

TOWN COUNCIL

Minutes of the Annual Meeting held 13th May 2017

Prior to commencement of official business the retiring Town Mayor, Cllr A H Greenwood, presented the Citizenship Awards for Todmorden 2017 to Estelle Brown and John and Jennifer Moorhouse.

1 PRESENT:

Cllr A H Greenwood, Town Mayor at commencement of the meeting.
Cllrs J Battye, S Booth, R Brandwood, J Grieve, M Hatfield, A Hollis, M Holmstedt, P Marrington, C Potter, D Skelton, D Tremayne, D Tattersall, J Taylor and D Wardell.

Apologies were submitted from Cllrs M Carrigan and B Paramor.

2

It was moved by Cllr S Booth
Seconded by Cllr D Tattersall

RESOLVED:

unanimously that Councillor Christine Potter be elected Town Mayor for the Municipal Year 2017/2018.

Cllr A H Greenwood vacated the Chair in favour of Cllr C Potter who made the Declaration of Acceptance of Office.

3

It was moved by Cllr M Hatfield
Seconded by Cllr J Taylor

RESOLVED:

unanimously that Councillor Andy Hollis be elected Deputy Town Mayor for the Municipal Year 2017/2018.

Councillor Andy Hollis made the Declaration of Acceptance of Office.

4

It was moved by Cllr D Tremayne
Seconded by Cllr D Skelton

RESOLVED:

that the following be appointed to represent the Council on the under-mentioned bodies to hold office until the next Annual Meeting:

Age UK Todmorden (up to 6) - (2) Cllrs M Carrigan and J Grieve.

Mid-Pennine Arts Asscn (1) Chair of Amenities Committee or nomination by the Chair.

Yorkshire Local Councils Asscn (1) Chair of General Purposes Committee or nomination by the Chair.

Yorkshire Local Councils Asscn – South Pennine Branch (3) Chairs of 3 Standing Committees or nominations by these Chairs.

Todmorden Town Twinning Association Management Committee (2) Cllrs A Hollis and J Battye.

West Yorkshire Police Consultation Network (3) Cllrs A H Greenwood, M Hatfield and D Wardell.

Todmorden Pride Partnership Board (3) Cllrs S Booth, P Marrington and C Potter.

Todmorden Development Board (3) – Cllrs A Hollis, C Potter and J Taylor.

Todmorden Town Council Representatives to act as co-ordinators for emergency purposes to act both in an emergency and in the aftermath (up to 6) Cllrs A H Greenwood, J Grieve, A Hollis, M Holmstedt, P Marrington and C Potter.

Town and Parish Council Liaison Group (1 and substitute) Cllr M Holmstedt and substitute Cllr P Marrington.

Incredible Edible Todmorden Steering Group or Board (1) Cllr P Marrington.

Todmorden Flood Alleviation Scheme Stakeholder Group (up to 2) Cllr S Booth and A Hollis.

Upper Valley Flood Resilience Community Sub-Group (2) and consideration of appointment to the newly formed Calderdale MBC Flood Resilience Community Board Cllrs S Booth and P Marrington.

Todmorden Accident Prevention Council (possible 1 or 2) Cllr J Battye and D Wardell.

Centre Vale Park Heritage Lottery Fund Meeting Representative (1) Cllr D Wardell.

Todmorden Royal British Legion Steering Group re WW1 Centenary Commemoration (up to 3) Cllrs M Holmstedt and A Hollis.

5

It was moved by Cllr D Tattersall

Seconded by Cllr J Grieve

RESOLVED:

that the following be appointed as Trustees on the under-mentioned bodies to hold office until the next Annual Meeting:

Todmorden Information Centre Trust (4) – Cllrs S Booth, M Holmstedt, P Marrington and D Tattersall to May 2018.

Todmorden War Memorial Trust (5 x 3 years) Ms J Ashworth, Ms E Fielden, Mrs M Fielden, Mr C Lyall to May 2020, with the addition of Cllr D Tremayne.

Heptonstall Exhibition & Richard Naylor Charities (up to 4) Cllrs M Holmstedt, D Skelton and J Taylor to May 2018.

Fielden Centre Association (1) Cllr D Wardell to May 2018.

6

It was moved by Cllr P Marrington

Seconded by Cllr A Hollis

RESOLVED: that Standing Committees be appointed as under for the ensuing year:

12 Councillors plus Town Mayor if not a member of the Committees set down

<u>Amenities</u>	<u>Development</u>	<u>General Purposes</u>
Councillors -	Councillors -	Councillors –
Greenwood	Battye	Battye
Grieve	Booth	Booth
Hatfield	Brandwood	Brandwood
Holmstedt	Carrigan	Carrigan
Marrington	Grieve	Greenwood
Paramor	Hatfield	Hollis
Potter	Hollis	Holmstedt
Skelton	Marington	Potter (ex – officio)
Tattersall	Paramor	Skelton
Taylor	Potter	Stephenson
Tremayne	Stephenson	Tattersall
Wardell	Taylor	Tremayne
		Wardell

7 It was moved by Cllr D Tattersall
Seconded by Cllr M Hatfield

RESOLVED: that, as per recommendation of **General Purposes Committee 19.04.2017 Minute 760**, the duties of each standing Committee for the ensuing year be as listed in the current *Guide and Procedures for Todmorden Town Council*.

8 It was moved by Cllr M Hatfield
Seconded by Cllr J Taylor

RESOLVED: that, delegation of powers to be given to the Development Committee for planning applications for the ensuing year, as per recommendation of **General Purposes Committee 19.04.2017 Minute 760**.

9 It was moved by Cllr D Tremayne
Seconded by Cllr J Grieve

RESOLVED: to approve the delegation of power to be given to each standing Committee, subject to conditions below in i) and ii), to authorise the Town Clerk to despatch immediate letters/emails or take such action as deemed necessary within the duties of that Committee, without awaiting full Town Council ratification.

