

Holme Valley Parish Council

MINUTES OF THE SERVICE PROVISION COMMITTEE HELD ON MONDAY, 9 JULY 2018

Those present:

Chairman: Cllr DM Firth

Councillors: Cllrs DK Bellamy, JG Cropper, TW Dixon and D Hall

Officer: Mrs S S Barber

1819 01 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

As Council meetings can now be recorded, the Chairman checked if anyone wished to do so, to ensure reasonable facilities could be provided. No members of the public or press wished to do so. The Clerk recorded the meeting (for Minute purposes only), but the recording would be deleted once draft Minutes had been ratified.

1819 02 Public Question Time

In the absence of the Chairman, the Vice Chairman (Cllr DM Firth) chaired the meeting.

Cllr R Hogley and one member of the public were present and addressed Members re Holmfirth Christmas Team's grant application. The Holmfirth Christmas Team was thanked for everything they do to decorate the town at Christmas and Members wholeheartedly supported their efforts.

Cllr R Hogley also addressed Members on Item 18(2) on the agenda and a complaint under Item 11.

RESOLVED: That Items 9 (Christmas Provision 2018), 11 (Complaints & General Enquiries) and 18(2) (Adopted Phone boxes) be brought forward on the agenda in priority order.

1819 03 To accept apologies for absence

Apologies for absence were accepted from Cllrs K Bellamy, J Brook, E Bunbury and G Christofi. Members noted that Cllr E Bunbury had expressed a preference to stand down from this Committee; a recommendation would be made to full Council accordingly.

1819 04 To receive Members' personal and disclosable pecuniary interests in items on the agenda

None received.

1819 05 To consider written requests for new DPI dispensations

None received.

1819 06 To consider whether items on the agenda should be discussed in private session

It was agreed that Item 14(2) (Hepworth Lychgate) and part of Item 17 (re Memorial Seat) be taken in private session, owing to the confidential nature of the matters to be discussed.

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1819 07 Christmas Provision 2018

(1) Members considered a request for funding support from Holmfirth Christmas Team.

RESOLVED: That £1,000 be approved to pay for insurance associated with the event, hire of PA system and related equipment to allow a band to perform, materials for the creation of lanterns for use in the parade and securing the necessary permissions from Kirklees.

(2) Members considered proposals for the Council to source its own trees etc. to provide better value for money (Minute No. 1718 108(2) refers): Cllr TW Dixon had nothing to report, but it was noted that a local tree supplier would be happy to provide and install more large trees, if the Parish Council agreed to fund them.

RESOLVED: (i) Cllr DM Firth be authorised to investigate potential suppliers and the cost of LED lights.

(ii) That Cllr TW Dixon be authorised to investigate options regarding more trees and community involvement to arrange installation, permissions, electrics, lighting and subsequent removal.

1819 08 Adopted Phone Boxes

(1) Cllr R Hogley addressed Members on a proposal to adopt the K6 phone box in Holmfirth town centre (adjacent to Yorkshire Building Society) currently owned by a third party, not BT. It was suggested that discussions should be held with the owner re the possible transfer of ownership of the phone box to the Parish Council, who would then be responsible for its future maintenance costs. It was also suggested that Holmepride could be asked to be its guardian.

RESOLVED: That Cllr R Hogley be authorised to contact the owner accordingly.

Cllr Hogley and the member of the public left the meeting after this item.

1819 09 To confirm Minutes of the previous meeting

RESOLVED: That the Minutes of the Service Provision Committee meeting held on 12 March 2018, numbered 1718 100 to 1718 117 inclusive, be confirmed.

1819 10 Service Provision Grant Scheme

Members considered a formal grant scheme to provide funding and services for activities which come under the remit of the Service Provision (SP) Committee and its associated budget (e.g. Christmas Provision, Youth Facilities and Patient Transport Scheme) - Finance & Management (F&M) Committee Minute No. 1819 05 refers. There had been considerable discussion at previous meetings about the merits of having grant applications considered at F&M for Christmas Provision and other services/activities whose budgets are in fact administered by SP. It had never been particularly clear as to how community organisations (e.g. Café 100 and other youth organisations, or the HV Patient Transport Scheme) could apply for non-F&M grant funding. F&M had therefore suggested that SP should consider its own grant scheme and, therefore, the Clerk had tailored the existing F&M grant form and criteria for consideration (copies distributed).

RESOLVED: That the SP grant scheme and associated criteria, as drafted, be approved and adopted with immediate effect.

