



Dated: 29th August 2025

FINAL

MINUTES OF STAINLAND AND DISTRICT PARISH COUNCIL

Full Council Meeting: Thursday 28th August 2025 at 6.30pm

Minutes taken by Caroline Booth – Clerk and RFO

Signed: L. Fieldhouse

Councillors in attendance – Cllr Lisa Fieldhouse (LF- Chair), Cllr Mark Mullany (MM -Vice Chair), Cllr Laura Peckover

Also in attendance: 2 members of the public including one representative of Drury Lane Allotments Association.

Council Membership

Cllr Lisa Fieldhouse [Chair for the Council]	Cllr Mark Mullany [Vice-Chair]
Cllr Joan Bottomley	X1 Vacancy
Cllr Alex Lyness Brown	X1 Vacancy
Cllr David Mitchell	X1 Vacancy
Cllr Laura Peckover	

2526 76FC	Chair's Opening Remarks LF welcomed members of the public. Cllr Peckover declared that she would be recording the meeting. LF confirmed that minutes of the meeting would remain the definitive record. LF welcomed and introduced Caroline Booth the new Clerk and RFO. LF thanked Cllr Peckover and Cllr Mullany for their assistance with finance and minutes whilst there had been no clerk in position and acknowledged the extra workload.
2526 77FC	Apologies To receive and approve apologies and reasons for absence. Cllr Bottomley sent her apologies as she is on holiday. Cllr Lyness-Brown sent his apologies and asked LF to read out the reasons for his absence. Cllr Mitchell was not present and apologies were not received in advance.
2526 78FC	Declaration of Disclosable Pecuniary and Other Interests LF (Shaw Park items due to membership of the Friends of Shaw Park group).

2526 79FC	Public Participation No issues were raised.
2526 80FC	Council Minutes Resolved: to approve the draft minutes of the Full Council meeting held on the 31st July 2025 as a true record of proceedings. Minutes were approved for publishing by the Chair. Action CB to mark as approved and final and upload to website (done).
2526 81FC	Drury Lane Allotments Updates from DLAA members Ruth Redfern (RR) of Drury Lane Allotments Association (DLAA) reported on the group's activities: The open day was a huge success. Around 30 people attended. There are around 10 people on the waiting list for an allotment. A good robust list means the plots can be filled as people can change their mind. As full plots become available, they can be split. One that has been split is rented by two young families which is lovely to see. The next social event is likely to be October time as it gets quieter at that time of year and it helps keep the community spirit having an event at this time of year. Then there will be another event in January 2026. A shared area has been developed with tools but RR would like a larger area with a shed at a later point. Finances are doing well. Produce was sold at the open day generating income. Work is ongoing regarding the path and its upkeep within what is allowed to be used to kill the weeds. It will be discussed at the committee meeting next week. There is some work to do with the internal paths. Overall, everything is going really well. There will be trophies given out for best pumpkin and biggest sunflower. RR as ever, sent her thanks to the Parish Council for their ongoing support. LF reported that the Parish Council was still awaiting confirmation from YLCA that transfer of £150 to the association for emergency spending can be approved and if any policy changes are required. Action LF to chase YLCA regarding £150 for allotment association. LP reported feedback from families who had benefited from produce and been able to make things such as tomato soup to enjoy. A plant sale is being planned for next year – people are growing now as last time there was plenty vegetables but not many flowers. A discussion took place over the footpath sign and another that is still broken. If re-done then RR would not want allotments mentioning. Action LF to chase up regarding the 2 replacement signs.
2526 82FC	Correspondence Festive Lights – As Calderdale have withdrawn the funding for the lighting the quotation has been sent to the Parish Council Everyone was in agreement to approve these and go ahead with the quotation for £1,111.87. CB confirmed this was budgeted for and within budget. Action LF/CB to order lighting. Invoice from SDCC – This invoice relates to a meeting between Cllr Mitchell and Ian Hughes that the Council was not informed of and didn't book. Nor were the Council notified

