



STAINLAND & DISTRICT PARISH COUNCIL

To all members of the Stainland and District Parish Council:

You are hereby summoned to attend the 3rd Annual Meeting of the Stainland and District Parish Council, to be held remotely on Thursday 9th July 2020 at 7:00pm for the purpose of transacting the following business.

Sam Roberts
Clerk/Responsible Finance Officer

Agenda

- 2020-1.** To vote in a new Chairman of the Council until May 2021.
- 2020-2.** **Public Participation.** An opportunity for members of the public to address the Parish Council on any issues concerning them about the Parish.
- 2020-3.** To note the apologies and accept the reasons for absence or lateness. *The Clerk should be informed of any reasons for lateness/ absence.*
- 2020-4.** To accept the minutes of the Meeting held on 19th March 2020.
- 2020-5.** To receive Parish Councillors' declarations of interest.
- 2020-6.** To accept the amendment of Standing orders to include new legislation allowing remote meetings.

Remote meeting introduction: The following Standing Orders are an addendum to enable the effective management of meetings held remotely due to the Coronavirus pandemic; in all other matters, Ripponden Parish Council SOs apply.

- i) **CONVENING**
 - (1) A remote meeting of the Council or of one of its committees will be convened in accordance with Paragraph 10 of the Local Government Act 1972.
 - (2) The council will ensure that all non-confidential meeting papers are posted on its website.
- ii) **CHAIRMAN'S ROLE:** All meetings shall commence with a statement from the council Chairman, outlining the procedures to be undertaken to hold a lawful and effective remote meeting and will highlight the requirement for all councillors and non-councillors with voting rights to observe the code of conduct adopted by the Council.
- iii) **PRESENT: Councillors are deemed present for the purposes of any remote meeting, when they can speak, hear, and be heard (and where practicable see and be seen) by all those in attendance (whether by video conferencing or by telephone).**
 - (1) Where the council has taken reasonable measures to provide guidance and support to a councillor to join a remote meeting, but that member is experiencing difficulties that are outside of the control of the council, the lack of attendance of the member shall not invalidate a properly convened and quorate meeting
 - (2) All councillors present will be required to state their name prior to the commencement of the meeting.
- iv) **QUORUM: No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
 - (1) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- v) **VOTING:**
Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
 - (1) **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
 - (2) **All votes effecting finance or council policy shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.**
A councillor may request that any vote shall be recorded. Such a request shall be made before moving on to the next item of business on the agenda.
 - (3) Members shall vote by saying for or against the proposal when questioned by the Chairman or the Clerk
 - (4) The clerk will note all votes and record them on the minutes.
- vi) **COUNCIL/COMMITTEE DISCUSSION: Councillors will listen to a discussion with mute on. They will unmute or message the chairman using the linked message service and request the chairman permission to speak.**
 - (1) The Chairman will ask each member, in turn, whether he/she wishes to contribute to the discussion.



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- (2) After each member has been heard, the Chairman will call for a proposal on the item of business to be transacted, by a member present (member to state their name prior to making the proposal)
 - (3) Once a proposal is moved, if required, the Chairman will call for that proposal to be seconded by a member present (member to state their name prior to speaking)
 - (4) The Chairman will request any amendments to said proposal from each member present, prior to moving to a vote on that proposal.
- vii) **PUBLIC PARTICIPATION: The public will need to gain the relevant code to join in. They will be asked if they want to participate at the start of the meeting. Normal regulations will be in force.**

2020-7. To accept the recruitment sub-committee's employment of Janette Pashley.

2020-8. To allow the Chairman a period of 24 hours to sign the and return to the clerk the Declaration of Acceptance of Office.

2020-9. To vote in a new Vice-Chairman of the Council until May 2021.

2020-10. To suspend planning ctte for a period of 6 mths and cover planning decisions at the full council.

2020-11. To vote Cllrs on to the following committees:

11.1. Communications and Events

11.2. Policy and Staffing

11.3. Environment

2020-12. To authorise the attached list of council meetings, all to be held at 1900hrs either remotely or at Stainland Library.

