



Dated: 30<sup>th</sup> July 2026

**MINUTES OF STAINLAND AND DISTRICT PARISH COUNCIL**  
**Full Council Meeting (92<sup>nd</sup>): Thursday 30th July 2026 at 6.30pm**

**Minutes taken by : Parish Clerk and RFO Caroline Booth**

**Signed: L. Fieldhouse**

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

**Also in attendance:** N/A

| Council Membership                           |                     |
|----------------------------------------------|---------------------|
| Cllr Lisa Fieldhouse [Chair for the Council] | Cllr Fiona Moir     |
| Cllr Mark Mullany [Vice-Chair]               | Cllr Amanda Ogilvie |
| Cllr Laura Peckover                          | X1 Vacancy          |
| Cllr Ruth Redfern                            | X1 Vacancy          |
| Cllr Don Stewart                             |                     |

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| <b>2627 48FC</b> | <b>Chair's Opening Remarks</b><br><br>Cllr Fieldhouse thanked everyone for attending.                                                                                                                  |
| <b>2627 49FC</b> | <b>Apologies</b><br><br>Apologies had been received from Cllr Ogilvie.<br><br>Cllr Peckover was not present and apologies had not been received.                                                       |
| <b>2627 50FC</b> | <b>Declaration of Disclosable Pecuniary and Other Interests</b><br><br>LF - Shaw Park items due to membership of the friends of Shaw Park.<br><br>RR – Allotments Chair.<br><br>RR / DS – Are married. |

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| 2627 51FC | <p><b>Public Participation</b></p> <p>No members of the public were in attendance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2627 52FC | <p><b>Council Minutes and Actions</b></p> <p>Resolved: to approve the draft minutes of the Full Council meeting held on 25th June 2026 as a true record of proceedings with one amendment to the draft being agreed to be made before publishing. Minutes were approved for publishing by the chair. <b>Action CB to amend and upload to the website (done). LF to sign next month due to amendment.</b></p> <p>Resolved: to approve the draft minutes of the EGM held on 25th June 2026 as a true record of proceedings. Minutes were approved for publishing by the chair. <b>Action CB to upload to the website (done)</b></p> <p>Outstanding actions on tracker were reviewed. It was noted that all actions were on track. Items to note were:</p> <ul style="list-style-type: none"> <li>• Safer Schools Route – No update received. Cllr Webster was to make contact. A reminder has been sent today.</li> <li>• Bus Stop Relocation – MM has been informed one has now been marked out and will be moved in the next month and MM has sent a reminder about the other at Fall Springs.</li> <li>• Pond Pump – LF advised that she has ascertained the parts for the pump are not made anymore and she is going to contact a new company. There are actually two lids one of which cannot be lifted. <b>Action LF to contact new company and will be sending photos to new contractor for quotes.</b></li> <li>• It was agreed to adopt the election policies and procedures draft policy. <b>Action CB to adopt and publish new policy.</b></li> <li>• It was agreed to send the invite letter to the community group for the September meeting as drafted by RR. <b>Action CB to format letter and invite group and RR/LF/CB to create an engaging agenda.</b></li> </ul> |
| 2627 53FC | <p><b>Drury Lane Allotments</b></p> <p>Updates from DLAA members/officer</p> <p>It was agreed the RR/ LF could give an update as long as no decisions were to be made.</p> <p>RR advised that plot holders had held an informal social.</p> <p>The community plot has now been cleared. SDPC previously agreed to cover the increase in insurance premium once DLAA are ready to use the plot. DS to review. <b>Action DS to review policy.</b></p> <p>An update was given on the situation with the grant funding streams DLAA have applied for. A start can be made on works with the grant from SDPC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2627 54FC | <p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• Parking on Drury Lane – RR advised that all plot holders had been reminded of the rules as agreed regarding drop offs and pick-ups. DS has reviewed the land registry plans and confirmed the land boundary owned by SDPC. Situation to continue to be monitored as agreed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|                                                      | <ul style="list-style-type: none"><li>Email from resident dated 08.07.26 and 21.07.26 – local elections and communications – It was agreed CB would chase Calderdale. <b>Action CB to chase Calderdale Council as to why the advised changes to council membership have not been actioned and updated on the council website (done).</b></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                      |                                                       |                               |          |                                                      |                                                                   |                                                      |                                                       |                                                    |                                                                   |                                                    |       |
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| 2627 55FC                                            | <p><b>To consider any grant enquiries or applications received</b></p> <ul style="list-style-type: none"><li>DLAA - Grant acceptance forms received and funds have been issued. A monitoring form has also been issued for completion in due course.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                      |                                                       |                               |          |                                                      |                                                                   |                                                      |                                                       |                                                    |                                                                   |                                                    |       |
| 2627 56FC                                            | <p><b>Planning Matters</b></p> <p>a) To note the comments made to planning applications since the last meeting.</p> <p>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.</p> <table><tr><th></th><th>Site Location</th><th>Brief Description of Proposal</th><th>Comments</th></tr><tr><td>Single storey extension onto the rear of the garage.</td><td>61 Bradley View<br/>Holywell Green<br/>Elland<br/>Calderdale HX4 9EA</td><td>Single storey extension onto the rear of the garage.</td><td>No listed buildings.<br/>Bat box on proposal.<br/>None.</td></tr><tr><td>Single storey rear extension and garage conversion</td><td>19 Fall Spring<br/>Green Stainland<br/>Elland<br/>Calderdale HX4 9QN</td><td>Single storey rear extension and garage conversion</td><td>None.</td></tr></table> <p>c) Consider any correspondence relating to planning matters</p> <p>Comments submitted since last meeting to be noted:</p> <ul style="list-style-type: none"><li>Draft planning comments sent - Agricultural building Park View Outlane</li><li>Cordingley Green - development in Stainland Conservation Area was refused. Noted.</li><li>MM reported that he had observed (remotely) Planning Committee on 28 July at which major Local Plan housing proposals in Greetland (230 dwellings) had been considered (Ref: 25/00326/OUT Parish Council had previously submitted comments). Decision was deferred pending investigation of an objection raised at the meeting by an objector.</li></ul> |                                                      | Site Location                                         | Brief Description of Proposal | Comments | Single storey extension onto the rear of the garage. | 61 Bradley View<br>Holywell Green<br>Elland<br>Calderdale HX4 9EA | Single storey extension onto the rear of the garage. | No listed buildings.<br>Bat box on proposal.<br>None. | Single storey rear extension and garage conversion | 19 Fall Spring<br>Green Stainland<br>Elland<br>Calderdale HX4 9QN | Single storey rear extension and garage conversion | None. |
|                                                      | Site Location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Brief Description of Proposal                        | Comments                                              |                               |          |                                                      |                                                                   |                                                      |                                                       |                                                    |                                                                   |                                                    |       |
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| 2627 57FC                                            | <p><b>Financial Matters</b></p> <p>a) Received and approved the bank reconciliation reports for June 2026</p> <p>b) Received and approved the June 2026 cashbook payments made under the Clerks delegated authority and as tabled or presented at the meeting that require signing</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                      |                                                       |                               |          |                                                      |                                                                   |                                                      |                                                       |                                                    |                                                                   |                                                    |       |

