

Dated: 24th October 2025

MINUTES OF STAINLAND AND DISTRICT PARISH COUNCIL - DRAFT

Full Council Meeting: Thursday 30th October 2025 at 6.30pm

Minutes taken by Cllr Mark Mullaney

Signed: L. Fieldhouse

Councillors in attendance – Cllr Lisa Fieldhouse (LF- Chair), Cllr Mark Mullaney (MM -Vice Chair), Cllr Joan Bottomley

Also in attendance: 1 member of the public being a representative of Drury Lane Allotments Association.

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

2526 108FC	Chair's Opening Remarks LF welcomed members of the public. LF declared the meeting quorate and thanked everyone for attending.
2526 109FC	Apologies Cllr Peckover had given apologies and the reason was noted. Cllr Lyness Brown had given apologies and the reason was noted Caroline Booth had given apologies and the reason was noted.
2526 110FC	Declaration of Disclosable Pecuniary and Other Interests LF (Shaw Park items due to membership of the Friends of Shaw Park group).
2526 111FC	Public Participation Issues raised were: It was reported that the post-box at HG Post office had been taken out of use and wondered if there had been any problems.
2526 112FC	Council Minutes and Actions

	Resolved: to approve the draft minutes of the Full Council meeting held on the 25th September 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 113FC	Drury Lane Allotments Updates from DLAA members • Changes to Plot 7b, notice received, new tenancy and invoice raised. • It was reported that a social had been held attended by 20 people raising £120. Prizes for sunflowers and pumpkins awarded (see Facebook). Another plant sale being planned next year. • Recent problems with dog fouling on some plots. • CCTV warning signs to be erected. • New tenant is very keen. • 3 people have recently passed their probation. • Group is going to initiate exit conversations with departing tenants.
2526 114FC	Correspondence • Slide safety - Clerk to chase up with CMBC (done). • Elaine Ramsden request for attendance register - as above • Resignation Cllr Mitchell - Noted • Proposed shepherd huts at Rob Royd, Beestonley Lane - response from the applicant to PC consultation comments. Action - MM to consider further response.
2526 115FC	To consider any grant applications received Grant application Stainland CC - agreed to grant all remaining funds from current tranche - £3283. Money will be transferred when all their other funds in place.

2526 116FC	Planning Matters a) To note the comments made to planning applications since the last meeting. - Retrospective application for Cafe at Holywell Inn.(It was noted that the cafe appears to have closed) - Review of Minerals Permission White Rock Quarry Sowood. MM reported comments in preparation following site visit by MM, LF and meeting with local resident 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><tr><th></th><th>Site Location</th><th>Brief Description of Proposal</th><th>Comments</th></tr><tr><td>Lawful Development Certificate</td><td>West View, Stainland</td><td>this site is currently proposed for allocation in Local Plan</td><td>No comments</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table> c) Consider any correspondence relating to planning matters – n/a		Site Location	Brief Description of Proposal	Comments	Lawful Development Certificate	West View, Stainland	this site is currently proposed for allocation in Local Plan	No comments								
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2526 117FC	Financial Matters a) Received and approved the bank reconciliation reports for September 2025. b) Received and approved the September cashbook payments made under the Clerks delegated authority and as circulated. c) Noted correspondence from the Auditors on the audit outcome for 24/25 and minor comments have been addressed. d) Agreed the six-monthly budget review and updated agreed variations. e) Setting budget for next year - will start to discuss in November. Cllrs requested to bring project proposals to next meeting. f) Approved the Invoice for £432 inc VAT payable for IT equipment and technical services as agreed at the last meeting. g) Approved reimbursement to Cllr Fieldhouse for plants and compost for containers, lock for post box and printer paper Total £40.99 inc any VAT.																
2526 118FC	To receive an update on councillor vacancies Noted confirmation from CMBC Elections Officer that the vacancy created by Cllr Mitchell's resignation can now be filled by Co-option.																
2526 119FC	Change to .gov domain Gov. Domain - Agreed to adopt sd-pc.gov.uk cost £100 but getting domain name will save money we currently spend on hosting fees. Finwood IT will set it up at no charge.																

2526 120FC	Clerks Items All of the below were noted: • Clerk Training - YLCA induction course is booked. Additional SLCC (SLCC Introduction to Local Council Administration (ILCA)) home study course at a cost of £120 plus VAT is recommended as a precursor to the CiLCA which is being revamped and won't be starting until February 2026 • Noted the updated Business Continuity Plan • GDPR information has been circulated to councillors and all confirmed that they had read. • Noted the review of existing files and councillor access rights. Agree costs of Approx £45 Plus VAT for It services to make the updates. Action: LF to let CB know what folders are needed and access rights so changes can be made. • Noted the guidance on meeting procedures provided to councillors and attending members of the public • Noted and all accepted the Councillor's Statement of Assurance and Civility and Respect pledge. Action - CB to sign up to the pledge.
2526 121FC	To consider any quotes received by the council for projects or work in the parish • Agreed to full business version for clerk but for Cllrs to stay on current arrangement. This will mean significant savings along with domain name. Action CB to implement Microsoft Changes. • Further quotation received for and Ecological survey - JCA quote for ecological survey – Action - MM to go back to JCA with modified request following CMBC advice.
2526 122FC	Updates on Projects and Members Items for Consideration Stainland Cross - LF reported on recent consultation event at St Andrew's Church. Around 20 people had attended, and most had completed response forms. A similar number of comments had been received online. Consultation runs until 10/11. Next steps collating the responses and reporting to November meeting for discussion. Bus stops MM had spoken to Network Manager at WYCA who had agreed to site visit to discuss stops including West View, Bowling Green and St Andrew's Church (Stainland Cross). School Streets, Bowling Green - LF reported meeting held on site with School management and with local resident who had concerns about the proposals. Action LF to draft letter to CMBC to clarify design process and opportunities for input by PC. Action LF to contact Landscape Architect Simon Watkins re possible professional assistance with PC response 539 bus update - MM stated his impression was that awareness and use of the service was slowly increasing.

	Community payback - finished at Holywell Green URC. Now working at Fall Spring graveyard. Future of URC graveyard - LF had circulated letter to Church reporting on work done and restating our potential interest in taking on the graveyard if gifted to us and subject to burial records etc being made available. Agreed that should be sent. Action CB to send letter. Benches, Shaw Park - these now in place Darts sessions, St Andrew's - numbers continuing to grow slowly. 11 at last session Housing update - deferred in absence of ALB Recycling - as above Phone box/library - as above Stainland Pharmacy car park - Pharmacy manager concerned about state. Action LF to write to CMBC
2526 123FC	Arrangements for Remembrance Day Service Sunday 9th November Stainland Memorial Ground Assemble at the memorial at 1.50pm for 2pm Act of Remembrance and wreath laying. LF suggested all Cllrs attend.
2526 124FC	Items for Discussion at a Future Meeting To agree any additional agenda items for consideration and inclusion at a future meeting: • Draft budget for 26/27 to be discussed in November meeting
	Date of the Next Meeting To note the date of the next meeting scheduled for Thursday 27th November 2025 at 6.30pm at St Andrew's Church.