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Minutes of the Parish Council meeting held on 5th September 2012

at 7.15pm in the Village Hall.

Present: Councillors A Ramwell (Chair), K Bevins, M Jones, M Dean, P Chapman (Vice Chair), L Waterhouse, E Hodgson, J Wilson and P Easter.

In Attendance: Acting Clerk, Sally Fuller

Also present: 5 members of the public.

022. To Receive Apologies for Absence: Councillor V Wieteska and County Councillor B Atkins.

023. Variation of Order of Business: None.

024. Declaration of Members Interests: None.

025. To determine which items if any from Part 1 of the Agenda should be taken with the public excluded: As listed on the agenda.

026. Public Speaking.

Issues raised included: omission of delivery of recent newsletters to an address on Highgate Road, vandalism at Hayfield Primary School and the need to progress the provision of football facilities in Valley Road and Bank Vale.

027. Council resolved to confirm that the non-confidential minutes of the Parish Council Meeting held on 4th July 2012 are a true and accurate record.

Council **resolved** to confirm that **the Non-Confidential Minutes** of the Little Hayfield Advisory Committee Meeting held on 16th July 2012 are a true and accurate record.

Council **resolved** to confirm that **the Non-Confidential Minutes** of the Finance Committee Meetings held on 21st June, 19th July and 16th August 2012 are a true and accurate record.

Council **resolved** to confirm that **To Confirm the Non-Confidential Minutes** of the Recreation, Leisure and Tourism Committee Meeting held on 24th July 2012 are a true and accurate record.

Council **resolved** to confirm that **Non-Confidential Minutes** of the Extraordinary Parish Council Meeting held on 16th August 2012 are a true and accurate record.

028. i) Planning Applications Received to 29th August 2012.

a) NP/HPK/0712/0773: Mr J McPherson, Heybarn Farm, Glossop Road, Little Hayfield. SK22 2NR. The proposed works entail the addition of a second storey to an existing single storey extension to create additional bedrooms and en suite bathroom unit. Council **resolved** to recommend the application for approval.

b) HPK/2012/0422: Mr P and Mrs S Coverley, Meadows Farm, Ridge Top Lane, Hayfield. Proposed barn conversion (part retrospective). Council **resolved** to recommend the application for approval.

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

a) HPK/2012/0307: Hillcrest Homes, The Orchard, Swallow House Lane, Hayfield. 22 units comprising units For Sale and Local Affordable Housing. Revised Ecology Report. **APPROVED**

b) NP/HPK/0612/0638: Monks Road, Glossop. Siting of temporary buildings and cultivation of private non-commercial vegetable growing plot, comprising: screen fencing and planting, tool shed / rest room and greenhouse. **PENDING**

c) NP/HPK/0612/0573: Tom Heys Farm, Glossop Road, Little Hayfield: Addition of flue to barn roof. **PENDING**

d) HPK/2012/0404: Mr and Mrs Hallam, Westwood, New Mills Road, Birch Vale. Proposed detached building to provide double garage, gym, storeroom and additional bedroom. **PENDING**

e) NP/HPK/0712/0714: Mr K Scowcroft, Chinley Moor House, Chapel Road, Hayfield. Restoration of barn and change of use to a camping barn. **PENDING**

f) HPK/2012/0372: Mr Simon Woodall, The Pack Horse, 3-5, Market Street, Hayfield. Outdoor eating and drinking area with outdoor smoking area. **PENDING**

g) CW1/0512/15: Casey Enviro Ltd. Birch Vale Quarry, Oven Hill Road, Birch Vale:

Facility for the storage and treatment of green waste within the recycling area as previously approved in permission CW1/0110/190. The green waste will be imported via Arden Quarry stockpiled and processed by sorting, screening, shredding, mixing and composting. The resultant material will be used for the restoration of the adjacent Arden Quarry landfill. **PENDING**

h) NP/HPK/0612/0617: Mr M Cranmer, 1, Park Crescent, Little Hayfield: Listed Building Consent – to replace existing 1960's top hung windows on first floor with timber sliding sash windows copied from an existing window. **GRANTED CONDITIONALLY**

i) HPK/2012/0352: Mr Andrew Jones, Hazelhurst Farm, Valley Road, Hayfield: Listed building consent for new stone mullion triple window and replace 2 existing softwood windows with stone mullions. **APPROVED**

j) NP/HPK/0512/0476: Bank Vale Paper Mill, Swallow House Lane, Hayfield.

