



ANNUAL TOWN COUNCIL MEETING

Held on: Wednesday 4th May 2022 at 7.01pm at the rising of the Annual Town Meeting

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

Councillors Present:

M Bolt, V Lees-Hamilton, S Guy, J Hirst, J Nottingham, Keith Taylor, P Tolson, M Brown, S Naisbett, J Roberts, M Connell, M Sullivan, C Mallinson

Councillors Absent:

M Burton, Kath Taylor, J Hinchliffe

In attendance:

Clerk	L Staggs
Public	1 resident
Press	None

MINUTES

MTC1/2022	<u>CHAIRMAN'S WELCOME</u> Cllr Bolt welcomed everyone in attendance to the Annual Council Meeting.
MTC2/2022	<u>ELECTION OF NEW CHAIRMAN:</u> 1. Election <u>Cllr M Bolt Proposed</u> Cllr V Lees-Hamilton Seconded: Cllr Guy Vote: All in favour 2. To read & Sign the Declaration of Acceptance of Office of Chairman - Cllr Lees-Hamilton 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 Lees-Hamilton asked to defer the item.
MTC3/2022	<u>COUNCIL TO GIVE THANKS TO THE DISCHARGING MAYOR</u> Cllr Lees-Hamilton thanked Cllr Bolt for maintaining the council and keeping things together especially in the 2 years of lockdowns and Covid. She also thanked the Clerk for her support over the past few years in challenging times. She extended thanks to all the Councillors for their help. Cllr Lees-Hamilton Proposed a vote of thanks for Cllr Bolt Cllr Tolson Seconded Vote: All in favour
MTC4/2022	<u>ELECTION OF THE DEPUTY CHAIRMAN:</u> <u>Cllr Lees-Hamilton Proposed</u> Cllr Connell as Deputy Mayor Seconded: Cllr Tolson & Cllr Bolt Vote: All in favour. Motion carried Cllr Connell was elected as Deputy Chairman.
MTC5/2022	<u>APOLOGIES FOR ABSENCE</u>

	<p>Councillors are reminded that apologies should be sent to the Clerk or Chairman for approval.</p> <ol style="list-style-type: none"> 1. To receive apologies - Cllrs Burton, K Taylor & J Hinchliffe have approved leave of absence Cllr Lees-Hamilton Proposed to uphold the leave of absence for the Cllrs, Cllr Guy Seconded Vote: All in favour 2. To approve reasons for absence - Cllr Lees-Hamilton Proposed to approve the reasons for absence Cllr Guy Seconded Vote: All in favour
MTC6/2022	<p><u>DECLARATION OF INTEREST</u></p> <p>To receive any declarations of interest to any item on the agenda including pecuniary interests whether they have been declared under the Council's Code of Conduct or Members Register of Pecuniary Interests.</p> <p>Cllr Sullivan declared a Pecuniary Interest as Treasurer of MAGS Cllr Brown declared an other interest as a member of MAGS Cllr Guy declared an other interest in Mirfield Library</p>
MTC7/2022	<p><u>MEETINGS 2022/2023</u></p> <p>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>PROPOSED: Cllr Bolt SECONDED: Cllr Brown VOTE: All in favour</p>
MTC/8/2022	<p><u>OUTSIDE BODIES:</u> To appoint members. A list of Outside Bodies was circulated prior to the meeting</p> <p>Kirklees PROW - Clerk to write to CEO Kirklees stating MTC is dissatisfied that they have failed to engage the public even through virtual meetings and ask how much value the PROW has Proposed by Cllr Bolt Seconded Cllr Nottingham Vote: All in favour</p> <p>It was resolved that the following appointments be made to Outside Bodies: YLCA – Cllr S Naisbett & Cllr J Roberts National Mining Museum – Clerk to write and ask if they still require representation Mirfield Community Centre – Cllrs agree that due to the uncertainty of Gilder Hall it is prudent to still have a councillor appointed, in addition MTC provided a £20K grant to set up the facility originally. Clerk to ask that an invitation is circulated to MTC for their meetings. Cllr Naisbett appointed. Mirfield Community Trust – As above Royal British Legion – Cllr P Tolson, Cllr M Connell & Cllr J Roberts Mirfield Allotments & Garden Society – It was agreed to remove this from Outside Bodies. Clerk to remain the point of contact and any decisions to be made by Full Council Kirklees Community Hubs – Cllr John Nottingham to remain Neighbourhood Plan – Not much engagement from the consultant to progress this. Cllr Bolt & Cllr Tolson to remain Armistice Committee – It was agreed to delete this as the original Terms of Reference related to 2018 and no meetings have been held for several months. Clerk confirms the budget heading has been removed and replaced with Civic & Cultural Events. Cllrs to send ideas for Terms of Reference for Civic & Cultural Committee. Cllr Guy stated that RBL & groups etc will need to meet to discuss Remembrance parade as it is a civic event not RBL event. Mirfield In Bloom – Add to outside bodies - Cllr Naisbett</p>

