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**Minutes of the Parish Council meeting held on 11<sup>th</sup> January 2012**  
at 7.15pm in the Village Hall

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

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

**Also Present:** 8 members of the public.

**881. Apologies for Absence:** Borough Councillor Mr D Mellor.

**882. Variations to the Order of Business:** Agenda Item 17: Additional Items brought forward by permission of the Chairman- discussed under agenda item 12 Matters for Decision I): Painted arrows around Hayfield.

**883. Declarations of Interest:** Councillor P Chapman- agenda item 10a and Councillor A Ramwell – agenda item 11c.

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

**885. Public Speaking:** No one wished to speak.

**886. To Confirm the Non-Confidential Minutes** of the Parish Council Meeting held on 7<sup>th</sup> December 2011. **APPROVED** with the following amendment: Minute 870b 'reinforced' should read 're-enforced'.

**To Confirm the Non-Confidential Minutes** of the Finance Committee Meeting held on 5<sup>th</sup> January 2012. **APPROVED.**

**To Confirm the Non-Confidential Minutes** of the Hayfield Community Sports Club Meeting held on 1<sup>st</sup> December 2011. **APPROVED.**

**887. i) Planning Applications Received to 4<sup>th</sup> January 2012. Parish Council Recommendations:**

**a) HPK/2011/0612:** Mr Simon Woodall, The Pack Horse Hotel, Market Street, Hayfield: Retention of smoking shelter and timber decking floor to outdoor trading area. **Recommend for APPROVAL.**

**b) HPK/2011/0691:** Mrs S Deaville, 61, New Mills Road, Hayfield. Proposed single storey rear extension. **Recommend for APPROVAL.**

**c) HPK/2011/0701:** Mr Gareth hardy, 16, Meadows Farm, Ridge Top Lane, Hayfield. Application for a Lawful Development Certificate – The existing garage is being used as a garage and would like to continue the use as a garage. **Recommend for APPROVAL.**

**d) HPK/2011/0703:** Miss J Winstanley, Penlan, New Mills Road, Hayfield. Proposed extension to bungalow, detached garage, alterations to hardstanding area and new 2.45m x1.83m wide garden shed. **Recommend for APPROVAL.**

**ii) Planning Application Decisions (by High Peak Borough Council or Peak District National Park Authority):**

**a) HPK/2011/0445:** Mr G Hardy, Meadows Farm, Ridge Top Lane, Hayfield. Site entrance and external works. **PENDING**

**b) HPK/2011/0586:** Hayfield Primary School, Swallow House Lane: Installation of solar panels to part of the rear roof slope. **APPROVED**

**c) HPK/2011/0559:** Mr and Mrs Wyatt, Rycroft, Moorland Road, Birch Vale: Outline planning permission for two storey detached house on vacant site. **WITHDRAWN**

**d) HPK/2011/0582:** The Camping and Caravanning Club Ltd: Hayfield Campsite, Kinder Road, Hayfield: application for an extension to the existing amenity block. **APPROVED**

**e) HPK/2011/0380:** Mr S Gerrard, 9, Bowden Close, Hayfield: Proposed conversion of garage to extra living space. **APPROVED**

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

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

**h) NP/HPK/0911/0920.** Installation of solar panels to an outbuilding at Tunstead Barn, Edale Road, Hayfield. **GRANTED.**

**888. Chairman of Council's Announcements.** None.

**889. Committee & Other Reports**

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

Councillor P Chapman encouraged people to provide updates and additional information for the website and it was suggested the Village Diary should be linked in to site too.

**b) The Council's Finances. Councillor K Waterhouse.**

Councillor K Waterhouse presented a report about the Council's financial situation.

**890. Parish Clerk's Report**

**a) Standing Orders and Financial Regulations**

Councillors were asked to consider the revised versions of these documents for decision at the next meeting.

