

## Minutes of the Meeting of Great Longstone Parish Council

held at 7.00pm on Wednesday 13<sup>th</sup> May 2026

in Great Longstone Village Hall, DE45 1TB

**Present:** Cllr J Rigby (Chair), Cllr A Douglass, Cllr S Hornsey

**In attendance:** Simon Headington (Clerk)

**56/26 Election of the Chair.** Cllr Rigby was proposed by Cllr Douglass and seconded by Cllr Hornsey. All were in favour and Cllr Rigby was elected as Chair of the Parish Council.

**57/26 Election of Vice Chair.** It was proposed and agreed not elect a Vice Chair.

**58/26 Delivery of declarations of acceptance of office.** Form completed by Cllr Rigby.

**59/26 Apologies for absence from members.** Cllr J Cox, Cllr P Barrett,

**60/26 Declarations of disclosable pecuniary interest relating to items on the agenda.**  
None

**61/26 To approve minutes of the meeting held on 11<sup>th</sup> March 2026.** Approved

**62/26 Public Comments.** No members of the public were in attendance.

**63/26 Discussion of Confidential Matters:** (Public Bodies (Admission to Meetings) Act 1960 S1(2)) - Council decided that no items in this meeting needed to be discussed with the public excluded.

**64/26 Appointment of committees.** It was agreed to reappoint the Staffing Committee with the same terms of reference and with Cllrs Rigby, Douglass, Barrett and Hornsey as members. No other committees were proposed.

**65/26 Review and readoption of Standing Orders** - <https://greatlongstone-pc.gov.uk/standing-orders/>. The Standing Orders were re-adopted.

**66/26 Review and readoption of Financial Regulations** - <https://greatlongstone-pc.gov.uk/financial-regulations/>. The Financial Regulations were re-adopted.

**67/26 Review and readoption of Publication Scheme** - <https://greatlongstone-pc.gov.uk/publication-scheme/>. The Publication Scheme was re-adopted.

**68/26 Review and readoption of Code of Conduct** - <https://greatlongstone-pc.gov.uk/councillor-code-of-conduct/>. The Code of Conduct was re-adopted.

**69/26 Review of representation with external bodies and arrangements for reporting back**

1. Great Longstone Village Hall ([Charity Number 1048410](#)) – Cllrs Barrett and Hornsey
2. Longstone Area Sports and Recreation Association ([Charity Number 1209659](#)) – Cllrs Barrett and Douglass
3. Holme Meal Trust ([Charity Number 256506](#)) – Simon Headington, Wendy Long and Peter Thompson.

Members expressed concern that communications between these bodies and the Council was “too ad hoc” and that in future requests that important information must be sent in writing though the Clerk.

## **70/26 Review of inventory of land and other assets**

It was noted that the Council's Principal Assets include:

1. Outrake Quarry (Field 7340) (1.34 acres)
2. Field 6552 (0.57 acres)
3. Guilders (Builders) Quarry
4. Village Greens (Reg DY482175)
5. West Green & Allotments (Reg DY318854)
6. Recreation Ground (Reg DY461279)
7. Tea Hut & Pavilion (Lie within Reg DY461279 and leased to LASRA)
8. War Memorial ([Grade II Listed Ref 1158480](#))
9. Market Cross ([Grade II Listed Ref 1334973](#))

The full List in [Asset Register](#) was reviewed in the meeting.

## **71/26 Review and confirmation of arrangements for insurance cover in respect of all insured risks.**

1. The Council's Insurance is due for renewal on 1st June 2027, and members approved the Clerk's recommendation that they remain with Zurich Insurance. The premium has remained unchanged at £695, inclusive of £74.47 Insurance Premium Tax and the Clerk was instructed to pay the premium.
2. The Clerk was instructed to investigate the feasibility of obtaining insurance valuations for the War Memorial and Market Cross.

## **72/26 Review and approval of the Council's and/or employee's memberships of other bodies.**

1. Derbyshire Association of Local Councils (membership = £351 per annum)
2. Society of Local Government Clerks (membership = £158 per annum)
3. Peak Park Parishes Forum (membership = £12 per annum)

All were noted and approved.

## **73/26 Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.**

The meeting dates, based on a pattern of the 2nd Wednesday of every second month were agreed as being:

- Wed 8th July 2026
- Wed 9th September 2026
- Wed 11th November 2026
- Wed 13th January 2027
- Wed 10th March 2027
- Wed 12th May 2027 (It was noted that elections for the Parish Council are due to take place on Thursday 6<sup>th</sup> May 2027.)

