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29<sup>th</sup> September 2016

To: The Members of Hayfield Parish Council

Dear Councillor,

You are summoned to attend the meeting of Hayfield Parish Council to be held at **7.30pm** on

**Wednesday 5 October 2016 at 7.15pm in The Village Hall, Hayfield**

**Julie Gough**

Clerk to Hayfield Parish Council

**Meetings open to the public may be recorded by representatives of the media or by members of the public. 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 at a meeting but do not wish to be filmed; and are reminded that it is not permitted for oral commentary to be provided during a meeting. The Chairman 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. Declaration of members' interests**

**Please Note:-**

(a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)

(b) Where a member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

**3. To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest.**

**4. To determine which items if any from the Agenda should be taken with the public excluded.**

If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: "That in view of the confidential nature of item ... to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item."

**5. Standing item – (10 minutes max)**

If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter. Members of the Council however will restrict Police matters they raise to those relating to their Council Ward

**6. Public Speaking – (10 minutes max)**

- a. A period of not more than ten minutes will be made available for members of the public and Members of the Council to comment on any matter. Where a Member indicates they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) below. (If the item to which representations or comment were made by a Member is on the Agenda the Member must declare that interest again and withdraw from the meeting during consideration of that item).
- b. Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

**7. Confirm the Minutes of the Meetings of the Parish Council held on 7 September 2016 and the Finance Committee held on 21 September 2016 (see attached).**

**8. Planning – to consider the Council's response to the following planning consultations:**

- a. No planning applications have been received
- b. For info: two shepherd's huts at Swallow Bank Farm have been approved

**9. Chair of Council's Announcements**

**10. Clerk's Report**

**11. Correspondence. For action**

- a. From DCC Rights of Way Officer. We need to submit invoice for minor maintenance scheme.
- b. From DCC instructing us to ask permission to put festive decorations on street lighting columns

**12. Correspondence. For info**

- a. Expression of interest in Councillor vacancy
- b. Invitation to attend Borough Council Parish Forum
- c. Notice from HPBC confirming they have not received a valid request for an election
- d. Notice of Andrew Bingham ad3vice surgery dates. In Hayfield Sat 26 Nov
- e. Notification of Remembrance Day Parade on Sunday 13 November
- f. Invitation to attend Planning Committee re: Arden Quarry
- g. DALC Circular 15/2016

13. **Revised Standing orders**
  - a. Proposal for sub committee
14. **Community Orchard project**
15. **Pump Park**
  - a. Submission of funding application
  - b. Liability for Valley Road recreation ground vehicular bridge
16. **Firework display and bonfire**  
To consider the arrangements for the fireworks event on 4<sup>th</sup> November
17. **Christmas**  
To consider the arrangements for Christmas 2016.
18. **Hayfield Visitor Centre**  
To consider the implications of the closure of Hayfield Visitor Centre.
19. **Old School Field**
  - a. Damaged sign
  - b. Damaged gates
  - c. Tree works behind sub-station
20. **Co-option procedure**  
To consider a procedure for the outstanding co-options.
21. **Committee and other reports**
  - d. Little Hayfield Liaison Advisory Committee
  - e. Allotments Society
  - f. Traffic Management Sub Committee
  - g. Pump Park Sub Committee
  - h. Events Sub Committee
22. **Reports from Representatives on Outside Bodies**
  - i. Hayfield Educational Charity
  - j. Hayfield Community Sports Club
  - k. The Village Hall
  - l. Arden Quarry
  - m. Hayfield Quarry Liaison Group – report back from 5 October meeting.
23. **Finance**  
**Council to consider and approve September expenditure**

|   |         |
|---|---------|
| • Royal British Legion – Poppy Wreath       | £25.00  |
| • Richard Scottney – Handrail repair        | £152.60 |
| • Wages & Expenses – JTM                    | £324.19 |
| • Sarah Morgan – Allotment bond refund      | £12.00  |
| • Hayfield News – Twin pack toner           | £13.50  |
| • Markovitz Ltd – Wood stain                | £17.78  |
| • Wild about gardening – contract gardening | £435.00 |
| • Clerk’s salary                            | £427.70 |
| • Peter Webb – Allotment deposit refund     | £6.00   |
| • Carham Garden Maintenance                 | £303.17 |

|   |               |
|---|---------------|
| <b>Direct Debit</b>                     |               |
| • EON – electricity bill                | £27.00        |
| <b>Income during September.</b>         |               |
| • Lloyds Bank Share Dividend            | £2.38         |
| • HPBC second half of precept           | £25,155.00    |
| • Bank interest                         | £9.95         |
| <b>VAT to be reclaimed this quarter</b> | <b>£96.65</b> |

**24. Finance**

Council to consider and approve the following information from the Finance Committee.

|    |                         |           |
|----|-------------------------|-----------|
| a. | Income to 29/09/16      | £73702.85 |
|    | Expenditure to 29/09/16 | £21095.62 |

|  |                           |            |
|--|---------------------------|------------|
|  | Bank Balance at 29/09/16  | £135492.99 |
|  | Forecast year-end reserve | £30098.81  |

b. It was AGREED that the existing financial regulations should be readopted.

c. It was AGREED to financially support a fireworks event on the Old School Field on 4<sup>th</sup> November.

d. It was AGREED to accept a quote from Richard Scottney to construct a footbridge across the stream in Little Hayfield Clough.

**Date of next meeting: Wednesday 2<sup>nd</sup> November 2016**