

# Holme Valley Parish Council

## MEETING OF THE SERVICE PROVISION COMMITTEE MONDAY 24 FEBRUARY 2025

**IN THE CHAIR:** Cllr Lawrence Baylin.

**ALSO PRESENT:** Cllr Isaac Barnett, Cllr Mary Blacka, Cllr Pat Colling, Cllr Tom Dixon, Cllr Donald Firth, Cllr Chris Green, Cllr Glenn Kirkby (Vice Chair), Cllr Alison Morgan, Cllr Hugh Osborne, Cllr Steve Ransby, Cllr Tricia Stewart.

**ABSENT WITH APOLOGIES AND REASON APPROVED:** Cllr Jane Rylah.

**OTHER ABSENCES:** None.

**OFFICER TAKING MINUTES:** Jen McIntosh - Clerk.

### DRAFT MINUTES

<b>2425 69</b>	<b>Public Question Time</b>
	Cllr Baylin, in the Chair, welcomed all to the meeting and explained that, whilst no members of the public were present at the start of the meeting, a parish councillor who was not a COMMITTEE member would be attending later as a member of the public.
<b>2425 70</b>	<b>Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014</b>
	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.
<b>2425 71</b>	<b>Apologies and reasons for absence</b>
	Apologies for absence with reasons received by the Clerk were circulated by email prior to the meeting.
	<b>APPROVED:</b> Apologies and reasons for absence from Cllr Rylah.
<b>2425 72</b>	<b>Receipt of updated Disclosable Personal and Pecuniary Interests forms</b>
	There were no new/revised Disclosable Personal and Pecuniary Interests forms (DPIs) of Committee members to consider.
<b>2425 73</b>	<b>Members' and Officers' personal and disclosable pecuniary interests in items on the agenda</b>
	The Chair remarked that he was conscious that the CACE COMMITTEE will be disbanded at the end of the current council year and that it will be the responsibility of all committees to reflect climate concerns. The Chair requested that all members be conscious of such concerns as the meeting progressed and raise them where appropriate. <ul style="list-style-type: none"><li>– Cllr Kirkby and Cllr Colling both declared an interest in item 2425 79 as trustees of Friends of Honley Library.</li><li>– Cllr Ransby declared an interest in item 2425 80 as a trustee of Holmfirth Civic Hall Community Trust.</li></ul>

# Holme Valley Parish Council

	– Cllr Stewart declared she was related to Moses Crook, Kirklees Councillor for Holme Valley South.
	<b>NOTED:</b> Members’ and Officers’ personal and disclosable pecuniary and other interests in items on the agenda as recorded above.
<b>2425 74</b>	<b>Items on the agenda to be discussed in private session</b>
	There were no items to discuss in private session.
<b>2425 75</b>	<b>Minutes of the previous Service Provision Committee meeting</b>
	<b>NOTED:</b> the minutes of the previous meeting of the SERVICE PROVISION COMMITTEE held on 4 November 2024, numbered 2425 49 – 2425 68 inclusive.
	The Clerk reported information regarding ongoing matters arising from the approved minutes. These included: <ul style="list-style-type: none"> <li>i. That the clerk was still to arrange a meeting of the maintenance/toilets procurement steering group.</li> <li>ii. The removal of the sharps bin needed to be progressed.</li> </ul> <p>At request of the Chair prior to the meeting an action for the Clerk was to raise a formal complaint with Kirklees about the continuing presence of the obsolete sharps bin outside Holmfirth Toilets.</p>
	<b>BUDGETARY MATTERS</b>
<b>2425 76</b>	<b>Service Provision Committee Budget 2024-25 and Earmarked Reserves</b>
	The Clerk reported on items of regular expenditure the COMMITTEE was to consider authorising, commenting on the overspend apparent in budget line 310 the Civic which followed a series of resolutions and also on the underspend in budget line 4705 Christmas Provision which largely reflected that the council was still waiting for Kirklees to invoice for the cost of the lit Holmfirth tree.
	Clerk to chase up Kirklees invoice following the meeting.
	Other underspends such as that evident in budget line 4730 minibus were due to the fact that further spending was expected between the meeting and the end of the financial year. The projected budget lines report gave a more complete picture of where the COMMITTEE’s finances would be at the end of the year. The Deputy Clerk/RFO had provided a detailed narrative to that report.
	<b>NOTED:</b> the reports from the Deputy Clerk/RFO on Expenditure against Budget 2024-25 – Budget Lines Year-to-Date <i>and</i> Expenditure against Budget 2024-25 – Projected Budget Lines to Year End.
<b>2425 77</b>	<b>Authorisation of Regular Expenditure</b>
	The COMMITTEE was asked to review and authorise regular items of expenditure featured in the Services Provision Budget 2025-26.
	The Clerk reported that the only change from 2024-25 was that Eonnext was now the provider of electricity for Holmfirth Toilets/the Gartside Unit. It was queried whether Eonnext were a green energy only tariff. The clerk confirmed that this was the case and was the reason this provider was

