



## Stainland and District Parish Council 25th Ordinary Meeting MINUTES

17<sup>th</sup> September 2020

**Councillors Present (by remote viewing): Councillor Bellenger Chaired the Meeting). In attendance were Councillor Holdsworth, Councillor Fieldhouse, Councillor Liddell, Councillor Mullany.**

In attendance: Mr Malcolm James, Mr David Fox, Ms Claire Eastwood, Ms Elaine Ramsden **and Parish Clerk.**

Item	Item
20.25.01	<b>To was resolved to note Councillor</b> Lee sent his apologies and approve the reason for absence.
<b>20.25.02</b>	<b>It was resolved to accept the minute</b> of the Meeting held on Thursday 29th August 2020. <i>In favour GL AND LF</i>
<b>20.25.03</b>	<b>Resolved to note the following Cllr</b> declarations of interest. Cllr Bellenger declared the as a member of CMBC Planning Cttee he did not feel comfortable in commenting <b>or</b> making decisions on the planning applications at Parish Level. <b>In favour LF, GL, MM. SH unable to vote.</b>
<b>20.25.04</b>	<b>Public Participation.</b> An opportunity for members of the public to address the Parish Council on any issues concerning them within the Parish <ul style="list-style-type: none"> <li>• A brief explanation with regards to the running of Sowood Community Centre and the lease with CMBC. Request for a grant from the Parish Council towards replacement windows. <b>Resolved to agree MJ would supply Councillors with more detailed information in writing.</b> <i>In favour PB, LF, MM, GL.</i></li> <li>• A copy of the Parish Council Accounts for Financial Year 2019/20 was requested. <b>Resolved to note</b> the Clerk explained copies of the Internal Audited Accounts are now with the External Auditors and Draft Accounts can be found on the Parish Council web site. A number of further issues were raised which related to CMBC. <b>Resolved to note Cllr Bellenger responded.</b></li> <li>• Claire Eastwood summarised the past Environmental Schemes she had been involved with and explained she had lived all her life in the Stainland and was an active member of the community and would like to be appointed to join the Environmental Committee.</li> </ul>
<b>20.25.05</b>	<b>Resolved to accept the appointment of</b> Claire Eastwood onto Environmental Committee until May 2021. <i>In favour LF, GL, MM, PB.</i>
	<b>SH joined the meeting</b>

