



Dated: 27th March 2026

MINUTES OF STAINLAND AND DISTRICT PARISH COUNCIL

Full Council Meeting (88th): Thursday 26th March 2026 at 6.30pm

Minutes taken by Caroline Booth, Clerk and RFO

Signed: L. Fieldhouse

Councillors in attendance – Cllr Lisa Fieldhouse (LF- Chair), Cllr Mark Mullany (MM -Vice Chair), Cllr Ruth Redfern, Cllr Don Stewart, Cllr Joan Bottomley

Also in attendance: N/A

Council Membership	
Cllr Lisa Fieldhouse [Chair for the Council]	Cllr Don Stewart
Cllr Mark Mullany [Vice-Chair]	X1 Vacancy
Cllr Joan Bottomley	X1 Vacancy
Cllr Laura Peckover	X1 Vacancy
Cllr Ruth Redfern	

2526 185FC	Chair’s Opening Remarks LF welcomed everyone to the meeting, the meeting was not being recorded.
2526 186FC	Apologies No apologies had been received and advance and Cllr Laura Peckover was not in attendance.
2526 187FC	Declaration of Disclosable Pecuniary and Other Interests LF - Shaw Park items due to membership of the friends of Shaw Park. RR – Allotments Chair. RR / DS – Are married.
2526 188FC	Public Participation No members of the public attended.

<p>2526 189FC</p>	<p>Council Minutes and Actions</p> <p>Resolved: to approve the draft minutes of the Full Council meeting held on 26th February 2026 as a true record of proceedings. Minutes were approved for publishing by the chair. Action CB to upload to the website (done)</p> <p>LF/CB went through the outstanding actions on tracker and everyone was happy all were either completed or in progress.</p> <p>It was resolved that going forward CB will circulate draft minutes to all councillors after a meeting and that these will not be published until they have been approved at the next full council meeting. Any immediate news arising from the meeting will be shared and publicised as soon as possible.</p>
<p>2526 190FC</p>	<p>Drury Lane Allotments</p> <p>AGM was held a week last Sunday. A new Secretary and Vice Chair were elected. The remaining committee will stay the same. Two amendments to the constitution have been agreed, the first being that SDPC are to have no more than two nominated parish councillors at committee meetings and if an allotment tenant who joins the committee is also a parish councillor, they may hold a role on the committee as a tenant but will not be on the committee as a parish councillor. The second being that committee members will hold office for 4 years and not usually longer, unless no-one wants / is available to take on that role.</p> <p>The financial records were accepted at the AGM and the finances were noted to be healthy. The 2025 plant sale successfully raised funds.</p> <p>Plot 6A is currently empty and will be considered as a potential community plot by the committee. Council do not have any objection to the plot not being invoiced as community goodwill and the allotment association will oversee it.</p> <p>A survey has been issued to all tenants. There were 26 submissions. Items raised included things such as a requests for communal equipment, another tap to be installed (which the allotment association may ask the council to support), a request to improve wildlife and biodiversity, a request for improved storage such as a shed which may fit in with the community plot. There was a request for a compostable toilet amongst other feedback which the association are looking into.</p> <p>The waiting list had 4 people on it.</p> <p>There is a plant sale planned for 9am on 10th of May.</p> <p>Inspections are planned for 12th April.</p> <p>Invoices will be sent out on the 1st April with Handbook and Agreements, as previously agreed there is no price increase. Action CB to PDF the invoices and agreements for the allotments and send on 1st April.</p>
<p>2526 191FC</p>	<p>Correspondence</p> <ul style="list-style-type: none"> Insurance Renewal for 26/27 £741.10 (25/26 £703.25) – It was resolved to accept the quotation and proceed with the insurance renewal. Action CB to instruct insurance renewal.

