



Mr M Brook
Town Clerk & RFO
Meltham Town Council
Carlile Institute
Meltham
HD9 4AE

Minutes of the Full Town Council meeting held at the Carlile Institute, Edward Brook Suite **at 6.00pm on Monday 21st September 2026.**

Present:- Cllr Lisa Coates (Mayor), Cllr's Barrowclough, Crankshaw, Haigh, Jackson, Jurczynsyn, Noon, Varley, White and Wrathall.

Also present:- Tara Ball – Community Projects Development (CPD) Manager (via Teams)

1 – 26/93: NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with Schedule 12 Paragraph 10(2) of the Local Government Act 1972. – ***Taken as read.***

2 – 26/94: ADMISSION TO THE PUBLIC

To determine any items on the agenda considered to be of a private nature that should be discussed at the exclusion of the Public and Press, under the Public Bodies (Admission to Meetings) Act 1960 1(2). – ***Any sensitive financial information for items 11.5 and 11.6 would be held in private.***

3 – 26/95: APOLOGIES / REASONS FOR ABSENCE

3.1 To receive apologies of absence. – ***Cllr's Batty and King.***

3.2 To consider Councillors reasons for absence. – ***Noted.***

4 – 26/96: DECLARATIONS OF INTEREST

To receive any declarations of interest on items on the agenda. **** - Cllr White declared an interest in item 14.3.**

****Councillors must state whether the interest being declared is a Disclosable Pecuniary Interest under Appendix A of the code of conduct or an interest under Appendix B of the code of conduct.**

5 – 26/97: MINUTES

5.1 To confirm as a correct record the Minutes of the Full Town Council Meeting held 27th of July 2026 (enc). – ***It was resolved that the minutes are approved.***

6 – 26/98: MINUTES OF COMMITTEES

To confirm for approval and adoption the Minutes of the under mentioned Committees:

6.1 To confirm as a correct record the Minutes of the Planning, Environment & Amenities Committee Meeting held 7th of September 2026 (enc). – ***It was resolved that the minutes are approved.***

7 – 26/99: TO RECEIVE REPORTS FROM KIRKLEES ELECTED MEMBERS

7.1 To receive information directly from Ward Councillors or suitable updates from the Clerk. – ***Ward Cllr Noon advised that the Morrisons barriers are being sorted, the water issue at Towngate Fold needs to be addressed by the management company and the damaged area on the Colders Lane Road is now on the Yorkshire Water's programme of works list.***

He also confirmed that the Ward Councillors have paid for a strimmer to help volunteers pick up the overgrown vegetation work that Kirklees aren't getting on to. Kirklees formally resolved not to split Meltham into North and South areas, he also gave Council a summary of the agenda which is being held at the Complex on the 22nd of September.

8 – 26/100: TO RECEIVE REPORTS FROM MELTHAM COUNCIL ELECTED MEMBERS

8.1 To receive any updates from Meltham Town Councillors on projects they are working on, not covered on this agenda. – ***Cllr Haigh gave an update regarding the franchising/bus contract from the Combined Authority, noting further information is due to be sent to the Clerk.***

8.2 To receive an update from Make Meltham Sparkle. (letter enc) – ***Cllr Barrowclough highlighted points from the supplied letter and advised Council of the great support received from the local businesses and Kirklees.***

8.3 To receive an update letter from Picnic in the Park. (letter enc) – ***Cllr Barrowclough highlighted points from the supplied letter.***

8.4 To receive feedback from an introduction meeting regarding the Femme Tour de France 2027. – ***Mayor Coates gave an overview of the meeting, noting the great enthusiasm of the cyclists/attendees involved.***

9 – 26/101: CORRESPONDENCE

9.1 To consider the letters from Make Meltham Sparkle giving the Council donations of £626.40 and £572.00. (enc) – ***It was resolved that the Council accepts the donations (power: LGA1972 Section 139).***

