

Minutes of A Meeting of Stainland & District Parish Council Held on Thursday 31ST October 2024 at 7.30pm In The Old Library, Stainland









Councillors Present: Lisa Fieldhouse [Chair]; Joan Bottomley, Mark Mullany David Mitchell

Absent Councillors: Alex Lyness Brown, Laura Peckover

Also in Attendance: Safia Kauser - Parish Clerk/RFO
Ruth Redfern & x1 representative - Allotments Association
X2 representatives Friends of Shaw Park

2425.24FC	<p><u>CHAIRMANS OPENING REMARKS</u></p> <p>The Chair welcomed everyone present to the meeting and informed the meeting of the Councils expectation for the audio recording of the meeting.</p>
2425.25FC	<p><u>APOLOGIES</u></p> <p>RESOLVED:</p> <p>1) That the apologies and reasons for absence from Councillors Alex Lyness Brown and Laura Peckover be approved.</p>
2425.26FC	<p><u>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</u></p> <p>No declarations of disclosable, pecuniary or other interests were declared.</p>
2425.27FC	<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"> o Friends of Shaw Park – The treasurer of the group made representation to council members. Thanks were expressed to the Parish Council for the grant received towards the cabin which was now in place. A community open day was held on Saturday which went extremely well. The next stage for the group was to ensure that management and maintenance plans were in place to manage the park going forward. A consultation would be held with the public, Calderdale Council, the Parish Council and volunteers. Three immediate issues were identified and support was requested from the Parish Council. <ul style="list-style-type: none"> - Issue 1 – Paths in the park were slippery and users were having accidents ie falls due to the green algae. One of the paths had been power washed and it was suggested if grit could be used on the paths to make them less slippery. - Issue 2 - The path at the top of the Shaw Lane entrance was muddy and had been covered with bark but this soon becomes muddy. A request was made for a permanent solution to substitute the bark. - Issue 3 – There was a lot of history with the park with the folies there which could not be seen and should be a feature of the park. A request was made for this to be cleared from the fenced area which may require a risk assessment and survey to be carried out. <p>In response to this, the Chair confirmed that the Parish Council would consider providing support and this would be considered when setting the budget for next year. Councillor Mitchell stated that there was a registered charity for the Shaw Park by Calderdale Council. It was suggested that contact be made with Calderdale Council to confirm the status and if this could be transferred over to the Friends of Shaw Park.</p>
2425.28FC	<p><u>REPORT FROM CALDERDALE DISTRICT COUNCILLORS</u></p> <p>It was noted that the agenda had been circulated to the District Councillors who were not in attendance and no apologies had been received.</p>

