

Minutes of a meeting of Mayfield Parish Council held at Mayfield Memorial Hall, Conygree Lane, Mayfield, Ashbourne DE6 2LD. The meeting commenced at 7 pm on Tuesday 3rd October 2023

Present: Cllr Wakefield (Chair), Cllr Boura, Cllr Cotton, Cllr Harrison, Cllr Keeling, Cllr Murfin, Cllr Russell, Cllr Stephenson, Cllr Woodhouse, Cllr Sankey (ESBC) clerk and 12 residents.

23.10.001 APOLOGIES AND APPROVAL OF ABSENCES - NONE

23.10.002 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

23.10.003 TO CONSIDER AND APPROVE THE MINUTES OF THE MEETING HELD ON 12th September 2023 ARE A CORRECT RECORD –

Cllr Harrison read out a statement about the accuracy of the minutes.

“The statement in the draft minutes that, “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” should be deleted, since this was not said during the meeting.

“The draft minutes do not record that the traffic management speed gun and other material plus the old MPC noticeboard must be returned to the MPC as agreed in the meeting”

“No reference of me putting my name forward for the Complaints Committee under item 11 and the clerk refusing to accept because I was the subject of a complaint that would be considered by the committee. The clerk’s statement is wrong and misleading. It is also accusing me that I am subject to a complaint when there is no evidence. This is a serious error by the clerk, which must be corrected in the minutes. “

Cllr Keeling read out a statement advising “no reference to the first AGAR report” (**Cllr Keeling to provide the full statement to the Clerk by email**).

The Clerk advised the Chair of Standing Order 12b and the Chair believes the minutes are an accurate record, Chair asked for a vote on the minutes. Chair advised that Cllr Harrison and Cllr Keeling statements to be minuted in this meeting. (Standing Orders 12).

Cllr Boura Proposed, Cllr Russell seconded.

Vote: For 5 – Against 4 – RESOLVED.

23.10.004 TO CONSIDER AND APPROVE COMPLAINTS COMMITTEE REPORT

The Complaints committee met on 26.09.2023. A report from the Complaints committee was provided to the full Council on the evening of 26.09.2023.

Cllr Keeling, Chair of the Complaints Committee, proposed that the report not be read out at the meeting tonight and to be taken off the website as he was confused by the process and would like the complaint to be reviewed again by the Committee.

Cllr Woodhouse seconded.

Before the vote was taken the Clerk advised the Council that guidance on this proposal will be sought from SPCA/SLCC and reported back to Councillors in between meetings.

Vote: UNANIMOUS.

Cllr Boura proposed for Council to request a report from the The Friends of Mayfield Conservation Areas (FOMCA) on current status of the group.

Seconded Cllr Russell.

Vote: For 5 – Against 4.

RESOLVED.

Council RESOLVED for the next Complaints Committee meeting to be held at 6pm on 7th November 2023, which is prior to the Full Council meeting.

Cllr Harrison proposed for the Public Participation item to be discussed at this point in the meeting. Proposed Cllr Keeling, Seconded Cllr Murfin.

Vote: For 3, Against 2, abstain 4.

RESOLVED

The Clerk gave an explanation on why she had set out the Agenda items.

The Clerk reminded Council that the Agenda/Summons is the responsibility of the Clerk in consultation with the Chair. (LGA 1972). Clerk will provide Councillors with a guidance document.

Public Participation opened – see item 23.10.0012 for record of this item.

23.10.005 TO CONSIDER AND APPROVE ADOPTION OF THE FOLLOWING MAYFIELD PARISH COUNCIL POLICIES:

EXPENSES POLICY

ELECTRONIC COMMUNICATION POLICY

MEDIA POLICY

TRAINING POLICY

Cllr Wakefield proposed the following amendment to the Training Policy, to change Clerk to Employees, so that training can be offered to the Council Litter Picker.

Seconded Cllr Murfin – Vote: For 8, Against 0, Abstain 1

RESOLVED

Cllr Boura proposed and Cllr Russell seconded to adopt all the above policies.

Vote For 8, Against 0, Abstain 1.