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1819 11 Defibrillators

Defibrillator to be installed outside Holmfirth Civic Hall (and training) - Minute No. 1718 90 refers: The Clerk reported that the Kirklees Planning Team Leader had confirmed that Listed Building consent would be required, contrary to what Cllr D Firth had been advised previously. In the meantime, the supplier of the defibrillator to be installed outside Holmfirth Civic Hall had confirmed that new stocks were now available, but they had a backlog, so no indication as to when the defib will be installed. (Same applies to one to be installed in Hinchliffe Mill – funded through F&M grant scheme). The Clerk had also requested dates for a training session (to which representatives of HCHCT etc would be invited).

RESOLVED: (i) That the Clerk should seek definitive advice on any Listed Building consent required and be given delegated authority to apply for Listed Building consent if necessary, before the defibrillator can be installed.

(ii) That, once installed, any defibrillators funded by the Council should be added to the Council's insurance policy (currently at no additional cost, as indicated by Zurich).

1819 12 Complaints & General Enquiries

(1) Members noted the following complaints received since the last Service Provision Committee meeting; the Clerk had already responded or acknowledged/referred the complaint to a third party/other organisation:

(a) Email received 10 March 2018 complaining about litter issues, suggesting better provision of litter bins (jackdaw proof) and a ban on Styrofoam containers used in food takeaway business – referred to Kirklees Highways/Streetscene ROSS. Cllr R Hogley reported that dog waste had reduced dramatically due to temporary bins being emptied by a volunteer into a skip provided by Kirklees Council (with bags provided), but unfortunately that practise was not sustainable. Cllr DM Firth to investigate other options through Kirklees Council.

(b) Complaint of 4 June 2018 that travellers camping on HVLC site at Swindon Knowle (common land). Clerk responded by email to advise that this is a Land Charity site and concerns had been passed on to the HVLC secretary.

(c) Email received 9 Feb 2018 expressing concern about an old mill adjoining Upperthong J&I School – Cllr DM Firth had referred the matter to Kirklees Council, but no further update.

(d) Letter dated 9 June 2018 received from local New Mill resident regarding an area of grass they had asked to be cut but the quality of work completed was not up to expectations. Complainant advised to contact Kirklees Council, as the piece of land referred to was not owned by or the responsibility of the Parish Council. As the complainant had also raised concerns about streetscene and exterior shop cleanliness, the Clerk had mentioned the Tidy Trader Scheme and suggested the complainant discuss it with their Ward Councillors to encourage shopkeepers/businesses to get involved.

(e) Email received 11 June 2018 (Cllr CR Greaves copied in) - complaint re lack of disabled access to Holy Trinity Church, Holmfirth. Complainant advised to contact Kirklees Councillors (Holme Valley South), but Members agreed that aesthetics should come after the law and that any Disability Access legislation must be complied with by the relevant third parties.

(f) Emails received from 3 concerned residents about traffic speeding problems on Thirstin Road, Honley. Clerk responded to suggest they raise their concerns with Kirklees (Highways and Streetscene) – link provided. Residents could also contact their Kirklees Councillors (Holme Valley North) re access to a speed camera.

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(g) Email received 3 July 2018 from local resident regarding a blocked riverside footpath in Brockholes. Blockage reported to Kirklees Council (Rights of Way team) and response provided to resident.

(h) An email dated 6 July 2018 from Kirkburton Parish Council regarding Kirklees Recycling Centres was noted. It was agreed to support a joint letter as proposed.

RESOLVED: (i) That a new dog waste bag dispenser be arranged, to be installed near Hepworth Church.

(ii) That the actions already taken or to be taken by the Clerk on the above be authorised.

(2) The following general requests for information or support had been received since the last Committee meeting; once again, the Clerk had either already responded to provide the information requested, or referred the request to another third party:

(a) Request received via Facebook account about the history of the Council's crest – Response provided on 21 May 2018 with all details held on file.

(b) Email received 24 April 2018 asking if old tourist info office available for short term lets for seedling/infant businesses – Referred to Kirklees Corporate Landlord.

(c) Letter dated 6 May 2018 requesting details of the layout of Holmfirth and suitable parking for a preserved taxi when it visits in October. Clerk responded to advise that they should contact Tourist Information Centre, as part of Kirklees Council (responsible for highways and parking).

