

**Minutes of A Meeting of Stainland & District Parish
Council Held on Thursday 28th November 2024 at 6.30pm
In The Old Library, Stainland**



**STAINLAND
& DISTRICT**
PARISH COUNCIL

Councillors Present: Lisa Fieldhouse [Chair], Alex Lyness Brown, Mark Mullany
Absent Councillors: Joan Bottomley, Laura Peckover, David Mitchell

Also in Attendance: Safia Kauser - Parish Clerk/RFO;
Ruth Redfern - Allotments Association [to 6.42pm]

2425.55 FC	<u>CHAIRMANS OPENING REMARKS</u>		
	The Chair welcomed everyone present to the meeting.		
2425.56 FC	<u>APOLOGIES</u>		
	RESOLVED:		
	1) That the apologies and reasons for absence from Cllr Laura Peckover due to illness be approved.		
	2) That the apologies received from Cllrs Joan Bottomley and David Mitchell be noted.		
2425.57 FC	<u>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</u>		
	No declarations of disclosable, pecuniary or other interests were declared.		
2425.58 FC	<u>PUBLIC PARTICIPATION</u>		
	The member of the public present did not raise anything during the public participation session.		
2425.59 FC	<u>REPORT FROM CALDERDALE DISTRICT COUNCILLORS</u>		
	No apologies or reports were received from the District Councillors.		
2425.60 FC	<u>COUNCIL MINUTES</u>		
	RESOLVED:		
	1) That the draft minutes of the Parish Council meeting held on the 31 st October 2024 be approved as a true record and be signed by the Chair.		
2425.61 FC	<u>PLANNING MATTERS</u>		
	Members considered the planning application, detailed below that were itemised on the agenda. An additional application was tabled at the meeting.		
	Date & Planning Ref No	Site Location	Brief Description of Proposal
	06.11.2024 24/01138/FUL Link: 24/01138/FUL Conversion and change of use of existing domestic outbuilding to chiropody clinic 1 Laurel Terrace Stainland Elland Calderdale HX4 9HD	1 Laurel Terrace Stainland Elland Calderdale HX4 9HD	Conversion and change of use of existing domestic outbuilding to chiropody clinic
			Date Comments Due Within 21 days

28.10.2024 24/00915/LBC Link: 24/00915/LBC Barn conversion to form one dwelling Old Lee Farm Swan Lane Outlane Elland Calderdale HD3 3YH	Old Lee Farm Swan Lane Outlane Elland Calderdale HD3 3YH	Barn conversion to form one dwelling	Within 21 days
18.11.2024 24/00914/FUL Link: 24/00914/FUL Barn conversion to form one dwelling Old Lee Farm Swan Lane Outlane Elland Calderdale HD3 3YH	Old Lee Farm Swan Lane Outlane Elland Calderdale HD3 3YH	Barn conversion to form one dwelling	Within 21 days
29.10.2024 24/20220/TPO Link: 24/20220/TPO Prune one tree (Tree Preservation Order) Ingroyd Stainland Road Elland Calderdale	Ingroyd Stainland Road Elland Calderdale	Prune one tree (Tree Preservation Order)	Within 21 days
30.10.2024 24/01089/HSE Link: 24/01089/HSE Proposed dormer extension to rear of existing property 4 Airbourne Way Green Lane Sowood Elland Calderdale HX4 9FA	4 Airbourne Way Green Lane Sowood Elland Calderdale HX4 9FA	4 Airbourne Way Green Lane Sowood Elland Calderdale HX4 9FA	Within 21 days

Planning applications tabled at the meeting

- Conversion of dwelling into one duplex two bed apartment and a single studio apartment with separate access.
8 Upper Bank House Beestonley Lane Stainland Elland Calderdale HX4 9PT
Ref. No: 24/01150/FUL
- Change of use from public house to three residential units
Duke of York Inn, Stainland Road, Stainland
Ref. No: 24/01197/FUL

RESOLVED:

- 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.

2425.62
FC

DRURY LANE ALLOTMENTS

A Representative from the Drury Lane Allotments Society provided an update:

- Two tree surgeons had been short-listed for the work. Additional information had been requested.

