

Mayfield Parish Council

To: The Members of Mayfield Parish Council

You are hereby summoned to attend the Annual Meeting of Mayfield Parish Council to be held on **Monday 15th May 2022 at 7.00 pm** at The Church Rooms, Church Lane, Mayfield

An audio recording of this meeting may be made to facilitate the minute taking process.

Yours Sincerely

Anne Wilson, Outgoing Parish Clerk

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

AGENDA

05/23/1	To receive apologies for absence/note attendance
05/23/2	Declaration of Interests Members are asked to receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.
05/23/3	Public Speaking Members of the public are welcome to attend. You may speak about any item which is on the Agenda. The total time allowed is 10 minutes , so please be brief and to the point. Members of the Council will listen and do not have to respond to any comments made, although comments relating to Agenda items will be discussed at the relevant point in the meeting. During that Agenda item, further public participation cannot be permitted. There will be no debate or discussion between councillors and the public.
05/23/4	Election of Chairman Members are asked to elect a Chairman of Mayfield Parish Council for the ensuing municipal year.
06/23/5	Election of Vice-Chairman Members are asked to elect a Vice-Chairman of Mayfield Parish Council for the ensuing municipal year.
07/23/6	Annual Report of the Chair 2022/23 Members are asked to note the minutes of the previous year together with the Newsletter recording the achievements of the year posted on the website.
05/23/7	Approval of the Minutes Members are asked to receive and confirm the minutes of the following meetings which are posted on the MPC website: <ul style="list-style-type: none">• Mayfield Parish council Meeting Monday 15th November 2022• Mayfield Parish Council Meeting Tuesday 7th February 2023• Mayfield Parish Council Meeting Friday 24th February 2023

05/23/8

Finance, Administration and Maintenance

a) Current financial statement
Members are asked to note the current balance on the account as at 8th May 2023: £10,211.29

b) Approval and payment of invoices

Members are asked to note that the following payments have been made in between meetings:

05/05/2023	ZURICH TOWN & PARISH INSURANCE	£433.05
05/05/2023	ANNE WILSON PAY APRIL 23	£659.40
28/04/2023	MBP CONTRACTORS	£1,600.00
28/04/2023	LIBRA BUSINESS ESS	£64.80
18/04/2023	ANNE WILSON PAY MARCH	£659.40
14/04/2023	JANET WATSON RECLAIM	£125.97
13/04/2023	ED BENTLEY TREESCAPES	£260.00
11/04/2023	123 REG LTD MONTHLY EMAIL CHARGE	£41.99
05/04/2023	SPCA ANNUAL SUBSCRIPTION	£313.80
05/04/2023	LIBRA BUSINESS ESS	£64.80
05/04/2023	MA & P BOURA RECLAIM	£15.17
05/04/2023	GLASDON UK LTD	£2,324.95
05/04/2023	ANNE WILSON pay	£712.50
20/03/2023	R.P. GEORGE LTD	£464.88
20/03/2023	ED BENTLEY TREESCAPES	£260.00
14/03/2023	MEMORIAL HALL MPC ROOM HIRE	£20.00
14/03/2023	MBP CONTRACTORS	£253.00
14/03/2023	MAYFIELD CHURCH PC MPC ROOM HIRE	£7.50
14/03/2023	GRAHAM MOODIE RECLAIM	£146.88
14/03/2023	DSK ENGINEERING	£144.00
09/03/2023	123 REG LTD MONTHLY EMAIL CHARGE	£41.99
21/02/2023	ED BENTLEY TREESCAPES	£780.00
21/02/2023	ANNE WILSON PAY	£412.50
13/02/2023	WORDPRESS ANNUAL SUBSCRIPTION	£43.20
06/02/2023	GRAHAM WOODHOUSE	£81.25

Members are asked to note that the Zurich Insurance Premium has been paid for the Council Insurance. 2023/2024 is the second of a three-year agreement, the policy expiring in May 2025.

c) Parish Precept Requirement 2023/2024
Members are asked that due to the deferment and cancellation of meeting in February 2024 the precept for Mayfield for 2023/2024 has not been set. East Staffordshire Borough Council have put a sum aside through their processes for this financial year based on previous years' figures and a nominal increase.

Members are therefore asked to agree:

- The budget for 2023/2024
- The precept for 2023/2024
- Band D equivalent for 2023/2024
- To notify Staffordshire District Council when the budget and precept is agreed using the statutory paperwork.

	<p>d) Lloyds Bank</p> <p>A new bank mandate will need to be set up for signatures for all the payments and the online banking. All previous Parish Councillors must be removed from the mandate as soon as possible. Members are therefore asked to agree the way forward, noting that for a small council it is recommended that all Councillors are signatories.</p>
05/23/9	<p>Appointment of Parish Clerk</p> <p>Members are asked to consider the appointment of a new Parish Clerk and the steps to take in the recruitment process.</p> <p>Members are asked to set up a small working Party to progress this matter noting that an advert has already been publicly circulated.</p>
05/23/10	<p>Planning notifications</p> <p>i) Members are asked to consider the following applications:</p> <ul style="list-style-type: none"> • P/2023/00318 Wallash Farm, Wallash Change of use of existing agricultural building for commercial use including a single storey extension on the north east elevation, alterations to the roof including installation of solar panels on south elevations and external cladding. <p>Members are advised that a response from MPC has been submitted, and that the response deadline to ESBC has been extended by the planning authority to 12th May.</p>
05/23/11	<p>Review of Standing Orders and Financial Regulations</p> <p>Members are advised that these documents are due for review and asked to agree the way forward for this.</p>
05/23/12	<p>Date of next meeting</p> <p>i) Members are asked to agree the date and venue of the next meeting of Mayfield Parish Council</p> <p>ii) Parish Councils need to arrange annually an Annual Parish Meeting between March and June each year. Therefore, Members need to arrange an Annual Parish Meeting, the meeting for the residents of Mayfield, by 31st May 2023. Members are asked to agree a date and venue for this meeting.</p>