council						
Accounts to be Paid						
<b>Item</b>						
<b>no:</b>	<b>Payee</b>	<b>Details</b>	<b>Invoice No</b>	<b>Nominal code</b>	<b>Ref</b>	<b>Amount</b>
a	Luke Hutchinson Gen Erika	Twinning	2	7401	TC I 25/038	255.50
b	Steve Tynan - Guitar	Mayor		7752	TC I 25/039	80.00
c	John Baxendale	Hanging baskets brackets	30625	7400	TC I 25/040	270.00
d	Briggs Priestley	Shields engraving	48838	7500	TC I 25/041	33.60
e	HBCA	Data & IT	17920	7500	TC I 25/042	153.00
f	Shredding Alliance	Shredding	138487	7500	TC I 25/043	59.88
g	Print Bureau	T shirts	PB7540	7500	TC I 25/044	54.00
h	Mobiloo	Hire LUTV Nov 25	INV-1251	7202	TC I 25/045	2,257.20
i	YLCA	Code of Conduct Webinar	INV-4188	7650	TC I 25/046	27.40
j	Streetwise	4 man stop go Remembrance	SW265471	7402	TC I 25/047	1,440.00
k	Zurich	Insurance	543902704	7503	TC I 25/048	3,639.70
l	P3	Microosft 365	34998	7500	TC I 25/049	177.42
m	DA & FR Gibbon	Hanging baskets instalation	05/06/2025	7400	TC I 25/050	1,056.00
n	Eco Green Living	Dog waste bags	IN-323	7306	TC I 25/051	425.94
o						
p						
q						
r						
						<b>9,929.64</b>
<b>Accounts previously paid by the Town Clerk</b>						
a	Amazon	Punch pockets, stapler	GB54QLSJABEI	7500	TCI 25/052	19.89
b	Amazon	Single monotor stand	GB54QCZBABEI	7500	TCI 25/053	16.99
c	Amazon	Dual monitor stand	GB54QLU4ABEI	7500	TCI 25/054	20.98
d	Amazon	Address labels	GB54QLSMABEI	7500	TCI 25/055	7.74
e	Book Case	Twinning gifts	TC25/0060	7401	TCI 25/056	17.99
f	Yorkshire Soap	Twinning gifts	TC25/0061	7401	TCI 25/057	12.00
g	Something Sweet	Twinning gifts	TC25/0062	7401	TCI 25/058	8.36
h	Lidl	Twinning gifts	TC25/0063	7401	TCI 25/059	15.96
i	Fleur De Lis	Flowers for Mayor making	TC25/0064	7752	TCI 25/060	66.00
j						
						<b>185.91</b>
<b>Direct Debits</b>						
a	Stripe	Payment processing April	51MLEFT4-2025-04	7500	TC I 25/051	69.41
b	Stripe	Payment Processing May	51MLEFT4-2025-05	7500	TC I 25/052	31.77
c	Euro Digital	15/4/25-14/5/25	21/08/2296	7500	TCI 25/061	184.55
d						
						<b>285.73</b>
						<b>10,401.28</b>
		<b>TOTAL PAYMENTS</b>				