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|                  | <p>in accordance with the Financial Regulations (enclosed). Note the list of payments will be published with the minutes.</p> <ul style="list-style-type: none"> <li>c) The date for 6 monthly internal review to 30/9/26 has now been set.</li> <li>d) AGAR – update – LF/CB initialled and this is to be submitted (done).</li> <li>e) Grant funding update – Historic England EOI rejected as closed</li> <li>f) Budgeting for election expenses update - Clarification of Election Charges for Parish Council Elections discussed and agreed to budget £4,000 this year and next year. Budget to be updated (done).</li> <li>g) Investments / banking / budget variations update - Income and Expenditure historic cashflow. DS updated the council on the historic cashflow he has done dating from January 2025 showing the funds in and out each month so investment opportunities can be reviewed. All agreed this would be kept up to date but at this present time due to possible outgoings over winter with the pond it was not possible to invest any funds that would make this worthwhile exploring further. A graph was also shown alongside the cashflow.</li> <li>h) 08.07.26 Petrol Receipt for Holywell Green UR Church Work £14.59 = 3 more cans to authorise – LF to be reimbursed</li> <li>i) 08.07.26 LF Plants £3.99 £12 £40 = £55.99 refunded to LF</li> <li>j) £193.90 allotment insurance Chris Knott 06.07.26 – No change from last year, agreed and paid.</li> <li>k) Reserves discussion and winding up costs – all agreed current provision was adequate and in line with policy.</li> <li>l) Budget amendments agreed as follows:-<br/> Pond £20,000 (carried forward from prior year)<br/> Pension costs £1,224<br/> Bus Stop £200<br/> Stile £1,000<br/> Honeymoon Square £1,000<br/> Heritage Signage £1,500<br/> Election costs £4,000<br/> (all since made)</li> </ul> |
| <b>2627 58FC</b> | <p><b>Clerks Items</b></p> <ul style="list-style-type: none"> <li>• Local Councils Award Scheme – CB has made enquiries and the panel meet later in August so outcome should be known shortly.</li> <li>• Vacancies and co-option – Leads are being pursued.</li> <li>• Updates on wards – allocations to be made – Agreed. Website is accurate and Calderdale have been emailed to update their records.</li> <li>• Allotment insurance cover – as per last month. DLAA will request the reimbursement once the community plot is in use and the additional cover is taken out.</li> <li>• McAfee refund – <b>Action LF to speak to LP regarding status of refund.</b></li> <li>• Election Policy – All agreed to adopt the procedures and policy. <b>Action CB to format, publish and adopt.</b></li> <li>• Draft invite for community groups to September meeting – all agreed this would be sent. <b>Action CB to format and send.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>2627 59FC</b> | <p><b>Updates on Projects and Members Items for Consideration</b></p> <p>06.07.26 - 539 Bus service withdrawn - We have received correspondence that the route is being withdrawn. A reply has been sent by MM. To continue to make the case via the WY</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

Transport Committee but also to write to the Mayor - **Action MM to draft background, CB to write a letter, LF to send letter.**

Conservation Area Appraisal MM updates – Conservation consultants spoke to councils conservation team and looked at boundary. Unfortunately, they still won't support the boundary extension which is a disappointing outcome but all agreed our best efforts were made and thanked the local resident who has given significant input. The consultants will now issue an updated version of the appraisal which will incorporate our feedback.

