

**Minutes of A Meeting of Stainland & District Parish
Council Held on Thursday 26th September 2024 at 6.30pm
In The Old Library, Stainland**



**STAINLAND
& DISTRICT**
PARISH COUNCIL

Councillors Present: Lisa Fieldhouse [Chair]; Alex Lyness Brown, Mark Mullany
Laura Peckover [from 7.17pm]

Absent Councillors: Joan Bottomley, David Mitchell

Also in Attendance: Safia Kauser - Parish Clerk/RFO
Ruth Redfern & x1 representative - Allotments Association to 7.05pm
X1 member of the public to 7.06pm

2425.01FC	<p><u>CHAIRMAN'S OPENING REMARKS</u></p> <p>The Chair welcomed everyone present to the meeting and informed the meeting of the Council's expectation for the audio recording of the meeting.</p>
2425.02FC	<p><u>APOLOGIES</u></p> <p>RESOLVED:</p> <p>1) That the apologies and reasons for absence from Councillors Joan Bottomley and David Mitchell be approved.</p>
2425.03FC	<p><u>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</u></p> <p>Members were invited to declare any disclosable, pecuniary or other interests appertaining to items on the agenda and to consider any requests for dispensation. None were declared.</p>
2425.04FC	<p><u>PUBLIC PARTICIPATION</u></p> <p>A member of the public addressed members on the following matters:</p> <ul style="list-style-type: none"> ○ Pothole issues – Does the Parish Council have half of the responsibility towards the car park 1885 Pub? The MOP stated that a review of title deeds referred to the pub having responsibility for only half of the road. The Chair confirmed that the PC does not have any responsibility for the road. It was noted that the pub's business operates on both sides of the road and that The Highways Act states that responsibility for the cost of maintaining a private road rests with the frontages (the owners of properties which front onto such roads). Suggested that Ward Councillors Council could pursue how the road might be adopted by Calderdale BMC. ○ Parish Council Vacancies – suggesting a recruitment drive for filling in the vacant seats. ○ Communications – to improve the communications on the current Parish Council website.
2425.05FC	<p><u>REPORT FROM CALDERDALE DISTRICT COUNCILLORS</u></p> <p>The Chair reported that an invitation had been sent to all three ward Councillors who had given their apologies due to a meeting clash with the Calderdale Full Council meeting.</p>
2425.06FC	<p><u>COUNCIL MINUTES</u></p> <p>RESOLVED:</p> <p>1) That the draft minutes of the following meetings be approved as a true record and be signed by the Chair:</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><u>EXCLUSION OF THE PRESS AND PUBLIC</u></p> <p>No items were raised to be considered under the exclusion of the press and public.</p>																															
2425.08FC	<p><u>PLANNING MATTERS</u></p> <p>a) <u>Planning Decision Notices</u></p> <table border="1" data-bbox="320 371 1441 591"> <thead> <tr> <th>Planning Ref No</th> <th>Site Location & Proposal</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>24/00488/FUL</td> <td>Site: Burrwood Court Stainland Road Elland Calderdale Proposal: Creation of two additional apartments within existing apartment building</td> <td>Outcome: Permit Decision Date: 22.08.24</td> </tr> </tbody> </table> <p>RESOLVED:</p> <p>1) That the above planning decision notice be noted.</p> <p>b) <u>Planning Applications for comment</u></p> <p>Members considered the two planning applications.</p> <table border="1" data-bbox="320 880 1441 1406"> <thead> <tr> <th>Date</th> <th>Planning Ref No</th> <th>Site Location</th> <th>Brief Description of Proposal</th> <th>Date Comments Due</th> </tr> </thead> <tbody> <tr> <td>04.09.24</td> <td>24/00895/HSE</td> <td>Green Gables The Hame Stainland Road Sowood Elland Calderdale HX4 9HT</td> <td>Bay window extension to front elevation with balcony over.</td> <td>Within 21 Days</td> </tr> <tr> <td colspan="5">Link: 24/00895/HSE Bay window extension to front elevation with balcony over. Green Gables The Hame Stainland Road Sowood Elland Calderdale HX4 9HT</td> </tr> <tr> <td>27.10.24</td> <td>24/00863/HSE</td> <td>The Coach House Turley Cote Lane Outlane Elland Calderdale HD3 3GF</td> <td>Two storey gable end extension. Single storey extension to front and back</td> <td>Within 21 Days</td> </tr> <tr> <td colspan="5">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</td> </tr> </tbody> </table> <p>RESOLVED:</p> <p>2) That the Council submits a neutral response to the two applications above. Cllr Mark Mullaney to draft the Council response and share with members prior to submission.</p>	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	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					27.10.24	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				
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2425.09FC	<p><u>DRURY LANE ALLOTMENTS</u></p> <p>Two representatives from the Allotments Association provided an update on the following matters:</p> <ul style="list-style-type: none"> ○ Tree Plan – Quotations had been obtained following the discussions held in August. Consideration has been given to maximising the wildlife area. ○ Storage Plan for debris – The contractor would take some of this away and half of this would be stored. ○ Working Party – This had been set-up to look at the paths and bushes and reports would continue to be provided to the Parish Council. ○ Orchard – practical help is available from the Allotments Association if required ○ Grant Application – This had been submitted along with quotations. <p>Members noted the above update and the two representatives left the meeting at 7.05pm.</p>																															

