

TODMORDEN TOWN COUNCIL

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MINUTES OF A MEETING OF EMERGENCY COMMITTEE OF TODMORDEN TOWN COUNCIL

Held remotely on
Wednesday 29th July 2020 at 7:30pm

Councillors present: - Cllrs M Carrigan (substitute chair), R Coleman-Taylor (Mayor), C Potter, L Levick and P Ripley (substitute)

Other Councillors present:- Cllr L Needham

Councillors absent: - Cllr D Skelton, The Revd G Kent

Officers: Colin Hill – Town Clerk and Susan Miles – Assistant Town Clerk (Minute Taker)

Members of the Public: No public present as meeting not open pending virtual meeting being established arising out of Covid 19 impact

2020(EC)106	<p><u>ITEM 1. Expression of Thanks to Cllr D Skelton</u></p> <p><i>Cllr R Coleman–Taylor proposed a vote of thanks to Cllr D Skelton for the leadership he has shown during the tenure of the Emergency Committee and seconded by Cllr L Levick. Unanimous vote</i></p> <p>RESOLVED : - that a vote of thanks be recorded to Cllr D Skelton for his leadership during the tenure of the Emergency Committee.</p>
2020(EC)107	<p><u>ITEM 1a. Apologies for Absence</u></p> <p>To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting noting substitutions at late notice will be allowed</p> <p><i>Apologies were received from Cllr D Skelton and The Revd G Kent</i></p> <p><i>Proposed by Cllr R Coleman-Taylor Seconded by Cllr C Potter Unanimous</i></p> <p>RESOLVED: - that apologies and the reason for absence be accepted from Cllr D Skelton who was on vacation and The Revd G Kent who was unwell.</p>
2020(EC)108	<p><u>ITEM 2. Declarations of Interest</u></p> <p>To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p><i>Cllrs M Carrigan and C Potter declared interest for Item 13</i></p>

2020(EC)109	<p><u>ITEM 3. Public Participation</u> To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation.</p> <p><i>No public present owing to government restriction for public meetings and no availability currently for virtual participation.</i></p>
2020(EC)110	<p><u>ITEM 4. Minutes</u> To approve the draft minutes of the Emergency Committee meeting held on the 1st July 2020.</p> <p><i>Proposed by Cllr C Potter Seconded by Cllr R Coleman-Taylor Unanimous</i></p> <p>RESOLVED: - <i>That the minutes of the meeting held on the 1st July 2020 are a true record.</i></p>
2020(EC)111	<p><u>ITEM 5. Exclusion of Press and Public – Public Bodies (Admission to Meetings Act) 1960</u> To consider and confirm any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p><i>No public present owing to restriction on public meetings and no availability currently for virtual participation.</i></p>
2020(EC)112	<p><u>ITEM 6. Schedule of Payments</u> To receive a schedule of 26 payments made totalling £30,203.22 as of 22nd July 2020</p> <p><i>Proposed by Cllr and Seconded by Cllr Unanimous</i></p> <p>RESOLVED: - <i>That Members of the Emergency Committee receive the schedule of payments and Chair signs a copy.</i></p>
2020(EC)113	<p><u>ITEM 7. Financial Summary as 22nd July 2020</u> To receive a financial summary and detailed income and expenditure as of 22nd July 2020</p> <p>7a Financial Summary 7b Commitments 7c Budgets by Detail Code</p> <p>The Clerk said that he had implemented the suggestion by Cllr M Taylor that commitments be shown separately.</p> <p>Cllr M Carrigan thanked the Clerk for the update and said that it was a well-run budget.</p> <p><i>Proposed by Cllr R Coleman-Taylor and Seconded by Cllr P Ripley Unanimous</i></p> <p>RESOLVED: - <i>That Members of the Emergency Committee receive the financial summary and detailed income and expenditure.</i></p>

ITEM 8. Mayors Certificates of Achievement

To consider nominations by Members to Award Certificates of Achievement for outstanding service to Todmorden.

Members outlined the objective of recognising individuals and concerns that are helping the community through the current difficulties of Covid 19.

