

**Minutes of the Meeting of Mayfield Parish Council
Wednesday 5th October 2016 at 7.30pm in the Memorial Hall, Mayfield**

44/16 Approval of the Minutes of the 6th July 2016 meeting and Notes from the September meeting

The Minutes and Notes were approved by all Cllrs.

45/16 In Attendance

Cllrs Cook, Edge, Moss, Parker, Turner and Watson were in attendance.

The Chair, Cllr Turner, gave formal thanks, on behalf of the Parish Council, to Cllr Cook for his service as Chair over the last few years. Cllr Turner also confirmed that Cllr Gregory had resigned after the July meeting,

46/16 Declarations of Interest

Cllrs completed Declarations of Interest for 2016 – 2017. There were no declarations of interest in any of the items on the Agenda.

47/16 Public Participation

One parishioner was in attendance.

48/16 Update – East Staffordshire Borough Council – Cllr Edward Barker

There was no update.

49/16 Highways & ROW

Complaints logged with Highways at Staffordshire County Council (SCC)

The Clerk gave an update on the complaints currently reported to SCC – there are three complaints open – Piccadilly Lane, Bridge Hill and Church Lane.

Complaints to be logged

Cllr Turner reported a bump on the white lines, on the A52, opposite the junction for Mayfield.

Action: Clerk to report

Cllr Parker reported on another incident at the junction of Church Lane and the Main Road, B5032, of a lorry attempting to turn down the lane and hitting the wall. It is believed that the lorries are heading for the Mayfield Mills. It may be necessary to write to Bowmer Bonds and Mayfield Yarns.

Action: Clerk to follow up with SCC and to contact Staffordshire Police

Update - Speed Indication Device (SID), Ashbourne Road

SCC Safer Highways are still unable to access the date from the SID.

Action: Clerk to contact Staffordshire Police for information from the police van

Action: Clerk to report back on costs of SIDs / Slow down signs

For comment – Highway Infrastructure Asset Management Plan (HIAMP)

Cllrs looked at the plan but there were no comments from Cllrs.

50/16 Maintenance

Dave Nash has fixed the fingerposts on Slack Lane (FP 4) and at Middle Mayfield (FP 23/ 24). He has also cleared around FP 15. In addition he has cleared the vegetation on the corner of Conygree Lane.

Jobs logged for October:

Clear vegetation on Mayfield FP 25 (Church View to Clifton Terraces).

Clear weeds on Gallowtree Lane

Action: Clerk to contact Dave Nash re jobs

Action: Cllr Parker to see if he can identify the landowner responsible for the land behind the flats at the bottom of Old Bank.

Memorial Gardens

A couple of parishioners and Cllrs have raised concerns about the Memorial Gardens. Cllr Moss suggested that the PC ask Dave Nash (maintenance) to have a good weed and cut back, to support the voluntary gardening being undertaken by the Scouts. Cllrs agreed.

Action: Clerk to liaise with Katy and Dave

Maintenance of defibrillator

In January 2016 David Holt and a Community First Responder (CFR) offered to take on responsibility for checking the defibrillator until further notice. The PC were grateful for this offer and accepted it with thanks.

The Clerk received a letter in August from the Chair of the Mayfield and Ellastone Community First Responders regarding responsibility for checking the defibrillator. The PC was surprised to receive the letter as they had not been informed of any issues around the defibrillator. The Clerk contacted David Holt who said he was happy to continue checking on a fortnightly basis, and a CFR will check on a monthly basis, until further notice. The PC will continue to order and purchase batteries and pads for the defibrillator – David Holt will notify the Clerk when these items are required.

Action: Clerk to write to David Holt and the Mayfield and Ellastone Community First Responders

Grass cutting schedule in the Parish

Inspite of intervention by County Cllr Atkins the PC has been unable to obtain a copy of SCC's maintenance and grass cutting schedule.

Action: Cllr Turner to follow up on Clerk's emails re maintenance schedule for Mayfield Finance

51/16

Bank Balances & quarterly Income & Expenditure update

The current account bank balance at 05/10/2016 was £6,212.77

A VAT claim for £830.92 was submitted and the monies received in September.

Between July – September the Parish Council spent £1,697.26.

