

QUARNFORD PARISH COUNCIL

MINUTES OF THE **FULL COUNCIL MEETING** of the Parish Council held at Flash Village Hall on
Weds 1st October 2025 at 7.00pm

Present:

Chair: Mr Andy Thorogood (AT)

Parish Councillors: Mr Geoff Tunnicliffe (GT), Mr Dean Brockley (DB), Mrs Jane McCulloch (JM), Mr Chris Candy (CC)

No members of the public present - County Cllr Charlotte Kelly

Clerk – Mrs C Withington (CW)

PARISH COUNCIL MEETING

1.	To receive apologies - District Cllr C Beswick, Mr Candy (late), Mrs E Chesters.	
2.	To approve and sign the minutes of the last meeting –11th June 2025 – as attached RESOLVED to sign as a true and accurate record of the meeting, the minutes were signed by the Chair at the meeting.	
3.	Declaration of Disclosable Pecuniary interest in any item on the agenda <i>CC in relation to the payment schedule.</i>	
4.	Public Participation: None.	
5.	To consider the co- option applications (1 vacancy) and to co-opt a candidate to fill the existing vacancies – to consider the one applicant received – See Appendix A New Councillor to sign Declaration of Office and completion of DPI (Code of conduct to be supplied) RESOLVED to appoint Tracey Robinson onto the Parish Council.	
6.	Playing Field project update - To consider Playing Field matters and update on the work to be progressed by the appointed contractor and further actions The lease is fully signed and is being registered with Land Registry. Printed copies will be sent once completed. There is consideration for a children’s play area, near to where the pond is located. This has been queried with SCC to clarify by EC. All of the work has now been completed as requested and approved for payment. It was agreed to make the payment once the invoice is received. Signs are to be made to indicate the Playing Field. Further work is required for the trees to be cut back. Plus a fence with some kind of mesh to be installed to stop balls. The initial mowing was completed so it is useable. Amount to be paid to the Contractor in line with the quote by CC - £2550.	CC
7.	To appoint Black Rose Solutions Ltd to carry out the internal auditor at a fixed cost of £105 net for 2 years RESOLVED to appoint for 2 years at a cost of £105 per year.	Clerk
8.	To consider the requirements for a .gov.uk domain for a generic email, and also a website to meet accessibility requirements – to consider quotes for the new domain and email, and obtain quotes for the website (if not already available) - See Appendix B	

The Clerk provided 2 alternative quotes for email and a website.
 Recoded - £449 on off to set up new website and emails : 10gb for 15 mailboxes - £125
 – next year the ongoing cost will be £140, domain and hosting inc. This year would be £574

Parish Online – Annual subscription for £315 per year, website, 20 emails of 5gb (£24 for up to 10gb per mailbox), first year discounted to £215, but future years would be £315 onwards.

It was noted that the website will not transfer so more work is required to set it up and migrate the historic info across.

The Clerk has asked if there is funding available from Staffs Moorlands DC.

Cllr Beswick provided an alternative but someone would need to create it and set up .gov.uk domain etc. We also need a registered provider to set up the .gov.uk domain.

Domain provider is Hostinger (<https://www.hostinger.co.uk/web-hosting>).

RESOLVED to defer to the next meeting to see if there is alternative funding.

Assertion 10 – Data Protection requirements to be considered

Assertion 10 - Digital and data compliance (Assertion 10 added to clarify data compliance, previously covered under Assertion 3) *Note: Assertion 10 will not appear on the AGAR until 2025-26*

It was noted that we will need to move the domain in light of the requirements which are as follows:

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

9.	Planning applications (Peak District National Park planning portal) None	
10.	Heather management and meeting outcome with responsible agencies/SWT – update A meeting was held with SWT to discuss the current arrangements. Noted that Natural England would not allow SWT to create fire breaks etc. Conflicting messages regarding cattle grazing over the times allowed. There was also some discussion that the ditches created are holding water not dispersing it. Cllr Kelly to speak to the Police and Fire CC and Fire Chief officer to inform them about the views of Natural England.	Cllr Kelly
11.	Inspection of Parish Assets <ul style="list-style-type: none"> - Noticeboards x 3 – Flash Bar – stiff to open and chain has come off, repair is needed – AT to speak to CC. - Playing field inspections – A rota needs to be put in place for a monthly visual inspection – Cllr volunteers to be agreed. A management plan also needs to be put in place prior to spring for grass cutting. A sign will need to be created with liability, contact details, litter to be taken home, use at own risk etc. It was agreed to get 2 composite sign created and installed. JM suggested a local firm. EC to be asked if it is possible to carry out inspections if there are regular visits to the field. Announcement to be made on the various community groups and noticeboards etc. - Staffordshire Moorland Defib (inc on AED Donate 2 year scheme) - Cabinet update – This is now in progress and AED are speaking to the pub about installing the new cabinet on the forthcoming Monday. 	AT CC ALL AT EC
12.	Review of Policies- Appendix C: <ul style="list-style-type: none"> • Biodiversity and to consider a Biodiversity Policy – to be adopted RESOLVED to adopt the policy as circulated. • Complaint policy – to be adopted RESOLVED to adopt the policy as circulate. Internal Control/Risk Assessment (to be reviewed January) and also an IT policy.	Clerk Clerk Next meeting
13.	Lengths man scheme – up to £400 for reimbursement for village appearance To agree other projects for this year – delegated to the Chair and Clerk To agree to refill the planters with bulbs and compost and place the order - RESOLVED that this was agreed. To note the pedestrian barrier for playing field (£180) to be attributed to the fund – RESOLVED to do so and also to include a sign on the barrier which can be funded through the fund. It was also agreed that general litter picking to be attributed to the fund.	
14.	Staffordshire County Cllr and District Council update Cllr Kelly provided a brief update. The County Council's Cabinet are considering 8 options, with option 7 East West divide with Stoke being the preferred option. Cllr Kelly stated that her preferred option was to see a more rural and urban split. All info is available on website for Staffs County Council.	