These awards are not meant to be a substitute for the more prestigious Citizenship Award(s) which will be resumed once able to hold an event where distinguished guests and some members of the public can be invited to attend

The following nominations have been received:

a. Nicola Mills

Nicola offers to sing in the street for residents in isolation. A simple request and she will go to the street/resident in Isolation, announcing on social media where she will be Singing so others can safely socially distance to watch also.

b. Sheila Foster

Sheila has been making fabric hearts for patients to hold whilst going through the horrors of Covid 19 in Hospitals without family by their side. A loving and compassionate statement

Sheila also does a lot for the charity Angel Babies who make little gowns, free of charge, out of donated wedding dresses for parents going through the loss of a baby.

b. Glennys Halliday

Glenys is a great writer of poems and has regularly kept spirits up on social media with cheery poems about life in lockdown. She has self-published several books and has given the proceeds to charity.

A very generous lady by all accounts, working with the talking newspaper and library. I have only seen her works and have yet to meet her. Glenys is well known to the Health Centre Champions and has volunteered for years till her sight began to deteriorate.

d. Todmorden Food Bank Volunteers

Food bank volunteers were very helpful and stoically continued to volunteer throughout the Covid 19 Pandemic. The food bank has become an essential service for those in need and certainly the volunteers helped keep this service running smoothly.

e. Mary Clear

Her continued role behind Incredible Edible, then taking on Free Food Boxes.

Cllr M Carrigan said that there were also others who deserved to be recognised with a certificate. Cllr R Coleman-Taylor said that she envisaged the award of certificates to be a rolling programme rather than a one-off. She went on to say that Cllr P Taylor had suggested that a plaque be erected (location to be decided) to recognise the civic effort of many individuals and organisations in Todmorden supporting residents during the floods earlier in the year and Covid19. This was important, otherwise it may be forgotten over time.

Proposed by Cllr R Coleman-Taylor and Seconded by Cllr P Ripley Unanimous

	<p>RESOLVED:- <i>That the Emergency Committee accepts en-bloc the nominations and that the Town Clerk prepare suitable letters of appreciation together with certificates of recognition under the signature of the Mayor, and issues a press release advising of such awards, outlining the purpose and seeking further nominations to be passed through Todmorden Town Councillors for consideration. It will also be advertised on the website.</i></p> <p>RESOLVED:- <i>That the Town Council should consider the possibility of a recognition plaque at the next meeting in October 2020.</i></p>
2020(EC)115	<p><u>ITEM 9. IT Policy</u> To receive an IT Policy for adoption.</p> <p>It was acknowledged that the policy was comprehensive but that it would be developed over time to reflect changing circumstances. Cllr M Carrigan thanked the Clerk and his team for their work on this.</p> <p><i>Members received the Policy for consideration and approved for it to be adopted</i></p> <p><i>Proposed by Cllr L Levick and Seconded by Cllr C Potter Unanimous</i></p> <p>RESOLVED:- <i>That Members of the Emergency Committee accept the IT Policy and that it be formally adopted by the Town Council</i></p>
2020(EC)116	<p><u>ITEM 10. Walsden Neighbourhood Watch Group</u> To receive an update and from the Group to consider any action of support for their proposal in respect of use of Land (Previously Walsden Library).</p> <p>There was some discussion about the need for further information about the group and their aims (possibly a business plan).</p> <p><i>Members received the update and would like to support the group in a more active role.</i></p> <p><i>Proposed by Cllr P Ripley Seconded by Cllr R Coleman-Taylor Unanimous</i></p> <p>RESOLVED:- <i>That the Town Clerk hold an informal meeting with the group to gain a more detailed understanding of what is proposed, and the likely financial considerations of assisting should the group subsequently fold.</i></p>
2020(EC)117	<p><u>ITEM 11. Development Impact on Flooding Issues</u> To receive an update regarding current issues of concern.</p> <p>The Clerk said that a letter had been received from Robin Tuddenham and further communications received from Richard Seaman saying that the building of Lidl, Mill Close and Sandholme Mill had been given approval several years ago before the increase in concern about flooding. It was noted that the three sites are in a row and therefore the developments should be considered as a whole. The Clerk said that it would be helpful to invite senior planning officers to a meeting of the Development Committee to discuss the need for a stronger, more holistic policy to counter flooding. Cllr C Potter attended the YLCA webinar on planning and reported that this had advised that where issues such as</p>

