



## Stainland and District Parish Council 27th Ordinary Meeting MINUTES

19<sup>th</sup> November 2020

**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 **Parish Clerk.**

*Janette Pashley* **The Clerk**

	Item
20.27.01	<b>Resolved to</b> note there were no apologies or lateness.
20.27.02	<p><b>Resolved to accept the minute</b> of the Meeting held on Thursday 15<sup>th</sup> October 2020 (Include comments received from Cllr Fieldhouse). <b>In favour PB and GL.</b></p> <p><b>Cllr Fieldhouse comment on meeting point: -</b></p> <ul style="list-style-type: none"> <li>• 20.26.06 – Gardening work at the Hame will be carried out by the Environment Warden.</li> </ul>
20.27.03	<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.
20.27.04	<b>Public Participation</b> – There was no Public Participation.
20.27.05	<b>Resolved to note</b> an official welcome to two new Councillors James and Weeks.
20.27.06	<p><b>Resolved to note</b> Cllr Bellenger has asked CMBC for the running costs of the Library. Any further information will be passed onto the Parish Council.</p> <p><b>Cllr Fieldhouse</b> asked at what point was CMBC going to officially inform the Parish Council of their future intension for the building.</p> <p><b>Cllr Holdsworth</b> pointed out all CMBC Cabinet meetings are open to the public and information on this issue can be obtained from the public minutes on CMBC web site.</p> <p><b>Cllr Liddell</b> asked what options are CMBC looking at, will there be an asset transfer of the Library to the Parish Council or will the Parish Council be asked to pay for the running costs of the building.</p> <p><b>Cllr Bellenger</b> thought it would probably be an asset transfer of the building to the Parish Council as in the case of Ripponden Parish Council.</p>

20.27.07	<b>Resolved to agree</b> further investigations will be carried out in order for all Cllrs to be set up with Parish Council email accounts. <b>In favour PB, MJ &amp; GL.</b>
20.27.08	<b>Resolved to agree the Parish Council report from Cllr Bellenger.</b>  Cllr Mullany felt the Annual Report did not reflect all the work carried out by the committees.  Cllr Bellenger took the decision to publish the current report and future annual reports would include reports from the individual committees. <b>In favour SH &amp;GL.</b>
20.27.09	<b>Resolved to accept</b> the resignation of Cllr Liddell from the Policy & Finance Committee and vote on to the committee Cllr James & Weeks. <b>All in favour</b>
20.27.10	<b>Resolved to agree</b> a change to the Parish Council's standing orders to allow appointed members of sub committees to be able to request items to be added to the Agenda via the Chairperson of the committee. <b>All in favour.</b>
20.27.11	<b>Resolved to note Cllr Liddell</b> apologised for not been able to progress the final draft Business Plan and associated Environmental Project Control Forms.  Cllr Mullany asked if green issues could be added to the final business plan.
	Cllr Holdsworth left the meeting at 19.40 Hours
20.27.12	<b>Resolved to agree the Lone Worker &amp; Risk Assessment Policy.</b>  Cllr Liddell commented on the length of the document and the lone worker at home be changed to a disclaimer. <b>All in favour.</b>
20.27.13	<b>Resolved to agree</b> the Environmental Warden Contract of Employment and DBS check is carried out at a cost of £23. Cllr Fieldhouse noted the probation period is 6 months which will be reviewed by the Environmental Committee. <b>All in favour.</b>
20.27.14	<b>Resolved to agree</b> the operational procedure of the Environmental Warden. <ul style="list-style-type: none"> <li>• Documented weekly work schedules will be produced by the Environmental Committee.</li> <li>• Timesheet completion checks will be carried out against the work schedules.</li> <li>• Training requirements are being identified.</li> <li>• Risk assessments are being prepared</li> <li>• Arrangements for storing equipment purchased is being investigated.</li> <li>• Equipment checks will be carried out by the Warden which forms part of his training.</li> </ul> Cllr Fieldhouse & Cllr Weeks agreed to carry out the induction process and introduced the new Environmental Warden to the Parish (Under Social Distancing conditions).
20.27.15	<b>Resolved to agree</b> to 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). <b>All in favour.</b>
20.27.16	<b>Resolved to agree</b> to the payment of £1131 to undertake gardening works and supply plants at the Memorial Park Gardens. <b>All in favour</b>
20.27.17	<b>Resolved to agree to the payment</b> of £454 to plant native hedgerow two and mulch hedgerow one (To be planted by Cllr Fieldhouse, Weeks & Mullany) & two in Sowood Park. (Project ID ENV/06/2020). <b>All in favour</b>
20.27.18	<b>Resolved to agree</b> the purchase/installation of a new picnic bench in Sowood Park at a cost of £1000 (Project ID ENV/12/2020).  Cllr Bellenger questioned the need for a picnic bench in Sowood Park  Cllr Fieldhouse hoped the installation of a picnic bench would improve the parks facilities and encourage more people to use the park. <b>All in favour</b>