PROJECTS REVIEW AND PARISH BUSINESS PLANa) Review of existing and ongoing projects

Cllr Peckover proposed events for the Council to consider with supporting costs and proposed dates. Cllr Laura Peckover reported that she was DBS Checked. Risk assessments had been prepared and a draft Safeguarding Statement.

Event 1 – 23rd December 2024 – Christmas Crafting, tree baubles etc

25 spaces to be made available and pre-booked in advance

Parents to attend with their children. If event is popular, additional slots can be offered

Venue – The Old Library

Budget - £100.00

Event 2 – February 2025 Half-Term - Children’s Reading Event

A local book shop had offered to provide free books which can be handed out

Two local residents had agreed to support and help out at the event

Venue – The Old Library

Budget - £100

Event 3 – Easter 2025 – Two Hour Drop-in Crafting Session

Venue – The Old Library

Other Projects suggested – A Sensory Garden at the Orchard or other suitable location in the Parish to be based around the Demetia Friendly initiative.

RESOLVED:

- 1) That the Parish Council proceeds with all three events (as detailed above) inclusive of costs of £100.00 for each event.
- 2) Cllr Laura Peckover to speak to the Trustees in relation to the 5 hour slot allocated to the Parish Council.
- 3) Cllr Laura Peckover to take responsibility for all three events above and to proceed with the event management and planning.

b) Review of Parish Business Plan

Members reviewed the existing projects:

- Burial ground maintenance – The Community Payback Team had confirmed the team would carry out graveyard work for all sites in the parish. (Subject to a revised risk assessment for The Carriage Drive site). The URC secretary has agreed to reimburse the Parish Council for petrol costs associated with work on URC sites at Holywell Green and Fall Spring Gardens and St Andrew’s Church have agreed that the team can use the churches facilities when working in the parish.
- Removal/ chipping of Holly branches at Fall Spring graveyard to enable payback teams to start work.– A quotation for chipping at £490.00 had been received. The current contractors would be approached for a quotation, a third one would be obtained and decision to be made at the next meeting.
- Railings at Holywell Green – These had been damaged due to being hit by another vehicle that was likely to have been a slow impact hit. It was suggested that the insurance company could be contacted. It was agreed to obtain a quotation for repairs in the first instance.
- Conservation Area at Holywell Green – It was agreed to review this over the winter period.
- Business Plan – It was agreed that this should be fully reviewed and updated.
- Potential Upcoming Projects – Reinstating Tenter posts and accepting the gifting of the URC Churchyard. Shaw Park follies - possible survey of structures with a view to eventual removal of unsightly security railings.

