

Draft minutes of the meeting of Blackshaw Parish Council held on Monday 27th April 2015 at Blackshawhead Methodist Church

Present: Cllr. Mick Davies (in the Chair), Cllr. Steve Hoyle, Cllr. Dorothy Sutcliffe, Cllr. Carol King, Cllr Tim Cole and two members of the public.

In attendance: Catherine Bann (Clerk)

1. Apologies for absences previously notified to the Clerk – Cllr Lund

2. Declarations of interest in items on the agenda. Cllr King declared an interest in 12.3.1, as this is an immediate neighbour.

3. Minutes of the Parish Council meeting held on 23rd March 2015 – Agreed and signed by Chair (add apologies from Cllr Beechill – received but not minuted)

4. Matters arising from the Parish Council meeting 23rd March

4.1 The brewery is actually not at Mouse Nest, but at Smithy Farm – Cllr Sutcliffe noted that this could cause confusion in the future. Regarding the conversion at Jack Bridge – Cllr King noted that some residents had raised concern about traffic.

4.2 John Bullivant – the query raised by Cllr Davies was not adequately answered.

5. Report on allotment inspection, 10th April, carried out by Cllrs Sutcliffe & Hoyle. Report attached. Summary – credit to plot holders. The communal area which is responsibility of BPC, path needs gravel, and grass needs cutting. Cllrs also cleared some brambles while doing inspection. Need to wait till daffs and croci to finish before we get the grass cut. Cllrs to go down there to clear and tidy, and make an estimate of what needs to be done before the next meeting. Cllr Davies to coordinate this. Noted receipt of minutes of Allotments AGM.

6. Election – Clerk reported that four people were elected unopposed. Co-option procedure to fill vacancies was explained. Two people have requested information on being a parish councillor and are considering it. Need to find at least one other person as it's not certain they will stand. Formal notice of co-option to be posted asap. Cllrs asked whether it is possible to delegate someone who is not a councillor to be representative of BPC on the various outside groups, e.g. Flood Group. Question about how would they feed back info to the parish council. Clerk to investigate possibility of this.

7. Annual Parish Meeting – discussion about agenda, which is usually a standing agenda. Discussed promotion of meeting in view of fact that newsletter went out much earlier than usual. Suggested a press release for the local paper – need to think of good local issue that will be discussed to mention in this. Also promote on googlegroups.

8. Neighbourhood Plan governance – changes in governance as per minutes circulated were drawn up to allay fears from Wadsworth PC about ability of all other parish councils getting together to agree that all their local housing requirements be met by one parish council, so the others would not have to take new developments. New agreement is that the neighbourhood plan be prepared, then submitted to each council, before coming back to full council. That has satisfied Wadsworth, and everyone else also happy with this. Cllr Cole proposed acceptance of new governance arrangements and this was unanimously agreed. Hannah Dobson of Hebden Royd has offered to come and speak at meetings between 15th June and July, in order to explain Neighbourhood Plan. Agreed to invite her to BPC meeting on 22nd June.

9. VE Day celebration on 8th May. 70th anniversary of VE day and there is a proposal that we mark event with a beacon at Great Rock on the Friday evening. Using the basket at the beacon, similar to Trafalgar 200th anniversary that we had 10 years ago. 8.30pm. Chair to attend. Clerk to draw up Risk Assessment in consultation with the Chair and Cllr Cole. Agreed.

10. To consider the possibility of paying for skips for a rubbish clear-out – postponing the decision for the new council to consider.

11. Noted the YLCA advice note on Transparency Code for smaller councils 2015. With new website we are able to fulfil this, and Clerk will upload all additional necessary documents detailed in the code that do not already appear on website.

12. To consider planning related matters:-

12.1 To receive information on previous planning applications and enforcement notices: None

12.2 Update from Anne Markwell, Enforcement Team Leader - None. Agreed to write regarding new council and useful to bring new councillors up to date with planning enforcements.

12.3 To consider new planning applications (these can be viewed via Calderdale Council website using the reference number shown):

12.3.1 15/00296/LBC | Renovation of existing dwelling, installation of new window and door openings, replacement windows and doors and installation of new flue to biomass boiler. Formation of external parking area adjacent to driveway. (Listed Building Consent) | Lower Field Head Farm New Road Blackshaw Head Hebden Bridge Calderdale HX7 7HR. Interesting to note that the chimney for biomass boiler will be matt black - much better than the stainless steel. Felt it was a shame about losing the mullion windows – but the listed building people will pick this up. **Proposal no objection – agreed.**

12.3.2 15/00374/HSE | Extensions to existing dwelling to include replacement side extension, porch and two storey rear extension. | Bracewell Hall Barn Bow Lane Blackshaw Head HX7 7JP - agreed that nothing had changed and our decision was as before – **Proposal no objection - Agreed.**

