



Blackshaw Parish Council

The Town Hall, St George's Street,

Hebden Bridge, HX7 7BY

blackshawclerk@gmail.com

07425 261289

www.blackshaw.net

Minutes of Parish Council Meeting

held at 7:30pm on **Monday 22nd June 2026 at The Blackshaw Head Chapel**

Present: Cllr Tiler-Ansell (Chair), Cllr Bowen, Cllr Bull, Cllr Dyter, Cllr Higginson, Cllr King

In attendance: Sally Hughes, Clerk and RFO

26/11 The Chair welcomed opened the meeting by welcoming everyone and reminding them of meeting procedure and behaviour expectations.

26/12 To approve the appointment of Vice-chairman for 2026-27 and accept the Vice-chair's Declaration of Office

Deferred from June. No one has accepted the office of vice-chair. Cllr Dyter will continue acting as vice-chair until a replacement is found.

26/13 Non-attendance of Councillors

- a. To receive apologies previously notified to the Clerk – None.
- b. To consider the reasons given and resolve to accept them or not – N/A

26/14 To note any declarations of interest in items on the agenda and to consider any requests for dispensation – None.

26/15 To consider for approval as a true and accurate record the minutes of the meeting held on 19th May 2026.

Amended under Standing order 10a: Cllrs wished to add the discussion around draft minutes, namely that the Chair and vice-chair would check them first for wording and that as best practice all councillors would receive the draft minutes within a week of the meeting.

Resolved: Subject to this amendment, the minutes of the meeting held 19 May 2026 were accepted as a true and accurate record.

26/16 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 – No reply has been received yet from Farmer Hughes. Clerk to wait 28 days from date on letter then contact Highways.
- b. Reliability of the 596 bus – Defer to July.
- c. Purchase/replacement of community defibrillators – This is ongoing. Clerk to apply to Landfills Communities Fund and Ward Forum for funding. The Community Association and the Chapel are also fundraising.
- d. Joint work on fly tipping – Cllr Dyter reported that there is no update: no reply from group and no joint meeting has been held for some time.

- e. Community garden outside church – Cllr Bull stated that the ground has been cleared and a place for the bench decided – this work is between the chapel and community association.
- f. Proposed Calderdale Energy Park the next meeting is on 29th June in Colne and hybrid – no minutes from the previous meeting have been circulated yet.
- g. New Assertion 10-compliant website and domain name procurement

Cllr Bowen circulated details of his proposal to all councillors and the clerk. His view is that Assertion 10 covers standard requirements and added that the council might want to look at what's available and what other hilltop villages have done. He added that the council's needs are modest and the standards are straightforward. No personal data is captured on the website.

A councillor raised the possibility of investigating a new logo at the same time. **Resolved:** Five councillors are in favour of looking at getting a new logo at the same time as the new website. Cllr Bowen wished it recorded that he is against this.

26/17 To review and resolve on the following legally required policies and procedures: In the future, Clerk to post documents to Cllrs Bowen and King.

- a. Councillors Code of Conduct – **Resolved** to accept.
- b. Standing Orders – to be finalised at the next meeting.
- c. Financial Regulations, including Scheme of Delegation – **Resolved:** 6.9 i and ii – delegation up to £200 per month
- d. IT Policy – **Resolved** to accept.
- e. Staffing Committee Terms of Reference – defer to next month
- f. Calendar of meetings for 2026-27 – 4th Monday of each month except for May (date TBC), August and December.

26/18 To consider the following planning related matters and decide further action as needed:

- a. **Ref. No: 26/00178/VAR Planning Application Rock End Moor Delph Staups Lane Todmorden Calderdale OL14 8RR Variation of condition No.2 on application 16/00768/MINS, to enable excavation work to continue adding a further 10 years to the permission.** **Resolved:** No objection.

26/19 To consider the following issues reported on Highways, Bridleways and Footpaths and decide further action as needed:

- a. Non-compliance with enforcement notice on High House Farm – no update
- b. Enforcement of illegal campsite issue on Burnt Edge Lane – The owner has appealed – further complaints must be made by early July. Cllr Bull will send details to the clerk.

