



## Stainland and District Parish Council Inaugural Meeting Minutes

Held at Stainland Library on Tuesday 10<sup>th</sup> April 2018 at 7.00pm

Attended

Parish Councillors:

Malcolm James, Lisa Fieldhouse, Paul Bellenger, Fr. Rodney Chapman, Thelma Hodgkinson, Jean Redford, Judith Crossley, Heidi Mattei.

Also in attendance:

Roger Greenwood, representing Yorkshire Local Councils Association  
Ian Hughes, Calderdale Council  
Su Halliday, minute taker

	Item
18.1,1	<p>Election of Chair of the Parish Council</p> <p>(a) To elect a Chair of the meeting for the purposes of transacting item 1(b) of the agenda</p> <p>(b) To elect a Chair of the Council for the 2018/2019 municipal year and to sign the declaration of acceptance of office form</p> <p><b>It was resolved that Judith Crossley was elected as Chair of the Council for the 2018/19 municipal year.</b></p>
18.1,2	<p>Election of Vice-Chair of the Parish Council</p> <p>(a) To decide whether the Council shall have a Vice-Chair</p> <p>(b) To elect a Vice-Chair of the Parish Council for the 2018/2019 municipal year</p> <p><b>It was resolved that the Council shall have a Vice-Chair and Lisa Fieldhouse was elected as Vice-Chair for the 2018/19 municipal year.</b></p>
18.1,3	<p>Apologies and Reasons for Absence</p> <p>(a) To receive apologies and approve any reasons for absence presented to the Council</p> <p><b>There were no apologies for absence. Councillors noted that should they not attend a meeting or their apologies are not accepted for a continuous period of 6 months they would cease to hold office as a Councillor.</b></p>
18.1,4	<p>Adoption of a Code of Conduct</p> <p>(a) To adopt a code of conduct for the Council</p> <p><b>It was resolved that this will be carried forward to the next meeting for full discussion.</b></p>
18.1,5	<p>Declaration of Disclosable Pecuniary and Other Interests</p> <p>(a) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the</p>

	<p>Members' Code of Conduct</p> <p>(b) To decide whether requests for dispensations should be considered by the full Council, a committee of the Council or by the Clerk</p> <p>(c) To receive and decide upon requests for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests.</p> <p><b>It was resolved that any requests for dispensations should be considered by the full Council.</b></p>
18.1,6	<p>Appointment of Proper Officer and Responsible Financial Officer to the Council</p> <p>(a) To consider appointing an interim Clerk and Responsible Financial Officer</p> <p>(b) To consider arrangements for recruiting a permanent Clerk and Responsible Financial Officer</p> <p><b>It was noted that the two roles of Proper Officer and Responsible Financial Office are normally combined into a single post of Clerk. It was resolved that the Council will accept the offer from the YLCA to assist with advertising for a temporary clerk for a period of 3 – 6 months whilst the Council makes arrangements for a permanent appointment. An initial post of 6 hours per week was agreed.</b></p>
18.1,7	<p>Adoption of Standing Orders</p> <p>(a) To agree the process for the adoption of standing orders for the Council</p> <p><b>It was resolved that this will be carried forward to the next meeting for full discussion.</b></p>
18.1,8	<p>Committees of the Council</p> <p>(a) To agree the creation, terms of reference and membership of a Staffing Committee</p> <p>(b) Committee To agree the creation, terms of reference and membership of a Grievance committee</p> <p>(c) To agree the creation, terms of reference and membership of a Disciplinary Committee</p> <p>d) To agree the creation, terms of reference and membership of an Appeal Committee</p> <p><b>It was resolved that the Council shall establish three committees: Staffing, Finance and Planning. The membership and terms of reference for these committees shall be carried forward to the next meeting.</b></p>
18.1,9	<p>Representatives on Outside Bodies</p> <p>(a) To agree a Council representative to Calderdale Council and Local Councils Liaison Group</p> <p><b>It was resolved that Paul Bellenger shall represent the Parish Council at this liaison group.</b></p>
18.1,10	<p>Membership of the Yorkshire Local Councils Associations</p> <p>(a) To consider whether to join the Yorkshire Local Councils Associations</p> <p>(b) To agree Parish Council representatives to meetings of the South Pennine</p>

