

Minutes for a meeting of Mayfield Parish Council held at Mayfield Memorial Hall, Conygree Lane, Mayfield, Ashbourne DE6 2LD commencing at 7 pm on Tuesday 12th September 2023

Present: Cllr Wakefield (Chair), Cllr Boura, Cllr Cotton (Vice Chair), Cllr Harrison, Cllr Keeling, Cllr Murfin, Cllr Russell, Cllr Woodhouse, Clerk and 9 members of the public.

Chairperson welcomed everyone to the meeting and requested a Thank you be minuted to the volunteer Clerk for his sterling work.

23.09.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Stephenson, Cllr Sankey (ESBC).
APPROVED.

23.09.002 TO CONFIRM ELECTION RESULTS AND NEW COUNCILLORS' DECLARATION OF
ACCEPTANCE OF OFFICE.

Chairperson confirmed that ESBC Returning Office advised an uncontested election (21.09.2023) and confirmed that Cllr Boura and Cllr Stephenson duly elected Parish Councillor for Mayfield.

Chairperson confirmed received of Declaration of Acceptance of Office forms.

Consideration of Motion: Cllr Harrison Proposed and Cllr Murfin Seconded, for the Public Participation item (Ref: 23.09.0014) be discussed before next item on the Agenda. A vote took place, For: 6 – Against: 1. Public Participation took place at this point in the meeting, please see item 23.09.0014 for content of Public Participation.

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. – **NONE**

Clerk advised Councillors the Dispensation form is on website.

23.09.004 TO CONSIDER AND APPROVE THE MINUTES OF THE MEETING HELD ON 11th July
2023 ARE A CORRECT RECORD – Proposed: Cllr Cotton, Seconded: Cllr Russell – **RESOLVED**
by unanimous vote

23.09.005 TO CONSIDER AND APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING HELD
ON 31ST AUGUST 2023 ARE A CORRECT RECORD – Proposed: Cllr Boura, Seconded Cllr
Murfin. **RESOLVED** by unanimous vote

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

Chair initials _____

FREEDOM OF INFORMATION AND PUBLICATION SCHEME POLICY

FREEDOM OF INFORMATION – REQUEST HANDLING PROCESS

GENERAL POWER OF COMPETENCE

HOMEWORKING POLICY

UNREASONABLY PERSISTENT AND VEXATIOUS COMPLAINTS POLICY

All the above policies were provided to Councillors with the Agenda.

Proposed to accept all Policies: Cllr Murfin, Seconded by Cllr Russell, Vote: For- 5 – Against- 3

– **RESOLVED**

23.09.007 TO CONSIDER AND APPROVE DATES FOR FUTURE MEETINGS.

Council to consider and approve moving the Parish Council meeting to 1st Tuesday of 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)

Proposed to move meeting to 1st Tuesday of months and agreed dates above: Cllr Russell, Seconded Cllr Boura, Vote: For 7, Against 1 - **RESOLVED**

23.09.008 TO CONSIDER AND APPROVE INTERNAL AUDITOR APPOINTMENT

Council considered two quotes and **RESOLVED** by unanimous vote to appoint Toplis Associates Ltd. Fee to be included to 2023-2024 Budget and Clerk to virement from General Reserves. Clerk to inform auditors of Council decision.

23.09.009 TO CONSIDER AND APPROVE PAYROLL BUREAU APPOINTMENT

Council considered two quotations and **RESOLVED** by unanimous vote to appoint Bradleys Ltd to carry out payroll services for two employees of Mayfield Parish Council. Fee to be included to 2023-2024 Budget and Clerk to virement from General Reserves. Clerk to inform payroll bureaus of Council decision.

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.

Council requested by unanimous vote for Clerk to investigate the cost of forwarding service and bring cost to October meeting as a comparison.

23.09.0011 TO CONSIDER AND APPOINT COMPLAINTS COMMITTEE

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

Cllr Boura, Cllr Keeling and Cllr Murfin offered to form committee.

