



Dated: 30th April 2026

MINUTES OF STAINLAND AND DISTRICT PARISH COUNCIL
Full Council Meeting (89th): Thursday 30th April 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 Laura Peckover

Also in attendance: Representative from Drury Lane Allotments

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	

2627 1FC	Chair's Opening Remarks LF welcomed everyone to the meeting. The meeting was not being recorded.
2627 2FC	Apologies Apologies had been received from JB and reasons noted.
2627 3FC	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.
2627 4FC	Public Participation No members of the public attended.

2627 5FC	Council Minutes and Actions Resolved: to approve the draft minutes of the Full Council meeting held on 26th March 2026 as a true record of proceedings. Minutes were approved for publishing by the chair. Action CB to upload to the website (done) Resolved: to approve the draft minutes of the 33rd staffing committee meeting held on 26th March 2026 as a true record of proceedings. Minutes were approved for publishing by the chair. Action CB to upload to the website (done) Resolved: to approve the draft minutes of the Parish Annual meeting held on 16th April 2026 as a true record of proceedings. Minutes were approved for publishing by the chair. Action CB to upload to the website (done) LF/CB went through the outstanding actions on tracker and everyone was happy all were either completed on in progress. LF Confirmed the Women's Institute were happy with the proposal to move the benches. LF asked that the minutes of the Annual Parish meeting be circulated to the groups that attended. Action CB to circulate the Annual Parish minutes to the groups that attended and thanks them for their input.
2627 6FC	Drury Lane Allotments Updates from DLAA members/officer were given as follows: The first allotment inspection under the new system has taken place and overall the general standard of plots was impressive. Only one warning notice was given. There has been an improvement in the general standards seen. There is a new tenant who is very keen to get involved. The tenant survey has previously been mentioned and there will be a formal meeting in June to look at actions as a result of the survey. Plot 6a is vacant and has been agreed as a community plot and grants will be applied for. This has been agreed but it now needs to be decided what this will look like. Another request was for a toilet. The paths are looking at being upgraded. There has been a demonstration of the potential path on one plot. Hopely this will start next week. The plant sale is going ahead as advertised on 9th May at St Andrews church between 10:00 and 11:30am. Grants are being looked at for areas.
2627 7FC	Correspondence • Additional Gritting Invoice received from Calderdale Council - £600 – This invoice was authorised as previously discussed. • Dave the gardener further wall work and fee rates – LF – It was agreed to increase the rate to £400 a day. • Council vacancy advert replies / applications received • Email from member of the public dated 12.04.26 entitled 'Communications 2009-2026' – The email has been replied to. • Quote received for pressure washing railings Honeymoon Square - £450 – It was agreed to go ahead with this. LF advised the payback team would help

	painting and that paint would then be the only extra cost. Residents have also offered to help. Action LF to organise jet washing of railings and benches. - Email from Sowood WI requesting information and support – This has been responded to. - Email from Lee Wigley regarding notification of intention to dispose of URC church – all had read and noted the content.																
2627 8FC	To consider any grant enquiries or applications received (deadline 31st May £3,000) Sowood Community Centre enquiry – a response has been sent regarding timings and process for any applications.																
2627 9FC	Planning Matters a) To note the comments made to planning applications since the last meeting. b) 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. <table><tr><th></th><th>Site Location</th><th>Brief Description of Proposal</th><th>Comments</th></tr><tr><td>Extension of garage to form annex </td><td>299 Stainland Road Elland Calderdale HX4 9EH</td><td>Conversion of double garage within Conservation Area for purposes described as ancillary to existing building.</td><td>Comments required re - clarification of proposed use - design and materials - impact on Conservation Area - potential parking/highways implications </td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table> c) Consider any correspondence relating to planning matters Comments submitted since last meeting to be noted: <u>Rear Fenestration Alterations</u> 3 Providence Hill Beestonley Lane Stainland Elland Calderdale HX4 9PL Ref. No: 26/00025/HSE Received: Wed 14 Jan 2026 Validated: Mon 23 Feb 2026 Status: Refuse		Site Location	Brief Description of Proposal	Comments	Extension of garage to form annex 	299 Stainland Road Elland Calderdale HX4 9EH	Conversion of double garage within Conservation Area for purposes described as ancillary to existing building.	Comments required re - clarification of proposed use - design and materials - impact on Conservation Area - potential parking/highways implications								
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2627 10FC	Financial Matters a) Received and approved the bank reconciliation reports for March 2026																

