

Minutes of the Annual Blackshaw Parish Council Meeting held on 19 May 2014 in the Council Chamber, Hebden Bridge Town Hall.

Present: Cllr. Mick Davies (in the Chair for the start of the meeting), Cllr. Dorothy Sutcliffe, Cllr. Carol King, Cllr. Steve Hoyle, Cllr. Chris Lund, Cllr. Tim Cole and 2 members of the public.

In attendance: - Maggie Boyle (Clerk)

- 1. Election the Chairman and Vice-chairman for 2014/15** – Cllr. Mick Davies was nominated and seconded and as there were no other nominations was duly elected Chairman for 2014/15. Having been elected he presided over the election of the Vice Chairman. Cllr. Steve Hoyle was nominated and seconded and duly elected Vice-Chairman.
- 2. Chairman's Acceptance of Office** – Cllr. Mick Davies signed the Declaration of the Chairman's Acceptance of Office, which was witnessed by Maggie Boyle (Clerk).
- 3. Apologies** – Cllr. Pat Beechill.
- 4. Declarations of interest in items on the agenda** – None were declared.
- 5. Minutes of the Parish Council Meeting held on 28 April 2014** – These were accepted as a correct record.
- 6. Matters arising from the minutes of the Parish Council Meeting held on 28 April 2014:**
 - 6.1. YLCA Provision of Service agreement** - Noted. The Clerk will email acceptance on behalf of the Council.
 - 6.2. Picnic Risk Assessment** – this was done and when received from Cllr. Cole will be filed.
 - 6.3. Planning application** – The Mouse Nest application has not been withdrawn and when all documents are received by Planning, BPC will be consulted.
 - 6.4. Memorial Refurbishment** – A quote had been obtained and the Clerk was asked to prepare an order for the work.
- 7. Charlestown Allotments:**
 - 7.1. Working party and annual inspection 14 June 11am (Please note this is the correct time)** – Cllr. Hoyle will bring some essential implements;
 - 7.2. Risk Assessment** – The Clerk will see whether the Allotments Group have done a risk assessment for the allotments. The Clerk will also prepare a risk assessment for the working party.
- 8. Writing to Northern PowerGrid regarding recent power disconnection in Badger Lane** – This item was discussed at the Annual Parish meeting (see minute 8.2, 2014).
- 9. PCP Turbine** – An update was received from PCP and discussed at the Annual Parish meeting (see minute 4, 2014). The Clerk was asked to make enquiries with Environmental Health whether there was anything that could be done about the scrap wagon bodies that had been moved out of the field with the turbine and next to the road.
- 10. Updated Assessment of Significant Risks** – The updated assessment was considered and the document agreed with the proviso that the Clerk enquires how other Councils are tackling the document storage issue. Cllr. Lund requested that photos be taken of regalia and equipment – the Clerk will file these.
- 11. Planning related matters:-**
 - 11.1. Information on previous planning applications:**
14/00055/FUL | Installation and commissioning of one 10kw wind turbine (14.9m hub height and 21.5m tip height) | Barley Croft Farm Davey Lane Blackshaw Head Hebden Bridge West Yorkshire HX7 7JG **Refused.**
 - 11.2. New planning applications** (these can be viewed via Calderdale Council website using the reference number shown): 14/00385/HSE | Replacement of existing porch to front | 6 Dry Soil Woodland Hall Badger Lane Blackshaw Head Hebden Bridge Calderdale HX7 7JH. The Council resolved **Not to Object.**
- 12. Highways, bridleways and footpaths:**
 - 12.1. Jumble Hole** – It was reported that no date had been set for reinstating the Bridleway. The Clerk was asked to write to Calderdale Council.
 - 12.2. Glen View Road** – Cllr. Davies agreed to request a copy of the matrix from Calderdale Council;
 - 12.3. Footpath 88** – The Clerk was asked to respond and ask for information before the next meeting.
 - 12.4. Action between meetings** – It was agreed that the Chairman in consultation with the Clerk could take action on an issue previously discussed by BPC. The Clerk was asked to request updates from the Planning Enforcement Team each month.
- 13. Parish Council representatives for 2014/2015:**

Allotment committee (2) – Cllrs. Mick Davies and Steve Hoyle
Audit matters (1) Cllr. Carol King (Cllr. Steve Hoyle to stand in if necessary)
Yorkshire Local Councils Association (2) Cllrs. Dorothy Sutcliffe, Steve Hoyle and Carol King
Calderdale Town and Parish Council Liaison Group (1) Cllr. Chris Lund
Heptonstall Exhibitions and Richard Naylor Charities (1) Cllr. Pat Beechill
Friends of Colden Clough Nature Reserve (2) Clerk to check
Old People's Welfare Committee (1) Cllr. King will ask whether this body was still meeting.

