

**Minutes** of a meeting of Mayfield Parish Council held at 7pm on Tuesday 5<sup>th</sup> March 2023 in Mayfield Memorial Hall, Conygree Lane, Mayfield, Ashbourne DE6 2LD.

Present: Cllr Wakefield (Chair), Cllr Boura, Cllr Green, Cllr Harrison, Cllr Murfin, Cllr Stephenson, Cllr Woodhouse, Clerk and 10 residents

24.03.001 APOLOGIES AND APPROVAL OF ABSENCES – NONE RECEIVED

24.03.002 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 RECEIVED

24.03.003 TO CONSIDER AND APPROVE THE MINUTES OF THE MEETING HELD ON 6<sup>TH</sup> February 2024 ARE A CORRECT RECORD  
VOTE TAKEN - FOR: 5 AGAINST 0 ABSTAIN 2 - RESOLVED

Cllr Harrison proposed Public Participation to be moved to Item 004 on Agenda.  
VOTE TAKEN - FOR 2 AGAINST 4 – NOT RESOLVED

24.03.004 TO CONSIDER AND APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 20<sup>TH</sup> FEBRUARY ARE A CORRECT RECORD  
VOTE TAKEN - FOR 5 ABSTAIN 2 - RESOLVED

24.03.005 TO CONSIDER AND APPROVE THE CO-OPTION ADVERT AND APPLICATION DEADLINE TO FILL THE TWO CO-OPTION VACANCIES  
Clerk suggests deadline mid-April, with a view to co-opt in May Meeting. Clerk to use the advert template in the co-option policy to issue two adverts for website and noticeboards.  
VOTE TAKEN – UNANIMOUS - RESOLVED

24.03.006 TO CONSIDER AND APPROVE ADOPTION OF GENERAL RESERVES POLICY AND CONFIRM THE GENERAL RESERVES FOR MAYFIELD PARISH COUNCIL:  
Policy sent to all Councillors 25.02.2024  
General Reserves confirmed in December meeting – minute reference: 23.11.009  
Cllr Harrison requested to see a report on the general reserves policy, Clerk advised he had received a copy in his weekly postal envelope.  
Cllr Murfin stated the reserves is insufficient. - NOTED  
VOTE TAKEN– FOR: 5 AGAINST 2 - RESOLVED

24.03.007 TO CONSIDER AND APPROVE OPENING A LLOYDS SAVING ACCOUNT FOR GENERAL RESERVES.  
VOTE TAKEN – FOR: 6 – ABSTAIN 1 - RESOLVED

24.03.008 TO CONSIDER AND APPROVE REPORT ON 2023-2024 ACTUAL EXPENDITURE AGAINST BUDGET AND APPROVE VIREMENT/EARMARK FUNDS TO 2024/2025  
Councillors provided with table of actual against budget spend, with virement/earmark

proposals. 25.02.2024

Clerk advised Council that the full list should be considered in April Meeting in order to gain Internal Auditor guidance. Clerk proposed that a vote to allocated £500 of current underspend for Community Grant be allocated to 2024 Well Dressing Project.

Council did not vote on either item, instead

Council VOTED For 5 – Against 2 to discuss Community Grant guidance from Clerk in item 24.03.0010

24.03.009 TO CONSIDER AND APPROVE QUOTES FOR A TWO DRAWER FOOLSCAP LOCKABLE FILING CABINET.

Clerk provided three quotes for consideration.

VOTE TAKEN – UNANIMOUS to purchase from A50 Furniture, Foston - £135 +VAT. RESOLVED

24.03.0010 TO CONSIDER AND APPROVE WELL DRESSING EVENT IN MAY 2024 AND CONFIRM EVENT TIMETABLE AND LEAD COUNCILLOR FOR CREATION OF WORKING GROUP.

Council suspended Standing Orders in order that two residents could provide history of event.

Standing Orders reinstated.

Proposed that Well Dressing Project be an item for Annual Parish Meeting to gain input from residents.

VOTE TAKEN – Unanimous – RESOLVED.