Parish Council IT requirements

Cllrs agreed that the PC should apply for funding from the Transparency Fund to cover the costs of the website and the purchase of a laptop.

Action: Clerk to submit the application

Invoices presented for payment:

001567 - £264.02 F Raistrick (Salary, Stipend, Stationery)

001568 - £ 91.39 J Clarke (Litter picking, lawn mowing)

001569 - £750.00 Mayfield Recreation Association (grant application)

Grant Applications – Mayfield Recreation Association (MRA)

Charles Wimbush attended on behalf of the MRA. Cllrs discussed the application - whilst the application was not for a project, as per the requirement of the grant application form, but was to cover running costs, Cllrs agreed that they should still award the MRA with the requested grant of £750.00. Cllrs decided that they should look again at the grant application form at the November meeting.

Parish Council Personnel – Annual Leave / Holiday Pay

Cllrs agreed to pay Jarad holiday pay on top of his working hours as he has accrued 7hrs annual leave between April and September. Both Jarad and Fiona will be expected to take annual leave during the Christmas holiday fortnight. Fiona has also got 7 hours leave to take before the Christmas holidays.

52/16

Planning Applications and Decisions

Applications:

None

Decisions

P/2016/00815 – Mayfield Cottage, Hall Lane, Middle Mayfield

Granted listed building consent in accordance with the submitted documents and plans.

Mayfield PC Planning Guidance

ESBC no longer send out hard copy of planning applications and Cllrs have to access them via the ESBC planning portal. Not all Cllrs have access to the internet, and the Clerk reported that she doesn't always get feedback on planning applications. Cllr Watson suggested that a sub-committee be set up, which could look at the planning applications and then report back to the Cllrs with a recommendation. Cllrs agreed and Cllrs Cook and Moss volunteered to be on the Planning Sub-Committee. It was agreed that the policy would be for the Clerk to email all Cllrs with details of planning applications. Cllrs Moss and Cook would look at the plans and decide whether a site visit was necessary, and would let the Clerk know the overall PC consensus for reporting to ESBC.

Action: Clerk to check with ESBC regarding accessing the portal via iPads

53/16

Neighbourhood Plan Meeting

Cllrs Cook, Turner and Watson attending the recent Neighbourhood Planning meeting in

Ellastone. Mayfield is the only parish which hasn't discussed a Neighbourhood or Parish plan. Cllr Turner thought that this leaves the parish vulnerable, as ESBC could potentially put houses where they wanted to. Other Cllrs thought that the Local Plan was sufficient protection against this. Cllr Cook explained that the Local Plan doesn't guarantee that greenfields won't get built on. Cllrs Cook and Turner thought that a "action" group could be brought together to discuss where the parish might want to put new housing. The Local Plan has identified that 20 additional properties are required in the parish by 2031.

Action: Cllr Turner to draft an article for the Parish Magazine, circulate to Cllrs and Clerk for comment and then submit to Parish Magazine

54/16 Noticeboards for the Parish

Action: Clerk to talk to Dave Nash regarding making noticeboards

55/16 Parish Projects

Bus Shelter, Sycamore Green

Action: Cllr Edge to price cost of bus shelter and bring to November meeting

Action: Clerk to print off letters and pass to Cllr Turner, who will deliver to relevant houses

Unsung Heroes of Mayfield

Cllr Watson presented the amended form to Cllrs for final comment. None was received.

Action: Cllr Watson to draft an article for the Parish Magazine promoting Unsung Heroes of Mayfield

Mayfield Recreation Ground – playground

Cllr Turner lead on discussions regarding the MRA playground. Charles Wimbush said that they had tried various funding options to no avail and would welcome support to improve the playground. Cllrs were in agreement to discuss this matter further.

Action: Cllr Turner will attend the next MRA meeting.

Action: Cllr Parker to contact Fran Carlisle re the Heritage Group's recent proposal

56/16 Items to be included on the next Agenda:

Budget planning for precept

Discussion re Grant Application form and how to fund parish groups

Parish Projects

Transparency Fund application

Maintenance Log

57/16 Date of Next Meeting

The next meeting will be on Wednesday 2nd November 2016.

The meeting ended at 9.35pm