



Council Offices, Dungeon Brow, Market Street, Hayfield, High Peak, SK22 2EP  
Tel. 01663 744550. Email: [clerk@hayfield-pc.gov.uk](mailto:clerk@hayfield-pc.gov.uk)

**DRAFT** MINUTES OF HAYFIELD PARISH COUNCIL.

Meeting held on Wednesday 1<sup>st</sup> November 2023 at 7:15pm in Hayfield Village.

**Present: Cllrs:** T.Ashton (in the chair), L.Bevins, D.Gouldthorpe, E.Lawson, J.Appleton, A.Feetham, M.Conway, J.Underwood, D.Toft.

**Also in Attendance:** DCC Cllr Anne Clarke, Members of the public x3.

**Part One of Meeting**

**1123/01 To receive apologies for absence:** Parish Clerk and HPBC Cllr Gill Scott.

**1123/02 Variations of order of business:** It was agreed to take Items 13, 14, 15 in Part 2.

**1123/03 Declaration of members' interests:** Nil.

**1123/04 Dispensations from members on matters in which they have a Disclosable Pecuniary Interest:** Nil.

**1123/05 To determine which Agenda items, if any, should be taken with the public excluded:**  
As above, 13, 14, 15 were agreed to be taken in Part 2.

**1123/06 Public Speaking:**

a. Anne Clarke DCC: Update was given on following press release: The proposed East Midlands Combined County Authority (EMCCA) has moved one step closer to reality after key legislation was approved in Westminster. The Levelling Up and Regeneration Bill has been granted Royal Assent after completing its passage through Parliament, paving the way for the creation of the EMCCA and the region's very-first Mayoral elections next May.

Gill Scott HPBC sent in her report to be read in her absence: It has been a very busy month for meetings. I am on both the Planning and Licensing Committees, and we have had some significant applications to consider. At the Full Council Meeting on 25th October. The High Peak Borough Plan was adopted which included the priorities I spoke about at the last meeting:

- Empowering local Communities
- Supporting our high streets and local businesses
- Responding to the climate emergency
- Developing our parks, sports clubs and green spaces
- Delivering more affordable and warmer homes

We also passed a couple of very positive motions - one to commit the council to being a Fair Tax Council and the other to be more aware and robust in how we tackle modern day slavery. Both motions were passed unanimously with full cross party support. Casework has focused mainly on community safety and accessibility and how residents can improve and manage recycling.

b. Nil.

c. Nil.

### **1123/07 Minutes of previous meetings**

1. The draft minutes of the October meeting were approved.
2. The draft minutes of the Finance Committee meeting of October 2023 were noted.

### **1123/08 Chair's announcements**

The Chairs announcement to be included later items for Bonfire night, Armistice Day and Christmas Light Switch On.

**1123/09 Clerk's report:** In the absence of the Clerk, the Clerks Report was noted as below:

#### **Training – Upcoming**

Thurs 2nd Nov	2pm - 3:30pm	Allotments - Site Facilities & Health & Safety
Thurs 16th Nov	10am - 11:40am	New Clerk Finances
Thurs 23rd Nov	10am - 12pm	HR Appraisals

#### **Training – Completed in October**

Tues 10th Oct	10am - 1pm	Freedom of Information & Environmental Regulations
Thurs 12th Oct	10am - 11:40am	Procurement
Weds 18th Oct	10am - 11:30am	Risk Assessment
Thurs 19th Oct	10am - 11:40am	Budgeting for Clerks & Finance Staff
Tues 24th Oct	10am - 12pm	Conduct in Meetings & Employee Relations
Thurs 26th Oct	2pm - 3:30pm	Allotments - Tenancy Agreement & Policies
Fri 27th Oct	10am - 2pm	Law & Good Practise

### **0923/11 Hayfield Events –**

#### **Bonfire Night:**

All plans are in place for the Bonfire night.

- I emailed Officer Lee Baker to make the PCSO Team aware of the event.
- Planning documents and Risk Assessments will be sent out on 02/11/2023, with emails being sent to the councillors and other volunteers for stewarding on the plan of action for the event.
- Spoke with Graham re lighting of the Bonfire and he recommends the time of 6:20pm to light as it takes a while to before it really takes hold, especially as we have been experiencing rain fall, therefor a 6:20pm light up should mean the Bonfire will be going properly by 6:30pm start time. This information will be shared to the community via Facebook in case anyone wants to attend the start of the lighting process.

- Application has been made for a 'Zettle' account for the Parish Council and awaiting to hear back from them if we have been approved – they required photographic identification and proof of address to authorize the account. 'Zettle' is an online payment system you can use through your smart phone so that multiple people can have the system in operation on the night.

