



Stainland and District Parish Council

4th Ordinary Meeting

Minutes

Thursday 19th July 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, Su Halliday

Also in attendance:

Amanda Tattersall

Jill Goldthorpe – Parish Clerk

	Item
18.4,1	<p>Attendance: Parish Councillors: Judith Crossley, Lisa Fieldhouse, Thelma Hodgkinson, Fr Rodney Chapman, Jean Redford, Su Halliday, Paul Bellenger</p> <p>Apologies: Malcom James (holiday), Heidi Mattei (holiday) – apologies accepted.</p>
18.4,2	<p>Public Participation Session: Resident Mrs M raised the issue of the Wesley Chapel graveyard behind her property on Stainland Road. There are dangerous headstones and the children are playing there. There is also an abundance of overhanging self seeding trees. There has been no maintenance carried out for several years.</p> <p>Action: Parish Council to contact Andrew Pitts at CMBC regarding the safety issues and the maintenance schedule. The Councillors will also organise an on-site visit.</p>
18.4,3	<p>To receive Parish Councillors' declarations of interest P Bellenger unable to comment on any planning issues.</p>
18.4,4	<p>To accept the minutes of the 3rd Ordinary meeting of Stainland and District Parish council held on Thursday 21st June 2018 Minutes accepted & signed</p> <p>To receive information on any on-going items identified in previous minutes & decide further action where necessary. Nothing stated at this time.</p>

18.4,5	<p>To welcome Jill Goldthorpe as the new clerk and Responsible Financial Officer of Stainland and District Parish Council and confirm arrangements for her to obtain a key and mobile phone:</p> <p>Linda Freeman has given authorisation for Jill to get a copy of the key. Jill will do this as soon as possible.</p> <p>Jill is to source a mobile phone that has a package that includes unlimited calls & texts but that ideally will be under £20.00 per month.</p>
18.4,6	<p>Finance</p> <p>a) An update of the recent banking transactions was received.</p> <p>b) The costs regarding elections to Stainland and District Parish Council associated with Parish Council election to be held in May 2019 were given as: Cost per ward of £1,500 if contested or £100 if not contested. This calculates at £4,500 every four years. It was agreed that this whole amount should be set aside in the budget this year.</p>
18.4,7	<p>Training and membership of professional bodies</p> <p>a) To consider YCLA training for the clerk Resolved that Jill should attend the training on 22nd August 2018 at a cost of £18 & the follow up course in October.</p> <p>b) To consider the clerk's membership of the Society of Local Council Clerks Resolved to sign Jill up at a cost of £92.00. This will also make substantial discounts available on essential material such as Arnold-Baker on Local Council Administration</p> <p>c) To consider sending representatives to YCLA one day conference & training workshops on 28th September 2018. Resolved that it was considered unnecessary this year but would be considered in future years.</p>
18.4,8	<p>Planning</p> <p>It was resolved this would be dealt with at the end of the meeting by the Planning Committee members.</p> <p>a) To receive any information / developments with the Local Plan The Local Plan will be released on 10th August 2018. It was queried as to whether the Heritage Impact Assessments for the locations will be available to view after this date. Amanda has drafted a letter to be sent by the clerk to the Spatial Planning Team to clarify certain points.</p>
18.4,9	<p>Environment</p> <p>a) To consider a suitable date for councillors to meet with CMBC Conservation Officer Resolved that possible dates were 8th, 9th or 16th August. Suggested that maybe the CO would like to do a 15 minute presentation at the next meeting on 16th August. Judith Crossley to contact CO regarding this.</p> <p>b) To discuss the protection of Stainland Cross The safety and stability of the Cross are under question as there appear to be children climbing over it. It was suggested that the railings could be reintroduced as a deterrent.</p> <p>Actions: To ask CMBC to inspect the Cross again to confirm its safety To obtain a quote for re-installing the railings</p>

	<p>c) To receive updates on improvements to Honeymoon Square A meeting has been arranged with Mark Spencer on site at 7.00pm on 23rd July 2018. A door knocking / mail shot exercise around the area will be carried out over the weekend to get the local residents view of what they would like to see done in the square.</p> <p>d) To receive updates regarding St Helen's Place car park Nothing has been progressed as yet as this has to be done by telephone rather than email. Action: the clerk to contact Together Housing to raise concerns over the surface / potholes.</p> <p>e) To receive any other updates following the meeting between Stainland and District Parish Councillors and Andrew Pitts. It was advised that Plantation Snicket has now been cleared.</p>
18.4,10	<p>WWI Centenary Commemorations To discuss how / if the Parish Council should mark or contribute to the centenary.</p> <p>It was resolved that members would consider options for the next meeting.</p>
18.4,11	<p>Letter head and Logo Design. To consider commissioning the design of a Parish Council emblem and letter head.</p> <p>It was resolved that to meet the Financial Regulations at least three firms would be approached with the short brief that had been agreed to get quotes for the work.</p> <p>Action: the brief to be sent to at least 3 local firms for quotes and ideas</p>
18.4,12	<p>To Adopt:</p> <p>a) Financial Regulations It was resolved to accept them in general with an amendment that a £30.00 float would be kept by the RFO</p> <p>b) Transparency Code This was accepted.</p> <p>c) Data Protection Policy This is ongoing</p>
18.4,13	<p>Correspondence.</p> <p>a) To consider arrangements for receiving hand delivered correspondence at the library. It was resolved that a lockable post box in the entrance of the building would be acceptable. Permission will have to be obtained from CMBC before this can be fit.</p> <p>Action: permission to be requested from CMBC. Post box to be sourced and priced.</p> <p>b) To consider any correspondence or comments received from residents. No correspondence received.</p>
18.4,14	<p>To agree agenda items for the next meeting:</p> <p>The next meeting is to be held on 16th August 2018 at 7.30pm</p> <p>Suggested items: the current plans for Shaw Park.</p>