

Holme Valley Parish Council

MEETING OF THE SERVICE PROVISION COMMITTEE MONDAY 13 JUNE 2022

Present: Cllr East (Chair), Cllr Blacka, Cllr Brook, C Carré, Cllr T Dixon, Cllr Firth

Absent:

Officer attending: Jen McIntosh - Clerk

DRAFT MINUTES

	Public Question Time
	<p>Prior to the commencement of the business session of the Committee, there was an opportunity for members of the public to speak to Committee Members.</p> <p>There were 5 members of the public present.</p> <p>Two members of the public were representing <i>Friends of Honley Library</i> and Standing Orders were to be suspended during item 2223 09 to allow them to ask and answer questions.</p> <p>One member of the public was there in her capacity as providing legal services to HOLME VALLEY PARISH COUNCIL regarding the Asset Transfer of Honley Library. Standing Orders were to be suspended during item 2223 09 to allow her to ask and answer questions.</p> <p>Two members of the public representing Holmfirth Tech were present and each addressed the Committee to request a grant of £4,025 be considered to provide 85 hours of youth activities based at the Tech over the school holiday period.</p> <p>The aim was to increase self-confidence and activities were to include English/maths tuition, crafting, drumming and dancing sessions. These were at the planning stage. A survey had been shared with Holmfirth High School to obtain feedback regarding the type of provision that young people wanted.</p> <p>The member of the public speaking stated that she was offering an invitation to the Committee to join a group to be set up to consider youth provision, including representation from local GP surgeries, spearheaded by the Tech.</p> <p>Members of the Committee made a range of comments in response including:</p> <ul style="list-style-type: none">– The need for <i>Kirklees Youth Alliance</i> to be involved/to lead on the co-ordination of youth provision in the area in order to avoid duplication;– A suggestion to obtain survey feedback from Honley High School as well as Holmfirth High School;– A suggestion to consider a sports focus as a way of unifying activities – open days had worked well in the past. <p>Grant applications need to be made in writing with supporting documentation and were next due to be considered by the Committee in September. The Committee considered the request, as far as it could, due to the request's time-sensitive nature.</p> <p>RESOLVED: to defer any further consideration of the grant request to FULL COUNCIL on 11 July 2022, subject to a written application being received.</p>

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	<p>Clerk to email to the Tech representatives a grant application form.</p> <p>The members of the public were advised to liaise with the Clerk regarding making a grant application to FULL COUNCIL on 11 July 2022.</p>
2223 01	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014
	<p>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.</p> <p>There were no other requests to record the meeting.</p>
2223 02	Apologies and reasons for absence
	<p>Apologies for absence with reasons received by the Clerk were circulated by email prior to the meeting.</p> <p>APPROVED: Apologies and reasons for absence from Cllr Hall.</p>
2223 03	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda
	<p>Cllr East declared an interest in item 2223 09 The asset transfer of Honley Library as a trustee of <i>Friends of Honley Library</i>.</p> <p>No other personal and disclosable pecuniary interests in items on the agenda were declared.</p>
2223 04	Written requests for new DPI dispensations
	<p>No revised DPIs to report.</p>
2223 05	Items on the agenda to be discussed in private session
	<p>RESOLVED: to consider item 2223 16 Gartside Buildings Update in private session due to commercial sensitivity and to move this item to the end of the agenda.</p>
2223 06	Minutes of the previous Service Provision Committee meeting
	<p>The minutes of the previous meeting of the SERVICE PROVISION COMMITTEE were presented.</p> <p>NOTED: the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE- held on 14 February 2022, numbered 2122 30- 2122 58 inclusive, as approved at FULL COUNCIL 28 March 2022.</p>
2223 07	Election of Vice-Chairman of the Service Provision Committee 2022-23
	<p>At the Annual Council meeting on 16-05-2022 the election of a Vice-Chairman of the SERVICE PROVISION COMMITTEE was deferred to this meeting.</p> <p>APPROVED: the appointment of Cllr Duggs Carré as Vice-Chairman for the SERVICE PROVISION COMMITTEE 2022-23.</p>