**b) Heritage Lottery Fund repayment**

Council may be able to retain some of the grant funding provided by the Heritage Lottery Fund for the Kinder Trespass Heritage Project – this will be determined once a 'Completion Report' and 'Payment Request' has been submitted by the Parish Council. **ACTION SF**

**c) Allotment Tenancy Agreements**

Although there are 40 allotment plots, there are only copies of 18 tenancy agreements held within the Council Office. Copies of all tenancy agreements should be sought. **ACTION SF**

**891. Matters for Decision**

**a) Grit bin notices (Councillor E Hodgson)**

Council **APPROVED** the placing of laminated notices on Parish Council grit bins alerting residents to the fact that the grit provided is for roads and footpaths only – not private use and Council wished to thank Mr J Pope for offering to produce and place the signs. (*Derbyshire County Council intend to place more permanent signs on the bins at some point.*)

**b) Co-option of Councillor by secret ballot**

No valid nominations were received by the closing date. Council will continue to advertise the vacancy and review the situation at the next meeting.

**c) Orchard Project / Sustainable Hayfield**

Council **APPROVED** handing over the management of the Orchard Project to 'Sustainable Hayfield'. This will involve an audit on behalf of the grant funding body – Sustainable Development Fund at Peak District National Park Authority. Meanwhile Council **AGREED** that Sustainable Hayfield can go ahead and prune the trees and plant those trees still at Mr M Crompton's property – liaising with the Parish Council on their location before planting. **ACTION SF**

**d) Public Works Loan for Bank Vale**

Councillors were given relevant information to consider but a decision was **DEFERRED**.

**e) Skatepark sign**

Council **APPROVED** purchase of 3 A4 signs from 'Hotline Signs' at £29 plus VAT to be bonded to the ramps on site and the gate on Valley Road. Council **APPROVED** the proposed wording of the sign with the addition of 'scooters' to the list of permissible users. Acting Clerk to investigate purchase of a First Aid kit for the office and updating her First Aid training. **ACTION SF**

**f) Model Contract of Employment**

Council **APPROVED** adoption of the DALC Model contract of employment for Clerks.

**g) Recruitment Policy**

Council **APPROVED** adoption of the Draft Recruitment Policy.

**h) Precept for 2012 -2013**

Council **APPROVED** the proposed Budget for 2012 – 2013 put forward by the Finance Committee with the following amendment – that the allocated funding from the precept for the 'Parks and Spaces' budget be increased by £221 to £3471 to cover all anticipated overspend.

**i) Rowarth / Birch Vale letter**

Council **APPROVED** the wording and proposed distribution of the letter by hand to all residents in Rowarth and Birch Vale.

**j) Christmas tree**

Councillors suggested the placing of small trees on properties along the main streets in Hayfield and the Acting Clerk is to report on the viability of using St Matthew's Church tree in the future. One set of lights used this year has failed and may need replacing.

*Standing Orders were suspended briefly at 8.20pm so that a member of public could inform the Council that small trees in New Mills had been sponsored by the Cricket Club and maybe Hayfield Cricket Club would be willing to do the same in Hayfield.*

**k) Opening of Sett Valley car park toilets**

A vacancy has arisen for someone willing to open and close the Sett Valley car park toilets in the

Summer months for a fee of £200. This will be advertised on the Council noticeboards and website.

**l) Painted arrows around Hayfield**

Arrows painted in permanent yellow paint have appeared around the village and surrounding uplands. Council can't be sure as to who has done this but the arrows need removing. Acting Clerk to write to The National Trust and Peak District National Park Authority. **ACTION SF**

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

**893. DALC Circulars.**

Circular 61/11: General, Derbyshire Wildlife Trust workshop, vacancies, training.

Circular 62/11: Training 2012

Circular 63/11: 2011 Model Contract of Employment

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

**a) Non-Ecclesiastical Charities.** None.

**b) Others.** None.

**895. Items for Information.** None

**896. Additional items brought forward by permission of the Chairman:** Matter for Decision: Painted arrows around Hayfield.

