

# Holme Valley Parish Council

## DRAFT MINUTES OF A MEETING OF THE SERVICE PROVISION COMMITTEE HELD ON MONDAY 14 FEBRUARY 2022 AT 7PM IN THE EXHIBITION ROOM AT HOLMFIRTH CIVIC HALL

Present:

Chairman: Cllr Sean East

Vice-Chairman: Cllr Duggs Carré

Councillors: Cllr Mary Blacka, Cllr Jason Brook, Cllr Tom Dixon

Officer: Mrs Jen McIntosh (Clerk)

Absent: Cllr Donald Firth

	<b>Public Question Time</b>
	Prior to the commencement of the business session of the Committee there was an opportunity for members of the public to speak to the Committee.  No members of the public were present.
<b>2122 30</b>	<b>Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014</b>
	Council meetings can now be recorded. The Clerk recorded the meeting in video format for upload to the Parish Council's <i>YouTube</i> channel. There were no other requests to record the meeting.
<b>2122 31</b>	<b>Apologies and reasons for absence</b>
	Apologies for absence with reasons received by the Clerk were circulated by email prior to the meeting.
	<b>APPROVED: apologies and reasons for absence from Cllr Michael Pogson.</b>
<b>2122 32</b>	<b>Members' and Officers' personal and disclosable pecuniary interests in items on the agenda</b>
	No personal and disclosable pecuniary interests in items on the agenda were declared.
<b>2122 33</b>	<b>Written requests for new DPI dispensations</b>
	No revised DPIs were received.
<b>2021 34</b>	<b>Items on the agenda to be discussed in private session</b>
	No items on the agenda were discussed in private session.
<b>2122 35</b>	<b>Minutes of the previous Service Provision Committee meeting</b>
	<b>NOTED: the minutes of the meeting of the SERVICE PROVISION COMMITTEE - held on 20 September 2021 - approved at FULL COUNCIL 11 October 2021.</b>
	<b>BUDGETARY MATTERS</b>

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<b>2122 36</b>	<b>SERVICE PROVISION COMMITTEE Budget and Spending Statements for 2021-22 and 2022-23</b>
	<p>A number of items on the agenda had financial implications for the SERVICE PROVISION COMMITTEE budget. The Budget 2021-22 Service Provision Income and Expenditure Year-To-Date, the Budget 2021-22 Service Provision Income and Expenditure Forecast were shared to clarify the availability of funds prior to the consideration of grants.</p> <p>Clerk to find out if the Patient Transport Minibus Scheme intends to request access to the budget reserved for it. Clerk to email response to the Committee.</p>
	<b>NOTED: the SERVICE PROVISION COMMITTEE Budget Income and Expenditure for 21-22 and the Service Provision Committee Budget 2022-23.</b>
<b>2122 37</b>	<b>Authorisations for Regular Expenditure – Council Year 2022-23</b>
	There are a number of regular items of expenditure from the SERVICE PROVISION COMMITTEE budget. These were reviewed and authorisation to spend considered.
	<p><b>APPROVED: authorisation for regular items of expenditure for the Council Year 2022-23 from the SERVICE PROVISION COMMITTEE budget lines, excluding budget line 4705 Christmas Provision and budget line 4730 the subsidised minibus provision.</b></p> <p>Clerk to put Christmas Provision on September 2022 agenda.</p> <p>Clerk to arrange for the minibus provider to come to a future meeting to review the service.</p>
	<p><i>The Committee considered items 2122 38 to 2122 43 in turn, inviting attending representatives to speak in support of their applications. Once the merits of all the applications had been considered funding decisions were made. The decisions were then added to the written record.</i></p> <p><i>The Committee proceeded in this manner so that representatives were not kept waiting unduly and so that each application connected to the Youth Facilities budget line 4755 could be considered in relation to all other applications.</i></p>
<b>2122 38</b>	<b>Grant application from Kirklees Youth Alliance</b>
	An application for a maximum of £5,000 had been received from Kirklees Youth Alliance. This was considered under the Youth Facilities budget line 4755. The application was to fund youth clubs at the Phoenix Centre, scheduled to run from June to October 2022. A representative from KYA attended the meeting to support the application and make representations in person.
	<p><b>APPROVED: a grant of £4,613 to fund the running of youth clubs at the Phoenix Centre by the Kirklees Youth Alliance.</b></p> <p><b>RESOLVED: to recommend the release of £4,613 from budget line 4755 to the FINANCE AND MANAGEMENT COMMITTEE to fund this grant.</b></p>

