



Dated: 19th September 2024

NOTICE OF A COUNCIL MEETING

To All Members of the Parish Council,

You are respectfully summoned to attend the meeting of Stainland & District Parish Council to be held on **Thursday 26th September 2024 at 6.30pm in the Old Library**, South Parade, Stainland for the purpose of transacting the business in the attached agenda.

Signed: *Safia Kauser*

Ms Safia Kauser – Parish Clerk/RFO & Proper Officer

Council Membership	
Cllr Lisa Fieldhouse [Chairman]	Cllr Mark Mullaney [Vice-Chair]
Cllr Joan Bottomley	X1 Vacancy
Cllr Alex Lyness Brown	X1 Vacancy
Cllr David Mitchell	X1 Vacancy
Cllr Laura Peckover	

**Meetings are open to the press and public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest s2*

In accordance with the Openness of Local Government Bodies Regulations 2014, persons attending the meeting may record/film/photograph and make audio recordings or broadcast the proceedings of the formal Council meeting, when the public and the press are not lawfully excluded. This does not extend to live verbal commentary. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk who will instruct that they are not included in the filming.

STAINLAND & DISTRICT PARISH COUNCIL

Full Council Meeting: Thursday 26th September 2024 at 6.30pm

A G E N D A

Minute							
2425.01FC	<p>1. Chairmans Opening Remarks To receive the Chairmans opening remarks.</p>						
2425.02FC	<p>2. Apologies To receive and approve apologies and reasons for absence.</p>						
2425.03FC	<p>3. Declaration of Disclosable Pecuniary and Other Interests To declare any disclosable pecuniary or other interests appertaining to items on the agenda and to consider any dispensation requests submitted in writing to the Proper Officer in accordance with the Standing Orders.</p> <p>Note: Unless granted a dispensation, a member with a disclosable pecuniary or other interests shall not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting and must not remain in the room in accordance with the requirements of the Standing Orders and Code of Conduct.</p>						
2425.04FC	<p>4. Public Participation To convene a 15 minute public participation session to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. No resolutions can be made under public participation.</p>						
2425.05FC	<p>5. Report from Calderdale District Councillors To receive reports from the Calderdale District Councillors representing the Stainland Ward.</p> <p>Note: The Clerk has sent out the agenda inviting the District Councillors to attend the meeting.</p>						
2425.06FC	<p>6. Council Minutes To receive and approve the draft minutes of Council meetings as a true record of proceedings to be signed by the Chair (previously circulated):</p> <ul style="list-style-type: none"> • 13th August 2024 - Extraordinary Full Council Meeting • 22nd August 2024 – Extraordinary Full Council Meeting • 29th August 2024 – Full Council Meeting 						
2425.07FC	<p>7. Exclusion of the Press and Public To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential information.</p>						
2425.08FC	<p>8. Planning Matters</p> <p>a) To receive notifications of any planning decision notices.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Planning Ref No</th> <th style="text-align: left;">Site Location & Proposal</th> <th style="text-align: left;">Outcome</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">24/00488/FUL</td> <td style="vertical-align: top;">Site: Burrwood Court Stainland Road Elland Calderdale Proposal: Creation of two additional apartments within existing apartment building</td> <td style="vertical-align: top;">Outcome: Permit Decision Date: 22.08.24</td> </tr> </tbody> </table>	Planning Ref No	Site Location & Proposal	Outcome	24/00488/FUL	Site: Burrwood Court Stainland Road Elland Calderdale Proposal: Creation of two additional apartments within existing apartment building	Outcome: Permit Decision Date: 22.08.24
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24/00488/FUL	Site: Burrwood Court Stainland Road Elland Calderdale Proposal: Creation of two additional apartments within existing apartment building	Outcome: Permit Decision Date: 22.08.24					

- b) To consider any current planning applications within or affecting the Parish of Stainland District on the Calderdale District Council planning portal. Any applications received by the Clerk after publishing the agenda will be tabled at the meeting.

Date	Planning Ref No	Site Location	Brief Description of Proposal	Date Comments Due
04.09.24	24/00895/HSE	Green Gables The Hame Stainland Road Sowood Elland Calderdale HX4 9HT	Bay window extension to front elevation with balcony over.	Within 21 Days
Link: 24/00895/HSE Bay window extension to front elevation with balcony over. Green Gables The Hame Stainland Road Sowood Elland Calderdale HX4 9HT				
27.09.24	24/00863/HSE	The Coach House Turley Cote Lane Outlane Elland Calderdale HD3 3GF	Two storey gable end extension. Single storey extension to front and back	Within 21 Days
Link: 24/00863/HSE Two storey gable end extension. Single storey extension to front and back The Coach House Turley Cote Lane Outlane Elland Calderdale HD3 3GF				

- 2425.09FC **9. Drury Lane Allotments**
To receive and consider any ongoing matters in relation to the Drury Lane Allotments.

- 2425.10FC **10. Projects Review and Parish Business Plan**
- a) To review existing and ongoing projects and to agree any further actions. Cllr Peckover to report on this item.
- b) To review the Parish Business Plan and resolve any further actions.

- 2425.11FC **11. Orchard Hedge Planting**
To consider and agree costs for the orchard hedge planting project.

- 2425.12FC **12. Stainland and District Charity Trustees**
To receive any reports from the Parish Council Trustees appointed on the board.

