

Holme Valley Parish Council

MEETING OF THE SERVICE PROVISION COMMITTEE TUESDAY 20 SEPTEMBER 2022

PRESENT: Cllr East (Chair), Cllr Carré, Cllr T Dixon

ABSENT: Cllr D Firth

APOLOGIES & REASONS APPROVED: Cllr Blacka, Cllr Brook

DISPENSATION: Cllr D Hall

OFFICER PRESENT: Jen McIntosh (Clerk)

DRAFT MINUTES

	Public Question Time
	No members of the public were present.
2223 23	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014
	The Officer recorded the meeting in video format for upload to the Parish Council's YouTube channel. No other requests to record the meeting were made.
2223 24	Apologies and reasons for absence
	Apologies for absence with reasons received by the Clerk were circulated by email prior to the meeting. Cllr Hall had a dispensation for a 6 month period of absence, being granted at Full Council on 11 July 2022.
	Resolved: to approve apologies and reasons for absence from Cllr Blacka and Cllr Brook.
2223 25	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda
	Cllr East reported that he was a trustee of Friends of Honley Library and was also part of the management board of Honley Youth. Both of these were unpaid positions. Nevertheless, Cllr East would abstain from participating in any votes relating to those organisations. Cllr Carré had had contact with some of the bodies featured on the agenda in a professional capacity but was not a decision maker and had no financial interest.
	Noted : Members' personal and disclosable interests in items on the agenda, none of which had any pecuniary element.
2223 26	Written requests for new DPI dispensations
	One revised DPI had been received and was circulated prior to the meeting.
	Received: revised DPI dispensation from Cllr East.

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2223 27	Items on the agenda to be discussed in private session
	No items on the agenda were to be discussed in private session.
2223 28	Minutes of the previous Service Provision Committee meeting
	Noted: The minutes of the previous meeting of the SERVICE PROVISION COMMITTEE, held on 7 June 2022, numbered 2223 01- 2223 22 inclusive, approved at FULL COUNCIL 11 July 2022.
	BUDGETARY MATTERS
2223 29	Service Provision Committee Budget and Spending Statements for 2022-23
	Noted: the SERVICE PROVISION COMMITTEE Budget Income and Expenditure 2022-23, Year-To-Date and Forecast, as presented.
2223 30	Expenditure from Service Provision budget
	<p>The Clerk had been in correspondence with Kirklees to indicate that Holme Valley Parish Council wished to repeat its arrangement from last year, that a total of 5 lit trees using existing ground socket and power supplies are provided by Kirklees for: Holmfirth (traditionally Kirklees has not charged for this one), Brockholes, Netherthong, New Mill and Wooldale.</p> <p>It had been requested that the Holmfirth tree be lit at a lights switch-on event provisionally planned for 26th November 2022 and that no metal barriers were to be placed around that tree.</p> <p>The total cost last year for the trees from Kirklees was £3448.</p> <p>HVPC has also paid for the cost of 5 cut trees for Hinchliffe Mill, Holmbridge, Honley, Scholes and Upperrthong.</p> <p>£5,500 was available for this expenditure through Budget Line 4705 Christmas Provision. Grant requests relating to this budget from Holmfirth Christmas Team and Honley Business Association were due to be considered later in the meeting.</p> <p>Approved: Christmas tree expenditure of £3448 (estimate) on 5 lit, cut trees supplied by Kirklees for Holmfirth, Brockholes, Netherthong, New Mill and Wooldale.</p> <p>Clerk to email out to SERVICE PROVISION COMMITTEE the cost last year of the 5 cut trees for Hinchliffe Mill, Holmbridge, Honley, Scholes and Upperrthong.</p>
2223 31	Service Provision Grant Applications
	<p>i. Approved: a grant for £1,000 for Holme Valley Patient Transport Scheme towards wages. The legal power for this would be Local Government and Rating Act 1997 s26-29. From budget line 4725 Patient Transport Scheme.</p> <p>Clerk to request evaluation/further information for the November meeting to enable the Committee to consider whether to continue this budget line in the 2023-24 budget.</p>

