Holme Valley Parish Council

DRAFT Minutes of the **SERVICE PROVISION COMMITTEE** on **MONDAY 12 OCTOBER 2026** at **7pm** in **THE EXHIBITION ROOM, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** to transact the following business –

Please note, this is an additional meeting to the original 2026/27 meeting schedule following the necessary postponement of business from 21 September 2026.

IN THE CHAIR: Cllr Chris Green

PRESENT: Cllr Lawrence Baylin, Cllr Rob Butler, Cllr Donald Firth, Cllr Jenny Holmes, Cllr Hugh Osborne, Cllr Steve Ransby, Cllr Tricia Stewart, Cllr Andy Wilson.

APPROVED APOLOGIES & REASONS: Cllr Donna Bellamy, Cllr Tom Dixon, Cllr Alison Morgan, Cllr Jo Liles, Cllr Martin Rostron, Cllr Sarah Whitelaw.

ABSENT: Cllr Harry Davis, Cllr Damian Brook

TAKING MINUTES: Gemma Sharp (Acting Deputy Clerk)

	Welcome
2627 56	**Public Question Time**
	2 Members of the public were present for the public session and spoke about Youth Provision in the Holme Valley.
2627 57	**Public Bodies (Admission to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**
	The Officer recorded the meeting in video format for upload to the Parish Council's YouTube channel.
2627 58	**Apologies and reasons for absence**
	NOTED AND APPROVED: Apologies and reasons for absence were approved from Cllr Donna Bellamy, Cllr Tom Dixon, Cllr Alison Morgan, Cllr Jo Liles, Cllr Martin Rostron, Cllr Sarah Whitelaw. ***ABSENT:*** Cllrs Davies and Brook were absent.
2627 59	**Receipt of updated Disclosable Personal and Pecuniary Interests forms**
	None received.
2627 60a	**Members' and Officers' personal and disclosable pecuniary interests in items on the agenda**
	Cllr Kirkby declared a personal interest in item 2627 77 on Youth Provision due to a connection with youth work in Honley. ***RESOLVED:*** Cllr Kirkby would stay in the room for item 2627 77.
	At this point Cllrs ***RESOLVED*** to suspend standing orders to take item 2627 77 out of order and allow members of the public to join discussion.
2627 77	**Youth work in the Holme Valley**

ii.	**Request from Cllr Butler regarding youth work reporting** Cllr Butler has raised concerns regarding the value for money and monitoring of the Council-funded youth provision and has requested that the Committee consider seeking additional information from KYA. His correspondence is attached at. The request includes further information regarding attendance and reach, cost per young person, outcomes and evaluation, sustainability, safeguarding arrangements and financial reporting. The quarterly monitoring reports and financial information currently received are those required under the existing funding arrangements. The additional information requested is not currently held by the Council or included within the agreed reporting requirements and would therefore require a further request to KYA. Any information requested or subsequently provided would need to have regard to relevant data protection and safeguarding requirements. Members discussed youth work in the valley along with the representative from KYA. ***ACTION:*** Cllr Butler to meet with the representative from Kirklees Youth Alliance to discuss the request and to bring forward any resulting proposals to a future meeting of the Service Provision Committee.
2627 60b	**Items on the agenda to be discussed in private session**
	RESOLVED: Items 2627 65, 2627 68, and 2627 70 would be taken in private session due to commercial sensitivity.
2627 61	**Minutes of the previous Service Provision Committee meeting**
	NOTED: The minutes of the meeting of the SERVICE PROVISION COMMITTEE, held on 8 June 2026**,** numbered 2627 01 - 2627 27 inclusive are to be ***NOTED***, having been ***APPROVED*** at FULL COUNCIL on Monday 7 September 2026. ***APPROVED:*** The minutes of the previous meeting of the SERVICE PROVISION COMMITTEE, held on 21 September 2026**,** numbered 2627 28 - 2627 55 with amended apologies for Cllr Wilson.
2627 62	**Priorities for Climate Action activities 2025-7**
	No further actions were identified for the SERVICE PROVISION COMMITTEE with regards to Climate Action from the agenda.
	BUDGETARY MATTERS
2627 63	**Service Provision Committee Budget 2026-27 and Earmarked Reserves**
	Under Standing Orders the SERVICE PROVISION COMMITTEE makes financial decisions for a number of community assets and projects. Reports on expenditure against Budget 2026-27 for Service Provision Budget Lines Year-to-Date and Service Provision Earmarked Reserves Year-to-Date were shared to monitor potential overspends and underspends and so manage the budget along with a report from the Responsible Finance Officer.

