

Dated: 29th September 2025

DRAFT

MINUTES OF STAINLAND AND DISTRICT PARISH COUNCIL

Full Council Meeting: Thursday 25th September 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 Mullaney (MM -Vice Chair), Cllr Joan Bottomley, Cllr David Mitchell

Also in attendance: 2 members of the public being two representatives of Drury Lane Allotments Association.

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

2526 92FC	Chair's Opening Remarks LF welcomed members of the public. Cllr Mitchell declared that he would be recording the meeting. LF asked the members of the public to let her know if they did not want to be recorded and said that the minutes would remain the definitive records. LF declared the meeting quorate and thanked everyone for attending. LF said we had a busy meeting and a lot to get through.
2526 93FC	Apologies Cllr Peckover had given apologies and the reason was noted. Cllr Lyness Brown had given apologise and the reason was noted.
2526 94FC	Declaration of Disclosable Pecuniary and Other Interests LF (Shaw Park items due to membership of the Friends of Shaw Park group).
2526 95FC	Public Participation

	Issues raised were: A request to look into providing bat and owl boxes and suggestions over potential good sites for these at the orchard and the recreational space. There has been a noticeable decline in bats and owls and there was a request for the parish council to look at providing a habitat. These cost around £120-180 for an owl box and £13 for a bat box. A post would be needed in the orchard to mount it on. Councillors were supportive of the idea and asked that the members of the public send details of what they have found to us for review and also that they approach the scouts as they may be interested in making these.
2526 96FC	Council Minutes and Actions Resolved: to approve the draft minutes of the Full Council meeting held on the 28th August 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). LF went through the tracker and confirmed all actions had been completed.
2526 97FC	Drury Lane Allotments All plots continue to be let with 8 on the waiting list. Everything is running really well. It was agreed that the allotments could put a sign up saying that cameras monitor the area to deter people from entering the allotments. Everyone was invited to a social event a week on Sunday at 2pm. There had been concerns from a tenant about rats but a survey has been done and it is not an issue. If more owls were present (if owl boxes are invested in) then this would help with any rats. A local artist is interested in a venue for therapeutic sessions in the outdoors and there has been numerous correspondence about this with the artist. Advice has been received from YLCA on a float and it has been decided that this will not be pursued at this time following the advice.
2526 98FC	Correspondence Grant application received from Stainland Cricket Club – this will be circulated to councillors after the deadline date of 30th September and considered at the next meeting. A representative will attend from the club at the next meeting. Flag correspondence from Resident – correspondence has been received about the flags and they have been directed to report this to Calderdale Council as Fly Posting. CMBC Tree/ Christmas Decorations info and quote £1,645.06 – A quote has been received from Calderdale Council and this will be considered under the quotes section of the meeting. Telephone Call from member of public re abandoned cars – LF advised she had been to look at the cars one had SORN notice and one had no registration. We have tried to help and gone as far as we can.