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	<p>ii. Approved: a grant of £1,000 for Honley Business Association towards Honley Christmas events. The legal power for this would be Local Government Act 1972 s144. From budget line 4705 Christmas Provision.</p>
	<p>iii. To consider: a grant of £1,000 for Holmfirth Christmas Team towards Holmfirth Christmas events. The legal power for this would be Local Government Act 1972 s144. From budget line 4705 Christmas Provision.</p>
	<p>The following grant applications were considered in turn in principle, with monies allocated after consideration had concluded.</p>
	<p>iv. Resolved: to refer a grant application from Holme Valley District Scouts for £1,000 towards Scout Jamboree training for x5 scouts – to the FINANCE AND MANAGEMENT COMMITTEE for consideration as a projects and events grant.</p>
	<p>v. Approved: a grant of £2,387.50 for Honley Youth (Honley Village Community Trust) towards training workshops for young people. The legal power for this would be Local Government (and Miscellaneous Provisions) Act 1976 s19. From budget line 4755 Youth Facilities.</p>
	<p>vi. Approved: a grant of £500 for Holmfirth Arts Festival towards training for young music makers. The legal power for this would be Local Government Act 1972 s45. From budget line 4755 Youth Facilities.</p>
	<p>vii. Approved: a grant of £405 for Holmbridge Cricket Club towards training and coaching for junior cricketers. The legal power for this is Local Government (and Miscellaneous Provisions) Act 1976 s19. From budget line 4755 Youth Facilities.</p> <p>A request for £575 towards the installation of a shower would be referred to FINANCE AND MANAGEMENT COMMITTEE as an other community assets application.</p>
	<p>viii. Approved: a grant of £2,479.50 for Enabling Youth and Motocross CIC towards youth club provision. The legal power for this is Local Government (and Miscellaneous Provisions) Act 1976 s19. From budget line 4755 Youth Facilities.</p>
	<p>ix. Approved: a grant of £2,146 for Café 100 towards running costs and staff wages for the provision of Café 100 youth club. The legal power for this was Local Government (and Miscellaneous Provisions) Act 1976 s19. From budget line 4755 Youth Facilities.</p>
	<p>A recommendation was to be made to FULL COUNCIL that the remaining amounts (50%) of the grants sought by Honley youth, Holmfirth Arts Festival, Holmbridge Cricket club, Enabling Youth and Motocross and Café 100 – totalling £7,918 - should be granted from general reserves. An observation was made that the £40,000 earmarked reserve for playgrounds remained uncommitted; there was a need for youth services and the Committee hoped further funding could be given in the future on a more sustainable basis.</p>
	ASSETS MANAGEMENT
2223 32	The asset transfer of Honley Library
	<p>i. Noted: Report on Title, Appendix 1, Appendix 2 and Appendix 3 from Ramsdens Solicitors.</p>
	<p>ii. Approved: the Chancel Repair Insurance policy and approval of payment of premium of £174.</p>