General Meeting 20th Aug 2020, 17rd Sep 2020, 15st Oct 2020, 12th Nov 2020, 12th Jan 2021, 18th Feb 2021, 18th Mar 2021 and 15st Apr 2021.

Policy and Finance 28th July 2021 and 26th November 2020

Environment 6th Aug 2020, 1nd October 2020, 7st Jan 2021 and 4th Mar 2021.

Events and Communications 22nd Sep 2020, 17th November 2020, 12th Jan 2021 and 12th Apr 2021.

2020-13. To note that the 21st Planning Mtg Minute will remain as Draft as quorate cannot be reached due to resignations.

2020-14. To authorise a Cllr and the Clk to produce the Annual Report.

2020-15. To authorise future transparency by publishing Cllr attendance record on the website.

2020-16. To delegate authority the environment cttee to decide upon all outstanding environment issues from the March mtg.

2020-17. To review Standing Orders and Financial Orders at the next full mtg, thus allowing the new clerk to review these documents.



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- 2020-18.** To purchase a 2TB Portable hard drive at a cost of £64.99 from Argos.
- 2020-19.** To authorise the payment of £200 to paint white H Lines at Greenfield Close.
- 2020-20.** To authorise payment for improvements to Hame and allocate a lead Cllr to arrange details for improvements.
- 2020-21.** To authorise payment for a new communication system. Recommended 7 licenses of 365 for business at £3.80 plus Vat - £31.92 per month.
- 2020-22.** To discuss and authorise any activity decided upon for Yorkshire Day.

To receive reports from the Clerk, Chairman, Committees and Councillors.

Report from the Clerk

- 2020-23.** To note the update on councillor resignation and the next steps.
- 2020-24.** To note the following Key Dates.

28 th July – Policy and Finance	1 st Aug Yorkshire Day 6 th Aug General Meeting 20 th Aug Environment
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Report from the Chairman.

Report from Cllrs

- 2020-25.** To note any other business as raised by councillors
- 2020-26.** To note the report from Ward Councillors.

Finance

- 2020-27.** To decide upon the S137 for Sowood Pre-school.
- 2020-28.** To authorise the following standard payments:
- 28.1.** Clerks Wage (As submitted)
 - 28.2.** Quarterly GoLocal Advert £90
 - 28.3.** Sky Mobile £17
 - 28.4.** HMRC – NI and tax (as submitted)
 - 28.5.** Internal and External Audits (approx. £275 and £240)
- 2020-29.** To note the listed payments made by committees.



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BACS /Debit Card

RPC Ref	Ref No	Supplier	Commodity	Net Amount	VAT	Total
20/21-001		J Goldthorpe	Salary	445.68	0.00	445.68
20/21-001		J Goldthorpe	HMRC TAX	27.80	0.00	27.80
20/21-002		YCLA	Membership Renewal	807.00	0.00	807.00
20/21-003		J Goldthorpe	Homeworking Allowance	9.00	0.00	9.00
20/21-005		Century Plastics	Replacement Perspex	226.12	45.30	271.42
20/21-006		Red 17.Co.UK	Whiteboard & Pens	58.45	11.69	70.14
20/21-007		Halls Decorating & Painting	Painting of Railings	2,530.00	508.00	3,038.00
20/21-008		J Goldthorpe	Salary	600.30	0.00	600.30
20/21-008		J Goldthorpe	HMRC TAX	66.60	0.00	66.60
20/21-009		J Goldthorpe	Homeworking Allowance	27.00	0.00	27.00
20/21-010		J Goldthorpe	Re-imbusement Hi Viz	60.50	0.00	60.50
20/21-011		Amazon	Replacement Black Toner	15.00	0.00	15.00
20/21-013		Garden Machinery Direct	Tools for Environmental Warden	424.19	84.96	509.15
20/21-014		Serenity Shop	Tools for Environmental Warden	22.20	0.00	22.20
20/21-015		RS Groundworks	Groundworks for Stainland Road	150.00	0.00	150.00
20/21-016		Argos	Tools for Environmental Warden	20.83	4.17	25.00
20/21-017		YPO	Printer Paper	14.95	2.99	17.94
20/21-018		Nordgreen Nurseries	Plants	56.00	0.00	56.00
20/21-019		Argos	Document Shredder	41.66	8.33	49.99
20/21-020		Yorkshire Internal Audit Service	Internal Audit of Accounts 2019/20	275.00	0.00	275.00
20/21-021		Morrisons	Plant Food	5.00	0.00	5.00
20/21-022		J Goldthorpe	Salary	636.04	0.00	636.04
20/21-022		J Goldthorpe	HMRC TAX	89.00	0.00	89.00
20/21-023		J Goldthorpe	Homeworking Allowance	27.00	0.00	27.00
SUB TOTAL				6,635.32	665.44	7,300.76

