

KIRKBURTON PARISH COUNCIL

MANAGEMENT & FINANCE COMMITTEE

MINUTES OF THE MEETING ON 14th FEBRUARY 2008 AT 7.30 pm AT BURTON VILLAGE HALL

The following minutes are subject to confirmation of accuracy at the Council meeting on 6th March 2008

Present: Cllr Holroyd in the Chair

Cllrs A Cooper, A Cruden, P Cunnington, M MacDonald and P Rock.

Apologies were received from Cllr Hickey and Cllr Taylor. Cllr Cruden apologised for his late arrival and Cllr Cooper apologised for having to leave during the meeting.

**MF29 Apologies and
Declarations of
Interest**

Cllr MacDonald declared a personal declaration of interest in Shelley Community Association, as he is a member of their Finance Committee.

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, because of the confidential nature of the business to be transacted, the discussion on the following three items of business was conducted in private:-

The Clerk opened 5 returned bids in respect of the contract to fell the two yew trees closest to the Church and two trees adjacent to the western boundary. Also to treat the stumps to prevent regrowth. Members considered the quotes and other information provided.

**MF30 Trees Contract at
Kirkheaton
Churchyard**

Resolved: To appoint Clifton Tree & Landscape Services on the terms and conditions notified.

Members noted that the Council had agreed delegated authority to appoint the contractor, so that the work could be carried out without delay and before the birds nested in the trees.

Cllr Cooper was absent from the meeting for part of the discussion below.

Members noted the correspondence from the Wakefield Diocesan Registry and the implications on the maintenance work in the churchyard, in particular the grass cutting. It was agreed that the Clerk would enquire of Zurich Municipal if there was any recommended method of carrying out and recording risk assessment inspections of the gravestones and memorials.

**MF31 Wakefield
Diocesan Registry**

Resolved: That Kirkheaton Committee would be requested to hold a meeting with Kirkheaton PCC to agree the make-up of the risk assessment team, possibly including representatives from Kirkheaton PCC before the contract commenced.

Resolved: To make the grass cutting a 3-year appointment, and to seek quotes from firms, who had provided the Council with quotes for this work over the past 5 years.

The Chairman reported that the land had been sold. Members noted this information and it was agreed that further details would be obtained.

**MF32 Grange Moor
Allotments**

Following the Council's request, members rediscussed the matter of issuing two cheque schedules for the accounts.

MF33 Cheque Schedules

Resolved: To continue with the present system of issuing two cheque schedules.

Members noted the problem, which had arisen when two meetings had been held on the same evening.

**MF34 Meeting
Arrangements**

Resolved: That when two meetings were to be held on the same evening in future, the length of the first meeting will be underestimated, and an undertaking will be given that the second meeting will not start before the stated time.

Members noted the suggestion of agreeing and publishing the Council's aims and objectives.

MF35 Aims & Objectives

Resolved: That Cllr MacDonald, in conjunction with contributions from all members, would put together a draft for further discussion.

The Clerk was asked to send to Cllr MacDonald any examples available of similar documents produced by other Parish Councils.

Members noted the response from Shelley Community Association and discussed how to make adjustments to the village hall, which would comply with the Disabled Discrimination Act.

MF36 Shelley Village Hall

Resolved: To put the contract out to tender as follows: a) Front entrance: in accordance with the planning permission and drawings already obtained. b) Back entrance – to demolish the porch, install an exterior fire door in the existing archway, and use the base of the existing porch as a level platform. The surface of the yard is to be re-graded to form a levelled area to meet this platform.

It was agreed that there was no need for any additional drawings or other documents to put the contract out to tender.

The Chairman reported the problems with the manhole in the sensory garden, which currently needed to be repointed and a new cover. It was also suggested that it may be the responsibility of Yorkshire Water.

Resolved: To delegate the Clerk to obtain the cheapest replacement manhole cover as an interim measure. Also under delegated authority to organise the repointing of the manhole in accordance with the Financial Regulations, if the Parish Council is responsible for it.

The meeting then closed.