LITTLE LONGSTONE PARISH MEETING
c/o Great Longstone Village Hall
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Minutes of the meeting 26th August 2026 in Little Longstone Chapel

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42/26 Attendees Those on electoral roll – Mr J Cotterill (Chair), Mrs A Whittlestone, Mr C Broomhead, Mrs C Cotterill, Mrs E Lee, Mr and Mrs K Adamson, Mr A Edwards, Mr G Brooke, Mrs A Plowright and Mrs S Stokes (Clerk). Not on electoral roll – 1 attendee plus Mr S Headington (Deputy Clerk).

43/26 Apologies for absence. Apologies were received from Mrs S O Rielly, Mr M Taylor, Ms J Elliot, Ms K Askew, Mr S Robertson, Mrs J Gledhill, Mrs R Edwards, Ms G Blair, Mrs J Blair, Mr J Stokes and District Cllr Froggatt.

44/26 Declarations of interest. There were no declarations of interest.

45/26 Minutes of the meeting of 15th July 2026. Chair reported that two members had emailed about a short discussion regarding mediation (to be included as was discussed as part of item 33/26 at the July meeting). The Chair read out the following to be included in the minutes, at the end of item 33.2/26:

'During the briefing regarding the threat of legal action, the question of mediation was raised and discussed. It was agreed (on merit) that this was not possible at this time due to the fact that the letter threating legal action, did not allow any scope for mediation.

However, the meeting agreed that if an appropriate opportunity were to arise for mediation, that it would willingly take part in the process'.

The amended minutes were proposed by Mrs A Whittlestone and seconded by Mrs E Adamson.

46/26 Public Participation. Period of up to 15 minutes for anyone present to address the meeting. Individual speakers limited to 3 minutes.

Member 1. Thanked the Officers of the Parish Meeting for all the work on the structures on the agenda, all put in a lot of work, putting the Parish Meeting on a firm footing. Chair/Clerks thanked the member.

Deputy Chair – Provided background on the reason for the large number of new and updated policies. Explained that the external auditor, who covers 60% of English parishes, had reported that LLPM was one of only 2 Parish Meetings with an income or expenditure of over £25,000, during the past year. Most Parish Meetings are very small, the others in our area have budgets from £0 to under £1,000 so their lack of governance documents is not an issue. LLPM has more spending than many smaller Parish Councils so needs an operating framework that is appropriate. The six documents being reviewed today, along with the 3 approved in July, provides an appropriate level of governance for an authority of Little Longstone Parish Meetings size and complexity.

47/26 Discussion of Confidential Matters: (Public Bodies (Admission to Meetings) Act 1960 S1(2)) -
The Chair proposed that the public be excluded during agenda item 15.5 "Ice Cream Van trading licence" by reason of

the confidential nature of the business. Seconded by the Clerk and approved. This item was then moved to the end of the agenda.

48/26 Code of Conduct

Sets the standards of behaviour expected of those participating in or carrying out duties on behalf of the Parish Meeting. Proposal: 'That the attached Code of Conduct be adopted with immediate effect.'

The code of conduct was proposed by Mrs A Whittlestone and seconded by Mr G Brooke. Vote – all in favour.

49/26 Risk Management Policy and Risk Register

Establishes how the Parish Meeting identifies, assesses, manages and regularly reviews the principal risks to its activities, finances and governance. Proposal: 'That the attached Risk Management Policy and Risk Register be adopted with immediate effect.'

The Risk Management policy and risk register was proposed by Mrs A Plowright and seconded by Mrs E Adamson. Vote – all in favour.

50/26 Privacy Policy - updated 2018 version

Explains what personal information the Parish Meeting holds, why it uses it, how it is protected and the rights of individuals. Proposal: 'That the Privacy Policy attached to this agenda be adopted with immediate effect.'

The updated Privacy policy was proposed by Mrs A Whittlestone and seconded by Mrs E Lee. Vote – all in favour.

51/26 Data Protection Policy

Sets out the Parish Meeting's internal arrangements for managing personal information and complying with data protection law. Proposal: 'That the attached Data Protection Policy be adopted with immediate effect.'