	<ul style="list-style-type: none"> ○ A meeting was due to be convened with the Allotment holders to inform them about the removal of the clippings. ○ Members were invited to take part in an allotments inspection. <p>Members noted the update and the representative left the meeting.</p>
2425.63 FC	<p><u>SEASONAL EVENTS</u></p> <p>This item was deferred due to the absence of Cllr Peckover.</p>
2425.64 FC	<p><u>CHRISTMAS TREES WITHIN THE PARISH</u></p> <p>The Chair reported that the Clerk had ordered the Christmas Tree from Tommy Topsoil and that this had been delivered. This was due to be installed on the weekend. It was commented that there may be a problem with the battery operated lights and the decorative Christmas Lights.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That additional battery operated lights be purchased if required. Cllr Lisa Fieldhouse to action.
2425.65 FC	<p><u>FALL SPRING GARDENS</u></p> <p>Cllr Lyness-Brown reported on this item and the issues with the inadequate lighting in this area.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That Cllr Lyness-Brown contacts Calderdale Council and requests additional lighting for this area. 2) That the Parish Council would consider paying any additional costs towards the extra lighting subject to any communications with Calderdale District Council.
2425.66 FC	<p><u>ORCHARD HEDGE PLANTING</u></p> <p>The Chair reported that children from Bowling Green and two representatives from Together Housing had taken part in the planting. A request was made for the purchase of fruit trees.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That the Parish Council purchases additional fruit trees at a maximum cost of £50.00 per tree. Cllr Lisa Fieldhouse to action.
2425.67 FC	<p><u>HOLYWELL INN DAMAGED RAILINGS</u></p> <p>Members noted that no response had been received to the calls and emails to the manufacturer of the railings.</p>
2425.68 FC	<p><u>STAINLAND AND DISTRICT CHARITY TRUSTEES</u></p> <p>The Chair reported that a meeting took place with the Trustees on the 27th November 2024. The Chair, along with Cllr Peckover represented the Parish Council. The following was agreed:</p> <ul style="list-style-type: none"> ○ The Parish Council can have free use up to 5 hours at the Old Library. This is not restricted to the use for the Clerk. ○ The Council are authorised to hold a soup kitchen at the Old Library. ○ A request to reintroduce books into the building would be considered if acceptable storage could be agreed ○ The obligations of SDPC in the agreement with the trustees and Calderdale DC will be checked by the charities' treasurer. ○ Suggestions on Parish council funded use of the building were put forward for example, children's music sessions, event nights etc. The PC will work with the trustees to determine what would be practical and acceptable.

	<ul style="list-style-type: none"> ○ The booking system would need to be used for hire. No further discounts or free use would be granted to the Parish Council. ○ The current Joint Collaboration agreement was not fit for purpose as the Charity was an independent charitable body. <p>Members agreed to consider the outcomes of the meeting prior to taking any further action.</p>
<p>2425.69 FC</p>	<p><u>MEMBERS ITEMS FOR CONSIDERATION</u></p> <p><u>Off road bikes/ bike baffles</u></p> <p>Cllr Lyness-Brown reported that he had raised issues with the bike baffles and snickets at Fall Spring Gardens with Highways at Calderdale Council and nothing had been received to date.</p> <p><u>Bowling Green School/safer streets</u></p> <p>No updates were reported on this item. It was noted that this matter was with the West Yorkshire Combined Authority.</p> <p><u>Top Path in Shaw Park</u></p> <p>The Chair reported that she had spoken to the Parks department at Calderdale Council who had carried out a quick estimate for a tarmac path which was in the region of £10,000. The park group did not want the tarmac and would like to explore other options. The Chair had informally requested a shared agreement between Calderdale DC and the Parish Council for the shaw park improvements if this would help to get the work done and using materials appropriate for the historic setting of the park.</p> <p><u>Goal Backs at Stainland Memorial Park</u></p> <p>The Chair reported that the goal backs had been installed for three weeks and but had since been vandalised and had to be removed. It was agreed to wait until the summer to review what other action could be taken.</p> <p><u>Community Payback Team</u></p> <p>The community payback team had started work at the graveyard and Fall Spring. The petrol and petrol cans had been purchased and reimbursed by the Church.</p>
<p>2425.70 FC</p>	<p><u>WARM HUB</u></p> <p>Cllr Lyness-Brown reported on the warm hub being offered on the Monday morning sessions at the Old Library. Fourtem Solutions had offered to provide the free teas and coffees.</p> <p>Approximately £20.00 had been incurred by the Council towards this event. Soup was available for up to 10 people and additional soup could be made. Rolls would be made available. Shaw Park had agreed to bring their displays. The warm hub would need to be frequently publicised on social media.</p> <p>RESOLVED:</p> <p>1) That Cllr Alex-Lyness Brown be provided access to the councils social media page and that the access be reviewed at the next council meeting. Clerk to action.</p>
<p>2425.71 FC</p>	<p><u>FINANCIAL MATTERS</u></p> <p><u>Item A - Bank Mandate</u></p> <p>The Clerk reported that she had not been added to the mandate due to the issue of the mobile number that had been entered incorrectly on the initial application. The Chair had assisted in resolving this issue and the application was now complete by the Clerk and was subject to authorisation by two signatories and the bank.</p>