- i) A separate majority vote must be taken on every item to authorise the use of this delegated power and the resolution must contain the reason for the action being taken before the next Town Council meeting.
- ii) Such action must not involve expenditure that has not previously been authorised.

(recommendation of **General Purposes Committee 19.04.2017 Minute 760**).

10 It was moved by Cllr D Tremayne
Seconded by Cllr P Marrington

RESOLVED: that dates of meetings as set out and circulated be approved for the ensuing year.

11 It was moved by Cllr D Tattersall
Seconded by Cllr D Skelton

RESOLVED: that the Minutes of the Town Council meeting held 5th April 2017 be approved as a correct record and signed by the Chair.

12 It was moved by Cllr M Hatfield
Seconded by Cllr S Booth

RESOLVED: that the Minutes of the Development Committee meeting held 12th April 2017 be approved and adopted.

13 It was moved by Cllr D Tattersall
Seconded by Cllr D Tremayne

RESOLVED: that the Minutes of the General Purposes Committee meeting held 19th April 2017 be approved and adopted.

14 It was moved by Cllr D Tremayne
Seconded by Cllr D Skelton

RESOLVED: that the Minutes of the Amenities Committee meeting held 26th April 2017 be approved and adopted.

15 It was moved by Cllr M Hatfield
Seconded by Cllr S Booth

RESOLVED: that the Minutes of the Development Committee meeting held 3rd May 2017 be approved and adopted.

16 It was moved by Cllr D Tattersall
Seconded by Cllr D Tremayne

RESOLVED: that receipts totalling £200,627 be received and payment of accounts since the last meeting in accordance with the list now submitted (schedule 1-40) totalling £43,792.51 be approved.

17 **GREAT GET TOGETHER EVENT 17th JUNE 2017**
Cllr M Holstedt declared a pecuniary interest and left the room for the duration of the item.

It was moved by Cllr D Skelton
Seconded by Cllr D Tattersall

RESOLVED: to agree a budget of £150 from the General Purposes Contingency budget heading, to be used for materials for the badge making stall during the ‘Great Get Together’ event taking place at the Town Hall on the 17th June 2017.

18 It was moved by Cllr Tremayne
Seconded by

RESOLVED: that a vote of thanks be given to the retiring Mayor.

Presentation of past Mayor’s Badge to Cllr Anthony H Greenwood and past Consort’s Badge to Mrs Vivianne Oakes.

AMENITIES COMMITTEE
Minutes of the meeting held 13th May 2017

19 **PRESENT:** Cllr C Potter, Town Mayor.
T Greenwood, J Grieve, M Hatfield, M Holmstedt, P Marrington, D Skelton, D Tattersall, J Taylor, D Tremayne and D Wardell.

Apologies were submitted from Cllr B Paramor.

20 Consideration was given to the appointment of a Chair for this Committee.

RESOLVED: that Cllr D Tremayne be appointed Chair of this Committee for the ensuing year.

21 Consideration was given to the appointment of a Vice-Chair for this Committee.

RESOLVED: that Cllr D Skelton be appointed Vice-Chair of this Committee for the ensuing year.

DEVELOPMENT COMMITTEE
Minutes of the meeting held 13th May 2017

22 **PRESENT:** Cllr C Potter, Town Mayor
Cllrs J Battye, S Booth, R Brandwood, J Grieve, M Hatfield, A Hollis, P Marrington and J Taylor.

Apologies were submitted from Cllr M Carrigan and B Paramor.

23 Consideration was given to the appointment of a Chair for this Committee.

RESOLVED: that Cllr M Hatfield be appointed Chair of this Committee for the ensuing year.

24 Consideration was given to the appointment of a Vice-Chair for this Committee.

RESOLVED: that Cllr S Booth be appointed Vice-Chair of this Committee for the ensuing year.

GENERAL PURPOSES COMMITTEE
Minutes of the meeting held 13th May 2017

25 PRESENT: Cllr C Potter, Town Mayor (ex-officio).
Cllrs J Battye, S Booth, R Brandwood, M Carrigan, T Greenwood, A Hollis, M Holmstedt, D Skelton, D Tattersall D Tremayne and D Wardell.

26 Consideration was given to the appointment of a Chair for this Committee.

RESOLVED: that Cllr D Tattersall be appointed Chair of this Committee for the ensuing year.

27 Consideration was given to the appointment of a Vice-Chair for this Committee.

RESOLVED: that Cllr A Hollis be appointed Vice-Chair of this Committee for the ensuing year.

DEVELOPMENT COMMITTEE
Minutes of a meeting held Wednesday, 17th May 2017

28 PRESENT: Cllr C Potter, Town Mayor, Cllr M Hatfield, Chair
Cllrs J Battye, S Booth, J Grieve, P Marrington, B Paramor and J Taylor.

Apologies were received from Cllr M Carrigan, and Cllr A Hollis.

29 The Minutes of the meetings held on 12th April, and 3rd May 2017 were signed by the
Chair as a correct record.

DELEGATED MATTERS
Plans and Decisions

30 RESOLVED: that Planning Applications **17/00294/FUL** be recommended for **APPROVAL**.

31 RESOLVED: i) that the Committee declined to comment on Planning Application **17/00488/LBC** at this stage, as the linked Planning Application was not provided. Members felt unable to make a full assessment.

ii) that a letter be sent to Planning Services requesting that the practice of providing both the full application, together with the linked Listed Building Consent application, be reverted to in order for the Committee to make a full assessment of future Planning Applications.

32 RESOLVED: that Planning Application **16/01557/LBC** be recommended for **APPROVAL** subject to the Conservation Officer's satisfaction.

33 RESOLVED: that Planning Application **17/00109/FUL** remain unconsidered at this stage as the Committee understood from Calderdale Council Planning Services that the application was currently invalid.

