

Holme Valley Parish Council

MEETING OF THE SERVICE PROVISION COMMITTEE MONDAY 19 FEBRUARY 2024

IN THE CHAIR: Cllr Lawrence Baylin

ALSO PRESENT: Cllr Isaac Barnett, 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 Donna Bellamy, Cllr Mary Blacka, Cllr Donald Firth (6-month dispensation in place)

OTHER ABSENCES: None

OFFICER TAKING MINUTES: Jen McIntosh

DRAFT MINUTES

	Welcome
	Public Question Time
	The Chair welcomed members. There were no members of the public present for the public session; however, a representative from Kirklees Youth Alliance was expected to arrive for item 2324 90 Youth work in the Holme Valley later in the meeting.
2324 68	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014
	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.
2324 69	Apologies and reasons for absence
	Apologies for absence with reasons received by the Clerk were circulated by email prior to the meeting.
	APPROVED: Apologies and reasons for absence from Cllr Bellamy and Cllr Blacka. A dispensation remains in place for Cllr Donald Firth.
2324 70	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda
	No personal and disclosable pecuniary interests in items on the agenda were disclosed.
2324 71	Receipt of updated Disclosable Personal and Pecuniary Interests forms
	There were no new/revised Disclosable Personal and Pecuniary Interests forms (DPis) of COMMITTEE members to receive.

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2324 72	Items on the agenda to be discussed in private session
	<p>RESOLVED: to hear items 2324 80 and 2324 83 in private session due to the commercial element in each of them.</p> <p>These were to be heard together, with items 2324 81 and 2324 82 to follow 2324 83.</p>
2324 73	Minutes of the previous SERVICE PROVISION COMMITTEE meeting
	<p>NOTED: the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 6 November 2023, numbered 2324 46 - 2324 67 inclusive, having been APPROVED at FULL COUNCIL on Monday 18 December 2023</p>
	<p>Further information regarding ongoing matters arising from the approved minutes was received from the Clerk including:</p> <ul style="list-style-type: none"> i. Contact with Holmfirth Food and Drink Festival regarding toilets – apologies received, portaloos to be trialled 2024 and the situation reviewed for 2025, including feedback from HVPC. ii. Holmfirth Public Toilets donations box – this is a task for the Clerk – proposals to be brought to the meeting on 8 July 2024. iii. Hepworth War Memorial – War Memorials online record has been updated and a pre-application submitted to the War Memorials Trust. iv. Sharps bin outside Holmfirth Public Toilets – Kirklees HVS councillors contacted – Cllr Davies will take up the matter with Kirklees officers. v. Civic valuation – following the valuation in December 2023 a Buildings Insurance Reinstatement Figure of £9,750,000 has been received.
	BUDGETARY MATTERS
2324 74	SERVICE PROVISION COMMITTEE Budget 2023-24 and Earmarked Reserves - update
	<p>Under Standing Orders the SERVICE PROVISION COMMITTEE makes financial decisions for a number of community assets and projects. An Expenditure against Budget 2023-24 report from the Deputy Clerk was received to monitor potential overspends and underspends and so manage the budget.</p>
	<p>NOTED: the Expenditure against Budget 2023-24 – Budget Lines Year-to-Date <i>and</i> Expenditure against Budget 2023-24 – Projected Budget Lines to Year End.</p> <p>The COMMITTEE discussed budget line 4725 Holme Valley Patient Transport Scheme. No grant application had been made to access the money in the 2023-24 budget and no evaluation of the grant received 2022-23. This was an ongoing issue. Nevertheless, the COMMITTEE was keen to support the service should an application be forthcoming.</p>
2324 75	Authorisation of Regular Expenditure
	<p>APPROVED: the authorisation of specified regular items of expenditure, as listed below, in the Services Provision Budget for the Council Year 2024-25:</p> <p>4320 Holmfirth Toilets</p> <ul style="list-style-type: none"> – Maintenance and Costs (contractor) – Electricity (Npower) – Water and Sewerage (Scottish Water Business Stream)