24.03.0011 TO CONSIDER AND APPROVE AMENDMENT TO GRANT POLICY

Cllr Stephenson advised Council that an amendment to 3.3 of the policy needed to be made to exclude start up groups from applying unless they had been in existence for over a year.

Cllr Boura stated that start up groups are normally most in need of funds.

VOTE TAKEN to add amendment -FOR 4 – AGAINST 2 – ABSTAIN 1- RESOLVED

24.03.0012 TO DISCUSS BUS STOP ON SWINCOE HILL, MAYFIELD AND APPROVE APPROACH TO BUS COMPANY FOR GUIDANCE ON APPLICATION PROCEDURE.

Cllr Boura advised Council that no bus stop in Upper Mayfield.

VOTE TAKEN for Clerk to approach Bus Company for guidance - FOR 6 – ABSTAIN 1  
RESOLVED

24.03.0013 TO CONSIDER SLCC AND ESBC GUIDANCE FOR “ASSETS OF COMMUNITY VALUE” IN REGARDS TO HENRY PRINCE FIRST SCHOOL AND NURSERY, MAIN ROAD, MAYFIELD, DE6 2LG AND APPROVE SUBMISSION OF A NOMINATION FORM OF ASSET DOCUMENT TO HIGHER AUTHORITY (ESBC).

Council provided guidance from ESBC website - <https://www.eaststaffsbc.gov.uk/assets-and-estates/community-right-bid>

Clerk provided a foundation company that can help with process

<https://plunkett.co.uk/how-we-help/>

Documents sent to Councillors – 25.02.2024

VOTE TAKEN to submit nomination form to ESBC – UNANIMOUS - RESOLVED

24.03.0014 TO RECEIVE UPDATE ON BEST KEPT VILLAGE ENTRANCE CRITERIA

All Councillors provided with BKV info 13.02.2024.

Cllr Wakefield proposed applying for this year.

VOTE TAKEN - FOR: 6 ABSTAIN 1 - RESOLVED

24.03.0015 TO CONSIDER AND APPROVE APPOINTMENTS FOR COUNCILLOR RESPONSIBILITIES:

Clerk advised Council that some responsibilities needed filling. Council voted on each appointment.

Councillor responsibility	Councillor
Vice Chair	CLLR BOURA – FOR 5 – AGAINST 1 - RESOLVED
Noticeboard (Mayfield Shop)	CLLR GREEN - UNANIMOUS - RESOLVED
Highways	CLLR WAKEFIELD – UNANIMOUS - RESOLVED
Best Kept Village	CLLR WAKEFIELD AND CLLR GREEN CLLR MURFIN– UNANIMOUS - RESOLVED
Well Dressing Project/Event	CLLR GREEN – UNANIMOUS - RESOLVED

Cllr Harrison stated that it is in the Clerk contract for her to fill the noticeboards – NOTED.

Cllr Harrison advised only one key for Mayfield Noticeboard, which is kept in Shop. NOTED

24.03.0016 TO CONSIDER AND APPROVE ASSET REGISTER UPDATE

Discussion took place regarding value of the 6 Information boards, currently on asset register as £2,500 approx.

The items were funded by Staffordshire County Council, Churnet Valley Living Landscapes, Lottery. Clerk approached both SCC and Churnet Valley for values. Cllr Atkins SCC advised he had no record of value, due to time since grant provided. Churnet Valley advised to value at £10,000. Clerk advised Council to increase the Asset Register to £10,000 for these items based on guidance from Churnet Valley.

Cllr Boura proposed to keep the value at £2,500 on Asset Register.

VOTE TAKEN – UNANIMOUS – RESOLVED.

24.03.0017 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETINGS:

**WARD ENHANCEMENT GRANT – COUNCIL TO CONSIDER AND APPROVE GRANT PROPOSAL WITH A VIEW TO CONFIRMATION TO APPLY TO ESBC IN MARCH 2024**

Clerk provided an outline of proposed events/costing for the grant application to Council on 24.02.2024.