13.To consider matters relating to highways, bridleways and footpaths

- 13.1 Progress on Jumble Hole bridleway – supposed to be finished on 16th – and on 14th it was accessible by car. Cllr Cole proposed thanks to the Chair for continued involvement in following this up.
- 13.2 Halifax Lane Bridleway update. Jan Gibson has brought the bridleway signs up, and Cllr King waiting for her husband to install them. Some discussion about the best location for them.
- 13.3 Diversion of footpath 32, Heptonstall – noted the correspondence. Cllr Sutcliffe felt it to be a shame about the 'causey' stones being moved. What has happened to the old stone track? Could they be relaid on the new route? Clerk to write regarding this.
- 13.4 Correspondence relating to Land Bridge – noted – felt it was worthwhile to file this for future as this could go on for some time.
- 13.5 Potential for 20mph zone in the parish – correspondence noted from Bridget Kusyj outlining the options in front of us: 1) Change to 20mph and therefore remove illuminate 30mph slow down signs as these cannot be altered to 20mph and no budget to replace, or 2) Retain these and keep existing speed limit. The speed indicator device (SID) has shown that average speed is 16mph anyway. CMBC favour latter option. Thanks already sent to Cllr Battye for putting this in motion. Cllr Cole noted that when signs were put in they were bigger than expected. Can we have one SID instead of 30mph signs using existing electric, that moves around? Could they redeploy the existing signs and recoup some money to be spent on this? Or could include CCTV also. Is there some money in the kitty for the parish council to make a contribution? SIDs- you can take a photo alongside speed displayed on sign, to pass on to the police. Agreed that we were interested in exploring other options – we'd be happy to go and visit CMBC to discuss it further. Cllr Cole interested in being part of a discussion with CMBC in the future. Agreed to put on agenda for annual meeting. Speeds, traffic, road safety, including Mytholm Steeps.
- 13.6 Closure of Church Lane for Calderdale Way relay on 17th May – Edith Bowman attended meeting on behalf of race organisers as a courtesy. The race organisers were upset that they had failed to liaise properly last year. Up until 12 noon on 17 May, Church Lane will be closed for purely health and safety reasons. Councillors here on parish quite happy and support the closure, but asked Edith to double check whether CMBC had been informed about it. Agreed to put something on googlegroups from BPC to inform community.
- 13.7 Noted the receipt of the CROWS annual report.
- 13.8 Letter from Hannah Dobson regarding piles of rubble on Dukes Cut bridleway – presumably waiting to infill holes, probably by local resident thinking they are helping and simultaneously dealing with their detritus? Large bits of unbroken tiles etc with sharp edges, that would change character of SSI and be detrimental to overall appearance (and also dangerous for horses and bikes etc). Agreed to report this to CMBC – Jan Gibson – and ask for feedback
- 13.9 Cllr Beechill proposed a vote of thanks to CMBC for the gritting this winter – very good service. Agreed.

14. To consider the following financial matters:

- 14.1 Agreed the draft 14/15 accounts.
- 14.2 Annual assessment of significant risks and insurance issues – Clerk drew attention to the proposed changes in risk assessment relating to internet banking and to storage of electronic data . Cllr Cole raised issue of technology becoming obsolete in relation to digital archiving. Paper copy needed also. Clerk had booked onto course about archiving etc that was cancelled – agreed to find more information on this. Chair pointed out that the section on financial controls needed amending so that it was not Chair who countersigned, but another councillor – to comply with new regulations and as agreed in our amended financial regulations. Also discussed mention of annual picnic and agreed to change wording to “other BPC led events”. Agreed the Risk Assessment with those amendments. Discussed the possibility of of BEAT public liability insurance – had been a request if BPC insurance could cover the food festival in June. Cllrs expressed reservations about this, especially as food was being served, and didn't feel that we could countenance being liable for this. Clerk to inform BEAT.

- 14.3 Looked again at 15/16 budget in relation to left-over monies from 14/15. Agreed to make changes as per attached, essentially rolling over unspent budgets to next year, in particular raising the training and travelling budgets to take into account that there will be 4 new councillors and also a relatively new Clerk who may want to take up training. Agreed the Neighbourhood Plan money should roll over to create new heading of contingency. The budget left for 2015/16 (prior to amendment) is £8643 and the balance of accounts is £12275
- 14.4 Agreed to pay £108 to Richard Whitaker stone for war memorial cleaning
- 14.5 Agreed to pay £8.27 to Yorkshire Water for allotment water bill
- 14.6 Confirmed payment of £273 for membership of Yorkshire Local Councils Association
- 14.7 Confirmed payment of £100 to Hebden Bridge Twinning Society (accounts noted)
- 14.8 Request for donation from BPC to Heptonstall Exhibitions/Richard Naylor under Section 137 – discussed this and provisionally agreed to pay a total of £100 subject to receiving the accounts. However, depending on their financial situation this could be reassessed at next meeting after receipt of accounts and an update on their work. Also need to inform them that the BPC rep will change after the election/annual meeting.
- 14.9 Agreed payment of the Clerk's monthly salary. - thanks were expressed to the Clerk.
- 14.10 Discussed the appointment of a new internal auditor. Andy Glyde was unable to do the audit this year. Unanimously agreed to appoint Margaret Morgan as our internal auditor. Thanks to Roger Greenwood for arranging this.

To consider representative reports and invitations:

Hebden Bridge Flood group - AGM was on 25th March, Cllr Hoyle attended. Next ordinary meeting: 6th May, 5.30 at the Town Hall followed by 19th May.

Town & Parish Liaison Group – next meeting tbc

Neighbourhood planning meeting: Monday 30th March 2015 – reported elsewhere on agenda

Dates of future meetings:-

Parish Council Meetings: - 27 April, 22nd June, 27th July at Blackshaw Head Methodist Church.

Annual Parish Meeting and Annual Parish Council Meeting - 18th May, 7.30pm Hebden Bridge Town Hall

.WayaHead meeting – 15 June 2015, Council Chamber, Hebden Bridge Town Hall

Annual Parish Meeting and Annual Parish Council Meeting – 18th May 2015 at Hebden Bridge Town Hall.

Signed *Catherine Bann*

Clerk to the Parish Council