

Holme Valley Parish Council

SERVICE PROVISION COMMITTEE MONDAY 6 NOVEMBER 2023

IN THE CHAIR: Cllr Lawrence Baylin

ALSO PRESENT: Cllr Isaac Barnett, Cllr Donna Bellamy, Cllr Mary Blacka, Cllr Pat Colling, Cllr Tom Dixon, Cllr Chris Green, Cllr Glenn Kirkby, Cllr Alison Morgan, Cllr Steve Ransby, Cllr Jane Rylah, Cllr Tricia Stewart

ABSENT WITH APOLOGIES AND REASON APPROVED: Cllr Donald Firth (6-month dispensation in place)

OTHER ABSENCES: None

OFFICER TAKING MINUTES: Jen McIntosh

DRAFT MINUTES

	Welcome
	Public Question Time
	<p>The Chair welcomed Committee members and a member of the public to the meeting for consideration of a full agenda of business.</p> <p>The member of the public was present to represent Holmfirth Civic Hall Community Trust with regards to item 2324 55. The Chair explained that Standing Orders would be suspended when that item was reached to allow the member of the public to speak.</p> <p>The Clerk reported that members of the public representing Friends of Honley Library had expressed their intention to join the meeting by the time item 2324 54 was due to be discussed.</p> <p>The Clerk informed the Committee that it was the intention that at 8.45pm item 2324 66 SERVICE PROVISION COMMITTEE budget 2024-25 would be considered so that motions regarding the budget for 2024-25 could be considered before 9pm when the meeting was scheduled to close.</p>
2324 46	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014
	<p>The Chair reported that 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.</p>
2324 47	Apologies and reasons for absence
	<p>NOTED: a 6-month dispensation for Cllr Firth is in place.</p> <p>The Clerk had spoken to Cllr Firth by phone earlier in the day and passed on the best wishes of the Committee.</p>
	<p>There were no other apologies and reasons for absence to consider as all other members were present.</p>
2324 48	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda
	<p>Councillors are required to submit a Declaration of Pecuniary and Other Interests form upon</p>

Holme Valley Parish Council

	<p>becoming a councillor. Further to this, councillors should declare any interests in forthcoming agenda items at this item in the meeting where possible so that decisions can be made as to whether the councillor may participate in any discussion or vote when the item they have expressed an interest in is heard.</p>
	<p>The only relevant interests all stemmed from councillors either representing the Parish Council at the behest of the Parish Council or were community interests and none of the declarations involved a financial interest. As per the previous meeting these were:</p> <ul style="list-style-type: none"> – Cllr Pat Colling and Cllr Glenn Kirkby – trustees of Friends of Honley Library. – Cllr Steve Ransby – trustee of Holmfirth Civic Hall Community Trust (HCHCT). – Cllr Glenn Kirkby – involvement in Honley Youth. <p>No objections were raised to the named councillors taking part in any relevant discussion or vote regarding the relevant items as they arose in the meeting.</p>
2324 49	Receipt of updated Disclosable Personal and Pecuniary Interests forms
	<p>There were no revised Disclosable Personal and Pecuniary Interests forms (DPIs) of Committee members to be received.</p>
2324 50	Items on the agenda to be discussed in private session
	<p>The Clerk reported that on occasion, items can be resolved to be heard in private session. This may be where there are issues of commercial sensitivity, public interest or other good reason why the item should not be discussed in public.</p> <p>In such a case, the room was to be cleared of members of the public prior to the item being heard and all discussion taken out of the recorded footage later shared to the HVPC YouTube Channel.</p> <p>Decisions regarding any items heard in private session would be recorded in the minutes.</p>
	RESOLVED: to consider item 2324 59 Gartside Building update in private session.
2324 51	Minutes of the previous Service Provision Committee meeting
	NOTED: the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 18 September 2023, numbered 2324 26 - 2324 45 inclusive, having been APPROVED at FULL COUNCIL on Monday 9 October 2023.
	<p>Information was given regarding ongoing matters arising from the approved minutes as minuted below:</p> <ol style="list-style-type: none"> i. <u>Holme Valley Transport Scheme.</u> The Clerk had as yet received no response from HVTS regarding the invitation to submit a rolling grant application. Under budget proposals heard as item 2324 66 it was planned to move this budget line to the FINANCE AND MANAGEMENT COMMITTEE. The grant for 2023-24 had not yet been released, pending receipt of written evaluation from the 2022-23 grant awarded. ii. <u>Youth work in the Holme Valley.</u> The Clerk reported on youth provision in Honley related to correspondence with Cllr Bellamy and Susan Greenwood. Part of the agreement with KYA was that there should be financial support for a youth club operating in Honley. A youth club provision was currently running at Honley Community Centre. Cllr Kirkby reported on organisational changes that were happening to Honley Youth which should be resolved in 2024. iii. <u>Any other matter arising.</u>