23.10.006 TO CONSIDER AND APPROVE MAINTAINANCE EXPENSE FOR DEFIBRILLATOR.

The Memorial Hall raised questions about the Defib pad expiry dates and the Clerk was advised that the defib is checked monthly by the Community First responders and they will advise if pads are needed and cost of replacement.

No response prior to the meeting, Council deferred item to November meeting.

23.10.007 TO CONSIDER AND APPROVE DRAFT BUDGET FOR 2023-2024 (CURRENT YEAR).

The Budget was sent to the Councillors on 20.09.2023.

The Clerk reported the following requirements to be included with the comments column of the Budget.

Cllr Wakefield and Cllr Keeling to attend Chairman Training

A Councillor to attend Planning Training
A Councillor to attend Finance and/or Budget/AGAR Training
High Vis jackets to be purchased for Councillors and Litter Picker
Adequate winter protection to be provided for the Litter Picker
RESOLVED to include the above.

Cllr Stephenson proposed that 2023-2024 Budget be discussed again in November meeting and Cllr Stephenson to meet with Clerk to go through 2023-2024 Budget, along with NALC Guidance Booklet.

RESOLVED by Unanimous Vote.

Clerk to provide Cllr Stephenson with NALC Guidance Booklet.

23.10.008 TO CONFIRM COUNCILLOR ROLES WITH PARISH COUNCIL.

To confirm which Councillor is responsible for each area of the Council duties.

CLERK NOTE: this is normally considered and confirmed in the Annual Meeting, each May.

CLERK NOTE: Councillors contact details and role will be added to the website.

CLERK NOTE: Councillors who have access to email, have created Council email addresses (Internal Audit report)

Cllr Harrison requires his home address to be added to the website, as no email

Cllr Murfin requires her home address and telephone number to be added to the website, as no email.

Role	Councillor and contact email
Chair	Cllr Wakefield (vote July 2023)
Vice Chair	Cllr Cotton (vote July 2023)
Finance – Internal Audit Trail	CLLR STEPHENSON
Footpaths AND STILES	CLLR KEELING
Parish Magazine article and Facebook updates	CLLR WAKEFIELD
Highways	CLLR RUSSELL
Planning	CLLR BOURA
Noticeboards x 4	CLLR BOURA (UPPER MAYFIELD) CLLR WAKEFIELD (THE TERRACE) CLLR WOODHOUSE (MIDDLE MAYFIELD)
Horticultural Show	CLLR MURFIN AND CLLR WAKEFIELD
Asset weekly checks	CLLR WOODHOUSE
Grass Cutting	CLLR HARRISON
Lengthsman assessments	CLLR WOODHOUSE

The Councillors appointed to Planning, Finance and Chair to book SPCA training - RESOLVED

23.10.009 TO CONSIDER AND APPROVE PRINTING ARRANGEMENTS FOR CLERK

Clerk advised Council she has a HP contract for a monthly ink supply – suggested that £2.99 to be reclaimed each month from Council, via Clerk expenses form.

Proposed, Cllr Boura, Seconded Cllr Cotton, Vote: Unanimous.
RESOLVED.

23.10.0010 TO CONSIDER AND APPROVE GUIDANCE FOR RESIDENTS RE: FLY TIPPING

Cllr Cotton updated the meeting regarding how residents and Council can report fly tipping.
www.eaststaffsbc.gov.uk/environmental-health/fly-tipping and click on the Button – “Report fly tipping” (half way down the page), alternatively call ESBC on 01283 508506

When making a report, please let ESBC know:

- Location including postcode
- Date & time fly-tipping occurred
- Description of fly-tipped waste
- Identity of alleged offender (address and if possible name)
- Vehicle registration details (you may have witnessed an alleged offender dumping waste from a vehicle)
- Plus any other information you consider to be helpful and may lead to the prosecution of offenders.

Council discussed including this information on the website for residents:

Proposed Cllr Cotton, Seconded Cllr Murfin.

RESOLVED by unanimous vote.

Discussion regarding fly tipping area on footpath by MRA football pitch. See Councillors Reports for details.