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	BUDGETARY MATTERS
2223 08	Service Provision Committee Budget and Spending Statements for 2022-23
	<p>Clerk reported that a number of items on the agenda had financial implications for the Service Provision Committee budget. The Budget 2022-23 Service Provision Income and Expenditure Year-To-Date was presented to clarify the availability of funds.</p> <p>The Clerk advised that some budget lines may need to be revised and possibly increased for the 2023-24 budget, such as 4720 Dog Waste Strategy.</p>
	NOTED: the SERVICE PROVISION COMMITTEE Budget Income and Expenditure 2022-23, Year-To-Date and Forecast.
	ASSETS MANAGEMENT
2223 09	The asset transfer of Honley Library
	<p>The Clerk reported that work had continued on the part of HOLME VALLEY PARISH COUNCIL solicitors on the drafting and amending of the asset transfer between Kirklees and HOLME VALLEY PARISH COUNCIL, the hire agreement between HOLME VALLEY PARISH COUNCIL and Kirklees (to allow for the provision of library and electoral services) and lease agreement between HOLME VALLEY PARISH COUNCIL and FOHL.</p> <p>It was observed that the hire agreement was highly favourable to Kirklees; for example, Kirklees retains the right to terminate the agreement should HOLME VALLEY PARISH COUNCIL be in breach but there is no reciprocal allowance for HOLME VALLEY PARISH COUNCIL to terminate the agreement should Kirklees be in breach.</p> <p>It was also noted that reference was made in the documents to portable shelving being present as an asset in the library; in fact, that shelving had been provided by FOHL. Currently there were two weekly library sessions run solely by FOHL volunteers.</p> <p>There remained a number of queries to be resolved upon by the Committee as set out in the <i>Report on Title</i> with appendices from Ramsdens Solicitors, acting for HOLME VALLEY PARISH COUNCIL.</p> <p>A significant bundle of documents connected to the asset transfer were presented for information.</p>
	<p>Queries from section 3 from the <i>Report on Title</i> from Ramsdens Solicitors were considered.</p> <p>RESOLVED 1: To approve the terms of the Letting Documents.</p> <p>RESOLVED 2: To confirm the provisions regarding the funding to be provided by the Parish Council set out in the lease to the <i>Friends of Honley Library</i>.</p> <p>RESOLVED 3: To confirm that the <i>Friends of Honley Library</i> will notify the Parish Council of the identity of any community groups using the premises upon request.</p> <p>RESOLVED 4: To grant the <i>Friends of Honley Library</i> the ability, under the lease, to carry out structural repairs to the property with the consent of the Parish Council (such consent must not be unreasonably withheld or delayed).</p>

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RESOLVED 5: To agree that the *Friends of Honley Library* are required to indemnify the Parish Council against all losses that the Parish Council may incur as a result of the lease or occupation by the *Friends of Honley Library*.

RESOLVED 6: To agree that the Parish Council will comply with the below conditions in respect of any such claim:

- i. That notice is given to FOHL as soon as reasonably practicable of any such claim;
- ii. That FOHL are provided with any information and assistance in relation to any such claim as FOHL may reasonably require;
- iii. That the Parish Council mitigate its losses where reasonable to do so; and
- iv. That the Parish Council obtains consent from FOHL (such consent not to be unreasonably withheld or delayed) before settling or admitting any claim.

RESOLVED 7: to approve the Clerk to source a property valuation of Honley Library so that indemnity insurance can be obtained by HOLME VALLEY PARISH COUNCIL solicitor to protect against the risk of chancel repair liability.

The lack of a fire alarm had emerged as an obstacle in a lease being signed between FOHL and HOLME VALLEY PARISH COUNCIL. FOHL May 2022 minutes stated:

"It was agreed that there needed to be a gap between the asset transfer from KC to the PC and the lease from the PC to FOHL and that the lease should not be signed until the defects are rectified."

