



**Stainland and District Parish Council  
20th Ordinary Meeting  
Minutes  
Thursday 19<sup>th</sup> December 2019 at 7.30pm at Stainland  
Library**

**Present**

**Councillor P Bellenger (Chair), Councillor L Fieldhouse, Councillor M Mullany, Councillor F Dixon, Councillor G Liddell & J Goldthorpe (clerk).**

**Public Attendees: 3**

Item	
19.20.1	<p><b>Apologies and Reasons for Absence and Lateness</b>  <b>To receive apologies and approve any reasons for absence presented to the Council</b>  <i>Councillors Lee, Doherty, Foster &amp; Holdsworth sent their apologies</i>  <b>It was resolved</b> to note the apologies and approve the reason for absence and lateness</p>
19.20.2	<p><b>To receive Parish Councillors' declarations of interest</b>  <i>No declarations of interest were made.</i></p>
19.20.3	<p><b>To</b>              a) <b>accept the minutes of the 19<sup>th</sup> General Meeting of Stainland and District Parish Council held on Thursday 21<sup>st</sup> November 2019 for the Chair to sign &amp; date the previous minutes</b>  <b>It was resolved</b> to accept the minutes and they were signed and dated by the Chair</p>
19.20.4	<p><b>Public Participation Session</b></p> <p><i>A resident passed on their thanks that the issues with the illumination 20mph speed sign had now been resolved.</i></p> <p><i>A resident raised the issue of the water ditches on the right hand side on Carr Hall Lane are blocked again, which in turn is turning the footpath into a quagmire.</i>  <b>Action: it was resolved</b> the clerk would raise this with the Flood Alleviation Team of CMBC</p> <p><i>A resident asked if the Parish Council had any objections to people sailing model battery &amp; wind powered boats on the pond in Shaw Park.</i>  <i>The resident was advised this was not a Parish Council issue however <b>it was resolved</b> that the clerk would contact the Safer Cleaner Greener Team of CMBC and ask the question.</i></p> <p><i>A resident raised the issue of inconsistent charging for pus basses within the area – a weekly ticket on the service in Stainland is £24 but the same ticker bought in West Vale is £10.</i>  <i>Cllr Bellenger advised the resident to take the issue up with the bus company.</i></p> <p><i>A resident advised there were still issues with some residents in Fall Spring Gardens. These appear to be people who are not the tenants and drugs are involved. Together Housing, the landlords, are aware of the issues</i>  <b>It was resolved</b> the clerk would contact Sue Illkiw of Together Housing for a progress report on action being taken.</p>

19.20.5	<p><b>Correspondence</b></p> <p>Several emails had been received from a resident highlighting, among other things, several issues with CMBC</p> <p>As the resident was present at the meeting, Cllr Bellenger advised that these issues should be taken up directly with CMBC. The resident stated that there had to be some common ground between the Parish Council and the Local Authority. Cllr Dixon advised that the Parish Council had limited powers, but where possible the Parish Council will endeavour to support and vice the views of the residents.</p> <p>Cllr Bellenger stated he was willing to meet with the resident as a Ward Councillor to discuss the issues.</p>
19.20.6	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• An update of the recent banking transactions.</li> <li>• To discuss &amp; authorise payments to be made this month: <ul style="list-style-type: none"> <li>➢ Clerks salary &amp; associated costs</li> <li>➢ Sky Mobile</li> <li>➢ Tommy Topsoil</li> <li>➢ Filmbank</li> <li>➢ Stainland Cricket Club</li> <li>➢ ICO Renewal</li> <li>➢ Cllr Fieldhouse re-imburement</li> </ul> </li> </ul> <p>The above payments, totalling £1976.32 were authorised to be paid &amp; the schedule signed.</p>
19.20.7	<p><b>To discuss and agree a draft budget and capital programme</b></p> <p>Cllr Liddell advised that the precept figure was due to be provided to CMBC by early February and had therefore drafted an initial budget. Cllr Liddell advised that it was not the intention to agree the budget at this point but just a starting point. This was circulated to members to view and comment on.</p> <p>Cllr Liddell is to issue guidelines to members with a view to them creating business case for suggested projects for the next financial year. The intention is then to have a further meeting to have a wider discussion as to what the Parish Council want to achieve and what would then become priority projects.</p> <p>Cllr Bellenger suggested that some public consultation could be carried out to see what projects the residents would prefer.</p>
19.20.8	<p><b>To discuss staff appraisals</b></p> <p>Cllr Bellenger felt this was no longer required in the current circumstances. Cllr Liddell said that he felt it still needed discussing so that a system can be put in place for future use.</p> <p><b>It was resolved</b> to defer the item to the Finance &amp; Staffing Committee.</p>
19.20.9	<p><b>To make a decision on the proposal to employ an Environmental Warden and to agree the job description &amp; personal specification and, should the council agree, to progress with this.</b></p> <p>This would be for up to 5hrs a week &amp; would result in a visible presence in the Parish. It was suggested that a mobile phone should be provided, or access to one, for security reasons.</p> <p>Cllr Liddell asked for an estimate of this cost so it could be added to the budget.</p> <p><b>It was resolved</b> to go ahead with employing an Environmental Warden but the details would be discussed further at the next Finance &amp; Staffing Committee Meeting.</p> <p><b>Action:</b> CMBC to be contacted to enquire if they will collect any waste produced &amp; if so, what the cost will be.</p>
19.20.10	<p><b>To discuss the Holywell Inn and it's relisting as an Asset of Community Value</b></p> <p>There is already an organisation founded who are trying to turn this building into a Community Centre.</p> <p>Cllr Dixon queried if this was the type of building that would benefit the community of the Parish as a whole? The location does not appear to lend it to this.</p> <p><b>It was resolved</b> to take no action on this matter.</p>
19.20.11	<p><b>To discuss accepting asset transfers from Stainland &amp; District Community Association.</b></p> <p>Cllr Fieldhouse advised that the SADCA Public Liability expires in the near future. The assets include the phone box, 3 x planters, a gazebo, Christmas lights &amp; a tea urn.</p>