Conclusion of Delegated Matters

CORRESPONDENCE

**34 Calderdale MBC – Asset & Facilities Management
TODMORDEN COMMUNITY COLLEGE – NOTIFICATION OF INTENTION
TO DISPOSE**

A correspondence was received advising that Calderdale MBC have received notice of intention to dispose of the Community College. It was noted that the owner was not permitted to dispose of the Asset unless certain statutory conditions, under the Localism Act, were satisfied. These were set out in the correspondence.

RESOLVED: that the correspondence be received, and noted.

**35 C.R.O.W.S (Community Rights of Way Service)
ANNUAL REPORT 2017**

An annual report was submitted for the year 2016/2017 depicting details of works carried out, funding, and highlights of the year.

RESOLVED: i) that the report be received
ii) that a letter be sent to CROWS thanking them for their work in Todmorden, and to invite them to attend a future meeting of the Development Committee.

**36 Castle Hill Primary School
FLUORESCENT JACKETS – RESPONSE**

A letter was submitted in response to the Committee's enquiry. It was noted that Castle Hill Primary School purchased 105 fluorescent jackets, and confirmed that all children wore high visibility jackets when out walking with the school. Copies of the purchase order, and delivery note were included.

RESOLVED: i) that the letter be received
ii) that a letter be sent to the Headteacher to thank her for her prompt reply.

**37 Todmorden Accident Prevention Council (TAPC)
MINUTES OF THE MEETING HELD 2ND MAY 2017**

Members considered the Minutes of the meeting held on 2nd May. It was noted that there was still some concern over Castle Hill Primary School pupils and the wearing of high visibility jackets. It was also noted that former Councillor David O'Neill was to resign from the TAPC as he was moving out of the area in the summer.

RESOLVED: i) that the letter from Castle Hill Primary School be forwarded to the TAPC, stating that the Town Council considered the matter now closed.

ii) that an item be placed on the next **General Purposes Committee** agenda to consider writing a letter to David O'Neill to wish him well for the future, and thank him for his many years of service to the Town Council.

iii) that a Town Council representative of TAPC, who is also a Member of the Committee, agreed to endeavour to attend their next meeting, and report back to the Development Committee in relation to "parking enforcement".

38

Open Spaces Society

"GOOD CAUSES, GREEN CAUSES AND HOW TO FIGHT THEM"

A letter was received inviting Members to donate to a special legal fund which funds legal action taken by the Society in defence of commons, green spaces and public paths.

RESOLVED:

A Motion was proposed by Cllr J Taylor for the next Amenities Committee agenda: "that the Town Council consider a donation of £100.00 to the special legal fund of the Open Spaces Society".

39

Mr F McManus

T2 BUSES, LONGFIELD, TODMORDEN

A letter was submitted from a resident complaining of the apparent non-appearance of some Sunday/evening services, and reportedly unfamiliar drivers failing to call at the rail station during the afternoon. It was also noted that the resident had previously written to service providers to complain.

Members were of the opinion that this was a subsidised contractual service of West Yorkshire Combined Authority (WYCA), and that TLC were potentially not compliant with their contractual obligations.

RESOLVED:

i) that a copy of the resident's letter be forwarded to WYCA reflecting the views of the Committee, as above.

ii) that a letter be sent to TLC advising them that the resident's letter had been forwarded to the WYCA, and to express the Town Council's disappointment at the alleged failings of the service.

iii) that a letter be sent to the resident advising him of the action taken by the Town Council.

Conclusion of Correspondence

40

CORRESPONDENCE RECEIVED IN RESPECT OF PLANNING APPLICATIONS PREVIOUSLY CONSIDERED

None received.

41

ROSE STREET / POLLINATION STREET WORKING PARTY – UPDATE

RESOLVED:

that a revised Report of the Rose Street / Pollination Street Working Party be forwarded to the Clerk by Friday, 19th May for circulation to all Members ahead of the Extra-ordinary Meeting of the Town Council on Wednesday, 24th May 2017.

42

NEIGHBOURHOOD PLAN – TO APPROVE SPEND OF NEIGHBOURHOOD PLAN BUDGET ON ROOM HIRE

RESOLVED: that the sum of £500 be allocated from the Development Committee Neighbourhood Plan budget estimate to cover meeting room hire costs, and small sundry items, over the coming year.

43

TO CONSIDER THE FOLLOWING MOTION PUT FORWARD BY CLLR M HATFIELD:-

“to establish a Neighbourhood Plan Sub-Committee (to replace the existing Steering Group). The Sub-Committee to consist of three Members of the Development Committee in addition to the Chair and Vice-Chair (as per Standing Order 47). As per Standing Order 42b, the Sub-Committee to co-opt Dr L Smales and up to four employees of IntegreatPlus as non-voting Members. The Terms of Reference of the Sub-Committee is authorised to liaise with Calderdale MBC and representatives of Todmorden’s business community and other relevant voluntary/community organisation as and when relevant. The Sub-Committee to undertake regular reporting to Development Committee”.

Members discussed that essentially the proposed Motion simply formalised the existing Steering Group to become a Sub-Committee of the Development Committee; still reporting back to the Development Committee, and ultimately to the Town Council. Reference was made to the Terms of Reference for the Advisory Committee document, previously provided by the Town Clerk. Several spare copies of an amended version of this incorporating the contents of the proposed Motion, were passed around the table at the meeting to facilitate the discussion.

RESOLVED: that the Motion, as per the Revised Terms of Reference document, be accepted subject to the approval of the Town Council.

44

FOOTPATHS AND OBSTRUCTIONS

a) SHAW WOOD ROAD

Members expressed their dissatisfaction at the present condition of Shaw Wood Road citing unfinished works, temporary traffic lights and mud on the road despite its recent re-opening on Friday, 12th May. It was discussed that the positioning of the traffic lights was also causing traffic obstructions.

