

Dated: 12th August 2025

FINAL

MINUTES OF STAINLAND AND DISTRICT PARISH COUNCIL

Full Council Meeting: Thursday 31st July 2025 at 6.30pm

Minutes taken by Mark Mullany – Councillor

Signed: L. Fieldhouse – resolved to accept in meeting on 28th August 2025

Councillors in attendance – Cllr Lisa Fieldhouse (LF- Chair), Cllr Mark Mullany (MM -Vice Chair), Cllr Joan Bottomley (JB), Cllr Alex Lyness-Brown (AL-B) Cllr Laura Peckover, Cllr David Mitchell (DM)

Also in attendance: 4 members of the public including one representative of Drury Lane Allotments Association.

2526.60FC	Chairman's Opening Remarks LF welcomed members of the public. Cllr Mitchell declared that he would be recording the meeting. LF confirmed that minutes of the meeting would remain the definitive record.
2526.61FC	Apologies None.
2526.62FC	Declaration of Disclosable Pecuniary and Other Interests LF (Shaw Park items due to membership of the Friends of Shaw Park group)
2526.63FC	Public Participation No issues raised.
2526.64FC	Council Minutes Resolved: to approve the draft minutes of the Full Council meeting held on the 26 th June 2025 as a true record of proceedings. Minutes were signed by the Chair.

2526.65FC Drury Lane Allotments

a) Updates from DLAA members

Ruth Redfern (RR) of Drury Lane Allotments Association (DLAA) reported on the group's activities:

Excess produce had started to go to Project Colt in Elland. Equipment had been bought for shared tools provision.

The group would be holding an open day on 10th August with aim of raising awareness about allotments. All welcome. A Social was planned for September. Work had been carried out on informal paths around the plots.

b) To consider YLCA advice on enquiry regarding delegated authority to use up to £150 of rent income for emergency repairs or health and safety issues.

LF reported that the Parish Council was awaiting confirmation from YLCA that transfer of £150 to the association for emergency spending can be approved and if any policy changes are required.

2526.66FC Correspondence

Recent correspondence sent to CMBC officers from the Parish Council regarding the opening of the Parish Council's post and sharing of confidential information by TOL representatives and Councillor Bellenger.

LF reported that she and LP had met CMBC Monitoring Officer Ian Hughes who had said he would be speaking to those involved. In response to a question from DM, LF confirmed that a letter had been sent regarding the incident to Ian Hughes and other senior Council officers.

E bikes on Stainland Memorial Park

A resident had reported anti-social behaviour by bikers. Police are monitoring. Concern also expressed about horses using the Park. LF had visited that site and reported that signage was in place at both entrances.

LF to seek clarification from CMBC re horse riders' use of the Park.

Path work in Shaw Park

LF reported that a Memorandum of Understanding had been drawn up between Parish Council and CMBC for refurbishment and future maintenance of the path at the top of the park adjacent Brooklands Avenue. This is a standard arrangement for the Council working with other groups.

Resolved: Memorandum of Understanding approved.

Overflowing litter bins

LF reported that CMBC are trialling bigger bins and that some small bins will eventually be replaced by bigger ones that can be emptied using a wheelie bin vehicle.

Website updating

This will be task for the new clerk.

2526.67FC The Old Library (TOL) update from SDPC Trustee

DM asked why this report is necessary when there is no apparent relationship between SDPC and TOL. LF stated that the Parish Council still has a nominated TOL trustee as set out in its Joint Working Agreement with CMBC following the asset transfer.

JB reported that she had not attended a TOL trustees meeting since the last Parish Council meeting.

2526.68FC Planning Matters

a) comments made on planning applications since the last meeting.

MM reported that no comments had been submitted on applications since the last meeting:

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.

Where meeting agreed comments are required, the Clerk advises that the submission of comments may be delegated to the Parish Clerk in consultation with Cllr Mark Mullany.

MM reported there were no current applications in the parish this month.

MM reported that CMBC had published an 'Issues and Options' Stage Development Plan Document (DPD) on 'Energy Efficiency and Generation' This will be out for consultation until 8th September, so any response can be considered at August meeting.

2526.69FC Financial matters.

a) To receive and approve the bank reconciliation reports for June 2025

LP gave apologies for not being able to provide these this month. Updated reports would be prepared by the new clerk for the August meeting.

