



## ANNUAL TOWN COUNCIL MEETING

**Held on:** Tuesday 9<sup>th</sup> May 2017 at 7.06pm

**Held at:** St Mary's Community Centre, Church Lane, Mirfield.

**Councillors Present:**

S Guy, P Blakeley, V Lees-Hamilton, J Hirst, D Pinder, J Nottingham, K Sibbald, K Taylor, M Ibberson, M Burton, C Walker, P Tolson, S Benson

**Councillors Absent:**

A Burton, J Taylor, M Bolt

**In attendance:**

Clerk	L Staggs
Public	None
Press	None

### MINUTES

MTC1/2017	<b><u>CHAIRMAN'S WELCOME</u></b> Cllr Guy welcomed everyone in attendance to the Annual Council Meeting. Cllr Guy thanked Cllrs for their attendance and referred to his Mayors report included in the Annual Report. He thanked the Clerk for a fantastic job over the past year and in producing accurate and concise minutes in a timely manner.
MTC2/2017	<b><u>ELECTION OF NEW CHAIRMAN:</u></b> 1. Election <b><u>Cllr V Lees-Hamilton Proposed Cllr Paul Blakeley</u></b> <b><u>Seconded: Cllr Sibbald</u></b> <b><u>Vote: All in favour</u></b> 2. To read & Sign the Declaration of Acceptance of Office of Chairman - Cllr Blakeley read aloud the Declaration of Acceptance and signed the register for the position of Chairman. 3. To nominate their charity/charities for the year - Chairman Cllr Blakeley nominated Northorpe Child & Family Trust.
MTC3/2017	<b><u>COUNCIL TO GIVE THANKS TO THE DISCHARGING MAYOR</u></b> Cllrs Blakeley & Lees-Hamilton gave thanks to the discharging Mayor Cllr Guy. Cllr Blakeley thanked Cllr Guy for his hard work over the past year. Cllr Lees-Hamilton thanked Cllr Guy, stating that it is not an easy role and that he has represented the Town Council and Town internationally. Cllr Lees-Hamilton also thanked Cllr Guy for a fantastic Civic Service.
MTC4/2017	<b><u>ELECTION OF THE DEPUTY CHAIRMAN:</u></b> <b><u>Cllr Lees-Hamilton Proposed Cllr Martin Ibberson</u></b>

	<p><b>Seconded: Cllr Sibbald</b>  <b>Vote: All in favour.</b> Motion carried, Cllr Martin Ibberson was elected as the new Deputy Chairman.</p>
MTC5/2017	<p><b><u>APOLOGIES FOR ABSENCE</u></b>  To receive apologies and approve reasons for absence (Members are reminded that apologies should be sent to the Clerk or Chairman if they are unable to attend).  <b>Cllrs:</b> A Burton, J Taylor, M Bolt</p>
MTC6/2017	<p><b><u>DECLARATION OF INTEREST</u></b>  Members to declare interests if applicable to any item on the agenda.  Cllr Taylor declared an interest in MTC12/2017 20 Grove St 2017/91384  Cllr Ibberson declared an interest in MTC12/2017 11 The Clough 2017/91245</p>
MTC7/2017	<p><b><u>MEETINGS 2017/2018</u></b>  Set the dates, times and place of meetings of the council for the year.  A list was circulated prior to the meeting and agreed at the meeting.</p> <p><b>PROPOSED: Cllr V Lees-Hamilton</b>  <b>SECONDED: Cllr D Pinder</b>  <b>VOTE: All in favour</b></p> <p><b>Action:</b> Clerk to upload to the website.</p>
MTC8/2017	<p><b><u>OUTSIDE BODIES:</u></b> To appoint members.  A list of Outside Bodies was circulated prior to the meeting  Cllr Lees-Hamilton <b>Proposed</b> to accept the list of Cllrs appointed to outside bodies, regarding the 2 vacancies, to invite Mirfield Community Trust &amp; Mirfield Community Centre Committee to a meeting of council &amp; ask the 2 groups if they still require a Cllrs attendance Cllr Pinder <b>Seconded Vote: All in favour</b>  <b>Action:</b> Clerk to contact the 2 community groups.</p>
MTC9/2017	<p><b><u>REVIEW AND ADOPTION OF APPROPRIATE POLICIES:</u></b>  Updated policies were circulated prior to the meeting</p> <ol style="list-style-type: none"> <li>1. Effectiveness of system of the internal auditor – Cllr Lees-Hamilton <b>Proposed</b> to adopt the updated policy Cllr Guy <b>Seconded Vote: All in favour</b></li> <li>2. Complaints Procedure – On recommendation from the Clerk Cllr Sibbald <b>Proposed</b> to adopt the NALC model Complaints Procedure Cllr Tolson <b>Seconded Vote: All in favour</b></li> <li>3. Internal Audit Review: <ol style="list-style-type: none"> <li>i. System of Internal Control – Cllr Lees-Hamilton <b>Proposed</b> to adopt the updated policy Cllr Sibbald <b>Seconded Vote: All in favour</b></li> <li>ii. Risk Management – Cllr Lees-Hamilton <b>Proposed</b> to adopt the updated policy Cllr Sibbald <b>Seconded Vote: All in favour</b></li> </ol> </li> </ol>
MTC10/2017	<p><b><u>CONFIRMATION OF MINUTES:</u></b>  To approve the minutes of the ordinary meeting of 25<sup>th</sup> April 2017 as a true and correct record including payments of <b>£4137.98</b>  Cllr Sibbald <b>Proposed</b> the minutes were a true and correct record Cllr Guy <b>Seconded Vote: All in favour</b>  <b>7.20pm Cllr Benson arrives</b></p>
MTC11/2017	<p><b><u>MATTERS ARISING FROM THE MINUTES:</u></b>  To receive information on the following ongoing issues and decide further action where necessary</p> <ol style="list-style-type: none"> <li>1. To receive from Cllr Bolt on the progression of the Neighbourhood Plan by the steering group and receive information from the Clerk regarding recently</li> </ol>

