

KIRKBURTON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT THE HUB, KIRKBURTON ON THURSDAY, 16 MAY 2019 AT 8.00pm

PRESENT: Cllr B Armer in the Chair

Cllrs R Barraclough, R Battye, S Beresford, R Bray, P Brook, R Burton, J Cowan, P Cunnington, S Duffy, D Hardcastle, D Knight, K Middleton, T Moores, A Munro, J Paxton, J Roebuck, B Smith, J Spivey, P Taylor, J Taylor, C Walters and M Wheelhouse.

Officer in attendance: Mrs A Royle.

Before the meeting opened, the Clerk advised on the fire procedure and gave general advice appertaining to the building.

Resolved: To elect Cllr Beresford as Chairman for the year 2019/20. Cllr Beresford was then invested with the chain of office. **1 Election of Chairman**

Cllr Beresford thanked members for electing him to the position, welcomed new members to the Council and wished everyone well in their terms of office.

Cllr Beresford signed the Declaration of Acceptance of Office. **2 Declarations of Office**

Resolved: To receive the outstanding declarations by the next meeting.

Cllr Armer received a past Chairman's medal from Cllr Beresford and addressed the Council. He thanked the Clerk for her help over the previous year. Thanks were also extended to those members, who had served in the previous term of office. He expressed pleasure at the level of grant funding awarded to community groups in the last year, and urged groups to continue to apply for funding. **3 Outgoing Chairman**

Cllr Armer received a vote of thanks for all his work on behalf of the Council over the previous year.

Resolved: To elect Cllr Hardcastle as Vice Chairman for the year 2019/20. The Chairman presented Cllr Hardcastle with the Vice Chairman's medal. **4 Election of Vice Chairman**

Apologies were received from Cllrs M Booth and A Cooper, the reasons for which were accepted by the Council. **5 Apologies**

The following personal interests were declared: **6 Declarations of Interest**

Cllr Armer in Planning Application 19/91100 as he knows the applicant.

Cllr Barraclough in Planning Applications 19/91237 and 19/91238 as he knows the applicants.

Cllr Bray in Planning Applications 19/91206 and 19/91255 as he knows the applicants.

Cllr Cowan in Planning Application 19/91206 as his grandson is a member.

Cllr J Taylor in Planning Application 19/91100 as he knows the applicant.

All members present declared a personal interest in Planning Application 19/91175 as the tree falls within the responsibility of the Council.

No representations were made to the Council. **7 Public Participation**

Resolved: To hold all items in the public session. **8 Admission of the Public**

Resolved: To elect the members to the listed committees as detailed overleaf: **9 Standing Committees**

Grants and Community Projects Committee	Chairman, Vice Chairman, Cllrs B Armer, P Brook, A Cooper, J Cowan, P Cunnington, A Munro, J Paxton and P Taylor.	9	Standing Committees (Cont'd)
Land and Property Committee	Chairman, Vice Chairman, R Battye, R Burton, D Knight, T Moores, J Paxton, J Roebuck, B Smith and M Wheelhouse.		
Management and Finance Committee	Chairman, Vice Chairman, Cllrs B Armer, R Barraclough, R Bray, P Brook, R Burton, J Cowan, P Cunnington and J Paxton.		
Neighbourhood Plans Committee	Chairman, Vice Chairman, Cllrs R Battye, P Brook, R Burton, S Duffy, A Munro, B Smith, J Spivey, and C Walters.		
Staffing Committee	Chairman, Vice Chairman, Line Manager, Cllrs B Armer, R Barraclough and P Brook.		
Resolved: To disband the Disciplinary & Grievance Committee and the Library Committee.		10	D&G and Library Committees
Resolved: To defer election of members to the next meeting.		11	Waste Strategy Working Group
Resolved: To elect Cllr Burton to act as the Council Member with responsibility for the staff (Line Manager) for a period of four years.		12	Line Manager and Deputy Line Manager
Resolved: To elect Cllr Brook to act as the Deputy to the above position for a period of four years.			
Resolved: To elect the following members to serve as Parish Council representatives on the Voluntary Bodies listed below:		13	Election of Representatives on Voluntary Bodies
Kirkburton & Highburton Community Association	Cllrs D Knight, P Taylor		
Burton Environment Group	Cllrs D Knight, M Booth		
Denby Dale Centre Management Committee	Cllr M Booth		
Kirklees Historic Buildings Trust	Cllr R Bray (for a term of four years)		
Kirklees Right of Way Forum	Cllr S Duffy		
Kirklees Rural Transport Partnership	Cllrs J Cowan, P Taylor and C Walters		
Ludlum & Horsfall Foundation	Cllr R Barraclough		
National Coal Mining Museum	Cllr P Cunnington		
EPIP Local Innovation Group	Cllr D Hardcastle		
Shelley Educational Trust	Cllrs B Armer, T Moores		
Stockmoor Village Hall	Cllrs R Barraclough, A Cooper		
Thornhill Charities	Cllrs K Middleton, J Paxton		
Walker & Greenwood Educational Trust	Cllrs K Middleton, J Paxton		
Yorkshire Local Councils Associations	Cllrs R Barraclough, S Beresford		

