



## Stainland and District Parish Council 2<sup>nd</sup> Ordinary Meeting Minutes

Thursday 17th May 2018 at 7.30pm at Stainland Library

Attended

Parish Councillors:

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

Also in attendance:

Su Halliday, minute taker

	Item	
18.2, 1	<b>Public Participation Session: an opportunity for members of the public to address the Parish Council on any issues concerning them about the Parish.</b> No matters were raised	
18.2, 2	<b>Apologies and Reasons for Absence and Lateness</b> Lisa Fieldhouse notified the meeting of her late arrival due to a work commitment. No apologies received from Heidi Mattei.	
18.2, 3	<b>To receive Parish Councillors' declarations of interest</b> None received	
18.2, 4	<b>To accept the minutes of the inaugural meeting of Stainland and District Parish council held on Thursday 10<sup>th</sup> April 2018</b> Minutes accepted	
18.2, 5	<b>Matters arising:</b> <b>a) banking arrangements for the Council</b> Opening an account with Lloyds Bank is in process but not yet finalised. <b>b) insurance cover for the Council</b> This has been paid by Calderdale Council and will be repaid once the PC bank account is operational. <b>c) arrangements for recruiting a permanent Clerk and Responsible</b>	

	<p><b>Financial Officer</b></p> <p>The advert is currently live and has attracted 20 expressions of interest so far. The closing date is 31<sup>st</sup> May.</p> <p><b>d) NALC membership</b></p> <p>Awaiting bank account to be finalised before this can be processed</p> <p><b>e) Planning Tab for Stainland and District Parish on CMBC's website</b></p> <p>Still pending for Paul Bellenger.</p>	
18.2, 6	<p><b>Parish Council Office</b></p> <p><b>a) IT provision for the office</b></p> <p>A quote from Calderdale Council was agreed for supply and installation of equipment and software.</p> <p><b>b) To receive updates on Library Lease Agreement between the Council and CMBC</b></p> <p>It was resolved that the chair of the Parish Council shall sign the agreement to accept the lease.</p> <p><b>c) Consider next stages in preparing the office space</b></p> <p>A desk has been provided. It was agreed a more suitable cupboard needs to be purchased to store cleaning equipment. The purchase of vertical window blinds was agreed. Carpet tiles were suggested but not agreed at this time.</p>	
18.2, 7	<p><b>Stainland War Memorial</b></p> <p><b>a) to consider the process of registering Stainland War Memorial with the relevant bodies</b></p> <p>It was noted that whilst the entire recreation ground was gifted to the community as a war memorial, neither it nor more recently installed memorial stone and adjacent landscaped flowerbed have been formally registered as a "War Memorial" with the British Legion or Calderdale Council.</p> <p>It was resolved that further investigation is required to ascertain the legal or planning implications of registering, or not registering, the entire recreation ground area or just the memorial stone and its immediate vicinity. Judith agreed to liaise with the British Legion and Calderdale Council and then to report back on this at a future meeting.</p>	
18.2, 8	<p><b>Environmental Matters</b></p> <p><b>a) To consider accepting an offer from Andrew Pitts to attend a meeting of Stainland and District Parish Council to discuss</b></p>	

	<p style="text-align: center;"><b>Safer, Greener, Cleaner services in the Parish</b></p> <p>It was resolved that Andrew Pitts, Assistant Director for Neighbourhoods, will invited to attend a future meeting of the Parish Council. Councillors will compile a list of questions and issues for him to address which will be sent to him in advance of the meeting.</p>	
18.2, 9	<p><b>Publicity and Communication</b></p> <p><b>a) To consider how best to update / inform residents about the work of the Parish council</b></p> <p>A discussion took place which generated a list of possible ways to inform the community. It was resolved that:</p> <ul style="list-style-type: none"> <li>• A website will be established and updated by the Clerk (once appointed.)</li> <li>• The Parish Council will make arrangements to purchase a page in the GoLocal magazine on a monthly basis for the next 12 months to promote and publicise the work of the council. This will include how the public can find out more, to encourage submission of agenda items and to promote the election of the first elected councillors in May next year. Su Halliday agreed to do a draft of the first page and will circulate to councillors for comments before submitting this.</li> </ul> <p>Other ideas for further investigation included:</p> <ul style="list-style-type: none"> <li>• An information only Facebook page (ie comments from the public are not published)</li> <li>• Using the library windows to publicise the website address for the Parish Council</li> <li>• Linking to the Stainland and District Facebook page</li> <li>• A newsletter delivered to homes on a regular basis (possibly quarterly)</li> <li>• Installation of noticeboards at Jagger Green and Sowood</li> <li>• Pamphlets available in the library and local businesses</li> <li>• Door knocking residents with a questionnaire to promote the work of the council and to identify any local issues for future Parish Council attention.</li> </ul>	
18.2, 10	<p><b>To Consider Matters Raised by a Member of the Community</b></p> <p><b>a) The maintenance of Honeymoon</b></p>	

	<p><b>Square</b></p> <p>A Holywell Green resident attended the meeting and presented a case for the Parish Council to address the maintenance of the green at Honeymoon Square. It was noted that the flagstones are uneven and have grass growing through the gaps, there are trees missing in two corners, the grass has been sprayed with weedkiller around the edges and the benches and railings are in need of some refurbishment.</p> <p>It was agreed that this could be an ideal project for the Parish Council, however it must first be established what responsibility Calderdale Council takes for the upkeep so that the Parish Council is not taking on maintenance tasks which should be undertaken (and paid for) by Calderdale.</p> <p>It was also noted that it would be good to consult residents on what they would like to see in the square and that the social history of the square should be promoted with a plaque or board.</p> <p>It was resolved that:</p> <ul style="list-style-type: none"> <li>• Honeymoon Square and responsibility for its maintenance will be discussed with Andrew Pitts</li> <li>• the Parish Council will obtain quotes for relaying the paving slabs, refurbishing the benches and railings and will discuss progressing this project in future meetings.</li> </ul> <p><b>b) Stainland and District Parish Council Title / Name</b></p> <p>A resident asked whether the name of the Parish Council could be changed to be more inclusive of the villages and areas within the district.</p> <p>It was noted that now the council has been officially constituted, this would not be possible, however the name of ‘<i>Stainland and District</i>’ had been intended to be inclusive of all areas.</p> <p>It was resolved that when any publicity for the council takes place, wherever possible the strap line “<i>Serving the communities of Stainland, Holywell Green, Jagger Green, Old Lindley, Sowood and Outlane in Calderdale</i>” is used in addition to the title of “Stainland and District Parish Council.”</p>	
18.2, 11	<p><b>Annual Parish Meeting</b></p> <p><b>(a) To agree arrangements for The Annual Assembly of the Parish Council on Thursday 24<sup>th</sup> May 2018</b></p>	

	<p>Lisa Fieldhouse will email groups listed in the Community Directory to invite them to attend to speak for no more than 5 minutes about the work of their group and to outline any support they might wish to request from the Parish Council over the forthcoming year.</p>	
<p>18.2, 12</p>	<p>Date and Venue of Next Meeting  Annual <b>Meeting</b> of the Council  Thursday 17<sup>th</sup> May (immediately following the ordinary meeting )  The Annual <b>Assembly</b> of the Parish will be held on Thursday 24<sup>th</sup> May 7.30pm at Stainland Library.  The next monthly meeting of the Parish Council will take place on Thursday 21<sup>st</sup> June at 7.30pm at Stainland Library.</p>	