……Signed ……..Dated

QUARNFORD PARISH

MINUTES OF THE **ANNUAL PARISH MEETING** held at Flash Village Hall on Weds 20th May 2025 at 7pm

Present:

Chair: Mr Andy Thorogood (AT)
Parish Councillors: Mr Chris Candy (CC), Mrs Emma Chester (EC), Mr Geoff Tunnicliffe (GT), Mrs Jane McCulloch (JM), Mrs Tracey Robinson (TR)
Clerk – Mrs C Withington (CW)

Minutes

1. **Minutes of the last meeting to be approved**
   The minutes of the last Annual Parish meeting held on 23rd April 2025 were approved. The minutes were signed at the meeting by the Chair.

2. **Chair's Report on 2025/26**
   AT provided a Chair's update report as attached.
   Website to be further improved to include links back to Village Hall, Staffordshire County Council etc.
   Noted that smart meters are also unable to connect which mean ground source heating pumps etc cannot benefit from discounted rates. AT will continue pushing for a response on the project gigabit.

3. **Flash Village Hall update**
   EC provided the Village Hall update to say that there had not been an AGM held as yet. The 75th Anniversary of the Rose Queen was held with excellent attendance. There was also a large attendance at the bingo sessions. Further grants have been sought. The community garden is in progress with a new hedgerow and saplings planted from the Woodland Trust. It can be accessed around the back. The benches and beds need to be refreshed. Music events continue and the duck race was held last year. More meetings are being held at the hall with birthday parties/events. The committee have received positive feedback from toilets and the window onto the back. The post office area will be reused. Future projects include the car park to be resurfaced and kerb fixed. A soakaway will be installed later in the year. Grants have been obtained to hold crafting sessions. Celebrations for the Commonwealth day has been held and an event regarding smart symptoms. Also a Flash village flag has been created and funded through a grant.

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

……Signed ……..Dated

Chairs Report 25_26

General:

The first year in my memory that we have had the full complement of seven councillors now we have Tracey on board. Thanks to Clare's hard work and we are almost completely compliant as shown in the recent audit.

Playing Field:
We now have the lease fully signed and registered at the Land Registry, which means we have the field for at least 25 years at the annual rent of £1, which won't be collected.
This year has seen the footpath and fence completed along with road and field gates. A little work to do it general maintenance on the fence and path itself still needed along with signage, but it is already suitable for public access.

Chris has done a great job with the new perimeter fence and thanks to him for all his efforts organising and doing the job itself, which saved the council a lot of money. There are still a few minor things to do with the rest of the perimeter fencing and walls, but nothing to stop it being used by the public. In the area which was the school 'nature area' some new fencing will be required to prevent stock entering from adjoining fields.

Thanks to Emma and Tracey for bringing their thoughts to how else we can use the field to benefit the community with playground equipment, dead hedges and other nature friendly ideas.
We got further funding (£250) from Callum Beswick our excellent District Councillor.
Thanks to Emma we got £500 from Connect Fibre
Now we need to make sure all people in the Parish know it is their field to use!

Website Migration:
Clare and I have worked with Steve Mansfield, a previous Parish Clerk who managed the hosting of our website to migrate it to a new hosting company (Hostinger) which is managed by us. We then changed the domain to the required quarnford-pc.gov.uk format… so we are now compliant. Again as we did this ourselves we saved some money.
Now we need to think of how we can improve the website, which we can talk about later.

Devolution:
I have attended multiple meetings and Emma also. The timetable is progressing but we still do not know the which of the proposed split of Staffordshire will form the individual areas. Whichever 'wins' I don't think anyone believes it will benefit the Moorlands.
One recent focus has been Neighbourhood Governance and making sure that it is Parish Councils take on this role as we understand the Neighbourhood… there is a document for us to fill in and send to relevant powers to confirm that is our wish… in AOB later.

Project Gigabit:
The post codes SK17 0SU and SK17 0SS are still showing on BDUK Project Gigabit Checker as in plan to be completed by 15-07-2026. Connect Fibre refuse to confirm this and no infrastructure has been put in place., do not reply to Emails and avoid taking calls to discuss the matter. I believe we are being taken for fools and all they are doing is using our area (and the connecting properties in Cheshire) as a placeholder for funding with no intention of completing the rollout to our post codes. I have written to Karen Bradley to ask if it is possible to get some clarity from BDUK and possibly the Minister at DSIT to get some confirmation as this is public money and we are entitled to know how this is being spent.

