



Stainland and District Parish Council 27th Ordinary Meeting Agenda

19th November 2020

To all members of the Stainland and District Parish Council

You are hereby summoned to attend the 27th Ordinary Meeting of the Stainland and District Parish Council to be held remotely on Thursday 19th November 2020 at 19.00 Hrs for the purpose of transacting the following business. Members of the public and press are invited to attend and may address members of the Council, during the item set aside for public participation.

Janette Pashley Clerk

	Item
20.27.01	To note the apologies and accept the reasons for absence or lateness. The Clerk should be informed of any reasons for lateness/ absence.
20.27.02	To accept the minutes of the Meeting held on Thursday 15 th October 2020.
20.27.03	To receive Parish Councillors' declarations of interest.
20.27.04	Public Participation. An opportunity for members of the public to address the Parish Council on any issues concerning them within the Parish.
20.27.05	To note and welcome the two new Co-opted Councillors Weeks & James.
20.27.06	To receive any update from Cllr Bellenger as to CMBCs comment "Improved usage of the building should be explored at Stainland Library"
20.27.07	To receive any update from Cllr Bellenger with regards to the procurement and pricing of Office 365 from CMBC.
20.27.08	To approve the Annual Report from Cllr Bellenger.
20.27.09	To receive the resignation of Cllr Liddell from the Policy and Finance Committee and appointed a replacement.
20.27.10	To approve a policy change to allow appointed members of sub committees to be able to ask for items to be added to the Agenda as requested by Cllr Liddell.
20.27.11	To approve the Business Plan produced by Cllr Liddell and note the Project Control Forms.
20.27.12	To approve the Lone Worker & Risk Assessment Policy.

20.27.13	<p>To approve the Environment Warden's Contract of Employment, and ensure a DBS check is carried out before his employment at a cost of £23.</p>
20.27.14	<p>To receive an update from the Environment Cttee on the document procedure covering the following areas. Project ID – (ENV/09/2020) Recruitment of Environmental Warden.</p> <ul style="list-style-type: none"> • Written procedures to be drafted. <i>Documented Weekly Work Schedules and who is going to manage those work schedules with the Warden.</i> • Document procedures for the Warden detailing - <i>Timesheet completion/ Parish Councillor Timesheet authorisation/checks carried out between the Weekly Work Schedule to Timesheet completion.</i> • Has the training requirements and cost of such training courses been documented and planned in line with the Wardens start and documented on the appropriate Business Plan. • Risk Assessments need to be documented been prepared which includes a Health & Safety Assessment? • Where is the Equipment purchased by the Parish Council going to be securely stored? • Who is going to routinely check the Parish Council equipment is maintained in good order and safe to use? <i>How is this going to be documented.?</i>
20.27.15	<p>To authorise the payment of £2400 to remove the Old Safety Surface at Stainland Park grass and purchase/install a new picnic bench on the base of the old slide. (Project ID ENV/05/2020).</p>
20.27.16	<p>To authorise the payment of £1131 to undertake gardening works and supply plants at the Memorial Park Gardens (Project Control Form to be completed).</p>
20.27.17	<p>To authorise the payment of £454 to plant native hedgerow no two and mulch hedgerow no one (To be planted by Cllr Fieldhouse, Weeks & Mullany) & two in Sowood Park. (Project ID ENV/06/2020).</p>
20.27.18	<p>To authorise the purchase of a new picnic bench in Sowood Park at a cost of £1000 (which includes installation) (Project ID ENV/12/2020).</p>
20.27.19	<p>To consider the purchase of Allotments at Drury Lane at a cost of £5500 plus solicitor's costs. (Project ID ENV/14/2020) Confirmed in a SI 1990 (no: 545), regulation 10. Title: The Local Government (Parishes and Parish Councils) Regulations 1999.</p> <p>Land held or used for purposes of the Allotments Acts 1908 to 1950</p> <p>Where immediately before the order date land in an area constituted as a parish by an order-</p> <p>(a) is held by a district council for any purpose of the Allotments Acts 1908 to 1950; or</p> <p>(b) is vested in a district council and used for those purposes, it shall on the order date transfer to and be vested in the parish council for that parish or, if there is no such council, the parish meeting for that parish. It therefore follows that were held under the relevant Acts; the principal authority must transfer the allotments to the parish council</p> <ul style="list-style-type: none"> •Power used frequently when new parishes are created •But only where allotments are held in statutory capacity –not automatic otherwise

20.27.20	To consider obtaining a .gov domain name via https://www.gov.uk/guidance/get-permission-to-apply-for-a-govuk-domain-name . It gives the Parish an identity and is more professional.																																																
20.27.21	To receive reports from the Clerk. Chairman, Committees and Councillors: Report from the Clerk: To note - All correspondence should go through the Clerk and information released to the public and 3 rd parties should be released by the Clerk on behalf of the Council as a whole not individuals. Advise all Cllrs to be familiar with the Good Councillors Guide and Governance Tool Kit for Parish Council.																																																
20.27.22	To accept Ian Hughes, Head of Legal & Democratic Services, Solicitor to CMBC offer to provide all councillors with Good Councillors Guide Training. To agree councillor availability.																																																
20.27.23	To note notification has been received from CMBC Elections office that the Parish Council is able to fill Cllr Lee's position via co-option. An advert will need to be placed in the January 2021 Go Local edition along with the Parish Council website and village notice boards.																																																
20.27.24	To note the following key dates: 12 th January 2021 – Events and Communications Meeting 7 th January 2021 – Environmental Meeting 17 th December 2020 - Ordinary Meeting 26 th November 2020 – Policy & Finance																																																
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20.27.25	To note any other business as raised by councillors.																																																
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20.27.27	To note the listed payments made by the committees during October 2020																																																
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20.27.28	To note the attached updated Cash Book/Bank Reconciliation/Budget and Inventory update as at 31 th October 2020.
20.27.29	To note the current mobile phone number for Stainland District Parish Council has changed to 07493231380.
20.27.30	<p>To receive Correspondence</p> <ul style="list-style-type: none"> <i>I am concerned about the state of the gardens, the litter around and the weeds on the pavement, the village looks a mess. I just wanted to know if a person has been appointed to do these jobs, or are we relying on volunteers? If so, I will try and do what I can. Another matter is (not really parish council business) but bus stops through the village have had a yellow rectangle put there, which is a good idea, but the one which is the busiest, is the one outside bowling Green School, (maybe because this is a minor road) but it gets parents and staff cars parked on it all day, and this causes many problems. How do we get this painted with no parking as well?</i>
20.27.31	<p>To decide on the listed planning applications</p> <p>Fodder store/silage clamp - Benroyd Farm Jagger Green Lane Holywell Green Elland Calderdale HX4 9DB Ref. No: 19/00705/FUL Received date: Thu 13 Jun 2019 Status: Pending Decision Case Type: Planning Application</p> <p>Submission of information to Discharge Condition 2 on planning application 20/00512/HSE - 40 Gosport Close Outlane Elland Calderdale HD3 3FP Ref. No: 20/00512/DISC1 Received date: Fri 25 Sep 2020 Status: Pending Consideration Case Type: Planning Application</p> <p>Variation of condition 2 on planning application 16/00840/FUL - Drainage - 4 The Hame Stainland Road Sowood Elland Calderdale HX4 9HT Ref. No: 20/01269/VAR Received date: Mon 26 Oct 2020 Status: Pending Consideration Case Type: Planning Application</p>
20.27.32	To agree Agenda items for the next meeting
20.27.33	Date of Next Meeting Thursday 17th December 2020 at 19.00Hrs