Holme Valley Parish Council

	<ul style="list-style-type: none"> i. There was an outstanding action for the Clerk to write to the organisers of Holmfirth Food and Drink Festival and Kirklees Council to pass on information about how the Holmfirth toilets were overwhelmed by the amount of usage during the festival and request that portaloos are provided to alleviate the issue. ii. It remained an action for the Clerk to investigate and replace the Holmfirth toilets donation box with a theft-resistant system. Clerk to report on this at the meeting on 18 February 2024. iii. Friends of Honley request for a sedum roof on the stone shelter opposite Southgate. This had been investigated as a possible project for CACE. However, the maintenance contractor advised that the structure of the building would not bear the weight of such a project and the estimate presented was too expensive for the Parish Council to consider taking on. Clerk to report back decision to Friends of Honley. iv. The Clerk had obtained a quotation of £2700 from an approved contractor for repairs to Hepworth War Memorial - in excess of the £500 previously approved. Therefore, the work could not be authorised. An action for the Clerk was to contact the War Memorials Trust regarding the possibility of a grant to carry out the repair. v. Clerk to contact Kirklees HVS ward councillors regarding the removal of the sharps bin outside Holmfirth toilets. vi. Clerk to obtain a valuation of the Civic and distribute this to Committee members by email. vii. The list of assets organised by parish council ward had been distributed to parish councillors by email or in paper form if so requested.
	BUDGETARY MATTERS
2324 52	Service Provision Committee Budget and Spending Statements for 2023-24
	<p>Under Standing Orders the SERVICE PROVISION COMMITTEE makes financial decisions for a number of community assets and projects. A number of items on the agenda had financial implications for this budget. The Deputy Clerk explained that the accompanying report showed roughly expected expenditure given that this reflected being 8 months into the financial year.</p> <p>The Clerk to contact Honley Business Association regarding submitting a CCTV maintenance grant application for the February meeting. This could be considered as a rolling grant.</p>
	<p>NOTED: the Service Provision Committee 2023-24 Year-To-Date – ALL Service Provision – Expenditure v Budget Report as presented.</p>
	PRIORITIES
2324 53	SERVICE PROVISION COMMITTEE priorities and key actions
	<p>The SERVICE PROVISION COMMITTEE had previously identified a number of priorities and actions to be kept under rolling review and progress reported via minutes to the FULL COUNCIL. A further Briefing Paper from the Chair was presented and the proposals included were to be considered as part of agenda items 2324 66.</p>
	ASSETS MANAGEMENT

