

Kirklees

Personal Details:

Name: Mr John Taylor
Email: [REDACTED]
Postcode: [REDACTED]
Organisation Name: (District or county councillor)

Comment text:

Related subject: Kirkburton Parish Council area and Kirkburton ward

I wish to state my objection to the revised proposals for the Almondbury and Dalton wards. The original proposals did support the inclusion of Kirkheaton in the Almondbury ward, this would have reduced the number of electoral wards which the Parish Council is split from three to two. Historically Kirkheaton was part of the Kirkburton Urban District Council pre 1974 and not the Huddersfield Borough which the Dalton was. The evidence used to support the change seems to simply be based on a Facebook group which was created by one of the existing Cllrs for the current Dalton ward, this is not really evidence that the village of Kirkheaton, which is semi rural in nature, has anything in common with urban Dalton which is part of Huddersfield.

I noted in your report that you had not commented on the views of the Parish Council, the initial proposals were in fact debated at the Parish Council meeting in March and a resolution passed supporting the proposals which would have resulted in the Parish Council being split across two, rather than three wards. The Parish Clerk was asked by the Council to write to your good selves to confirm this but i am unsure if this happened, shortly after this meeting the Clerk retired and we have a Parish Cllr acting in a temporary capacity as Clerk whilst we recruit a replacement and I suspect that this was overlooked in the subsequent handover. I have appended the minutes, this is a PDF but the relevant information is shown at minute 188 shown on page 7 of the attached document. I am sure that the Parish Council can independently confirm their position for you as well.

Attached Documents:

- 04.04.24-council-papers.pdf

KIRKBURTON PARISH COUNCIL
Burton Village Hall
Northfield Lane
Highburton, Huddersfield HD8 0QT
Tel: 07726 784982 (Monday & Thursday 10am to 2pm)
E-mail: clerk@kbpc.co.uk

25 March 2024

Dear Member

You are summoned to attend the Parish Council meeting to be held on Thursday, 4 April 2024 at Burton Village Hall, Northfield Lane, Highburton commencing at 7.30 pm. The business to be transacted is as detailed on the Agenda attached.

Yours faithfully

Mrs Angela Royle
Clerk to the Council

The following documents are enclosed with this summons. Please notify the Clerk as soon as possible if anything is missing:

- Agenda
- Minutes of the Parish Council meeting held on 7 March 2024
- Minutes of the Management & Finance Committee meeting held on 18 March 2024
- Minutes of the Staffing Committee meeting held on 21 March 2024
- Minutes of the Land & Property Committee meeting held on 21 March 2024
- Plan Lists for weeks commencing 4 and 11 March 2024
- General Grants rules and finance statement as at 25 March 2024
- Urgent general grant application from Kirkburton History Group
- Draft April accounts schedule as at 22 March 2024
- Advice and quote from YLCA on reviewing the Clerk / RFO's salary scale
- YLCA advice regarding the need for a Proper Officer and RFO
- Service Level Agreement and quote provided by Kirklees School Governor Clerking Service for issuing the agenda electronically and minuting the meetings
- Information regarding the clerking options
- Draft Annual Report 2023-24

KIRKBURTON PARISH COUNCIL

**A Meeting of the Council will be held on
Thursday 4 April 2024 at 7.30 pm at
Burton Village Hall, Northfield Lane, Highburton HD8 0QT**

A G E N D A

1. Apologies and Declarations of Interest

To receive apologies for absence.

Members to declare any interests and their nature in any of the business to be discussed. These may also be included on the members' Registers of Interest, but should also be declared at each meeting when the issue is raised. *Declarations can be made at any point during the meeting, up to the start of the relevant agenda item*

2. Public Participation

Members of the public are invited to address the Council on any issue over which it has a power for up to 3 minutes each, with the item lasting up to a maximum of 15 minutes.

3. Admission of the Public

To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960.

4. Civic Appointments

The Chairman to report on any engagements attended since the last meeting.

5. Minutes / Matters Arising

To confirm the accuracy of the minutes of the Parish Council meeting held on 7 March 2024.

INFORMATION ONLY – Standing Order 13b applies.

6. Committee Minutes

To agree and adopt the minutes of the following meetings:

a) Management & Finance Committee held on 18 March 2024

b) Staffing Committee held on 21 March 2024.

c) Land & Property Committee held on 21 March 2024.

INFORMATION ONLY – Standing Order 13b applies.

7. Plans

To consider all applications listed in the Kirklees Weekly Plan Lists weeks commencing 4, 11, 18 and 25 March 2024, as well as any other urgent applications. Applications may be viewed on: www.kirklees.gov.uk/planning

8. Kirkburton History Group

To consider the urgent general grant application for £4,000 to contribute towards the cost of holding the Kirkburton Sing.

/Cont'd . . .

AGENDA for COUNCIL MEETING ON 4 APRIL 2024**9. Accounts**

To note the April payments schedule.

10. Salary Scale for the Clerk / Responsible Financial Officer

To consider reviewing the salary scale for the position. If agreed, to consider appointing YLCA to carry out the review.

11. Interim Measures : Clerk / Responsible Financial Officer

To note that there is likely to be a gap between the Clerk leaving the Council and the appointment of her replacement. To consider which of the following options to take to ensure the continuity of Council business:

- a) To appoint Kirklees Governor Clerking Service to provide a Clerk to issue the agenda and produce the minutes for each meeting as detailed in the attached Service Level Agreement, or
- b) To appoint a Locum Clerk / RFO to complete all the tasks currently undertaken by the present Clerk and to oversee the recruitment process.
- c) If b) is agreed, to consider granting the Locum Clerk delegated authority in line with the Council's Scheme of Delegation.
- d) If a) is agreed, to appoint a temporary Proper Officer and a temporary Responsible Financial Officer.

12. Annual Report 2023-24

To consider approving the draft report. If agreed, to consider how the report will be distributed.

The following items are for Information Only:**13. Correspondence and Information**

To report any correspondence received since the issue of the agenda, notify any replies, details of future meetings, etc.

14. Agenda Items

To request items for debate at future meetings.

KIRKBURTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 7 March 2024 at 7.30 pm at Burton Village Hall

The minutes are subject to confirmation of accuracy at the next meeting on 4 April 2024.

Present: Cllr B Smith (in the chair)

Cllrs B Armer, D Black, R Bray, P Brook, J Cowan, D Hardcastle, P McGleenan, A Munro, J Paxton, J Taylor, P Taylor, C Voyce, C Walters and M Wheelhouse.

Officer in attendance: Mrs A Royle.

Min 173 Apologies

Apologies were received from Cllrs R Barraclough, C Bright, R Burton, I Carthy, M Carthy, A Cooper, D Knight, W Rowlands and E Voyce.

Min 174 Declarations of Interest

The following declarations of interest were made:

Cllr Armer declared an interest in all planning applications as he is a member of Kirklees' Strategic Planning Committee and a reserve member of the Heavy Woollen and Huddersfield Planning Committees. He stated that any views expressed would be of a preliminary nature with the final decision being taken at the Committee meeting when in receipt of full information.

Cllr Bray declared an interest in Planning Appls 24/90358, 24/90481 and 24/90530 as he knows the applicants.

Cllr Hardcastle declared an interest in Planning Appl 24/90358 as he knows the applicant.

Cllr Munro declared an interest in all planning applications as she is a reserve member of all the Kirklees Planning Committees. She stated that any views expressed would be of a preliminary nature with the final decision being taken at the Committee meeting when in receipt of full information.

Cllr Paxton declared interests in Planning Appls 24/90153 as he is a member of the Club and 24/90441 as he knows the applicant.

Cllr J Taylor declared an interest in all planning applications as he is a reserve member of the Kirklees' Planning Committees. He stated that any views expressed would be of a preliminary nature with the final decision being taken at the Committee meeting when in receipt of full information. He also declared interests in Planning Appls 24/90153 as he discussed the application in a public meeting; 24/90311 as he knows the agent and 24/90331 as he knows the applicant.