	<p>RESOLVED:</p> <p>4) That the Parish Council continues to use the Payback Scheme and pays for their petrol and for the costs of the petrol to be recovered from the URC sites.</p>
2425.11FC	<p><u>ORCHARD HEDGE PLANTING</u></p> <p>Members reviewed the Orchard hedge planting. Andy Brown the tree officer from Together Housing had confirmed that they would donate the remaining hedging. A working party was suggested to do the preparation work before inviting local groups to plant the trees.</p>
2425.12FC	<p><u>STAINLAND AND DISTRICT CHARITY TRUSTEES</u></p> <p>No report was available since apologies had been received from both SDPC councillors who represent the Parish council as trustees on the SDCC committee. The Chair had received an email inviting them to attend a meeting with the trustees to discuss the parish councils use of the building and other details contained in the Joint Collaboration Agreement between the two organisations.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) The Chair to inform/request the Trustees that members of the Council to be present. 2) That contact is made with Calderdale Council seeking confirmation if meetings have been held with the Trustees. 3) That financial information is requested from the Trustees. 4) That the Councillors agree an informal agenda via email.
2425.13FC	<p><u>STAINLAND RECREATIONAL GROUND</u></p> <p>The Chair reported that the fence panel had been ordered in a white powder coated finish. Volunteers had agreed to install them.</p>
2425.14FC	<p><u>REMEMBRANCE DAY SERVICE 2024</u></p> <p>Members noted that the RBL Poppy Appeal Secretary had submitted the service details to Calderdale Council. The service would be held on the Sunday 10th November. Assemble at the memorial for 1.50pm for the 2pm Act of Remembrance service.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) Cllr Laura Peckover to review the refreshments with the Cricket Club. 2) Cllr Laura Peckover to draft and share the Facebook post with the Remembrance Day service details.
2425.15FC	<p><u>GRANT APPLICATION</u></p> <p>Members had received the grant application from the Allotments Association. The deadline for all grant applications was the 30th September. Members agreed to defer this application to the next meeting.</p>
2425.16FC	<p><u>CHRISTMAS LIGHTS, DECORATIONS AND TREES</u></p> <p>a) <u>Approval of costs to Calderdale Council towards the 12 decorations or the 9 columns</u></p> <p>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> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That the costs of £1,093.59 be approved as detailed above.

	<p>b) <u>Purchase and costs of additional Christmas Decorations within the Parish</u></p> <p>Members noted that the deadline for trees had not been communicated by CMBC in time and that costs for a tree to be supplied and installed by CMBC would be in excess of £1,000. Alternative options suggested putting battery lights on existing trees.</p>
2425.17FC	<p><u>RESTRICTION SIGNAGE</u></p> <p>Members considered correspondence from a member of the public requesting restriction signage on the public footpath connecting Gray Hall Close and Fall Spring Gardens, Stainland. It had been reported that the footpath was very narrow with a blind bend and was used regularly by pedestrians. For everyone's safety, a request was made for the installation of restriction signage at the entrances.</p> <p>RESOLVED:</p> <p>1) That Cllr Brown follows this matter up with the Calderdale Council.</p>
2425.18FC	<p><u>MEMBERS ITEMS FOR CONSIDERATION</u></p> <p>a) <u>Coffee Mornings / Warm Space – Cllr Alex Lyness Brown</u></p> <p>Cllr Brown had suggested utilising the Monday slots at The Old Library as a weekly coffee morning/ warm space throughout the winter months. Members noted that Cllr Brown had a food hygiene certificate.</p> <p><u>Communication – Cllr Mitchell</u></p> <p>Cllr Mitchell had raised an item on the current levels of SDPC Communications- Internal- External & how these can be improved. This item was deferred due to Cllr Mitchells absence at the meeting.</p> <p>RESOLVED:</p> <p>1) That the Monday mornings at the Old Library be used as a weekly coffee morning/warm space throughout the winter months.</p> <p>2) That the Parish Council submits a grant application of £1,000 to CFFC to fund the costs towards a warm hub. Cllr Brown to review the application and Cllr Peckover to submit on behalf of the Parish Council. Deadline date 03.10.24. The funding application to cover the costs of heating, tea/coffee and a warm lunch for approximately 20 weeks up to and including March 2025. Room hire should not be chargeable.</p> <p>3) That Cllrs Brown and Mullaney to be present and facilitate the Warm Space on Monday mornings.</p> <p>b) <u>Item raised by Cllr Laura Peckover:</u></p> <p>This item for free community events for children and young people run by SDPC was considered at minute item 2425.10FC.</p>
2425.19FC	<p><u>COUNCIL WEBSITE</u></p> <p>Members considered 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> <p>RESOLVED:</p> <p>1) That the Parish Clerk obtains quotations for the registration of a .gov domain for the website and associated emails.</p>

FINANCIAL MATTERSa) Review of banking signatories and changes to the bank mandate