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	<p><b>RESOLVED: to recommend to FULL COUNCIL that a virement is made from funds remaining in the Christmas Provision Budget Line 4705 to Youth Facilities 4755.</b></p> <p><b>RESOLVED: to recommend to KYA to apply for a further £387 to be considered by the SERVICE PROVISION COMMITTEE at the 13 June meeting.</b></p> <p>Clerk to ensure KYA clubs are advertised via HVPC Facebook page.</p> <p>Clerk to contact applicant to relay the decisions and to explain that funds would be released following the meeting of the FINANCE AND MANAGEMENT COMMITTEE on Monday 14 March 2022.</p>
<b>2122 39</b>	<b>Grant application from Honley Youth</b>
	<p>An application for £4,850 had been received from Honley Youth to fund equipment, coaches and snacks for group training sessions. This application had been withdrawn as the coach engaged to provide the sessions was no longer available and finding a suitable replacement at short notice was unviable.</p> <p>Clerk to inform applicant that the SERVICE PROVISION COMMITTEE would welcome an application after April and would be minded to arrange an extraordinary meeting to consider any such application.</p>
<b>2122 40</b>	<b>Grant application from BOK Artistic Swimming Club</b>
	<p>An application for £700 had been received from BOK Artistic Swimming Club and was considered under the Youth Facilities budget line 4755. A representative and a club member attended the meeting in support of the application and explained that the grant would go towards funding the purchase of a new music system to better assist the training sessions for young people in the artistic swimming club.</p> <p><b>APPROVED: a grant of £700 to fund the purchase of a new music system for BOK Artistic Swimming Club.</b></p> <p><b>RESOLVED: to recommend the release of £700 from budget line 4755 to the FINANCE AND MANAGEMENT COMMITTEE to fund this grant.</b></p> <p>Clerk to be sent a link for BOK Artistic Swimming to publicise via HVPC Website and Facebook.</p> <p>Clerk to contact applicant to relay the decisions and to explain that funds would be released following the meeting of the FINANCE AND MANAGEMENT COMMITTEE on Monday 14 March 2022.</p>
<b>2122 41</b>	<b>Grant application from Project Communities</b>
	<p>An application for £1986.50 had been received from Project Communities and was considered under the Youth Facilities budget line 4755. A representative attended the meeting in support of the application and explained that it was to fund sports sessions for girls, scheduled to begin March 2022.</p> <p><b>APPROVED: a grant of £1,986.50 to fund the running of activities for girls by Project Communities commencing March 2022.</b></p>

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	<p><b>RESOLVED: to recommend the release of £1,986.50 from budget line 4755 to the FINANCE AND MANAGEMENT COMMITTEE to fund this grant.</b></p> <p>Clerk to contact applicant to relay the decisions and to explain that funds would be released following the meeting of the FINANCE AND MANAGEMENT COMMITTEE on Monday 14 March 2022.</p>
<b>2122 42</b>	<b>Grant application from Friends of Honley Junior and Infants School</b>
	<p>An application for up to £2,000 had been received from the Friends of Honley Junior and Infants School and was considered under the Youth Facilities budget line 4755. A representative attended the meeting in support of the application and explained that it was to fund transport for extra-curricular activities.</p>
	<p><b>APPROVED: a grant of £700 to fund transport for an extra-curricular educational trip to Eden Camp for one year group.</b></p> <p><b>RESOLVED: to recommend the release of £700 from budget line 4755 to the FINANCE AND MANAGEMENT COMMITTEE to fund this grant.</b></p> <p>Clerk to look at clarifying grant criteria.</p> <p>Clerk to contact applicant to relay the decisions and to explain that funds would be released following the meeting of the FINANCE AND MANAGEMENT COMMITTEE on Monday 14 March 2022.</p>
	<i>Cllr Brook left the meeting at 8.27pm.</i>
<b>2122 43</b>	<b>Grant application for CCTV operation from Honley Business Association</b>
	<p>An application for £1,560 had been received from Honley Business Association for the funding of CCTV maintenance in Honley centre. A representative came to speak in support of the application, which was part of the ongoing mission to make Honley a better and safer place.</p> <p>It was established that the CCTV budget line 4700 had no funds but that there was an Earmarked Reserve EMR 322 Service Provision - CCTV of £5,000. The Deputy Clerk/RFO had suggested through the Clerk that the SERVICE PROVISION COMMITTEE reviewed the application and considered recommending to FULL COUNCIL on 28 March 2022 that £1,560 is vired from EMR 322 to facilitate the granting of the application.</p>
	<p><b>RESOLVED: to recommend to FULL COUNCIL on 28 March that £1,560 is vired from EMR 322 to 4700 CCTV for the funding of CCTV in Honley centre, managed by Honley Business Association.</b></p> <p>Clerk to contact applicant to relay the decision.</p>
	<b>ASSETS MANAGEMENT</b>
<b>2122 44</b>	<b>Holmfirth Civic Hall Community Trust</b>