(d) Email received via website 6 June 2018 from a Honley resident asking for help to get care for disabled son – Response provided to suggest they contact Kirklees social care and Kirklees Councillors (Holme Valley North).

(e) Email received 9 June 2018 re a shop in Norridge Bottom being used as a venue for alternative uses under temporary event licences, but Kirklees' licencing officer was threatening to stop this over a difference of interpretation of the guidelines. The Clerk responded to suggest they should contact one of their Kirklees (HV South) Councillors who may be able to assist (and contact details provided). Cllr R Hogley, as one of the HVPC Ward Councillors, had also offered support.

(f) Email received 13 June 2018 requesting 16 Parish Councillor nomination packs for elections 2019 – referred to Kirklees Electoral Services.

(g) Phone call 19 June 2018 query re vacancy for Honley South. Clerk explained that no election had been called and HVPC could now co-opt to fill the vacancy (23 July 2018).

(h) Bike lock-ups, Holmfirth – Concerns raised that someone appears to be using one of the lock-ups for storage of personal goods.

RESOLVED: (i) That the Clerk be authorised to contact Kirklees Council to request removal of the junk inside one of the bike lock-ups, together with new information stickers on both doors (as they are very faded). Kirklees also to be asked to advise how often the lock-ups are checked and maintained, and to suggest more regular monitoring and enforcement if anyone using one for more than 24 hours at a time.

(ii) That the other actions already taken or to be taken by the Clerk on the above be authorised.

1819 13 Holme Valley Transport Scheme

Members considered a request for funding dated 16 April 2018 from the Trustee of the Holme Valley Transport Scheme. It was felt that although the Scheme served the three surgeries very well, the surgeries themselves should be contributing (as previously recommended by the Parish Council). It also appeared that the Scheme had been extended to cover a much wider area (including Lockwood etc) many of which were outside our area and could not be supported.

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RESOLVED: That the Clerk be authorised to write to the Trustee of the Transport Scheme to request up to date data on breakdown of journeys in last year and to invite a representative to attend the next Service Provision Committee meeting.

1819 14 Community Noticeboards/Information Boards

Base in front of the Holmfirth Conservation Group Interpretation Board (Minute No. 1718 112 refers): No updates had been received on the proposed flagstone base.

RESOLVED: That Cllr DM Firth should contact Kirklees Council for an update.

1819 15 War Memorials

(1) Netherthong War Memorial: Members noted damage to the wall in front of the Netherthong War Memorial, caused by an out of control vehicle. The incident had been reported to the Council in April 2018 and, following a police investigation, the Clerk had written to the owner of the vehicle, who had now accepted responsibility. His insurers are paying for a contractor (who they have now appointed) to rebuild the wall (including retrieval of some stone removed by Kirklees Council to temporary secure storage) and make any other necessary repairs to the metal fencing etc. The timescale is uncertain, as a traffic regulation order may have to be put in place for temporary traffic lights, whilst the reinstatement works are being carried out.

In the meantime, a Netherthong resident who enquired about why the war memorial had still not been repaired has been informed of the above, and that the matter is now in the hands of a third party's insurers.

RESOLVED: (i) That the Clerk be authorised to contact the contractor assigned to these works to point out that the War Memorial itself is 'Listed' and work to the adjacent wall/fencing must be in keeping and put back to exactly as it was.

(ii) That the Council's maintenance contractor be asked to check the quality of work and report back.

(iii) That the Police be thanked for the details given and their assistance.

Once the work by the contractor appointed by the third party's insurers has been completed, the Clerk will ask the Council's Maintenance Contractor to check that everything that needed to be replaced/repairs has been and that all the work has been carried out to a satisfactory standard. If any work is outstanding/not of a good quality of workmanship, any issues will be raised with the third party's insurers.

Exclusion of Public and Press

RESOLVED: That the business of the Council now to be transacted be not open to the public or press on the grounds that the matters to be considered are of a confidential nature.

(2) Repairs to roof of Lychgate at Hepworth Church: The cause of the damage to the roof was not clear, possibly simply a matter of slipped roof slates due to the age of the structure. Three quotes had been sought, copies distributed, for replacement slates/repairs as necessary, but one contractor had included the provision of a scaffold tower specifically.

The Church Warden had been kept informed on the above and the Clerk would continue

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to liaise with them regarding timing and duration of the proposed repair works, to ensure there are no clashes with key events at the Church (e.g. weddings, funerals etc). The contractor to be asked to also assess the condition of the whole of the roof, guttering etc. and to report back to the Clerk accordingly; the Clerk to liaise with the Chairman and Vice Chairman of this Committee if any further urgent works are deemed necessary.

