



Blackshaw Parish Council

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MINUTES

of the **Parish Council Meeting**

held at 7:30pm on **Monday 27th July 2026**

at the Blackshaw Head Chapel

Present: Cllrs Tiler-Ansell (Chair), Bowen, Higginson, Bull and King

In attendance: Sally Hughes (Clerk) and 4 members of the public

The meeting opened at 7:37 pm.

26/31 Chair's welcome, including reminder to councillors and public of meeting procedure and behaviour expectations.

26/32 Non-attendance of Councillors

- a. To receive apologies previously notified to the Clerk – Cllr Dyter had sent his apologies in advance
- b. To consider the reasons for absence which were approved.

26/33 To note any declarations of interest in items on the agenda and to consider any requests for dispensation

Cllr Bowen declared an interest in Item 26/35f; Cllrs Tiler-Ansell and Bull have an interest in Item 26/39a.

26/34 To consider for approval as a true and accurate record the minutes of the meeting held on 22nd June 2026.

Resolved: The minutes of the meeting held on 22nd June 2026 were agreed to be a true and accurate record.

26/35 To receive information on the following ongoing issues and to decide further action where necessary: [These items will stay on the agenda until they are resolved]

- a. Reliability of the 596 bus – No update; carry forward.
- b. Purchase/replacement of community defibrillators: A member of the public representing the Blackshaw Head Community Association (BHCA) provided an update:
 - £1,000 needs to be raised.
 - West Yorkshire Ambulance Service will pay any excess and pay for consumables, of which £250 will be provided by the Community Foundation for Calderdale and £250 from the Community Association's funds.
- An application has also been made by the BHCA to the British Heart Foundation (BHF) on the basis that one defibrillator has now been taken offline as it is no longer working. The BHF application is for

a complete defibrillator and a polycarbonate cabinet as well as pads and consumables to be covered for ten years.

- Fundraising will take place locally for eight weeks with donation boxes in the Chapel and the New Delight.

A discussion took place regarding insurance as well as the sufficiency of two machines for the whole parish.

Resolved: The clerk will check if two machines are sufficient to cover the parish.

- c. Joint work on fly-tipping: A councillor observed that there is less fly tipping around and that the tip will resume seven-day opening hours after Christmas.
- d. Community garden outside church: The BHCA aim to start work shortly – rough ideas and costs have been assembled and the group are hoping to get Yorkshire stone flags and wooden sleepers. The Chair noted that this report although given by a councillor is given on behalf of the BHCA, where he is also chair.

- e. Calderdale Energy Park – no updates have been received since the meeting at the end of June.

- f. New Assertion 10 compliant website and domain name procurement – The clerk has circulated a document providing twenty examples of council websites along with the website designer (where known). Councillors are encouraged to look at the example websites provided by the clerk.

Resolved that councillors would look at the information provided by the clerk and an item would be included on the next council agenda to consider a replacement website.

- g. Memorial bench requested by parishioner – **Resolved** that the clerk will write to the parishioner supplying the information requested.

- h. Cycle lockers – No update provided at the meeting.

- i. Yorkshire Water service interruptions – A councillor tabled a letter that they had received from Yorkshire Water. The clerk is pursuing a Freedom of Information request to Yorkshire Water as their account of the number of reports does not match the council's.

Resolved that the clerk will provide an update on the number of low-pressure/zero water reports to the next council meeting.

26/36 To review and resolve on the following legally required policies and procedures:

- a. Standing Orders – Following the review it was agreed that the Chair and clerk will finalise some small amendments to this document and once the amendments are completed the document will be adopted.

Resolved that the Standing Orders be adopted subject to the amendments being completed.

- b. Staffing Committee Terms of Reference – The chair clarified the committee consists of three members, not the full council, and that the chair of the council is the clerk's point of contact as well as chair of the staffing committee. Some dates need correcting.

Resolved to accept these terms of reference subject to these amendments.

26/37 To consider the following planning related matters and decide further action as needed: [These items will stay on the agenda until they are resolved]

- a. **Ref. No: 26/00536/LBC | Planning Application Lower Strines Farm New Road Blackshaw Head Hebden Bridge Calderdale HX7 7HR Conversion of existing dwelling including internal and**

external alterations to create two dwellings. (Listed Building Consent) and Ref. No: 26/00535/FUL | Planning Application Lower Strines Farm New Road Blackshaw Head Hebden Bridge Calderdale HX7 7HR Conversion of existing dwelling including internal and external alterations to create two dwellings.

