



## Stainland and District Parish Council

### 5th Ordinary Meeting

### Minutes

Thursday 16<sup>th</sup> August 2018 at 7.30pm at Stainland Library

**Present**

Councillor J Crossley (Chair), Councillor M James, Councillor P Bellenger, Councillor R Chapman, Councillor J Redford, Councillor S Halliday and J Goldthorpe (Clerk)

**Also in attendance:**

Amanda Tattersall

	Item
18.5,1	<p><u>Apologies:</u></p> <p>a) <u>To Note and Approve Reasons for Absence.</u> Councillor T Hodgkinson, Councillor L Fieldhouse.</p> <p>It was resolved to note all apologies and approve all reasons for absence.</p> <p>It was also noted that no apologies were received from Councillor H Mattei</p>
18.5,2	<p><b>Public Participation Session:</b> Resident Mrs M thanked the Parish Council for taking the time to look at the issue of the Wesley Chapel graveyard.</p> <p>Resident Mrs R raised several queries:</p> <ul style="list-style-type: none"> <li>• The issue of the Local Plan and asked where the submission for the Church Lane Site 0146 could be found.</li> <li>• A review is being carried out by CapacityGrid on behalf of CMBC on empty properties. Empty properties have been identified and brought to the attention of CMBC in the past but nothing has changed.</li> <li>• Regarding Safer Cleaner Greener - CMBC have asked for volunteers for one of the sites at Stainland Recreation Ground, who would be lead on this?</li> <li>• Registering to vote – will the Parish Council be issued with a hard copy or an electronic version of the Electoral Register in order to take part in the elections <b>Action:</b> the clerk to contact CMBC for clarification.</li> <li>• Ward Forums – how are things to be consolidated? How many meetings are looking at the same issues.</li> <li>• Is the Parish Council in touch with the Wardens about publicising the Ward Forums? Who has the key for the Shaw Park Notice Board. The board on The Hame still has April 2018 pinned up and do the churches have a policy not to display on their boards.</li> </ul>

	It was resolved that the query would be added to the minutes and investigated.
18.5,3	<b>To receive Parish Councillors' declarations of interest</b> Councillor Redford declared and interest in matters relating to The Crafty Dabblers.
18.5,4	<b>To accept the minutes of the 4<sup>th</sup> ordinary meeting of Stainland and District Parish council held on Thursday 19th July 2018</b>  It was resolved to approve said minutes as a true and accurate record of the meeting and they were signed by the Chair.
18.5,5	Finance  An update of the recent banking transactions was received.  <b>To discuss &amp; authorise payments to be made this month:</b> <ul style="list-style-type: none"> <li>○ Clerks salary <ul style="list-style-type: none"> <li>• This was agreed</li> </ul> </li> <li>○ Incidental stationary expenses <ul style="list-style-type: none"> <li>• This was agreed</li> </ul> </li> <li>○ To purchase Arnold-Baker on Local Council Administration <ul style="list-style-type: none"> <li>• This was agreed once the new addition is released in September 2018</li> </ul> </li> </ul> <b>To agree that the Accounting Statements in the annual Governance and Accountability Review for 2017/18 represent fairly the financial position of Stainland and District Parish Council and its income and expenditure for 2017/18 up to 31<sup>st</sup> March 2018.</b>  This was agreed and the relevant paperwork signed by Councillor J Crossley (Chair) and the clerk.
18.5,6	<b>To receive updates on</b> <ol style="list-style-type: none"> <li>a) <b>St Helen's Place car park</b> - this has been reported to Together Housing and they have advised that the work should start within 60 days of them receiving the report (approx 27<sup>th</sup> September)</li> <li>b) <b>WWI Centenary Commemorations</b> – it was resolved that the Clerk would contact Sue Hanson at CMBC to establish what wreath would be provided by them. It was also resolved that by the next meeting the input of the Parish Council would be agreed upon. <b>Action:</b> the clerk to contact Sue Hanson</li> <li>c) <b>The Square.</b> – it was resolved that a quote of £5,000 for the work, given through CMBCs framework was accepted. It was also resolved that a further £1000 be set aside for flag stones for the pathways. It was also resolved that any follow up work such as raised beds or benches would be deferred to the Environmental Committee once the initial work has been completed. <b>Action:</b> The clerk to contact CMBC to ask advice on how this project can now be moved forward.</li> <li>d) <b>Wesley Chapel graveyard</b> – a selection of Councillors had visited the site &amp; agreed that it was very overgrown (photos circulated). No response has been received from CMBC. <b>Action:</b> the Clerk to contact Dave Clay at CMBC again for an update.</li> <li>e) <b>Meeting with CMBC Conservation Officer</b> – it was resolved that Councillor Crossley would arrange a meeting prior to the next meeting of the Council. <b>Action:</b> Councillor Crossley to contact Katie Peach</li> </ol>

