

MEETING of the TOWN COUNCIL
held WEDNESDAY 28 MAY 2025 at 7:30PM
HEBDEN BRIDGE TOWN HALL

PRESENT: Councillors – Butterick (Chair), Bampton Smith, Boden, Borrows, Cammack, Guilfoyle, Hedges, Hoyle, Macdonald, Morse, Turner.

Minutes: HRTC Town Clerk – Emma Green

MINUTES

8. PUBLIC QUESTION TIME.

There were no questions asked of the council.

9. APOLOGIES AND REASONS FOR ABSENCE.

Apologies were received from Cllrs Boggis, Davenport, Harvey, Howes, Woodhead & Young

10. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.

There were no members' interests declared at this meeting.

11. EMERGENCY PLANNING

Yorkshire Resilience Forum gave a presentation regarding Community Emergency Planning and the potential role of the council.

RESOLVED: that the council's role in community led emergency planning should be considered at the next meeting of the Strategy & Review Committee.

12. PLANNING APPLICATIONS.

a. **Application 25/00350/FUL** at Land Adjacent The Vicarage, Mytholm Bank, Hebden Bridge for New dwelling. (West End ward).

RESOLVED: Recommend Refusal inappropriate development for location, due to size and proximity to other dwellings.

b. **Application 25/20077/TPO** at 23 The Brook, Mytholmroyd, HX7 5ED for Fell one tree and prune three trees (Tree Preservation Order). (Cragg Vale ward).

RESOLVED: Recommend Refusal for T1 Oak felling due to lack of information. No Objection to works to other trees.

c. **Application 25/00387/LBC** at Wood End House, Wood End, Keighley Road, Hebden Bridge, HX7 8HW for Replace ridge stone (Listed Building Consent). (Birchcliffe ward).

RESOLVED: No Objection

d. **Application 25/00201/HSE** at 2 Castle Hall, Cragg Road, Mytholmroyd, HX7 5SN for Terrace and Spiral Staircase. (Cragg Vale ward).

RESOLVED: No Objection

e. **Application 25/00443/HSE** at 47 Erringden Road, Mytholmroyd, HX7 5AR for Alterations to existing extension. Re-skin walls and add pitched roof. (Caldene ward).

RESOLVED: No Objection

f. **Application 25/00156/FUL** at Land Opposite The Dusty Miller, Burnley Road, Mytholmroyd for Construction of a 2 metre high cast iron sculpture relating to the work of poet Ted Hughes. (Caldene ward).

RESOLVED: Recommend Refusal on grounds of the poor positioning creating access issues.

g. **Application 25/00322/LBC** at 55 Bridge Lanes, Hebden Bridge, HX7 6AT for Restoration of property, replacement windows and repairs to roof (Listed Building Consent). (Fairfield ward).

RESOLVED: No Objection

h. **Application 25/10010/ADV** at 1 Carlton Chambers, Crown Street, Hebden Bridge, HX7 8ES for Replace surround around ATM (Advertisement Consent). (Fairfield ward).

RESOLVED: No Objection

i. **Application 25/00447/LBC** at 3 Little Park Farm, Park Lane, Mytholmroyd, HX7 5BL for Replace patio doors with gritstone mullions, door and windows and replace concrete lintel (Listed Building Consent). (Caldene ward).

RESOLVED: No Objection

j. **Application 25/20097/TPO** at 16 Caldene Croft, Mytholmroyd, HX7 5AE for Fell one tree (Tree Preservation Order). (Caldene ward).

RESOLVED: No Objection

k. **Application 25/00501/TNO** at Land Junction Of Long Lane And Hall Bank Lane, Mytholmroyd for 21m slimline lattice tower, accommodating 3no. antenna, 3no. dishes, 2no. equipment cabinets, 1no meter cabinet, with ancillary development thereto. The installation will be contained within a proposed 2.4m high fence. (Cragg Vale ward).

