

**Fawfieldhead Parish Council**  
serving Fawfieldhead, Hulme End, Reapsmoor & Newtown  
These minutes are draft until approved by the Parish Council.

**Minutes of the Parish Council Meeting held Monday 4<sup>th</sup> September 2017**

**Present:** Parish Councillors , Donna Garnett (Chair) Dave Thacker (Vice-Chair), Harvey Mitchell, Barbara Simpson, Peter Scott, John Machin

S Mansfield (Clerk of Fawfieldhead Parish Council); No members of the Public

Agenda item 1	<b>Attendance Register, Apologies, Public Attendees</b>
<b>Minute</b> 04/09/17/01	All Parish Councillors signed the Attendance Register prior to the commencement of the meeting and the Chair opened the meeting at 7:30 pm.
Agenda item 2	<b>Variation of Order of Business</b>
<b>Minute</b> 04/09/17/02	none
Agenda item 3	<b>Declarations of Member's Interests</b>
<b>Minute</b> 04/09/17/03	There were no new declarations or requests for dispensations.
Agenda item 4	<b>Determination of Confidential Items</b>
<b>Minute</b> 04/09/17/04	This item was determined as "there are no confidential items on the agenda".
Agenda item 5	<b>Minutes of the meeting held on 3<sup>rd</sup> July 2017</b>
<b>Minute</b> 04/09/17/05	The minutes of the meeting held on 3 <sup>rd</sup> July 2017 were examined and confirmed as a correct record. Proposed Councillor Donna Garnett, seconded Councillor Barbara Simpson.
Agenda item 6	<b>Matters Arising</b>
<b>Minute</b> 04/09/17/06	Meetings will be held in future at 7.30pm, on the First Monday of every second Month.
Agenda item 7	<b>Public Speaking</b>
<b>Minute</b> 04/09/17/07	None
Agenda item 8	<b>Upgrade of Parish Rooms</b>
<b>Minute</b> 04/09/17/08	The Peak Park are applying for a grant to renovate the Parish Rooms including the provision of WC and kitchenette. Letters of support from residents and the parish Council had been sent to Tammy Shirley at the Peak Park. Cllr Scott noted that parish Halls are becoming a more popular venue for many community activities.
Agenda item 9	<b>Reporting of Highway Defects</b>
<b>Minute</b> 04/09/17/09	The Clerk is to contact SCC and express Thanks from the Parish Council for the work they have done recently on roads in the parish.
Agenda item 10	<b>Policies and Procedures.</b>
<b>Minute</b> 04/09/17/10	10.1) The clerk to send all documents to the professional archivists at Staffordshire Archives who are best trained and experienced to know which documents should be retained and which should be discarded. 10.2) All the forms and documents needed to update banking authorities have now been sent into NatWest Leek.
Agenda item 11	<b>Planning</b>

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<b>Minute</b> 04/09/17/11	Planning application for reworked design at Longnor Wood Holiday Park was considered and the Clerk was instructed to confirm the same response from the Parish Council as had been made on the original application.																
Agenda item 12	<b>Chairman's Announcements</b>																
<b>Minute</b> 04/09/17/12	None.																
Agenda item 13	<b>Updates from the Clerk including Correspondence Received</b>																
<b>Minute</b> 04/09/17/13	<p>13.1) The Clerk had received the key and a quotation from Mr Fletcher for work to be done on the noticeboard in the Hulme End phone kiosk and for re-varnishing of the Reapsmoor notice board. The Councillors requested, to comply with local government spending regulations, that two more quotations for each job be sought by the Clerk before the contract could be placed. The Clerk is to make a dimensioned drawing so that comparable quotations can be provided.</p> <p>13.2) The Parish Council are being requested to provide ongoing financial support for the Defibrillator installed at Hulme End shop. The Clerk was requested to find out what other forms of financial support are currently available to the Shop and First Responders for this purpose. Also to ascertain the running costs over the coming years.</p> <p>13.3 The Parish Council website should have a full list of Parish Councillors with contact details</p>																
Agenda item 14	<b>Finance</b>																
<b>Minute</b> 04/09/17/14	<p><b>Current Account balance stands at</b> £8,534.89 as at 31<sup>st</sup> August 2017, the latest date to which bank statements are available. The Clerk calculated that the bank balance should stand unchanged at £8,534.89 at the meeting date.</p> <p><b>The following expenditure was approved:</b>  <b>Direct Debits paid during July/August 2017</b>                  None</p> <p><b>Expenses already incurred and paid by cheque or cash on hand</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Payment of Insurance Premium – Zurich cheque 000393</td> <td style="text-align: right; width: 20%;">£257.60</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"><b>Work done and liabilities to be approved, signed off and paid</b></td> </tr> <tr> <td>Payment for Salary – SW Mansfield Clerk</td> <td style="text-align: right;">£303.42</td> </tr> <tr> <td>Payment for Expenses - S.W.Mansfield Clerk</td> <td style="text-align: right;">£57.10</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>£360.52</b></td> </tr> <tr> <td>Peak Park Parishes Forum annual subscription</td> <td style="text-align: right;">£12.00</td> </tr> <tr> <td>British Telecom -purchase of Newtown Telephone Kiosk</td> <td style="text-align: right;">£1.00</td> </tr> </table> <p>The above cheques were issued by the Clerk and signed by Councillors.</p> <p><b>The following income was reported by the Clerk - none</b></p>	Payment of Insurance Premium – Zurich cheque 000393	£257.60	 		<b>Work done and liabilities to be approved, signed off and paid</b>		Payment for Salary – SW Mansfield Clerk	£303.42	Payment for Expenses - S.W.Mansfield Clerk	£57.10	<b>Total</b>	<b>£360.52</b>	Peak Park Parishes Forum annual subscription	£12.00	British Telecom -purchase of Newtown Telephone Kiosk	£1.00
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Agenda item 15	<b>Date and time of next meeting</b>																
<b>Minute</b> 04/09/17/15	Next meeting agreed as Monday November 6th 2017 at 7:30pm in the Parish Rooms. The meeting was closed at 20:45 hours.																
Agenda item 16	<b>AOB to be included on the next agenda</b>																
<b>Minute</b> 04/09/17/16	None																