

Holme Valley Parish Council

MINUTES OF THE SERVICE PROVISION COMMITTEE HELD ON MONDAY, 17 SEPTEMBER 2018

Those present:

Chairman: Cllr K Bellamy

Councillors: Cllrs DK Bellamy, J Brook, G Christofi, TW Dixon and DM Firth

Officer: Mrs S S Barber

1819 23 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 24 Public Question Time

Four members of the public were present. Two addressed Members on Item 8(1) (Grant applications) and two on Item 15(1) (Highways & Streetscene).

RESOLVED: That the above items be brought forward on the agenda in priority order.

1819 25 To accept apologies for absence

Apologies for absence were accepted from Cllrs JG Cropper and R Hogley.

1819 26 To receive Members' personal and disclosable pecuniary interests in items on the agenda

None received.

1819 27 To consider written requests for new DPI dispensations

None received.

1819 28 To consider whether items on the agenda should be discussed in private session

It was agreed that no items required to be taken in private session.

1819 29 To consider grant applications (Service Provision Scheme/Budget)

The Chairman of the Committee and the Clerk had reviewed any financial and supporting documentation in advance of the meeting. Members considered the following grant application.

(1) Holmepride Community in Action – Horseshoe-shaped bench for Victoria Park.

Standing Orders were suspended during this item to allow questions to be asked.

Another two members of public (additional representatives of Square Pegs and an assistance dog) entered the meeting.

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Standing Orders were resumed.

RESOLVED: (1) That the full amount of £800 be approved, towards part-funding of the bench subject to the applicant being granted permission from Kirklees Council that the bench can be located in the Park and that the Parish Council will not be responsible for any ongoing maintenance or insurance.

(2) That the applicant should liaise with Kirklees Council and Cllr DM Firth (in his capacity as one of the Kirklees HVS Ward Councillors), for the outcome to be confirmed to the Clerk to enable funds to be released when such assurances received.

Two members of the public left the meeting.

1819 30 Highways & Streetscene

(1) Accessibility Survey – Holmfirth: Members considered proposals detailed earlier in the meeting and emails dated 5 September and 11 September 2018 from Square Pegs, a local community group providing support for all, but particularly individuals with disabilities, mental illness and loneliness.

Square Pegs have requested support from the Parish Council for their efforts to make Holmfirth more disabled-friendly. They have already conducted an accessibility survey and now plan to produce a step-free access map of Holmfirth. They have been in communication with Hebden Bridge Parish Council who have produced a similar type of map.

Standing Orders were suspended during this item to allow questions to be asked.

Standing Orders were resumed.

RESOLVED: (1) That all members of the Council be invited to participate in a visit to Hebden Bridge, arranged by Square Pegs, to meet with that Parish Council and find out what has been achieved there. The visit will take place on Thursday, 27 September 2018, leaving Holmbridge at 10am and back in Holmfirth by 3pm.

(2) That Cllr K Bellamy be authorised to attend and to report back to a future Service Provision Committee meeting.

(3) That thanks be given to Square Pegs for an excellent survey and report.

The representatives of the group were thanked for their attendance and left the meeting.

1819 31 To confirm Minutes of the previous meeting

RESOLVED: That the Minutes of the Service Provision Committee meeting held on 9 July 2018, numbered 1819 01 to 1819 22 inclusive, be confirmed.

1819 32 To consider grant applications (Service Provision Scheme/Budget)

The Chairman of the Committee and the Clerk had reviewed any financial and supporting documentation in advance of meeting. Members considered the following grant application:

(2) Honley Youth Club requested £1,000 towards first year's set up and running costs. No representative was in attendance at this meeting to answer questions and it was agreed that in future they should be asked to submit a formal grant application.

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RESOLVED: That £1,000 be approved, on condition that a representative of the Youth Club attends the next Service Provision Committee meeting to update Members on progress.

1819 33 Holme Valley Transport Scheme

The Clerk updated Members on the Scheme and a previous request for further funding support (Minute No. 1819 13 refers). Cllr DM Firth added that Kirklees Council Officers had been involved in a meeting with the Scheme organisers last Friday. Members noted that 685 people had used the service in the last year. One in six are outside the Holme Valley but they are all registered at one of the three Holme Valley Practices. The transport charity team on behalf of all three surgeries continues to carry out fundraising activities and has raised £4,000 in last 12 months (including a Motown Night, Christmas Fair and a race night is planned for October where it is hoped to raise c. £2,000). The three surgeries contribute to the cost of the Scheme by freely giving receptionist and administration time as well as paying the transport scheme drivers' employers national insurance contributions. A representative from the Scheme had been unable to attend this meeting but could attend the November meeting if necessary.