RESOLVED: i) that a letter be sent to Calderdale MBC to ask when the works would be finished and what works still remains to be done. To also enquire whether the temporary traffic lights were likely to be long term, and to establish when the mess left at Shaw Wood Road would be cleared.
ii) that the letter be sent under Delegated Powers because of the urgency of the matter.

b) HOLE IN PAVEMENT OPPOSITE GRANDMA POLLARDS, WALSDEN

A Member reported a large hole that had recently appeared in the pavement opposite Grandma Pollards, which exposed a large grid beneath.

- RESOLVED:**
- i) that a letter be sent to the Highways Team at Calderdale MBC to report the matter, including photographic evidence,
 - ii) that the letter be sent under Delegated Powers because of the urgency of the matter.

c) ROOSTING PIGEONS AT RAILWAY BRIDGE LOCATED AT HALL STREET, LEADING TO SUNNYSIDE AND ROSE BANK, TODMORDEN

A Member reported the mess being caused on the footpath by roosting pigeons at the above location.

- RESOLVED:**
- i) that a letter be sent to Calderdale MBC to report the matter, and to request that a road sweeper is sent to clean the mess up,
 - ii) that the letter also enquired about the best route to pursue in order to deal with the issue of roosting pigeons,
 - ii) that the letter be sent under Delegated Powers because of the urgency of the matter.

d) LACK OF STREET SWEEPERS IN TODMORDEN

Members again discussed the apparent lack of street sweepers in Todmorden, and cited the dog mess left on Love Lane as becoming an increasingly dire situation. Reference was made to the Committee's very recent letter to Calderdale MBC to report the noticeable lack of street sweepers, which also asked what replacement service was available.

- RESOLVED:**
- i) that a further letter be sent to Calderdale MBC to report the matter as now extremely urgent, and to request that a road sweeper is sent to clean the mess up,
 - ii) that the letter be sent under Delegated Powers because of the urgency of the matter.

e) PATHWAY NEAR KNOWLE EGG FACTORY – HALIFAX ROAD TODMORDEN

A Member reported a large amount of litter and leaves on the footpath in front of a row of terraced houses at Eastwood, next to the Knowle Farm Egg Factory. The houses were Nos. 706 onwards. It was noted the residents frequently cleared litter and leaves themselves because of the lack of a street sweeper.

- RESOLVED:**
- i) that a letter be sent to Calderdale MBC to report the matter, and to request that a pathway is cleaned up,
 - ii) that the letter be sent under Delegated Powers because of the urgency of the matter.

f) BRIEF FROM A MEMBER – IMPACT OF FLOODING CONFERENCE

A Member gave feedback from a recently attended conference on the impact of flooding. The Committee noted that the conference was pitched mainly at Cabinet office and senior level representatives, with little information provided for residents living in a town affected by flooding. However, the Member advised that she had met the Flood Risk Manager at Lancashire County Council, who also shared her concerns for local residents and offered a supply of leaflets, should these be desired.

Discussion commenced on the potential formation of a Town Council Emergency Committee, although it was believed by many that one already existed with current membership. It was mooted that this could be looked at in more detail at an appropriate Committee in the future.

RESOLVED: that the Member be thanked for her report back to the Committee.

45 **CHEQUES FOR SIGNATURE**

There were 24 cheques presented for signature to the value of £42,657.26

RESOLVED: that the cheques be signed in accordance with Council procedures.

EXTRAORDINARY MEETING of the TOWN COUNCIL

Minutes of the Meeting held 24th May 2017

46 PRESENT: Cllr C Potter, Town Mayor.

Cllrs R Brandwood, M Carrigan, J Grieve, M Hatfield, A Hollis, M Holmstedt, P Marrington, J Taylor, D Tremayne.

Apologies were submitted from Cllrs J Battye, T Greenwood, B Paramor, D Skelton and D Tattersall.

47 Consideration was given to the motion to exclude the public and press for any agenda items.

A decision was not made.

48 **To consider:**

i) a wider discussion and agreement in relation to the report submitted by the Rose Street / Pollination Street Working Group.

Cllr P Marrington declared a personal interest in relation to the Straw Bale Hotel as she is a member of the Community Benefit Group.

A Member provided a brief update on the revised report including the information that during the consultation process for the Neighbourhood Plan consultees were very keen to retain the current green space and were also keen on a car-free space in the town centre.

A Member emphasised the importance of maintaining some public ownership of the Rose Street site.

A brief history of the site was provided. The importance of the site was also emphasised and some discussion took place around 'car-free zones'.

It was moved by Cllr M Hatfield
Seconded by Cllr A Hollis

RESOLVED: i) that the report be accepted with the caveat that it includes initial ideas that can be revisited and discussed.
ii) that Todmorden Development Board is asked to draw up the options contained within the report.

48 **To consider:**

ii) the invitation received from the Todmorden Development Board inviting two Town Council representatives to join the newly formed Rose Street Sub Committee.

The following four Councillors were proposed and seconded and a vote was taken:

Cllr S Booth - Proposed by Cllr M Hatfield, Seconded by Cllr A Hollis (3 votes).
Cllr J Battye - Proposed by Cllr M Hatfield, Seconded by Cllr A Hollis (3 votes).
Cllr P Marrington - Proposed by Cllr P Marrington, Seconded by Cllr A Hollis (5 votes).
Cllr J Grieve - Proposed by Cllr M Carrigan, Seconded by Cllr J Taylor (7 votes).

RESOLVED: that Cllrs P Marrington and J Grieve act as the Town Council's representatives on the Todmorden Development Board's newly formed Rose Street Sub Committee.

GENERAL PURPOSES COMMITTEE
Minutes of the meeting held 24th May 2017

49 **PRESENT:** Cllr C Potter, Town Mayor, Cllr A Hollis, Vice-Chair.
Cllrs R Brandwood, M Carrigan, M Holmstedt, D Skelton, D Tremayne.