The data protection policy was proposed by Mr K Adamson and seconded by Mrs A Whittlestone. Vote – all in favour.

52/26 Record Retentions Policy - updated 2018 version

Sets out how Parish Meeting records are retained, reviewed, securely destroyed or selected for permanent preservation. Proposal: 'That the attached Records Retention Policy be adopted with immediate effect.'

The updated records retention policy was proposed by Mrs A Plowright and seconded by Mr G Brooke. Vote – all in favour.

53/26 Freedom of Information Publication Scheme

Sets out the information the Parish Meeting routinely makes available and how it can be accessed. Proposal: 'That the attached Freedom of Information Publication Scheme be adopted with immediate effect.'

The Freedom of Information Publication Scheme was proposed by Mrs A Whittlestone and seconded by Mrs E Adamson. Vote – all in favour.

54/26. Section 109 Local Government Act 1972 – proposed application to DDDC: To consider the schedule of parish council functions at Appendix 1 and determine whether to apply to Derbyshire Dales District Council for an Order under s.109 LGA 1972 conferring those functions on Little Longstone Parish Meeting.

Proposal: That Little Longstone Parish Meeting approves the application to Derbyshire Dales District Council under section 109 of the Local Government Act 1972, including the Schedule of Functions at Appendix 1, and authorises the Chair to submit the application on behalf of the Parish Meeting, subject to any minor or consequential amendments which do not alter the substance of the application or the functions requested.

DRAFT

Proposed by Mrs A Whittlestone. Seconded by Mrs E Lee. Vote – All in favour.

55/26 Clerk's Report:

- Bunting – went through to Great Longstone, a great display, thanks to Turners and their team.
- Big Belly Bin – DDDC have replaced the bin nearest the ice cream van with a big belly bin (noted this has 9 x the capacity of the other bins).
- Yellow road markings – LLPM asked DDDC to re line at Monsal Head following issues with cars parked outside the car park causing issues, especially at bank holiday. Now been actioned at Monsal Head.
- Fredericks – Clerk had written on request of PM to Fredericks re: wrappers they use. Reply – they use them to stop transmission of viruses and proved invaluable during covid. They also asked for stop litter signage on the car park. Clerk also raised that Fredericks had confrontation issues with bikers not moving from the hatched area. Following this Clerk contacted DDDC re the no parking signage they have been due to put on. Clerk also contacted PCSO Boswell with regards to the ASB of the bikers, PCSO also asked if there are other parking issues or ASB issue, inside or outside the car park – Clerk stated that cars are parking Infront of resident's driveways in village, especially at a bank holiday, and if the PCSO could keep an eye out.

56/26 Monsal Head Open Space

56.1 To note the County of Derby (Little Longstone Parish Meeting) Order 1922, which conferred powers of regulation and maintenance of the Monsal Head Open Space on LLPM under s.8(1)(d) of the 1894 Local Government Act.

56.2 To note the Little Longstone (Monsal Head Open Space) Byelaws, as updated in 1997 and confirmed by the Home Office with effect from 21 January 1999, which give the Parish Meeting powers to manage trading and parking within this area.

56.2.1 Car park lease: Proposal - To approve a new lease to Derbyshire Dales District Council

Before voting on this proposal the key points of a complaint received by DDDC and which were then referred to LLPM, regarding the proposed new lease, were reviewed:

- **"Ownership and Planning Permission** - that this was a change of ownership and use that needed planning permission." – Response: (1) LLPM retains ownership, this is a lease not a sale. (2) The area has been used for parking vehicles for over 100 years and in its current layout for 30 years. There is no change of use, so no new planning permission is required.
- **"Inadequate Notification** – That notification should have been posted at Monsal Head rather than just in the Matlock Mercury, as this was not a local newspaper." – Response: The advertising was managed by DDDC on behalf of LLPM and it is our understanding that the correct legal process was followed.
- **"Best Consideration Rule** – That as DDDC was paying only a peppercorn rent that LLPM was not obtaining "best value" for the site." Response: That best consideration does not only have to be measured in terms of the amount of rent paid. The Meeting believes that the other services provided by DDDC, including the management and ongoing maintenance of the parking and seating area represents good value for the parish.
- **"Historical Context and Query on Car Park Usage** – That the 'Open Space' had not been gifted for use as a car park and that there was no justification for its use in this way 'considering the nearby street parking and the large parking lot'. Response: (1) Research has shown that the Parish has been actively managing the Monsal Head Open Space, for the benefit of visitors to the area, for over 100 years. The question of whether or not parking should be allowed to continue was determined by a poll of residents in 1995 and this was approved by 57:9. (2) It has been reported that over 11,000 visitors paid to use the short-stay car-park in the year to 31st March 2026. It is believed that many more will have stopped for just a short period of time. Neither Castlegate Road, or the lane into the Dale, are suitable for parking so the only road available is the