9.2 To consider and respond to the email from Kirklees regarding the easement of 142 Huddersfield Road. (enc) – ***It was resolved that the Council authorises the Clerk to agree to granting and signing the Deed of Grant of Easement.***

9.3 To consider the email from Meltham Moor School requesting one or some councillors to attend their Monday afternoon assembly. (enc) – ***It was agreed that the Clerk would email the Councillors to ascertain which date works best and get back to the school.***

9.4 To note the email from idverde confirming the hanging baskets will be collected on the 8th of October 2026. (enc) – ***It was agreed that the Clerk would ask if the Council could keep the flowers if they are going to be disposed of.***

10 – 26/102: INTERNAL CONTROLS

10.1 To retrospectively approve the receipts and payments schedule for July & August 2026: - ***It was resolved that they are approved.***

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|--------------------------------------|------------------------------|
| • July Receipts – £4,192.53 | Payments - £60,970.60 |
| • August Receipts - £3,113.97 | Payments - £15,015.20 |

10.2 To approve the bank reconciliations: - ***It was resolved that they are approved.***

- Co-operative Current Account – July 2026
- Co-operative Current Account – August 2026

10.3 To approve the management accounts for:- ***It was resolved that they are approved.***

- July 2026
- August 2026

10.4 To approve payments made of more than £2,000.00 in between meetings (financial regulation 4.8):- £5,625.00 Design Powered / £3,571.00 Enabling Youth / £40,000 Meltham Recreation Ground Trust / £2,200.00 West Yorkshire Building Services. – ***It was resolved that they are approved.***

11 – 26/103: FINANCE AND GOVERNANCE

11.1 To note that Internal Audit Yorkshire will do our Interim Audit on the 26th of November 2026 and the Year End Audit will be on the 27th of May 2027. – ***Noted.***

11.2 To note the policies the Clerk/CPD Manager has reviewed (non/minimal changes). (enc)

- Dignity at Work – Civility & Respect Policy. (enc) – ***Noted.***

11.3 Update on the Section 106 monies situation. (enc) – ***Cllr Noon is awaiting the outcome of the Kirklees financial meeting.***

11.4 To consider the changes to publications of councillor addresses and draft DPI form. (enc) – ***The DPI form was approved and all Councillors agreed to submit new forms.***

11.5 To consider the small grants funding request from Meltham Chess Club. (enc) – ***It was resolved that the grant has been approved. (s137)***

11.6 To consider the small grants funding request from the Scouts. (enc) – ***It was resolved that the Council will pay 50% of the grant requested. (s137)***

11.7 To approve the emailed cost from Kirklees for the Town's Christmas Tree. (enc) – ***It was resolved that this is approved.***

11.8 To note the River Holme Connections Data Breach and receive any relevant updates from the Clerk. (enc) – ***Noted and no further updates required.***

11.9 To note the NJC annual pay increase for the Clerk and the CPD Manager which will be backdated to April the 1st 2026. – ***Noted.***

11.10 To approve the Terms of Reference for Meltham Town Council Working Groups. (enc) – ***It was resolved that this is approved.***

11.11 To consider the Council appointing a Mayor's Cadet and the implementation process for this. (enc) – ***The Council resolved not to proceed with the appointment.***

12 – 26/104: PARK REDEVELOPMENT AND ONGOING MAINTENANCE

12.1 To note any general updates and other maintenance issues. (enc) – ***Issues noted and the Clerk is contacting a new maintenance repair contractor to look at any outstanding items.***

12.2 To consider upgrading the football pitch to increase its use. – ***It was agreed that Cllr's Coates, Crankshaw, Noon, Varley and White would meet to consider how the pitch can be a more useable space.***

12.3 To consider the park tree works as recommended by the Planning Committee. (enc) – ***It was resolved that the Clerk instructs the tree surgeon to proceed with the recommended works.***