Apologies were submitted from Cllrs J Battye, T Greenwood, B Paramor, D Tattersall and D Wardell.

50 **RESOLVED:** that the Minutes of the General Purposes Committee meeting held 19th April 2017 be approved as a correct record and signed by the Chair.

51 Consideration was given to the motion to exclude the public and press for any agenda items.

RESOLVED: that the public and press be allowed to stay in the meeting for all agenda items with the possible exception of agenda item 10.

52 Andrew Simpson, Yorkshire Ambulance Service, attended the meeting to give Members an update of the service in the Todmorden area.

Andrew Simpson provided an update on current provision and challenges in relation to the Yorkshire Ambulance Service.

A number of questions were raised by Members, including concerns over the retention of an adequate service in outlying areas and that there continue to be an ambulance base in Todmorden.

RESOLVED: that Andrew Simpson be thanked for his attendance and contribution to the meeting.

Correspondence:

53 Andrew Pitts
John Fielden Statue Relocation.

RESOLVED: that the correspondence be received and that the John Fielden Statue be put on the agenda of the next General Purposes meeting.

54 Society of Local Council Clerks
Membership Renewal

RESOLVED: that the membership be renewed at a cost of £225 to be paid for from the Subscriptions budget heading.

55 Todmorden Accident Prevention Council
Town Council Representative.

RESOLVED: that the correspondence be received.

56 Daisy Lee (Handmade Parade)
Lamplighter Festival 2017.

RESOLVED: i) that the correspondence be received.
ii) that Daisy Lee be invited to a future General Purposes Committee meeting.

Conclusion of Correspondence

BUDGET REVIEW, ANNUAL RETURN UPDATE AND ACCOUNTING PROCEDURE FOR TOWN MEETING

A Budget review was submitted showing expenditure since the last review of £22,877 leaving a balance on annual estimates of £130,698 (including the Estimate for the Administrative Assistant) and £6617 rolled over monies (including additional agreed rolled over monies as per General Purposes Committee meeting 19.04.17).

An update was provided in relation to the Annual Return. The Town Clerk informed the Committee that the Internal Auditor would be inspecting the documents on the 1st June 2017 and that the completed report would be taken to the Town Council for signing on the 21st June

2017, with the public consultation period taking place from the 23rd June for a period of six weeks.

An update was provided by the Clerk in relation to the accounting procedure at the Town Meeting including suggested changes.

RESOLVED: i) that the budget review be received.
ii) that the update on the Annual Return be received.
iii) that at future Annual Town Meetings the externally audited accounts be presented rather than unaudited financial figures.

58 AMENDMENT TO PETTY CASH MONTHLY FIGURE

The Town Clerk explained that having been agreed as per minute 68 of the General Purposes Committee of the 25th of May 2016 the petty cash monthly budget had temporarily been increased to £100 due to an increase in postage costs. This increase was only required for three months prior to the purchase of a franking machine.

RESOLVED: that the level of petty cash be returned to £75 per month as stated in the Council's Financial Regulations and that this be reviewed further as part of the proposed future wider review of the Standing Orders, Financial Regulations and Guide to Chairmanship.

59 COUNCIL PROTOCOL FOR SUB/ADVISORY COMMITTEES

A discussion took place around the Council's definitions of Working Groups, Advisory Committees and Sub Committees and the need for terms of reference for each of these entities.

RESOLVED: that this be discussed at the Council Training event on the 5th of July 2017.

60 REAPPOINTMENT OF STAFFING MATTERS SUB COMMITTEE

A discussion took place around the reappointment of the Staffing Matters Sub Committee.

RESOLVED: that the Staffing Matters Sub Committee and its previously appointed Members remain the same until such a time that its structure is amended as part of the wider proposed restructuring of the Council's Standing Orders and Committees or at the Annual Meeting of the Town Council 2018.

61 UPDATE ON FLOOD MONIES PAID INTO TOWN COUNCIL ACCOUNT.

The Town Clerk reported that £2298.22 had been received by the Council in flood donations since the Boxing Day 2015 floods.

RESOLVED: that the following resolution be taken to the Town Council:

i) that this funding remains in its own budgetary heading to be used for emergency purposes in relation to flooding and/or any other extreme catastrophe.

ii) that the six Todmorden Town Council Representatives acting as co-ordinators for emergency purposes, and as appointed at the Annual Meeting of the Town Council, may incur expenditure of up to £350 each in extreme emergency situations such as flooding or any other catastrophe. That this expenditure will be reimbursed upon presentation of receipts up to a total cost of £350 per Councillor.

iii) that the Councillors be mindful that this is a fund for future emergencies and can only be used when felt absolutely necessary in order to provide immediate relief and assistance to the citizens of Todmorden.

62

TRAINING BUDGET FOR TOWN COUNCIL STAFF.

The Town Clerk presented information and costings in relation to the Certificate in Local Council Administration (CilCA) including registration and workshop costs. It was noted that the staff training budget for the year 2016/17 had not been used for staff training purposes and that there was a staff training budget of £400 for the current financial year.

RESOLVED: i) that £800 be moved from balances to the Staff Training budget heading bringing the total budget to £1200.
ii) that the above funding be used for both the Town Clerk and Assistant Town Clerk to register for the CilCA qualification at a cost of £500 (2 x £250) and carry out the necessary workshops (when available reasonably nearby) at a cost of £600 (2 x £300) with an additional £100 book allowance.

63

TO CONSIDER MOTION MOVED ON NOTICE BY CLLR C POTTER

“Motion to implement the ordering of items of stationery, marketing materials and changes to documents, and website used by Todmorden Town Council to include the approved rebranding logo, and specifications for the use of said logo by recipients of Council support.”

