

QUARNFORD PARISH COUNCIL

MINUTES OF THE **FULL COUNCIL MEETING** of the Parish Council held at Flash Village Hall on
Weds 23rd October 2024 at 7pm

Present:

Chair: Andy Thorogood (AT)

Parish Councillors: Mrs Karen Kidd (KK), Chris Candy (CC), District Cllr C Beswick

No members of the public present

Clerk – Mrs C Withington (CW)

PARISH COUNCIL MEETING

1.	To receive apologies – Gary Wentworth, Dean Brockley, Geoff Tunnicliffe	
2.	To consider approving and signing the Full Council meeting minutes on 17th July 2024 RESOLVED to approve as a true and accurate record, the Chair signed the minutes at the meeting.	
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> None declared.	
4.	Public participation – None.	
5.	To note the co options application process following the bi-election notice period expiry – applications to be invited and considered at the next meeting (January 2025) – see Appendix A Advertised in noticeboards and also to be placed on website there is a deadline 6 th January. All to invite applications.	ALL
6.	<p>1. To consider Playing Field access matters and path improvements following the successful Grant Application and to approve quotes to carry out the work (Note commercial confidentiality – so public may be excluded) – quotes to be circulated before the meeting</p> <p>CC to speak to contractors regarding the work progressing. The £2k grant had been awarded and was accepted and in addition there was a further £250 from Cllr Beswick. The total of £2250 would cover the planned works as per the quote. It was suggested that there could be further funding available through the SMDC Greenspaces fund – Cllr Beswick would look into this.</p> <p>With regards to ongoing maintenance it was noted that there may be a requirement to use white diesel which could restrict local grass cutting contractors.</p> <p>The barrier could potentially be installed via the Lengthsman funding as it is public realm and a matter of highway safety. Clerk to confirm.</p> <p>RESOLVED to accept the funding from Community Council of Staffordshire and to progress the work, subject to the necessary insurance being in place.</p> <p>2. To approve the draft lease and authorise the Chair, Vice Chair and Clerk to sign the lease by delegated authority – lease already circulated</p>	