	Earmarked Reserves connected to the Committee are also monitored to ensure that they remain relevant with reports being prepared for the FINANCE AND MANAGEMENT COMMITTEE. ***NOTED:*** the Expenditure against Service Provision Budget lines and Ear Marked Reserves YTD 2026-27, and accompanying report from RFO. ***NOTED:*** the next meeting of the Service Provision Committee is 16 November 2026 and will be the meeting at which the Service Provision budget for the 2027/28 council year. If any member wishes to discuss budget proposals with the RFO please can they contact him before 6 November 2026.
	ASSETS MAINTAINED BY HOLME VALLEY PARISH COUNCIL
2627 64	**Maintenance Contractor's Report**
	RECEIVED: the report from the Maintenance Contractor. There were no other actions arising from the reports received from the Maintenance Contractor not covered by other agenda items.
2627 65	**Maintenance Contracts**
	This item was taken in Private Session due to commercial sensitivities. At the Service Provision meeting 23 February 2026, the Committee resolved under item 2526 79 to extend the maintenance contractor's annual contracts (1. benches and shelters 2. Holmfirth toilets) until 31 December 2026 pending a resolution of the tendering process. ***NOTED:*** The Acting Clerk and RFO prepared a report on maintenance contractor remuneration. Members were presented with options for progressing contract renewal at the end of the current agreement and future tending/contracting beyond the next agreement period. In all cases the mileage rate will change in line with HMRC's approved mileage rate. ***ACTION:*** Cllr Baylin to investigate potential sources of external support with preparing specifications and managing the tendering and/or contracting process for the maintenance and toilets service contracts on behalf of the Working Group. ***RESOLVED:*** To extend both the seats and shelters maintenance contract and the toilets service contract, due to expire on 31 December 2026, on their existing terms until 31 December 2027. ***ACTION:*** Working Group to prepare the specifications, and proposed procurement options and timetable for the maintenance and toilets service contracts, enabling the new Council taking office in May 2027 to make decisions ahead of the existing contracts expiring on 31 December 2027.
2627 66	**Holmfirth Public Toilets - development**
i.	**Update on National Lottery funding grant application for public toilet development** Feedback from the application for funding has been received from the National Lottery. Cllr Green gave updates received from the Chair and Councillors discussed possible options for the future development of Holmfirth public toilets.

	ACTION: Acting Deputy Clerk to work with RFO and Working Group to bring information to the Service Provision Committee on available budgets, EMRs and general reserves that can be made available for the development of Holmfirth Public toilets in the current financial year and what could be proposed for the 2027/28 budget. This may include proposals from the Working Group to explore using rental income from the Gartside Unit, grants from HV Land Charity or seeking donations from the surrounding businesses to support the development costs. ***ACTION:*** Cllr Morgan to write to the Mayor of West Yorkshire to seek possible funding support options.
ii.	**Solar Panel export tariff** It has been identified that an export tariff was not put in place following the installation of solar panels and battery storage at Holmfirth Public Toilets. This would enable the Council to receive payment for surplus electricity exported to the grid without changing the existing electricity supply contract. A further review of electricity supply and export tariffs together is proposed ahead of the supply contract ending in November 2027. ***RESOLVED:*** To progress the registration of Holmfirth Public Toilets for the E.ON Next Business Export tariff, subject to confirmation of eligibility and the tariff terms, with a further review of electricity supply and export arrangements ahead of the existing supply contract ending on 1 November 2027.
iii.	**Other updates relating to Holmfirth Public Toilets** The officer gave updates on: - Digital donations facility. - Mapping of baby change facilities in the Holme Valley No further action at this time regarding Holmfirth Public Toilets.
2627 67	**Gartside Unit – lettable space – future plans**
	Following the decision to let the unit to Milk from the Hills, the lease has now been signed by both parties and the tenant has been provided with the keys. The deposit and first month's rent have been received, and work has begun on fitting out the premises in preparation for opening. Milk from the Hills intend to operate the premises as a farm shop-style retail outlet, using vending machines to sell their own dairy products alongside a small range of other locally produced goods. Milk from the Hills have expressed their enthusiasm for the new venture and are looking forward to establishing themselves in the building. No further action at this time regarding the lettable space at the Gartside Unit.
2627 68	**Possible installation of an information screen(s) in the Holme Valley**
	This item was taken in Private Session due to commercial sensitivities. ***RESOLVED:*** The item will be deferred to the Service Provision Committee meeting of 16 November 2026.

