

**Minutes of the Meeting of Mayfield Parish Council
Wednesday 6th April 2016 at 7.30pm in the Memorial Hall, Mayfield**

- 01/16 Minutes of the 2nd March 2016 meeting**
The Minutes were approved by Cllr Watson and seconded by Cllr Moss.
The Chair reminded Cllrs that it is their responsibility to read through the Minutes and raise any queries or amends at the monthly meetings. Cllrs agreed.
- 02/16 In Attendance - Apologies - Absences**
Cllrs Cook, Edge, Moss, Parker, Watson and Turner were in attendance.
Cllr Gregory sent apologies.
- 03/16 Declarations of Interest**
Cllr Parker declared an interest in Item 08/16 Grant Application.
- 04/16 Public Participation**
Simon and Mandy Sowter attended in support of the Memorial Hall grant application.
- 05/16 Update – East Staffordshire Borough Council – Cllr Edward Barker**
Please pass on my apologies for tonight's meeting. The new grant year has begun and although the names have changed the grants on offer are still about the same, so please keep me informed re the Memorial Hall or any other project the village wants. I am meeting the operator of the tiger moth flights next Wednesday and will report back.
- 06/16 Highways & ROW**
Updates - Slack Lane & Slack Lane Track/Path
Update - Flooding, Piccadilly Lane
There has been no update from Highways – though the enquiries are active.
Action: Clerk to contact Highways and ask for updates on all outstanding issues
Update - Footpath 5, Piccadilly Lane
The enquiry is waiting for a response from the Principal Rights of Way Officer.
Action: Clerk to report any response at the June meeting
Stanton Lane / A52 junction
The gullies have been cleared bar the one by the junction with the A52.
Action: Clerk to check and follow up if necessary
Speed Indication Devices
Staffordshire Safer Roads Partnership will respond when they have collated the data.
Action: Clerk to follow up for June meeting
- 07/16 Maintenance**
Cllr Parker reported that the fingerpost for FP 23/24 has come down.
Action: Job logged
Casual maintenance worker role
There has been no response to the advert. Cllr Gregory made enquiries regarding the cost of advertising in the Ashbourne Telegraph but was unable to obtain costs.
Cllrs discussed approaching a couple of residents in the village. Cllrs agreed that they would agree appointments via email as the next Parish Council meeting isn't until June.
Action: Cllrs Parker and Turner to contact individual residents re the maintenance role/gardener role and to contact the Clerk and Chair in the first instance. Clerk to contact all Cllrs once information received
Millennium Tree – Wallash / Tree – opposite Church Lane
Staffordshire County Council have allocated a lighting engineer to the role.
Action: Clerk / Cllrs to monitor the situation
Update - The Crescent
Letters were sent to residents of The Crescent.
Jarad Clarke has offered to look after the grassed area. The Cllrs suggested that Jarad look after the area on a trial basis and update the Parish Council on how long it takes to look after the area.
Action: Clerk to contact Jarad
- 08/16 Finance**
Bank Balances & Cash Flow
The bank balance at 06/04/2016 was £3,881.26.

The Reserve Fund balance was £4,868.26.

The Clerk is waiting for the precept confirmation.

Action: Clerk to provide a full Cash Flow and Budget update at the June meeting

Invoices presented for payment:

001544 - £215.70 F Raistrick (Salary, Stipend, Stationery)

001545 - £ 50.00 J Clarke (Litter picking, March)

001546 - £650.00 Mayfield Memorial Hall

Grantmaking: applications

Mayfield Memorial Hall applied for a grant to fund the works undertaken to improve the Hall. Mandy and Simon Sowter attended as representatives of the Committee and discussed the improvements. The Cllrs looked over the Hall and were impressed. They congratulated the Memorial Hall Committee and were happy to approve the grant application of £650.00 and a cheque was issued and handed over at the meeting.

PAYE

The Clerk updated the Parish Council regarding the PC's PAYE status. Whilst the PC is registered for PAYE it is proving difficult to set up PAYE reporting due to problems with incomplete financial recording in the financial year 2015 – 2016. The Clerk has written to HRMC to clarify the situation and requested assistance in resolving the issue.

Discussion – External Audit for Smaller Authorities & Annual Return 2015 - 2016

Cllrs agreed to stay in the Smaller Authorities Audit Appointments Limited (SAAA) scheme rather than opt. NB: The majority of Parish Councils in Staffordshire have also stayed in the SAAA. The Clerk will meet with the internal auditor and complete the Annual Return for 2015 – 2016.

Action: Clerk to present the Annual Return for signature at the Annual Meeting of the Parish Council in May

09/16 Planning Applications and Decisions

Applications:

There were no applications this month.

Decisions

P/2016/00055 - Erection of two storey side and single storey front extensions
7 Sycamore Road, Mayfield, DE6 2JD - Permitted

P/2016/00194 - Crown lift / cut back branches of Horse Chestnut tree – Granted consent
3 The Park, Mayfield, DE6 2HT

P/2015/01580 - Certificate of lawfulness for siting of touring caravan - Refused
Brook Farm, Church Lane, Middle Mayfield, DE6 2JS

P/2016/00207 - Demolition of 2 wooden calf sheds – no objections
Old Hall Farm, Hall Lane, Middle Mayfield, DE6 2JU

10/16 Staff Update

Health & Safety Risk assessments for employees – c/f to June

Action: Clerk to amend and present at June meeting

11/16 Parish Projects

Draft proposal for Bus Services for the elderly – c/f to Autumn

Action: Cllr Turner to present at September or October meeting

Bus Shelter

Rhonda in Connectivity Support at SCC is waiting to hear back from Legal Services to see if the shelter can be moved and will contact the Clerk when she has an answer.

Unsung Heroes of Mayfield

Cllr Watson presented her draft form.

Action: Cllrs to provide any amends to form to Cllr Watson

12/16 Items to be included on the next Agenda:

Cllr Cook to contact Albert Golding re the Local Plan and to update the PC at the June meeting.

13/16 Date of Next Meeting

The next PC meeting will be on Wednesday 1st June 2016. The Annual Meeting of the Parish Council (closed) and The Annual Meeting of the Parish will take place on Wednesday 4th May 2016.

The meeting ended at 8.45pm