

Minutes of a meeting of Mayfield Parish Council held at 7pm on Tuesday 6<sup>th</sup> February 2024 at Mayfield Memorial Hall, Conygree Lane, Mayfield, Ashbourne, DE6 2LD.

Present: Cllr Wakefield (Chair), Cllr Harrison, Cllr Murfin, Cllr Stephenson, Cllr Green, Clerk and 24 residents.

The Chair of the Council announced two resignations, Karl Russell and Mark Cotton. Notice of Vacancy are on the website in the news area. ESBC will write after 26 February 2024 to advise whether there will be an election, or whether the Parish Council may co-opt to fill the vacancy.

The Chair of the Council confirmed the Staffing Committee (08.02.2024) will be cancelled, due to the resignations affecting that committee.

24.02.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Boura, Cllr Woodhouse -APPROVED

24.02.002 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

24.02.003 TO CONSIDER AND APPROVE THE MINUTES OF THE MEETING HELD ON 5<sup>th</sup> December 2023 ARE A CORRECT RECORD –  
RESOLVED – by unanimous vote.

24.02.004 TO CONSIDER AND APPROVE CO-OPTION OF COUNCILLOR.

ESBC confirmed co-option could take place on 15.01.2024. Vacancy Advert on website, with closing date 30.01.2024.

One application received and circulated to Councillors.

Mrs Green was invited to give a 3 minute presentation to Council.

RESOLVED by unanimous vote to co-opt.

Cllr Green signed declaration of acceptance of office.

*Clerk note: At this point of the meeting a discussion took place about the Agenda and responsibility of Clerk. Erroneous statement made by Cllr Harrison re: Clerk and her responsibility in setting and issuing the Agenda. Resident provided erroneous statement. Clerk will re-issue guidance provided in Councillor Training and Civility and Respect documents to Council on responsibility of Clerk/Proper Officer re Agenda.*

Council moved on to Agenda business at 7.17pm.

24.02.005 TO CONSIDER AND APPROVE SMALL GRANTS APPLICATIONS

The Council received an application for £700 from Mayfield Senior Social Club – 17.01.2024.

Grant application provided to Councillors.

RESOLVED by unanimous vote to award grant.

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

**1. COMMUNICATIONS POLICY**

RESOLVED to adopt by vote: FOR: 4 – ABSTAIN 1

**2. COUNCILLOR/CLERK RELATIONS POLICY -**

RESOLVED to adopt by vote: FOR 4 – AGAINST 1

**3. PRIVACY NOTICE (DATA PROTECTION)**

RESOLVED to adopt by vote: FOR 4 – ABSTAIN 1

**4. DOCUMENT RETENTION AND DISPOSAL POLICY, INCLUDING APPENDIX A**

RESOLVED to adopt by vote: unanimous.

Clerk to add to website.

24.02.007 TO CONSIDER AND APPROVE APPOINTMENT OF COUNCILLOR TO COMPLAINTS COMMITTEE

Resignation produced a vacancy on the Committee.

Councillors voted on the proposals as follows:

CLLR HARRISON – FOR - 2 – AGAINST 2 – ABSTAIN 1 – Chair casting vote – AGAINST

Clerk note: Cllr Harrison advised he was unable to vote, but voted, hence 5 votes recorded.

CLLR GREEN – FOR 2, AGAINST 2 – Chair casting vote – FOR

RESOLVED - Cllr Green appointed to Complaints Committee.

24.02.008 TO CONSIDER AND APPROVE MEETING SCHEDULE FOR COMPLAINTS COMMITTEE.

Clerk advised Council that a schedule needed.

Council considered schedule for meetings to be held in March, June, September, December each year at 6pm before main parish council meeting.

RESOLVED by vote: FOR 4 – AGAINST 0 – ABSTAIN 0

Clerk to update Complaints committee policy and put onto website.

24.02.009 TO CONSIDER AND APPROVE DATA PROTECTION TRAINING QUOTE:

Clerk advised that during Gap Analysis training SCC advised Data Protection training is recommended. SCC provided a quote for consideration.

Council discussed and RESOLVED by unanimous vote to defer item to May meeting.

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

Clerk advised Council that the Community Speed Watch group would like signage in 5 places in the parish to highlight speed watch activities to drivers.

Council reviewed the quotes for purchase of signs and installation cost and RESOLVED by unanimous vote not to fund the signs.