The defects referred to above are related solely to the lack of a fire alarm.

This was based on the Fire Safety Report obtained by FOHL earlier this year. A Fire Assessment from 2010 was also included in the pack. Kirklees Council had no intention to install a fire alarm whilst Honley Library was under its ownership. There was some shock that Honley Library had no fire alarm – this was a valid concern raised by FOHL. A fire alarm installation quotation of £4,104.00 obtained by FOHL was tabled at the meeting. It was confirmed that fire alarm installation costs would count as part of the first year's grant to FOHL on completion of the Asset Transfer.

RESOLVED UNANIMOUSLY 8: To approve HOLME VALLEY PARISH COUNCIL solicitor to explore with Kirklees Council possibility of agreeing a further contract between HOLME VALLEY PARISH COUNCIL and Kirklees Council to allow HOLME VALLEY PARISH COUNCIL to commission and pay for installation of a fire alarm prior to asset transfer taking place.

RESOLVED UNANIMOUSLY 9: To recommend to FULL COUNCIL on 11 July 2022 that £10,000 is transferred from EMR 332 Honley Library to 4300 Honley Library (currently £15,000) for works outlined by FOHL, subject to lease being signed.

RESOLVED: To approve Clerk to source additional quotations for the installation of a fire alarm in Honley Library in line with HOLME VALLEY PARISH COUNCIL Financial Regulations.

FOHL to provide photographic evidence of current condition of Honley Library.

FOHL wished its thanks to HOLME VALLEY PARISH COUNCIL for its support in the asset transfer process to be entered into the minutes.

The Committee thanked the solicitor from Ramsdens for attending the meeting and for all her work and that of her team in preparing the documentation to date. She had brought a clarity to the process which enabled the Committee to make robust decisions.

The Clerk was thanked for her work in preparing and presenting the motions under consideration

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	and supporting papers.
2223 10	Holmfirth Civic Hall Community Trust
	<p>The Committee received the report <i>Holmfirth Civic – SPC Update</i>. It was reported that the Civic faced challenges recruiting caretaking staff.</p> <p>The Committee wished to thank Civic staff members for all their work and for the thorough report received.</p>
	NOTED: report received from Holmfirth Civic Hall Community Trust.
2223 11	Report from maintenance contractor regarding toilets, shelters, war memorials, phone boxes and benches
	<p>A report from the maintenance contractor was considered. Some of the suggestions contained in the report are included as motions for consideration later in the agenda.</p>
	NOTED: the report regarding toilets, shelters, war memorials, phone boxes and benches.
	<p>Clerk to contact maintenance contractor with ongoing concerns about the stone shelter at Hade Edge.</p>
2223 12	Holmfirth Public Toilets
	<p>The report received from the contractor showed that vandalism and misuse continue to be an issue for the public toilets maintained by HOLME VALLEY PARISH COUNCIL.</p> <p>The standard of cleaning of the toilets was commended by the Committee; comments had been received from a member of the public that these were the ‘cleanest public toilets ever seen’. This was particularly note-worthy given the challenges faced in the light of the misuse reported.</p>
	RESOLVED: To approve the installation of a cage around the drier in the disabled toilet to mitigate against further vandalism.
	<p>Clerk to publicise that the toilets are maintained by HOLME VALLEY PARISH COUNCIL via social media.</p>
2223 13	Stone shelters update
	<p>It was reported that adding insurance cover for the shelters was put on hold for 2022-23 whilst a new insurer was sought. The rough estimate obtained of the total cost of replacing a stone shelter will be used to seek a revised cost for adding the stone shelters to the Insurance Policy in 2023-24.</p> <p>Budget line 4740 maintenance of seats and shelters shows that a total of £1,998.53 of the £13,000 budget has been spent, leaving £11,001.47: that is, 84.63% of the budget.</p> <p>As reflected in the report from the contractor, it was proposed that the stone shelter in Oldfield has the window and its frame knocked out to deter misuse of the shelter. The contractor has estimated that this will cost 5 hours of the contractor’s time.</p> <p>Extensive repairs had been carried out to Hade Edge shelter. The Maintenance Contractor had advised that some further structural repairs to Hade Edge shelter be considered and a member</p>