Holme Valley Parish Council

2324 54	Honley Library
	<p>In a change to the agenda running order, this item was heard after item 2324 55.</p> <p>Two representatives from Friends of Honley Library were present for this item and Standing Orders suspended to allow them to address members. They presented their report for consideration alongside plans for an extension. It was further reported that the backlog of remedial works was being tackled and there were plans in place to replace a further 3 windows by the end of the year.</p> <p>Friends of Honley Library have provided councillors several opportunities for the plan for an extension to be discussed in detail with them prior to this meeting and have also held a successful public engagement event. The representatives present confirmed that the door remained open for any member who wished to discuss the extension plans in greater detail with FOHL representatives.</p> <p>FOHL were now formally seeking Landlord’s Consent from HVPC to proceed with their plans. This was a necessary step before costed plans could be drawn up.</p>
	<p>NOTED: report from Friends of Honley Library.</p> <p>APPROVED: Landlord’s consent was given to Friends of Honley Library with respect to plans for an extension in line with the Lease established with Holme Valley Parish Council in 2022.</p> <p>Friends of Honley Library will further consult with the SERVICE PROVISION COMMITTEE and, having gained consent, will now proceed to develop a costed plan. FOHL expected that the majority of funding needed for the extension would come from sources external to HVPC.</p> <p>The two members of the public representing FOHL left the meeting at the conclusion of the item.</p>
2324 55	Holmfirth Civic Hall Community Trust
	<p>This item was moved forward in the running order, following on from item 2324 53.</p> <p>A member of the public employed by Holmfirth Civic Hall Community Trust was present and Standing Orders were suspended to enable her to present a report and answer questions.</p> <p>Two other members of the public entered the meeting during this item. They were present to hear item 2324 54 as trustees of FOHL.</p> <p>After the report from the member of the public had concluded and the item was under discussion, following advice from the Clerk, the Committee RESOLVED to go into private session to hear out the remainder of the item. The room was cleared of the 3 members of the public then present for that purpose.</p>
	<p>NOTED: the latest report from Holmfirth Civic Hall Community Trust.</p>
	<p>An action for the Clerk was to arrange a meeting with the Chair of HCHCT, the Deputy Clerk, Cllr Wilson, Cllr Ransby, Cllr Baylin, and herself to seek a clear and definitive response to queries regarding the Civic’s financial plans for 2024-25.</p> <p>A further action for the Clerk was to work with employees of HCHCT to further a grant application for a new, greener boiler/heating system.</p> <p>The private session was brought to a close and the HCHCT member of staff was invited back into the meeting and thanked for her continuing good work as reflected in her report and the actions taken.</p>

Holme Valley Parish Council

	<p>The member of the public employed by HCHCT left the meeting at the conclusion of the item.</p> <p>Item 2324 24 was then heard (see above), after which the meeting reverted to the original running order, as set out below.</p>
2324 56	Report from maintenance contractor regarding toilets, shelters, war memorials, phone boxes and benches
	<p>The Clerk reported that the written update from the maintenance contractor was relatively short on account of there being roughly 6 weeks since the last report when the contractor had attended the SERVICE PROVISION COMMITTEE meeting on 18-09-2023. The report had been sent out after the agenda and papers were distributed for which the Clerk apologised.</p>
	NOTED: the report received from the maintenance contractor as presented.
2324 57	Holmfirth Public Toilets
	<p>The Clerk reported that, further to the written report received from the contractor, efforts to obtain quotations for reflooring and generally refurbishing Holmfirth toilets were ongoing. Earmarked Reserve 331- Gartside Building has £5,000 and it was possible that a recommendation could be made to FULL COUNCIL to use these funds for the refurbishment.</p>
	RESOLVED: to delegate to the Chair and Vice-Chair decisions needed in respect of the refurbishment of Holmfirth Public Toilets between this meeting and when the Committee next meets on 19 February 2024.
2324 58	Other assets including benches, stone shelters, war memorials, red heritage phone kiosks
	<p>The Clerk reported further to the written update received from the contractor.</p> <p>It was an action for the Chair and the Clerk to draft and seek approval of a multi-year maintenance contract to be put out to tender during the 2024-25 year with a view to achieving best service and value for money.</p> <p>A further action is that in 2023-24 the Chair of Service Provision Committee and the Clerk jointly draft a clearer Service Level Agreement for the maintenance of the HVPC smaller assets, including reporting and accountability requirements and public information arrangements. This to be undertaken in consultation with the current contractor, with the intention of reaching mutual agreement and voluntary adoption of those terms within 2023-24.</p> <p>It was reported that routine maintenance up to £1,000 expenditure within the specification and within annual budget can be approved by the Clerk.</p> <p>RESOLVED: to delegate to the Clerk approval of up to £1000 per job for exceptional requirements for expenditure outside the specification but within annual budget subject to SPC Chair approval and notification to the relevant Parish Ward Councillor(s) with the opportunity for comment from that/ those Councillor/s.</p>
2324 59	Gartside Buildings update
	<p>This item was heard in private session according to the resolution made in item 2324 50.</p>

