

Thursday 7th May 2026

To All Members of the Parish Council

You are hereby summoned to attend the Annual Meeting of Great Longstone Parish Council which will be held on **Wednesday 13th May 2026** in the Village Hall, Church Lane, Great Longstone DE45 1TB, commencing at **7.00pm**, for the purpose of transacting the following business.

Members of the public are welcome to attend.

Yours faithfully

Simon Headington

Simon Headington
Clerk, Great Longstone Parish Council
clerk@greatlongstone-pc.gov.uk
www.greatlongstone-pc.gov.uk

Agenda

- 1. Election of the Chair**
- 2. Election of Vice Chair**
- 3. Delivery of declarations of acceptance of office**, if any changes have been made.
- 4. Apologies for absence from members.**
- 5. Declarations of disclosable pecuniary interest relating to items on the agenda.**
- 6. To Approve Minutes of the meeting of 11th March 2026**
- 7. Public Participation Session:** In accordance with Standing Order 3(e), the Council will allow a period of up to 15 minutes for members of the public to make representations, answer questions, and give evidence in respect of any item of business included on the agenda or other parish matters.
- 8. Discussion of Confidential Matters:** (Public Bodies (Admission to Meetings) Act 1960 S1(2)) - To determine which items, if any, from the agenda should be taken with the public excluded. If the Parish Council decides to exclude the public, it will be necessary to pass a resolution in the following terms: "to consider a resolution under the above act to exclude members of the press and public in order to discuss item number ..." This item will then be discussed with press and public excluded.
- 9. Appointment committees**, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - 9.1 Staffing Committee** – [Terms of reference](#)

9.2 Any new committees to be proposed.

10. Review and readoption of Standing Orders - <https://greatlongstone-pc.gov.uk/standing-orders/>

11. Review and readoption of Financial Regulations - <https://greatlongstone-pc.gov.uk/financial-regulations/>

12. Review and readoption of Publication Scheme - <https://greatlongstone-pc.gov.uk/publication-scheme/>

13. Review and readoption of Code of Conduct - <https://greatlongstone-pc.gov.uk/councillor-code-of-conduct/>

14. Review of representation with external bodies and arrangements for reporting back

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

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

14.3 Holme Meal Trust ([Charity Number 256506](#))

15. Review of inventory of land and assets

15.1 Principle Assets include:

15.1.1 Outrake Quarry (Field 7340) (1.34 acres)

15.1.2 Field 6552 (0.57 acres)

15.1.3 Guilders (Builders) Quarry

15.1.4 Village Greens (Reg DY482175)

15.1.5 West Green & Allotments (Reg DY318854)

15.1.6 Recreation Ground (Reg DY461279)

15.1.7 Tea Hut & Pavilion (Lie within Reg DY461279 and leased to LASRA)

15.1.8 War Memorial ([Grade II Listed Ref 1158480](#))

15.1.9 Market Cross ([Grade II Listed Ref 1334973](#))

15.2 Full List in [Asset Register](#) to be reviewed in the meeting. (See:

<https://greatlongstone-pc.gov.uk/asset-register/>)

16. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

16.1 Insurance is due for renewal on 1st June 2027. Recommend that the Council remain with Zurich Insurance, which includes £12,000,000 Public Liability and £10,000,000 Employers Liability. Premium has remained unchanged at £695, inclusive of £74.47 Insurance Premium Tax.

16.2 Obtaining accurate insurance valuations for War Memorial and Market Cross.

17. Review and approval of the Council's and/or employee's memberships of other bodies.

17.1 Derbyshire Association of Local Councils (membership = £351 per annum)

17.2 Society of Local Government Clerks (membership = £158 per annum)

17.3 Peak Park Parishes Forum (membership = £12 per annum)

18. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead. Pattern below is based on the 2nd Wednesday of every second month.