# Holme Valley Parish Council

	chosen.
	<p><b>APPROVED:</b> the authorisation of specified regular items of expenditure, as listed below, in the Services Provision Budget for the Council Year 2025-26.</p> <p>4320 Holmfirth Toilets</p> <ul style="list-style-type: none"> <li>– Maintenance and Costs (contractor)</li> <li>– Electricity (Eonnext)</li> <li>– Water and Sewerage (Scottish Water Business Stream)</li> <li>– Sanitary Services (Principal Hygiene)</li> </ul> <p>4705 Christmas Provision</p> <ul style="list-style-type: none"> <li>– Christmas Trees (Kirklees)</li> <li>– Christmas Trees (SD and TJ Kirk)</li> </ul> <p>4710 New Mill Churchyard</p> <ul style="list-style-type: none"> <li>– Maintenance and Costs (contractor)</li> </ul> <p>4720 Dog Waste</p> <ul style="list-style-type: none"> <li>– Maintenance and Costs (contractor)</li> <li>– Poo Bags and Dispensers (JRB)</li> </ul> <p>4730 Minibus</p> <ul style="list-style-type: none"> <li>– Minibus Service (West Yorkshire Combined Authority)</li> </ul> <p>4735 Phone Boxes</p> <ul style="list-style-type: none"> <li>– Maintenance and Costs (contractor)</li> </ul> <p>4740 Seats and Shelters</p> <ul style="list-style-type: none"> <li>– Maintenance and Costs (contractor)</li> </ul> <p>4750 War Memorials</p> <ul style="list-style-type: none"> <li>– Maintenance and Costs (contractor)</li> </ul> <p>The dog waste bags were not regular payments but a regular expenditure.</p>
<b>2425 78</b>	<b>Budget Line 4705 Christmas Provision – grant evaluations</b>
	<p>The Clerk provided a written narrative via the agenda as follows:</p> <p>Grants had been awarded to Holmfirth Christmas Team and Honley Christmas Team for provision of decorations for the two main centres and that eight applications for village Christmas trees/decorations were also approved 4 November 2024 for the following:</p> <ul style="list-style-type: none"> <li>– Scholes Methodist Church, Scholes</li> <li>– The Rock Inn, Brockholes</li> <li>– St David’s Church, Holmbridge</li> <li>– Honley Business Association, Honley</li> <li>– Hade Edge Residents Association, Hade Edge</li> <li>– Hepworth Community Association, Hepworth</li> <li>– Netherthong Community Partnership</li> <li>– Holme Village</li> </ul> <p>All 8 applicants were approved for a rolling grant arrangement for 2025, 2026 and 2027.</p> <p>In line with <b>minute 2425 57</b> - delegating to the Chair and Vice-Chair of the COMMITTEE</p>

