



# Minutes of the Land & Property Committee Meeting

Held on Thursday 10 April 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, R Burton, J Cowan, D Hardcastle, B Smith.

**Officer in attendance:** Ms A Greenwood

**Meeting started at 19:32h.**

## **MIN LP11: Apologies and Declarations of Interest**

Apologies for absence received from Cllrs P McGleenan, C Voyce, C Walters and M Wheelhouse.

No declarations of interest were made.

## **MIN LP12: Public participation**

No members of the public were present.

## **MIN LP13: Admission of the Public**

**Resolved:** to hold the meeting in the public session.

## **MIN LP14: St John the Baptist Graveyard, Kirkheaton – working party**

Cllr Armer gave a report on behalf of the working party, informing the committee of the state of the trees and gravestones, that there was a trip hazard on one of the pathways that was not on the risk assessment report, and that a partial section of the railings along the pathway from Church Lane appeared to have been stolen.

Cllr Hardcastle reported that some stone flags had been stolen from Kirkburton churchyard, and queried whether someone might volunteer to check the St John's graveyard on a semi-regular basis for missing items. Cllr Armer reassured the Committee that the Council was now insured for stolen flagstones.

## **MIN LP15: St John the Baptist Graveyard, Kirkheaton: TPO map**

The Committee expressed interest at the TPO area lining the side of the graveyard adjacent to Rectory Drive and the relatively few trees under individual TPO orders.

**Resolved:** to note the TPO and TPO area map.

## **MIN LP16: St John the Baptist Graveyard, Kirkheaton: tree replanting**

Cllr Smith reported that four replacement trees were to be planted in the churchyard.

**Resolved:** for the Clerk to liaise with the parochial clerk with a view to planting the four trees by the railings on the bottom footpath, working in an appropriate manner around the graves.

A short discussion was had about Land & Property specific allocated reserves, with Cllr Cowan explaining that the current sum of £10,858.68 was split between £10,299.68 for the churchyard and £559 for the work required for plot 6b.

Cllr Hardcastle expressed concern that there be monies available for emergency situations involving trees.

Cllr Armer informed the Committee that it held delegated power to deal with urgent matters.

## **MIN LP17: St John the Baptist Graveyard, Kirkheaton: tree pruning correspondence.**

**Resolved:** to reply to the correspondence with an explanation of the TPO area status of the trees in question and the requirement to liaise with Kirklees planning department before any pruning, alongside referencing the Kirkburton Parish Council Tree Policy, but also stating of the legal right to trim and that there is no need to return the trimmed branches to the parish council.

## **MIN LP18: St John the Baptist Graveyard, Kirkheaton: arboricultural survey.**

Cllr Cowan reported that the JCA Ltd survey on the graveyard trees had taken place in 2020 and had advised a biannual monitoring for some assessed trees.

**Resolved:** to request an estimate from JCA Ltd of Halifax for a follow-up arboricultural survey.

**MIN LP19: St John the Baptist Graveyard, Kirkheaton: missing fencing.**

Cllr Armer reported to the committee that a section of fencing on the left-hand side of the pathway from Church Lane between the church grounds and lower graveyard grounds appeared to have been stolen.

**Resolved:** for the Clerk to report the fencing theft to the Police and contact the Parish Council's insurance company.

**MIN LP20: St John the Baptist Graveyard, Kirkheaton: gravestone assessment report**

The clerk reported to the committee that enquiries into an available contractor to test the gravestones had not yet been successful.

Cllr Burton enquired as to the level of gravestone risk assessment provided by ABCO, who conduct the Parish Council's risk assessments.

**Resolved:** to contact ABCO to ask whether they assessed the gravestones specifically or could do so if requested, whether they could advise the council on who to use for such an assessment if they do not assess gravestones, and to request an estimate from the Calderdale subcontractor if ABCO cannot help.

**MIN LP21: St John the Baptist Graveyard, Kirkheaton: archive material**

The clerk presented a short verbal report on the legal status of the graveyard.

**Resolved:** for the clerk and Cllr Armer to make further enquiries into the legal status of the graveyard.

**MIN LP22: Allotments generally: waiting lists**

Cllr Cowan reported to the committee that the waiting list for the allotments has been updated, that the process of offering plots and receiving responses takes a long time, and that many on the waiting list were discovered to be no longer living at the addresses supplied.

**Resolved:** for the administrative assistant, in conjunction with Cllr Cowan, to send a letter to the individuals on the waiting list to ask if they still wished to remain on it, then to repeat this action every year between January and March 2026 to ensure there is a business case, in terms of GDPR, to retain those individual's personal details; also to write to allotment tenants in the same period every year to ask whether they wished to renew their allotment tenancy for the following year.

**MIN LP23: Allotments generally: water costs**

Cllr Cowan warned the committee that there could be a substantial increase in water rates charged for the Shepley allotment.

Cllr Burton reminded the committee that the Council only pays water rates for the Shepley allotments as the land at Grange Moor is rented and the water costs are covered by that rental payment.

**Resolved:** to place an item on the next Land & Property Committee agenda to review the allotment rents, with reference to the allotment rents charged by Kirklees Council.

**MIN LP24: Grange Moor allotments**

Cllr Armer gave a verbal report about the state of the Grange Moor allotments, stating to the committee that the allotments appeared to be tidier and in a better state than before, and the site was kept in a reasonable manner.

**Resolved:** to thank Cllr Armer for his report and note the findings.

**MIN LP25: Shepley allotments**

Cllr Bray reported that it was difficult to obtain exact measurements for plot 6.

**MIN LP26: Shepley allotments: Root removal and clearance of plot 6a.**

A discussion was had over the situation with the trees and fencing surrounding plot 6, referencing a previous decision to use funds to remove the trees and clear the plot to offer it for rent again. The plot had not been taken within the year, so now the plot needs clearing once more with a prospective renter for half of the plot (6a) requesting tree stumps be removed. The committee heard that a quote was required for sufficient work to be done to lower the roots below ground level.

Further discussion was had over the plot as it is to be divided into a & b, but there is difficulty of access to plot 6b as the bottom path access appears blocked at plot 5 and there is no path from the lane between plot 5 and 6.

The committee is awaiting a clearance quote.

**Resolved:** to give delegated authority to the clerk to organise the clearance of plot 6, once the quotation is received for clearance and root work, so long as the quotation amount is within the allocated reserve sum of £559.

**MIN LP27: Date of the Next Meeting**

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

The Committee Chairman closed the meeting at 20:53h.