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Minutes of the Parish Council Meeting held on 4th April 2012
at 7.15pm in St John's Church Hall

Present: Councillors Mrs E Hodgson (Chair), Mr A Ramwell, Mrs V Wieteska, Mr P Easter, Mrs B Betts, Mr P Chapman, Mr M Jones, Mr K Bevins and Mrs L Waterhouse and County Councillor Mrs B Atkins and PCSO Will Brockett.

The Chair welcomed Councillor M Jones to the council and announced the resignation of Councillor K Waterhouse.

In Attendance: Acting Clerk, Mrs S Fuller.

Also Present: 7 members of the public.

935. Apologies for Absence: None.

936. Variations to the Order of Business: None

937. Declarations of Interest: Councillor P Chapman- agenda item 9a and Councillor A Ramwell – agenda item 11k.

938. Matters for Part II: As listed on the agenda.

939. Public Speaking: Issues raised were: concerns over the proposed change of use of 'The Bulls Head' to residential use and concerns regarding the lack of consultation of parishioners on the Pump Park proposal.

PCSO W Brockett told the meeting that 3 crimes had been committed in the area – 2 to do with scrap metal collection and asked people to contact the police if any scrap collectors were seen in the area. The new telephone number for the Police, for non emergencies, is 101.

County Councillor B Atkins presented the Councillors with audited accounts for the Hayfield Educational Charity for financial year 2010-2011 and told the meeting she is helping to deal with dog fouling along Middlefield's Path.

940. Council **RESOLVED** to confirm the non-confidential minutes of the Parish Council Meeting held on 7th March 2012 with the following amendments: minute 921: the submission of a petition regarding the proposed Pump Park was received from Mr C Saunders and the liaison meeting at Arden Quarry was held on Tuesday 27th March; minute 927e: Council **RESOLVED** to allocate a 23m strip of land at the cricket club end of Valley Road Recreation Ground for the proposed Pump Park; minute 927j: a sub committee was formed to help organise jubilee celebrations consisting of Councillors L Waterhouse, K Waterhouse and E Hodgson.

Council **RESOLVED** to confirm the non-confidential minutes of the Little Hayfield Committee Meeting held on 19th March 2012 with the following amendment; minute 8: Little Hayfield Advisory Group should read Little Hayfield Advisory Committee.

941. 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. Council **RESOLVED** to recommend approval.

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. Council **RESOLVED** to recommend approval.

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. Council **RESOLVED** to recommend refusal on the grounds that the change of use resulted in the loss of a commercial property in the village.

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**

942. Chairman of Council's Announcements.

a) Report from 'Planning and Localism' training.

The Chair reported that the training was confusing mainly due to the subject being so new and suggested asking High Peak Borough Council to come and talk to the Council on this issue.

943. Committee & Other Reports

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

The website is up to date and running well.

b) The Council's Finances. (Acting Clerk).

The Acting Clerk presented Budget Summary sheets for March 2012 and a Year End Balance Sheet.

944. Parish Clerk's Report

a) Bank Vale

Rev Hilary Egerton and Gerard Riley (Church Representative dealing with this issue) will speak at the 9th May Parish Council meeting. The Church is just as frustrated as the Parish Council at the apparent lack of progress being made which is due to demands made to satisfy Diocesan Administration and Ecclesiastical law.

The Hayfield Community Sports Club are going to approach High Peak Borough Council independently regarding the potential reuse of portacabins (on their Hayfield Road site) for changing rooms.

945. Matters for Decision

a) Job Description and Person Specification for the role of Clerk to the Council.

Council **RESOLVED** to adopt the Job Description (with the wording of specific responsibility 12 changed to : 'To act as the representative of the council with prior council approval.') and the Person Specification for the role of Clerk to the Council.

b) What meetings should the Parish Clerk attend?

Council **RESOLVED** to decide in advance of such occasions whether the Clerk's presence was required or not and to add this to the Clerk's Job Description.

c) Changes to minutes

Council **RESOLVED** to accept the changes proposed; these being to use the word 'resolved' when minuting council decisions and deleting who should action decisions taken as this is the Clerk's job.

d) Changes to meeting agendas and how Council deals with planning applications

Council **RESOLVED** to change the agenda format as advised by DALC and deal with planning applications at a committee meeting which can be held, as now, before a council meeting with all Councillors as members of the committee.

e) Financial Risk Assessment

Council **RESOLVED** to adopt the draft Financial Risk Assessment.

f) DALC, Clerks and Councils Direct, Peak Park Parishes Forum subscription renewal

Council **RESOLVED** to resubscribe to DALC for 2012 – 2013 but **DEFERRED** any decision on other subscriptions until a Clerk is appointed.

g) Councillor's contact details

Council **RESOLVED** to allow each individual Councillor to choose what contact details they give out to parishioners.

h) Dates of Parish Council Meetings.

Council **RESOLVED** to meet on the dates suggested.

i) Reappointment of representatives

Council **RESOLVED** to reappoint representatives to committees and outside bodies on an annual basis.

j) Bowden Bridge Interactive Board

Council **RESOLVED** to use the artwork produced by Mrs S McCall without copyright.

k) Allotments: Reapply for planning permission?

Council **RESOLVED** to reapply for planning permission with the hope that the condition attached to the original permission that prohibited the building of sheds could be altered to allow sheds.

l) Appointment of one member to the Finance Committee.

