

**DRAFT Minutes of the Meeting of Mayfield Parish Council**  
**Wednesday 5<sup>th</sup> June 2019 at 7.30pm in the Pavilion, Mayfield Recreational Association**

**64/19 In Attendance & Apologies**

All Cllrs were in attendance: Cllr Amy, Cllr Cotton, Cllr Golding, Cllr Parker, Cllr Slack, Cllr Watson.

**65/19 Declarations of Interest from Cllrs in any items for discussion**

None

**66/19 To consider for approval draft Minutes of the meeting held on Wednesday 3<sup>rd</sup> April 2019**

The Minutes were approved by Cllrs and signed off by the Chair, Cllr Amy.

**67/19 Public Participation**

There was one parishioner in attendance.

**68/19 Update - East Staffordshire Borough Council (ESBC)**

Cllr Barker did not send an update in time for the meeting. Cllr Golding asked for a formal response from Planning re Field Head – Cllr Barker had emailed previously to say that they did not consider that there has been any breach of planning regulations at the development.

*Action: Cllr Golding to follow up with ESBC Planning*

**69/19 Finance**

**Bank Balance**

The current account bank balance at 26/04/2019 was £23,630.96. The May statement had not been received at the time of the meeting. The Clerk confirmed that the first half of the precept had been received at the end of April - £5,727.51. The Clerk has begun setting up the new bank account. In the interim the Clerk suggested that Cllr Watson be set up as a signatory on the existing current account so they could countersign with Cllr Turner. Cllrs authorised the Clerk to arrange for Cllr Turner and Philip Cook, an existing signatory but no longer a Cllr, to approve Cllr Watson as signatory.

*Action: Clerk to arrange meeting with Cllr Turner and Philip Cook at Lloyds Bank*

The reserve account balance at 05/06/2019 was £4,885.38.

*Action: Clerk to email I&E 2018 – 2019 to Cllrs for information*

**Invoices presented for payment:**

Due to the lack of bank signatories, as a result of the election and early resignations, the Clerk asked Cllr Turner (who resigned on 7<sup>th</sup> May before being co-opted on 3<sup>rd</sup> June 2019) to countersign the cheques for April 2019 (001699 – 001705), with the Clerk, at the Annual Meeting / MARNA Open Day on Saturday 4<sup>th</sup> May 2019.

001699 £ 226.25 F Raistrick – salary - April

001700 £ 52.00 J Clarke – salary - April

001701 £ 48.00 Aviva Life & Pensions – F Raistrick

001702 £ 87.28 F Raistrick – Stipend & expenses

001703 £ 112.03 Graham Woodhouse - Parish Maintenance & Memorial Gardens

001704 £ 74.50 Ashbourne Secretarial & Printing Services (School consultation)

001705 £ 411.06 Norris & Fisher - Annual Insurance for Parish Council

As there are still only two signatories, the Clerk and the co-opted Cllr Turner, Cllrs agreed that the Clerk and Cllr Turner could countersign the cheques for the May invoices.

001706 £ 26.00 J Clarke - salary

001707 £ 262.76 F Raistrick - salary

001708 £ 64.00 Aviva Life & Pensions – F Raistrick

001709 £ 36.65 Staffordshire Parish Council Association – Good Cllr Guides

001710 £ 93.75 Graham Woodhouse – maintenance & Memorial Gardens

001711 £ 170.70 G Turner – internal audit 2018 – 2019

001712 £ 26.34 F Raistrick – stipend & expenses

001713 £ 375.00 Mayfield Recreational Association – grant

### **Grant Application – Mayfield Recreational Association (MRA)**

Charles Wimbush, MRA, spoke in support of the application. Cllrs clarified that the MRA were awarded a grant of £700.00 in 2018 – 2019 for reslitting and reseeding the football pitch but this has not been spent, as the work could not be undertaken at that point. Cllrs agreed in July 2018 that the grant could be spent in 2019 – 2020 on this work. The Clerk explained that the internal auditor had picked up on this and had stated that in future the Parish Council should not do this again, as this is taxpayers' money and should have been returned to the Parish Council. This was acknowledged by the Parish Council. Charles explained that this grant application was for work on the MUGA and separate to the 2018 – 2019 grant application.

Cllrs agreed to support the 2019 – 2020 grant application for £375.00 for the MUGA and this was approved.

*Action: Charles Wimbush to write to the Clerk explaining what they will spend the 2018 – 2019 grant of £700.00 on and when it will be spent*

*Action: Clerk to issue cheque to the MRA*

*Action: Clerk to make poster for noticeboards and Village News advertising Parish Council grants*

**70/19**

### **Highways & ROW**

**Update - Jobs logged / Job completed**

#### **Pothole - Wallash**

This has been filled in.

#### **20mph sign outside shop**

The Clerk reported the sign to Highways - and the sign has now been fixed safely.

#### **Canvas banner on balcony of Ashbourne Windows**

The Clerk received two complaints about the sign. This was reported to Planning Enforcement who said the banner was 6m or over and required planning permission. The sign has now been removed.

#### **Collapsed wall by bus stop / flats**

The Clerk has reported this to Cadent, who have agreed that the wall is on their land. However they can't seem to agree as to which department is responsible for repairing it.

*Action: Clerk to follow up*

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

There is still no update from SCC.

