

## **DRAFT Minutes of the Meeting of Mayfield Parish Council**

**Wednesday 6<sup>th</sup> February 2019 at 7.00pm in the Pavilion, Mayfield Recreational Association**

### **16/19 In Attendance & Apologies**

Cllrs in attendance: Cllrs Amy, Golding, Moss, Parker, Turner, Watson.

Apologies: Cllr Edge, Cllr Cook.

### **17/19 Declarations of Interest from Cllrs in any items for discussion**

None

### **18/19 To consider for approval Minutes of the meeting held on Wednesday 9<sup>th</sup> January 2019**

The Minutes were not approved as they required amendment due to a discussion about the protocol for raising issues referred by parishioners to Cllrs. It was confirmed by the Clerk that Cllrs should raise issues at Parish Council meetings, and actions would be agreed at the meeting. Cllrs agreed that the Minutes Item 11/19 should be amended as follows: *Cllr Watson, acting in good faith, met with the Editors of the Mayfield Church and Village News ...*

*Action: Clerk to amend the Minutes of Wednesday 9<sup>th</sup> January 2019 and present at the February meeting for approval*

Cllr Watson also asked if the draft Minutes should be published in the magazine before they have been approved by Cllrs. The Clerk said the Draft Minutes had to be published on the Parish Council website, under the requirements of the Transparency Code for Smaller Authorities. The meetings are public meetings and the draft Minutes are not confidential, so can therefore be published in the Mayfield Church and Village News to keep parishioners informed.

*Action: Clerk to add a note to the draft Minutes for the Mayfield Church and Village News stating they are unauthorised and may be amended*

### **19/19 Public Participation**

One member of the public was in attendance. Cllr Sue Bridgett, Chair of the Okeover Annual Parish Meeting was also in attendance. Cllr Philip Atkins, Leader of Staffordshire County Council arrived partway through the meeting.

The parishioner in attendance suggested that the Annual Meeting of the Parish should revert to its former practice of inviting local groups to attend and give a short report on their activities. He also said that several groups in the parish said they had not been invited to attend the meetings since 2017 – the Clerk said that where they had contact details for groups they received an email publicising the meeting. Posters for the meeting went up around the parish and it was advertised on the website and in the Village News. The Clerk explained that Cllrs were keen to have as many people, whether individuals or groups, at the Annual Meeting as the meeting is for all parishioners. Cllrs appreciated local groups coming to the meeting but it was felt that expecting groups to report to the Parish Council was undemocratic and dictatorial, local groups are part of the fabric of the community, they don't have to answer to the Parish Council. Cllrs had therefore felt it was time for a change to the structure of the Annual Meeting. The parishioner suggested a sociable meeting, where different people and groups could meet. Cllr Watson proposed an annual meeting where all the local groups, along with a general invitation to all parishioners, were invited, Cllr Golding seconded.

*Action: Clerk to draft a new contact list*

*Action: Clerk to check availability of the Memorial Hall from 15<sup>th</sup> May 2019*

### **20/19 Update - East Staffordshire Borough Council (ESBC) - Cllr Edward Barker**

No update.

### **21/19 Finance**

#### **Bank Balance**

The current account bank balance at 09/01/2019 was £19,442.93.

#### **Invoices presented for payment:**

001683 £ 52.00 J Clarke (Salary – January)

001684 £250.88 F Raistrick (Salary – January, Stipend - £18.00, Website renewal - £36.00)

001685 £ 40.00 Aviva Life and Pensions Limited (Clerk's pension, January)

001682 £ 87.50 Graham Woodhouse (Parish Maintenance, inc. Memorial Gardens)

#### **Cost of Using Clerk's Home as PC Office**

The Clerk checked the regulations for homeworking with HRMC and explained that any amount over £18.00 had to be paid as part of salary and would be liable for tax. They had

amended their contract accordingly, to reflect that the monthly costs of using the Clerk's home as office for the Parish Council, including light, heat, internet, landline and mobile calls, use of Clerk's IT equipment, and general wear and tear were £18.00 a month.

### **Grant Award – Henry Prince CE First School and Nursery PTFA**

Cllr Golding asked if the grant award could be carried over to the next financial year. All Cllrs agreed.

