

QUARNFORD PARISH

MINUTES OF THE **ANNUAL PARISH MEETING** held at Flash Village Hall on Weds 23rd April 2025 at 7pm

Present:

Chair: Mr Andy Thorogood (AT)

Parish Councillors: Mr Chris Candy (CC), Mr Dean Brockley (DB), District Cllr C Beswick, Mrs Emma Chester (EC), Mr Geoff Tunnicliffe (GT),

One member of the public present - Mrs Jane McCulloch (JM)

Clerk – Mrs C Withington (CW)

Minutes

1. **To note there was no meeting held last year 2024**

This was noted. Gary Wentworth sent his apologies.

2. **Chairs Report on 2024/25**

The Chair thanked the Clerk for addressing the compliance issues in all areas of council business and noted that the audit showed a significant improvement in all areas.

Matters progressed during the last year include finalising the playing field lease, footpaths matters and footpath appeals, heather burning, devolution and the impact on Staffs Moorlands DC. The Chair stated he was particularly pleased with the recent success for the quashed appeal which would have greatly impacted on a local farm. However despite objecting to prevent the path upgrade to restricted byway at Blackbrook SCC ROW Panel have agreed it. This will be followed up with Highways to see what other powers can be used to prevent inappropriate vehicle use.

Other matters covered included the fibre internet and the lack of timescale to improve.

3. **Flash Village Hall update - EC**

Flash village hall has gone from strength to strength over the past 12 months, bringing new opportunities and upgraded facilities to the hall and community.

Finances – Current account: £5067.54. Reserve account: £4,612.84

Income total June 24 to April 25 £499909.84

£43983.85 grants awarded

£3923.99 fundraising

£2177 hall hire

Expenses total June 24 to April 25

£51085.19 – most of the expenses has been spent on village hall facility upgrades.

Village Hall building works in the last year – upkeep ongoing.

- Disabled toilets, baby change, new male and female toilets,
- French patio doors, windows and decking,
- New fire door and front door,
- New kitchen window, lintel and concrete surround,
- New 8000L Septic Tank and associated groundworks
- Continued development the Community Nature Garden,
- Gable wall has been tied in,
- New water trap and plastering work to stop leaks above the fire door.

Events last 12 months

Annual events

- Duck Race at Gradbach,
- Halloween Disco,

- Christmas Wreath Making classes,
- Rose Queen
- Ladies Fashion Show

Monthly Events

- FREE Coffee mornings every month courtesy of We Love the Moorlands and Community Foundation for Staffordshire grants,
- Flash Village Hall Tea and Tots, entering its fourth year this November.

Other events

- Live music nights – e.g., Sherry Counsellors, Ant Clewes, Dutchie Ferguson, Nightflash,
- Cine on the Hill – showed films such as Oppenheimer, Edie, Wonka, Lad – A Yorkshire Story and soon we will be showing the Peanut Butter Falcon as part of the Staffordshire Moorlands Walking Festival,
- Quiz Nights,
- First Responders First Aid Classes
- Live and Local starting in October 2025

Hall Hire

- Lunch Bunch,
- Wakes,
- Birthdays,
- Celebrations,
- Local Elections.

This year we are also collaborating with OUTSIDE rural arts after receiving a grant for £1000 to commission the Flash “Once Upon a Flag” project (more details to be announced soon).

A Look to the Future – the hall is still planning on upgrading

- New windows and concrete surrounds all round,
- New soakaway to replace the current failing one,
- Fixing the leaks to the gable end wall,
- Continuing to enhance the Community Garden and add fencing to the side of the hall to stop children from being able to access the road from the garden,

AGM on June 17th, all welcome to attend. 7pm start.

4. **Other items raised by electors (please inform the Chair at the start of the meeting)**
None

QUARNFORD PARISH COUNCIL

MINUTES OF THE **FULL COUNCIL MEETING** of the Parish Council held at Flash Village Hall on Weds 23rd April 2025 at 7.20pm following the annual parish meeting at 7pm.

Present:

Chair: Mr Andy Thorogood (AT)

Parish Councillors: Mr Chris Candy (CC), Mr Dean Brockley, District Cllr C Beswick, Mrs Emma Chester, Mr Geoff Tunnicliffe, Mrs Jane McCulloch (JM)

No members of the public present

Clerk – Mrs C Withington (CW)

