

AGENDA PACK FOR PARISH COUNCIL MEETING (LGA 1972)

**This Agenda Pack was issued with the Agenda for a Mayfield Parish Council meeting being held at 7pm on Tuesday 6<sup>th</sup> February 2024 at Mayfield Memorial Hall, Conygree Lane, Mayfield, Ashbourne DE6 2LD.**

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

Date: 30 January 2024

**Council Pledge:** Let our debating be reasoned and temperate, recognising that others may have a different point of view; and may we always remember that our deliberations and decisions are ultimately for the good of the people of Mayfield

**AGENDA PACK**

24.02.001 APOLOGIES AND APPROVAL OF ABSENCES

24.02.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS.

Councillors to declare any interests, a failure to declare a disclosable pecuniary interest at a meeting is a criminal offence under section 34 of the Localism Act 2011.

24.02.003 TO CONSIDER AND APPROVE THE MINUTES OF THE MEETING HELD ON 5<sup>th</sup> December 2023 AS A CORRECT RECORD

24.02.004 TO CONSIDER AND APPROVE CO-OPTION OF COUNCILLOR.

Councillors will follow the Co-option Policy to consider applications received for the Councillor vacancy.

24.02.005 TO CONSIDER AND APPROVE SMALL GRANTS APPLICATIONS

Councillors will consider the grant applications received

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

COMMUNICATIONS POLICY

COUNCILLOR/CLERK RELATIONS POLICY

PRIVACY NOTICE ( DATA PROTECTION)

DOCUMENT RETENTION AND DISPOSAL POLICY – INCLUDING APPENDIX

Councillors will consider the above policies. The Privacy Notice and Document Retention Policy are a result of the Gap Analysis training. All policies are on website.

24.02.007 TO CONSIDER AND APPROVE APPOINTMENT OF COUNCILLOR TO COMPLAINTS COMMITTEE.

Due to the resignation of a Councillor there is a vacancy for one Councillor on the committee.

24.02.008 TO CONSIDER AND APPROVE MEETINGS SCHEDULE FOR COMPLAINTS COMMITTEE

Councillors to consider setting meeting dates for the coming year.

24.02.009 TO CONSIDER AND APPROVE COUNCILLORS DATA PROTECTION TRAINING QUOTE.

Councillors to consider the Staffordshire County Council quote to provide the training to the Council. The requirement for this training was highlighted in the Gap Analysis training.

24.02.0010 TO CONSIDER AND APPROVE QUOTATION FOR COMMUNITY SPEED WATCH SIGNAGE AND INSTALLATION WITHIN THE PARISH.

Councillors to consider the quote to purchase speed watch signs from Community Speed Watch Team, Staffordshire Police and to consider the quote for installation in 5 locations within the Parish.

\* 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 2.5 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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24.02.0011 TO CONSIDER AND APPROVE THE UPDATED ASSET REGISTER.

Councillors to discuss the ownership of the Wooden Noticeboard that came out of storage.

24.02.0012 TO CONSIDER AND APPROVE BENCH RELOCATION AND REPAIR – SWINSCOE HILL, MAYFIELD

Councillors to consider a new location for the bench and to consider a budget for the relocation and repair of the Bench.

24.02.0013 TO CONSIDER AND APPROVE LENGTHSMAN WORK TO MEMORIAL GARDEN DURING FEBRUARY AND MARCH 2024.

Councillors to consider works required during February and March 2024 to the Memorial Gardens prior to the Lengthsman contract starting on 2<sup>nd</sup> April 2024. Works highlighted are weeding, shrub maintenance and repairs/replacement to wooden memorial surrounds. Clerk to provide budget update to Councillors.

24.02.0014 TO DISCUSS RESIDENT REQUEST FOR PARISH COUNCIL TO EXPLORE, WITH HIGHER AUTHORITIES, THE CREATION OF AN UPPER MAYFIELD FOOTPATH.

Resident contacted Council to request the Council explore the possibility with the higher authorities of the creation of a footpath.

24.02.0015 TO CONSIDER AND APPROVE THE PARISH COUNCIL SUPPORT FOR RESIDENT'S FORMAL COMPLAINT TO EAST STAFFORDSHIRE BOROUGH COUNCIL (ESBC) PLANNING DEPARTMENT. IN REGARDS TO ESBC ADMINISTRATION AND MANAGEMENT OF TWO PLANNING APPLICATIONS - P/2022/00575 AND P/2023/00701

Resident has provided details of the complaint to Councillors, Councillors to consider support.

24.02.0016 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING:

- **FRIENDS OF MAYFIELD CONSERVATION AREA GRANT – CONSIDER FINANCE REPORT AND GRANT POLICY CONDITIONS**

Councillors provided with a finance report from the group, giving details of grant expenditure. Councillors to consider the finance report and discuss the grant policy conditions, namely, "All awards must be properly accounted for and evidence of expenditure supplied to the council if requested. The Council reserves the right to request a refund of any or all monies awarded if it is dissatisfied with the information provided."

- **WARD ENHANCEMENT GRANT – UPDATE**

Clerk to update Council on progress of application

- **WEBSITE ACCESSIBILITY STATEMENT – UPDATE**

Clerk to update Council on the website accessibility statement provided by webmaster.

24.02.0017 PUBLIC PARTICIPATION

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24.02.0018 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS- applications on website.

24.02.0019 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR

24.02.0020 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS **OF THE LIST ON AGENDA** AND RECEIVE FINANCIAL UPDATES.

24.02.0021 CORRESPONDENCE

24.02.0022 CLERK REPORT

24.02.0023 COUNCILLORS REPORTS (INFORMATION ONLY)

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