<b>Payment and Receipt Schedule</b>						
<b>18/06/2025</b>						
<b>Hebden Bridge Picture House</b>						
<b>Accounts to be Paid</b>						
<b>Item</b>	<b>Payee</b>	<b>Details</b>	<b>Invoice No</b>	<b>Nominal;</b>	<b>Reference</b>	<b>Amount</b>
a	Just Jennys	Kiosk	8296	5200	PHI 25/092	87.60
b	Print Bureau	Office	PB7479	7510	PHI 25/093	111.00
c	Buttercup Bakery	Kiosk	309	5200	PHI 25/094	85.60
d	Disney	Film Royalties	2218359	5100	PHI 25/095	70.96
e	Disney	Film Royalties	2218295	5100	PHI 25/096	177.10
f	Vocation	Kiosk	139975	5200	PHI 25/097	182.95
g	Trafalgar	Film Royalties	319017	5100	PHI 25/098	236.51
h	Black Bear	Film Royalties	24134	5100	PHI 25/099	143.50
i	Black Bear	Film Royalties	24135	5100	PHI 25/100	191.54
j	PPS	Cleaning Supplies	INVKEI-65155	7101	PHI 25/102	251.58
k	Print Bureau	Signs	PB7498	7510	PHI 25/103	132.00
l	JL Brooks	Kiosk	626477	5200	PHI 25/104	119.15
m	Buttercup Bakery	Kiosk	310	5200	PHI 25/105	85.60
n	Michael Bryant		2501	7102	PHI 25/106	50.00
o	Eden Farm Hulleys	Kiosk	217477	5200	PHI 25/107	247.14
p	Just Jennys	Kiosk	8315	5200	PHI 25/108	87.60
q	Warner Brothers	Film Royalties	23304772	5100	PHI 25/109	120.00
r	Picturthouse Ent	Film Royalties	20767	5100	PHI 25/110	248.86
s	Universal	Film Royalties	22314721831-1	5100	PHI 25/111	212.10
t	FCC	Waste	1522816	7107	PHI 25/112	809.81
u	SUMA	Kiosk	A46794	5200	PHI 25/113	489.80
v	Disney	Film Royalties	2221221	5100	PHI 25/114	2,336.95
w	Park Circus	Film Royalties	1403936	5100	PHI 25/115	168.00
x	Print Bureau	Posters	PB7530	7510	PHI 25/116	48.00
y	Savoy	Oscar	C-0625-36	7510	PHI 25/117	821.83
z	Vocation	Kiosk	140830	5200	PHI 25/118	281.40
aa	Manchester Rubber Stamp	Office	51096	7510	PHI 25/119	35.40
bb	Buttercup Bakery	Kiosk	311	5200	PHI 25/120	108.80
cc	Cathedral Leasing	Hygiene services	MI/1687741	7101	PHI 25/121	225.11
dd	National Theatre	Film royalties	SINRNT 1033430	5100	PHI 25/122	1,137.40
ee	Dogwoof	Film Royalties	M1005850	5100	PHI 25/123	196.00
ff	Dogwoof	Film Royalties	M1005851	5100	PHI 25/124	219.80
gg	JL Brooks	Kiosk	628800	5200	PHI 25/125	188.77
hh	Matthew Clark	Kiosk	3284922	5200	PHI 25/126	605.74
ii	Conic	Film Royalties	2399	5100	PHI 25/127	311.15
jj	Park Circus	Film Royalties	1405140	5100		267.65
kk	HEC Showman		18929			367.20
ll	The Buttercup Bakery	Kiosk	No312	5200		108.8
						<b>11,568.40</b>
<b>Direct Debits</b>						
a	Croft	telephone		7510	PHI 25/144	155.78
b	SSE	Gas 31/3/25-29/4/25	8700281485	7103	PHI 25/101	1,753.61
c	O2	telephone		7510	PHI 25/142	29.62
d	Scottish Power	Utilities		7103	PHI 25/143	47.61
g	Bank charges	16/4/25-19/5/25	120	8001	PHI 25/138	61.16
h	Spotify	Music		7102	PHI 25/091	11.99
i	Clover	Base service oscar	15/5/25-14/6/25	7510	PHI 25/139	50.40
j	Clover 4521	Oscar POS		7510	PHI 25/140	127.51
k	Clover 4513	Oscar POS		7510	PHI 25/141	154.95
l	Apple	combil 3/5/25	2-7001238042	7510	PHI 25/090	0.99
						<b>2,393.62</b>
<b>Payments paid by Clerk</b>						
a	Amazon	Ant spray	GB5000JBZ3QVI	7101	PHI 25/128	28.04
b	Amazon	Kiosk	GB5005R2NVAC9I	5200	PHI 25/129	19.95
c	Amazon	Paper	GB542BB3ABEI	7510	PHI 25/130	33.70
d	Amazon	Kiosk	GB5001RJZA5DBI	5200	PHI 25/131	49.98
e	Amazon	Brush	GB54GNAABEI	7101	PHI 25/132	28.51
f	Amazon	Binding combs	GB549IMLABEI	7510	PHI 25/133	6.41
g	Amazon	Mouse	GB503UA6NJH5VI	7510	PHI 25/134	10.44
h	Amazon	Cables etc	GB54A86NABEI	7510	PHI 25/135	17.71
i	Amazon	Cables & Stationery	GB54A11TABEI	7510	PHI 25/136	72.14
j	Amazon	Extension Lead	GB54FNJUABEI	7510	PHI 25/137	13.58
k						
						<b>280.46</b>
		<b>PAYMENTS</b>				<b>14,242.48</b>

## 56. HEBDEN ROYD TOWN COUNCIL ANNUAL ACCOUNTS 2024/25

Cllr Boden asked for explanations in respect of variances in the budget. The clerk provided explanations of the variances.