RESOLVED: (1) That £1,000 be approved in principle, but to be deferred until the November meeting, to which the representative should be invited to update Members on other fundraising.

(2) That in future, a grant application (Service Provision) to be submitted.

1819 34 Christmas Provision 2018

Members considered alternative sourcing of trees and lights, and community involvement regarding installation, permissions, removal etc (Minute Nos. 1718 108(2) and 1819 07 refer). Cllr DM Firth reported that he was still liaising with a local tree supplier, but nothing had been confirmed as to who would install the trees and provide the lights. It was felt that there were too many 'issues' to resolve in too short a time.

RESOLVED: That the normal four trees (for Brockholes, Netherthong, New Mill and Wooldale) plus one tree free of charge (for Holmfirth) be ordered from Kirklees Council with additional trees for the other villages (as last year) but as a back-up plan, delegated authority be given to Clerk to liaise with Cllr DM Firth, the local tree supplier and the various Ward Parish Councillors, to ensure trees and lights are provided within budget, if Kirklees Council decide not to provide them due to their own funding cuts.

1819 35 Defibrillators

Defibrillator to be installed outside Holmfirth Civic Hall (and training) (Minute Nos. 1718 90 and 1819 11 refer): The Clerk reported that she had chased the contractor (on numerous occasions) regarding installation and training, but due to a move of premises and backlog of defibrillator installations, the Clerk had been advised that this was to be installed during the first week of September, along with the one for outside Cornloft House, Hinchliffe Mill: However, that date had now passed so the contractor to be chased again.

In the meantime, due to conflicting information provided by Kirklees as whether Listed Building Consent was required, the Clerk had pursued the matter and received confirmation in writing, that Listed Building Consent was not required.

Although Cornloft House (where the other defib is to be installed – originally agreed

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following an F&M grant) is in a Conservation Area, it is not a Listed Building and, therefore, no special consent is required there either.

RESOLVED: That the Clerk, assisted by Cllr K Bellamy be authorised to liaise with the contractor.

1819 36 **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) Complaint re 'most serious and regular air pollution incident in the centre of Holmfirth'. Concerns referred to Kirklees Environmental Services Department and Kirklees Councillors for HV South.
- b) Concerns re 'illegal sub-letting of parish council building'. Response sent (but bounced back due to complainant being 'anonymous') explaining that building is Kirklees Council's responsibility. Sub-letting is not illegal and those living there are custodians until longer term future of building determined (as advised by Kirklees Council). No further action to be taken due to anonymous correspondence.
- c) Report of 'blocked footpath' on the riverside path in Brockholes between a local caravan site and the Industrial Estate in Brockholes. Following a request to Kirklees Rights of Way Officers a fallen tree had been removed after liaison with the landowner.
- d) Dilapidated state of old mill adjoining Upperthong J&I School - Min No. 1718 110 refers: Cllr D M Firth confirmed he had referred the matter to the Kirklees Council Enforcement Officer, but had nothing further to report.
- e) Lack of disabled access to churchyard in front of Sid's Café, Holmfirth: Members noted this complaint but also noted that, apparently conditional planning permission had now been granted for a ramp to be provided by the Church. Any further concerns be referred to the Church.

RESOLVED: That the actions already taken or to be taken by the Clerk on the above be authorised.

(2) The following general request for information had been received since the last Committee meeting:

- a) Holmfirth Conservation Group AGM - Request to book Civic Hall and sponsorship for this event. Referred to contact Manager at Civic Hall and if sponsorship was required, advised to submit a formal grant application – referred to Council's website for further details.

RESOLVED: That the actions already taken or to be taken by the Clerk on the above be authorised.

1819 37 **Community Noticeboards/Information Boards**

Base in front of Holmfirth Conservation Group Interpretation Board (Minute Nos 1718 112 and 1819 14 refers): Although this had now been ongoing since before March 2017, Cllr D M Firth had nothing further to report.

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RESOLVED: That the above be noted.

