



Stainland and District Parish Council

6th Ordinary Meeting

Minutes

Thursday 20th September 2018 at 7.30pm at Stainland Library

Present

Councillor J Crossley (Chair), Councillor L Fieldhouse, Councillor M James, Councillor R Chapman, Councillor S Halliday and J Goldthorpe (Clerk)

Also in attendance:

Amanda Tattersall

	Item
18.6,1	<p><u>Apologies:</u></p> <p>a) <u>To Note and Approve Reasons for Absence.</u> Councillor T Hodgkinson, Councillor J Redford, Councillor P Bellenger & Councillor H Mattei.</p> <p>It was resolved to note all apologies and approve all reasons for absence.</p>
18.6,2	<p>Public Participation Session:</p> <p>Resident Mrs R raised several queries:</p> <ul style="list-style-type: none"> • The notes from the Greetland & Stainland Ward Forum say further to the Parish Council meeting with The Head of Neighbourhood & Communities regarding service levels / standards of the Park / Countryside / Street Cleaning services were to be included as an attachment with the Parish Council notes. <i>The Parish Council advised that everything that had been provided had been published on the SADCA website. The Parish Council has only been given a verbal summary but nothing has been provided in writing.</i> • Has the Parish Council received a copy of the recent survey on Parks & Countryside by CMBC. <i>Nothing received by the Parish Council as yet.</i> • How does the CMBC Framework for quotes work. <i>Cllr Fieldhouse explained this was the name of the quoting system used by CMBC where a job is listed & all interested contractors submit their quotes. It is regulated by CMBC.</i> • Has it been established if volunteers responded to the CMBC request for help eg Stainland Rec, who will lead on this. <i>The Parish Council has never been approached by CMBC regarding this so cannot</i>

	<p><i>respond.</i></p> <ul style="list-style-type: none"> Allotments – has it been established who owns them? <i>Cllr Halliday advised that the Parish Council are aware that the previous owner passed away and CMBC are in touch with the current owner. The 18 plots at Drury Lane are administered by CMBC.</i> Who has the key for the display cabinet at Shaw Park? <i>Cllr Crossley advised that this is Shaw Park Group.</i> Requested a summary of what has been raised with Sonoco over a long period of time. <i>Cllr Crossley advised this would be put on the agenda for the next meeting.</i> Ward Forum Grants – there is no up to date list in the Ward Forum notes that say that they are one of the main items on the Agenda. <i>It was resolved that the query would be added to the minutes and investigated</i> Local Plan – re site LP146 – who has submitted this? <i>It was resolved that the query would be added to the minutes and investigated</i>
18.6,3	<p>To receive Parish Councillors' declarations of interest Councillor Halliday declared an interest in matters relating to the allotments. Councillor Chapman declared an interest in matters relating to St Andrew's.</p>
18.6,4	<p>To accept the minutes of the 5th ordinary meeting of Stainland and District Parish council held on Thursday 16th August 2018</p> <p>It was resolved to approve said minutes as a true and accurate record of the meeting and they were signed by the Chair.</p>
18.6,5	<p>Correspondence</p> <p>a) Request from the WI that the Poppy Trail benches be covered under the Parish Council's public liability insurance. <i>Cllr Fieldhouse advised that 4 benches were to be installed by CMBC Highways department. CMBC won't take on the benches unless the WI offer to maintain them. No price has been quoted for the maintenance. After checking with the insurance company the Parish Council could only cover the benches by the policy if they were the PC's property. Cllr James suggested that the WI gift the benches to CMBC in this case.</i> Action – to go back to the WI & advise them of the insurance company's advice & refer them back to CMBC.</p> <p>b) Request from the St Andrew's Social & Fundraising for support for event on 7th & 8th December 2018 <i>It was resolved to donate £100.00</i></p> <p>c) Email from resident regarding motorbike riding in Stainland Memorial Park <i>Cllr Crossley advised this has been forwarded to Graham Gibbons and Cllr Bellenger with the suggestion that the wardens approach the families.</i> Action: to email Cllr Bellenger for a progress report. Following the update: respond to the resident & possibly email the Calder Wardens & the Community Support Officer, the Anti Social Behaviour Team.</p>
18.6,6	<p>Finance</p> <p>An update of the recent banking transactions.</p> <p>To discuss & authorise payments to be made this month:</p>