Cllr P Taylor declared an interest in Kirkburton First School as he provided some advice on the grant application.

Min 175 Public Participation

No members of the public addressed the Council before the meeting.

The minutes are subject to confirmation of accuracy at the next meeting on 4 April 2024.

Min 176 Admission of the Public

Resolved: To hold the meeting in the public session.

Min 177 Civic Appointments

The Chairman reported he had not attended any engagements since the last meeting.

Min 178 Council Minutes

Resolved: To confirm the accuracy of the minutes of the meeting held on 15 February 2024.

Min 179 Staffing Committee Minutes

Resolved: To confirm the accuracy of the minutes of the meeting held on 22 February 2024.

Min 180 Staffing Sub-Committee Minutes

Resolved: To confirm the accuracy of the minutes of the meeting held on 29 February 2024.

Min 181 Grants & Community Projects Committee Minutes

Resolved: To accept and adopt the minutes of the meeting held on 29 February 2024.

Min 182 Plans

Members considered the Kirklees Weekly Plan Lists for weeks commencing 12, 19 and 26 February 2024.

There was no comment on the following applications:

24/90153 Flockton; 24/90311 Lepton; 24/90331 Shepley; 24/90358 Highburton; 24/90367 Thurstonland; 24/90405 Shelley; 24/90441 Flockton; 24/90481 Shelley; 24/90486 Shepley; 24/90522 Highburton; 24/90530 Farnley Tyas and 24/90531 Shelley.

Min 183 Kirkburton First School – Eco-Schools Grant Application

Members noted the rules covering eco-school grants and considered the grant application for £350 to contribute towards the cost of materials and equipment to install an eco pond in the school grounds.

Resolved: To award an eco-school grant to Kirkburton First School to be used as described above.

Min 184 Chairman's Allowance

Members considered approving Cllr Smith's expense claim for the Chairman's Allowance to be used to make donations to the Woodland Trust (£300) and Lepton Highlanders Sports & Social Club (£200).

Resolved: To approve Cllr Smith's expense claim for the Chairman's Allowance to be used as described above.

Min 185 Accounts

Resolved: To approve the accounts as presented (£21,824.10 including £5,331.00 agreed under LGA 1972 s137).

The minutes are subject to confirmation of accuracy at the next meeting on 4 April 2024.

Min 186 Bank Signatories

Members considered making amendments to the bank signatories and telephone authorisation on the HSBC account and the signatories on the PSDF account.

Resolved: To elect Cllrs P Brook, R Burton, J Paxton and J Taylor as cheque signatories on the HSBC accounts, with the mandate requiring any two to sign the cheques, until a Responsible Financial Officer is appointed.

Resolved: To authorise the Chairman of the Management & Finance Committee to do the telephone banking until the appointment of a Responsible Financial Officer.

Resolved: To authorise the Chairman of the Management & Finance Committee to move funds between the HSBC and the PSDF accounts until the appointment of a Responsible Financial Officer.

Min 187 Chains of Office

Members considered the modifications to the Chairman's chain of office as recommended by the Chairman and described at Appendix 1.

Resolved: To authorise the Chairman to organise the modifications to the Chairman's chain of office as described at Appendix 1.

Min 188 Proposed Changes to the Kirklees Ward Boundaries

Members noted the consultation and debated a response.

Resolved: To support reducing the Kirklees wards covering the Parish Council area to two.

Min 189 YLCA Training Programme April to September 2024 / Councillor Development Framework

Members noted the information.

Min 190 Correspondence and Information

Members noted the written report, which was distributed at the meeting.

Min 191 Agenda Items

No agenda items were requested.

The Chairman thanked everyone for attending and closed the meeting.

ACCOUNTS MARCH 2024

	BUDGET	NETT £	VAT £	TOTAL £
Onecom. Telephone / Internet. LGA 1972 s111	Telephone	86.84	17.37	104.21
J P Dyson. Refurbishing Farnley Tyas noticeboard. LGA 1972 s144. Min LP8.	Maintenance	230.00		230.00
Konica Minolta. Photocopy copies. LGA 1972 s111	Stationery & Copier	20.64	4.13	24.77
Kirkburton First School. Eco grant. LGA 1972 s137. Subject to agreement at Agenda Item 8.	General Grants	350.00		350.00
Cllr B Smith. Donations to the Woodland Trust (£300) and Lepton Highlanders Sports & Social Club (£200). LGA 1972 s137 & LG(Misc Provs) 1976 s19. Subject to agreement at Agenda Item 9.	Chairman's Allowance	500.00		500.00
Zurich Municipal. Insurance cover for 2024-25. LGA 1972 s111.	Insurance	3,248.31		3,248.31
Konica Minolta. Photocopy lease.	Office Equipment	91.44	18.29	109.73
Employment Costs. LGA 1972 s112	Employment Costs	3,840.89		3,840.89
YLCA. 2 training places. LGA 1972 s111	Training	66.80		66.80
Voracio Commerce Ltd. Tourism website hosting. LGA 1972 s144.	Public Information	75.00	15.00	90.00
H Jenkinson. Hosting main PC website. LGA 1972 s142.	Public Information	350.00		350.00
KHCA. February rent. LGA 1972 s111	Rent Paid	299.00		299.00
A Royle: Office Equipment £79.90; Postage & Petty Cash £73.90; Telephone £3; VAT £15.98.	As left	156.80	15.98	172.78
Harper Hill Grounds Ltd. Clearance of Plot 6. SMAA 1906. Min LP24/03.11.22	Maintenance (AR)	875.00		875.00
Shelley Educational Foundation. Village improvement funding. Min CG61. LGA 1972 s137. Subject to agreement at Agenda Item 6.	Village Improvement Funding	1,500.00		1,500.00
Flockton CoE (C) School. Village improvement funding. Min CG62. LGA 1972 s137. Subject to agreement at Agenda Item 6.	Village Improvement Funding	1,000.00		1,000.00
St Lucius Church DCC. General grant. Min CG65. LGA 1972 s137. Subject to agreement at Agenda Item 6.	General Grants	420.00		420.00
Kirkburton Cricket Club. General grant. Min CG66. LG (Misc Provs) 1976 s19. Subject to agreement at Agenda Item 6.	General Grants	2,860.00		2,860.00

ACCOUNTS MARCH 2024 (Cont'd)

	BUDGET	NETT £	VAT £	TOTAL £
The Cabin CIC, General grant. Min CG67. LGA 1972 s137. Subject to agreement at Agenda Item 6.	General Grants	721.00		721.00
KHCA. General grant. Min CG69. General grant. Public Health Act 1936 s234. Subject to agreement at Agenda Item 6.	General Grants	563.00		563.00
Kirkheaton Cricket & Bowling Club. General grant. Min CG70. LG (Misc Provs) 1976 s19. Subject to agreement at Agenda Item 6.	General Grants	2,000.00		2,000.00
Lepton Village Preservation Society. General grant. Min CG71. LGA 1972 s137. Subject to agreement at Agenda Item 6.	General Grants	300.00		300.00
Kirkchair. General grant. Min CG72. LGA 1972 s137. Subject to agreement at Agenda Item 6.	General Grants	740.00		740.00
Grange Moor Youth Training Band. General grant. Min CG72. LGA 1972 s145. Subject to agreement at Agenda Item 6.	General Grants	1,161.00		1,161.00
Viking. Stationery and stamps. LGA 1972 s111	Stat & Copier £77.76 P&PC £62.50	140.26	15.55	155.81
SLCC. Reference book. LGA 1972 s111	Legal / Prof Fees	141.00	0.80	141.80
TOTAL		21,736.98	87.12	21,824.10
Total agreed under Local Govt Act 1972 s137:		5,331.00		

NB: As the Parish Council reclaims 100% VAT due to its status as a local government organisation, the budget figures are all calculated on a Nett basis.

