

**Minutes of the Meeting of Great Longstone Parish Council
held at 7.00pm on Wednesday 14th May 2025
in Great Longstone Village Hall DE45 1TB**

Present: Cllr Wendy Long (To end of Item 80/25) Cllr Andy Douglass, Cllr Stevie Hornsey, Cllr Phil Barrett and Cllr Jane Rigby.

In attendance: Simon Headington (Clerk), District Cllr H Froggatt to end of Item 88/25 and two allotment holders to the end of Item 88/25.

79/25 Apologies for absence from members.

Cllr C Briggs sent her apologies and her resignation from the Parish Council

80/25 Election of Chair

Cllr Wendy Long explained that she would be resigning from the Parish Council, immediately after this agenda item and the election of a new Chair.

Cllr Long remembered that she had served on the Council for 18 years since being elected in May 2007, and that this included 10 years as Chair. Cllr Long made a point of thanking all of the Councillors that she had served with and said how much she had enjoyed working with so many different people over the years. Although Cllr Long will no longer have a formal role with the Parish Council, she expressed a willingness to remain involved and supportive of the many activities being undertaken.

Cllr Douglass proposed Cllr Rigby as Chair. This was seconded by Cllr Barrett with all in favour.

Cllr Rigby then took over as Chair of the and Mrs Wendy Long joined the members of the public and remained until the end of Item 88/25.

81/25 Election of Vice Chair

After a short discussion it was proposed that, given that the Council now only has 5 members, not to elect a Vice-Chair at this stage. Agreed, all in favour.

82/25 Declarations of Acceptance of Office

The Chair, and those councillors who had not previously completed the forms, submitted their declarations of acceptance of office.

83/25 Declarations of disclosable pecuniary interest relating to items on the agenda. -
None

84/25 To Approve Minutes of the meetings of:

1. 12th March 2025 – Proposed by Cllr Douglass, seconded by Cllr Barrett. **Approved.**
2. 1st April 2025 - Proposed by Cllr Douglass, seconded by Cllr Hornsey. **Approved.**
3. 16th April 2025 - Proposed by Cllr Barrett, seconded by Cllr Douglass. **Approved.**

85/25 Suspension of Standing Orders to allow for public comments

An allotment holder, who with the support of his employer, had undertaken 30 additional soil

tests and a water test, for presence of three heavy metals, discussed the results with the Council.

The single test of the water supply showed no signs of concern with the levels for all three heavy metals being below those permitted in UK drinking water.

With the soil the results for Arsenic were within the permitted range with a mean of 15.9mg/kg and median of 15.5mg/kg. The accepted background level for the Peak District area average at 290mg/kg and guideline limit for allotments is 49mg/kg.

With Cadmium the results were slightly elevated with a mean of 4.5mg/kg and median of 4.2mg/kg. The background levels for the Peak District area are 2.9mg/kg and guideline limit for allotments is 3.9mg/kg.

The problem was with Lead. Previously a single test using soil from various parts of the allotments produced a (unverified) result of 3,089mg/kg.

The results of the new tests (2 samples were taken from each of the 15 allotment plots) gave results with a mean of 4,309mg/kg and median of 2,900mg/kg. The “background” level for the Peak District area is reported to be 2,400mg/kg and current guideline limit for allotments is 80mg/kg. The mean (or “average”) figure was elevated by 2 particularly high readings of 20,000mg/kg and 27,000mg/kg.

These results showed that the initial testing undertaken earlier in the year was not spurious and although the levels found were not significantly above those expected in areas of high mineralisation, which includes the Peak District, they are significantly higher than the UK Soil Guidance Values for allotments (80mg/kg).

What is not known is how “mobile” the lead is, basically if it is “bound” to the soil or if it is likely to be absorbed by crops. Testing for this is quite expensive, but it might be worth carrying out investigations, later in the year, to see if it can be established as to how much is being taken up into different types of crops.

Remedial action, if this route was selected, would involve the removal of the topsoil to an agreed depth, inserting a membrane over the whole site, and then importing “clean” topsoil. This exercise would be likely to cost “tens of thousands” of pounds and almost certainly not a realistic option for the Parish Council.

86/25 Standing Orders Resumed at 7:38pm

87/25 Discussion of Confidential Matters: (Public Bodies (Admission to Mtgs) Act 1960 S1(2)) Council decided that no items in this meeting needed to be discussed with the public excluded.

88/25 Allotments Update

It was proposed and agreed:

1. To authorise the payment of £167.71 plus VAT for the 1 water and 30 Soil tests carried out since the previous meeting.
2. That the allotments remain closed whilst these investigations continue. The clerk was instructed to update the warning signs on the two gates to the allotments.
3. That the Council find out what the cost would be to test crops grown in the allotments
4. The Clerk be instructed to write to the allotment holders with the details of these test results

5. The Clerk be instructed to write to the Environmental Health Department at DDDC to update them on the Council's investigations. Email to be copied to District Cllr Froggatt.
6. Clerk be instructed to contact the Public Health Department at DCC, for advice. Email to be copied to County Cllr Sutton.
7. The Council expressed their thanks for the ongoing help and support from the allotment holder who arranged the testing discussed above.