Date	Comments
Wed 8 th July 2026	
Wed 9 th September 2026	
Wed 11 th November 2026	
Wed 13 th January 2027	
Wed 10 th March 2027	
Wed 12 th May 2027	Annual Meeting of the Council. To note elections scheduled for Thursday 6 th May.

19. Report from Proper Officer to the Council

19.1 Finance and Administration

- 19.1.1 Set up and obtained authorisation for salary payments and HMRC payroll tax payments, including establishing HMRC as a new payee
- 19.1.2 Submitted the year-end HMRC return for 2025/26
- 19.1.3 Prepared year-end figures and earmarked reserves summary for the Council
- 19.1.4 Supported the internal audit process — documents submitted and report received
- 19.1.5 Opened the new Unity Trust savings account and arranged transfer of funds to earn interest
- 19.1.6 Progressed closure of RBS accounts after 131-year banking relationship

19.2 Planning and Housing

- 19.2.1 Monitored and reported on planning applications.
- 19.2.2 Hosted the Housing Needs site walk-around on 6th May with DDDC, PDNPA and Peak District Rural Housing Association
- 19.2.3 Received and reported the PDNPA Settlement Character Analysis, including identifying factual inaccuracies in the report relating to Great Longstone

19.3 Community and Events

- 19.3.1 Organised and administered the Annual Parish Meeting on 29th April
- 19.3.2 Supported the Churchyard Project - grant received, materials ordered
- 19.3.3 Reported and followed up on highways issues including potholes, blocked gulleys and Moor Road verges
- 19.3.4 Received and reported the Mini Switzerland transport proposal and subsequent £6m government funding confirmation

19.4 Governance

- 19.4.1 Prepared Allotments Policy and updated Tenancy Agreement for councillor and allotment holder review
- 19.4.2 Prepared Village Hall paper for May meeting
- 19.4.3 Arranged Council insurance renewal and flagged question about reinstatement values for listed monuments

20. Allotments:

- 20.1** Approve allotments policy - <https://greatlongstone-pc.gov.uk/allotments-policy/>

20.2 Approve updated allotments tenancy agreement - <https://greatlongstone-pc.gov.uk/allotment-tenancy-agreement/>

21. Neighbourhood Plan Steering Committee Report – Report from Cllr Douglass

22. Housing Needs Survey – Update after meeting on 6th May

23. Village Green – Confirmation that the Cherry Tree on “Letter Box/Long Green” has been cut back by approximately 30%, particularly to reduce pressure on a tension crack on one limb. To note that permission has been granted by PDNP (Ref: [NP/TCA/0326/0293](#))

24. Closed Churchyard – Progress with Conservation Project

24.1 Confirmation of receipt of grant and spending to date. Balance to be kept in a dedicated reserve.

25. Village Hall and the Council’s responsibilities. - A background paper prepared by the Clerk, 'The Village Hall: The Council's Legal Obligations' (Appendix A), is attached for members' consideration ahead of this item.

25.1 Rewiring of the Village Hall. It is noted that this work has been completed by the Village Hall Committee’s contractor.

25.2 Proposals, that the Council:

25.2.1 Notes the distinction between its role as Custodian Trustee of the Village Hall charity and its separate Clause 13 duties under the 1995 Conveyance and Trust Deed.

25.2.2 Notes that the annual review required by Clause 13.3 of the Deed has not previously taken place and resolves to establish a review process.

25.2.3 Instructs the Clerk to write to the Village Hall Management Committee to propose a joint Clause 13.3 review meeting in September or October 2026, with an agenda covering maintenance responsibilities, a five-year rolling maintenance programme, the Council's budgeting cycle, insurance arrangements, completion certificates for recent works including the electrical upgrade, and mutual notification of significant grants and works.

25.2.4 Instructs the Clerk to progress quotes for the window re-staining and window replacement, subject to confirmation of any planning requirements.

