

# Hayfield Parish Council



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25<sup>th</sup> May 2011

To: The Members of Hayfield Parish Council

Dear Councillor

You are summoned to attend the meeting of Hayfield Parish Council to be held at **7.15pm** on **Wednesday 1<sup>st</sup> June** in The Village Hall, Chapel Street, Hayfield.

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate). These will be available at the meeting.

The chairman will invite two councillors to meet at 6.30pm prior to the meeting to discuss the planning applications received. Members of the public are welcome to look at the planning applications.

*Mike Crompton*

Mike Crompton  
Clerk to the Council

## AGENDA

### PART I – NON CONFIDENTIAL INFORMATION

#### 1 To Receive Apologies for Absence.

#### 2 Variation of Order of Business

#### 3 Declaration of Members Interests.

(a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting and must indicate the action to be taken (ie to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)

(b) Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

The Declarations of Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

**4 To determine** which items if any from Part 1 of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -  
"That in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw."

#### **Please Note:-**

(a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting and must indicate the action to be taken (ie to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)

(b) Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

The Declarations of Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

#### 5 Public Speaking – (10 Minutes)

(a) A period of not more than ten minutes will be made available for members of the public and Members of the Council to comment on any matter. Where a Member indicates they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c)

below. (If the item to which representations or comment were made by a Member is on the Agenda the Member must declare that interest again and withdraw from the meeting during consideration of that item).

If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward.

(c) Members declaring a prejudicial interest who wish to make representations or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

- 6 To Confirm the Non-Confidential Minutes** of the meeting held on 18<sup>th</sup> April 2011. (Document enclosed) and approve the following amendments to previous minutes as listed:
- Minutes of Parish Council Meeting held on 5<sup>th</sup> May 2010:** agenda item 556. To be added to payments received: HMRC VAT repayment of £1825.24, A Morrison/ allotment rent £12.00 and another allotment rental payment of £12.
- Minutes of Parish Council Meeting held on 1<sup>st</sup> September 2010:** agenda item 510. To be added to payments received: HMRC VAT repayment of £1220.88.
- Minutes of Parish Council Meeting held on 6<sup>th</sup> October 2010: agenda item 617** To be added to payments received: HMRC VAT repayment of £749.55 and a payment for fruit trees of £19.
- Minutes of Parish Council Meeting held on 12<sup>th</sup> January 2010: agenda item 665** To be added to payments received: HMRC VAT repayment of £183.42.
- 7 i) Planning Applications Received to 25<sup>th</sup> May 2011**  
**NP/HPK/0511/0481:** Mr R Hill and Mrs L Keller: Single Storey extension at Stet Barn Farm, Lane Head Road, Little Hayfield.  
**ii) Planning Application Decisions.**  
a) Mr Andy Jones, Hazelhurst Farm, Valley Road, Hayfield. Creation of paved walkway and gradate garden with terraced dry stone walls. **HPK/2011/0210 and HPK/2011/0227. PENDING**  
b) Mr John McCarthy, Church View, Mill Street, Hayfield. Construction of a new two storey cottage. **HPK/2011/0168. WITHDRAWN**
- 8 Chairman of Council's Announcements**  
a) Teamwork  
b) Letter from Mrs J Kent  
c) Suppliers and Potential Savings.  
d) Removal of 'Additional Items'.  
e) Proxy Voting.  
f) Any queries arising from agenda item 5: Public Speaking.
- 9 Committee & Other Reports**  
a) The Proposed Heritage Project (Councillor L Waterhouse)
- 10 Parish Clerk's Report**  
a) The Clerk Magazine  
b) 'Code of Conduct' Training.  
c) Office Opening Times.  
d) Assistant Clerk's Holiday.  
e) Blue Plaque Nomination.  
f) Grant Provision Policy.  
g) Hayfield West Ward – Co-option/Election of 2 Councillors
- 11 Matters for Decision**  
a) Gardener's Training Day: Inspecting Children's Play Areas.  
b) Council's Accounts  
c) Council's Wages  
d) Training for Assistant Clerk re: managing Council Finances and the cost of training.  
e) Appointment of a local 'Responsible Finance Officer' (RFO).  
f) Christmas Tree.  
g) To change the limit of money The Clerk can spend without Council approval from £1000 to £250.

- h) To agree that 3 quotes should be collected for all works to be undertaken by the Council.
- i) The Application to Register Dungeon Brow, Hayfield as a Village Green.
- j) Separate Accounts for Projects.

**12. Letters Received:**

- 1) Janet Capstick: Opposition to proposed Heritage Centre.
- 2) Suzanne Lawton: Opposition to proposed Heritage Centre.
- 3) Public Liability Insurance: Fun Fair. Hayfield May Queen.
- 4) Ann Jordan, Principal Planning Officer, HPBC: Proposed extension – Parish Council Offices.
- 5) S Salisbury (RAD): New arrangements for handling wages.
- 6) Councillor E Hodgson: response to letter from Mrs J Kent.
- 7) Kompan: Playground Funding Support.
- 8) DCC: Application to Register Dungeon Brow, Hayfield as a Village Green.
- 9) Just Text Giving: Fundraising

**Emails Received:**

- a) Mrs J Kent: Project Coordinator Post.
- b) Mrs S Wyatt: Complaint re: Parish Council Meeting 18<sup>th</sup> May 2011.
- c) J Fawley (HPBC): Co-option of Councillors rather than election of Councillors in Hayfield West.
- d) C Cooke (HPBC): Proposed advert for co-option.
- e) C Cooke (HPBC): Advice from Electoral Commission.

**13 DALC Circulars**

Circular 29/11: General Information, Sport England, and vacancies.  
Circular 30/11: Election for Executive Committee 2011-2015.

**14 Reports from Representatives on Outside Bodies:-**

- a) Non-Ecclesiastical Charities
- b) Others

**15 Items for Information**

All information on file in the Council Office

**16 Additional Items brought forward by permission of the Chairman**

**17 Finance Payments for approval at the Council Meeting 1<sup>st</sup> June 2011.**

**a) Invoices for Payment**

Cheque No.	Payable To	Items	Amount
102647	Employee#1	Wages for May	514.48
102648	Employee#2	Wages for May	354.85
102649	Employee#3	Wages for May	683.83
102650	Employee#4	Wages for May	718.78
102651	Employee#5	Wages for May	830.75
102652	Employee#6	Wages for May	579.14
102653	Employee#7	Wages for May	503.53
102654	Mrs S Fuller	Expenses	33.43
102655	Aon Limited	Insurance Renewal	780.94
102656	Stafford Concrete	Paving stones etc	28.92
102657	S Derbyshires	Compost	19.96
<b>Total:</b>			<b>5048.63</b>

**b) Payments Received:**

Cheque no.	Payee	Items	amount
<b>TOTAL</b>			<b>0.00</b>

**18 PART II – CONFIDENTIAL INFORMATION**

To move the following resolution – “That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of an employee which could result in legal proceedings) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.”