

QUARNFORD PARISH COUNCIL

MINUTES OF THE **FULL COUNCIL MEETING** of the Parish Council held at Flash Village Hall on
Weds 7th January 2026 at 7.00pm

Present:

Chair: Mr Andy Thorogood (AT)

Parish Councillors: Mr Chris Candy (CC) Mrs E Chesters (EC), Mrs Tracey Robinson (TR)

No members of the public present - District Cllr Beswick

Clerk – Mrs C Withington (CW) remote

PARISH COUNCIL MEETING

1.	To receive apologies – Mrs Jane McCulloch (JM), Mr Dean Brockley (DB), Mr Geoff Tunnicliffe (GT)																																																													
2.	To approve and sign the minutes of the last meeting –1st October 2025 – as attached Noted that the defib cabinet has been replaced. RESOLVED to approve the minutes as a true and accurate record. The Chair signed the minutes as a true copy.																																																													
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> New Councillor to sign Declaration of Office and completion of DPI (Code of conduct to be supplied) TR Dec of Office form signed in the presence of the Chair due to absence of Clerk.																																																													
4.	Public Participation: None.																																																													
5.	To set the Precept for next year and to approve the budget as attached (deadline) Current precept £2,386.56 (96 properties on tax base) Band D charge £24.86 Tax base to increase to 100 for 26/27 - 13% agreed in principle in Oct 24/Feb 2025 - £28.09 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0f0e0;"> <th style="text-align: left;">Budget</th> <th style="text-align: right;">25/26</th> <th style="text-align: right;">Actual</th> <th style="text-align: right;">26/27</th> </tr> </thead> <tbody> <tr> <td>Salary inc oncosts</td> <td style="text-align: right;">1900</td> <td style="text-align: right;">1762</td> <td style="text-align: right;">1900</td> </tr> <tr> <td>Office costs inc domain, hall hire, insurance, ICO</td> <td style="text-align: right;">500</td> <td style="text-align: right;">827</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Subs SPCA</td> <td></td> <td style="text-align: right;">88</td> <td style="text-align: right;">150</td> </tr> <tr> <td>Training Cllr and staff</td> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">150</td> </tr> <tr> <td>Audit costs</td> <td style="text-align: right;">100</td> <td style="text-align: right;">108</td> <td style="text-align: right;">125</td> </tr> <tr> <td>Projects (Lengthsman £400 grant reclaim)</td> <td style="text-align: right;">0</td> <td style="text-align: right;">280</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Maintenance of Assets in playing field outside of grant</td> <td style="text-align: right;">100</td> <td style="text-align: right;">132</td> <td style="text-align: right;">500</td> </tr> <tr> <td>Playing field project Grant</td> <td></td> <td style="text-align: right;">2550</td> <td></td> </tr> <tr> <td>S137 (donations)</td> <td style="text-align: right;">150</td> <td style="text-align: right;">150</td> <td style="text-align: right;">150</td> </tr> <tr> <td>VAT (reclaimable)</td> <td style="text-align: right;">0</td> <td style="text-align: right;">93</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">2750</td> <td style="text-align: right;">5990</td> <td style="text-align: right;">3475</td> </tr> <tr> <td>Precept</td> <td style="text-align: right;">2386.56</td> <td style="text-align: right;">2386.56</td> <td style="text-align: right;">2809.18</td> </tr> <tr> <td>Other income</td> <td style="text-align: right;">400</td> <td style="text-align: right;">918</td> <td style="text-align: right;">400</td> </tr> <tr> <td>VAT reclaim</td> <td></td> <td></td> <td style="text-align: right;">170</td> </tr> </tbody> </table>	Budget	25/26	Actual	26/27	Salary inc oncosts	1900	1762	1900	Office costs inc domain, hall hire, insurance, ICO	500	827	500	Subs SPCA		88	150	Training Cllr and staff		0	150	Audit costs	100	108	125	Projects (Lengthsman £400 grant reclaim)	0	280	0	Maintenance of Assets in playing field outside of grant	100	132	500	Playing field project Grant		2550		S137 (donations)	150	150	150	VAT (reclaimable)	0	93	0	Total	2750	5990	3475	Precept	2386.56	2386.56	2809.18	Other income	400	918	400	VAT reclaim			170	
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	<p>Reserves (grant) 2250</p> <p>Total 2786.56 5554.56 3379.18</p> <p>Shortfall 95.82</p> <p>To note SPCA subscription fees increase from £88 to £150 next year Feedback the cost for a very small Parish Council due to change in bandings. Clerk to contact them to see if there is a discount.</p>	Clerk
6.	<p>To consider the requirements for a .gov.uk domain for a generic email via Parish Online (Free) to comply with Assertion 10 requirements - Website to be considered if appropriate at a later date Agreed to set up the email as the free generic and to look at the website at a later date. To note the required ICO registration – Annual Charge currently £52 a year - RESOLVED to agree to set up the direct debit and benefit from a £5 reduction at £47 per year. IT Policy –Appendix A The model IT policy was circulated. It was agreed that this is set up for a larger local council. RESOLVED to adopt this as amended.</p>	Clerk Clerk Clerk
7.	<p>Planning applications (Peak District National Park planning portal) Old Corners Farm, Goldsitch Moss Lane, Quarnford, - Agricultural building to store hay and farm equipment Application No: NP/GDO/1125/1098 Noted that the local area is an important area for birdwatchers. It was also noted that the building is located quite far away from the main farmstead and other buildings. It was suggested that a condition should be applied to confirm it is for agricultural use only. RESOLVED that there are no objections to the principle, but the Parish Council feel it would be better suited within the curtilage of the farmstead.</p>	Clerk
8.	<p>Inspection of Parish Assets Noticeboards x 3 – all are in good condition, CC to make a modification to the lock. Playing field inspections – to note the quarterly report and to agree rota for monthly visual inspection – Appendix B1 and B2 The inspection form was circulated and format agreed. It was noted that the field is being used for dogs and that there is some dog fouling present. RESOLVED to get some signs made up to deter against this and for this to be monitored. EC had carried out a monthly inspection which is a cursory look to ensure there is nothing obvious. TR and EC to design a sign with the local children. Cllr Beswick has details for the Dog warden to see if there are any Dog Control Orders on all play areas at Staffs Moorlands DC. This will be passed to the Clerk. Staffordshire Moorland Defib (inc on AED Donate 2 year scheme) - Cabinet update This has now been replaced by AED Donate.</p>	CC Clerk
9.	<p>Playing Field project update 1. To note the completed work and consider quotes for any further work as required – see Appendix B1 – goal posts, signs, branches, waste, perimeter fencing It was noted the work is estimated at £550 for the fencing required to ensure it's a secure perimeter. It was agreed to await funding to be received. Other option could be to purchase the materials and carry out the work by volunteers. Cllr Beswick confirmed he will commit £200 from the Ward Budget funding – AT to complete the ward request as soon as possible. RESOLVED to progress the fencing. Connectfibre - No response to a request for funding – EC to follow up to see if any funding available. Noted that there are 15 fence posts which could be provided.</p>	AT EC