1819 38 War Memorials

(1) Repairs to wall in front of Netherthong War Memorial (Minute No. 1819 15(1) refers): The Clerk updated Members to the repairs following damage caused by an out of control vehicle. A contractor had been appointed by the insurance company and had had to have a piece of metalwork manufactured to replace the damaged one. The majority of the walling had already been completed, but it was understood the final piece of stone and metalwork were to be installed by the end of last week. No further update had been received from the contractor.

RESOLVED: That the Clerk should ask the Parish Council's Maintenance Contractor to check the workmanship prior to the Clerk contacting the insurance company accordingly.

(2) Repairs to roof of Lychgate at Hepworth Church (Minute No. 1819 15(2) refers: The Clerk reported that this work had now been completed. The contractor had also assessed the rest of roof/guttering and recommended no further action was necessary.

RESOLVED: That the above be noted.

(3) Proposal for Addenda Panel to War Memorial in grounds of Holme Valley Memorial Hospital (Minute Nos. 1718 105(1) and 1819 15(3) refer): Nothing to report.

RESOLVED: That the Clerk be authorised to contact the local resident who had proposed the Panel, as two further quotes would need to be provided to progress the proposal.

1819 39 Highways & Streetscene

(2) Members considered a number of highways matters:

(i) Email dated 2 August 2018 regarding the adoption status of Beech Street, Holmfirth – referred enquirer to Kirklees Council.

RESOLVED: That the above be noted.

(ii) Minute No. 1819 16(2)(iv) refers – Parking outside Christ Church, New Mill: Members noted that Kirklees Council had agreed to additional parking lines and improved disabled parking provision, and work completed end July/beginning August.

RESOLVED: That the above be noted.

(3) Holmfirth Town Access Plan (feasibility study to reduce traffic on Victoria Street and improve traffic flow through centre of Holmfirth): Members noted that, although there was nothing specific to report on the feasibility study, it was possible that the market service could move to the Co-op car park at Crown Bottom. Talks were ongoing between Kirklees Council and Co-op, but Co-op believed to be in agreement.

It was also noted that the A628 would be closed for 13 days from 17 September to 30 September 2018 (8pm to 6am daily) from the Gun Inn to Flouch roundabout, with traffic being directed to use the A616 instead, via Holmfirth.

It was also felt that car satnavs in HGV's were not suitable and should be banned; HGV's

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should have HGV satnavs (built in) by law (still voluntary at moment).

RESOLVED: (1) That the Clerk be authorised to contact Highways England and Kirklees Council to query why the Parish Council had not been notified about this road closure.
(2) That YLCA/NALC be asked to lobby Central Government (through the Sustainability Act) with a copy to the local MP as well, to legislate and implement for such a ban.

1819 40 Seats & Shelters

Following a review with the Council's maintenance contractor on 12 September 2018, the Clerk reported on a number of matters relating to seats and shelters (and other assets owned/maintained by the Parish Council):

(1) The Maintenance Contractor had made a suggestion for the Council to fund a piece of metal artwork (or two pieces, one for each of Honley and Holmfirth) to commemorate the end of WW1 and 100th Anniversary of WW1 Peace Day (19 July 1919) – an initial sketch had been provided. The metal statue of a 'Tommy' and removable Poppy (latter only displayed in run up to annual Remembrance Sunday) could tie in with a 'Honley Remembers' project being run by a local community group.

RESOLVED: That the idea was not something the Council could consider at the moment, but the Maintenance Contractor to be thanked for the suggestion.

Cllr G Christofi left the meeting at this point.

(2) The Maintenance Contractor had also suggested that an article be included in a future Holme Valley Review column, to clarify to residents/tourists that the toilets are now fully open and are being run/maintained (at a cost) by the Parish Council (not Kirklees Council).

RESOLVED: That, as the Public Toilets are the overall responsibility of Community Asset Support Committee (but no meeting till 1 October) the Clerk should refer the Contractor's suggestion to the Publications & Communications Committee for consideration.

(3) Seats, shelters and other Council assets in the Valley: A number of Members reported that seats in their Ward were in very good condition and the Maintenance Contractor to be thanked for his efforts to keep them looking clean and tidy. A number of issues were highlighted, to be referred to the Maintenance Contractor for repair/replacement as necessary:

- a) Seat recently replaced at 'Owd Towser' had been damaged in a fire and needed repairs/repainting.
- b) Cast iron seat in Hade Edge: Had been painted (by a third party using his own funds) but should be encouraged to report any issues regarding seats to the Clerk in future; the Clerk to contact the Council's Maintenance Contractor to explain what has happened regarding this seat.
- c) A long bench with cast iron legs on Shaw Lane to be removed, shortened and levelled, freeing up a leg to make another bench.
- d) Seat at Cliff End (on Land Charity Site) to be refurbished.

