

**Minutes of the Annual Meeting of Wadsworth Parish Council 7.30pm Hebden Bridge Town Hall  
28 May 2024**

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**1 ANNUAL MEETING SPECIFIC BUSINESS**

**a) Appointment of Chairman for the year 2024-25**

**Resolved:** that:

- i) the Chairman for the year 2024-25 be Cllr Kimber.
- ii) Cllr Kimber agreed to sign the declaration of acceptance of office and be guided by the national code of local government conduct in the performance of his functions in that office.

**b) Apologies and reasons for absence**

In attendance: Cllrs Kimber (chair), Bradshaw, Dyson, Fowler, McKelvey and Walsh

**Apologies for absence:** Cllr Heyworth

**c) Members interests:** None

**d) Appointment of vice chairman for the year 2024-2025**

**Resolved:** that Cllr Heyworth be appointed vice chairman for the year 2024-25

**e) To appoint a planning committee, with delegated powers for urgent situations**

**Resolved:** that the council would call an extraordinary meeting, if appropriate, to fulfil this function.

**f) To appoint a finance committee with delegated powers for urgent situations**

**Resolved:** that the council would call an extraordinary meeting, if appropriate, to fulfil this function.

**g) To appoint a staffing committee, with delegated powers, for staffing matters**

**Resolved** that:

- i) Cllrs Kimber, Bradshaw and McKelvey be appointed.
- ii) to check if committees can meet via zoom.

**h) Appointment of representatives on the following bodies for 2024-25**

**South Pennine Branch of YLCA**

**Resolved:** to appoint Cllr McKelvey

**Heptonstall Exhibition and Richard Naylor Charities**

**Resolved:** to appoint Cllr Fowler

**Wadsworth Community Association**

**Resolved:** to appoint Cllr Walsh

**Calderdale Council - Upper Calderdale Ward Forum**

**Resolved:** to appoint Cllr McKelvey

**Town and Parish Liaison Group**

**Resolved:** to appoint Cllr Fowler

**Neighbourhood Plan Group**

**Resolved:** to appoint Cllr Kimber.

**Hebden Bridge Old People's Welfare Group**

**Resolved:** to appoint Cllr Fowler

**Calderdale Council - Safer Cleaner Greener**

**Resolved:** to appoint Cllr Kimber

**l) Risk Management**

i) to report on the annual inspection of the council assets for 2023-24

**Resolved** to: note the annual inspection of the council assets carried out during January – March 2024, to forward the asset register to Cllrs, to check on the condition of the bench part way down Haworth Old Road.

ii) to approve the council's corporate risk assessment for 2024-25 and to confirm that the council's site-specific risk assessments were up to date.

**Resolved:** to approve the council's corporate risk assessment for 2024-25 and provide a digital copy for Cllrs.

j) **To approve annual payments:**

i) Anne Newsome Books – annual payment for books for Old Town Primary School

**Resolved:** to approve the £100 payment for Anne Newsome Books for 2024-25

k) **Insurance review** – to agree the council's insurance arrangements for 2024-25.

**Resolved:** to approve the council's insurance arrangements for 2024-25.

l) **Salary review** – to agree annual spinal column increment as per contract section 5.

**Resolved:** to agree annual spinal column increment from SPC 20 to SPC 21 as per contract section 5.

**Standard Meeting Business:**

2 **PROCEDURAL MATTERS:**

a) **Members Interests** - to remind members of the need to declare any interests they might have in relation to items on this agenda.

b) **Cllr vacancies:** Currently two vacancies. Contact info@wadsworthparish council.gov.uk to apply.

3 **RESOLUTION TO RE-ORDER THE REMAINING PART OF THE AGENDA:** None

4 **PUBLIC DISCUSSION TIME:** None

5 **APPROVAL OF THE MINUTES OF THE MEETINGS OF THE COUNCIL HELD ON:**

i) 23 April 2024 Council Meeting

ii) 3 May 2024 Meeting of the Parish

**Resolved:** to approve the 23 April minutes as a true and accurate record and to note the 3 May Meeting of the Parish minutes including the correction that Cllr Fowler was not in attendance.

6 **MATTERS ARISING FROM THE ABOVE MINUTES:** None

7 **LOCAL PLANS:**

a) **Climate Action Plans** update:

i) Calderdale Climate Action Plan: No further information received from Calderdale

ii) Greening Wadsworth Initiative: it was reported that the thermal imaging project was now on hold till the colder weather in the autumn.

b) **Neighbourhood Plan**

It was noted that Calderdale were still trying to resurrect the plan.

8 **CLERK'S REPORT:** All covered under existing agenda items.

9 **FINANCIAL MATTERS:**

a) **Items for payment:**

i) Salaries/PAYE £682.50

ii) Allowance and reimbursement:

- computer allowance £20.83

- home working allowance £18.58

- Travel £2.70

Total: £42.11

iii) Cartridge People – Printer drum unit (incl VAT) £47.90

iv) CROWS annual grant £500.00

v) Calder Computers – outlook/.gov email addresses £100.00

vi) Kellett Bookkeeping - Internal Audit £120.00

**Resolved:** to approve the above payments.

b) **Financial reporting**

i) Bank reconciliations (monthly) association

- ii) To agree/note bank transfers
  - iii) Budget monitoring (quarterly)
  - iv) VAT Return (quarterly)
- Resolved:** to receive the financial reports

c) **Grants:** No applications received.