Resolved: No objection.

26/38 To consider the following issues reported on Highways, Bridleways and Footpaths and decide further action as needed: [These items will stay on the agenda until they are resolved]

- a. Non-compliance with enforcement notice on High House Farm: No update; carry forward.
- b. Enforcement of illegal campsite issue on Burnt Edge Lane

The planning officer has informed the council that the enforcement notice has been withdrawn. A member of the public stated that it is a priority of the new council administration to pick up on planning enforcement.

Resolved that the clerk will write to both case officer and Ward councillor asking both to look into why the enforcement notice has been withdrawn.

- c. Field gate/obstruction at the top of Shaw Lane – The clerk gave the farmer time to reply after the council had voted to wait a full 28 days. **Resolved:** Clerk to write to Bridle Paths/Highways notifying the department of the obstruction.
- d. A member of the public had attended in order to discuss Item 26/40b and the council agreed to bring the item forward. The member of the public stated that there was a lack of a “convenience” shop in Blackshaw Head.

Resolved that the council note the update and support having a shop in the parish.

26/39 To receive and consider the following matters requested by the councillors:

- a. This Year’s Community award – Five nominations were received. Cllrs Bull and Tiler-Ansell left the room. Councillors discussed the merits of the nominations.

Resolved: the councillors chose an award winner to be announced at the Blackshaw Head Fete. Cllrs Bull and Tiler-Ansell returned.

- b. Councillor vacancy update – the time has elapsed during which an election may be requested by the public. The clerk has drafted and circulated an advertisement and a role description.

Resolved: The vacancy will be advertised locally as much as possible. Councillors may notify anyone they think would be interested, and the clerk will advertise on the website, the notice boards, etc.

- c. Preparation and delivery of parish newsletter.

Resolved that the clerk will prepare and deliver the newsletter before the village fete.

- d. Whole-council training – the 17th of September has been offered by the YLCA and agreed by Councillors subject to anticipated personal commitments. As only three councillors plus the clerk have confirmed attendance, the council agreed to open this to joint participation with other hilltop parishes.

Resolved that the Chair and clerk will complete the booking form and return to YLCA.

- e. Replacement of council's damaged fete tent and banner – It was proposed to use the portable carport this year, giving more time to consider a purchase next year. Discussion took place around the suitability of this and the size of the structure.

Resolved to use a carport plus sides for the fete this year.

- f. Road sign indication warning of bend obscured by trees (High Street)

Resolved that the councillor who raised this will supply photos to the clerk, and the clerk will write to the Highways Department at Calderdale Council.

26/40 To receive any other correspondence

Nothing to note.

26/41 To notify the clerk of matters for inclusion on the next agenda

- a. Signage reserves – To consider and decide whether this money should continue to sit in reserves or be moved to general funds.

26/42 To consider the following financial matters:

a. To consider the budget, balances and bank reconciliation as at 20/07/2026

- i. Current account £4.98
- ii. Reserve account £12,063.95

b. To consider the following invoices for payment: None

c. Appointment of internal auditor for 2025-26

Due to the lack of communication from the appointed Internal Auditor, the clerk had received quotations from other Internal Auditors for the council to consider.

Resolved to appoint Elkerlodge Services Ltd to carry out the internal audit at a cost of £200 + VAT.

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

- i. Clerk's salary (employment contract)
- ii. Allotments grounds maintenance – first payment of three for £75.00
- iii. **Resolved** that the clerk will look into insurance (i.e. public liability for allotment holders to do work on allotment common area themselves).
- iv. Business Stream £28.63

26/43 To receive and consider any updates/reports from the Committees

- a. The Allotments Committee liaison members made a site visit. The common area had brambles encroaching on paths and Plot 1 needed maintenance. Report to follow from the site visit team.

26/44 To receive and consider representative invitations:

Meeting	Last Date	Next Date	Delegates
Safer Cleaner Greener	15/06/2026	17 August 2026 1 – 3 pm	Cllr Dyter
Calder Ward Forum	01/06/2026	Date TBA	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

Dates of future meetings: 28 September 2026, 26 October 2026, 23 November 2026