23.10.0011 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETINGS:

JOHN JACK MANSFIELD TREE LICENSE – UPDATE

Clerk sent License application to SCC on 13.09.2023. No update from SCC prior to meeting.

Cllr Murfin reported that the family have researched trees and are considering a dwarf Holly, details provided to Clerk.

Council RESOLVED for Clerk to obtain quotes for fencing around the tree, plus plaque.

STILE REPAIRS – UPDATE

Cllr Keeling confirmed he will bring a report to the next meeting.

HIGHWAYS LOG – UPDATE

Cllr Russell updated the Council on the reported issues within the Parish. The Highways Log will be uploaded onto the website by the Clerk.

Cllr Russell advised that the flooding in Calwich is currently being resolved by SCC and works could take 2 weeks.

Cllr Wakefield thanked Cllr Russell for his work on this report and the successful outcome of reporting the flooding in Calwich.

LENGTHSMAN CONTRACT – UPDATE

Clerk contacted Denstone PC regarding their Lengthsman agreement, not received by meeting.

Clerk contacted Barton under Needwood PC and they provided contract and job description. Clerk updated the Council that Barton under Needwood PC contract and job description will be provided to Councillors and the matter will be discussed in the November meeting.

WEBSITE – UPDATE

The Council were updated on the changes to the website. A planning area has been created, a Councillor contact table has been created, a map of the Parish has been obtained from ESBC and added to the website, a list of the Council meetings has been added, a highways log area has been created.

An invoice for works carried out was received, but Clerk feels an extra 2 hours work needs to be carried out, Proposed Cllr Wakefield, Seconded Cllr Cotton for 2hrs further work.

Vote: For 8 , Against 0, Abstain 1. RESOLVED

A Thank you letter to be sent to Jill Studholme for the works carried out.

Clerk advised Council that a web accessibility audit and statement meeting Standard WCAG 2.1AA f (<https://www.nalc.gov.uk/library/publications/3597-website-accessibility-and-publishing-guidelines/file>) needs to be carried out, Clerk has received one quote and will obtain a second quote for consideration in November meeting.

23.10.0012 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. Advised Council that a parade will take place on Sunday 12th November, starting in MRA grounds at 10.05am and finishing at the Church rooms, with refreshments afterwards. The Council confirmed that Cllr Cotton will represent the Parish Council, with a wreath.

Resident 2. With regards to the public participation item being moved, the Clerk made a point that the public participation later in the agenda, allow the public a chance to comment on what has been said in the meeting and I would like the public participation item for this meeting to be after the planning item.

Resident 3. Resident advised he has a planning application pending and the details may be released between meetings, not giving the Council time to submit comments. He is happy to provide a site visit, if required. He also stated that the Public Participation item was previously at the start of the meeting, which meant a culture of residents coming to the meeting, having their say and then leaving.

Resident 4. Resident stated the Budget papers were not on the website, would like to know why the Budget is not available to the public. Resident stated he would like the Public Participation item to be in two parts, one at the beginning of the meeting and one at the end. Clerk advised Council this would be a Standing Orders policy change.

Resident 5. Resident concerned the Electronic Communication Policy states that communication will be via email and this excludes Councillors without email. Cllr Wakefield advised the Expenses Policy ensures all Councillors get information from the Clerk.

Resident 6. Resident stated he would like the Internal Auditors reports to be on the next Council Meeting Agenda, as there are many questions to be answered, for instance, the Asset Register states 6 Noticeboards for Heritage Group ,but with only an approx. cost, this cost should be reported accurately. Resident concerned that no VAT reclaim was made for last year and nothing has been minuted regarding the claim and therefore a large amount of VAT is owed to the Council.

Resident 7. Resident reported that the Mayfield Yarn sign (by the Speed Indicator sign on the High Street) has been hit and damaged. Cllr Russell will report to Highways.

Resident 8. Resident asked are the Council any nearer to getting the £500 back. Cllr Wakefield advised that the report from the Complaints Committee was voted to not be heard so no update at present.