Proposed by Cllr Cotton, Seconded Cllr Woodhouse.

RESOLVED by unanimous vote.

Chair initials _____

Clerk will create a Frame of Reference for the Committee by 20th September 2023 and will circulate to all Councillors. No Committee Meeting to take place until Frame of Reference produced. Cllr Harrison stated his disagreement with the Complaints policy and asked for it to be minuted.

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.

Proposed Budget for 2023-2024 to carry out Councillor Training: £650.

Proposed: Cllr Boura, Seconded Cllr Russell, **RESOLVED** by unanimous vote.

Clerk to virement funds from General Reserves.

SPCA New Councillor Training: £350

Proposed to accept quote: Proposed: Cllr Wakefield, Seconded: Cllr Russell. **RESOLVED** by unanimous vote

Clerk to obtain dates for training from SPCA. Council confirmed all Councillors to attend.

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

JOHN " JACK" MANSFIELD TREE PLANTING WITHIN PARISH – UPDATE

SCC provided license paperwork, but no cost, Clerk advised it could be £150.

Proposed for Clerk to submit license paperwork. Cllr Murfin, Seconded, Cllr Russell. Vote:

For: 7 – Abstain – 1. Clerk will send paperwork to Staffordshire County Council (SCC).

JOHN " JACK" MANSFIELD TREE PLANTING WITHIN PARISH – CONSIDER AND APPROVE BUDGET FOR LICENSE TO PLANT AND PURCHASE OF TREE.

Council discussed budget and Cllr Murfin and Cllr Russell proposed to set a budget for £300.

RESOLVED by unanimous Vote. This budget will include License cost, purchase of tree and refreshments for planting event.

MAYFIELD CONSERVATION GROUP GRANT – UPDATE

Complaint received re: Grant.

Council **RESOLVED** by unanimous vote for Clerk to send details to the new Complaints Committee for consideration and if possible the Committee will report back to the October meeting. Proposed: Cllr Woodhouse, Seconded Cllr Murfin.

Cllr Harrison requested his report be read out at the meeting tonight and was advised that Complaints Committee would receive and review a copy. Cllr Murfin requested Clerk write to Mayfield Conservation Group to return grant, Cllr Murfin was advised that the Complaints Committee would make recommendations to Council.

STILE REPAIRS – UPDATE

Clerk noted that stile repairs were requested in previous meetings and requested a list be provided to her, along with Landowner details. Cllr Keeling volunteered to provide all information to Clerk. Item will be considered in a future meeting.

HIGHWAYS ISSUES – UPDATE

To consider and approve creation of a Highways log for the website.

Cllr Russell reported to Council that a Highways Log has been created and will be circulated to Councillors and put onto the website.

Calwich Bank is in urgent need of attention due to deep flooding and Highways have updated Cllr Russell and advised it is a priority on their system. (Highways Ref: 433 4202)

Councillors requested that Cllr Russell report the following to SCC:

Lichfield House, overhanging trees.

School House, overhanging trees.

Council requested Clerk to contact the Highways Team and Cllr Atkins with regards to Calwich Bank (Ref: 433 4202).

LENGTHSMAN CONTRACT – UPDATE

Clerk reported had not had time to contact Denstone Parish Council for a copy of their Lengthsman Contract, but will add to October Agenda.

WEBSITE – TO CONSIDER AND APPROVE QUOTES FOR UPDATES

Council considered two quotes for the Website.

Council **RESOLVED** by unanimous VOTE to accept a quote from Jill Studholme to carry out works. Proposed: Cllr Harrison, Seconded: Cllr Russell.

Clerk will virement cost from General Reserves and add to 2023 – 2024 Budget.

Clerk and Chair to create a list of items to update, including the creation of a Planning page, so that all Planning Applications available for residents.

PARISH PLAN – SCHEDULE FOR PROJECTS – UPDATE

To consider and approve creation of a projects schedule for the website.