RESOLVED: i) that the artwork in relation to the proposed billboard, compliments slips, grant form, Mayoral letterhead, business/contact card and Councillor badges be ordered up to a cost of £220 and to be paid for from the Corporate Image budget heading.
ii) that the printing costs are paid for out of the existing office stationery budget.

64

STATUS OF TODMORDEN TOWN HALL HEARING LOOP

A Member explained that this had been raised at the Todmorden Development Board and that there would be an update in time for the next General Purposes Committee meeting.

RESOLVED: that the letter be received.

65

COSTINGS FOR IT EQUIPMENT FOR ADDITIONAL MEMBER OF TOWN COUNCIL OFFICE STAFF

RESOLVED: that the IT equipment be ordered at a cost of £312.42 plus VAT and that it be paid for from the existing Office Equipment and IT budget heading.

66 UPDATE ON DEVELOPMENT OF TOWN COUNCIL'S PROPOSED NEW WEBSITE

The Town Clerk provided information in relation to the four quotes that had been received.

RESOLVED: that the website designer Pascal Bourguignon be invited to meet with Town Clerk and Cllrs R Brandwood, D Tremayne and D Wardell to discuss the website in more detail.

67 WALSDEN CRICKET CLUB AND LAND REGISTRY UPDATE

RESOLVED: that the land be voluntarily registered with the Land Registry at a cost of up to £40 to be paid from the Administration budget heading.

68 TO CONSIDER WRITING A LETTER OF THANKS TO FORMER COUNCILLOR DAVID O'NEIL.

RESOLVED: that a letter of thanks be written to former Cllr David O'Neil acknowledging his work and his contribution to the township over many years.

69 TO CONSIDER MOTION MOVED ON NOTICE BY CLLR M HOLMSTEDT

“Establishing a working party to consider the role of the Town Council in emergencies, including the future of the emergency committee”.

A discussion took place around the current status of the Emergency Committee and the Council's role in relation to this.

RESOLVED: that the Town Clerk research this issue and report back to the next General Purposes Committee meeting.

70 ANNUAL MEETING/MAYOR'S DAY 2018

The Town Clerk explained that unfortunately the Town Hall was not available on the 5th May 2018 and therefore the Annual Meeting of the Town Council had been moved to the 19th of May 2018.

RESOLVED: that the amended meeting list be approved.

71 PRESENT: Cllr C Potter (Town Mayor) Cllr D Tremayne, Chair.
Cllrs J Grieve, M Holmstedt, P Marrington, D Skelton, J Taylor and D Wardell.

Apologies were submitted from Cllr T Greenwood, M Hatfield, B Paramor and D Tattersall.

72 RESOLVED: that the Minutes of the Amenities Committee meeting held 26th April 2017 be approved as a correct record and signed by the Chair.

73 Consideration was given to the motion to exclude the public and press for any agenda items.

RESOLVED: that the public and press be allowed to stay in the meeting for all agenda items.

Correspondence:

Calderdale MBC

74 NONE RECEIVED

Additional Correspondence

75 **Rick Wilson of Olive Landscapes**
QUOTE FOR PROPOSED MAINTENANCE WORKS AT PATMOS GARDENS.

RESOLVED: i) that the Town Clerk should contact Calderdale MBC again, requesting a breakdown of the maintenance works carried out at the Town Council's four amenity land sites.
ii)) that the letter to Calderdale includes a request for information about any apprentices currently working in the grounds maintenance section of the borough Council
iii) that two further quotes for the works are obtained.

76 **Tree Charter Legacy**
PLANT A TREE CHARTER LEGACY TREE.

RESOLVED: i) that more information is brought back to the next Amenities Committee meeting.

77 **Laura Towler**
WALSDEN 2017 BONFIRE.

RESOLVED: i) that the group are asked to fill in a grant application form.
ii) that the group are given some guidance in relation to the types of organisations that can receive Town Council grants.

Grant Applications

78 **Todmorden Orchestra**

Cllrs D Skelton and M Holmstedt declared pecuniary interests and left the room for the duration of the item.

A Grant application was submitted for £3,000 for replacement of the current stage extension at the Town Hall.

Mr Moorhouse, Chair of Todmorden Orchestra, addressed the Committee and gave details about the need for and use of the grant.

A number of questions were raised by Members.

RESOLVED: that a grant of £3,000 be awarded towards the replacement of the stage extension from the Entertainment, Arts and Recreation budget heading for 2017/18.

79

Pennine Animal Welfare Society

A Grant application was submitted for £1,517 for a contribution towards an apprentice's wage and health and safety clothing.

Anne Mountfort addressed the Committee and gave details about the need for and use of the grant.

A number of questions were raised by Members.

RESOLVED: that a grant of £1,517 be awarded for a contribution towards the apprentice's wage and health and safety clothing to be granted from the 'Donations/Grants/Subscriptions' budget heading for 2017/18. The spend being a payment made in accordance with the Town Council's powers under Section 137 of the Local Government Act 1972, the expenditure of which, in the opinion of the Council, is in the interests of the area, or its inhabitants, and will benefit them in a manner commensurate with the expenditure.

80

Handmade Parade

A Grant application was submitted for £4,447 for the Lamplighter Festival and symposium 2017.

Kay King, Handmade Parade, gave details about the need for and use of the grant.

A number of questions were raised by Members.

RESOLVED: that a grant of £4,447 be awarded to the group for Lamplighter Festival 2017, from the Entertainment, Arts and Recreation budget heading for 2017/18.

REFUND OF TOWN HALL HIRE APPLICATIONS

81

i) Todmorden Orchestra – Orchestral Concert, 24th June 2017 – 14.5 hours – £715.67

Cllrs D Skelton and M Holmstedt declared pecuniary interests and left the room for the duration of the item

RESOLVED: that the above application be approved.

82

LETTERS OF THANKS/GRANT FEEDBACK REPORT FORMS

Letters of thanks and Grant Feedback Report forms were received from the following organisations:-

i) Todmorden Choral Society.

ii) Lamplighter Festival.