RESOLVED: (i) That a local contractor, John Harrison be appointed, to carry out the necessary repairs (as quoted) as soon as possible.

(ii) The Church to be contacted prior to this, to check if any planned dates for weddings/funerals be avoided.

(iii) That the other two contractors who had provided quotes be contacted to thank them for providing their quote, but to be advised that unfortunately they had not been successful.

Re-admittance of the Public and Press

RESOLVED: That the public and press be re-admitted to the meeting.

(3) Addenda Panel to War Memorial in grounds of Holme Valley Memorial Hospital - Minute No. 1718 105(1) refers: The Valley resident who volunteered to lead this project had now supplied two estimates for provision of an Addenda Panel – copies distributed. The project leader would be sourcing funding through the Heritage Lottery Fund and/or Kirklees Military Covenant. In the meantime, the Clerk had thanked the project leader for the estimates already provided (from one contractor, for two different sized panels) but if the Council was to be asked to support the project financially, fixed price quotes would be required as opposed to ‘estimates’, from three different contractors (in line with Financial Regulations).

RESOLVED: That the above be noted.

1819 16 Highways & Streetscene

(1) Feasibility study to improve traffic flow through centre of Holmfirth: Members noted an email dated 4 July 2018 from the Strategic Director, Kirklees Council Economy & Infrastructure. An email dated 21 June 2018 from YLCA (regarding car parking in town centres and action for local parks) had also been distributed. They were exploring several options around a new highway link to manage traffic through the town, with a view to diluting traffic over a wider area and reducing the impact that traffic has in and around Victoria Street, the A6024 and Towngate. They hope to benefit all road users and allow for a much-improved pedestrian environment not only on Victoria Street but within the wider area. It is currently in the option appraisal stage which means they are testing various scheme options and their effectiveness to deliver these aims. The initial piece of work will be concluded by Autumn 2018 and, prior to this date, they will carry out a wide area public consultation exercise to seek opinion on the scheme proposals.

An email received and distributed earlier in the day was also considered, in which a local resident had suggested the provision of public electric car charging points and ways to reduce the amount of traffic currently using Victoria Street.

RESOLVED: (i) That the Clerk be authorised to respond to Kirklees Council to thank them for the information on the feasibility study and to request that the Parish Council is kept informed re the consultation.

(ii) That Kirklees Council be asked to consider the suggestion of public electric car charging points and to advise the Parish Council on options, associated costs and any

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funding available, in case the Parish Council wishes to make any Budget provision in 2019-20.

(2) Members considered the following correspondence re highways matters:

(i) Email dated 16 February 2018 regarding problem of parking immediately adjacent to Old Laundry on Woodhead Road (opposite Modd Lane).

RESOLVED: That it be noted that the matter had been referred to Kirklees Council, but there was no response as yet.

(ii) Email dated 30 March 2018 regarding concerns regarding lack of parking in Holmfirth – referred to Kirklees Highways/Streetscene.

RESOLVED: That the above be noted.

(iii) Email dated 25 May 2018 regarding roadside parking on estates, but particularly in the area around Leas Avenue, Netherthong.

RESOLVED: That it be noted that the above matter had been reported to Kirklees Council.

(iv) Letter dated 7 June 2018 regarding lack of parking outside Christ Church, New Mill and request for additional disabled parking and road markings.

RESOLVED: That the correspondence be referred to Kirklees Council, being responsible for such highways matters.

(v) Station Road – road improvements: Members noted correspondence dated 2 June 2018 from a local resident concerned about poor sight lines due to parked vehicles in the vicinity of Honley High School. Recent road improvements had moved the problem across the road, but the resident and his neighbour continued to experience problems with access/egress from their own driveways. Double yellow lines were therefore requested, to make it safer for road users and pedestrians.

RESOLVED: That the request for additional road markings be referred to Kirklees Highways.

1819 17 Policing & Security

(1) NALC Legal Topic Note 13: Members noted this Legal Topic Note, entitled 'Policing Your Area'. This note which considers the powers and duties of local councils in relation to crime in their area together with guidance on approaches and systems that can be used. The Government has stated its support for the use of CCTV in public places as a crime fighting and public protection tool.

(2) Information from Police & Crime Commissioner – PCC Newsletters – May 2018 and June 2018.