AR = Allocated Reserves

Please either turn your mobile phone off or set it to mute during the meeting

a) The Village Hall Wi-Fi codes:

Wireless network: BT-8JA8HR

b) Forthcoming Meetings:

21.03.24 - Neighbourhood Plans Committee, subject to achieving a quorum & receipt of required documentation from Kirkheaton Future.

04.04.24 - Council

The meetings will start at 7.30 pm, and will be held at Burton Village Hall, unless indicated otherwise.

The meeting dates are published on the website and are included in these reports when they have been agreed. If you cannot attend any of the meetings, please send in your apologies to the Clerk before the meeting. It is particularly important to know of apologies in advance for committee meetings, as it may affect the quorum – it is not possible to hold the meeting if there are not enough members present.

Meetings for the Land & Property, Management & Finance and Staffing Committees are currently being organised.

- c) Tree in St Paul's Churchyard in Shepley:** The PCC did not lodge an appeal against the decision to refuse permission to have the Silver Birch tree felled on the grounds that it is damaging the boundary wall with the allotments and is likely to cause harm to people and property should it cause the wall to collapse. A letter has been received from the PCC which states it is not pursuing the matter any further and invites the Council and/or tenants to do so. The PCC has been informed that the PCC is the only body which can pursue the matter, since the land on which the tree is growing is not owned by the Council, and so the Council cannot take any action or incur costs on it. Tenants only have responsibility for their own plots. The tree remains a safety hazard, which needs to be monitored by the Council.

- d) Casual Vacancy in Shelley:** There will be an election on Thursday 4 April.

FIRE PROCEDURE: In the event of a fire at a Council meeting, all members and members of the public must leave the Village Hall by the same fire exit and assemble at the bus lay-by on Moor Lane. No-one must leave the area until they have given their name to the Clerk or whoever is keeping a record of attendance.

Failure to do so, could result in fire fighters entering the building unnecessarily and endangering life.

KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

Minutes of the Meeting on 18 March 2024 held at Burton Village Hall.

The minutes are subject to agreement and adoption at the Council meeting on 4 April.

Present: Cllr J Taylor in the Chair

Cllrs B Armer, R Bray, P Brook, J Cowan, D Knight, B Smith and P Taylor.

Min MF17 Apologies and Declarations of Interest

Apologies were received from Cllrs M Carthy, B Smith and P Taylor. Cllr D Hardcastle apologised for his late arrival.

Cllr J Taylor declared an interest in Kirkburton and Highburton Community Association, as he is a Trustee.

Min MF18 Public Participation

No members of the public addressed the Committee.

Min MF19 Admission of the Public

Resolved: To hold the meeting in the public session.

Min MF20 Accounts 2023-24

Members noted the budget analysis statement covering the period 1 April 2023 to 31 January 2024.

Recommendation: That the Council makes the following virements:

£60 from Employment Costs to Travel Expenses.

£545 from Maintenance to Allocated Reserves

£140 from Audit Fees & Bank Charges to Chains of Office

£160 from Chains of Office to Chains of Office Allocated Reserves

£6,500 from Elections to Elections Allocated Reserves

£7,250 from General Grants to General Grants Allocated Reserves

£3,800 from Village Improvement Funding to Christmas Trees

£3,100 from Kirkheaton Churchyard to Kirkheaton Churchyard Allocated Reserves

Recommendation: To return the following amounts to the General Reserve:

To remove the Grange Moor Allotments Allocated Reserve (£2,012)

To remove the Hanging Baskets Allocated Reserve (£42)

To remove the Parish / Environment Projects Allocated Reserve (£11,770)

Not to add £185 into the Training budget Allocated Reserve.

Min MF21 Insurance

Members reviewed the existing cover and considered whether any adjustments were required.

Recommendation: That the Council maintains the existing cover without any changes.

Cllr Hardcastle entered the meeting during the following item.

The minutes are subject to agreement and adoption at the Council meeting on 4 April.

Min MF22 Audit

Members considered the appointment of Torevell Dent as the Council's Internal Auditor.

Recommendation: To appoint Torevell Dent as the Council's Internal Auditor.

Members considered the effectiveness of last year's internal audit and the Internal Auditor's remit, circulated with the meeting papers.

Recommendation: To adopt the schedule confirming the Effectiveness of Internal Audit 2022-23, and the Internal Auditor's remit for the year 2023-24, as circulated with particular reference to the Allocated Reserves.

Min MF24 Financial Regulations

Members considered the Financial Regulations circulated with the meeting papers.

Recommendation: To maintain the Financial Regulations as circulated without any amendments.

Min MF25 Capital Funding

Resolved: To defer consideration of this item to a future meeting.

Resolved: To elect Cllr Brook to chair the following item in the absence of the Committee Chairman.

Cllr Taylor left the meeting.

Min MF26 Meeting Dates

Resolved: That the Committee Chairman and the Clerk liaise on the dates of future meetings.

Cllr Taylor returned to the meeting.

The Chairman thanked everyone for attending and closed the meeting.

BUDGET ANALYSIS STATEMENT 01.04.2023 - 31.01.2024

Including the adjustments recommended by the M&F Committee on 18.03.24 marked in turquoise

1. REVENUE BUDGET MONITORING

Budget Heading	Total Spend	Projected Spend to Year-End	To be sent to Allocated Reserves	Total Estimated Spend for Year (-)	Budget 2023-24	Under / Over(-)
	£	£	£	£	£	£
Running Costs						
Travel Expenses	36.05	120.00		156.05	160	3.95
Employment Costs*	36,201.54	10,049.86		46,251.40	47,020	768.60
Insurance	865.82	0.00		865.82	870	4.18
Maintenance	752.86	230.00	545.00	1,527.86	3,500	1,972.14
Office Equipment	575.00	188.00		763.00	900	137.00
Postage & Petty Cash	705.54	301.35		1,006.89	1,200	193.11
Rent	2,490.50	581.50		3,072.00	4,000	928.00
Stationery & Copying	356.25	198.23		554.48	600	45.52
Telephone	922.88	179.68		1,102.56	1,100	-2.56
Totals	42,906.44	11,848.62	545.00	55,300.06	59,350.00	4,049.94

* Totals include SMP which is being reclaimed from HMRC.

Civic Governance						
Audit Fees + Bank Charges	1,144.75	20.00		1,164.75	1,260	95.25
Chairs of Office	60.00	0.00	160	220.00	220	0.00
Chairman's Allowance	0.00	500.00		500.00	500	0.00
Civic Functions	0.00	0.00		0.00	1,000	1,000.00
Elections	0.00	0.00	6,500	6,500.00	6,500	0.00
Legal/Professional Fees	2,699.00	141.00		2,840.00	2,750	-90.00
Poppies	183.24	0.00		183.24	187	3.76
Training	189.90	486.0	0	675.90	1,500	824.10
Totals	4,276.89	1,147.00	6,660	12,083.89	13,917.00	1,833

£185 for booked course to come from next year's budget

Budget Heading	Total Spend	Projected Spend to Year-End	To be sent to Allocated Reserves	Total Estimated Spend for Year (-)	Budget 2023-24	Under / Over(-)
Public Information	£	£		£	£	£
Advertising	72.00	0.00		72.00	300	228.00
Public Information	867.82	425.00		1,292.82	1,400	107.18
Totals	939.82	425.00		1,364.82	1,700	335.18

Grants						
Small Annual & Clock Grants	17,380.00	0.00		17,380.00	17,080	-300.00
General Grants	14,724.00	9,115.00	7,250.00	31,089.00	36,645	5,556.00
Totals	32,104.00	9,115.00	7,250.00	48,469.00	53,725.00	5,256.00

Miscellaneous						
Allotment - Rent & Water	164.34	0.00		164.34	180	15.66
Christmas Trees	12,100.00	0.00		12,100.00	12,100	0.00
Hanging Baskets	5,311.00	0.00		5,311.00	5,311	0.00
Kirkheaton Churchyard	2,798.68	0.00	3,100.00	5,898.68	6,000	101.32
Parish / Environment Projects	105.00	0.00		105.00	105	0.00
Village Improvements	3,990.25	2,500.00		6,490.25	8,700	2,209.75
Totals	24,469.27	2,500.00		30,069.27	32,396.00	2,326.73

Total Expenditure	104,696.42	25,035.62		147,287.04	161,088.00	13,800.96
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Income Received	Total Income to date	Projected Income to year-end	Total Estimated Income for Year	Agreed Budget 2023-24	Under (-) / Over
	£	£	£	£	£
Precept	152,017.00	0	152,017.00	152,017	0
Allotment Rents	468.25	0	468.25	480	-12
Bank Interest	5,100.54	1,100	6,200.54	1,000	5,201
Ground Rent Shelley Village Hall	5.00	0	5.00	5	0
Total Income	157,590.79	1,100	158,690.79	153,502	5,189

Figures in red indicate a predicted overspend. Financial Regulations permit each budget line to exceed the budget by up to 10%.

