



Stainland and District Parish Council 31st Ordinary Meeting **DRAFT** Minutes

18th March 2021

Councillors Present (by remote viewing): Councillor Bellenger Chaired the meeting, in attendance was Councillor Holdsworth, Councillor Fieldhouse, Councillor Mullany, Councillor Weeks, Councillor James, Councillor Liddell and Councillor Lassey

In attendance Karen Brook and Parish Clerk

Janette Pashley Clerk

	Item
21.31.01	Resolved to note there was no absence or lateness.
21.31.02	Resolved to accept the minutes of the Meeting held on Thursday 18 th February 2021 with the following changes: <ul style="list-style-type: none">• Cllr Liddell's comments 21.30.05 – Following shortlisting, the Council resolved I should recommend which of the shortlisted suppliers should be appointed subject to contract at the meeting of the Council in March 2021. 21.30.07 – The draft letter Cllr Lassey prepared was agreed as an amendment regarding the extension of time was to be left unspecified.• Cllr Lassey's comments Take out letter in March see comments above) 21.30.16 – CMBC letter Cllr Lassey was spelt incorrectly.
21.31.03	Resolved to note there were no Parish Councillors' declarations of interest.
21.31.04	Public Participation. An opportunity for members of the public to address the Parish Council on any issues concerning them within the Parish. Issues raised by a concerned resident with regards to the Library <ul style="list-style-type: none">• I would like Parish Council to be gifted the building by CMBC• What maintained (repairs) have there been, and what state is the building really in (do you agree).• Are there any offer running costs - Great building for community?• What groups could use the building.?



	<ul style="list-style-type: none">• What children groups meet there at moment.?• Maybe we need a guide (and Brownies/Rangers) and Scouts (and Cubs) and also young people's groups.• Maybe an elderly group, clean up group, planting project and there could be space for selling re xmas things etc.• How are you letting people know about the Library (it was not in Go Local last time and not all people see or read this).
21.31.05	<p>Resolve to agree to Cllrs Liddell & Cllr Weeks report and recommendations for a legally and suitable website and email host (Taking into account the Parish Council's Financial Regulations).</p> <p>Cllr Liddell detailed how the review that had taken place in order to procure a replacement website and Council email accounts.</p> <p>Eight initial website design companies had been sent an RFI and Cllr Liddell and Cllr Weeks had reviewed the responses, scoring on standardised criteria.</p> <p>Following this process, the eight companies had been shortlisted down to three (a report was prepared by Cllr Liddell and circulated to all Parish Councillors for their input).</p> <p>The Clerk had asked a number of questions with regards to GPDR, Accessibility and transparency. In addition to backups where they are stored and security i.e., SSL certificates. JKE had been sent the questions and responded accordingly.</p> <p>A zoom meeting (attended by Cllr Liddell and Cllr Weeks) was held with the three highest scored companies. Questions were asked based on the Companies knowledge, customer focus, helpfulness, presentation and training supplied.</p> <p>From the interviews Cllr Liddell & Cllr Weeks recommended that JKE Design should be appointed to develop and implement the web site. Cllr Liddell agreed to prepare an implementation time table and oversee the website design before the finalised version.</p> <p>Cllr Bellenger asked why JKE had been chosen over the company who had gained the higher score. Cllr Weeks explained the company explained the website development in a non-technical way and all the companies use the same platform.</p> <p>Cllr Bellenger appreciated the work Cllr Liddell and Cllr Weeks had put into this project. He asked about the differences in prices between the companies and raised the point JKE appeared to be quoting a higher price. He stated a price comparison between companies was not very clear and did not include a detailed value for money analysis. Cllr Bellenger pointed out the company chosen were very small would this be a risk?</p> <p>Cllr Liddell explained the website design will be completed and owned by the Parish Council.</p> <p>A discussion took place regarding using Office 365 and the user licence costs and</p>