DRAFT

one into the village. There are already significant ongoing issues with parking in this area, which are likely to be further exacerbated if the short-stay car-park would be closed. The conclusion is that the closure of the short-stay car-park would be detrimental both to visitors and the majority of local residents and further disadvantage those people who require accessible parking.

After considering the above objections the new lease was proposed by Mrs A Whittlestone and seconded by Mrs A Plowright. Vote – all in favour. Clerk to write to DDDC to notify them that the lease has been approved by LLPM.

57/26 Installation of an electrical point for ice cream vans: Clerk reported that the works on the power take off are due in October. Chair highlighted that it is not an Electric Vehicle charging point, it is just for powering the refrigeration equipment only for the van/trailer so that they do not have to use a petrol or diesel motor for this task.

58/26 Pinfold: Proposal – That an application be submitted to HM Land Registry, for Adverse Possession, based on 40 years of documented management of the site. The Pinfold to be registered in the name "The Parish Trustees for Little Longstone".

Deputy Clerk reported that since preparing the above proposal that the Little Longstone Tithe Award, dated 24th December 1846, listing the owner of the Pinfold as "The Surveyor of Highways", had been found. The Surveyor of Highways was one of the Little Longstone township officers, and they would have held the property title for the community in much the same way as Parish Trustees do today. This new information appears to show that the parish already holds title to the Pinfold and therefore a more straightforward registration with Land registry will be appropriate, rather than a claim for adverse possession.

Mr K Adamson proposed an amendment to the proposal: That the Pinfold working group should continue with the historical research and then, when appropriate, to proceed with registering the Pinfold in the name of the Parish Trustees. Maximum budget, without further referral to the Assembly, £400. Seconded by Mrs E Adamson. Vote – all in favour.

59/26 Seasonal Items. To authorise:

59.1 The ordering of Christmas Trees at a maximum cost of £400.

59.2 The ordering of a Wreath, at a cost of no more than £25, from Royal British Legion for Remembrance Day.

59.3 The arrangements for the resupply of grit and emergency snow ploughing/gritting.

The above seasonal items were proposed by Mrs A Plowright, seconded by Mr K Adamson. Vote – all in favour. (To note Clerk has requested price for gritting etc).

60/26 Planning

60.1 Late applications – none.

61/26 Parish Meeting Administration

61.1 Update on legal case threatened against the Parish Meeting, Clerk and Trustees: The Chair explained that a letter had been received on 29th June 2026, with a threat of legal proceedings if not actioned within 14 days. The claimant was notified within that period that LLPM would be appointing a solicitor to handle the claim. Expenditure was approved at the meeting on 15th July and Lovedays duly appointed. The solicitor sent letter out 12th August that included that:

- Any further communication to be addressed to the Parish Trustees of Little Longstone and sent to Lovedays not the Parish Meeting or Clerk. The letter identified the names of the Parish Trustees.

DRAFT

- The letter referred to 'The Practice Direction – Pre action Conduct and Protocols and steps before issuing claims to court' and that in their opinion that the claim letter did not comply with protocols. The claimants were asked to provide more details to substantiate their claims.
- That 'in the interim, on behalf of our clients, we identify that your two heads of claim are disputed and you will be put to strict proof of the same'.

The Clerk reported that LLPM insurers have recently confirmed that the policy, which is designed specifically for Parish Councils and Parish Meetings, does not include cover for contract disputes.
A short discussion about potential costs took place.