2. OTHER FINANCIAL INFORMATION

Other Funds	01.04.23	Income	Expenditure	31.01.24
Allotment Deposits	3,000.00	200.00	200.00	3,000.00
Capital Funding	4,055.31	0.00	0.00	4,055.31
Total	7,055	200.00	200.00	7,055.31

Allocated Reserves		Spent	Transfers	New Items to be added	Remaining
	£	£		£	£
Chains of Office	1,886.85	-1,540.00		160.00	506.85
Chairman's Allowance	300.00	-300.00			0.00
Civic Functions	853.67	-853.67			0.00
Data Protection	660.00	-35.00			625.00
Parish Council elections	26,000.00	-15,859.75	-10,140.25	6,500.00	6,500.00
General Grant Fund	1,936.00	-1,936.00		7,250.00	7,250.00
Grange Moor Allotments	2,012.00				Remove
Hanging Baskets	56.00	-14.00			Remove
Kirkheaton Churchyard	7,199.68			3,100.00	10,299.68
Maintenance	2,029.00			545.00	2,574.00
Noticeboards	2,109.62	-2,108.94			Remove
Office Equipment	42.69		-42.69		Remove
Parish / Environment Projects	11,870.00	-100.00			Remove
Small Annual Grants	900.00	-900.00			0.00
Training	10.00		-10.00	0.00	0.00
Village Improvements	11,999.40	-5,645.00			6,354.40
TOTAL	69,864.91	-29,292.36	-10,192.94	17,555.00	34,109.93

Closing Bank Balances at 31.01.24

	£
Community account	18,812.48
Unpresented cheques	-1,649.64
Money Manager account	42,965.90
Public Sector Deposit Fund	97,091.90
Total Bank	157,220.64
Projected General Reserve at 31.03.2024	92,119.78

All figures are subject to audit.

Projected Expenditure:

This is actual expenditure incurred up to 8 March, and also includes known amounts which will be due for the telephone, photocopier and staff salaries later in the month.

KIRKBURTON PARISH COUNCIL

STAFFING COMMITTEE

Minutes of the Meeting on 21 March 2024 held at Burton Village Hall

The minutes are subject to confirmation of accuracy at the Council meeting on 4 April 2024.

Present: Cllr B Smith in the Chair

Cllrs B Armer, R Barraclough, P Brook, J Cowan, D Hardcastle and M Wheelhouse.

Officers in Attendance: Miss E Booth and Mrs A Royle.

Min S29 Apologies and Declarations of Interest

Apologies were received from Cllr J Taylor. Cllr M Wheelhouse apologised for her late arrival.

No declarations of interest were made.

Min S30 Public Participation

No members addressed the Committee in advance of the meeting.

Min S31 Admission of the Public

Resolved: To hold the discussions of the following items in private as they would divulge personal information.

Cllr Wheelhouse entered the meeting during the following item.

Min S32 Staff Appraisals

The two staff appraisal reports were read out by the Chairman and various issues were discussed.

Resolved: To adopt the reports and to approve Miss Booth's attendance at the training courses iLCA to CiLCA, European Driving Licence and Allotment Management.

Min S33 Staff Development Scheme

Members considered the scheme and if any amendments were required.

Resolved: That in future the feedback forms from members will be sent to the Line Manager c/o the Council office and marked Private and Confidential. The forms will be opened at the Clerk's Review meeting with the Line Manager.

Min S34 Clerk / Responsible Financial Officer

Members formally noted that the Clerk's employment with the Council would terminate on 30 April 2024, and her last working day would be 29 April 2024.

A discussion followed about how the Council would operate immediately following the Clerk's departure, given that it was unlikely a permanent Clerk would be in post by then. The Committee was advised that the Council needed a Proper Officer and a Responsible Financial Officer in post at all times. The Line Manager reported that he had made enquiries of Kirklees Governor Clerking Services, and the Clerk advised that a locum service for qualified Parish Council clerks was available from both the SLCC and the YLCA. The Clerk informed members that the matter would be included on the next Council agenda.

The minutes are subject to agreement of accuracy & adoption at the Council meeting on 4 April 2024.

Min S34 Clerk / Responsible Financial Officer (Cont'd)

Members noted the Clerk's annual leave entitlement as at 30 April 2024 and that she had currently worked more than her contracted hours. Members also considered whether the Clerk should be reimbursed for her expenses at the termination of her contract.

Recommendation: That the Clerk is reimbursed for her expenses on termination of her contract, and that the Council pays her for the leave due and any unpaid overtime hours worked up to 30 April 2024.

Min S35 Line Manager's Report

Members noted the written report, which had been circulated with the meeting papers.

Min S36 Clerk's Report

Members noted the written report, which had been circulated with the meeting papers. The Clerk drew particular attention to the issue with the Council's HSBC bank accounts due to the bank's current safeguarding review. She reported that she had supplied all of the information the bank had requested, but letters were still arriving threatening closure of the accounts on 2 May. The Clerk advised members to closely monitor the situation, especially as the date quoted was the time the precept was due to be credited to the Council's account.

The Clerk consulted the Committee on the issue of hanging baskets and a potentially large overspend. She was informed that the Kirklees Councillors for the Kirkburton ward had agreed the grant, which solved the budget issue.

The Line Manager then formally and personally thanked the Clerk for all her efforts and work over many years. The other members joined with him in offering her their thanks and best wishes for the future.

The Chairman closed the meeting.

Agenda Item 7 - Staffing Committee

Line Manager's Report

As we are all aware, the Clerk is leaving the Council. I note that she has been in post for 24 years, and I would like to thank her formally and personally for her long service. I wish her well in the future.

I note that the Admin Assistant has returned from maternity leave.

Other than that, there is nothing to report here.

Agenda Item 8 - Staffing Committee 21.03.2024

Clerk's Report

The office is currently running with a considerable backlog due to no cover or additional hours being provided during the Administrative Assistant's maternity leave. It is also a busy time of year as the Council approaches the year-end and audit. At the same time the Clerk is trying to finish off as many tasks as possible prior to her leaving the Council. However, due to the size of the workload involved it is very unlikely that she will be able to finish everything off, especially as the Clerk is due 6 days annual leave (equal to 2 weeks), which will also need to be taken before the end of her contract, unless the Council wishes to pay her for those days.

As at 29 February the Clerk has worked 6.08 hours unpaid. She is currently taking advice as to whether the Council is legally obliged to pay her for any unpaid hours at the end of her contract. If not, that time will also be deducted. Obviously, the Council could choose to pay her whether or not there is a legal obligation.

There is a lot of uncertainty amongst the staff about the future immediately following the Clerk's departure since progress on replacing her is slow.

All of this is affecting staff morale. It would be helpful if there could be better communication between the Councillors and the staff. The current delay in the recruitment process could have been avoided if only the Councillors had not waited until the Staffing Sub-Committee meeting to share essential information.

But despite all this both members of staff are trying their best to keep the Council running as efficiently as possible under the circumstances and the Clerk is trying to finish everything off as far as possible.