	OTHER ASSETS MANAGEMENT
2627 69	**Benches**
	The Parish Council currently has 3 large benches in storage that were removed from Holmfirth town centre during the recent access works with the maintenance contractor, one that was removed from outside of Holy Trinity Church when replacements were installed, one has been relocated from the top of Victoria Street, plus there are additional spare bench legs to make up a further 8 benches. Some of these may be suitable for reinstatement in or close to their previous locations, while others may be available for use elsewhere. Residents have suggested a small number of possible locations for additional seating, including Sands Recreation Ground, Cliff Recreation Ground, Oldfield (2 locations), Magnum/Bare Bones Road, Harden Reservoir, Bottoms Mill pond, in the bus shelter at the memorial hospital, Holmfirth Bus Station, and behind the Post Office overlooking the river. Before benches are installed or reinstated, the ownership and suitability of proposed sites will need to be established, and any necessary permissions obtained from the relevant landowner and/or highway authority. ***ACTION:*** Acting Deputy Clerk and members to investigate whether the benches removed from Holmfirth town centre can be reinstated close to their previous locations and investigate siting benches at the discussed alternative sites. Acting Deputy Clerk to liaise with the Chair and maintenance contractor regarding final placement.
2627 70	**Stone shelters**
	This item was taken in Private Session due to commercial sensitivities. At the previous meeting of the Service Provisions Committee on 8 June 2026, Cllrs ***RESOLVED*** to invite interest from local and suitably qualified contractors to redesign and repair the Hade Edge shelter in line with a proposal from Cllr Baylin and seek input from the local community regarding, for example, choice of materials for the roof. An invitation to quote with a scoping paper was posted via the Council's website and Social Media channels and shared in local groups with a deadline for submissions of 11 September 2026 but no new quotes were received.
	RESOLVED: To move forward on the repairs to Hade Edge Shelter with the supplier that gave a quotation in June 2026.
2627 71	**War Memorials**
	Updates from the officer regarding: i. Hepworth War Memorial – funding is available for repair but obtaining quotes from stone masons registered with Historic England has not been possible. ii. ***NOTED:*** Honley War Memorial - Historic England has undertaken a consultation on the proposed listing of the War Memorial at Honley Green Cliff, which is owned by the Parish Council. The formal consultation period has now closed; members were invited to consider whether they wish to make any observations, subject to Historic England confirming that further comments can still be accepted prior to determination. A report on the War Memorial has been received from Historic England. iii. Other War Memorials in the Holme Valley.