61.2 FOI Requests: Summary of requests & responses

The chair explained that an enquiry from a Chelmorton resident was received on 3rd June, regarding the ice cream van concession management and how decisions are made in relationship to environmental, financial and community considerations. There was a request for a significant number of documents relating to the enquiry. This was dealt with under the FOI 2000 and Environmental Information Regulations 2004 and all the recorded information held was supplied. This was previously reported in the meeting of the 15th July.

A second request letter was then received on the afternoon of the meeting of 15th July, from the same person. This contained 17 questions. 4 were requests for documents (so FOI & EIR applied). As none of those documents requested were held by the Parish Meeting, there was nothing to disclose. The other questions were not requests for recorded information and thus didn't fall within the scope of FOI Act 2000 or the EIR 2004. A reply was sent, by the Clerk, accordingly.

A third communication was then received, from the same person, suggesting a lack of honesty and transparency on the part of the Parish Meeting and that they intended pursuing the matter via the media and public opinion.

The Chair read out the Chelmorton resident's request letter received 15th of July and copies were distributed to members. The requests and questions were discussed in detail.

The meeting resolved for a letter to go out, reiterating the PMs own preference for an electric hook-up point and that the PM have been actively pursuing the power take off point for years, with DDDC, as noted in numerous minutes. The work is now booked in.

It was then explained that a letter had been received from another person, who was also not a local resident, in which they referred to a transcript of the minutes of the May meeting in UTE and their concern that the meeting might not make the use if the new electrical hook-up a requirement for future users of the Ice Cream Van parking space. Clerk to write back to explain that no decision had been made in May, but as we now have a date from DDDC (October 2026) for the installation of the new equipment we would now be making its use a requirement of the licence.

61.3 Audit 2025/26: Report on the completion of the external audit for 2025/26. Clerk reported – no completion letter yet.

61.4 Audit 2026/27: Proposal - to engage the DALC Internal Audit Service for the 2026/27 audit. It was proposed by Mrs C Cotterill to engage Dalc for the internal audit, seconded by Mrs E Lee. Vote – all in favour.

61.5 Clerk Recruitment: Proposal – That LLPM request that GLPC provide clerking services under a s.101 agreement. Chair raised that Mrs S Stokes will be stepping down, to ask GLPC to use Mr S Headington through a S101 agreement, noted that S Headington plans to recruit a Deputy to share the workload and to build in succession planning. Proposed by Mrs A Plowright, seconded by Mrs A Whittlestone. Vote – all in favour.

61.6 Postal Address: Proposal - That Great Longstone Village Hall to be used as the postal address for Little Longstone Parish Meeting correspondence. This saves having to change the official address of the Parish Meeting every time there is a change of clerk (currently the home address of the clerk is used). It was explained that this mail box would be shared with Great Longstone Parish Council, LASRA and the Village Hall Charity.

Proposed by Mr G Brooke, seconded by Mrs A Plowright. Vote – all in favour. Clerk to notify change of address for LLPM.

61.7 Website: Proposal - To commission the creation of a Little Longstone Parish Meeting website at an initial cost of £200 +VAT and then cost of £300 per year +VAT from "Parish Online".

Proposed by Mrs A Plowright, seconded by Mrs A Whittlestone. Vote – all in favour.

61.8 Finance Software: "Scribe" is a specialist finance system for local authorities. It has an initial set-up cost of £199 + VAT and then ongoing costs of £25 + VAT month.

Proposal - To approve the purchase of a licence for the "Scribe" finance system.

Proposed by Mrs A Whittlestone, seconded by Mr G Brooke. Vote – all in favour.

61.9 Chair's training: Proposal – To book the Deputy Chair onto the next DALC Chair's training course at a cost of £55.

Proposed by Mrs E Lee, seconded by Mrs A Whittlestone Vote – all in favour.

62/26 **Financial matters**

62.1 To review bank balances as at 31st July 2026

Account	**Balance**
RBS Current A/C	£1,000.25
RBS Reserve A/C	£7,211.18
Skipton Building Society "Community Saver" A/C	£26,312.85
Mansfield Building Society 180-day notice A/C	£92,708.52
Total	**£127,232.80**

Noted

62.2 Transfer of funds between accounts

Proposal: That £15,000 be transferred from the Skipton Building Society Account to the RBS reserve account.

