



## Stainland and District Parish Council 2nd Annual Meeting Minutes Thursday 16th May 2018 at 7.00pm

**Present:**

**Councillor Mullany, Councillor Bellenger, Councillor Doherty, Councillor Lee, Councillor Holdsworth, Councillor Fieldhouse, Councillor Foster & J Goldthorpe (clerk)**

**Public Attendees: 3**

	Item
19.2.1	<p><b>To elect the Chairman of the Parish Council for 2019/20.</b>  <i>The meeting was opened by Cllr Fieldhouse, as Vice Chair from the previous year. Cllr Fieldhouse welcomed the new Councillors and asked for nominations for Chair. Cllr Holdsworth nominated Cllr Bellenger and this was seconded by both Cllrs Lee and Foster.            After a unanimous vote <b>it was resolved</b> Cllr Bellenger would be elected as Chair.</i></p>
19.2.2	<p><b>To receive the Chairman’s declaration of Acceptance of Office or, if not received, to decide when it shall be received.</b>  <i>Cllr Bellenger signed the Acceptance of Office that was witnessed by the clerk</i></p>
19.2.3	<p><b>To receive Acceptance of Undertaking to uphold the Code of Conduct from elected members following the 2nd May 2019 elections</b>  <i>All the Councillors apart from Cllr Dixon had completed the Acceptance Forms, witnessed by the clerk, prior to the meeting commencing.  <b>It was resolved</b> that Cllr Dixon would complete hers by 31<sup>st</sup> May 2019.</i></p> <p><b>To receive apologies and approve any reasons for absence presented to the Council</b>  <i>Councillors Liddell and Dixon sent their apologies  <b>It was resolved</b> to note all apologies and approve all reasons for absence.</i></p>
19.2.4	<p><b>To elect the Vice Chairman of the Parish Council for 2019/20</b>  <i>Cllr Bellenger nominated Cllr Fieldhouse as Vice Chair, however, Cllr Fieldhouse declined the post. Following nomination, again from Cllr Bellenger, Cllr Holdsworth was unanimously elected as Vice Chair.</i></p>
19.2.5	<p><b>To</b></p> <ul style="list-style-type: none"> <li>a) <b>accept the minutes of the 13th Ordinary meeting of Stainland and District Parish Council held on Thursday 18<sup>th</sup> April 2019</b></li> <li>b) <b>for the Chair to sign &amp; date the previous minutes .</b></li> </ul> <p><i><b>It was resolved</b> to accept the minutes and they were signed and dated by the Chair</i></p>
19.2.6	<p><b>To receive Parish Councillors’ declarations of interest.</b>  <i>No declarations of interest were made.</i></p>
19.2.7	<p><b>Public Participation Session</b></p> <p><i>A resident raised what he classed as “the nonsense” of the postcodes in Stainland area, which appears to be split by the road, but is in fact three distinct townships. This issue also has an effect on the polling wards. It was requested that the Parish Council looked into the designation of the Wards. Cllr Holdsworth commented that there had been some changes to the ward boundaries by CMBC. Cllr Bellenger stated that the Parish Councillors would all cover any ward within the area but agreed</i></p>