The Council voted on each proposed event/costing and results are in a separate document.

**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.”

VOTE TAKEN on approaching higher authority: UNANIMOUS - RESOLVED

24.03.0018 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 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.

RESIDENT A – made a statement regarding the increase in the precept and the increase to residents’ council tax bill and requested whole Council apologise and resign– NOTED.

RESIDENT B – made a statement about lack of community engagement and requested Council revamp themselves - NOTED

RESIDENT C –asked for an apology from Council due to rudeness – Cllr Wakefield offered an apology. - NOTED

24.03.0019 TO CONSIDER AND PROVIDE COMMENT ON PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS FROM EAST STAFFORDSHIRE BOROUGH COUNCIL

NEW

**P/2024/00051** - Stone Cottage Main Road Middle Mayfield Staffordshire DE6 2JT - Erection of a single storey side extension – ESBC Gary Shilton confirmed he will expect our comments on 6th March 2024.

Cllr Boura proposed comments to be added, Stone work should be of good quality.

VOTE TAKEN – FOR 6 – ABSTAIN 1 – RESOLVED.

24.03.0020 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR – No higher authorities present and no apologies received.

24.03.0021 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF THE LIST ON AGENDA AND RECEIVE FINANCIAL UPDATES:

**Lloyds Mandate** to sign to remove Mr Cotton and Mr Russell as signatories – VOTE TAKEN – UNANIMOUS - RESOLVED

**Lloyds Mandate** to add Cllr Green signature onto Bank Mandate for signatures – VOTE

TAKEN - FOR 5 – AGAINST 1 –ABSTAIN 1 - RESOLVED

**HP instant ink** – current plan is 100 sheets per month at £5.49, HP advised we have printed 130 sheets, currently in Free period, but Clerk advises that next plan up is 700 pages per month at £11.99 per month- VOTE – FOR 6 – ABSTAIN 1 - RESOLVED

**Cllr Green New Councillor** training to take place on 13.03.2024, invoice in April meeting.

**ESBC Election invoice** – Clerk requested a VOTE to pay between meetings in order that payment made within this financial year –VOTE TAKEN – UNANIMOUS – RESOLVED.

VOTE TAKEN TO PAY ALL ITEMS BELOW: UNANIMOUS – RESOLVED.

Clerk advised that financial year-end is 31.03.2024.

Internal Auditor meeting arranged for 14.04.2024.

Item Reference	Details	Amount
76/DC	Postage Stamps	£13.95
77/DC	Weekly Postage and £10 <b>PAYG EE Voucher</b>	£11.55
78/dc	Weekly postage	£1.95
79/dc	Weekly postage	£2.40
80/so	Litter picker salary	£90.31
81/so	Council administration	£451.23
82/DD	123 Reg – monthly website	£41.99
83/086	Mayfield Memorial Hall – room rental 20.02.2024	£24
84/DC	Weekly postage	£1.55
85/dc	Agenda postage	£3.30
86/087	Graham Woodhouse – Lengthsman – Memorial Garden	£90
87/088	Homeworking Allowance – Feb and March	£20
88/dc	Tesco – A4 paper	£8.40
89/DC	Weekly postage and EE Top Up	£11.55
Bank Statement		
Lloyds	01.02.2024	£18,720.93

#### 24.03.0022 CORRESPONDENCE

**His Majesty King Charles III.** Town, Parish and Community councils are eligible for a portrait at no cost to themselves. Council discussed applying and donating to Memorial Hall.

VOTE TAKEN - FOR 4 – AGAINST 2 - RESOLVED

**BBC Make a Difference Awards.**

<https://www.bbc.co.uk/programmes/articles/3M4QTQxVtH3z7nbyZjDDS4p/make-a-difference-awards> - closing date 10th March.

**Precept** – resident provided his statement made in the meeting dated 06.02.2024 and Chair responded.

**SLCC - BBC investigation** into public abuse, harassment and intimidation – SLCC update provided to Councillors re these issues and Civility and Respect Pledge.

