



Stainland and District Parish Council 11th Ordinary Meeting Minutes Thursday 21st February 2019 at 7.30pm at Stainland Library

Present

Councillor J Crossley (Chair), Councillor L Fieldhouse, Councillor R Chapman, Councillor Jean Redford, Councillor T Hodgkinson, Councillor P Bellenger, Councillor M James & J Goldthorpe (clerk)

Item	Item
18.11.1	<p>Apologies:</p> <p style="padding-left: 40px;">a) To Note and Approve Reasons for Absence. Councillor Mattei sent her apologies <i>It was resolved</i> to note all apologies and approve all reasons for absence.</p>
18.11,2	<p>Public Participation Session: A resident suggested that the Parish Council should consider celebrating St Georges Day. The Parish Council advised it would consider this in future but pointed out that not all residents in the district would class themselves as English so other relevant dates would also have to be considered to be celebrated.</p> <p>A resident asked for an update on the Holywell Inn. Whilst this is a project that the Parish Council has not currently had any input it Cllr Bellenger advised that there had been no great progress since CMBC lent the money to the group. The case has been referred to solicitors to try and improve the deal with the owner of the property.</p>
18.11,3	<p>To receive Parish Councillors' declarations of interest No declarations of interest were made.</p>
18.11,4	<p>To</p> <p style="padding-left: 40px;">a) accept the minutes of the 10th Ordinary meeting of Stainland and District Parish Council held on Thursday 17th December 2019 b) for the Chair to sign & date the previous minutes</p> <p><i>It was resolved</i> to accept the minutes and they were signed and dated by the Chair</p>
18.11.5	<p>Correspondence To discuss correspondence received and consider any necessary action</p> <p>Email received from a resident regarding a bus shelter / seat on Station Road The Parish Council have already approached the owners of the land suggested for the bench to be placed & whilst they have no objections to a bench being placed in the vicinity they do not want it placing under the windows of their tenanted property. They have, however, offered a patch of land this is currently a cobbled area & flower bed. However, before this can move forward the Parish Council need to contact the owner of the privately owned property that this patch of land borders onto to seek their views on a bench being placed there. If the owner of</p>

	<p><i>this property has no issues with the suggestion the Parish Council would then look into the costs involved in adapting the land & having a bench secured there.</i></p> <p>Action: the Parish Council to try & contact the owner of the boarding property to seek permission for the bench. Cllr Fieldhouse offered to do this. Quotes for the work would not be obtained until permission obtained and local residents consulted. .</p> <p><i>With regard to the bus shelter, which has been suggested for the opposite side of the road, Cllr Bellenger suggested that the local residents were consulted on this before any further action was considered and this could be done by a leaflet drop that covered both the possible new bench and bus shelter. Cllr Crossley suggested that the bench issue would be resolved before the issue of the bus shelter was approached.</i></p> <p>A letter was received from a resident regarding the name “Stainland” being applied to the whole area by the Royal Mail and regarding the bus routes in the area:</p> <p><i>After discussions it was resolved that the Parish Council would contact the Royal Mail for an explanation.</i></p> <p>Action Cllr Chapman to draft the wording of the query and then the clerk will contact the Royal Mail,</p> <p><i>With regards to the bus route, Cllr Bellenger has approached West Yorkshire Combined Authority to establish what procedure the Parish Council would need to follow to possibly extend one if the routes.</i></p> <p>Action: Cllr Bellenger to consult with WYCA to put this case forward.</p> <p>Action: the Clerk to send an update to the resident advising the actions the Parish Council are taking on the matters.</p> <p>A letter has been received from CMBC advising the date that the precept will be paid to the Parish Council.</p> <p><i>This was noted by the councillors.</i></p> <p>An invite has been received from Hebden Royd Town Council to attend a fundraising event they are holding on 30th March 2019.</p> <p><i>This was noted by the councillors.</i></p>
18.11.6	<p>Finance</p> <ul style="list-style-type: none"> • An update of the recent banking transactions. <p><i>The bank statements were signed by the Chair.</i></p> <ul style="list-style-type: none"> • To discuss & authorise payments to be made this month: Clerks salary Go Local invoice Stationary <p><i>The above payments were authorised to be paid.</i></p> <p>It was resolved that, after reviewing the quotes, the clerk could place an order for more copier paper.</p> <ul style="list-style-type: none"> • To agree the amended budget. <p>It was resolved to accept the amended budget</p> <ul style="list-style-type: none"> • To review the quotes received for internal audit services and agree which company to appoint. <p><i>After discussing the quotes it was resolved to appoint Yorkshire Internal Audit Services.</i></p> <p>Action: the clerk to contact YIAS to appoint them</p> <ul style="list-style-type: none"> • To agree the process for Internal Control Checks of the finances. <p>It was resolved that Cllrs Halliday and Redford would undertake this duty</p> <p>Action: Cllrs Halliday & Redford to arrange a date to carry out the check</p>
18.11.7	<p>To receive an update on Community Transport</p> <p><i>Cllr Redford advised that the Community Transport team still only have one driver based within the district but that they are still trying to recruit more drivers.</i></p> <p>Action: Cllr Halliday to add another post on the Parish Council's Facebook page regarding the</p>