RESOLVED: That the above be noted.

(3) Members noted that the Holme Valley North NMG had now been disbanded, its last meeting having been held on 30 April 2018.

RESOLVED: That the above be noted.

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1819 18 Seats & Shelters

The Clerk's report on issues re seats and shelters in the Valley had been distributed.

(a) Memorial Seat in Honley – Cllr Peter Searby: Three quotes had now been sought, together with a quote from the Council's Maintenance Contractor for installation of the seat. The Clerk had liaised with the family of Cllr Searby, regarding appropriate wording for the plaque to be fitted on the bench.

RESOLVED: That the costs as quoted relating to this memorial seat and an appropriately worded plaque be approved and the Clerk be authorised to make the necessary arrangements for its installation.

(b) The Council had received an email dated 22 June 2018 from a Fulstone resident who complained about the condition of two seats, one at the end of Occupation Lane and the other on Hirst Lane, above Gatefoot. The Council's Maintenance Contractor had been asked to investigate and reported back to the Clerk that both seats were already scheduled to be repaired/repainted over the summer (and the Clerk had responded to the complainant accordingly).

The Council's Maintenance Contractor would be installing an older type bench with cast iron legs at O'wd Towser (following a request from one of the Ward Councillors) but the Clerk had also authorised him to make a new seat out of a pair of spare cast iron legs.

(c) Annual Seat Survey (with risk assessments of other assets in the Valley). Only three or four councillors had completed their ward surveys, a couple of other councillors have been provided with a new list of assets in their area, but there had been no progress whatsoever in many wards.

In the meantime, the Council's maintenance contractor had replaced a seat on Northgate, Honley that had been completely demolished in March (no evidence re cause/culprit) and had repaired seats at Sude Hill and Fulstone recently. He would continue to check all the seats regularly, whilst carrying out his normal maintenance, strimming and litter picking.

RESOLVED: That the above be noted.

(d) Report of serious damage to bus shelter in Honley (22 May 2018). Immediately upon being notified of the report of damage, the Council's maintenance contractor visited site (where the damage wasn't anywhere near as bad as first reported). Nobody was available at the address of the person who reported it (whose garden the damaged stone fell into) but, since then, the Council's maintenance contractor has liaised with the resident, who has kindly given permission to enter their garden to make the necessary repairs. The Clerk is awaiting an update on timescale/cost etc.

RESOLVED: That the actions above be approved.

1819 19 Adopted Phone Boxes (continued)

(2) Refurbishment of phone box at Giles Street, Netherthong: The Clerk reported that the phone box had been refurbished externally, including replacement of 15 panes of glass and repainting. The resident who offered their services as custodian wanted to use the phone box as a book exchange, so the Clerk would liaise with them and the maintenance contractor so that the phone box could be fitted out internally as appropriate. The Clerk is awaiting details of any additional costs, over and above the £600 agreed for the

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external refurbishment works.

RESOLVED: That the Clerk be authorised to arrange the internal fitting out, within the previously agreed budget.

1819 20 Closed Churchyard

The Clerk reported that grass in the closed churchyard is normally cut three times a year. In this financial year, to date, the grass received its first cut in early May 2018, but because of the fine weather, the grass had to be cut again in June (at the request of the church in readiness for a wedding). Depending on the weather, and usual cuts scheduled for July and September, budget provision may be exceeded.

Wobble tests were carried out on all the gravestones at the end of May.

RESOLVED: That the Clerk be given delegated authority to instruct an additional cut if required and full Council to consider a virement (perhaps from the Seats/Shelters budget) to cover any over-spend if necessary.

1819 21 Market Provision

Members considered the notes of a meeting held with Kirklees Council Markets Manager on 19 April 2018. Kirklees Council would support anybody who wanted to take on the markets but had concentrated on Dewsbury Market in the past and, therefore, Holmfirth Market had been allowed to become run down. Holmfirth is known as a market town and an outside market would be preferred by traders, so Members of the Parish Council agreed that talks should continue with Kirklees Council and the Co-op (regarding the potential to use Crown Bottom car park).

RESOLVED: That Cllr DM Firth be authorised to be the liaison point between with Kirklees Council and the Co-op accordingly.

1819 22 Freedom of Information Act 2000 - to agree what information will be made available to the public

RESOLVED: That, under the Council's Publication Scheme, supporting papers for any item within the public session of the meeting be made available, if requested, after confirmation of the minutes.

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Chairman