



ANNUAL TOWN COUNCIL MEETING

Held on: Tuesday 15th May 2018 at 7.15pm

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

Councillors Present:

M Ibberson, S Guy, V Lees-Hamilton, J Hirst, D Pinder, J Nottingham, K Sibbald, K Taylor, M Bolt, M Burton, S Benson

Councillors Absent:

A Burton, J Taylor, C Walker, P Tolson, P Blakeley

In attendance:

Clerk	L Staggs
Public	Members Battyeford Belles, Member UHCA, Member Mirfield & District Round Table, Members of Ambassador Panel & Resident
Press	None

MINUTES

MTC1/2018	<u>CHAIRMAN'S WELCOME</u> Cllr Ibberson welcomed everyone in attendance to the Annual Council Meeting.
MTC2/2018	<u>ELECTION OF NEW CHAIRMAN:</u> <ol style="list-style-type: none"> 1. Election <u>Cllr M Bolt Proposed</u> Cllr Martin Ibberson <u>Seconded: Cllr Lees-Hamilton</u> <u>Vote: All in favour</u> 2. To read & Sign the Declaration of Acceptance of Office of Chairman - Cllr Ibberson 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 Ibberson nominated Little Deer Wood incorporating Duke of Edinburgh Award in order to raise the profile, awareness & funds. He also stated that he wished to promote Mirfield as one of the first towns to be plastic free and encouraged councillors to think about the environment. Cllr Pinder reported that 868 Squadron cadet corps also promote D of E.
MTC3/2018	<u>COUNCIL TO GIVE THANKS TO THE DISCHARGING MAYOR</u> Cllr Guy thanked Cllr Ibberson for stepping into the role of Mayor in the last few months Cllr Lees-Hamilton seconded Vote: All in favour
MTC4/2018	<u>ELECTION OF THE DEPUTY CHAIRMAN:</u> <u>Cllr Ibberson Proposed</u> Cllr Vivien Lees-Hamilton & Cllr Martyn Bolt as joint Deputy Mayor <u>Seconded: Cllr Guy</u>

	<p>Vote: All in favour. Motion carried, Cllrs Lees-Hamilton & Bolt were elected as the Joint Deputy Chairman.</p> <p>Cllr Bolt Proposed to suspend standing orders & bring forward MTC14 (2)</p> <p>Cllr Lees-Hamilton Seconded Vote: All in favour</p>
MTC5/2018	<p><u>PUBLIC QUESTION TIME</u></p> <p>None</p>
MTC6/2018	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>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).</p> <p>Cllrs: A Burton(Personal), J Taylor(Health), C Walker(Personal), P Tolson (Personal), P Blakeley(Personal)</p>
MTC7/2018	<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 Taylor declared Heavy Woollen Planning & licensing as Pecuniary Interests</p> <p>Cllr Benson declared a personal interest MTC15 (3) member of Project Mirfield</p> <p>Cllr Guy declared a personal interest MTC12(1) member of Royal British Legion</p> <p>Cllr Bolt declared an other interest MTC15 (3) Land at Slipper Lane</p>
MTC8/2018	<p><u>MEETINGS 2018/2019</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 M Bolt</p> <p>SECONDED: Cllr V Lees-Hamilton</p> <p>VOTE: All in favour</p> <p>Action: Clerk to upload to the website.</p>
MTC9/2018	<p><u>OUTSIDE BODIES:</u> To appoint members.</p> <p>A list of Outside Bodies was circulated prior to the meeting</p> <p>Clerk to delete Mirfield Old Peoples Charity as it no longer exists.</p> <p>Action: Clerk to contact Mirfield Community Trust & Mirfield Community Centre & enquire why MTC has not been informed of AGM & updates.</p>
MTC10/2018	<p><u>REVIEW AND ADOPTION OF APPROPRIATE POLICIES:</u></p> <p>Updated policies were circulated prior to the meeting</p> <ol style="list-style-type: none"> 1. Effectiveness of system of the internal auditor – Cllr Guy Proposed to adopt the updated policy Cllr Bolt Seconded Vote: All in favour 2. Complaints Procedure – Cllr Guy Proposed to adopt the updated policy Cllr Bolt Seconded Vote: All in favour 3. Internal Audit Review: <ol style="list-style-type: none"> i. System of Internal Control – Cllr Guy Proposed to adopt the updated policy Cllr Bolt Seconded Vote: All in favour ii. Risk Management – Cllr Guy Proposed to adopt the updated policy Cllr Bolt Seconded Vote: All in favour 4. GDPR Privacy Policy – Cllr Guy Proposed to accept the NALC Model Privacy Policy Cllr Bolt Seconded Vote: All in favour 5. GDPR Consent Form – Cllr Guy Proposed to accept the NALC Model Consent Form Cllr Bolt Seconded Vote: All in favour <p>Clerk stated that once 4 & 5 were adopted any amendments could be made at a later date if required.</p>