**897. Finance** Payments for approval at the Council Meeting 11<sup>th</sup> January 2012.

**a) Invoices for Payment**

Cheque No.	Payable To	Items	Budget	Amount
102762	Employee#1	December Wages	Gardener 1	281.23
102763	Employee#2	December Wages	Gardener 2	570.09
102764	Employee#3	December Wages	Assistant Clerk	928.74
102765	Employee#4	December Wages	Grounds Assistant	145.32
102766	Employee #1	Expenses	Parks and Spaces expenses	25.03
102767	CCMA Payroll processing	Set up costs and processing	Payroll	145.44
102768	Johnson Publishing	Grounds Maintenance Assistant - job advert	Advertising	60.24
BAC	E-on	Street Lighting 01/11/11-30/11/11	Electricity	16.30
102769	The Framers Corner	Framing 2 Pro Loco paintings	S 137	56.00
102770	DALC	Clerk's Day 11.04.12	Training	30.00
BAC	Santander	Copy Statement charge	Office expenses	10.00
102771	E-on	Electricity bill	Electricity	100.71
102772	High Peak Borough Council	Playground Inspection 2 <sup>nd</sup> half	Playground Inspections	130.54
102773	Viking Direct	Stationery	Office expenses	139.81
102774	Councillor E Hodgson	Chairman's Allowance 2011 - 2012	Chairman's Allowance	250.00
102775	BT	Telephone bill	ICT Communications	176.07
102776	Employee#4	Mileage expenses	Salt and Grit	7.21
102777	Cleaner	Cleaning on 03/01/12	Cleaning	6.00
102719	National Heritage Memorial Fund	Repayment of grant funding	Allocated reserves	Cheque cancelled
<b>Total:</b>				<b>3078.73</b>

**b) Payments Received:**

Cheque no.	Payee	Items	Amount
BAC	Santander / 16.12.11	Interest on acc:300 9300	1.28
001086	Dark and White Challenge Events	Use of Old School Field 27.11.11	200.00
004121	Mrs K Morten	Allotment rent for plot 7b	12.00
100099	Miss H C Young	Allotment rent for plot 7a	12.00
BAC	Santander / 05.12.11	Interest on acc: 300 9300	1.30
003460	Prof F Creed & Mrs R A Creed	Allotment rent for plot 10c	6.00
002999	Mr PK Webb & Mrs AP Webb	Allotment rent for plot 20	12.00
102724	Mr R O Davies	Allotment rent for plot 3a	12.00

077370	Mrs J Lanham	Allotment rent for plot 13a	6.00
003557	Mr C Smith & Mrs IG Smith	Allotment rent for plot 6a	12.00
000636	GJ Peacock Esq	Allotment rent for plot 16	12.00
000802	D M Ivens	Allotment rent for plot 2b	6.00
001599	Mrs S E Buchanan	Allotment rent for plot 14a	6.00
000154	Mrs C A Middleton	Allotment rent for plot 1b	12.00
005031	Mr S Jackson & Mrs VF Jackson	Allotment rent for plot 19	12.00
000369	ES Davies	Allotment rent for plot 15b	12.00
001419	Mr J Birch & Mrs DM Birch	Allotment rent for plot 13b	12.00
201226	PJ Roberts & Mrs PA Roberts	Allotment rent for plot 8c	12.00
758013	N Mellor S Mellor	Allotment rent for plot 6c	6.00
002936	Mr R Hulme & Mrs AH Hulme	Allotment rent for plot 6b	6.00
100491	Mr DT Alger	Allotment rent for plot 15a	12.00
002250	Mr I J Platt	Allotment rent for plot 17b	6.00
002353	CE Tombs	Allotment rent for plot 4b	12.00
100111	HE Walsh H Walsh	Allotment rent for plot 8a	12.00
001416	Mrs HE & Mr MJ Porter	Allotment rent for plot 8b	12.00
000121	Mr Andrew Ramwell Mrs Barbara Ramwell	Allotment rent for plot 3b	12.00
000460	Mr B Wadell	Allotment rent for plot 9c	6.00
000597	W J Hanna Esq	Allotment rents for plots 5b & 11b	24.00
000503	Mrs J White	Allotment rent for plot 2a	12.00
602085	Mrs N Y Chetham	Allotment rent for plot 12b	12.00
<b>TOTAL</b>			<b>490.58</b>

**Bank Balances on 4<sup>th</sup> January 2011:**

**Deposit Account: £15,713.57**

**Current Account: £76,353.84**

**898. 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 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) Grounds maintenance 2012 – 2013**

The Acting Clerk is to produce a Job Description and Person Specification for a ‘Grounds Maintenance Assistant’ for April onwards to present at the next meeting.

**ACTION SF**

**b) Sick pay.** No longer relevant and therefore not discussed.

The meeting concluded at 8.45pm.