

# Mayfield Parish Council

Website: [mayfieldparishcouncil.org.uk](http://mayfieldparishcouncil.org.uk)

Email: [clerk.mayfieldpc@gmail.co.uk](mailto:clerk.mayfieldpc@gmail.co.uk).

## **NOTICE OF MEETING**

### **To All Members of the Parish Council**

You are hereby summoned to attend the Mayfield Parish Council Meeting at the time and place stated on the attached Agenda setting out the following business to be transacted. Any Councillor unable to attend should forward their apologies to the Principal Officer.

Yours faithfully,

Rachael Anderson

Mayfield Parish Clerk

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### **PARISH COUNCIL MEMBERS**

Cllr Pamela Boura (Chair)

Cllr Pete Stephenson

Cllr Val Murfin

Cllr Chris Keeling

Cllr Les Tunstall

Cllr Geoff Harrison

3 Vacancies

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### **RECORDING PARISH COUNCIL MEETINGS**

Under the Openness of Local Government bodies' regulations 2014, members of the public may film, photograph, and make audio recordings of the proceedings of the formal Council meeting. Recording activity should be respectful and not disrupt the meeting.

Behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

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### **PUBLIC PARTICIPATION**

Notice is given that at the time agreed by the meeting, 10 minutes will be set aside for members of the public to make representation on any item on the agenda only.

Any member of the public shall not speak for more than two and a half minutes, this is strict and will be timed at the meeting. This is to allow the Parish Council to get through the business to be transacted at the meeting in a timely manner.

A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

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### **PUBLIC BODIES (ADMISSION OF MEETINGS ACT) 1960**

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted, or for any other special reason. The public's exclusion from part or all of a meeting shall be by resolution of the Council, which shall give

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reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960

## FULL COUNCIL MEETING AGENDA

**2<sup>nd</sup> December 2024**  
**Mayfield Memorial Hall,**  
**Conygree Lane,**  
**Mayfield,**  
**Ashbourne,**  
**DE6 2LD**

Dear Cllrs,

You are hereby summoned to a meeting of Mayfield Parish Council at the time and place stated.

Yours faithfully,

Rachael Anderson  
Mayfield Parish Clerk

### MEETING STARTS AT 7:00PM

#### **24/12/01. TO NOTE ATTENDANCE AND RECEIVE APOLOGIES FOR ABSENCE**

The Clerk shall present orally any received apologies from Cllrs and those whose attendance at the meeting has been requested.

#### **24/12/02. TO RECEIVE ANY DECLARATIONS OF INTEREST AND CONSIDER THE APPROVAL OF SUBMITTED DISPENSATION REQUESTS**

Cllrs are requested to consider and declare any disclosable and pecuniary interests and personal and prejudicial interests in accordance with the Localism Act 2011 at the earliest possible time.

A Cllr may request dispensation to make a representation or cast a vote concerning an item on which they hold an interest. Any such request should be submitted to the Principal Officer for consideration before the start of the meeting.

#### **24/12/03. TO CONSIDER THE APPROVAL AND ADOPTION OF THE MINUTES OF THE PREVIOUS FULL COUNCIL MEETING**

The Draft Minutes of the last Full Council meeting have been circulated in advance for consideration by Cllrs.

**Recommendation:** To approve the Draft Minutes

#### **24/12/04. TO ALLOW TEN MINUTES FOR PUBLIC PARTICIPATION**

The Chairman may take contributions from the members of the public present.

Any member of the public may speak for up to two and a half minutes. This is to allow the Parish Council to get through the business to be transacted at the meeting in a timely manner.

A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting, though the Chair may direct that a formal response will be provided subsequent to the meeting.

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Members of the public may leave their contact details with the Principal Officer should their contribution require an additional follow-up by the Council

## **24/12/05. TO RECEIVE REPORTS FROM THE BOROUGH AND COUNTY COUNCILLORS AND POLICE**

County Cllr Philip Adkins and Borough Cllr Steve Sankey are invited to present a short report with regard to their duties and the Councils they represent.

Ben Adams, Staffordshire Commissioner for Police, Fire & Rescue and Crime and / or local PCSO's are invited to present a short report to the Council with respect to Mayfield Parish.

## **24/12/06. TO RECEIVE THE CLERK'S REPORT AND FINANCIAL STATEMENT**

The Clerk shall present an oral report to the Full Council.

The Financial Statement shall be presented to Cllrs at the meeting to ensure its accuracy.

## **24/12/07. TO APPROVE THE LIST OF PAYMENTS**

Payments made Since the Last Meeting:			
Reference	Payee	Item	Amount (incl. VAT)
60	Staples	Black Ink Cartridge	£29.93
61	Rymans	Printer Paper	£4.99
Payments to be made under Contract:			
Reference	Payee	Item	Amount (incl. VAT)
62	Clerk	Council Administration	REDACTED
63	Litter Picker	Council Administration	REDACTED
Payments to be Approved in the Meeting:			
Reference	Payee	Item	Amount (incl. VAT)
64	123 Reg	Website Hosting	£41.99
65	G Woodhouse	Lengthsman November	£234.00
66	R Anderson	EE Phone Top Up	£10.00

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67	R Anderson	SLCC Membership	£120.00
68	R Anderson	Stamps	£10.80
69	R Anderson	Travel (x4) to MMH Sep, Oct, Nov	£72.00
70	P Boura	Printer Paper	£4.50
<b>Administration costs: Payments 62 &amp; 63, totalling £535.03 have been redacted in line with advice, as these payments relate to the salaries and staffing costs of the Council's employees.</b>			

## **24/12/08. TO CONSIDER AND APPROVE A SUBMISSION OF COMMENTS RELATING TO RECENT PLANNING APPLICATIONS**

None received.

## **24/12/09. TO CONSIDER THE FOLLOWING ITEMS OF BUSINESS**

- A. To receive a report from The clerk (Responsible Financial Officer) on the accounts to the end of November 2024.**
- B. To receive a report from Cllr Stephenson and the Clerk on the recent internal audit meeting.**
- C. To discuss purchasing and erecting the proposed Christmas Lights**
- D. To receive a report on the village gateways project**
- E. To discuss projects to be included in the 2025/26 budget**
- F. To confirm the budget for 2025/26**
- G. To agree the precept for 2025/26**
- H. To adopt the revised Terms of Reference for the Staffing Committee**
  - The Sickness Absence Policy**
  - The Antibullying and Harrassment Policy**
- I. To discuss an update from Cllr Les Tunstall regarding speeding in the village**

**24/12/10. To note the date of the next parish council meeting: Monday 3<sup>rd</sup> Feb 2025, 7:00PM**

**Meeting closes at 9:00PM**