



# ANNUAL TOWN COUNCIL MEETING

**Held on:** Wednesday 1<sup>st</sup> May 2024 at 7.30pm

**Held at:** Trinity Methodist Church, Trinity Street, Mirfield.

**Councillors Present:**

V Lees-Hamilton, M Connell, S Naisbett, S Guy, J Hirst, P Tolson, M Brown, J Roberts, M Sullivan, M Bolt, D Hirst, M Hamilton, B Harrison, I Ali, I Ali

**Councillors Absent:**

None

**In attendance:**

Clerk L Staggs

Public Member British Legion, Members MAGS, Members Rotary Club

Press None

## MINUTES

MTC1/2024	<p><b><u>CHAIRMAN'S WELCOME</u></b> The Chairman Cllr Connell welcomed Cllrs and members of the public to the 3<sup>rd</sup> meeting of the night.</p>
MTC2/2024	<p><b><u>ELECTION OF NEW CHAIRMAN:</u></b></p> <ol style="list-style-type: none"> <li>Election  <b>Cllr M Bolt Proposed</b> Cllr S Naisbett  <b>Seconded: Cllr V Lees-Hamilton</b>  <b>Vote: All in favour</b> Motion carried Cllr Naisbett elected as Chairman</li> <li>To read &amp; Sign the Declaration of Acceptance of Office of Chairman - Cllr Naisbett read aloud the Declaration of Acceptance of Office and agreed to abide by the Mayoral Policy &amp; Protocols and signed the register for the position of Chairman.</li> <li>To nominate their charity/charities for the year – Trinity Children's Centre</li> </ol>
MTC3/2024	<p><b><u>COUNCIL TO GIVE THANKS TO THE DISCHARGING MAYOR</u></b> Cllr Naisbett thanked Cllr Connell for his year as Mayor. Cllr Bolt <b>Proposed</b> a vote of thanks to Cllr Connell and his consort Cllr Guy <b>Seconded</b> <b>Vote: All in favour</b></p>
MTC4/2024	<p><b><u>ELECTION OF THE DEPUTY CHAIRMAN:</u></b> <b>Cllr Naisbett Proposed</b> Cllr Lees-Hamilton &amp; Cllr Bolt as joint Deputy Chairman/Mayor  <b>Seconded: Cllr Harrison</b>  <b>Vote: All in favour.</b> Motion carried Cllr Lees-Hamilton &amp; Cllr Bolt were elected as Joint Deputy Chairman.</p>
MTC5/2024	<p><b><u>APOLOGIES FOR ABSENCE</u></b> Councillors are reminded that apologies should be sent to the Clerk or Chairman for</p>

	<p><b>approval.</b></p> <ol style="list-style-type: none"> <li>To receive apologies - <b>None</b></li> <li>To approve reasons for absence – <b>None</b> Cllr Hinchliffe was absent but did not send apologies nor a reason for absence</li> </ol>
<b>MTC6/2024</b>	<p><b><u>DECLARATION OF INTEREST</u></b></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 Guy declared an other interest in Mirfield Library MTC11/2024(1) Cllrs Brown, Naisbett &amp; Sullivan declared an interest in MTC14/2024(2) members of MAGS. Clerk confirmed that Cllr Sullivan did not need to leave the room as it was to receive an update only from MAGS.</p>
<b>MTC7/2024</b>	<p><b><u>MEETINGS 2024/2025</u></b></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 resolved to agree, to delegate to the Clerk and Chairman if dates need amending during the course of the year</p> <p><b>PROPOSED: Cllr Bolt</b> <b>SECONDED: Cllr Lees-Hamilton</b> <b>VOTE: All in favour</b></p>
<b>MTC8/2024</b>	<p><b><u>OUTSIDE BODIES:</u></b> To appoint members. A list of Outside Bodies was circulated prior to the meeting</p> <p>It was resolved that the following appointments be made to Outside Bodies: YLCA – Cllr S Naisbett &amp; Cllr J Roberts to retain National Mining Museum – Town Mayor Mirfield Community Centre – Cllr Naisbett to retain Mirfield Community Trust – As above Royal British Legion – Cllr P Tolson, Cllr M Connell &amp; Cllr J Roberts to retain Neighbourhood Plan – Cllrs Naisbett &amp; Cllr Tolson to be appointed Kirklees Community Hubs – Cllr Hirst, Deputy Cllr Brown to retain Kirklees PROW – Cllr Roberts to retain</p> <p><b>Action: Cllrs to send reports to the Clerk for her to circulate following meetings of Outside Bodies.</b></p> <p>Cllrs discuss the possibility of a Town/Parish liaison group as Kirklees seem to have turned their back on the Parish Charter and lots of issues with communities. Cllr Bolt <b>Proposed</b> Clerk emails the other Town/Parish councils within Kirklees to set up liaison group Cllr Lees-Hamilton <b>Seconded Vote: All in favour</b> Cllr Guy suggested adding Friends of Mirfield Library to Outside Bodies, Cllr Connell states that when he offered to attend a meeting of the Friends and Kirklees, he was told they did not want a representative from MTC at the meeting. Cllr Guy states that MTC are getting information and Friends getting information and this needs to be shared. Cllr Bolt <b>Proposed</b> to establish a Library Liaison Group with Cllrs, Friends, residents and traders Cllr Connell <b>Seconded Vote: All in favour</b></p>
<b>MTC10/2024</b>	<p><b><u>REVIEW AND ADOPTION OF APPROPRIATE POLICIES:</u></b></p> <p>The policies were circulated prior to the meeting with amendments where required. To adopt the following policies:</p>