HSBC has recently undertaken its regular safeguarding review. It was fairly straightforward on this occasion and the bank just asked for a copy of the latest Annual Report as proof that the cheque signatories were still Councillors. This was supplied. However, a letter has been received stating that they have not received all the information they need to complete the review, and failure to receive the information will mean that the accounts will be closed on 2 May 2024 (around the date the precept is expected).

I have phoned the number on the letter and spoken to a lady called Karen, who is contacting the person who did the review (Sunak) and logging it that I have responded and provided all of the information required. He is being asked to confirm that he has received the information or to contact me to request I provide it again. Sunak subsequently rang back and confirmed the review would be completed soon. Hopefully this will all be resolved before I leave, but if not, it needs to be monitored to ensure that nothing untoward happens to the Council's funds and ability to meet its financial commitments.

KIRKBURTON PARISH COUNCIL

LAND & PROPERTY COMMITTEE

Minutes of the Meeting on 21 March 2024 held at Burton Village Hall

The minutes are subject to agreement and adoption at the Council meeting on 4 April 2024.

Present: Cllr B Armer in the Chair

Cllrs R Bray, R Burton, J Cowan, D Hardcastle, P McGleenan, B Smith C Walters and M Wheelhouse.

Officer in Attendance: Mrs A Royle.

Min LP32 Apologies and Declarations of Interest

Apologies were received from Cllrs M Carthy and C Walters.

No declarations of interest were made.

Min LP33 Public Participation

No members of the public addressed the Committee prior to the meeting.

Min LP34 Admission of the Public

Resolved: To hold the discussions on the items concerning the general maintenance contract at Kirkheaton Churchyard and those concerning tenants at Grange Moor allotments in private, as they would divulge confidential information concerning future contracts or personal information.

Min LP35 Risk Assessment Schedule

Members noted the draft Risk Assessment Schedule 2024 as circulated with the meeting papers.

Recommendation: To adopt the Risk Assessment Schedule as attached.

Min LP36 Kirkheaton Churchyard – General Maintenance

Members considered the quotes received for the contract agreed at the last Committee meeting.

Resolved: To appoint Four Seasons to undertake the general maintenance contract on the terms and conditions notified.

Min LP37 Kirkheaton Churchyard – Trees

The Clerk reported that Cllr Smith had donated 4 saplings and volunteers from the Kirkheaton Environment Group had agreed to plant them. The Clerk was just awaiting confirmation of the agreed location. Everyone involved was thanked for helping with this activity.

The Clerk reported that due to unavoidable circumstances the work on the mature trees had not yet been undertaken. She agreed to provide details to her successor so that it could be carried out after the end of the bird nesting season.

Resolved: To note the report.

Min LP38 Grange Moor Allotments – Plots 19 and 20

Members considered the request from the tenant to have a joint agreement with a friend.

Recommendation: To refuse the request, but to notify him that the friend only needed the tenant's permission to work on his allotment.

Min LP39 Grange Moor Allotments – Plot 14

The Clerk reported that the requested quote to strip the area had still not been received and an alternative contractor had been approached.

Recommendation: To grant delegated authority to the Clerk / Administrative Assistant to appoint a contractor to do the work, up to a maximum of £500.

Min LP40 Grange Moor Allotments – Entrance Gate

The Clerk reported that the pedestrian gate had been reinstalled and the work on the post supporting the larger gate was expected to be completed soon.

Resolved: To note the report.

Min LP40 Grange Moor Allotments - Tipping

Members were shown a photograph of extensive tipping which was currently on the banking adjacent to the car park area, and considered how to deal with the issue.

Resolved: To delegate the Clerk / Administrative Assistant to resolve the issue by means of one of the following options: 1. Ask Lepton Highlanders if they would like the wood for their next bonfire; 2. Provide a skip and request tenants to assist filling it; 3. Appoint a contractor to remove the tipped items.

Min LP41 Shepley Allotments

The Clerk reported on the clearance of Plot 6, which was now ready for re-letting. Members agreed that it could be divided into two plots to help reduce the waiting list. It was further reported that Kirklees had refused permission to fell the Silver Birch tree, which was causing damage to the boundary wall.

The Clerk reported that the contractor who had cleared Plot 6, had also pruned the plum trees which were causing a problem over the drive free of charge.

It was noted that work was still required to the tree adjacent to Plot 1A. The Clerk agreed to leave details for her successor.

Resolved: To thank the contractor for the work, particularly for doing some of the work free of charge.

Before closing the meeting, the Chairman thanked the Clerk for all the work she had undertaken on behalf of the Land & Property Committee over the years.

Kirkburton Parish Council

Planning applications lodged with Kirklees 4 – 10 March 2024

The following applications will be considered by Kirkburton Parish Council at the meeting on **4 April 2024**. Where appropriate, recommendations will be made to Kirklees Planning Services regarding whether or not they should be approved, but the decisions will be taken by Kirklees Planning Services.

Full details regarding deadline dates for comments and how to submit a comment can be obtained from the Kirklees' website: www.kirklees.gov.uk/planning

Application and Details	Kirklees Officer	Kirkburton PC Recommendation
<p>2024/62/90551/E Linfit House Barn, 125, Linfit Lane, Kirkburton</p> <p>Applicant: Care of Darren Smith Homes</p> <p>Agent: Savills UK Ltd 12, Booth Street, Manchester</p> <p>Description / Development: Proposed new access arrangement off Linfit Lane with a private driveway leading up to new dwelling</p> <p>Deadline date for comment: 12 April 2024</p>	Edward Cheseldine	
<p>2024/62/90552/E 73, Park View, Park Side, Flockton</p> <p>Applicant: Tina Lambert</p> <p>Agent: Tractus DMA Headfield Business Centre, Headfield Mills, Savile Road, Dewsbury</p> <p>Description / Development: Demolition of existing outbuilding and erection of single storey side extension with rear decking and external alterations</p> <p>Deadline date for comment: 08 April 2024</p>	Nicole Helliwell	

Planning applications lodged with Kirklees 4 – 10 March 2024

Application and Details	Kirklees Officer	Kirkburton PC Recommendation
<p>2024/TWA/90558/E 23, Stocks Drive, Shepley</p> <p>Applicant: Lottie Smith Agent: Ridgwick Tree Services Ridgwick Tree Services, Lower Belle Clive Farm, Lower Belle</p> <p>Description / Development: Work to TPO(s) 04/07</p> <p>Deadline date for comment: See www.kirklees.gov.uk/planning</p>	Daniel Atkinson	
<p>2024/62/90561/E 82, Jenkyn Lane, Shepley</p> <p>Applicant: I Spedding</p> <p>Description / Development: Erection of side and rear extensions with associated alterations</p> <p>Deadline date for comment: 12 April 2024</p>	Jennifer Booth	
<p>2024/TWA/90563/W 2, Rowley Lane, Fenay Bridge (Lepton ward)</p> <p>Applicant: Steve Harvey Frankland</p> <p>Agent: D W Tree Services D W Tree Services, 425 Wakefield Road, Denby Dale</p> <p>Description / Development: Work to TPO(s) 20/96</p> <p>Deadline date for comment: See www.kirklees.gov.uk/planning</p>	Jack Dunn	

Planning applications lodged with Kirklees 4 – 10 March 2024

Application and Details	Kirklees Officer	Kirkburton PC Recommendation
<p>2024/TNA/90590/E 39, Far Dene, Kirkburton</p> <p>Applicant: Jill Carnegie</p> <p>Description / Development: Work to tree(s) within a Conservation Area</p> <p>Deadline date for comment: See www.kirklees.gov.uk/planning</p>	Daniel Atkinson	
<p>2024/CLD/90607/W Whinney Close Farm, 106, Cockley Hill Lane, Kirkheaton</p> <p>Applicant: T Crompton</p> <p>Agent: Shaw & Jagger Architects Ltd 1, Cardale Park, Beckwith Head Road, Harrogate</p> <p>Description / Development: Certificate of lawfulness for proposed erection of outbuilding</p> <p>Deadline date for comment: See www.kirklees.gov.uk/planning</p>	Lee Stoney	
<p>2024/62/90618/E 2, Low Gate, Kirkburton</p> <p>Applicant: Mr & Mrs S Machin</p> <p>Agent: Householder Planning Services Suite 6, Firth Buildings, 99-103, Leeds Road, Dewsbury</p> <p>Description / Development: Demolition of existing conservatory and erection of single storey sun room extension (within a Conservation Area)</p> <p>Deadline date for comment: 10 April 2024</p>	Jennifer Booth	