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	<p>iii. Approved: the Lease agreement.</p> <p>iv. Approved: the Hosting agreement.</p> <p>v. Approved: the Hire agreement.</p> <p>Clerk to communicate details of any celebratory event in connection with the completion of the asset transfer.</p>
2223 33	Holmfirth Civic Hall Community Trust
	Noted: report from Holmfirth Civic Hall Community Trust.
2223 34	Report from maintenance contractor regarding toilets, shelters, war memorials, phone boxes and benches
	Noted: the report regarding toilets, shelters, war memorials, phone boxes and benches.
2223 35	Holmfirth Public Toilets
	<p>As reflected in the report from the contractor, vandalism and misuse continued to be an issue for the Holmfirth Public Toilets. Replacing of cisterns needs to be investigated/costed. Budget line 4320 Public toilets day to day shows that £7,545.99 remains of £17,000, illustrating that 6 months into the financial year 55.61% of the budget has been spent.</p> <p>Toilet voluntary contributions reported include:</p> <ul style="list-style-type: none"> • £1361 - 17 June 20221 to 10 February 2022 • £364 - 11 February 2022 to 24 March 2022 • £1416 for 25 March 2022 to 4 September 2022 <p>There have been issues reported with the Post Office and banks not accepting counted coinage. New ownership of the Post Office could provide a solution if it was accepted that there would be a percentage fee charged to deal with the coinage.</p> <p>Any monies from voluntary contributions should go towards covering any overspend on the toilet maintenance budget.</p> <p>Committee members were concerned at the voluntary contributions appearing to decrease.</p>
	Resolved: Clerk to investigate replacing/improving signage as to where the gents/ladies are positioned and asking for voluntary contributions.
	<i>At 9pm it was resolved to continue the meeting until the business was concluded.</i>
2223 36	Stone shelters and seats update
	<p>Budget line 4740 maintenance of seats and shelters showed that a total of £7,828.06 of the £13,000 budget remains: that is, 39.78% of the budget has been spent.</p> <p>The report from the contractor showed that Hade Edge shelter continued to be the shelter most often in need of attention. Approved works to the stone shelter in Oldfield - the window and its frame to be knocked out to deter misuse of the shelter – still needed to go ahead.</p>

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	<p>The Clerk is processing a request for a memorial plaque to be installed on seat HON15C with regards to a Mr Keith Wigley in line with the Memorial Benches Policy.</p> <p>The two benches adjacent to 36 Victoria Street, Holmfirth, HD9 7DE (formerly Yorkshire Building Society) had been removed and are now in storage. Holmepride had suggested several sites for possible re-siting. The Clerk had looked at sites suggested with the maintenance contractor and presented possible ways forward at the meeting for consideration.</p>
	<p>Resolved: Clerk to seek any necessary permissions for the re-siting of the benches, one outside Oxfam and one at the juncture between Crown Bottom car park and the bridge over the river leading to Holme Gardens. Once permissions are forthcoming, benches can be re-sited.</p>
2223 37	Adopted phone boxes update
	<p>The Clerk reported that a definitive decision has yet to be taken about the use and custodianship of the adopted red phone kiosk next to the Post Office in Holmfirth.</p> <p>Possible uses have been discussed at the Service Provision meeting 13 June 2022, the Climate Emergency Standing Committee meeting 27 June 2022 and Full Council 11 July 2022. Ideas for usage have centred around making the box available for different groups (especially connected to the Festivals hosted in Holmfirth) for a few weeks/month at a time. A ‘Stop and think’ area within the box to be periodically changed, publicising current information and concerns.</p> <p>Holmepride had suggested that this kiosk mirrors the use of the Wooldale Veg Box, with produce being left and similar shelving installed (the shelving and installation has been offered free of charge). However, this duplicated the provision of a stall for the gifting of surplus produce in the community gardens adjacent to Bloc.</p> <p>No individual or organisation had stepped forward to act as custodian(s) for the kiosk.</p> <p>In anticipation of a decision – and to stop the kiosk falling into further disrepair - the kiosk had been repainted and signage ordered as per the maintenance contractor’s report.</p> <p>The maintenance contractor had placed a lock on the kiosk as requested and was willing to consider the use of his team for regular locking/unlocking of the kiosk to tie in with the locking/unlocking of the public toilets. There would be an additional charge for this; £1 for each locking/unlocking has been suggested ie a possible total of £730 per annum.</p> <p>The Committee discussed further possibilities, including the kiosk being a mini museum for Holmfirth, containing information boards in conjunction with the Civic Society and an idea to keep the box locked with installations inside that were visible and appealing.</p>
	<p>Resolved: Vice-Chair of the Committee to research further and report back.</p>
2223 38	Gartside Buildings update
	<p>A visit from Kirklees Building Control was to be arranged to inspect the installation of three smoke alarms and a “running man” emergency light on the front door of the unit by the current tenant.</p> <p>There was nothing further to report.</p>
2223 39	Stotts minibus provision