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	A number of reports in relation to Holmfirth Civic had been received and were considered. Members were impressed by the quality of the reporting.
	<b>NOTED: reports from Holmfirth Civic Hall Community Trust.</b>
<b>2122 45</b>	<b>The asset transfer of Honley Library</b>
	<p>The Clerk reported that she had attended a ‘handover’ meeting with representatives from Kirklees and Friends of Honley Library on 11 November 2021. The issue over the cleaning contract has been resolved by Kirklees determining to keep its current contract in place and funding this itself. Looking ahead, some of the practical arrangements for the transfer were agreed in principle, such as a joint reading of meters prior to handover.</p> <p>In September the HVPC solicitors returned to Kirklees the hosting agreement with respect to the library service and hiring agreement with respect to elections, with comments. The solicitor is waiting for and chasing up Kirklees’ response to those comments.</p> <p>The draft lease from Friends of Honley Library is with the solicitor; work on this cannot progress until the solicitor has heard back from Kirklees as this has to tie in to the hosting and hiring agreements referred to above.</p> <p>A current issue under discussion is the need for a fire alarm system. Safety inspections logged over the last two years have recommended that a fire alarm system is needed. However, Kirklees have taken no steps to effect this. FOHL have a quote for the installation of a fire alarm system for £4000 and FOHL have requested that the Clerk contacts Kirklees regarding this. The Clerk has had an initial conversation with Alison Senior, Kirklees Project Officer, Asset Strategy in regards to this matter.</p> <p>The Clerk reported that HOLME VALLEY PARISH COUNCIL had received correspondence from the Kirklees Asset Strategy Team that Honley Library’s 5 year listing as an Asset of Community Value had expired on 29 January 2022. Kirklees advised that given the progression of the asset transfer of Honley Library to HOLME VALLEY PARISH COUNCIL there was no further need to seek to have Honley Library listed as an Asset of Community Value.</p>
	<b>NOTED: the current progress of the asset transfer of Honley Library.</b>
<b>2122 46</b>	<b>Report from maintenance contractor regarding shelters, war memorials and benches</b>
	A detailed written report was shared from the maintenance contractor regarding the upkeep of shelters, war memorials and benches.
<b>2122 47</b>	<b>Holmfirth Public Toilets</b>
	The Clerk reported on ongoing misuse of the toilets, leading to some discussion on how the toilets could be further improved.
	<i>At 9pm the SERVICE PROVISION COMMITTEE agreed to suspend temporarily Standing Orders to allow the meeting to extend until all business had been concluded.</i>
<b>2122 48</b>	<b>Stone shelters update</b>

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	<p>The Clerk reported that the damaged bus shelter at Thurstonland Bank had been repaired.</p> <p>Following the discovery that the bus shelters were not insured the Clerk had investigated the cost of having these added to the insurance policy. The Insurers had asked for the PARISH COUNCIL to submit a rough estimate of the total cost of replacing a stone shelter. This has been obtained and shared with the Insurers.</p> <p>The Clerk was awaiting a revised cost for adding the stone shelters to the Insurance Policy. Once that had been received it would be tabled for consideration at a FINANCE AND MANAGEMENT COMMITTEE.</p> <p>Following reports from an ex-councillor and a serving councillor a further shelter – opposite Holme Valley Memorial Hospital near the Police Station - had had the guttering repaired.</p> <p>Clerk to thank the maintenance contractor for his work on behalf of the SERVICE PROVISION COMMITTEE.</p>
<b>2122 49</b>	<b>Adopted phone boxes update</b>
	<p>The Clerk reported that the red phone kiosk next to the Post Office in Holmfirth has been successfully adopted by the Parish Council. Whilst there has been some discussion of this being a hub for information about the Climate Emergency, a definitive decision has yet to be taken.</p> <p>An application for the adoption of Wooldale phone box remains in progress.</p>
<b>2122 5</b>	<b>Benches update</b>
	<p>The Clerk reported on recent correspondence received regarding benches.</p>
<b>2122 51</b>	<b>Tendering process for maintenance contract</b>
	<p>The Clerk reported that due to capacity issues the drawing up of the tendering process had not progressed since the meeting in September 2021. Putting the maintenance contract to tender remains a recommendation from our Independent Auditor. The Clerk will present a draft maintenance contract and tendering process to the Service Provision Committee at the meeting scheduled for Monday 13 June 2022.</p>
	<p><b>NOTED: work on the drawing up of a maintenance contract to put to tender is continuing; the Clerk to present a draft maintenance contract and tendering process to the Service Provision Committee at the meeting scheduled for Monday 13 June 2022.</b></p>
	<b>PROJECTS</b>
<b>2122 52</b>	<b>Update regarding the dog waste strategy</b>
	<p>The Clerk reported that dog waste bags continue to be distributed via dispensers. The Parish Council sent Christmas cards to the volunteers who keep the dispensers stocked up.</p> <p>A repair has been carried out to one of the Honley dispensers.</p> <p>A design of the sticker to go on the dog waste bag dispensers was put forward for</p>