	until the invoice was received. The meeting could have been held on Zoom or at the Town Hall and therefore for these reasons payment of the invoice was not approved by the meeting. All in agreement. Action LF to speak to Cllr Mitchell. Communication from member of the public regarding the weeds in the paving flags at Honeymoon Square. LF confirmed the gardener was coming next week and would be doing work in this area. LF will feed back to the member of the public who raised this. Action - LF to feed back to member of the public. Feedback on project - Cllr Mullaney reported feedback from the Vicar on the project funded by the Council over the summer holiday period. There have been good numbers throughout the sessions and a wide range of ages attending from 3 – 14 years old. Vicar will put a report in writing and has expressed thanks to the Council for our support. Possibility of future funding was discussed over future holiday periods. Action – Report from vicar and viability of future funding. Remembrance Sunday – Correspondence from Calderdale Council to complete a form with details of our service on. Action CB to complete and return.
2526 83FC	The Old Library update from SDPC trustee Not discussed as no one present.
2526 84FC	Planning Matters <u>a) comments made on planning applications since the last meeting.</u> MM reported that no comments had been submitted on applications since the last meeting: <u>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.</u> Bowling Green Court – Rear single-story extension – part of conservation area, not very visible, could be a permitted development – borderline – no comment to be made. Bankwood Croft – Part of development at Abattoir site – a modified field – Block of stables – Green belt – Comments will be made asking about the need and the menage and floodlights etc. Moor Hey Lane – Looked at previously – Stables – more documents have been put on the portal. New version of plans now submitted. Comment to be made on trees and material of windows and question re electricity and plumbing. Local Plan – Energy efficiency and generation. It is an update of part of the climate change / energy section on the plan. It will sit alongside the local plan. Covers issues such as solar and wind energy developments and also smaller scale domestic issues such as heat pumps, Issue around older buildings and retrospective fitting. Implications for historic and conservation areas with old buildings and how this is achieved. Consultation runs to 22/09. Action - MM will draft some points and key issues for circulation of councillors.
2526 85FC	Financial Matters <u>To receive and approve the bank reconciliation reports for June and July 2025</u>

	CB had circulated the Realtis bank reconciliations for June and July with bank statements to confirm the reconciliations ahead of the meeting. All approved the reconciliations. <u>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).</u> CB had circulated the cashbook and payment schedules prior to the meeting. All approved these. A discussion took place and it was agreed producing both the cashbook and the payment schedule was an unnecessary duplication of work and only the cashbook was needed. <u>To discuss the councils Financial Risk Assessment</u> CB had updated the risk assessment for 25/26 prior to the meeting and circulated this. CB confirmed as all the accounts were now stored on the SharePoint and One Drive the wording had been amended to reflect this as paper copies are no longer maintained. Approval is done electronically. <u>Arrangements for obtaining a credit card</u> We do not believe we can have a debit card on the account therefore to look into to credit card to avoid all the reimbursements that need to be made. Action - CB to research with bank once she is set up on the online banking.
2526 86FC	To note and adopt Revised Model Standing Orders issued by YLCA in April 2025 LF briefly went over the updates and it was resolved to adopt the new model standing orders. Action - CB to format and review before uploading to website. Revised section 137 of the Local Government Act 1972 Precept amount noted as increased to £11.10
2526 87FC	Agree 2026 dates for Councils Annual Meeting and the Annual Parish Meeting It was agreed to resolve the meetings will be held as follows: • Annual Parish Meeting – 16th April 2026 • Council Annual Meeting – 14th May 2026 (apologies from Cllr Peckover as this clashes with a governors meeting) Action - CB to send out calendar invites.
2526 88FC	To consider any quotes received by the council for projects or work in the parish

