



Minutes of the Annual Parish Council Meeting

Held on Thursday 30 May 2024 at 19:30h

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

Present: Cllr B Smith in the Chair.

Cllrs: B Armer, R Barraclough, D Black, R Bray, C Bright, P Brook, R Burton, J Cowan, D Hardcastle, P McGleenan, J Paxton, W Rowlands, M Sykes, J Taylor, P Taylor, C Voyce, E Voyce and M Wheelhouse.

Officers in attendance: Mrs L Howatson, Governance Support Officer, Kirklees Governor Clerking Service, and Miss Emma Booth, Administrative Assistant.

The Chairman advised that Cllr J Paxton would be retiring in July. He thanked Cllr Paxton for his unwavering support and dedicated work on the Parish Council over the years.

The Chairman also welcomed Cllr M Sykes who had recently joined the Parish Council.

MIN 1: Election of the Chairman of the Council for the Year 2024-25

Resolved: to elect Cllr Hardcastle as Chairman for the year 2024-25.

MIN 2: Declaration of Acceptance of Office

The Chairman signed the Declaration of Acceptance of Office, and presented Cllr Smith with a past Chairman's medal. Cllr Smith received a vote of thanks for his year of office.

Cllr D Hardcastle thanked members for electing him to the position, which he felt was a great honour.

MIN 3: Election of Vice Chairman of the Council for the year 2024-25

Resolved: to elect Cllr Cowan as Vice Chairman for the year 2024-25. The Chairman handed Cllr Cowan the Vice Chairman's medallion.

MIN 4: Apologies and Declarations of Interest

Apologies for absence had been received for Cllrs Knight, Walters and Cooper.

A discussion took place on the procedure for submitting apologies for absence. The Temporary Clerk was asked to check with NALC on the normal protocol for notification of apologies in advance of meetings. The Chairman stated that it might be good practice to let the Clerk know prior to the meeting if possible, if Councillors were unable to attend.

The following declarations of interest were made:

Cllr Armer declared an interest in all planning applications as he is a member of the Kirklees Strategic Planning Committee, and a substitute member of the Kirklees District-Wide Planning Committee. He stated that any views expressed would be of a preliminary nature with the final decision being taken at the Committee meeting when in receipt of full information.

Cllr J Taylor declared an interest in all planning applications as he is a substitute member of the Kirklees District-Wide Planning Committee and Kirklees Strategic Planning Committee. He stated that any views expressed would be of a preliminary nature with the final decision being taken at the Committee meeting when in receipt of full information.

Cllr C Voyce and Wheelhouse declared an interest in applications 24/91035 and 24/91077 as the applicant is known to them.

Cllr Paxton declared interests in applications 24/91040, 91035 and 91192 as the applicants were known to him.

Cllr Cowan declared an interest in application 24/90972 as the applicant is known to him.

Cllr Sykes declared an interest in application 24/90987 as the applicant is known to her.

MIN 5: Public Participation

No members of the public addressed the Council.

MIN 6: Admission of the Public

Resolved: to hold the meeting in the public session.

MIN 7: Election of Standing Committees and Working Parties

Resolved: to elect members to the committees as listed below:

Grants & Community Projects Committee: Chairman, Vice Chairman, Cllrs B Armer, R Barraclough, R Bray, P Brook, D Knight, B Smith, E Voyce, C Walters.

Land & Property Committee: Chairman, Vice Chairman, Cllrs B Armer, R Bray, R Burton, P McGleenan, B Smith, C Voyce, M Wheelhouse, and C Walters.

Management & Finance Committee: Chairman, Vice Chairman, Cllrs B Armer, R Bray, P Brook, D Knight, B Smith, J Taylor, P Taylor and C Voyce.

Neighbourhood Plans Committee: Chairman, Vice Chairman, Cllrs D Black, P Brook, P McGleenan, B Smith and C Walters.

Staffing Committee: Chairman, Vice Chairman, Line Manager, Cllrs R Barraclough, P Brook, B Smith, J Taylor and M Wheelhouse.

MIN 8: Election of Representatives of Voluntary Bodies 2024-25

Resolved: to elect the following members to serve as Parish Council representatives on the Voluntary Bodies listed below:

Kirkburton & Highburton Community Association: Cllrs D Knight and P Taylor.

Burton Environment Group: Cllrs D Knight and J Taylor.

Denby Dale Centre Management Committee: Cllr J Cowan.

Laneside Landfill Community Trust: Cllr D Knight.

Kirklees Historic Buildings Trust: Cllr Bray has been elected until 2027.

Kirklees Right of Way Forum: Cllr C Walters.

Kirklees Rural Transport Partnership: Cllrs J Cowan, P Taylor and C Walters.

Ludlum & Horsfall Foundation: Cllr R Barraclough.

National Coal Mining Museum: Cllr E Voyce.

Shelley Educational Trust: Cllrs B Armer and R Bray.

Stocks Moor Village Hall: Cllrs R Barraclough and A Cooper.

Thornhill Charities: Cllr J Paxton.

Walker & Greenwood Educational Trust: Cllr J Paxton.

Yorkshire Local Councils Associations: Cllr R Barraclough and D Hardcastle

MIN 9: Cheque Mandate

Resolved: to keep Cllrs P Brook, R Burton, J Paxton and J Taylor as cheque signatories on the HSBC accounts until such time as a permanent Clerk was employed and a change could take place.

