



**Stainland and District Parish Council  
3rd Annual Meeting  
Minutes  
Thursday 9th July 2019 at 7.00pm**

**Councillors Present (by remote viewing):**

**Councillor Bellenger Chaired the Meeting. In attendance were Councillor Mullany, , Councillor Holdsworth, Councillor Fieldhouse, Councillor Liddell, Councillor Lee**

**In attendance was the Ripponden Parish Council Clerk and (New) Stainland & District Parish Clerk**

**Public Participation: No participation**

- 2020-1.** *Resolved to note Councillor Bellenger was voted in as the new Chairman of the Council until May 2021. Voted in favour- all present. Voted against – none.*
- 2020-2.** *Resolved to accept the minutes of the 2<sup>nd</sup> Annual Meeting held on Thursday 17<sup>th</sup> May 2020. Voted in favour- all present. Voted against – none.*
- 2020-3.** *Resolved to note there were no Parish Councillors' declarations of interest.*
- 2020-4.** *Resolved the amendment of Standing Orders to include new legislation allowing remote meetings. Voted in favour- all present. Voted against – none*

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) **CHAIMAN'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.



# STAINLAND & DISTRICT PARISH 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.



# STAINLAND & DISTRICT PARISH COUNCIL

- (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.**

- 2020-5.** Resolved to accept the recruitment sub-committee's employment of Janette Pashley. Voted in favour- all present. Voted against – none
- 2020-6.** Resolved to allow the Chairman a period of 24 hours to sign the and return to the clerk the Declaration of Acceptance of Office. *Voted in favour- all present. Voted against – none*
- 2020-7.** Resolved to vote in Councillor Holdsworth as Vice-Chairman of the Council until May 2021. Voted in favour- all present. Voted against – none
- 2020-8.** Resolved to suspend the planning Ctte for a period of 6 mths and cover planning decisions at the full council. Voted in favour- all present. Voted against – none
- 2020-9.** Resolved to vote the following Cllrs on to the following committees:
- 9.1.** Communications and Events :- Councillors' Fieldhouse, Lee & Holdsworth
  - 9.2.** Policy and Finance:- Councillors' Lidell, Bellenger & Fieldhouse
  - 9.3.** Environment:- Councillors'Fieldhouse, Mullany & Bellenger.
- Voted in favour- all present. Voted against – none
- 2020-10.** Resolved to authorise the attached list of council meetings, all to be held at 1900hrs either remotely or at Stainland Library. Voted in favour- all present. Voted against – none

**General Meeting:-** 20<sup>th</sup> Aug 2020, 17<sup>rd</sup> Sep 2020, 15<sup>st</sup> Oct 2020, 19<sup>th</sup> Nov 2020, 12<sup>th</sup> Jan 2021, 18<sup>th</sup> Feb 2021, 18<sup>th</sup> Mar 2021 and 15<sup>th</sup> Apr 2021.



# STAINLAND & DISTRICT PARISH COUNCIL

**Events and Communications:-** 22<sup>nd</sup> Sep 2020, 17<sup>th</sup> November 2020, 12<sup>th</sup> Jan 2021 and 21<sup>st</sup> Apr 2021.

