



## Stainland and District Parish Council 38th Ordinary Meeting **DRAFT** Minutes

26<sup>th</sup> November 2021

Councillors Present: Councillor Liddell (Chairman). In attendance were Councillor Weeks, Councillor Bottomley, Councillor Mullany and Councillor James.

### Minutes taken by The Parish Clerk

	Item
21.38.01	<b>Apologies</b> Resolved to note that Councillor Lassey & Councillor Fieldhouse have sent apologies to the Clerk ahead of the meeting.
21.38.02	<b>Previous Minutes</b> Resolved to accept the minutes of the meeting held on 28 <sup>th</sup> October 2021.
21.38.03	<b>Declarations of Interest</b> Resolved to note there were no Parish Councillors' declarations of interest.
21.38.04	<b>Public Participation</b> Resolved that there were no members of the public for Public Participation
21.38.05	<b>Asset Transfers</b> An update was given by Cllr Liddell on the former Library building. Cllr Liddell is currently drafting the latest version of the business plan and has a meeting scheduled with CMBC on Friday 26 <sup>th</sup> November to progress the business case required for the asset transfer. The full business case is due for submission in January 2022.  It was noted that the finances associated with the running of the proposed community centre shown in the business case were subject to change, for example, the possibility we would have to recruit for roles to cover admin & caretaking for the community centre.  An update was also given on the latest communications with CMBC on the allotments transfer. Cllr Weeks was obtaining legal advice on whether we could proceed with the purchase of the allotment and the orchard land regardless of any leases held by Calderdale and others and, if positive, the Council wanted to proceed with the purchase, based on the agreed terms and budget estimates given.
21.38.06	<b>Council Grants</b> Cllr James presented the grant application and guidance document to the council. It was noted that there have been no changes to the application form but some changes to the grant guidance document. This will hopefully encourage more groups to apply for Grants now there is a clear criteria.

	<p>Cllr Mullany has comments to make, which he will raise with Cllr James.</p> <p>Resolved that the Parish Clerk would circulate the documents and any other comments on these should similarly be sent directly to Councillor James for future consideration.</p>
21.38.07	<p><b>Christmas Lights</b></p> <p>It was noted that the Christmas lights are currently in the process of being installed. There have been reported issues with the readiness for installation, which Cllr Fieldhouse is investigating.</p>
21.38.08	<p><b>It was noted that reports from the Chairman, Committees and Councillors were as follows</b></p> <p><b>Environmental Committee –</b></p> <p>Cllr Bottomley gave an update on a meeting that took place regarding the Cat steps with the landowner and the contactor. The landowner will restore the wall and the council have obtained quotes to clear the path, repair uneven steps reinstate footpath and remove bollards. The cost of this project is £2700 and is an overspend on the current year’s estimate of £1,000.</p> <p>Resolved that the committee approved this increase in budget for the current year and to delete the estimate of £1,000 from the budget for 2022/23. The Parish Clerk will instruct the contractor to commence work on this basis. <u>Members were reminded of the provisions in the Financial Regulations which stipulate that the Clerk is the only person authorised to place orders. Where there is an exception, authority must always be sought from the Clerk beforehand and such exceptions should be seldom and tightly controlled.</u></p> <p>It was noted that the heritage railings quotes need to be clarified for the three areas, the current budget is £6,000.</p> <p>The committee had suggested a number of initiatives for possible inclusion in the next revision of the Council’s Business Plan. These would be considered as part of the budget planning cycle.</p> <p><b>Communications Committee</b></p> <p>There were no members present from the Communications Committee.</p> <p>It was noted that changes and additions were required to the web site to correct errors and add missing information. Review comments had been made by members and, as a priority, the committee needed to review these comments and set out a plan with timescales for the changes proposed, so that the Council had an opportunity to review and approve the forward development plan and assign the necessary resources to it.</p> <p>Resolved to ask the committee to prepare such a plan and report on its progress at the next meeting of the Council.</p> <p><b>Policy &amp; Finance Committee</b></p> <p>The financial reports were presented showing the present position. Some amendments were outstanding to the estimates for next year, which would be added as part of budget planning. Views were sought on the level of any increase in the precept for next year; the Council gave no specific direction at this meeting and opinion appeared equally divided. It was concluded that no direction would be given to Policy and Finance at this point and the matter would be considered again and resolved at the meeting of Council called to set the precept next year.</p>

	<p><b>Planning Committee</b></p> <p>There were currently no budget estimates for Planning in the next financial year. The question of a project to develop a conservation area was still being considered and a bid for finance may still be made depending upon discussions with CMBC and others.</p> <p><b>Staffing Committee.</b> It was noted that the staffing committee have not met this cycle but will schedule a meeting for December.</p>																																				
21.38.09	<p><b>Financial Reports and 2022/23 Budget</b></p> <p>These were reviewed and this confirmed that the overall financial position was healthy and that the estimates for 2022/23 were nearly complete.</p> <p>The budget estimates given for the current financial year for each committee were noted and approved. Each committee now has delegated authority from the Council to spend on the approved items in their budgets <u>up to the current year estimate</u> but with regard to and in full compliance with the Council's financial regulations. Inter alia, these regulations do not allow for the movement of money from one budget heading to another ("virement") or changes in the scope or content of any item without the approval of Policy and Finance and the Council.</p> <p>It was noted that the budget for Planning (if any) will be reviewed once Cllr Mullany has met with CMBC.</p>																																				
21.38.10	Resolved to accept the financial reports submitted and payments from this month.																																				
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21.38.11	It was resolved that an application was approved from Stainland Cricket Club and they have now been granted £2,000 towards their renovations of the club.																																				
21.38.12	It was resolved that any agenda items will be sent to the Clerk ahead of the next meeting.																																				
21.38.13	Date of next meeting will be 27 <sup>th</sup> January 2021																																				

Meeting finished at 8.17pm