<https://www.slcc.co.uk/news-publications/> - sent 14.02.2024

**P/2023/00171** – resident copied Clerk into an email to ESBC re: condition 7 of P/2023/00701

– 14.02.2024

**FOI Request – August 2023** – resident sent email asking for a copy of the FOI documents previously sent in December 2023 – Clerk replied 14.02.2023 and 16.02.2024

**SPCA Bulletins** – forwarded to Councillors.

**Staffordshire County Council (SCC) are developing an important Communities Strategy**, to set out the long-term ambitions and actions for empowering our communities. Survey link provided to Councillor and on website- <https://letstalk.staffordshire.gov.uk/communities-engagement-partner>

**Globe Foundation** - the Staffordshire & Stoke-on-Trent COP – Celebration of the Possible. Which is a 10-year project to embed and support sustainability across the whole region, underpinned by Doughnut Economics. We have been running a number of Future Thinking events. Sent to Councillors to book a place at any of the consultation (Futures Thinking) For more information about the project please visit <https://staffordshirecop.com> – Chair to attend.

**Planning Application P/2023/00701**- Parish Council copied into an email, sent by resident to ESBC and various others– 21.02.2024

**P/2023/01408** - Land West of Slack Lane Upper Mayfield Ashbourne DE6 2HW - Discharge of Condition 7 of planning permission P/2023/00701 relating to the formation of new access to site and turning area within site on agricultural land to carry out agricultural activities - resident sent email enquiring if MPC had been consulted on this discharge of condition 23.02.2024. Clerk advised that discharge of conditions are not sent to Parish Councils.

**Storm Hank** - Staffordshire County Council(SCC) have provided the following information: residents who might have been impacted by the recent severe weather conditions during Storm Henk, occurring between January 2 and January 12, 2024, need to advise SCC about the affects to property, in order that SCC can apply to the Government Flood Recovery Framework, which is offering grants to eligible residents and businesses who were flooded during the storm. This is a national scheme and to apply for these grants SCC must meet certain criteria. Impacted residents and businesses need to fill out this short online form **before 8 March 2024**. To access this form click on this link

[www.staffordshire.gov.uk/StormHenk](http://www.staffordshire.gov.uk/StormHenk)

**Friends of Mayfield Conservation Group** – resident was provided with internal auditor postal address and asked to forward his concerns to the internal auditor. 29.02.2024

**S137/General Power of Competence** – resident provided details on S137/General Power and requested update from Council on Community Grants due to co-option of Councillors. 29.02.2024

**Virement item on Agenda** – resident provided concerns to Clerk, Cllr Stephenson and Chair of the Parish Council regarding the virement of funds agenda item and requested Council do not vote on this item on the Agenda – Clerk forwarded the question to the Internal Auditor to respond.

**Speed Watch** – resident provided details of speed watch aims within Mayfield.

#### 24.03.0023 CLERK REPORT

**Wooden Noticeboard** - Clerk made request to Friends of Mayfield re date for installation of wooden noticeboard outside the Village Shop – 13.02.2024 – confirmation of installation received 23.02.2024.

**Best Kept Village** - New website is now live with all the information you need to apply  
[www.bestkept.community](http://www.bestkept.community)

**6 Information Boards** – Clerk advised by Mr Jeff Simms, Head of Nature Reserves for Staffordshire Wildlife Trust, (Churnet Valley), that the Churnet Valley Landscape Partnership project records were searched for value of the 6 information boards and as project over 10 years ago, detailed quotes have been deleted from our project archive. He advised Clerk for insurance purposes he would insure for £10k. Information sent to Councillors 13.02.2024. New asset register to be put on Agenda for a vote.