*Action: Clerk to follow up on signs, Bridge Hill, speed survey, 40mph limit for Swinscoe Hill etc. over summer*

#### **Staffordshire's Road Safety Grant Fund**

The Clerk submitted a request for funding to subsidise the cost of road safety signage for Mayfield. Staffordshire Police supported the request but SCC Highways did not respond to requests for support for the application. The agency who are administering the grant application fund on behalf of Safer Staffordshire Road Safety Partnership (SSRSP) said that SCC had failed to respond to other groups / parishes who had asked for letters of support and they would be letting SSRSP know about this.

#### **Field Head, Gallowtree Lane**

The Clerk has written to the Sissons asking when the work will be finished and if they could contact their neighbours to let them know. The Sissons have agreed to fully reinstate the grass verge outside Lowes Cottage once the work is finished. Highways have not responded to the request to assess the damage to the grass verge. Planning at ESBC have not responded re Cllr Golding's request to visit the site.

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

#### **Dog Fouling**

Cllrs agreed that the Clerk should contact Community Enforcement at ESBC and ask them to come out to Mayfield and make a spot check on Slack Lane, Moorlands Drive

and along Main Road.

**Action: Clerk to follow up**

#### **Old Bank**

Residents of the flats at the bottom of Old Bank have asked if the one way road signs could be moved higher up Old Bank. They have reported that residents above the flats are driving down Old Bank, rather than following the one way system and driving up to Gallowtree Lane. Cllrs asked that this request be noted but that it wasn't urgent as it's not clear as to where the signs could actually be moved.

**Action: Clerk to follow up with Highways**

#### **Estate Agent signs – Swinscoe Hill**

Cllr Golding reported that the estate agent signs are blocking the Upper Mayfield Signs. Cllrs agreed that the Clerk should request that they are moved.

**Action: Clerk to follow up**

#### **Land at the back of Sycamore Green**

*A parishioner has asked if the posts, which have been recently placed on the land at the back of Sycamore Green, are permitted. They are apparently causing residents difficulty in turning round. It is believed that the land belongs to ESBC.*

**Action: Clerk to contact ESCC**

#### **Use of SCC Highways App**

The Clerk suggested that Cllrs and parishioners use the Highways app, if their mobile supports apps and has a camera, and report potholes and minor highways damage via the app, rather than at the meeting. If reported at the meeting to the Clerk they then have to go out and locate the problem, take photos and report which is not an always an efficient use of the Clerk's hours. Cllrs agreed.

**Action: Cllrs to report potholes etc., or advise parishioners to report directly via the app or SCC Highways website if this is available to the Cllr or parishioner**

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

No jobs in the system.

**71/19**

#### **Maintenance**

A parishioner complained to Cllr Parker that the Memorial Garden was looking messy. The Clerk explained that Graham was still working on the gardens and that there was a lot of weeding to be done.

The Clerk asked if Cllrs would agree to Graham painting the benches opposite the top of Church Lane and the bench outside the flats. Cllrs agreed.

**Action: Clerk to follow up with Graham**

**72/19**

#### **Planning Applications**

##### **P/2019/00517 - Mayfield Cottage, Hall Lane, Middle Mayfield, DE6 2JU**

*Crown lifting of 1 Ash tree to give a clearance of 5 metres and felling of 1 Spindle tree*  
Cllrs consider that this is an inappropriate and inadequate application, given that this is an application for work on trees in a conservation area. There is a lack of information and photographs to help Cllrs make a decision.

**Action: Clerk to contact ESBC Planning Officer with the Cllrs' comments and objection to the application**

##### **P/2019/00611 to P/2019/00619 - construction of replacement water main by South Staffordshire Water (Stanton Lane)**

South Staffordshire Water have submitted 9 planning applications for replacement water mains in fields along Stanton Lane. Cllrs don't object to the overall project but they don't think there is enough supporting information in the application(s) to allow them to make a fully informed decision. Cllrs have requested that decisions are not taken until they have received answers to their questions about: the hedgerow removal and replacement, when the work will take place and temporary footpath closures.

**Action: Clerk to follow up with ESBC Planning**

**Action: Clerk to contact the Parkinsons at Harlow Farm, Stanton Lane**

**Decisions**

None to report.

**73/19 Co-option of Cllrs**

The Clerk received five expressions of interest for the three Cllr vacancies. Cllrs discussed the five expressions of interest and voted. The co-opted Cllrs are as follows: Sue Bridgett, Kevin Coates and Kerry Turner. Their first meeting will be the Parish Council meeting on Wednesday 3<sup>rd</sup> July 2019, where they will sign their Declaration of Acceptance of Office and become Parish Cllrs.

*Action: Clerk to follow up with all five applicants*

**74/19 Update - The Henry Prince CE First School & Nursery**

As a result of the County Council's decision to close the school Cllr Parker and Cllr Golding believe that the focus should now be on the future. This may include re-opening the school down the line. Cllr Golding asked that the Education Sub-Committee continue as part of the 2019 – 2023 Parish Council. Cllrs agreed. The Clerk explained that the Education Sub-Committee would need to be run as per the requirements laid down in the Parish Council Standing Orders 2019, which were agreed at the Annual Parish Council meeting on 3<sup>rd</sup> June 2019.

*Action: Clerk to liaise with Cllr Golding and Cllr Parker and the note taker*

**75/19 Correspondence**

All correspondence was sent round via email prior to the meeting.

**76/19 Items to be included on the next Agenda**

Village Projects - bus stop

**77/19 Date of Next Meeting:**

Wednesday 3<sup>rd</sup> July 2019 at 7:30pm

**The meeting finished at 9.45pm**

*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)*