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# **BLACKSHAW PARISH COUNCIL**

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## ***Draft Minutes of Annual Parish Council Meeting***

**Monday 21st May 2018 at the Town Hall Council Chamber, Hebden Bridge.**

**Councillors Bowen, Butterworth, Davies, Goodman, King, Moss, Sutcliffe and 5 members of the public**

- 1 Councillor Bowen was proposed by Cllr Sutcliffe and seconded by Cllr King. Unanimously agreed.
- 2 Cllr Bowen signed the Chairman's declaration of Office and signed the undertaking to observe Code of Conduct, and these were accepted.
- 3 Appointed a Vice-Chairman for 2018/9. Councillor Moss proposed by Cllr Butterworth, seconded by Cllr Davies and unanimously appointed.
- 4 Apologies previously notified to the Clerk. None
- 5 Declarations of interest in items on the agenda. None
- 6 Agreed the minutes of the Parish Council Meeting held on 23rd April 2018.
- 7 Information on matters arising from the minutes of the Parish Council Meeting held on 23 April. None
- 8 **General Data Protection Regulations.** Clerk and Councillor King attended the course run by YLCA. Both agreed that it was well run and very informative. Since the course happened, it has become clear that Parish Councils are to be exempted from the requirement to appoint a Data Protection Officer, which is good news. Clerk explained that the course helped outline what the immediate necessary steps to be taken were, but also highlighted that compliance with the new regulations was best seen as a journey, and councils have to be taking significant steps along the journey, rather than have to have completed this. Clerk outlined the two privacy notices for Blackshaw Parish Council that she has prepared and these were agreed. These will now be put on the website, and also a link to them on a new email footer to be attached to all email communication from the Clerk. Clerk explained that now need to register with the Information Commissioners office – this will cost around £35. Agreed that Clerk should proceed with this. The continued closure of the archive service still a problem in terms of proper storage of our documents.
- 9 **To consider planning related matters:-**
  - 9.1 **Information on previous planning applications: 17/01179/REM |** Removal of conditions 3, 10 and 11 and vary condition 5 on planning application 15/00353/FUL | Stables West Of Blackshaw Royd Farm Marsh Lane Blackshaw Head - to go to committee which means it will be democratically decided at a meeting. (Could possibly be on 12<sup>th</sup> June )
  - 9.2 **Planning Enforcement Issues:**
    - 9.2.1 Update from Planning Enforcement - None. Clerk instructed to write more strongly worded letter, and insist on reply by next meeting
    - 9.2.2 Developments at riverside land near Whiteley Arches. Cllr Goodman drew attention of the Council to unorthodox developments at the piece of land alongside the river just to the Tod side of Whiteley Arches. Lots of stuff looking like fly-tipping, but possibly not, plus a new wooden structure. All semi-concealed behind a corrugated fence along the wall on roadside. Photographs shown. This land was subject to planning application for Data Centre not long ago, but was withdrawn (BPC was opposed to application). Perhaps land now sold again. Clerk instructed to use Land Registry (costing around £6) to find ownership.
  - 9.3 **New planning applications**
    - 9.3.1 18/00411/FUL | Change of use of existing manege to facilitate three shepherd huts and associated parking and conversion of stables to form holiday accommodation. | Daisy Bank Barn Daisy Bank Farm The Long Causeway Blackshaw Head Hebden Bridge HX7 7JB. This was discussed with the applicant, who answered questions to the Council's satisfaction

regarding potential noise, access, water and infrastructure. Points made included fact that it was on footings of stables and the manege, and there was a need to diversify out of purely agricultural land-use in the area. Agreed that some conditions attached to application may be beneficial, including about providing parking spaces, and noise after certain times. Otherwise, unanimously agreed not to object.

**9.3.2** 18/00219/CON | Conversion and extension of workshop/barn into new dwelling | Dove Scout Farm East Marsh Lane Blackshaw Head Hebden Bridge Calderdale HX7 7JU. This application was discussed with the applicant. One of main concerns was about the parking spaces provided, and was agreed to mention that a condition could be that ample car parking, above and beyond what was recommended, should be provided. Other points made included that this was sensible use of building, plenty of space available as at the end of track. Agreed unanimously not to object.

#### **10 To consider matters relating to highways, bridleways and footpaths:**

- 10.1** Trees at Bracewell Hall overhanging road. Agreed for Chair to have a word with the Bracewell Hall owner.
- 10.2** Dogs roaming free in pasture. Clerk could enquire of CMBC whether a dog bin would be costly – whether they would empty it.

#### **11 To appoint Parish Council representatives for 2017/2018:**

- 11.1** Allotment committee (3) - Cllrs King, Moss and Goodman appointed
- 11.2** Audit matters (1) Barry Eccles appointed
- 11.3** Yorkshire Local Councils Association (2) – Cllrs Butterworth and Moss
- 11.4** Calderdale Town and Parish Council Liaison Group (1) – Cllr Butterworth
- 11.5** Heptonstall Exhibitions and Richard Naylor Charities (1) – Cllr Bowen
- 11.6** Friends of Colden Clough Nature Reserve (2) – Cllrs Bowen and Goodman
- 11.7** Old People's Welfare Committee (1) – Cllr King
- 11.8** Flood Action Group – Cllr Moss to cover if they meet
- 11.9** Flood Resilience Group – Cllr Moss
- 11.10** Neighbourhood Plan – Cllr Butterworth will be official rep and Cllr Davies to continue to attend.
- 11.11** Any other appropriate organisation – none

#### **12 To consider the following Financial matters:**

- 12.1** Agreed the Annual Governance Statement
- 12.2** Agree the Accounting Statements 2017/8
- 12.3** Agreed the Annual Return including the Internal Audit
- 12.4** Dates for the Exercise of Electors Rights - 4<sup>th</sup> June - 13<sup>th</sup> July
- 12.5** 2018/2019 budget remaining: £8671 and bank balances: £13787 which reconciles with cash book.
- 12.6** Agreed the transfer of £165 into the reserve account.
- 12.7** Confirmed the honorarium payment to Barry Eccles for the internal audit
- 12.8** Confirmed payment of £200 to Heptonstall Exhibitions under S137
- 12.9** Confirmed payment of £7.06 for the allotments water bill
- 12.10** Confirmed payment of the Clerk's monthly salary and expenses

#### **13 To consider representative reports and invitations:**

Town & Parish Council Liaison Group - Tuesday 1<sup>st</sup> May – Ripponden, Parish Council Office, 6.30pm – RB attended. The T & PC Conference is Saturday 6<sup>th</sup> October - Heptonstall Bowling and Social Club. New Computer service to T & PC to be provided by CMBC. This will cost money and probably isn't valuable to us with only one laptop. Cllr Bowen can possibly fix. Talk about Remembrance Day this year as it's the centenary of end of WW1. Put this on the agenda for a future meeting. RB made point about the planning department and how much time it was taking to process applications. Andrew Pitts took on board the problem with Steeps being classed as secondary route.

Items for next meeting: Noah Dale bridge proposal

- 14. Dates of future meetings: Parish Council Meetings: - 25<sup>th</sup> June, 23rd July Allotment Committee: - 8<sup>th</sup> October**

Signed **Catherine Bann**  
**Clerk to Blackshaw Parish Council**