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 (enclosed).

As above

c) To discuss the Council's Financial Risk Assessment

Item deferred until new clerk in place

d) Arrangements for obtaining a credit card

As above

2526.70FC To consider any quotes received by the council for projects or work in the parish

Stainland Conservation Area Appraisal and Management Plan

MM had circulated in advance of the meeting details of 2 quotes received with rationale for undertaking the work. It was recommended that the quote by ELG be accepted as they had met our requirements at lowest cost.

MM outlined the need to update existing Appraisal which dates from 1982. Updating would both strengthen existing planning framework for the Conservation Area while also raising awareness of it through public consultation process. CMBC Conservation Team had indicated that they expected to be able to adopt the document on completion.

Resolved: Quote from ELG Planning accepted unanimously.

Printing costs for Vision document

LP to get quote for printing costs.

2526.71FC

Report on work of community payback teams working in the Parish

LF reported that agreement had been reached for a second Community Payback team to use facilities at St Andrew's Church. As from Tuesday 12th August they will be working on Tuesdays in graveyards around the parish.

2526.72FC

Updates on Projects and Members Items for Consideration

Publication of Vision document on web site LF/LP

To be picked up by new clerk.

Review of Darts sessions LF

Sessions had paused for school holidays. They will start again in September. Attendance continued to grow steadily.

Resolved: Continue to support the sessions from September to December.

Stainland Cross Improvements updates and plans for information session MM/LF

Landscape Architect Simon Watkins has been commissioned to provide design advice. A meeting has been arranged with site neighbours in August. An information session will then be arranged at the Church.

Garden Contractor work LF

Recent work carried out included litter picking and cutting back the footpath between Bradley View and West View, tidying verges at Stainland Memorial Park Car park and other road side verges.

Repairs to wall and seat on cat steps public footpath LF

Contracted to gardeners. See above.

Meetings and consultations Feedback

AL-B had attended a Conference on Social Housing which had highlighted potential of Social value funding. This could be available from contractors working with Together Housing.

JB had attended CMBC Town and Parish Council Liaison meeting on the subject of roadworks and circulated minutes.

Reinstated 539 Bus route publicity MM/LF

Reinstatement of the service was great news for the parish, though it was acknowledged that it fell short of a full weekday service and still left gaps in the early morning and afternoon for those needing access to the doctor's surgery.

It was also emphasised that the service was provided on a 'use it or lose it' basis and as such the Council needed to assist with publicity as best it could.

Resolved: to prepare an A5 leaflet (timetable on one side) for distribution in the parish. Quantity 1,000. MM to draft text.

Safer bus stop at West View LF

New owners were sent details of our intentions and Local plan status of the site. Initial response has been encouraging however, there are three joint owners.

Chair's Access to emails LF

Resolved: Chair should continue to have access to clerk's emails for business continuity purposes.

Ornamental Pond in Shaw Park LF

The low water level has revealed the extent of debris the pond. This has highlighted that further cleaning and maintenance of stone work is necessary. This may be too late to plan for this year before water levels rise but LF to begin making enquiries towards a this being a possible project when conditions allow.

New benches for Shaw Park

Benches quote for 2 Teak benches suppliers accepted. CMBC have agreed to put down new tarmac before installation.

Actions from meetings ALB

AL-B proposed adoption of action tracker for Parish Council business/implementation of decisions. LP advised this could be set up in Microsoft Project. New clerk will be asked to set up.

Recording of meetings DM

DM proposed that all meetings be recorded and recordings posted on the Parish Council website. LF had looked at advice on the matter from YLCA. The conclusion was that there was a host of liabilities/data protection issues associated with such a move and it was felt these would be too onerous when in any case written minutes would remain the true record of any Council meeting.

Resolved: Not to publish recordings of Parish Council meetings on the website.

Website maintenance DM

LP had made some amendments but new clerk would oversee wider review.

	Remembrance Day Christmas preparations
2526.74FC	Date of next meeting Thursday 28 ^h August 2025
2526.75FC	Matters subject to exclusion of press and public
	<p>Following interviews for the vacancy of clerk and RFO, the staffing committee unanimously agreed to propose that the position be offered to the successful candidate.</p> <p>Resolved: That the council offer the role as recommended.</p>