

## KIRKBURTON PARISH COUNCIL

### **Minutes of the Annual Parish Council Meeting held on Thursday 27 May 2021 at 7.30 pm at Kirkheaton Parish Church, Church Lane, Kirkheaton.**

Present: Cllr D Hardcastle (in the chair)

Cllrs B Armer, R Barraclough, A Booth, R Bray, P Brook, R Burton, A Cooper, J Cowan, P Cunnington, S Duffy, D Knight, A Munro, C Myles, J Paxton, B Smith, J Spivey, J Taylor, P Taylor, C Walters and M Wheelhouse.

Officer in attendance: Mrs A Royle

Before the meeting opened the Chairman welcomed everyone to the meeting and advised on the procedures to be followed due to Covid. The Clerk advised on the fire procedures.

#### **Min 1 Election of the Chairman of the Council for the Year 2021-22**

**Resolved:** To elect Cllr Hardcastle as Chairman for the year 2021-22.

#### **Min 2 Declaration of Acceptance of Office**

The Chairman signed the Declaration of Acceptance of Office.

#### **Min 3 Election of Vice Chairman of the Council for the year 2021-22**

**Resolved:** To elect Cllr Cowan as Vice Chairman for the year 2021-22.

#### **Min 4 Apologies**

Apologies were received from Cllrs S Beresford, T Moores and J Roebuck. Cllr R Battye was absent.

The following matter was discussed at the end of the meeting, but is recorded at this point for simplicity.

**Resolved:** To hold the discussion on the following item in the private session, as it concerns personal information.

The Chairman reported that Cllr Roebuck had requested a leave of absence, the reasons for which were provided.

**Resolved:** To grant Cllr Roebuck a 6-month leave of absence for the reasons provided.

#### **Min 5 Declarations of Interest**

The following declarations of interest were made:

Cllr Armer declared an interest in all the applications, as he is a member of the Kirklees Huddersfield Planning Committee and a substitute member of the other Kirklees Planning Committees. 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 Cowan declared an interest in Planning Appl 21/91754 as he knows the applicant.

Cllr Hardcastle declared an interest in Planning Appl 21/91921 as he knows the applicant.

Cllr Munro declared an interest in all the applications, as she is a substitute member of the Kirklees Huddersfield 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 P Taylor declared an interest in Planning Appl 21/91563 as he knows the applicant.

Cllr J Taylor declared an interest in all the applications, as he is a substitute member of the Kirklees Planning Committees. 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 Walters declared an interest in the Laneside Landfill Community Trust, as the land borders her own.

### **Min 6 Public Participation**

No members of the public addressed the Council before the meeting.

### **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 listed committees as listed below:

#### **Environment & Climate Change Committee**

Chairman, Vice Chairman, Cllrs R Battye, R Burton, A Cooper, D Knight, T Moores, A Munro, P Taylor and C Walters.

#### **Grants & Community Projects Committee**

Chairman, Vice Chairman, Cllrs B Armer, R Bray, P Brook, A Cooper, P Cunnington, S Duffy, D Knight, A Munro and C Myles.

#### **Land & Property Committee**

Chairman, Vice Chairman, Cllrs A Booth, R Burton, P Cunnington, D Knight, T Moores, J Paxton, B Smith and M Wheelhouse.

#### **Management & Finance Committee**

Chairman, Vice Chairman, Cllrs B Armer, R Barraclough, S Beresford, R Bray, P Brook, R Burton, J Paxton and P Taylor.

#### **Neighbourhood Plans Committee**

Chairman, Vice Chairman, Cllrs R Battye, S Beresford, P Brook, R Burton, S Duffy, A Munro, B Smith, J Spivey and C Walters.

**Min 7 Election of Standing Committees and Working Parties (Cont'd)  
Staffing Committee**

Chairman, Vice Chairman, Line Manager, Cllrs B Armer, R Barraclough, S Beresford and P Brook.

**Min 8 Neighbourhood Plans Committee Terms of Reference**

Members considered the proposed amendments to the existing Terms of Reference.

**Resolved:** To adopt the revised Terms of Reference as amended (copy attached).

**Resolved:** To aim to provide approval of documents produced by the Community Group's Neighbourhood Steering Committee within 8 weeks, and to try to improve communications between the groups and the Council to facilitate this.

**Min 9 Election of Representatives of Voluntary Bodies 2021-22**

**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 A Booth and D Knight.

Denby Dale Centre Management Committee: Cllr A Booth.

Laneside Landfill Community Trust: Cllr C Walters.

Kirklees Historic Buildings Trust: Cllr Bray has been elected until 2023.

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.

Shelley Educational Trust: Cllrs B Armer and T Moores.

Stocksmoor Village Hall: Cllrs R Barraclough and A Cooper.

Thornhill Charities: Cllrs C Myles and J Paxton.

Walker & Greenwood Educational Trust: Cllrs C Myles and J Paxton.

Yorkshire Local Councils Associations: Cllr R Barraclough and S Beresford.