## **74/26 Report from Proper Officer to the Council**

- Finance and Administration

- Set up and obtained authorisation for salary payments and HMRC payroll tax payments, including establishing HMRC as a new payee
- Submitted the year-end HMRC return for 2025/26
- Prepared year-end figures and earmarked reserves summary for the Council
- Supported the internal audit process — documents submitted and report received
- Opened the new Unity Trust savings account and arranged transfer of funds to earn interest
- Progressed closure of RBS accounts after 131-year banking relationship
- Planning and Housing
  - Monitored and reported on planning applications.
  - Hosted the Housing Needs site walk-around on 6th May with DDDC, PDNPA and Peak District Rural Housing Association
  - Received and reported the PDNPA Settlement Character Analysis, including identifying factual inaccuracies in the report relating to Great Longstone
- Community and Events
  - Organised and administered the Annual Parish Meeting on 29th April
  - Supported the Churchyard Project - grant received, materials ordered
  - Reported and followed up on highways issues including potholes, blocked gulleys and Moor Road verges
  - Received and reported the Mini Switzerland transport proposal and subsequent £6m government funding confirmation
- Governance
  - Prepared Allotments Policy and updated Tenancy Agreement for councillor and allotment holder review
  - Prepared Village Hall paper for May meeting
  - Arranged Council insurance renewal and flagged question about reinstatement values for listed monuments

#### **75/26 Allotments**

The [new allotments policy](#) and updated [allotments tenancy agreement](#) were approved after adding an additional note making it clear that the allotments are not suitable for children.

**76/26 Neighbourhood Plan Steering Committee Report** – It was reported that the first drafts were being prepared, of potential policies. The group are also starting to investigate ideas for a “10 year” vision for the villages.

**77/26 Housing Needs Survey** – Officers from DDDC, PDNPA and a local housing association did a “walk around” the village, accompanied by the Clerk and Chair of the Neighbourhood Plan Steering Group, to look at sites that might be suitable for affordable housing. A report is now being prepared, which will be shared in due course.

#### **78/26 Village Greens**

1. The Clerk confirmed 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. It was noted that permission has been granted by PDNPA (Ref: [NP/TCA/0326/0293](#))
2. A resident (see late correspondence) contacted the Council about a notice placed by “Openreach” (on 11<sup>th</sup> May) about their proposal to erect a 10m high wooden post, on the

triangle “Market Cross Green”. The Clerk was instructed to contact Openreach to advise them that this is Council owned land that is registered as Village Green and it does not form part of the highway. Whilst the Council is sympathetic to the plans to improve broadband access, they do not believe that Openreach have permitted development rights in this specific location.

**79/26 Closed Churchyard** – Progress with Conservation Project – The Clerk confirmed that a grant of £590 had been received and that expenditure of £324.55 had been committed to date (for seeds and hire of a wood chipping machine).

**80/26 Village Hall and the Council’s responsibilities.** - A background paper prepared by the Clerk, 'The Village Hall: The Council's Legal Obligations' (Appendix A), was provided for members' consideration ahead of this item.

The Council:

1. Noted 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.
2. Noted that the annual review required by Clause 13.3 of the Deed has not previously taken place and resolved to establish a review process.
3. Instructed 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.
4. Instructed the Clerk to progress quotes for the window re-staining and window replacement, subject to confirmation of any planning requirements.
5. Instructed the Clerk to establish the current insurance position and report back to the Council.
6. Noted that the rewiring of the Village Hall’s electrical system has recently has been completed by the Village Hall Management Committee’s contractor.

It was further noted, following an enquiry from the Village Hall Management Committee, that the problem with flooding in front of the Village Hall is due to a blockage in a Derbyshire County Council highways drain. Repeated approaches have been made to DCC, by the Clerk and by our County Councillor, requesting that this be dealt with as a matter of urgency. To date there has been no response from the DCC Highways team.

#### **81/26 Recreation Ground**

1. The Annual Inspection of the Playground equipment, by the RoSPA Play Safety Team booked for May. The Clerk was instructed to share the report and pay the invoice on receipt.
2. The Tennis Court “Terms and Conditions of Use” have been updated to make it clear that bookings must be made at least 48 hours in advance.
3. Football goal mouths: Cllr Douglass to discuss work required with LASRA Committee.
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 Council agreed to the proposal, in principle, subject to more detailed investigations and the proposed location.

5. Recreation Ground Buildings
  - i. Tea Hut: Cllr Douglass reported that whilst undertaking recent repairs to the floorboards it was found that the Tea Hut has quite extensive woodworm.
  - ii. Pavillion: Cllr Douglass reported that the LASRA committee felt that the pavilion was not suitable for simultaneous mixed gender use.
  - iii. The Council resolved that it was open to ideas for how the buildings can be improved and welcomes ideas about what can be changed and how this is funded.
6. It was proposed that an Annual Review meeting, conducted jointly with LASRA, be held each Autumn so that plans for the following year can be taken into account as part of the Council's budget setting process.