	<p>flooding is involved, town councils can add additional weight to their consultation feedback on planning permissions.</p> <p>Proposed by Cllr R Coleman-Taylor Seconded by Cllr C Potter Unanimous</p> <p>RESOLVED:- <i>That Members/the Town Clerk continue to monitor these developments, press for any outstanding actions to be completed and to seek to arrange a meeting with as to how to influence policy change to recognise more the issues associated with flooding.</i></p> <p><i>That the Clerk seek expert advice on what can be done to challenge the existing planning permissions and that a budget of £500 be provided for this. Also, that the Clerk investigate what steps would need to be taken, and at what cost, if the Council wished to seek changes to the current law.</i></p> <p>Action: The Clerk to copy to members the slides from the YLCA webinar about planning.</p>
2020(EC)118	<p><u>ITEM 12. Skips Update</u> To receive an update of uptake for the scheme.</p> <p>The Clerk reported that the initiative had gone well and that the Administration Officer had received positive feedback from residents. Some areas had not taken up their allocation and discretion had been used to provide additional skips where the need was greater. He reported that half the budget had been used and that suggested that the scheme be ended at the end of August. Members discussed that those residents without cars particularly appreciated the skip initiative as they were unable to drive to the tip. It was noted that Calderdale MBC provide a service to take large items away but that this is chargeable and that there can be a long wait for the removal to take place.</p> <p>It was agreed that 31 August 2020 be the closing date of the current initiative (subject to budget constraints) but that it might be reintroduced if there is another lockdown. A suggestion was also made that skips be provided by the Council on a regular basis (twice a year) to help those who could not get to the tip and to avoid the burning of rubbish or fly tipping.</p> <p>Cllr M Carrigan expressed thanks to the Administration Officer for her excellent work organising the skips.</p>
020(EC)119	<p><u>ITEM 13. Appointment of Trustees – Abraham Ormerod Trust</u> To receive nominations for approval and Appointment of Trustees</p> <p><i>Cllrs M Carrigan and C Potter excused themselves from this item and the Cllr R Coleman-Taylor chaired this item.</i></p> <p><i>Members considered the paper and recommended that the four nominations for the positions of Trustee be accepted as proposed</i></p> <p><i>Proposed by Cllr R Coleman-Taylor and Seconded by Cllr Levick Unanimous</i></p> <p>RESOLVED: <i>That nominations for the role of Trustee to the Abraham Ormerod Trust be accepted form Mrs M Fielden, Mrs J Ashworth, Cllr Louisa Needham and Ms Virginia Harris and that the Town Clerk formally writes to the Secretary to confirm such acceptance.</i></p>

2020(EC)120

ITEM 14. Comments on Planning Applications

To submit comments on the planning applications received from Calderdale Council.

Proposed by Cllr C Potter Seconded by Cllr L Levick Unanimous

RESOLVED:

That Members of the Emergency Committee authorise the Town Clerk to submit the following responses en-bloc to Calderdale MBC

Item no	Application Number	Address	Purpose
14a	20/00647/HSE	Blarney Castle Lumbutts Road Todmorden West Yorkshire OL14 6JJ	Porch to front elevation TC Comment: Supported
14b	20/00376/FUL	Dwelling Adjacent 46 Pudsey Road Todmorden Calderdale OL14 8NS	Two-storey side extension (Revised scheme to planning application 13/00080/FUL) TC Comment: Supported providing permeable ground surfaces are used
14c	20/00466/FUL	Garage Adjacent To 726 Halifax Road Todmorden West Yorkshire	Demolition of garage and construction of detached dwelling TC Comment: No Supported as Highways object to the additional access on to Halifax Rd
14d	20/00540/FUL	Car Park Side Of 752 Burnley Road Todmorden Calderdale	Residential development of five town houses TC Comment: Supported subject to findings invasive Ground survey. Also, there is substantial concern about the limited parking provision