26/20 To receive and consider the following matters requested by the councillors:

- a. Preparation and delivery of parish newsletter – Clerk to ask on Google Groups for nominations for Community Award by 24th July. Clerk to callout on email/WhatsApp for help stuffing and labelling envelopes.
- b. Whole-council training – The Chair has sent an email for the Clerk to circulate.
- c. Replacement of council's damaged fete tent and banner – This is considered normal wear & tear and will not be covered by insurance. Cllr Dyter to get prices for 3x4, 3x5 and 3x6 tents. Clerk to apply for funding from ward forum grant and landfill grant.

- d. Use of parish council's bank account for defibrillator donations. The Parish Council, the Community Association, and the Blackshaw Head Chapel are all working together to raise funds. **Resolved** to use the Council's bank account to receive donations made online.

26/21 To receive any other correspondence

- a. **Allotment contract** Ok with price increase for this year. **Resolved:** Groundsman to invoice £240 for this year to be paid in thirds. No extra provided for fuel. Notice of work done must be sent to clerk asap to be paid.
- b. **Defibrillators** – Cllr Bull ask Community Association if defibrillators can be bought w/out paying VAT.
- c. **Yorkshire Water** – noted that water was off. Resolved that Clerk should make a Freedom of Information request to Yorkshire Water for data covering the last two years. Cllr Bowen will pull data on the matter from the Google Groups.

26/22 To receive any matters requested by the councillors – no items requested

26/23 To consider the following financial matters:

a. Annual matters deferred to June

- i. To certify Blackshaw Parish Council as exempt from external audit for fiscal year 2026-27 **Resolved** that the Council is exempt.
- ii. To note the Annual Internal Audit Report for 2025-26 included at page 4 of the Annual Governance and Accountability Return Resolved that as the internal auditor is out of the country the Clerk has asked PK Littlejohn to extend the deadline.
- iii. 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. **Done.**
- iv. To approve Section 2 - Accounting Statements 2024/25 for Blackshaw Parish Council on page 6 of the Annual Governance and Accountability Return – See ii, above.
- v. 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 **Resolved** to approve.
- vi. To decide dates for the Exercise of Electors Rights **Resolved** that the dates will be 23 June – 10 August. The Clerk has published these on the noticeboards and on the website.

b. To consider the budget, balances and bank reconciliation

c. To consider the following invoices for payment:

- i. Blackshaw Head Community Association £279.60 (defib supplies) – battery for defib outside chapel **Approved.**
- ii. Allotments contract **Approved on receipt of invoice**
- iii. TABS Playgroup The document presented to the Council did not appear to be for insurance, although the amount paid was stated as being for insurance. The Council does not have a power to pay for insurance per se. Councillors agreed to consider contributing towards the costs of the playmats. TABS will need to make a new application for this. **Resolved** that Clerk will ask for invoice or quotation for playmats to be considered at the next Council

meeting. **Resolved** that going forward the Clerk will require accounts to be sent with grant requests.

d. To note the following payments made as agreed previously:

- i. Clerk's salary (employment contract) **noted.**
- ii. Room hire at the Chapel for 2025-26 £450.00 (budget item) **noted.**

26/24 To receive any updates from the Committees

26/25 To notify the clerk of matters for inclusion on the next agenda

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

Meeting	Last Date	Next Date	Delegates
Safer Cleaner Greener	15/06/2026		Cllr Dyter
Calder Ward Forum	01/06/2026		All cllrs & officers are invited
Joint Parish Meeting	02/03/2026	TBA	Cllrs Tiler-Ansell, King and Bull (all cllrs & officers are invited)
JPM Working Group		TBA	Cllrs Tiler-Ansell, King and Bull (all cllrs & officers are invited)
T&PC Liaison Group	27/01/2026	TBA	Cllrs Tiler-Ansell/Cllr Bull (in turn)
Allotments Committee	09/03/2026	12/10/2026	Cllrs Dyter, Higginson and King
Windfarm meeting CEP	12/05/2026	29/06/2026 Colne	Cllrs Dyter and Tiler-Ansell
YLCA SP Branch meeting		30/06/2026	All cllrs & officers are invited
Allotments liaison meeting	Summer 2025	18/07/2026	Cllrs Higginson, King and Dyter

Dates of future meetings: 27 July 2026, 28 September 2026, 26 October 2026

The meeting closed at 9:30 pm.

Signed *Sally Hughes*

Clerk to Blackshaw Parish Council