- Update regarding gritting invoices from CMBC – It was resolved to pay the £800 invoice received. **Action CB to pay set invoice up for grit on bank for approval.**
- Dave the gardener wall work – It was resolved to approve further work at a cost of £600 as previously quoted to undertake work on bottom wall where trees are growing in wall on cat steps. **Action LF to instruct wall work with Dave the gardener.**
- Casual vacancy notice results (deadline 19th March 2026). It was noted there had been no call for an election and therefore casual vacancy will be advertised. **Action CB to draft an advert and publicise giving a one-month deadline for expressions of interest.**
- Facebook enquiry - With the damage being caused by the increased antisocial use of motorcycles in Stainland Memorial Park, could the Parish council please consider installing motorcycle inhibitor gates or disabled access gates at all entrances to the park? It was noted that the council do not have the power to do this and it will be referred by the council to Calderdale Council to ask them what they can do about this. **Action CB to contact Calderdale Council about antisocial use of motorcycles in Stainland Memorial Park.**
- Email Enquiry regarding motor accounts - see finance item
- Email dated 19.03.26 about honeymoon square. It was agreed that **LF to get a price for jet washing the railings and RR to contact local joiner regarding the benches.** Once this work is done, we will look at a community day to paint. Black paint was suggested as it will not easily look at worn over time. **LF to speak to community pay back team about the painting of the railings.**

2526 192FC To consider any grant applications received

No grant applications received.

CB to chase grant monitoring forms from cricket club and shaw park.

2526 193FC Planning Matters

- To note the comments made to planning applications since the last meeting.
- To consider any current planning applications within or affecting the Parish of Stainland District on the Calderdale District Council planning portal. Any applications received by the Clerk after publishing the agenda will be tabled at the meeting. The Clerk advises that the submission of comments may be delegated to the Parish Clerk in consultation with Cllr Mark Mullany.

	Site Location	Brief Description of Proposal	Comments
Rear Fenestration Alterations Received: Wed 14 Jan 2026 Validated: Mon 23 Feb 2026 Status: Pending Consideration	3 Providence Hill Beestonley Lane Stainland Elland Calderdale HX4 9PL Ref. No: 26/00025/HSE		

	<p>Providence Hill - The above relates to windows at the rear of the property and some previous unlawful development that has taken place. A certificate of lawful development was previously refused and a subsequent appeal dismissed. Previously the Parish Council and CMBC have objected to the impact on the conservation area.</p> <p>Action MM to draft comments on the application and monitor outstanding enforcement issues.</p> <p>The appeal comments the council made on 11th March regarding the application for South Parade were noted.</p> <p>c) Consider any correspondence relating to planning matters N/A</p> <p>LF thanked MM for all his hard work this month on planning.</p>
<p>2526 194FC</p>	<p>Financial Matters</p> <p>a) Received and approved the bank reconciliation reports for February 2026</p> <p>b) Received and approved the February 2026 cashbook payments made under the Clerks delegated authority as circulated.</p> <p>c) The date was agreed for the internal 6 monthly internal review to 31/3/26 for 12th May.</p> <p>d) The Annual Review of Financial Risk Assessment took place and it was resolved to approve it for 26/27 subject to it being updated to state that payroll is now undertaken internally rather than outsourced and information is all stored electronically. It was noted the Business Continuity Plan has been updated for changes in allotment committee members. Action CB to make changes to the financial risk assessment.</p> <p>e) It was agreed the cashbook payments be published monthly as a appendix to the council minutes. Action CB to create payments list as an appendix to minutes.</p> <p>f) It was noted we have received the email regarding the AGAR and audit planning for year end and variance analysis will commence next week.</p> <p>g) To discuss Email enquiry "could 2025/26 accounts be entered on the SDPC website after being signed off at the end of the financial year" – As above It was agreed the cashbook payments be published monthly as an appendix to the council minutes.</p> <p>h) Allotment invoicing and agreements – These have all been prepared and will now be created as PDF's and emailed to tenants on the 1st April. Action CB to issue allotment invoices, agreements and handbook for 26/27.</p>
<p>2526 195C</p>	<p>Clerks Items</p> <ul style="list-style-type: none"> • Local Councils Award Scheme – This has been submitted following agreement at the last meeting and will be assessed in May. • 2026/27 Meetings of full Council – This schedule will be uploaded to the website (done). It was resolved that the AGM in May will be moved to be before the general May Council Meeting. Action - LF to provide some wording for AGM invite and CB to then advertise and invite local groups. • Update on DBS checks – Now processed as agreed last month for LF/RR and CB has checked. • List of policies approved in 2026 – appended to meeting agenda – This was approved as an accurate record by the council. It was noted further policies will be brought to the next meeting. • Publishing of draft minutes – as noted above.

