



Minutes of the Land & Property Committee Meeting

Held on Thursday 19 June 2025 at 19:30h

At Burton Village Hall, Northfield Lane, High Burton, Huddersfield, HD8 0QT

Present: Cllr B Armer in the Chair.

Cllrs: R Bray, J Cowan, D Hardcastle, P McGleenan, B Smith.

Officer in attendance: Ms A Greenwood

MIN LP1: Apologies and Declarations of Interest

Apologies for absence received from Cllrs R Burton, C Walters, C Voyce and M Wheelhouse.

No declarations of interest were made.

MIN LP2: Public participation

No members of the public were present.

MIN LP3: Admission of the Public

Resolved: to hold the meeting in the public session, but to exclude press and public from items 6 & 7 due to the confidentiality of matters to be discussed.

MIN LP4: Hanging baskets

Cllr Armer gave an overview of the current situation as regards the siting of certain summer hanging baskets in the parish and advanced the idea of both attending a Farnley Tyas Community Group meeting and speaking to a representative to Shelley Over 60s to explore the community's thoughts about replacement sitings. Cllr Armer also expressed concern over the possibility that the Council may be invoiced for baskets that have not been supplied.

Cllr Hardcastle reported that Cllr Barraclough had been looking at suitable alternative sites and had suggested columns 1 & 2 on Manor Road.

Cllr Cowan explained that there was some history of contractor concern about the installation and watering of baskets at columns 2 & 4 at Far Bank, Shelley, in terms of the impact upon local traffic.

Resolved: for Cllr Armer to attend the Farnley Tyas Community Association Meeting with a view to determining new sitings for hanging baskets in Farnley Tyas to replace the prohibited concrete columns 6 & 7, for Cllr Armer to consult with Shelley Over 60s to ascertain their thoughts about hanging basket locations other than columns 2 & 4 on Far Bank, and for the clerk to double-check delivered and sited hanging baskets against the invoicing from the contractor.

Future item: to seek approval for the financing of new basket column brackets.

MIN LP5: St John the Baptist's Graveyard, Kirkheaton: tree replacement planting

The clerk presented the results of an investigation into the matter of tree replacement planting at the Kirkheaton graveyard. Councillors concluded that, at this present time, the four saplings should be planted elsewhere.

Resolved: to plant the four saplings at the Grange Moor allotment site, and for Cllrs Armer and Smith to facilitate the plantings.

MIN LP6: St John the Baptist's Graveyard, Kirkheaton: mowing

The clerk reported that the contract with the current service provider had run out in 2024, no new renewal contract had been pursued, and the contractor had been mowing the graveyard in April and May 2025 with invoices issued for both those months.

Cllr Cowan reported concerns about the quality of the mowing at the graveyard, particularly after the Council had received the May invoice from the contractor, and that it was possible the contractor may mow and weed kill on the week commencing 23rd June. Cllr Cowan reminded the Committee that the contractor had been the lowest quote for the mowing of the graveyard.

Cllr Armer suggested the possibility of rewilding the space and reminded the Committee of the Council's responsibility for health and safety on the site.

Cllr Hardcastle reported that community groups maintain graveyards for other churches in the parish.

Cllr Bray reported that other parish councils experienced similar issues with closed graveyards, and many had turned to developing wildlife areas to mitigate cost.

Cllr McGleenan reported that there was an upcoming talk about the closed churchyard at St Anne in the Grove at Southowram.

Resolved: for the clerk to request that the contractor cease mowing the graveyard, query the mowing service in May, and that a notice be placed in the Yetton Together newsletter requesting volunteers to form a group to provide maintenance for the churchyard, due to growing financial pressures on the local authorities, and to suggest that grants may be available for such a group.

MIN LP7: St John the Baptist's Graveyard, Kirkheaton: tree pruning correspondence.

The clerk updated the Committee on the tree pruning correspondence.

Resolved: to note the report into the tree pruning correspondence and that the matter was now closed.

MIN LP8: St John the Baptist's Graveyard, Kirkheaton: arboricultural survey

The Committee received the quotation for the arboricultural survey.

Cllr Smith expressed the view that an arboricultural report would inform the Council's considerations of health and safety at the graveyard.

Cllr Bray suggested that the CAD plan of the graveyard would be a useful reference for the Council in the future.

Cllr Cowan reported that there were funds in allocated reserves that could be used for the purpose of financing the survey.

Resolved: to recommend that the Council commission JCA to conduct an arboricultural survey at St John the Baptist's graveyard at Kirkheaton under the Open Spaces Act 1906, subsections 9 & 10.

MIN LP9: St John the Baptist's Graveyard, Kirkheaton: graveyard assessment

The clerk updated the Committee on the gravestone assessment enquiry.

Resolved: to note the update into the gravestone assessment to be undertaken by Bell Group as part of the annual risk assessment, and that it would take place on Tuesday 5 August 2025.

MIN LP10: St John the Baptist's Graveyard, Kirkheaton: railing theft

The clerk updated the Committee on the railing theft report to West Yorkshire Police.

Resolved: to note the update on the railing theft.

MIN LP11: St John the Baptist's Graveyard, Kirkheaton: archive material

The clerk updated the Committee on the archive material in the records pertaining to the graveyard.

Resolved: to note the update on the archive material on the graveyard.

Resolved: to exclude press and public.

MIN LP12: Allotments generally: Scribe allotment data transfer

The Clerk reported that all allotment data had now been transferred into Scribe Allotments, and all details had been updated.

Resolved: to note the report about the Scribe Allotments data transfer.

