

Holme Valley Parish Council

MEETING OF THE SERVICE PROVISION COMMITTEE MONDAY 8 JULY 2024 at 7pm in HONLEY LIBRARY

IN THE CHAIR: Cllr Pat Colling for item 2425 01; Cllr Glenn Kirkby for items 1item 2425 02 onwards.

ALSO PRESENT: Cllr Isaac Barnett, Cllr Mary Blacka, Cllr Tom Dixon, Cllr Donald Firth, Cllr Alison Morgan, Cllr Steve Ransby, Cllr Jane Rylah, Cllr Tricia Stewart.

ABSENT WITH APOLOGIES AND REASON APPROVED: Cllr Lawrence Baylin, Cllr Chris Green, Cllr Hugh Osborne.

OTHER ABSENCES: None.

OFFICER TAKING MINUTES: Jen McIntosh - Clerk.

DRAFT MINUTES

	Welcome
2425 01	In the Chair
	<p>The Clerk explained that Cllr Lawrence Baylin was re-elected Chair of the SERVICE PROVISION COMMITTEE for council year 2024-25 at the Annual Council meeting of 15 May 2024.</p> <p>In line with Standing Orders the Annual Council meeting had resolved that the Vice Chair of the SERVICE PROVISION COMMITTEE be elected at the first meeting of the council year 2024-25.</p> <p>Apologies and reason for Cllr Baylin were to be considered later in the agenda, meaning that in line with Standing Order 3.p. the first act of the COMMITTEE must be to choose a member to take the Chair to preside over the election of a Vice Chair for 2024-25.</p> <p>RESOLVED: Cllr Colling to preside over the meeting until the election of a Vice Chair was completed.</p>
2425 02	Election of Vice Chair
	<p>In line with Standing Orders nominations were requested for the role of Vice Chair of the SERVICE PROVISION COMMITTEE. Cllr Glenn Kirkby was proposed and seconded. No other nominations were received.</p>
	<p>ELECTED: Cllr Glenn Kirkby to serve as Vice Chair of the SERVICE PROVISION COMMITTEE for the remainder of the council year 2024-25.</p>
2425 03	Public Question Time
	<p>No members of the public were present.</p>
2425 04	Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014
	<p>The Clerk was recording the meeting in video format for upload to the Parish Council's YouTube channel. No other requests for recordings were received.</p>
2425 05	Apologies and reasons for absence

Holme Valley Parish Council

	Apologies for absence with reasons received by the Clerk were circulated by email prior to the meeting to be considered together. The Clerk apologised for the lateness of sending out apologies with reasons by email.
	APPROVED: Apologies and reasons for absence from Cllr Lawrence Baylin, Cllr Chris Green and Cllr Hugh Osborne.
2425 06	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 consider.
2425 07	Members' and Officers' personal and disclosable pecuniary interests in items on the agenda
	Cllr Stewart declared that she was stepmother to Kirklees Holme Valley South Councillor Mo Crooks. It was not anticipated that there were any agenda items where this might count as an interest.
	No other Members' or Officers' personal and disclosable pecuniary interests were declared.
2425 08	Items on the agenda to be discussed in private session
	RESOLVED: that agenda item 2425 15 Progress regarding a possible tendering process for Holmfirth Public Toilets and the maintenance of smaller assets be discussed in private session for reasons of commercial sensitivity.
	Discussions regarding this item would not be included in recorded footage but any resolutions were to be set down in the minutes.
	The Clerk stated that any tender documentation under consideration would become a matter for public record once finalised.
2425 09	Minutes of the previous Service Provision Committee meeting
	The minutes of the previous meeting of the SERVICE PROVISION COMMITTEE, held on 19 February 2024 were NOTED , having been APPROVED at FULL COUNCIL on Monday 18 March 2024.
	The following information regarding ongoing matters arising from the approved minutes was reported by the Clerk:
	<ul style="list-style-type: none"> – An update regarding removal of the sharps bin was awaited from Kirklees Holme Valley South Cllr Paul Davies (minute 2324 73 - SPC 19-2-2024). – It remained an action for the Clerk to contact Holmfirth Forward to gauge interest and feedback regarding CCTV in Holmfirth centre (minute 2324 76 - SPC 19-2-2024). – Sands Rec budget (minute 2324 86 – SPC 19-2-2024) had been resolved at Full Council.
	BUDGETARY MATTERS
2425 10	Service Provision Committee Budget 2024-25 and Earmarked Reserves