PARISH COUNCIL MEETING

1.	To receive apologies – Mr Gary Wentworth	
2.	To approve and sign the minutes of the last meeting –12 Feb 2025 – as attached RESOLVED to approve the minutes as a true and accurate record. The minutes were signed at the meeting by the Chair.	
3.	Declaration of Disclosable Pecuniary interest in any item on the agenda <i>(Note member should notify Monitoring officer within 28 days if not already. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships)</i> ALL Councillors to complete DPI forms for Staffs Moorland – see attached DB to update.	
4.	Public Participation: None	
5.	To consider the co- option applications (1 vacancy) and to co-opt a candidate to fill the existing vacancies – see Appendix A New Councillor to sign Declaration of Office and completion of DPI (Code of conduct to be supplied) RESOLVED to appoint Jane McCulloch to the vacancy of Parish Councillor. The form was signed at the meeting.	
6.	Playing Field project update 1. To sign the lease (Chair, Cllr and Clerk to sign the lease by delegated authority) Noted that the lease has been engrossed and is to be signed. RESOLVED that the Chair and Vice Chair to sign the lease. The lease and the plan were signed at the meeting in the presence of the Clerk. Noted that this needs to be registered with Land registry and there is a charge. This will need to be funded by the Parish Council approx. £200 subject to confirmation. RESOLVED that this be agreed and request SCC to complete this work. 2. To consider Playing Field access matters and update on the work to be progressed by the appointed contractor The grant has been received and a further grant is awaited from Green Spaces for £500. Further fence work will be required and quotes are being obtained. CC to follow up the contractor. 3. To note the costs required to register the lease with Land Registry RESOLVED to agree the estimated cost as above and SCC to be asked to complete this work if possible due to costs of comparative quotes. 4. Update on funding bids submitted High Peak – fence and approval The fence is to be installed as agreed in the lease. The work will need to be undertaken to prepare the land for use.	

7.	Accounts for the Year Ending March 2025 1. To approve the Bank reconciliation Statement up to end March 2025 – see below – Chair to sign bank statements at the meeting – see Appendix B The Chair approved the bank reconciliation statement and signed them at the meeting. 2. To approve the reserves allocated – see below- Appendix B1 The reserves were noted and agreed. 3. To note the outcome of the Internal Auditor's report in relation to the Accounts year ending 31 March 2025 (and any actions arising from 31 March 2024) – see attached findings App B2 and B3 The half yearly Internal Audit and end of year Internal Audit had improved considerably since the previous year. There were points to note: • Signatories to initial the cheque counterfoil • Authorisation sheet to be signed • VAT Claim to be made within 4 years • Variances to be included • 5 years accounts on website • Public inspection of accounts within the correct timeframe 4. To resolve to complete the Certificate of Exemption (for authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025 and wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 (to be circulated in advance) RESOLVED to approve. 5. To confirm and sign that the assertions in Section 1 Annual Governance Statement 2023/24 of the Annual Return are correct for year ending 2024/25 - (to be circulated in advance) – see attached App B4 RESOLVED to approve the assertions and sign Section 1. It was agreed to include a 'No' response for item 4 in relation to the proper opportunity during the year for the exercise of the electors' rights due to the accounts being considered after 30th June 2024 and as a result the public inspection was also late. 6. To approve and sign Section 2 Accounting Statements 2024/25 of the Annual Return (to be circulated in advance) – see attached App B5 RESOLVED to approve the figures in Section 2. 7. To set the dates for the Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015 – 3rd June - 14 July) date of announcement will be Monday 2 June 2025 – Noted.	Clerk Clerk Clerk
8.	Planning applications (Peak District National Park planning portal) 1) None	
9.	Heather management and a potential meeting with responsible agencies/SWT – update AT updated the meeting with the initial discussion. Jeff Sim of SWT has agreed to a meeting to discuss the issue on site. All welcome to attend and dates to be circulated. Heather burning is still in place in Yorkshire, there was concern that leaving heather is not be suitable for birds nesting and fire breaks. It is not advisable to cut heather due to the open stem rotting when water gets in. Other points to discuss includes questions around the plans for cattle grazing as these are not currently on site, but there are issues with access to water issues and footpaths. Heathylee Parish to be invited to attend via Cllr Beswick.	AT Clerk CB
10.	Inspection of Parish Assets 1. Noticeboards and Playing fields inspections – AT inspected the boards and all are in order. It was suggested that they may need varnishing. There are some notices being put in by others, size to be limited. Chair to use discretion.	

