

MINUTES OF THE MONTHLY MEETING OF HEPTONSTALL PARISH COUNCIL

HELD AT HEPTONSTALL SCHOOL J I & N SCHOOL, 20 MAY 2016

Present : Councillors N James (Chairman) B A Baldwin J Crowther
 J R Dunford M V Edwards N James K Roberts
 J Scarborough & S Slater

19/16 APOLOGY OF ABSENCE

An apology of absence was received from Councillor B Stott.
Approval of absence was neither sought nor granted.

20/16 DECLARATIONS OF INTERESTS

There were no Declarations of Interests.

21/16 PUBLIC PARTICIPATION

There was no public participation.

22/16 The **minutes of the Monthly Meeting** of Heptonstall Parish Council held 4 April 2016 were approved as a correct record.

23/16 PROVISION OF A DEFIBRILLATOR

The Clerk reported that he had received the donation of a defibrillator from a benefactor – Mr Michael Mongan, joint owner of The Stationery Group Ltd. It was resolved to formally thank Mr Mongon for his generosity.

Given that it had been established that this particular product was presently unknown to the Yorkshire Ambulance Service members resolved :

- To proceed with the public consultation process in order to satisfy Planning requirements
- A defibrillator sited at the Post Office would be required to have the support and familiarisation training package from Yorkshire Ambulance Service, and to formally thank the Postmaster (Tony Spink) for his permissions re siting.
- The Clerk to discuss with Mr Mongon a possible alternative siting of his gift to internal provision at Heptonstall Social & Bowling Club (the community hub where a static 999 phone is available on site).
- Subject to Mr Mongon's approval of the site, The Clerk to then discuss with the Social & Bowling Club's approval of this arrangement.
- The Clerk to continue to follow up his funding application to Hebden Bridge Rotary Club for the 'Post Office' machine.

24/16 HEPTONSTALL FORWARD : CESSATION FROM MAY 2016

It was reported that the final meeting of Heptonstall Forward has now taken place.

Members expressed their gratitude to HF members over the years for their hard and dedicated work in respect of the Parish Plan and the Community-led Plan. Many individuals had been involved and all were complimented on their contributions.

Particular mention was made in respect of the work of Mrs Mary Livesey who has acted as Secretary during HF's existence. Her work was undertaken with energy, professionalism and dedication to Heptonstall Parish's community. It was resolved to minute such thanks. Additionally The Clerk will make specific mention in the next Parish Newsletter.

It was noted that final accounts had now been prepared and the return to this Council of residue funds would take place shortly – such funds to be reserved for community use.

25/16 FINANCIAL REPORT : 12 MONTHS TO 31/3/16

It was resolved the Financial Report for the year ended 31 March 2016 be approved.

26/16 APPROVAL OF RECEIPTS & PAYMENTS ACCOUNTS : 2015/16

It was resolved the Accounts to 31 March 2016 be approved and were signed by the Chairman.

27/16 INTERNAL AUDITOR'S REPORT : YEAR TO 31 MARCH 2016

It was resolved to accept the Independent Internal auditor's report for the year 2015/16.

27/16 ANNUAL RETURN 2015/16 : COUNCIL GOVERNANCE

Councillor James explained to members each aspect of of the requirements for good governance.

As a result it was resolved Section 1 (Council Governance) of the Annual Return for 2015/16 be approved.

This was duly signed by the Chairman of Council and countersigned by The Clerk.

28/16 ANNUAL RETURN 2015/16 : FINANCIAL

It was resolved that Section 2 (Financial) of the Annual Return for 2015/16 having been prepared by the Responsible Financial Officer (The Clerk) be approved, and was duly signed by the Chairman of Council.

The approval of the Internal Auditor contained in Section 4 of the Annual Return was noted.

29/16 APPROVAL OF UPDATED BUDGET ESTIMATES 2016/17

It was resolved to approve the updated Budget Estimate for 2016/17.

