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23<sup>rd</sup> May 2024

To: The Members of Hayfield Parish Council

You are summoned to attend the meeting of Hayfield Parish Council to be held at **7:15pm** on **Wednesday 5<sup>th</sup> June 2024** at the **Village Hall, Hayfield.**

Hannah Mason, 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. Welcomes and 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 8c.
- 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 Wednesday 1<sup>st</sup> May 2024.
- b. To note the minutes of the Finance Committee of Wednesday 15<sup>th</sup> May 2024.

**8. Chair’s announcements.**

**9. Clerk’s report.**

**10. Planning.**

**11. Elect Chair of the Finance Committee.**

**12. Committee/Advisory Group/Outside Bodies Membership & Representation – To appoint Councillors to Hayfield Parish Council committees and advisory groups and to represent Hayfield Parish Council on Outside Bodies.**

<b>Parish Council Committees/Groups</b>	
Finance Committee	Climate Group
Little Hayfield Advisory Group	Tourism and Commerce Advisory Group
Community Orchard	

<b>Outside Bodies</b>	
Hayfield Allotments Society	Hayfield Education Charity
Hayfield Community Football & Sports Club	The Village Hall
Arden Quarry	Hayfield Quarry Liaison Group
Communications	Traffic Management & PROW Committee

**13. The Royal Hotel – Notification of Intention received.**

**14. Casual Vacancy.**

**15. Quotes for Tree Works.**

**16. Bike Track – Quote for work.**

**17. Social Media Policy – Proposal for the council to create a Social Media Policy.**

**18. Allotment Hut Removal – Hayfield Allotment Society have requested for the council to approve the removal of the hut on the allotment site.**

**19. Office Refurbishment.**

**20. Maintenance of Parish Land -**

- a. Mowing.
- b. Site visits.
- c. Maintenance proposal for two benches and Parish bin located outside of Hayfield Surgery.
- d. Telephone Kiosk Maintenance.

**21. Clerk Jury Duty.**

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

- a. Climate Group
- b. Little Hayfield Advisory Group
- c. Communication Group

**23. 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. Hayfield Quarry Liaison Group
- f. Community Orchard Project
- g. Tourism & Commerce Advisory Group
- h. Traffic Management & PROW Committee

**24. Finance & Accounts for payment**

To note and consider the May 2024 Finance Report and payments made at the May 2024 Finance Committee

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