RESOLVED: Recommend Refusal as consistent with previous comments.

l. Application 25/00494/LBC at Mytholmroyd Railway Station, New Road, Mytholmroyd for New internal secondary double glazing. (Cragg Vale ward).

RESOLVED: No Objection

m. Application 25/00495/LBC at Mytholmroyd Railway Station, New Road, Mytholmroyd for Suspended ceilings at ground and first floor levels and fire rated floor to second floor. (Cragg Vale ward).

RESOLVED: No Objection

Applications dealt with under delegation from Full Council.

- Application 25/20084/TPO at 1 Oak Bank, Savile Road, Hebden Bridge HX7 6BY for Prune three trees.

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.

13. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC.

RESOLVED: to note for information

14. APPLICATIONS FOR PLANNING PERMISSION REFUSED BY CALDERDALE MBC.

RESOLVED: to note for information

15. HRTC & HBPH PAYMENT SCHEDULE.

RESOLVED: to authorise payments totaling £45,415.37.

**Payment and Receipt Schedule
28/05/2025**

Hebden Royd Town Council
Accounts to be Paid

Item	Payee	Details	Invoice No	Nominal code	Ref	Amount	Cost Centre	Paymen	In Sage
a	YLCC	Chairing Skills	INV-3974	7500	TCI 25/006	73.00	Office	BACS	25/26
b	G & S Toilet Hire	Hire of Toilet 13/9/25HH	si-33119	7205	TCI 25/008	174.00	Event Happy Hounds	BACS	25/26
c	Zonkey	Website development	INV -18971	7550	TCI 25/009	600.00	Office	BACS	25/26
d	Rebecca Cracknell	Xmas books	TC250015	7205	TCI 25/010	650.00	Event Xmas	BACS	25/26
e	Lancashire Clockmakers	Annual Clock Service	INV-0819	7701	TCI 25/011	192.00	Maintenance	BACS	25/26
f	HT Direct Event Services Ltd	First Aid Cover 13/09/25 HH	1063	7205	TCI 25/012	396.00	Event Xmas	BACS	25/26
g	HT Direct Event Services Ltd	First Aid Cover Xmas lights	1062	7205	TCI 25/013	891.00	Event Xmas	BACS	25/26
h	HBCA	Data & IT	17780	7500	TCI 25/015	153.00	Office	BACS	25/26
i	CMBC	Cycle Hanger	IN25028173	7400	TCI 25/016	6,000.00	Climate	BACS	25/26
j	P3	Microsoft Office 365	34557	7500	TCI 25/020	164.94	Office	BACS	25/26
k	Shredding Alliance	Offsite shredding	136623	7500	TCI 25/021	59.88	Office	BACS	25/26
l	Pennine Pens	Website Updates	05/05/2025	7550	TCI 25/022	185.00	Office	BACS	split
m	Calderdale Council	Advertising for Recruitment	IN25042821	7500	TCI 25/031	148.20	Office	BACS	
n	Peninsula	HR Services	U004960950	7800	TCI 25/032	689.76	Office	BACS	
o	Yorkshire Local Councils Associations	Councillor Training	INV-4070	7650	TCI 25/033	73.00	Training	BACS	
p	Lancashire Clockmakers	Night silencing work	INV-0829	7701	TCI 25/034	684.00	Clocks	BACS	
q	Chunky's Kitchen	Catering for Twinning	No1	7401	TCI 25/035	1,200.00	Twining	BACS	
r	Hebden Bridge Community Association	Room Hire		17838	7300 TCI 25/036	46.08	Community Funding	BACS	
						12,379.86			

