

NOTICE OF PARISH COUNCIL MEETING (LGA 1972)

**This Agenda Pack was issued with the Agenda for a Mayfield Parish Council meeting at Memorial Hall, Mayfield Memorial Hall, Conygree Lane, Mayfield, Ashbourne DE6 2LD commencing at 7 pm on Tuesday 12<sup>th</sup> September 2023**

**Issued by - Mrs Gibson – Parish Clerk**

Date: 05 September 2023

**AGENDA**

- 23.09.001 APOLOGIES AND APPROVAL OF ABSENCES
- 23.09.002 TO CONFIRM ELECTION RESULTS AND NEW COUNCILLORS' DECLARATION OF ACCEPTANCE OF OFFICE
- 23.09.003 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS.  
Councillors to declare any interests using dispensation form, a failure to declare a disclosable pecuniary interest at a meeting is a criminal offence under section 34 of the Localism Act 2011.
- 23.09.004 TO CONSIDER AND APPROVE THE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> July 2023 ARE A CORRECT RECORD
- 23.09.005 TO CONSIDER AND APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 31<sup>ST</sup> AUGUST 2023  
ARE A CORRECT RECORD
- 23.09.006 TO CONSIDER AND APPROVE ADOPTION OF THE FOLLOWING MAYFIELD PARISH COUNCIL POLICIES:  
  
BUSINESS RISK POLICY  
CIVILITY AND RESPECT PLEDGE  
CODE OF CONDUCT  
COMPLAINTS POLICY  
DISPENSATION REQUEST FORM  
FREEDOM OF INFORMATION AND PUBLICATION SCHEME POLICY  
FREEDOM OF INFORMATION – REQUEST HANDLING PROCESS  
GENERAL POWER OF COMPETENCE  
HOMWORKING POLICY  
UNREASONABLY PERSISTENT AND VEXATIOUS COMPLAINTS POLICY  
All the above policies were provided to Councillors with the Agenda.
- 23.09.007 TO CONSIDER AND APPROVE DATES FOR FUTURE MEETINGS.  
Council to consider and approve moving the Parish Council meeting to 1<sup>st</sup> Tuesday or each month.  
Council to consider and approve Parish Council meeting for 10 times per year. (exclude August/January)  
Council to consider and approve the following dates for meetings until next Annual Meeting 2024:  
3rd October 2023  
7th November 2023  
5th December 2023  
(January no meeting)  
6th February 2024  
5th March 2024  
2nd April 2024  
7th May 2024 (Annual Meeting)
- 23.09.008 TO CONSIDER AND APPROVE INTERNAL AUDITOR APPOINTMENT  
Council to consider two quotations from internal auditors and approve appointment.
- 23.09.009 TO CONSIDER AND APPROVE PAYROLL BUREAU APPOINTMENT  
Council to consider two quotations from payroll bureaus.

\* The item, Public Participation, allows 10 minutes of each Parish Council Meeting, for members of the public to make representations or give evidence in connection with items included on the agenda. Each representation must be a maximum of 3 minutes. At the discretion of the Chairperson, the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

- The Openness of Local Government Bodies Regulation 2014 – allows the filming and recording of Parish Council meetings

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23.09.0010 TO CONSIDER AND APPROVE PURCHASE OF ROYAL MAIL PO BOX NUMBER.

Council to consider and approve the cost of a PO Box number for all council correspondence, approx. cost £330 per year.

23.09.0011 TO CONSIDER AND APPOINT COMPLAINTS COMMITTEE

Council to approve 3 members of the Council to form committee.

23.09.0012 TO CONSIDER AND APPROVE TRAINING BUDGET AND NEW COUNCILLORS TRAINING QUOTE

Council to consider and approve a Councillor training budget for 2023-2024 and to consider and approve a quotation from Staffordshire Parish Council Association (SPCA) for bespoke in person training of all Councillors.

23.09.0013 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETINGS:

- JOHN “ JACK” MANSFIELD TREE PLANTING WITHIN PARISH – UPDATE
- JOHN “ JACK” MANSFIELD TREE PLANTING WITHIN PARISH – CONSIDER AND APPROVE BUDGET FOR LICENSE TO PLANT AND PURCHASE OF TREE.
- MAYFIELD CONSERVATION GROUP GRANT – UPDATE
- STILE REPAIRS – UPDATE
- HIGHWAYS ISSUES – UPDATE  
To consider and approve creation of a Highways log for the website.
- LENGTHSMAN CONTRACT – UPDATE
- WEBSITE – TO CONSIDER AND APPROVE QUOTES FOR UPDATES  
The updates to include: adding a planning application area, rearranging the current tabs and providing training.
- PARISH PLAN – SCHEDULE FOR PROJECTS – UPDATE  
To consider and approve creation of a projects schedule for the website.
- P/2023/00701 LAND WEST OF SLACK LANE, UPPER MAYFIELD - Formation of new access to site and turning area within site on agricultural land to carry out agricultural activities – SITE VISIT UPDATE
- P/2023/00318 WALLASH FARM, WALLASH MAYFIELD STAFFORDSHIRE - Change of use of existing agricultural building for general industrial use (Class B2) including a single storey extension on the north east elevation, alterations to the roof including installation of solar panels on south elevation and external cladding (Amended Description) – UPDATE FROM ESBC (East Staffordshire Borough Council).

23.09.0014 PUBLIC PARTICIPATION

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23.09.0015 TO CONSIDER AND PROVIDE COMMENT ON PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS.

23.09.0016 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR

23.09.0017 TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022-2023

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23.09.0018 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF THE LIST ON AGENDA AND RECEIVE FINANCIAL UPDATES:

Council to consider and approve list of payments on Agenda- on the date of issue of the Agenda the amounts were not finalised, due to Clerk being appointed on 1<sup>st</sup> September 2023, but a full list to be provide at the meeting.

Council to receive update on Lloyds Bank mandate (signatures/address), cheque book and debit card.

23.09.0019 CORRESPONDENCE

Council to consider all correspondence received since last meeting, including a FOI request.

23.09.0020 CLERK REPORT

Clerk appointed on 1<sup>st</sup> September 2023 and confirmed CiLCA qualification.

23.09.0021 COUNCILLORS REPORTS (INFORMATION ONLY)

Councillors to report items for consideration in future agendas.

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