	<p><b>It was resolved</b> to take the assets on.  <b>Action:</b> Cllr Fieldhouse to provide a full list of the assets to be transferred.</p>
19.20.12	<p><b>To discuss the recruitment process for a new Parish Clerk &amp; the allocation of duties during the interim / handover period.</b>  Cllr Bellenger has contacted NALC &amp; they have provided a list of locums which Cllr Bellenger will circulate.  Cllr Liddell suggested an alternative – that Jill would possibly stay on for a maximum of 4 hours pw, mainly working from home, to concentrate on the accounts / budgets &amp; issuing agendas to correct timelines.  <b>It was resolved</b> to go with Cllr Liddell's suggestion  Due to the reduction in hours <b>it was resolved</b> that Jill would not be dealing with emails after 3<sup>rd</sup> January 2020 and these would be forwarded to one of the members to deal with. Cllr Bellenger &amp; Cllr Fieldhouse offered to take this task on.  <b>Action:</b> the clerk to arrange forwarding the emails at the end of her contract.</p>
19.20.13	<p><b>To discuss &amp; agree if the clerk's annual leave entitlement must be taken prior to the end of employment or if the Parish Council will make payment for any hours not taken.</b>  As it is a legal requirement to pay for any unused leave, <b>it was resolved</b> that any leave not taken by 3<sup>rd</sup> January 2020 would be paid in the January payment on 25<sup>th</sup> January 2020.</p>
19.20.14	<p><b>To discuss reducing the committee meetings and the amalgamation of them onto full Council meetings.</b>  This was an item raised by Cllr Bellenger.  Cllr Liddell felt that the solution was not to reduce / amalgamate the committees but to bring more discipline into the setting of dates of the meetings as committee meetings do not need to be re-hashed at General Meetings unless they do not fall in line with the committee's Terms of Reference.  It was raised by a member of the public that if members were finding the commitment to the Parish Council overwhelming that the upcoming Ward elections in May would be an ideal opportunity for them to stand down &amp; replacements elected.  <b>It was resolved</b> to adopt Cllr Liddell's suggestion.  <b>Action:</b> the Chair of each committee to schedule dates for the meetings</p>
19.20.15	<p><b>To discuss future event planning and timing</b>  This item was deferred as it was felt it was covered under item 19.20.7</p>
19.20.16	<p><b>To receive an update from Councillors of projects they have been involved with within the district.</b>  Cllr Bellenger advised that the Anti Social Behaviour issues have been resolved. Cllr Fieldhouse asked if there was any talk of "restorative" justice – Cllr Bellenger advised not.</p>
19.20.17	<p><b>To discuss setting up an online calendar for the Parish Councillors to share</b>  This item was deferred until Cllr Lee was available.</p>
19.20.18	<p><b>To receive an update from the Environment Committee meeting held on 26<sup>th</sup> November 2019.</b>  Cllr Fieldhouse gave a brief update &amp; advised that the draft minutes were available online</p>
19.20.17	<p><b>To agree Agenda items for the next meeting</b>  Recommendations on the budget  Recommendations on the level of precept.  Update on the recruitment of new staff.  Electronic diaries</p>
19.20.18	<p><b>Date and Venue of Next Meeting</b>  <b>Thursday 16<sup>th</sup> January 2020 at 7.30pm at Stainland Library</b></p>

Meeting closed at 8.57pm