



# 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 20th May 2024 at Hebden Bridge Town Hall. The meetings will be open to the Press and Public**

1. To elect the Chair for 2024/25.
2. To accept the Chair's declaration of Office and undertaking to observe Code of Conduct.
3. To formally co-opt Councillor Higginson and accept her Declaration of Office and undertaking to observe the Code of Conduct.
4. To appoint a Vice-Chair for 2024/25
5. To consider the co-option of another councillor
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 22<sup>nd</sup> April 2024.
10. To receive information on matters arising from the minutes of the Parish Council Meeting held on 22<sup>nd</sup> April
11. **To consider planning related matters:-**
  - 11.1. **Information on previous planning applications:**
    - 11.1.1. 24/20047/TPO | Thinning of Holly trees | Rawtonstall Wood Savile Road Hebden Bridge – **Consent granted**
    - 11.1.2. 24/00186/LBC | New opening between kitchen and dining room | 21 Underbank Avenue Charlestown Hebden Bridge Calderdale HX7 6PP - **Consent Granted**
    - 11.1.3. 24/00123/HSE | Demolition of existing garden building and replacement with new garden building. | The Naze Ingle Dene Charlestown Hebden Bridge HX7 6PQ **Refused**
    - 11.1.4. 23/00558/REM | Removal of Condition 12 (Agricultural Workers Dwelling) on planning application 89/01208/RES | Badgerfields Farm Badger Lane Blackshaw Head Hebden Bridge Calderdale HX7 7JX Note – this refusal is being appealed
  - 11.2. **Planning Enforcement Issues:**
    - 11.2.1. Feedback from planning officer regarding powerful outside lights at Marsh Farm
    - 11.2.2. Update on situation with proposed campsite at Burnt Edge Lane
  - 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. Old People's Welfare Committee (1)
- 13.8. Flood Resilience Group
- 13.9. Neighbourhood Plan area representative
- 13.10. 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 2023/24
- 14.2. To note the Annual Internal Audit Report for 2023/24 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 2023/24 for Blackshaw Parish Council on page 5 of the Annual Governance and Accountability Return.
- 14.4. To approve Section 2 - Accounting Statements 2023/24 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. To consider the 2024/2025 budget and balances and bank reconciliation.
- 14.8. To confirm payment of £350 to CROWS under S137
- 14.9. To confirm payment of £240 to the Blackshawhead Community Association for room hire S137
- 14.10. To confirm payment of the Chair's allowance
- 14.11. To confirm the honorarium payment to Barry Eccles for the internal audit
- 14.12. To confirm payment of the Print Bureau invoice for the newsletter £220
- 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:**

- Safer Cleaner Greener - 13<sup>th</sup> May
- Upcoming Ward Forum - 21<sup>st</sup> May

**Dates of future meetings:**

**Parish Council Meetings: - 24<sup>th</sup> June at Blackshawhead Chapel**  
**Allotment Committee: - October 2024**

**Signed**     *Catherine Bann*

*Clerk to Blackshaw Parish Council*