**82/26 Old Infant School Building:** The Council noted that an interested party is looking at opening a Children's Nursery in this building, subject to planning and OFSTED approval.

**83/26 Highways: the Clerk reported to the Council that:**

1. There had been no progress with issues raised with the Highways Department of Derbyshire County Council, with regards to the blocked drains on Church Lane and unnamed road before Longstone Hole Bridge.
2. Complaints had been received from residents about the poor quality of the resurfacing work, carried out in areas to the south of Main Street, by contractors who were working under contract to the Highways Department of Derbyshire County Council.
3. Notification had been received that Moor Road would be Closed 6:30pm to 10:30pm on 17 June 2026, for the Longstone Edge Hill Climb Cycle event.
4. There were no updates on the situation regarding Camper Vans on Moor Road.

**84/26 Village Week 2026 – Sat 11<sup>th</sup> to Sun 19<sup>th</sup> July 2026**

1. Councillors reviewed the draft programme for Village Week
2. A villager has offered to put up the bunting. Council approved a donation towards their fuel costs.
3. FOLS have proposed that a Scarecrow Competition be organised as part of Village Week, that will run across the two Longstone Villages. Council agreed to provide 3 vouchers, that can be used in the Village Shop or a participating pub as prizes. Council to investigate options for the judging or entries.

**85/26 Annual Parish Meeting (29<sup>th</sup> April 2026)** – it was agreed that the event was very successful and that a similar format be adopted for 2027, with details to be agreed in the New Year. The Clerk was instructed to book the village hall for 28<sup>th</sup> April 2027 for next year's Annual Parish Meeting.

**86/26 Community Communications**

1. **Under the Edge:** A request for a grant has been received from the managing committee of "Under the Edge". Council agreed to make a donation of £250.
2. **WhatsApp:** A new Longstone Community group has been launched
3. **Facebook/Instagram:** It was noted that the the Longstone Facebook group now has 991 followers and that there are plans to launch an Instagram feed in the near future.
4. **Newsletter Mailing list:** it was noted that the Council's newsletter mailing list now has 150 members.

**87/26 Planning Applications**

1. **Recent – Decided/Withdrawn:**

- [NP/DDD/0326/0237](#) – **22 The Meadows**, Grisedale Road West - Alterations and rear extension – Approved
- [NP/DDD/0126/0096](#) - **26 The Meadows**, Grisedale Road West, Great Longstone - Approved

2. **Recent – No decision made yet by PDNP:**

- [NP/DDD/0725/0657](#) & [NP/DDD/0725/0658](#) at **Longstone Hall** (multiple changes).

3. **New, for consideration in meeting - None**

**88/26 Report from the Internal Auditor for Apr 2025 to March 2026:** The report was reviewed and accepted by the Council. There were no action points.

**89/26 Annual Governance and Audit Review (AGAR) for 2025/26**

1. AGAR Section 1 (Annual Governance Statement) was reviewed and approved, after which it was signed.
2. AGAR Section 2 (Accounting Statements) was reviewed and approved, after which it signed.
3. Council approve dates of the period for the rights of public access (3<sup>rd</sup> June to 14<sup>th</sup> July 2026).
4. The Clerk was instructed to return the required paperwork to the External Auditor.

**90/26 Staff Administration**

1. Year End HMRC Obligations: The Clerk confirmed that the Council’s year-end submissions to HMRC have been completed.
2. Pension Automatic Enrolment: The Clerk was instructed to notify the Pensions Regulator that the Council does not employ any staff who earn above the minimum threshold (£833 per month).
3. The Clerk reported that National Employers had tabled a pay offer of 3.3% for 2026/27, though this had not been accepted by all unions. Council proposed to increase the Clerk’s pay, backdated to 1<sup>st</sup> April, with adjustments to be made later in the year once the final settlement has been agreed.
4. Certificate in Local Government Administration (CiLCA): It was noted that the Clerk has successfully completed the CiLCA course. As a result it was proposed and agreed 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.
5. It was noted that, following the 2027 Parish Council elections, the Council will be able to adopt the “General Power of Competence”, if at least 6 people stand for election as Councillors.

**91/26 Finance**

1. **Reserves at Year End**

It was noted that the Council’s reserves, as at 31<sup>st</sup> March 2026 was £30,531.01, inclusive of Earmarked Reserves.

