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**DRAFT MINUTES OF THE HAYFIELD PARISH COUNCIL MEETING HELD ON
Wednesday 10th May 2023 at 7-15pm in the ‘Crosby Room, St Matthews Church, Hayfield’**

Present

Cllrs: Tony Ashton (in the chair), Jody Appleton, Lisa Bevins, Michael Conway, Abby Feetham, David Gouldthorpe, Eva Lawson, Paul Senior, David Toft

Also in attendance

Derbyshire County Councillor (DCC) Anne Clarke, High Peak Borough Councillor (HPBC) Gill Scott, four members of the public & Parish Clerk Andrew Barker

PART ONE OF MEETING

0523/01 To elect a Chair and Vice-Chair of the Council – Cllr. Tony Ashton was elected as Chair and Cllr. Lisa Bevins was elected as Vice-Chair of Hayfield Parish Council for the year 2023/24.

0523/02 Declaration of Acceptance of Office – Cllr Ashton signed the declaration of acceptance of office in the presence of the Clerk who countersigned/witnessed the document.

0523/03 To receive apologies for absence – Cllr Underwood

0523/04 Variations of order of business – Nil

0523/05 Declaration of members' interests – Nil

0523/06 Dispensations on matters in which members have a Disclosable Pecuniary Interest – Nil

0523/07 Agenda items to be taken with the public excluded – Nil

0523/08 Public Speaking – (10 minutes max)

a) DCC Councillor Clarke congratulated the newly elected Parish Councillors and that she looked forward to working with them. She informed the meeting that the Boundaries Commission was now consulting

on County Council boundaries a process which has in the past affected Hayfield. She encouraged people to register their opinion. She also reminded the meeting that funding to commemorate the coronation is still available to Community Groups to apply for with a closing date of March 2024. HPBC Councillor Gill Scott congratulated the Parish Councillors on their election. She thanked her predecessor Cllr Lawson for her last four years. She also thanked the people of Hayfield for turning out to vote giving the highest percentage turnout of 52.3%.

- b) A member of the public spoke querying what if any arrangements had been made for the Annual Meeting of the Parish. She also requested that councillors not use their mobile phones during Parish Council meetings.

A member of the public representing Sustainable Hayfield extended a welcome to newly elected Councillors and how he looked forward to working with them and in particular the Climate Emergency Working Group and other shared endeavours. He updated the meeting on Sustainable Hayfield's home energy MOT scheme. The scheme is now ending having received requests for surveys from 135 Hayfield households (13-14%) and is believed to be the only scheme of its type in the UK. It has been a significant undertaking for Sustainable Hayfield and will now be fully evaluated.

- c) Nil

0523/09 Minutes of previous meetings

- a) It was resolved to confirm the minutes of the Parish Council meeting of 5th April 2023
b) The draft minutes of the Finance Committee of 19th April 2023 were noted

0523/10 Chair's announcements – The Chair outlined a 'Zoom' consultation he and the Clerk had had with Peter Hall of Weightmans LLP (minute 0423/11) to consider rights of access pedestrian or vehicular to the 'car park' area to the front of the Royal Hotel. The advice given was clear that he could not see any viable claim of public access other than that granted to Hayfield Cricket Club on foot. The Chair also commented on the success of the Coronation Street Party thanking all who set it up and cleared away resulting in a very good day

He also reminded the meeting of upcoming road works along New Mills Road set to last for several weeks.

0523/11 Clerk's report –The Clerk's reported was delivered verbally.

The Clerk thanked Councillors Bevins and Underwood for their organisation of the Coronation Street Party.

The Clerk reminded the Council of the legal requirements of the Annual Meeting of the Parish and as it falls outside of normal Parish Council meetings had decided to choose this first meeting of the new Council to ask if Councillors would like to assist in arranging it. Councillors Lawson, Conway and Senior will work with the Clerk to set a time, date, venue and agenda for the meeting.

As per standing orders the Clerk sought the permission of the Council to add new Councillors and remove non-Councillors by mandate from the Council's bank accounts. Permission was given.

0523/12 Planning – Nil

0523/13 The Royal Hotel – It was resolved to approve Parish Council representation on the 'Steering Group' formed as a result of the public meeting held at St Matthews Church on Friday 21st April 2023. It was resolved that Councillors Bevins and Underwood would represent Hayfield Parish Council on the 'Steering Group'.

0523/14 Peak District National Park Member Elections –

- a. It was resolved to nominate Cllr Toft as a candidate to represent the High Peak.
- b. It was resolved to delegate authority to the Clerk to make Hayfield Parish Council's choice on the Peak Park ballot paper for the upcoming Peak District National Park member election.