23.10.0013 TO CONSIDER AND PROVIDE COMMENT ON PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS FROM EAST STAFFORDSHIRE BOROUGH COUNCIL.

The Clerk noted that all planning application received from ESBC to the Parish Council are on the Council website.

NEW:

P/2023/00691- Mead Crest Gallowstree Lane Upper Mayfield Staffordshire DE6 2HQ - Erection of a first floor side extension and single storey rear bay extension – comments by 26.10.2023.

This application was received on the day of the meeting, Councillors RESOLVED to send comments to Cllr Boura and Cllr Boura will then produce comments and send to the Clerk for submission, between meetings.

P/2023/00995 – ALDER CARR FARM – Planning Application soon to be released by ESBC, please visit Parish Council website, as details will be posted on the website when received by Parish Council from ESBC .

DECISIONS:

P/2023/00796 - Sunday Cottage, Hall Lane, Middle Mayfield, Staffordshire, DE6 2JW - Listed Building Consent for alterations to include the replacement of the quarry tiles in the lounge and the excavation and construction of new floor structure incorporating underfloor heating – GRANTS

P/2023/00838 - Woodeaves Cottage , Hollow Lane, Upper Mayfield , Staffordshire, DE6 2HQ - Erection of a two storey side extension and alterations to existing access and parking area (Revised Scheme) - PERMITS

23.10.0014 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR –

Cllr Sankey updated the Council on the following:

Spraying of grass areas within the Parish can be undertaken by both the ESBC Open Spaces Team and Waste Management Team. Chemicals used are highly regulated and when asked if they will affect dogs, Cllr Sankey believes that would be covered by the regulations regarding chemicals. He advises only one Councillor to liaise via the Clerk.

Fly Tipping, advised Council that if reported to ESBC their team work quickly to clear up any

reported fly tipping and actively prosecute offenders.

Calwich Flooding – advised that works being carried out include installation of two gullies and connecting to the existing culvert.

Wallash Farm planning application – confirmed this is scheduled to go before an ESBC Planning Committee and will provide Clerk with details for Council website.

Slack Lane planning application - confirmed this is scheduled to go before an ESBC Planning Committee and will provide Clerk with details for Council website.

23.10.0015 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF THE LIST ON AGENDA AND RECEIVE FINANCIAL UPDATES:

Precept 2023-2024 request submitted to ESBC 13.09.2023

Lloyds Mandate submitted 13.09.2023 and confirmation of mandate changes on 22.09.2023.

Lloyds cheque book ordered 22.09.2023

Lloyds Mandate – removal of signatures – Vote unanimously for Chair and Clerk to sign, **RESOLVED**

Lloyds Mandate – vote to add all Councillors – Vote unanimously for all Councillors to be added, paperwork to be signed in November meeting. **RESOLVED**

AGAR exemption certificate sent to Mazars and put onto website -13.09.2023

Public Rights on website – 13.09.2023

Lloyds Standing Order for Council Administration monthly payment starting 28.10.2023, Vote unanimously for Chair and Vice Chair to sign. **RESOLVED**

Lloyds Standing Order for Litter picking monthly payment starting 28.10.2023, Vote unanimously for Chair and Clerk to sign. **RESOLVED**

As Cheque book still not arrived from Lloyds, voted to make below payments between meetings, once cheque book arrives. **RESOLVED**

Item Reference	Details	Amount
1 (Sept Agenda)	Memorial Hall – 3 meetings, June, July, Sept	£72
Above confirms amount from September meeting		
13	Litter Picker – Mr Clarke – September	£104.20
14	Litter Picking supplies (bags, gloves, pickers x 2) – 2023 payment	£56
15	Clerk expenses, including homeworking allowance	£22.80
16	Fireproof pouch and lock box – refund Clerk	£23.98
RECEIVED AFTER THE AGENDA ISSUED		
2(Sept Agenda)	Mayfield Pavilion – meeting room rent	£10
Above confirms amount from September meeting		
17	Stamps and A4 paper– refund clerk	£14.30
18	EE Pay as you go voucher – refund clerk	£10

