



# Blackshaw Parish Council

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## Minutes of the Annual Parish Council Meeting

Held at 7pm on **Monday 19th May 2026 at Hebden Bridge Town Hall.**

The meeting was open to the Press and Public.

**Present:** Cllrs Tiler-Ansell, Dyter, Higginson, King, Bull and Bowen

**In attendance:** Sally Hughes (Clerk)

Meeting opened at 19:45.

### **26/1 To approve the appointment of Chairman for 2026-27 and accept the Chair's Declaration of Office**

Cllr Tiler-Ansell confirmed he was happy to continue. Vice-chair to attend Chair's training and training on running more effective meetings. Clerk to send Cllr Tiler-Ansell the form.

### **26/2 To approve the appointment of Vice-chairman for 2026-27 and accept the Vice-chair's Declaration of Office Resolved to defer to June**

#### **26/3 Non-attendance of Councillors**

- a. To receive apologies previously notified to the Clerk – none. Dan has resigned.
- b. To consider the reasons given and resolve to accept them or not – n/a.

### **26/4 To note any declarations of interest in items on the agenda and to consider any requests for dispensation GB declared an interest regarding websites.**

### **26/5 To approve the appointment of Parish Council representatives for 2026-27:**

- a. Allotments Committee (3; decided at March 2026 Allotments Committee meeting): Cllr Dyter, Cllr Higginson and Cllr King.
- b. Fete Committee: Carie, Cllr Dyter, Cllr Bowen and Cllr Bull.
- c. Calder Ward Forum: anyone.
- d. Calderdale Energy Park / Parish meeting (2): Cllr Dyter and Carie.
- e. Safer Cleaner Greener (1): Cllr Dyter.
- f. Town and Parish Council Liaison Group (1): Carie/Si to split attendance.
- g. Joint Parish Meeting (hilltop parishes and HRTC) and working group(s): all councillors.
- h. Heptonstall Exhibitions and Richard Naylor Charities (1) Cllr Bowen
- i. Old People's Welfare Committee (1) Cllr Bowen
- j. Flood Resilience Group Cllr Dyter
- k. Calderdale Green Network (1) no one at this time
- l. Blackshaw Head Community Association CTA
- m. Yorkshire Local Councils Association South Pennine branch meeting Sally + 1 vacancy

**26/6 To approve the appointment of Councillors to the Staffing Committees** (tiers 1 and 2). Tier 1 to remain as before; Tier 2 to include everybody else.

**26/7 To appoint an internal auditor for the financial year 2026-27** Deferred.

**26/8 To receive the resignation of Cllr Tasker and to discuss filling the vacancy** A joint thank-you letter to Dan was agreed. Clerk to draft.

**26/9 To consider for approval as a true and accurate record the minutes of the meeting held on 27<sup>th</sup> April 2026 – Resolved to accept.**

**26/10 To receive information on the following ongoing issues and to decide further action where necessary:**

- a. Field gate/obstruction at the top of Shaw Lane. **Clerk to write and invite a response, either directly or by attending a meeting. Clerk to write to Neil and advise that the Council will write to Highways.**
- b. Purchase/replacement of community defibrillators – update from Lindsay. The Blackshaw defibrillators have been in place for 11 years. The metal cabinets are not fit for purpose. Welmedical have reviewed the photos: New Delight needs a new battery **£233 + VAT**; Chapel has been decommissioned and provided with a replacement. Both need new cabinets at £399 + VAT each. Lindsay would like to advertise in the newsletter and asked whether the Parish Council would meet the cost of consumables. Lindsay will write something for the newsletter. GoFundMe fundraising for cabinets; request made for battery money. Clerk to add to the June agenda under Finance.
- c. Joint work on fly tipping – no update
- d. Community garden outside church – no update; more information expected after 31<sup>st</sup> May.
- e. Proposed Calderdale Energy Park – Cllr Dyter gave an update from the online meeting on 12 May. The next in-person meeting will be in Colne; Cllr Dyter will send the date. Recent discussion covered peat bog and highways.

**26/11 To review and resolve on the following legally required policies and procedures: Clerk to send all.**

- a. Councillors Code of Conduct
- b. Standing Orders
- c. Financial Regulations, including Scheme of Delegation
- d. IT Policy, amended as discussed in April 2026 meeting
- e. Calendar of meetings for 2026-27

**26/12 To consider the following planning related matters and decide further action as needed:**

I am unable to access the Planning Portal and will send links/attachments to documents later.

Clerk to complain and also look for missing comments.

**26/13 To consider the following financial matters:**

- a. To certify Blackshaw Parish Council as exempt from external audit for fiscal year 2026-27
- b. To note the Annual Internal Audit Report for 2025-26 included at page 4 of the Annual Governance and Accountability Return
- c. To consider the Annual Governance Statement and to approve Section 1 - Annual Governance Statement 2024/25 for Blackshaw Parish Council on page 5 of the Annual Governance and Accountability Return.
- d. To approve Section 2 - Accounting Statements 2024/25 for Blackshaw Parish Council on page 6 of the Annual Governance and Accountability Return
- e. 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
- f. To decide dates for the Exercise of Electors Rights
- g. To consider the 2025/2026 budget and balances and bank reconciliation.  
Deferred to June.
- h. To approve the following invoices for payment:  
Room hire at the Chapel for 2025-26: £450.00 – approved.  
Honorarium payment to John Kendall for the 2025-26 internal audit: £175.00 – approved.
- i. To note the following payments made as agreed previously:
  - Clerk’s salary (employment contract) – next week.
  - Chair’s allowance £450 (budget item) – Cllr Tiler-Ansell will send Monzo account details.
  - Zurich Municipal Insurance £423.59 (under power ...) – paid; send copy to Cllr Bowen for the fete.
  - Grant to BHCA £120.00 (under power ...) – Cllr Bull will send invoice.
  - Grant to CROWS £200.00 (under power ...) – approved.

**26/14 To receive and consider representative reports and invitations:**

Meeting	Last Date	Next Date	Delegates
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Safer Cleaner Greener	16/03/2026	15/06/2026	Cllr Dyter
Calder Ward Forum	10/03/2026	01/06/2026	
Joint Parish Meeting	02/03/2026		
JPM Working Group			Discuss with Cllr Tiler-Ansell.
T&PC Liaison Group	27/01/2026	TBA	
Allotments Committee	09/03/2026	12/10/2026	Cllrs Dyter, Higginson and King
Windfarm meeting CEP	12/05/2026	29/06/2026	Cllr Dyter will send
YLCA SP Branch meeting		30/06/2026	

**Signed Sally Hughes**

*Clerk to Blackshaw Parish Council*

*Meeting closed at 21:00.*