Holme Valley Parish Council

	<p>The Clerk reported on an anomaly in budget line 4715 defibrillators, explaining that this was caused by a delivery charge of £5.95 for defibrillator consumables. The Deputy Clerk/RFO would organise reimbursement to the Clerk in due course of this charge which she had paid.</p>
	<p>NOTED: the Expenditure against Budget 2024-25 – Budget Lines Year-to-Date <i>and</i> Earmarked Reserves.</p>
	<p>MAJOR ASSETS MANAGEMENT</p>
2425 11	<p>Honley Library</p>
	<p>A written report and events update from Friends of Honley Library were received and NOTED.</p> <p>Cllr Colling updated the Committee regarding current fund-raising efforts by Friends of Honley Library. Cllr Dixon reported on his family’s experience of activities hosted at Honley Library.</p> <p style="text-align: center;"><i>Cllr Donald Firth joined the meeting at 7.10pm during consideration of this item.</i></p> <p>The Clerk reported the following activities in support of FOHL:</p> <ul style="list-style-type: none"> -providing a letter of support for a grant application; -16-4-2024 – meeting held with Kirklees officers regarding the proposed community managed library model -following the meeting the Clerk wrote a letter to Kirklees, summarising HVPC’s concerns regarding the proposed model; -13-5-2024 - the Clerk had emailed Kirklees to request an update regarding the progress of the consultation; -31-5-2024 – the Clerk had received an update by email from a Kirklees officer stating that feedback was in the process of being collated. <p>Earlier on Monday 8 July the Clerk had received an email from the Chair of FOHL regarding correspondence they had received from a Kirklees officer stating that no update could be shared as Kirklees were at that time not in a position to receive a report or make decisions.</p>
2425 12	<p>Holmfirth Civic Hall Community Trust</p>
	<p>The <u>Holmfirth Civic – SPC Update</u> written report was received.</p> <p>The Clerk reported that a meeting to be held with HVPC Civic Trustees, Chair of SPC, Chair of HCHCT and HCHCT Business Development Manager would now take place once the Civic’s independent examination of latest accounts had been received.</p> <p>Clerk to organise.</p> <p>The Committee echoed Cllr Wilson’s remarks in the Full Council meeting on 26 June 2024 that the Civic should be viewed as a fantastic resource. It was acknowledged that the current trustees had worked effectively to establish a realistic picture of the challenges posed by the building condition and were to be thanked for their efforts to do so. It was accepted that the Civic would continue to require a significant input of funds for some years to come.</p>

Holme Valley Parish Council

	<p>It was suggested that a visit to Upper Mill Civic Hall in Saddleworth might provide insight into how the building might be developed.</p> <p>The Committee looked forward to the architect's vision report which would follow in due course.</p>
	OTHER ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL
2425 13	Gartside Buildings update
	<p>The Clerk reported significant progress in installing new tenants since the meeting on 19-2-2024 with a tenancy agreed in principle at Annual Council on 13 May 2024.</p> <p>The lease had been drawn up by Ramsden's and was currently being negotiated with the new tenant. Time slippage meant that the lease would more likely complete for the beginning of August than July as first planned.</p>
	<p>RESOLVED: approval of expenditure of up to £300 for the installation of a basin and water supply from budget line 4325 lettable space should this be desired by the incoming tenant.</p> <p>RESOLVED: to support EPIKS in completing a grant application to the Bright Green Energy Fund, open for the duration of July, to fund the installation of LED lighting, a portable air source heat pump and insulation (subject to confirmation).</p>
2425 14	Holmfirth Public Toilets
	<p>The clerk had provided a written report and reported further regarding recent improvements made to mirrors, remedial works to disabled door, replacement of toilet roll holders etc.</p> <p>Regarding replacing the voluntary contributions box, the Clerk had spent some time researching pay-by-card equipment and was yet to find an affordable and suitable alternative to a cash box. The Committee considered whether voluntary contributions should still be required, opting to not change from the request of a 20p voluntary contribution at this time. It was suggested that use could be made of a QR code for payment of voluntary contributions in the future.</p> <p>An action for the Clerk was to look to bring proposals for a like-for-like cash box of improved design to replace current box to the September meeting and continue to investigate possible card payment/QR code options as part of a longer-term improvement.</p> <p>An action for the Clerk was to raise a query with YLCA regarding possible contacts for card payment equipment.</p> <p>It remained an option to do away with voluntary contributions at some future point if the COMMITTEE so wished. The monies raised had fallen significantly since the Covid pandemic though this might be due to changing habits regarding the public no longer carrying cash as a matter of course.</p> <p>The Clerk also reported on her joint visit to Holmfirth Toilets with the contractor and her weekly visits since that date. There was space for the potential installation of an information board and she had discussed with the contractor the viability of re-establishing a baby change room or area within the toilets. The contractor had shared with the Clerk some serious concerns regarding this; it would present some significant challenges. She was impressed by the general cleanliness but remarked upon the issues caused by water gathering on the floor, most likely caused by the lack of a damp course. The contractor believed it may be prohibitively expensive to retrofit a damp course.</p>