			as it is to include spaces for Oakleigh Terrace as well as the proposed 5 new Properties, especially as there is no off road parking nearby.
14e	20/00484/FUL	Three Ravens Barn Long Hey Lane Todmorden Calderdale OL14 6JN	Conversion of the mezzanine floor within agricultural barn from day living/storage to full residential use TC Comment: Supported
14f	20/00675/FUL	Todmorden Cricket Club Burnley Road Todmorden Calderdale OL14 7BS	Living accommodation for a professional sportsman, in association with Todmorden Cricket Club TC Comment: Strongly supported
14g	20/00506/FUL	Former Farmhouse Gorpley Road Todmorden Calderdale	Demolition of Existing Structures and Construction of Farm Building TC Comment: Supported providing any hard surfaces are permeable
14h	20/00756/LBC	Christ Church Vicarage Back Ridge Street Todmorden West Yorkshire OL14 7BS	Removal of internal wall and chimney and replace existing window to South West elevation with new Double door (Listed Building Consent) TC Comment: Supported

14i	12/01423/DISC2	Cinderhill Mill Halifax Road Todmorden Calderdale OL14 5TH	Submission of details to comply with conditions on application 12/01423 conditions 13, 14, 18, 19, 20, 21, 22 and 23 TC Comment: Supported providing the conditions applied are fulfilled and Highways are satisfied with the proposed access a and sight lines
14j	20/00732/HSE	Vallavik 10 Meadow Bottom Road Todmorden West Yorkshire OL14 8BG	Extension to West elevation and conversion of integral garage to living space TC Comment: Supported
14k	20/00483/HSE	Spring Cottage Crossley New Road Todmorden Calderdale OL14 8RP	Demolition of conservatory to facilitate single storey extensions to south and east elevations and Internal alterations TC Comment: Supported
14l	20/00800/HSE	8 Stile Road Todmorden West Yorkshire OL14 5NU	Single storey extension to side and rear with new access and driveway TC Comment: Supported providing the hard surfaces are Permeable

2020(EC)121	<p><u>ITEM 15. Other Planning Issues for Consideration</u> To receive any other planning issues or correspondence for consideration.</p> <p><i>None received</i></p>
2020(EC)122	<p><u>ITEM 16. Festive Decorations – Tender Documents</u> To receive a report with accompanying Tender Documents for approval and subsequent issue.</p> <p>The Town Clerk said that the aim was to have flexibility so that groups of lights could be moved between locations so that the display would remain fresh. He confirmed that lights would be provided for the front of the Indoor Market.</p> <p><i>Members considered the report and the accompanying tender documents.</i></p> <p><i>Proposed by Cllr C Carrigan Seconded by Cllr R Coleman-Taylor Unanimous</i></p> <p><i>RESOLVED: That the Town Clerk be authorised to issue the tender by the latest 10th August with a response deadline of 31st August 2020</i></p>
2020(EC)123	<p><u>ITEM 17. Correspondence Received</u> To consider any items of correspondence and or updates received.</p> <p>Members were advised about the opportunity to submit expressions of interest for a pot of money under the Accelerator programme. The requirement is that the projects must be ‘shovel ready’, standalone and can be completed by 31 March 2021.</p> <p>Two expressions have been submitted by the Town Clerk:</p> <p>£73k For Christmas Lights £150K For Wheels Park</p> <p>Cllr C Potter suggested that the railings, windows, doors of the Town Hall and the surrounding pavements could also be considered for this grant. Unfortunately, this could not be submitted as a proposal since the project would not be standalone, however, it is expected that further tranches of development funds would address this.</p> <p>Cllr M Carrigan said that if anyone had any further ideas these would need to be submitted quickly as Cllr D Skelton would be attending the relevant meeting the next day.</p> <p>Proposed by Cllr M Carrigan Seconded by Cllr L Levick Unanimous</p> <p><i>RESOLVED: That the action of Town Clerk in submitting urgent Expressions of Interests for external capital funds is ratified.</i></p>
2020(EC)124	<p><u>ITEM 18. Gaddings Dam - Lumbutts Roads – Signage</u> To receive a report recommending limited financial assistance towards signage to assist in management of the area.</p> <p>Cllr R Coleman-Taylor said that this issue had originally been raised by Cllr P Taylor and reported that so far there had been two meetings of interested parties (including the police and fire service) to discuss the issues on Lumbutts Rd and to agree solutions to address these. This included a briefing for the Todmorden Information Centre website about the reality of Gaddings Dam including the steep approach and the lack of toilets or a lifeguard on site. It is planned that there will be a coordinated communication plan and signage in</p>