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	<ul style="list-style-type: none"> – Sanitary Services (Principal Hygiene)
	4705 Christmas Provision
	<ul style="list-style-type: none"> – Christmas Trees (Kirklees) – Christmas Trees (SD and TJ Kirk)
	4710 New Mill Churchyard
	<ul style="list-style-type: none"> – Maintenance and Costs (contractor)
	4720 Dog Waste
	<ul style="list-style-type: none"> – Maintenance and Costs (contractor) – Poo Bags and Dispensers (JRB)
	4730 Minibus
	<ul style="list-style-type: none"> – Minibus Service (West Yorkshire Combined Authority)
	4735 Phone Boxes
	<ul style="list-style-type: none"> – Maintenance and Costs (contractor)
	4740 Seats and Shelters
	<ul style="list-style-type: none"> – Maintenance and Costs (contractor)
	4750 War Memorials
	<ul style="list-style-type: none"> – Maintenance and Costs (contractor)
	Some of these items of expenditure may be subject to review.
	GRANT APPLICATIONS
2324 76	Honley Business Association – CCTV maintenance
	The Clerk reported that in 2024-25 it was expected that this grant application would come under the remit of the FINANCE AND MANAGEMENT COMMITTEE. Any decision of this COMMITTEE in respect of a rolling grant for this purpose would be honoured by F&M.
	<p>APPROVED: a rolling grant for Honley Business Association of £1560.00 for the maintenance of the CCTV system, payable annually for the lifetime of this Council.</p> <p>Clerk to pick up with HBA one or two issues arising from the due diligence process.</p> <p>RESOLVED: to recommend to FULL COUNCIL the release of £1560.00 from 322 EMR CCTV to budget line 4700 CCTV for the payment of a grant to Honley Business Association for the maintenance of the CCTV system.</p> <p>There was some discussion regarding CCTV in Holmfirth – could a similar system to Honley be run for Holmfirth, perhaps by a Holmfirth-based business association?</p> <p>Clerk to contact Holmfirth Forward to gauge interest and feedback next meeting.</p>
	ASSETS MANAGEMENT
2324 77	Honley Library
	<p>Cllr Barnett left the meeting at 7.55pm during consideration of this item.</p> <p>NOTED: report and events update from Friends of Honley Library.</p> <p>APPROVED: revised plans for library extension as viewed at the meeting.</p>

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	<p>The COMMITTEE discussed an email and agenda/report received regarding a meeting of the Kirklees Cabinet scheduled for 20 February 2024. Item 10 outlined a proposed engagement for a community managed library model. All options under consideration appeared to entail the complete withdrawal of Kirklees Library Service staffing from Honley Library.</p> <p>The COMMITTEE expressed serious concerns about this development and wished any response to be guided by input from FOHL.</p> <p>Clerk to liaise with FOHL regarding next actions.</p>
2324 78	Holmfirth Civic Hall Community Trust
	NOTED: latest report from Holmfirth Civic Hall Community Trust.
	<p>Further to the written report the Clerk updated the COMMITTEE regarding a recent encouraging site visit by the lead architect of Mosedale Gillat Architects and Kirklees Planning Officer, with reference to the drawing up of a long-term maintenance and improvement plan.</p> <p>The matter of the outstanding roof repairs was in the hands of HVPC's insurers and progressing.</p> <p>The work on clarifying boundaries with neighbours had progressed to fact-to-face meetings and was nearing conclusion.</p> <p>The Clerk and HCHCT Business Development Manager were planning to work together later in the year regarding a possible application for a green energy grant when the next round opens.</p> <p>CLlr Ransby reported that financial controls and accountability within the Trust had been strengthened.</p> <p>A query was raised regarding future plans for the Civic: would these incorporate the expansion/improvement of the Exhibition Room facilities to better meet the needs of the Council and the community? It was anticipated that the maintenance and development plan would incorporate internal reconfiguration to address this issue.</p> <p>The COMMITTEE wished to thank the Business Development Manager and all HCHCT Trustees for the report and the work it represented.</p> <p>A task for the Clerk remained to schedule a meeting with the HVPC Civic Trustees, the Chair of SPC, the Chair of HCHCT and the Business Development Manager to review financial matters with regards to HCHCT.</p> <p>A further task for the Clerk was to keep under review working time expended on Civic matters.</p>
2324 79	Report from maintenance contractor regarding toilets, shelters, war memorials, phone boxes and benches
	NOTED: the report received from the maintenance contractor.
	Actions arising from the report were to be considered in later agenda items.

