



Dated: 24th October 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 31st October 2024 at 7.30pm in the Old Library**, South Parade, Stainland for the purpose of transacting the business in the attached agenda. Please note that the meeting shall commence at 7.30pm due to an event being held earlier at the same venue.

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 31st October 2024 at 7.30pm





A G E N D A

- 1. Chairmans Opening Remarks**
To receive the Chairmans opening remarks.
- 2. Apologies**
To receive and approve apologies and reasons for absence.
- 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.

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.
- 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.
- 5. Report from Calderdale District Councillors**
To receive reports from the Calderdale District Councillors representing the Stainland Ward.

Note: The Clerk has sent out the agenda inviting the District Councillors to attend the meeting.
- 6. Council Minutes**
To receive and approve the draft minutes of the Full Council meeting held on the 26th September 2024 as a true record of proceedings to be signed by the Chair (previously circulated):
- 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.
- 8. Planning Matters**
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. The Clerk advises that in the interests of saving time at the meeting, that the submission of comments is delegated to the Parish Clerk in consultation with Cllr Mark Mullaney.

Date & Planning Ref No	Site Location	Brief Description of Proposal	Date Comments Due
12.09.24 24/00931/192 Link: Single storey rear extension to existing detached property (Lawful Development Certificate)	4 Portman Close Stainland Elland Calderdale HX4 9EB	Single storey rear extension to existing detached property (Lawful Development Certificate)	Within 21 days

Date & Planning Ref No	Site Location	Brief Description of Proposal	Date Comments Due
13.09.2024 24/00764/191 Link: Use as a childrens home C3 (6) for not more than two children with non resident carers (Lawful Development Certificate) 	7 Shaw Close Holywell Green Elland Calderdale HX4 9DS	Use as a Childrens home C3(b) for not more than two children with non resident carers (Lawful Development Certificate)	Within 21 days
30.09.2024 24/20203/TPO Link: Fell one tree (Tree Preservation Order) 	2 - 3 Prospect Place Jagger Green Lane Holywell Green Elland Calderdale HX4 9DE	Fell one tree (Tree Preservation Order)	Within 21 days
17.10.2024 24/01068/HSE Link: Two storey side extension 	Turley Cote Cottage Turley Cote Lane Outlane Elland Calderdale HD3 3GF	Two storey side extension	Within 21 days
21.10.2024 24/00804/FUL Link: Raising roof of garage/outbuilding and conversion to annexe for use as holiday let (air bnb), two storey side extension to main house 	Nethersyde House Stainland Road Sowood Elland Calderdale HX4 9HT	Raising roof of garage/outbuilding and conversion to annexe for use as holiday let (air bnb), two storey side extension to main house	Within 21 days

9. Drury Lane Allotments

To receive and consider any ongoing matters in relation to the Drury Lane Allotments.

10. Remembrance Day Arrangements

To confirm the arrangements for Remembrance Sunday and for wreath laying and to agree a donation to the Royal British Legion towards the purchase of the wreath. The cost is a minimum donation of £20 in cash or cheque payable to RBL Poppy Appeal. The wreath has been arranged to be dropped off to the Chairman.

11. Seasonal Events

To receive an update from Cllr Peckover on seasonal events and to resolve any further actions:

- 23rd December 2024 – Christmas Crafting, tree baubles etc
- February 2025 Half-Term - Children's Reading Event
- Easter 2025 – Two Hour Drop-in Crafting Session

12. Christmas Trees within the Parish

To consider the arrangements for Christmas Trees within the Parish and resolve any further actions inclusive of costs and a request for volunteers.

13. Fall Spring Gardens

- To consider quotes for the removal of holly from the grave yard at Fall Spring Gardens.
- To consider the lighting at Fall Spring Gardens. Cllr Alex Lyness-Brown to report on this item.

14. Orchard Hedge Planting

To receive an update on the orchard hedge planting preparation and to resolve any further actions.

15. Grit Bins

To receive an update on the purchase of 4 replacement bins to be delivered to Calderdale Council. The costs are to be reimbursed by Calderdale DC. Members are requested to authorise the pro-forma invoice. The delivery will be made within 2-3 days on receipt of payment.

16. Holywell Inn Damaged Railings

To receive and consider quotations for the repair of the damaged railings at Holywell Inn.

17. Seasonal Plant Purchases

To authorise and agree costs for Cllr Lisa Fieldhouse to purchase plants for plant displays.

18. Stainland and District Charity Trustees

To receive any reports from the Parish Council Trustees appointed on the board and to receive the following updates matters and agree any further actions if required:

- Meeting held with SDCC Trustees and the members of the Parish Council
- Receipt of Financial information from Simon Bottomley
- Clarity if SDPC's obligations in the JCA have been met and identify any need for further funding support to SDCC in 2025-2026
- Identify key issues to present with trustees

19. Grant Application

To receive and consider grant applications enclosed with the agenda:

- a) Allotments Association
- b) Stainland Stags

20. Members Items for Consideration

a) To consider the item raised by members:

- Current levels of SDPC Communications-Internal- External & how these can be improved. Cllr Mitchell to report on this item
- Off road bikes/ bike baffles – Cllr Lyness Brown to report on this item
- Bowling Green School/safer streets – Cllr Lyness Brown to report on this item

21. Warm Hub

To receive an update on the grant application and to resolve any further actions relating to the Warm Hub.

22. Co-option & Recruitment of Councillors

To consider the recruitment of councillors. There are three vacancies on the Parish Council.

23. Suez Community Fund

To Discuss how best the council could approach utilising or supporting local groups to apply for funding from the Suez Community Fund. See link to website:

<https://grantscape.org.uk/fund/suez-communities-fund/>

24. Council Website

To receive quotations on the registration of a .gov domain (enclosed).