	<p>which platform should be used for holding Parish Council meetings, either Zoom or Microsoft Teams.</p> <p>Cllr Liddell agreed to prepare an implementation plan and requested the passwords to the current website and hosting company. Cllr Bellenger and Cllr Holdsworth asked why Cllr Liddell required the passwords.</p> <p>Resolved to agree Cllr Liddell will project plan and oversee the implementation and setting up/design of the new website and email addresses.</p> <p>All in favour PL, MJ, TW, LF Cllr Bellenger and Cllr Holdsworth abstained,</p>
21.31.06	<p>Resolve to receive an update from the Library sub Committee and consider information received from CMBC :- Details of the Service Level Agreement can be found on our website here: Assets available for community transfer – More information for libraries only.</p> <p>Cllr Bellenger reported the CMBC “Expression of Interest” documented had been completed in draft format and the Clerk has provided Cllr Bellenger with the appropriate documentation. Cllr Bellenger explained the template was a pdf and was not easy to populate. Cllr Lassey offered to help if required.</p> <p>Cllr Bellenger explained that a Business Plan will be required for the next stage of the expression of interest process.</p> <p>Cllr Lassey asked if the pervious General meeting was recorded, Cllr Bellenger explained the meeting had been recorded however there had been issues with the software when saving the recording.</p> <p>Cllr Mullany was unable to attend the Library Sub-Committee meeting and asked if there were any notes or a report of the outcomes of the Library Sub-Committee.</p> <p>The Clerk reported a letter had been sent to Bowling Green school, however no response had been received. Cllr Liddell asked if a letter could also be sent to the other junior school in the Parish.</p> <p>Cllr Lassey circulated a draft Strategy document on how the Council could conduct the consultation process, however this was not circulated until the evening of the meeting. Cllr Lassey agreed to put together a draft business plan to be discussed at the Library Sub-Committee’s next meeting.</p> <p>Cllr Liddell circulated a draft newsletter which he had prepared and pointed out that an online survey of questions needs to be agreed for residents to complete along with agreeing the method by which a letter would be sent to residents.</p> <p>There was discussion around how the letter/newsletter would be sent to all residents and Cllr James had agreed to try and obtain a copy of the electoral register for the parish but later found out this was not possible.</p> <p>The Clerk agreed to approach CMBC Elections Office to see if a copy of the public register of electors could be obtained.</p>



	<p>Resolved to agree a further sub committee meeting should be arranged as soon as possible.</p> <p>All present in favour.</p>
21.31.07	<p>Resolved to approve the new Terms of Reference of the Planning Committee.</p> <p>All present in favour.</p>
21.31.08	<p>Resolved to agree celebrations to celebrate/commemorate St Georges Day 29/04/21 with residents would be something to consider in future years by the Events and Communications Committee.</p> <p>Cllr Lassey asked if the Council had an events year planner,</p> <p>Resolved to agree Cllr Lassey would join the Events and Communications Committee and an Events Planner would be added to the next meeting's agenda.</p> <p>All present in favour</p>
21.31.09	<p>Resolved to agree to completing the repairs and maintenance to the phone box and reorder the Perspex to reglaze the windows and authorise Cllr Fieldhouse to seek quotes for repainting and fitting the replacement glazing.</p> <p>All present in favour</p>
21.31.10	<p>Resolved to agree the payment of £527.02 for the Insurance cover for the period 11th April 2021 to 10th April 2022. and signing up to a 3-year fixed agreement.</p> <p>All present in favour</p>
21.31.11	<p>Resolved to agree to authorise the purchase of proposed clothing/equipment for the Environmental Warden Helmet JSP EVO3 £14.80 and Ear Defenders (301IPA100) £5.40</p> <p>All present in favour</p>
21.31.12	<p>Resolved to agree the interim arrangements and appointment of a new Clerk would be discussed by the reinstated Staffing Committee (see point 21.31.15 below).</p>