24.02.0011 TO CONSIDER AND APPROVE THE UPDATED ASSET REGISTER.

Information provided to Clerk brought into question ownership of the wooden noticeboard that has been in storage. Clerk invited resident to address Council with details of ownership.

STANDING ORDERS SUSPENDED BY UNANIMOUS VOTE FOR RESIDENT TO ADDRESS COUNCIL.

Resident outlined the ownership details to the Council.

STANDING ORDERS REINSTATED.

Council RESOLVED by unanimous vote to assume ownership of the noticeboard and will maintain it as an asset, unless someone comes forward to claim ownership.

Clerk will add Councillor Responsibility for notices into the Noticeboard to a future Agenda.

24.02.0012 TO CONSIDER AND APPROVE BENCH RELOCATION AND REPAIR from Swinscoe Hill, Mayfield.

Councillors discussed possible new location for the bench.

Ashley Drive (corner) RESOLVED by vote: FOR: 4 – ABSTAIN 1

Sycamore Drive – No vote taken.

Council RESOLVED by unanimous vote for Clerk to enquire with SCC the cost of license to place bench on corner of Ashley Drive and bring back to March meeting.

Council discussed repair of bench, deferred to March meeting. Clerk advised funds in 2023-2024 Lengthsman budget cost centre available for repair.

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

Clerk advised Council that Memorial Garden needs tidying up before 2<sup>nd</sup> April Lengthsman contract starts, works needed – weeding, tidying of shrubs, replace/repair wood surrounds. Approx. 10hrs at £18 per hour - £180 (5hr in Feb, 5hr in March). Wood surrounds – 6 around stones– approx. £40. Quotation total = £220

Council discussed the proposed works needed in February and March and RESOLVED by unanimous vote to accept the quotation provided by Graham Woodhouse Garden Maintenance. Clerk to advise Mr Woodhouse.

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

Clerk received the following request from a resident for discussion by Council.

*“There is no dedicated pedestrian road footpath from Upper Mayfield to the main roads in Mayfield. It would be appreciated if the Council could consider exploring the possibility of a pedestrian footpath to link Upper Mayfield with the main roads of Mayfield. (The A52 has some very rough, uneven grass verges which may perhaps have the potential to be developed into a safe footpath). This would be of great help, particularly for residents that are less mobile and would facilitate easier access to village shops, church events, Memorial Hall social activities and bus stops for medical appointments in Ashbourne, as currently there is no bus stop in Upper Mayfield. Old Bank lane is incredibly narrow, steep and unlit and used by traffic. Gallowstree Lane is also very narrow and has a very busy, fast moving traffic flow, so tricky for pedestrians. “*

Council discussed the idea and RESOLVED by unanimous vote to defer until March Meeting.

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 COMPLAINT to ESBC:

- Failed to provide the service at a level or standard expected by the Council.
- neglected or delayed in answering a query or responding to a request for a service
- failed to take proper account of relevant matters in coming to a decision.

Council received 35 pages of information from resident and clerk provided information with the Agenda.

Council voted on two proposals:

1. To gain a report from ESBC on the planning process in order to understand fully the complaint

RESOLVED by vote: FOR 2 – AGAINST 2 – ABSTAIN 1 – Chair casting vote - FOR

2. To support complaint RESOLVED by vote: FOR: 3 – AGAINST – ABSTAIN 2

Clerk note: Cllr Murfin made a statement re complaint.

Chair proposed the meeting be suspended for 5 mins for a comfort break. RESOLVED by unanimous vote.

Meeting resumed and Standing Orders suspended by unanimous vote in order to allow 2 residents to make a statement:

Resident A made statement re: P/2022/00575 AND P/2023/00701 outlining complaint details received by Council with Agenda.

Resident B made statement confirming ownership of land re: P/2022/00575 AND P/2023/00701

Standing Orders reinstated by unanimous vote.

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

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

Council received the Finance Report from the Group outlining how grant had been spent.

Cllr Harrison proposed asking for receipts from the Group to support the Finance Report.

Vote: For; 2 – Against 2 – Abstain 1 – Chair Casting Vote Against

RESOLVED not to ask for receipts.

Cllr Stephenson made a Statement that the Grant was given to a “Start Up Group” within the Parish. Start up Groups are renowned for facing challenges and as such Cllr Stephenson proposed that the Grant has been spent to establish the Group and no further action required, the awarded grant therefore stands.

Vote: For : 2 – Against 2 – Abstain 1 – Chair Casting Vote – For

RESOLVED to take no further action.

Cllr Stephenson proposed that the Grant Policy be changed to exclude “Start Up Groups” in future. - Clerk to add to a future Agenda.