**Policy and Finance:-** 28<sup>th</sup> July 2021 and 26<sup>th</sup> November 2020.

**Environment:-** 6<sup>th</sup> Aug 2020, 1st October 2020, 7<sup>st</sup> Jan 2021, 21<sup>st</sup> April 2021.

- 2020-11.** Resolved to note that the 21<sup>st</sup> Planning Mtg Minute will remain as Draft as quorate cannot be reached due to resignations. Voted in favour- all present. Voted against – none
- 2020-12.** Resolved to authorise a Cllr Holdsworth and the Cllr Lee to produce the Annual Report. Voted in favour- all present. Voted against – none
- 2020-13.** Resolved to authorise future transparency by publishing Cllr attendance record on the website. Voted in favour- all present. Voted against – none
- 2020-14.** Resolved to delegate authority the Environment cttee to decide upon all outstanding environment issues from the March mtg. Voted in favour- all present. Voted against – none
- 2020-15.** Resolved to review Standing Orders and Financial Orders at the next Policy and Finance mtg and then by Full Council. Voted in favour- all present. Voted against – none
- 2020-16.** Resolved to purchase a 2TB Portable hard drive at a cost of £64.99 from Argos. Voted in favour- all present. Voted against – none
- 2020-17.** To authorise the payment of £200 to paint White H Lines at Greenfield Close.
- Resolved that Councillor Bellenger would obtain a list of signatures of the residents who are finding parking on the bend to be a Safety problem and to present to the next full Council.
- 2020-18.** To authorise payment for improvements to Hame and allocate a lead Cllr to arrange details for improvements.
- Resolved this would be looked at by the next Enviromental Committee.



# STAINLAND & DISTRICT PARISH COUNCIL

**2020-19.** To authorise payment for a new communication system. Recommended 7 licenses of 365 for business at £3.80 plus Vat - £31.92 per month.

Resolved there could be a more cost effective way of setting this up agreed Councillor Lee would look at this and report back to the Clerk and next meeting.

**2020-20.** Resolved that 260metres of Bunting would be purchased at a approximate cost of £286 to be put up for Yorkshire Day throughout the District. Voted in favour- all present. Voted against – none

**2020-21.** To receive reports from the Clerk, Chairman, Committees and Councillors.

## **Report form the Clerk**

**2020-22.** To note the update on councillor resignation and the next steps. Letters have been put out to notify the public of Councillors' Doherty & Foster resignations and Calderdale Council Elections have been notified. Update at the next meeting.

**2020-23.** Resolved to note the following Key Dates.

28 <sup>th</sup> July – Policy and Finance	1 <sup>st</sup> Aug Yorkshire Day 6 <sup>th</sup> Aug General Meeting 20 <sup>th</sup> Aug Environment
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## **Report from the Chairman.**

### **Report from Cllrs**

**2020-24.** To note any other business as raised by councillors None noted.

**2020-25.** To note the report from Ward Councillors. Noted.



# STAINLAND & DISTRICT PARISH COUNCIL

## Finance

- 2020-26.** Resolved that Councillors' Bellenger and Liddell would review the grant Application at the August meeting and decide upon the S137 for Sowood Pre-school grant award value.
- 2020-27.** Resolved to authorise the following standard payments for:-
- 27.1.** Clerks Wage (As submitted by Monthly Timesheet)
  - 27.2.** Quarterly GoLocal Advert £90 + VAT
  - 27.3.** Sky Mobile £17
  - 27.4.** HMRC – NI and tax (as submitted)
  - 27.5.** Internal and External Audits (approx. £275 and £240)  
Voted in favour- all present. Voted against – none
- 2020-28.** To note the listed payments made by committees.

## **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



# STAINLAND & DISTRICT

PARISH COUNCIL

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				<b>6,635.32</b>	<b>665.44</b>	<b>7,300.76</b>

## 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				<b>28.34</b>	<b>5.66</b>	<b>34.00</b>



## Correspondence

**2020-29.** To receive Correspondence.

**29.1.** Resolved to note the following information correspondence.

YLCA updates
NALC updates
PCC updates
Elaine Ramsden

**2020-30.** To decide on the listed planning application.

Councillor Bellenger declared an interest in the Planning application. It was resolved the remaining Councillors would review the Planning application and post their comments to the Clerk by Monday 13<sup>th</sup> July 2020 by 12 o'clock..

[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

**2020-31.** To note the listed planning decisions by Councillors' Bellenger & Holdsworth.

[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](#)





# STAINLAND & DISTRICT PARISH COUNCIL

[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

**2020-32.** Date of Next Meetings (all at 1900 hrs on a Thursday); 6<sup>th</sup> Aug 2020, 3<sup>rd</sup> Sep 2020, 1<sup>st</sup> Oct 2020, 5<sup>th</sup> Nov 2020 and 3<sup>rd</sup> Dec 2020.

Meeting Ended at 9.30pm