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**Minutes of the Parish Council meeting held on 2<sup>nd</sup> November 2011**  
at 7.15pm in The Village Hall

**Present:** Councillors Mrs E Hodgson (Chair), Mr K Bevins, Mrs B Betts, Mr P Easter, Mr A Ramwell, Mrs K Waterhouse, and Mr P Chapman.

**In Attendance:** Acting Clerk, Mrs S Fuller.

**Also Present:** 11 members of the public.

**844. Apologies for Absence:** County Councillor Mrs B Atkins (attending another meeting), Borough Councillor Mr T Ashton (unwell), Mrs V Wieteska (unwell) and Mrs L Waterhouse (family priority).

**845. Variations to the Order of Business:** None.

**846. Declarations of Interest:** None.

**847. Matters for Part II:** As listed on the agenda.

**848. Public Speaking:**

The following matters were raised during public speaking: Monies for the Interpretation Boards, the marking of Grit Bins, the proposal to light the tree at St Matthews for Christmas and the potential problems caused by the tree overhanging the footpath, concern over the number of times the skatepark is inspected (in regards to insurance cover), the planning application for a 45m wind turbine at Arden Quarry, the need for the Council to employ an independent auditor to check the previous year's finances because of concerns over VAT payments and funding for the Memorial Square project and compliments for the new Council website.

**849. The Election of a Vice Chair.**

Councillor P Chapman was elected. (Nominated by Councillor K Waterhouse and seconded by Councillor B Betts. All voted in favour.)

**850. To Confirm the Non-Confidential Minutes** of the Parish Council Meeting held on 5<sup>th</sup> October 2011. **APPROVED** with the following amendment: Minute 833a): Councillor A Ramwell stated that in his opinion, the meeting with Paul Lewis from High Peak Borough Council regarding the sighting of dustbins at Dungeon Brow on 8.09.11 was an illegal meeting.

**To Confirm the Non-Confidential Minutes** of the Recreation, Leisure and Tourism Committee Meeting held on 25<sup>th</sup> November 2011. **APPROVED.**

**851. i) Planning Applications Received to 26<sup>th</sup> October 2011.**

**a) NP/HPK/0911/0998:** Mr H Speakman, 12, Clough Lane, Little Hayfield. Erection of front porch. **APPROVED.**

**ii) Planning Application Decisions.**

**a) NP/HPK/0711/0693:** Mr Scowcroft, Chinley Moor House, Chapel Road, Hayfield. Conversion of barn to form self catering holiday accommodation. **PENDING.**

**b) NP/HPK/0511/0481:** Mr R Hill and Mrs L Keller: Single Storey extension at Stet Barn Farm, Lane Head Road, Little Hayfield. **PENDING.**

**c) HPK/2011/0429:** Mr and Mrs Hallam, Westwood, New Mills Road, Birch Vale. Single storey side and rear extension and demolition of garage and build new external wall to remaining garage. **APPROVED**

**d) NP/HPK/0911/0920.** Installation of solar panels to an outbuilding at Tunstead Barn, Edale Road, Hayfield. **TARGET DATE FOR DECISION: 30.11.11.**

**e) HPK/2011/0500.** Mr P Kane, 93, New Mills Road, Birch Vale. Proposed development of a 2 story side extension and single storey porch extension. **PENDING.**

**852. Chairman of Council's Announcements.**

**a) Queens Diamond Jubilee Beacons**

Councillors were handed information about this issue to consider at the next meeting.

**b) Completion of the Annual Audit**

The Annual Audit for 2010-2011 has been returned. Copies can be viewed at the Parish Council office or copies requested at 60p (to cover copying costs).

**c) Councillor Vacancy**

The Election office at High Peak Borough Council have informed the Council that no one called an election and therefore the Council can invite applications to fill the casual vacancy in Hayfield Town Ward by co-option.

**d) Little Hayfield Advisory Committee: necessity to seek Council approval for actions.**

The Little Hayfield Advisory Committee have been clearly told that anything they wish to do on Parish Council land – primarily The Clough - has to have Parish Council approval before any action is undertaken.

This, it would seem, has not been undertaken previously and has not been welcomed by some members of the committee. Councillors wish to encourage voluntary support for the Parish Council but emphasise this has to be done by following correct procedures.

