



Dated: 28th August 2026

MINUTES OF STAINLAND AND DISTRICT PARISH COUNCIL

Full Council Meeting (93rd): Thursday 28th August 2026 at 6.30pm

Minutes taken by : Parish Clerk and RFO Caroline Booth

Signed: D. Stewart

Councillors in attendance –Cllr Ruth Redfern, Cllr Don Stewart, Cllr Fiona Moir, Cllr Amanda Ogilvie

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	

2627 64FC	Chair's Opening Remarks It was confirmed the meeting was quorate. Cllr Don Stewart was nominated to chair the meeting in the absence of the chair and vice chair. Cllr Stewart thanked everyone for attending.
2627 65FC	Apologies Apologies had been received from Cllr Lisa Fieldhouse (LF- Chair) and Cllr Mark Mullany (MM -Vice Chair). Cllr Peckover was not present and apologies had not been received.
2627 66FC	Declaration of Disclosable Pecuniary and Other Interests RR – Allotments Chair. RR / DS – Are married.

2627 67FC	Public Participation Two members of the public were in attendance and were welcomed. They informed the meeting they were residents of Drury Lane and were here about the parking on the council land at the end of Drury Lane. The residents explained the issues from their viewpoint and said they wanted peace and everyone to get on. Cllr Stewart explained that two separate representations had been received and that the council were in the process of discussing in private what action would be taken around parking on the council land. Cllr Stewart asked the residents to document the history they had explained and send it to the clerk. Cllr Stewart thanked the members of public.
2627 68FC	Council Minutes and Actions Resolved: to approve the draft minutes of the Full Council meeting held on 30th July 2026 as a true record of proceedings. Minutes were approved for publishing by the chair. Action CB to amend and upload to the website (done). Resolved: to approve the draft minutes of the Staffing Committee meeting held on 30th July 2026 as a true record of proceedings. Minutes were approved for publishing by the chair. Action CB to upload to the website (done) Outstanding actions on tracker were reviewed. It was noted that all actions were on track.
2627 69FC	Drury Lane Allotments Updates from DLAA members/officer Cllr Stewart has reviewed the insurance policy and this will continue to run as it is until the community plot is in place and then updated. An update was given by RR on the situation with the grant funding streams DLAA have applied for. It was agreed in principle that £685 for each of the financial years 25/26 and 26/27 would be ringfenced by SDPC to be spent on the allotments as per the Allotment Act 1950 on improvements.
2627 70FC	Correspondence • Parking on Council Land on Drury Lane – It was resolved that the confidential briefing paper that had been prepared for councillors would be discussed at the October meeting (September meeting is the community meeting) and there would be no decisions made at this meeting. It was agreed the clerk would undertake further background checks. Action CB to conduct further legal checks. • Email from resident – LF has responded to queries about the council website
2627 71FC	To consider any grant enquiries or applications received None

2627 72FC	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><u>Variation of condition No.6 on application 17/01409/FUL (change garage into habitable room)</u></td><td>6 Laurel Terrace Stainland Elland Calderdale HX4 9HD</td><td>Ref. No: 26/00627/VAR · Received: Fri 10 Jul 2026 · Validated: Fri 10 Jul 2026 In Conservation Area but house already permitted. Application is just to allow integral garage to become part of house. Highways happy with parking implications.</td><td>None to be made.</td></tr><tr><td><u>Extension to facilitate Garden Room</u></td><td>Park View Barn Gosport Lane Outlane Elland Calderdale HX4 9JY</td><td>Ref. No: 26/00588/HSE · Received: Mon 29 Jun 2026 · Validated: Wed 29 Jul 2026 Large extension to the rear of the property. Property not listed. Extension not visible from highway or footpath.</td><td>None to be made.</td></tr></table> c) Consider any correspondence relating to planning matters None		Site Location	Brief Description of Proposal	Comments	<u>Variation of condition No.6 on application 17/01409/FUL (change garage into habitable room)</u>	6 Laurel Terrace Stainland Elland Calderdale HX4 9HD	Ref. No: 26/00627/VAR · Received: Fri 10 Jul 2026 · Validated: Fri 10 Jul 2026 In Conservation Area but house already permitted. Application is just to allow integral garage to become part of house. Highways happy with parking implications.	None to be made.	<u>Extension to facilitate Garden Room</u>	Park View Barn Gosport Lane Outlane Elland Calderdale HX4 9JY	Ref. No: 26/00588/HSE · Received: Mon 29 Jun 2026 · Validated: Wed 29 Jul 2026 Large extension to the rear of the property. Property not listed. Extension not visible from highway or footpath.	None to be made.
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2627 73FC	Financial Matters a) Received and approved the bank reconciliation reports for July 2026 b) Received and approved the July 2026 cashbook payments made under the Clerks delegated authority and as tabled or presented at the meeting that require signing in accordance with the Financial Regulations (enclosed). Note the list of payments will be published with the minutes. c) AGAR – Final report now received from external audit. Action CB to upload to website. d) Grant funding update – As agreed last month the Heritage Fund application for the cross is in. A project plan and risk assessment will be submitted by 1/9/26 as requested by the funders. It was agreed we would not apply to the Historic England for this in September and would await the outcome from the Heritage Fund before submitting the cross project to other funders. It was agreed an EOI would be submitted for the pond to heritage fund once the cross application has been assessed as the council were advised not to submit both together. Other possible funders for the pond may be The Wildlife Trist or Environment agency but we fit neither of these priorities well. It was also noted grants could not be pursued without a formal survey report (chased) or a detailed quotation. Action CB to submit the project plan and risk assessment before 01/09/26.												
2627 74FC	Clerks Items												