Direct Debit

20/21-004	18.EX1.4	Sky Mobile	Mobile Phone Contract -May 20	14.17	2.83	17.00
20/21-012	18.EX1.4	Sky Mobile	Mobile Phone Contract-June20	14.17	2.83	17.00



SUB TOTAL	28.34	5.66	34.00
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Correspondence

2020-30. To receive Correspondence.

30.1. To note the following information correspondence.

YLCA updates
NALC updates
PCC updates
Elaine Ramsden

2020-31. To decide on the listed planning applications

[Revised proposals to previous approval 17/00198/CON](#) Jagger Green Hall Jagger Green Lane Holywell Green Elland Calderdale HX4 9DE Ref. No: 20/00645/FUL | Received: Mon 08 Jun 2020 | Validated: Mon 08 Jun 2020 | Status: Pending Consideration

2020-32. To note the listed planning decisions.

[Timber stable block \(Revised Scheme to 19/00931\)](#) Stubbing Farm Stubbing Lane Greetland Elland Calderdale HX4 8NR Ref. No: 20/00122/FUL | Received: Tue 04 Feb 2020 | Validated: Tue 04 Feb 2020 | Status: Permit

[Prune trees \(Tree Preservation Order\)](#) Bankwood 1 Southgate Jagger Green Elland Calderdale HX4 9DE Ref. No: 20/20006/TPO | Received: Mon 20 Jan 2020 | Validated: Mon 20 Jan 2020 | Status: Grant Consent

[Loft conversion with roof lights and replacement of rear window with a door \(Lawful Development Certificate\)](#) 15 Town Ing Mills Stainland Elland Calderdale HX4 9EF Ref. No: 20/00359/192 | Received: Tue 31 Mar 2020 | Validated: Tue 31 Mar 2020 | Status: Grant Section 191/192 Certificate

[External alterations to include: Raised decking; re-roof and insertion of four rooflights to kitchen and sunroom including stone chimney for solid fuel stove; widening of window opening to form doors and window; existing door openings altered to windows](#) Holly Tree Farm Jagger Green Jagger Green Lane Holywell Green Elland Calderdale HX4 9DE Ref. No: 20/00343/HSE | Received: Mon 30 Mar 2020 | Validated: Mon 30 Mar 2020 | Status: Refuse

[External alterations to include: Raised decking; re-roof and insertion of four rooflights to kitchen and sunroom including stone chimney for solid fuel stove; widening of window opening to form doors and window; existing door openings altered to windows. Internal alterations to include: demolition of wall either side of central pillar to be used for solid fuel stove and hearth to kitchen; new opening formed between kitchen and dining room; new partition and boarding over of steps to lower level \(Listed Building Consent\)](#) Holly Tree Farm Jagger Green Jagger Green Lane Holywell Green Elland Calderdale HX4 9DE Ref. No: 20/00344/LBC | Received: Mon 30 Mar 2020 | Validated: Mon 30 Mar 2020 | Status: Refuse Listed Building Consent

[Submission of details to comply with conditions to permission 09/01184 - conditions 3, 4, 5, 6, 7, 8 and 12](#) 20/00123/HSE | Single storey extension to form new living accommodation. | Park View Barn Gosport Lane Outlane Elland Calderdale HX4 9JY Status: Permit

Date of Next Meetings

2020-33. Date of Next Meetings (all at 1900 hrs on a Thursday); 6th Aug 2020, 3rd Sep 2020, 1st Oct 2020, 5th Nov 2020 and 3rd Dec 2020.