



Stainland and District Parish Council 28th Ordinary Meeting Agenda

17th December 2020

To all members of the Stainland and District Parish Council

You are hereby summoned to attend the 28th Ordinary Meeting of the Stainland and District Parish Council to be held remotely on Thursday 17th December 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
20.28.01	To note the apologies and accept the reasons for absence or lateness. The Clerk should be informed of any reasons for lateness/ absence.
20.28.02	To accept the minutes of the Meeting held on Thursday 19 th November 2020.
20.28.03	To receive Parish Councillors' declarations of interest.
20.28.04	Public Participation. An opportunity for members of the public to address the Parish Council on any issues concerning them within the Parish.
20.28.05	To note Calderdale MBC Wards Affected Cabinet 9 November 2020 15 The Future Council – Delivery Plan phase 2 Report of Directors of Public Services, Interim Director of Regeneration & Strategy and Head of Finance – Stainland Library (as attached).
20.28.06	To approve the Business Plan produced by Cllr Liddell and note the Project Control Forms.
20.28.07	To approve the Draft Budget for 2021/22 (as attached)
20.28.08	To authorise the payment of £480 plus VAT to complete an Ecological Estates Survey and Management Plan on Shaw Park Pond (as attached).

<p>20.28.09</p>	<p>To approve the payment of equipment for the Environmental Warden as follows: - 10 traffic cones, 2 x Traffic signs, 500m Barrier tape, Broom (£10), Garden waste collection bags and Litter waste Collection bags. I have 3 quotes for the cones, signs and barrier tape, all include VAT. (Screwfix £122.87, Start Traffic £173.44, Toolstation £153.40).</p> <p>Training Courses for the Warden of £108.30 (plus VAT) for IOSH and Manual Handling Courses.</p> <p>Accident Book and First Aid Kit for £26.99. (First Aid Equipment and Accident Book Kits Seton).</p>
<p>20.28.10</p>	<p>To approve a Petty Cash increase of £30 to cover Environment Committee consumables expenditure for minor amounts such as litter waste bags for the Environmental Warden.</p>
<p>20.28.11</p>	<p>To consider providing the Environmental Warden with a mobile phone for Health & safety reasons. At an estimated cost of: -</p> <p>Simple easy to use smartphone at £49.95 (Buy SIM Free Alcatel 1C Mobile Phone - Black SIM free phones Argos) Sim at £5.00 per month (Exclusive Monthly Plan £5.00 MSM Lebara Mobile UK</p>
<p>20.28.12</p>	<p>To receive an update of the purchase of Drury Lane Allotments. Response received from CMBC to the Clerks email “Our solicitor’s view is that the allotments at Drury Lane are statutory. The Parish Council may enter into a lease with the land owner rather than purchasing the site if that is its preference.”</p>
<p>20.28.13</p>	<p>To consider reinstating the Planning Committee.</p>
<p>20.28.14</p>	<p>To approve the Clerk’s annual appraisal and preparation of an updated Contract of Employment (Increase in weekly hours from 10 hours to 15 hours per week).</p>
<p>20.28.15</p>	<p>To receive reports from the Clerk. Chairman, Committees and Councillors:</p> <p>Report from the Clerk:</p> <p>To note: -</p> <ul style="list-style-type: none"> • The External Audit (AGAR) has now been completed for Financial Year 2019/20 and a signed copy of the Notice of Conclusion of Audit has been posted onto the website and village notice board. • A public notice has been posted on the website, Go Local and on notices boards throughout the Parish advertising the co-opted position. With a closing date of the 2nd January 2021.