	<p>It was noted that the trees and hedges would be the responsibility of the PC to maintain in addition to general maintenance - this was agreed.</p> <p>With regards to the requirement for no music or livestock – a side letter will be agreed for village events. The Chair is to ask if the site can be used for village fetes as well.</p> <p>Also if sheep can be put on to temporarily reduce the grass length.</p> <p>There is to be no removal of turf soil etc except during construction of play equipment – this was agreed.</p> <p>Boundary fence - no opening to be made and certainly no vehicle access – confirmation is needed regarding temporary measures to allow maintenance etc.</p> <p>Alterations need the landlord’s consent which is acceptable.</p> <p>At end of term the lease requires the removal of all items. It was noted that the goalposts are already there, so this doesn’t apply. The Chair stated that pictures of the current state are taken prior to commencing tenancy, so the site is returned to this state or better. A condition report will be attached to the lease.</p> <p>Double gate to be locked only but pedestrian gate to be left open.</p> <p>PL cover- £10m in place under the Council’s insurance.</p> <p>It was also noted that access is only for maintenance to the field via the riding school as permissive grant only.</p> <p>RESOLVED to delegated authority to the Chair and Vice chair to enter into the lease upon resolution of the issues as discussed, this will need to be witnessed by the Clerk. Any new issues to be brought back to a future meeting.</p>	<p>Chair Chair</p> <p>Chair</p>																																																												
7.	<p>To consider a draft budget for next year (to be agreed at the January meeting) and precept request – see Appendix B</p> <p>The Clerk circulated a draft budget for discussion as below.</p> <table border="0"> <tr> <td>Budget</td> <td>2000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Salary inc oncosts</td> <td>1900</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Office costs inc domain, hall hire, insurance</td> <td>500</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Audit costs</td> <td>100</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Projects (Lengthsman £400 grant reclaim)</td> <td>0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Maintenance of Assets</td> <td>100</td> <td></td> <td></td> <td></td> </tr> <tr> <td>S137</td> <td>150</td> <td></td> <td></td> <td></td> </tr> <tr> <td>VAT (reclaimable)</td> <td>0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>2750</td> <td></td> <td></td> <td></td> </tr> </table> <p>It was also noted that the playing field project is to be funded through the grants. The reserves are £5k however there should be £2k ringfenced for operational matters and a potential bi-election.</p> <table border="0"> <thead> <tr> <th></th> <th>Annual Cost – Band D</th> <th>Precept</th> <th>Per week</th> <th>% Increase</th> </tr> </thead> <tbody> <tr> <td>Current Precept</td> <td>£22.00</td> <td>2178</td> <td>0.42</td> <td></td> </tr> <tr> <td>To meet budget</td> <td>£24.86</td> <td>2386.56</td> <td>0.48</td> <td>13</td> </tr> </tbody> </table> <p>Council Tax base of 96 properties</p>	Budget	2000				Salary inc oncosts	1900				Office costs inc domain, hall hire, insurance	500				Audit costs	100				Projects (Lengthsman £400 grant reclaim)	0				Maintenance of Assets	100				S137	150				VAT (reclaimable)	0				Total	2750					Annual Cost – Band D	Precept	Per week	% Increase	Current Precept	£22.00	2178	0.42		To meet budget	£24.86	2386.56	0.48	13	
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	It was proposed and agreed that there would be a 13% precept increase to the Band D amount currently £22 per year to increase to £24.86 per year to raise a total of £2386.56– Band D £24.86 annually. This will be considered if necessary at the next meeting regarding increasing the precept by 13% this year and 13% next year.	Next meeting																														
8.	To approve the attached Draft Policies – see Appendix C 1. Disciplinary 2. Grievance 3. H&S RESOLVED to approve.	Clerk																														
9.	To consider rejoining the Lengthsman scheme – up to £400 for reimbursement for village appearance and to agree work/contractors RESOLVED to approve. Clerk to ask if the barrier can be included on highways safety issues. All to send the jobs to the Clerk. Cllr Beswick to ask for the amount to be increased. Also to consider working with neighbouring parish – Clerk to make contact.	Clerk ALL Cllr Beswick Clerk																														
10.	To sign up to the Staffordshire Moorland Defib scheme for ongoing maintenance of the defib at New Inn Flash (following health check, registration - funding is in place to maintain with batteries and pads for the next 2 years) RESOLVED to approve and to enter the scheme.	Clerk																														
11.	Public Footpaths To note the Footpath appeal for FP 18 and response as already submitted – RESOLVED to note a response has been submitted on behalf of the Parish Council to object to this. To note the modification order for the Public Footpath No. 29(Part) & 34 (Part) Quarnford Parish) as circulated – RESOLVED to note.																															
12.	Finance: To authorise payments as follows by cheque: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">636</td> <td style="width: 85%;">Clerk - reimbursement 3 x 2nd stamps</td> <td style="width: 10%; text-align: right;">2.55</td> </tr> <tr> <td>636</td> <td>Clerk - Salary up to Oct</td> <td style="text-align: right;">538.35</td> </tr> <tr> <td>636</td> <td>Clerk - Mileage (Apr, June, July, Oct)</td> <td style="text-align: right;">93.60</td> </tr> <tr> <td>636</td> <td>Clerk - Home office allowance</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>637</td> <td>HMRC (Tax and NI)</td> <td style="text-align: right;">134.40</td> </tr> <tr> <td>638</td> <td>SPCA subs</td> <td style="text-align: right;">80.48</td> </tr> <tr> <td>639</td> <td>E Fitzgibbon Payroll invoice costs up to April 24</td> <td style="text-align: right;">75.00</td> </tr> <tr> <td>639</td> <td>E Fitzgibbon Payroll invoice up to June and corrections</td> <td style="text-align: right;">80.00</td> </tr> <tr> <td>640</td> <td>S W Mansfield Website host Sept to Aug 24</td> <td style="text-align: right;">70.00</td> </tr> <tr> <td></td> <td>Monthly Total</td> <td style="text-align: right;">1183.90</td> </tr> </table> To agree any other payments as notified at the meeting – None. To note the Bank reconciliation Statement see Appendix D RESOLVED to approve. To approve electronic access for the Clerk to the Natwest Current and Reserves Account RESOLVED to approve.	636	Clerk - reimbursement 3 x 2nd stamps	2.55	636	Clerk - Salary up to Oct	538.35	636	Clerk - Mileage (Apr, June, July, Oct)	93.60	636	Clerk - Home office allowance	100.00	637	HMRC (Tax and NI)	134.40	638	SPCA subs	80.48	639	E Fitzgibbon Payroll invoice costs up to April 24	75.00	639	E Fitzgibbon Payroll invoice up to June and corrections	80.00	640	S W Mansfield Website host Sept to Aug 24	70.00		Monthly Total	1183.90	
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13.	Next meeting (Oct, Jan, April) To agree the date of the next meeting – proposed Weds 22 January 2025 and also future items																															

	<p>It was agreed to hold the next meeting on Weds 22nd January at 7pm at the Village Hall.</p> <p>Clerk to ask Peak Park to send all planning applications via email for inclusion on the agenda.</p>	
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Quarnford Parish Council
Bank reconciliation statement – up to Oct 2024

Bank reconciliation Statement	
Balance at 31st March 2024 Opening	
Current account	2900.73
Business reserves	799.51
Total in bank	3700.24
Less payments up to 16.10.24	709.39
Plus receipts up to 16.10.24	2180.93
Total balance	5171.78
Current account up to 16.10	4469.34
Business reserves up to 16.10	802.44
Total in bank	5271.78
Difference	100.00
Less uncashed payments chq 632 £100	5171.78

RESERVES

Current in bank £5000
Less expected spend to year end - £1000
Less Election - £1000
Less 6 months precept - £1089
Leaves unringfenced reserves of £1911