



Blackshaw Parish Council

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Draft Minutes of the Annual Parish Council Meeting on Monday 19th May 2025 at Hebden Bridge Town Hall.

Present: Councillors Dyter, Tiler-Ansell, Bowen, King, Bull, Higginson, the Clerk

1. Elected Cllr Tiler-Ansell as the Chair for 2025/26.
2. Accepted the Chair's declaration of Office and undertaking to observe Code of Conduct.
3. Appointed Cllr Dyter as Vice-Chair for 2025/26
4. Apologies previously notified to the Clerk. Cllr Tasker away at work
5. Declarations of interest in items on the agenda. None
6. Confirmed the minutes of the Parish Council Meeting held on 28th April 2025.
7. Information on matters arising from the minutes of the meeting held on 28th April - none
8. Discussed the draft Parish Charter update and councillors felt that the charter looked fine as circulated.
9. Discussed the annual fete and Clerk suggested that it would be a good idea to formalise the Fete Committee as a committee of the Parish Council. There are already three councillors on the committee, so this would be a matter of creating a terms of reference and keeping copies of minutes. Clerking not needed as a councillor is the secretary of the group. This would help in the event of any insurance claim. Agreed – Clerk to write terms of reference, and two councillors to be selected as formal representatives (below)
10. **To consider planning related matters:-**
 - 10.1. **Information on previous planning applications:** None
 - 10.2. **Planning Enforcement Issues:**
 - 10.2.1. Any feedback from the planning department on High House Farm? Clerk pointed out that this case dated back to 2011 and asked if this was a Calderdale Council record? Planning officer replied suggesting there may be a new investigation, but later clarified that he meant this may be handed to another colleague.
 - 10.2.2. Need to check about the new building at Hippines Farm, whether this would be covered under the previous application. Cllr Dyter to look at portal.
 - 10.3. **New planning applications – None.**
11. **To consider matters relating to highways, bridleways and footpaths:**
 - 11.1. Any update from Highways regarding the outstanding issues not discussed in preceding annual meeting.

At Safer Cleaner Greener meeting was noted that it was not a priority for highways to send an officer to look at sites for the village gateway signage.

Also the sign for the HGV turning left along Badger Lane also on the backburner.

Vehicles coming up the steeps are too long, not too wide. But there is signage there already saying unsuitable for long vehicles. Clerk to chase HRTC and also ask Cllr Courtney for update on double-yellow line application.
 - 11.2. While delivering newsletters Cllr King, had to walk round hedges – could put something on google group asking people to look at hedges and check they're not encroaching into the road. Agreed.
12. **To appoint Parish Council representatives for 2025/2026:**
 - 12.1. Allotment committee (3) – Cllr King, Cllr Dyter, Cllr Higginson.
 - 12.2. Fete Committee (2) – Cllr Tiler-Ansell and Cllr Bowen)
 - 12.3. Audit matters (1) Agreed Barry Eccles to continue to carry out the audit, Cllr Bull to represent.

- 12.4. Yorkshire Local Councils Association (2) Cllr Dyter, Cllr Tiler-Ansell
- 12.5. Safer Cleaner Greener (1) – Cllr Dyter
- 12.6. Town and Parish Council Liaison Group (1) – Cllr Tiler-Ansell / Cllr Bull
- 12.7. Heptonstall Exhibitions and Richard Naylor Charities (1) – Cllr Bowen
- 12.8. Old People's Welfare Committee (1) – Cllr Tiler-Ansell
- 12.9. Flood Resilience Group (think this is dormant currently) – Clerk to chase.
- 12.10. Friends of Colden Clough (1) - Cllr Bull
- 12.11. Blackshawhead Community Association – Cllr Tiler-Ansell

13. To consider the following Financial matters:

- 13.1. Certified Blackshaw Parish Council as exempt from external audit for fiscal year 2024/25
- 13.2. Noted the Annual Internal Audit Report for 2024/25 included at page 4 of the Annual Governance and Accountability Return. Clerk explained that the report from internal auditor requested inclusion of transfers between accounts, and had queried a payment being made from the reserve account rather than current account, which was just human error, and didn't impact the budget.
- 13.3. Considered the Annual Governance Statement and approved Section 1 - Annual Governance Statement 2024/25 for Blackshaw Parish Council on page 5 of the Annual Governance and Accountability Return.
- 13.4. Approved Section 2 - Accounting Statements 2024/25 for Blackshaw Parish Council on page 6 of the Annual Governance and Accountability Return
- 13.5. 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
- 13.6. Dates for the Exercise of Electors Rights – Wed 11th June – Tuesday 22nd July
- 13.7. The 2025/2026 budget stands at £11324 and balances are £13460
- 13.8. Agreed the grant to CROWS under S137 – £350
- 13.9. Agreed a grant to Blackshawhead fete to cover the cost of the loos £432 including VAT so a cost of £346
- 13.10. Confirmed payment of the Chair's allowance - £450
- 13.11. Confirmed the honorarium payment to Barry Eccles for the internal audit £175
- 13.12. Confirmed payment of the Print Bureau invoice for the newsletter £140
- 13.13. Confirmed payment of the tree surgeon's invoice at the allotments £650
- 13.14. Confirmed payment of the Clerk's monthly salary and expenses (including postage stamps)

14. To consider representative reports and invitations:

Safer Cleaner Greener - 19th May – Most of the items have already been reported. Steeps weren't mentioned. Police present at recent BHCA meeting – they said we need to keep pushing on this to get the double-yellows.

Invitation from Chapel for 210th anniversary. Sunday 8th June 2.15pm and all councillors invited
Celebration service followed by afternoon tea.

Dates of future meetings:

Parish Council Meetings: - 23rd June, 28th July at Blackshawhead Chapel,

Allotment Committee: - October 2025

Signed *Catherine Bann*

Clerk to Blackshaw Parish Council