

KIRKBURTON PARISH COUNCIL

KIRKHEATON COMMITTEE

MINUTES OF THE MEETING ON WEDNESDAY 20 JANUARY 2016 AT 7.30 pm AT BURTON VILLAGE HALL

Present: Cllr P Brook in the Chair
Cllrs R Burton, P Cunnington and K Dunn.

Officers in Attendance: Mrs L Gardner and Mrs A Royle

Resolved: To elect Cllr Brook as the Chairman of the meeting.

**K15 Election of
Chairman**

Apologies were received from Cllrs H Abid, M Ackroyd and B Armer, the reasons for which were accepted by the Committee.

**K16 Apologies and
Declarations of
Interest**

Cllr Dunn declared a personal interest in Kirkheaton Parish Church, as he is a bell-ringer.

No members of the public were present.

**K17 Public
Participation**

Resolved: To hold the discussion of all the items in the private session as they concerned contracts subject to future tendering processes except the Kirkheaton Parochial Church Council discussions which were the first item on the agenda.

**K18 Admission of the
Public**

The Chairman welcomed Mrs Joan Dickinson, Mr Richard Howitt, Mrs Meryl Sykes and Rev Richard Steel, members of the Kirkheaton Parochial Church Council, to the meeting.

**K19 Kirkheaton
Parochial Church
Council**

The members of the Committee and the members of the PCC discussed the historical connection between the two bodies with regard to the management of the closed churchyard surrounding Kirkheaton Church. Discussions focused upon how both parties could ensure the safety of volunteers, who would like to carry out maintenance in the churchyards and the safety of members of the public visiting graves. In particular, members considered how both Councils could work together to ensure that these activities were suitably insured and risk assessed.

Recommendation: That the Parish Council contacts the Archdeacon to establish where the PCC's and the Parish Council's liability lie in relation to activities in the churchyards with a view to the Parish Council staff liaising with the PCC to develop a risk assessment process, which will enable volunteers and groups to carry out maintenance and also will ensure the safety of members of the public visiting graves.

The members of the Committee and the members of the PCC also discussed the level of maintenance in the churchyards. Rev Steel thanked the Council for its current maintenance provision and particularly the grass-cutting. There was discussion around how to continue this maintenance level at a reduced cost in the coming years.

Resolved: To hold the discussions of the following items in private, as they concerned future contracts.

**K20 Grass Cutting
Contract**

Members considered the specification for the grass cutting contract.

Recommendation: That the specification be approved subject to some amendments.

Members considered a verbal report from the Clerk on the current situation regarding trees. The report detailed emergency tree work that was necessary in December in relation to three trees and a report that there may be further work required. She further reported that a health & safety survey was needed and could no longer be undertaken free of charge by Kirklees Council. She reported that Kirklees Council had made recommendations, two of which had quoted for surveying the trees in the churchyard and producing a 3-year management report.

K21 Trees

Recommendation: To grant the Clerk delegated authority to organise the survey and a 3-year woodland management plan from the contractor offering the best value for the Council and to organise the recommended works, obtaining the relevant permissions where required.

Recommendation: To grant the Clerk delegated authority to arrange the removal of the dead wood from the lower churchyard following the emergency tree felling.

Members considered the options for temporary fencing and discussed the hazards, costs and time implications.

K22 Temporary Fencing

Recommendation: To await the blacksmith's report before considering if a temporary option will be required.

Resolved: That the Chairman and the Clerk will liaise on the date of the next meeting.

K23 Date of Next Meeting

The meeting then closed.