	b) Received and approved the March 2026 cashbook payments made under the Clerks delegated authority as circulated. Note the list of payments will be published with the minutes. c) Agreed date for 6 monthly internal review to 30/9/26 at 12th May 2026. d) Annual Review of Financial Risk Assessment for 26/27 agreed with no alterations. e) Allotment invoicing and agreements – all invoicing has been done and is due by May the 8th. f) AGAR – Results of internal audit and approval of AGAR 25/26 were reviewed and accepted. All internal control objectives were met. • The Annual Internal Audit Report for 2025-26 included as part of the AGAR 2025-26 was approved. • Section 1 of the Annual Governance Statement 2025-26 for Stainland & District Parish Council, AGAR 2025-26 was approved. • Section 2 of Accounting Statements 2025-26 for Stainland & District Parish Council, AGAR 2025-26 was approved. • The publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities was approved. g) Elkerlodge Services was approved as SDPC internal Auditor for 26/27 h) It was agreed to shut down 25/26 Rialtas accounts. i) It was resolved to amend the budget for WYPF contributions – Variance approval agreed. j) The draft WYPF Discretions Statement was approved. k) The Rialtas invoice for 26/27 of £506.40 was agreed. l) The YLCA subs invoice 26/27 of £996.00 was agreed. m) .Gov Hosting invoice of £135 was approved. n) Approval and adoption of draft pensions policy was approved. o) Cricket Club and Park Grant monitoring – these reports have been circulated and read by all councillors who were satisfied with the reports and spending.
2627 11FC	Clerks Items • Local Councils Award Scheme – There is no update as the panel do not meet until May. • Approval of Volunteering Sheet produced by RR for publication – This was agreed and will be put on the website and social media. • Arrangements for the Clerks catch-up sessions and annual review discussed and agreed. Policy to follow at the next Full Council meeting and appraisal forms prepared – This will be set. • Customer service policy – resolved to adopt – approved. • Dignity at work policy – resolved to adopt – approved. • Website Policy – resolved to adopt – approved. • Social media – resolved to adopt – approved. • H&S Policy – resolved to adopt – approved. • Transparency code policy – resolved to adopt – approved. • Approve Darts for next quarter – approved. CB and LP to promote. • Internal audit recommendation - to resolve to remove all personal data not currently required by the council – data map – It was agreed that this has been done and we did not hold any data that we should not have on file.
2627 12FC	Updates on Projects and Members Items for Consideration

Conservation Area Appraisal MM updates – MM reported that there had been a zoom call with the consultants and Conservation officers from Calderdale regarding the Parish Council's proposed extensions of the current Conservation Area boundary. Officers did not feel we had enough evidence at present to justify all the proposed extensions. MM, LH and a local resident who has undertaken much of the local research for developing the Appraisal will meet next week to discuss next steps. Once the boundary has been agreed a final draft will be published before going out to public consultation.

Safer Routes to School Scheme at Bowling Green updates – MM to chase up. **Action MM to chase.**

Stainland Cross Improvements - The draft specification for improvements was discussed and it was agreed that the mention of the notice board would be removed and then it would be submitted to several local contractors for pricing and quotations. The bus stop repositioning will also be removed as that is the council's responsibility. **Action CB/DS – to alter and submit cross proposal for quotations.**

Relocation of Bus stops and 539 Bus - update MM has made a phone call today and there will be a meeting on Monday as the officer dealing with this has been off work. MM to enquire with the transport authority if a lease agreement with the land owner would be a possible route to acquiring additional space to accommodate a safer bus stop opposite West View.

Litter on grass verge from West Vale to Holywell Green – LF did the email but there has been no response.

Graveyard maintenance - LF to speak to payback team leader about mowing at URC in Holywell Green.

Stile next to graveyard – After discussion it was agreed to instruct Dave the gardener to build the stile out of stone. The quote was around £1,000 being £700 for labour and £300 for stone. LF to instruct. LF advised that bereavement services are ok with the proposal.

Consider quotations for Community Orchard signage – It was agreed to go ahead with the oak sign at a cost of £30 that LF has been quoted. LF to also ask about the allotment sign.

General Signage in the Stainland Conservation Area – LF asked all to have a think about what if anything they would want to signpost and general signage and its condition and some missing were discussed. To follow up again in next meeting.

Repainting railings in The Square Holywell Green – As above, jet washing and painting has been agreed.

Stainland phone box replacement of glass and opportunities for creative engagement – it was agreed to glass should be fitted.

National Hedgerow Week - School visits to the Orchard and allotment sites – The school have other events on and are busy. However, LF will write a piece for CB to advertise on promoting the orchard. **Action – LF/ CB to promote orchard on social channels.**

UR Church in Holywell Green – Correspondence received following there being no sale at the church. **Action LF would contact the band and offer any assistance from the parish council** if they are still interested.

LF agreed to print off some leaflets ahead of the garden sale for the guerrilla gardening.

2627 13FC	Receive feedback from any training or meetings or events attended by councillors Cilca – CB advised that 4 modules have been submitted and finished.
2627 14FC	Items for Discussion at a Future Meeting To agree any additional agenda items for consideration and inclusion at a future meeting: ➤ Community Engagement – RR
2627 15FC	Matters subject to exclusion of press and public To Consider applications for vacancies that can be filled by co-option:- The application from Fiona Moir – it was resolved to co-opt Fiona as a Parish councillor
2627 16FC	Date of the Next Meeting To note the date of the next meeting scheduled for Thursday 28 th May 2026 at 6.30pm at St Andrew's Church. Please note the annual council meeting will be held the same day at 6pm.

Payments list excluding salary:

03/03/2026	BACS	Society of Local Council Clerk	149.40	Arnold Baker Local Council Boo
04/03/2026	BACS	Beardsworth Ltd	125.52	Trees
04/03/2026	BACS	Dave Jordan	600.00	Wall repairs
04/03/2026	BACS	Business Stream	384.35	Allotment Water
09/03/2026	BACS	Finwood IT Limited	52.63	Office 365
12/03/2026	BACS	Dave Jordan	280.00	Parish Gardening
17/03/2026	SO	Lloyds bank	4.25	Service Charges
24/03/2026	BACS	St Andrews Parish Church	160.00	Room Hire
27/03/2026	BACS	Calderdale Metropolitan Distri	800.00	Grit
31/03/2026	BACS	Arthur Galagher Insurance	741.10	Insurance 26.27