RESOLVED: that the correspondence be received.

Conclusion of Correspondence

83 BUDGET REVIEW

A Budget review was submitted showing expenditure of £32,015 from Annual estimates and £8695 from rolled over monies since the last review, with total expenditure to date of £40,710 leaving a balance on annual estimates of £88,685 and £25,758 in rolled over monies.

RESOLVED: i) that the Budget Review be received.

84 COUNCIL PROTOCOL FOR SUB/ADVISORY COMMITTEES

The Town Clerk explained to the Committee that terms of reference were now being agreed for all Advisory and Sub Committees and that the terms of reference would be produced in a standard format document.

RESOLVED: that the information be received.

85 TO CONSIDER MOTION MOVED ON NOTICE BY CLLR B PARAMOR

“To supply replacement bench at J E Homes, Rochdale Road, Walsden”.

RESOLVED: that the item be withdrawn as the bench had been recovered and renovation works carried out.

86 TOWN COUNCIL GRANT PROCEDURE IN RELATION TO LEGAL ENTITIES OF VOLUNATRY ORGANISATIONS.

A discussion took place regarding the grant procedure in relation to legal entities of voluntary organisations.

RESOLVED: i) that the following information should be included in the grant application form:

Type of Organisation

Bank Account Name

Constitution or Governing document

A sentence regarding the importance of accurate information

ii) that the Town Clerk bring the amended grant application form back to the next Amenities Committee meeting.

87

VALE LAND PROVISIONAL REFURBISHMENT COSTS.

An initial proposal document produced by Groundwork was tabled at the meeting outlining provisional costs for the refurbishment of the Vale Land site.

- RESOLVED:** i) that the Town Clerk establish the current status of the land including whether a planning application is required for change of use.
 ii) that, once the above is established, works can go ahead on the basis outlined in the Groundwork report with Groundwork acting as Project Managers for the design and tender process.
 iii) that the maximum budget be £14,000 and that this is to include all physical works and auxiliary costs.
 iiiii) that the money is allocated from the £10,000 Amenities Committee Development budget, earmarked for Vale Land, with an additional £4000 from the rolled over Amenities Committee Development budget previously earmarked for a potential Rose Street feasibility study.

88

UPPER LIMIT ON TOWN HALL HIRE REFUNDS

Cllrs D Skelton and M Holmstedt declared pecuniary interests and left the room for the duration of the item.

A brief discussion took place regarding the current limit of £600 and/or 26 hours per annum for Town Hall charge refund applications.

- RESOLVED:** i) that the upper limit for each application be increased from £600 to £750.
 ii) that the maximum amount of hours per year be increased from 26 to 45 hours.

89

WHEELS PARK UPDATE

The Town Clerk gave a brief report, updating the Committee on the Wheels Park. It was explained that the outstanding issues in relation to insurance had now been resolved and that the lease was ready for signing. Calderdale MBC had informed the Clerk that the only outstanding issue was now the Deed of Covenant with the Environment Agency. The Town Council's solicitor has agreed to look at this at no additional cost.

RESOLVED: that the verbal report be received

90

CHEQUES FOR SIGNATURE

There were six cheques presented for signature totalling to the sum of £2,295.15

RESOLVED: that the cheques and supporting list be signed in accordance with Council procedures.

DEVELOPMENT COMMITTEE
Minutes of a meeting held Wednesday, 7th June 2017

91 PRESENT: Cllr C Potter, Town Mayor, Cllr M Hatfield, Chair
Cllrs J Battye, S Booth, M Carrigan, J Grieve, A. Hollis, and P Marrington.

There were no apologies submitted.

92

VISIT OF JOHN O'GRADY, NORTHERN, AT THE REQUEST OF THE COMMITTEE

Mr O'Grady, Regional Stakeholder Manager, delivered a PowerPoint presentation to the Committee covering recent and proposed investment in refurbishment of existing fleet, investment in new trains to be in service by 2020, investment in stations including free WiFi, waiting room refurbishments, Help Points, CCTV and signage, incremental improvements, commitment to the served communities, modernising retail, safety and the Northern Connect service – a new, fast inter-urban area service.

Following discussion, Members raised many questions including why Hebden Bridge would apparently get more Connect services than Todmorden; seat reservations and buying tickets online. Disability access at Todmorden station was also raised, however, it was noted that this was outside the remit of Northern, and remains the responsibility of Network Rail. Mr O'Grady advised that he believed Network Rail Executives were committed to transforming stations into fit for purpose, and suggested making contact in this respect.

Mr O'Grady agreed to forward a copy of the presentation to the Clerk for circulation to Members.

RESOLVED: that Mr O'Grady be thanked for his attendance and contribution to the meeting.

93

VISIT OF RICHARD HALL, POST OFFICE, AT THE REQUEST OF THE COMMITTEE

The Chair introduced Mr Hall, External Affairs Manager, and briefly reviewed the situation as the Committee understood it, in that there was still no decision from the Royal Mail in relation to the Rise Lane Sorting office, but that there was an arrangement between the Post Office and Royal Mail that items could be left at the Post Office as a collection point. Concern was expressed that the Post Office itself was going through a re-structuring process.

Mr Hall confirmed that the Post Office was undertaking an investment programme across the country, and that there was currently no closure programme planned as they wished to keep the branch network at its current size. He confirmed that they were geared up to take items for collection should the Sorting Office re-locate, and this would provide an additional income for the Postmaster, and increase footfall.

Members asked many questions including whether delivering items to less mobile residents would still be an option; banking facilities for smaller accounts such as voluntary organisations, and day to day transactions. The social element of the Post Office as a friendly and safe place was also discussed.

RESOLVED: that Mr Hall be thanked for his attendance and contribution to the meeting.

