



Dated: 21st February 2025

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 27th February 2025 at 6.30pm in the Old Library**, Westgate, Stainland for the purpose of transacting the business in the attached agenda.

Signed: *L Peckover*

Mrs L Peckover– Councillor /Interim 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 27th February 2025 at 6.30pm

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 30 th January 2025 as a true record of proceedings to be signed by the Chair (previously circulated):																				
7. Planning Matters a) To note the comments made to planning applications since the last meeting. <table border="1"><thead><tr><th>Date & Planning Ref No</th><th>Site Location</th><th>Brief Description of Proposal</th><th>Comments</th></tr></thead><tbody><tr><td>Ref. No: 25/00010/HSE</td><td>82 Station Road Holywell Green Elland Calderdale HX4 9AW</td><td>82 Station Road Holywell Green Elland Calderdale HX4 9AW</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table> 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. The Clerk advises that the submission of comments may be delegated to the Parish Clerk in consultation with Cllr Mark Mullaney. <table border="1"><thead><tr><th>Date & Planning Ref No</th><th>Site Location</th><th>Brief Description of Proposal</th><th>Date Comments Due</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	Date & Planning Ref No	Site Location	Brief Description of Proposal	Comments	Ref. No: 25/00010/HSE	82 Station Road Holywell Green Elland Calderdale HX4 9AW	82 Station Road Holywell Green Elland Calderdale HX4 9AW						Date & Planning Ref No	Site Location	Brief Description of Proposal	Date Comments Due				
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Ref. No: 25/00093/HSE	14 Elm Street Stainland Elland Calderdale HX4 9EU	14 Elm Street Stainland Elland Calderdale HX4 9EU	
Ref. No: 24/01294/FUL	Stainland Library Westgate Stainland Road Elland Calderdale HX4 9HF	Stainland Library Westgate Stainland Road Elland Calderdale HX4 9HF	

c) To consider and adopt the Planning Comments Policy (enclosed)

8. Drury Lane Allotments

- a) To receive and consider any ongoing matters in relation to the Drury Lane Allotments.
- b) To receive updates on water charges, changes to handbook, improved approach to recording inspections
- c) Issue of 2025 tenancy agreements and arrangements of receiving cash payments for rent. To note the 6 months notice period for rent increases.
- d) To agree or otherwise creating a new budget line to ensure any excess funds after costs are reinvested into the site.
- e) To receive an update on administration of the Allotment Fees for the 2025/2026 financial year.

9. Seasonal Events

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

- a) February 2025 Half-Term - Children's Reading Event
- b) Easter 2025 – Two Hour Drop-in Crafting Session

10. Holywell Inn Damaged Railings

To receive an update on the insurance claim following the damage to the railings.

11. Parish Council Plans for the Cemetery Projects

To review the United Reformed Church Cemetery projects and future plans and to resolve any further actions.

12. SDPC funded sessions

- a) To receive an update on the Warm Hub Sessions.
- b) To arrange cover for Monday sessions by Parish Councillors
- c) To discuss future open-door sessions for residents hosted by SDPC.
- d) To receive an update on investigations into providing arts and music workshops.

13. Grit Management

- a) To receive an update on the marking of Parish Council grit bins
- b) To consider/adopt a Grit Bin Policy.

14. SDCC

a) To request a quarterly meeting/report from SDCC commencing April 2025, the first meeting to include all bank statements from opening to date and all accounts to be presented in an open and transparent manner.

15. Council .GOV Domain Update

To receive an update on the registration of the .gov domain and the changes required to update the website and email address.

16. Council Policies

a) To consider a new policy and budget to support local groups to use the community centres at Sowood and Stainland.

17. Communications and Publicity

- a) To receive an update on recent communications on Facebook and Go Local and to review the communication strategy if required and resolve any further actions.
- b) To receive an update on the draft vision document.
- c) To discuss costings for future consultations for posting documents to every household.
- d) Look at the consultation replies created 20th December 2024

18. Council Insurance

To receive an update on the renewal of the council insurance.

19. Staffing Update

a) To receive an update on recruitment process for new clerk & RFO.

20. Financial Matters

- a) To receive and approve the bank reconciliation reports for February 2025(enclosed).
- b) To receive and approve the schedule of payments made under the Clerks delegated authority and as tabled or presented at the meeting that require signing in accordance with the Financial Regulations.
- c) To receive an update on the precept for the 2025/2026 financial year.
- d) To receive an update on the end of year audit arrangements.
- e) To review current banking arrangements and signatories

21. Clerks Correspondence Report & Members Training

To receive and consider the Clerks Correspondence Report.

22. Reports from Members

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

- a) Cllr Lyness-Brown update on WYCA Transport engagement meeting
- b) Cllr Fieldhouse to present an update on the darts session at TOL to be sponsored by SDPC. To discuss arrangements to publicise of the events.
- c) To receive an update on the wool stoops. Correspondence from the owner and planning application on the site in Stainland conservation area they were removed from. Cllr Mullany.
- d) To receive an update on street lighting at Fall Springs Gardens
- e) To receive an update on proposed path improvements in Shaw Park.
- f) Feedback on SDPC Website from members of the public
- g) SDCC Correspondence
- h) Proposal of public benches on Turley Cote Lane

23. Annual Parish Meeting

To note the date for the annual parish meeting of 22nd May 2025. This is a meeting of the electors that must be held on a date between 1st March and 1st June inclusive in accordance with the requirements of the Local Government Act 1972.

24. Items for Discussion at a Future Meeting

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

25. Date of the Next Meeting

To note the date of the next meeting scheduled for Thursday 28th March 2025 at 6.30pm at the Old Stainland Library.