21.31.13	<p>To receive reports from the Clerk, Chairman, Committees and Councillors:</p> <p><u>Clerk:</u></p> <p>Cllr Liddell thanked the Clerk for not taking annual leave in order to assist with a smooth hand over and also agreeing to be paid for the leave instead.</p> <p>Resolved to note the year end requirement procedures i.e., Annual Internal Audit due in April 2021 and External Audit requirements.</p> <p><u>Chairman nothing to report.</u></p> <p><u>Environmental Committee</u></p> <p>Cllr Weeks gave a brief summary:</p> <ul style="list-style-type: none">• Wardens work on cleaning the children's play area in Memorial Park, work to start at the Cross, Litter picking and tidying the area outside the Mechanics. Booked to attend a 2-day strimming course in April 2021.• Cllr Weeks has surveyed and produced a report on the state of the CAT steps and potential future plans to tidy up the area.• The planter barrels have been delivered to CMBC depot and replaced the old ones in the Parish with the new one's. Planting is ongoing.• The concrete base has now been completed in Memorial Park and ready for the new bench installing.• The pond in Stainland Park review has been put back due to spring wild life activity.• CMBC have agreed to contact Cllr Fieldhouse about Stainland Parks toddler play area. <p><u>Events & Communications Committee</u></p> <p>Cllr Holdsworth reported there was nothing to report as the activities of the committee were halted due to covid, however a calendar of future events may now start to be organised.</p> <p><u>Policy & Finance Committee</u> nothing to report.</p> <p><u>Planning Committee</u></p> <p>Cllr Mullany explained the committee had been reinstated and the first meeting of the year took place on the 25th February 2021.</p>
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	<p>A further planning meeting will need to be arranged shortly to look at the Local Plan and enforcement issues.</p>
21.31.14	<p>Resolved to note the present role of the Events and Communications has been difficult due to covid.</p> <p>Cllr Liddell asked if the Terms of Reference be revised to include the planned library consultation and how can business and groups be engaged when covid restrictions are lifted.</p> <p>Cllr Lassey agreed to review how the Parish Council can engage both business and the community.</p>
21.31.15	<p>Resolved to agree the Staffing Committee be reinstated and agree the new Terms of Reference as drafted by Cllr Fieldhouse.</p> <p>Cllr Bellenger asked if the new terms of reference was based on NALC guidance.</p> <p>Cllr Fieldhouse explained they had been reviewed and written and were based on the NALC model.</p> <p>Cllr Mullany asked would a line manager be selected at the staffing cttee for the Clerk.</p> <p>May require assistance from YLCA and CMBC on specialist HR issues.</p> <p>Resolved to agree membership of the Staffing Committee Cllr Weeks, Cllr Fieldhouse, Cllr Lassey and Cllr Liddell.</p> <p>All present in favour</p>
21.31.16	<p>To note the following key dates:</p> <p>20TH April 2021 – Events and Communications Meeting 22nd April 2021- General Meeting 1st April 2021– Policy & Finance</p> <p>Cllr Liddell asked if the General meeting be brought forward to the 15th April 2021 the day before the Clerk final day as an employee of the Parish Council. Cllr Holdsworth and Cllr Bellenger were not able to attend on the 15th April 2021. The Clerk pointed out the dates detailed above had been agreed last year at the annual meeting.</p> <p>Resolved to agree the meeting be moved to the 15th April.</p> <p>In favour GL, PL, LF, TW, MJ, MM Cllr Bellenger and Cllr Holdsworth abstained</p>



21.31.17	Resolved to note there was no other business raised by councillors.			
21.31.18	<p>Resolved to note there was nothing to report from Ward Councillors.</p> <p>Cllr Bellenger raised the road works and traffic light on Stainland Road was due to work being carried out by Northern Power Grid and they have been asked to complete the works as soon as possible.</p>			
	Finance			
21.31.19	To note the listed payments made by the committees during February 2021			
RPC REF	SUPPLIER/COMMODITY	Total Amount	VAT	NET
20/21-077	Tommy Top Soil In 1563 Christmas Tree Holywell Green	£140.00	£23.33	£116.67
20/21-078	T Kirk Forestry Balance - Wardens Strimmer Course Holmfirth Inv11405	£233.75	£33.12	£200.63
20/21-079	Stretton Oak Tubs In 10936	£429.50	£71.58	£357.92
20/21-080	Fenton Timber 2 Seats -Sowood & Memorial Park In 283508	£305.88	£50.98	£254.90
20/21-081	Vodafone Mobile £11.00 +£1.00 Secure Net	£12.00	£2.00	£10.00
20/21-082	Backdrop Banner in EU6809	£34.20	£0.00	£34.20
TOTAL		£1,155.33	£181.01	£974.32
All present in favour				
21.31.20	<p>To note the attached updated Cash Book/Bank Reconciliation/Budget and Inventory update as at 28th February 2021.</p> <p>All present in favour</p>			
21.31.21	<p>Resolved to agree Cllr Lassey would be added to the bank as additional signatory to authorise banking transactions.</p> <p>All present in favour</p>			
21.31.22	Resolved to note no correspondence was received.			



21.31.23	Resolved to agree Agenda items for the next meeting. <ul style="list-style-type: none">• Progress report on the website• Staffing Cttee update• Agenda items/Meeting planning.
21.31.24	Date of Next Meeting will be the 15th April 2021 at 19.00Hrs

Meeting Finished at 21.30