	<p>Branch of the Associations</p> <p><b>It was resolved that the Parish Council shall join the Yorkshire Local Councils Association which includes membership of the National Association of Local Councils. This costs £776 for annual membership. Lisa Fieldhouse and Judith Crossley were selected as representatives to attend the South Pennine Branch of the Association.</b></p>
18.1,11	<p>Insurance cover (a) To agree on insurance cover required by the Council and to purchase an appropriate policy</p> <p><b>It was resolved that the Parish Council will take out insurance with Inspire, following consideration of a total of four varying quotations.</b></p>
18.1,12	<p>Bank account (a) To agree banking requirements and signatories for the Council and to set up a bank account</p> <p><b>It was resolved that the Parish Council shall set up a “Treasurer’s Account” with Lloyds Bank. Jean Redford will organise this. Account signatories will be Jean Redford, Lisa Fieldhouse, Thelma Hodgkinson, Judith Crossley, Fr Rodney Chapman. Any combination of two of these five signatories will be authorised to sign cheques or make payments.</b></p>
18.1,13	<p>Parish Council office and equipment (a) To decide on arrangements for identifying a Parish Council office and acquiring office equipment</p> <p><b>It was resolved that the Parish Council shall use the office in Stainland Library and office equipment and installation of IT shall be done by Calderdale Council’s IT service at a cost of £1100.</b></p>
18.1,14	<p>Allotments (a) To consider matters relating to the transfer of allotments from Calderdale Council to Stainland and District Parish Council and any action required</p> <p><b>It was resolved that this matter shall be considered at the next meeting.</b></p>
18.1,15	<p>Planning Matters (a) To formally request that Calderdale Council notify Stainland and District Parish Council of any planning applications in the parish</p> <p><b>It was noted that all planning applications are now published online via the Calderdale Council Planning Portal. The drop-down menu allows for a ward level search for Greetland and Stainland. Paul Bellenger agreed to ask for a specific tab to be added to the drop-down menu for Stainland Parish. This would then fall under the remit of the clerk to make a regular search for any applications within the Parish and to bring these to the attention of the members of the Parish Council Planning Committee for consideration by the Planning Committee or full Parish Council.</b></p>
18.1,16	<p>Annual Parish Meeting (a) To agree arrangements for the 2018 Annual Parish Meeting</p> <p><b>It was noted that there are two annual meetings required, which each have different functions: the annual Assembly of the Parish Council and the Annual Meeting of the Parish Council.</b></p>

	<p><b>The Annual Assembly of the Parish Council will be held on Thursday 24<sup>th</sup> May in Stainland Library and will be chaired by Judith Crossley as Chair of the Parish Council. This meeting is open to the public; any individuals and groups wishing to make representations to the Parish Council are invited to attend. Other Parish Councillors who attend the Assembly do so as members of the public and do not have a formal role at this meeting.</b></p> <p><b>It was resolved that as the Parish Council has had its inaugural meeting today, it will not hold an Annual Meeting this May. The role of the Annual Meeting is to elect officers and committee memberships.</b></p>
18.1,17	<p>To consider making a recommendation to Calderdale Council that S. Halliday be co-opted as a temporary councillor for the ward of Holywell Green</p> <p><b>It was resolved that this recommendation is passed to Calderdale Council for a decision at the Governance and Business Committee which next meets on 26<sup>th</sup> June.</b></p>
18.1,18	<p>Agenda items for the next meeting (a) To agree items for inclusion on the agenda of the next meeting</p> <p><b>It was noted that meeting agendas must be published in advance of the meeting therefore no business will be added to the agenda at the meeting as an AOB item.</b></p> <p><b>It was resolved that the following items will be included on the agenda of the next meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>Adoption of a Code of Conduct</b></li> <li>• <b>Adoption of Standing Orders</b></li> <li>• <b>Arrangements for recruiting a permanent Clerk and Responsible Financial Officer</b></li> <li>• <b>The membership and terms of reference for the Staffing, Finance and Planning committees</b></li> <li>• <b>Allotments</b> To consider matters relating to the transfer of allotments from Calderdale Council to Stainland and District Parish Council and any action required</li> <li>• <b>GDPR</b></li> <li>• <b>Publicity and Website for the Parish Council</b></li> </ul>
18.1,19	<p>Date and venue of Next Meeting (a) To agree a schedule of meeting dates for the Council in the 2018/2019 municipal year (b) To agree a venue for the next meeting</p> <p><b>The next meeting will be held on Thursday 17<sup>th</sup> May at 7.30pm in Stainland Library. Meetings will be held on the 3<sup>rd</sup> Thursday of the month.</b></p>