

Minutes for a meeting of Mayfield Parish Council held at 7pm on Tuesday 5th December 2023 in Mayfield Memorial Hall, Conygree Lane, Mayfield, Ashbourne DE6 2LD.

Present: Cllr Wakefield (Chair), Cllr Boura, Cllr Cotton, Cllr Harrison, Cllr Murfin, Cllr Russell, Cllr Stephenson, Cllr Woodhouse, Cllr Sankey (ESBC), Clerk and 16 residents.

23.12.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Keeling resigned prior to the meeting. The Chair thanked him on behalf of the Council for his contributions to the Council. Clerk will inform the Returning Officer at East Staffordshire Borough Council and Notices of Vacancy will be displayed on website and Noticeboards.

23.12.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. – Cllr Woodhouse – declared an interest in item 23.12.006 and requested to leave the room when this item is discussed. – ACCEPTED

23.12.003 TO CONSIDER AND APPROVE THE MINUTES OF THE MEETING HELD ON 7th November 2023 ARE A CORRECT RECORD.
Vote: For 7 – Abstain – 1 – RESOLVED.

23.12.004 PUBLIC PARTICIPATION – 10 MINS
Resident A – read a statement regarding item 23.12.008 – Frame of Reference for Staffing Committee - NOTED
Resident B – read a statement regarding item 23.12.0013– P/2023/00701 – NOTED
Resident C – read a statement regarding item 23.12.0013 - P/2023/00318 – NOTED
Resident D – made request regarding item 23.12.009 – Carol Concert and Christmas Trees in Parish – NOTED
Resident E – made request regarding item 23.12.0012 - Mayfield Conservation Area Group Financial Report – NOTED
Resident F – read a statement regarding item 23.12.0013 – P/2023/00318 - NOTED

23.12.005 TO CONSIDER AND APPROVE COUNCIL WEBSITE ACCESSIBILITY QUOTES
Clerk attempted to gain 3 quotes. Only one received.
Council considered quote. Vote: For 7 – Abstain 1 – RESOLVED to award contract to Jill Studholme.

23.12.006 TO CONSIDER AND APPROVE LENGTHSMAN CONTRACT QUOTES
Clerk attempted to gain 3 quotes. Only one received.
Council considered quote. Vote: unanimous. RESOLVED to award contract to Graham Woodhouse Garden Maintenance from April 2024 to April 2025.

23.12.007 TO CONSIDER AND APPROVE DEPUTY x 2 MEMBER OF THE MAYFIELD PARISH COUNCIL COMPLAINTS COMMITTEE AND AMENDMENT TO COMPLAINT PROCEDURE POLICY AND FRAME OF REFERENCE.
Council considered need to appoint 2 members to Complaints Committee as Deputy members.
Council considered guidance received and voted on all members who were proposed/seconded.

RESOLVED for Cllr Stephenson and Cllr Russell to be deputy members.
Clerk will amend the Frame of Reference.

23.12.008 TO CONSIDER AND APPROVE ADOPTION OF THE FOLLOWING POLICIES:

STAFFING COMMITTEE FRAME OF REFERENCE

Councillors discussed Frame of Reference and Cllr Stephenson requested an amendment to the first paragraph, "Delete first two sentences and replace with - 'To consider and deal with all matters affecting staffing issues. To manage staff workloads to ensure staffing budgets are not exceeded.'", Clerk to update. Council voted to accept the policy with amendment.

Vote: For 6, Against 1, Abstain 1. RESOLVED.

SLCC have advised: The Council have adopted the Committee by custom and practice. A working group cannot carry out employment matters due to the public being allowed to join a working group.

CO-OPTION OF COUNCILLORS POLICY

Councillors discussed Co-option of Councillors Policy and Cllr Wakefield requested an amendment to be able to consider absent candidates and provide forms in large font, Clerk to update. Council voted to accept the policy with amendments. Vote For 6 – Against 2 – RESOLVED.

Clerk suggested for Council to buy Good Employee Guide for Staffing Committee – Vote: Unanimous. RESOLVED.

23.12.009 TO CONSIDER AND APPROVE BUDGET 2024-2025

Councillors received the draft budget on 24.11.2023.

Council discussed and voted on the following projects:

Moorlands Drive path project - £1,200 – VOTE - FOR: 3 – AGAINST 4 – Removed from Budget.

Christmas Trees plus Christmas Wreaths - £340. Discussed lights in existing trees instead of Christmas Trees and Wreaths. Voted to reduce amount to £200 for lights only. For: 6 – Against 2 – RESOLVED.

