



Stainland and District Parish Council 29th Ordinary Meeting MINUTES

28th January 2021

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

In attendance Claire Eastwood, Peter Lassey, Joan Bottomley and **Parish Clerk.**

Lanette Pashley The Clerk

	Item
21.29.01	Resolved to note there were no apologies or lateness.
21.29.02	Resolved to accept the minutes of the Meeting held on Thursday 17 th December 2020. <ul style="list-style-type: none">• 20.28.09 The Risk Assessments were completed by Cllr Fieldhouse• 20.28.17 It was agreed at this moment in time we would not test the potential level of interest via Facebook.
21.29.03	Resolved to note the following Cllr declarations of interest. Cllr Bellenger declared that as a member of CMBC Planning Cttee he did not feel comfortable in commenting or making decisions on the planning applications at Parish Level.
21.29.04	Public Participation. An opportunity for members of the public to address the Parish Council on any issues of concern within the Parish. <p>CE presented a paper with regards to the snow clearing in the Parish and asked if the Parish Council could be involved as some Parish Councils have a snow clearing plan.</p> <ul style="list-style-type: none">• A contractor in West Vale has a small plough which could clear the side roads• Deploy more grit bins throughout the Parish. <p>PB agreed it is worth investigating but be mindful of the liability aspect of gritting both roads and footpaths. SH Ward Councillor work with CMBC on snow clearance and the Parish Council may not have the authority to carry out snow clearing. GL also raised the point that the liability is not clear and there may be issues should a resident fall on the gritted pavements.</p> Resolved to agree Snow clearing would be referred to the Environmental Committee to further investigate. All present in favour.
21.29.05 (moved from point 21.29.22 on the Agenda)	Resolved to receive 5-minute presentation from Joan Bottomley and Peter Lassey who applied for the Co-opted Councillor role.

21.29.05A	<p>Resolved to agree a Working Group is set up to review the data received from CMBC regarding the future of Stainland Library</p> <p>All present in favour.</p> <p>Resolved to agree Working Group Members are Cllr Bellenger, Cllr James, Cllr Mullany, Cllr Weeks and Cllr Liddell and residents who use the Library.</p> <p>All present in favour.</p>
21.29.06	<p>Resolved to agree the 3-year Business Plan has now been agreed with minor changes from the Policy and Finance Committee</p> <p>Cllr Bellenger thanked Cllr Liddell for putting together the document.</p> <p>Cllr Liddell noted there were a number of Project Control Forms still outstanding.</p> <p>All present in favour the Business Plan will be put onto the Parish Council website for consultation.</p>
21.29.07	<p>Resolved to note the Website and Email Report and its recommendations.</p> <p>All Cllrs were happy to proceed with the development of the new website and chosen supplier.</p> <p>Resolved to agree Cllr Liddell would speak with the chosen supplier and look at the Companies Terms and Conditions in more detail before going forward with the contract.</p> <p>Subject to Cllr Liddell being satisfied with the Company chosen and its Terms and Conditions and queries being satisfied the contract would be agreed at a meeting held between the Company, Cllr Liddell and the Clerk.</p> <p>All present in favour.</p> <p>Cllr Holdsworth was happy with the Company chosen.</p> <p>Clerk explained the Company would provide training on the use of the website and a further person was required as back up. Cllr Liddell agreed to also attend the training.</p>
21.29.08	<p>Resolved to agree the final budget for financial year 2021/22., the contingencies – Transfer of Premises to Parish Council be increased from £5000 to £10,000 and the Operating Costs Reserve be reduced by £5000.</p> <p>In favour PB, MJ, GL.MM.LF, SH. Cllr Weeks abstained.</p>
21.29.09	<p>Resolved to agree the Parish Precept for Financial Year 2021/22 remains the same as 2020/21.</p> <p>All present in favour.</p>
21.29.10	<p>Resolved to approve the payment of the Strimmer and Roadside Working Training Courses for the Environmental Warden at cost of £450.</p> <p>Reimbursement of £16.97 to Cllr Weeks for the payment of gardening tools for the Warden.</p> <p>All present in favour.</p>
21.29.11	<p>Resolved to agree the payment of YLCC Training courses for Cllr Weeks and Cllr Fieldhouse of £15 per course.</p> <p>All present in favour.</p>