Holme Valley Parish Council

	The Clerk reported on progress to date in finding a new tenant for the Gartside unit.
	RESOLVED: to approve advertising costs of up to £600 to secure a new tenant for the Gartside retail unit.
	SERVICES
2324 60	Minibus Provision – reviewing the contract with West Yorkshire Combined Authority
	The Chair provided a verbal update on the positive progress to date.
	NOTED: Progress reported from the transport working group in respect of the WYCA-brokered Stotts Holme Valley minibus service.
2324 61	Christmas tree provision 2023-24 - update
	On 18 September 2023 this COMMITTEE APPROVED Christmas tree expenditure of £3,300.00 on 5 lit, cut trees supplied by Kirklees for Holmfirth, Brockholes, Netherthong, New Mill and Wooldale and the cost of approximately £699.31 for 6 cut trees for Hinchliffe Mill, Holmbridge, Honley, Scholes, Uppershong and Holme.
	A review of provision for 2024 is to be considered on 19 February 2024.
	The Clerk reported further regarding current arrangements for Christmas tree provision as follows: The Kirklees trees for Holmfirth, Brockholes, Netherthong, New Mill and Wooldale were ordered but HVPC was yet to be invoiced. The cost of the Holmfirth tree was being funded from the budget held by Kirklees Holme Valley South ward councillors. Half of the funding for the Brockholes tree was coming from the budget held by Kirklees Holme Valley North ward councillors.
	Kirks were keeping prices at 2022 level for trees supplied on behalf of HVPC, at £100 including VAT each. Trees were to be provided to Hinchliffe Mill (Stumble Inn), Holmbridge (St David's), Honley (outside the car park in the centre), Uppershong (Royal Oak) and Holme Village (outside the public loos maintained by the Fleece Inn). A tree is no longer requested for Scholes.
	NOTED: The update regarding 2023-24 Christmas tree provision as presented.
2324 62	Sands Recreation Ground – use of up to £15,000 from EMR 338 Children's playgrounds
	The working group established by FULL COUNCIL reported that as yet there was no conclusion as to how the £15,000 in EMR 338 might be used with regards to the provision of recreational equipment at Sands. At the time of the meeting no formal response to the offer of funding for up to £15,000 for recreational equipment for teenage girls had been received from Kirklees officers.
	DEFERRED UNTIL 19 FEBRUARY 2024: recommending to FULL COUNCIL that EMR 338 is retained for no longer than 12 months to provide funding of up to £15,000 for any approved joint project with Kirklees with regards to the provision of recreational equipment at Sands Recreation Ground for teenage girls.
2324 63	New Mill Closed Cemetery
	This item had been DEFERRED from 18-09-2023.