*Action: Cllr Golding to let the PTFA know*

22/19

### **Highways & ROW**

#### **Jobs for reporting to Highways (SCC) and Rights of Way**

The Clerk reported that all SCC Cllrs are to be allocated £20,000 each to prioritise highways work in their own communities. This one off funding is on top of annual funding for Highways in Staffordshire. The Clerk suggested that the Parish Council ask for some of this funding to resurface the pavement on Bridge Hill. Cllr Atkins, SCC, said that he could not fund this work.

#### **Grass Verge – outside Lowes Farm, Upper Mayfield**

Cllr Golding raised parishioners' concerns about damage to the grass verge outside Lowe's Farm. The Clerk said that it is being caused by vehicles having to drive up onto the verge to get round the vans parked on Gallowtree Lane by people working on the building development at Fieldhead. It was suggested that the Clerk write to the owners of Fieldhead and ask them to arrange for these vehicles to park on site. If there is no response then the Clerk should follow up with SCC Highways.

*Action: Clerk to write to the owners of Fieldhead*

#### **Crumbling Kerbstone – Mayfield Avenue**

Cllr Turner reported that there were various damaged kerbstones on Mayfield Avenue.

*Action: Clerk to report to SCC Highways*

#### **Gravel on Old Bank, slipping onto Main Road, Hanging Bridge**

Cllr Turner reported that gravel is slipping onto the Main Road and is a potential hazard.

*Action: Clerk to contact ESBC and request that road sweeper clear gravel*

#### **Branches on verge on Swinscoe Hill**

Cllr Amy and Cllr Turner reported that there are branches on the grass verge which may be a hazard.

*Action: Clerk to report to SCC Highways*

#### **Update on jobs reported to Highways**

#### **Signs – cleaning or repair**

The Clerk has reported the damaged signs to SCC Highways and requested that signs are cleaned. The Clifton Parish Council Clerk has requested that the signs on the Derbyshire side of Hanging Bridge are cleaned.

#### **Request for pavement between Wallash and Hermitage Lane to be swept**

ESBC said that this stretch of pavement is too narrow for the sweeper. They will clear it with a brush and keep an eye on it in the future.

According to the ESBC website the following cleaning schedule applies to Mayfield:

<i>Litter Picking</i>	<i>Every Two Weeks</i>	<i>Friday</i>
<i>Mechanical Footsweep</i>	<i>Every Six Weeks</i>	<i>Monday</i>
<i>Carriage Sweeping</i>	<i>Every Month</i>	<i>Tuesday or Thursday</i>

#### **Signage for Mayfield Mills**

The Clerk wrote to Tim Buxton at SCC Highways about the need for an advance sign on Bridge Hill for the benefit of HGV drivers going to Mayfield Mill. Tim will follow up with Mayfield Mill.

Cllr Watson suggested that the speed limit on Swinscoe Hill needs reassessing as vehicles were not slowing down in time for Hanging Bridge.

*Action: Clerk to check on speed limits and follow up with Sue Bridgett, Chair of the Okeover Annual Parish Meeting as she is liaising with SCC Highways about Swinscoe Hill*

#### **Request for a bin on Hall Lane**

The Clerk has arranged with ESBC for a bin to be placed on a lamppost / street sign on Hall Lane. The bin has to be on an existing item of street furniture. As Middle Mayfield is a conservation area the Parish Council would have to apply for planning permission to site our own post at a cost of £117.00.

#### **Damaged posts / markers – Middle Mayfield**

Cllr Parker has asked the parishioner to contact the Clerk with photos.

## **Traffic Flow/A52/Ashbourne bypass**

Cllr Atkins, Leader of Staffordshire County Council, was in attendance. There was a lengthy discussion about the possible impact of the Ashbourne bypass on Mayfield, and the difficulty of getting a response from Derbyshire County Council (DCC). Cllr Atkins assured Cllrs that Staffordshire County Council are in contact with DCC and protecting the interests of Mayfield. Cllr Golding and Cllr Bridgett (Okeover Annual Meeting) were trying to get a breakdown of traffic flow by vehicle type for travel between Ellastone and Mayfield and from Hanging Bridge up to Swinscoe as there is an anecdotal evidence of an increase in HGVs.

## **School Crossing Patrol**

The Clerk reported that SCC had a change of heart and has decided to continue to fund the school crossing patrol in Mayfield.

## **Update on jobs reported to Rights of Way**

No jobs in the system.