Cllr Russell will create a list and it will be available on website, once website updates have taken place.

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.

Clerk updated the Council that at the site visit the Councillors voted unanimously that they did not object to the application and the Councillor on behalf of the Parish Council submitted their decision, No Objection, to ESBC.

Discussion took place about the No Objection comments submitted and Council proposed for further comments to be submitted. Proposed: Cllr Murfin, Seconded: Cllr Harrison, Vote: For- 5, Abstain – 2. **RESOLVED**

Further comments to be submitted by the Clerk:

Proposed entrance location is unsuitable; please consider an alternative entrance on the same road, nearer to Gallowstree Lane.

Clerk advised Council that a complaint had been received about Council decision and how the site visit was conducted. Council **RESOLVED** by unanimous vote to ask the New Complaints Committee to review all correspondence and to report back to the November Meeting. – Proposed: Cllr Keeling, Seconded: Cllr Cotton.

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).

Cllr Sankey sent the following report: ESBC Planning have requested an ecological assessment given there is potential for bat roosting and bird nesting. ESBC have also requested revised plans, and will be revising the description of the development to read, 'Proposed works and extension to existing agricultural building to provide for increased eaves and ridge heights and floor area, re-cladding and installation of solar panels to accommodate a proposed change of use to a commercial/light industrial use (Class E(f)(iii)) along with associated parking provision and access alterations'. Once these two items have been received it is likely that ESBC will re-consult. In terms of timescales, a specific one cannot be given however; ecological surveys are currently taking some time.

23.09.0014 PUBLIC PARTICIPATION

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.

RESIDENT 1: Would like a set of audited accounts, would like to know what accounts have been produced for last year, would like to know how many unpaid invoices have been moved to this year accounts. NOTED.

RESIDENT 2: The 2022-2023 internal auditor report that was on the website recently and having read it, would like to know if anything was carried out illegally. NOTED

RESIDENT 3: Would like to know why the Audit Report (AGAR) was not available before the meeting. Will the report be on the website, both the recent internal auditor report and the May 2023 internal auditor report? Would like it noted that neither a Budget nor a Precept has been set for this year. Would like it noted that the Grant mentioned in the second internal auditor report, he would like the Grant returned, and a new Grant applied for. NOTED.

RESIDENT 4: Updated the Council that he has been advised and understands that it is hearsay, that there is a threat to sue the Council in regard to the internal audit report. The Resident feels that a threat to sue the Council over the report is harassment of the Council. NOTED.

RESIDENT 5: Resident raised concerns about the planning application to turn a farm building into a manufacturing factory, i.e.: the increase traffic from lorries, noise levels that are far reaching and penetrating from various machinery need to be taken into account by ESBC. NOTED.

RESIDENT 6: Resident would like an answer as to where the £500 grant has gone and what will happen to it. NOTED.

RESIDENT 7: Resident would like to note that employment was mentioned on the planning application for the conversion of Farm building to manufacture building, but not sufficient

opportunities to warrant application. There is no room for an industrial unit and the entrance is opposite residential bungalows. NOTED.

- 23.09.0015 TO CONSIDER AND PROVIDE COMMENT ON PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS FROM EAST STAFFORDSHIRE BOROUGH COUNCIL.

DECISION NOTICE FROM ESBC:

P/2023/00483 - Sunday Cottage Hall Lane Middle Mayfield Staffordshire DE6 2JW - Discharge of Condition Numbers 2 8 and 9 of Listed Building Consent P/2021/01335 partly to regularise to include a replacement staircase, renewal of services including electrical rewiring, gas re-plumbing, replacement heating system incorporating underfloor heating to ground floor, structural repairs to wall and floors/ceilings, application of decorative timber panelling extensive replastering throughout, replacement of timber window cills with plaster, repairs to stonework including mortar repairs to a fireplace surround, replacement of internal doors, works of repair and alteration to upper floors including the removal of a lime ash floor and replacement with lime ash floor, reconfiguration of floorplan via removal and creation of partition walls, and dry/acoustic lining of part of the party wall and external works including replacement SVPs and replacement windows to incorporate double glazing. – APPROVED.