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	<p>consideration at the meeting. Printing costs, based on one quote obtained last year, are anticipated to be approximately £100 for 40 laminated vinyl stickers 20 cm by 15 cm. The Dog Waste budget line 4720 for 2020-21 is currently -£63.50.</p>
	<p><b>APPROVED: the design of sticker for the dog waste bag dispensers.</b></p> <p>Clerk to order the stickers in April from the 2022-23 Budget after first informing the Chairman of the Service Provision Committee.</p>
<b>2122 53</b>	<b>Removal of sharps bin and bike lockers from Holmfirth centre</b>
	<p>Holme Valley Parish Council officers have been liaising with various departments at Kirklees Council regarding the removal of a sharps bin cemented into the pavement near Holmfirth Public Toilets and the two vandalised bike lockers in the car park adjacent to the lockers. Both are unsightly, attract anti-social behaviour and are of no practical use. Whilst some consideration has been given to moving the bike lockers to a more suitable position there is no evidence that they are used at all for that purpose and removal is accepted as a better option.</p> <p>The Clerk reported that in September a number of formal queries were raised with the Highways, Waste Recycling, Infrastructure and Regeneration departments with 6 different Kirklees officers. The result of this is that the sharps bin is currently considered to be a Highways issue as the bin is cemented into the pavement. There has been no clear steer given as to which department to liaise with regarding the removal of the bike lockers.</p> <p>Several councillors have received ongoing correspondence regarding these eyesores.</p>
	<p><b>NOTED: the sharps bin and bike lockers in Holmfirth centre remain in situ and work should continue to effect their removal.</b></p> <p>Clerk to continue to liaise with Kirklees regarding the removal of the sharps bin and bike lockers.</p>
<b>2122 54</b>	<b>To receive meeting notes regarding the <i>Holme Valley Youth Offer</i></b>
	<p>The meetings notes from 23 September 2021 (attended by Cllr Carré) and 18 November 2021 include updates on a number of youth engagement initiatives.</p>
	<b>CORRESPONDENCE</b>
<b>2122 55</b>	<b>Addition of a name to a war memorial</b>
	<p>The Deputy Clerk had received correspondence from a member of the public requesting that Holme Valley Parish Council arrange for the inclusion of an additional name on the World War 2 Memorial in the grounds of Holme Valley Memorial Hospital. Authorisation is needed so that arrangements can be made to have the name added to the War Memorial.</p> <p>It was noted that there are no monies in Budget line 4750 War Memorial and no Earmarked Reserve.</p>
	<p><b>RESOLVED: the SERVICE PROVISION COMMITTEE recommends to FULL COUNCIL on 28 March 2022 that steps are taken to add the name of 2<sup>nd</sup> Lt Tom Birkhead of 2/7 Bn Duke</b></p>

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	<b>of Wellington’s West Riding Regiment to the War Memorial at Holme Valley Memorial Hospital with funding to be made available from General Reserves.</b>
<b>2122 56</b>	<b>The relocation of the artwork and seating from the Market Hall Bus Shelter</b>
	The Clerk reported that the initial works to remove the bus shelter adjacent to the Market Hall were due to begin in early 2022 but were yet to proceed. There was agreement to remove and, if necessary, store the artwork and seating when the works begin. The Parish Council is awaiting an update as to whether the artwork and seating can be incorporated into the new market area development.
	Clerk to seek public feedback through social media and the HVPC website about where the seating might be situated.
<b>2122 57</b>	<b>To consider correspondence of a resident regarding litter</b>
	A local resident had emailed via a former councillor to complain about litter in the centre of Holmfirth.
	<b>NOTED: correspondence regarding litter in Holmfirth Centre.</b>
<b>2122 58</b>	<b>Items for Publicity</b>
	Members were invited to suggest items for publicity arising from the current work of the SERVICE PROVISION COMMITTEE. Suggestions included: <ul style="list-style-type: none"> <li>– Publicising the work of the maintenance contractor</li> <li>– A campaign to encourage the public to look after the public toilets.</li> </ul>
	<i>The meeting closed at 9.16pm.</i>