

Holme Valley Parish Council

MEETING OF THE SERVICE PROVISION COMMITTEE MONDAY 27 FEBRUARY 2023

PRESENT: Cllr Sean East (in the Chair), Cllr Mary Blacka, Cllr Jason Brook, Cllr Duggs Carré, Cllr Chris Green

APOLOGIES: Cllr Tom Dixon, Cllr Di Hall (dispensation in place)

ABSENT: Cllr Firth

Jen McIntosh, Clerk, in attendance to take down minutes.

DRAFT MINUTES

	Welcome
	Public Question Time
	Several members of the public were present to speak to Committee Members including representatives from Friends of Honley Library and Holmfirth Civic Hall Community Trust. The Chair welcomed all present. Item 2223 77 was brought forward to allow members of the public to speak.
	PROCEDURAL MATTERS
2223 68	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014
	The Officer was recording the meeting in video format for upload to the Parish Council's YouTube channel. There were no other requests to record the meeting.
2223 69	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 in place for a 6 month period of absence.
	APPROVED: Apologies and reasons for absence from Cllr Tom Dixon.
	Cllr Firth was absent from the meeting.
2223 70	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda
	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda were reported to the Committee for consideration.

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	NOTED: Cllr East was a FOHL Trustee and Cllr Carré was a HCHCT Trustee, neither of which was a pecuniary interest.
2223 71	Written requests for new DPI dispensations
	No new written requests for new DPI dispensations were reported.
2223 72	Items on the agenda to be discussed in private session
	No items on the agenda were to be discussed in private session.
2223 73	Minutes of the previous Service Provision Committee meeting
	The minutes of the previous meeting of the SERVICE PROVISION COMMITTEE, held on 7 November 2022, numbered 2223 46- 2223 67 inclusive were approved at FULL COUNCIL 12 December 2022.
	NOTED: The minutes of the previous meeting of the SERVICE PROVISION COMMITTEE, held on 7 November 2022, numbered 2223 46- 2223 67 inclusive, approved at FULL COUNCIL 12 December 2022.
	BUDGETARY MATTERS
2223 74	Service Provision Committee Budget Year-to-Date and Projected for 2022-23
	NOTED: the SERVICE PROVISION COMMITTEE Budget Income and Expenditure 2022-23, Year-To-Date and Projected as presented.
	No further actions regarding the SERVICE PROVISION COMMITTEE Budget Income and Expenditure 2022-23, Year-To-Date and Projected were proposed.
2223 75	Service Provision Committee Budget 2023-24
	NOTED: the SERVICE PROVISION COMMITTEE budget 2023-24 as presented.
2223 76	Authorisation for Regular items of expenditure 2023-24
	Clerk reported that there were a number of regular items of expenditure featured in the Service Provision Budget, listed below.
	4320 Holmfirth Toilets <ul style="list-style-type: none"> – Maintenance and Costs (Maintenance Contractor) – Electricity (Npower) – Water and Sewerage (Scottish Water Business Stream) – Sanitary Services (Principal Hygiene)
	4705 Christmas Provision <ul style="list-style-type: none"> – Christmas Trees (Kirklees)

