



## Stainland and District Parish Council 14th Ordinary Meeting Minutes

### Thursday 20<sup>th</sup> June 2019 at 7.30pm at Stainland Library

Present

Councillor P Bellenger (Chair), Councillor L Fieldhouse, Councillor C Lee, Councillor S Holdsworth, Councillor F Dixon, Councillor A Foster, Councillor M Mullany, Councillor J Doherty, Councillor G Liddell & J Goldthorpe (clerk)

Public Attendees: 3

|         | Item  |
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| 19.14.1 | <p><b><u>Apologies:</u></b></p> <p>a) <b><u>To Note and Approve Reasons for Absence.</u></b><br/> <i>All members were in attendance so not apologies were received</i></p>  |
| 19.14.2 | <p><b>Public Participation Session:</b></p> <p><i>Bowling Green Parking – the parking issues, especially at school run times, in this area were raised and it was suggested that parents could park in either the Stainland Rec car park or up Fall Spring Gardens, both being less than a 4 minute walk to the school.</i></p> <p><i>The condition of the fencing on the snicket at Fall Spring Gardens to Gray Hall - there has recently been new posts put in but the old panels have been attached to them. The issue of ownership of the land was raised – it could be CMBC or it could be a management company.</i><br/> <b>Action:</b> Cllr Bellenger to look into the ownership &amp; if it is CMBC he will raise the maintenance issue with the appropriate department.</p> <p><i>A suggestion to arrange access to the CMBC run computers when the library is not open – <b>it was resolved</b> that this was a decision to be made by CMBC Libraries as the building &amp; equipment are theirs &amp; they would be aware of any insurance issues.</i><br/> <b>Action:</b> the clerk will approach CMBC Libraries with the suggestion.</p> <p><i>Speed of vehicles throughout the village – it was agreed that this is an issue. Cllr Bellenger advised that CMBC does have a mobile speed indication device that can be placed in a prominent position.</i><br/> <i>It was also suggested that in the future maybe the schools could be approached with a view to pupils designing posters regarding the issue.</i><br/> <b>Action:</b> Cllr Bellenger to request the mobile device is sited in the village via the Neighbourhood Team.</p> <p><i>Anti Social Behaviour in the Fall Spring Gardens area – it was acknowledged this was an ongoing problem and that the appropriate authorities were involved and residents needed to continue to report incidents to these authorities.</i><br/> <i>Cllr Bellenger advised that Bus Oasis was due in the area within the week. This is a specially adapted bus that has activities in it from gaming console to football cages &amp; is staffed by individuals trained in engaging with children.</i></p> |

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| 19.14.3 | <p><b>To receive Parish Councillors' declarations of interest</b><br/> <i>No declarations of interest were made.</i></p>  |
| 19.14.4 | <p><b>To</b></p> <ul style="list-style-type: none"> <li>a) <b>accept the minutes of the 2<sup>nd</sup> Annual Meeting of Stainland and District Parish Council held on Thursday 16<sup>th</sup> May 2019</b></li> <li>b) <b>for the Chair to sign &amp; date the previous minutes</b></li> <li>c) <b>accept the minutes of the 2<sup>nd</sup> Extra Ordinary Meeting of Stainland and District Parish Council held on Wednesday 9<sup>th</sup> January 2019</b></li> <li>d) <b>for the Chair to sign &amp; date the previous minutes</b></li> </ul> <p><i>It was resolved to accept the minutes from both meetings and they were signed and dated by the Chair</i></p>  |
| 19.14.5 | <p><b>Correspondence</b><br/> <b>To discuss correspondence received and consider any necessary action</b></p> <p><b>C19.14.1 – British Red Cross</b> – <i>an email has been received offering free first aid courses. It was resolved that members would advise the clerk if they were interested in attending such a course and to possibly put it out to local residents / organisations to see if there was any further interest in arranging the courses (venue &amp; times to be agreed at a later date)</i><br/> <b>Action:</b> <i>the clerk to put a brief item on the website &amp; social media page.</i></p> <p><b>C19.14.2 – email from resident raising several points:</b></p> <ul style="list-style-type: none"> <li>• <b>Calderdale Clean Air Day 20/6/19.</b> Resources have been used to produce reports and hold meetings An example was used last year of parents outside schools leaving their engines running. The SPC felt CMBC would deal with this. Very little appears to be changing? Following a discussion it was suggested that the Parish Council would liaise with the schools to try &amp; combat the issue of car engines being left running. It was suggested that a “designated driveway” scheme could be introduced where residents agreed to let a designated driver / car use their driveway during the school run then walking their child to school, thus reducing air pollution and traffic congestion in the immediate area. Another suggestion was that parents were given the incentive to walk their children to school. It was also suggested that the Community Wardens could be utilised to ask drivers why they were using their cars / leaving the engines running.<br/> <b>Action:</b> <i>the clerk to approach the school heads to enquire what, if any, actions they are already undertaking with a view to working together on this issue.</i></li> <li>• <b>What is in place to for when the SPC take over the running of The Drury Lane Allotments?</b> <i>The Parish Council are still waiting for CMBC to identify the estate of the owners of the allotments before the transfer process can begin. As yet, the Parish Council has not looked at the running practices but will take advice from YCLA &amp; other local Parish &amp; Town Councils on the matter once the transfer process begins.</i></li> <li>• <b>Repairs to the wall at the entrance to Church Lane off Stainland Road were in-</b></li> </ul> |