**1023/12 CEWG Letter Response to UU** – Letter was sent out to United Utilities.

**Facebook Page** – Hayfield Parish Councils Facebook Page is up and running and engagement of likes and follows is proving successful.

**Tree Surveying** – Andy will be coming to the office week commencing Monday 6<sup>th</sup> November to go through the tree survey protocol and procedures with me to help me find quotes from companies and the full low down of all the trees the Parish are responsible for.

**Parish Council Election** – The Elections Office did receive a request for an election. The Elections Officer I have been in correspondence with has told me they will send me the Notice of Election on Thursday 2<sup>nd</sup> November for publishing. Should they receive more than one nomination then the Day of Poll will be Thursday 7<sup>th</sup> December.

**1123/10 Planning:**

- a) In regard to Planning Application HPK2023/0448 – Mr Geoff Williams – 33 Wood Gardens, Hayfield: Single storey rear extension is was resolved to make no comment.

**1123/11 Hayfield Events - To consider the planning of upcoming events within Hayfield:**

- **Hayfield Bonfire Night Update:** Staff to meet at the Parish office at 5:30pm for safety briefing. Bonfire to be lit at 6:20pm followed by fireworks at 7:00pm. It was agreed money from the collection buckets to be counted in the Parish Council Office on Wednesday 8<sup>th</sup> November, time to be confirmed with Cllr Gouldthorpe and Clerk.
- **Hayfield Christmas Light Switch On:** Clerk to liaise with the Vicar regarding sound system equipment. Resolved to order Christmas trees again for the office – Cllr Bevins to organise ordering.

**1123/12 The Old School Field** – It was proposed to review the usage of the Old School Field. It was resolved all relevant information is to be gathered and a date to begin the review will be set at the next meeting. Cllr Bevins to provide Parish Clerk with all relevant archive records that she holds from the time of the acquisition of the Old School Field. Clerk to review Deeds and get all information together.

**1123/16 Communication Group** – Resolved to formalise this group consisting of Councillors feetham and Appleton and the Clerk.

**1123/17 Traffic Management & PROW Committee Group** – Resolved to re-classify Traffic Management & PROW as a group not a formal council committee.

**1123/18 Risk Assessment** – It was resolved to meet as a matter of urgency to conduct a risk assessment of council office storage arrangement, it was agreed Councillors Ashton, Underwood and Goldthorpe to administer the Risk Assessment.

**1123/19 Section 137** – Resolved to communicate the availability of the grants and criteria needed to apply and clarify the application process via the Parish Facebook Page.

**1123/20 Tree Survey** – It was resolved to tender for Tree Survey quotations for Hayfield and Little Hayfield, to include all Parish Council-owned land and leased land.

**1123/21 Group Reports** To receive reports from:

1. **Climate Group** – Nil.
2. **Little Hayfield Advisory Group** – Nil.
3. **Traffic Management & PROW Committee** – Nil.

**1123/22 Reports from outside bodies** to receive reports from:

4. **Hayfield Allotments Society**- Nil.
5. **Hayfield Educational Charity** – Meeting has been scheduled for Tuesday 5<sup>th</sup> December at 5:15pm.
6. **Hayfield Football & Community Sports Club** - Nil.
7. **The Village Hall** - Nil.
8. **Arden Quarry** - Nil.
9. **Hayfield Quarry Liaison Group** - Nil.
10. **Community Orchard Project** – The group have not met since Apple Day. Advertisement for pick up done via Facebook. Need to resolve the longstanding grey area regarding formal status of 'Orchard Group'. All apples that have been picked have been distributed.
11. **Tourism & Commerce Advisory Group** - Nil.

**1123/23 Finance & Accounts for payment.**

- a. The Finance and Accounts for Payment for October 2023 were noted.

**1123/24 Date of next meeting** was confirmed for Wednesday 6<sup>th</sup> December 2023

**PART TWO** taken with public excluded.

**1123/13 Allotments** – Back payments have now been raised - £169.00. It was resolved for the Green Policy to be sent out to all allotment holders with the next rent request. It was also resolved to increase fees per annum to £32.00 for a Half Plot (from £30.00) and £16.00 for a Quarter Plot (from £15.00). All fees are ringfenced for Allotment Committee spending.

**1123/14 Gardening Services** – It was resolved to pay £19.00 from January 2023 with above inflation rise next year. (Increase of £2.00 from previous wage of £17.00).

**1123/15 Hayfield Parish Council Staffing** – It was resolved to extend the advisory role of A.Barker until 21<sup>st</sup> November.

**Meeting Closed at**