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	<p>reported ongoing issues with this shelter. The walls were rendered with cement and had reached an age where it was coming away from the block-wall behind. Ideally this needed to be chiselled off where necessary and re/rendered in both the back and front shelter.</p>
	<p>NOTED: the contents of the stone shelters update from the maintenance contractor.</p>
	<p>APPROVED: commencement of works to the Oldfield stone shelter and the Hade Edge shelter including costs incurred.</p>
	<p>Clerk to keep Chair and Vice-Chair informed of costs of shelter repairs.</p>
2223 14	<p>Adopted phone boxes update</p>
	<p>The Clerk reported that the adoption of Wooldale phone box had completed on 29 April 2022 and repairs/renovation work undertaken. The box was in the custodianship of Wooldale Allotments Society and being used as a seed/plant exchange and to offer fresh produce. A ribbon-cutting ceremony was held on the weekend as part of the Jubilee celebrations, Cllr J Brook and Cllr M Blacka presiding.</p> <p>It was reported at the last meeting on 14-02-2022 that the red phone kiosk next to the Post Office in Holmfirth had been successfully adopted by the Parish Council. A definitive decision was yet to be taken about the use this kiosk can be put to. The Clerk was following a number of leads regarding parties who may be interested in taking on the custodianship of the box.</p>
	<p>NOTED: the adoption of the red phone kiosk in Wooldale, its refurbishment and utilisation under the custodianship of Wooldale Allotments Society.</p>
	<p>After some discussion, consideration of the refurbishment of the red phone kiosk next to the Post Office in Holmfirth was deferred, views of the CLIMATE EMERGENCY STANDING COMMITTEE to be sought.</p> <p>Clerk to send formal thank you letter to Wooldale Allotments Society for making Cllr Brook and Cllr Blacka so welcome during the Jubilee grand opening of the Veg Box at Wooldale.</p>
2223 15	<p>Benches update</p>
	<p>The Clerk thanked Councillors and Holme Valley residents for their continuing efforts to report issues with any benches found to be in disrepair. The Maintenance Contractor was commended on the swift action taken on several occasions to repair benches which have been damaged.</p> <p>A query had been received regarding 3 benches adjacent to 36 Victoria Street, Holmfirth, HD9 7DE (formerly Yorkshire Building Society). The query related to a possible re-siting of the 3 benches due to plans for the outside area to be used as café seating for the premises.</p>
	<p>NOTED: Clerk's report on benches.</p>
	<p>Clerk to contact owners of 36 Victoria Street to request sight of proof of ownership of the outside areas on which the HOLME VALLEY PARISH COUNCIL benches are sited.</p>
	<p><i>Cllr Brook left the meeting at 9pm.</i></p> <p><i>Members agreed to continue the meeting for a further 30 minutes in order to complete all the business on the agenda</i></p>