	<p>With regards to the unwanted items on the field it was agreed to offer the items back before they are removed – EC to action.</p> <p>Agreed to that the cut brush and branches for the living hedge for bug hotels etc to be constructed in March. It was agreed to move this into the corner in the meantime.</p> <p>Volunteers week falls on 16th to 22nd March for village hall and it was agreed to create the living hedge during this week. EC also has some birch trees available for planting.</p> <p>2. To consider play equipment on the site, potential amendment to the lease following an initial design and costs (plus legal fees)</p> <p>Noted that there is some grant funding available for play equipment. There are approx 23 under 10 years old children and 7 over 10 years old children in the Parish currently. A lottery grant for Awards for All was suggested.</p> <p>There may be SMDC funding available also – UK SPF funding.</p> <p>It was agreed to choose a scheme and submit plans to the Staffs County Council, and to then seek funding. EC to circulate the info and to obtain 3 quotes.</p>	<p>EC</p> <p>TR</p> <p>EC</p>
10.	<p>Review of Policies- Appendix C:</p> <p>Internal Control/Risk Assessment (to be reviewed January)</p> <p>Delegated Authority agreed to provide the Clerk authority with the Chair to obtain comments and submit in between meetings if necessary.</p> <p>This was approved.</p> <p>Training policy - This was adopted as circulated.</p>	
11.	<p>Lengths man scheme – up to £400 for reimbursement for village appearance</p> <p>To agree other projects for this year – delegated to the Chair and Clerk</p> <p>To note the pedestrian barrier for playing field (£180) to be attributed to the fund – leaves £120 less planters below – RESOLVED to agree.</p> <p>To note the planters refill has been completed – minimal costs to be picked up next year.</p> <p>It was agreed to attribute the playing fields sign through Lengthsman scheme, plus litter picking and drain cleaning.</p>	Clerk
12.	<p>Staffordshire County Cllr and District Council update</p> <p>Cllr Beswick reported that the main focus is devolution. No further update.</p>	
13.	<p>Devolution update – Staffordshire Moorlands Borough Council – to consider a letter of support for SMDC to be sent to the Prime Minister as circulated 20th Dec</p> <p>RESOLVED to agree to send of letter to the Prime Minister.</p> <p>It was noted that 5 proposals have been submitted to Government. We are awaiting stakeholder consultation before a government decision in summer. Set to be in place for March 2028.</p> <p>There may be a situation that could see the play area transferred to QPC from Staffs County Council.</p>	AT
14.	<p>Public Footpaths and Highways issues – to be reported</p> <p>Update regarding site meeting with Officers and Cllr Kelly</p> <p>Noted that no reports were made to Cllr Kelly as yet. To be picked up later in the year.</p>	
15.	<p>Correspondence – if any</p> <ul style="list-style-type: none"> • Broadband/Fibre update <p>A brief update was given. There are no current plans for the Parish to be upgraded as first thought through government funding. Awaiting confirmation from ConnectFibre. There are concerns about other people who will need to move to digital for phone calls. Further enquiries are being made to obtain information.</p>	AT