**Speed Watch and Speed Guns** – a resident made statements in February 2024 meeting regarding Speed Watch and Speed Guns. Clerk Note: In response to this statement, the Clerk would like residents to view the minutes of 7<sup>th</sup> November 2023 meeting, Reference: 23.11.0021, which provided the following information:

**Speed Watch Police Coordinator Report– Mayfield PC** - Clerk contacted Michelle Shaker, Community Engagement Coordinator, Staffordshire Police, who provided the following regarding the Mayfield Team: This email is to confirm there is an active CSW team covering Mayfield with a core of 6 volunteers. A further 5 were trained but are no longer eligible to deploy having not been out in the past 12 months. I'm happy to organise another training session in the village should they wish to continue. **The equipment is usually purchased by Councils (of all levels) and best practice, and a recommendation from our side, is the equipment is to stay with the volunteers enabling them to deploy more freely.** We have found the more active teams store the equipment with the lead volunteer who generally organises when monitoring sessions take place and if not taking part arranges the equipment to be available to the wider team. The lead volunteer I believe currently houses the equipment. Whilst I have this opportunity, I have attached a leaflet and sign-up sheet for anyone who would be interested in joining – after all many hands make light work.

**Speed Watch Team Report– Mayfield** - Clerk contacted the Speed Watch Team coordinator for Mayfield and received the following report: I can confirm that the team is active and monitors the sites approved in Mayfield by Staffs Police. My link there is Michelle Shaker the county coordinator who has provided training and update sessions for members of the team. We are also in contact with other local CSW teams, which share common issues along the B5032. MPC did fund the purchase of the one set of equipment, which we use, and is recorded on the asset register for insurance purposes. There was another CSW team several years ago, way before my time, and I am afraid I have no knowledge of what happened to any residual equipment. Mayfield CSW has a website [www.mayfieldcommunityspeedwatch.org](http://www.mayfieldcommunityspeedwatch.org) on which we post relevant information for the community and residents are welcome to contact us via [mayfieldcommunityspeedwatch@gmail.com](mailto:mayfieldcommunityspeedwatch@gmail.com)

**P/2023/00171** - Council minute reference 24.02.0015 sent to ESBC Planning Team re complaint and request for report – 14.02.2024

**Rubbish Bins in Parish – ESBC provided the following update:**

We have replaced a free standing bin in Jubilee Square and a free standing one in Moorlands Drive too. Unfortunately we haven't been able to site one on Piccadilly Lane due to there being no suitable posts or any hardstanding to put a free standing one. – Clerk informed resident 14.02.2024

**New Councillor Training** – Clerk offered Cllr Green dates for training, confirmed 13<sup>th</sup> March 2024 training.

24.03.0024 COUNCILLORS REPORTS (INFORMATION ONLY)

Cllr Murfin offered her resignation to the Chair, the Chair asked Cllr Murfin to reconsider, Cllr Murfin advised her resignation stands, Clerk advised Cllr Murfin this would be minuted.

Standing Orders suspended in order for Chair to thank Mrs Murfin for her work while on the Parish Council since May 2023. VOTE of Thanks taken – UNANIMOUS – RESOLVED.

Standing Orders reinstated.

D-Day – 6<sup>th</sup> June 2024 – to be added to April Agenda.

Rose and Crown speed reduction update from Cllr Atkins – to be added to April Agenda.

Venue for Parish Council meetings – to be added to April Agenda.

24.03.0025 TO CONSIDER AND APPROVE RESOLUTION TO EXCLUDE PUBLIC IN ORDER TO RECEIVE STAFFING COMMITTEE REPORT ((Public Bodies (Admission to Meetings) Act 1960) VOTE TAKEN FOR: 5 – ABSTAIN 1 - RESOLVED

Public left Meeting.

VOTE TAKEN TO EXTEND THE MEETING BY 10 MINS – UNANIMOUS - RESOLVED

24.03.0026 TO CONSIDER AND APPROVE STAFFING COMMITTEE RECOMMENDATION REPORT (PUBLIC EXCLUDED)

Report provided to Councillors 27.02.2024

VOTE TAKEN TO EXTEND THE MEETING BY 10 MINS – UNANIMOUS – RESOLVED

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on Tuesday 2<sup>nd</sup> April at 7pm. The meeting was formally closed at 9.30pm

Signed.....