<p>21.28.12</p>	<p>Resolved to approve Cllr Weeks final report detailing the information obtained from CMBC on the running of Drury Lane Allotments and how they can be managed.</p> <p>Cllr Bellenger requested Cllr Weeks must declare an interest in the allotments due to renting one of the Drury Lane larger Allotment plots.</p> <p>Cllr James accepted the report but did not agree to the Warden being employed to initially clear up the site.</p> <p>Cllr Weeks pointed out the triangle of land and the two empty plots of land could be developed into a Community Orchard with seating.</p> <p>There is an option that the Allotment Association could use the two empty plots as the ground is poor.</p> <p>All present in favour of purchasing the Allotments and Cllr Weeks amending the final report.</p>
<p>20.28.13</p>	<p>Resolved to note Cllr Mullany detailed report giving two options for the Planning Committee in order to deal with new applications within the Parish.</p> <p>Resolved to agree Option A was the way forward.</p> <ul style="list-style-type: none"> • The Parish Clerk circulates a notification of all planning applications within the parish published by CMBC to all members weekly as at present • Any member can make a request of the Chairman that a meeting is held where the member feels it's important to obtain a view from the Parish Council on any application appearing in the list sent by the Clerk • On receiving such a request, the Chairman will consult with the Clerk and the Clerk will arrange a meeting to discuss it and any others so notified, taking into account the statutory requirement of at least three days public notice. • Dependent upon the timing of the "window" for representations set by CMBC, it may be necessary to have more than one meeting in any month (a maximum of two) but on the other hand, there will be no meeting if no requests are received • Matters other than specific planning applications such as those listed under monitoring functions above may be placed on the agenda of a Planning Committee in the normal way and then ratified by a subsequent Full Council meeting. <p>Cllr Mullany agreed to update the Planning Committees Terms of Reference and a Chair will need to be identified.</p> <p>All present in favour</p>
<p>20.28.14</p>	<p>Resolved to agree 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>Cllr Holdsworth pointed out this a probationary review and sent her apologies for not being able to attend the meeting tomorrow.</p> <p>All present in favour</p>
<p>20.28.15</p>	<p>Resolved to note the following reports: -</p> <p><u>Chairman</u></p> <ul style="list-style-type: none"> • Roadworks are currently taking place through the main road of Stainland by Northern Gas and will be continuing as far as Westview. • The trash screen at the bottom of the CAT Steps can become blocked. CMBC will clear this as and when required. Cllr Bellenger asked if the Warden or Councillors see it is blocked can they please report this to CMBC. • Cllr Bellenger agreed to take this issue up with CMBC Flood Team.

