



Minutes of the Annual Parish Council Meeting

Held on Thursday 22 May 2025 at 20:00h

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

Present: Cllr Derek Hardcastle in the Chair, giving way to Cllr Cowan upon his election to the role for 2025-26.

Cllrs present: B Armer, R Barraclough, R Bray, C Bright, P Brook, R Burton, I Carthy, M Carthy, J Cowan, D Knight, P McGleenan, A Munro, D Pearson, W Rowlands, B Smith, M Sykes, J Taylor, P Taylor, C Voyce, C Walters, M Wheelhouse.

Officers in attendance: Ms A Greenwood & Ms E Booth.

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

Resolved: to elect Cllr Cowan as Chairman of the Council for the year 2025-26. Cllr Cowan was invested with the chain of office.

MIN 2: Declaration of Acceptance of Office

Resolved: to receive the Chairman's Declaration of Acceptance of Office from Cllr Cowan. The clerk presented Cllr Hardcastle with his past Chairman's medal. Cllr Hardcastle received a vote of thanks for his year in office. The Chairman thanked members for electing him to the position.

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

Resolved: to elect Cllr Hardcastle as Vice-Chairman of the Council for the year 2025-26. The Chairman presented Cllr Hardcastle with the Vice Chairman's medallion.

MIN 4: Apologies

Apologies for absence received from Cllrs Black, Cooper, and E Voyce.

MIN 5: Declarations of Interest

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 Munro declared an interest in all planning applications as she is a substitute member of the Kirklees District-Wide Planning Committee and member of the Kirklees Strategic Planning Committee. She 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 Barraclough declared an interest in planning application 91175 as the applicant is known to him.

Cllr J Taylor declared an interest in planning applications 91101, 91090, and 91153 as the applicants are known to him.

Cllr Voyce declared an interest in planning application 91183 and 91264 as the applicants are known to her.

Cllr Wheelhouse declared an interest in planning application 91183 and 91264 as the applicants are known to her.

MIN 6: Admission of the Public

Resolved: to hold the meeting in the public session.

MIN 7: Election of Standing Committees

A proposal was put to the chamber to instigate no change to committee membership as the committees were functioning well and thus to elect the following members to the Grants & Community Projects Committee (10, including Chairman and Vice Chairman): Cllrs Armer, Barraclough, Bray, Brook, Knight, Smith, E Voyce, Walters.

An amendment to this proposal was put to the chamber to increase the number of members on the Grants & Community Projects Committee to eleven. The proposal did not pass.

Resolved: that the number of members on the Grants & Community Projects Committee shall remain as 10, including the Chairman and Vice Chairman.

Resolved: to elect the following members to the Grants & Community Projects Committee (10, including Chairman and Vice Chairman): Cllrs Armer, Barraclough, Bray, Brook, Knight, Smith, E Voyce, Walters.

A proposal was put to the chamber to elect the following members to the Land & Property Committee (10, including Chairman and Vice Chairman): Cllrs Armer, Bray, Burton, McGleenan, Smith, C Voyce, Walters, Wheelhouse.

An amendment to the proposal was put to the chamber to add Cllr Black to the Land and Property Committee, either as an addition or for another councillor to stand down. A recorded vote was requested.

Cllr B Armer (*nay*), Cllr R Barraclough (*abstain*), Cllr R Bray (*nay*), Cllr C Bright (*nay*), Cllr P Brook (*aye*), Cllr R Burton (*aye*), Cllr I Carthy (*nay*), Cllr M Carthy (*nay*), Cllr J Cowan (*nay*), Cllr Hardcastle (*abstain*), Cllr D Knight (*abstain*), Cllr P McGleenan (*nay*), Cllr A Munro (*aye*), Cllr D Pearson (*nay*), Cllr W Rowlands (*nay*), Cllr B Smith (*nay*), Cllr M Sykes (*nay*), Cllr J Taylor (*nay*), Cllr P Taylor (*aye*), Cllr C Voyce (*abstain*), Cllr C Walters (*aye*), Cllr M Wheelhouse (*nay*).

The amendment did not pass.

Resolved: to elect the following members to the Land & Property Committee (10, including the Chairman and Vice Chairman): Cllrs Armer, Bray, Burton, McGleenan, Smith, C Voyce, Walters, Wheelhouse.

Resolved: to elect the following members to the Management & Finance Committee (10, including Chairman and Vice Chairman): Cllrs Armer, Bray, Brook, Knight, Smith, J Taylor, P Taylor, C Voyce with Cllr Armer as a full voting member of the Committee in his own right.

Resolved: to elect the following members to the Neighbourhood Plans Committee (7, including Chairman and Vice Chairman): Cllrs Black, Brook, McGleenan, Smith, Walters.

Resolved: to elect the following members to the Staffing Committee (8, including Chairman and Vice Chairman): Cllrs Armer, Barraclough, Brook, Smith, J Taylor, Wheelhouse, with Cllr Armer as a full voting member of the Committee in his own right.