the fields adjoining Lumbutts Rd. Cllr R Coleman-Taylor said that similar actions had been taken in relation to Shibden and they had alleviated the situation there.

Members received the report and wished to support this initiative

Proposed by Cllr R Coleman-Taylor Seconded by Cllr C Potter Unanimous

RESOLVED: That a budget of £1000 be established for the purposes of signage provision, on a matched basis, and that the Town Clerk be authorised to progress this project.

2020(EC)125

ITEM 19 Grant applications

To consider any requests for grant assistance received – applications received after the summons has been issued will be circulated prior to the meeting and an updated Summons placed on the Web Site.

Ref	Applicant	Amount Requested	Purpose
19a	Upper Stoodley Residents Association	£500	Contribution toward Gaddings Dam signage proposals

It was also noted that Calderdale MBC had also awarded a grant of £500 grant for this.

Members considered this request and approved the grant application

Proposed by Cllr R Coleman-Taylor Seconded by Cllr C Potter Unanimous

RESOLVED: That a grant of £500 be awarded to the Upper Stoodley Residents Association and that Town Clerk be authorised to liaise with them regarding signage provision.

2020(EC)126

ITEM 20. Cessation of Emergency Committee - Return to Council/Committee Structure and Waving of Absence disqualification

To receive a report recommending a resolution for the cessation of the Emergency Committee and return to Council / Committee Structure and to wave the absence criteria to avoid the need to create a number of casual vacancies arising out of non-attendance for six months.

Cllr R Coleman-Taylor took the chair of the meeting at this point as Cllr M Carrigan was experiencing WIFI connection issues.

Cllr R Coleman-Taylor expressed thanks to those who had stood for the Emergency Committee under Cllr D Skelton's capable leadership. She said that it had been a joint effort with Councillors and officers supporting each other.

Members supported the report

Proposed by Cllr R Coleman-Taylor Seconded by Cllr M Carrigan Unanimous

RESOLVED:- That the Emergency Committee, established by Resolution of the Town Council on the 25th March 2020, be disbanded with effect from the end of this meeting and that the Town Council and Committee timetable as agreed by Town Council on the 11th March 2020 be reinstated and that powers of the Council and its Committees a restored effective from 30th July 2020.

That by virtue of interruption to routine Council attendance arising out of the Covid 19 pandemic and the need to form an Emergency Committee, some Members have not had the opportunity to attend a Council and Committee meeting since 25th

	<p>March 2020 and therefore the Emergency Committee, in exercising the powers of the Town Council, approves for all Members, all absences from any meetings since 25th March 2020 to date and that for the purposes of time barred disqualification , the start of attendance records for the current Municipal year , commences from 1st September 2020.</p>
2020(EC)127	<p>ITEM 21 Any items for discussion for a future agenda To notify the Clerk of any matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> • All outstanding items to be reintroduced to Council/Committee Cycles <p><i>Members noted the intention to bring a review of outstanding items for the start of each Committee on normal resumption of business.</i></p>
2020(EC)128	<p>ITEM 22 Date of next meeting To note the return to the approved schedule of meetings effective from September 2020</p> <p><i>Cllr M Carrigan wished everyone well and encouraged everyone to take a well-earned break during August if possible.</i></p> <p><i>The meeting ended at 9.40pm</i></p>