Council **RESOLVED** to appoint Councillor M Jones to the Finance Committee.

m) Appointment of bank signatories

Council **RESOLVED** to appoint Councillors P Chapman and M Jones and the Acting Clerk as signatories.

n) Playground Inspections and slide repayment

Council **RESOLVED** to investigate alternative playground inspectors who may provide a better service than High Peak Borough Council.

o) Jubilee celebrations

Council **RESOLVED** to support plans by Little Hayfield Advisory Committee to hold a picnic on The Clough on 4th June which may involve the erection of a marquee.

p) How much should it cost to sponsor a hanging basket?

Council **RESOLVED** to allow the sponsor to decide how much they would like to donate.

q) Completion of the Benchmarking Profile.

Council **RESOLVED** that the Benchmarking Profile would be completed by Councillor P Chapman and the Acting Clerk.

r) CRB Umbrella

Council **RESOLVED** to request that Derbyshire County Council act as CRB umbrella organisation should future CRB checks be needed.

s) Tenders / Financial Regulations / Mowing / Grounds Maintenance

Under Standing Order 11.1, Councillors E Hodgson, P Chapman and K Bevins resolved to reverse a decision made within the last 6 months regarding the Standing Orders. (which were adopted by Council in February 2012 (minute 909i).

Council **RESOLVED** that Standing Order 30.1e and 30.2 should read:

30.1e

procurement polices (subject to Standing Order 30.2 below) including the setting of values for different procedures where the contract has an estimated value of less than ££50,000.

30.2

Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in standing order 30.3 below.

Council also **RESOLVED** to renew their contract with Derbyshire County Council re: Grounds Maintenance (mowing) for 2012 – 2013.

t) Purchase of a second wheelbarrow / sledge hammer

Council **RESOLVED** to purchase a wheelbarrow and sledge hammer should they be needed.

u) Finance training

Council **RESOLVED** to ask DALC to provide training for all Councillors re: Council Finances.

v) Park Hall Moor

Council **RESOLVED** to write to The National Trust regarding the state of Park Hall Moor after recent works to clear rhododendrons ended with the area being left in a mess.

w) Overhead wires in The Clough, Little Hayfield.

Council **RESOLVED** to write to The Peak District National Park Authority who are working with electricity companies to replace overhead lines with underground cables (although not telephone lines) and suggest that The Clough would benefit from such work.

x) Little Hayfield Advisory Committee Election

Council **RESOLVED** to send requests for nominations to stand as a committee member of the Little Hayfield Advisory Committee asking that only people over 18 years of age apply.

y) Little Hayfield Advisory Committee June Meeting – traffic management.

Council **RESOLVED** to invite representatives from Derbyshire County Council and the Police to the Little Hayfield Advisory Committee Meeting on 16th July to discuss traffic problems in the area..

z) Allotment skip hire

Council **RESOLVED** to approve payment for a skip for the allotments on production of 3 quotes up to a limit of £155.

aa) Meeting re: filming locations

Council **RESOLVED** that Councillors P Chapman and M Jones represent the council at this meeting and support the proposed filming of a TV programme - The Village, within the parish.

bb) Orchard trees

Council **RESOLVED** to ask Mr M Crompton if he was willing to keep the remaining trees on his land until sites could be found for them, not to seek Cultivation Licenses for tree planting and to give the Village Hall 8 trees for their garden.

946. Letters received (including emails). No comment.

947. 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

948. Reports from Representatives of Outside Bodies.

a) Non-Ecclesiastical Charities. None.

b) Hayfield Educational Charity. None.

c) Hayfield Allotment Society. None.

d) Hayfield Community Sports Club. None.

e) The Village Hall. The Village Hall AGM will be held on 5th May 2012 at 12.00 noon.

949. Items for Information. None.

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

951. 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	Johnston Publishing Ltd	Advert for Grounds Maintenance Post	Advertising	67.49
102809	Mrs D Parker	Cleaning 02/03/12	Cleaning	6.00
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	Eon	Electricity Bill 09/12/11 – 04/03/12	Electricity	188.72
102814	Shopfittings Manchester LTD	Black sacks	Parks and Spaces Materials, Running costs	20.40
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	Hayfield Parochial Church Council	Clock Lighting	Clock Lighting	186.00
102817	Severn Trent Water	First Payment for water supply and used water services 2012-2013	Water	62.88
102818	Employee#1	Expenses – padlock for playground gate	Playground equipment	5.20
102819	BT	Telephone / internet charges 16/12/11 – 15/03/12	ICT Communications	204.96
102820	Derbyshire County Council	Supply of 4 tonnes of salt	Salt and Grit	311.02
102821	Mr JP Bennett	Repair to office convector heater switch	General Maintenance	40.30
102822	HMRC	Tax and NI	Salaries, HMRC	167.16
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)

952. 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.

This was **DEFERRED** until the ‘Benchmarking Profile’ has been completed.

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

Council **RESOLVED** to accept the quote from Mr J Bennett for this work and request it be carried out as soon as possible.

c) Grounds Maintenance Staff

Council **Resolved** not to appoint another Grounds Maintenance Assistant but rather contract the work out to Self Employed workers.

d) Acting Clerk’s holiday

Council **RESOLVED** that the Acting Clerk could take the holidays requested.

The meeting concluded at 9.40 pm.