

QUARNFORD PARISH COUNCIL

Minutes of the Parish Council Meeting held Monday 7th October 2019

Quarnford memorial Hall at 7:30 pm;

Attendance Register - Present:

Chair	Parish Councillor Gary Wentworth
	Parish Councillor Karen Kidd
	Parish Councillor Chris Candy
	Parish Councillor Eddie Kidd
	Parish Councillor Geoff Tunnicliffe
	Parish Councillor Andy Thorogood
	Parish Councillor Dean Brockley sent apologies
Clerk	Stephen Mansfield
County and District Councillors attending	None
Members of the Public attending & speaking	No members of the public

Agenda item 1	Attendance Register, Apologies, Public Attendees
Minute 07/10/19/01	All Parish Councillors present were noted on the Attendance Register by the Clerk prior to the commencement of the meeting and apologies were accepted from Councillor Dean Brockley who was unable to attend.
Agenda item 2	Variation of Order of Business
Minute 07/10/19/02	None
Agenda item 3	Declarations of Member's Interests and requests for dispensations
Minute 07/10/19/03	There were no specific declarations of interest or requests for dispensations relating to items on the agenda.
Agenda item 4	Determination of Confidential Items
Minute 07/10/19/04	No members of the public were present so this item was automatically determined as; None.
Agenda item 5	Minutes of the previous meeting held 19th June 2019
Minute 07/10/19/05	The minutes for the previous meeting held on the 19 th June 2019 were reviewed by the Councillors and approved as a correct record of that meeting. Proposed Councillor Gary Wentworth, Seconded Councillor Karen Kidd and unanimously approved.
Agenda item 6	Matters arising from minutes of previous meeting.
Minute 07/10/19/06	6.1) Clerk has arranged flowers for previous Clerk, Janet Nash. Councillor Karen Kidd read out a thank you note from Janet to the meeting.

Agenda item 7	Public Speaking
Minute 07/10/19/07	7.1) None
Agenda item 8	Hear reports on Parish matters, Village Events and activities.
Minute 07/10/19/08	8.1) The Duck Race event raised £800 and the Safari Supper raised £525. 8.2) Race night is Friday 18th October. 8.3) Access to the playing field was again discussed. The Clerk reported on a very helpful meeting held at the Vicarage in Longnor that morning between the Vicar and the Clerk. The Vicar had provided the Clerk with a number of documents to enable the Parish Council to make the application for a Faculty to use the existing steps and footpath at the edge of St Paul's churchyard as access to the Playing Field. The clerk presented the documents to the Parish Council and remarked on the efforts made by the Diocesan staff, the PCC and Father John to assist. The Parish Council noted this and asked that the help given be acknowledged in the minutes and the people who had gone to so much trouble in preparing documents, should be thanked for that help. The documents from the Vicar, tabled at the meeting comprised; 8.3.1) A two page document of instructions to the Parish Council, prepared by the Archdeacon's secretary at the Diocesan office and Mrs Clulow at the PCC, explaining exactly what needed to be done to complete the application. (The Clerk was particularly grateful for this, as he could not have managed this work without it). 8.3.2.1) Form 1a (Rules 3.2 and 4.6) Standard Information (parish churches etc.). This form had been mostly completed and signed by Father John Baines and Clerk Stephen Mansfield at the Vicarage meeting and was finalised and signed off by the Chair, Councillor Gary Wentworth, with the unanimous approval of the civil parish council meeting under this minute reference. 8.3.2.2) Form 3a (Rule 4.3) Petition for Faculty. This form had been partly completed and signed by Father John Baines and Clerk Stephen Mansfield at the Vicarage meeting and was fully completed, finalised and signed off by the Chair, Councillor Gary Wentworth, with the unanimous approval of the civil parish council meeting under this minute reference. 8.3.3) A copy of the Parochial Church Council minutes of the meeting on 14/02/2019 in which the resolution to assist the Civil Parish Council in applying for a faculty to erect a fence to segregate the steps and path from the churchyard was minuted under "item 5 Playing Field". 8.3.4) Conveyance documents relating to the school and playing field and maps associated with that conveyance to assist in clarification of the route of the footpath and steps. 8.4) The Clerk was instructed to proceed with making the application for the Faculty to construct a fence alongside the existing steps in the Churchyard.
Agenda item 9	Reporting of Highway Defects & other Parish Matters
Minute 07/10/19/09	9.1) Some work was done on Knotbury Lane.