	<ul style="list-style-type: none"> ○ Clerks salary including mileage expenses ○ Clerk financial training course ○ Clerk second New Clerks training course ○ Reimburse Councillor Fieldhouse for website expenses ○ Reimburse Councillor Fieldhouse for the painting materials for The Square ○ Payment for the Logo & Website design ○ Purchase a poppy wreath from Royal British Legion. <p><i>All of the above payments were authorised to be paid.</i></p> <p>To receive an update on the budget and projected spending. <i>It was resolved that an update would be provided & reviewed every quarter unless requested in-between</i></p>
18.6,7	<p>To receive updates on</p> <p>a) Registering to Vote – <i>the clerk has confirmed that the Parish Council will receive a copy of the electoral role but CMBC cannot as yet say if it will be paper or electronic</i></p> <p>b) WWI Centenary – <i>the clerk has confirmed with Sue Hanson that, as in the past, the mayor will request will nominate a Ward councillor to lay a wreath on CMBC’s behalf at the service at 3.00pm. That will be the extent of their input regarding wreaths. Nothing extra as there is now a Parish Council.</i></p> <p>c) The Square – <i>the clerk emailed Mark Spencer on 21/8 & 14/9 but no response had been received at the time of the meeting. Cllr Fieldhouse has contacted Jagers (the contractors) who advised that they needed confirmation of the work and an order number from CMBC. However it seems the last quote has been deleted so they have had to requote which has come out higher. Therefore Mark Spencer is looking into it again.</i> <i>The railings were painted on the weekend of 3rd September and Cllr Fieldhouse commented on how positive it was to see the number of residents who came out to help.</i></p> <p>d) Wesley Chapel graveyard – <i>the Parish Council has received a reply from Dave Clay advising that he has carried out an inspection of the graveyard in the week commencing 20/8 & he has had the grass cut. He confirms that the memorials have been tested at feels that all is satisfactory with them & the grounds. However Cllr Chapman advised that he felt the wrong graveyard had been attended to. Cllr Halliday volunteered to check the correct graveyard & report back to the clerk who can then, if necessary, contact Dave Clay again.</i></p> <p>e) The protection of Stainland Cross – <i>the Parish Council has received an email from Dave Clay advising this has been inspected and is satisfactory under their regulations for memorials.</i> Action: <i>the clerk to contact Dave Clay & ask if he has any advice on deterrents for it being climbed on.</i> <i>It was also resolved that the Environment Committee would look at the area in a whole with a view to improvement.</i></p> <p>f) GDPR - <i>Still on going but all members had been circulated copies of FOI policy, Privacy Notice Template, General Privacy Notice, Data Protection Policy, Staff & Councillor Privacy Notice & the Subject Access Requests Policy.</i> <i>It was resolved that these would be accepted & adopted.</i> <i>The clerk has not had time to finish all documents or register with IOC but has confirmed with CMBC that Cllr Bellenger is already covered as a Ward councillor.</i></p> <p>g) Traffic calming by Duke of York - <i>Cllr Fieldhouse had no recollection of any request from Cllr James. The clerk emailed Cllr James on 3/9 asking on what action he would like to taken forward considering Cllr Bellenger’s follow on report & was advised no further action at the moment until the public consultation.</i> Action: <i>the clerk to email Cllr Bellenger for an update & the item to go on the agenda again for the next meeting.</i></p> <p>h) Allotments – <i>an email was received from Pam Smithies at CMBC advising that they do not hold any funding for infrastructure work at Drury Lane. They would rely on</i></p>