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2324 80	Holmfirth Public Toilets
	<p>This item was heard in private session as determined in item 2425 72.</p> <p>The COMMITTEE heard that there was £7,996.43 in budget line 4320 Public Toilets – Day-to-Day, projected to be £4,357.38 at year end.</p> <p>The contractor had struggled to obtain quotations for the reflooring of Holmfirth Public Toilets as requested at the last COMMITTEE meeting. One quotation had been obtained so far.</p> <p>Possible future redevelopment of the toilets was discussed in broad terms. Amongst the points raised was that these facilities are used by the many visitors to Holmfirth and form part of their impression of our town.</p>
	<p>RESOLVED: to recommend to FULL COUNCIL at year end the transfer of any monies left in 4320 Public Toilets – Day-to-Day to 331 EMR Gartside Building for the redevelopment of the voluntary contributions system and for the refurbishment of the Holmfirth Public Toilets.</p> <p>The COMMITTEE wished to explore further options for improving the toilets.</p>
2324 83	Gartside Buildings update
	<p>This item was heard in private session as determined in item 2324 72.</p>
	<p>NOTED: the current position and future possibilities regarding the Gartside retail unit, as reported by the Clerk.</p> <p>An action for the Clerk was to liaise with the Chair and Vice Chair of the COMMITTEE regarding the marketing and potential letting of the rental unit.</p> <p>The COMMITTEE was to be kept informed of any agreements reached before the next meeting date of 8 July 2024.</p>
2324 81	Other assets including benches, stone shelters, war memorials, red heritage phone kiosks
	<p>This item was heard after item 2425 83 as RESOLVED in item 2425 72.</p> <p>It remained 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>An action for the Chair of SERVICE PROVISION COMMITTEE and the Clerk remained to 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 was being 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>NOTED: that the above action would now be progressed during the council year 2024-25 in view of the expected absence of the Clerk in March 2024 due to surgery.</p>

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2324 82	Holme Valley Streetscape
	<p>Item 2324 72 RESOLVED that this item was heard after item 2324 83, following on from item 2324 81.</p> <p>The substance of this item, including the status of waste bins, had been debated as part of item 2324 80.</p>
	<p>The Chair reported that the time was 9pm.</p> <p>RESOLVED: to suspend Standing Orders in order to consider items 2324 85 and 90 with all other items to be DEFERRED to the meeting on 8 July 2024.</p>
	SERVICES
2324 84	Minibus Provision – reviewing the contract with West Yorkshire Combined Authority to improve local public transport provision and increase usage
	<p>This item was DEFERRED to the meeting scheduled for 8 July 2024.</p>
2324 85	Christmas tree provision 2023-24 - update
	<p>A review of past provision report was received and ideas for future provision within the budget discussed.</p> <p>The Chair reported that the key elements of any proposal to be considered should be:</p> <ul style="list-style-type: none"> – To replace the current arrangement with one that is more rational and fair to the whole community. – To stay within agreed budget. – To continue to support the excellent displays in the centres of Holmfirth and Honley. – To enable local community choice, ownership and responsibility. – To provide financial contributions towards trees and/or decorations plus optional access to bulk purchase of trees (including their delivery, erection and removal) and access to advice, guidance and possibly assistance in fitting power supply connections where required. – To put in place a grant application process which is aligned with the existing process and minimises bureaucracy. <p>Key possibilities emerging included:</p> <ul style="list-style-type: none"> – Moving away from expensive Kirklees provision. – Moving to a grants process with the possibility of awarding small grants towards the provision of Christmas trees or other public space decorations – perhaps a ring-fenced amount to be shared by all villages that apply for it and meet the criteria. – The desirability of consulting with Holmfirth Christmas Team, Honley Christmas Team and other community groups who might wish to have access to HVPC resources to facilitate seasonal decorations. <p>The desirability of considering any plans from a climate action perspective was stated including consideration of:</p> <ul style="list-style-type: none"> – Encouraging the planting of live trees – although these would present logistical issues i.e. decorating very tall trees. – Considering possible energy usage and light pollution impact of any actions taken – possibility