2425.29FC	<p><u>COUNCIL MINUTES</u></p> <p>RESOLVED:</p> <p>1) That the draft minutes of the Parish Council meeting held on the 26th September 2024 be approved as a true record and be signed by the Chair.</p>																								
2425.30FC	<p><u>EXCLUSION OF THE PRESS AND PUBLIC</u></p> <p>No items were agreed to be considered under the exclusion of the press and public.</p>																								
2425.31FC	<p><u>PLANNING MATTERS</u></p> <p>Members considered delegating the comments of the planning applications to the Clerk in consultation with council members.</p> <table border="1" data-bbox="319 651 1465 1848"> <thead> <tr> <th data-bbox="319 651 644 712">Date & Planning Ref No</th> <th data-bbox="644 651 954 712">Site Location</th> <th data-bbox="954 651 1240 712">Brief Description of Proposal</th> <th data-bbox="1240 651 1465 712">Date Comments Due</th> </tr> </thead> <tbody> <tr> <td data-bbox="319 712 644 965">12.09.24 24/00931/192 Link: Single storey rear extension to existing detached property (Lawful Development Certificate)</td> <td data-bbox="644 712 954 965">4 Portman Close Stainland Elland Calderdale HX4 9EB</td> <td data-bbox="954 712 1240 965">Single storey rear extension to existing detached property (Lawful Development Certificate)</td> <td data-bbox="1240 712 1465 965">Within 21 days</td> </tr> <tr> <td data-bbox="319 965 644 1249">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) </td> <td data-bbox="644 965 954 1249">7 Shaw Close Holywell Green Elland Calderdale HX4 9DS</td> <td data-bbox="954 965 1240 1249">Use as a Childrens home C3(b) for not more than two children with non resident carers (Lawful Development Certificate)</td> <td data-bbox="1240 965 1465 1249">Within 21 days</td> </tr> <tr> <td data-bbox="319 1249 644 1413">30.09.2024 24/20203/TPO Link: Fell one tree (Tree Preservation Order) </td> <td data-bbox="644 1249 954 1413">2 - 3 Prospect Place Jagger Green Lane Holywell Green Elland Calderdale HX4 9DE</td> <td data-bbox="954 1249 1240 1413">Fell one tree (Tree Preservation Order)</td> <td data-bbox="1240 1249 1465 1413">Within 21 days</td> </tr> <tr> <td data-bbox="319 1413 644 1570">17.10.2024 24/01068/HSE Link: Two storey side extension</td> <td data-bbox="644 1413 954 1570">Turley Cote Cottage Turley Cote Lane Outlane Elland Calderdale HD3 3GF</td> <td data-bbox="954 1413 1240 1570">Two storey side extension</td> <td data-bbox="1240 1413 1465 1570">Within 21 days</td> </tr> <tr> <td data-bbox="319 1570 644 1848">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</td> <td data-bbox="644 1570 954 1848">Nethersyde House Stainland Road Sowood Elland Calderdale HX4 9HT</td> <td data-bbox="954 1570 1240 1848">Raising roof of garage/outbuilding and conversion to annexe for use as holiday let (air bnb), two storey side extension to main house</td> <td data-bbox="1240 1570 1465 1848">Within 21 days</td> </tr> </tbody> </table> <p>RESOLVED:</p> <p>1) That the Parish Clerk be delegated responsibility to submit comments on the Planning Portal on behalf of the Council in consultation with Council Members. Cllr Mark Mullaney to assist the Clerk with the suggested response for submission.</p>	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	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
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2425.32FC	<p><u>DRURY LANE ALLOTMENTS</u></p> <p>Representatives from the Drury Lane Allotments Society addressed members:</p> <ul style="list-style-type: none"> ○ A consultation meeting was held with the Allotment Holders. 50% had attended. Positive comments had been received relating to the management of the Allotments by the Association. ○ Joint collective seed purchasing was going well. ○ Working groups had been set-up for paths and fruit bushes. ○ Tree works – Six contractors had originally been contacted for tree felling and pruning. The concerns raised by the Parish Council had been considered and a contractor with a stump grinder to take the trees out had been approached who had suggested this approach is taken before felling the trees. The contractor would take the trees away and chippings depending on what needed to be retained and removed. This approach had increased the fees for the tree works. New trees would be planted. Clarity was requested if the existing grant application could be amended or submitted retrospectively. The original amount requested was £1,475, the amended amount was £2,200. Members agreed to consider this as part of the application (see minute item 2425.42FC). <p>Members noted this update.</p>
2425.33FC	<p><u>REMEMBRANCE DAY ARRANGEMENTS</u></p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That a donation of £30.00 be made to the Royal British Legion towards the purchase of the wreath. 2) That Cllr Laura Peckover lays the wreath on behalf of the Parish Council. 3) That Cllr Lisa Fieldhouse displays laminated posters for the Remembrance Day around the Parish to promote the event.
2425.34FC	<p><u>SEASONAL EVENTS</u></p> <p>This item was deferred to the absence of Cllr Laura Peckover.</p>
2425.35FC	<p><u>CHRISTMAS TREES WITHIN THE PARISH</u></p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That expenditure of up to £300.00 be authorised for the purchase of a Christmas Tree at Holywell Green to be purchased from Tommy Topsoil. 2) That the Parish Council promotes and authorises local businesses to use battery operated lights to decorate the tree. Cllr Lisa Fieldhouse to organise. Parish Council to purchase the batteries.
2425.36FC	<p><u>FALL SPRING GARDENS</u></p> <ol style="list-style-type: none"> a) To consider quotes for the removal of holly from the graveyard at Fall Spring Gardens. <p>The Chair reported that two quotations had been obtained. The community payback team will soon have use of a chipper and have agreed to do this work whilst working on the site.No further action was required on this agenda item.</p> b) To consider the lighting at Fall Spring Gardens. Cllr Alex Lyness-Brown to report on this item. <p>This item was deferred due to the absence of Cllr Lyness-Brown.</p>