19	123 Reg – website monthly sub	£41.99
20	Jill Studholme- website contractor	£90
21.	Memorial Hall – October	£24
22.	Noticeboard keys – refund Cllr Wakefield	£18
Bank Balance		
Lloyds	11.09.2023	£10,001.34

23.10.0016 CORRESPONDENCE

Grant Committee – Resident A., sent 2 emails regarding this issue and requested they be circulated to the Committee prior to the meeting, the emails were not circulated, as guidance from SLCC was sought and not received prior to the Committee Meeting. NOTED

S137 – Resident B., sent the following regarding s137 document on the website

“The information on the PC website seems to suggest that MPC can still use sec 137 to award grants obviously the PC can award grants, but now the PC has a general power of competence they can't award it under sec 137 please accept my apologies if I have read it wrong”. Resident B provided the following guidance: LOCAL GOVERNMENT ACT 1972 s137 - Section 137 is a power of last resort. 5.2 A council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area. NOTED

Electrical Safety First – the UK charity dedicated to reducing the number of injuries and deaths caused by electricity – is pleased to announce the opening of this year’s Electrical Safety Fund, more information on their website at:

<https://www.electricalsafetyfirst.org.uk/what-we-do/working-in-partnership/electrical-safety-fund/> - All details on Council website

Councillors discussed this item and ideas for an application:

Cllr Wakefield proposed to make an application, Seconded Cllr Murfin, Vote: Unanimous – RESOLVED for Clerk to submit application for various items, so they can be provided to residents.

At this point in the Meeting, Standing Orders re length of meeting were reviewed and Voted to continue the meeting for a further 25 minutes.

Grant - email from resident C., stating "the current situation (£500 neither used for its intended purpose nor returned to MPC) is not morally defensible and is, currently at least, outside MPC Grant Policy. The one thing that MPC should not do, in this situation, is nothing." NOTED

ESBC Ward Enhancement Programme (WEP). This is an 18 month capital grant programme worth £1,500,000 that is targeted towards improving local prosperity in areas across the East Staffordshire Borough. The purpose of the programme is to deliver local regeneration initiatives across East Staffordshire under the UK Shared Prosperity Fund investment priority of ‘Communities and Place’ and local communities and groups can apply for grants from £10,000 to £50,000 to support their projects. A range of projects will be considered,

however, applicants must read the guidance notes and be satisfied that they have a suitable project before submitting a bid. The Council's Enterprise Team is available to discuss proposals before submission on enterprise.team@eaststaffsbc.gov.uk. Further information, including the grant criteria and application form can be found on the website

<https://www.eaststaffsbc.gov.uk/regeneration/ward-enhancement-programme>

Council discussed this grant and discussed a Creative Art Project to include Talks, Workshops, an Art Trail and Art installation, liaising with local groups and the Church (1,000 year anniversary next year).

Proposed to apply for a grant for this project, proposed, Cllr Wakefield, seconded, Cllr Woodhouse, Vote: For 8, Against 0, Abstain 1. Chair and Clerk to write a grant application and submit to ESBC.

ESBC Polling Station review- East Staffordshire Borough Council to review their UK Parliamentary Polling Districts and Polling Places on a regular five-yearly cycle. The exercise in East Staffordshire will include a review of Local Government polling arrangements - consultation from 02.10.2023 – 30.11.2023 – details of current polling stations within Parish were provided to Council and on Council website for residents to comment.

Council discussed review and RESOLVED to send the following comment: Mayfield Parish Council are happy with the current arrangements for Polling Stations within the Parish. Clerk to submit comment via email elections@eaststaffsbc.gov.uk

Complaints Committee – Resident D., sent an email outlining a complaint about the procedure of the meeting held on 23.09.2023. Clerk provided the details of the complaints form – 03.10.2023

Playground update received – Mayfield Recreational Association (MRA) would like to update the Council and residents that the new playground construction is now almost complete. There is a legal requirement for a full Health and Safety inspection prior to the handing over of the playground from the supplier to ourselves and hence being able to open for the children to use. This has now been completed, but as part of the inspection there are a few very small low risk items that need fixing (the equivalent of a snag list) these are being fixed this week and the safety fencing can then be removed and the children will be able to use it.

