

Stainland and District Parish Council 59th Ordinary Meeting Minutes

28th September 2023

In attendance – Cllr Knights, Cllr Mitchell, Cllr Fieldhouse, Cllr Booth, Cllr Bottomley, Cllr Mullany

	Item
23.59.01	To note the apologies and accept the reasons for absence or lateness. Apologies received from the Parish Clerk To be noted that in the Clerk's absence no advice has been given in regards to resolutions made in this meeting.
23.59.02	To accept the minutes of the 58 th Full Council Meeting held in August 2023. Comment that the suggested 3-month review of single Committee should be reviewed in November not January. To be added to November Agenda
23.59.03	To receive Parish Councillors' declarations of interest. None
23.59.04	Public Participation. An opportunity for members of the public to address the Parish Council on any issues concerning them within the Parish. M.O.P attended and read out a statement with their concerns about communications and recent contact with Councillors, SDPC and the Trustees of the SDCC. Asked for a resolution on the agenda to be postponed and Chair explained why this wasn't possible. Chair to address issues raised in a written reply.
23.59.05	To discuss and make resolution if SDPC would be willing to provide an assurance that it will cover ALL utility costs until SDCC can assure the old library is self funding . This was combined with item 07 as they concerned the same issues about supporting the SDCC. JCA had been distributed. Discussion of items 3 & 4 in the JCA - SDPC responsibilities to SDCC and SDPC responsibilities to SDCC. Agreed that SDPC would cover costs of utilities with the understanding that, as consumption is not yet known, it will be difficult to add to a budget next year. Resolved to sign the JCA agreement. Agreed that once the payments and payment methods were know, any payments (from the disbursed budget of £3000) not already made by SDCC would be returned to SDPC. Arrangement to be made for paying of bills between Charity Trustees and RFO
23.59.06	To receive reports and make resolutions if any are required from matters arising from reports. Chair: Gave overview of all activities currently keeping her busy - TOL, Allotments etc. Explained there had been a minor breach of GDPR which had been

	reported to the relevant office at CMBC and recorded in the incident book. All concerned parties will be contacted Environment: Concern over condition of The Cross and need for this to be restored urgently. Approval was requested for purchase order to be sent to contractor to complete the work quoted at £600.3 quotations had not been received as it had proven difficult to find contractors willing to quote for a small job. the contractor is previously known to the PC. Budget item resolved approved. Communications: Go Local deadline next week. Up coming events - Choir has pulled out of 17th December Carol Singing event. Community Choir to be contacted to see if they could replace. Remembrance Sunday event - all in hand. Approval sought for cost of Wreath (£30) from RBL. - Approval granted from events budget. 31st October joint event at The Old Library to promote SDPC & SDCC. Free Hotdogs to families doing Trick or Treat in the village. To run from 6pm. Approval sought and given for £70 to be allocated from events budget towards cost of hot dogs, buns and sweets. Policy & Finance: Took place over 2 meetings as hadn't completed agenda at first one. Reserves Policy had been recommended and agreed at first of two meetings, but will need amendment later. New budget has been proposed and recommended. Figures to be added to system by RFO: RFO revised budget and allowed reserves to be reduced from agreed £22691 to £10000. Calculations as follows: 61,391 Balance at 19/9/23 25,872 Committed to spend 1,668 Tied up in potential projects 10,000 Reserves 23,851 Remaining It was resolved to budget for the following items Removal of allotment fence as contractor had not been in contact with a final price and a purchase order has not yet been made. + £4200 Three quotes to be confirmed to find a contractor for a safe footpaths to be provided on the allotments (highest estimate at present - -£5600 It was resolved to contact all tenants to make sure that this aligned with their priorities and a consensus is achieved to pursue the fence in next year's budget rather than in this year's Land Clearance at The Orchard -£1500 Works at The Old Library not covered by previous budget. This is not a full list as some items will have to wait until next year in phase 2. Building repairs & works 9600 insurance shortfall 700 legal fees shortfall 400 PRS licence 350 Fire extinguishers and servicing 500 Signs to front and emergency 1000
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	tables, chairs, screens & cup boards 1500 kitchen electrics and flooring 1100 Hive & key security 150 Plumbing 2000 Decorating Tools and Paint 400 TOTAL 17700 Total remaining £13251 Planning: Noted that the tenterpost site on South Parade had been refused pp and that West Vale had had an emergency order placed to create a Conservation area. This may affect the Lidl site which the PC has previously commented on. • Staffing Committee – no meeting the month • The Old Library - Successful Jumble Sale, Book & Furniture Sales had taken place. Roof, guttering, extra window jambes and pointing has been repaired. New kitchen has been put in along with fire door donated by Mr Moore from Chambers timber merchants. Heating due to be installed this weekend. Foot-path levelled and laid round side of building. next big job will be painting then the flooring • Drury Lane Allotments - Meeting took place to discuss with tenants best way forward with the site. They and representative Cllrs decided there was no hurry for distribution of Tenancy agreement so this was put aside to be address next year. Two working parties have been formed one to look at the physical aspects of the site - Inspection will take place on Thursday 6th Oct. on site at 9.30am. Second working party to look at creation of a management strategy including creating of policies e.g. risk assessment, safety, waiting lists, buildings on site etc. They will meet on 12th October at 7pm • Jubilee Orchard - Cllr Fieldhouse is creating a plan of the tree layout for for the tree planting to still be completed
23.59.07	To discuss and agree the content of the joint collaboration agreement between SDPC and SDCC. Report attached for review by individual councillors prior to the meeting. Covered in item 23.59.05
23.59.08	To receive recommendations from Policy & Finance committee following the budget review. 08 Budget recommendations discussed and agreed under item 06
23.59.09	Reserve's Policy - to make resolution on recommendation from P&F committee to accept - attached copy of policy.