Planning applications lodged with Kirklees 4 – 10 March 2024

Application and Details	Kirklees Officer	Kirkburton PC Recommendation
<p>2024/N/90659/E Land at, Beaconsfield Farm, Paul Lane, Emley Moor (Flockton ward)</p> <p>Applicant: Craddock</p> <p>Agent: Neil J Bland Ltd Suite 4, Penistone 1, Regent Court, St Marys Street, Penistone</p> <p>Description / Development: Prior notification for erection of extension to agricultural building</p> <p>Deadline date for comment: See www.kirklees.gov.uk/planning</p>	Elenya Jackson	
<p>2024/N/90693/E Woolrow Farm, 10, Roydhouse, Shelley</p> <p>Applicant: C & M Hall</p> <p>Agent: iDprojects 5, Inkerman Court, Denby Dale</p> <p>Description / Development: Prior notification for erection of agricultural building</p> <p>Deadline date for comment: See www.kirklees.gov.uk/planning</p>	Edward Cheseldine	

The above list is subject to change before the Parish Council meeting on 4 April 2024. Members are advised to check on the Kirklees website for any new applications, which may have been added to this list after it was last checked 11 March 2024.

Kirkburton Parish Council
Planning applications lodged with Kirklees 11 – 17 March 2024

The following applications will be considered by Kirkburton Parish Council at the meeting on **4 April 2024**. Where appropriate, recommendations will be made to Kirklees Planning Services regarding whether or not they should be approved, but the decisions will be taken by Kirklees Planning Services.

Full details regarding deadline dates for comments and how to submit a comment can be obtained from the Kirklees' website: www.kirklees.gov.uk/planning

Application and Details	Kirklees Officer	Kirkburton PC Recommendation
2024/TNA/90639/E The Old Co Op, 96, Town Moor Lane, Thurstonland Applicant: Alexandra Illingworth Description / Development: Work to trees in a Conservation Area Deadline date for comment: See www.kirklees.gov.uk/planning	Daniel Atkinson	
2024/70/90690/W adj, 42a, Station Road, Fenay Bridge (Lepton ward) Applicant: G Oldroyd Agent: AKPlanning 147, Lane Top, Linthwaite Description / Development: Variation of condition 2 (plans list) on previous permission 2020/93329 (erection of one dwelling and associated works) to increase the finished floor levels and overall ridge height of the dwelling Deadline date for comment: 15 April 2024	Tom Hunt	

Planning applications lodged with Kirklees 11 – 17 March 2024

Application and Details	Kirklees Officer	Kirkburton PC Recommendation
<p>2024/44/90750/W Penistone Road/, Rowley Lane, Fenay Bridge (Lepton ward)</p> <p>Applicant: Homes by Honey Agent: Johnson Mowat Coronet House, Queen Street, Leeds</p> <p>Description / Development: Discharge conditions 27 (Rowley Lane junction arrangements), 28 (Rowley Lane footway), 29 (Rowley Lane / Penistone Road junction improvements) on previous permission 2020/92307 for outline application, including the consideration of access, for erection of residential development (up to 75 units)</p> <p>Deadline date for comment: See www.kirklees.gov.uk/planning</p>	Nick Hirst	

The above list is subject to change before the Parish Council meeting on 4 April 2024. Members are advised to check on the Kirklees website for any new applications, which may have been added to this list after it was last checked 18 March 2024.

KIRKBURTON PARISH COUNCIL

General Grant Scheme 2024-25

Who is eligible to apply for a General Grant:

Grants are available to community groups / not for profit organisations. The applications must demonstrate a benefit to the Parish in general, or to a defined section of residents (for example children, over 60s, a particular village, etc).

All applicants must:

- a) have a written constitution which states the name and aim(s) of the organisation; states the eligibility criteria for membership; requires that there is an AGM at which Officers are to be (re-)elected for a term of office not exceeding 15 months; requires that such Officers are at a minimum Chair, Secretary and Treasurer.
- b) have an active Bank or Building Society account, or can demonstrate they are in the process of opening one.

Applications from churches and schools which, by their nature do not meet the criteria at (a), will still be eligible for consideration by the Committee, subject to the Council's legal constraints on funding these organisations. Please check with the Clerk if you need advice.

Applications must be made **before** placing orders or making purchases, unless the application is for funding to cover the cost of defibrillator consumables. Retrospective applications (except for defibrillator supplies) will be invalid.

How much can I apply for?

This will depend on the total project cost and how much funding you are applying for:

- Grants of up to £750 may cover 100% of the total project cost.
- Grants between £751 and £2,999 may cover up to 80% of the total project cost.
- Grants of £3,000 + may cover up to 50% of the total project cost.

There is a maximum general grant of £5,000 for any one project. If the grant does not cover all of the project costs, the applicant must provide details to show how the remaining cost of the project will be funded before the application can be agreed.

All applications must be supported by the following documents by the deadline date:

Applications for a grant of £750 or under: the applicant must provide copies of its latest bank statement and constitution. The bank statement must clearly state the Group's name and not that of an individual.

Applications for a grant of £751 or over: the applicant must provide copies of its latest bank statement, current constitution and its most recently published set of accounts.

If the accounts have already been provided to the Council in the same financial year, it is not necessary to supply an additional copy. New copies of the constitution only need to be provided if any changes have been made to the one the Council has on file.

Applications for purchases / work of up to £1,000: the applicant must provide 1 quote for each item.

Applications for purchases / work of £1,001 or above: the applicant must provide 2 comparable quotes for each item.

Afterwards: Organisations must return the slip confirming receipt of the cheque. Groups in receipt of grants of £301+ must supply a copy of the invoice/s showing how the money has been spent must be supplied within 9 months of the grant letter.

Deadline Dates:

Applications with all the supporting documents must be received by the Council by the deadlines of **5 July 2024, 25 October 2024 and 7 February 2025.**

Late applications cannot be considered, and will be referred to the following meeting (if there is one). Incomplete applications will be deferred pending receipt of the required supporting documents.

How will my application be dealt with and what are the timescales?

Applications received by the dates listed above and including all of the necessary documents will be considered in the first instance by the Grants and Community Projects Committee, with the Council taking the final decision at the following Council meeting. Any late or incomplete applications will be deferred to the next meeting (if there is one). Updates on the grant applications can be found at www.kbpc.co.uk

Council - 04.04.2024

General Grant Scheme 2024-25 - Finance Statement as at 25 March 2024

Annual Budget	£	
General Grants	45,000	
Allocated Reserves	7,250	
Total Budget Available	52,250	

Applications to be considered	£	Purpose	% of Project Cost
Kirkburton History Group	4,000	To contribute towards the cost of holding the Kirkburton Sing for the first time in 50 years. NB: If the Council wishes to approve the application, it will be subject to receipt of quotes and the last published set of annual accounts.	50%
Total under consideration:	4,000		
Remaining budget if approved in full	48,250		

KIRKBURTON PARISH COUNCIL

Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT
Tel: 01484 604391. Email: clerk@kbpc.co.uk

GENERAL GRANT SCHEME APPLICATION FORM : 2024 – 2025

This form is only for General Grant applications being considered between April 2024 & May 2025.

If you would like to apply for a Small Annual Grant or a Clock Grant, please use that specific form, both of which will be available on the website and from the office at the beginning of September.