Item B - Payments Schedule

Payee	Description	NET	VAT	Total	Budget
Lisa Fieldhouse	Plants reimbursement - Purchase BnM + B&Q	£57.50	£0.00	£57.50	Floral Displays
Lisa Fieldhouse	Reimbursement - RBL - Purchase of wreath	£30.00	£0.00	£30.00	Promotional + Publicity
Lisa Fieldhouse	Reimbursement - Community Payback - x2 petrol cans + fuel (to be reimbursed by the Church)	£26.09	£0.00	£26.09	Tools + Consumables
S&DCC	Inv 68 - Allotments room hire 07.01.25	£22.50	£0.00	£22.50	RH Allotments
S&DCC	Inv 67 - SDPC hire 26.11.24 - Events	£22.50	£0.00	£22.50	RH Allotments
S&DCC	Inv 56 - SDCPC hire 09.10.24 Cllr Mitchell	£30.00	£0.00	£30.00	RH Council
S&DCC	Inv 53/58 - Allotments room hire 20.10.24 (inv 58 duplicate)	£22.50	£0.00	£22.50	RH Allotments
YLCA	Cemetery + memorial management webinar - Cllr Fieldhouse	£35.10	£0.00	£35.10	Training + Development
Tommy Topsoil	14-15ft Nordmann Christmas Tree @ £210 discount applied inc delivery	£165.83	£33.17	£199.00	Christmas Tree
Stainland Stags	Grant award (approved Oct FC meeting)	£490.00	£0.00	£490.00	Grants / S137
Drury Lane Allotments	Grant award (approved Oct FC meeting)	£2,200.00	£0.00	£2,200.00	Grants / S137
Redacted	Parish Clerk November Salary; homeworking allowance £26.00 p/m; October travel expenses	Redacted	£0.00	£0.00	Staff Wages & Staff Expenses
Dave Jordan	Strimming + weeding; various sites in Stainland + Holywell Green - Paid 21.11.24	£280.00	£0.00	£280.00	Grounds + Maint
	Total	£3,382.02	£33.17	£3,415.19	
Income					
Calderdale DC	Rec'd 26.11.24 - reimbursement for Grit Bins	£683.80	£0.00	£683.80	Misc Income

Members discussed the payments for room hire which required payment within 5 days. It was noted that bookings were in place to the end of December and additional bookings for the council meetings needed to be booked in until the end of the Financial year.

RESOLVED:

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

Item C - Budget Monitoring Report

Members received the latest budget monitoring report. The RFO informed members that the budget lines and cost centres had to be reviewed and changes made to ensure that income and expenditure was accurately reflected on the accounts.

RESOLVED:

- 2) That the changes made to the budget lines and cost centres by the RFO following a budget review with the Chair be formally accepted and approved.

	<p><u>Item D - Budget 2025/2026</u></p> <p>The RFO informed members that the data for the council tax base had not been received from Calderdale Council. A chaser email had been sent.</p> <p>RESOLVED:</p> <p>3) That the RFO prepares the draft budget for consideration at the January meeting. A public consultation to be carried out. Chair to action.</p>
2425.72 FC	<p><u>CLERKS CORRESPONDENCE REPORT & MEMBERS TRAINING</u></p> <p>RESOLVED:</p> <p>1) That the correspondence circulated since the last meeting and training programme be received and noted.</p>
2425.73 FC	<p><u>REPORTS FROM MEMBERS</u></p> <p>The Chair reported that she had attended the Cemetery management webinar and the slides had been circulated to members.</p>
2425.74 FC	<p><u>ITEMS FOR DISCUSSION AT A FUTURE MEETING</u></p> <p>No new agenda items were raised by members. Items for the January meeting were noted:</p> <ul style="list-style-type: none"> • Corporate Risk Assessment • Review of the effectiveness of internal controls
2425.75 FC	<p><u>DATE OF THE NEXT MEETING</u></p> <p>RESOLVED:</p> <p>1) That the scheduled meeting for December be cancelled. To be confirmed by the Chair.</p> <p>The Chair closed the meeting at 8.05pm.</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.*