**Min 10 Cheque Mandate**

**Resolved:** To elect Cllrs P Brook, R Burton, J Paxton, J Taylor and Mrs Royle as cheque signatories for the HSBC.

**Resolved:** To maintain the existing cheque signatories on the PSDF account.

**Min 11 Election of Newsletter Editor 2021-22**

**Resolved:** To elect Cllr R Barraclough as the newsletter editor.

**Min 12 Times and Dates of Meetings 2021-22:**

**Resolved:** To adopt the following pattern of meetings:

- a) Parish Council: On the 1<sup>st</sup> Thursday of each month with the following exceptions:  
There will be no meeting in June 2021 and in May 2022 it will be held on 19 May.
- b) Management & Finance: As required, with a minimum of one meeting per quarter.
- c) Grants & Community Projects Committee: Up to four meetings per year.
- 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.

**Min 13 Accounts for the Financial Year 2020-21**

Members noted the Analysis of Budget, Cheque Register, and the Receipts and Payments Statement, all covering the period 1 April 2020 to 31 March 2021.

**Resolved:** To adopt the Receipts & Payments Statement for the year 2020-21.

**Min 14 Annual Governance & Accountability Return 2021**

Members considered the Internal Auditor's Report and considered adopting Sections 1 and 2 of the AGAR.

**Resolved:** To note the Internal Auditor's Report and adopt Sections 1 and 2 of the Annual Governance & Accountability Return 2021.

**Min 15 Plans**

Members considered the Kirklees Weekly Plan Lists for weeks commencing 26 April, 3, 10 and 17 May 2021.

*21/91724 Erection of raised decking with balustrade, new door opening and 3 giant umbrellas to rear (Listed Building within a Conservation Area) at the Smiths Arms, 1 Town Gate, Highburton.*

The Council objected on the grounds of loss of residential amenity due to the noise, and road safety – the entrance to the car park is immediately opposite the junction with Hall Lane. It would also decrease the number of parking spaces in the pub's car park, thus increasing congestion on Town Gate.

*21/91725 Listed Building Consent for erection of raised decking with balustrade, new door opening and 3 giant umbrellas to rear (Listed Building within a Conservation Area) at the Smiths Arms, 1 Town Gate, Highburton.*

The Council objected on the grounds of loss of residential amenity due to the noise, and road safety – the entrance to the car park is immediately opposite the junction with Hall Lane. It would also decrease the number of parking spaces in the pub's car park, thus increasing congestion on Town Gate.

**Min 15 Plans (Cont'd)**

There was no comment on the following applications:

21/91423 Kirkheaton; 21/91563 Kirkburton; 21/91584 Lepton; 21/91619 Lepton;  
21/91624 Lepton; 21/91653 Fenay Bridge (Lepton ward); 21/91723 Flockton;  
21/91734 Lepton; 21/91743 Shepley; 21/91754 Shepley; 21/91757 Lepton (GM ward);  
21/91773 Shepley; 21/91821 Kirkburton; 21/91840 Lepton; 21/91849 Thunderbridge;  
21/91907 Farnley Tyas; 21/91921 Shelley; 21/91949 Shepley; 21/91976 Shepley;  
21/91998 Shelley; 21/92002 Thurstonland; 21/92004 Thurstonland; 21/92007 Shepley;  
21/92021 Shepley; 21/92046 Fenay Bridge (Lepton ward); 21/92069 Kirkheaton and  
21/92081 Kirkheaton.

**Min 16 Accounts**

**Resolved:** To approve the accounts as presented (£7,079.01 including £235 agreed under LGA 1972 s137).

Cllr Barraclough was given a vote of thanks for his efforts in ensuring that the Council's meetings continued online without problems over the last year.

**Min 17 Project 2021-01 – Kirkburton Parish E-Bikes Project**

Members debated the project as detailed within the form. It was noted that only one quote had been provided due to there being only one firm, which provides this service.

**Resolved:** To grant full permission for the project to be carried out as described on the attached form.

**Resolved:** To acknowledge that the requirements of the Financial Regulations regarding contracts are not being followed due to there being only one company available, which can provide this service.

**Min 18 Consultation on Virtual Meetings**

Members considered the draft response to the consultation being carried out into whether or not remote meetings held by Local Authorities should be permitted to continue.

**Resolved:** To note the draft response and to submit it.

**Min 19 Venue for Future Meetings**

Members considered the issues around the holding of meetings in the short and long-term. It was reported that the Church had agreed to provide a venue for the main Parish Council meetings for the foreseeable future.

**Resolved:** To keep the matter under review, and to delegate the Clerk to make appropriate arrangements for future meetings in consultation with the Chairman and the Vice Chairman.

**Resolved:** To write to Kirkheaton Parochial Church Council to thank them for allowing the Council to use the Church this evening.

**Min 20 Correspondence and Information**

Members noted the written report, which had been emailed to members before the meeting.

**Min 21 Agenda Items**

The following item was requested for inclusion on a future agenda:

- Highways issues on Barnsley Road in Flockton.

The Chairman thanked everyone for attending and closed the meeting.