**853. Committee and Other Reports:**

**a) The Council Website (Councillors P Chapman and K Bevins)**

Councillor P Chapman asked that 'The Website' could be a regular item on the agenda so the site could be kept up to date and relevant to resident's needs, Events can be added but only if the amount of information is manageable. Councillors were asked to consider email addresses for specific committees and individual Councillors.

**854. Parish Clerk's Report**

**a) Insurance Cover – Changes in schedule and cover for voluntary workers**

2 colour printers have been removed from the Council's insurance policy as they do not own these items. This should generate a refund of around £7. Volunteer workers are covered by the insurance policy but it depends on what work and tools are being used whether supervision is necessary. The official response is: if the Council wish to use volunteers for a specific task, call the insurance company firstly and check.

**b) Youth Advisory Committee Meeting / Hayfield Allotment Society AGM**

The Youth Advisory Committee has been cancelled on 24<sup>th</sup> November due to it clashing with the Hayfield Allotment Society AGM. There were only 2/3 attendees at the previous Youth Advisory Meeting and it is hoped to drum up more support for the next meeting which will be on 26<sup>th</sup> January.

**c) Councillor's Conduct**

The Clerk had spoken to the Councillor in question previous to the meeting.

**d) Orchard Project/Sustainable Hayfield.** Deferred. (Still awaiting information)

**855. Matters for Decision.**

**a) Christmas Tree**

The Christmas tree will, this year, be sited on Memorial Square. **APPROVED.**

Council to consider the tree for 2012 in January to allow more time to pursue the suggestion to light a tree at St Matthew's Church.

**b) Dates and Venues of Council Meetings**

Councillors were given an up to date list of dates and venues. Some meetings will now be held at The Cricket Club (£15 room hire).

**c) Changes to Budget**

Council **APPROVED** moving £600 from materials / running costs in 'Parks and Gardens' to general maintenance in the 'Office and Running Costs' section. This is to cover the cost of replacing and repairing keys and locks. The bill for the interactive road sign (£2750) will come out of contingency funds leaving £471.62 contingency funds to move into the Deposit Account. Councillors were warned that there is no money accrued for April to cover payments from March (two separate financial years) – which has caused problems previously. Council will have to consider how to cover these costs nearer the time. The Audit Commission have charged us £690 – and basing our figure of £400 on what had been budgeted previously the Council have overspent on this item of the budget.

**d) Bank Account Signatory**

Councillor V Wieteska no longer wishes to be a signatory on the Parish Council accounts. Council **APPROVED** Councillor P Chapman as the new third signatory.

**e) Parish Council Logo**

Council **APPROVED** use of the new Parish Council Logo as seen on the new website to be added to all Parish Council communications.

**ACTION SF**

**f) Provision of 'Recreation Grounds Maintenance' by High Peak Borough Council**

Les Latham at High Peak Borough Council has been contacted about the potential provision of recreation grounds maintenance by High Peak Borough Council who will produce a 'Service Level Agreement' setting out what would need to be done and costings. This is only one of many suggestions the Council can consider regarding 'grounds maintenance' for next financial year and it was noted that any work would require 3 quotes for the Council to consider.

**g) New Mills Road: Parking outside the cemetery**

Council **APPROVED** writing to Derbyshire County Council regarding parking along New Mills Road on the grass verges. **ACTION SF**

**h) Tree planting along the bypass.**

Terry Turner has offered to plant trees (Prunus Yedoensis/Tokyo Cherry Tree) along the bypass (for which he is qualified). Council **APPROVED** seeking permission to do so from Derbyshire County Council. It was noted that there is no money for this project but it was suggested residents may like to donate trees for planting. **ACTION SF**

**i) Built Environment Advisory Committee: Church Street**

Derbyshire County Council has £10,000 to spend on a tarmac hump at the top of Church Street to calm traffic. Council **APPROVED** arranging a meeting with Derbyshire County Council representatives to discuss the issue. Any decision regarding the Built Environment Advisory Committee to be deferred until next year. **ACTION SF**

**j) Cherry tree, Dungeon Brow**

Council **APPROVED** the planting of a new Wild Cherry tree at Dungeon Brow, kindly donated by Councillors K Bevins and L Waterhouse and following advice from the Peak District National Park Authority Tree Officer.