94

DELEGATED MATTERS Plans and Decisions

RESOLVED: that Planning Applications, **17/20070/TPO, 17/00573/HSE, 17/00477/FUL, 17/00492/CON, 17/20063/TPO, and 17/20076/TPO** be recommended for **APPROVAL** .

95 RESOLVED: that Planning Application **17/00109/FUL** be recommended for **APPROVAL** subject to all legal and moral requirements being fully met, and the use of permeable materials.

96 RESOLVED: that Planning Application **17/00549/FUL** be recommended for **APPROVAL** subject to a land stability survey, the recommendations of the Highways and Ecology Officers, and the use of permeable materials.

97 RESOLVED: that Planning Application **17/00478/FUL** be recommended for **APPROVAL** subject to design and materials used being sympathetic to the original building, and also subject to the use of permeable surfaces.

98 RESOLVED: that Planning Application **17/00596/HSE** be recommended for **APPROVAL** subject to design and materials used being sympathetic to the original building, and also subject to the use of permeable surfaces.

99 RESOLVED: that Planning Application **17/01432/OUT** be recommended for **APPROVAL** in **principal, and subject to** the flats being built to 3 storeys as opposed to 4 storeys in height to avoid overshadowing issues, and also subject to the use of permeable surfaces.

100 RESOLVED: that Planning Application **17/00615/FUL** be recommended for **APPROVAL** subject to the satisfaction of the Conservation Officer.

101 RESOLVED: that Planning Application **17/00234/FUL – Land East of 714 Burnley Road, Todmorden – Residential development of three dwellings** - be recommended for **REFUSAL** on the grounds of over-intensification.

Cllr C Potter (Town Mayor) and Cllrs A Hollis, and declared a personal interest in Planning Application 17/00477/FUL.

Conclusion of Delegated Matters

Correspondence

102 Calderdale MBC Planning Services CALDERDALE LOCAL PLAN – RESPONSE

A correspondence was submitted in response to the Committee's enquiry, advising that the General Election had delayed formal consideration by Cabinet of the draft Local Plan. It was noted that the formal consultation would be released in early/mid July 2017, and that Todmorden would be informed when this happened.

Members expressed concern over the length, and timing of the consultation period.

RESOLVED: that a reply be sent asking Calderdale to ensure that some part of the consultation period be outside the school holidays.

103 Calderdale MBC Highways & Transportation

REVIEW OF PARKING CHARGES

A correspondence was submitted advising that following the outcome of the Cabinet Report in December 2016, further plans were now in place to begin formal consultation on the items agreed in the Report. Representations or objections should be forwarded to Calderdale Council in writing by 16th June 2017.

Members noted that in the final phase, focus would be on the implementation of Pay and Display charges in Brighouse and Hebden Bridge, and also in 8 district car parks, currently free of charge. Questions were raised as to whether any of the 8 currently free of charge car parks included any in Todmorden, and if so, whether these might become Pay and Display in the future.

RESOLVED: that a reply be sent requesting clarification, as above.

104 Community Transport Calderdale UPDATE ON LOTTERY FUNDING FOR SERVICE

A correspondence was submitted advising that the Community Car Transport Service had been awaiting news regarding a funding bid. It was announced that they had been awarded a further three years funding to continue the Community Car Service.

RESOLVED: that the correspondence be received.

105 Bell Ingram COMMONS ACT 2006 – SECTION 38

A letter was submitted advising that United Utilities were applying for consent to undertake works on Blackstone Common under Section 38 of the Commons Act 2006. Objections or representations about the proposal should be sent to the Planning Inspectorate by the closing date specified in the Notice.

RESOLVED: that the correspondence be received.

106 West Yorkshire Combined Authority BUS SERVICES IN BACUP

A correspondence was received in response to the Committee's enquiry. It was noted that the timetable currently being operated on the Todmorden town services contract fully utilised the resources available. Unfortunately, due to budget cuts, no additional money was available to fund an additional bus to operate to Bacup.

RESOLVED: that a further letter be sent to WYCA, attaching a copy of the Town Council's original letter, stating that they did not appear to answer the question that asked about whether it would be possible, when re-tendering for the Lumbutts contract, to incorporate the Bacup Service next time.

107 Calderdale MBC Highways and Engineering HOLE IN PAVEMENT OPPOSITE GRANDMA POLLARDS

A correspondence was received in response to the Town Council's letter advising that inspectors had now visited the site and discovered that the problem was a broken BT cover. The matter was reported to BT as an emergency, and the cover had now been repaired.

RESOLVED: that the correspondence be received.

Conclusion of Correspondence

108 CORRESPONDENCE RECEIVED IN RESPECT OF PLANNING APPLICATIONS PREVIOUSLY CONSIDERED.

None received.

109 ROSE STREET / POLLINATION STREET WORKING PARTY – UPDATE

RESOLVED: that there was currently no further update.

110 NEIGHBOURHOOD PLAN - QUOTE FOR DISABILITY FOCUS GROUP WORKSHOP

A quotation was received from IntegreatPlus to run a half-day workshop specifically aimed at people in Todmorden who had found it difficult to attend a number of community consultation sessions and workshops in relation to the above.

RESOLVED: that the proposed workshop go ahead, based on the quotation received, with an additional allocation of £35.00 to cover the cost of room hire, and light refreshments.

111 MINUTES OF THE NEIGHBOURHOOD PLAN STEERING GROUP MEETING HELD 18TH MAY 2017

RESOLVED: that the minutes be accepted, apart from the date for the Visioning Workshop. The Chair to liaise with the Admin Assistant with regard to re-arranging the date.

112 FOOTPATHS AND OBSTRUCTIONS

RESOLVED: there were no new footpaths and obstructions.

113 CHEQUES FOR SIGNATURE

There were 9 cheques presented for signature to the value of £5,301.27

RESOLVED: that the cheques be signed in accordance with Council procedures.