	<p>community groups to source funding for works on many of our sites. It is likely that as a Parish Council Stainland would be able to access grants to help fund improvements at Drury Lane that Calderdale Council cannot.</p> <p>It was resolved that the transfer of the allotments would go ahead and that Cllr Halliday would investigate any possible funding. It was also resolved that priority would be given to residents of the Parish when new plots were allocated.</p> <p>i) Post Box & Shelving – Calderdale have given permission for these to be put up & they will then inspect the work.</p> <p>j) Empty Properties within The Parish Boundaries – the numbers provided by CMBC Empty Homes Team are:</p> <p>9 properties held in the estate of a deceased person 64 properties unoccupied & unfurnished for more than 1 month but less than 2 years</p> <p>6 properties unoccupied but furnished 51 properties unoccupied & unfurnished less than 1 month 9 properties unoccupied & unfurnished longer than 2 years</p> <p>Action: the clerk to contact The Empty Homes Team to establish what, if any, action they have taken in respect of the 9 properties that have been unoccupied for longer than 2 years with a view to bringing them back into use.</p> <p>k) Bus/stop / bench on Station Road – The clerk has contacted Metro who have forwarded the query onto their Facilities & Asset Department who will send a full response within 28 days, (mid October)</p>
18.6,8	<p>Staffing To propose an increase of the Clerks hours to 10 per week It was resolved that the increase in hours would commence from 24th September 2018.</p>
18.6,9	<ul style="list-style-type: none"> • Review the committee memberships • Set dates & frequency for committee meetings. <p>The committee memberships & frequency of meetings were agreed as attached.</p>
18.6,10	<p>Environmental</p> <p>a) Offer of a donated flowering cherry tree by Councillor Allen for The Square. – it was resolved that the Parish Council would be happy to accept this kind offer & to also provide a tree themselves.</p> <p>b) Possibility of the Parish Council organising a Christmas event in The Square. – Cllr Crossley felt that this should be a resident let event. The Parish Council could possibly offer a small donation to facilitate it & join in. Cllr Fieldhouse agreed she would be happy to take the Lantern Parade on from SADCA & try to arrange a “working party” regarding the Christmas Event.</p> <p>Cllr Halliday also reported that it had been stressed by the residents that the area was known as The Square and not Honey Moon Square.</p> <p>c) Stainland Playground – Cllr Bellenger provided the following update prior to the meeting:</p> <p>It has been agreed that CMBC will pay for the swings in Sowood Park & Stainland Park along with the goal posts in Shaw Park.</p> <p>Stainland & Stainland Parks – it went out to public consultation as to what equipment should be provided & they have gone with the kid’s decisions.</p> <p>Re the goal posts at Sowood Park – CMBC have done a survey of the ground /site & said that in the current condition it is unsuitable. Mark Spencer is to get a quote for levelling the ground but this will not be funded by CMBC.</p> <p>Bowling Green Christmas Tree – Cllr Bellenger will buy a new tree.</p>

	<p>d) To discuss buying in additional SCG hours or establish a contract for additional maintenance of grass verges etc Set a date for the Environmental Committee to progress The Square work. – it was resolved that the meeting would be held on 27th September 2018</p>
18.6,11	<p>Planning</p> <ul style="list-style-type: none"> • Provide an update from meeting held 29th August 2018 – draft minutes provided to members & available in the library. • To agree / discuss submitting a comment to CMBC Local Plan Consultation – thanks were giving to Amanda Tattersal for all the hard work and time she has put into this project, including drafting the comments to be used by the Parish Council. These comments were accepted and would be lodged by the Clerk & Amanda before the deadline date.
18.6,12	<ul style="list-style-type: none"> • Publicity including the creation of a Parish Council Facebook page - it was resolved that a basic Facebook page would be created that would provide information only. Cllr Halliday said she would be willing to control this.
18.6,13	<p>To agree Agenda items for the next meeting. – no new items were stated.</p>
18.6.14	<p>Date and Venue of Next Meeting 18th October 2018 at 7.30pm at Stainland Library</p>