Holme Valley Parish Council

	<p>The Clerk suggested that development of a more comprehensive vision for the toilets would be best led by a councillor working group. One possible role for this group might be to consider any applicable grant-giving sources, for example to improve the disabled facilities. Another development to consider might be to place baby change facilities in the existing toilets.</p>
	<p>RESOLVED: to form a working group of Cllr Morgan and Cllr Dixon (and Cllr Baylin should he wish to join) to draw up proposals for a possible refurbishment of Holmfirth Public Toilets.</p> <p>Clerk to ascertain if Cllr Baylin also wished to be a member of the working group.</p>
	OTHER ASSETS MANAGEMENT
2425 15	Progress regarding a possible tendering process for Holmfirth Public Toilets and the Maintenance of smaller assets
	<p>Due to commercial sensitivity the Committee had RESOLVED to hear this item in private session.</p> <p>There were no members of the public present.</p> <p>Recording of the item was stopped.</p>
	<p>RESOLVED: to appoint Cllr Dixon, Cllr Morgan, Cllr Baylin, Cllr Colling and Cllr Kirkby to serve on an oversight working group in respect of the management of any tender and tendering process.</p> <p>Clerk to service the working group.</p> <p>The group to appoint a Chair at its first meeting.</p> <p>RESOLVED: to delegate to the Clerk further development of tendering documentation to be presented to the SERVICE PROVISION COMMITTEE at the meeting to be held on 23 September 2024.</p> <p>RESOLVED: Clerk to seek a legal opinion on tender documentation and process before implementation.</p>
2425 16	Other assets including benches, stone shelters, war memorials, red heritage phone kiosks
	<p>A written report from the Clerk was received.</p> <p>Stone shelters were considered first by the COMMITTEE.</p> <p>Cllr Morgan reported that Friends of Honley were looking for funding and remained interested in establishing a sedum roof on the shelter at Westgate, Honley. The shelter at Hollowgate, Holmfirth, was suggested as another possible shelter that could benefit from the installation of a sedum roof.</p>
	<p>RESOLVED: To permit the CACE COMMITTEE to identify stone shelters which may be suitable to have a sedum roof installed.</p> <p>The Committee requested that further information be obtained and presented about potential ongoing insurance and maintenance costs as a prerequisite to any permission being given for works to go ahead.</p> <p>The recent refurbishment of benches was discussed. Ward asset registers were to be updated to</p>

Holme Valley Parish Council

	<p>reflect these.</p> <p>APPROVED: Expenditure of up to £950.40 (£792 plus £158.40 VAT) on 18 metal bench legs at £44 each for the refurbishing and repair of existing benches.</p> <p>Regarding the repair needed for the Hepworth War Memorial, the Clerk was struggling to obtain a further quotation. This was a prerequisite to submitting a grant application to the WMT. The WMT had communicated that although a grant application could be made it might not register as a high priority or be successful. Nevertheless, the Clerk suggested that this source of funding should be exhausted first before any request be made to Full Council to consider the cost of the repair from general reserves.</p> <p>The Clerk would approach the War Memorials Trust to request any assistance they might be able to give to suggest approved repairers prior to making a grant application.</p> <p>Regarding the use of dog waste bag dispensers, the Clerk thanked Cllr Baylin and Cllr Rylah for making onsite visits to dispenser locations that had been the source of complaint from members of the public.</p> <p>The Clerk referred to her written report, explaining that it was more usual to present a report from the contractor. The tender/contract oversight group might wish to have an input into what reporting requirements under a new contract might look like.</p>
2425 17	New Mill Closed Cemetery
	<p>The Clerk reported on approaches made to Kirklees Council to see if any advice could be given regarding drawing up a Service Level Agreement for the upkeep of a closed cemetery such as New Mill. Whilst Kirklees were unable to assist, the Clerk wished to thank Cllr Mo Crook for his assistance in this matter.</p> <p>The Clerk reported further that it was the intention of Cllr Baylin as the Chair of the SERVICE PROVISION COMMITTEE to meet with a representative of New Mill Church and the Clerk to draw up an agreed programme of works as part of the tendering process.</p>
	SERVICES
2425 18	Public transport in the Holme Valley
	<p>The Committee received a written update from the Chair.</p> <p>Cllr Morgan reported on a productive meeting with the Penistone Line Partnership which was seeking out public engagement opportunities to encourage the use of local buses and trains. Cross Country Trains may have funding to promote use. Whilst the minibus laid on during Holmfirth Arts Weekend may have been less used due to weather, the bus conveying Honley residents to Honley Show had proved to be hugely popular. However, none present were aware of any usage numbers being recorded.</p> <p>Cllr Colling commented on the apparent lack of connectivity between local trains and buses.</p> <p>Cllr Blacka suggested that HVPC might work with EPIKS regarding the use of the Gartside Unit as a sustainable transport hub.</p> <p>Cllr Rylah suggested that one challenge for making public transport sustainable/more frequent was</p>

