

KIRKBURTON PARISH COUNCIL

LAND & PROPERTY COMMITTEE

MINUTES OF THE MEETING ON 19 SEPTEMBER 2019 AT BURTON VILLAGE HALL

Present: Cllr R Burton in the Chair
Cllrs D Hardcastle, T Moores, J Paxton, J Roebuck, B Smith and M Wheelhouse.
Officer in attendance: Mrs A Royle

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| <p>Apologies were received from Cllrs R Battye, S Beresford and D Knight, the reasons for which were accepted. Cllr D Hardcastle apologised for his late arrival.</p> | LP12 | Apologies and
Declarations of
Interest |
| <p>Cllrs D Hardcastle, T Moores and J Roebuck all declared personal interests in Plot 6 at Shepley allotments as they know the parties involved.</p> | | |
| <p>No members of the public wished to address the Committee.</p> | LP13 | Public
Participation |
| <p>Resolved: To hold the discussions on the items concerning Kirkheaton Churchyard, Shepley allotments and Grange Moor allotments in private, as they will divulge personal information meeting in public and/or they concern future contracts.</p> | LP14 | Admission of the
Public |
| <p>Cllr Hardcastle entered the meeting.</p> | | |
| <p>Members noted the finance statements dated 13 September 2019 for the budget lines: Allotment Rent & Water, Kirkheaton Churchyard and Maintenance.</p> | LP15 | Finance
Statements |
| <p>Recommendation: To take the projected overspend in the Kirkheaton Churchyard budget from the Allocated Reserves.</p> | | |
| <p>Members noted the tenant's request to repair the tap situated on Plot 2. However, there were concerns that this tap had been installed without the Council's permission and did not comply with recommended standards. It was further noted that it appeared to be exclusively for the use of the tenant at Plot 2.</p> | LP16 | Grange Moor
Allotments a) Tap |
| <p>Recommendation: To ask the tenant to remove the tap within 28 days and draw their attention to the tenancy agreement.</p> | | |
| <p>Members considered the tenant's request to site a portable caravan on the plot in the place of a shed or greenhouse.</p> | LP17 | b) Plot 17A |
| <p>Recommendation: To refuse the request.</p> | | |
| <p>Resolved: To hold the discussions on the following item in private, as they divulged personal information and/or related to future contracts.</p> | | |
| <p>Members noted the site inspection report dated 2 September 2019 and considered the issues raised.</p> | LP18 | c) Site Inspections |
| <p>Recommendation: To request the tenants to address the issues raised in the report and to obtain a quote for the work required in the car park area.</p> | | |
| <p>Recommendation: To obtain professional advice and quotes on how to treat / remove the bindweed from the areas for which it is responsible, and to consider the issue further at the next Committee meeting.</p> | | |
| <p>Recommendation: To introduce a warning sign with regard to the trench at the entrance to the allotments, and to install 4 double-sided warning signs alongside the trench.</p> | | |
| <p>Recommendation: That the owner of the small piece of land next to the allotments is identified and notified about the cracks, which have appeared in the wall immediately adjacent to the entrance gate. In addition, to notify Umar Holdings of the issue.</p> | | |

It was further noted that there was a problem with the entrance gate and post. The Clerk was asked to obtain professional advice and a quote and bring a report to the next Committee meeting.

LP18 **c) Site Inspections (Cont'd)**

Members noted the annual inspection report produced by Abco Safety Logistics covering the two allotment gardens, Kirkheaton Churchyard and Burton Village Hall.

LP19 **Annual Risk Assessment Inspections**

Recommendation: To adopt the recommendations contained in the document.

Recommendation: To contact Kirkburton & Highburton Community Association about the ventilation problem in the office.

Recommendation: To obtain a quote for first aid training for the Clerk and refer the matter to the Staffing Committee for consideration.

Resolved: To hold the following discussions in a private session as they will disclose information concerning future contracts.

Members noted the survey report dated 6 August 2019 provided by Lucas Lee and considered whether to complete the work as a single project or in two stages. They also noted the costs associated with both options. Members noted the quote provided by Lucas Lee for acting as Contract Agent for the work.

LP20 **Kirkheaton Churchyard Wall**

Recommendation: To undertake the work as a single project and appoint Lucas Lee to act as Contract Agent on the terms and conditions notified.

Members noted the information supplied with the meeting papers, which detailed the current situation with regard to the trees and inspections. Members considered in particular the tree identified as No 22 in the March 2016 Arboricultural Report, which had been reported as being in a dangerous condition and requiring urgent removal. It was noted that adjacent trees had been affected, and they may also need to be removed.

LP21 **Kirkheaton Churchyard Trees**

Recommendation: To obtain the necessary permissions to remove Tree 22 and any adjacent trees, which had been damaged, and to undertake the work as soon as possible.

Members discussed the difficulties it was causing.

Recommendation: To remove the tree subject to receipt of permission.

Resolved: To return to the public session.

Members noted that two lamp posts with hanging brackets on them had been replaced in Kirkheaton, so 4 new brackets were required.

LP22 **Hanging Basket Brackets**

Recommendation: To ask members if any more brackets were in need of replacement and to organise new brackets in time for next year's hanging baskets.

Members considered appropriate budgets for the next financial year.

LP23 **Budgets for 2020/21
a) Allotment Rent & Water**

Recommendation: That the Management & Finance Committee includes £170 in the budget for 2020/21.

Recommendation: That the Management & Finance Committee includes £7,000 in the budget for 2020/21.

b) Kirkheaton Churchyard

Recommendation: That the Management & Finance Committee includes £1,000 in the budget for 2020/21.

c) Maintenance

Resolved: To hold the discussions of the following items in private, as they either will disclose confidential information or are concerned with future contracts.

Members noted the damage still occurring in the boundary wall between Shepley Churchyard and the allotments.

**LP24 Shepley Allotments
a) Boundary Wall**

Recommendation: To write to the Vicar at St Paul's Church in Shepley to request that the wall is repaired to an acceptable standard, and provides a timescale for the work.

Members noted the information provided.

LP25 b) Plot 1

Recommendation: To grant the tenant up to a year to bring the allotment back into a good condition.

Members noted the correspondence and information provided.

LP26 c) Plot 6

Recommendation: To allow the tenant up to a year to bring the allotment back into a good condition and to ask that consideration is given to trimming the trees. Also, to respond to the correspondent.

Members noted the problems with bindweed on the allotments.

LP27 d) Bindweed

Recommendation: To obtain professional advice and a quote for the work covering the area for which it is responsible, and to request the tenants to take action against the weed on their own plots.

It was agreed that the Committee Chairman and the Clerk would liaise on the date of the next meeting.

LP28 Next Meeting

The Chairman then closed the meeting.