	<p>approved Terms of Reference from Kirklees – Clerk had circulated the email from Kirklees regarding amendments prior to the meeting. Defer to next meeting as Cllr Bolt absent.</p> <ol style="list-style-type: none"> <li>2. To receive an update from the Clerk on Woodland Trust Tree Planting Kit – Clerk reports that she has had a confirmation email that MTC has been successful in its application and the pack will be dispatched in November.</li> <li>3. To receive an update from Cllr Guy on the survey recently conducted on Mirfield Public Toilets, discuss any feedback available to decide further action – Cllr Guy circulates copies of the survey to Cllrs. Due to amount of data and responses (319 survey monkey 50+ paper) defer to next meeting.</li> <li>4. To receive an update from Cllr Benson and feedback from the schools and report on the progress of the feasibility study, identification of a ‘champion’ from the school to work on this and to identify the potential number of pupils who would use those footpaths – No update, keep on agenda</li> <li>5. To decide on a course of action following advice from YLCA regarding possible engagement of a Community Warden – Advice from YLCA circulated prior to the meeting and Cllr Blakeley reads aloud to Cllrs. Cllr Lees-Hamilton <b>Proposed</b> that the 3 Ward Cllrs investigate the possibility of devolution of powers from Kirklees and look at applying to the New Homes Bonus to sustain a Community Warden not from Section 137 monies Cllr Pinder <b>Seconded Vote: All in favour</b></li> <li>6. To receive an update from the Clerk on the quotation for Solicitors fees regarding Mirfield Memorial Park – Clerk reports that she has been corresponding with Tim Gregory from Ramsdens and provided him with relevant details. She reports that a map of the location is required to check with land registry. Clerk to send map to Ramsdens.</li> <li>7. To decide on a course of action following PROW presentation and receipt of outstanding PROW maps from Kirklees – Clerk had circulated PROW maps prior to the meeting. Cllr Lees-Hamilton <b>Proposed</b> that Cllrs walk the PROW maps in their ward and report back Cllr Pinder <b>Seconded Vote: All in favour</b></li> </ol> <p><b>7.30pm Cllr Walker leaves</b></p>
MTC12/2017	<p><b><u>PLANNING:</u></b></p> <ol style="list-style-type: none"> <li>1. To consider planning applications received from Kirklees Council. <ul style="list-style-type: none"> <li>2017/91298 – <b>Noted</b></li> <li>2017/91287 – <b>Noted</b></li> <li>2017/91313 – <b>Noted</b></li> <li>2017/91245 – <b>Noted (Cllr Ibberson declared an interest)</b></li> <li>2017/91355 – <b>Noted</b></li> <li>2017/91322 – <b>Noted</b></li> <li>2017/91384 – 20 Grove Street <b>(Cllr Taylor declared an interest)</b> Cllr Benson reports that he has had objections from several residents. Cllrs discuss the application and Cllr Taylor reports that a previous application was refused. Cllr Lees-Hamilton <b>Proposed</b> to send an objection to Kirklees on the grounds of: Highway safety during &amp; after build, overbearing, over-intensification of site, detrimental to living amenity, overshadowing surrounding properties, overlooking &amp; intrusive to surrounding properties, flood risk (frugal flood), traffic disruption to highways and non-compliant BE12 &amp; BE14 Cllr Benson <b>Seconded Vote: All in favour</b></li> <li>2017/91163 – Cllr Lees-Hamilton <b>Proposed</b> to inform Kirklees that MTC are happy to support this great application Cllr Burton <b>Seconded Vote: All in favour</b></li> </ul> </li> </ol>