	<p>It was stated that there are lots of gullies to be cleaned out and ditches alongside the road that need to be dug out. All to emailed these to Cllr Kelly plus also any reported references.</p> <p>It was also agreed that a site meeting to be arranged by Cllr Kelly and the relevant officer to discuss the drainage issues and the water. Agreed to provide a list of roads and hotspots to Cllr Kelly for the site meeting.</p>	<p>Cllr Kelly ALL ALL</p>																																	
15.	<p>Devolution update – Staffordshire Moorlands Borough Council Discussed held under item 14.</p>																																		
16.	<p>Public Footpaths and Highways issues – to be reported to Cllr Kelly along with the reference.</p>	ALL																																	
17.	<p>Correspondence – if any</p> <ul style="list-style-type: none"> • Broadband/Fibre update – separate meeting to be held <p>Online meeting to be held on Monday 6th October at 7pm with Carolyn from Connect Fibre.</p> <p>AT reported that BT are closing down their analogue lines from Jan 2027 therefore it will be internet only calling going forward. The Wincle Exchange issues previously means that post codes OSU and OSX will be picked up under Project Gigabit, and a letter is being issued. In the event of power cuts, unless you have battery backup they will not work. BT to provide battery backup if requested.</p>																																		
18.	<p>Finance (CC, AT, JM?, GT signatories: To note the payments made under delegated authority/BACS – Zurich, SCC – RESOLVED these were approved and noted due to urgency.</p> <p>To note the NALC salary scales increase from April 2025 – see attached – RESOLVED this was agreed.</p> <p>To agree any other payments as notified at the meeting – None.</p> <p>To authorise payments as follows by cheque – Initial stubs and authorisation sheet – RESOLVED to approve these. It was agreed that we may need to consider at the next meeting moving to electronical banking for certain amounts.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Chq no</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Amount £</th> </tr> </thead> <tbody> <tr> <td>675</td> <td>HMRC (Tax and NI)</td> <td style="text-align: right;">176.00</td> </tr> <tr> <td>676</td> <td>S W Mansfield Website host Sept to Aug 24</td> <td style="text-align: right;">81.66</td> </tr> <tr> <td>677</td> <td>C Candy Joinery - Safety barrier playing field</td> <td style="text-align: right;">180.00</td> </tr> <tr> <td>678</td> <td>SRC Contractors - Topping of playing field</td> <td style="text-align: right;">96.00</td> </tr> <tr> <td>679</td> <td>Village Hall hire October</td> <td style="text-align: right;">18.00</td> </tr> <tr> <td>680</td> <td>Clerk - Salary up to May to Oct (end)</td> <td style="text-align: right;">703.73</td> </tr> <tr> <td>680</td> <td>Home office allowance x 6 months</td> <td style="text-align: right;">120.00</td> </tr> <tr> <td>680</td> <td>Mileage x 1</td> <td style="text-align: right;">23.40</td> </tr> <tr> <td>669</td> <td>S Roberts - Playing Field work as per quote</td> <td style="text-align: right;">2550.00</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td style="text-align: right;">3948.79</td> </tr> </tbody> </table>	Chq no	Description	Amount £	675	HMRC (Tax and NI)	176.00	676	S W Mansfield Website host Sept to Aug 24	81.66	677	C Candy Joinery - Safety barrier playing field	180.00	678	SRC Contractors - Topping of playing field	96.00	679	Village Hall hire October	18.00	680	Clerk - Salary up to May to Oct (end)	703.73	680	Home office allowance x 6 months	120.00	680	Mileage x 1	23.40	669	S Roberts - Playing Field work as per quote	2550.00		Total	3948.79	
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19.	<p>Next meeting (Jan, May) To agree the date of the next meeting – It was agreed to consider a meeting on either Weds 7th or Weds 14th Jan at Flash Village Hall at 7pm, pending the hall's availability.</p>	Clerk																																	