

Hayfield Parish Council

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28th March 2012

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 4th April** in St John's Church Hall, 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.

Councillors and members of the public can meet at 6.30pm prior to the meeting to discuss the planning applications received.

Sally Fuller

Sally Fuller
Acting 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.**

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.

- 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."

- 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).
- (b) 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 Parish Council Meeting held on 7th March 2012. (Document enclosed).

- To Confirm the Non-Confidential Minutes** of the Little Hayfield Advisory Committee Meeting held on 19th March 2012 (Document enclosed).
- 7 **i) Planning Applications Received to 28th March 2012.**
- a) **HPK/2012/0106:** Mr L & Mrs K Bagshaw, Quarry Bank, Valley Road, Hayfield. Proposed extension to existing bungalow replacing previous extension.
 - b) **HPK/2012/0134:** Mr Dennis Wilkinson, 1, Highfield Road, Hayfield. Proposed new ground floor bedroom, new single storey extension with level access, WC/shower and lounge. New front door entrance and ramped access to existing garage.
 - c) **HPK/2012/0154 and HPK/2012/0155:** The Brook Trust, 2, Church Street (The Bulls Head), Hayfield. Planning and Listed Building Consent for Proposed Change of use from commercial to single residential house.
- 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) **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/2012/0005:** Ms H Young, 15a Kinder Road, Hayfield: Proposed new stone boundary wall and wooden access gate. **REFUSED**
 - d) **NP/HPK/0112/0085:** Farlands House, Kinder Road, Hayfield. Single storey side extension to form utility room and boiler room. **PENDING**
 - e) **HPK/2012/0060:** Mrs Anna Fraser, 135, Bank End Farm, Kinder Road, Hayfield. Proposed to storey extension. **PENDING**
- 8 **Chairperson of Council's Announcements.**
- a) Report from 'Planning and Localism' training.
- 9 **Committee & Other Reports**
- a) The Council Website (Councillors P Chapman and K Bevins)
 - b) The Council's Finances. Acting Clerk Sally Fuller
- 10 **Parish Clerk's Report**
- a) Bank Vale
- 11 **Matters for Decision**
- a) Job Description and Person Specification for the role of Clerk to the Council.
 - b) What meetings should the Parish Clerk attend?
 - c) Changes to minutes
 - d) Changes to meeting agendas and how Council deals with planning applications
 - e) Financial Risk Assessment
 - f) DALC, Clerks and Councils Direct, Peak Park Parishes Forum subscription renewal
 - g) Councillor's contact details
 - h) Dates of Parish Council Meetings.
 - i) Reappointment of representatives
 - j) Bowden Bridge Interactive Board
 - k) Allotments: Reapply for planning permission?
 - l) Appointment of one member to the Finance Committee.
 - m) Appointment of bank signatories
 - n) Playground Inspections and slide repayment
 - o) Jubilee celebrations
 - p) How much should it cost to sponsor a hanging basket?
 - q) Completion of the Benchmarking Profile.
 - r) CRB Umbrella
 - s) Tenders / Financial Regulations / Mowing / Grounds Maintenance
 - t) Purchase of a second wheelbarrow / sledge hammer
 - u) Finance training
 - v) Park Hall Moor
 - w) Overhead wires in The Clough, Little Hayfield.
 - x) Little Hayfield Advisory Committee Election
 - y) Little Hayfield Advisory Committee June Meeting – traffic management.
 - z) Allotment skip hire
 - aa) Meeting re: filming locations
 - bb) Orchard trees
- 12 **Letters Received:**
- a) Santander bank statement, account: 563126701, 27/01/12 – 24/02/12.
 - b) Mr Plumb: Administrative Surveys for Local Councils.
 - c) Santander: Changes to business accounts
 - d) Derbyshire County Council: Application for scaffolding licence.

- e) Autella Payroll Services advert
- f) Clerks and Councils Direct subscription renewal
- g) Aon: Information regarding insurance for jubilee beacon and Christmas lights
- h) Derbyshire County Council: Rights of Way Maintenance Scheme
- i) Santander: Account (3009300) summary for 06/02/12 – 03/03/12
- j) Online Playgrounds: Playground spares catalogue
- k) Peak District National Park Authority: Park Life issue 13 March 2012
- l) Defra: Consultation on changes to National Park governance.
- m) Peak Park Parishes Forum subscription renewal
- n) High Peak Borough Council: Rate demand 2012-2012 (£0)
- o) Urban Vision Partnership Ltd: Help Shape the Waste Planning permission for Derbyshire County Council.
- p) Derbyshire County Council: Grounds Maintenance Quote for 2012 – 2013
- q) High Peak Borough Council: Playground Inspection and Maintenance Report
- r) High Peak Community Housing: Peak Performance Spring/Summer 2012
- s) Mr G Riley: Bank Vale / St Matthews' wish to proceed
- t) Derbyshire Children's Holiday Centre: request for a donation.
- u) Setons: Catalogue of 'solutions for a safe secure workplace'.
- v) T.A.Poole: Estimate for works to replace memorial lights.
- w) High Peak Borough Council: Notice of Vacancy in Office of Councillor.
- x) Lloyds Banking Group: AGM and Performance Summary 2011.