Please complete this form as clearly as possible and return it to the above address with supporting documentation. Email applications are accepted. The deadlines for receipt of applications are:
5 July 2024, 25 October 2024 and 7 February 2025.

1. Organisation Name: Kirkburton History Group	
<i>This must be the same name as that used on the bank account and Constitution. If the name does not include the village name, please specify in which village your organisation is based.</i>	
2. What is the date the organisation's Constitution was agreed / last amended? April 2014	
3. Describe how the funding would be used: We are planning to hold a "Kirkburton Sing" event on the church fields on the 2 nd June 2024. This used to be a regular feature of village life but came to an end over fifty years ago. The event will be a mixture of set pieces by local performers alongside opportunities for everyone attending to join in. We are planning to provide suitable refreshments as well. The funding would also cover the cost of advertising the event and for the printing of programmes detailing the event.	
4. What is the total cost of the purchase or project?	£ 8,000
5. How will this purchase or project benefit some / all of the residents in the Parish? It will be an opportunity for all members of the community to come together to have an enjoyable time as a village. As a History Group we have a mass of photographs taken at previous events and people take great pleasure from being able to identify their relatives who were there at the time. Where are the opportunities to create such memories in today's society.	
6. How much are you applying for: Grants of up to £750 may cover 100% of the total project cost. Grants between £751 and £2,999 may cover up to 80% of the total project cost. Grants of £3,000 + may cover up to 50% of the total project cost. The maximum general grant for any one project is £5,000.	£ 4,000 This comprises: Performers+Set up: Hade Edge Band, Highly Strung, HD8 Voices - £1000 Programmes and Advertising - £2000 Refreshments - £1000 A detailed breakdown of these costs will be provided at the earliest opportunity

7. If the grant does not cover the full cost of the purchase/ project, how will the rest of the cost be financed?

Any costs above the limit will be allocated to the budget for refreshments and will be subsidised by members of the History Group

8. Do your organisation's accounts include any ring-fenced / allocated amounts? If so, please give the total and details of what the funds are needed for. *Ring-fenced amounts are to cover the cost of items such as expected utility bills, reserves in case of emergencies, savings towards a major purchase, etc.*

The organisation's accounts include two grants - £4000 for the Robert Carter Collection and £2000 for a memorial window in All Hallows Church. Both these projects are ring-fenced.

9. Is this an Emergency? Y/N If yes, please explain the reasons for the emergency. *Continue on an additional sheet, if required.*

Not an emergency but we need to pay for advertising and programmes in the near future to meet the 2nd June deadline

10. Have any purchases been made, or has any work commenced which forms part of this project? _/No

NB: Retrospective applications are invalid, unless the funding is to cover the costs of defibrillator consumables.

Please include below any other information which you consider to be relevant to your application.

Further discussions are required with the various performers to establish actual expenses

CHECKLIST

Please enclose the following with your application. We will only process your application when we have received them. Incomplete / late applications will be deferred to the next meeting (if there is one).

Documents required for all applications:

- A completed application form, with every question answered.
- A copy of the most recent bank statement, unless it has already been supplied.
- A copy of the current Constitution, unless it has already been supplied.

Quote/s:

- 1 quote for each purchase / piece of work costing up to £1,000;
- 2 quotes for each purchase / piece of work costing £1,001 or more.

Applications of £751 or more:

- All of the above documents.
- A set of the latest published annual accounts. Please do NOT send lists of individual transactions.

Any incomplete applications at the deadline date will be deferred to the next meeting (if there is one).

Please email the completed application form with all supporting documentation to admin@kbpc.co.uk or alternatively post to: Emma Booth, Kirkburton Parish Council, Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT

The deadlines for receiving the full applications are: 5 July 2024, 25 October 2024 and 7 February 2025. Applications received after those dates cannot be considered.

If you have any queries or need assistance with your application, please contact Emma Booth, Administrative Assistant Email: admin@kbpc.co.uk

You are advised to keep a copy of this application for your own records.

DRAFT ACCOUNTS APRIL 2024 - Sent with the agenda

BUDGET / POWER		NETT	VAT	TOTAL
		£	£	£
SLCC - Annual subscription. LGA 1972 s112	Legal/Professional Fees	144.00		144.00
Umar Holdings. Rent for Grange Moor allotments. SHAA 1908.	Allotments - Rent & Water	80.00		80.00
Onecom. Telephone / Internet. LGA 1972 s111	Telephone	86.84	17.37	104.21

Small Annual & Clock Grants agreed at Min CG53

Flockton WI	LGA 1972 s137	300.00		300.00
Grange Moor Community Association	LGA 1972 s137	300.00		300.00
Lepton Highlanders Junior Football	LG (MP) 1976 s19	300.00		300.00
Lepton Highlanders Cricket Club	LG (MP) 1976 s19	300.00		300.00
Lepton Highlanders Senior Football	LG (MP) 1976 s19	300.00		300.00
Lepton Highlanders Sports & Social	LGA 1972 s137	300.00		300.00
Burton Belles WI	LGA 1972 s137	300.00		300.00
Burton Environment Group	LGA 1972 s137	300.00		300.00
Burton Out of School Club	LGA 1972 s137	300.00		300.00
Highburton Playgroup	LG (MP) 1976 s19	300.00		300.00
KHCA	LGA 1972 s133	300.00		300.00
Kirkburton AFC Seniors	LG (MP) 1976 s19	298.00		298.00
Kirkburton Junior Football Club	LG (MP) 1976 s19	300.00		300.00
Kirkburton History Group	LGA 1972 s137	300.00		300.00
All Hallows Church	Parish Council Act 1957 s2	250.00		250.00
Creative Craft	LGA 1972 s137	300.00		300.00
Home from Home	LGA 1972 s137	300.00		300.00
Kirkchair	LGA 1972 s137	300.00		300.00
Kirkheaton Knitting Group	LGA 1972 s137	300.00		300.00
Kirkheaton PCC	Parish Council Act 1957 s2	250.00		250.00
Kirkheaton Senior Citizens	LGA 1972 s137	300.00		300.00
Yetton Together	LGA 1972 s137	300.00		300.00
Friends of Lepton Library	LGA 1972 s137	300.00		300.00
Lepton Community Link	LGA 1972 s137	300.00		300.00
Lepton Luncheon Club	LGA 1972 s137	300.00		300.00
Lepton Rainbows	LGA 1972 s137	300.00		300.00
St John's the Evangelist Church	Parish Council Act 1957 s2	250.00		250.00
Friday Friendship Café	LGA 1972 s137	300.00		300.00
Shelley Conservation Group	LGA 1972 s137	300.00		300.00
Shelley Cricket Club	LG (MP) 1976 s19	300.00		300.00
Shelley Educational Foundation	LGA 1972 s137	300.00		300.00
Shelley Over 60's	LGA 1972 s137	300.00		300.00
Friends of Cliffe House	LGA 1972 s137	300.00		300.00
Friends of Shepley First School	LGA 1972 s137	300.00		300.00
Shepley & District Naturalists' Society	LGA 1972 s137	300.00		300.00
Shepley Band	LGA 1972 s145	300.00		300.00
Shepley Bird & Wildlife Group	LGA 1972 s137	300.00		300.00
Shepley Bowling Club	LG (MP) 1976 s19	300.00		300.00
Shepley Croquet Club	LG (MP) 1976 s19	300.00		300.00
Shepley's Magazine	LGA 1972 s137	300.00		300.00
Shepley Scout Group – Beavers	LG (MP) 1976 s19	300.00		300.00
Shepley Scout Group – Cubs	LG (MP) 1976 s19	300.00		300.00
Shepley Scout Group – Scouts	LG (MP) 1976 s19	300.00		300.00
Shepley Village Association	LGA 1972 s137	300.00		300.00
Shepley Women's Institute	LGA 1972 s137	300.00		300.00
Sunshine Sunflower Foundation	LGA 1972 s137	300.00		300.00