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	<p>It is some time since the Parish Council's contribution to the local minibus provision was reviewed in any depth by the Service Provision Committee.</p> <p>A new Parish Council is due to be installed in May 2023. This would be an opportune time to review current arrangements and routes with input from Stotts and negotiate a fresh agreement. A contract with Stotts to last the lifetime of that Council could be considered in 2023-24 by the Service Provision Committee, the provision currently in place being maintained until then.</p>
	<p>Resolved: to maintain the Stotts minibus provision arrangement for at least another year.</p>
	<p>Arrangements to be made for Cllrs East, Carré and T. Dixon to meet with Stotts to review provision.</p>
	<p>PROJECTS</p>
2223 40	Update regarding the dog waste strategy
	<p>One new dispenser has been installed at Crown Bottom Car Park at the suggestion of HolmePride. Several dog waste bag dispensers have been repainted and repaired in Brockholes. The 40 laminated vinyl stickers for the dog waste bag dispensers were being attached to the dispensers.</p> <p>The group of volunteers who keep the dog waste bag dispensers stocked up continued to do a great job across the Holme Valley.</p>
	<p>Noted: the contents of the dog waste strategy update.</p>
2223 41	Removal of sharps bin and bike lockers from Holmfirth centre
	<p>The sharps bin cemented into the pavement near Holmfirth Public Toilets had not been removed and no further correspondence had been received regarding this.</p> <p>However, the two vandalised bike lockers in the car park adjacent to the toilets had been removed.</p> <p>The Clerk formally wrote to Mark Scarr, Interim Service Director, Highways, Kirklees Council about the sharps bin on 19 April 2022.</p>
	<p>Resolved: Clerk to write to Kirklees Ward Councillor to ask for support in furthering the removal of the sharps bin.</p>
2223 42	Installation of free bike repair station and possible siting of bike rack adjacent to Holmfirth Public Toilets
	<p>Holmepride have raised the possibility of having a free bike repair station installed and suggested that this could be fixed to the wall of Holmfirth Public Toilets where the old bike lockers were placed. The Clerk had walked the area with the maintenance contractor; there was space there, and, being adjacent to the car park and very central this seemed to be a good position. There was also room for vandal-proof bike locking rails to be fitted in this space as well, should that be desired.</p> <p>The Committee was asked to consider how it would like to proceed in this matter.</p>
	<p>Resolved: refer the installation of a free bike repair station and possible siting of a bike rack to the CLIMATE EMERGENCY STANDING COMMITTEE for consideration.</p>

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2223 43	Holme Valley Youth Services
	A meeting had been arranged at the Tech on 14 September to consider youth provision in Holmfirth. Cllr Carré reported that whilst a number of contacts from Kirklees Council were in attendance none of the youth service providers had been able to attend.
2223 44	Renewal and future tendering of Maintenance and Holmfirth Public Toilet contracts
	The Committee heard that putting the maintenance contract to tender remained a recommendation from the Independent Auditor. Approval of tendering and selection of contracts was in the terms of reference of the Finance and Management Committee.
	The drawing up of a contract and tendering process was new to the Clerk; both the Clerk and Deputy Clerk were enrolled for training in procurement on 8 November 2022.
	A new Parish Council was due to be installed in May 2022. A four year contract to last the lifetime of that Council could be considered in the Summer of 2023, with the contractual arrangements currently in place being rolled over until then.
	Resolved: to support the continuation of current contractual arrangements for the maintenance of HVPC assets and the servicing of Holmfirth Public Toilets until 2024.
	Clerk to present a draft maintenance contract and tendering process to the Service Provision Committee at the first scheduled meeting of the Service Provision Committee 2023-24.
	PUBLICITY
2223 45	Items for Publicity
	Noted: suggestions for aspects of the work of the Service Provision Committee to publicise further including grants, Christmas provision and the asset transfer of Honley Library.
	<i>The meeting closed at 9.40pm.</i>