Resubmission of NP/HPK/0511/0400: change of use to convert vacant industrial units to form 9 open market dwellings. **PENDING**

029. Chairperson of Council's Announcements. None.

030. Committee & Other Reports

a) The Council Website (Councillors P Chapman and K Bevins) Nothing to report.

b) The Council's Finances. Acting Clerk Sally Fuller

The Acting Clerk reported on the Council's finances and provided a summary of spending so far this financial year..

031 Appointment of 1 member to the Little Hayfield Advisory Committee

Council **resolved** to appoint Councillor Mike Dean.

032 Appointment of 1 member to the Finance Committee

Council **resolved** to appoint Councillor Jackie Wilson.

033 Appointment of 1 member as Trustee for Hayfield Educational Charity

Council **resolved** to appoint Councillor Jackie Wilson.

034. Clerks Report on Matters for Decision

a) Signage along Middlefields Path re: dogs.

Council **resolved** to retain the 'Dogs must be on Leads' signs.

b) Provision of a dog poo bin at Bank Vale end of Middlefields Path.

Council **resolved** to investigate the costs involved in providing a litter bin (rather than a dog poo bin).

c) Dry stone wall repairs around The Clough, Little Hayfield.

Council **resolved** to seek quotes for repairs to the stone walls, to use the £2000 within budget for this purpose and consider providing money for the same purpose in next years budget. (The suggestion that grant funding could be obtained from Peak District National Park Authority if the land were grazed and in agricultural use was turned down as not worthwhile)

d) Improvements to Dungeon Brow.

Council **resolved** to form a committee to produce a plan to improve pedestrian access and declutter the land at Dungeon Brow, liaising with other organisations and parishioners. Council **resolved** that committee members would be Councillors M Jones, L Waterhouse, K Bevins and M Dean.

e) Approval for Acting Clerk/ Clerk to act as Accounts Administrator (Santander)

Council **resolved** to remove Mr P Crompton as Accounts Administrator and add Mrs Sally Fuller, Acting Clerk as Accounts Administrator instead.

f) Royal British Legion: purchase of poppy wreath and requested donation.

Council **resolved** to purchase a poppy wreath and give a donation to the Royal British Legion totalling £50.

g) Queries re: Memorial Square Project

(Councillor J Wilson chose to leave the meeting for this agenda item only)

Council **resolved** to compare the responses received to the known facts, identify what still needs clarification and contact NALC again. Council also **resolved** to seek advice from DALC if necessary.

h) Provision of an additional litter bin in Valley Road

Council **resolved** to investigate the cost of providing another bin and will consider including the purchase of a bin within next years budget

i) Approval of NALC's Code of Conduct Agenda A

Council **resolved** to approve NALC's Code of Conduct Agenda A

j) Approval of DALC's revised model agenda

Council **resolved** to approve DALC's revised model agenda.

k) Repairs to the skatepark

Council **resolved** to accept the quote of £1020 + VAT from Urban Recreation Ltd to adjust and reset the toeplates to all ramps, weld small cracks, replace missing bolts and abrade all side panels and repaint with 2 coats of gravitex.

l) Replacement tree for Valley Road

Council **resolved** to remove the remaining chestnut tree trunk to ground level and replace it with a 6 – 10ft oak tree from ‘Million Trees Derbyshire’ costing £50 - £80 of which Council would pay half.

m) Little Hayfield Advisory Committee: Traffic concerns

Council **resolved** to convene a meeting to discuss concerns about traffic speed and car parking in Little Hayfield inviting Borough and County Council representatives to attend.

n) Declaration of Interests / new Code of Conduct / Standing Orders

Council **resolved** to consider amending Standing Orders by deleting section 7.3 and 7.4 to fit with the new Code of Conduct and will reconsider the matter at their next meeting.

o) Copyright of Pro Loco paintings and their use for fundraising

Council **resolved**, that since copyright remains with the original artist which prevents their reproduction for fundraising efforts, to write to the Civic Trust asking if, in future, winners of the Pro Loco competition could – whilst keeping copyright - sign over ownership (which they do now) and permission to reproduce the images to the Parish Council.

p) Derbyshire County Council: Parish and Town Council Liaison Forum 25.10.12

Council **resolved** that the Acting Clerk should attend.