	<p><u>Environmental Cttee</u></p> <ul style="list-style-type: none"> • The Warden is still in the process of his induction. • Work has not been able to start on garden/flower tasks due to current weather conditions. • The Warden has received recognition from Residents. • The Warden has carried out a number of litter picks throughout the Parish. • A Covid Risk Assessment has been produced a copy will be circulated to the Warden, Cllr Weeks and Cllr Fieldhouse along with hand sanitiser and mask. • The slide surface at Memorial Gardens has yet to be completed (due to current weather conditions constraints). • The survey carried out on the Pond at Shaw Park has just been received by Cllr Fieldhouse and will be circulated shortly. • Work has been completed at the Memorial Garden and Rockery. <p><u>Event and Communications Cttee</u></p> <p>Cllr Holdsworth explained it has not been possible to hold any event due to Covid. An art completion has been suggested but this has yet to be organised.</p> <p><u>Policy and Finance Cttee</u></p> <p>Cllr James reported the Budget for Financial Year 2021/22 has been established and Parish precept agreed on. The changes to the Business Plan had been agreed.</p> <p>Resolved to note report from the Clerk:</p> <ul style="list-style-type: none"> • As agreed by the Policy & Finance Cttee new Internal Auditors called Town Parish Audit based at Hebden Bridge will be carrying out the Audit at the end of the financial year 2020/21. • The PC insurance is due on the 11th April 2021 a document has been received from the current insurance company (see attached) but has to be updated which may result in an increase in premiums. • To note the Clerk's has 48 hours leave left and may be taking 30 hours (2 weeks) in February / March 2021 the remainder will be carried over (18 hours) to add to next year's leave.
<p>20.28.16</p>	<p>Resolved to note the following key dates: -</p> <p>20TH April 2021 – Events and Communications Meeting 4th March 2021 – Environmental Meeting 18th February 2021- General Meeting 1st April 2021– Policy & Finance</p>
<p>20.28.17</p>	<p>Resolved to note there was no other business raised by councillors.</p>
<p>20.28.18</p>	<p>Resolved to note the report from Ward Councillors.</p> <p>Cllr Bellenger reported the Local Plan is coming to an end, CCTV will be installed in West Vale, and Ward Councillors and campaigning to save Clay house.</p>

20.28.19	<p>Resolved to note the listed payments made by committees during December 2020. All present in favour.</p> <table border="1" data-bbox="335 268 1532 1299"> <thead> <tr> <th>RPC Ref</th> <th>Supplier/Commodity</th> <th>GROSS</th> <th>VAT</th> <th>Net Amount</th> </tr> </thead> <tbody> <tr> <td>20/21-049</td> <td>Beardsworth Trees for Hedge Row One Sowood Park</td> <td>£113.18</td> <td>£18.86</td> <td>£94.32</td> </tr> <tr> <td>20/21-050</td> <td>Clerk Salary JP 26/10/20 to 22/11/20</td> <td>£1,032.03</td> <td>£0.00</td> <td>£1,032.03</td> </tr> <tr> <td>20/21-051</td> <td>National Allotment Society One Year Membership</td> <td>£67.00</td> <td>£11.00</td> <td>£56.00</td> </tr> <tr> <td>20/21-052</td> <td>PKF Little John External Audit A/C F/Y 2019/20</td> <td>£240.00</td> <td>£40.00</td> <td>£200.00</td> </tr> <tr> <td>20/21-053</td> <td>Go Local - December PC Newsletter2020</td> <td>£108.00</td> <td>£18.00</td> <td>£90.00</td> </tr> <tr> <td>20/21-054</td> <td>YLCA - Risk Assessments (2 places) Training