Two councillors were required to authorise a payment set-up by the Clerk. Cllr Laura Peckover had commenced the bank mandate change form to remove herself and to add the new Clerk to the mandate to set-up payments and to access online banking.

b) Approval of payments

Payee	Description	NET	VAT	Total	Budget
Chiphosting	Microsoft 365 Basic Business License	£66.93	£8.99	£75.92	Admin
S&DCC	Allotments Association - committee meeting 24.09.24 (4.30-6)	£22.50	£0.00	£22.50	Room Hire Allotments
S&DCC	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	Admin
Tesco	Reimbursement to Clerk - Stationary	£7.25	£0.00	£7.25	Admin
SLCC	Membership Fee - Parish Clerk INV-MEM249967-2	£74.00	£0.00	£74.00	Subscrip
Redacted	Parish Clerk September Salary and homeworking allowance £26.00 p/m + travel mileage Aug+Sept	Redacted			Staff Wages
Hermeq UK	Fence panels - reimbursement to Cllr Fieldhouse	£178.07	£0.00	£178.07	Youth Projects
HMRC	PAYE to YTD	£313.65	£0.00	£313.65	NI / Tax
Dave Jordon	Inv dated 7.08.24 - Strimming, weeding etc	£280.00	£0.00	£280.00	Grounds & Maint
	Total	£999.89	£8.99	£1,008.88	

RESOLVED:

1) That the payments schedule (as above) be authorised for payment.

c) Outsourced Payroll Service

Members considered the quotations for an outsourced payroll service. The Clerk informed members that the HMRC Basic PAYE Tools software did not have the functionality to give a breakdown of salary costs and other expenses and the total had to be manually calculated and entered into the software. An outsourced function would provide a professional service to ensure that payroll was being administered correctly and a breakdown detailed on the payslip.

Quotation 1 was considered due to being the cheapest. For one employee without pension, cost is £7.50 per month, additional employees £4.00 and one employee with pension it is £8.00 per month, additional employees £5.00, exclusive of VAT. Billing is currently done six-monthly in arrears and would be pro-rata if you joined part way through a financial year.

RESOLVED:

2) That the quotation 1 from SALC payroll be approved as detailed above.

d) Payments to Smart Pension

The Clerk reported that no current and existing employees were paying contributions to the pension scheme however an active account with Smart Pension was being charged

	<p>at £26.00 per month via direct debit. Smart pension had been contacted and a form had been sent to request closure of the account. The Clerk informed members that should any employees need to be auto-enrolled into a pension scheme in future, the Council had the option to join any other pension provider.</p> <p>RESOLVED:</p> <p>3) That account with Smart Pension be closed and the Clerk completes and submits the relevant paperwork.</p> <p>e) <u>Clerks Mobile - Vodaphone Mobile Contract Review</u></p> <p>The Clerk reported that the monthly plan of £14.33 with Vodaphone expires in October. The account holder was a previous Clerk. It was agreed that other options be considered for renewal.</p> <p>RESOLVED:</p> <p>4) That the account with Vodaphone be closed and that the number and contract be transferred to another provider.</p>
2425.21FC	<p><u>CLERKS CORRESPONDENCE REPORT</u></p> <p>Members considered the Clerks correspondence report.</p> <p>RESOLVED:</p> <p>1) That the Clerks correspondence report be received and noted. 2) That Cllr Mark Mullaney be authorised to attend the South Pennine Branch meeting.</p>
2425.22FC	<p><u>ITEMS FOR DISCUSSION AT A FUTURE MEETING</u></p> <p>Members agreed the following items for the next meeting:</p> <ul style="list-style-type: none"> ○ Complaints Policy and Joint Working agreement with SDPC ○ Budget 2025/2026 ○ Co-option and recruitment of Councillors ○ Asset Register ○ Internal Auditor
2425.23FC	<p><u>DATE OF THE NEXT MEETING</u></p> <p>The date of the next meeting scheduled for Thursday 31st October at 6.30pm at the Old Stainland Library was noted.</p> <p>There being no further business, the Chair closed the meeting at 8.25pm.</p>

These draft minutes were approved as a true record of the meeting and signed by the Chair at the meeting held on:

**The copy signed by the Chair to include alterations [if any], recorded in long-hand of the changes agreed by the meeting with the changes signed and dated. Loose leaf pages to be initialled.*