Holme Valley Parish Council

	<p>The maintenance of New Mill Closed Cemetery is part of the remit of the SERVICE PROVISION COMMITTEE.</p> <p>In a Briefing Paper the Chair had referred to the issue of closed cemeteries falling under the remit of HOLME VALLEY PARISH COUNCIL, proposing that a specification be created for the maintenance responsibilities for New Mill Churchyard within an annual budget of £750, custom and practice showing that the current budget of £500 is too low.</p> <p>The drawing up of this specification was to be undertaken in consultation with relevant Kirklees officers for advice, with the current contractor and with the Parochial Church Council, with the intention of reaching mutual agreement and voluntary adoption of those terms within 2023-24.</p>
2324 64	Dog waste strategy
	<p>This item was DEFERRED from 18-09-2023.</p> <p>It was reported in the agenda papers that the Service Provision Committee has overseen the instalment of a number of dog waste disposal bag dispensers and has a budget to cover the cost of restocking the dispensers. A number of volunteers assist with refilling the dispensers.</p> <p>The Chair had referred in his briefing paper to how the strategy might be taken forward with a proposal that in 2023-24 a SERVICE PROVISION COMMITTEE Working Group of up to 4 members draft a new coherent Public Area Litter and Dog Waste Management Strategy and consult with District Ward Councillors and KMC officers and members of the CACE Committee on the available options.</p> <p>A review of provision and the strategy may be held over until 2024-25.</p>
2324 65	Tourism
	This item was not considered.
	BUDGET FOR 2024-25
2324 66	SERVICE PROVISION COMMITTEE budget 2024-25
	<p>The Deputy Clerk reported that the SERVICE PROVISION COMMITTEE was required to propose a budget for 2024-25 to the FINANCE AND MANAGEMENT COMMITTEE. This was one of the final items on the agenda as many preceding items considered financial implications for 2024-25.</p> <p>During discussion of this item at 9.05pm it was RESOLVED to suspend Standing Orders to complete the business on the agenda.</p> <p>RESOLVED: To recommend to the FINANCE AND MANAGEMENT COMMITTEE that a budget of £15,000 is maintained in line with the signed Lease in 2024-25 for the improvement and development of Honley Library.</p> <p>RESOLVED: To recommend to the FINANCE AND MANAGEMENT COMMITTEE that the existing Earmarked Reserve of £15,000 is maintained in 2024-25 for Honley Library.</p> <p>RESOLVED: To recommend to the FINANCE AND MANAGEMENT COMMITTEE that a budget of £10,000 is established in 2024-25 for the improvement and development of Holmfirth Civic Hall.</p> <p>RESOLVED: To recommend to the FINANCE AND MANAGEMENT COMMITTEE that an Earmarked</p>

Holme Valley Parish Council

	<p>Reserve of £30,000 is made in 2024-25 as a contingency for emergency repairs to Holmfirth Civic Hall.</p> <p>RESOLVED: To recommend to the FINANCE AND MANAGEMENT COMMITTEE that a new budget line of War Memorials is established in 2024-25 with an annual budget of £500.</p> <p>RESOLVED: To recommend to the FINANCE AND MANAGEMENT COMMITTEE that a new Earmarked Reserve is established under the direction of the SERVICE PROVISION COMMITTEE to support the HOLME VALLEY PARISH COUNCIL Transport Strategy with an assigned reserve of £5,000.</p> <p>RESOLVED: To recommend to the FINANCE AND MANAGEMENT COMMITTEE increasing the annual budget for New Mill Closed Cemetery to £750 for 2024-25.</p> <p>RESOLVED: To recommend to the FINANCE AND MANAGEMENT COMMITTEE that an Earmarked Reserve of £3,800 is assigned to the management of dog waste and public area litter.</p> <p>RESOLVED: To recommend to the FINANCE AND MANAGEMENT COMMITTEE establishing an Earmarked Reserve of £5,000 in 2024-25 for Tourism Special Projects.</p> <p>RESOLVED: To recommend to FULL COUNCIL that the Scheme of Delegation is amended so that oversight of the Holme Valley Transport Scheme and 4725 budget line - and also the CCTV budget line 4700 and EMR 322 - are moved to the FINANCE AND MANAGEMENT COMMITTEE with effect from 1 April 2024.</p> <p>This was on the basis that these are both grants rather than services provided by HOLME VALLEY PARISH COUNCIL.</p> <p>RESOLVED: To recommend the SERVICE PROVISION COMMITTEE budget 2024-25 in its entirety including Earmarked Reserves as presented to the FINANCE AND MANAGEMENT COMMITTEE.</p> <p>An action for Cllr Kirkby was to communicate with Kirklees Youth alliance as to whether £25,000 would be needed for budget line 4760 Youth Work in the Holme Valley or whether £12,500 for 2024-25 might be sufficient. Any update regarding this would be provided to the FINANCE AND MANAGEMENT COMMITTEE at its meeting on 27 November 2023 and any alteration needed to the recommended SERVICE PROVISION COMMITTEE budget for 2024-25 made.</p>
	PUBLICITY
2324 67	Items for Publicity
	<p>The Chair and Clerk would suggest items for publicity arising from the current work of the Service Provision Committee.</p> <p>An action for the Clerk was to request feedback from the Assistant Clerk regarding elements of the Committee's work publicised subsequent to the previous meeting.</p>
	The meeting finished at 9.17pm.