MIN LP13: Allotments generally: allotments waiting list and issuing of new tenancies

The Clerk updated the Council on the four current voids at the two allotment sites, and that four tenancy agreements required issuing, and that the Council did not hold signed tenancy agreements for two tenants.

Resolved: to note the report and for the clerk to issue new tenancy agreements to all tenants after completing the allotments management training with SLCC on 29 July 2025, and for the Committee to utilise its delegated emergency powers, as per Standing Orders, to cover the extra £5 exc. VAT cost of the SLCC training; the training itself undertaken under the Local Government Act 1972, S111.

MIN LP14: Allotments generally: allocation and pricing of allotment plots

The Committee received a report into the allocation and pricing of allotment plots across both allotment sites, including the impact of discount reductions, to compare to the cost of maintaining the sites.

Resolved: to recommend that the Council abolish all allotment discounts for new tenants and the early payment discount for existing tenants, and to recommend the reduction of the senior discount to 25% for all existing tenants.

Resolved: to note the work done by the Clerk and Administrative Assistant on the allotments data.

Future item: for the Committee to review allotment pricing at the last Committee meeting of 2025/26.

MIN LP15: Grange Moor allotments: donated deposit

The Committee heard that the former tenant of Plot 1 wished to donate his deposit to the benefit of the Grange Moor site. Cllr Cowan suggested that the money could be used to provide plot tags for the plots.

A discussion was had about the former provision of skips on site, and how the provision had been misused.

Resolved: to thank the former tenant for the donated deposit, to consider using the funds for plot number tags and for the clerk to research the cost of said plot tags.

MIN LP16: Grange Moor allotments: Grange Moor lease

The Clerk updated the Council on the situation regarding the lease for the land at Grange Moor.

Resolved: to send a cheque for this year's rent to the address on file.

MIN LP17: Grange Moor allotments: update

The Committee received a report about potential tenancy breaches at Grange Moor.

Resolved: to write to the plot holder (#1) with notice that the reported activities on the plot are contrary to the tenancy agreement and terms and conditions, and that a repeat of the matter could result in the termination of the tenancy agreement.

Resolved: that the waiting list for a new plot is confined to those without a current tenancy, that no current tenants may be granted an additional plot tenancy, and to write to any current tenant with a waiting list position explaining the policy change.

Resolved: to write to the plot holder (#2) with notice that they have three months to comply with the terms of the lease; otherwise, the tenancy will be terminated.

Resolved: to write to the plot holder (#2) with notice that if the outstanding rental amount is not paid within thirty days, the tenancy will be terminated.

Resolved: to write to the spouse of plot holder (#3) to request contact details to issue a non-payment of invoice notice.

Resolved: to recommend to Council that the new tenancy agreement include a 30-day payment notice.

Resolved: to write to the plot holder (#4) that they have three months to improve the plot; otherwise, the tenancy will be terminated.

MIN LP18: Shepley allotments: Plot 6 and revised cost of clearance

The Clerk updated the Committee on the granting of the plot 6b tenancy at Shepley Allotments under the Committee's delegated emergency powers, as per Standing Orders, as the prospective tenant wished to clear the plot himself and help the prospective tenant of plot 6a clear that land too. Due to this action, the Council has received a revised quotation of £250, including VAT, from the clearance contractors to remove the tree stumps only.

Cllr Cowan suggested that the Council offer the prospective tenants of plot 6a and 6b a peppercorn rent in recognition of this work.

Resolved: to recommend the offer of a peppercorn rent to the prospective tenants of plot 6a for one year and 6b for two years in recognition of the cultivation work done on the plots.

Resolved: to recommend the acceptance of the revised quotation of £250 including VAT for the work on the tree stumps at Shepley Allotments under the Small Holdings & Allotments Act 1908, Subsection 26.

Resolved: to readmit press and public.

MIN LP19: Schemes of delegation: designation as Allotment Committee

Resolved: to recommend to Council that the Land and Property Committee be designated also to fulfil the role of the Council's Allotment Committee.

MIN LP20: Schemes of delegation: powers to act over urgent issues

Resolved: to recommend to Council that the Land and Property Committee Chair, Parish Chair and the Clerk be empowered to act together to address any urgent matters relating to any issue within the remit of the Land and Property Committee, excepting the appointment of allotment tenancies. The Chair of the Land and Property Committee will have the sole

authority to decide if any matter is “urgent”. In the interests of expediency, any such deliberations may take place remotely or by email. Should the two Chairs be held by the same individual, or one of the Chairs is Acting Clerk or one of the Chairs is unavailable, then the Parish Vice-Chair will also be involved. Any decisions made must conform with Standing Orders and be reported back to the next Land and Property Committee meeting by the Clerk.

MIN LP21: Schemes of delegation: waiting list terms

Resolved: to recommend to Council that the Clerk be required to maintain a register (“waiting list”) of parishioners desirous of taking on an allotment tenancy, which list may be sub-divided to Grange Moor and Shepley allotments. Only persons furnishing either an email address or a telephone number will be admitted to the register. The list(s) are to be updated at least once in every municipal year. The Clerk shall have discretion to delegate this function but will retain overall responsibility for the register.

MIN LP22: Schemes of delegation: power to approve new tenants

Resolved: to recommend to Council that the Clerk be delegated the power to approve, in conjunction with the Chair of the Land and Property Committee, a new allotment tenant having regard to the waiting list. The Clerk will report any such appointment to the next Land and Property meeting.

MIN LP23: Date of next meeting

Resolved: that the Committee Chairman will liaise with the clerk to set a date for the next meeting.

The Committee Chair closed the meeting at 21:45h.