



**Stainland and District Parish Council  
9th Ordinary Meeting  
Minutes  
Thursday 13th December 2018 at 7.30pm at Stainland  
Library**

**Present**

**Councillor J Crossley (Chair), Councillor L Fieldhouse, Councillor R Chapman, Councillor Jean Redford, Councillor H Mattei & J Goldthorpe (clerk)**

	<b>Item</b>
18.9,1	<p><b><u>Apologies:</u></b></p> <p>a) <b><u>To Note and Approve Reasons for Absence.</u></b> <i>Councillor James, Councillor Hodgkinson, Councillor Halliday &amp; Councillor Bellenger sent their apologies.</i></p> <p><b><i>It was resolved</i></b> to note all apologies and approve all reasons for absence.</p>
18.9,2	<p><b>Public Participation Session:</b> <i>No members of the public attended</i></p>
18.9,3	<p><b>To receive Parish Councillors' declarations of interest</b> <i>No declarations of interest were made.</i></p>
18.9,4	<p><b>To</b></p> <p>a) <b>accept the minutes of the 8<sup>th</sup> Ordinary meeting of Stainland and District Parish Council held on Thursday 15<sup>th</sup> November 2018</b></p> <p>b) <b>for the Chair to sign &amp; date the previous minutes</b></p> <p><b><i>It was resolved</i></b> to accept the minutes and they were signed and dated by the Chair</p>
18.9.5	<p><b>Correspondence</b> <b>To discuss correspondence received and consider any necessary action</b></p> <p><b>Letter from resident re projected projects for the district</b></p> <p><b><i>It was resolved</i></b> that this item in the main would be passed to the Environment Committee to look at at the next meeting except the graffiti in the bus shelter.</p> <p><b>Response re graffiti from WYCA</b></p> <p><i>A response was received from WYCA in response to the residents letter &amp; advised that the graffiti had been removed</i></p> <p><b>Letter of thanks from St Andrews Church for the donation providing a detailed breakdown of how the donation was spent.</b></p>

	<p><b>Cllr Fieldhouse had received a telephone call regarding CMBC's intention to removed a gas lamp from The Square area.</b>  <i>It was resolved that the Parish Council would raise a comment with CMBC that this asset was part of the history of the area &amp; querying the cost effectiveness of removing the item. Also to seek re-assurance that the wrought iron lamp-posts in the Chapel Street area of the district will remain in situ.</i>  <b>Action:</b> the clerk to contact CMBC (Andrew Pitts &amp; the Conservation Officers)</p>
18.9.6	<p><b>Finance</b>  <b>An update of the recent banking transactions.</b>  <i>The bank statements were signed by the Chair</i></p> <p><b>To discuss &amp; authorise payments to be made this month:</b></p> <ul style="list-style-type: none"> <li>• <b>Clerks salary</b>  <i>The above payment was authorised to be paid.</i></li> </ul> <p><b>To discuss and agree the Parish Council's Grants Policy, application form &amp; Terms of Reference.</b>  <i>After a discussion the terms were resolved</i>  <b>Action:</b> the clerk to create the Policy document, Terms of Reference and Application Form.</p>
18.9.7	<p><b>Update on the bus stop / shelter &amp; bench for Station Road.</b></p> <p><i>The clerk has spoken to WYCA &amp; they have agreed to place a bus stop on Station Road directly across from the one on the other side (ie end of Shaw Street approx.). Unfortunately when they have spoken to Highways they have said a shelter is not applicable here. The clerk has also met with the Neighbourhood Officer for Together Housing and they have agreed that the PC can place a bench on their land near the new bus stop (photo circulated). It was decided it should go as near to the edge as possible to meet their gardening requirements.</i></p> <p><b>Action:</b> to obtain three quotes for the bench being secured at Station Road.</p>
18.9.8	<p><b>Update on the play equipment for the park.</b>  <i>Cllr Crossley has approached Amanda Firth regarding this but has had no response. Therefore, no update was available at this time.</i></p>
18.9.9	<p><b>Update on CHAS Registering</b>  <i>The clerk, after holding a meeting with the area representative, has arranged access to the portal that allows her to search for registered companies.</i></p>
18.9.10	<p><b>To organise the Launch Event</b>  <i>The clerk has worked through the Community Directory ringing for addresses to send invites &amp; the email has been sent to those who have responded. Messages left with 3 other contacts for an email address.</i>  <b>It was resolved</b> to call a Communications Committee meeting on 3<sup>rd</sup> January 2019 to finalise the details of the event.  <i>It was resolved that the clerk would purchase the tablecloth &amp; pull up banner at the best price from the three quotes obtained.</i>  <b>Action:</b> the clerk to order the tablecloth &amp; banner as soon as possible.</p>
18.9.11	<p><b>Conservation area</b>  <i>Both Councillor Mattei &amp; Mrs Tattersall are awaiting finalised quotes regarding this but current quotes have come in between £5,000 and £10,000.</i></p>
18.9.12	<p><b>Holywell Green Square</b>  <b>Two trees</b> have been planted with no consultation with the PC as to siting or variety.  <b>Action:</b> Cllr Fieldhouse is to confirm the variety &amp; if need be have them re-sited.</p> <p><b>The Christmas Event</b> is due to be held on Saturday 15<sup>th</sup> December 2018 &amp; volunteers were advised that the setting up would begin at 10.30am</p> <p><i>It was asked if the bin was now in situ in The Square. This would be checked and reported</i></p>

	<i>back.</i>
18.9.13	<p><b>To discuss &amp; agree attendance of the NALC Planning Seminar in 2019</b>  <i>It was resolved that Cllr Mattei would attend one of the seminars.</i>  <b>Action:</b> the clerk to liaise with Cllr Mattei re date then book a place</p>
18.9.14	<p><b>Community Transport – to discuss the possibility of setting up a transport link with Community Transport Calderdale from the Parish Council area to get to the Doctors in West Vale and or a supermarket in either West Vale or Elland possibly once a week at a designated time.</b>  <i>Cllr Redford gave a brief overview of the services provided by Community Transport. It was resolved that the Parish Council would invite Community Transport to the Launch Event in January so they could advise the public in more detail of their service. It was also suggested that a link to their website could be put onto the PC’s website and Facebook page.</i>  <b>Action:</b> the clerk to contact Peter Hancock at Community Transport to invite to Launch Event.</p>
18.9.15	<p><b>To discuss the possibility of increasing the clerks hours.</b>  <i>It was resolved that the clerk could work up to an additional 20 hours per month if required to meet the workload.</i></p>
18.9.16	<p><b>To agree Agenda items for the next meeting.</b></p> <p><i>It was resolved that an Extra Ordinary Meeting would be held on 9th January 2019 to discuss the budget for the next Financial Year.</i></p> <ul style="list-style-type: none"> <li>• <i>To appoint an Internal Auditor.</i></li> <li>• <i>Christmas Lights for 2019</i></li> <li>• <i>Conservation Area Character Appraisal update.</i></li> <li>• <i>Community Transport.</i></li> <li>• <i>An update on the park play equipment.</i></li> <li>• <i>A recap of the Launch Event.</i></li> <li>• <i>An update on the gas lamp / light in The Square.</i></li> </ul>
18.9.17	<p><b>Date and Venue of Next Meeting</b>  <b>17<sup>th</sup> January 2019 at 7.30pm at Stainland Library</b></p>