- Resolved:** To elect the following members as cheque signatories on the HSBC account: Cllrs P Brook, R Burton, J Paxton, J Taylor and Mrs A Royle. **14 Bank Signatories**
- Resolved:** To elect Mrs A Royle as cheque signatory on the PSDF account.
- Resolved:** To elect Cllr Barraclough as newsletter editor for the year 2019/20. **15 Newsletter Editor**
- Resolved:** To adopt the following pattern of meetings: **16 Dates and Times of Meetings 2019/20**
- Parish Council: On the 1st Thursday of each month with the exception of May when the meeting will be held on 21 May 2020.
 - Management & Finance: As required, with a minimum of one meeting per quarter.
 - Grants & Community Projects Committee: Up to four meetings per year.
 - Staffing Committee: As required, with a minimum of two meetings per year.
 - All other Committees and Working Groups to meet as the need arises.
- Members noted the Receipts & Payments Statement, the Cheque Register and the Analysis of Budget covering the period 1 April 2018 to 31 March 2019. **17 Accounts for 2018/19**
- Resolved:** To adopt the Receipts & Payments Statement for the financial year 2018/19.
- Members considered the Internal Auditor's Report and considered adopting Sections 1 and 2 of the Annual Governance and Accountability Return 2018/19. **18 Annual Return 2018**
- Resolved:** To note the Internal Auditor's Report and adopt Sections 1 and 2 of the Annual Governance and Accountability Return 2018/19.
- Members considered the Kirklees Weekly Plan Lists for weeks commencing 1, 8, 15, 22, 29 April and 6 May 2019. **19 Plans**
- 19/91360 *Erection of single and two storey extensions and decking to rear at 77 Barnsley Road, Flockton.* **Resolved:** To delegate the Clerk to submit comments after consultation with the Flockton members.
- The Council recommended the following applications be approved: 19/91237 Farnley Tyas and 19/91238 Farnley Tyas.
- No comment was made on the following applications:
 19/91033 Kirkburton; 19/91034 Kirkburton; 19/91069 Highburton; 19/91085 Kirkburton;
 19/91094 Thurstonland; 19/91100 Highburton; 19/91137 Kirkburton; 19/91142 Lepton;
 19/91150 Thurstonland; 19/91172 Shelley; 19/91175 Kirkheaton; 19/91177 Flockton Moor (GM ward); 19/91206 Fenay Bridge (Thurstonland/FT ward); 19/91209 Shelley;
 19/91223 Kirkheaton; 19/91244 Flockton; 19/91245 Lascelles Hall (Lepton ward);
 19/91255 Farnley Tyas; 19/91294 Kirkburton; 19/91332 Shepley; 19/91337 Kirkburton;
 19/91338 Shelley; 19/91379 Lepton (GM ward); 19/91380 Kirkburton;
 19/91407 Thurstonland; 19/91408 Thurstonland; 19/91427 Farnley Tyas and
 19/91448 Lepton.
- There were no planning appeals before the Council. **20 Planning Appeals**
- Members noted the pre-application consultation on the installation of a base station at Machby Industrial Estate, Tandem Way, Waterloo. The Clerk advised members on the rules covering pre-determination. **21 Base Station at Machby Ind Estate, Waterloo**
- Resolved:** To note the consultation.
- Resolved:** To approve the accounts as presented (£7,149.55). **22 Accounts**

Members noted the available training courses.

23 Training Events

Resolved: To nominate Cllr Hardcastle to attend the Chairmanship Skills course on 31 July at Northallerton.

Resolved: To defer a decision on training courses for the Clerk pending further information.

Resolved: To request the Management & Finance Committee to look into training provision for all members on General Data Protection Regulations.

Council requested volunteers to be key holders and to take responsibility for putting community and council notices in the noticeboards in Grange Moor, Highburton and Kirkburton.

24 Noticeboards

Resolved: To give the key for the Grange Moor noticeboard to Cllr Wheelhouse, and to defer the decision on the Highburton and Kirkburton noticeboards to the next meeting.

Council requested volunteers to be key holders and to take responsibility for refilling the dog wastebag dispensers in Grange Moor, Highburton, Kirkburton and Shelley.

25 Dog Wastebag Dispensers

Resolved: To give the keys to Cllr Wheelhouse (Grange Moor) and Cllr Moores (Shelley), and to defer the decision on the key holders for Highburton and Kirkburton to the next meeting.

Resolved: That Cllr Walters would take over the responsibility for the Kirkheaton dispensers.

Members noted the written report, which had been circulated at the meeting and were asked to note the forthcoming staff annual leave arrangements.

26 Clerk's Report

- Road issues on Penistone Road – Cllr Munro to supply the Clerk with full details.
- Parking issues on Barnsley Road in Flockton – Cllr Paxton to supply the Clerk with full details.
- Consideration of purchasing a thermal imagery camera for use by the public.

27 Agenda Items for Future Meetings

The Chairman then closed the meeting.