89/25 Appointment of any new committees.

It was proposed and agreed that a Staffing Committee be established and that the 4 members present would initially serve on it. The Clerk was instructed to prepare draft Terms of Reference for this new committee, which should be ready for adoption at the next meeting of the Council.

90/25 Review and adoption of updated standing orders

The updated standing orders, based on NALC 2025 model document, were discussed and **approved**, subject to removing all the words in "3i" after "A person shall raise their hand when requesting to speak." Clerk instructed to update the Council's website.

91/25 Review and adoption of updated financial regulations

The updated financial regulations, based on NALC 2025 model document, were discussed and **approved**. Clerk instructed to update the Council's website.

92/25 Review of representation with external bodies and arrangements for reporting back.

1. Great Longstone Village Hall ([Charity Number 1048410](#))

Following the resignation of Cllr W Long, The Council agreed that its two nominated representatives, on the Charity's board of Trustees, would now be Cllr P Barrett and Cllr S Hornsey. (Power under Item 3.1b of the Trust Deed dated 12th January 1995)

The Clerk was instructed to notify the Secretary to the Village Hall Charity of this change.

2. Longstone Area Sports and Recreation Association ([Charity Number 1209659](#))

Cllrs A Douglass and P Barrett agreed to continue as the Council's representatives and Trustees.

3. Holme Meal Trust ([Charity Number 256506](#)).

Former Councillors Wendy Long, Peter Thompson and Simon Headington were appointed as trustees of this Charity in July 2007. All were still in post and, prior to this meeting, had expressed their willingness to continue as Trustees. The Council agreed to invite them to remain in post.

The Clerk to send a copy of the 2024/25 Holme Meal charity accounts to Councillors.

93/25 Neighbourhood Plan Steering Committee

1. Update on progress with establishing a Steering Committee

Cllr Douglass reported that the initial meetings had gone well, and a Steering Committee established. The next meeting of the Steering Committee will be held on 4th June. Andy Nash, who was heavily involved in the production of the Bradwell Neighbourhood Plan, has agreed to attend the next meeting to share their experience.

2. Proposal to adopt the Terms of Reference for the Steering Committee

The Terms of Reference document was approved.

3. Nomination of representatives of the Parish Council to the Steering Committee

Cllrs A Douglass and P Barrett agreed to be the Parish Council's representatives on the Steering Committee.

94/25 Review of inventory of land and assets.

The Parish Council's principal assets include:

- Outrake Quarry (Field 7340) (1.34 acres)
- Field 6552 (0.57 acres)
- Guilders (Builders) Quarry
- Village Greens (Reg DY482175)
- West Green & Allotments (Reg DY318854)
- Recreation Ground (Reg DY461279)
- Tea Hut & Pavilion (Leased to LASRA)
- War Memorial (Grade II Listed Ref 1158480)
- Market Cross (Grade II Listed Ref 1334973)

The full list of assets is contained in the May 2025 version of the Asset Register. The Clerk was instructed to add the "bunting" and the two sets of Christmas Tree lights to the asset register.

95/25 Review and confirmation of arrangements for insurance cover in respect of all insured risks.

Insurance is due for renewal on 1st June 2025. The Council agreed to continue to use the cover provided by Zurich Insurance and the Clerk was instructed to renew the policy.

96/25 Review of the Council's and/or employee's memberships of other bodies.

1. Derbyshire Association of Local Councils (membership = £328.71 per annum)
2. Peak Park Parishes Forum (membership = £12.00 per annum)

Noted

97/25 Review the Council's complaints procedure

This was last reviewed in January 2025 (v1.1). It was agreed to readopt the policy as Version 1.2, dated 14 May 2025. Clerk instructed to update the Council's website.

98/25 Update Records Retention Policy

Council approved the change of retention period for Insurance Policy Details to "indefinite" as recommended in Internal Audit Report (see item **106/25**).

Clerk instructed to update the Council's website.

99/25 Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

Councillors discussed the pros and cons of switching to monthly meetings. It was agreed to stay with bi-monthly meetings, usually on the 2nd Wednesdays of January, March, May, July, September and November. Additional meetings will be arranged if required.

Given the amount of work currently being undertake it was agreed to schedule an additional meeting on 11th June 2025.

Dates for regular meetings were agreed for the next 12 months (See agenda item 112.1/25.)