Cllr Fieldhouse & Weeks</td> <td>£20.00</td> <td>£0.00</td> <td>£20.00</td> </tr> <tr> <td>20/21-055</td> <td>British Safety Council - IOSH Working Safely/Manual Handling - Warden</td> <td>£129.96</td> <td>£21.66</td> <td>£108.30</td> </tr> <tr> <td>20/21-056</td> <td>Beardsworth Trees for Hedge Row Two Sowood Park</td> <td>£113.18</td> <td>£18.86</td> <td>£94.32</td> </tr> <tr> <td>20/21-057</td> <td>Seton Accident Book/First Aid Kit Medium</td> <td>£32.39</td> <td>£5.40</td> <td>£26.99</td> </tr> <tr> <td>20/21-058</td> <td>TR Landscape Contracting - Tree Planting Sowood/Garden Work</td> <td>£1,472.11</td> <td>£245.35</td> <td>£1,226.76</td> </tr> <tr> <td>20/21-059</td> <td>Print IMP LTD- High Viz Waistcoat/Jacket for Warden</td> <td>£33.50</td> <td>£0.00</td> <td>£33.50</td> </tr> <tr> <td>20/21-060</td> <td>Vodafone Mobile</td> <td>£11.00</td> <td>£1.83</td> <td>£9.17</td> </tr> <tr> <td>20/21-061</td> <td>Rose Consulting Engineers - Survey of Bridge at Shaw Park</td> <td>£480.00</td> <td>£80.00</td> <td>£400.00</td> </tr> <tr> <td></td> <td>Total</td> <td>£3,852.35</td> <td>£460.96</td> <td>£3,391.39</td> </tr> </tbody> </table>	RPC Ref	Supplier/Commodity	GROSS	VAT	Net Amount	20/21-049	Beardsworth Trees for Hedge Row One Sowood Park	£113.18	£18.86	£94.32	20/21-050	Clerk Salary JP 26/10/20 to 22/11/20	£1,032.03	£0.00	£1,032.03	20/21-051	National Allotment Society One Year Membership	£67.00	£11.00	£56.00	20/21-052	PKF Little John External Audit A/C F/Y 2019/20	£240.00	£40.00	£200.00	20/21-053	Go Local - December PC Newsletter2020	£108.00	£18.00	£90.00	20/21-054	YLCA - Risk Assessments (2 places) Training Cllr Fieldhouse & Weeks	£20.00	£0.00	£20.00	20/21-055	British Safety Council - IOSH Working Safely/Manual Handling - Warden	£129.96	£21.66	£108.30	20/21-056	Beardsworth Trees for Hedge Row Two Sowood Park	£113.18	£18.86	£94.32	20/21-057	Seton Accident Book/First Aid Kit Medium	£32.39	£5.40	£26.99	20/21-058	TR Landscape Contracting - Tree Planting Sowood/Garden Work	£1,472.11	£245.35	£1,226.76	20/21-059	Print IMP LTD- High Viz Waistcoat/Jacket for Warden	£33.50	£0.00	£33.50	20/21-060	Vodafone Mobile	£11.00	£1.83	£9.17	20/21-061	Rose Consulting Engineers - Survey of Bridge at Shaw Park	£480.00	£80.00	£400.00		Total	£3,852.35	£460.96	£3,391.39
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20.28.20	<p>Resolved to note the attached updated Cash Book/Bank Reconciliation and Budget update as at 31th December 2020. All present in favour</p>																																																																											
20.28.21	<p>Resolve to note the following correspondence was receive;</p> <p>Could you be a Covid Champion? Do you want to help people stay safe and support your local community to respond to and recover from the Covid-19 pandemic? We are looking for Community Covid-19 Champions to help share information and help us develop our response to the virus in the future.</p> <p>The Community Response Calderdale website is building a bank of resources for people and groups who are volunteering to help, people needing to ask for help, community groups to find advice about how to adapt to Covid, and all of us to share stories and useful information. It is supported by VSI Alliance, Calderdale Council and Public Health team. Community Response Calderdale – Helping You to Help Each Other</p>																																																																											