	2. Staffordshire Moorland Defib (inc on AED Donate 2 year scheme) - Cabinet update Funding to be accessed to update the cabinet, this is in progress.																						
11.	Lengths man scheme – up to £400 for reimbursement for village appearance To note the 2 planters and approve the cost £120 inc VAT from 24/25 – Approved. To agree other projects for this year – delegated to the Chair and Clerk – All to inform the Chair and Clerk of the other projects. Over the year there is a lot of litter collected, and the grids are also cleaned. Cllr Beswick stated that Staffs Moorlands will provide litter pickers if requested.																						
12.	Flash Village Hall – VE day funding application approval (SMDC) Funding has been achieved and the event is taking place on 31st May at the Hall, 1940s theme.																						
13.	Devolution – Staffordshire Moorlands Borough Council Cllr Beswick updated to say all Districts and County Council will be abolished by 2028. There are several options being considered such as: North and South Staffordshire split which includes Stoke. South Staffs favour that approach. All of Staffordshire County as one big authority and Stoke CC stays as it is. Ultimately the Government will choose the outcome. The assets of the dissolved councils will be considered. There may be some impact on local councils and Cllr Beswick will keep everyone informed. The full submission will be put in November. Date of next Parish assembly to be notified.																						
14.	Public Footpaths and Highways issues – to be reported Discussed earlier in the meeting.																						
15.	Correspondence – if any None																						
16.	Finance (CC, AT, GW, GT signatories: To remove the previous signatories from the mandate (4) RESOLVED to update the mandate and remove. To approve the donation of the rose queen costumes Section 137 funding - £100 RESOLVED to approve a donation of £150. To approve the SPCA annual subs at a cost of £88.18 RESOLVED to approve To approve the quote for insurance – <i>to be discussed May meeting</i> To agree any other payments as notified at the meeting To authorise payments as follows by cheque – Initial stubs and authorisation sheet RESOLVED to approve <table> <thead> <tr> <th>Chq no</th><th>Description</th><th>Amount £</th></tr> </thead> <tbody> <tr> <td>663</td><td>Clerk - reimbursement 5 x 2nd stamps - chqs and letters</td><td>4.25</td></tr> <tr> <td>663</td><td>Clerk - Salary up to Nov to April (inc)</td><td>706.02</td></tr> <tr> <td>663</td><td>Clerk - Mileage (Apr)</td><td>23.40</td></tr> <tr> <td>663</td><td>Clerk - Home office allowance – Nov to April (inc)</td><td>120</td></tr> <tr> <td>664</td><td>HMRC (Tax and NI)</td><td>176.40</td></tr> <tr> <td>665</td><td>Staffordshire Parish Council Association subs</td><td>88.18</td></tr> </tbody> </table>	Chq no	Description	Amount £	663	Clerk - reimbursement 5 x 2nd stamps - chqs and letters	4.25	663	Clerk - Salary up to Nov to April (inc)	706.02	663	Clerk - Mileage (Apr)	23.40	663	Clerk - Home office allowance – Nov to April (inc)	120	664	HMRC (Tax and NI)	176.40	665	Staffordshire Parish Council Association subs	88.18	
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	666 Black Rose Solutions Ltd Audit – half yearly and annual	128.44	
	667 Quarnford Memorial Hall - Hall Hire April 25	15.00	
	668 Fence materials for Playing Field - Sid Roberts	1000.00	
	669 Lengthsman - Flower Beds SRC Contractors	120.00	
	670 Rose Queen – Village hall S137	150.00	
17.	Next meeting (April, May, Oct, Jan) To agree the date of the next meeting – proposed end of May due to Annual meeting and election of Chair and also future items RESOLVED that due to other commitments the first opportunity would be for next meeting to be held on Weds 11 th June at 7pm at Flash Village Hall.		

Appendix B – End of Year accounts March 2025

See separate documents for the AGAR and Internal Audit report

App B - Reserves Carried Forward

RESERVES POSITION STATEMENT		
Cash at bank as at 31.03.25		6101.66
Less ringfenced reserves contingency (election/unforeseen costs etc)	1500	
Less earmarked grant fund/works	2250	
Sub Total		2351.66
Less unrepresented chqs	162.4	
Less other commitments early April c/fwd	1000	
Plus Income expected (Lengthsman 24_25)	400	
Free Reserves Total C/Fwd to 25/26		1589.26
Earmarked reserves (Work)		2250
Committed spend (Early April)		1162
Ringfenced reserves (Contingency)		1500

App B1 - Bank reconciliation statement – up to 31 March 2025

Bank reconciliation Statement as at 31 March 2025	
Balance at 31st March 2024 Opening	
Current account	2900.73
Business reserves	799.51
Total in bank as at 31.03.24	3700.24
Less payments up to 31.03.25	1961.17
Plus receipts up to 31.03.25	4200.19
Total balance	5939.26
Current account up to 31.03.25	2779.96
Business reserves up to 31.03.25	3321.70
Total in bank	6101.66
Difference	0.00
Less uncashed payments chq 632 £100 and chq £62.40 - Total £162.40	5939.26

ITEM 7.5 EXPLANATION FOR THE 'NO' ANSWER IN SECTION 2 ITEM 4 OF THE AGAR 2024-25

The Council submitted the AGAR late to Mazars and as a result was unable to start the period of public inspection within the required timescale. As a result QPC did not provide the proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations as the period was advertised between Wednesday 24 July 2024 ending on Thursday 5 September 2024.