It was agreed that the Annual Parish Meeting, run as a standalone event, was a success and that it should be run on similar lines in 2026. The Annual Parish Meeting for 2026 will be on Wed 29th Apr 2026.

100/25 Report from Proper Officer to the Council

1. Organised 2 extra-ordinary meetings of the Council and the Annual Parish Meeting.
2. Work connected with potential heavy metal contamination of the allotments.
3. Worked with Cllr Douglass on arrangements for Neighbourhood Plan meetings.
4. Confirmed participation in Public Rights of Way Minor Maintenance Agreement 25-26
5. Submitted application to Better Derbyshire Dales Fund for £1,950 for MUGA Project.
6. Worked on draft benches policy.
7. Outstanding/Ongoing tasks - Land registrations: Name/address changes with solicitor. Investigations relating to the Field and Quarry with Clerk.

101/25 Recreation Ground

1. Annual Inspection of Play and Exercise Equipment

The annual inspection was undertaken at the start of May by “Playsafe Ltd”. The report was discussed, and it was noted that there are no “Red” issues this year. It was noted that the advice included that ideally information boards should be fitted to each piece of adult fitness equipment. It was agreed to review this again at a future date.

2. Tennis Court Resurfacing Project

Applications to National Lottery and Sports England have been unsuccessful, though Wendy had resubmitted the Sports England application earlier in the week The back-up plan is for GLPC and Little Longstone Parish Meeting to each pay £6,000 from their reserves, leaving the balance of £5,350 to find through community fundraising efforts, though this will initially have to be covered by the Parish Council. An application for £1,995 (to cover the painting/colouring) elements of the costs has been submitted to the Better Derbyshire Dales Fund.

It was noted that the Clerk and Cllr Douglass will have a site meeting with contractor on Frida 16th May. Ideally the work will be completed before the LASRA Sport Day during Village Week (Sun 13th July) but this will depend on the contractor’s work schedules.

3. Rules for safe use of the Recreation Ground

There appear to be a number of unwritten rules relating to the recreation ground, but nothing documented. The idea is that to formalise “rules” that already exist such as prohibitions on golf and archery.

Proposal: That the Clerk be instructed to draw up, in consultation with LASRA, a recommended set of rules for the use of the recreation ground. **Approved**

102/25 Longstone Village Week Update (12th to 20th July 2025)

A range of events have been organised. The main ones in Great Longstone are the PCC Open Gardens on 12th/13th and the LASRA Sports Day on 13th, along with some weekday evening events and cricket matches. A number of events are also being organised in Little Longstone.

It was agreed to discuss this in more detail at the June meeting.

103/25 Planning Applications (Right of notification - Town and Country Planning Act 1990, Sch 1 Para 8)

1. Recent – for information

- a. NP/DDD/0325/0219 – Alterations and Side Extension, 22 The Meadows, Grisedale Road West – **Granted**
- b. NP/DDD/0325/0194 – S.73 application for the removal of condition 2 on NP/DDD/0197/002 – 1 Glebe Court, Glebe Road, Great Longstone – **Awaiting Decision**

2. New, for consideration in meeting – None

3. Enforcement Notices

- a. ENF: 24/0143 – “Breach of Condition” of Condition 20 of planning permission NP/DDD/0805/0818. PDNPA currently have nothing to report other than the deadline for compliance is now set as being 30th June 2025.

103/25 Community Right to Bid (Localism Act 2011 Ch3 S87)

Cllr Douglass discussed the recent issues with the old infant school building and that this might have been easier to deal with if it had been listed as a “Community Asset”. He presented a table showing various buildings in the parish that could possibly fall under this legislation. It was explained that the legislation just puts in a “pause” in the process so if the owner wishes to sell the building for an alternative use that the community is given a 6-month window to bid.

It was agreed that this should be taken forward as part of the Neighbourhood Plan review.

104/25 Community Engagement through Email

Proposal: To sign the Parish Council up to the Zoho “Campaigns” email module, through our current IT suppliers Parish Online, at a cost of £28/year. **Approved**

105/25 Training for Councillors and Staff

1. Cllr Hornsey attended the DALC Councillor Essentials course.
2. Clerk to send Cllr Rigby dates for DALC “Chair Skills” course.

106/25 Report of Internal Auditor

The following is an extract from the full Report, which was distributed as Appendix F with the meeting agenda.

Item	Suggested Action	Priority
Acceptance of office forms	Ensure all Councillors sign the acceptance of office forms after election, and the Chair and Vice-Chair sign the forms annual after election at the May meeting.	High
Standing Orders	Recommend that the Council adopt the latest version of Standing Orders (after being suitably edited to meet the needs of the Council)	Medium

Insurance Records	Recommend that basic insurance records are kept in perpetuity i.e. Name of Insurance company, Policy Number and Year of Insurance	Medium
Continuity of Council Business	Council consider how they would continue business should the clerk suddenly be unavailable, i.e. access to records & information	Medium
HR Policies	The current clerk is carrying out the work on a voluntary basis; having been a councillor in the last 12 months. If the Council goes on to appoint a paid clerk, they should implement the relevant HR policies.	High

It was noted that the first three items have been covered already in this meeting and that the final item will be dealt with by the new Staffing Committee. Continuity of Council Business will be reviewed along with other staff related issues.

