

Minutes of the UHCA Meeting on Tuesday November 2nd 2021 at 7.30pm in Croft House

Matthew has agreed to take on the role of the UHCA Vice Chairman. Many thanks to John who was our Vice Chairman until the AGM in October. John was instrumental in setting up our website and will continue to give us support in this area.

2. Minutes of the last meeting on October 5th, 2021.

Proposed by Kath and seconded Alison and all in favour.

3. Matters arising from the Minutes.

- A replacement clock is still to be purchased
- The new memorial bench for the Hinchliffe family has been installed in the Rose Garden. The memorial plaque has been delivered and installed this week. Including all the ancillary items, the total cost was £638 which will be fully funded by the Hinchliffe family.
- Following Toni's request, we are in the process of compiling a simple information sheet giving basic details about the different organisations in the village.
- The investigations about the 'Changes to Food Allergens for Prepacked for Direct Sale Foods' (PPDS) issued by Kirklees is still ongoing.
- **Safeguarding** was raised at the last meeting by Chris. Roger has made some inquiries and was sent the guidance document 'Safeguarding for the Voluntary, Community and Faith Sector in Kirklees' by email on the 21-10-21 by Joane Abbott – Development Officer – Community First Yorkshire.
- This is a comprehensive 44-page document and if anyone has expertise in this area, all help is welcome.
- The following is part of the introduction to the guidance document:
- *This guidance, written jointly by the 'Kirklees Safeguarding Adults Board' (KSAB) and 'Kirklees Safeguarding Children Board' (KSCB), seeks to join up all safeguarding information and provide the voluntary, community and faith sector with a single coherent document to support their safeguarding practice. Those who work in the voluntary, community and faith sector are committed, knowledgeable professionals and it is our intention to both acknowledge and support those individuals with the vital work they do in safeguarding both children and adults at risk living in Kirklees. This guidance is part of that support; as well as information and points to consider for your organisation there are several appendices with model policies and useful contacts. KSCB and KSAB have joined together to provide safeguarding training sessions for the sector and also workshops to support organisations drawing up their safeguarding policies for the first time or updating their existing ones.*

4. Correspondence

- As mentioned above we received details about 'Safeguarding' from Joanne Abbott 21-10-21. We also received an email from Paul Dixon on the 20-10-21 from Communities Rural England also giving us Safeguarding advice.
- Email 25 Oct 2021 from Andrew Dolman of the Third Sector Team Kirklees Council. This requested the completion of a 'Community Buildings Survey' – Following completion of the survey, Kirklees are offering help to those running community buildings. This offers the possibility of discussions with other Community Halls to resolve shared issues. Help with new legislation would be particularly useful.
- Correspondence between Chris and Paul re traffic through the village.

From **Paul** Mon 18th Oct.

Hi...under AOB Heather Chester is in the village on Saturday. Is this every Saturday, have you any more details ?

*Hi Paul, No but I will try to find out when she is around again, **Chris***

*Thanks, the speeding is getting to be a real problem. I'm struggling to get out the drive, crossing Hopton Hall Lane on foot is a bit scary! If you hear anything let me know please **Regards Paul***

5. Playable Spaces

Roger welcomed Helen Proudfoot, Landscape Architect for Kirklees and Rebekah Parkin to share the progress of Recreation Ground Consultation.

The consultation period ended on the 17 Sept 2021 and Bekki outlined the details of the responses to the survey attached with these minutes. There was a good response to the survey with 62 submissions.

Helen displayed a hard copy draft plan of her proposals for the design which included a fenced play area for toddlers with appropriate play equipment, an area for older children including a slide down the slope and a willow den, an outdoor classroom behind Croft House and an all-age play area in the bottom corner behind the garages. The goal posts may be realigned, and the teenage Pod may be relocated to another play area in Kirklees.

Helen said that based on our discussions she will update the plans and double check against the budget. Then she will need to run the plans past Kirklees parks management and maintenance teams for internal sign off.

Following this, Helen can issue the plans to councillors for comment, and send plans over to UHCA at this point, before finalising the plans for public consultation.

Roger thanked Helen and Bekki for such an interesting and positive presentation.

6. Financial Report

Income		Expenditure	
Donation	£25	200 Club Oct and Nov	£170
		Sealant Fish shop	£13
		Chocolates Christmas party	£44
		Dishwasher Service	£120
Total	£25	Total	£347

Roger thanked Kath for her report

7. Health & Safety.

Pre-School fire drill

- (Pre-School have conducted their own fire drills to satisfy their procedures but this drill was controlled by the CHRMC. Roger and Matthew represented CHRMC & UHCA).
The 'fire drill' was carried out on the 21 October 2021 with Pre-School, and it went very well. The children and staff vacated the building in a very controlled and fast manner. Following the drill, two issues need to be addressed, namely the sound intensity of the fire alarm and fire extinguisher training. Thank you to Pre-School for their co-operation. A full report has been given to Pre-School.
- Fire drills and extinguisher training now need to be addressed with all the other regular users of Croft House.