20.25.06	<p><b>Resolved to accept</b> the updated Co-opted Policy. Cllr Liddell suggested changes to the policy as detailed below.</p> <ul style="list-style-type: none"> <li>• It was clarified that the method used for filling a vacancy would be the same for casual vacancy as for an ordinary one.</li> <li>• The methods of advertising would not be restricted to notice boards and websites; these would also include a suitable advertisement in Go Local and known social networking sites. Consideration would also be given to other innovative advertising outlets, e.g., a small recruiting leaflet left in one or more of schools, shops, pubs and restaurants would be easy to do and cost very little.</li> <li>• The prohibition on Councillors meeting separately to discuss candidates applies to the Council meeting itself only (applies to Minute 20.25.15 also)</li> <li>• After the presentations, there will be a motion to exclude press and public and, whether or not passed, the Council will then go on to debate the relative merits of the candidates, prior to voting at the end of the debate (given that there may be a motion to exclude press and public the election of co-opted members should be the last item on the agenda to avoid inconvenience to the public).</li> <li>• On voting a proposer and a seconder is required only on a motion confirming the results of the selection, not for each individual candidate</li> <li>• The method of voting itself will be as provided for in Standing Orders</li> <li>• It was agreed that the Parish Council was opposed to secret ballots in all circumstances as a matter of principle and any reference to it in any policy will be removed.</li> <li>• It was agreed that preference voting would be used to remove the need for re-balloting in order to secure a majority</li> </ul> <p><b>In favour LF, MM GL. Abstained SH &amp; PB</b> Cllr Liddell agreed to email the Clerk with the specific amendments.</p>
20.25.07	<p><b>Resolved to note</b> Cllr Holdsworth plans to have the report completed by mid-October with the help Cllr Lee and the Ripponden and Stainland's Clerk. <b>In favour PB, GL, LF MM.</b></p>
20.25.08	<p><b>Resolved to note</b> Cllr Bellenger agreed to contact CMBC with regards to the procurement and pricing of Office 365 and report back to the 15<sup>th</sup> October General Meeting. Providing all Cllrs with Parish Council only email addresses in order to create a professional email system, with a shared drive system along with suitable remote meeting facilities. <b>In favour SH, LF, MM.</b></p>
20.25.09	<p><b>Resolved to note</b> Cllr Bellenger has been in contact with CMBC who have agreed to look into placing yellow lines at the end of Greenfield Close.</p>
20.25.10	<p><b>Resolved to note CMBC</b> Public Rights of Way have met with Cllr Bellenger at the CAT Steps. CMBC have agreed to repair the CAT steps and CROW will clear the vegetation. Cllr Fieldhouse stated the Environmental Cttee would have liked to contribute or make additions to the work being carried out on the Cat Steps. Joint working with CMBC is important in order to try to deliver more wide reaching and comprehensive improvements.</p>
20.25.11	<p><b>Resolved to note</b> CMBC have agreed to install the new slide at Stainland Park. CMBC have provided a quote from a contractor with regards to ground works around the area of the old slide Cllr Fieldhouse agreed to review and raise at the next Environmental Committee meeting on the 1<sup>st</sup> October 2020. <b>In favour PB, SH, MM, LF.</b></p>
20.25.12	<p><b>Resolved to agree</b> the Environmental Committee would look at repairing the broken fence panels at Fall Spring Gardens in conjunction with CMBC. <b>In favour SH, MM, LF.</b></p>
20.25.13	<p><b>Resolve to agree</b> Cllr Fieldhouse contacts the candidates to see if they are still interested in the Environmental Warden post. Providing there is no further lockdown and a Covid Risk Assessment has been completed the interviews may take place in the Church Hall social distancing. <b>In favour MM, GL, LF.</b></p>
20.25.14	<p><b>Resolved to accept</b> the appointment of a Structural Engineer to carry out a survey of the bridge in Shaw Park at an estimated cost of £400 + vat. The survey is a way to get the bridge reopened. <b>In favour MM, GL, LF.</b></p>

<b>To receive reports from the Clerk. Chairman, Committees and Councillors:</b>					
<b>Report from the Clerk:</b>					
<b>20.25.15</b>	<b>Resolve to note notices</b> have been put up to notify the public of the two Co-opted vacancies on the Parish Council Website and throughout the Parish the closing date for applications is the 5 <sup>th</sup> October 2020. Completed application forms will be circulated to all Cllrs after the closing date. All candidates will be asked to attend the next General Meeting (15 <sup>th</sup> October 2020). Candidates will be given five minutes to introduce themselves and provide information on their background and experience in addition to explaining why they wish to become a member of the Parish Council.				
<b>20.25.16</b>	<b>Resolve to note all planning application comments</b> should be emailed to the Clerk before the day of the General meeting and will be circulated to each Cllr prior to the Council meeting so they can be considered. This is to ensure there is a consistence approach thus avoiding any planning application deadline timing conflicts.				
<b>20.25.17</b>	<b>To note</b> the following key dates: 22nd September – Events and Communications Meeting 1 <sup>th</sup> October – Environmental Meeting 15 <sup>th</sup> October - Ordinary Meeting				
<b>Report from the Chairman.</b>					
<b>Report from Cllrs</b>					
<b>20.25.18</b>	<b>Resolved to note any</b> other business as raised by councillors. <ul style="list-style-type: none"> <li>Cllr Fieldhouse circulated a list of projects requiring Committee approval the expenditure was approved. However subsequent to the meeting the decision taken was unlawful due to the absence of notice given. The project list would be submitted for approval at the Environmental Committee and Full Council in the next meeting cycle.</li> </ul>				
<b>20.25.19</b>	<b>To note the</b> report from Ward Councillors.  Cllr Liddell thanked Cllr Bellenger for pursuing CMBC to open Elland tip.				
<b>Finance</b>					
<b>20.25.20</b>	<b>Resolved to note the listed</b> payments made by the committees during August 2020. <b>All present in favour</b>				
	<b>RPC Ref</b>	<b>Supplier/Commodity</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Total</b>
	20/21-031	Samantha Roberts	421.68		421.68
	20/21-032	Yorkshire Local Council Association- Clerks Training	15.00		15.00
	20/21-005	Refund from Century Plastics – Goods not received for the Phone Box near the Library	-226.12	-45.30	-271.42
	20/21-033	Light & Illumination – Purchase of & Christmas Lights Inc. £100 Delivery	1120.00	224.00	1344.00
	20/21-034	Sky Mobile DD (Monthly Charge)	10.00	2.00	12.00
	20/21-035	Clerk Salary (Inc. Tax Refund)	846.84		846.84
		<b>Total</b>	<b>£2187.40</b>	<b>£180.70</b>	<b>£2368.10</b>

