

# Kirkburton Parish Council

## Annual Parish Council Meeting

Thursday 22 May 2025 at 7.30pm

At Burton Village Hall, Northfield Lane, High Burton, Huddersfield, HD8 0QT

### AGENDA

**1. Election of the Chairman of the Council for the year 2025-26.**

To elect a Chairman of the Council for the year 2025-26.

**2. Declaration of Acceptance of Office**

To receive the Chairman's Declaration of Acceptance of Office.

**3. Election of the Vice-Chairman of the Council for the year 2025-26.**

To elect a Vice-Chairman of the Council for the year 2025-26.

**4. Apologies**

To receive members' apologies for absence.

**5. Declarations of Interest**

To receive members' declarations of interest in any item on the agenda.

**6. Admission of the Public**

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

**7. Election of Standing Committees**

To elect members to the Committees as listed below:

- a. Grants & Community Projects Committee (10)
- b. Land & Property Committee (10)
- c. Management & Finance Committee (10)
- d. Neighbourhood Plans Committee (7)
- e. Staffing Committee (8)

**8. Terms of Reference for Standing Committees**

To receive the updated terms of reference for the standing committees as listed below, and send to the relevant committee for review.

- a. Grants & Community Projects Committee
- b. Land & Property Committee
- c. Management & Finance Committee
- d. Staffing Committee

**9. Election of Representatives of Voluntary Bodies 2025-26**

To elect members to serve as Parish Council Representatives on the Voluntary Bodies listed below.

- a. Burton Environment Group (2)
- b. Denby Dale Centre Management Committee (1)
- c. Kirkburton & Highburton Community Association (2)
- d. Kirklees Historic Buildings Trust: Cllr Bray has been elected until 2027.
- e. Kirklees Right of Way Forum (1)
- f. Kirklees Rural Transport Partnership (3)
- g. Laneside Landfill Community Trust (1)
- h. Ludlum & Horsfall Foundation (1)
- i. National Coal Mining Museum (1)

- j. Shelley Educational Trust (2)
- k. Stocksmoor Village Hall (2)
- l. Thornhill Charities (1)
- m. Walker & Greenwood Educational Trust (1)
- n. Yorkshire Local Councils Associations (2)

#### **10. Standing Orders and Financial Regulations**

To review and adopt Standing Orders and Financial Regulations for the year 2025-26.

#### **11. General Power of Competence**

To note that the Council no longer holds General Power of Competence.

#### **12. S137 expenditure limit**

To note that the S137 expenditure limit for 2025-26 is £11.10 per elector and that there are 19,901 electors in the parish.

#### **13. Cheque Mandate**

To elect the cheque signatories (4) for the HSBC account.

#### **14. Online Banking**

To elect the online banking authorisers (2) for the year 2025-26.

#### **15. Banking mandate**

- a. To authorise an amendment to the HSBC variable banking mandate to include the clerk.
- b. To authorise amendments to the Public Sector Deposit Fund mandate to include the clerk.
- c. To elect three signatories for the Public Sector Deposit Fund mandate.

#### **16. Accounts**

To note the May payment schedule.

#### **17. Times and Dates of Meetings 2025-26**

To consider the following arrangements for meetings:

- a. Parish Council: to meet on the first Thursday of each month, with the exception of no meeting in June.
- b. Grants & Community Projects Committee: to meet up to four times a year, and for the first meeting to occur on 22 May 2025 after the Annual Parish Council meeting as per Standing Order 5.j.ix.
- c. Management & Finance Committee: to meet as required, with a minimum of one meeting per quarter, and for the first meeting to occur on 22 May 2025 after the Annual Parish Council meeting as per Standing Order 5.j.ix.
- d. Staffing Committee: to meet as required, with a minimum of two meetings per year, and for the first meeting to occur on 22 May 2025 after the Annual Parish Council meeting as per Standing Order 5.j.ix.
- e. All other committees and working parties to meet as the need arises.

#### **18. Election of Newsletter Editor 2025-26**

To elect a newsletter editor for the year 2025-26.

#### **19. Council Minutes**

- a. To confirm the accuracy of the minutes of the Parish Council meeting held on 3 April 2025.
- b. To confirm the accuracy of the minutes of the Extraordinary Council meeting held on 10 April 2025.  
*Please note that Standing Order 13b applies.*

#### **20. Committee Minutes**

- a. To agree and adopt the minutes of the Land & Property Committee held on 10 April 2025.
- b. To agree and adopt the minutes of the Management & Finance Committee held on 17 April 2025.
- c. To agree and adopt the minutes of the Staffing Committee held on 24 April 2025.

#### **21. Plans**

To consider Kirklees Weekly Plan Lists for weeks commencing 31 March, 7 April, 14 April, 21 April, 28 April, 5 May, and 12 May, as well as any other urgent applications. *Applications may be viewed on [www.kirklees.gov.uk/planning](http://www.kirklees.gov.uk/planning).*

**22. Grant Application**

- a. To note the rules for the General Grant Scheme and the 2025-26 grants budget statement.
- b. To consider the grant application from Yetton Together for £2999 for their annual rental payment for Kirkheaton Community Centre.

**23. Correspondence and information**

To report any correspondence received since the issue of the agenda.

**24. Clerk's report**

To receive a report from the clerk.

**25. Agenda Items**

To request items for debate at future meetings.