## Holme Valley Parish Council

	<p>approval of expenditure from budget line 4705 of up to £628.40 for the provision of further trees/decorations, subject to the receipt of appropriately completed grant application forms and proof of suitable insurance being in place – a number of other grants were also awarded subsequent to the meeting on 4 November. The grant applicants had all requested that rolling grants be considered for 2025, 2026 and 2027.</p> <p>A document providing photos of the funded trees had been included in papers.</p> <p>All grant recipients had been asked to submit grant evaluations by the end of January 2025.</p> <p>Evaluations had been received from Holmfirth Christmas Team, Honley Christmas Team and Holmbridge (St Davids).</p> <p>The Chair introduced the item by reminding members that arrangements for 2024 had been significantly altered to previous years and that, on the whole, the new arrangements had worked smoothly. The Clerk was thanked for her proactive work in getting applicants to get forms in and so forth. The only ward that had not benefitted from a Christmas Provision grant was Wooldale. This was not for lack of trying as several Wooldale groups had been encouraged to apply. However, Wooldale residents had planted a rooted tree and so there might be scope to apply for a grant for decoration in a future year.</p> <p>The Chair and Clerk were thanked for their efforts in supporting the provision of a tree and decorations for New Mill ward via New Mill Club.</p> <p>It was acknowledged that the reference on the application form to how a project might address the climate emergency had indeed worked to raise awareness and encourage positive action. This would be built upon in succeeding years.</p>
	<p><b>NOTED:</b> grants awarded to the following:</p> <ul style="list-style-type: none"> <li>– Clothiers Arms, Netherthong - £250.</li> <li>– The Royal Oak, Upperthong - £156 inc VAT – tree from Kirks.</li> <li>– New Mill Club, New Mill - £206 inc VAT – tree from Kirks.</li> </ul> <p><b>NOTED:</b> evaluations received to date from Honley, Holmbridge and Holme.</p> <p>Clerk to chase up evaluations for the next SERVICE PROVISION COMMITTEE meeting.</p>
	<b>MAJOR ASSETS MANAGEMENT</b>
<b>2425 79</b>	<b>Honley Library</b>
	<i>Friends of Honley Library</i> had submitted a report and other documents for information. Cllr Kirkby reported that details of a new government grant scheme were due to be published this week.
	<b>NOTED:</b> report and events update from Friends of Honley Library.
<b>2425 80</b>	<b>Holmfirth Civic Hall Community Trust</b>
	The Holmfirth Civic Hall Community Trust had submitted a report for information. This included initial ideas regarding a project to revamp the foyer, stairs and landing areas. COMMITTEE members raised a number of points and queries regarding the project.

# Holme Valley Parish Council

	<p><b>NOTED:</b> latest report from Holmfirth Civic Hall Community Trust.</p> <p>Clerk to relay feedback on the interiors project to the Trust and seek a response.</p> <p>Clerk to request from the Trust a breakdown of works and costs for 2025/6 for the next SERVICE PROVISION COMMITTEE meeting.</p>
	Cllr Barnett left towards the conclusion of this item at 7.55pm.
	<b>OTHER ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL</b>
<b>2425 81</b>	<b>Gartside Buildings update</b>
	Clerk reported on actions taken since the previous meeting with regards to the Gartside unit.
	<p><b>NOTED:</b> actions taken by the Clerk with regards to the Gartside unit, including:</p> <ul style="list-style-type: none"> <li>– the fixing of an internal heater by the maintenance contractor;</li> <li>– communication regarding the carrying out of a condition survey and likely date for the installation of solar panels;</li> <li>– the scheduling of a Holmfirth toilets refurbishment working group meeting for Tuesday 25 February; this working group’s remit included commissioning the condition survey on the whole building.</li> </ul> <p>Outstanding tasks for the Clerk were to arrange for the ordering and installing of an additional noticeboard and reimbursing EPIKs redecorating costs from the start of their tenancy.</p>
<b>2425 82</b>	<b>Holmfirth Public Toilets</b>
	<p>A working group was established at the meeting on 8 July 2024 to draw up any proposals for a possible refurbishment of Holmfirth Public Toilets. A condition survey of the toilets had been commissioned by the working group and was in process. The working group was now also leading on the installation of solar panels for which Planning Permission had been granted.</p> <p>The maintenance report from the contractor also referred to Holmfirth Toilets.</p>
	<b>OTHER ASSETS MANAGEMENT</b>
<b>2425 83</b>	<b>Other assets including benches, stone shelters, war memorials, red heritage phone kiosks</b>
	<p>A written report was received from the Maintenance Contractor.</p> <p>Following a report from the Holme Village Residents Association of the poor state of repair of Holme Village heritage phone box, a quote for the refurbishment for £800 had been received from the maintenance contractor.</p> <p>Current budget line has £400 and £400 had been allocated to next year’s budget line. The Clerk advised that the COMMITTEE recommended to FULL COUNCIL that the £400 underspend from 2024-25 be placed in an Earmarked Reserve. From April 2025 the contractor could then be commissioned to carry out the refurbishment and paid from the EMR and also the 2025-26 budget line.</p>