NEW

P/2023/00917 - Bridleway, Slack Lane, Mayfield, DE6 2JX - Consultation - Wildlife and Countryside Act 1981 - S53 Application for the addition of a bridleway, Slack Lane, Mayfield. **ESBC have commented to SCC the following:** East Staffordshire Borough Council advises that there is no relevant planning history in relation to the site and therefore the LPA has no representations to make on this matter.

The Clerk requested details from SCC and they provided the following: Staffordshire County Council(SCC) have recently received an application under Section 53 of the Wildlife and Countryside Act 1981 for the addition of the above-mentioned route to the Definitive Map of Public Rights of Way. This application is based upon historical evidence. SCC are currently investigating evidence both in support and against the claim and SCC would be grateful the Parish Council could provide comments by 15th September 2023.

The Councillors discussed this application and suspended standing orders in order that residents' could also comment.

The Council **RESOLVED** to submit the following comments:

Mayfield Parish Council rejects the request and would like it to stay as it is on the Definitive Map. Proposed: Cllr Harrison, Seconded: Cllr Murfin. Vote: For – 6, Against – 1 – Abstain 1. Clerk to submit comments to SCC.

- 23.09.0016 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR-
NONE

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

The current Council acknowledges this AGAR is for 2022-2023 and would like to make the

following statement:

An internal audit was undertaken by BK in May 2023 on the previous Councils accounts and this report will be included within the Audit papers on the website. The Current Council being elected in May 2023 could have requested a Limited Assurance Review (AGAR page 1) by the external auditor, Mazars, but instead decided to obtain guidance of the accounts process, in order to understand the AGAR requirements. A second full internal audit by Toplis Ass Ltd was then undertaken. The new Council would like residents to understand that the Council needed guidance, as this Council is all new Councillors with no clerk in post. The Toplis Ass Ltd report will also be on the website with the AGAR paperwork. This decision in no way negatively reflects on the previous Council accounts and the current Council would like to thank both the previous Council and Clerk for the comprehensive handover. The current Council believes that now a clerk has been appointed, the current Council will have a better understanding, moving forward, on the processes needed for AGAR submission.

The Council recommends to sign the AGAR forms. Proposed Cllr Boura, Seconded: Cllr Cotton and **RESOLVED** by unanimous vote to sign the AGAR forms and Certification of Exemption for previous Councils figures.

The confirmation regarding the exercise of public rights were **RESOLVED** and the dates are: 14.9.2023 to 25.10.2023. Clerk will send Exemption Certificate to Mazars and upload AGAR forms to the website, along with confirmation regarding the exercise of public rights.

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

Council considered and approved the list of payments below and **RESOLVED** to pay them between meetings if cheque book arrives from Lloyds before October meeting.

Finance Updates

Lloyds Bank - Bank mandate created and **RESOLVED** by unanimous vote to add Cllr Wakefield, Cllr Cotton and Clerk as full signatories. Clerk to send to Lloyds.

Council Administration – **RESOLVED** by unanimous vote to create a Standing Order, once mandate completed for this payment.

Precept 2023-2024– **RESOLVED** by unanimous vote for Clerk to submit request to ESBC for £12,660 plus a further Local Council Tax Support Grant of £382, as per guidelines from ESBC re: setting precept after 1st March.

123 Reg email cost - £41.99 per month –Council requested Clerk to investigate cost and report back to October meeting.

Information Commissioner's Office (ICO) – Clerk created renewal via Direct Debit - £35 per year – first payment 14.09.2023. - NOTED

Homeworking Allowance – HMRC - £10 per month – **RESOLVED** by unanimous vote to pay this allowance to Clerk.

Litter picking in Parish – back pay and current year pay calculated by Chair and Clerk/RFO (see payment list below)– **RESOLVED** by unanimous vote to accept these figures and make payment once cheque book arrives from Lloyds.