MTC11/2018	<p><u>CONFIRMATION OF MINUTES:</u> To approve the minutes of the ordinary meeting of 24th April as a true and correct record including payments of £1168.17 MTC254 amend Cllrs to send electronic updated form to Clerk as a matter of urgency to by Tuesday 1st May Cllr Bolt Proposed once the amendment was made the minutes were a true and correct record Cllr Guy Seconded Vote: All in favour</p>																														
MTC12/2018	<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 from the Clerk on Mirfield Memorial Park Fields in Trust Status & decide any action necessary – Clerk reports that she has once again emailed the officer at Kirklees with the same response as previous emails. Cllr Guy reports that the RBL committee are delighted to be involved with the Remembrance events proposed by MTC. Cllr Bolt Proposed MTC send the following to the Chief Executive: MTC is dismayed that Kirklees has failed throughout the Borough & Mirfield to supply a WW1 Field In Trust despite MTC asking for Mirfield Memorial Park to be considered Cllr Lees-Hamilton Seconded Vote: 10 in favour Cllr Guy Abstained 2. To receive an update from Cllr Guy on Mirfield Defibrillators & decide any action or costs necessary – Cllr Guy confirms the installation date for Upper Hopton as 9.00am 26th May. Clerk reports that Wel-Medical have informed her that new Pads are required for one of the defibrillators. Clerk to order these under her delegated powers. 3. To receive an update from Cllr Benson on Mandate to prepare Flood Prevention Report & decide any action necessary – Cllr Benson states that the report will be ready mid to late June for MTC approval. 4. To receive an update from Cllr Pinder on Ambassadors Book & Board & agree any action or costs necessary – Cllr Pinder reports he has sourced various books priced from £50 - £150. He confirms he will get exact specifications for MTC to make a final decision. 5. To receive an update from Cllr Blakeley on Defibrillator Plaques & agree any action or costs necessary – A resident is present and states that the price for a plaque with a local company is £40 plus VAT inc free installation. Cllr Guy Proposed he contact the company and arrange plaques for all the defibrillators subject to Cllr Blakeley’s consent to hand over to Cllr Guy Cllr Bolt Seconded Vote: All in favour 																														
MTC13/2018	<p><u>FINANCE:</u> To approve the following accounts for payment.</p> <table border="1" data-bbox="395 1626 1275 2045"> <thead> <tr> <th colspan="3" data-bbox="395 1626 1275 1666">MAY</th> </tr> <tr> <th data-bbox="395 1666 660 1711">Payee</th> <th data-bbox="660 1666 1062 1711">Description</th> <th data-bbox="1062 1666 1275 1711">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 1711 660 1749">Clerk L Staggs</td> <td data-bbox="660 1711 1062 1749">May Salary</td> <td data-bbox="1062 1711 1275 1749">£ 879.68</td> </tr> <tr> <td data-bbox="395 1749 660 1787">HMRC</td> <td data-bbox="660 1749 1062 1787">May PAYE</td> <td data-bbox="1062 1749 1275 1787">£ 331.40</td> </tr> <tr> <td data-bbox="395 1787 660 1825">Clerk L Staggs</td> <td data-bbox="660 1787 1062 1825">Home Working Allowance</td> <td data-bbox="1062 1787 1275 1825">£ 18.00</td> </tr> <tr> <td data-bbox="395 1825 660 1863">St Marys</td> <td data-bbox="660 1825 1062 1863">May Room Hire</td> <td data-bbox="1062 1825 1275 1863">£ 21.00</td> </tr> <tr> <td data-bbox="395 1863 660 1901">Just Gardens</td> <td data-bbox="660 1863 1062 1901">May Maintenance</td> <td data-bbox="1062 1863 1275 1901">£ 80.00</td> </tr> <tr> <td data-bbox="395 1901 660 1939">YLCA</td> <td data-bbox="660 1901 1062 1939">GDPR Training Session</td> <td data-bbox="1062 1901 1275 1939">£ 45.00</td> </tr> <tr> <td data-bbox="395 1939 660 1977">YLCA</td> <td data-bbox="660 1939 1062 1977">Membership</td> <td data-bbox="1062 1939 1275 1977">£ 1747.00</td> </tr> <tr> <td data-bbox="395 1977 660 2045">TOTAL</td> <td data-bbox="660 1977 1062 2045"></td> <td data-bbox="1062 1977 1275 2045">£ 3122.08</td> </tr> </tbody> </table>	MAY			Payee	Description	Amount	Clerk L Staggs	May Salary	£ 879.68	HMRC	May PAYE	£ 331.40	Clerk L Staggs	Home Working Allowance	£ 18.00	St Marys	May Room Hire	£ 21.00	Just Gardens	May Maintenance	£ 80.00	YLCA	GDPR Training Session	£ 45.00	YLCA	Membership	£ 1747.00	TOTAL		£ 3122.08
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	<p>Cllr Bolt Proposed items 1 – 7 en block Cllr Lees-Hamilton Seconded Vote: All in favour</p> <p>8. To receive a bank reconciliation to 30/04/18 – Noted</p> <p>9. To receive spend/income comparison with the adopted budget – Noted</p>
MTC14/2018	<p><u>GRANT APPLICATIONS:</u></p> <p>1. To consider grant applications submitted: Upper Hopton Community Association Car Park – A member of UHCA is present. Grant application circulated to Cllrs prior to the meeting via email. Cllr Bolt Proposed MTC grant the full contribution of £6000 Cllr Guy Seconded Vote: All in favour Cllrs Ibberson, Lees-Hamilton & Bolt present the cheque to UHCA. Mirfield & District Round Table Beer Festival – A member of Mirfield & District Round Table is present. Grant application circulated to Cllrs prior to the meeting via email. Cllr Lees-Hamilton states that the event is a fantastic fundraiser for local charities. Cllr Lees-Hamilton Proposed MTC grant the full amount of £1000 for sponsorship of the Music Stage as per the adopted budget for annual events Cllr Benson Seconded Vote: All in favour Cllrs Ibberson, Lees-Hamilton & Bolt present the cheque to M&DRT. Cllr Ibberson Proposed to suspend standing orders and bring forward MTC16(1) Cllr Pinder Seconded Vote: All in favour</p> <p>2. To receive update from previously approved grants: Battyeford Belles – Members of Battyeford Belles are in attendance to thank MTC for the sponsorship. Cllr Ibberson has a group photo with the girls. 7.26pm Battyeford Belles leave Cllr Ibberson Proposed to reinstate standing orders MTC5 Cllr Benson Seconded Vote: All in favour</p>
MTC15/2018	<p><u>PLANNING:</u></p> <p>1. To consider planning applications received from Kirklees Council. 2017/91337 – Noted 2017/91393 – Noted 2017/91377 – Noted 2017/91405 – Noted 2017/91430 – Noted 2017/91322 – Noted 2017/91384 – Noted</p> <p>2. To consider planning decision notifications from Kirklees Council. No Comments/Noted</p> <p>3. To consider potential controversial applications: 2017/93935 Land off Woodward Court – 8.23pm Cllr Benson left the room. Cllrs discuss the timescales and Cllr Taylor states due to the controversial development the application should have been handled by a senior officer at Kirklees. Cllr Bolt Proposed MTC requests the appointed planning consultant evaluates the new planning process and advises MTC if there are any irregularities in the process in order to protect the residents of Mirfield, giving a stronger position to challenge Cllr Lees-Hamilton Seconded Vote: All in favour Cllr Bolt delegated to consult with the planning consultant on behalf of MTC and liaise with the Clerk. 2017/94124 Land at Dunbottle Lane – Cllr Pinder to contact the Archaeological Society regarding the Castle Moat’s distance to the site. 2018/90801/90802/91005 Land at Slipper Lane – Details of Highways & Drainage consultants circulated to Cllrs via email prior to the meeting. Cllr</p>