8. Maintenance

- At the last meeting we discussed the options for the type of replacement windows we should select for the entrance lobby. We decided at the meeting that as Croft House is in a conservation area, we should contact Kirklees. Informal discussions with Kirklees suggest that we should select a like-for-like replacement, i.e., wooden frames with a single pane of glass in each window. The quotation from Wood & Laycock which matches this requirement was £1369 including Vat i.e., for double glazed hardwood windows, including fitting.
- We welcome all ideas about the kitchen project, to reintroduce daylight into the kitchen. Sorry but we have not had the opportunity to obtain any indicative quotations.
- We have not yet received quotations for the additional car park lighting. Simple LED or Gaslamp heritage style lighting?
- A tree survey was carried out for the grounds of Croft House on the 12 October 2021 by JCA Ltd. As there are some areas of concern, we are in the process of discussing the report with JCA. Our main interests are the safety of the trees and their health in the long term. (The cost of the consultation and survey so far is £660).
- The dishwasher was serviced and sanitised by Yorkshire Glass & Dishwashers on the 26 October 2021. The cost was £120 inc. VAT.

9. Plans for Fundraising Events

The Fete will hopefully take place on Saturday the 30th July 2022. The York Bird of Prey Centre are available to attend again for a cost of £312 including two falconers with the option of a third falconer with an eagle for an additional £90 (both include VAT). Other main performers such as the Steel Band, Punch & Judy, Brass Band and Circus Skills will need to be booked soon. Perhaps we need to engage the fortune teller in advance to predict what the weather and Covid situation will be on the day.

10. Croft House activities

All the regular Croft House activities are back in operation again. Covid precautions such as ensuring good ventilation, are however being practised

11. Community Events

- A Covid friendly 'Christmas Party' for invited guests, is proposed for 3.00pm on Friday 10th December 2021. Chris has agreed to entertain again with his guitar group.
- 'Carols Around the Tree' will take place on Saturday 18th December 2021 at 6.00pm. The Clifton and Lightcliffe Band have agreed to play for us again. A question was raised about the Kirklees directive regarding Christmas lights, this has not been totally resolved but we do not think that it will affect our Christmas tree.
- We need to obtain a Christmas tree at the end of November for the Rose Gardens (any offers?).
- Just to confirm that the UHCA Autumn Fair will not take place this year, but the Pre-School Artisan Fair will be on Sunday 28 November 2021.

12. Hopton in Bloom

- The Recreation Ground has been awarded a Green Flag for Community Parks again. Thanks to the team who work so hard to maintain and develop it!
- Alison is to start a campaign in the New Year to attract new gardens to take part in our village Garden Trail, and leaflets will be delivered around the village. We will set a date, Saturday July 2nd, 2022, avoiding other Garden Trails.
- The Christmas phone box display will feature a white sparkly tree with lights. WI will be decorating the phone box in May 2022. The WI will be making the items for the phone box at their meeting on 24th May. This means that we will be decorating the phone box at the end of the month.

13. News from the Pre-School

- Sonya is leaving Preschool on November 5th after 17 years. We will all miss her.
- Quiz at Travellers November 19th at 7.30pm
- Artisan Christmas Fair Sunday 28 November 2021.

14. News from Club.

No representative.

15. News from St John's Church.

- Our new notice board has arrived at last, and we have plans to replace the gates at the Lychgate.
- We have a meeting on Monday Nov 15th to discuss Covid Measures
- Remembrance Sunday November 14th at 11.15, there will be a service of Remembrance and the names of those who gave their lives in both world wars will be read out and poppy wreaths placed on the memorials.

16. AOB

At the Mirfield Remembrance Day Parade and ceremony, Roger will represent UHCA and place a wreath at the memorial.

The 200 Club Draw for November 2021

1st prize £50, 136.

2nd Prize £25 124

3rd Prize £10. 110

Subs of £15 per number are now due for 2022 and need to be paid by the end of December ready for the January 2022 draw.

The easiest way is to pay by BACS

Date of next Meeting will be the on Tuesday December 7th at 7.30 at Croft House when the big Christmas Draw will take place

1st prize £250

2nd Prize £100

3rd Prize £50.