	Report from the Chairman. Report from Cllrs																																						
20.28.16	To note the following key dates: 5 th January 2021 – Events and Communications Meeting 7 th January 2021 – Environmental Meeting 21 st January 2021- General Meeting 14 th January 2021– Policy & Finance																																						
20.28.17	To note any other business raised by councillors.																																						
20.28.18	To note the report from Ward Councillors.																																						
	Finance																																						
20.28.19	To note the listed payments made by the committees during November 2020																																						
	<table border="1"> <thead> <tr> <th>RPC Ref</th> <th>Supplier/Commodity</th> <th>Net Amount</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>20/21-044</td> <td>Training - Allotments Webinar 28/09/2020</td> <td>£15.00</td> <td></td> <td>£15.00</td> </tr> <tr> <td>20/21-045</td> <td>Clerk Salary JP 21/09/2020 to 25/10/2020</td> <td>£871.76</td> <td></td> <td>£871.76</td> </tr> <tr> <td>20/21-046</td> <td>Go Local Inv 0044528</td> <td>£108.00</td> <td>£18.00</td> <td>£90.00</td> </tr> <tr> <td>20/21-047</td> <td>YLCA New Clerks Training Course 18/09/2020</td> <td>£48.00</td> <td></td> <td>£48.00</td> </tr> <tr> <td>20/21-048</td> <td>Vodafone Mobile £11 +£2.50 Business A/C Set up fee</td> <td>£13.50</td> <td>£2.26</td> <td>£11.24</td> </tr> <tr> <td></td> <td>Total</td> <td>£1,056.26</td> <td>£20.26</td> <td>£1,036.00</td> </tr> </tbody> </table>				RPC Ref	Supplier/Commodity	Net Amount	VAT	Total	20/21-044	Training - Allotments Webinar 28/09/2020	£15.00		£15.00	20/21-045	Clerk Salary JP 21/09/2020 to 25/10/2020	£871.76		£871.76	20/21-046	Go Local Inv 0044528	£108.00	£18.00	£90.00	20/21-047	YLCA New Clerks Training Course 18/09/2020	£48.00		£48.00	20/21-048	Vodafone Mobile £11 +£2.50 Business A/C Set up fee	£13.50	£2.26	£11.24		Total	£1,056.26	£20.26	£1,036.00
RPC Ref	Supplier/Commodity	Net Amount	VAT	Total																																			
20/21-044	Training - Allotments Webinar 28/09/2020	£15.00		£15.00																																			
20/21-045	Clerk Salary JP 21/09/2020 to 25/10/2020	£871.76		£871.76																																			
20/21-046	Go Local Inv 0044528	£108.00	£18.00	£90.00																																			
20/21-047	YLCA New Clerks Training Course 18/09/2020	£48.00		£48.00																																			
20/21-048	Vodafone Mobile £11 +£2.50 Business A/C Set up fee	£13.50	£2.26	£11.24																																			
	Total	£1,056.26	£20.26	£1,036.00																																			
20.28.20	To note the attached updated Cash Book/Bank Reconciliation/Budget and Inventory update as at 30 th November 2020(as attached).																																						
20.28.21	To receive Correspondence																																						

20.28.22	<p>To decide on the listed planning applications</p> <p><u>Two storey rear extension to listed barn (Listed Building Consent) - Holywell Green Barn Northgate Holywell Green Elland Calderdale HX4 9AQ</u> Ref. No: 20/01172/LBC Received date: Fri 02 Oct 2020 Status: Pending Consideration Case Type: Planning Application</p> <p><u>Sub-division of existing dwelling to form 2no. dwellings including external alterations - White Rock House Farm Dean House Lane Stainland Elland Calderdale HX4 9LG</u> Ref. No: 20/01111/FUL Received date: Tue 22 Sep 2020 Status: Pending</p> <p><u>Variation of condition 1 (approved plans) of 19/01156/FUL to enable a Minor Material Amendment to the layout (increase space between plots 1 to 4) - 1 Jagger Green Hall Jagger Green Lane Holywell Green Elland Calderdale HX4 9DE</u> Ref. No: 20/00271/VAR Received date: Mon 09 Mar 2020 Status: Permit Case Type: Planning Application Planning Consideration Case Type: Planning Application</p>
20.28.23	<p>To agree Agenda items for the next meeting</p>
20.28.24	<p>Date of Next Meeting Thursday 21st January 2021 at 19.00Hrs</p> <p>Happy Christmas!</p>