q) Credit agreement with Redmoor Building Supplies

Council **resolved** to set up a credit agreement with Redmoor to ease the purchase of necessary building materials.

r) Donation request for the cemetery (Councillor L Waterhouse)

Council **resolved** to donate £150 towards the maintenance costs of the cemetery.

s) Christmas tree lights and lighting ceremony

Council **resolved** to erect a small tree on the Parish Council building which Councillor Hodgson has offered to provide (-there will also be the tree at the cenotaph)and to investigate the costs of purchasing white lights for both Council trees to match those being lit by the Christmas Committee (- this issue will be reconsidered at next months meeting). The provisional date for the tree lighting is Friday 7th December. Pedestrian safety will be managed by the Christmas Committee.

t) Request for £100 Orchard Project funding from ‘Sustainable Hayfield’ for fruit bushes.

Council **resolved** to pay for 48 fruit bushes to be planted within the library grounds up to a £100 limit.

u) Memorial Square lights

Council **resolved** to switch the cenotaph lights off at midnight and seek advice as to whether the **Riverside light can be re-angled away from facing property.**

v) Himalayan Balsam

Council **resolved** to contact the land owner of land south and upstream of Valley Road Recreation Ground and request removal of the plant before it spread onto Valley Road Recreation Ground.

w) Office computer

Council **resolved** that Councillor Chapman would investigate the problems currently experienced by the office computer and advise Council.

035. DALC Circulars:

Circular 32/12: Neighbourhood Planning / Local Governance

Circular 33/12: CiLCA Training on General Power of Competence

Circular 34/12: Funding arrangements for Localising Support for Council Tax

Circular 35/12: Code of Conduct amended Appendix A. Derbyshire County Council Community Buildings Grant.

Circular 36/12: Community Right to Challenge, Floodline Portal, CPRE Roadside Litter, Natural England P4C, Inspired Facilities Fund, Big Lottery Guidance.

Circular 37/12: Recommended agenda, Council payments, Queen Elizabeth II Field Challenge, Outdoor Play Areas.

Circular 38/12: DALC AGM, Updating Payment Rules, Paths for Communities, Planning for a Healthy and Natural Environment, BT Broadband scheme, Reduced Rural Speed Limits.

Circular 39/12: Code of Conduct, DALC AGM, Sustainable Communities Act, Derbyshire Police and Crime Panel, training.

036. Reports from Representatives on 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. Councillor Waterhouse distributed a letter from Mr L Samuel, Chair of the Village Hall trustees and will arrange a meeting with Councillors and Village Hall representatives to discuss the Parish Councils support for the Hall.

037. Items for Information: (All information on file in the Council Office)

a) Derbyshire County Council: Rights of Way Draft Statement of Action / consultation

Council were reminded that they could comment on the above document.

b) 2011 – 2012 Audit

The 2011- 2011 audit is complete and audited accounts can be seen by any parishioner

c) 2 Councillors at informal meetings (Councillor E Hodgson)

Councillors were reminded that, when attending any meeting as Councillor, that at least 2 Councillors must be present. If attending a meeting alone then Councillors must make it clear that they attend as an individual and not as a Councillor.

038. Finance:

a) Invoices for Payment approved by the Finance Committee on 19th July 2012.

Cheque No.	Payable To	Items	Budget	Amount
102864	HMRC	PAYE (May)	HMRC	550.90
102865	Eon	Electricity for 04.03.12 – 13.06.12	Electricity / Utilities	135.59
102866	Hayfield Cricket Club	Room Hire on 21.07.12	Room Hire	15.00
102867	BT	Phone / Internet 16.03.12 – 17.06.12	ICT Communications	211.77
102878	Beeson Waste Disposal Ltd	Skip hire for the allotments	Allotment rents	156.00
102869	Viking	Toner, folders, pins and diary	Office Expenses	76.10
102870	Employee#1	June Wages	Salary Gardener 1	259.60
102871	Employee#2	June Wages	Clerk Office Salaries	847.83
102872	Carham Garden Maintenance	Garden maintenance / June	Contracted / tendered work/ Parks and Spaces	405.70
102873	Cleaner	Cleaning on 03.07.12	Cleaning	6.00
102874	Employee #1	Expenses – inner tube for wheelbarrow	Materials and running costs / Parks and spaces	6.00
102875	Employee #2	Expenses – mileage, postage and High Vis jacket	Materials and running costs / Parks and spaces, Office expenses and consumables and Travel (Clerk)	25.90
102876	DCTP	Clerk's General power of Competence training	Training	20.00
102877	CCMA Services Ltd	Annual set up fee and payroll processing for April - June	Payroll (CCMA)	151.92
102878	CCMA Services Ltd	Payroll processing for January – March 2012	Payroll (CCMA)	38.88
102879	CCMA Services Ltd	Payroll processing for July – September 2012	Payroll (CCMA)	19.44
102880	HMRC	PAYE (June)	HMRC	214.79
Total				£3141.42

b) Invoices for Payment approved by the Finance Committee on 16th August 2012.