20.28.22	<p>Resolved to agree to Cllr Mullany Planning comments as follows: -</p> <p><u>Single storey extension to front - 1 Greenfield Close Sowood Elland West Yorkshire HX4 9JG</u> Ref. No: 20/01283/HSE Received date: Tue 27 Oct 2020 Status: Pending Decision Case Type: Planning Application</p> <p>Already permitted. No Comments</p> <p><u>Porch extension to front and new window and door openings to side and rear - 19 Greenfield Close Sowood Elland West Yorkshire HX4 9JG</u> Ref. No: 20/01410/HSE Received date: Fri 20 Nov 2020 Status: Pending Consideration Case Type: Planning Application</p> <p>No comments.</p> <p><u>Variation of condition 2 on planning application 16/00840/FUL - Drainage - 4 The Hame Stainland Road Sowood Elland Calderdale HX4 9HT</u> Ref. No: 20/01269/VAR Received date: Mon 26 Oct 2020 Status: Pending Consideration Case Type: Planning Application</p> <p>Already permitted. No comments</p> <p><u>Revised proposals to previous approval 17/00198/CON - Jagger Green Hall Jagger Green Lane Holywell Green Elland Calderdale HX4 9DE</u> Ref. No: 20/00645/FUL Received date: Mon 08 Jun 2020 Status: Pending Consideration Case Type: Planning Application</p> <p>See below (same application)</p> <p><u>Demolition of existing buildings and construction of replacement barn to include three new dwellings including the creation of associated gardens, garden walls and vehicular parking / garages. (Amended description and plans) - Jagger Green Hall Jagger Green Lane Holywell Green Elland Calderdale HX4 9DE</u> Ref. No: 20/00645/FUL Received date: Mon 08 Jun 2020 Status: Pending Consideration Case Type: Planning Application</p> <p>It appears from the new photographic evidence supplied with this application that the barn has now been at least partially destroyed. However, the Council has been unable to find evidence that demolition of the building (which is listed as part of the curtilage of Jagger Green Hall), has been approved.</p> <p>The approved application 17/00198/CON which the applicant seeks to revise, was for conversion of the barn, not for demolition.</p> <p>Application (20/00645/FUL) for demolition was made in summer 2020 at which time the following objection was made on behalf of parish council:</p> <p><i>The application seeks approval to demolish a barn adjacent to the Grade II listed Jagger Green Hall and develop three residential properties on the barn footprint. The barn is within the curtilage of the Hall and is therefore covered by the listing. There are two other listed properties close to the Hall and barn to the west/south west whose setting is potentially affected by the proposals.</i></p> <p><i>My view is that the application should be refused on the following grounds:</i></p> <ul style="list-style-type: none"> • <i>The barn is listed for its association with the Hall and is part of Calderdale’s agricultural heritage</i> • <i>There is good evidence in the form of the existing permission from December 2017 (17/00198/CON) that the barn can be converted effectively and sympathetically.</i> • <i>Local and national planning policy support the retention/conversion of existing buildings where feasible in order to promote recycling of materials and reduce carbon</i>
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	<p><i>impact of new build. (See also recent report by Historic England which strongly argues for this approach) https://historicengland.org.uk/whats-new/news/recycle-buildings-tackle-climate-change</i></p> <p><i>Although heavily modified by additions in the nineteenth and twentieth centuries, parts of the original barn remain. The 2017 approved design sought to retain as much of the original fabric as possible while removing more recent additions to the building. As such it was considered to have been successful in generally retaining the appearance of a barn and improving the setting of the Hall.</i></p> <p><i>A structural report supporting the revised proposals concludes the barn is in “a very poor state of structural repair” and that “it would be better to demolish and rebuild.” Yet for the existing 2017 approval, the assessment of the structure was that, “In spite of the large amount of alteration the building is in a sound and structurally stable condition and does not require significant rebuilding to maintain its integrity. The proposals contained in the current planning and LB applications strip away areas of 20c buildings along with the 19c addition but this in no way requires demolition of structural stability work and does not threaten the essential structure.”</i></p> <p><i>While it is accepted that the character of the site will be greatly changed by the removal of former slaughterhouse buildings and the recently approved wider residential development of the site, this does not alter the need to protect listed heritage features associated with the Hall and its agricultural past, particularly where, as in this case, there is good evidence that sympathetic conversion could be achieved.</i></p> <p>There is no evidence on the planning history for the site that this application was approved following the submission of the above comments in August 2020. The Council therefore assumes that demolition has been undertaken without approval and that this should therefore be considered a retrospective application.</p> <p>All present in favour</p>
20.28.23	<p>Resolved to agree Peter Lassey be asked to join the Parish as co-opted Councillor.</p> <p>In favour 4 Councillors GL abstained.</p> <p>Standing Order were suspended due to the meeting going over the standard time limit. 21.32 hrs</p>
20.28.24	<p>Resolved to note agenda items for the next meeting.</p> <ul style="list-style-type: none"> • Receive a written report of the future of the Library. • Progress Report on the Allotments. • Receive a Terms of Reference for the Planning Committee. • Update on the progress of the Council’s website and emails.
20.28.24	<p>Resolved to note the Date of the Next Meeting Thursday 18th February 2021 at 19.00 Hrs</p>

Meeting Finished 21.38 Hours