	<i>recruitment drive.</i>
18.11.8	<p>To receive an update on the Conservation Area Character Appraisal <i>The Working Group has now been set up and there are currently 5 members: Cllr Mattei, Cllr Hodgkinson, Cllr Redford, Cllr James & Mrs A Tattersall.</i> <i>There has now been a revised quotation received for a fixed price for producing the Conservation Area Appraisal of £7,380.00 (inc vat) from one firm.</i> <i>It was resolved that, as set out in the Financial Regulations, at least a further 2 quotes were obtained using the same criteria.</i> <i>It was also discussed that CMBC has to be involved in the process and they may possibly be able to commit some resources.</i> <i>Cllr Fieldhouse suggested that the Working Group contact CMBC to discuss this.</i> <i>Mrs Tattersall provided members with a briefing sheet & asked that any queries be forwarded to Cllr Hodgkinson by 4th March 2019.</i></p>
18.11.9	<p>To receive an update on the play equipment for Stainland park <i>Cllr Crossley has received an email from Naomi Madeley of CMBC who has advised that CMBC will make a 50% contribution to the new slide.</i> <i>It was discussed that the Parish Council would like to be consulted on the choice of items and their costs prior to an item being ordered. It was also suggested that it should be negotiated that a small plaque be placed on the item advising that the Parish Council has contributed.</i> Action: <i>Cllr Crossley to contact CMBC with the above requests.</i></p>
18.11.10	<p>To receive an update on the traffic calming by the Duke of York <i>Cllr Bellenger advised that flashing warning signs are to be installed in the near future. There is also to be a moveable one installed on The Hame, however if there is enough money in the budget, Cllr Bellenger is going to request that this one is changed to a permanent sign.</i> <i>Cllr Bellenger also advised that a Traffic Regulation Order has also been raised for "priority" road markings at The Duke of York. Also, double yellow lines are to be laid on the bends by Bowling Green School.</i></p>
18.11.11	<p>To agree the date and venue for the Parish Assembly and to receive the draft minutes from last year's meeting. <i>The councillors were presented with a copy of the minutes.</i> Action: <i>the clerk to issue an electronic version to Cllr Mattei as she was unable to attend the meeting.</i> It was resolved <i>that the Parish Assembly would be held on Thursday 28th March 2019 at 7.30pm at Stainland Library.</i></p>
18.11.12	<p>To receive an update from the Environmental Committee meeting held on 31st January 2019. <i>Cllr Crossley & Cllr Fieldhouse recapped the issues covered in the draft minutes for the meeting that have been circulated and published.</i></p>
18.11.13	<p>To agree Agenda items for the next meeting. <i>The Conservation Area Character Appraisal</i> <i>The Cross</i> <i>Brainstorm possible future projects.</i></p>
18.11.14	<p>Date and Venue of Next Meeting 21st March 2019 at 7.30pm at Stainland Library</p>

Meeting closed at 9.00pm