**23/19**

## **Maintenance**

### **Jobs Undertaken by Graham**

Graham is still working on the Memorial Gardens.

### **Jobs for Graham**

Cllrs had no jobs to report.

**24/19**

## **Planning Applications**

### **P/2018/01619 Mayfield Cottage, Hall Lane, Middle Mayfield, DE6 2JU**

Felling of 1 Robinia Frisia tree, 1 Apple tree and 1 Hawthorn tree, removal of a lower limb of 1 Elm tree and crown reduction of 1 Ash tree, 1 Apple tree, 1 Acer tree and 1 Cherry tree

*Action: Cllrs to email Clerk with Comments before 20<sup>th</sup> February 2019*

### **P/2019/0006 6 The Park, Mayfield, Staffordshire, DE6 2HT**

Crown reduction of overhanging branches to give a 2 metre clearance from building of 1 Cedar tree and crown lift to give a 5 metre clearance over the road and removal of a crossing limb of 1 Birch tree (T7 & G1 of TPO 2)

Cllrs had no objections.

*Action: Clerk to contact ESBC*

## **Mayfield Mill**

The Clerk received the plan and relevant land registry information from the Principal Planning Officer (PPO) at ESBC, which had been requested at the Planning Update Meeting in November, attended by the PPO.

*Action: Cllr Turner to look over the plans and report back at the March meeting*

**25/19**

## **Update - The Henry Prince CE First School & Nursery**

The school has entered the consultation process again due to low numbers enrolled with a Public Meeting to be held on 12<sup>th</sup> February 2019. Cllr Atkins will consider looking at any proposals which would help to keep the school open, but explained that the County Council only have minimal input into the running of schools e.g. they provide places and only intervenes when a school is failing academically. Cllrs are concerned that if the school closed the parish could lose its Tier 2 status, which has implications for the support and services provided by ESBC and the County Council to the parish. Cllrs agreed that the Parish Council should try to help save the school.

*Action: Cllr Golding and Cllr Parker to meet with Cllr White, SCC to talk about options for the school before 5<sup>th</sup> March 2019 and attend the public meeting*

**26/19**

## **Parish Council Election publicity and timetable**

The Clerk explained that ESBC are providing them with the nomination packs for people to apply to stand as a Parish Cllr. Interested people are requested to contact the Clerk to request a pack, and they will post them out – this also applies to Cllrs, the Clerk will not automatically send current Cllrs a pack. Nominations must be taken by hand to Burton Town Hall for verification – full details of the process can be found in the Mayfield Church and Village News, on the Parish Council website and by contacting the Clerk or ESBC. The clerk will also place publicity material for the Election and information on the role of Cllrs in the February 2019 Mayfield Church and Village News. They will also put up posters on the four noticeboards in the Parish, the Parish Council bus stops, and ask the Memorial Hall, Church Rooms and the MRA if posters can be put in these venues.

*Action: Clerk to publicise election in the Parish and email information to Cllrs*

**27/19 Discussion – Parish Council Annual Review 2019**  
The Clerk explained that from 19<sup>th</sup> March the Parish Council would enter purdah - *This is the (unofficial) name for the period between the publication of the Notice of Election and the election itself. In general terms it means that the Council, its Members and employees should avoid conducting any business, or generating any publicity that could be construed as promoting any political party or individual. Controversial decisions should be avoided and existing Members should not use Council resources to promote their campaigns for re-election or their political group.*  
The Clerk sent this information around by email prior to the meeting and advised that the Annual Review should not be published before May, at the earliest, as publication in March or April could be construed as Cllrs promoting themselves for re-election.

**28/19 Correspondence**  
All correspondence was sent round via email prior to the meeting.  
No Cllrs wished to attend the Local Government Boundary review to be held on Friday 15<sup>th</sup> February 2019.

**29/19 Items to be included on the next Agenda:**  
No additional items

**30/19 Date of Next Meeting:** Wednesday 13th March 2019 (this meeting is a week later than usual due to Shrovetide).

**The meeting finished at 21.10 pm**

*The public is reminded that these minutes are unapproved at the time of publication and may be subject to amendment before final approval at the next Parish Council meeting.*

*Fiona Raistrick, Clerk, Mayfield Parish Council  
[www.mayfieldparishcouncil.org.uk](http://www.mayfieldparishcouncil.org.uk)*