**856. Letters received (including emails).** Various letters and emails were commented on.

**857. DALC Circulars.**

Circular 47/11: Audit Commission tender / Princes Countryside Fund  
Circular 48/11: Data transparency  
Circular 49/11: Training  
Circular 50/11: Young Achievers Awards / Vacancies  
Circular 51/11: Rural Action Derbyshire Oil Scheme / Localism Bill update / Environment Agency Groundwater Consultation.

**858. Reports from Representatives of Outside Bodies.**

**a) Non-Ecclesiastical Charities.** The new trustees are Mrs M Shaw and Councillor B Betts (also elected Treasurer).

**b) Others.** None.

**859. Items for Information.** None

**860. Additional Items brought forward by permission of the Chairman:** None.

**861. Finance:** Payments for approval at the Council Meeting 2<sup>nd</sup> November 2011.

**a) Invoices for Payment**

Cheque No.	Payable To	Items	Amount
102740	Employee#1	October wages	285.61
102741	Employee#2	October wages	570.09
102742	Employee#3	October wages	876.92
102743	Employee#4	October wages	279.95
102744	Mr P M Crompton	Expenses	11.73
102745	Cleaner	Cleaning 10.10.11	6.00
102746	Rural Action Derbyshire	Accounting October 2011	130.00
102747	Employee#4	Expenses September	5.41
BAC	Eon	Street Lighting	16.30
102748	Hayfield, St John's Methodist Church	Room Hire 22.09.11 and 29.09.11	40.00
102749	Viking	Photocopier toner	68.14
102750	Audit Commission	Audit fee 2011	690.00
102719	National Heritage Memorial Fund	Repayment of grant funding	DEFERRED
<b>Total:</b>			<b>2980.15</b>

**b) Payments Received:**

Cheque no.	Payee	Items	amount
BAC	High Peak Borough Council	Precept Payment 1 of 2 (15.04.11)	22,020.50
BAC	High Peak Borough Council	Parks Grant (15.04.11)	19,852.00
BAC	High Peak Borough Council	Precept Payment 2 of 2 (16.09.11)	22,020.50
BAC	HMRC	VAT repayment (22.07.11)	2102.15
BAC	Santander	Interest	1.29
BAC	Santander	Interest	1.25
<b>TOTAL</b>			<b>65997.69</b>

**Bank Balances on 26<sup>th</sup> October 2011:**

**Deposit Account: £15,249.**

**Current Account: £83,266.99**

**862) Part II.**

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 employees and details of the terms of contract for the supply of services, 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.’

**a) Handyman Winter 2011**

Council **AGREED** to advertise for Handyman for 10 hours a week until the end of March.

**ACTION SF**

**b) Future arrangements for Gardeners / Handymen 2012 onwards.** Deferred.**c) Audit of the Parish Council Accounts**

Council **APPROVED** Councillor P Chapman to do an audit on previous year's accounts and subject to the outcome of that, Council will approach a professional auditor.

**d) Declarations of Interest**

Councillors updated their 'Declarations of Interest' forms where necessary.

**e) Employment of a Clerk**

Deferred. To be discussed at the Finance Committee meeting on 10<sup>th</sup> November 2011.

**f) Overpaid Wages**

Due to the way in which wages have been worked out - months in advance, two employees of the Council were overpaid. Council **AGREED** not to request repayment from the employees.

**g) Changes to the way wages are paid**

Council have contracted CCMA Services Ltd in Chapel-en-le-Frith to undertake payroll administration from November 1<sup>st</sup> onward with a specific request to administer it in such a way that overpayment does not happen again. Council **APPROVED** Councillor E Hodgson to sign this month's minutes for the purpose of payroll administration before the next Council meeting.

**h) CCMA Contract**

Council **APPROVED** signing the 'Payroll Bureau Processing Agreement' between the parish Council and CCMA Services Ltd.

**ACTION SF**

*Standing Orders were suspended so Council could be told about the removal and replacement of certain items from the Council storeroom.*

The meeting finished at 9.40 pm.