Cheque No.	Payable To	Items	Budget	Amount
102881	Shopfittings Manchester Ltd	Black sacks (200)	Parks and Spaces / Materials and Running Costs	20.40
102882	Hayfield Village Hall	Room Hire on 6 th June 2012	Room Hire	15.00
102883	Mrs D Parker	Cleaning	Cleaning	6.00
102884	Employee # 1	Travel	Travel/ Parks and Spaces	6.10
102884	Employee # 1	Keys cut for Bank Vale	Materials / Running Costs/ parks and Spaces	3.00
102885	St John's Methodist Church	Room hire on 04.07.12	Room Hire	20.00
102886	HMRC	PAYE for July / tax month 4	HMRC Payments	240.24
102887	Employee # 1	Wages for July	Parks and Spaces, Gardener 1	298.54
102888	Employee # 2	Wages for July	Clerk's Wages	885.25
102889	John P Bennett	Replacement and fitting of lights on Memorial Square	Village Amenities / Memorial Square	* 372.50
102890	Carham Garden	Contracted gardening during	Parks and Spaces/	364.68

	Maintenance	July	Contracted / Tendered	
TOTAL				£2231.71

* The 'Village Amenities/Memorial Square budget is £275 and therefore this payment is not within budget.

c) Payments Received up to 29th August:

Cheque no.	Payee	Items	Amount
166472	Derbyshire County Council	Rights of Way Maintenance Scheme 2011 – 2012 payment	490.00
000038	Mrs L J Atkinson	Allotment rent (£6) and deposit (£6) for plot 17a	12.00
BACS	Santander	Interest on bank account 03009300	1.34
TOTAL			£503.34

d) Invoices for payment approved at the Parish Council Meeting on 5th September:

Cheque No.	Payable To	Items	Budget	Amount
102891	Johnston Publishing	Advert in Buxton Advertiser for Clerk	Allowances and Expenses / Advertising	65.23
102892				cancelled
102893	Turf 'n' Stuff Ltd	10 bags of play grade woodchip 2.5m ³	Parks and Spaces / Playground Equipment	1900.31
102894	Senior Building Supplies Ltd (Redmoor)	850k bag of MOT type 1 limestone for allotment footpaths	Allotment Rents	42.00
TOTAL				£2007.54

Bank Balances on 29th August 2012: Deposit Account: £ 15,724.03 Current Account: £ 72,078.49

Our total funding is £87,391.02, comprising £71,666.99 current account balance and £15,724.03 deposit account balance.

To this total must be added the second half of our Precept, amounting to £21,762.50 and further expected income for the year of -£297.29, making a grand total of £108,856.23.

Of this total, £55,705.88 is Allocated Funds for the current financial year, £17,948.61 is Reserves (NALC recommendations being between 3 months expenditure and half the amount of the Precept) and £36,116.08 is Restricted Funds. The remainder, amounting to £.00, is Unallocated Funds (excluding Transitory items).

039. 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) Weeding

Council **resolved** to employ a contractor with the relevant license to weed areas within the parish.

b) Gritting

Council **resolved** to fill the grit bins in preparation for winter buying by in bulk from Derbyshire County Council.

c) Contractors expenses

Council **resolved** that the Gardening Contractor be paid mileage expenses at the NALC rate.

d) Appointment of Clerk

Council **resolved** that Councillors Chapman and Wilson would shortlist and Councillors Chapman, Hodgson and Bevins would interview candidates.

e) CRB checks

Council **resolved** to administer CRB checks for employees after any probationary period.

f) Goal posts in Valley Road

Council **resolved** to purchase 4 goal post sockets from Alken Engineering and contract out construction of the socket posts in Valley Road Recreation Ground to Matt Bagshaw.

The meeting finished at 9.30 pm.