……Signed ……..Dated

The rest of the parish is shown as not currently ‘In Plan’ and we can address this when we have answers regarding the post codes in plan.

Litter picking:
Thanks to all who have done this.

Flash planters:
Thanks to Emma for maintaining these.

……Signed ……..Dated

QUARNFORD PARISH COUNCIL

MINUTES OF THE **FULL COUNCIL MEETING** of the Parish Council held at Flash Village Hall on Weds 20th May 2026 at 7.30pm

Present:

Chair: Mr Andy Thorogood (AT)
Parish Councillors: Mr Chris Candy (CC) Mrs E Chesters (EC), Mrs Tracey Robinson (TR) Mrs J McCulloch (JM), Mr G Tunnicliffe (GT)
No members of the public present
Clerk – Mrs C Withington (CW)

1.	**Election of Chair and Vice Chair (and to sign the Declaration of Acceptance of office)** **RESOLVED** that Andy Thorogood be appointed as Chair and Chris Candy as Vice Chair. The forms were signed at the meeting.	
2.	**To receive apologies –** Cllr Kelly	
3.	**To approve and sign the minutes of the last meeting on 7th January 2026** **RESOLVED** to sign the minutes as a true and accurate record. The minutes were signed by the Chair at the meeting. Action – to find out who owns the flagpole by the Village Hall. Noted Highways improvements are ongoing with gully cleaning and road sweeping. The 30 mph sign damaged has been reported and fly tipping cleared up.	**Clerk**
4.	**Declaration of Disclosable Pecuniary interest in any item on the agenda** *(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)* *CC – Payment schedule.* *AT – Payment schedule.*	
5.	**Public Participation:** None.	
6.	**Review of standing orders and financial regulations – See Appendix A** **RESOLVED** to approve.	
7.	**To approve the Data Protection Audit and Data Protection Policy – see Appendix A1** **RESOLVED** to approve. **To consider Assertion 10 requirements and approve action taken with regards to website domain transfer and accessibility statement issued – see Appendix A1** **RESOLVED** to approve.	
8.	**Accounts for the Year Ending March 2026** 1. To approve the Bank reconciliation Statement up to end March 2026 – **see below –** Non signatory cllr to sign bank statements at the meeting – **see Appendix B** The bank reconciliation was signed at the meeting by EC. 2. To approve the reserves allocated – see below- **Appendix B1** **RESOLVED** to approve. EC asked if it's possible for the PC to crowdfund. Clerk to ask SPCA for advice. 3. To note the outcome of the Internal Auditor's report in relation to the Accounts year ending 31 March 2026 (and any actions arising from 31 March 2025) – **see attached findings App B2 and B3**	**Clerk**

	The items picked up last year were reconsidered and it was agreed that almost all had been resolved with the exception of the previous accounts (which were not available to be posted on the website). This year items included initialling changes on payment authorisation, holding sufficient reserves and the bank reconciliation being included in the minutes. It was also noted that we were not able to achieve the assertion 10 IT requirements due to the website accessibility at that stage. This has since been resolved. 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 2026 and wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 – **see attached App B4** **RESOLVED** to approve and certify as above. 5. To confirm and sign that the assertions in **Section 1** Annual Governance Statement 2025/26 of the Annual Return are correct for year ending 2025/26 - (to be circulated in advance) – **see attached App B4** **RESOLVED** to approve and sign the section. 6. To approve and sign **Section 2** Accounting Statements 2024/25 of the Annual Return (to be circulated in advance) – **see attached App B4** **RESOLVED** to approve and sign the section. 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 –date of announcement will be **Monday 8th June posted and run from Tuesday 9th June to Friday 17th July 2026**	
9.	**Planning applications (Peak District National Park planning portal)** 1) None	
10.	**To approve the insurance renewal with Zurich at a cost of £194.45 (see Appendix C)** **RESOLVED** to approve the renewal.	**Clerk**
11.	**Inspection of Parish Assets – see Appendix D** Noticeboards and Playing fields inspections AT had inspected and the noticeboards are all ok. TR has inspected the playing field and will circulate the report. Staffordshire Moorland Defib – AED donate continue to cover this with monthly checks carried out by First Responders.	
12.	**Playing Field** 1. Fencing work and update An update was provided earlier in the meeting regarding the work required on the triangle where there is wet land. The fence posts need to be knocked down further. To be dealt with in the future as no immediate concern at present. 2. Monthly visual and Quarterly written Inspections and actions to be agreed – see **Appendix D1** Noted that TR has carried out the last inspection for May. 3. To consider joining the Staffs Playing Fields Association at a cost of £20 per year **RESOLVED** to approve. Clerk to ask about grants. 4. To purchase and install signs on the play area as previously discussed **RESOLVED** to approve and obtain 2 A3 signs to be placed in the play area gateway. One for welcome to the play area sign and one for rules. It was discussed that the field needed topping. EC to carry out risk assessment for the community day. **RESOLVED** that the wood is to be removed and the land to be topped. Community day to be held on Saturday 20th June 1pm to 3pm and if required Sunday 28th June – 1pm to 3pm. Fencing at bottom end to be carried out beforehand. Docks to be treated.	**Clerk**