	Action: Cllrs to send reports to the Clerk for her to circulate.
MTC9/2022	<p><u>REVIEW AND ADOPTION OF APPROPRIATE POLICIES:</u> The policies were circulated and reviewed at the Full Council meeting 20th April 2022. The amendments to the policies were agreed and resolved. To adopt the following policies:</p> <ol style="list-style-type: none"> 1. Effectiveness of system of the internal auditor 2. Complaints Procedure 3. Internal Audit Annual Review: <ol style="list-style-type: none"> i. System of Internal Control ii. Risk Management 4. Code of Conduct 5. Standing Orders 6. Financial Regulations 7. Complaints Policy 8. Recording Policy 9. Role of Town Councillor 10. Safeguarding Policy 11. Grant Criteria Policy 12. Civic Protocols & Role of Chairman/Town Mayor 13. Data Protection Policy 14. Privacy Policy Public & Staff 15. Security Incident Policy <p>Cllr Bolt Proposed to adopt policies 1-15 en bloc Cllr Connell Seconded Vote: All in favour</p>
MTC10/2022	<p><u>CONFIRMATION OF MINUTES:</u> To approve the minutes of the ordinary meeting of 20th April 2022 as a true and correct record including payments of £1926.00 Cllr Bolt Proposed the minutes were a true and correct record Cllr Naisbett Seconded Vote: 11 in favour Cllrs Guy & Brown abstained.</p>
MTC11/2022	<p><u>MATTERS ARISING FROM THE MINUTES:</u> To receive information on the following ongoing issues and decide further action where necessary</p> <ol style="list-style-type: none"> 1. To receive an update on Mirfield Library and agree any action necessary – Clerk reports that an update will hopefully be given at the next meeting. Cllrs concerned at the markings on the ground around the library that are for City Fibre internet. Cllrs concerned that if they dig the Memorial Garden up that it is put back to previous heritage state. Cllr Bolt Proposed Clerk email Kirklees who the contact is for City Fibre and then request a consultation with them and MTC Cllr Connell Seconded Vote: All in favour 2. To receive an update from Clerk Eastthorpe Gardens and agree any action necessary – Clerk updates Cllrs on her meeting at Eastthorpe Gardens with Able Gardens, Creative Hub and MIB. Cllr Guy states he is concerned that MIB may be carrying out duties that Kirklees should be doing. Cllrs are concerned as to who gave the approval for MIB to install the planter in the middle of the library Memorial Garden. Cllr Bolt reports that there is a lack of communication from Kirklees with groups and MTC. He reports that the tree work at Battyeford was to cost several thousand pounds and that an officer had agreed to do this work, but it has not been done. Cllrs discuss the 99-year lease with Leeds diocese for Eastthorpe Gardens and the possibility of surrendering the lease as discussed in previous years. Cllr Bolt Proposed Clerk contact Leeds Diocese & St Pauls to look at surrendering the lease due to the change in circumstances at the church & people who seem to be

involved in the gardens other than MTC Cllr Lees-Hamilton **Seconded Vote: All in favour** Cllr Tolson states there is the possible sale of St Pauls to consider. Cllr Mallinson agrees to contact the diocese as he has a contact there.

- To receive an update from Cllr Connell & Naisbett on lamppost survey – Cllr Connell reports that the spreadsheet of the lampposts will be ready for the next meeting.

7.55pm Cllr Lees-Hamilton calls a comfort break. 8.05pm council resumes.

