



**Stainland and District Parish Council
22nd Ordinary Meeting
Minutes
Thursday 20th February 2020 at 7.30pm at Stainland
Library**

Present

Councillor P Bellenger (Chair), Councillor M Mullany, Councillor G Liddell, Councillor Foster, Councillor Lee, Councillor S Holdsworth & Cllr Dixon (minute taker).

Public Attendees: 2

Item	
19.22.1	<p>Apologies and Reasons for Absence and Lateness To receive apologies and approve any reasons for absence presented to the Council <i>Councillors Fieldhouse & Doherty sent their apologies</i> It was resolved to note the apologies and approve the reason for absence and lateness</p>
19.22.2	<p>To receive Parish Councillors' declarations of interest <i>No declarations were declared.</i></p>
19.22.3	<p>To a) accept the minutes of the 21st General Meeting of Stainland and District Parish Council held on Thursday 16th January 2020 for the Chair to sign & date the previous minutes It was resolved to accept the minutes and they were signed and dated by the Chair</p>
19.22.4	<p>Public Participation Session <i>Issues with 51 Fall Spring Gardens re drugs, homophobic graffiti, hate crime, disability / benefit fraud, children / youths hanging around, residents feeling threatened & unsafe. The residents are to pull the "community trigger" but also ask the Parish Council to contact Together Housing & the Neighbourhood Police Team to try & get some action.</i> It was resolved that the Parish Council would do this & Cllr Bellenger advised that he would contact these organisations the next day.</p>
19.22.5	<p>Correspondence To discuss correspondence received and consider any necessary action <i>The Head Teacher of Holywell Green School has requested support on funding a lollipop person of £5,000 support for a zebra / person crossing. Cllr Bellenger advised that the funding had not yet been fully decided. Cllr Holdsworth shared her knowledge of request for zebra crossing for Greetland Academy</i> It was resolved that this matter would be passed to the Environment Committee to look into further <i>SADCA – this organisation is being disbanded & would like to transfer it's assets to the Parish Council.</i></p>

	<i>Following a discussion it was resolved to move this forward.</i>
19.22.6	<p>Finance</p> <ul style="list-style-type: none"> • An update of the recent banking transactions. • To discuss & authorise payments to be made this month: <ul style="list-style-type: none"> ➤ Clerks salary & associated costs ➤ Sky Mobile ➤ Wicksteed Leisure <p><i>The above payments, totalling £6636.56 were authorised to be paid & the schedule signed.</i></p>
19.22.7	<p>To receive an update on the recruitment process <i>The closing date for the posts are 24th February 2020 & Cllr Fieldhouse is managing the process.</i> It was resolved that Cllr Bellenger would approach CMBC HR to ensure safer recruitment procedures are followed.</p>
19.22.8	<p>To discuss & agree a date for the Annual Parish Council Meeting & to discuss publicity <i>It was suggested that a powerpoint be created, a suggestion box put in place, a leaflet created with a questionnaire, a prize draw, WI Cake, entertainment.</i> Action: this to be delegated to the Events & Communications Committee to arrange.</p>
19.22.9	<p>To discuss how to advertise projects that the Parish Council have carried out & any future projects It was resolved this would be delegate to the Events & Communications Committee.</p>
19.22.10	<p>To discuss & review the Governance Discussion Paper <i>Committee members lists has been updated including the 2 co-opted members on the Environmental Committee</i> It was resolved that for the benefit of procedure that all co-opted members should be approved by full council. It was resolved that the Staffing & Finance Committee would review the purpose of committees in 6 months to ensure meetings are not held for meetings sakes. It was resolved that all committees would have a regular schedule of meetings. It was resolved each committee would consider if they require any delegated powers & The Terms of Reference of each committee be amended if appropriate. Action: this item to go on the agenda of each committee's next meetings. It was resolved that all committees to use new structure of recording minutes. Action: Cllr Liddell to design a new structure / format & pass to admin for use. It was resolved that until a new clerk is in place the Committee Chairs to ensure that minutes are available at full council meeting.</p>
19.22.11	<p>To receive an update from Councillors of projects they have been involved with within the district It was resolved to change this item in future to "to receive an update from Ward Councillors etc"</p>
19.22.12	<p>To receive an update from committee meetings held since the last Full Council Meeting</p> <ul style="list-style-type: none"> • Finance & Staffing <i>The Finance & Staffing Committee had reviewed & approved the payment schedule in 19.22.6 above. They had also made two amendments to the budget – for a portable heater & to approve a request from the Events & Communications Committee for Christmas lights</i> • Environmental <i>Walking Bus Project – some interest from Holywell Green School & continuing to pursue. Rockery in Stainland is being sorted Railings in Holywell Green – started project to enable painting. Hanging Baskets – virtually impossible because of the new lampposts & weight distribution. Christmas Lights Allotments transfers - still on going</i> <p>Action: the Environmental Committee to discuss "Stainland in Bloom" campaign / completion & to explore what support could be gained from Royal Horticultural Society & to try & get the children of the Parish involved</p>

	<ul style="list-style-type: none"> • Events & Communications <p><i>Go Local article deferred</i> <i>Use of social media agreed</i> <i>Date / format of annual council meeting discussed</i> <i>Plaques – quotes received</i> Action: <i>Summer event – Cllr Lee to out together an outline of the project including costings & risk assessment to go to Finance & Staffing Committee for consideration as soon as possible</i></p>
19.22.13	<p>To agree Agenda items for the next meeting</p> <ul style="list-style-type: none"> • <i>To ensure actions to committees from this meeting to be reported back on</i> • <i>Recruitment update</i>
	<p>Date and Venue of Next Meeting Thursday 19th March 2020 at 7.30pm at Stainland Library</p>

Meeting closed at **8.55pm**