2425.37FC	<p><u>ORCHARD HEDGE PLANTING</u></p> <p>The Chair reported that an email had been received from Andy Brown from Together Housing to confirm that the last lot of hedging would be purchased them. The aim was to plant up during tree week between 23/11/2024 to 01/12/2024. The idea was for school children to be involved and the Scouts.</p>
2425.38FC	<p><u>GRIT BINS</u></p> <p>Members received an update on the purchase of four replacement bins to be delivered to Calderdale Council. The costs were to be reimbursed by Calderdale District Council. Members were requested to authorise the pro-forma invoice. The delivery would be made within 2-3 days on receipt of payment.</p> <p>RESOLVED:</p> <p>1) That the Parish Council purchases x4 grit bins at a cost of £683.80 (£170.95 per bin) and that the costs be recovered from Calderdale Council.</p>
2425.39FC	<p><u>HOLYWELL INN DAMAGED RAILINGS</u></p> <p>The Chair reported that she had got in touch with the manufacturing company. Two quotations had been requested which would include a straight repair or a super strong set of railings.</p>
2425.40FC	<p><u>SEASONAL PLANT PURCHASES</u></p> <p>The Chair informed members that she had taken out the summer plants and would buy discounted plants for the winter.</p> <p>RESOLVED:</p> <p>1) That Cllr Lisa Fieldhouse be authorised to purchase the winter plants subject to the costs within budget.</p>
2425.41FC	<p><u>STAINLAND AND DISTRICT CHARITY TRUSTEES</u></p> <p>No trustee update was received due to no meetings being held. It was noted that the financial information had been received.A meeting with SDCC trustees is being arranged. Payments for room hire would be made within 5 working days.</p>
2425.42FC	<p><u>GRANT APPLICATIONS</u></p> <p>a) Allotments Association Members considered the grant application and the representation made by the Association. The original amount requested was £1,475, the amended amount was £2,200.</p> <p>RESOLVED:</p> <p>1) That the Allotments Association be awarded the grant of £2,200 as per grant application and to include the additional cost of the tree works.</p> <p>b) Stainland Stags</p> <p>Members considered the grant application circulated with the agenda. The application of £490 was to contribute towards the painting of the changing rooms which required special paint.</p>

	<p>RESOLVED:</p> <p>2) That the Stainland Stags be awarded the grant of £490.00 as per requirements of the grant application.</p>
2425.43FC	<p><u>MEMBERS ITEMS FOR CONSIDERATION</u></p> <p>Members considered the item raised by Cllr Mitchell relating to the current levels of SDPC communications internal and external and how these could be improved.</p> <p>External communications – it was requested if responses could be worded politely. Internal communications – The Clerk offered to assist with the website review, writing the website brief and procuring for a new website as the current one was not easily accessible for documentation or designed for public notices.</p>
2425.44FC	<p><u>WARM HUB</u></p> <p>It was reported that the grant application towards the warm hub had not been submitted.</p>
2425.45FC	<p><u>CO-OPTION & RECRUITMENT OF COUNCILLORS</u></p> <p>RESOLVED:</p> <p>1) Parish Clerk to re-advertise the vacancies and to publish these on the website and social media. Posters to be displayed in the village noticeboard.</p>
2425.46FC	<p><u>SUEZ COMMUNITY FUND</u></p> <p>Members discussed approaches for 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/</p> <p>The group would submit the application however this would require a third-party contributor for example the Parish Council.</p> <p>RESOLVED:</p> <p>1) That the Parish Council considers their role as a third party contributor for potential grant applications.</p> <p>2) That the Parish Clerk advertises the funding opportunity on the Councils Facebook page.</p>
2425.47FC	<p><u>COUNCIL WEBSITE</u></p> <p>Members considered the three quotations circulated with the agenda pack and discussed the benefits of the .gov domain requirements. It was suggested that a shorter domain be considered and that the council retains the existing domain. The Clerk confirmed that the old website domain and emails would be re-directed to the new domain and email addresses. Members agreed the quotation for company 2.</p> <p><u>Quote – Company 2</u> 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</p>

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.