Safer Routes to School Scheme at Bowling Green updates – This is behind scheduled to take place late December / early January due to delays.

Stainland Cross Improvements – to consider any quotes received. LF / MM met with Simon the architect. CB is to send Simon the grant wording (done). The quote received was shared with Simon. All agreed obtaining the required funding may be problematic. The minimum required was discussed and **action DS/ LF to amend the specification to the minimum and then CB/LF to ask the contractor to amend and itemise the quote** so we can make a more objective decision.

Relocation of Bus stops and 539 Bus update MM – as noted above in 52FC.

Graveyard maintenance – Payback team doing all graveyards and using the church. Full has been reimbursed by URC. It was resolved that when working for the parish council we will hire the church for the teams use at the cost of 2 hours hire a week which will be started with immediate effect. **Action LF to book church hire for payback team usage.**

Repainting railings in The Square Holywell Green – Jet washing has taken place and painting will take place this weekend. A risk assessment has been undertaken and submitted to LF and will be followed. **Action LF to send photos and update to CB after the event for social media.**

Grass cutting The Square – Frustration by lack of frequency of cutting by Calderdale Council. It was agreed that SDPC could not buy the residents equipment due to risk assessments and health and safety if this became an SDPC responsibility but the kind offer was noted.

Guerrilla gardening and planters – **Action CB to republish planters social post (done) and other leads to be chased by RR/LF.**

Pond renovation Shaw Park – Update – Purchase order as previously agreed has been raised. Survey will take place next week. Silt may be left at the back of the pond to reduce costs which is agreeable by all involved. Depending on timings a change to the methods statement may be required. Costs were discussed but no decision can be made until a firm quote is received. Grant Funding may be required.

Repairs to phone box quote to repaint received £450 ex vat – agreed.

Heritage signage for Stainland Conservation Area – Quote £2,000 - no replies from the contractors despite chasing. **Action LF to speak to them and CB to ask Ripponden Parish Council if they know a contractor.**

Drury Lane – Parking update – as noted above in 54FC.

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|                  | <p>Wool stoops / Stainland Stones from South Parade – Update – Some communications have been exchanged, <b>Action CB to chase a further response (done).</b></p> <p>Bus stop graffiti quote – 04.07.26 - £290 plus VAT – It was all agreed the quote LF has was approved. <b>Action LF to action contractor to paint the bus stop.</b></p> <p>Community engagement – RR / LF meeting with a community development Colleague to brainstorm ideas.</p> |
| <b>TO</b>        | <p><b>Receive feedback from any training or meetings or events attended by councillors</b></p> <p>MM attended the recent Ward Forum and updated regarding the Quarry at Barkisland.</p>                                                                                                                                                                                                                                                              |
| <b>2627 61FC</b> | <p><b>Items for Discussion at a Future Meeting</b></p> <p>To agree any additional agenda items for consideration and inclusion at a future meeting:</p> <p>None noted.</p>                                                                                                                                                                                                                                                                           |
| <b>2627 62FC</b> | <p><b>Matters subject to exclusion of press and public</b></p> <p>To Consider any applications for vacancies that can be filled by co-option. <b>Action RR / LF to follow up with those prospective councillors that have shown an interest.</b></p>                                                                                                                                                                                                 |
| <b>2627 63FC</b> | <p><b>Date of the Next Meeting</b></p> <p>To note the date of the next meeting scheduled for Thursday 27<sup>th</sup> August 2026 at 6.30pm at St Andrew's Church.</p> <p>LF gave her apologies for the August meeting.</p>                                                                                                                                                                                                                          |

Receipts and payments in June:

Receipts:-

|                               |       |      |     |       |                            |
|-------------------------------|-------|------|-----|-------|----------------------------|
| Plant Sale Banked: 01/06/2026 | 45.00 |      |     |       |                            |
| Plant Sale Drury Lane         | 45.00 | 1900 | 100 | 45.00 | Plant Sale rent Drury Lane |

Payments (excluding salaries and pensions):-

|            |                  |      |        |      |     |        |                              |
|------------|------------------|------|--------|------|-----|--------|------------------------------|
| 15/06/2026 | JAKE SMITH DARTS | BACS | 135.00 | 4570 | 220 | 135.00 | JAKE SMITH DARTS             |
| 15/06/2026 | JAKE SMITH DARTS | BACS | 135.00 | 4570 | 220 | 135.00 | Jake Smith Darts Sessions    |
| 19/06/2026 | Lloyds bank      | BACS | 4.25   | 4710 | 400 | 4.25   | Service Charges              |
| 25/06/2026 | Dave Jordan      | BACS | 400.00 | 4430 | 300 | 400.00 | Dave Jordan parish gardening |