25.2.5 Instructs the Clerk to establish the current insurance position and report back to the Council.

26. Recreation Ground –

26.1 Playground Inspection by RoSPA Play Safety Team booked for May. Clerk to share report and pay invoice on receipt.

26.2 Tennis Court – Terms and Conditions of Use. Updated to make it clear that bookings must be made at least 48 hours in advance.

26.3 Football goal mouths – to discuss work required and to agree on how to move this forward.

26.4 Pétanque – The LASRA Committee wish to look at the feasibility of installing a Pétanque court (standard size - 15 metres long × 4 metres wide) on the recreation ground. The LASRA Committee is requesting permission in principle, for this proposal, subject to more detailed investigations.

- 26.5 Recreation Ground Buildings** – Dry Rot in Tea Hut and Pavilion not suitable for simultaneous mixed gender use. To discuss options and potential approaches to seeking a resolution to these issues.
- 26.6** To discuss if an Annual Review meeting, conducted jointly with LASRA, is required.
- 27. Old Infant School Building:** - To note that an interested party is looking to open a Children’s Nursery in this building, subject to planning and OFSTED approval.
- 28. Highways:**
- 28.1** DCC – blocked drains on Church Lane and unnamed road before Longstone Hole Bridge - No progress
- 28.2** DCC – complaints from residents about the poor quality of the resurfacing work carried out in the residential areas to the south of Main Street.
- 28.3** Moor Road – Road Closure Order 6:30pm to 10:30pm on 17 June 2026 for the Longstone Edge Hill Climb Cycle event.
- 28.4** Camper Vans on Moor Road – update from Clerk.
- 29. Village Week 2026** – Sat 11th to Sun 19th July 2026 – Update from the Clerk
- 29.1** Review draft programme
- 29.2** Approval of expenditure on putting up the bunting
- 29.3** Scarecrow Competition – request that GLPC provide prize/prizes for the competition and to help find judges.
- 30. Annual Parish Meeting (29th April 2026)** – Review event, discuss any action points raised and set a date for the 2027 meeting (proposed for 28th April 2027).
- 31. Community Communications**
- 31.1 Under the Edge** – A request for a grant has been received from the managing committee of “Under the Edge”.
- 31.2 WhatsApp** – A new Longstone Community group has been launched
- 31.3 Facebook/Instagram** – The Longstone Facebook group now has 991 followers. An Instagram feed is to be launched shortly.
- 31.4 Newsletter Mailing list** – This now has 150 members.
- 32. Planning Applications**
- 32.1 Recent – Decided/Withdrawn:**
- 32.1.1 [NP/DDD/0326/0237](#) – **22 The Meadows**, Grisedale Road West - Alterations and rear extension – Approved
- 32.1.2 [NP/DDD/0126/0096](#) - **26 The Meadows**, Grisedale Road West, Great Longstone - Approved
- 32.2 Recent – No decision made yet by PDNP:**
- 32.2.1 [NP/DDD/0725/0657](#) & [NP/DDD/0725/0658](#) at **Longstone Hall** (multiple changes).
- 32.3 New, for consideration in meeting:**
- 32.3.1 None.
- 32.4 Late Submissions after agenda published:**

33. Report from the Internal Auditor for Apr 2025 to March 2026: To accept the internal audit report. (Appendix B)

34. Annual Governance and Audit Review (AGAR) for 2025/26

34.1 To review, approve and sign Section 1 – Annual Governance Statement

34.2 To review, approve and sign Section 2 – Accounting Statements

34.3 To approve dates of the period for the rights of public access (3rd June to 14th July 2026).

35. Staff Administration

35.1 Year End HMRC Obligations: Clerk confirmed that year-end submissions to HMRC have been completed.

35.2 Pension Automatic Enrolment: To instruct the Clerk to notify the Pensions Regulator that the Council does not employ any staff who earn above the minimum threshold (£833 per month).

