

MEETING of the TOWN COUNCIL
held WEDNESDAY 16 JULY 2025 at 7:30PM
HEBDEN BRIDGE TOWN HALL

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

ABSENT: Councillors – Boggis, Davenport, Howes

MINUTES: HRTC Town Clerk – Emma Green

MINUTES

97. PUBLIC QUESTION TIME.

There were no questions raised at this meeting.

98. APOLOGIES AND REASONS FOR ABSENCE.

Apologies were received from Cllrs Boggis, Davenport and Cllr Howes

99. MEMBERS' INTERESTS' RELATING TO AGENDA ITEMS.

Item 4c – Cllr Woodhead, non-pecuniary.

The agenda was recorded to consider item 9 in advance.

100. PARKING IN HEBDEN ROYD

Cllr Borrows presented a number of issues faced by those seeking parking provision in Hebden Bridge, and presented a range of potential solutions, the support for this was demonstrated by a considerable number of signatures from members of the public.

RESOLVED: To forward the information to the relevant officers at CMBC for consideration.

101. PLANNING APPLICATIONS

a. **Application 25/00534/HSE** at 25 Burnley Road, Mytholmroyd, HX7 5PD for Dropped kerb. (White Lee ward).

RESOLVED: the council would like to see more detailed drawings and response to the concerns of the Highways officer's comments before a decision can be made.

b. **Application 25/00281/LBC** at Nutclough Mill, Victoria Road, Hebden Bridge HX7 8EZ for Installation of solar panels. (Birchcliffe ward).

RESOLVED: No Objection

c. **Application 25/00405/FUL** at Calder High School, Brier Hey Lane, Mytholmroyd, HX7 5QN for Five bay modular classroom building. (White Lee ward).

RESOLVED: No Objection

d. **Application 25/00576/HSE** at The Laithe, Foster Clough, Height Road, Mytholmroyd, HX7 5QZ for Convert detached garage to home office. (White Lee ward).

RESOLVED: No Objection

e. **Application 25/00243/FUL** at 10 Crown Street, Hebden Bridge, HX7 8EH for Change of use from public house with letting rooms to public house with 16 aparthotel rooms (C1). (Fairfield ward).

RESOLVED: No Objection

Applications dealt with under delegation from Full Council.

- Application 25/20125/TPO at Calder High School, Brier Hey Lane, Mytholmroyd, HX7 5QN for Prune Trees (Tree Preservation Order).

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.

102. APPLICATIONS FOR PLANNING PERMISSION GRANTED BY CALDERDALE MBC

RESOLVED: to note the information

103. HRTC & HBPH PAYMENT SCHEDULE

RESOLVED: To note items of information and to authorise payments totaling £67,115.76.

Payment and Receipt Schedule
16/07/2025

Hebden Royd Town Council
Accounts to be Paid

Accounts to be Paid			Nominal					
Item								
no:	Payee	Details	Invoice No	code	Ref	Amount	Cost Centre	
a	P3	PC & Laptop update	34893	7500	TCI 25/064	488.40	Office	
b	Dodnaze Community	Room Booking 5/7/25	INV-0029	7306	TCI 25/065	70.00	Local Env	
c	YLCA	New Clerks Webinar	INV-4203	7650	TCI 25/066	73.00	Staffing	
d	HT Direct	First aid Remembrance	1069	7402	TCI 25/067	320.00	Remembrance	
e	Blanchere	Year 3 hire of Lights	SI58899	7202	TCI 25/068	13,799.45	Project & Events	
f	HBCA	Catering twinning	17958	7401	TCI 25/069	796.00	Twinning	
g	Privacy Worz Ltd	GDPR Advice June	INV-1512	7500	TCI 25/070	7,488.00	Office	
h	Gardenius	Hanging Baskets	5832	7400	TCI 25/071	10,132.20	Local Env	
i	XL Displays	Outdoor Noticeboard	TC25/0079	7306	TCI 25/072	214.80	Local Env	
j	Invictus well Being	Parent Carer support groups	453	7300	TCI 25/078	150.00	Community Fund	
k	Steve Hindle	Meadows Day	TC 25/0059	7306	TCI 25/079	100.00	Local Env	
l	Dodnaze Community	Facilitator	INV-0035	7306	TCI 25/089	296.59	Local Env	
m	HBCA	Data & IT	19/06/1949	7500	TCI 25/090	153.00	Office	
n	P3	Microsoft		35409	7500	TCI 25/091	177.42	Office
o	DA & FR Gibbon	Hanging baskets	07/07/2025	7400	TCI 25/092	1,320.00	Local Env	
p	SLCC	Governance review	SD2180-1	7500	TCI 25/093	657.00	Office	
q	Mytholmroyd Community Centre	Room Hite Twinning	HRTC0125	7401	TCI 25/094	684.00	Twinning	
r	42MO	Graffiti wall	19/06/2025	7306	TCI 25/095	3,196.80	Local Env	
						<u>40,116.66</u>		