Proposed by Mr G Brooke, Seconded by Mrs E Adamson. Vote – all in favour. Clerk to action.

62.3 To review income received since 1st April 2026

Received	**Item**	**Account**	**Amount**
9th April	Fredericks for Monsal Head Licence Fee (Jan to Mar '26)	RBS Reserve	xxx
10th April	Fredericks for Monsal Head Licence Fee (Apr to Jun '26)	RBS Reserve	Xxx
1st May	Bank Interest from Royal Bank of Scotland	RBS Reserve	£5.29
29th May	Bank Interest from Royal Bank of Scotland	RBS Reserve	£6.41
30th June	Bank Interest from Royal Bank of Scotland	RBS Reserve	£5.75
13th July	Fredericks for Monsal Head Licence Fee (Jul to Sep '26)	RBS Reserve	xxx
22nd July	Bank Interest from Skipton Building Society	Skipton	£576.05
31st July	Bank Interest from Royal Bank of Scotland	RBS Reserve	£4.81

DRAFT

Noted

62.4 To note payments made since last meeting

1.	A Plowright	Flower Festival	£30.00
2.	S O'Reilly	Well Dressing	£56.00
3.	K Furness	Flower Festival	£28.20
4.	M Lester	Flower Festival	£47.68
5.	A Bennett	Flower Festival	£48.99
6.	Lovedays	Legal Fees	£1,000.00
7.	D. W. Turner	Bunting installation & removal	£420.00

Noted

62.5 To approve payments to be made

1.	Little Longstone Chapel	Room Hire for meeting on 26th Aug	£80.00
2.	Sarah Stokes: Salary Costs	20th April to 24th July - 251hrs @ £16.90/hr	£4,241.90
3.	Sarah Stokes: Expenses	Printing @ £65.84, Postage @ £19.79	
		Printer Ink @ 157.26, ICO Registration @ £52.00	£406.61
		Storage Boxes @ £22.99, Stationary @ £88.73	

Proposed by Mr G Brooke and seconded by Mrs E Lee. Vote – all in favour.

63/26 **Any correspondence not covered elsewhere in the agenda**

- PDNPA - Consultation on Draft Local plan. Period 27th July - 20th Sept 26.
- DALC - Local Government Reorganisation for Derbyshire. Little Longstone will be in the North Derbyshire Unitary Authority.
- DALC - Newsletter June/ July/ August.
- Mayor of Bakewell's Civic Service 27th September 2026 - Chairs invite. Vice Chair attending.
- Local Resident - letter re car park and environment
- PDNPA - local plan consultation open

64/26 Late Correspondence.

- Nalc. Salary Award. Clerk highlighted to go on the November agenda. To be adopted from April 2026, applying back pay to Clerk. To note scale increase from £16.90 - £17.45 per hour.
- Monsal Head/Ashford resident. Litter issues Monsal Dale. Resident had sent the letter to the local MP/ P Park and copied LLPM in.

65/26 Any items that electors would like to have brought to the next meeting.

- Traffic calming
- Litter in Monsal Dale and collection points.

The meeting went into closed session at 20.22.

66/26 Ice cream van trading licence: Proposal - To approve the draft tender pack and tender timetable for the 2027 to 2029 licence period.

The Chair explained that whilst most of the tender document would be much the same as the 2024/26 document, that there were a number of items on which the Assembly were asked to make a decision.

1. Selection criteria: It was suggested that the selection criteria will be "Best Price".

DRAFT

2. Environmental considerations: It was suggested that only electrically powered auxiliary equipment be permitted in the van or trailer i.e. no petrol or diesel engines can be used to power that equipment. This will be possible following the installation of the new electrical "hook-up" point, scheduled for October 2026
3. Sale of drinks: It was suggested that the sale of non-alcoholic drinks be allowed, in addition to ice creams and lollies.
4. Minimum price: It was suggested there should be a minimum price.
5. Early termination period: It was suggested that the early termination notice period should be changed from 28 days to 3 months.
6. Advertising: It was suggested that following the recent closure of the Peak Advertiser that the tender opportunity should be advertised in the Derbyshire Times, Matlock Mercury and Under the Edge.
7. It was suggested that the tender documents should make it clear that either a van or trailer could be used, as long as it was removed at the end of each day.