	Advice from the allotment society on number of allotments – The advice received was 20 plots per 1000 residents. We have 24 plots and 2000 residents but there are also 23 plots that are private at Hollywell Green. It was noted that councils have a duty to consider the provision and with the 8 on the waiting list there could be a 2/3 year wait to get a plot. Thank you from Friends of Shaw Park – a lovely email was read out by the clerk that has been received thanking the Parish Council for their work and support.																								
2526 99FC	The Old Library update from SDPC trustee Cllr Bottomley advised she had resigned as a trustee. LF thanked Cllr Bottomley as did Cllr Mullaney for all her work. Cllr Bottomley reported numerous initiatives being held at the Old Library such as cheese and wine nights, coffee mornings, willow making, breakfast with Santa, a jumble sale, community lunches and a coach trip that was planned. The Old Library is doing very well and they will be trying to get a grant to replace a window with a door.																								
2526 100FC	Planning Matters To note the comments made to planning applications since the last meeting. <table><tr><th></th><th>Site Location</th><th>Comments</th></tr><tr><td>Cornerstone 10779534 - proposed upgrade to an existing telecommunications base station</td><td>Vicars Lot Field, Stainland, Halifax, West Yorkshire, HX4 9LD</td><td>Next to a footpath that leads across fields. Quite remote. Looks like upgrade wont change height or extent of the mast. Councillors did not feel any need to comment.</td></tr><tr><td>Fireside Camping Club:</td><td>HX4 9PS Consultation</td><td>Proposed shepherds' huts. A discussion took place over car parking. Comments to be made supporting but mentioning parking.</td></tr><tr><td>Cafe</td><td></td><td>Retrospective application. Agreed a good addition to the neighbourhood that is well used. No objections or issues with it. Can space be found for the wheelie bins on site?</td></tr><tr><td>Extension – Sunny Side Sowood</td><td></td><td>Application for lawful development – no objections or comments.</td></tr><tr><td>Tree Pruning – Well Royd</td><td></td><td>Application to prune trees – looks reasonable – no comments.</td></tr><tr><td>Quarry at White Rock Sowood</td><td></td><td>In local plan, reopened 2023 after being closed for many years. A very old planning permission goes back to the 60's for which there is a periodic review of the conditions to see if still fit for purpose. Action LF and MM o go look at the site and MM to start drafting a response.</td></tr><tr><td>Local Plan</td><td></td><td>Energy generation and efficiency consultation has closed but there will be another opportunity further down the line. There could be issues in terms of wind energy development and impact on special landscape in the council. It was noted the wind development at Hebden Bridge is the biggest in the country and had been imposed. Councillors need to review special landscape and decide what our thoughts are next time consultation arises.</td></tr></table>		Site Location	Comments	Cornerstone 10779534 - proposed upgrade to an existing telecommunications base station	Vicars Lot Field, Stainland, Halifax, West Yorkshire, HX4 9LD	Next to a footpath that leads across fields. Quite remote. Looks like upgrade wont change height or extent of the mast. Councillors did not feel any need to comment.	Fireside Camping Club:	HX4 9PS Consultation	Proposed shepherds' huts. A discussion took place over car parking. Comments to be made supporting but mentioning parking.	Cafe		Retrospective application. Agreed a good addition to the neighbourhood that is well used. No objections or issues with it. Can space be found for the wheelie bins on site?	Extension – Sunny Side Sowood		Application for lawful development – no objections or comments.	Tree Pruning – Well Royd		Application to prune trees – looks reasonable – no comments.	Quarry at White Rock Sowood		In local plan, reopened 2023 after being closed for many years. A very old planning permission goes back to the 60's for which there is a periodic review of the conditions to see if still fit for purpose. Action LF and MM o go look at the site and MM to start drafting a response.	Local Plan		Energy generation and efficiency consultation has closed but there will be another opportunity further down the line. There could be issues in terms of wind energy development and impact on special landscape in the council. It was noted the wind development at Hebden Bridge is the biggest in the country and had been imposed. Councillors need to review special landscape and decide what our thoughts are next time consultation arises.
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	Open Spaces		Unlikely that there is much to worry about but noted that it was good to know.
	Development at Jagger Green		LF queried whether that contribution to the local community that had been agreed happened? Action MM to look into this.
2526 101FC	Financial Matters a) To receive and approve the bank reconciliation reports for August 2025 CB had circulated the Realtis bank reconciliation for August with bank statements to confirm the reconciliation ahead of the meeting. All approved the reconciliations. b) To receive and approve the August cashbook 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). CB had circulated the cashbook prior to the meeting. All approved these. c) Reserves policy amendments for approval A updated reserves policy had been circulated ahead of the meeting. LF explained the rationale and all approved the new policy which shows that the council will hold a minimum of three months reserves of the annual precept. d) Variations to budget to approve – as per schedule. LF explained the variances document which all councillors had had prior to the meeting. All amendments to budgets were agreed. e) Agree frequency for VAT reclaims All agreed to do reclaims six monthly. f) Arrangements for obtaining a credit card 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. LF to chase the bank about setting CB up. g) Clerk – additional hours approval 8.5 hours were approved in overtime due to the new role and catching up. h) To consider implementing the working from home allowance for the clerk This was agreed at the standard rate.		
	To consider any rent increase for Drury Lane Allotment plots from April 2026 Current rates ½ plot £40, Full plot £60, Water rates £20		