16.	<p>Finance (CC, AT, JM, GT signatories): To note the payments made under delegated authority/BACS – none. To agree any other payments as notified at the meeting – none. To approve future HMRC tax payments to be made by BACS – RESOLVED to approve. To consider authorisation future payments by BACS subject to 2 signatories – RESOLVED to approve when there was a urgency for payments, and cheques were not available for signing. To authorise payments as follows by cheque – Initial stubs and authorisation sheet</p> <p>RESOLVED to approve.</p> <table border="0" data-bbox="220 618 1198 943"> <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>669</td> <td>Playing Field work - S Roberts PAID HMRC (Tax and NI) additional amount due to chq error</td> <td style="text-align: right;">2550.00</td> </tr> <tr> <td>Bacs 2</td> <td>interest 2.18</td> <td style="text-align: right;">178.18</td> </tr> <tr> <td>Bacs 3</td> <td>Village Hall hire January</td> <td style="text-align: right;">18.00</td> </tr> <tr> <td>Bacs 4</td> <td>/DD ICO registration (note potential reduction to £47 for DD)</td> <td style="text-align: right;">52.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td style="text-align: right;">2798.18</td> </tr> </tbody> </table>	Chq no	Description	Amount £	669	Playing Field work - S Roberts PAID HMRC (Tax and NI) additional amount due to chq error	2550.00	Bacs 2	interest 2.18	178.18	Bacs 3	Village Hall hire January	18.00	Bacs 4	/DD ICO registration (note potential reduction to £47 for DD)	52.00	Total		2798.18	Clerk
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17.	<p>Next meeting (May (to include Chair and Audit), Aug/Sept, Jan) To agree the date of the next meeting and to include the Annual Parish meeting and Annual Meetings of the Parish Council. RESOLVED to hold the next meeting which will include the Annual Parish and Annual Meeting of the Parish Council at Flash Village Hall Weds 20th May at 7pm.</p>	Clerk																		