	Reserve policy agreed at P&F meeting. Amendment proposed and accepted to change 23/24 reserves to £10,000 at RFO suggestion. To be reviewed before 24/25 budget agreed. Amended Policy accepted.			
23.59.10	To make a resolution on the appointment of replacement for Alex Brown as SDPC appointed trustee to serve on Stainland & District Community Charity to represent the parish council and support the running of The Old Library. SDCC CIO constitution states SDPC nominates as appoints two charity trustees to act on behalf of SDPC. As Alex Lyness-Brown is no longer a Parish Councillor his removal was agreed. The CIO still needs a trustee and SDPC will consider who wants to represent it going forward. No replacement made at this time.			
23.59.11	To discuss and make resolution on gritting provisions for the Parish. Agreed to set aside £1000 for gritting as we don't know how much it will be yet			
23.59.12	To discuss the recruitment of three remaining councillor vacancies and accept any applications received. No application received.			
23.59.13	To discuss and make resolution regarding the rent for Drury Lane allotments next year. To make a decision on increase in tenants rents for 2024-25 period. Discussion took place to decide whether or not to increase rent from 1st October 2024 (a year's notice has to be given). In view of the proposed improvements SDPC are planning for the site in view of the years of neglect from CMBC, a rise of £5 per plot was felt to be fair. This was agreed. Parish Clerk to send notice to tenants			
23.59.14	To receive financial reports for the current month, including payments made by the committees during August 2023			
Transaction Date	Transaction Description	Debit Amount	Credit Amount	
01/08/23	Allotment Rent		£60.00	
04/08/23	Allotment Rent Cheques paid in		£140.00	
07/08/23	Allotment Rent		£60.00	
07/08/23	Smart Pension	£18.00		
15/08/23	Allotment Rent		£60.00	
16/08/23	Cllr Mitchell - Printer Ink	£2.99		
16/08/23	Go Local	£132.10		
16/08/23	Cllr Knights- Ice Cream for Play area opening	£27.38		
16/08/23	AM Cook Website page	£35.00		
16/08/23	Holywell Green Church room hire	£70.50		
16/08/23	YLCA Training	£66.80		

18/08/23	Allotment Rent		£60.00
21/08/23	Allotment Rent		£60.00
21/08/23	Allotment Rent		£50.00
22/08/23	Allotment Rent		£60.00
23/08/23	Vodafone	£14.82	
25/08/23	Cllr Booth Postage	£3.35	
25/08/23	Cllr Booth Solicitor fee	£10.00	
25/08/23	Cllr Booth Training	£11.99	
25/08/23	Cllr Booth Petrol for community payback	£7.37	
25/08/23	Town Parish Audit	£160.00	
25/08/23	Stainland & District Community Charity	£23,084.65	
29/08/23	Clerk Salary	£989.42	
30/08/23	Allotment rent		£60.00
30/08/23	Allotment rent		£60.00
		<u>£24,719.78</u>	<u>£670.00</u>
Financial reports accepted			
23.59.15	To receive any Correspondence - Email received from m.o.p. informing about website issues and agendas & minutes. - Email received with concerns from m.o.p. about a heated conversation in a local supermarket. Cllr had apologised to her, and was given advice about perception of representing SDPC in a public forum.		
23.59.16	To exclude press and public to deal with private matter of the council. Item withdrawn for confidentiality. Ongoing issue - Chair handling.		
23.59.17	To agree agenda items for the next meeting. Awarding of Grants, review of single committee meeting.		
23.59.18	Date of Next Meeting 2nd November 7pm Venue to be determined dependent of seating at The Old Library.		