



**Stainland and District Parish Council  
23rd Ordinary Meeting  
Minutes  
Thursday 19<sup>th</sup> March 2020 at 7.30pm at Stainland  
Library**

**Present**

**Councillor M Mullany, Councillor G Liddell (Chair), Councillor Fieldhouse**

**Public Attendees: 0**

	<b>Item</b>
19.23.1	<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 Bellenger, Dixon, Foster, Lee, Doherty &amp; Holdsworth sent their apologies</i> <b>It was resolved</b> to note the apologies and approve the reason for absence and lateness
19.23.2	<b>To receive Parish Councillors' declarations of interest</b> <i>No declarations were declared.</i>
19.23.3	<b>To</b> <b>accept the minutes of the 22nd General Meeting of Stainland and District Parish Council held on Thursday 20<sup>th</sup> February 2020</b>  <b>Matters from previous minutes</b> <i>It was unclear if item 19.22.5 had been mistakenly assigned to the Environment committee rather than the Full Council</i> <i>Item 19.22.7 Cllr Fieldhouse felt it should be made clear that she was tasked to manage the recruitment process as agreed by the Staffing sub committee and that Cllr Bellenger indicated he would approach CMBC Human Resources to ensure safe recruitment procedures were followed.</i> <i>Item 19.22.12 The In Bloom idea - this was not an agenda item not covered as an update from a committee but was assigned to the Environment committee however it should come under the purview of the Events &amp; Communication Committee.</i> <b>It was resolved</b> to accept the minutes and they were signed and dated by the Chair, providing the above points were noted in the minutes of this meeting
19.23.4	<b>Public Participation Session</b> <i>No members of the public attended</i>
19.23.5	<b>Correspondence</b> <b>To discuss correspondence received and consider any necessary action</b> <i>No correspondence had been received</i>
19.23.6	<b>Finance</b> <ul style="list-style-type: none"> <li>• <b>An update of the recent banking transactions.</b></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</b></li> <li>➤ <b>Sky Mobile</b></li> <li>➤ <b>CMBC (recruitment advert)</b></li> <li>➤ <b>R S Groundworks</b></li> <li>➤ <b>Stumbusters</b></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ <b>Martin Smith</b></li> <li>➤ <b>Go Local</b></li> <li>➤ <b>Came &amp; Co.</b></li> </ul> <p><i>The above payments, totalling £1631.70 were authorised to be paid &amp; the schedule signed.</i></p> <p><b>The following resolution was then put forward by Cllr Liddell .</b></p> <ol style="list-style-type: none"> <li>1. <i>That the business of the Council as set out in the agenda for this meeting and dated 12<sup>th</sup> March 2020 be set aside and determined at a later date</i></li> <li>2. <i>That in view of the current public health emergency and in accordance with Section 101 of the Local Government Act 1972, this Council appoints Jill Goldthorpe, the former Parish Clerk and a current employee of the Council, as the Council's Responsible Officer with immediate effect.</i></li> <li>3. <i>The Council empowers Jill Goldthorpe, as the Council's Responsible Officer, to do anything expedient and necessary to ensure the continuous business of the council and to deal with any mandatory undertakings in order to prevent the authority from incurring liability during the period that this delegation of authority is applicable. As the decision-maker, the Responsible Officer may consult with members of the Council on any matter under consideration during the period of this appointment but is under no obligation to do so except for matters concerning her employment, which should be referred to the Chairman of the Parish Council and the Chairman of Policy and Finance for their joint approval.</i></li> <li>4. <i>The Responsible Officer will maintain all necessary records and circulate details of all decisions made by her to all Councillors on a weekly basis via email</i></li> <li>5. <i>Unless summoned by the Responsible Officer or as provided for under Standing Order (6), no meetings of the Council, its committees and sub-committees will take place from the date of this meeting, held on 19<sup>th</sup> March 2020 until a future date to be determined.</i></li> </ol> <p><b><i>It was unanimously resolved</i></b> to accept the above resolution and the meeting was closed at this point and further agenda items would be picked up in due course.</p>
19.23.7	<b>To receive an update on the recruitment process</b>
19.23.8	<b>To consider opening accounts with wholesale plant suppliers. Marilliam Flowers Ltd, Beardsworths Trees, The Woodland Trust..</b>
19.23.9	<b>To consider possible use of the Parish Council debit card as an option for purchasing plants where no account facility is available.</b>
19.23.10	<b>Receive update from the Environment Committee regarding alternatives to hanging baskets and consider a request that the budget allocated for them be transferred to purchasing and planting suitable alternatives</b>
19.23.11	<b>To consider a request from the Environment Committee for an additional budget requirement for the installation of retaining boards and further ground clearance works on the area behind the railings on Stainland Road.</b>
19.23.12	<b>To consider a request from the Environment Committee for funds to purchase trees and shrubs, tree guards and stakes for the Sowood Park project.</b>
19.23.13	<b>To authorise the purchase of replacement phone box panels.</b>
19.23.14	<b>To consider a request from the Environment Committee to purchase a white board and basic equipment for the environment warden using the Parish Council's YPO account.</b>
19.23.15	<b>To confirm receipt of SADCA assets and remaining funds and to allocate the funds to the purchase of a ball wall for Jagger Green Park as requested by SADCA Trustees.</b>
19.23.16	<b>To assign the School Crossing Patrol Issue to the Full Council</b>

19.23.17	To receive an update from Cllr Mullany regarding attending the South Pennine YLCA branch meeting.
19.23.18	To assign the In Bloom proposal to the Events Committee
19.23.19	To receive an update from Ward Councillors of projects they have been involved with within the district
19.23.20	To receive an update from committee meetings held since the last Full Council Meeting <ul style="list-style-type: none"> <li>• Finance &amp; Staffing</li> <li>• Environmental</li> <li>• Events &amp; Communications</li> </ul>
19.23.21	To agree Agenda items for the next meeting
	<b>Date and Venue of Next Meeting</b> <i>To be confirmed after the COVID19 Public Health Issues have been resolved</i>

Meeting closed at 8.00pm