DRAFT ACCOUNTS APRIL 2024 - Sent with the agenda

BUDGET / POWER		NETT	VAT	TOTAL
		£	£	£
WH Senior MBE Yorkshire Studies Group	LGA 1972 s137	300.00		300.00
Farnley Tyas Community Group	LGA 1972 s137	300.00		300.00
Farnley Tyas Women's Institute	LGA 1972 s137	300.00		300.00
St Lucius' Church, Farnley Tyas	Parish Council Act 1957 s2	250.00		250.00
St Thomas' Church, Thurstonland	Parish Council Act 1957 s2	250.00		250.00
Stocksmoor & Villages Twinning Assn	LGA 1972 s144	300.00		300.00
Stocksmoor Village Association	LGA 1972 s137	300.00		300.00
Stocksmoor Village Hall	LGA 1972 s133	300.00		300.00
Stocksmoor Women's Institute	LGA 1972 s137	300.00		300.00
Thurstonland Village Association	LGA 1972 s137	300.00		300.00
Thurstonland Cricket Club	LG (MP) 1976 s19	300.00		300.00

TOTALS

17,158.84 17.37 17,176.21
9,900.00

Total agreed under Local Govt Act 1972
s137:

NB: As the Parish Council reclaims 100% VAT due to its status as a local government organisation, the budget figures are all calculated on a Nett basis.

AR = Allocated Reserves

DRAFT

#1832283: Regrading The Salary Scale For The Clerk's Position

Ticket Overview

Ticket #: 1832283
Category: Employment
Subject: **Regrading The Salary Scale For The Clerk's Position**
Added: Mon, 04 Mar 2024 10:52:40 +0000
Owner: Mrs A Royle (Kirkburton Parish Council)
Status: Feedback Required
Priority: Urgent
Hello

I wonder if I could ask for some advice please. As you may know, I am leaving the Council at the end of April and the Council is therefore going through the procedures to recruit my replacement. The Sub-Committee with delegated authority for the task met last week, confirmed the job description as it was and put in a few additional items into the person specification. However, when it came to confirming the salary scale which was set by the Council some years ago, some of the members expressed the view that it was too high and needed to be reduced. I have advised this is a regrading and the sub-committee does not have the authority to do that. They have therefore requested an agenda item on the April Parish Council agenda.

My question is, what information do I need to supply to the Council to support this? And how should the Council approach the issue of regrading?

Any help with this would be much appreciated.

Thank you

Angela Royle, Clerk/RFO

Comments (1)

Author	Comment
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1. Posted <u>Mon, 04 Mar 2024 20:49:33 +0000</u>	
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Dear Angela,

Sheena said: KIRKBURTON PARISH COUNCIL – SALARY EVALUATION

We are in receipt of the enquiry that you sent to YLCA earlier today.

The salary scale for a post should be set by formal assessment of the duties and

responsibilities contained in the job description. These Associations strongly recommend that when a clerk is leaving a post, particularly in a larger council, it is sensible that the job description and person specification are reviewed and a salary evaluation done for the post.

YLCA can carry out a salary evaluation in accordance with a National Joint Council process for the purpose. The exercise is in depth and will result in the Council being furnished with a written report of our assessment. The exercise will likely take us seven hours and will cost £245.

The report will give the Council confidence that the role has been assessed by an independent body.

The normal process is that the Council will set a salary range, which will cater for an appointee that has no experience of clerking, to someone who is probably started at a higher SCP due to having prior experience and perhaps holding the Cilca. That is fine.

Please let us know whether the Council is keen for an evaluation to be done and we can then put the time aside in the diary to do the work.

Thank you.

Yours sincerely,

CHIEF OFFICER

06/03/2024

Dear Cllr Armer

It was nice to speak to you today. With reference to our discussion I believe you are trying to source some temporary clerking arrangements for your Parish council meetings, due to the resignation of the permanent clerk, who will be leaving shortly.

You advised me that Parish Council meetings are normally held on the first Thursday of the month (except for May each year) at 7.30 pm at Highburton Village Hall. In addition to this between 6-8 meetings of other committees (also held on a Thursday evening).

I feel my service should be able to offer you a similar service to what we offer our school governing boards.

This could be offered as a full SLA package which would include:

- Working effectively with the chair /appropriate person before the meetings to prepare and produce a purposeful agenda – 2 weeks prior to the meeting
- Collate and upload the agenda and any available supporting documentation for the meeting on our portal (or agreed online platform) – at least 7 days before the meeting
- Setting up accurate membership of the council on our database
- Provide a clerk to attend parish and committee meetings to take accurate and efficient minutes ensuring that actions and decisions are recorded.
- provide a draft set of minutes which includes a record of attendance and any agreed actions.
- Send draft minutes to chair/appropriate person 7 days after the meeting for any amendments before circulation
- Maintain an archive of approved minutes
- Extract items/actions and matters arising to include on the next agenda
- Provide a copy of the minutes to all members of the council /committee and with the agenda for the next meeting.

What we would need from you to enable us to provide the service required

- Provide details of a go to person who will have access to all the information required to co-ordinate all meetings
- Calendar of meeting dates to ensure the minute clerk can attend all meetings, including any additional meetings.
- Inform the Governor Clerking Service of changes to membership and contact details within three working days of receiving such information.
- Inform the Governor Clerking Service of any changes to dates, times or venues of meetings on the day changes are agreed.
- Ensure that supporting papers for distribution to members are made available to the Governor Clerking Service at least 10 working days before the meeting.
- Respond to the Governor Clerking Service to agree the draft agenda in the timescale given before the meeting
- Ensure that responses to draft minutes in relation to approval/amendments are sent to the Governor Clerking Service by the date specified.
- Inform the Governor Clerking Service of any concerns regarding the accuracy and quality of the agenda and minutes and efficiency and effectiveness of the minute clerk.

- Not employ directly or indirectly a minute clerk introduced to you by the Governor Clerking Service
- Safely retain the public copy of the minutes and present them on request.
- Agree to the terms set out in the SLA – this can be found on *Kirklees business solutions website*
- Keep us informed of any changes to contact details and supply us with an active email address for all Cllrs

Cost of this service based on our Basic SLA for the meetings required would be as follows:

Administration of 12 x Council meetings - **£2,436**

Administration of 6 x Committee meetings @ **£546** OR 8 x Committee meetings @ **£728**

Plus the Clerks fee = £80.50 plus mileage and on costs per meeting (for meetings upto 2 hours long). Meetings exceeding 2 hours will be charged at £105 plus mileage and on costs per meeting.

The alternative would be purchasing our "Clerk only package" – at £125 + clerks fee (as above) per meeting. This would be for us to just to supply you with minute taker to attend a meeting and produce a set of minutes which on receipt into the office would be forwarded to your contact person.

If you have any further questions or would like to discuss this further please do not hesitate to contact me.

Kind regards

Governor Clerking Service Manager

Agenda Item 11 - Council 04.04.2024

Points of Information:

- The Council is legally obliged to have a Proper Officer and a Responsible Financial Officer in post at all times. The specific duties of both posts can be found in the Standing Orders and Financial Regulations. The roles can be undertaken unpaid on a temporary basis by a Councillor. The jobs could be done by the same person, or by two different people.
- The clerks supplied by the Governor Clerking Service are clerks for school governors meetings and whose duties would not include providing any legal advice or information to the Council. It is not clear from the Service Level Agreement who would be responsible for writing the agenda as opposed to typing it.

The Service Level Agreement does not include photocopying the meeting papers and sending them out by Royal Mail. It is a legal requirement for every Councillor to receive the papers by post, unless they have agreed to accept them electronically only. Currently 20 Councillors require physical meeting papers.

- The locum clerks supplied by the YLCA and LCC (subsidiary of SLCC) are CiLCA qualified, and would do the work currently undertaken by the present Clerk from the office or remotely depending on the needs of the Council. The LCC Locums set their own rates, but it is expected it would be about the same rate as the current clerk's.

YLCA will only provide details of their locums to the Chairman.