	<p>f) <b>The protection of Stainland Cross</b> – no response from CMBC at this time.  <b>Action:</b> the clerk to email Dave Clay again as a matter of urgency.</p> <p>g) <b>Letterhead &amp; Logo</b> – Councillors Halliday and Fieldhouse have met with a local designer who has provided four designs for consideration.  It was resolved to accept one particular design after amendments were made to the order in which the “districts” were listed and the “grayscale” version of the design “sharpened” up.  It was resolved that the Council would accept the quote of £1,000 for this work including the setting up of the website and Facebook page.  <b>Action:</b> Councillor Halliday to contact the designer with the amendments</p> <p>h) <b>GDPR</b> – the clerk has met with the Corporate Governance Manager for CMBC who has reviewed the documents she has created so far and is happy with them. The advice from CMBC was that all Councillors need to register with the ICO as they all deal with personal data of residents. This is at a cost of £40 per person.  It was resolved that the Parish Council was to stand the registration cost.  <b>Action:</b> the clerk to contact the Corporate Governance Manager to confirm if Councillor Bellenger is registered already as a ward councillor. The clerk is also to complete creating the documents required by the Council. The clerk is also to register all members with the ICO.</p> <p>i) <b>Finance Committee meeting held 25<sup>th</sup> July 2018</b> – the Council was advised that the committee authorised that the clerk could work up to 6 hours extra for the next 4 weeks to help with the initial workload of setting up the admin for the Parish Council. It also agreed the initial stationary order before it was placed.</p> <p>j) <b>Traffic calming by Duke of York</b> – Councillor James advised that he had asked Councillor Fieldhouse to email CMBC’s Head of Highways to request a meeting regarding the traffic flow in the village. Councillor Bellenger reported that he has had two meetings that had covered this issue with CMBC &amp; there was the possibility of “priority lines” being put in and that there be some funding possibly available for this but the matter was to go to public consultation.  <b>Action:</b> the clerk to liaise with Councillor Fieldhouse regarding the request as no email history for this.</p> <p>k) <b>Transparency - are minutes visibly available now in the Library for the general public to read?</b> - the Council was advised that since the stationary order had been delivered a file had been created by the clerk providing a copy of all the agendas and minutes for previous meetings. It was resolved that this met the transparency requirements</p>
18.5,7	<p><b>Staffing</b></p> <p>a) <b>To thank the volunteers who have been doing the clerking and banking roles prior to the clerk being employed</b> – Thanks were given to Councillors Fieldhouse, Halliday and Redford for all their hard work.</p> <p>b) <b>To reiterate that when the Craft Group is in situ in the Library there will not be a PC presence</b> – it was resolved that there would be no overlap of occupancy.</p>
18.5,8	<p><b>Planning</b></p> <p><b>The Local Plan, including the Heritage Impact Assessments for locations LP0075 &amp; LP0146</b> – Amanda Tattersall advised that according to CMBC there was to be Heritage Impact Assessments and that site visits had been carried out. There had also been some issues regarding some of the comments made regarding the plans issued. Amanda if the Parish Council would be interested in her hosting a briefing session in conjunction with SADCA &amp; following that the Parish Council could make any relevant comments.  It was resolved that this was a good idea and the date was to be advised in due course. CMBC are holding roadshows to help make comments &amp; the dates quoted in Go Local are 8<sup>th</sup> &amp; 14<sup>th</sup> September.  It was suggested that “yellow site notices” could be put up in the relevant areas to raise awareness within the locality. Amanda Tattersall would be happy to draft the signs.  <b>Action:</b> members to consider this for the next meeting.</p> <p>Regarding the Church Lane site the issue was discussed of the possible closure to traffic. It was resolved that this was to be taken further by Councillor Bellenger.  <b>Action:</b> Councillor Chapman to pass relevant paperwork to Councillor Bellenger.</p>

18.5,9	<p><b>Environmental</b></p> <p>a) <b>To discuss the procedure to transfer of the allotments to the Parish Council</b> – it was discussed that the pathways should be made safe by CMBC before the Parish Council took the allotments on.  <b>Action:</b> clerk to contact CMBC to raise this matter.</p> <p>b) <b>External signage re Parish Council &amp; times</b> – it was resolved that this would be sourced once the logo was finalised.  <b>Action:</b> the clerk to email Martin Stott at CMBC for permission to attach to the building.</p> <p>c) <b>Internal signage for door to say if clerk is in.</b> – it was resolved that a laminated paper sign would be adequate for this purpose.  <b>Action:</b> the clerk to email Martin Stott at CMBC for permission to attach to the internal door. The clerk to design &amp; laminate the sign once the logo has been finalised.</p> <p>d) <b>Shaw Park</b> – it was resolved that the Environment Committee would contact the other interested parties for an update.  <b>Action:</b> Environment Committee to make contact with the other interested parties.</p>
18.5,10	<p><b>NALC Conference on 30/31<sup>st</sup> October</b>  <b>Discuss if anyone will be attending on behalf of the parish. Price per delegate is not known as yet.</b> – it was resolved that at this time no one would be attending on behalf of the Parish Council.</p>
18.5,11	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• <b>Bus stop / bench Station Road</b> – upon discussion it was suggested this may fall under the West Yorkshire Combined Authorities remit as well.  The worry that the seat / bench may act as an attraction for youths / antisocial behaviour was raised.  It was suggested that it may be possible to relocate one of the benches from Honey Moon Square for this purpose.  It was resolved that the Parish Council would email Metro to request a bus shelter &amp; Together Housing regarding seating on the opposite side of the road be provided, stressing the point that it is by the elderly residents complex.  <b>Action:</b> Clerk to email Metro and Together Housing</li> </ul>
18.5,12	<p><b>To agree Agenda items for the next meeting.</b></p> <ul style="list-style-type: none"> <li>• Review of the budget</li> <li>• Committee Membership Review</li> <li>• Establish a Communications Committee</li> <li>• Registering of the Memorial Stone</li> </ul>
18.5,13	<p><b>Date and Venue of Next Meeting</b>  <b>20<sup>th</sup> September 2018 at 7.30pm at Stainland Library.</b></p>