Accounts previously paid by the Town Clerk

Item	Payee	Details	Invoice No	Nominal code	Ref	Amount	Cost Centre	Paymen	In Sage
a	Amazon	staples and notebooks	GB525H5QABEI	7500	TCI 25/023	18.81	Office	Card	25/26
b	Amazon	Spiral soft cover notebooks	GB52RTWBABEI	7500	TCI 25/024	10.10	Office	Card	25/26
c	Amazon	Paper	GB52RXNUABEI	7500	TCI 25/025	20.09	Office	Card	25/26
d	Amazon	Paper	GB52RXQ3ABEI	7500	TCI 25/026	20.09	Office	Card	25/26
e	Amazon	Paper	GB52RXW0ABEI	7500	TCI 25/027	20.09	Office	Card	25/26
f	Post Office	Stamps	17/04/2025	7500	TCI 25/018	87.00	Office	Card	25/26
g	On Buy	Fridge CVCA	T5XKPPH	7300	TCI 24/420	436.90	Community Funding	Card	24-25
h	High Hirst	Splat training	CE027F9B	7306	TCI 24/406	122.00	Climate	BACS	24-25
i	Photobox	Portrait photo book	37339750	7500	TCI 25/017	48.48	Office	Card	25/26
j	UAB Deskrtonic	Desk for EA	#UK13944	7500	TCI 25/019	384.00	Office	Card	25/26
						1,167.56			

Direct Debits

Item	Payee	Details	Invoice No	Nominal code	Ref	Amount	Cost Centre	Paymen	In Sage
a	Grenke	PH 1/4/25 Equip Protect	0000152399/2025	7500	TCI 25/028	1,154.38	Office	DD	25/26
b	Grenke	PH 1/7/25 Equip Protect	0000152399/2025	7500	TCI 25/029	1,154.38	Office	DD	25/26
c	Grenke	PH 1/10/25 Equip Protect	0000152399/2025	7500	TCI 25/030	1,154.38	Office	DD	25/26
d	Grenke	PH Add Equip	0000152399/2025	7500	TCI 25/014	276.01	Office	DD	Split
						3,739.15			