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	<ul style="list-style-type: none"> – Christmas Trees (SD and TJ Kirk) <p>4710 New Mill Churchyard</p> <ul style="list-style-type: none"> – Maintenance and Costs (Maintenance Contractor) <p>4720 Dog Waste</p> <ul style="list-style-type: none"> – Maintenance and Costs (Maintenance Contractor) – Poo Bags and Dispensers (JRB) <p>4730 Minibus</p> <ul style="list-style-type: none"> – Minibus Service (West Yorkshire Combined Authority) <p>4735 Phone Boxes</p> <ul style="list-style-type: none"> – Maintenance and Costs (Maintenance Contractor) <p>4740 Seats and Shelters</p> <ul style="list-style-type: none"> – Maintenance and Costs (Maintenance Contractor) <p>4750 War Memorials</p> <ul style="list-style-type: none"> – Maintenance and Costs (Maintenance Contractor) <p>Clerk further reported that it was intended that the new Council would review each of Holmfirth Christmas Team and Honley Business Association Christmas Team being treated as regular annual expenditure and payee, the same as currently agreed regarding the Holme Valley Patient Transport Scheme.</p> <p>The dog waste bags were not regular payments but were regular expenditure.</p>
	<p>NOTED AND APPROVED: the authorisation of specified regular items of expenditure, as listed above, featured in the Services Provision Budget for the Council Year 2023-24.</p>
	GRANT REQUESTS AND FUNDING ARRANGEMENTS
2223 77	Honley Library
	<p>The SERVICE PROVISION COMMITTEE welcomed the Chair of Friends of Honley Library, recently-installed Honley Library lease-holders, and Standing Orders were suspended so that a verbal report about FOHL’s plans for the Library could be heard.</p> <p>Considerable resource had been put into assisting the leaseholders to get established and manage the transition from Kirklees to Holme Valley Parish Council ownership. Under FOHL’s management significant improvements were already under way.</p> <p>A payment of £10,000 had been made to FOHL from the EMR 332 Honley Library via the 4300 Honley Library budget line to pay for agreed transitional works.</p> <p>A further payment of £15,000 was made towards the maintenance and running costs of the Library from the 2022-23 budget.</p> <p>A further £15,000 remained in the EMR Energy Honley Library.</p>

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	<p>RESOLVED: to recommend to the ANNUAL PARISH COUNCIL meeting in principle to release up to £10,000 from EMR 332 Honley Library for energy-saving works subject to the submission of an appropriately detailed programme of works.</p> <p>FOHL Trustee representatives from the Parish Council will be reviewed in May.</p>
2223 78	Holmfirth Civic Hall Community Trust
	<p>A very thorough report had been received from Holmfirth Civic Hall Community Trust: <i>Holmfirth Civic – SPC Update</i>.</p> <p>Arising from works outlined in the report was a grant application for £30,000 for consideration. This was for works on the foyer, stairs and landing.</p> <p>Standing Orders were suspended to allow the HCHCT representative to answer questions regarding the report and grant application.</p>
	<p>NOTED: report from Holmfirth Civic Hall Community Trust.</p> <p>RESOLVED: To recommend to Annual Parish Council release of £30,000 from EMR 329 Holmfirth Civic Hall (capital) as payment of a grant of £30,000 to be made to Holmfirth Civic Hall Community Trust for ongoing works.</p> <p>Clerk to email out to Committee members Architects’ drawings of the proposed works.</p>
2223 79	Youth Facilities
	<p>At the meeting on 7 November 2022 the SERVICE PROVISION COMMITTEE had resolved to commission Kirklees Youth Alliance to provide a youth service across the Holme Valley in at least 3 different venues to include Honley for 2023-24. A budget of £25,000 for Youth Work in the Holme Valley was part of the SERVICE PROVISION COMMITTEE’s budget for 2023-24.</p> <p>Kirklees Youth Alliance were then in the early stages of forming a Holme Valley Youth Consortia.</p> <p>Standing Orders were suspended to allow the KYA representative to present and take questions regarding progress of the scheme.</p>
	<p>NOTED: the verbal report received from Kirklees Youth Alliance.</p> <p>Clerk to email out to Committee members whether FULL COUNCIL authorisation would be needed to pay out the £25,000.</p> <p>A further report to be made to the SERVICE PROVISION COMMITTEE ahead of the meeting on Monday 5 June 2023, showing how the money is to be spent and demonstrating value for money.</p> <p>This should lead to the Committee resolving how the money is to be paid out and whether any criteria are to be used to trigger the release of the money.</p>