**d) Annual Governance and Accountability Return (AGAR) 2023-24**

**Resolved:** to:

- i) note the Annual Internal Audit Report for 2023-24 included as part of the AGAR 2023-24.
- ii) approve Section 1 - Annual Governance Statement 2023-24 for Wadsworth Parish Council, AGAR 2023-24.
- iii) approve Section 2 - Accounting Statements 2023-24 for Wadsworth Parish Council, AGAR 2023- 24.

**10 Correspondence:**

a) **Lord Foster's parliamentary researcher:** Safety of lithium batteries

**Resolved** that: the full details be sent to Cllrs and the item added to the June agenda.

**11 PLANNING:**

a) **New Applications:** None

b) **Applications received after agenda issue:**

i) **2440007AGR** Agricultural portal framed building - Upper Smallshaw Farm Haworth Old Road Pecket Well Hebden Bridge HX7 8RG

**Resolved** that: the Council had no objection providing the land continued to be farmed.

c) **Decisions made by Calderdale Council:**

**Resolved:** to note the decisions.

d) **Other planning matters:**

i) **23/06010/EIA** Scoping opinion. Wind farm proposal. Walshaw Moor Estate Widdop Road Heptonstall Hebden Bridge Calderdale

It was reported that the consultants were still working through the details of the documents requested by Calderdale.

ii) **Extension** to residential property at Rowlands Lane

**Resolved:** that Cllr Kimber take relevant and supply to the clerk.

iii) **Dormer window** to property at bottom of Wainsgate Lane

**Resolved:** that Cllr Kimber take photos, mark the location on the plan supplied by the clerk and that research be carried out re permitted development.

**12 ROAD AND FOOTPATH MATTERS:**

a) **Speed prevention tubes at Old Town**

**Resolved** that: a further two sites be put forward, one at Parrock Lane and one on Heights Lane on the downhill approach to Lane Ends Lane.

b) **Blocked ditch at Wainsgate Lane**

**Resolved:** to contact Calderdale again and copy in the ward Cllrs, explaining that residents have resorted to sandbags to protect their homes and that an immediate repair needs to take place along with a full long-term repair/solution.

c) **Change of road name at Old Town Mill**

**Resolved** that: Calderdale be contacted in relation to the procedure and explanation as to why Cow Lane, running down the side of Old Town Mill, had been changed to Woolcroft.

d) **Vehicle speed activated cameras at Pecket Well**

Two locations had now been agreed and negotiations with the landowner were taking place regarding the third location.

**13 ALLOTMENTS, PARKING SPACES AND GARAGES**

a) **Garage Key:** It was noted that this issue had now been resolved.

**14 PLAYGROUNDS:**

a) Bi-weekly inspections.

**Resolved** that: Cllrs Fowler and Kimber carry out the bi-weekly inspections.

**15 COUNCIL LAND MATTERS**

a) **Proposed relocation of Midgehole noticeboard**

**Resolved** that: the noticeboard stay where it is.

**16 LAND FOR SALE BELOW OLD TOWN:** Cllr Walsh provided an update.

**17 WATER OUTAGES IN OLD TOWN / PECKET WELL:** Cllr Dyson provided an update.

**Resolved** that: Cllr Dyson provide a draft letter to the clerk.

**18 ANY ADDITIONAL MATTERS** (to be ratified at the next council meeting): None

**19 REPRESENTATIVES AT OUTSIDE MEETINGS**

a) **Wadsworth Environment Group**

Cllr Walsh provided an update including the details of the newly planted planter at Pecket Well Memorial Garden.

**Resolved** that: the Environment Group be thanked.

b) **Old Town School Governors meeting:** Cllr Fowler provided a detailed report.

c) **Wadsworth Community Association Committee meeting**

Cllr Walsh reported that working with the school, funding had been obtained to organise a cultural day including a school children's sleep over and breakfast.

d) **Environment Agency meeting**

Cllr Bradshaw reported that the Environment Agency would like to visit Carr Head to see the woodland improvement works, particularly the big increase in diversity and quantity of the woodland understory, which acts as a natural flood defence. The Cllr further reported that the Wadsworth side of the Calder Valley was likely to see a further flood retention pond constructed.

**20 DATE OF NEXT MEETING & APOLOGIES IN ADVANCE:** 25 June 2024

Advance apologies: Cllrs Bradshaw, Dyson and Fowler.

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**Your Councillors**

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Cllr Andrew Dyson	andysdyson@gmail.com	07595 944812
Cllr Alan Fowler	alanfowler1944@btinternet.com	01422 842828
Cllr Michael Heyworth	mheyworth@tiscali.co.uk	07802549376
Cllr Liz McKelvey	-	-
Cllr Marcella Walsh	marcellawalsh81@gmail.com	-

If you would like to speak to a Councillor whose contact details are not listed please email the Clerk at [info@wadsworthparish](mailto:info@wadsworthparish). Have you considered becoming more involved in your local community? If so, maybe you would like to become a Parish Councillor. Email [info@wadsworthparish](mailto:info@wadsworthparish) for more details. Website: [www.wadsworthcommunity.co.uk](http://www.wadsworthcommunity.co.uk)