#### **WARD ENHANCEMENT GRANT – UPDATE**

Clerk updated Council due to workload unable to work on this item.

#### **WEBSITE Accessibility STATEMENT – UPDATE**

The Accessibility Report was produced by the webmaster and sent to Councillors on 02.02.2024. Webmaster provided Clerk with training on accessibility pdf creation. Statement and privacy notice on website.

#### **24.02.0017 PUBLIC PARTICIPATION**

Resident C – requested an update on Planning Application for Wallash Farm – Clerk confirmed Council comments sent to ESBC.

Resident D – made statement about Friends of Mayfield Conservation Areas Grant – NOTED

Resident E – made a statement about Precept amount and the liability to residents re: Council Tax – NOTED

Resident F – made statement re Speed Watch equipment – Clerk to review previous statement made by Council on the issue and report to March Meeting.

Resident G - made statement about Friends of Mayfield Conservation Areas Grant – NOTED

Resident H - made statement about Friends of Mayfield Conservation Areas Grant – NOTED

Resident I – made a statement accusing Clerk of altering December meetings – NOTED.

Clerk confirmed 5<sup>th</sup> December 2023 minutes had been RESOLVED as an accurate record. See item: 24.02.003. Clerk Note: See Draft minutes item in Correspondence below: Item

24.02.0021

#### **24.02.0018 TO CONSIDER AND PROVIDE COMMENT ON PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS FROM EAST STAFFORDSHIRE BOROUGH COUNCIL**

##### NEW

**P/2023/01293** - 6 Mayfield Avenue Mayfield Staffordshire DE6 2JA - Removal of existing porch, erection of a single storey front extension for wc and study area. –No comment added 22.12.2023.

**P/2023/00995** - Alder Carr Farm Church Lane Church Mayfield Ashbourne DE6 2JR - Siting of a mobile home to provide agricultural workers' dwelling for a temporary period. No comments were confirmed to Clerk by deadline (12.01.2024)

##### DECISIONS.

**P/2023/00728** - Bank Farm Barn, Calwich Bank, Mayfield, Staffordshire, DE6 2EB - Erection of a single storey link extension – REFUSES.

**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 – PERMITS.

**P/2023/00730** - Bank Farm Barn, Calwich Bank, Mayfield, Staffordshire, DE6 2EB - Listed Building Consent for the erection of a single storey link extension – REFUSES CONSENT.

**P/2023/01149** - Phoenix Rise, 4 Mayfield Place, Mayfield, Staffordshire, DE6 2AL - Remove epicormic to crown break, crown raise by 1,5m to clear summer house and get views to rear fields, reduce to historic reduction points by approx 2.5m and 5% thin of secondary growth

throughout the crown of one Lime tree (T12 of TPO201). GRANTS

**P/2023/01293** - 6 Mayfield Avenue Mayfield Staffordshire DE6 2JA - Removal of existing porch, erection of a single storey front extension for wc and study area – PERMITS

Chair requested the Council RESOLVED to extend the meeting by 10 mins – RESOLVED

**24.02.0019 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR**

Cllr Sankey provided a report to Council regarding car parking charges increase, Ward Enhancement Grant deadlines and confirmed that Ward Enhancement Grant is provided by Central Government funds and does not affect Council Tax.

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

All December payments made 06.12.2023

Precept request for £19,797 made to ESBC on 20.12.2023

SPCA confirmed they did not receive cheque 34/056 for Finance Training – replacement in payments below.

Lloyds Debit card arrived 08.01.2024 – payment to be recorded as DC

Wordpress, 123 Reg and HP printer contracts updated with Debit Card details 16.01.2024

ESBC Election Invoices – requested from Income and Election teams – 09.01.2024

SLCC Annual Membership – 2024-2025 - £112

Council RESOLVED to authorise payments below:

Item Reference	Details	Amount
55/SO	Litter Picker - Dec	£90.31
56/SO	Council Administration - Dec	£451.23
56a/076	123 Reg – monthly website fee – January – refund Clerk	£41.99 (inc £7 VAT)
57/DC	Weekly postage 12.01.2024 – Debit Card	£1.55
58/DC	Weekly postage 19.01.2024 – debit card	£2.40
59/DC	Wordpress – Annual Subscription for website	£43.20
60/DC	Weekly postage 26.01.2024 – debit card	£2.40
61/SO	Litter picker – January	£90.31
62/SO	Council Administration January	£451.23
62a/DC	HMRC Interest	£0.20p
63/077	PAYG Mobile Voucher – refund Clerk – January	£10
64/078	Weekly postage during – December	£16.85
65/079	1 <sup>st</sup> Mayfield Scouts – donation of Lloyds Compensation Fee	£70
66/080	SPCA – replacement cheque for Finance Training – original ref: 34/056	£36 (inc £6 VAT)