Resolved: to keep Cllrs J Paxton and J Taylor as cheque signatories on the Public Sector Deposit Fund until such time as a permanent Clerk was employed and a change could take place.

MIN 10: Election of Newsletter Editor 2024-25

Resolved: to leave the position vacant until it is required.

MIN 11: Online Banking

Resolved: that the Temporary Clerk to arrange for Online Banking facilities with HSBC to enable BACs payments and use for preparation of Finance information to the M&F and full Council.

Resolved: to allow the Temporary Finance Officer to have Online Banking facilities until a new Clerk is appointed.

MIN 12: Chains of Office

Resolved: to defer the item to the Management and Finance Committee.

Min 13: Times and Dates of Meetings 2024-25

Resolved: to adopt the following pattern of meetings:

- a) Parish Council: on the 1st Thursday of each month with the following exceptions: no meeting in June 2024 and the July meeting to be deferred by one week to 11 July due to the general election taking place on 4 July.
- b) Grants and Community Projects Committee: up to four meetings per year.
- c) Management and Finance Committee: as required, with a minimum of one meeting per quarter. The first meeting to be 25 July 2024.
- d) Staffing Committee: as required, with a minimum of two meetings per year.
- e) All other Committees and Working Parties to meet as the need arises.

Cllr P Taylor expressed his concern regarding the date of the July meeting, stating that some planning application deadlines may be missed by deferring the meeting.

Cllr J Taylor explained that comments and submissions can be made right up to the day the applications are determined for consideration by the Local Authority.

Cllr J Taylor asked that the Temporary Clerk would check the availability of Burton Village Hall for the July meeting, and that if it was not available, to check alternative provision.

MIN 14: Accounts for the Financial Year 2023-24

Resolved: to approve the accounts for the financial year 2023-24.

MIN 15: Annual Governance & Accountability Return 2024

Cllr J Taylor commented on inconsistencies in the audit.

Resolved: to accept the Internal Audit Report and adopted Sections 1 and 2 of the AGAR.

Resolved: to refer the Internal Audit Report to the Management and Finance Committee to look at procedures and ensure there are no inconsistencies in the information recorded.

MIN 16: Minutes / Matters Arising

Resolved: to confirm the accuracy of the minutes of the meeting held on 4 April 2024.

MIN 17: Plans

Members considered the Weekly Plan Lists for weeks commencing 1, 8, 15, 22 & 29 April, 6, 13 and 20 May.

24/90880 Shelley; 24/90836 Lepton, 24/90913 Shelley; 24/90914 Kirkburton; 24/90972 Shepley; 24/91029 Farnley Tyas; 24/90984 Highburton; 24/90987 Kirkburton; 24/91040 Flockton; 24/91077 Lepton; 24/91004 Shelley; 24/91018 Farnley Tyas; 24/91035 Flockton; 24/91081 Shepley; 24/91087 Shepley; 24/91088 Flockton; 24/91105 Lepton; 24/90692 Fenay Bridge; 24/91084 Fenay Bridge; 24/91101 Kirkheaton; 24/91123 Kirkheaton; 24/91226 Shepley; 24/91229 Kirkheaton; 24/91254 Kirkheaton; 24/91192 Flockton; 24/91264 Kirkburton; 24/91295 Low Fold, The Village; 24/91306 Thurstonland; 24/91402 Kirkburton and 24/91421 Kirkburton.

Cllr B Armer declared an interest in application 24/90913 Shelley, as the applicant was known to him.

Cllr J Taylor commented on in application 24/91087 and had no objection for use as a garden but to have a condition if no longer used as a garden it should return to its former use.

Cllr J Paxton raised concerns around the access to the property relating to application 24/91088 Flockton. The Chairman invited comments from members. None were received. The Chairman thanked Cllr Paxton for sharing his concerns.

Cllr Barraclough declared an interest in application 24/91295 Low Fold, The Village, as the applicant was known to him.

Resolved: to accept councillors' observations and submit their comments to the Kirklees Council Planning Department.

MIN 18: Accounts

Resolved: to approve the accounts as presented.

MIN 19: Correspondence and Information

The Temporary Clerk advised that he would undertake the duties of the Clerk until a permanent clerk could be sourced. He thanked Ms E Booth for her hard work and assistance over recent weeks.

Cllr J Taylor raised the issue of local libraries. He advised that Shepley Library had a petition running and urged members to make people aware of the risks to libraries and the potential for losing them at this time.

Cllr D Black commented that Kirkheaton Library was in a very precarious position.

The Chairman advised that he was glad that Cllr J Taylor had raised the issue of libraries and asked, apart from the Shepley online petition, where else could individuals submit comments.

Cllr J Taylor explained that the Local Authority would conduct feasibility conversations with a view to running a 12 week public consultation programme, but that comments could not be made until the consultation process commenced.

Cllr P Brook advised members to apply caution when submitting to the online petition, as there was a follow-up advertisement which requested a donation of £2 each time someone signed the petition. The petition was free to submit to and there was no requirement to pay.

Cllr J Taylor advised members of a recent planning application which has been made for the building of 50 houses in Stocksmoor. He advised that the community is organising to oppose the application, on the grounds that it is on green belt and access is very poor.

Resolved: to add the Stocksmoor planning application to the agenda for the next Parish Council meeting.

Min 20 Agenda Items

No items were requested.

The Chairman thanked everyone for attending and closed the meeting.