107/25 Approve Annual Return

1. The Annual Governance Statement for 2024/25 was approved by the Council and signed by the Chair and the Clerk.
2. The Accounting Statement for 2024/25 was approved by the Council and signed by the Chair.

The Clerk was instructed to ensure that the Annual Return was submitted by the due date and for the public right to inspect the accounts to be advertised as required.

108/25 Financial Matters

1. Year End Reserves 2024/25

It was noted that the Council had the following reserves as 31ST March 2025

Election Reserve	£450.00
Village Hall Repairs Reserve	£1,500.00
Tennis Court Resurfacing Reserve	£6,000.00
Playground Equipment Reserve	£400.00
Holme Meal Charity Funds	£215.35
General Fund	£13,310.49
Total at Year End 31 March 2025	£21,875.84

2. Transfers of Reserves

1. The £400 in the “Playground Equipment Reserve” was for the Birds Nest Swing purchased in April 2025. Propose that this Reserve to be moved to General Fund.
Approved
2. The £6,000 Tennis Court Resurfacing Reserve will be needed to pay the contractors bill in June. Proposed that this Reserve to be moved to General Fund once the invoice comes due. **Approved**

3. Bank reconciliations – as at 30th April 2025.

Total cash available £41,989.94. Balances checked by Cllr Hornsey against bank statements.

4. Budget review

The budget document was reviewed. The Clerk was instructed to provide access to the Council's new finance system to Cllrs Rigby and Hornsey.

5. Account Signatories

Cllr Stevie Hornsey still to be added to Unity Account

Propose that Cllr Wendy Long be removed from all accounts. **Approved**

6. Income since March meeting

In Financial Year ending 31st March 2025

- Agricultural Rents £230.42 (25th March)
- VAT Refund £1,243.26 (28th March)
- Quarry Licence Fees £233.69 (various in March)
- Bank Interest £15.75 (31st March)

In Financial Year ending 31st April 2025

- Quarry Licence Fee £39.35 (2nd April)
- Holme Meal Charity Income £23.72 (22nd April)
- Precept £22,880 (25th April)
- Bank Interest £14.94 (30th April)

7. To accept and approve new payments:

No	Item	Supplier	Net	VAT	Total	Power
1	Churchyard Maintenance (April)	Will Bradley	£200.00	£0.00	£200.00	
2	Internal Audit Fee	DALC	£260.00	£0.00	£260.00	
3	Recreation Ground Maintenance July to Sept 2025	LASRA	£1,000.00	£0.00	£1,000.00	
4	Bank Charges April & May 2025	Unity Trust Bank	£6.00	£0.00	£6.00	(per month)
5	Credit Card Fees April & May 2025	Lloyds Bank	£3.00	£0.00	£3.00	(per month)
6	Annual Insurance	Zurich Insurance	£695.00	£0.00	£695.00	
7	Annual Inspection of Play Equipment	Playsafety Ltd	£176.00	£35.20	£211.20	
8	MUGA Resurfacing	Sports Surfacing Solutions	£17,350.00	£3,470.00	£20,820.00	

Items 1,2 & 4-7 were approved. Item 3 and 8 was deferred until the next meeting.

109/25 Items of Correspondence

1. Request from family of a former resident for a plaque on a bench (email 30/03/25).

Pending the approval of a policy on benches the Clerk was instructed to consult with the former Chair for recommendations.

2. Email from DDC about Locality Funding available. Closing date 6th June 2025 (email 30/4/2025)

110/25 Items of Late Correspondence

1. Cllr Briggs – Resignation from Gt Longstone Parish Council
2. Derbyshire Fire & Rescue – Survey for Community Risk Plan
3. Action Challenge – Sponsored Walk, through village on 28th June

111/25 Items from Councillors for information: (Note that anything that requires a decision to be made must go onto the agenda of a future meeting for discussion and agreement)

112/25 To note forthcoming meetings

1. Dates of future Parish Council meetings:

- Wed 11th Jun 2025
- Wed 9th Jul 2025
- Wed 10th Sep 2025
- Wed 12th Nov 2025
- Wed 14th Jan 2026
- Wed 11th Mar 2026
- Wed 13th May 2026

2. Date of Annual Parish Meeting – 29th April 2026

3. Date of next Neighbourhood Plan Steering Committee Meeting – 4th June 2025

The Chair closed the meeting at 9.30pm