	• Local Councils Award Scheme – The require additional information has been submitted and the outcome is awaited. • Vacancies and co-option – Leads are still being pursued. • McAfee refund – Action LF to speak to LP regarding status of refund. • Invite for community groups to September meeting – CB updated councillors on responses. • Policies due for renewal were agreed for renewal - Standing orders, co-option policy, privacy policy. Action CB to renew the policies.
2627 75FC	Updates on Projects and Members Items for Consideration 06.07.26 - 539 Bus service withdrawn – Await response to letter sent to Mayor. Conservation Area Appraisal MM updates – No update. Safer Routes to School Scheme at Bowling Green updates – No update. Stainland Cross Improvements – as above. Await grant outcome. Relocation of Bus stops and 539 Bus update MM – No update on relocation. Graveyard maintenance – No updates. Repainting railings in The Square Holywell Green – This was a success and photos have been published on SDPC website and social media. Guerrilla gardening and planters – RR has advertised this in the Go Local article we have. Pond renovation Shaw Park – No update. Repairs to phone box quote to repaint received £450 ex vat – work agreed and awaited. Heritage signage for Stainland Conservation Area – LF liaising with contractor. Wool stoops / Stainland Stones from South Parade – Action CB to respond with intentions as requested (done). Bus stop graffiti quote – All agreed awaiting work undertaking. Community engagement – Agreed a cost of £1,000 for a session with the expert. Action RR to inform specialist (done). It was resolve that SDPC would purchase awards for the event Cllr Ogilvie is holding at Christmas at the church (Local Community Hero)
2627 76FC	Receive feedback from any training or meetings or events attended by councillors None.
2627 77FC	Items for Discussion at a Future Meeting To add closed graveyard tree maintenance to next agenda.

2627 78FC	Matters subject to exclusion of press and public To Consider any applications for vacancies that can be filled by co-option. Action RR / LF to follow up with those prospective councillors that have shown an interest. The land owned by the council noted in 2627 70FC was discussed under this section.
2627 79FC	Date of the Next Meeting To note the date of the next meeting scheduled for Thursday 24th September at 6.30pm at St Andrew's Church. DS and RR gave their apologies for the September meeting.

Receipts July:

URC Banked: 01/07/2026	24.58				
URC United Reformed Church (Yorksh	24.58	4430	300	24.58	URC Fuel Refund
URC Fuel Banked: 15/07/2026	14.59				
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Payments July exc salaries:

06/07/2026	St Andrews Parish Church	BACS	440.00	4700	210	440.00	Room Hire St Andrews
06/07/2026	Chris Knott Insurance	BACS	193.90	4620	400	193.90	Allotment Insurance
17/07/2026	West Yorkshire Pension Fund	BACS	185.80	4030	200	185.80	West Yorkshire Pension Fund
20/07/2026	Lloyds bank	SO	4.25	4710	400	4.25	Charges / service charges
22/07/2026	Finwood IT Limited	BACS	105.26	17.54	4140	210	87.72 Office 365 Charges x 2
23/07/2026	HMRC	SO	738.21		4020	200	738.21 HMRC Tax
24/07/2026	Life Publications	BACS	150.00	25.00	4260	230	125.00 Go Local Adverts
27/07/2026	Dave Jordan	BACS	400.00		4430	300	400.00 Parish Gardening
27/07/2026	JAKE SMITH DARTS	BACS	135.00		4570	220	135.00 Darts
27/07/2026	Valets2Go	BACS	450.00		4461	300	450.00 Jet Washing Railings Honeymoon
27/07/2026	Richard Hemingway	BACS	40.00		4635	400	40.00 Signage for Orchard and Allotm
30/07/2026	Caroline Booth	BACS	14.00		4635	400	14.00 Land Registry Fee