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|         | <p><b>instigated by The SPC. Is there a progress report?</b> <i>The repairs were not instigated by the Parish Council. Cllr Bellenger has spoken to the resident of the property involved &amp; has contact details for the landlord but it is understood that work has stopped due to planning &amp; conservation issues.</i></p> <p><b>Action:</b> <i>Cllr Bellenger to contact the owner to try &amp; establish a timescale for the repairs to be completed.</i></p> <ul style="list-style-type: none"> <li>• <b>A number of planning decisions are taken by Officers who can the electorate discuss these with?</b> <i>Members of the public can object / comment on Planning Applications via either Customer First at CMBC or online via the Planning Portal. The Parish Council only makes comments on applications &amp; are not involved in the final decision process.</i></li> <li>• <b>Around 40 people voted for the pilot 20mph scheme in Stainland. The schemes are not monitored by the police and nothing changed. However, CMBC continued to roll out schemes at a cost of 800k.in other areas.</b> <i>It was felt this issue had been covered earlier under 19.14.2</i></li> <li>• <b>Everyday vehicles often travelling at over 30mph continue to drive onto the pavement in the Holroyd Square area rather than slow down and wait for on-coming traffic. Is there any progress on this?</b> <i>The process is still ongoing &amp; will be implemented as soon as CMBC have completed the correct legal procedures.</i><br/><b>Action:</b> <i>Cllr Bellenger to ask CMBC for an update.</i></li> <li>• <b>Do the Stainland Parish Councillors feel it is appropriate that when the police do try and combat speeding, which is not often, residents immediately post warnings on Face Book?</b> <i>It was agreed that this was not ideal but the location of speed cameras / check points are published weekly in the Halifax Courier &amp; online by CMBC so the information is already in the public domain.</i></li> </ul> |
| 19.14.6 | <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• <b>An update of the recent banking transactions.</b> <i>The bank statements were signed by the Chair.</i></li> <li>• <b>To discuss &amp; authorise payments to be made this month:</b> <ul style="list-style-type: none"> <li>➢ <b>Clerks salary &amp; associated costs (£772.56)</b></li> <li>➢ <b>Invoice for office cupboard (£269.20)</b></li> <li>➢ <b>Pearsons (£59.40)</b></li> <li>➢ <b>Sky Mobile (£17.00)</b></li> </ul> </li> </ul> <p><i>The above payments, totalling £1118.16, were authorised to be paid &amp; the schedule signed.</i></p> <ul style="list-style-type: none"> <li>• <b>To discuss &amp; agree the quotes provided for replacement toner cartridges for office printer - the quotes were discussed &amp; it was resolved that the clerk would order a pack of 4 toners for £59.99.</b> <i>It was suggested that in future the possibility of refills</i></li> </ul>  |