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2223 80	Honley CCTV Grant - maintenance
	Clerk reported that a grant application had been received from Honley Business Association for £1560.00 regarding the maintenance of the CCTV system.
	RESOLVED: to recommend to Full Council that a grant for from Honley Business Association of £1560.00 be paid through CCTV budget line from EMR 4700 CCTV for the maintenance of the Honley CCTV system.
2223 81	Stotts minibus provision
	Clerk reported that on 20-9-2022 the SERVICE PROVISION COMMITTEE resolved to maintain the Stotts minibus provision arrangement for at least another year. It will be for the new Council elected in May to review a rolling contract arrangement for its tenure.
	NOTED: The Clerk to make arrangements for Stotts to attend a meeting to review provision as soon as the new Council is in place. Electrification of buses to be one issue discussed.
	ASSETS AND SERVICES MANAGEMENT
2223 82	Report from maintenance contractor regarding toilets, shelters, war memorials, phone boxes and benches
	NOTED: the report from maintenance contractor regarding toilets, shelters, war memorials, phone boxes and benches. Maintenance contractor to be invited to SERVICE PROVISION COMMITTEE meeting on 5 June 2023. Maintenance contractor to be thanked for all of his excellent work.
2223 83	Holmfirth Public Toilets
	Clerk reported further to the written report from the contractor regarding Holmfirth Public Toilets. The Clerk was yet to investigate replacing/improving signage to clarify where the gents/ladies are positioned and encourage the giving of voluntary contributions, as resolved at the meeting on 20-9-22 item 2223 35.
	NOTED: the update regarding Holmfirth Public Toilets.
2223 84	Gartside Buildings update
	Clerk reported that the 'Tenancy at Will' agreement between HOLME VALLEY PARISH COUNCIL and the new tenant starting 1-11-2022 remained in place. A longer-term tenancy was in development.

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	No requests had been received regarding works needed to the property.
	NOTED: the verbal report from the Clerk regarding the Gartside unit.
2223 85	Stone shelters and seats update
	NOTED: the report from the contractor regarding the stone shelters and seats.
2223 86	Adopted phone boxes update
	<p>Clerk reported that a definitive decision about the use and custodianship of the adopted red phone kiosk next to the Post Office in Holmfirth had been deferred at the meeting on 7-11-2022.</p> <p>Possibilities included the kiosk being a mini-museum for Holmfirth, containing information boards in conjunction with the Civic Society with installations inside that were visible and appealing.</p> <p>It had not been possible to arrange any use of the kiosk as part of Holmfirth Christmas celebrations.</p> <p>An action for the Clerk remained to contact the Civic Society to gauge interest/capacity regarding utilisation of the phone kiosk.</p>
	NOTED: report regarding the use and management of the red phone kiosk next to the Post Office in Holmfirth.
	Clerk to contact Last of Summer Wine Festival regarding possible utilisation of the phone box.
2223 87	Update regarding the dog waste strategy
	<p>Clerk reported that whilst a potential overspend of the dog waste strategy budget had not materialised there had been an issue over the mass taking of waste bags as soon as some dispensers were filled.</p> <p>The Maintenance Contractor was rolling out the attachment of laminated vinyl stickers to dog waste bag dispensers.</p>
	NOTED: the Holme Valley Parish Council dog waste strategy to be reviewed by the new Council for 2024-25.
	Clerk to continue to manage the strategy whilst the review is pending. The review might consider whether or not the dispensers are in the right places and look to get feedback on the use of the dispensers.
	ONGOING PROJECTS AND NEW MATTERS FOR CONSIDERATION
2223 88	Removal of sharps bin from Holmfirth centre

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	<p>The sharps bin cemented into the pavement near Holmfirth Public Toilets had not been removed. The Clerk formally wrote to Mark Scarr, Interim Service Director, Highways, Kirklees Council about the sharps bin on 19 April 2022.</p> <p>Writing to Kirklees Ward Councillors to ask for support in furthering the removal of the sharps bin remained an action for the Clerk.</p>
	NOTED: current position with regards to the removal of the sharps bin in Holmfirth centre.
2223 89	Honley Post Office
	<p>The current Honley Post Office provision had closed, leaving Honley with no functioning Post Office. Other possible bases had been explored and Friends of Honley Library had been approached about the Library being a base. Reluctantly, FOHL had communicated that Honley Library would not be a suitable venue to host a Post Office service currently.</p>
	NOTED: whilst the Committee would like to encourage the provision of a Post Office service in Honley there were no actions open to the Committee to facilitate such provision.
	PUBLICITY
2223 90	Items for Publicity
	NOTED: suggestions for aspects of the work of the Service Provision Committee to publicise further.
	<i>Meeting finished 8.58pm.</i>