35.3 Local government clerks pay award for 2025/26. Pay offer of 3.3% has been tabled by the National Employers.

35.4 Certificate in Local Government Administration (CiLCA): To note that the Clerk has successfully completed the CiLCA course.

35.4.1 Proposed that the Clerk’s salary be moved from SCP 7 (on range SCP7-12) to SCP13 (on range 13-17) as agreed by Staffing Committee in January.

35.4.2 Following the 2027 Parish Council elections the Council will be able to adopt the “General Power of Competence”, if at least 6 people are elected as Councillors.

36. Finance

36.1 Year End position 31st March 2026 – Total available £30,531.01, inclusive of earmarked reserves.

36.2 To approve position regarding earmarked reserves at year end.

Earmarked Reserve	Amount
Election Reserve	£450.00
Village Hall Repairs Reserve	£2,700.00
Tennis Court Resurfacing Reserve	£2,686.00
Playground Equipment & Repairs	£850.00
Holme Meal Charity Funds	£326.05
Community Nature Fund	£590.00
Office Equipment	£750.00
Little Longstone PM - Recreation Ground Reserve	£804.00
Total earmarked Reserves as at 31 Mar 2026	£9,156.05

36.3 To note income received since last meeting:

36.3.1 Quarry and agricultural rents: £286.07.

36.3.2 Grant from PDNP Foundation: £590 (Churchyard Project).

36.3.3 Refund, from PDNP, expenditure on Neighbourhood Plan: £187.91.

36.3.4 Precept for 2026/27: £23,835

36.3.5 Bank Interest - £11.90 + **TBC**

36.3.6 Charity payments (belonging to Holme Meal Trust) - TBC

36.4 Bank reconciliations – as of 30th April 2026.

Balances to be checked by a councillor against bank statements.

Note: the RBS statement for April was not received prior to the agenda being issued; the full reconciliation will be tabled at the meeting.

36.5 Update on application to Unity Trust savings account

36.5.1 The new savings account has now been opened.

36.5.2 Propose giving a mandate to allow the Clerk to move funds between the Unity Accounts to maximise interest that can be earned.

36.6 Proposal to close the Royal Bank of Scotland bank accounts.

The Parish Council bank account was opened with the Bakewell branch of Sheffield & Rotherham Joint Stock Banking Co Ltd in January 1895. This branch was taken over by William Deacon's Bank in 1907, which in turn was taken over by the Royal Bank of Scotland in 1970. The Council's bank account remained with the same branch until it was closed in 2018. After this a service was provided from the Bakewell branch of the NatWest, until this was closed on 22nd February 2024.

With no local banking facilities available the Council has been moving its accounts to specialist online provider Unity Trust Bank.

It is proposed that, after a banking relationship lasting 131 years, that the Clerk be instructed to close the Council's Royal Bank of Scotland accounts.

- **To approve payments made since last meeting:**

No	Item	Supplier	Net	VAT	Total	Notes
1.	Closed Churchyard	Will Brindley	£200.00	£0.00	£200.00	March '26
2.	Cherry Tree – Village Green	Leefy Tree and Woodland Services	£450.00	£0.00	£450.00	
3.	Wildflower Seeds	Landlife Wildflowers Nursery	£102.49	£20.50	£122.99	Churchyard
4.	Bluebell Bubs	Wildflower Nurseries	£57.95	£0.00	£57.95	Churchyard
5.	Woodchipper	Mammoth Tool Hire	£174.80	£34.10	£208.90	Churchyard
6.	Recreation Ground	LASRA	£1,038.00	£0.00	£1038.00	
7.	Salary April	Clerk	Xxx	-	Xxx	
8.	Payroll Taxes	HMRC	Xxx	-	Xxx	April '26
9.	Closed Churchyard	Will Brindley	£200.00	£0.00	£200.00	April '26

