



Draft Minutes of Annual Parish Council Meeting

on **Monday 22nd May 2023 at Hebden Bridge Town Hall.**

Present: Cllr Lomax, Cllrs King, Bowen, Churchill and Greaves, the Clerk and two members of the public (part)

1. Elected Cllr Keith Lomax as the Chair for 2023/24.
2. Accepted the Chair'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. Appointed Cllr Chris Greaves as Vice-Chair for 2023/24
5. Agreed to begin the process of co-option of councillors as per the recently agreed policy. The co-option will be decided at June's meeting. There are at least two people who have definitely expressed an interest in being co-opted already.
6. Apologies previously notified to the Clerk. None
7. Discussed electronic notifications of meetings etc in future and 3 of the current councillors signed the permission slip to receive summons by email.
8. Received declarations of interest in items on the agenda. Cllr Bowen declared an interest in 14.11 as he is being repaid the coronation expenses. 14.9 Likewise the grant is possibly being paid via bank account of Cllr Greaves. Neither are pecuniary interests.
9. Confirmed the minutes of the Parish Council Meeting held on 24th April 2023.
10. Information on matters arising from the minutes of the Parish Council Meeting held on 24th April. Cllr Lomax withdrew the suggestion to pursue an election rather than co-option. Still felt it would be very healthy to have elections in the future and need to make an effort to achieve this in four years time. On matter of invitations to Parish Meeting, BEAT to be invited to a future meeting. TLC never responded but sent only to a generic email – Cllr Bowen will provide a previous contact.
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). Refused because development would have had an impact on greenbelt. Feels that it is a staggering decision – agreed to write that we are very surprised – what notice was taken of the PC's representations on that issue? Slightly extends onto greenbelt, but rest is brownfield. Nothing else in the pipeline in terms of this development. Why couldn't developers and council come to some arrangement? Can they show on a map where the infringement of greenbelt is and how that overrode any other considerations. Unanimously agreed that Clerk will write and mention the previous PC consultations on the matter of greenbelt, village envelopes, and the development sites.
 - 11.2. **Planning Enforcement Issues:**
 - 11.2.1. Any update on the development at Burnt Edge Lane. Cllr Churchill read out a letter received on this issue. Development continues apace on the site, and residents call on the council to redouble efforts to establish details of the sale and to whom, the change of use regulations, enforcement, and must safeguard any other agricultural land that is for sale. Most significant development is hardcore roadway, 25 tonnes of gravel. Must take action now. Ought to raise again with CMBC that enforcement action should be taken.
 - 11.2.2. Caravans at New Rd – Cllr King has received correspondence from a parishioner on the build up of caravans and has been told they are running a plants business – nursery.

Apparently no-one living there. Cllr Lomax explained that the land in question was sold off in strips a while back. A strip alongside the road is vacant except for remains of a van. There is another strip that had a shed on it that may have been lived in but owner died. One next to it is where the caravans are. There are occasional visitors, someone there who has looked after owls. He did investigate a while back to see if there was suitable land for community allotments, so did do a land registry search. Some were remote landowners, but this one is more active, so might be able to find current owner of plot with caravans. One next to it is cultivated christmas trees. Issue of caravans is tricky because you can have one in curtilage of house, one on land as storage for agricultural purposes, and can use caravan for overnight stays for up to 28 days a year. Believes that storing a caravan there would likely require change of use. Agreed to raise this with the planning department.

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. None – all covered in previous agenda.

13. To appoint Parish Council representatives for 2023/2024:

It was noted that there are two vacancies on the Council currently and that it will only be possible to finalise this list below at a future meeting

13.1. Allotment committee (3) – Cllr Lomax Cllr King

13.2. Audit matters (1) – Barry Eccles

13.3. Yorkshire Local Councils Association (2) - Cllr Churchill

13.4. Safer Cleaner Greener (1) – Cllr Greaves

13.5. Town and Parish Council Liaison Group (1) - Cllr Lomax

13.6. Heptonstall Exhibitions and Richard Naylor Charities (1) – Cllr Bowen

13.7. Friends of Colden Clough Nature Reserve (2) – This group believed to have stop meeting - Cllr Bowen to keep us updated on any issues. Lot of sycamore seedlings – need to keep an eye on.

13.8. Old People's Welfare Committee (1)

13.9. Flood Resilience Group (1) – Cllr Greaves

13.10. Neighbourhood Plan (1) -

13.11. Any other appropriate organisation – BH Community Association – Cllr Greaves.

14. To consider the following Financial matters:

14.1. Certified Blackshaw Parish Council as exempt from external audit for fiscal year 2022/23

14.2. Noted the Annual Internal Audit Report for 2022/23 included at page 4 of the Annual Governance and Accountability Return

14.3. Approved the Annual Governance Statement 2022/23 for Blackshaw Parish Council on page 5 of the Annual Governance and Accountability Return.

14.4. Approved Section 2 - Accounting Statements 2022/23 for Blackshaw Parish Council on page 6 of the Annual Governance and Accountability Return

14.5. Approved 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 - 5th June to 14th July

14.7. 2023/2024 budget £9994 remaining and balances are at £13,086

14.8. Confirmed payment of £350 to CROWS under S137 and for coronation volunteer recognition

14.9. Confirmed payment of £280 to the Blackshawhead Community Association for room hire and expenses

14.10. Confirmed payment of £100 to Todmorden Food Bank in recognition of the coronation volunteering.

14.11. Confirmed payment of any further coronation expenses.

14.12. Confirmed the honorarium payment to Barry Eccles for the internal audit

14.13. Confirmed 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 – Quite successful - about 20 there at any one time, and probably had around 35 people passing through. Cllrs King, Bowen and Patterson were present.

Safer Cleaner Greener - 15th May- Former Cllr Lacey took up the issue of traffic lights situation in HB that had caused chaos. Information provided in response was that extra operatives now in place, working longer hours, had walkie talkies to communicate and had gone to 3 way from 4 way traffic. Had been an improvement, but Cllr Lacey noted that these measures should be in place from the start of when the lights are put in place.

Dates of future meetings: -

Parish Council Meetings: - 26th June, 24th July, at Blackshawhead Chapel

Allotment Committee: - October 2023

Signed *Catherine Bann*

Clerk to Blackshaw Parish Council