Accounts previously paid by the Town Clerk

							Cost Centre
a	Bradford City of Culture	Yorkshire day Mayor	24/06/2025	7752	TCI 25/063	110.00	Mayor
b	Amazon	Golf Umbrellas	GB54WJSUABEI	7500	TCI 25/075	51.60	Office
c	Amazon	Screws	GB50001M7IMSO\	7306	TCI 25/076	5.19	Local Env
d	Manouche North	Stephen Shulman Music	13	7401	TCI 25/077	310.00	Twinning
e	HBPH	Mayors Charity Screening	HBPH 25/008	7752	TCI 25/081	300.00	Mayors
f	Post Office	Various			ICI 25/082	93.63	Office
g	Post Office	Various	May June		TCI 25/083	99.31	Office
h	One Stop	Refreshments		7500	TCI 25/084	14.85	Office
i	Ticket Source	Tod Mayors Ball		7752	TCI 25/085	21.38	Mayor
j	Emma Green	expenses IT		7500	TCI 25/086	25.95	Office
k	Amazon	Paper	GB55E4PZABEI	7500	TCI 25/087	49.92	Office
l	Build a bear	Lilo & Stitch prize		7500	TCI 25/088	90.00	Office

1,171.83

Direct Debits

a	Euro Digital	Network Print Support	146914	7500	TCI 25/073	283.54	Office
b	Peninsula	HR Advice	U005016500	7800	TCI 25/074	689.76	Staffing
c	Euro Digital	Network Print Support	26/08/2285	7500	TCI 25/080	87.98	Office

1,061.28

TOTAL PAYMENTS

42,349.77

Payment and Receipt Schedule
16/07/2025

Hebden Bridge Picture House
Accounts to be Paid

Item	Payee	Details	Invoice No	Nominal;	Reference	Amount
a	Mubi	Film Royalties	INV-13721	5100		145.96
b	Suma	Kiosk	A52011	5200		299.82
c	Kitwave - Turner & Wrights	Kiosk	CREDIT 514519	5200		-100.76
d	Eden Farm	Kiosk	186163	5200		191.2
e	Lions Gate	Film Royalties	10187030	5100		120
f	Sony	Film Royalties	1623308-1	5100		94.25
g	The Buttercup Bakery	Kiosk	No313	5200		85.6
h	Print Bureau	Poster	PB7605	7510		24
i	Just Jennys	Kiosk	8339	5200		175.2
j	Kitwave - Turner & Wrights	Kiosk	281159	5200		887.58
k	Matthew Clark	Kiosk	3397582	5200		519.6
l	Suma	Kiosk	A54269	5200		230.91
m	Eden Farm	Kiosk	245996	5200		275.11
n	The Buttercup Bakery	Kiosk	No314	5200		85.6
o	Vocation Brewery	Kiosk	142576	5200		319.42
p	Universal	Film Royalties	22314725771-1	5100		108.00
q	Universal	Film Royalties	22314725791-1	5100		635.80
r	Pathways	Film Royalties	237	5100		192.08
s	JL Brooks	Kiosk	632476	5200		199.34
t	Matthew Clark	Kiosk	3435881	5200		440.71
u	Seventh Art	Film Royalties	32926	5100		126.00
v	The Buttercup Bakery	Kiosk	No315	5200		85.60
w	Jimmys	Kiosk	INV25605124	5200		290.42
x	PPS	Cleaning supplies	INVEI-68201	7101		163.50
y	Conic	Film Royalties	2552	5100		161.29
z	Savoy Systems	Oscar	C-0725-35	7510		917.81
aa	Just Jennys	Kiosk	8356	5200		91.20
bb	Suma	Kiosk	A58946	5200		287.22
cc	Eden Farm	Kiosk	261276	5200		167.83
dd	Suma	Kiosk	CREDIT C22175	5200		- 14.82
ee	Sony	Film Royalties	1627383-1	5100		1,766.51
ff	Icon	Film Royalties	3031030	5100		283.85
gg	Just Jennys	Kiosk	8371	5200		98.40
						9,354.23
Direct Debits						
a	Grenke	Coffee Machine	272059/2025			63.86
b	Grenke	Coffee Machine	272061/2025			77.90
c	Grenke	Coffee Machine	272060/2025			168.00
d	Croft	Telephone	49335	7510		158.30
g	Grenke	Coffee Machine	289032/2025			241.78
h	SSE	Gas Supply	IV03068686	7103		699.16
i	The Co-operative Bank	Current Acc Inv	121			45.58
j	Clover	Base Ser 15/6 - 14/7	AVS2517739-6			50.40
k	Scottish Power	Energy Bill	3 Apr - 7 Ma	7103		46.65
l	Scottish Power	Energy Bill	8 May - 12 May	7103		6.62
m	Scottish Power	Energy Bill	13 May - 16 Jun	7103		46.65
n	O2	Telephone	38308877	7510		29.62
o	Grenke	Photocopier	276912/2025			1,154.38
p	Crown Gas Power	Utilities	3590896	7103		181.94
						2,970.84
Payments paid by Clerk						
a	Enigma Pictures	Film Royalties		5100		408.50
b	Amazon	Cable	GB5515JKABEI			6.39
c	Amazon	Paper	GB550ORSABEI	7510		50.18
d	Tull Stories	Film Royalties	TS0923/HBPH	5100		238.35
e	Universal	Film Royalties	22314723615-1	5100		108.00
f	Generika	HBPH Quiz	18-Jun-25			100
g	Amazon	Cable	1169473-9514745			44.99
h	Amazon	Adaptor	GB5000XJ1MB0DI			13.56
i	Amazon	Cable Tester	GB55MCY5ABEI			10.38
j	Universal	Film Royalties	22314724773-1	5100		1,243.20
k	Universal	Film Royalties	22314725910-1	5100		334.60
l	Universal	Film Royalties	22314724697-1	5100		1,251.30
m	Leodis Coffee	Supplies	INV-17607			291.39
n	HMRC	Vat Return	01/03 - 31/05			8,340.08
						12,440.92
PAYMENTS						24,765.99

