



# Blackshaw Parish Council

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## Notice of Annual Parish Council Meeting

You are hereby summoned to attend the annual meeting of Blackshaw Parish Council which will be held at 7.45pm following the Annual Parish Meeting which begins at 7pm on **Monday 22nd May 2023 at Hebden Bridge Town Hall. The meetings will be open to the Press and Public**

1. To elect the Chair for 2023/24.
2. To accept the Chair's declaration of Office and undertaking to observe Code of Conduct.
3. To accept the Councillors' Declarations of Office and undertakings to observe the Code of Conduct
4. To appoint a Vice-Chair for 2022/23
5. To consider the co-option of councillors.
6. To accept apologies previously notified to the Clerk.
7. To discuss electronic notifications of meetings etc in future and to receive councillor permissions in writing.
8. To receive declarations of interest in items on the agenda.
9. To confirm the minutes of the Parish Council Meeting held on 24<sup>th</sup> April 2023.
10. To receive information on matters arising from the minutes of the Parish Council Meeting held on 24<sup>th</sup> April
11. **To consider planning related matters:-**
  - 11.1. **Information on previous planning applications:**
    - 11.1.1. 22/00677/FUL | Demolition of former Woodman Inn and construction of five dwellings. | Woodman Inn Halifax Road Todmorden Calderdale HX7 6PH - Refused (BPC supported with caveats)
  - 11.2. **Planning Enforcement Issues:**
    - 11.2.1. Any update on the development at Burnt Edge Lane
    - 11.2.2. Caravans at New Rd
  - 11.3. **New planning applications - None**
12. **To consider matters relating to highways, bridleways and footpaths:**
  - 12.1. Any update from Highways regarding the outstanding issues not discussed in preceding annual meeting.
13. **To appoint Parish Council representatives for 2023/2024:**
  - 13.1. Allotment committee (3)
  - 13.2. Audit matters (1)
  - 13.3. Yorkshire Local Councils Association (2)
  - 13.4. Safer Cleaner Greener (1)
  - 13.5. Town and Parish Council Liaison Group (1)
  - 13.6. Heptonstall Exhibitions and Richard Naylor Charities (1)
  - 13.7. Friends of Colden Clough Nature Reserve (2)
  - 13.8. Old People's Welfare Committee (1)
  - 13.9. Flood Resilience Group
  - 13.10. Neighbourhood Plan
  - 13.11. Any other appropriate organisation

**14. To consider the following Financial matters:**

- 14.1. To certify Blackshaw Parish Council as exempt from external audit for fiscal year 2022/23
- 14.2. To note the Annual Internal Audit Report for 2022/23 included at page 4 of the Annual Governance and Accountability Return
- 14.3. To consider the Annual Governance Statement and to approve Section 1 - Annual Governance Statement 2021/22 for Blackshaw Parish Council on page 5 of the Annual Governance and Accountability Return.
- 14.4. To approve Section 2 - Accounting Statements 2022/23 for Blackshaw Parish Council on page 6 of the Annual Governance and Accountability Return
- 14.5. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities
- 14.6. Dates for the Exercise of Electors Rights
- 14.7. 2023/2024 budget and balances and bank reconciliation.
- 14.8. To confirm payment of £350 to CROWS under S137 and for coronation volunteer recognition
- 14.9. To confirm payment of £280 to the Blackshawhead Community Association for room hire and expenses
- 14.10. To confirm payment of £100 to Todmorden Food Bank in recognition of the coronation volunteering.
- 14.11. To confirm payment of any further coronation expenses.
- 14.12. To confirm the honorarium payment to Barry Eccles for the internal audit
- 14.13. To confirm payment of the Clerk's monthly salary and expenses including the home working allowance

**15. To consider representative reports and invitations:**

Report from Coronation tea party  
Safer Cleaner Greener - 15<sup>th</sup> May

**Dates of future meetings:**

**Parish Council Meetings: - 26<sup>th</sup> June, 24<sup>th</sup> July, at Blackshawhead Chapel**  
**Allotment Committee: - October 2023**

**Signed     *Catherine Bann***

***Clerk to Blackshaw Parish Council***