	<p>2017/91393 – Noted</p> <p>2. To consider planning decision notifications from Kirklees Council. <b>No Comments/Noted</b></p> <p>3. To consider potential controversial applications: <b>None</b></p> <p>4. To consider the reply from Kirklees regarding Consultations on Preapplication discussions and agree a course of action – Email from Kirklees regarding Consultations on Preapplication discussion was circulated prior to the meeting. Cllrs discussed, stating that the email was not in the spirit of devolution as proposed by the leader of the council. Cllr Lees-Hamilton <b>Proposed</b> to reply to Kirklees stating MTC is the first consultative body for Mirfield residents and is concerned that the partnership between MTC and Kirklees is not working and would like clarity on why the leader of Kirklees has had meetings with Town Mayors regarding devolution but Town/Parish Councils are still not being treated as a working partnership in these matters Cllr Benson <b>Seconded Vote: All in favour</b></p>	
<b>MTC13/2017</b>	<p><b><u>INTERNAL MATTERS:</u></b></p> <p>To receive information on the following items and decide any action where necessary.</p> <p>1. To appoint Internal Auditor for 2016/2017 2nd Audit – Cllr Guy <b>Proposed</b> the Clerk appoints Yorkshire Internal Audit Services for 2016/17 2nd Audit Cllr Lees-Hamilton <b>Seconded Vote: All in favour</b></p> <p>2. To receive a report from the Clerk on 2016/2017 approved grants and decide a course of action regarding update on approved grants – Cllr Pinder <b>Proposed</b> that on receipt of a grant application the Clerk reiterates to the applicant that if approved they must send confirmation that the grant has been used as per their application or send an update by way of a small presentation Cllr Blakeley <b>Seconded Vote: All in favour</b></p>	
<b>MTC14/2017</b>	<p><b><u>CORRESPONDENCE:</u></b></p> <p>To receive the following items of correspondence and decide any action where necessary.</p> <p>1. NALC Legal Briefing - <b>Noted</b></p> <p>2. HTF Annual Conference – <b>Noted</b></p> <p>3. PROW Forum – <b>Noted</b></p> <p>4. YLCA Good Councillor Guides – <b>Noted</b></p>	
<b>MTC15/2017</b>	<p><b><u>MATTERS FOR REPORT AND INFORMATION:</u></b></p> <p>Members wishing to raise items under this heading should consult the Chairman prior to the meeting.</p> <p>Cllr Lees-Hamilton reports that a Recorded Delivery letter had been returned to a resident and states the MTC needs to look at storage for the items still in the office and a contact address. Cllr Benson reports he is looking at website building. Cllr Pinder reports that Kirklees are looking at planning a cycle track in Ladywood although no request has been made by the cyclists. He reports Mirfield Community Partnership has received £6500 grant from Co-op Community Fund. Cllr Guy reports he is hosting an evening at Old Colonial 8.00pm 12/5/17 as a finale for his year as Mayor.</p>	
<b>MTC16/2017</b>	<p><b><u>THE DATE OF THE NEXT FULL COUNCIL MEETING:</u></b></p> <p>Tuesday 23<sup>rd</sup> May 2017 Time Meeting Closed: .....8.10pm.....</p>	