	9.2) Parking and fly-tipping still a problem. 9.3) Ditches and drainage still need work. 9.4) Some roadsides had been mowed.																																
Agenda item 10	Policies and Procedures.																																
Minute 07/10/19/10	10.1) The Parish Council approved the request by a Councillor that a letter to be sent to Karen Bradley MP giving backing to the initiative for provision of better broadband into the parish.																																
Agenda item 11	Planning																																
Minute 07/10/19/11	11.1) The following applications were tabled and discussed. NP/SM/0619/0635 Gradbach Scout Camp Old Hall Farm Gradbach Install two camping pods on a little used part of the site. The area is screened by a number of trees. 01 Jul 2019 It was noted that this application had already been approved by the Peak Park planning authority on 23 rd August 2019.																																
Agenda item 12	Chair's Announcements																																
Minute 07/10/19/12	12.1) none																																
Agenda item 13	Updates from the Clerk including Correspondence Received																																
Minute 07/10/19/13	13.1) Parish Councillors requested that the Clerk issue form for lengthsman work to Parish Councillors.																																
Agenda item 14	Finance																																
Minute 07/10/19/14	1) Current Account balance stands at £3297.40 on 8th August 2019, Business Reserve Account balance stands at £783.95 on 8th August 2019, 2) Cash Account Balance = £10.00 as a donation received to the Defibrillator fund. 3) The following expenditure was approved: Liabilities and other disbursements to be paid by cheque<table><tr><th>Chq No</th><th>Payee</th><th>Item</th><th>Amount</th></tr><tr><td>000555</td><td>Information Commissioner</td><td>Annual registration fee</td><td>£40.00</td></tr><tr><td>000556</td><td>HMRC</td><td>PAYE liability</td><td>£76.80</td></tr><tr><td>000557</td><td>Quarnford Memorial Hall</td><td>meeting - hire of hall</td><td>£12.00</td></tr><tr><td>000558</td><td>Clerk</td><td>Salary</td><td>£231.32</td></tr><tr><td>000559</td><td>FBC Manby Bowdler LLP</td><td>Faculty fee</td><td>£247.20</td></tr><tr><td>000560</td><td>Lichfield Diocese</td><td>Faculty fee</td><td>£49.00</td></tr><tr><td></td><td></td><td>Total Payments approved</td><td>£656.32</td></tr></table> Work done to be approved, signed off and paid None 4) The following income was reported by the Clerk No income reported at the meeting. Bank Statements subsequently show interest payments to date of meeting, totalling £0.26 pence.	Chq No	Payee	Item	Amount	000555	Information Commissioner	Annual registration fee	£40.00	000556	HMRC	PAYE liability	£76.80	000557	Quarnford Memorial Hall	meeting - hire of hall	£12.00	000558	Clerk	Salary	£231.32	000559	FBC Manby Bowdler LLP	Faculty fee	£247.20	000560	Lichfield Diocese	Faculty fee	£49.00			Total Payments approved	£656.32
Chq No	Payee	Item	Amount																														
000555	Information Commissioner	Annual registration fee	£40.00																														
000556	HMRC	PAYE liability	£76.80																														
000557	Quarnford Memorial Hall	meeting - hire of hall	£12.00																														
000558	Clerk	Salary	£231.32																														
000559	FBC Manby Bowdler LLP	Faculty fee	£247.20																														
000560	Lichfield Diocese	Faculty fee	£49.00																														
		Total Payments approved	£656.32																														

These minutes are draft until approved by the Parish Council.

	5) Accounts Reconciliation The Clerk presented documents to inform the meeting of the current position of accounts for the Parish Council.
Agenda item 15	Date and time of next meeting
Minute 07/10/19/15	The next meeting date was deferred until a response from the Diocesan Office has been received but will be in December 2019 at 7:30pm in the Quarnford Memorial Hall.
Agenda item 16	Any Other Business to be noted for inclusion in next agenda
Minute 07/10/19/16	None noted and the meeting was closed by the Chair at 9.10 pm