	ACTION: Cllr Ransby to investigate funding for repair of Hepworth War Memorial and implications of listing Honley War Memorial with Historic England.
2627 72	**Red Heritage Telephone Boxes**
	NOTED: Netherthong Heritage Phone Kiosk – A resident of Netherthong has contacted the Parish Council to inform us of a handover of the main custodian to another volunteer as the previous volunteer no longer has time to maintain the contents.
	Councillors discussed a request from a member of the public to adopt the Hepworth heritage phone box at the Butchers Arms. The member of the public was seeking for the Parish Council to take on the phone box as an asset and restore it before they adopted it as a custodian. ***RESOLVED:*** The Service Provision will not pursue an asset transfer and restoration of the Hepworth heritage phone box. The Acting Deputy Clerk will contact the Butchers Arms and the interested volunteer to let them know.
2627 73	**Covid Memorial Orchard at Sands**
	Officer and Councillors reported on updates regarding the plaque at Sands Rec and the trees in the community orchard. Cllr Blacka is following up on the outstanding items.
	No other actions arising from the item.
2627 74	**New Mill Closed Cemetery**
	Officer to report on any updates. Request received from the contractor for the church to organise a working party to clear overgrown plants and debris before the new grass cutting season in 2027.
	ACTION: Acting Deputy Clerk to write to the church at New Mill to request a working party work to clear plants and debris ahead of the new grass cutting season in 2027 and suggest local organisations that may be able to support this.
2627 75	**Dog Waste Strategy**
	The Acting Deputy Clerk gave updates on dog waste bag dispensers: - A replacement dog waste bag dispenser has been installed at Hollowgate, Holmfirth and 2 further replacement units have been requested for Jaggar Lane, Honley and Honley Moor near the play area. - The volunteer who replenishes the dog waste bags at the dispenser on Cliff Recreation Ground is stepping down and has not identified anyone willing to take on the role. The Friends of Cliff Rec could be approached to see whether anyone would be willing to maintain the supply of bags. However, the outgoing volunteer has reported that bags are frequently stolen and that use of the dispenser otherwise appears limited. Members may therefore wish to consider whether the dispenser would be more useful at another location. ***RESOLVED:*** 2 new dog waste bag dispensers to be purchased and installed for up to £500 from budget line 4720 Dog Waste for Honley Jaggar Lane and Honley Moor. ***RESOLVED:*** The bag dispenser at Cliff Rec will remain in place.

	ACTION: Acting Deputy Clerk to write to existing dog waste bag volunteers to thank them for their help. ***ACTION:*** Cllr Stewart will take over the responsibility as Cliff Rec dog waste bag volunteer.
	RESOLVED: At this point members RESOLVED to extend the meeting beyond 9pm to complete the business on the agenda.
	PARTNERSHIPS, PROJECTS AND REPORTS FROM WORKING GROUPS
2627 76	**Tourism**
	Cllr Baylin reported on his proposals for expenditure from the budget line 4765 Tourism. ***NOTED:*** Proposal on tourism expenditure from Cllr Baylin. ***RESOLVED:*** Approval of up to £3,000 of expenditure from budget line 4765 to cover tourism initiatives outlined in Cllr Baylin's proposal.
2627 78	**Sustainable Transport Working Group - update**
	Members of the Sustainable Transport Working Group gave updates on project progress and local developments, news and activity relating to sustainable transport. The Acting Deputy Clerk updated the Committee on the work to create a Holme Valley bus map. Cllr Baylin updated the Committee on the ongoing work of the Peniston Line Partnership.
2627 79	**Community Nature Reserve Project**
	Update from Cllr Morgan: *"The installation of swift boxes in Netherthong went quite well despite being let down by Openreach. We have installed 17 of the 20 nesting boxes. The swifts arrived on the 25th May and left on the 8th August. There will be more details in the next newsletter.* *We have a growing mailing list and I am writing a bi-monthly newsletter and I am also going to write a piece for the Honley Flyer this month to drum up more interest locally.* *The next project will include swift boxes in Wooldale and Honley where people have expressed an interest. The RSPB had apologised for the failure to help in Netherthong and offered their services again. I am also going to visit Honley Junior school to encourage some wildlife friendly activities in school and at home as the engagement with Netherthong school was so successful."* Cllr Green gave updates on progress and future plans for the Community Nature Reserve.
2627 80	**Christmas Provision - Update**
i.	**2025 Grant Evaluations** Evaluations have been received from the majority of recipients of 2025 Christmas Provision grants and are available on the Council's website: https://www.holmevalleyparishcouncil.gov.uk/your-council/grants/grant-awards-2025-2026/christmas-grants-2025-2026/

