

## KIRKBURTON PARISH COUNCIL

### LAND & PROPERTY COMMITTEE

#### MINUTES OF THE MEETING ON 20 SEPTEMBER 2018 AT BURTON VILLAGE HALL

Present: Cllr B Armer in the Chair  
Cllrs P Brook, J Cowan, P Cunnington, D Hardcastle J Paxton, J Roebuck and M Sykes.  
Officer in attendance: Mrs A Royle

Apologies were received from Cllr S Beresford and Cllr R Franks. Cllr R Burton was absent	<b>LP19</b>	<b>Apologies and Declarations of Interest</b>
The following personal interests were declared: Cllr Armer, Cllr Cowan, Cllr Hardcastle and Cllr Roebuck in the correspondence concerning Shepley allotments, as they know the parties involved.		
No members of the public wished to address the Committee.	<b>LP20</b>	<b>Public Participation</b>
<b>Resolved:</b> To hold in private the discussions on the following items: contract at Grange Moor allotments, contracts at Kirkheaton Churchyard and the correspondence received regarding Shepley allotments, as they would divulge confidential information.	<b>LP21</b>	<b>Admission of the Public</b>
Members noted the report received on Plots 10A, 12A and 17B, and acknowledged that the photographs presented as Plot 10A at the last meeting, were in fact Plot 10 and that no problems had been identified on Plot10A. The Clerk reported that she had apologised for the error to the tenant on behalf of the Council.	<b>LP22</b>	<b>Grange Moor Allotments a) Plots 10A, 12A and 17B</b>
<b>Recommendations:</b> a) That the tenant of Plot 12A is given time to prepare the plot for the next planting season and that a further inspection will be made early in 2019. b) That the deposit, which cannot be repaid to the former tenant of Plot 17B, is used to spray and clear the plot, and to obtain quotes for the work.		
Members noted the revised quote for the work from PDC Tree Land & Services, which had been agreed last year but the order had not been placed.	<b>LP23</b>	<b>b) Clearance Plots 19 &amp; 21</b>
<b>Recommendation:</b> That the revised quote from PDC Tree Land & Services is accepted.		
To install signs indicating the plot number on each plot, and to obtain quotes for 0.6m x 0.6m tantalised timber stakes, 1m in height with the sign being of heavy duty plastic at a size of 125 x 200 mm.	<b>LP24</b>	<b>c) Numbered Plot Signs</b>
Members noted the revised quote for the tree maintenance work required from PDC Tree Land & Services, which had been agreed last year, but the order had not been placed.	<b>LP25</b>	<b>Kirkheaton Churchyard a) i) Trees</b>
<b>Recommendation:</b> That the revised quote from PDC Tree Land & Services is accepted.		
Members noted that some of the re-inspections advised in the Arboricultural Safety Survey dated 30 March 2016 were due, and that the trees included in the work at Min LP25 will need to be inspected when the ivy has been removed.	<b>LP26</b>	<b>ii) Re-Inspections</b>
<b>Recommendation:</b> That quotes are obtained for all of the inspections with the work for both jobs to take place at the same time.		
Members noted the correspondence from the resident in Rectory Drive in respect of an overhanging tree and considered the light obstruction problems the tree was causing.	<b>LP27</b>	<b>iii) Problem Tree adj Rectory Drive Property</b>
<b>Recommendation:</b> To obtain quotes for both raising the crown and felling the tree to be considered at a future meeting. Also, to notify the resident that the Council was considering the issue.		

Members noted that there was a problem of self-seeded trees in several areas of the churchyard, which could also cause problems with adjoining walls if they were not treated.

**LP28 iv) Self-Seeded Trees**

**Recommendation:** To obtain quotes for the work.

Members accepted that it was a considerable issue now due to the work being overdue, but discussed if it would be possible to involve volunteers in managing the areas going forward.

**Recommendation:** To enquire if the PCC had any volunteers who may be willing to help, and at the same time to enquire of Comoodle about the possibility of borrowing a shredder to dispose of the branches and vegetation.

Members noted that the grass cutting contract was nearing an end and considered the specification for the next contract. It was noted that Kirklees Council was responsible for maintenance of the area at the front of the church.

**LP29 b) Grass Cutting Contract**

**Recommendation:** To find out what specification is used for the maintenance of the front portion of the churchyard and to compare the two before taking a decision on the matter.

Members noted the report received on possible sources of available funding for the repair or replacement of the railings.

**LP30 c) Railings**

**Recommendation:** That an application is progressed and to ask for a volunteer to undertake the work under a separate agenda item at the next Council meeting.

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

**LP31 Annual Risk Assessment Inspections**

**Recommendations:**

- a) To enquire of Kirkburton & Highburton Community Association what their policy is with regard to entrances and exits when there is snow.
- b) To bring to Kirkburton & Highburton Community Association's attention the fact that the slip hazard, which had resulted in injury in the Spring, had been omitted from their risk assessment, and ask that appropriate measures are put in place to address it.
- c) To obtain a quote to cut back the shrubs and control the weeds alongside the trench running from approx. Plot 10A to Plot 13A to address the issues regarding the visibility of the safety signs and to ensure the walkways are passable. The work to be carried out in May.
- d) To request the tenant to address the issue of the protruding nails on wood.
- e) To contact the tenant regarding the large panes of glass, which are currently stacked against one of the sheds.

Members noted the recommendation in the report that the wall at Kirkheaton Churchyard should be re-surveyed.

- f) **Recommendation:** That the Inspector's comments be noted, and also acknowledge that there is a Kirklees Council Surveyor's report on file, which states the wall is not in imminent danger of collapse.
- g) **Recommendation:** To include the cost of the wall repair in the funding application referred to at Min LP30 above.

Members noted the correspondence received.

**LP32 Shepley Allotments  
a) Correspondence**

**Recommendation:** That a response is sent indicating that if any maintenance to the wall is required in the future, the tenant will need to take the necessary steps to facilitate it. Also, to advise that the other matters raised do not come within the remit of the Council and the correspondent is recommended to refer them to either a Solicitor or the Police, whichever is appropriate.

Members noted there had been a problem with regard to theft of produce, and considered whether the wording on the sign, which had already been agreed, could be altered to discourage a recurrence.

**LP33 b) Allotment Sign**

**Recommendation:** That the wording on the sign should read "Private Property – Entry by Authorised Persons Only"

Members noted the expenditure for the current year and considered the budget for 2019/20.

**LP34 Budgets for 2019/20  
a) Allotment Rent & Water**

**Recommendation:** That the Management & Finance Committee includes £150 in the budget for 2019/20.

Members noted the expenditure for the current year which, including projected costs, indicated that there may be an overspend by the year-end.

**LP35 b) Kirkheaton Churchyard**

**Recommendation:** That any overspend is covered by the relevant Allocated Reserve.

**Recommendation:** That the Management & Finance Committee includes £3,000 in the budget for 2019/20.

Members noted the expenditure for the current year.

**LP36 c) Maintenance**

**Recommendation:** That the Management & Finance Committee includes £1,000 in the budget for 2019/20.

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

**LP37 Next Meeting**

The meeting then closed.