	<p><i>clarity was required.</i>  <b>Action:</b> <i>Cllr Bellenger and the clerk to liaise with appropriate departments for clarity.</i></p> <p>Cllr Greenwood, one of the Ward Councillor's, advised the Parish Council that she would be happy to "call in" (ie ask for it to be taken to a planning committee) any planning application that the Parish Council may have objections to on their behalf.</p> <p>A resident raised the issue of a survey that had been issued by Together Housing about the youth engagement service. He had been talking with Together Housing and was trying to obtain a name of a representative who may come along to a Parish Council meeting to discuss this.  It was resolved that, once obtained, this information would be passed to the clerk who would then make an official approach regarding attendance.</p> <p>A resident raised the issue of the Anti Social Behaviour within the area. He believes the full scale of the problems is not really known as people are not reporting all incidents due to fear of reprisals. Together Housing have an app for reporting incidents but it is registered to your address.  <i>Cllr Foster advised that the police had been in the area 3 times that week and were making contact with the community, going door to door in certain areas.</i>  <i>Cllr Bellenger advised that he was aware from a West Yorkshire Police Liaison Group that:</i></p> <ul style="list-style-type: none"> <li>• <i>The crime stats for the area were low up to other areas within Calderdale.</i></li> <li>• <i>There were action days planned within the area.</i></li> <li>• <i>It may appear that there is a lack of communication from the police but they are not always able to comment / attend incidents.</i></li> <li>• <i>CMBC are looking at introducing Public Protection Spaces.</i></li> </ul> <p><b>It was resolved</b> <i>that working towards positivity with the district would be taken forward to future meetings.</i></p>
19.2.8	<p><b>To receive the outgoing Chair's statement</b>  <i>The following statement from Judith Crossley was read out:</i>  <i>"Thank you to Jill Goldthorpe the Parish Clerk who has helped shape and form the Parish Council. Her expertise has been invaluable; she did take on a mammoth task.</i>  <i>I wish to welcome new Parish Councillors to Stainland and District Parish Council.</i>  <i>The Parish Council has evolved from several years of campaigning through Stainland and District Community Association. It was clear that Stainland and District was not getting a fair share from Calderdale. Lack of funds and manpower was the excuse. Residents saw the district slowly deteriorating while SADCA volunteer members tried hard to upkeep the area while at the same time fundraising to be able to do this.</i>  <i>So here we are twelve months on. The temporary Parish Councillors have done an outstanding job. We have been listening to residents and have done our best to sort out issues, and keep them informed.</i>  <i>I ask the newly elected Parish Councillors to follow in our footsteps and always endeavour to keep Stainland and District and its residents at the forefront of your thoughts and decisions."</i></p> <p><i>Cllr Bellenger congratulated all the Parish Councillors on their election and passed on the Parish Council's thanks to Judith Crossley for being the Chair last year.</i></p>
19.2.9	<p><b>To appoint Representatives to Committee's and Outside Bodies:</b></p> <p><b>a) To appoint Representatives to Yorkshire Local Councils Association</b>  <b>It was resolved</b> <i>not to appoint anyone at this time.</i></p> <p><b>b) To appoint a Representative to the Town and Parish Council Liaison Group</b>  <b>It was resolved</b> <i>that Cllrs Mullany, Foster, Doherty and Fieldhouse would share this responsibility.</i></p>
19.2.10	<p><b>To appoint Members for the Stainland and District Parish Council Committees:</b></p> <p><b>(i) Staffing</b>  <b>It was resolved</b> <i>that this would be made up of Cllrs Bellenger, Fieldhouse, Doherty, Foster and Dixon.</i></p> <p><b>(ii) Planning</b>  <b>It was resolved</b> <i>that this would be made up of all the Parish Councillors apart from Cllr Bellenger</i></p> <p><b>(iii) Environment</b>  <b>It was resolved</b> <i>that this would be made up of all the Parish Councillors</i></p> <p><b>(iv) Communications</b>  <b>It was resolved</b> <i>that this would be made up of Cllrs Bellenger, Lee and Doherty.</i></p> <p><b>(v) Finance</b></p>

	<b>It was resolved</b> that this would be made up of Cllrs Bellenger, Liddell, Doherty, and Dixon
19.2.11	<b>To appoint 3 members to authorise online banking transactions</b> <i>It was resolved</i> that Cllrs Doherty, Foster and Lee would take on this responsibility.
19.2.12	<b>To review and adopt the Council's Standing Orders and Financial Regulations for 2019/20</b> <i>The documents were reviewed and it was resolved</i> to adopt both
19.2.13	<b>To review the inventory of assets</b> <i>This was reviewed and no discrepancies found.</i>
19.2.14	<b>To confirm the arrangements for insurance cover in respect of all insured risks</b> <i>The current policy documents were reviewed and no discrepancies were found.</i>
19.2.15	<b>To review the Council's and / or employee membership of other bodies</b> <i>The clerk advised the members that the Parish Council was a member of YCLA and NALC and that the clerk was also a member of SLCC.</i> <b>It was resolved</b> that these memberships would continue. <i>The clerk also advised that she was registered with the Information Commissioner's Office and, following advice from the Corporate Governance Manager at CMBC, that all members would need to register due to "incidental day to day" handling of resident's details.</i> <b>Action:</b> the clerk to register all members with the ICO in due course.
19.2.16	<b>To review &amp; adopt the Council's procedure for handling requests under the Freedom of Information Act 2000 and Data Protection Act 1998 (as amended)</b> <i>The documents were reviewed and it was resolved</i> to adopt both
19.2.17	<b>To review &amp; adopt the Council's policy for dealing with the press / media</b> <i>The documents were reviewed and it was resolved</i> to adopt
19.2.18	<b>To review the dates, times and place of ordinary meetings of the Full Council for the year ahead.</b> <i>The dates were reviewed and it was resolved</i> to adopt
19.2.19	<b>To agree accounts for payment</b> <ul style="list-style-type: none"> <li>• Clerk's salary</li> <li>• Go Local Invoice</li> </ul> <i>The above payments were authorised to be paid.</i>
19.2.20	<b>To review and agree the quotes to purchase a lockable cupboard for the office</b> <i>Cllr Bellenger said he would ask CMBC if they had anything that would suffice in their surplus furniture. If not, it was resolved</i> that the clerk could order the item from officefurnitureonline.co.uk
19.2.21	<b>To review the contents of the Go Local article &amp; to decide which edition it will go in.</b> <i>Unfortunately the deadline for the article was the date of the meeting so Cllr Fieldhouse and the clerk had submitted the item. After a discussion it was resolved</i> that in a future edition an article introducing the all the Parish Councillors would be placed in a future edition.
19.2.22	<b>To receive urgent correspondence.</b> <i>The clerk was still awaiting dates from most Councillors to book them onto the New Councillor training provided by YCLA.</i> <i>It was suggested that the clerk approach YCLA to see if they would provide a breakdown of what would be covered at the training as it was suggested it was a lot of money to spend for every councillor to attend.</i> <b>Action:</b> the clerk to contact YCLA to obtain a breakdown or to see if they would consider coming to us to provide training.

Meeting closed at 8.20pm