	Under the terms of the rolling grant scheme, the 2026 grant/provision is dependent upon receipt of the previous year's evaluation and evidence of appropriate Public Liability Insurance. Any outstanding documentation will therefore need to be received before the relevant 2026 grant or provision is released. ***NOTED:*** grant evaluations received in respect of Christmas Provision 2025. ***ACTION:*** Cllr Wilson to follow up with the remaining outstanding evaluation from 2025.
ii.	**2026 Christmas Provisions Budget, Rolling Grants and Community Christmas Trees** The following budgets are available for Christmas Provision in 2026-27: • Rolling Grants: £2,380 • General Christmas Provision/Grants: £5,000 • Total available: £7,380 The following organisations have rolling Christmas grants approved in 2025 continuing into 2026 (subject to receipt of grant evaluations and proof of PL insurance): • **£250 payment – the organisation sources its own tree/provision:** Honley Business Association, Rock Inn Brockholes and Netherthong Community Partnership. • **£250 total including a HVPC-supplied tree plus additional payment for Christmas provision:** Holme Residents Association, Hade Edge Residents Association, New Mill Club and Royal Oak Upperthong. • **HVPC-supplied tree only (up to £210):** St David's Church Holmbridge, Hepworth Community Association, Scholes Methodist Church Seven community trees therefore require procurement by HVPC. Five potential suppliers were approached directly and the opportunity was also publicised through the Council's social media channels. Four quotations were received from suppliers growing trees in or close to the Holme Valley. Field Gate Christmas Trees in Upper Denby provided the best-value quotation at £150 per tree plus £20 delivery, giving a total supply and delivery cost of £1,190 for seven trees. The rolling grants to Holme Residents Association, Hade Edge Residents Association, New Mill Club and Royal Oak Upperthong were approved at £250 and included both an HVPC-supplied tree *and* additional Christmas provision. As the cost of the supplied tree varies from year to year, the Committee is asked to note that the balance of the £250 rolling award should also be released for the additional purpose originally approved. Christmas Provision Rolling Grants EMR 7 trees @ £170 per tree = £1,190 Additional Christmas Provision for 4 organisations (250-170=80 x4) = £320 Rolling grants x 3 @ £250 = £750 Total = £2,260 ***NOTED:*** the arrangements and costs for procurement of the seven community Christmas trees and the position regarding collection and disposal. ***RESOLVED:*** approval the award of rolling grants as presented, conditional on the supply of the required documentation.

iii.	**Holmfirth Town Centre Christmas Tree** The large Christmas tree for Holmfirth town centre has been ordered from Kirklees Council at a cost of £1,260 plus VAT. This includes supply, installation, lighting, removal, disposal and required callouts. ***NOTED:*** the arrangements and expenditure for the 2026 Holmfirth town centre Christmas tree.
iv.	**Christmas Team Grant Applications** Applications have been received for wider Christmas provision in Holmfirth and Honley. Honley Business Association has applied for £1,500, in line with the level of funding awarded for wider Christmas provision in 2025. Holmfirth Christmas Team has applied for £2,000, comprising £1,500 towards additional Christmas lighting and £500 towards the Christmas Celebration event. The Council's current Projects, Events and Other Activities Grant normally has a maximum award of £1,500. The Committee is therefore asked to consider whether to award the usual maximum of £1,500 and/or recommend to Full Council for the additional £500 requested. ***RESOLVED:*** The Committee approved the grant applications from budget line 4705 Christmas Provision: £1,500 Honley Business Association and £1,500 Holmfirth Christmas Team
v.	**Future Christmas provision budgets** The current arrangements for Christmas Provision include a mixture of rolling grants with historic fixed values, independently sourced trees and trees purchased directly by the Council across 2 separate budget lines/EMRs. The actual cost of providing Christmas trees can vary from year to year, meaning the value of provision under a fixed rolling grant can also vary. ***ACTION:*** Acting Deputy Clerk and RFO to include inflationary rises into the Christmas provision budget for 2027/28.
	PUBLICITY
2627 81	**Items for Publicity**
	ACTION: *Acting Deputy* Clerk to publicise the Council's Christmas provision and new bus map through Parish Council channels.
	Meeting to close at 9.25pm