- To receive an update from the Clerk on the Riverside Project and agree any action necessary – Clerk gives an update on the completed area at Lowlands. Cllr Bolt states that in 2019 he met with Kirklees officers who agreed to do the necessary work at Battyeford but this is still not done. Cllr Bolt **Proposed** MTC inform Kirklees that if the work is still to go ahead, MTC can appoint the contractor they have used and re-charge the cost to Kirklees Cllr Roberts **Seconded Vote: All in favour** Cllr Bolt reports on a visit to the Waste Water Treatment Centre with local MP and updates Cllrs on the process, he states he received a full tour but not a full explanation. MTC need to continue with the Riverside Project to full fruition.

MTC12/2022

FINANCE:

To approve the following accounts for payment.

MAY		
Payee	Description	Amount
Trinity Methodist	April Room Hire	£ 60.00
Cutting Edge	Riverside Project	£ 6000.00
Zoom	May Zoom Pro	£ 14.39
Able gardens	May Maintenance	£ 90.00
TOTAL		£ 1434.09

Cllr Bolt **Proposed** items 1,2, 4 & 5 en bloc but omit item 3 as the consultant has not discharged his responsibilities Cllr Tolson **Seconded Vote: All in favour** Cllr Sullivan to check out alternative free virtual meeting options.

MTC13/2022

INTERNAL MATTERS:

To receive information on the following items and decide any action where necessary.

- To appoint Internal Auditor for 2nd visit and completion of Audit Thursday 9th June – Cllr Lees-Hamilton **Proposed** to appoint Yorkshire Internal Audit Services for the 2nd and final audit visit Cllr Bolt **Seconded Vote: All in favour**
- To receive an update and review previous decisions on the Decisions Summary - Circulated prior to the meeting. – Cllrs discuss and agree the following:
 - Remove MTC120/18 First Aid Training – Cllr Guy looking into Defib training
 - MTC140/19 Sporting Honours Board Review Criteria
 - MTC140/19 Lamppost Banners – See above
 - MTC206/19 Youth Council Leave on Cllr Lees-Hamilton not had any feedback to date
 - Remove MTC272/19 Environment Agenda – Dealt with at Full Council
 - Remove MTC286/19 Riverside Project – Dealt with at Full Council
 - Remove MTC303/19 Mirfield Market – Lack of interest locally

	<ul style="list-style-type: none"> • MTC338/19 Mirfield Remembers Website – Cllr Mallinson reports there is a policy to go through to try retrieve lost domains, will liaise with Clerk. Resolved Clerk delegated to deal with this in interim • MTC347/19 Platinum Jubilee – Cllr Bolt to pick up with Kirklees planting of Jubilee tree in Ings Grove Park <p>3. To discuss and agree Mirfield Matters Portfolio Members – Cllrs discuss the Portfolio members and agree the following:</p> <ul style="list-style-type: none"> • Cllr Tolson to be added to Leisure • Cllr Keith Taylor added to Transport • Cllr Sullivan added to Information & Communication • All other Cllrs remain in current portfolios <p>Cllr Bolt reported that Mirfield are the fore runners in the Kirklees plan for leisure facilities and parks. Action: Invite Kirklees to a meeting to explain to MTC how the master plan will work.</p> <p>Clerk reminds Cllrs that they were to nominate 5 benches, 1 per ward, for the Jubilee. However, no nominations have been received and now the delivery will be later than the Jubilee date. Cllr Bolt Proposed ward councillors liaise with each other and send nominations to the Clerk no later than close of business Wednesday 11th May Cllr Lees-Hamilton Seconded Vote: All in favour</p>
MTC14/2022	<p><u>COMMUNITY:</u></p> <p>To receive an update/discuss/note on the following items</p> <ol style="list-style-type: none"> 1. To discuss and agree Street Naming Land adjacent 106 Leeds Rd, Mirfield, WF14 0JE erection of 14 dwellings – Cllr Bolt reports he has been in contact with Kirklees and had suggested Jubilee, Falklands, geography of the area and that the land had previously been used for allotments. The suggestion from the builder is Jubilee Gardens. Cllr Bolt Proposed to accept the name of Jubilee Gardens, having the reference of the 2022 Jubilee and the previous land used as allotments Cllr Lees-Hamilton Seconded Vote: All in favour <p>Cllr Bolt suggested Cllrs think of names for the new development on Granny Lane in advance.</p>
MTC15/2022	<p><u>THE DATE OF THE NEXT FULL COUNCIL MEETING:</u></p> <p>Wednesday 18th May 2022</p> <p>Time Meeting Closed:8.41pm.....</p>