25. External Audit Financial Year Ending 31st March 2024 & Asset Register

- a) To note that the external audit certificate was published on the website and noticeboard and to note the matters raised by the external auditor, see link: [23-24-Notice-of-conclusion-and-external-audit.pdf](#)
- b) To consider the requirements for reporting the asset register at the 31st March each year and to develop an appropriate asset register policy. Clerk to report on this item.

26. Internal Audit 2025/2026

To consider the quotation from the Internal Auditor Rachel Pearson for the 2025/2026 audit season (enclosed).

27. Financial Matters

- a) To receive an update on the bank mandate changes and resolve any further actions.
- 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.
- c) To receive an update relating to the Smart Pension account closure.
- d) To receive an update on the Clerks mobile phone contract.
- e) To consider the budget requirements for 2025/2026 financial year.
- f) To receive the local government pay award for 2024/2025 and to agree the payment of back-pay for the previous Parish Clerk/RFO and the current Clerk/RFO. The pay award will be calculated by payroll.

28. Clerks Correspondence Report & Members Training

To receive and consider the Clerks Correspondence Report (enclosed) and to authorise any training costs for members to attend courses with the Yorkshire Local County Association.

29. Reports from Members

To receive reports from members appointed on outside bodies or attending any recent training or events.

- YLCA Branch Meeting
- Dementia Friendly Community Event
- CMBC Parish Liaison Meeting
- Updates from DLAA
- Monday Morning Councillor Sessions at the Library

30. Items for Discussion at a Future Meeting

To agree any additional agenda items for consideration and inclusion at a future meeting.

31. Date of the Next Meeting

To note the date of the next meeting scheduled for Thursday 28th November at 6.30pm at the Old Stainland Library.



To:	Members of the Parish Council
Meeting Date:	31 st October 2024
Subject:	Quotations for the Registration of a .Gov Domain
Officer:	Safia Kauser – Parish Clerk/RFO (Proper Officer)

Purpose of Report:

To consider and appoint a provider for the registration of a .gov domain for use as the new Parish Council website and emails.

Three companies were contacted.

- Company 1 – Current website provider
 - The company confirmed they could not assist with this as they were not a JISC registrar.
- Company 2 – Parish Council Websites (see quote below)
 - For domain only, we'd look to charge £10 + VAT to register the domain for a 3 year term providing you are eligible for the current government grant that is being offered. Please note that this grant will soon come to an end (maybe as early as the end of the year) so it is recommended you move quickly on this if it is something you want to do.

To break this down, the domain costs £30 + VAT per year and we have an initial registration cost of £20 + VAT. With those costs in mind we could register the domain for 3 years at a cost of £90 + VAT, plus our registration fee of £20 + VAT, totalling £110 + VAT. The government funding of £100 + VAT would be paid to us directly, leaving you with an invoice of £10 + VAT.

<http://www.stainlandanddistrictparishcouncil.gov.uk> would be an allowable option for the domain. I assume you will continue to keep the current website and host. Your current provider should be able to move the website to the new domain (we can help with the domain records/settings) and your email provider should be able to update the domain within the Microsoft 365 environment. If I can help further please let me know,

- Company 3 – Cloudnext
 - In regards to a .gov.uk domain name these are £50 + VAT per year, do you require emails or any other services?

You should also be eligible for a £100 + VAT discount from CDDO (Central Government Funding) for the initial payment.

Please do let me know if you have any other questions.



QUOTE

Stainland & District Parish Council

Date
23 Sep 2024

Expiry
31 Dec 2024

Quote Number
QU-0264

VAT Number
473440102

Account-ant (Yorkshire)
Limited
Attention: Rachel Pearson
8 Foster Park Grove
Denholme
BRADFORD
Bradford
Yorkshire
BD13 4BQ
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Internal Audit 24/25 Inflationary increase applied PLEASE NOTE WE ARE NOW VAT REGISTERED Estimated Work Time: 4 Hours	1.00	245.00	20%	245.00
			Subtotal	245.00
			TOTAL VAT 20%	49.00
			TOTAL GBP	294.00

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

October 2024

Type	Payee	Description	NET	VAT	Total	Budget
	Redacted	Parish Clerk October Salary and homeworking allowance £26.00 p/m	Redacted			Staff Wages & Staff Expenses
	Parish Clerk	£5.00 asda top-up PAYG sim card	£5.00	£0.00	£5.00	Administration
	PKF Littlejohns	External Audit Fee 31st March 2024	£315.00	£63.00	£378.00	Audit Charges
	ESE Direct	Pro-forma invoice - x4 Black & Gold Victoria Grit Bins (no hooper or lock)	£683.80	£136.76	£820.56	Winter Gritting
	Allotments Association	Refund from tenancy at plot 7a- see email for details	£40.00	£0.00	£40.00	
		Total	£1,043.80	£199.76	£1,243.56	



To:	Members of the Parish Council
Meeting Date:	31 st October 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
04.10.24	YLCA – Regional Training Day
04.10.24	SDPC Website
11.10.24	YLCA - South Pennine Branch 9 October 2024 Presentation Slides delivered by Helen Ellerton, Head of Transport Policy at West Yorkshire Combined Authority
17.10.24	AGENDA & PAPERS: Town and Parish Council Liaison Group 22/10/2024
24.10.24	NALC Advice Note - Local Government Services Pay Agreement: 1 April 2024 to 31 March 2025
24.10.24	Cllrs laying wreaths 10/11 2024
24.10.24	YLCA - Parkinson Partnership Training
24.10.24	YLCA - Cemetery and Memorial Management Webinar 7 November
24.10.24	2024 NAS Yorkshire Branch AGM to be held on 9th November in Leeds