- 2425.13FC **13. Stainland Recreational Ground**
To receive an update on the purchase and installation of the fence panels and resolve any further actions to progress and promote the project.

- 2425.14FC **14. Remembrance Day Service 2024**
To note that RBL Poppy Appeal Secretary has submitted the service details to Calderdale Council following

- 2425.15FC **15. Grant Application**
To consider the grant application received from the Allotments Association (application to follow).

- 2425.16FC **16. Christmas Lights, Decorations and Trees**
- a) To receive and approve the costs from Calderdale Council towards the 12 decorations or the 9 columns.
- Note: Based on calculation it is estimated that the service cost for Stainland Parish is £1,093.59, this is based on 12-decorations. If the request is to decorate 9-columns the prices is (£91.13 x 9)=£820.19p.

	<p>b) To consider the purchase and costs of additional Christmas Decorations within the Parish.</p>
2425.17FC	<p>17. Restriction Signage To consider restriction signage on the public footpath connecting Gray Hall Close and Fall Spring Gardens, Stainland. A member of the public has reported that the footpath is very narrow with a blind bend and is used regularly by pedestrians. For everyone's safety, a request is made for the installation of restriction signage at the entrances.</p>
2425.18FC	<p>18. Members Items for Consideration</p> <p>a) To consider the items raised by Cllr Alex Lyness Brown:</p> <ul style="list-style-type: none"> • Utilising the Monday slots at The Old Library as a weekly coffee morning/ warm space throughout the winter months. • Current levels of SDPC Communications-Internal- External & how these can be improved. <p>b) To consider the item raised by Cllr Laura Peckover:</p> <ul style="list-style-type: none"> • To discuss and make resolution on proposal for free community events for children and young people run by SDPC.
2425.19FC	<p>19. Council Website To consider the registration of a .gov domain as recommended by the internal auditor and as per best practice guidance in the Governance and Accountability Practitioners Guide.</p>
2425.20FC	<p>20. Financial Matters</p> <p>a) To review the banking signatories and agree any changes to the bank mandate.</p> <p>b) To receive and approve the schedule of payments as tabled or presented at the meeting that require signing in accordance with the Financial Regulations.</p> <p>c) To consider the quotations for an outsourced payroll service (reports + quotes enclosed).</p> <p>d) To review the payments to Smart Pension and agree actions to close the account following staffing changes.</p> <p>e) To note that the Clerks mobile monthly plan of £14.33 with Vodaphone expires in October and to consider and agree options for renewal. Clerk to report on this item.</p>
2425.21FC	<p>21. Clerks Correspondence Report To receive and consider the Clerks Correspondence Report (enclosed).</p>
2425.22FC	<p>22. Items for Discussion at a Future Meeting To agree any additional agenda items for consideration and inclusion at a future meeting.</p>
2425.23FC	<p>23. Date of the Next Meeting To note the date of the next meeting scheduled for Thursday 31st October at 6.30pm at the Old Stainland Library.</p>

Stainland and District Parish Council
Schedule of Payments in accordance with the Financial Regulations

September 2024

Type	Payee	Description	NET	VAT	Total	Budget
	Chiphosting	Microsoft 365 Basic Business License	£66.93	£8.99	£75.92	Administration
	Stainland & District Community Charity	Allotments Association - committee meeting 24.09.24 (4.30-6)	£22.50	£0.00	£22.50	Room Hire Allotments
	Stainland & District Community Charity	Allotment Tenants Meeting 20.10.24 (3-4.30)	£22.50	£0.00	£22.50	Room Hire Allotments
	Currys	Reimbursement to Clerk - Laptop Bag	£34.99	£0.00	£34.99	Administration
	Tesco	Reimbursement to Clerk - Stationary	£7.25	£0.00	£7.25	Administration
	SLCC	Membership Fee - Parish Clerk INV-MEM249967-2	£74.00	£0.00	£74.00	Subscriptions
	Redacted	Parish Clerk September Salary and homeworking allowance £26.00 p/m	Redacted			Staff Wages
Total			£228.17	£8.99	£237.16	



To:	Members of the Parish Council
Meeting Date:	19 th September 2024
Subject:	Parish Clerk Correspondence Report
Officer:	Safia Kauser – Parish Clerk/RFO (Proper Officer)

Purpose of Report:

To provide members a summary of the correspondence received by the Clerk since the last meeting and to consider if any further actions are required. The list may not include general correspondence items actioned by the Clerk in accordance with Standing Order 13 (ix)

Date	Details
08.09.24	YLCA Training Sessions 3 to 12 September
08.09.24	YLCA - Free Sickness Management webinar- 10 September, 6:30pm-7:30pm
03.09.24	YLCA - PROCUREMENT ACT 2023 UPDATE – TO REPLACE THE PUBLIC CONTRACTS REGULATIONS 2015 FROM 28 OCTOBER 2024
08.09.24	Calderdale Council - Council Tax Reduction Scheme Consultation
08.09.24	Campaign to increase safety of e-bikes and e-scooters and the lithium-ion batteries that power them
09.09.24	YLCA - NEXT MEETING OF THE SOUTH PENNINE BRANCH OF YLCA The next meeting for parishes in the South Pennine district, will be held on Wednesday 9 October, at Denby Dale.