23.10.0017 CLERK REPORT

Frame of Reference created for Complaints Committee and circulated to all Councillors 19.09.2023

Filing Cabinet – has been donated to the Council by a couple within the Parish – Council RESOLVED to send a Thank you letter from the Parish Council to the residents.

Asset Register – will be updated with filing cabinet and mobile phone (donated by Clerk) and brought to the November meeting.

Councillor email addresses – confirmed all Councillors with internet access have a Council email address or are in the process of setting one up– 20.09.2023

Councillor Training – confirmed with SPCA training to take place on 14th November 2023 at 7pm in Memorial Hall. Room booked 20.09.2023.

Zurich Insurance Policy Number: YLL-2720869823 have updated the Clerk details on insurance – 19.09.2023

Zurich Insurance – Clerk provided information of new asset register, which included Speed Indicator signs and Gateways signs. Requested an update from Zurich if insurance premium to be increased due to new asset register value – 26.09.2023 – no response at present.

Zurich Insurance – enquiry regarding litter picker and grass cutting – 20.09.2023

Zurich provided the following update 22.09.2023:

Your insurance means that your volunteers, employees, and members of the public would be covered if you are found negligent and cause injury or damage to a person or property. Regarding the Councillor cutting the grass, this would be covered as long as this activity is risk assessed, however as they are using their own equipment, if damage or injury is caused due to the equipment and that is the proximate cause of said damage or injury then it would be the councillor that is responsible for a claim and not your policy. If however, you had your own equipment that was maintained then your policy would cover this completely. The employee, litter picking, would be covered as long as you risk assess the activity and they have the appropriate safety equipment such as hi-vis and the roadside is no faster than 30mph if they are clearing by a road.

Freedom of Information request 23.08.2023 – replied giving initial response 20.09.2023 and sent the Complaints Committee report to the resident on 29.09.2023. Clerk believes this concludes the Freedom of Information request.

Defibrillator – Memorial Hall – confirmation that it is checked monthly by the Community First responders. The box number and postcode will be added to the outside case, plus pads will be checked for expiry and if needed, Clerk to receive information on how to purchase. The defibrillator is registered on the WMAS Circuit and is on the list if a 999 call is made to get the access code by giving the location.

123 Reg – monthly payment from Council account for £41.99 is for Council website domain and hosting.

Pavilion – Clerk requested invoice for room rental in August – 26.09.2023

Mail forwarding service – clerk unable to gain a quote for this service and will bring back to the November meeting.

Maps of the Parish for Councillors and website – ESBC provided the Public Sector End User License in order to provide the maps, Clerk signed and returned, copied Chair - 27.09.2023. 10 maps ordered, plus one digital version for the website.

Clerk overtime – 22hrs reported to Chair and Vice Chair – Council RESOLVED by unanimous vote for time off in lieu to be taken.

Ccleaner installed on Council laptop

Register of Interest forms – sent to ESBC and uploaded to website 03.10.2023

23.10.0018 COUNCILLORS REPORTS (INFORMATION ONLY)

The below items were brought by Councillors for consideration on future Agendas.

Cllr Harrison - Speed Guns – Clerk to investigate if Speed Watch Team are active and location of speed guns.

Cllr Wakefield – Red Phone Box - Clerk to investigate cost of red phone box.

Cllr Murfin – review of Standing Orders to be on next Agenda.

Cllr Cotton – reported that fly tipping by MRA is on Severn Trent Water land, Clerk to contact Severn Trent to request a solution to current ability for vehicle access, which enables fly tipping to take place.

Cllr Murfin – requested Council provide expenses to Cllr Harrison in regards to his grass cutting activities within the Parish.

Cllr Harrison – requested the 4th Noticeboard be returned and installed within the Parish.

DATE OF NEXT MEETINGS:

The Next Parish Council meeting will be held on Tuesday 7th NOVEMBER 2023 at 7pm.

The next Complaints Committee meeting will be held on Tuesday 7th November 2023 at 6pm.

The meeting was formally closed at 21.19

Signed.....