	It was discussed that tenants must be given six months' notice for any increase. Councillors agreed that there were many added benefits and that we cover all admin costs and it was agreed that there would be no increase. The tenants will be informed informally of this.
2526 102FC	To note and adopt Updated policies on website and those new ones drafted and circulated – all agreed and adopted all policies circulated. Audio Recordings policy from YLCA – agreed and adopted. It was agreed to stagger reviews of policies so that statutory policies were reviewed every two years unless there was a standard change and best practice policies every three years. Action CB to create a tracker and review document for policies on this basis and upload all updated policies to the website.
2526 103FC	Clerks Items a) Parish Council IT Systems – Access, Clerks Laptop, Screen, Document Storage and Office 365 Proposal discussed and agreed. The clerks laptop and IT equipment will be purchased at a total cost of £865 inc VAT. b) Approval for IT work Agreed a maximum of 4 hours IT input. c) Approve advert for Councillor Vacancies All councillors have approved this and we hope we get expressions of interest in. d) Helping re Remembrance Sunday and purchase of wreath The wreath has been ordered and we have offered some storage space in the lock up. We will help take tins into schools. e) Schedule of Policy Review and Ownership Action – CB to develop based on above comments. f) Rialtis financial software – quote for upgrade to aid business continuity It was agreed we should upgrade to the online / web-based version for business continuity and audit purposes at a cost of £205 plus VAT extra per annum., Action CB to order upgrade. g) Quote received for printing of Vision Plan Quote from SIM Print was agreed and agreed to order 500 but CB to check they are aware of number of pages. Action CB to liaise with Sim Print. h) Approval of action Tracker The format was agreed and LF commented she had found this useful.

	i) Website updates All agreed the changes to the website were an improvement.
2526 104FC	To consider any quotes received by the council for projects or work in the parish CMBC supply and installation of Christmas Tree quote £1,645.06 - approved. Deadline is today so LF will let them know after the meeting. Dredging work to the Ornamental Pond in Shaw Park – Lengthy discussion took place. We have approached contractors approved by CMBC that they have recently used for similar work in Shibden Park. The work was approved at the maximum amount quoted. LF to obtain permission from CMBC and do all she can to minimise any costs and gain a contribution from CMBC.
2526 105FC	To note any completed projects New footpath installation in Shaw Park - Looks great. Positive comments on social media. Contractor will be coming back to do some work as it rained heavily after it was laid. Replacement of handrail to board walk in Shaw Park – Work completed and again looks much better. Updates on Projects and Members Items for Consideration Stainland Cross Improvements, update, plans for information session, scope of project, budget requirements and grant funding possibilities MM/LF – Architect has put some documents together which were reviewed and received well. The drop-in session is now being prepared for 25/10. This work will be a lengthy process and will take place in the new financial year. Safer bus stop opposite West View – MM has sent an enquiry via website but we have not had a response. MM will get in touch with a contact. Action MM to make contact with bus company contact. Conservation Area Appraisal – MM advised that the consultants are on with the desktop part of the project. A good walk around took place with consultants, conservation officers , a representative of Elland Historical Society and member of the community also attended. There is a proposal for outside Bowling Green School from CMBC for road improvements. MM will review this. Action MM to review CMBC proposal for work outside Bowling Green School. Reinstated Bus route publicity – Social media posts have been done. Garden Contractor work – LF advised that she will send photos for CB to post on social media. Action LF to send CB photos for social media of gardening work. New benches for Shaw Park Wellbeing Terrace – LF advised we are awaiting CMBC doing the tarmac. Friday night darts club – LF advised this was now picking up in attendance and all agreed to support this through to Christmas and review termly.

	Work of community payback teams working in the Parish – LF advised the team have done an amazing job. Petrol has been supplied by the parish council and we will be reimbursed for this by the UR Church. Social media posts have been done. Future of Holywell Green URC Graveyard – LF advised the site is still up for sale - we have previously asked questions via the trustees but had no response but we will revisit this and LF will make contact. Eccleshill Chapel Street Cemetery have also been in a similar position and LF will obtain contacts. Action – LF to pursue enquiries regarding URC graveyard and possibility of gifting it to the Parish Council. Housing update ALB – LF outlined some of the work Cllr Lyness Brown has been busy with through his work.
2526 106FC	Items for Discussion at a Future Meeting To agree any additional agenda items for consideration and inclusion at a future meeting. October – Six monthly finance review Business Continuity Plan Budget 25/26 and link to vision
2526 107FC	Date of the Next Meeting To note the date of the next meeting scheduled for Thursday 30th October 2025 at 6.30pm at St Andrew's Church – MM offered to minute take in CB's absence.