20.27.19	<p><b>Resolved to note the purchase of Allotments at Drury Lane.</b></p> <p>Cllr Weeks has prepared and circulated a draft paper on the current situation and asked for information on how the allotments are run from CMBC.</p> <p>Cllr James asked for clarification on the map that was circulated as two areas of the Allotments were not clear as to who owned them and the triangle is not marked on the map as being owned by CMBC.</p> <p>Cllr Fieldhouse explained CMBC owned the area at the back of the houses and to the left they were private allotments.</p> <p>Cllr Liddell asked the question regarding what type of allotments they were.</p> <p>Cllr Fieldhouse believed they are statutory allotments which implies the Parish Council have a legal requirement to purchase them.</p> <p>Cllr Liddell requested the Parish Council obtain this fact in writing from CMBC.</p> <p><b>Resolved to agree</b> the Clerk would contact CMBC to establish if the Parish Council have an obligation to purchase the allotments. <b>All in favour</b></p>
20.27.20	<p><b>Resolved to agree</b> purchasing a.gov.uk domain name for the Parish Council giving the Parish a more professional identity. <b>All in favour.</b></p>
20.27.21	<p><b>Resolved to agree</b> given the increased work load of the Council and its Committees it was felt that 10 hours per week was not adequate for the Clerk to complete the workload of the Council. It is proposed the Clerks weekly hours be increased to 15 hours per week. <b>All in favour.</b> An updated Contract of Employment will be drawn up.</p>
20.27.22	<p><b>Resolved to agree</b> the Solicitor to CMBC has agreed to provide all councillors with Good Councillors Guide Training. <b>All in favour.</b></p>
20.27.23	<p><b>Resolved to note</b> CMBC Elections office have notified the Clerk that the Parish Council are able to fill Cllr Lee's position via co-option. An advert has been placed in the December Go Local and on notice boards throughout the Parish with a closing date for applications to be received by the 2<sup>nd</sup> January 2021.</p>
20.27.24	<p><b>Resolved to note</b> the following key dates: -  5<sup>th</sup> January 2021 – Events &amp; Communication Committee (Moved from the 12<sup>th</sup> January 2021).  7<sup>th</sup> January 2021 – Environmental Committee  17<sup>th</sup> December 2020 - General Meeting  26<sup>th</sup> November 2020 – Policy &amp; Finance</p>
20.27.25	<p><b>To receive any</b> other business raised by Councillors.</p> <ul style="list-style-type: none"> <li>• <b>Events &amp; Communication Committee</b>  Cllr Bellenger apologised for the short turnaround of the Parish Newsletter and not circulating this until the last hour. Go Local have made a good job of the designed.  The Committee are looking at a number of web site design companies who have designed Parish Council web sites and a final document is being prepared for all Councillors to comment on at the January 2021 General meeting.  The Committee are looking at asking residents in the February Go Local to provide the Parish with their favourite walks which can be shared with residents via the Parish Council website and may be published as a leaflet.</li> <li>• <b>Environmental Committee</b>  Cllr Fieldhouse stated the committee were making progress on the Tree Ecologic Survey.</li> </ul>

20.27.26	To receive a report from Ward Councillors CMBC are working with the community on Covid 19 restrictions and lobbying the Council on the closure of the recycling centres.																																								
20.27.27	Resolved to note the listed payments made by committees during October 2020. All present in favour.																																								
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20.27.28	Resolved to note the attached updated Cash Book/Bank Reconciliation and Budget update as at 31 <sup>th</sup> October 2020. All present in favour  Cllr Fieldhouse noted the New Laptop and Printer had been coded to the Tools and Consumables Budget which was meant for the Environmental Wardens Tools & Consumables.																																								
	At this point in the meeting Standing Orders had to be suspended due to the meeting going over the two-hour time limit.																																								
20.27.29	Resolve to note the SDPC mobile number has changed to 074932313802.																																								
20.27.30	Resolve to note the correspondence receive by a resident on the 9 <sup>th</sup> August. Cllr Bellenger had responded to. Cllr Fieldhouse requested a copy of the response.																																								

20.27.31	<p><b>Resolved to agree Cllr Mullany planning applications comments: -</b></p> <p><a href="#">Fodder store/silage clamp - Benroyd Farm Jagger Green Lane Holywell Green Elland Calderdale HX4 9DB</a> Ref. No: 19/00705/FUL   Received date: Thu 13 Jun 2019   Status: Pending Decision   Case Type: Planning Application</p> <p><b>This application has been withdrawn. No comments</b></p> <p><a href="#">Submission of information to Discharge Condition 2 on planning application 20/00512/HSE - 40 Gosport Close Outlane Elland Calderdale HD3 3FP</a> Ref. No: 20/00512/DISC1   Received date: Fri 25 Sep 2020   Status: Pending Consideration   Case Type: Planning Application</p> <p><b>The Parish Council welcomes confirmation by Countryside services that the location and specification of the conditioned bat roost is satisfactory.</b></p> <p><a href="#">Variation of condition 2 on planning application 16/00840/FUL - Drainage - 4 The Hame Stainland Road Sowood Elland Calderdale HX4 9HT</a> Ref. No: 20/01269/VAR   Received date: Mon 26 Oct 2020   Status: Pending Consideration   Case Type: Planning Application</p> <p>All present in favour</p>
20.27.32	<p><b>Resolved to agree Agenda items for the next meeting.</b></p> <ul style="list-style-type: none"> <li>• Cllr Liddell will present the Business Plan and Project Sheet at the next December General meeting. Thank you to Cllr Liddell for preparing the document.</li> <li>• To reconsider reinstating the Planning Committee.</li> </ul>
20.27.33	<p><b>Date of Next Meeting</b> Thursday 17<sup>th</sup> December 2020 at 19.00Hrs</p>

**Meeting Ended 21.14Hrs**