30/16 REVISED COSTING : VILLAGE ENTRY STONES

It was resolved to accept the schedule of revised costing for the provision and installation of the village entry stones.

It was also resolved to thank Richard Whitaker for his work on this.

31/16 APPROVAL OF ACCOUNTS

The following **accounts** were approved for payment :

J Scarborough (April 2016)	Public Parking stationery	£ 39.90
N James	Chairman's Allowance 2016/17	£ 720.00
R M Greenwood	Stationery	£ 14.99
AON UK Limited	Council Insurance	£ 454.93
Rural Action Yorkshire	Annual Subscription	£ 35.00
Whitaker Brothers	Village entry stones : supply & installation	£2,334.00
Lambert Print & Design Ltd	Newsletter publication	£ 145.00
AOL/Talk Talk	Broadband	£ 18.31
<i>Received : HMRC</i>	<i>VAT Refund 2015/16</i>	<i>£ 138.29</i>

32/16 PLANNING

(a) Planning Decisions : notification of recent decisions were received from the Planning Authority and presented for information.

(b) The following **Planning Applications** were considered :

- **PA 16/00580/HSE & 16/00581/LBC : Conversion & extension of outbuildings to provide additional living space – Acre Barn, Widdop Road, Heptonstall**

No objections arose to the principle of the proposal, but great concern was expressed in respect of the materials to be used which members consider to be non-traditional and unsympathetic to the Listed Building and its environs.

- **PA 16/20070/TPO : Fell 11 trees – Millstream Cottage, Lee Mill Road, Hebden Bridge**

It was resolved to object to this proposal to fell 11 out of 30 trees at this site. It is considered this represents an excessive action.

- (c) The Clerk provided members with a copy of the Planning Inspector's dismissal of the appeal in respect of the refusal to permit development of a mobile caravan site at Cross Hill, Smithwell Lane, Heptonstall.
- (d) **Review of the Green Belt** : Members noted that a review of the Green Belt would be undertaken shortly. It was resolved to formally thank ex-Ward Councillor Janet Battye for her past extensive support for the work of this Council, and to invite her replacement to attend a future Council meeting.

33/16 ROLLING PROGRAMME OF COUNCIL ENFORCEMENT ACTIONS

The Clerk reported he was still seeking an available date for himself and Councillor Scarborough to meet again with Anne Markwell and Beatrice Haigh of Calderdale MBC Planning Services.

In the meantime Mr Greenwood confirmed he had received information from Calderdale Highways advising that temporary traffic lights in Lee Wood Road would be upgraded to permanent in this current financial year.

34/16 COMPLIANCE WITH THE TRANSPARENCY CODE

The Clerk advised that he would shortly be able to upload on Heptonstall's website a raft of information to provide compliance with the Code (approval of annual accounts, updated Standing Orders and Financial Regulations, preparation of Annual Return etc).

35/16 NEIGHBOURHOOD PLANNING

Councillor Slater provided updated information in respect of the current consultative stage of the progress towards a Joint Neighbourhood Plan.

It was agreed that Councillor Slater seek the Joint Committee's need to review the upcoming review of the Green belt.

Councillor Slater was thanked for her report.

36/16 REPORT OF PROGRESS/ACTIVITY OF THE TRAFFIC GROUP

Councillor Scarborough explained the circumstances that gave rise for the need of Whitaker Brothers to submit a revised costing for the provision and installation of the village entry signs.

In respect of the possibility of providing off-road parking at Valley View Road Councillor Scarborough advised that he had at last obtained 3 likely costings of such provision. As a result it is clear the financial impact on future precepts now needs to be considered leading to a decision as to whether to progress with the scheme.

It was resolved these two aspects be considered at the next monthly meeting of this Council. The Clerk will present a financial paper for consideration.

Tribute was paid to the detailed work undertaken by Michael Hughes. It was resolved he be formally thanked for all he has done and the quality of his work.

Councillor Scarborough was thanked for his report.

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(Chairman)

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(Date)