

# KIRKBURTON PARISH COUNCIL

**A Meeting of the Council will be held on  
Thursday 4 April 2024 at 7.30 pm at  
Burton Village Hall, Northfield Lane, Highburton HD8 0QT**

## **A G E N D A**

### **1. Apologies and Declarations of Interest**

To receive apologies for absence.

Members to declare any interests and their nature in any of the business to be discussed. These may also be included on the members' Registers of Interest, but should also be declared at each meeting when the issue is raised. *Declarations can be made at any point during the meeting, up to the start of the relevant agenda item*

### **2. Public Participation**

Members of the public are invited to address the Council on any issue over which it has a power for up to 3 minutes each, with the item lasting up to a maximum of 15 minutes.

### **3. Admission of the Public**

To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960.

### **4. Civic Appointments**

The Chairman to report on any engagements attended since the last meeting.

### **5. Minutes / Matters Arising**

To confirm the accuracy of the minutes of the Parish Council meeting held on 7 March 2024.

**INFORMATION ONLY – Standing Order 13b applies.**

### **6. Committee Minutes**

To agree and adopt the minutes of the following meetings:

a) Management & Finance Committee held on 18 March 2024

b) Staffing Committee held on 21 March 2024.

c) Land & Property Committee held on 21 March 2024.

**INFORMATION ONLY – Standing Order 13b applies.**

### **7. Plans**

To consider all applications listed in the Kirklees Weekly Plan Lists weeks commencing 4, 11, 18 and 25 March 2024, as well as any other urgent applications. Applications may be viewed on: [www.kirklees.gov.uk/planning](http://www.kirklees.gov.uk/planning)

### **8. Kirkburton History Group**

To consider the urgent general grant application for £4,000 to contribute towards the cost of holding the Kirkburton Sing.

/Cont'd . . .

**AGENDA for COUNCIL MEETING ON 4 APRIL 2024**

**9. Accounts**

To note the April payments schedule.

**10. Salary Scale for the Clerk / Responsible Financial Officer**

To consider reviewing the salary scale for the position. If agreed, to consider appointing YLCA to carry out the review.

**11. Interim Measures : Clerk / Responsible Financial Officer**

To note that there is likely to be a gap between the Clerk leaving the Council and the appointment of her replacement. To consider which of the following options to take to ensure the continuity of Council business:

- a) To appoint Kirklees Governor Clerking Service to provide a Clerk to issue the agenda and produce the minutes for each meeting as detailed in the attached Service Level Agreement, or
- b) To appoint a Locum Clerk / RFO to complete all the tasks currently undertaken by the present Clerk and to oversee the recruitment process.
- c) If b) is agreed, to consider granting the Locum Clerk delegated authority in line with the Council's Scheme of Delegation.
- d) If a) is agreed, to appoint a temporary Proper Officer and a temporary Responsible Financial Officer.

**12. Annual Report 2023-24**

To consider approving the draft report. If agreed, to consider how the report will be distributed.

**The following items are for Information Only:**

**13. Correspondence and Information**

To report any correspondence received since the issue of the agenda, notify any replies, details of future meetings, etc.

**14. Agenda Items**

To request items for debate at future meetings.