Two members raised concerns addition of permission to sell drinks, to the licence, may increase litter.

After a discussion votes were taken:

1. That selection criteria should be "best price": Agreed, all in favour.
2. That there will be a ban on the use of auxiliary engines. All auxiliary equipment required to use the new electrical hook-up point (Subject to the work being completed): Agreed, all in favour.
3. That the sale of non-alcoholic drinks be permitted: Agreed, 7 in favour, 3 against.
4. That there should be a minimum price of £16,000 per year (subject to legal advice): Agreed, all in favour.
5. That the early termination notice period be changed from 28 days to 3 months. Agreed, all in favour.
6. That the tender opportunity should be advertised in the Derbyshire Times, Matlock Mercury and Under the Edge. Clerk to check costs. Agreed, all in favour.
7. That the tender documents make it clear that either a van or trailer could be used to deliver the service, subject to usual conditions.

Timetable: Advert to go to publisher in September. Deadline for bids will be mid-November. Review of tenders at the meeting on 25th November.

67/26 Date of next meeting. Wednesday 25th November 2026 at 7pm.

The Chair closed the meeting at 20.50 and thanked the members for their patience as there was a lot to get through on the agenda.

DRAFT

Appendix 1 - Schedule of Functions

Requested by Little Longstone Parish Meeting under Section 109 of the Local Government Act 1972

Statute	Section	Functions to be conferred
LGA 1894	**Section 8(1)(d)**	Powers of regulation, management and making byelaws applicable to any recreation ground, village green, open space or public walk under the control of the Parish Meeting
LGA 1972	**Section 111**	Subsidiary powers: power to do anything reasonably incidental to any of the Parish Meeting's functions

Statute	Section	Functions to be conferred
LGA 1972	**Section 112**	Power to appoint officers and staff
LGA 1972	**Section 124**	Acquisition of land by agreement for the benefit, improvement or development of the parish area
LGA 1972	**Section 133**	Provision of parish and community buildings
LGA 1972	**Section 137**	Power to incur expenditure for certain purposes not otherwise authorised, subject to the statutory per-elector limit
LGA 1972	**Section 139**	Acceptance of gifts of property
LGA 1972	**Section 140A**	Insurance of voluntary assistants
LGA 1972	**Section 142**	Power to provide information about local government functions
LGA 1972	**Section 144**	Power to encourage visitors and provide or improve facilities for the enjoyment of the parish area
LGA 1972	**Section 145**	Power to provide entertainment and facilities for entertainment and dancing, and to support the development and practice of the arts, whether inside or outside the parish area
LGA 1972	**Section 222**	Power to prosecute or defend legal proceedings where expedient for the promotion or protection of the interests of inhabitants of the parish
LGMPA 1976	**Section 19**	Power to provide recreational facilities and to contribute to the expenses of another body providing such facilities, whether within or outside the parish boundary
Transport Act 1985	**Section 106A**	Power to make grants towards qualifying community bus services and bus services for elderly or disabled persons
Highways Act 1980	**Section 43**	Power to maintain public footpaths, bridleways and restricted byways
Highways Act 1980	**Section 96**	Power to plant trees, lay out grass verges and maintain them
Highways Act 1980	**Section 274A**	Power to contribute to traffic calming schemes
TCPA 1990	**Schedule 1, para 8**	Parish council functions relating to notification of planning applications and alterations to applications affecting the parish.

Statute	Section	Functions to be conferred
Parish Councils Act 1957	**Section 1**	Power to provide and maintain public seats and shelters in or on land abutting roads within the parish
Open Spaces Act 1906	**SS.9-10**	Power to acquire, care for, manage and maintain open spaces
RTRA 1984	**Section 57 (Subject to ss.58-59)**	Provision and maintenance of parking places
LG&RA 1997	**Section 31**	Power to provide or contribute to the costs of crime prevention measures

As at 26th August 2026

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