0523/15 Section 137 Grant/Donation Application Hayfield Cricket Club (Women's Team) – It was resolved to grant/donate £350 to Hayfield Cricket Club to facilitate the cost of coaching for the women's team.

0523/16 George Hotel Defibrillator – It was resolved that Hayfield Parish Council would adopt the defibrillator situated outside the George Hotel and accept responsibility for its monthly checks, maintenance and subsequent replacement.

0523/17 Annual Council Insurance Policy – It was resolved to accept the renewal quote provided by BHIB insurers.

0523/18 Interview Panel – It was resolved that Councillors Ashton, Bevins and Toft would form the interview panel candidates applying for the vacant Clerks position and that Cllr Feetham will be a reserve. All four councillors will meet and collaborate on the interview structure

0523/19 Committee/Advisory Group/Outside Bodies Membership & Representation – It was resolved to appoint Councillors for 2023/24 as follows,

Parish Council Committees/Groups

During the appointment process it was resolved to rename the Traffic Management Group as the Traffic Management and Public Rights of Way (PROW) Group

- a. Finance Committee – All Councillors
- b. Little Hayfield Advisory Group – Cllrs Ashton & Gouldthorpe
- c. Traffic Management & PROW Group – Cllrs Conway, Lawson & Toft

- d. Climate Group – Cllrs Appleton, Conway & Feetham
- e. Tourism & Commerce Advisory Group – Cllrs Appleton, Senior & Toft
- f. Community Orchard – Cllrs. Toft & Underwood

Outside Bodies

- a. Hayfield Allotments Society – Cllrs Bevins, Gouldthorpe & Lawson
- b. Hayfield Community Sports & Football Club – Cllrs Conway & Gouldthorpe
- c. Arden Quarry – Cllr Ashton
- d. The Royal Steering Group – (minute 0523/13) Cllrs Bevins & Underwood
- e. Hayfield Education Charity – (Cllrs Lawson & Toft are already trustees) Cllr Gouldthorpe non trustee representative
- f. The Village Hall – Cllr Bevins
- g. Hayfield Quarry Liaison Group – Cllr Ashton

0523/20 Annual Review of Council Policies etc –

- a. Councillors’ responsibility to complete and submit their ‘register of interest’ forms including members from the previous Council was set out
- b. It was resolved to adopt the following policies having been distributed to Councillors by e-mail on 9th May 2022

• Standing Orders	• Code of Conduct
• Retention & Disposal Policy	• Risk Assessment
• Financial Regulations	• Asset Register
• Complaints against the Council Policy	• Grievance & disciplinary Policy
• Website Accessibility Statement	• Privacy Policy
• Subject Access Request	• Grants/Donations Policy
• Business Continuity Plan	• Environmental Sustainability Policy
• Sustainable Procurement Action Framework	

It was resolved to carry out reviews of Standing Orders, Financial Regulations, Risk Assessment, Retention & Disposal and the Asset Register as soon as reasonably practicable and where necessary make recommendations of change or alteration to the full Council

0523/21 Group Reports to receive reports from:

- a) Climate Group – Nil
- b) Little Hayfield Advisory Group – Next meeting 5th July 2023
- c) Traffic Management Committee - Nil

0523/22 Reports from outside bodies to receive reports from:

- a) Hayfield Allotments Society – Nil
- b) Hayfield Educational Charity - Nil
- c) Hayfield Football & Community Sports Club – Teams are still playing but at Chapel as the home ground is too wet. The club is still awaiting a funding decision re a drainage application
- d) The Village Hall – Coronation Mugs were distributed to children at Hayfield School
- e) Arden Quarry – Nil
- f) Hayfield Quarry Liaison Group - Nil
- g) Community Orchard Project – Nil

0523/23 Finance & Accounts for payment

- a) Bank Accounts – The Clerk presented the April 2023 finance report and payments made at the April 2023 Finance Committee which were noted.

1st March 2023 Opening Balance - £111,936.64

- March 2023 Receipts – £1,079.48 (£60 Allotment rents, £110 OSF hire, £550 HPBC Coronation grant, £344.48 Bank interest)
- March 2023 Expenditure - £3,297.97
- March 2023 VAT paid - £35.54

Bank Balances at 31st March 2023

- Unity Trust Current - £35,972.09
- Unity Trust Instant - £73,746.06

Total at 31st March 2023 - £109,718.15

0523/24 Date of the next meeting

The date of the next meeting was agreed as Wednesday 7th June 2023

PART TWO – No Items

The meeting closed at 8-37 pm