	<ul style="list-style-type: none"> • General overall Risk Assessment – this was approved by the council subject to an amendment regarding electronic storage of documents. • Data breach reporting form – noted and agreed the new form. • Co-option process and advertising council vacancies – As stated above CB will draft an advert. • CiLCA update – CB updated the council that she has submitted her first two modules for assessment.
<p>2526 196C</p>	<p>To appoint a councillor to the Staffing Committee.</p> <p>It was resolved to appoint RR to the committee following the resignation of ALB.</p>
<p>2526 197C</p>	<p>Updates on Projects and Members Items for Consideration</p> <p>Conservation Area Appraisal MM updates – The work with a local resident led to the submission as previously noted of additions and suggested changes to boundaries. We have had a response today with comments that seen supportive and positive which will now be sent to the conservation officer in Calderdale.</p> <p>Safer Routes to School Scheme at Bowling Green updates – Now waiting for Calderdale to come back with the final scheme, MM made further comments regarding the specification and street furniture, bollards and regarding relocating the bus stop.</p> <p>Stainland Cross. Feedback following meeting between councillors and the architect – Meeting has taken place and it was resolved DS would produce a draft specification for a base project of works to ensure the site meets current health and safety standards. Once agreed with Council this specification would be used to seek quotations from local contractors for the necessary works. Following this and before any work is commissioned there will be further public consultations to assess levels of support". Action DS to produce draft specification.</p> <p>Relocation of Bus stops and 539 Bus update – MM spoke to Neil today and this will be taking place in a couple of weeks. The bench may need relocating. Action LF to let WI know and get a cost for any flags needed on moving bench.</p> <p>The Holywell Inn Asset of Community Value – It is thought some changes are proposed including the introduction of a food service.</p> <p>Litter on grass verge from West Vale to Holywell Green – Hawthorn removed which has exposed litter. Action – LF to ask Calderdale and failing that speak to community payback team.</p> <p>Make arrangements for hand delivering copies of the Vision leaflets to specific areas – These will be distributed as agreed.</p> <p>Noted repairs to dry stone wall at the Cat Steps with the addition of a stone seat and to discuss authorising further work previously quoted for.</p> <p>Updates on tree planting, gardens and graveyard maintenance and Guerrilla Gardening – All trees planted at the rec. The Orchard maintenance day had taken place -trees were mulched and hedges trimmed thanks to those who helped. It was agreed that there would be a sign on the gate for the orchard saying it's a community orchard and top close the gate and noting about picking up dog poo. To look into organising an event for the school</p>

	<p>children. It was agreed that plants would be planted in then rockery garden at the entrance to the rec where there are gaps, will see what is left from plant sale.</p> <p>RR shared a volunteering sheet she has created with local volunteering opportunities. Once agreed this will be publicised on social media. We have had one enquiry about this following the GoLocal Advert.</p> <p>One request for information on guerrilla gardening has been received and responded to with the information sheet.</p> <p>It was noted the pay back team are working at carriage drive at present. There is a broken section of wall that Calderdale are reluctant to repair. It was agreed that RR would get a quote from the joiner for a ladder style over the wall. Action RR to obtain a quote for style on wall.</p>
2526 198C	<p>Receive feedback from any training or meetings or events attended by councillors</p> <p>Nothing to note.</p>
2526 199C	<p>Staffing Committee (press and public excluded)</p> <p>It was resolved to accept the recommendations of the staffing committee.</p>
2526 200C	<p>Items for Discussion at a Future Meeting</p> <p>To agree any additional agenda items for consideration and inclusion at a future meeting:</p> <p>There will be an informal meeting at 6pm before the next full council meeting in April to discuss communications. RR to lead.</p>
2526 201C	<p>Date of the Next Meeting</p> <p>Noted the next meeting scheduled for Thursday 30th April 2026 at 6.30pm at St Andrew's Church.</p> <p>Noted the Annual Parish Meeting 7:00pm on 16th April 2026. Action - CB to invite local groups and publicise on socials and website. LF to provide some wording.</p>

Bank payment (excluding salaries) February 2026

02/02/2026	50.00	NALC Bronze Award
04/02/2026	270.00	Darts
04/02/2026	320.00	St Andrews Parish Church
17/02/2026	4.25	Charges
23/02/2026	125.00	Go Local
25/02/2026	87.72	Office 365