104. ANNUAL REVIEW OF RISK MANAGEMENT ARRANGEMENTS 2025/26

The financial risk assessment was presented to Councilors and reviewed.

RESOLVED: To approve the Financial Risk assessment for the Financial Year 2025-26.

105.

WORKING WITH CMBC

Cllr Boden presented a motion in respect of how individual councilors work with CMBC and other partners.

The Clerk provided guidance obtained from the Yorkshire Local Councils Association.

The motion fell.

Cllr Butterick proposed the following:

RESOLVED: Hebden Royd Town Council confirms that it will follow the advice of the YLCA guidance which is standard practice followed by similar councils in Yorkshire. This advice refers to all ward work within Hebden Royd.

1. Case or ward work directly related to issues which are the responsibility of Calderdale MBC should be passed to the HRTC Town Clerk who will contact Calderdale ward councillors and/or relevant Calderdale officers.
2. HRTC councillors can also pass the work on directly to the appropriate Calderdale ward councillor or share Calderdale Councillors contact details so that they can be contacted directly by residents.
3. HRTC councillors should not contact Calderdale (or partner organisation) officers unless they are working with Calderdale MBC on a specific project and should always copy in Calderdale ward councillors to avoid duplication and poor communication.
4. In respect of matters relating to other partners or HRTC itself, issues should be brought to the Town Clerk who will include it on the relevant agenda, if appropriate, and will action the decisions made by the council as a body.

Cllr Bampton Smith called for a recorded vote.

Cllrs voting in favour: Cllrs Butterick, Bampton Smith, Cammack, Fraser, Guilfoyle, Harvey, Hedges, Hoyle, Macdonald, Morse, Turner, Woodhead and Young.

Cllrs voting against: Cllrs Boden, Borrowes

106.

SIGNAGE ON BRIDGEGATE

Cllr Borrowes raised the issue of signage on Bridge Gate and the impact on pedestrians of scooters and bikes using the pedestrian area, particularly when these are electrified and move at a faster pace.

RESOLVED: To request that CMBC enhance the signage to include an instruction to dismount from bicycles and scooters on the pedestrian area.

107. ACCESSING INFORMATION AND USE OF FREEDOM OF INFORMATION ACT

Guidance for councillors in respect of accessing information was circulated.

RESOLVED: To note the information

108. COMMUNICATIONS FROM THE TOWN MAYOR AND THE CLERK.

To receive and decide actions on communications (enc)

- | | |
|-----------------------|---------------------------|
| a. Resident | St Michael's Church Clock |
| b. Hebden Bridge Arts | Closure |
| c. YLCA | Talking Tables Event |

RESOLVED: In respect of a. to respond offering clarification to the points. And internally to note the concern raised for future reference should a similar scenario arise.

In respect of b. to write thanking them for their contribution to the town over its years.

In respect of c. to note the information.

109. MAYOR'S REPORT/DEPUTY MAYOR'S REPORT

RESOLVED: to note the activities of the Mayor.

110. MINUTES OF THE TOWN COUNCIL held 18 JUNE 2025

RESOLVED: To approve as a correct record.

111. MINUTES OF THE COMMUNITY FUNDING COMMITTEE held 25 JUNE 2025

RESOLVED: To note the minutes for information

112. MINUTES OF THE STAFFING COMMITTEE held on 8 JULY 2025

RESOLVED: To note the minutes for information

113. MINUTES OF THE PICTURE HOUSE COMMITTEE held on 9 JULY 2025

RESOLVED: To note the minutes for information. The positive trading position of the Picture House was noted and thanks extended to the Picture House Manager and his team.

114. WORKING GROUPS

To receive reports from and to decide on appropriate actions:

a) Disability Access Forum

There was no report

115. REPRESENTATIVES TO OUTSIDE BODIES

Patient Participation Group – Cllr Hedges reported that the practice will be starting a proactive health pilot which will consider long term interventions. The practice is seeking to increase usage of the health centre. The group continues to be a positive source of information.

Happy Valley Pride – Cllr Young reported that Happy Valley Pride will be underway next week and highlighted the support by local businesses.

Cllr Macdonald reported that a survey is to be undertaken by the Hebden Bridge Business Forum, this should outline some useful headline issues to be considered in the future.

116. EXCLUSION OF THE PRESS AND PUBLIC

There was no motion 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.

The meeting finished at 9pm