20.25.21	<b>Resolved to note the attached updated</b> Cash Book/Bank Reconciliation and Budget update as at 31 <sup>st</sup> August 2020. <b>All present in favour</b>
20.25.22	<b>Resolved to note</b> correspondence had been received with regards to the works to the driveway at Old School, South Parade, Stainland (replacement of setts with asphalt etc). Cllr Mullany had spoken to CMBC Planning Department who reported this was permitted development.
20.25.23	<b>To note the following information</b> correspondence YLCA, NALC, PCC Updates.
20.25.24	<b>Resolved to agree Cllr Bellenger</b> attends the next YLCA course on how to deal with a Grievance Webinar Session as the one scheduled to take place on Wednesday, 16 September was cancelled. The course was focusing on the practical application of grievance policies and procedure. The webinar training session cost £15.00 or £11.25 with small council bursary. <b>All present in favour.</b>
20.25.25	<b>Resolved to agree the Clerk</b> attends – YLCA - New Clerks Training Webinar Session on Friday, 18 September 2020 from 10am to 1pm. The course is for new clerks, to include production of lawful agendas, effective minutes, and learning legislation for local councils. The webinar training session cost is £48.00 or £36.80 with small council bursary. <b>All present in favour.</b>
20.25.26	<b>Resolved to agree</b> Cllr Bellenger would contact CMBC Planning Department for Planning Application Training. <b>All present in favour.</b>
20.25.27	<p><b>Resolved to agree Cllr Mullany comments would be added to CMBC Planning portal. In favour LF, GL,</b></p> <p><b>Prune trees (Tree Preservation Order)</b> Land Rear Of 311 To 319 Stainland Road Elland Calderdale. Ref. No: 20/20176/TPO   Received: Fri 14 Aug 2020   Validated: Fri 14 Aug 2020   Status: Pending Consideration trees (Tree Preservation Order).</p> <p><b>Resolved to note:</b> There are no documents on the website for this application though it was received mid-April. I have requested comments from Keith Grady CMBC Tree Officer (as detailed below). I have not visited the site yet as like you I am still waiting for the documents to be uploaded by our Business Support. I can however advise that it relates to the crown lifting of trees on the northern edge of Holroyd's Wood to allow farm machinery to move safely around the edge of the field. Normal lifting of the crowns to allow passage of vehicles so preventing tree limbs being torn off is normally considered good Arboriculture practice.</p> <p><b>Loft conversion with dormer to rear. Two storey side extension.</b> Planning Application 19 Green Lane Sowood Elland Calderdale HX4 9JL Ref. No: 20/00729/HSE   Received: Tue 14 Jul 2020   Validated: Fri 14 Aug 2020   Status: Pending Consideration</p> <p><b>Resolved to submit the following comment:</b> The proposed flat roofed rear dormer would be incongruous with the existing dwelling and the existing buildings in the vicinity because of its scale and design and as such would be contrary to Policy BE1 (General Design Criteria) of the Replacement Calderdale Unitary Development Plan. Addition of the dormer is likely to have a dominating effect on the neighbouring property to the north. Due to the orientation of the existing property, the dormer would be obtrusive in the street scene particularly on North West elevation with some impact on views to open countryside to rear.</p>

<b>20.25.28</b>	<b>Resolved to agree Agenda</b> items for the next meeting <ul style="list-style-type: none"><li>• Cllr Liddell, Cllr Fieldhouse and the Clerk would meet before the next General meeting to prepare a Business Plan for the Environmental Projects.</li><li>• Cllr Fieldhouse requested the purchase of the Allotments be raised at the next meeting.</li></ul>
<b>20.25.29</b>	<b>Date of Next Meeting</b> Thursday 15th October 2020 at 19.00Hrs

Meeting Ended 21Hrs