Local Council Administration Book – 13th edition – Charles Arnold Baker - <https://www.slcc.co.uk/product/1098/> - £137 + £4 postage – VOTE - FOR 7 – AGAINST 1 – RESOLVED.

Metal Benches x 2 - £2,224 – VOTE - FOR: 0 – AGAINST 8 – Removed from Budget.

Bus stop Perch Seats – x 2 - £625 – Discussed material and design, voted to add to budget but obtain more design details for project. VOTE- FOR: 6 – AGAINST 1 – ABSTAIN 1. RESOLVED.

Village Flower Boxes x 2 - £100 – VOTE – FOR: 8 - RESOLVED

Craft and Art Exhibition - £300 – VOTE - FOR: 6 – AGAINST 1 – ABSTAIN 1. RESOLVED

Allotment project - £350 – VOTE - FOR: 6 – AGAINST 2 - RESOLVED

Dog Fouling Bins - £677.98 – VOTE: FOR: 2 – AGAINST 5 – ABSTAIN 1 – Removed from Budget.

Lawn Mower - £300 – Cllr Harrison requested to withdraw this item. Removed from Budget.

Community Grants – £2,000 - Council discussed amount to be reduced to £1,000 for 2024-2025 – VOTE: FOR: 7 – ABSTAIN 1. RESOLVED

Footpath project – Council discussed project and RESOLVED for work to be carried out by Village Working Party.

Cllr Stephenson and Clerk added/removed figures from the spreadsheet when each vote taken and then provided a final budget figure to the meeting for 2024-2025: **£19, 797.25**.
VOTE: FOR: 5 AGAINST 2. RESOLVED.

23.12.0010 TO CONSIDER AND APPROVE PRECEPT REQUEST FROM EAST STAFFORDSHIRE BOROUGH COUNCIL FOR 2024-2025

Based on the Budget the Council voted to request a precept of £19, 797.

VOTE: FOR: 5 AGAINST 2 – ABSTAIN 1 – RESOLVED.

Clerk to submit precept request to East Staffordshire Borough Council.

23.12.0011 TO CONSIDER AND APPROVE GRANT APPLICATIONS – 2023-2024 – UPDATE

No applications received by 24th November 2023. Clerk sent email to previous applicants to provide deadline details. Clerk sent application form to previous applicant with no email access.

Next application round opens 8th December 2023 with closing date on 26th January 2024 for consideration in 6th February 2024 Meeting.

23.12.0012 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETINGS:

JOHN “JACK” MANSFIELD TREE – UPDATE

The Council received a letter and email from the family advising they did not want to pursue this project. Clerk informed the Road Adoptions Team at Staffordshire County Council that a license to plant is no longer required. 21.11.2023, they confirmed application destroyed.
NOTED

PRINTER AND PRINTER INK CONTRACT

Printer purchased 13.11.2023. HP Instant Ink contract set up – 11 months free ink (700 pages per month), then £4.49 for 100 pages per month. Asset Register updated. NOTED

MAYFIELD CONSERVATION AREA GROUP FINANCIAL REPORT – DISCUSS

Due to the Chair of Friends of Mayfield Conservation Areas Group being unwell this report will be provided for the February 2024 Parish Council meeting. NOTED

STILES REPORT – UPDATE

No report received due to Cllr Keeling resignation. NOTED

23.12.0013 TO CONSIDER AND PROVIDE COMMENT ON PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS FROM EAST STAFFORDSHIRE BOROUGH COUNCIL.

Clerk Note to Council: Powers of the Parish Council - Town and Country Planning - Right to

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be notified of planning applications if right has been requested - Town and Country Planning Act 1990 schedule. 1. para 8. The Good Councillor Guide, page 46, advises Councillors, "you have the right to ask for copies of planning applications affecting your area and to express views to the planning authority." The views of the Council are discussed in the meeting and final comments are agreed and voted on and the clerk then submits the comments to ESBC via the planning portal. Once the vote has been taken on the comments, this becomes the Council view and as Councillors you are required to keep corporate governance, as discussed in the Councillor training.

NEW

P/2023/01120 - The Old Hall Hall Lane Middle Mayfield Staffordshire DE6 2JU - Conversion of the existing cart shed to form ancillary accommodation with associated alterations; consisting of a mezzanine floor, raising of roof height, new floor and window/door alterations, erection of a single storey sun room and link extension, conversion of existing scullery to form games room with associated alterations consisting of front porch, re-roofing, new floor, window and brickwork repairs – Comments discussed and RESOLVED by unanimous Vote to send following comments. The Council would like the modern linking extension to use materials more sympathetic to the historic environment of the development.