# Holme Valley Parish Council

	<p><b>NOTED:</b> the report from the Maintenance contractor.</p> <p><b>APPROVED:</b> the refurbishment of Holme Village heritage phone box operating as a book exchange and <b>RESOLVED</b> to recommend to FULL COUNCIL that the £400 underspend from 2024-25 be placed in an Earmarked Reserve. Expenditure on refurbishment to come from EMR and from budget line 2025/26.</p> <p><b>RESOLVED:</b> to recommend to FULL COUNCIL placing the underspend of £200 with regarding to the War Memorial budget line in the EMR War Memorials towards possible expense of repairs to Hepworth War Memorial.</p>
<b>2425 84</b>	<b>New Mill Closed Cemetery</b>
	<p>The maintenance of New Mill Closed Cemetery is part of the remit of the SERVICE PROVISION COMMITTEE.</p> <p>A task remained for the Clerk to organise a meeting with church authorities to review the works specification for the closed cemetery.</p> <p>Cllr Green reported that Kirklees Council had cut back funding considerably regarding the closed cemeteries it was responsible for.</p>
	<b>NOTED:</b> report from the Maintenance Contractor regarding New Mill Closed Cemetery.
	<b>SERVICES</b>
<b>2425 85</b>	<b>Public Area Litter and Dog Waste Management Strategy</b>
	<p>Cllr Baylin, Chair of working group, gave a verbal report.</p> <p>There was a lack of clarity regarding which body was responsible for the removal of bins in Holmfirth due in part to the fact that Holme Valley Parish Council had contributed to the renewing of 3 bins in Holmfirth centre in 2021. Some Kirklees officers had interpreted the financial contribution made to imply ownership and ongoing responsibility. This was not the case.</p> <p>There were current issues in Holmfirth and at New Mill School regarding dog waste. The working group would continue to consult on the provision of dog waste bag dispensers and waste bags to reach a view on effectiveness and possible future actions.</p> <p>The Working Group had identified that there were too many bins by the Skateboard park and not enough adjacent to the new path. To date, Kirklees was not in a position to consider the relocation of existing or replaced bins. The working group would continue to press Kirklees regarding this matter.</p>
<b>2425 86</b>	<b>Tourism</b>
	A written update had been provided by Cllr Baylin. There were no questions arising.
<b>2425 87</b>	<b>Youth work in the Holme Valley</b>
	A report from Kirklees Youth Alliance had been received.

# Holme Valley Parish Council

	<p>Standing Orders were suspended so that Cllr Whitelaw, who was attending as a member of the public, could comment as a trustee of Café 100.</p> <p>Numbers have increased since Café 100 provision was moved to the Tech which provided different spaces for different activities.</p> <p>Honley Youth was working with Kirklees Youth alliance to put in place provision in the Summer.</p>
	<p><b>APPROVED:</b> expenditure of £10,000 from budget line 4760 Youth Work in the Holme Valley to Kirklees Youth Alliance for the provision of agreed youth services.</p> <p>Payment to be made following the FINANCE AND MANAGEMENT COMMITTEE meeting on 3 March 2025.</p> <p><b>NOTED:</b> report from Kirklees Youth Alliance.</p>
<b>2425 88</b>	<b>Public Transport – sustainable travel - update</b>
	<p>Cllr Baylin, Chair of the working group reported further to a written update.</p> <p>Cllr Blacka referred to the pulling together of a report with regards to the Local Plan review. Cllr Blacka recorded thanks to Sarah Wells from the Penistone Line Partnership for her contribution to the interim report.</p> <p>There was no update regarding the Holmfirth park and ride scheme under investigation.</p> <p>A further meeting needed to be scheduled with Carl Stott.</p>
	<b>PUBLICITY</b>
<b>2425 89</b>	<b>Items for Publicity</b>
	<p><b>NOTED:</b> suggestions for aspects of the work of the Service Provision Committee to publicise further included positive news regarding the Civic and the revamping of Holme book exchange kiosk.</p>
	<i>The meeting closed at 8.37pm.</i>