Flood Action Group - Cllr. Steve Hoyle
Flood Resilience Group/Community Project Board - Cllr. Mick Davies
Neighbourhood Plan - Cllrs. Mick Davies and Steve Hoyle
Any other appropriate organisation – None were put forward.

13a. (This item was incorrectly numbered as 11 in the agenda) Representative reports and invitations:

- 1 April Calder Ward Forum** – The siting of banners was discussed, a policy will be produced by CMBC;
- 16 April Community Project Board Building a website for Calderdale** – The website will be a single point of access for residents during times of flooding. There is still a problem getting information to people who are not on line or if there is a loss of power;
- 14 May Annual meeting of HRTC and Mayor Making** – No one could attend;
- 20 May 18.30 TPC Greenwood Room HB Town Hall** – Cllr. Lund to attend or if not the Clerk will attend;
- 4 June 19.30 YLCA South Pennine Branch venue tba** – Cllrs. Sutcliffe, King and Hoyle to attend;
- TdF Joint meeting with Heptonstall and Traffic Officers** – The Clerk will contact CMBC Traffic Officers.

14. Financial matters:

- 14.1. Review of internal control** – It had been identified at the previous meeting that Cllrs. sometimes forgot to initial the cheque stub when signing a cheque – as this formed part of the internal control Cllrs. were reminded to ensure they did so in future. The Clerk has not been initialing invoices after checking that they were correct but undertook to do so hence forward. It was also noted that the internal auditor appointment should be minuted annually. Otherwise the procedures in the current financial regulations had been complied with this year.
 - 14.1.1. New Financial Regulations** template (circulated prior to meeting) – The YLCA 2014 template was discussed and adopted (with minor amendments agreed that the Clerk will insert and bring to the next meeting);
- 14.2. 2013/2014 Annual Statement of Accounts and Annual Return (External Audit)** – Having received section 4 – annual internal audit report 2013/4 signed by the internal auditor (Andy Glyde) the Annual Statement of Accounts and Annual Return for the year ended 2013/14 were accepted;
 - 14.2.1. Revised Appointed date 30/6/14** - noted;
 - 14.2.2. Revised dates for the Exercise of Electors Rights: Date of Announcement 19/5/14; Documents available commencing 2/6/14, ending 27/6/14-** noted;
 - 14.2.3. Annual return to arrive with external auditors 9/6/14** - noted.
- 14.3. 2014/2015 budget and balances, bank reconciliation and transfer of funds between accounts** – The Clerk reported the budget remaining for 2014/15 was £5742.78p, the balance of accounts was £10862.71p which reconciles to the cash book and it was agreed to move £650 from the Reserve account to the Current Account.
- 14.4. To reimburse Clerk for cost of valuation of Parish Council regalia of Office £44** - Agreed.
- 14.5. To reimburse the Clerk for printing the Annual Newsletter, £75** - Agreed.
- 14.6. To confirm payment of the Clerk's monthly salary** - agreed.
 - 14.6.1. To discuss outstanding projects (Clerk to be paid for extra hours required to complete work)** - The Clerk tabled a list of items that she had not had time to attend to for discussion.
- 14.7. To confirm payment of insurance premium** – It was agreed to take out insurance with Zurich for 2014/15 as the quote was considerably cheaper than the current insurer.

15. Dates of future meetings:

Parish Council Meetings: - 23 June 2014, 28 July, 18 August, 22 September, 27 October, 24 November, 15 December, 26 January 2015, 23 February, 23 March, 27 April, at Blackshaw Head Methodist Church.

WayAhead meetings: - 16 June 2014 Council Chamber Hebden Bridge Town Hall, 13 October New Delight, 16 February 2015 Council Chamber Hebden Bridge Town Hall.

Allotment Committee: - 15 September 2014, 16 March 2015, Council Chamber Hebden Bridge Town Hall. Annual inspection of Charlestown Allotments 14 June 2014.

Annual Parish Meeting and Annual Parish Council Meeting – (to be held within two weeks of Parish Council elections 2015).