P/2023/01122 - The Old Hall Hall Lane Middle Mayfield Staffordshire DE6 2JU - Listed Building Consent for the conversion of the existing cart shed to form ancillary accommodation with associated alterations; consisting of a mezzanine floor, raising of roof height, new floor and window/door alterations, erection of a single storey sun room and link extension, conversion of existing scullery to form games room with associated alterations consisting of front porch, re-roofing, new floor, window and brickwork repairs. See above. Comments.

P/2023/00318 - Wallash Farm Wallash Mayfield Staffordshire - Change of use of existing agricultural building for light industrial use (Class E), including a single storey extension on the north east elevation, widened access and alterations to the roof, including raising of ridge height, installation of solar panels on south west elevation and external cladding (AMENDED DESCRIPTION) - Comments discussed and Vote: For 7 – Against 1 to send following comments: The Council would like ESBC to request for Staffordshire County Council to carry out a comprehensive report on all vehicle movement, both entering and leaving, the proposed development in the application.

DECISIONS

P/2023/00701 - Land West of , Slack Lane, Upper Mayfield , Ashbourne , DE6 2HW - Formation of new access to site and turning area within site on agricultural land to carry out agricultural activities. PERMITS

P/2023/01105 - Woodeaves Cottage , 10 Hollow Lane , Upper Mayfield , Ashbourne , DE6 2HQ - Felling of one Ash tree (A2 of TPO 35) – GRANTS

A Cllr made a proposal re: Planning Application P/2023/00701, a vote was taken, but after advice from SLCC neither the proposal or vote will be recorded in the minutes.

23.12.0014 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR -

Cllr Sankey updated the Council on the Ward Enhancement Grant process.

Cllr Sankey advised that Dog Bins can be requested from ESBC and he can make requests for Bins to be moved and more installed. Three bins that had been removed were highlighted to Cllr Sankey and Clerk provided with details in order to report to ESBC.

23.12.0015 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF THE LIST ON AGENDA AND RECEIVE FINANCIAL UPDATES:

All November payments made 08.11.2023

Lloyds Bank – Standing Order payments for October salaries (28.10.2023). (Ref: 26/SO and 27/SO) did not debit, therefore cheque payments, 063 and 064, made between meetings.

Lloyds Bank – complaint upheld re Salary Standing Order non payment, £70 compensation provided – Council VOTE to donate to Scouts – Unanimous – RESOLVED.

Lloyds Bank Standing Orders for salaries– signed by Chair and Vice Chair, 14.11.2023 for next payment 28.11.2023. – Lloyds confirmed set up.

Lloyds Bank – additional signature mandate – Cllr Boura, Cllr Woodhouse, Cllr Stephenson – signed and submitted to Bank – 15.11.2023

Lloyds Bank Debit Card application for additional card in Mrs Gibson name.

VOTE: FOR: 6 - ABSTAIN 2 - RESOLVED

Asset purchase – HP Printer – cheque 062 signed between meetings.

123 Reg – November payment failed, due to Debit Card cancelled by Lloyds Bank. Clerk made payment using personal CC to 123 Reg to ensure website domain remains active.

Council Debit card will be used, once received by Lloyds Bank.

Asset Register – updated to add printer– signed by Chair and Clerk – new Asset value - £24,319.09

Internal Audit Trail – carried out 17.11.2023.

Toplis Associates Ltd provided the following:

Having completed our interim internal audit visit we were very pleased to see that you have managed to restore order to the accounting and governance at Mayfield.

There are two other matters to bring to the council's attention:

1. Security of council records. Currently your records are in an ununlockable 2 draw non standard sized cabinet. I would prefer that the cabinet was lockable.

2. Lower limit for mandatory three quotes (Finance Regs 11h) At the moment your Fin Regs set the limit without 3 quotes at £100. I would suggest to you that this is impracticable and would recommend this being set at a minimum of £500.

Council considered recommendations and voted to accept both.

VOTE: FOR7 – OBTAIN 1. RESOLVED

Financial Regs will be amended and brought back to Feb meeting. Lockable filing cabinet quotes will be gained.

VAT Reclaim submitted- £102.36 on 22.11.2023

SCC Local Governance contract for GDPR GAP Analysis and Standard SLA – Tier 1

(Information and Cyber Security, Data Protection & Freedom of Information). SCC Cost £255 plus VAT. Contract from 6th December 2023 to 6th June 2024 signed by Clerk/RFO on 30.11.2023. 2023-2024 Budget amount £345.

Internal Auditor next meeting – 11.04.2024.