**RESOLVED:** To approve the annual accounts of the Town Council and the Hebden Bridge Picture House.

**57. ANNUAL GOVERNANCE STATEMENT**

The Annual Accountability and Governance Return was considered.

a) **RESOLVED:** To approve the Annual Governance Statement for the Financial Year 2024/25 – Section 1 of Annual Return paragraphs 1 to 9.

b) **RESOLVED:** To approve the Statement of Accounts for the financial year 2024/25 as set out in Section 2 of the Annual Return.

c) **RESOLVED:** To note the Annual Internal Audit Report for 2024/25 included at page 3 of the Annual Governance and Accountability Return 2024/2025.

d) **RESOLVED:** 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.

**58. INTERNAL AUDIT REPORT 2024/25**

**RESOLVED:** to note the internal audit report provided by J Winham.

**59. APPOINTMENT OF INTERNAL AUDITOR**

**RESOLVED:** to appoint J Winham as the internal auditor for Hebden Royd Town Council for the financial year 2025-26.

**60. HRTC SOCIAL MEDIA POLICY**

Cllr Butterick provided a reminder to councilors of the standards expected of councils in respect of the interactions on social media.

In relation to this, Cllr Hedges reported dissatisfaction with the behaviour of a fellow councillor on social media and requested an apology.

Councilors spoke in support of seeking a culture of cooperation and respect between council members.

**RESOLVED:** To note the information

**61. HRTC PROTOCOLS & BEST PRACTICE**

At a meeting of the Full Council on 23.4.25 m 501 the Clerk reminded councilors of the process when undertaking ward work. That it is the council as a body that has the powers to act and that councillor cannot act alone or speak on behalf of

the council without first being formally granted the authority to do so by the council.

It was discussed that there was still some ambiguity around this.

**RESOLVED:** That the Strategy & Review Committee will consider an appropriate policy/protocol for Ward Work to offer councillor's guidance in this area.

**62. COUNCILLOR TRAINING**

Dates for Equality & Diversity Training were discussed.

Training on the matters of the General Data Protection Regulations and Freedom of Information was also discussed following an increase in the number of requests made to the council.

**RESOLVED:** That Tuesday 29 July at 7pm, this will be held in the Waterfront Hall at Hebden Bridge Town Hall. All councilors are encouraged to attend.

The clerk to arrange full council training on the matters of the General Data Protection Regulations and Freedom of Information. This will include training for appropriate staff.

**63. PARKING IN HEBDEN BRIDGE**

*At the request of Cllr Butterick*

The following motion was considered.

"HRTC welcomes the dialogue that has started between Calderdale and HRTC councillors on car parking in Hebden Bridge. While recognising the issues created by recent changes, we propose that this dialogue continues to ensure the views of the public are acknowledged."

Following discussion, it was

**RESOLVED:** to adopt the motion, and that HRTC will have a separate page to share details of parking on its website.

Cllr Borrows has been working with local business and he will share the responses with the full council to enable further discussions on this matter.

**64. CALDERDALE ENERGY PARK**

The consultation and available information in respect of the Calderdale Energy Park was considered.

**RESOLVED:** that the Town Council should conduct a survey of residents in respect of the proposals, to ensure that a stance

on the proposal is reached that reflects the community. This survey should be available in print and online.

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

To receive and decide actions on communications (enc)

- a. Calderdale Council PSPO
- b. Local Artist Ted Hughes Sculpture

**RESOLVED:** in respect of a. to note the information.

In respect of b. the item was withdrawn.

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

**RESOLVED:** to note for information

**67. MINUTES OF THE TOWN COUNCIL held 28 MAY 2025**

**RESOLVED:** to accept the minutes as a true and accurate record.

**68. MINUTES OF THE PICTURE HOUSE COMMITTEE held 4 JUNE 2025**

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

**69. MINUTES OF THE PROJECT & EVENTS COMMITTEE held 11 JUNE 2025**

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

**70. WORKING GROUPS**

To receive reports from and to decide on appropriate actions:

- a) Disability Access Forum

There was no report

**71. REPRESENTATIVES TO OUTSIDE BODIES**

Cllr Bampton Smith reported that she had attended the Ward Forum at which there was a presentation by the Police. The Police will be at Hebden bridge Town Hall every Sunday between 11am and 1pm.

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

Whilst there was no motion to resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature, councillors recording the meeting were reminded that information discussed under item 56 in respect of staff salaries must be kept confidential.

The meeting finished at 9:20pm

