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To: The Members of Hayfield Parish Council

31<sup>st</sup> March 2022

You are summoned to attend the meeting of Hayfield Parish Council to be held at **7-15pm on Wednesday 6<sup>th</sup> April 2022** at the **Village Hall, Hayfield.**

*A.E.M.Barker*

Andrew Barker, Clerk to the Council and Responsible Financial Officer

Meetings open to the public may be recorded by representatives of the media or members of the public (but live oral commentary is not permitted). Any persons intending to record this meeting are requested not to film the public seating area, and to respect the wishes of members of the public who have come to speak but do not wish to be filmed. The Chair of the meeting may ask people to stop recording and leave the meeting if they act in a disruptive manner.

### **AGENDA**

- 1. To receive apologies for absence.**
- 2. Variations of order of business**
- 3. Declaration of members' interests**
- 4. To receive and, if appropriate, approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest**  
Where a member indicates that they have a Disclosable Pecuniary interest but wish to make representations regarding the item before leaving the meeting, those representations must be taken under agenda item 6c
- 5. To determine which Agenda items, if any, should be taken with the public excluded**  
If the Council decides to exclude the public, it will be necessary to pass the following resolution: 'That, in view of the confidential nature of item ....., the press and public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1.'
- 6. Public Speaking – (10 minutes max)**
  - a.** A period of not more than ten minutes will be available for a Police Officer, County Councillor or District Councillor to comment on any relevant matter.
  - b.** A period of not more than ten minutes will be available for members of the public to comment on any relevant matter.

- c. Parish Councillors declaring a Disclosable Pecuniary Interest who wish to make representations or give evidence under the Code of Conduct relating to the relevant Agenda item shall do so.

**7. Minutes of previous meetings**

- a. To confirm the minutes of the Council meeting of 2<sup>nd</sup> March 2022
- b. To note the minutes of the Finance Committee of 16<sup>th</sup> March 2022

**8. Chair's announcements**

**9. Clerk's report**

**10. Planning** To consider application

- a. Any items received after the publication of this agenda that are time limited to comment on

**11. Sustainability Policy** – To consider adopting the policy submitted for approval

**12. Use of Parish Council Facilities (Buildings)** – Statement to clarify in what circumstances and for what purposes other than Parish Council business that the Parish Council facilities can be used.

**13. 'Covid' Rock Snake** – To consider a request to permanently install the 'rock snake' on the 'stage' area of the Old School Field.

**14. Ukrainian Refugees** - To consider facilitating a scoping meeting of Parish stakeholders.

**15. Internally appointed auditor 2021/22** - To approve internal auditor for the 2021/22 Annual Governance and Accountability Return (AGAR).

**16. Memorial Garden Refurbishment** – To consider updated estimate/quotation and receive update on work timescale

**17. Queens Platinum Jubilee** - Project Update

**18. Kinder Trespass 90<sup>th</sup> Anniversary** – To receive updates re arrangements

**19. Valley Road Drainage** - To consider change to project management

**20. Clerk - Annual Review** - To carry out annual review of pay, performance, and contract. Consider adoption of nationally agreed PayScale's (backdate to April 2021).

**21. Maintenance Assistant** - To carry out annual review of pay, performance, and contract

**22. Contracted Gardeners** - To carry out annual review of contract

**23. Group Reports** To receive reports from:

- a. Climate Group
- b. Little Hayfield Advisory Group
- c. Traffic Management Committee

**24. Reports from outside bodies** to receive reports from:

- a. Hayfield Allotments Society
- b. Hayfield Educational Charity
- c. Hayfield Football & Community Sports Club
- d. The Village Hall
- e. Arden Quarry
- f. Hayfield Quarry Liaison Group
- g. Community Orchard Project

**25. Finance & Accounts for payment**

a) Accounts for payment - To authorise payments of the accounts as shown below

Ref.	Payee	Description	Net cost	VAT	Total	Provenance Authority
BACS1043	Ryans DIY	Hardware	£125.55	£25.12	£150.67	Finance Regs
BACS1044	AEM Barker	Zoom Subscription	£119.90	£23.98	£143.88	Finance Regs
BACS1045	Hazel Accountancy	Payroll Services	£15.00		£15.00	Contractual
BACS1046	Hi-Peak Internet	Internet Services	£250.00		£250.00	Contractual
BACS1047	L.Bevins	Jubilee Souvenir Mugs	£1,175.00	£235.00	£1,410.00	Minute 0322/18
BACS1048	AEM Barker	Reciprocating saw & blades	£127.75	£25.54	£153.29	Finance Regs

b) Finance Report – To consider the March 2022 Finance Report, bank reconciliation and third quarter annual spend predictor.

c) Payments – To note the following expenditure items approved at the March 2022 Finance Committee.

Ref.	Payee	Description	Net cost	VAT	Total	Provenance Authority
BACS1031	Payroll 1	Wages	£498.00		£498.00	Contractual
BACS1032	Payroll 2	Wages	£1311.48		£1311.48	Contractual
BACS1033	HMRC	PAYE	£621.56		£621.56	Legal
BACS1034	Carham Gdn Mntnce	Gardening Services	£352.50		£352.60	Contractual
BACS1035	Wildaboutgardens	Gardening Services	£600.00		£600.00	Contractual
BACS1036	HPBC	Annual Commercial Waste Collections	£946.96		£946.96	Contractual
BACS1037	DALC	Annual Subscription	£950.03		£950.03	Contractual
BACS1038	Hayfield Civic Trust	Donation Pro Loco Competition	£250.00		£250.00	Minute 0322/11
BACS1039	Chapel Tool Hire	Plant Hire	£190.00	£34.25	£224.25	Finance Regs

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BACS1040	Lantern Pike Pub. Hse.	Christmas Lights Refreshment LH	£60.00		£60.00	Minute 1021/15
BACS1041	EDF Energy	Electricity	£17.23	£0.86	£18.09	Contractual
*BACS1042	PPPF	Annual Subscription	£12.00		£12.00	Contractual

\* Provenance/Justification – ‘Contractual = existing contract legally obliged to pay, ‘Legal’ = Statutory requirement e.g., payment of taxes, ‘Finance Regs’ = the activity is in the budget and payment can be authorised by the Clerk and/or the Chair under the Parish Councils Financial Regulations, where there is a specific minuted decision then that will be displayed.

\*Any items here will have arisen since the publication of the meeting agenda

**PART TWO of meeting**

**26. Date of next meeting** to confirm the date of the next Parish Council meeting