	It was also agreed that a grant will be applied for to reinstatement the steps 1.2m width and longer to account for prams.	
13.	**Lengths man scheme – up to £400 for reimbursement for village appearance** **To consider projects (and if there is a scheme)** Noted that last year's payment has been chased and is due to be paid. The scheme has been confirmed for this year.	
14.	**LGR – Staffordshire Moorlands Borough Council update** Noted that there is no further update and we are awaiting outcome of the consultation. Neighbourhood Governance to be considered and motion to be discussed at the next meeting. All to take a look at the next meeting.	**Next meeting**
15.	**Public Footpaths and Highways issues – to be reported** Potholes to continue to be reported. The BOAT considered by the SCC Rights of Way panel outcome to be followed up.	**Clerk**
16.	**Correspondence – if any** A letter has been received from Karen Bradley MP regarding permitted development on the playing field.	
17.	**Finance (CC, AT, GT, JM) signatories:** To approve the donation of the rose queen costumes Section 137 funding - £150 – **RESOLVED** to approve. **RESOLVED** to approve £150 for the forthcoming Rose Queen event. To authorise payments as follows by cheque or Bacs – Initial stubs and authorisation sheet (Note AT and CC interest). **RESOLVED** to agree the payments as detailed.	

Chq no	Bacs no	Details	Total
	3	Quarnford Memorial Hall - Hall Hire April 25 additional payment missed	3.00
	3	Quarnford Village Hall Rose Queen costume donation	150.00
	3	Quarnford Village Hall hire May	18.00
	4	SRC contractors - planters Lengthsman TBC	0.00
	5	SPCA subs (inc discount agreed)	116.43
	6	SCC legal fees final registration play area	63.76
	7	A Thorogood Website hostinger annual cost	46.74
	8	Zurich insurance renewal	194.45
	9	Chris Candy Joinery Services Fencing Materials Pfield	445.00
	10	Black Rose Solutions Ltd Audit	126.00
	11	Staffs Playing Fields Assoc	20.00
	12	A Thorogood Post for lease doc	11.25
	13	S Mansfield Domain costs Nov to May 26	41.16

Receipts:
24 Apr 2026 £1,404.59 - Precept
27 Feb 2026 HMRC Vat Return £124.79
26 Feb 2026 SMDC £200 Grant
13 Feb 2026 Fibre Assets £500 Grant

Awaiting the SMDC Lengthsman funding for 25/26 £400 – chased several times

18.	**Next meeting (Aug, Nov, Feb, May)** To agree the date of the next meeting – Provisional 26th August at 7pm Flash Village.	

……Signed ……..Dated

End of Year Bank reconciliation

31/03/2026	QPC Bank Reconcillation	
Cashbook		
Inc uncashed Chqs (no 632 £100 and no 661 £62.40	**Bal b/f**	**5939.26**
	payments	-5825.17
	receipts	4141.57
	Bal c/f	**4255.66**
Bank accounts		
31.03.26	current	1903.74
31.03.26	reserve	2351.92
	Bal c/f	**4255.66**
Less unpresented chqs		0
Plus unpresented receipts		0
Adjusted bank balance	**Bal c/f**	**4255.66**