2. **Earmarked Reserves**

The Council’s position regarding earmarked reserves at year end was noted and approved. Earmarked Reserves, as at 31<sup>st</sup> March 2026, were as follows:

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
<b>Total earmarked Reserves as at 31 Mar 2026</b>	<b>£9,156.05</b>

### 3. The Council noted income received since last meeting:

- Quarry and agricultural rents: £286.07.
- Grant from PDNP Foundation: £590 (Churchyard Project).
- Refund, from PDNP, expenditure on Neighbourhood Plan: £187.91.
- Precept for 2026/27: £23,835
- Bank Interest - £11.90 + £10.79 = £22.69
- Charity payments (belonging to Holme Meal Trust) - £31.63

### 4. Bank reconciliations – as of 30th April 2026.

Total for all accounts = £51,413.87. Balances checked by a Cllr Hornsey against bank statements.

### 5. Update on application to Unity Trust savings account

- The new Unity Trust savings account has now been opened.
- It was agreed that the Clerk be permitted to move funds, as required, between the Unity Accounts to maximise interest that can be earned.

### 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 22<sup>nd</sup> 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 and agreed that, after a banking relationship lasting 131 years, that the Clerk be instructed to close the Council's Royal Bank of Scotland accounts.

### 7. 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	£102.49	£20.50	£122.99	Churchyard

4.	Bluebell Bulbs	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

#### 8. 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	£218.60	(2x£83 + 4x£4)
11.	Equipment Locker for Tennis Court	David Longden	£600.00	£0.00	£600.00	

#### 92/26 Items of Correspondence

16<sup>th</sup> March – DDDC: Local plan updates

20<sup>th</sup> 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).

21<sup>st</sup> March – Sports England: Annual Site Audit due

24<sup>th</sup> March – PKF LittleJohn: Notification of annual audit requirements

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

24<sup>th</sup> March - Resident: Complaint about state of Glebe Avenue following resurfacing.

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

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

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

31<sup>st</sup> Mar – Severn Trent: Hathersage to Worksop water pipeline.

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

4<sup>th</sup> April - Notification from a resident about spraying on the village green.

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

7<sup>th</sup> April – FOLS: Village Week and Scarecrow competition

8<sup>th</sup> April – Derbyshire Police: Bakewell team quarterly priorities

9<sup>th</sup> April – Internal Auditor: Preparation for Audit

9<sup>th</sup> April – Resident: request to go onto Allotments waiting list

10<sup>th</sup> April – Update on possible new nursery in the village  
10<sup>th</sup> April – Allotment holder: requesting permission for two small fruit trees  
14<sup>th</sup> April – Holme Meal Charity trustees about moving bank accounts  
16<sup>th</sup> April – Resident with respect to Moor Road verges  
16<sup>th</sup> April – Cllr Sutton – Moor Road verges & DCC contract re-broadband.  
17<sup>th</sup> April – Mark Knight – to publicise that help needed at lunchtimes at school  
21<sup>st</sup> April – Unity Trust bank about new savings account  
22<sup>nd</sup> April – SaferPlay Inspection portal  
23<sup>rd</sup> April – DDDC: Notice of next steps regarding DDDC Local Plan  
27<sup>th</sup> April – Notice of completion of internal Audit  
27<sup>th</sup> April – Multiple emails of apologies regarding Annual Parish Meeting  
27<sup>th</sup> April – Past resident with information about Moor Road laybys.  
28<sup>th</sup> April - The National Allotment Society – Survey  
30<sup>th</sup> April – FOLS: re sponsoring prizes for Scarecrow Competition  
30<sup>th</sup> April – Police: Bakewell Safer Neighbourhood Newsletter  
30<sup>th</sup> April – PDNP: Answer to a question about valuing memorials  
30<sup>th</sup> April – DCC: Answer to a question about laybys on Moor Road  
1<sup>st</sup> May – UTE: Request for financial support  
5<sup>th</sup> May – DCC: Public Rights of Way Minor Maintenance Agreement 2026-27

#### **93/26 Late Items of Correspondence**

7<sup>th</sup> May – Allotment Holder handing in notice  
8<sup>th</sup> May – Tideswell & District Library of Things – Grand Opening 6<sup>th</sup> June.  
8<sup>th</sup> May – Resident. Update details for Junior Football Club on website  
11<sup>th</sup> May – Resident. Open Reach notice about proposed 10m pole on Market Cross Green.

**94/26 Items from Councillors for information:** Cllr Hornsey reminded the Council that at the Staffing Committee it has been agreed to complete the missing staffing policies at the rate of 1 per Full Council meeting. Clerk to action.

#### **95/26 To note forthcoming meetings**

**1. Dates of future Parish Council meetings:**

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

**2. Date of 2027 Annual Parish Meeting– 28<sup>th</sup> April 2027 @7pm**

The Chair closed the meeting at 9.05pm