

Minute Ref: 23.12.0017

Councillor training took place on 14th November 2023.

Training Log – created and on website 17.11.2023.

123 Reg – website account restored, but payment details disappeared. Support ticket created

14.11.2023 – Debit card expired, Clerk added own card details and made November payment.

December payment will also be made by Clerk credit card.

123 Reg – website contract – 123 confirmed it is a monthly renewal.

Wordpress – website hosting – clerk added own credit card details, as renews 20.01.2024 - £43.20

Freedom of Information – made by resident on 23.08.2023. A review was carried out by the Council and a search for FOMCA emails received/sent by all Councillors using personal emails was requested.

Clerk received details and created a Review Report and collated all emails into two scanned and then redacted documents. **The Resident will receive a reply on 1st December 2023.**

Mansfield Tree – Clerk wrote to Mrs Mansfield advising SCC carry out Site Visit – 14.11.2023

HMRC payments – sent details to Bradleys Ltd - 15.11.2023

Complaints Committee – Chairman confirmed to Clerk that the next meeting will take place on 12th December 2023 at 7pm – Clerk booked room.

Noticeboard – Clerk to arrange collection and delivery to Church Rooms in late January 2024.

Site Visit Frame of Reference – Clerk will provide a draft copy to February 2024 meeting.

Clerk Holiday – 18th March – 22nd March 2024. Agreed

Precept 2023-2024- ESBC provided the following: For 2023/2024 the tax base (Band D equivalent) was 476.80. Based on a precept on £12,660 this would equate to an annual amount of £26.55 or approximately **£2.21 per month**. This amount may vary based on the actual band of each property, ie: B Band will be lower and E Band will be higher.

Councillor Training - Bullying, the Law & The Model Code of Conduct – a scribe training video provided to Councillors 29.11.2023. Cllr Harrison to make arrangements to view.

Clerk overtime for November – 29.85 hrs to be reported to meeting. Time off in lieu or pay – Council to **VOTE**

Council Christmas cover – propose to close emails on 22nd December and reopen on 2nd January 2024. – Council to **VOTE**

SCC Information Governance - GDPR GAP Analysis and Standard SLA – Tier 1 – The Clerk contacted SCC to request this service for the Parish Council (Data Protection Guidance: Budget 2023-2024 - £345) – SCC confirmed “we usually end the contracts on the 6th June each year. In that case it would be an £85 charge for the Tier 1 SLA, pro rata, and would start on 6th December 2023”.

Fly tipping – Severn Trent Pumping Station, Main Road, Mayfield DE6 2HN– Reported fly tipping to Severn Trent and asked for the estate team to consider providing a removal bollard to stop fly tipping and anti-social behaviour. 29.11.2023 – Ref: 2006/329/5777

SCC website - Parish Council contact details page – updated Parish Council details sent to SPCA to pass to SCC team – 29.11.2023

Response to Public Participation – Resident A's statement (Ref: 23.11.004), Mayfield Parish Council meeting held on 7th November 2023. Resident A statement said, “States membership is only open to residents living in the conservation area, this would exclude 85% of the residents on the register of electors that live in the parish of Mayfield, 85% of residents would not be able to join the group or have any input in what happens in that part of the parish, the grant money comes from the precept that all residents’ on the register of electors pay in their Council tax. Grants from the parish council should benefit all residents of the parish and let them have a say in all parts of the parish, not such a small section of residents.” The Clerk advises Council that grants awarded in April 2022, by previous Council were awarded to Messy Church Group, which presumably have guidelines for membership,

Clerk Report – Mayfield Parish Council meeting - 5th December 2023

Mayfield Senior Social Club, which presumably have guidelines for membership, 1st Mayfield Scouts Group which has guidelines for membership. The statement from Friends of Mayfield Conservation Area is a guideline to membership.

Dated 29.11.2023