

Draft minutes of the Annual meeting of Blackshaw Parish Council held on Monday 18th May 2015 at Hebden Bridge Town Hall

Present: Cllr. Mick Davies (in the Chair), Cllr. Dorothy Sutcliffe, Cllr Roger Butterworth and two members of the public including Donna Goodman.

In attendance: Catherine Bann (Clerk)

1. **Elected Mick Davies as the Chairman and Roger Butterworth as Vice-chairman for 2015/16.**
2. **Accepted the Chairman's declaration of Office and undertaking to observe Code of Conduct.**
3. **Accepted the Councillors' declarations of Office and undertakings to observe the Code of Conduct.**
4. **Cooption of councillors** – Donna Goodman and Paul Neill have come forward and provided statements in application and the Clerk can confirm that both are eligible. Unanimously agreed to coopt both. Accepted Cllr Goodman's declaration of office.
5. **Apologies previously notified to the Clerk** – Cllr Carol King
6. **Declarations of interest in items on the agenda.** None.
7. **Agreed the minutes of the Parish Council Meeting held on 27 April 2015.** Cllr Sutcliffe asks that we notify the planning officer about the Mouse Nest / Smithy Farm confusion on the last minutes.
8. **Matters arising from the minutes of the Parish Council Meeting held on 27th April 2015:**
 - 8.1 Dukes Cut Bridleway – There is now no Rights of Way dept. at CMBC. Highways have been informed about Dukes Cut. Hannah from Hebden Royd suggested Mick Smith at CMBC and Emma Fawcett at Natural England who may be more likely to do something. Clerk to contact. Agreed to put the form for reporting rights of way problems on the website.
 - 8.2 Causey stones on Footpath Heptonstall 32 – reply from Phil Champion regarding this. They may still be in place, as ordinarily they would not be removed by CMBC. Cllr Sutcliffe to ask Heptonstall councillor regarding this.
9. Noted receipt of Charlestown Allotments accounts.
10. The council considered an application for a grant under Section 137 for the food festival 28 June. Clerk explained that the financial position is that we do need to spend the money in our Section 137 budget, but councillors felt that other areas e.g. road safety should be priority. Agreed to decline application.
11. Considered accounts for Heptonstall Exhibitions/Richard Naylor Charities regarding application for a grant under Section 137. Agreed to grant £150. Agreed to put information for students on the Blackshaw website.
12. The land at the top of Davey Lane – letter from local resident relating to the rubble and the eyesore. This was discussed, and councillors felt that owners had done some work since garages collapsed, removing wood etc. Understand there is further clearance work to be done, but felt it would be better to note the concerns and review it further when site cleared.
13. Agreed updated Assessment of Significant Risks.
14. **Planning related matters:-**
 - 14.1 Information on previous planning applications:** 14/56021/CLASMB | Prior approval application for a change of use from Agricultural building to two dwellings (C3) | Barn West Of 5 New Road Blackshaw Head Hebden Bridge Calderdale - Granted
 - 14.2 Update from Anne Markwell, Enforcement Team Leader** – provided, with additional information on enforcement policies for the benefit of new councillors.
 - 14.3 New planning applications** (these can be viewed via Calderdale Council website using the reference number shown):

14.3.1 15/00353/FUL | Enhancement of existing livery yard to incorporate enclosure to existing outdoor arena: provision of new outdoor arena and location of temporary living accommodation (caravan) | Stables West Of Blackshaw Royd Farm Marsh Lane Blackshaw Head Hebden Bridge Calderdale. Council discussed this at some length with various concerns about growth by stealth, the planning permission becoming permanent in the future, the road being privately maintained and over-intensification. Agreed that it was right to have a site visit before determining decision on this, and this is arranged for Friday 29th May at 2pm. Clerk to post official notices and inform applicant and CMBC planning officer.

15. To consider matters relating to highways, bridleways and footpaths:

15.1 Noted there is now no Rights of Way Dept at CMBC. Highways & Engineering now the contact point.

15.2 Proposed 20mph zone in Blackshaw. Agreed that BPC would set up appointment with CMBC, to discuss this further. Cllrs Butterworth, Davies and Goodman to attend.

15.3 Chevrons at the top of Mytholm steps have been demolished and need to be replaced – agreed to report this.

16. Agreed to appoint Parish Council representatives for 2015/2016 at the next meeting as there were only three councillors present.

17. To consider representative reports and invitations:

Hebden Bridge Flood group – Cllr Davies reported from meeting of 6th May. He is determined to keep flood project going. Next meeting 19th May.

Town & Parish Liaison Group – next meeting 4th August at Ripponden

Neighbourhood planning meeting – Cllr Davies will attend.

Ward Forum – Tuesday 30th June at 6.30pm at Hope Baptist Church, Hebden Bridge (forward to Cllr Davies any paperwork).

14th June is the Blackshaw Methodist Church 200th anniversary – all welcome, invite to follow

10th June YLCA annual meeting at Blackshaw Chapel, and councillors from all over the area attend. We usually put on refreshments – Cllr Sutcliffe to arrange and attend with Cllr Davies also. Any other councillors also welcome.

18. To consider the following Financial matters:

18.1 2014/2015 Annual Accounts and Annual Return (External Audit):

18.1.1 Noted the appointed date 8/6/15;

18.1.2 Noted the dates for the Exercise of Electors Rights: Date of Announcement 14/4/15; Documents available commencing 8/5/15, ending 5/6/15;

18.1.3 Noted that the annual return to arrive with external auditors 8/6/15.

18.1.4 Approved the Annual Return and Internal Audit and agreed the Annual Governance statement.

18.2 2015/2016 budget and balances and bank reconciliation.

18.3 Agreed to reimburse Clerk for Yorkshire Water Bill - £8.27

18.4 Agreed to reimburse the Clerk for travel expenses - £50.02

18.5 Confirmed payment of the Clerk's monthly salary.

18.6 Confirmed renewal of insurance premium with Zurich insurance - £314.23

18.7 Considered an honorarium payment to Margaret Morgan for internal audit work £100. Agreed.

19. Dates of future meetings:

Parish Council Meetings: - 22nd June, 27th July, 24th August, 28th September, 26th October

WayAhead meetings: - 15th June

Allotment Committee: - tbc

Signed Catherine Bann

Clerk to Blackshaw Parish Council