

ALSTONEFIELD PARISH COUNCIL

Minutes of Alstonefield Parish Council Meeting - Wednesday 1st July 2026, 7pm in Alstonefield Village Hall.

Present: Acting Chair (Vice Chair): G Campbell (GC); Parish Councillors: A Hayes (AH); Charlotte Jordan (CJ); R Longdon (RH); C McIlroy (CM), County Councillor Charlotte Kelly and Parish Clerk, Sally Dartnell (SD). There were 3 members of the public present (2 left at 7.15pm).

Before the meeting started the Clerk asked the Councillors to again confirm they wished the Vice Chair to be Acting Chair for this meeting. All Councillors confirmed this and the meeting began chaired by GC.

10 minutes are set aside at the start of the PC meeting for members of the public to speak and ask questions:

No comments were made.

01.07.1 Apologies:

District Councillor Edwin Wain and Parish Councillor M Newman sent apologies.

01.07.2 Minutes of the previous meeting

The draft minutes of the previous meeting had been published and forwarded to members of the Council in advance of the meeting. These were confirmed as a true record of proceedings and signed by GC.

01.07.3 Declarations of personal and prejudicial interest of councillors related to published agenda

None declared.

01.07.4 Clerks Report and matters arising

Matters Arising:

- 2026 Annual Governance and Accountability Return (AGAR) submitted and receipt confirmed. All associated papers and financial statements have been published on the new website.
- VAT reclaim will be made after the payment of the new playground equipment
- Playground equipment ordered and maintenance work scheduled to begin w/c 4th August.
- SPCA 1-2-1 training and advice session attended by clerk in June. Biodiversity Policy is required to meet the new Council Duty. Draft has been circulated to councillors for discussion and agreement at August meeting.
- ICO registration completed for reduced Direct Debit free of £47. ICO support team consulted in relation to updates for FOI Policy to recognise new working practices and the move to digital records - revisions to be made ready for August meeting.
- Investigation of moving old minutes to the county archive not yet started but will be undertaken as soon as time allows.
- Casual Vacancy update – Register of Nominated persons has been published. The Election will be 9th July.
- Parish Assembly - 25 June 2026. Presentation shared with Councillors.
- Insurance renewed with Zurich.
- Additional Bank signatories – CJ has been added. RL agreed to be added before the next meeting.
- Milldale Defibrillator battery replacement - clerk has updated Jamie Tomlinson on the situation and is seeking funding.
- Playing Field has been booked by the Lees Trust School from 10am - 3pm on Fri 17th July.

01.07.5 Items from/for the District Councillor and County Councillors

County Cllr Charlotte Kelly gave an update on issues with the Highway known as "The Rakes" (between Hulme End and Alstonefield). She confirmed a quarterly routine inspection will take place in August. CK emphasised that private individuals are advised not to fill holes themselves as this gives rise to liability issues.

CK advised that the most effective way to log issues and potholes uses the County Council Ap and give the What 3 Words or pin the location alongside the notification. Each individual pothole needs to be reported and if more individuals report a pothole it is likely to increase the priority with which it is addressed. CK agreed share details of the ap and reporting mechanism in a news article on the village website. She explained that each time an issue is reported via the ap, a reference number is assigned which allows CK to chase the County Highways and/or Rights of Way teams for updates. CK invited Councillors to share details of previously logged outstanding issues with her so that she can help expedite a response and action.

CK also invited the Parish to apply for County Community Fund match funding of up to £275 for items for the Parish. Clerk to complete application.

CK left the meeting at this point.

Cllr Wain not in attendance. Clerk to apply to the District Community Fund for items for the Parish.

01.07.6 Locality Action Plan

Local Engagement Workshops took place on 11th June and 22nd for the cluster including Alstonefield. GC attended and gave a short summary. No follow up action is required at this time.

01.07.7 Planning matters, decision notices and appeals - Appendix A

- a. Applications: None received
- b. Decision notices: None received
- c. Appeals: None received

01.07.8 Financial matters - items of expenditure and income - Appendix B

The payments on Appendix B were approved by all.