12.4 To consider the Kirklees Environmental Health response in relation to noise/incursion complaint. (enc) – ***It was resolved that as a fair compromise the Council would include a new higher fence solution within phase two of the park re-development.***

12.5 The interim park play equipment inspection was done on the 16th of September 2026, report to follow. – ***It was requested for the Clerk to chase up the report.***

12.6 To consider delegating authority to the Strategy Working Group to progress discussions with relevant parties for Phase 2 of the Park re-development. – ***It was resolved that this is approved.***

12.7 The annual tree inspection has been booked in for early November 2026 at a cost to be approved of £1650.00 + vat. – ***It was resolved that this is approved.***

12.8 To consider appointing Michelle Stephens from Kirklees to design and submit a joint Planning Application for the Bandstand and Carpark. – ***It was resolved that this is approved.***

13 – 26/105: COMMUNICATIONS WORKING GROUP

13.1 To discuss Mercury update and next publication date. – ***The Clerk advised that Royal Mail would distribute w/c 9th of November and Cllr Jurczyszyn confirmed that content needs to be with the printer by the 9th of October so if anyone wants something included please supply this the week before at the latest.***

13.2 To give an update on where we are with social media & planner. – ***Mayor Coates advised that there are plenty of posts going out there and being well received.***

13.3 To receive an update with the latest situation on the information boards. – ***Cllr Jurczyszyn confirmed that the artwork is ready, it just needs to be collated together.***

14 – 26/106: OVER 70s CHRISTMAS EVENT

14.1 To agree that the Council is running the event again and giving a gift of £5.00 per person. – ***It was resolved that this is approved.***

14.2 To approve that the Clerk can order enough £5.00 notes to cover 350 people. – ***It was resolved that this is approved.***

14.3 To approve that the Clerk requests the full reimbursement of the event from the Pools Allotment Trust. – ***It was resolved that this is approved.***

15 – 26/107: TO NOTE EVENTS THE MAYOR HAS BEEN TO AND IS INVITED TO

15.1 The Mayor attended the Goole Town Council's Official Yorkshire Day Celebrations on the 1st of August 2026. – ***Noted.***

15.2 The Mayor attended the Lego themed children's event at St. James's Church on the 2nd of August 2026. – ***Noted.***

15.3 The Mayor attended the Kirklees Civic Dinner on the 7th of August 2026. – ***Noted.***

15.4 The Deputy Mayor attended the Saddleworth Civic Service on the 6th of September 2026. – ***Noted.***

15.5 The Mayor and councillors attended the Meltham Civic Service on the 13th of September 2026. – ***Noted.***

15.6 The Mayor has been invited to the Honley Male Voice Choir Christmas Concert on the 6th of December 2026. – ***Noted.***

16 – 26/108: CRIME ISSUES IN MELTHAM

16.1 To receive any updates on crime and disorder in the Meltham Township. (enc) – ***Cllr Noon advised issues to have been reported at Robert Ashton Park and at Deacon Close, Cllr White updated Council with the ASB situation at Meltham Sports Complex.***

16.2 To receive feedback from Mayor Coates regarding the fly tipping webinar she attended and to also consider that the Council becomes a member of Keep Britain Tidy. (enc) – ***It was resolved that the Council becomes a member of Keep Britain Tidy at the mid-range level of membership.***

17 – 26/109: PLANNING APPLICATIONS

17.1 To consider the following planning applications:-

- Application No: 2026/65/92431/W, 1, The Old Stables, Huddersfield Road, Meltham, Holmfirth, HD9 4BQ.
Listed Building Consent to install domestic electric vehicle (EV) charger.

The application has been noted.

[Planning application details | Kirklees Council](#)

18 – 26/110: STRATEGY WORKING GROUP

18.1 To arrange the next meeting date. – ***The CPD Manager will email a suggested date to the Working Group members for consideration.***

The meeting concluded at 8.00pm

M.A.Brook

Mark Brook
Clerk to the Council