	<ol style="list-style-type: none"> <li>1. Effectiveness of system of the internal auditor (Amendments 2024)</li> <li>2. Complaints Procedure (Retain Existing)</li> <li>3. Internal Audit Annual Review: <ol style="list-style-type: none"> <li>i. System of Internal Control (Amendments 2024)</li> <li>ii. Risk Management (Amendments 2024)</li> </ol> </li> <li>4. Code of Conduct (Retain Existing)</li> <li>5. Standing Orders (Retain existing)</li> <li>6. Financial Regulations (Retain Existing)</li> <li>7. Complaints Policy (Retain Existing)</li> <li>8. Recording Policy (Retain Existing)</li> <li>9. Role of Town Councillor (Retain Existing)</li> <li>10. Safeguarding Policy (Retain Existing)</li> <li>11. Grant Criteria Policy (Retain Existing)</li> <li>12. Civic Protocols &amp; Role of Chairman/Town Mayor (Retain Existing)</li> <li>13. Data Protection Policy (Retain Existing)</li> <li>14. Privacy Policy Public &amp; Staff (Retain Existing)</li> <li>15. Security Incident Policy (Retain Existing)</li> <li>16. Flag Policy (Retain Existing)</li> <li>17. Biodiversity Policy (Retain Existing)</li> </ol> <p>Cllr Connell <b>Proposed</b> to adopt policies 1-17 with recommended amendments en bloc &amp; delegate to the Clerk to add Publication Scheme under FOI Cllr Bolt  <b>Seconded Vote: All in favour</b></p>
<b>MTC10/2024</b>	<p><b><u>CONFIRMATION OF MINUTES:</u></b>  To approve the minutes of the ordinary meeting of 17<sup>th</sup> April 2024 as a true and correct record including payments of £6949.04 plus Clerk Salary, Pension &amp; HMRC  Cllr Guy <b>Proposed</b> the minutes were a true and correct record Cllr Sullivan  <b>Seconded Vote: All in favour</b></p>
<b>MTC11/2024</b>	<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 an update on Mirfield Library and agree any action necessary – Cllr Bolt reports he has been sent the deeds from Kirklees and is checking the covenants. Cllr Guy states he has looked at the demographics and does not believe the social deprivation has been taken into account. He will look into the statistics and report back at the next meeting.</li> <li>2. To receive an update on D-day 80 celebrations and agree any action necessary – Cllr Connell confirms securing the field as the venue. Cllr Naisbett secured a singer, Clerk to ask Choral Society if they wish to sing at the event. Cllr Guy <b>Proposed</b> the beacon is lit by members of RBL &amp; Veteran groups Cllr Bolt <b>Seconded Vote: All in favour</b> Clerk reports that the Mirfield Remembers banners have been disposed of by CP Media without prior notification and they have said that they will not be back in the north until 11<sup>th</sup> June to erect banners. Clerk suggests a large banner instead attached to Eastthorpe Gardens fencing. Cllr Bolt <b>Proposed</b> to delegate to Clerk &amp; Chairman costings and ordering of any banners Cllr Guy <b>Seconded Vote: All in favour</b> Clerk to ask Kirklees to turn lights under railway bridge to Red/White &amp; Blue. Cllr Connell <b>Proposed</b> a D-Day proclamation with bagpipes Cllr Bolt <b>Seconded Vote: All in favour</b></li> <li>3. To receive an update on Planning Consultant appointment and agree any action necessary - Clerk reports that she has an update from the planning</li> </ol>