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|          | <p>could be explored.<br/> <b>Action:</b> the clerk to order the toners as soon as possible.</p>  |
| 19.14.7  | <p><b>To receive an update on the Conservation Area Character Appraisal.</b> Unfortunately no one from the Working Group attended the meeting to provide an update. The newly elected councillors were advised of the work carried out so far &amp; of the current 3 page booklet. It was resolved to move the item onto the July agenda &amp; to re- invite Amanda Tattersal, who has worked hard on the project, to give a presentation on the subject.<br/> <b>Action:</b> the clerk to invite Amanda Tattersal to the July meeting.</p>   |
| 19.14.8  | <p><b>To review the Committee Memberships &amp; amend as necessary</b><br/> <b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>➤ Cllr Doherty would leave the Planning Committee but join the Communications Committee.</li> <li>➤ Cllr Liddell would leave the Environment Committee and join the Communications Committee.</li> <li>➤ Cllr Mullany would join the Finance Committee and the Communications Committee.</li> <li>➤ Cllr Dixon would leave the Staffing Committee and the Communications Committee.</li> </ul> <p><b>Action:</b> the clerk to update the members lists &amp; email groups &amp; recirculate to members</p>  |
| 19.14.9  | <p><b>To review the quotes for the placing of the bench(es) on Station Road</b><br/> The clerk had established with Jagers, who were storing the benches removed from The Square, that they were no longer fit for purpose due to the way they had been removed from site. Cllr Holdsworth asked if it was possible to repair the benches but it was agreed this would most likely not be cost effective. Cllr Bellenger said he would contact CMBC &amp; see if they had any spare benches that could be utilised. It was also suggested that recycled plastic benches could be lower maintenance.<br/> <b>Action:</b> Cllr Bellenger to contact Mark Spencer / Amanda Firth at CMBC to establish if they had any spare benches. The clerk, in the meantime, to source prices for recycled plastic benches and alternative benches.</p>  |
| 19.14.10 | <p><b>To receive feedback following the Internal Audit held on 5<sup>th</sup> June 2019</b><br/> The members discussed the areas highlighted in the report and were happy that the clerk had already addressed the issues raised.</p>   |
| 19.14.11 | <p><b>To agree that the Accounting Statements in the annual Governance and Accountability Review for 2018/19 represent fairly the financial position of Stainland and District Parish Council and its income and expenditure for 2018/19 up to 31<sup>st</sup> March 2019</b><br/> The clerk advised that the internal auditor had reviewed the figures and had completed the section of the report agreeing the figures.<br/> <b>It was resolved that,</b> as the members themselves had not taken the opportunity to review the accounts that they would prefer the statement to read <b>“To note that the internal auditor agreed that the Accounting Statements in the annual Governance and Accountability Review for 2018/19 represent fairly the financial position of Stainland and District Parish Council and its income and expenditure for 2018/19 up to 31<sup>st</sup> March 2019”</b><br/> The report was duly signed by the Chair and the clerk.<br/> <b>Action:</b> the clerk to submit the report and supporting documents to the external auditors before the deadline</p> |
| 19.14.12 | <p><b>To receive an update on the Anti-Social Behaviour issues</b><br/> Further to the comments made under 19.14.2, Cllr Bellenger advised that, following a panel meeting held to discuss ASB, the cases for three individuals within the area were due to go to court where Anti Social Behaviour Contracts would be requested.. Cllr Bellenger advised that if these contracts were breached it would result in an Anti Social Behaviour Order being issued. Members of the public are encouraged to report ASB to the appropriate authorities so problems can be dealt with.</p>  |
| 19.14.13 | <p><b>To review the quotes &amp; designs for the slide to be placed, in conjunction with CMBC, in Stainland Park</b><br/> Cllr Bellenger advised that the lady from CMBC who had been dealing with this has been transferred but the matter can still be progressed.<br/> It was resolved that the Parish Council would purchase the Wicksteed design.<br/> The Parish Council would like to attach a plaque to the slide acknowledging the contribution.<br/> <b>Action:</b> the clerk to contact Amanda Firth at CMBC to advise of the slide choice &amp; ask for the</p>   |

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|          | <i>suppliers details to arrange purchase &amp; also to arrange a timescale for delivery / installation.</i>  |
| 19.14.14 | <p><b>To briefly put forward ideas and suggestions for Parish Council projects (immediate, mid term &amp; long term) in preparation for further discussion and development at future meetings</b></p> <p><i>It was resolved that this would be continued onto the next agenda. But in the meantime members would send their suggestions to the clerk who would collate a list ready for the July meeting.</i></p> <p><i>It was also resolved that once projects had been agreed it may be prudent to create an Events Committee.</i></p> |
| 19.14.15 | <p><b>To agree Agenda items for the next meeting</b></p> <p><i>An update on the Conservation Area Character Appraisal</i></p> <p><i>To discuss possible projects</i></p> <p><i>Bus route improvements</i></p> <p><i>Public Bodies Website Accessibility</i></p> <p><i>To review &amp; adopt the Risk Assessment document</i></p> <p><i>To review amended quotes for Station Road benches</i></p>   |
| 19.14.16 | <p><b>Date and Venue of Next Meeting</b></p> <p><b>Thursday 18<sup>th</sup> July 2019 at 7.30pm at Stainland Library</b></p>   |

Meeting closed at 8.59pm