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Received after Agenda issued		
67/DC	Post Office – Agenda pack	£2.70
68/081	Mayfield Memorial Hall – Feb meeting rent x 2 ( less cancelled complaints committee meeting)	£24
69/082	Clerk expenses includes home working allowance	£20
70/DC	Tesco – stationary	£7.80
71/DC	Post Office – Agenda pack 2	2.70
72/083	Society for Local Council Clerks (SLCC)	£112
73/084	Jill Studholme – Website Accessibility Report	£300
74/DC	Post Office – weekly emails	£1.95
<b>Bank Statement</b>		
Lloyds Bank	22.01.2024	£19,278.27
<b>RECEIVED</b>		
5	VAT Reclaim	£102.36

**Bank Reconciliation**

<b><u>Reconciliation at 31.01.2024</u></b>		
<b><u>Receipts and payments</u></b>		
a. Opening balance 1st April 2023		17,487.12
b. Total receipts		15,753.76
c. Total payments		15,194.73
d. Surplus/(Deficit) in the year (b-c)		559.03
e. Closing balance (a+d)		18,046.15

<b><u>Bank accounts</u></b>		
Current account		19,278.27
		19,278.27
Add: unrepresented income		0.00
Less: unrepresented cheques		1,232.12
		18,046.15

24.02.0021 CORRESPONDENCE

**Temporary Road Closure Notice** - Hall Lane, Mayfield between 5th December - 11th December 2023. An alternative route for traffic is available

<https://one.network/?tm=136694120> – details on website 06.12.2023

**S137** - The Department for Levelling Up, Housing and Communities has notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2024/25 is **£10.81**. The amount is a result of increasing the amount of £9.93 for 2023/24 by the percentage increase in the retail index between September 2022 and September 2023 under Schedule 12B to the 1972 Act.

**Noticeboard** – email from resident regarding Wooden Noticeboard, advising ownership is of village not parish council.

**Clerk overtime** – email from resident concerned about Clerk overtime and providing risk to Council information – 24.01.2024

**Draft Minutes** – Meeting 5<sup>th</sup> December 2023 – 3 emails from one resident regarding the draft minutes re item: “P/2023/00701 and Clerk note: A Cllr made a proposal re: Planning Application P/2023/00701, a vote was taken, but after advice from SLCC neither the proposal or the vote will be recorded in the minutes” Resident emails received on 18.01.2024, 23.01.2024, 30.01.2024.

*Clerk provided a response by email to the resident on 28.02.2024 re: Draft Minutes:*

*The (December) Agenda did not include a request for support for your complaint to ESBC re the Management or Administration of Planning Application P/2022/00575 or P/2023/00701. SLCC advice is: I concur and support that the Council cannot lawfully make a decision on this matter unless it had been clearly identified in an agenda, issued with the required notice. The Councillors are issued the Agenda (notice) a week before each meeting, with all relevant paperwork, so that they can attend the meeting for the purposes of transacting business on the Agenda. If either you or Cllr Murfin had contacted me with a copy of Cllr Murfin script regarding this matter, prior to the December Agenda being issued, then it would have been considered for the Agenda and as stated previously, and would have been accepted. But sadly neither of you did. If within a Council meeting an item requires a vote for an issue not on the Agenda, then a request can be made by Councillors for it to be put onto a future Agenda. This is normally done in Councillors Reports (Information Only).*

**Clerk note: Cllr Stephenson made a request for this item to be on the February 2024 Agenda and the resident provided a 35 page document of information for Council to consider, which was issued to Councillors with the February Agenda.**

**Palliative and end of life care and advice line** – A new telephone line has been launched in Staffordshire and Stoke-on-Trent to make it easier for patients, relatives and health care professionals to access palliative and end of life care advice. The new number is 0300 561 2900 and is supported by specialist clinicians.