Emails Received:

- 1) J Hambrook, Derbyshire County Council: Jubilee Arch Scaffolding Application
- 2) Clerks and Councils Direct: subscription renewal.
- 3) Nature England: 'Paths for Communities' grant scheme.
- 4) High Peak Borough Council: Acknowledgement of receipt / road closure request
- 5) S Curley, High Peak Borough Council: Slide repair / playground inspection
- 6) Mrs S McCall: Clarification re: artwork for the interpretation board
- 7) Rev H Edgerton: Bank Vale progress
- 8) Mr H Insey: Proposal to extend skatepark.

13 DALC Circulars

- Circular 12/12: General Circular, Training, Vacancies, Prayers at Meetings.
- Circular 13/12: VAT. Pay, Training
- Circular 14/12: Derbyshire waste Planning permission, Skatepark equipment, Health and Wellbeing Strategy and Broadband.
- Circular 15/12: Police Enquiry Offices, Public Sector Mapping Agreement.
- Circular 16/12: National Planning Policy framework, Unfair Dismissal, Future Homes

14 Reports from Representatives on Outside Bodies:-

- a) Non-Ecclesiastical Charities
- b) Hayfield Educational Charity
- c) Hayfield Allotment Society
- d) Hayfield Community Sports Club
- e) The Village Hall

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 4th April 2012.

a) Invoices for Payment

Cheque No.	Payable To	Items	Budget	Amount
102799	Employee#1	March wages	Gardener 1	253.11
n/a	Employee#2	March wages	Gardener 2	0
102800	Employee#3	March wages	Assistant Clerk	861.84
102801	Employee#4	March wages	Grounds Assistant	349.63
102802	HPBC	Christmas tree	Xmas tree lights	378.82
102803	Eon	Christmas tree lighting	Xmas tree lights	2.16
102804	Mrs E Hodgson	Funding for Wright Turner Party	n/a – from DCC	150.00
102805	Mrs E Hodgson	Funding for Wright Turner Party	Wright Turner Party (s137)	150.00
102806	DCC	Grounds Maintenance 2011 - 2012	Derbyshire County Council Mowing	1441.20 (Budget overspend)

102807	DALC	Subscription 01/04/12 – 31/03/13	Subscriptions	598.68
102808	<i>Johnston Publishing Ltd</i>	<i>Advert for Grounds Maintenance Post</i>	<i>Advertising</i>	<i>67.49</i>
102809	<i>Mrs D Parker</i>	<i>Cleaning 02/03/12</i>	<i>Cleaning</i>	<i>6.00</i>
102810	Employee#1	Payment as Toilet Key Holder	n/a – from DCC	200.00
102811	Mr N & Mrs T Critchlow	Repayment of allotment plot 18 deposit	Allotment deposits	12.00
102812	Hayfield Civic Trust	Pro Loco Competition Prize	S137	250.00
102813	<i>Eon</i>	<i>Electricity Bill 09/12/11 – 04/03/12</i>	<i>Electricity</i>	<i>188.72</i>
102814	<i>Shopfittings Manchester LTD</i>	<i>Black sacks</i>	<i>Parks and Spaces Materials, Running costs</i>	<i>20.40</i>
102815	National Heritage Memorial Fund	Repayment of Heritage Lottery Grant funding (for the Kinder trespass Heritage Project)	Allocated Funds, Heritage Lottery Grant	22,987.20
102816	<i>Hayfield Parochial Church Council</i>	<i>Clock Lighting</i>	<i>Clock Lighting</i>	<i>186.00</i>
102817	Severn Trent Water	First Payment for water supply and used water services 2012-2013	Water	62.88
102818	Employee#1	<i>Expenses – padlock for playground gate</i>	<i>Playground equipment</i>	<i>5.20</i>
102819	BT	<i>Telephone / internet charges 16/12/11 – 15/03/12</i>	<i>ICT Communications</i>	<i>204.96</i>
102820	<i>Derbyshire County Council</i>	<i>Supply of 4 tonnes of salt</i>	<i>Salt and Grit</i>	<i>311.02</i>
102821	<i>Mr JP Bennett</i>	<i>Repair to office convector heater switch</i>	<i>General Maintenance</i>	<i>40.30</i>
102822	HMRC	<i>Tax and NI</i>	<i>Salaries, HMRC</i>	<i>167.16</i>
Total:				28894.77

. Payments shown in italics are from 2011-2012 budget; other payments are from 2012- 2013 accounts.

b) Payments Received:

Cheque no.	Payee	Items	Amount
161775	Derbyshire County Council (Community Leadership Scheme)	Funding for the Wright Turner Party	150.00
BAC	HMRC	VAT repayment for Oct – Dec 2011 (paid in on 31.01.12)	266.42
162947	Derbyshire County Council	Payment for Toilet Key Holder – Employee#1	200.00
200946	ERA Quigley & DJ Quigley	Allotment rent and deposit for plot 18	24.00
BAC	Santander	Interest on account 3003900 06/02/12 – 03/03/12	1.21
862127	Mr J A Bull	Payment for Broxap memorial bench	545.00
TOTAL			1186.63

Bank Balances on 28th March 2012:

Deposit Account: £ 15,717.44

Current Account: £ 70,736.40 (This includes allocated

funds of £54,474 which cannot be spent for anything other than what they are intended for)

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 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) The appointment of a Clerk .

b) The replacement of Memorial Square lights / appoint a contractor.

c) Grounds Maintenance Staff

d) Acting Clerk’s holiday