TOTAL PAYMENTS

17,286.57

Payment and Receipt Schedule
28/05/2025

Hebden Bridge Picture House
Accounts to be Paid

Item	Payee	Details	Invoice No	Nominal; Reference	Amount
a	JL Brooks	Kiosk	621618	5200 PHI 25/019	176.31
b	Maize & Grace	Kiosk	INV-2025-390	5200 PHI 25/020	631.20
c	Vocation	Kiosk	136917	5200 PHI 25/021	197.83
d	Warner Brothers	Film Royalties	23294821	5100 PHI 25/022	773.00
e	Trafalgar	Film Royalties	313678	5100 PHI 25/024	894.00
f	Buttercup Bakery	Kiosk	305	5200 PHI 25/025	85.60
g	Trafalgar	Film Royalties	313955	5100 PHI 25/026	659.00
h	Suma	Kiosk	509415	5200 PHI 25/027	495.88
i	JL Brooks	Kiosk	622714	5200 PHI 25/028	190.68
j	Savoy	Oscar - April	C-0525-34	7510 PHI 25/031	803.69
k	Paramount	Film Royalties	R2400226	5100 PHI 24/900	120.00
l	Studiio Soho	Film Royalties	SS-TWIG-393	5100 PHI 25/032	155.40
m	Warner Brothers	Film Royalties	2329693.4	5100 PHI 25/033	208.80
n	MUBI	Film Royalties	INV-13461	5100 PHI 25/034	120.00
o	Matthew Clark	Kiosk	3230540	5200 PHI 25/035	598.81
p	WCS Group	legionaires testing	IWD_25030000542	7100 PHI 24/903	513.74
q	Elysian	Film Royalties	EF-BAH-2158	5100 PHI 25/037	48.88
r	Print Bureau	Posters	PB7399	7510 PHI 25/038	24.00
s	Trafalgar	Film Royalties	315335	5100 PHI 25/039	918.50
t	Modern Films	Film Royalties	M00691	5100 PHI 25/040	454.30
u	Turner & wright	Kiosk	276165	5200 PHI 25/041	637.16
v	Just Jennys	Kiosk	8281	5200 PHI 25/042	87.60
w	Buttercup Bakery	Kiosk	306	5200 PHI 25/043	85.60
x	Modern Films	Film Royalties	M00863	5100 PHI 25/044	247.45
y	Modern Films	Film Royalties	M00860	5100 PHI 25/045	120.00
z	Vertigo	Film Royalties	SI010755	5100 PHI 25/047	367.15
aa	Park Circus	Film Royalties	1397883	5100 PHI 25/048	245.52
bb	Altitude	Film Royalties	33509	5100 PHI 25/049	247.96
cc	Buttercup Bakery	Kiosk	303	5200 PHI 25/050	103.60
dd	Conic	Film Royalties	2107	5100 PHI 25/051	120.00
ee	Picture House Entertainment	Film Royalties	20239	5100 PHI 25/053	702.46
ff	Entertainment Film Distributo	Film Royalties	17343	5100 PHI 24/901	528.30
gg	Entertainment Film Distributo	Film Royalties	14617	5100 PHI 24/902	410.84
hh	Luke Hutchinson	GenErika	7403069258	5100 PHI 25/055	639.76
ii	Curzon	Film Royalties	2835	5100 PHI 25/056	1,197.88
jj	Curzon	Film Royalties	2853	5100 PHI 25/057	78.58
kk	Vocation	Kiosk	136406	5200 PHI 25/058	223.02
ll	P3	Monitor	34224	7510 PHI 25/060	36.00
mm	Suma	Kiosk	804863	5200 PHI 25/061	576.78
nn	Just jennys	Kiosk	8256	5200 PHI 25/062	175.20
oo	Buttercup Bakery	Kiosk	304	5200 PHI 25/063	85.60
pp	The Buttercup Bakery	Kiosk	307	5200 PHI 25/078	85.60
qq	Verve Pictures	Film Royalties	8095	5100 PHI 25/079	154.00
rr	Icon Film Distribution	Film Royalties	3030583	5100 PHI 25/081	609.35
ss	Trafalgar	Film Royalties	316848	5100 PHI 25/082	321.00
tt	Disney	Film Royalties	2216250	5100 PHI 25/083	6.00
uu	P&D Builders	Maintenance	16/05/2025	7100 PHI 25/084	405.00
vv	MuBi	Film Royalties	INV-13495	5100 PHI 25/085	341.77
ww	Warner Brothers	Film Royalties	23302219	5100 PHI 25/086	329.60
xx	Jimmys	Kiosk	INV25603893	5200 PHI 25/087	680.65
yy	The Buttercup Bakery	Kiosk	308	5200 PHI 25/088	85.60
					18,004.65

Direct Debits

a	Croft	Telephone	42632	7510 PHI 25/052	161.06
b	SSE	Gas 28/2/25-30/3/25	IV02779849	7103 PHI 25/059	2,610.89
c	O2	Telephone	37161053	7510 PHI 25/066	29.62
d	Scottish Power	Utilities		7103 PHI 25/076	87.35
g	Bank charges	Bank charges	119	8001 PHI 25/065	49.52
h	Spotify	Music		7510 PHI 25/075	11.99
i	Clover	VAT Schedule		7510 PHI 25/077	50.40
j	Clover 4521	Oscar POS		7510 PHI 25/073	147.23
k	Clover 4513	Oscar POS		7510 PHI 25/074	206.19
l	Croft	Total Service Charges	346083	7510 PHI 25/080	155.78
m	Apple	Combil 4/4/25		7510 PHI 25/072	0.99
					3,511.02