RESOLVED:

- 1) That the quotation for company 2 be accepted and that the Parish Clerk requests a shorter domain.

2425.48FC

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](#)

Members noted the above information.

- 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.

The Clerk reported on this item and advised members that the asset register values would need to be reported within the AGAR year end accounting statements and as a prior year figure. This would require a review of the asset register and a physical check to confirm that the asset existed. Members noted this update and the Chair offered to assist with the review of assets.

2425.49FC

INTERNAL AUDIT 2025/2026

RESOLVED:

- 1) That Rachel Pearson be re-appointed as the internal auditor for the 2024/2025 financial year at a cost of £245 + VAT.

2425.50FC

FINANCIAL MATTERS

- a) To receive an update on the bank mandate changes and resolve any further actions.

It was reported that the Clerk had been sent a link for the bank mandate change but this included the incorrect phone number and a new link had to be sent by the former Clerk. The Chair reported that she had the authority to set up the payments as well as the former Clerk and current Cllr Laura Peckover.

- 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.

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	Allotments Association
Stainland & District Community Charity	Allotment Tenants Meeting 29.10.24 - 4.30-6.00pm	£22.50	£0.00	£22.50	Room Hire Allotments
Golocal	Full page advert	£120.00	£24.00	£144.00	Events & Communications
	Total	£1,186.30	£223.76	£1,410.06	

RESOLVED:

- 1) That the payments schedule (as above) be authorised for payment.
- c) Smart Pension account closure – Members noted that the account had been requested to be closed but no confirmation has been received to date. Cllr Fieldhouse agreed to check the bank statement to confirm if the monthly amount had been deducted.
- d) Clerks mobile phone contract – The Clerk reported that there were issues with Vodaphone and the contract being on a previous Clerks name which had prevented closure of the account. A new Asda pay as you go sim card had been purchased and contract terminated with Vodaphone due to the transfer of the PAC code.
- e) To consider the budget requirements for 2025/2026 financial year.

RESOLVED:

- 2) That the Clerk/RFO collates a base budget for consideration at the November meeting.
- 3) That Cllr Fieldhouse puts out a Social Media post on the budget for public consultation.
- 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.

RESOLVED:

- 4) That the pay award be processed and calculated by payroll for current and former employees.

2425.51FC

CLERKS CORRESPONDENCE REPORT & MEMBERS TRAINING

Members received and noted the Clerks correspondence report. The Chair reported that she had attended the Cemetery Training.

2425.52FC

REPORTS FROM MEMBERS

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

	<ul style="list-style-type: none"> • YLCA Branch Meeting - Cllr Mark Mullany reported that he had attended the meeting which was useful however there was nothing of significance to report. The branch meetings would be reduced due to low attendance. • Dementia Friendly Community Event – Cllr Mark Mullany had attended the event which took place in Brighouse. The handouts had been forwarded. There was a pledge to sign and for a community action plan. The group would provide the speaker and raise awareness. • CMBC Parish Liaison Meeting – Cllr Fieldhouse had attended the meeting online. There was nothing of significance to report. Ripponden Parish Council has seen an increase in fly tipping. • Updates from DLAA – this was covered during the earlier part of the meeting. • Monday Morning Councillor Sessions at the Library – Cllr Mark Mullany had attended the last session.
2425.53FC	<p><u>ITEMS FOR DISCUSSION AT A FUTURE MEETING</u></p> <p>No items were raised.</p>
2425.54FC	<p><u>DATE OF THE NEXT MEETING</u></p> <p>The date, time and venue of the next scheduled meeting for Thursday 28th November at 6.30pm at the Old Stainland Library was noted.</p> <p>There being no further business, the Chair closed the meeting at 9.26pm.</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.*