- **To accept and approve new payments:**

No	Item	Supplier	Net	VAT	Total	Notes
1.	Salary May & June	Clerk	Xxx	-	Xxx	
2.	Payroll Taxes	HMRC	Xxx	-	Xxx	May & June
3.	Membership	PPPF	£12.00	£0.00	£12.00	2026/27

4.	Bank Charges (May & Jun 2026)	Unity Trust Bank	£7.00	£0.00	£7.00	
5.	Credit Card Fees (May & Jun 2026)	Lloyds Bank	£3.00	£0.00	£3.00	
6.	Finance System (Jun & Jul 26)	Starboard Systems	£31.00	£6.20	£37.20	
7.	Council Insurance	Zurich	£695.00	£0.00	£695.00	
8.	Internal Audit	DALC	£333.00	£0.00	£333.00	
9.	Stationery	Amazon	£16.66	£3.33	£19.99	
10.	Playground Inspection	PlaySafety	£182.00	£36.40	£208.60	(2x£83 + 4x£4)
11.	Equipment Locker for Tennis Court	David Longden	£600.00	£0.00	£600.00	

37. Items of Correspondence

16th March – DDDC: Local plan updates

20th March – DDDC: Confirmation that re-imbursed expenditure is only for grounds maintenance (i.e. mowing and strimming). This implies that DDDC remain responsible for other expenses (i.e. trees, walls and footpaths).

21st March – Sports England: Annual Site Audit due

24th March – PKF LittleJohn: Notification of annual audit requirements

24th March – DDC: Temporary road closure, Moor Road 17 June 6:30pm to 10:00pm

24th March - Resident: Complaint about state of Glebe Avenue following resurfacing.

25th March - Resident: Complaint about state of Grisedale Rd E following resurfacing.

27th March – DDDC: Arrangements for “Walk around” for local needs housing review.

30th March – Leefy Tree & Woodland Services: Confirmation that permission had been granted by PDNP for work on Cherry tree on Village Green

31st Mar – Severn Trent: Hathersage to Worksop water pipeline.

1st April – PDNP: Local Plan, advance notice that next consultation will take place between 20th July & 11th September 2026.

4th April - Notification from a resident about spraying on the village green.

6th April – Zurich Insurance: Notification of policy renewal being due 1st June

7th April – FOLS: Village Week and Scarecrow competition

8th April – Derbyshire Police: Bakewell team quarterly priorities

9th April – Internal Auditor: Preparation for Audit

9th April – Resident: request to go onto Allotments waiting list

10th April – Update on possible new nursery in the village

10th April – Allotment holder: requesting permission for two small fruit trees

14th April – Holme Meal Charity trustees about moving bank accounts

16th April – Resident with respect to Moor Road verges

16th April – Cllr Sutton – Moor Road verges & DCC contract re-broadband.

17th April – Mark Knight – to publicise that help needed at lunchtimes at school

21st April – Unity Trust bank about new savings account

22nd April – SaferPlay Inspection portal

23rd April – DDDC: Notice of next steps regarding DDDC Local Plan

27th April – Notice of completion of internal Audit

27th April – Multiple emails of apologies regarding Annual Parish Meeting

27th April – Past resident with information about Moor Road laybys.

28th April - The National Allotment Society – Survey
30th April – FOLS: re sponsoring prizes for Scarecrow Competition
30th April – Police: Bakewell Safer Neighbourhood Newsletter
30th April – PDNP: Answer to a question about valuing memorials
30th April – DCC: Answer to a question about laybys on Moor Road
1st May – UTE: Request for financial support
5th May – DCC: Public Rights of Way Minor Maintenance Agreement 2026-27

38. Items of Late Correspondence

To be confirmed

39. 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)

40. To note forthcoming meetings

1. Dates of future Parish Council meetings:

- Wed 8th July 2026
- Wed 9th September 2026
- Wed 11th November 2026
- Wed 13th January 2027
- Wed 10th March 2027
- Wed 12th May 2027

2. Date of 2027 Annual Parish Meeting– 28th April 2027 @7pm