**Best Kept Village** – how to enter details provided by SPCA

**Footpath 39** – Gallowstree Lane – resident provided details of the current footpath and a map of footpath – 06.02.2024

#### 24.02.0022 CLERK REPORT

**Clerk contract** – provided to Councillor Harrison as requested -02.01.2024

**Missing bins in Parish** – resident reported that bins missing in Jubilee Square on the corner / opposite the memorial gardens after replacement of lamp post / end of Moorlands Drive / and Piccadilly Lane outside Old Hall Farm. - reported to ESBC 06.12.2023 and requested an update 31.01.2024. Sent email to Councillors asking if they had been replaced 03.01.2024



and 31.01.2024. Councillor confirmed one bin replaced in Moorlands Drive. Clerk to continue to chase ESBC.

**P/2023/00318 and P/2023/01120** comments sent to ESBC 07.12.2023

**FOI request** – 23.08.2023 – final redacted email documents sent to resident – 20.12.2023

**Committee explanation** – provided to Councillors 05.01.2024

**Gap Analysis** training undertaken by clerk – 19.12.2023 – a number of policies will need to be created.

**Wooden Noticeboard** – removed from storage and delivered to Church Rooms 8<sup>th</sup> January 2024. Friends of Mayfield and Cllr Harrison advised.

**Footpath 39 – Lowes Farm, Old Bank** – padlocked gate reported to Rights of Way Team – 09.01.2024 - Your web reference number is: 240186898 - Your enquiry has been assessed as: B2. We aim to carry out an inspection within 20 working days with resolution or priority lowered within 16 weeks.

**Rights of Way volunteers** - SCC is hoping to open its volunteering offer again soon when we will be looking for individuals, groups and organisations who want to help protect and maintain the rights of way network. When new volunteering opportunities are available they will be advertised here: Community volunteer programme - Staffordshire County Council - <https://www.staffordshire.gov.uk/environment/Environment-and-countryside/CommunityVolunteerProgramme.aspx> -

Clerk advised Council that by registering for the scheme, any volunteer work undertaken by residents in the Parish will be covered by SCC insurance. RESOLVED by unanimous vote for Clerk to register Mayfield Parish Council.

**Staffing Committee** – arranged for 8<sup>th</sup> February 2024 at 6.30pm, Mayfield Memorial Hall. Cancelled on 06.02.2024 due to resignation of two members of staffing committee.

**SPCA update** - Chief Executive, Robert Pettigrew has left SPCA -Ian Cruise-Taylor will be Acting CEO & Training Officer – 17.01.2024

**Information boards x 6** – contacted SCC and Churnet Valley (CVLLP) to ask if they had a value for these assets – 23.01.2024. Cllr Atkins replied he has no recollection of funding for this. Sent email to SCC Lead funder, Mr Jackson - 31.01.2024

follow up contact with Churnet Valley 31.01.2024. Sent email to Staffordshire Wildlife Trust 02.02.2024.

**Dealing with Difficult people** training video sent to all Councillors – 23.01.2024

#### 24.02.0023 COUNCILLORS REPORTS (INFORMATION ONLY)

Items brought to meeting for consideration for future agendas.

Cllr Wakefield – review venue for Parish Council meetings.

Cllr Wakefield – information regarding process for registering School Building as a Community Asset

Cllr Wakefield – Best Kept Village details

Cllr Wakefield – Clerk to report sunken drain by East View and Mayfield Avenue.

Cllr Murfin – requested information on the need for Complaints and Staffing committees. Clerk to provide.

Cllr Murfin made a statement re: Clerk contract and need for confidentiality.

Cllr Harrison – requested details of Staffing Committee meeting due to resignations and advised Council and the Public who were present of an *erroneous* date that Clerk probation

period ends. Chair and Clerk reminded Cllr Harrison repeatedly that details of the Clerk contract could not be discussed in public.

**Clerk advised Council that an extraordinary meeting would need to be held in February to appoint two new members to Staffing Committee, followed by a Staffing Committee meeting, in order that a report could be considered by full Council in the March meeting. Council discussed suitable dates. RESOLVED for Extraordinary Meeting to be held on 20<sup>th</sup> February 2024 at 7pm followed by Staffing Committee meeting at approx.7.30pm. Clerk to booked a room in Mayfield Memorial Hall and issue both Agendas on 13<sup>th</sup> February 2024.**

DATE OF NEXT MEETINGS:

Extraordinary Meeting: Tuesday 20<sup>th</sup> February 2024 at 7pm.

Staffing Committee Meeting: Tuesday 20<sup>th</sup> February 2024 at approx.. 7.30pm.

**Parish Council meeting:** Tuesday 5<sup>th</sup> March 2024 at 7pm.

The meeting was formally closed at 21.17

Signed.....