Mayfield Parish Council Minutes
www.mayfieldparishcouncil.org.uk

Item Reference	Details	Amount
Payments between meetings		
40/062	Printer And Printer Ink – Refund Clerk	£37.99 (inc £6.33 VAT)
26/063	Council Administration – October 2023 – Standing Order failed paid by cheque	£390.52
27/064	Litter Picker salary – October 2023 – Standing Order failed – paid by cheque	£90.31
Meeting payments		
41/DD	123 reg – DC rejected	VOID
42/SO	Council Administration	£420.56
43/SO	Litter Picker salary	£90.31
44/065	123 reg monthly subscription – November 2023 – refund clerk	£41.99 (inc £7 VAT)
45/066	Chairman Training – Derbyshire ALC Ltd	£50
46/067	SPCA New Councillor training	£420 (inc £70 VAT)
47/068	123 reg monthly subscription – December 2023 – Refund Clerk	£41.99 (inc £7 VAT)
48/069	Council Administration – NALC back pay	£80
49/070	Postage – Refund Clerk	£16.65
INVOICES RECEIVED AFTER AGENDA ISSUED		
50/071	Staffordshire County Council – Local Governance contract	£255
51/072	Toplis Associates Ltd – AGAR 2022-2023	£514.63 (inc 85.77 VAT)
52/073	Memorial Hall Room Hire – December – 2 meetings	£48
53/074	Mr J Clarke – Refund for Waterproof Jacket	£60
54/075	Mrs Gibson – Clerk Expenses, includes Ink, stationary, ee top up and postage	£56.69
RECEIVED		
14.11.2023	Lloyds Bank – complaint fee	£70
BANK BALANCE		
	Lloyds – 14.11.2023	£22,613.71

23.12.0016 CORRESPONDENCE

ESBC Parish Council Forum - 4th December at 6.30pm (Zoom) – Cllr Cotton will attend.

Road Closure - Birdsgrove Lane, Mayfield – 21st- 23rd November 2023. On website

Complaints Committee – resident emailed regarding the 7th November 2023 meeting being

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held without a Chair – Clerk gained advice from SPCA which was incorrect, but gained correct information from neighbouring parish council association. Resident copied in 12 people into the email, including Cllr Sankey and Kate Kniverton MP. Complaints Committee aware of the multiple emails.

SPCA Chief Executive currently not available – Ian Cruise-Taylor will be handling all enquiries from Chair and Clerks – 28.11.2023

23.12.0017 CLERK REPORT

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 pdf redacted documents. The Resident received a reply on 1st December 2023. The Council will send the redacted documents to SCC Information Governance Team on 6th December 2023 and once SCC confirmed all redactions are correct the resident will get the full review document and email documents. The Resident has confirmed they will report the Council to the ICO regarding this matter (05.12.2023)

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. Council discussed overtime and Voted to refer to the Staffing Committee FOR: 6 – AGAINST 2 - RESOLVED.

At this point in the meeting, Cllr Harrison accused Cllr Wakefield of being a Liar and demanded to discuss the Clerk contract of employment. Clerk stated she felt intimidated by Cllr Harrison's behaviour and that Code of Conduct had been broken. Cllr Harrison was given the opportunity to make an apology to Council and declined.

Clerk Note: Clerk contract to only be discussed in Private Session. Clerk provided guidance to all Councillors prior to the meeting.

Council Christmas cover – Council discussed to close emails on 22nd December and reopen on 2nd January 2024. – VOTE: FOR: 7 – AGAINST 0 – RESOLVED – Clerk to put note on website and on email reply.

SCC Information Governance - GDPR GAP Analysis and Standard SLA – Tier 1 Contract – The Gap analysis will be carried out on 19th December at 10am between Clerk and SCC.

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. 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, 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.

Election Invoices – ESBC confirmed they will issue these by post before February 2024 meeting.

Speed Indicator Sign data – Clerk was updated that the reporting of data will change during January. Mayfield Speed Watch Team are working with Ellastone Team and a new report format will be available on the Speed Watch website from mid to late January 2024.
<https://mayfieldcommunityspeedwatch.org/>

23.12.0018 COUNCILLORS REPORTS (INFORMATION ONLY)

Cllr Boura requested that a Councillor deputise for her in the February meeting for Planning. Cllr Mufin provided a photograph of a stile that has a chain and not accessible – Clerk to report to Rights of Way Team.

Cllr Wakefield requested Ward Enhancement Grant be on February Agenda.

Cllr Wakefield requested that an outline on Committee be sent to Councillors by Clerk.

Cllr Harrison made a statement about the Noticeboard. The Clerk confirmed it would be collected in late January and delivered to Church Rooms.

Cllr Stevenson requested Mayfield Conservation Area Grant be on the February Agenda.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held at Mayfield Memorial Hall on Tuesday 6th February 2024 at 7pm. The meeting was formally closed at 20.57

Signed.....