	<p>Bolt delegated to contact the consultants on behalf of MTC, ascertain if anything can be done by this process and not duplicate investigations carried out by other groups. 8.35pm Cllr Benson returns.</p>
MTC16/2018	<p><u>INTERNAL MATTERS:</u> To receive information on the following items and decide any action where necessary.</p> <ol style="list-style-type: none"> 1. To receive a report from the Ambassador Panel & agree 2018 nominations – Members of the panel are present. Recommendations for Ambassadors were circulated by email prior to the meeting. Cllrs discuss the nominations at length with 5 strong candidates. Cllr Bolt Proposed that in exceptional circumstances 5 Ambassadors were permitted subject to the nominees accepting the award Cllr Lees-Hamilton Seconded Vote: All in favour Clerk to email the nominees. Cllr Ibberson thanked the members of the independent panel. 8.18pm Panel leave Cllr Ibberson Proposed to reinstate standing orders MTC15 Cllr Guy Seconded Vote: All in favour 2. To appoint Internal Auditor for 2017/2018 2nd Audit – Cllr Taylor Proposed the Clerk appoints Yorkshire Internal Audit Services for 2017/2018 2nd Audit Cllr Guy Seconded Vote: All in favour 3. To ratify National Salary Award for Clerk 2018/2019 – Cllr Lees-Hamilton Proposed to ratify the NALC 2018/2019 National Salary Award Cllr Taylor Seconded Vote: All in favour 4. To receive a report from the Clerk on 2017/2018 approved grants and decide a course of action regarding update on approved grants – Noted
MTC17/2018	<p><u>CORRESPONDENCE:</u> To receive the following items of correspondence and decide any action where necessary.</p> <ol style="list-style-type: none"> 1. NALC Chief Executive Bulletin – Noted
MTC18/2018	<p><u>MATTERS FOR REPORT AND INFORMATION:</u> Members wishing to raise items under this heading should consult the Chairman prior to the meeting. Clerk updates Cllrs on the colour scheme for the hanging baskets to match with the Mirfield In Bloom colour scheme.</p>
MTC19/2018	<p><u>THE DATE OF THE NEXT FULL COUNCIL MEETING:</u> Tuesday 5th June 2018 Time Meeting Closed:8.41pm.....</p>