

# MAYFIELD PARISH COUNCIL

Clerk to the Council: Lesley Brown

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**Minutes of a meeting of Mayfield Parish Council, held on Wednesday July 15<sup>th</sup> 2020 at The Memorial Hall, Mayfield.**

**Present:** Cllr Amy (Chair); Cllrs Coates; Cotton; Bridgett; Watson; Golding; Hough; Slack. Cllr Parker attended via Zoom link. Clerk Lesley Brown. 2 members of the public.

No	Item	Action										
7/20/1	<b>To receive apologies for absence</b> There were no absences											
7/20/2	<b>Declaration of Interests</b> There were no declarations of Interest.											
7/20/3	<b>Public Speaking</b> Concern was expressed regarding the safety of the new site for the school pick-up bus stop. No risk assessment has been supplied. There are no railings at the pavement edge and the safety of the children waiting on a busy road at peak times of travel is a cause for prompting action regarding a change of site. A site visit by the transport department to view the danger and discuss further with the Parish Council, has been requested.											
7/20/4	<b>Approval and Ratification of the Minutes of the last meeting, held on March 4<sup>th</sup>.</b> The Council resolved to accept the Minutes of the previous meeting, held on Wednesday March 4 <sup>th</sup> , as a true record of that meeting.											
7/20/5	<b>Finance &amp; Administration</b> Authorisation and payment of invoices for April, May and June was carried out by e mail, due to Covid 19 restrictions, the closure of the old bank account and the setting up of on-line banking. All Councillors were sent the Financial Workbook for each respective month, detailing payments and a giving a summary of Council Finances. a) <b>Current Financial Statement</b> The balance in Lloyds Bank as at June 30th 2020 was £22,719.83 with £4,889.98 additionally held in TSB Flexible Savings Fund. Council had agreed and authorised the following payments for June. <table><tr><td>Village maintenance</td><td>115.63</td></tr><tr><td>Litter Picker</td><td>52.00</td></tr><tr><td>Clerk Salary</td><td>211.15</td></tr><tr><td>Clerk Stipend</td><td>18.00</td></tr><tr><td>Ico (Data Protection)</td><td>40.00</td></tr></table>	Village maintenance	115.63	Litter Picker	52.00	Clerk Salary	211.15	Clerk Stipend	18.00	Ico (Data Protection)	40.00	
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<b>TOTAL</b>	<b>2,148.68</b>							
	<p><b>b) Internal Auditor's Report</b> This was carried out remotely due to Covid 19 restrictions. A sample of documents was inspected. It was noted that the Parish Council website did not give clear public access to Agendas and Minutes and the Fixed Asset Register and that VAT reclaim for 2019/2019 should be included in the 2019/2020 claim.</p> <p><b>c) Approval of the Annual Governance Statement</b> Councillors had all received and read a copy of this. It was approved by full Council and duly signed by the Chair and the Clerk.</p> <p><b>d) Approval of Accounting Statements 2019/2020</b> The Council resolved to approve the Accounting Statements as presented by the Clerk.</p> <p><b>e) Exemption Certificate</b> This was duly signed by the Chair and the Clerk for submission to the External Auditor.</p>							
7/20/6	<p><b>Chair Report</b> Cllr Amy welcomed Richard Hough, as a co-opted new councillor and Lesley-Ann Brown as the Clerk. Graham Woodhead and Jarad Clark have continued to maintain the high standard of appearance of the village Grants have been given during the past year to the MRA to complete the MUGA (£375.00). In March 2020, a grant of £3,000 was given to secure the installation of the adult gym equipment on the site. The closure of Henry Prince School, despite the setting up of a sub-committee to oppose it, was a huge blow to the village. However, the Parish Council continue to work hard to find solutions for Mayfield issues such as the HGV traffic coming through narrow lanes, creating clear signage to avoid this and monitoring parking problems. Council is also actively protesting against the new bus pick-up point due to the very real dangers the chosen site will cause. Planning issues are discussed and objections raised when Council are concerned about the impact on the village. The importance of communication with the whole village is recognised and 2 new notice boards have been purchased, to be located in Middle Mayfield and The Terrace, to aid this. March saw the whole country go into lockdown. This has thrown all our lives into turmoil. We have tried to adapt and to help the village wherever possible, with our Facebook site recruiting volunteers and becoming the start of what became the villagers' lifeline. Now in July we will begin to rebuild our community, continuing our projects and furthering the new level of community spirit</p>							

	which has grown through the past very challenging months.	
<b>7/20/7</b>	<p><b>Clerk's Report &amp; Correspondence</b></p> <p>The Clerk reported that the past few months' lockdown had not provided an easy introduction to Mayfield. Cllr Amy was thanked for her support in getting the on-line bank account up and running and for responding to many e mail and telephone queries. March and April are months when the annual Audit has to be completed, this year having to be done by post and e mail. The chance to have a face to face Parish Council meeting was very much welcomed.</p> <p>E mails were received regarding 2 footpaths, one appearing to be blocked by a locked gate and one ending with an unsafe stile. Cllr Slack responded to the first query and Cllr Amy agreed to investigate the second.</p>	
<b>7/20/8</b>	<p><b>Parish Matters &amp; Maintenance</b></p> <p>a) Parish Council Website The Clerk requested that this be re-organised in order to simplify access and allow all necessary documents to be available to the public. Cllr Amy agreed to contact a person in Mayfield who may be willing to undertake a complete review of the site and offer any assistance needed. This was approved.</p> <p>b) School Bus Pick Up Following a meeting at the site by the Clerk, Cllr Amy and Kerry Turner, it was agreed that the Clerk should e mail Student Transport to request a site meeting. The response was that Philip Atkins and Jackie Bridgen Senior Transport Co-ordinator would be meeting on Monday 20<sup>th</sup> and a reply would be sent after that date.</p> <p>c) HGV traffic through Mayfield Letters of complaint were received, from residents in Church Lane, about the number of HGV lorries driving through narrow lanes in Mayfield and causing real danger of damage and accident. The Clerk had forwarded these to Philip Atkins, who replied that he would be discussing the issue with Trevor Mellor and Richard Rayson. Cllr Golding had talked with Iain Bradley, Manager of Mayfield Yarns, who had requested that these letters be forwarded to him. The Clerk was asked to forward the letters to Mr Bradley.</p> <p>d) Planning Application P/2019/01381, forwarded to Councillors during the lockdown period, had raised serious concerns regarding the size, siting and design of the proposed application which concerns land off Piccadilly Lane, Upper Mayfield. Cllr Golding agreed to draft a letter of objection for the Clerk to send to Gary Shilton at Staffordshire Borough Council.</p>	<p><b>Cllr Amy</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Cllr Golding/ Clerk</b></p>
<b>7/20/9</b>	<p><b>Date for future meetings, to be held in the Function Room at the Memorial Hall, Mayfield.</b></p> <p><b>Wednesday 12<sup>th</sup> August 7pm</b></p> <p><b>Wednesday 2<sup>nd</sup> September 7pm</b></p>	

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