RESOLVED: That the above actions be authorised and thanks given to the Maintenance Contractor.

1819 41 Adopted Phone Boxes

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(1) K6 phone box adjacent to Building Society, Holmfirth (Minute No. 1819 08 refers): Cllr R Hogley reported there had been no progress with the red phone box in the centre of Holmfirth, as South Pennine Transport had yet to return her calls and emails.

RESOLVED: That Cllr R Hogley be authorised to chase them again and report back to the next meeting.

(2) Internal works to phone box at Giles Street, Netherthong (Minute No. 1819 19 refers): The Clerk reported that she had now received a quote (for £125) via one of the Council's Maintenance Contractor's team for internal shelving etc. (as discussed with Clerk and the person who has offered to be the 'custodian'). This will complete the refurbishment works to this phone box, within the original budget agreed, hopefully before the end of September, for an article to be included in the October or November column in the Holme Valley Review.

RESOLVED: That the Clerk be authorised to instruct the Contractor accordingly and refer any publicity to the Publications and Communications Committee.

Cllr J Brook left the meeting at this point.

1819 42 Dog Waste Strategy

A copy of the dog waste dispenser register had been distributed prior to the meeting. Members were asked to consider purchasing further supplies of dog waste bags and/or gloves (latter used in dispensers) from the remaining budget provision (2018-19) and up-to-date comparative quotes were now being sought.

Members noted that the dog waste bag dispenser for Hepworth had now been ordered, for installation where suggested by Cllr TW Dixon. Members also debated the durability of gloves and budget provision to purchase more gloves or standard bags, an additional dispenser for Water Street, Hinchliffe Mill (as suggested by Cllr K Bellamy) and a spare dispenser, within the current budget.

There was no further update on the provision of additional waste bins in Sands (normal bins so they could also be used for dog waste). Cllr DM Firth to progress this.

RESOLVED: That the purchase of a further supply of gloves (standard, not economy to fit dispensers) be approved, together with two further dispensers, one for Water Street, Hinchliffe Mill and one spare dispenser (fittings to be purchased later, depending on location), to use the remainder of the current Budget and any Earmarked Reserves but bearing in mind lack of storage and space for spare bags/gloves and dispensers at the Civic Hall.

1819 43 Market Provision

This had been discussed briefly, earlier in the meeting (Minute No 1819 39(3) refers).

RESOLVED: That Cllr DK Bellamy should raise the matter of the market (service and building) at a forthcoming meeting with Kirklees Councillors Pandor and Turner.

1819 44 Parks, Open Space & Play Areas

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(1) The Clerk reported that she had received a phone call recently, from a local resident concerned because the play equipment had been removed from the Play Area, New Mill. Upon querying this with Kirklees Council, it appeared that Kirklees Council had removed the equipment to refurbish it but, sadly, had not informed the Parish Council that they were doing so. There was nothing in previous communications with Kirklees when they provided details of the risk assessments/maintenance issues etc. Nevertheless, the refurbishment works have now been completed and the play area is open for use again.

RESOLVED: That the above be noted but the Clerk to query whether fencing is planned by Kirklees Council, to stop dogs going into that area.

(2) Risk assessments and maintenance matters regarding other play equipment in the Valley (Minute No. 1718 114 refers) (deferred from meeting on 12 March 2018): The Clerk reported that the works referred to above, to the Play Area in New Mill, had not been detailed on any of the risk assessments/maintenance schedules provided by Kirklees Council in March 2018. Although the works to the New Mill play area had now been completed, there had been no further update on the consultation undertaken by Kirklees Council.

RESOLVED: That the Clerk be authorised to contact Kirklees Officers accordingly, to request an update on the consultation but also to check if there are any other play areas in the Holme Valley where risk assessment/maintenance details have not been provided, in case the Parish Council receives any complaints about them in the future.

1819 45 Policing & Security

RESOLVED: That the following information from Police & Crime Commissioner be noted.

(1) PCC Newsletters – July, August and September 2018.

(2) That the PCC is looking for a Black, Asian and Minority Ethnic (BAME) Equality Consultant and closing date for applications was earlier today.

1819 46 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