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	<p>of introducing a condition that trees etc are only lit between 1st December to 6th January.</p> <p>An action for the Clerk was to consult further with interested groups and bring proposals to the meeting on 8 July 2024.</p> <p>The Clerk observed that, given the nature of the discussions, it was possible that a wide spectrum of potentially conflicting proposals might result.</p>
2324 86	Sands Recreation Ground – use of up to £15,000 from EMR 338 Children’s playgrounds
	<p>A letter from the Clerk sent to Kirklees Council requesting clarification as to whether Kirklees planned to liaise further with HVPC regarding the use of this EMR had been shared with the COMMITTEE beforehand.</p> <p>This item was DEFERRED to the meeting scheduled for 8 July 2024.</p>
2324 87	New Mill Closed Cemetery
	<p>This item was DEFERRED to the meeting scheduled for 8 July 2024.</p>
2324 88	Dog waste strategy
	<p>This item was DEFERRED to the meeting scheduled for 8 July 2024.</p>
2324 89	Tourism
	<p>This item was DEFERRED to the meeting scheduled for 8 July 2024.</p>
2324 90	Youth work in the Holme Valley
	<p>Quarter 3 and Quarter 4 reports from Kirklees Youth Alliance were received and the CEO of Kirklees Youth Alliance CIO was welcomed to the meeting to report further.</p> <p>The COMMITTEE welcomed the appointment of the qualified youth worker. In addition to the provision of youth clubs agreed with HVPC centring on Café 100, the Phoenix Centre and Honley Village Hall, links had been made with Holmfirth High School regarding the running of a Young Leaders Award. It was hoped that similar links might be facilitated with Honley High School.</p> <p>At the current time a detached youth work provision was in place in Honley, pending the resumption of Honley Youth activities based at Honley Village Hall.</p> <p>The KYA CEO was thanked for her input. It was possible that young leaders might have an input into a future meeting – this would be welcomed.</p>
	<p>NOTED: the two written reports and the verbal report from the CEO of Kirklees Youth Alliance CIO received from Kirklees Youth Alliance with regards to the Kirklees initiative.</p>
2324 91	Defibrillators
	<p>This item was heard on the advice of the Clerk.</p> <p>The Clerk had been researching basic information regarding defibrillators in the Holme Valley with the intention of reporting further at the meeting on Monday 8 July 2024 as part of a longer item.</p>

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	<p>She had received notification from the Yorkshire Ambulance Service that one of the two defibrillators in the Holme Valley owned by Holme Valley Parish Council was in need of a replacement battery. The Clerk wished to ascertain that the main purpose of EMR 326 Defibrillator Special Reserve going forward was to ensure that the 2 defibrillators situated outside the Civic and Holmfirth Toilets which were owned by Holme Valley Parish Council were funded sufficiently for maintenance purposes.</p> <p>The Clerk had received a query about possible funding from HVPC for replacement parts for other defibrillators based in the Holme Valley (estimated to number around 30) owned/operated by other organisations/groups. In some cases, the original defibrillators had been purchased through grant money from HVPC.</p>
	<p>RESOLVED: to recommend to FULL COUNCIL the release of £190 from EMR 326 to cover the costs of a replacement for the Holmfirth Toilets defibrillator battery.</p> <p>RESOLVED: that any requests for funding for maintenance for defibrillators (with the exception of those two which are assets of HVPC, namely Holmfirth Civic and Holmfirth Toilets) should be via the established grants process.</p>
	PUBLICITY
2324 92	Items for Publicity
	This item was DEFERRED to the meeting scheduled for 8 July 2024.
	<i>The meeting closed at 9.33pm.</i>