Payments paid by Clerk

a	Hebden Bridge Film Festival	Film Royalties	1043	5100 PHI 25/023	2,977.00
b	Mandy Ward Artist Managemt	Paul Merton	2634	5100 PHI 25/029	557.00

c	Kirsty Newton	Piano improvisation	HBPH01	5100 PHI 25/030	300.00
d	Amazon	Blu rays	GB53M8NHABEI	5100 PHI 25/067	15.98
e	Amazon	Laptop sleeve	GB53M9WUABEI	7510 PHI 25/068	7.28
f	Amazon	Ant killer	GB506QTYBWBUI	7101 PHI 25/069	23.88
g	Amazon	Ant killer	GB506QTYBWBUI	7101 PHI 25/070	-23.88
h	Amazon	Paper	GB501KHAYLWLHI	7510 PHI 25/071	35.99
i	Amazon	Bucket	DS-AEU-INV-GB-2025-1€	7101 PHI 25/036	32.81
j	Universal	Film Royalties	22314719600-1	5100 PHI 25/046	108.00
k	Universal	Film Royalties	22314715097-1	5100 PHI 25/054	256.90
l	Post Office	Petty Cash	05/04/2025	7510 PHI 25/064	199.77
j	Catherine Lennox	Expenses	Valli eyetest	7510 PHI 24/904	30.00
k	Rosse Systems	12A/H 12V Battery	515097	7100 PHI 24/903	92.40
					<u>4,613.13</u>
PAYMENTS					<u>26,128.80</u>

16. FINANCIAL REGULATIONS

The revised Financial Regulations following statutory amends in respect of the Procurement Act 2024 recommended for approval at a meeting of the Strategy & Review Committee held 7 May (Minute 532) were considered.

RESOLVED: to approve the recommendation and adopt Financial Regulation as presented.

17. STANDING ORDERS

The revised Standing Orders as updated as per the Model Standing Orders in accordance with NALC recommendations recommended for approval at a meeting of the Strategy & Review Committee held 7 May (Minute 531) were considered.

RESOLVED: to approve the recommendation and adopt the Standing Orders as presented.

18. CODE OF CONDUCT AND REGISTER OF INTERESTS

Members were reminded of the responsibilities in respect of the Code of Conduct and Register of Financial Interests.

19. ATTENDANCE REGISTER

Members received the attendance of councillors over the council year 2024/25.

RESOLVED: to note the information.

20. COMMITTEE MEMBERSHIP

The proposed committee membership for 2025/26 was considered.

RESOLVED: to adopt as proposed.

COMMITTEE MEMBERSHIP 2025-26

Community Funding Committee

Cllr June Cammack	Cllr Pat Fraser	Cllr Patsi Guilfoyle
Cllr Rosemary Hedges	Cllr David Howes	Cllr Jane Hoyle
Cllr Steve Woodhead		

Local Environment and Climate Emergency Committee

Cllr Karl Boggis	Cllr Patsi Guilfoyle	Cllr Nikki Harvey
Cllr Jane Hoyle	Cllr Kate Macdonald	Cllr Holly Morse
Cllr Steve Woodhead		

Projects, Events & Christmas Lighting

Cllr Christine Bampton-Smith	Cllr Pat Fraser	Cllr Rosemary Hedges
Cllr Jane Hoyle	Cllr Kate Macdonald	Cllr Alex Turner
Cllr Barry Young		

Picture House Committee

Set for the life of the council

Cllr Keith Butterick	Cllr Pat Fraser	Cllr Nikki Harvey
Cllr David Howes	Cllr Holly Morse	Cllr Alex Turner
Cllr Barry Young		

Staffing Committee

Four posts to be elected for the term of the council

Three posts to be elected annually

Cllr Keith Butterick	Cllr Patsi Guilfoyle	Cllr Christine Davenport
Cllr Nikki Harvey	Cllr Holly Morse	Cllr Alex Turner
		Cllr Steve Woodhead

Strategy & Review

Chair of each committee plus members as elected by the committee

Twinning

Cllr June Cammack	Cllr Christine Davenport
Cllr Pat Fraser	Vacancy

Grievance Panel

Cllr Keith Butterick	Cllr Steve Woodhead
Cllr Rosemary Hedges	

Appeals Panel

Cllr Karl Boggis	Cllr Jane Hoyle
Cllr Pat Fraser	

Internal Financial Controller

Cllr Patsi Guilfoyle	Cllr Rosemary Hedges
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Town Mayor is ex-officio on all committees

21.