Holme Valley Parish Council

	reaching a critical mass regarding usage. However, quite aside from that even if take-up seemed low the local buses were offering an important service.
2425 19	Christmas tree provision - plans for 2024-25
	A report from the Chair of the Committee was received and a review of provision for 2024 onwards was considered at the meeting.
	RESOLVED: delegate to Chair and Clerk actions with regards to Christmas tree provision so that new arrangements are in place and ready for approval at the meeting on 23 September 2024.
2425 20	Dog waste strategy
	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.
	A review of provision and the strategy has been held over until 2024-25.
	As proposed in the paper received from Cllr Baylin, it was planned that a Working Group of up to 4 members will draft a new coherent Public Area Litter and Dog Waste Management Strategy during 2024-25 and consult with District Ward Councillors, KMC officers and members of the CACE Committee on the available options.
	RESOLVED: appointment of Cllr Blacka, Cllr Rylah and Cllr Baylin as members of a working group to draft a new coherent Public Area Litter and Dog Waste Management Strategy.
2425 21	Tourism
	A written update from Cllr Baylin was received.
	RESOLVED: to approve
	<ol style="list-style-type: none"> 1. Identifying aims and objectives in relation to the promotion of local tourism 2. Working in partnership with other community-based organisations and with Kirklees to establish a common programme and to ensure meaningful action and progress. 3. Tracking the progress of creating a local heritage centre or similar and playing a part in that project as appropriate.
2425 22	Youth work in the Holme Valley
	A report and also budget monitoring information were received. The Committee wished to thank the CEO of Kirklees Youth Alliance and the Holme Valley youth worker for their work.
	NOTED: the report received with regards to the Kirklees initiative.
	Kirklees Youth Alliance are on the HOLME VALLEY PARISH COUNCIL list of regular payments and so once expenditure is approved payments can be authorised via two mandated signatures.
	RESOLVED: To recommend to FULL COUNCIL approval of expenditure of up to £25,000 for Kirklees Youth Alliance for the provision of youth services in the Holme Valley.
	Clerk to invite the CEO of KYA to meet with the Chair and the Clerk.

Holme Valley Parish Council

2425 23	Defibrillators
	<p>The Clerk reported that there are at least 36 defibrillators in the Holme Valley Parish Council area.</p> <p>Of these, 2 are the responsibility of Holme Valley Parish Council – one outside the Civic and one outside Holmfirth Toilets. The Yorkshire Ambulance Service – which has oversight of provision – has requested that HVPC take on responsibility for 2 further defibrillators:</p> <ul style="list-style-type: none"> - One attached to the garage of a private residence on Oaks Lane. - One attached to the Cornloft, Huddersfield Road, Holmbridge <p>RESOLVED: To recommend to FULL COUNCIL that HOLME VALLEY PARISH COUNCIL takes on the responsibility for two existing defibrillators sited on Oaks Lane, Brockholes and Huddersfield Road, Holmbridge.</p>
	OTHER CORRESPONDENCE
2425 24	Request for an interactive sculpture
	<p>A member of the public emailed on 23 February 2024 to request that Holme Valley Parish Council undertook a project to erect interactive sculptural equipment in a recreation area. The sculptor recommended for such a project had also been in touch with the Clerk via email. This was not supported as it did not reflect the Parish Council’s aims at this time. There was no budget for such a project and ongoing maintenance costs were unknown. The recreational grounds are currently being upgraded by Kirklees.</p> <p>Clerk to contact the member of the public and explain that there are no current projects or plans for projects of this nature. Details of the suggestion will be kept on file should any suitable project emerge in the future.</p>
	PUBLICITY
2425 25	Items for Publicity
	<p>Members suggested proposals put forward at the meeting and the funding of a youth worker as possible items for publicity arising from the current work of the SERVICE PROVISION COMMITTEE.</p>
	<i>The meeting closed at 8.58pm.</i>