MIN 8: Terms of Reference for Standing Committees

Resolved: to receive the updated terms of reference for the standing committees and to refer them to the Management and Finance Committee for review, and for the Management and Finance Committee to make recommendations to Council in due course.

MIN 9: Election of Representatives of Voluntary Bodies 2025-26

A proposal was put to the chamber to instigate no change to the representatives of voluntary bodies, including the appointment of former Cllr Paxton to the Thornhill Charities.

An amendment was put to the chamber to replace Cllr Knight with Cllr Walters for the Laneside Landfill Community Trust.

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

- a. Burton Environment Group (2)

- i. Cllrs D Knight and P Taylor.
- b. Denby Dale Centre Management Committee (1)
 - i. Cllr Cowan.
- c. Kirkburton & Highburton Community Association (2)
 - i. Cllrs D Knight and P Taylor.
- d. Kirklees Historic Buildings Trust: Cllr Bray has been elected until 2027.
 - i. Cllr Bray.
- e. Kirklees Right of Way Forum (1)
 - i. Cllr Walters.
- f. Kirklees Rural Transport Partnership (3)
 - i. Cllrs Cowan, P Taylor and C Walters.
- g. Laneside Landfill Community Trust (1)
 - i. Cllr Walters.
- h. Ludlum & Horsfall Foundation (1)
 - i. Cllr Barraclough.
- i. National Coal Mining Museum (1)
 - i. Cllr E Voyce.
- j. Shelley Educational Trust (2)
 - i. Cllrs Armer and Bray.
- k. Stocksmoor Village Hall (2)
 - i. Cllrs Barraclough and Cooper.
- l. Thornhill Charities (1)
 - i. Mr Jimmy Paxton and Cllr E Voyce.
- m. Walker & Greenwood Educational Trust (1)
 - i. Cllr E Voyce.
- n. Yorkshire Local Councils Associations (2)
 - i. Cllrs Barraclough and Hardcastle.

MIN 10: Standing Orders and Financial Regulations

Resolved: to send Standing Orders and Financial Regulations to the Management and Finance Committee to review in conjunction with the Committee Terms of Reference.

MIN 11: General Power of Competence

Resolved: to note that the Council no longer holds General Power of Competence.

MIN 12: S137 expenditure limit

Resolved: 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.

MIN 13: Cheque Mandate

Resolved: to elect the following cheque signatories (4) for the HSBC account: Cllrs J Taylor, Brook, Cowan and Ms Alex Greenwood as Clerk and RFO.

MIN 14: Online Banking

Resolved: to elect the following online banking authorisers (2) for the year 2025-26: Cllrs J Taylor and Brook, plus Ms Alex Greenwood as Clerk and RFO.

MIN 15: Banking mandate

Resolved: to authorise an amendment to the HSBC variable banking mandate to include the clerk and ensure the councillors on the mandate are Cllrs J Taylor, Brook and Cowan.

Resolved: to authorise amendments to the Public Sector Deposit Fund mandate to include the clerk.

Resolved: to elect the following three signatories for the Public Sector Deposit Fund mandate: Cllrs J Taylor, Brook and Cowan.

MIN 16: Accounts

Resolved: to note the May payment schedule.

MIN 17: Times and Dates of Meetings 2025-26

Resolved: to authorise 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.

MIN 18: Election of Newsletter Editor 2025-26

Resolved: to not nominate anyone for the position of newsletter editor.

MIN 19: Council Minutes

Resolved: to confirm the accuracy of the minutes of the Parish Council meeting held on 3 April 2025.

Resolved: to confirm the accuracy of the minutes of the Extraordinary Council meeting held on 10 April 2025.

MIN 20: Committee Minutes

Resolved: to agree and adopt the minutes of the Land & Property Committee held on 10 April 2025.

Resolved: to agree and adopt the minutes of the Management & Finance Committee held on 17 April 2025.

Resolved: to agree and adopt the minutes of the Staffing Committee held on 24 April 2025.

MIN 21: Plans

Council members considered the planning applications for the weeks commencing 31 March, 7 April, 14 April, 21 April, 28 April, 5 May, and 12 May, as well as any other urgent applications.

No comments were made by councillors.

MIN 22: Grant Application

Resolved: to note the rules for the General Grant Scheme and the 2025-26 grants budget statement.

Resolved: to grant the sum of £2999 to Yetton Together for their annual rental payment for Kirkheaton Community Centre, under the Local Government Act 1972, S137, and for the Kirkburton Parish Council Chairman, the Chair of the Grants and Community Projects Committee, and the Chair of the Management and Finance Committee to meet with Yetton Together and Kirkheaton Parish Councillors Cllrs Black, Brook, McGleenan and Walters to discuss how the Parish Council could reduce its level of support to Yetton Together over time.

MIN 23: Correspondence and information

There was no specific correspondence or information to present to Council.

MIN 24: Clerk's report

The clerk had no specific report to bring to Council, other than she was settling into her new role.

The Chairman thanked councillors for attending and closed the meeting at 21: 05h.