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The proposed appointments to outside bodies for 2025/26 were considered.

RESOLVED: to adopt as proposed

Hebden Bridge Twinning Society

June Cammack
Christine Davenport
Pat Fraser

Hebden Bridge Walkers Action Group

Nikki Harvey

Yorkshire Association of Local Councils

Steve Woodhead

Town and Parish Council Liaison Committee

Steve Woodhead

Mytholmroyd Station Partnership

Barry Young

Hebden Bridge & Mytholmroyd Town Board

Christine Bampton Smith
Keith Butterick
Kate McDonald
Nikki Harvey

Stubb Playing Field Association

June Cammack

Hebden Bridge Brass Band

Barry Young
Rosemary Hedges

Hebden Bridge Business Forum

Kate Macdonald
Alex Turner

Cragg Vale Community Association

June Cammack

Mytholmroyd Community Centre

Jane Hoyle

Hebden Bridge Flood Alleviation Scheme

Pat Fraser
Patsi Guilfoyle
David Howes
Alex Turner/Steve Woodhead

Hebden Bridge Group Practice – Patient Participation Group

June Cammack
Rosemary Hedges

HRTC Working Parties – Disability Access Forum

Patsi Guilfoyle
Kate Macdonald

- 22. MEETING DATES**
A list of meeting dates for 2025/26 was circulated.
RESOLVED: to note the information.
- 23. WARD WORK.**
Cllr Boden updated the council on various planning issues and the action that has been taken by CMBC.
- Cllr Guilfoyle reported that she was supporting residents on a matter concerning Rights of Way in Fairfield Ward.
- RESOLVED:** to note the information.
- Councillors were reminded to direct concerns raised by the community to their local CMBC Councillor, or where it is felt appropriate to refer to the Town Clerk of inclusion on an appropriate agenda, to enable consideration by the Council.
- 24. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.**
To receive and decide actions on communications (enc).
a. Letter from Resident Calderdale Energy Park
b. YLCA Training Programme
c. CMBC Station Road Car Park
RESOLVED: to note the information
- 25. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT.**
The activities of the Mayor were presented.
RESOLVED: to note for information.
- 26. MINUTES OF THE TOWN COUNCIL held 23 APRIL 2025.**
The minutes were presented to the meeting.
RESOLVED: to accept as a true and accurate record.
- 27. MINUTES OF THE LOCAL ENVIRONMENT & CLIMATE COMMITTEE held 30 APRIL 2025**
The minutes were presented to the meeting.
RESOLVED: to note for information.
- 28. MINUTES OF THE STRATEGY & REVIEW COMMITTEE held 7 MAY 2025.**
Cllr Guilfoyle presented the key highlights in respect of the governance review and audit.
RESOLVED: endorse recommendations therein and approve as a correct record.
- 29. MINUTES OF THE PICTURE HOUSE COMMITTEE held 14 MAY 2025.**
Cllr Butterick highlighted the key points in particular respect of the the NLHF project and that there will be a short pause in work whilst appropriate quotes are gathered.

RESOLVED: to note for information and endorse the recommendations therein.

**30. MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL/
MAYOR MAKING held 20 MAY 2025.**

Cllr Butterick provided an overview of the meeting.

RESOLVED: to note for information

31. WORKING GROUPS.

a) Disability Access Forum

Cllr Guilfoyle reported that DAF has been successful in their work with CMBC and local businesses, to get some of the obstructive café furniture removed to enable access to the wavy steps.

RESOLVED: to note for information

32. REPRESENTATIVES TO OUTSIDE BODIES.

Cllr Hedges reported that the Patient Participation Group continued to meet and that they were becoming more active and engagement with the practice was increasing.

RESOLVED: to note for information

33. EXCLUSION OF THE PRESS AND PUBLIC.

There was no motion to exclude the press and public.

The meeting finished at 9:15pm