	<p>consultant and reads the email. Clerk previously delegated to appoint planning consultant. Cllr Bolt states that it was previously agreed that the land at Ledgard Mill be used as a community car park with Grand Central &amp; National Rail agreeing to take on, possibly using Section 106 monies for car park.</p> <p>4. To receive an update Kirklees proposal to implement parking charges and agree any action necessary – Clerk states the deadline for consultation is 2<sup>nd</sup> May. Cllrs discuss and agree this is something that the Town/Parish liaison group could join together and build a legal challenge to Kirklees.</p>
<b>MTC12/2024</b>	<p><b><u>GRANT APPLICATIONS:</u></b></p> <p>1. To consider grant applications submitted – Friends of Mirfield Library 75<sup>th</sup> Anniversary £1000 (Documents circulated prior to meeting) – Clerk reports that the group have still not sent a constitution and therefore cannot proceed with the application, in addition there was no one at the meeting to present the grant. She confirms that Zurich (MTC insurer) will not cover a third-party event, so the library will have to get their own insurance. Cllr Bolt states that it is concerning that the Friends group do not have PL insurance, who covers the current events they put on. In addition the application form does not meet MTC guidelines as their request does not itemise what they want and MTC will not pay retrospectively. Clerk to go back to the group for further details.</p>
<b>MTC13/2024</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 approve appointment of Northern Internal Audit Services for 2<sup>nd</sup> and final audit 2023/2024 – Cllr Bolt <b>Proposed</b> to appoint Northern Internal Audit Services Cllr Guy <b>Seconded Vote: All in favour</b></p> <p>2. To agree &amp; approve bank signatories including adding the Clerk as recommended by the Internal Auditor in the 1<sup>st</sup> audit of 2023/2024 - Cllr Bolt <b>Proposed</b> to add the Clerk to the list of signatories along with Cllrs Connell, Bolt &amp; Lees-Hamilton Cllr Guy <b>Seconded Vote: All in favour</b></p> <p>3. To discuss Ambassador Award Scheme and decide a course of action – Cllrs agree that the scheme needs reinstating as many worthy volunteers etc. Clerk to contact the independent panel.</p>
<b>MTC14/2024</b>	<p><b><u>COMMUNITY:</u></b></p> <p>To receive an update/discuss/note the following items:</p> <p>1. To receive an update from Mirfield Rotary Club on litter picking two areas of Mirfield and decide a course of action – Member reads aloud the email sent to the Clerk regarding the 2 areas. Cllr Bolt states the land is owned by Canal &amp; River Trust and he doubts they would pay for a bin after they declined to supply life saving equipment. Cllrs ask if MIB could look at another group for litter picking that area, or Lidl to put a bin at the end of Lowlands. Rotary Club to contact MIB &amp; Lidl. Cllr Guy thanked the Rotary Club for litter picking over the years. Cllr Connell <b>Proposed</b> to contact C &amp; RT as first port of call Cllr Lees-Hamilton <b>Seconded Vote: All in favour</b></p> <p>2. To receive an update from Mirfield Allotment &amp; Garden Society regarding 3 allotment sites in Mirfield – The chair of MAGS introduces members of MAGS to MTC. He reports that the main issue on the sites is ASB mostly on Bankfield, with sheds, fences and gates being broken and drug abuse in the field adjoining. Also issues at Nab with dog walkers leaving dog waste. Issues with drainage at Lowlands but Tiger Skips are liaising to try and alleviate this in one area. There are also issues with Japanese Knotweed &amp;</p>

	<p>other invasive species where herbicides need to be used, other than that the sites are all Biodiverse. Nab Lane issues with drainage due to the houses built above, using natural soak away. Cllr Harrison states that one of the neighbours near her has CCTV fitted and will be in touch with PCSO. Cllr Brown states it is refreshing to see an honest, fair and hard-working committee with a shared interest in the 3 sites. Cllr Connell thanks MAGS for signing the lease and hopes that the relationship between MAGS and MTC can develop and thanks the members for attending the meeting.</p>
<p><b>MTC15/2024</b></p>	<p><b><u>PUBLIC QUESTION TIME</u></b> None</p>
<p><b>MTC16/2024</b></p>	<p><b><u>THE DATE OF THE NEXT FULL COUNCIL MEETING:</u></b> Wednesday 15<sup>th</sup> May 2024 Time Meeting Closed: .....<b>8.38pm</b>.....</p>