	No quotes to discuss.
2526 89FC	Updates on Projects and Members Items for Consideration <u>Stainland Cross Improvements updates and plans for information session MM/LF</u> We have enlisted a landscape architect who has undertaken a topographical survey for the site and will be doing a desk-based survey for services on site. We are hopeful this will not reveal anything. Simon is coming to talk to neighbours and share ideas and then will do initial proposals. Once these are drawn up there will be a drop-in session for residents at the church. LF is on with contacting residents who may have historical photos and information of interest. <u>Conservation Area Appraisal MM</u> The appraisal is underway. We had a meeting with the consultants on Monday and they are coming to meet us and spend the day looking round the area and doing their survey on Monday from 11am. They are keen to walk around and gain local knowledge. They will be using the Oxford toolkit which has a number of proformas nailing down what makes the conservation area special. They have also spoken to the Principal Conservation Officer Calderdale Council who are supportive and fully informed. Calderdale will be attending the meeting on Monday. <u>Reinstated Bus route publicity MM/LF</u> MM has been delivering timetables and put some in notice boards. The anecdotal evidence is numbers are still low but we have to consider it is the school holidays still and the good weather means people are walking more. The service must be used or it could be lost. A discussion took place over what we do next. It was agreed that a starting point would be for CB to assist in obtaining a PDF version of the timetable (539 Stainland) and look into putting it on social media alongside ideas of things to do in Holmfirth and Slaithwaite. Secondly an idea for the next holidays may be to subsidise travel. Action – CB to obtain PDF of bus timetable and look at things to do in Slaithwaite and Holmfirth and put on website and social media. <u>Garden Contractor work LF</u> LF confirmed that the gardener was coming next week and has work to do in the square and other areas identified as in need of attention. LP asked LF to ask gardener again if he could take before and after photos that CB can then publicise. Action - LP asked LF to ask gardener again if he could take before and after photos that CB can then publicise <u>Work of community payback teams working in the Parish</u> The team is working every week in the URC graveyard doing paths. They are leaving some grass longer for wildlife and biodiversity purposes. We are paying for them to have rest breaks at the church. They are not doing Fall Spring yet. A conversation took place about the graveyard and whether we wished to ask for it as a gift to take it over as it is unlikely the church will be sold with it. It was felt that we would not want the graves excavating and it was important to look into this option to preserve it. The last burial was in 2020 and it must be 20 years after before it can be touched. It is in good condition and may serve as a nice tranquil green space with good historic local connections and could be a real asset ...Every 4 years the graves would have to be inspected and there would be a

	cost to looking after the trees. It is still unclear how URC differs from Church of England when grave yards are closed and who then takes responsibility or not. Once we have a clearer picture, we will possibly approach the church. <u>Safer bus stop at West View LF</u> LF has contacted the owner of the land and supplied information and discussed the local plan. LF then went back to ask if the owner had looked over the information and if they were open to a discussion which the answer was yes. However, the owner would want to be certain that it wouldn't affect any future planning rights they had. LF has offered to put them in touch with local planning department. It was discussed if anyone was aware of any precedents. MM felt we needed an update from Metro and he will try get hold of them initially. <u>Ornamental Pond in Shaw Park LF</u> Carried forward – no update available. <u>New benches for Shaw Park Wellbeing Terrace LF</u> Waiting for the new tarmac by Calderdale Council and we can then install. <u>Publication of Vision document on web site LF/LP</u> Action CB to fix the vision document and upload to the website. Following the LP has quotes for printing it although we will obtain other quotes as it was felt these were high. A5 colour / folded. Actioned to CB. <u>Audio Recordings policy DM</u> Documents provided prior to the meeting were reviewed. It was proposed that the policy was not accepted as it was too ambiguous and ominous and the YLCA version has more in about the law and legal implications and this wasn't as detailed as that. There is a feeling it would deter people from speaking. As previously resolved the council would not be putting any recordings on the website or making official recordings as a Parish Council as the minutes are the accepted true record - recordings would only be personally done as we do now but it was accepted that we do need a policy on this matter. Action – CB to compare to YLCA recording of meetings policy and discuss next time. <u>Conduct of parish councillors DM</u> As DM was not present this was not able to be discussed.
2526 90FC	Items for Discussion at a Future Meeting MM – Recruitment plan for Councillors before next elections. Action – LP to raise at allotment meetings. Action – CB to review recruitment pack LP created and look at recruitment posters for social media and on SLCC website. LF – Raising the profile and effective communication of the work SDPC are undertaking. CB to email out for further agenda items ahead of the next meeting.

2526 91FC	Date of the Next Meeting To note the date of the next meeting scheduled for Thursday 25 th September 2025 at 6.30pm at St Andrew's Church