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	<i>Agenda item 2223 16 was moved to the end of the agenda as resolved in item 2223 05.</i>
	PROJECTS
2223 17	Update regarding the dog waste strategy
	<p>The Clerk reported that several dog waste bag dispensers have been repainted and repaired. The 40 laminated vinyl stickers for the dog waste bag dispensers are ready for collection and attaching to the dispensers. Demand for bags was close to outstripping supply and when the budget for 2023-24 was considered the amount committed to this budget line could be reviewed.</p> <p>The group of volunteers who keep the dog waste bag dispensers stocked up were continuing to do a great job across the Holme Valley. It had been suggested that a beebomb could be given as a thank you to all volunteers.</p>
	NOTED: the dog waste strategy update.
2223 18	Removal of sharps bin and bike lockers from Holmfirth centre
	<p>The Clerk reported that no action had been taken by 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 toilets.</p> <p>The Clerk had formally written to the Interim Service Director, Highways, Kirklees Council, about the sharps bin and the bike lockers on 19 April 2022. Nothing further has been received since an email exchange regarding the letters.</p>
	NOTED: current position with regards to the removal of the sharps bin and bike lockers in Holmfirth centre.
2223 19	To receive meeting notes regarding the <i>Holme Valley Youth Offer</i>
	<p>The Clerk reported that no new meetings notes have been received since the Service Provision Committee meeting on 14 February 2022. Cllr Greaves was organising a meeting regarding Honley youth provision.</p> <p>Members discussed the need for a co-ordinated approach to the provision of youth services.</p>
2223 16	Tendering process for maintenance contract
	<p>The Clerk reported that putting the maintenance contract to tender remained a recommendation from the Independent Auditor. However, the Clerk had not been in a position to present a draft maintenance contract and tendering process to the Service Provision Committee at the meeting.</p>
	NOTED: the development of a maintenance contract to put to tender remains an audit recommendation.
	<p>Clerk to present a draft maintenance contract and tendering process to the SERVICE PROVISION COMMITTEE at the meeting scheduled for Monday 12 September 2022.</p>

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	CORRESPONDENCE
2223 20	Project Communities – change of venue
	Clerk reported that Project Communities had been in communication to notify HOLME VALLEY PARISH COUNCIL that they wished to change the venue for the sports sessions for girls that they had received a grant for from the SERVICE PROVISION COMMITTEE under the Youth Facilities budget line 4755. The change in venue was to maximise uptake of the sessions in response to feedback received.
	NOTED: The change of venue from Phoenix Centre to New Mill School for the running of activities for girls by Project Communities.
2223 21	Kirklees Youth Alliance Youth Clubs – change of provider
	The Clerk reported that a grant for £5,000 had been made from the SERVICE PROVISION COMMITTEE to KYA under the Youth Facilities budget line 4755 to fund youth club provision. KYA had since notified the Clerk that the youth club provision would now be sub-contracted to Enabling Youth CIC (based in Meltham).
	Thanks were extended to Cllr Carré for suggesting that a Service Level Agreement be approved between KYA and Enabling Youth CiC as a way of ensuring continuity of provision.
	Future grant applications would be made by Enabling Youth CiC and not Kirklees Youth Alliance.
	NOTED: Enabling Youth CIC now facilitating the running of the Youth Club provision at the Phoenix Centre funded by HOLME VALLEY PARISH COUNCIL grant paid to KYA.
2223 22	Items for Publicity
	Members were invited to suggest items for publicity arising from the current work of the Service Provision Committee.
	NOTED: Suggestions for aspects of the work of the SERVICE PROVISION COMMITTEE to publicise further, including publicising HOLME VALLEY PARISH COUNCIL ownership of Holmfirth Public Toilets and possible uses of red phone kiosk adjacent to Holmfirth Post Office.
2223 16	Gartside Buildings update
	A resolution was recorded for item 2223 05 to consider item 2223 16 Gartside Buildings Update in private session due to commercial sensitivity and to move this item to the end of the agenda. This resolution was adhered to.
	RESOLVED: Should the tenant choose to proceed with work at their own expense to rehang the entrance door to the opposite side of the existing frame, approval was given with the proviso that the HOLME VALLEY PARISH COUNCIL Maintenance Contractor carries out the work in the colour agreed with the Clerk.
	Permission for the erection of 3 additional dibond signs specific to the retail unit in line with design submitted was not considered.
	Clerk to invite tenant to a meeting to look at the <i>Neighbourhood Development Plan</i> prior to

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submitting any further designs for consideration.

The meeting closed at 9.20pm.