Income since the previous meeting was detailed on Appendix B. In addition, car park monies had been kindly collected by AH totally £108.06

Clerk to set up transfer from the Deposit account and payments authorised for second approval by councillors.

01.07.9 Community Communication, Notice Boards and Website

CJ confirmed that the refurbished notice board has been reinstated in Milldale. CJ thanked local joiner Robin Penfold for his time in installation. Clerk thanked CJ for making this happen and ensuring parish notices are displayed.

www.alstonefield-pc.gov.uk is now live along with the new clerk email address of clerk@alstonefield-pc.gov.uk ensuring the Parish Council is compliant with Assertion 10. Councillors discussed the old website and agreed that the Parish will pay to keep it live for a further two months so that any other clubs, societies or groups using it have the opportunity to move their content elsewhere. Clerk to put a news item on the new website to let parishioners know that they can submit news items for the home page and that clubs, groups and societies associated with the parish can have links to their own websites/facebook pages or contact details included on the Parish Council website.

Fees and costs associated with the old website will now lapse as they become due. However, councillors agreed to continue to pay for the right to use the Alstonefield.com and Alstonefield.org domain names at this time.

01.07.10 Highway Issues

Grit bins – following the letter from SCC, councillors do not believe there are any Parish owned Grit Bins being used in the Parish. Clerk to respond to SCC accordingly.

01.07.11 Lengthsman work 2026/7

Councillors agreed Lengthsman's hourly rate increased from £16 to £16.50 per hour.

Clerk has applied for the AES lengthsman grant for the year.

CM raised the need to include the traffic island in the middle of the road immediately outside the George in the Lengthsman schedule. CJ also flagged that several parishioners had raised if it is possible that the lengthsman schedule can align with local events such as the Leaden Boot in the future. Councillors will ensure that lengthsman is aware in advance of events in the future. Several more wooden posts need replacement. GC took an action to meet and speak with the Lengthsman about this additional area, replacement posts and scheduling.

01.07.12 Playground

Order has been placed with original suppliers, Playdale for the equipment identified by Safety Report. Work expected to commence w/c 4th August.

Clerk applied for Leaden Boot Grant to help with costs - awaiting response.

Jon Faulkner and AH have adjusted the gates to the playground as identified by the RoSPA report.

GC to clarify with JF envisaged additional costs.

01.07.13 Car Park Enforcement

SPCA confirmed previous advice, that the Parish Council can collectively agree restrictions on usage. SPCA advised notices detailing the timing of overnight locking. Chains and padlocks have been purchased so enable gates to be locked. Councillors reviewed the current signage which it was agreed remained accurate. CJ offered to clean the signs. AH will fit the gate security chains as soon as possible. This item is now closed.

01.07.14 IT Policy, GDPR, BYOD & ICO Membership

ICO Registration completed and Support Team have supplied suggested updates to the FOI Policy which will be updated for the August meeting.

Clerk thanked GC for the significant amount of time he dedicated to support digital migration from Microsoft to Parish Online. Clerk confirmed that the support from Parish Online has been excellent. This move means that Microsoft Licences will no longer be needed.

01.07.15 Correspondence

- a. Clerk had taken advice from SPCA, ICO, SMDC and Auditor in order to respond to a number of emails, a letter and a Freedom Of Information (FOI) request from a parishioner. The request was shared with councillors but the parishioners name and contact details were withheld by the clerk. Clerk had responded by email on 30th June referring to the advice received. The FOI will be addressed in the ICO documented timeframe with the resources available.
- b. CJ had been asked by several parishioners if lengthsman schedule could work around planned events in the future.

01.07.18 Any other business and items for the next agenda**01.07.19 Date of next meeting**

Wednesday 12th August in the village hall at 7pm. CJ gave forward apologies for this meeting.
Subsequent meeting provisionally 30th September at 7pm

The public meeting was declared closed at 20:49.