PAYMENTS LIST

Chair initials _____

Reference	Item	Amount
1.	Memorial Hall, Mayfield – Meeting room rent	Figure not yet received
2.	Mayfield Pavilions – meeting room rent	Figure not yet received
3.	Litter picking within Parish – salary for April - September 2023	£437.64
4.	Litter picking within Parish – back pay – October 2022 - March 2023	448.09
5.	Council Administration – payment by Standing Order on 1 st October 2023	£390.52
6.	Homeworking allowance -Sept	£10
RECEIVED AFTER AGENDA ISSUED		
7.	Libra Business Essentials – payroll services (April, May, June)	£66.20 (inc £11.03 VAT)
8.	ICO – annual fee (14.09.2023)	£35
9.	Brenda Kirken – Internal Audit	£250
10.	Marchington IT – removed 365 and installed Office Pro	£24.99
11.	Anti-Virus subscription – refund Clerk	£18.99
12.	EE pay as you go voucher – refund clerk	£10
BANK	Statement Date	Amount
Lloyds Bank	11.09.2023	£10,001.34

23.09.0019 CORRESPONDENCE

Council to consider all correspondence received since last meeting, including a FOI request.
FOI request from resident regarding Grant procedure and first internal auditor report (May 2023) – Clerk will reply.

Gallowstree Lane, Mayfield – reports of overgrown hedgerows – request from resident to provide landowner details or information on how to get it cut. Car damage may occur due to overgrowth. **Clerk to reply advising unable to provide Landowner details and to provide details of how to report issues to SCC Highways Team.**

SCC - Climate Change Action Fund is open again and there is additional £1,500 funding for each Division. The new Phase is open until December 22. As suggestions it is open to local groups, schools and charities for EV Charging points, LED Lights, Water Butts, Bike Sheds, Tree planting, compost bins and solar panels.

<https://www.staffordshire.gov.uk/environment/Climate-change/Climate-Action-Fund.aspx> -

NOTED

Defibrillator – Memorial Hall, email from Chairman of Memorial Hall, advising a Health and Safety Report will be undertaken and will include the Defibrillator which is a Council Asset.
Clerk will receive report and action requests if no cost to Council, if cost involved, will add to October Agenda.

Uttoxeter (and District) Nature Recovery Network (UNRN) - Identifying Nature-friendly initiatives in ST14 – requested details of wildflower areas etc, however does not cover DE postcode. **NOTED**

23.09.0020 CLERK REPORT

Clerk appointed on 1st September 2023 and confirmed CiLCA qualification, giving Council General Power, see Policy page on website.

Microsoft 365 license had expired, Marchington IT installed Office Professional which does not require annual license.

Anti-Virus had expired, Kaspersky has been installed at cost of £18.99 for first year.

Litter picking equipment – Clerk contacted Litter Picker and asked if any supplies needed.

Register of Interest forms – requested from all Councillors, these will go onto website and be sent to ESBC.

Clerk advised no printer or filing cabinet for Council.

23.09.0021 COUNCILLORS REPORTS (INFORMATION ONLY)

Councillors to report items to meeting for consideration in future agendas.

1. Site Visit Guidance – Clerk to liaise with NALC for template and review Charmouth Parish Council guidance.
2. Noticeboard – Council to confirm location for board.
3. Clarify insurance position for current grass cutting arrangements– Clerk to contact Zurich.
4. Asset purchase – Council to consider purchase of filing cabinet and printer.
5. Asset Register – locate Speed Guns
6. Best Kept Village 2024
7. New Asset quotes - consider cost of sit-on mower, strimmer, self-propelled mower and grass blower.
8. Mayfield Horticultural Show – explore hosting event in 2024.

DATE OF NEXT MEETING:

The Next Parish Council meeting to be held on **Tuesday 3rd October 2023** at 7pm. The meeting was formally closed at 20.57

Chairperson signed.....