

## MAYFIELD PARISH COUNCIL

Voluntary Clerk to the Council: Cllr Sue Bridgett

Unapproved minutes of a meeting of Mayfield Parish Council held on Wednesday 13 April at 7.00 pm in the Church Rooms, Church Lane

Present: Cllr Watson (Chairwoman), Cllrs Allen, Boura, Bridgett, Croll, Golding, Moodie, Kennedy and seven members of the public three of whom arrived after the start of the meeting.

No.	Item
04/22/1	<p><b>Chairwoman's Introduction</b></p> <p>The Chair reported on the positive feedback received from parishioners about the 3 Year Plan and associated public meetings. Some said they had never really heard or read anything about the Parish Council before and it felt good to be able to give their views. Many hoped more meetings like these would follow. Feedback on these consultations and opportunities for further discussions on future plans in public forums would follow.</p> <p>She thanked those Councillors, who in the absence of a paid Clerk, had put in an exceptionally large amount of work when she had been away, to ensure that all the paperwork had been prepared for recent meetings.</p> <p>She reminded that the Councillors were all volunteers with busy lives, not part-time or full-time employees and that they had done their best to respond to requests despite the recent extra demands on their time. New councillors were contributing apace.</p> <p>The Parish Council now needed Village Champions to come forward and lead task groups with Councillors so that they could fulfil all the improvements people wanted to see accomplished.</p>
04/22/2	<p><b>Apologies for absence/note attendance</b></p> <p>Cllr Golding had given notice that he would arrive late to the meeting (arrived at item 5)</p>
04/22/3	<p><b>Declaration of Interests</b></p> <p>Cllrs Boura &amp; Moodie declared interests in projects/grants to be considered under item 9</p>
04/22/4	<p><b>Public Speaking</b></p> <p><b>The Chair invited members of the public to speak.</b></p> <p>Kaarina Burnel, one of the village CSW team, had been unable to attend the public meeting on traffic management but had sent some notes, and raised the issue of the increasing number of HGVs travelling through Mayfield at all hours of the day and night and highlighted the safety risk this presented, particularly near the Rose and Crown where the road narrows. Excessive speeding was also an issue throughout the village. She was pleased to see Traffic Management as a PC priority and hoped some progress could be made.</p> <p>John Parker raised the issue of Mayfield demographics and referred to the demographic data on the PC website produced by the ONS and other data he had discovered which showed an increase in the population and asked if this could be explained. He also referred to a grant application that Jeff Harrison intended to make for the Tug of War team. The Chair thanked parishioners for their contributions.</p>
04/22/5	<p><b>Approval and Ratification of Minutes of the last meeting 2nd March 2022 (circulated)</b></p> <p>The Chair indicated that Cllr Golding had circulated an email to all councillors challenging a number of points. As she had not received any response from councillors to Cllr Golding's numerous challenges, she intended to take the draft minutes as read and asked for a motion to approve. Cllr Moodie proposed the motion, seconded by Cllr Allen. The minutes of the meeting held on 2 March 2022 were approved by all cllrs with the exception of Cllr Golding who voted against.</p>
04/22/6	<p><b>Clerk Vacancy</b></p> <p>Cllr Croll provided an update on the appointment of a locum clerk. He and Cllr Bridgett had met with Anne Wilson to assess her suitability for the role. He reported her to be very experienced, knowledgeable and personable and in addition to having served as a clerk for various parish and town councils, she had an ongoing role at national level in training. She has provided two references which were being followed up. A handover session with the former Clerk, Chairwoman and Cllr</p>

	<p>Bridgett has been arranged for 29 April. The terms of her appointment are for six months as a locum which will be reviewed at the three month point in respect of the potential to reduce the hours required. In the meantime the search for a permanent appointment would continue.</p> <p>Cllr Golding requested circulation of full information in respect of Anne Wilson's experience. Cllr Bridgett said this was not normal procedure. Cllr Croll agreed to discuss with Anne Wilson a summary to share with the PC and Cllr Golding said this was not acceptable.</p>
04/22/7	<p><b>Finance, Administration and Maintenance</b></p> <p><b>a) Current Financial Statement. To note the current/end of year position (circulated)</b>  Cllr Bridgett indicated that the balance on the account at year end was £28,897.11 and taking into account the general reserve of £5,000 and the restricted fund of £4,890.77 available funds stood at £19,006.34. Cllr Golding asked when the restricted fund might be released to general funds and Cllr Bridgett referred him to the minutes of the February meeting when Cllr Sankey had suggested the matter should be put to the auditor for determination. This was being done, as indicated in the March minutes.</p> <p><b>b) Approval and Payment of invoices/Bank mandate update (circulated)</b>  To the payments totalling £538.88 to cover wages for Graham Woodhouse and Jarad Clarke, the SPCA annual subscription, church &amp; church rooms hire, the Libra payroll administration invoice of £82.12 was added totalling £621.00. These expenditures were approved, for payment by Cllr Croll.</p> <p><b>c) Insurance – invitation to quote</b>  Cllr Bridgett indicated that the current insurers Norris &amp; Fisher were no longer providing cover for local councils and an alternative provider must be sought for 31<sup>st</sup> May. She suggested an approach be made to Zurich who insured Clifton PC and also to BHIB Councils Insurance. These actions were agreed.</p> <p><b>d) To receive an update on and approve the arrangement for the Audit</b>  Cllr Bridgett indicated that since the arrangements for appointing the locum clerk had taken longer than expected this had put some pressure on the timeframe to complete and approve the audit. An approach had been made to the former Clerk who was agreeable to undertaking the internal work for the audit and liaising with the external auditor and undertaking the associated handover to the locum as a standalone project for which a fee would be paid. Cllr Golding said that this arrangement with a former employee was inappropriate and suggested that it appeared approval had already been given. Cllr Moodie said this was clearly not the case as the PC was being asked to approve the arrangement now. Cllr Golding asked if this was to be an ex gratia payment or a gift to the former Clerk and the Chair repeated that it was a one-off consultancy project for which a fee would be paid. This was a cost effective and sensible way of completing the audit in the time available. The Chair also highlighted the ongoing voluntary input from the former Clerk which enabled the PC's work to continue for which no payment had been made since December. The arrangement for completing the audit with the paid input from the former Clerk as a discreet piece of contracted work was proposed by Cllr Boura seconded by Cllr Croll and approved.</p> <p><b>(i) to consider and approve the proposal for a Financial Reserves Policy</b>  <b>(ii) To agree a General Reserve of six months' revenue expenditure (circulated)</b>  Cllr Bridgett outlined the justification for adopting a Financial Reserves Policy, making provision for both General and Earmarked funds. MPC is required by law to maintain adequate Financial Reserves to meet the needs of the PC, and at all times must keep a minimum balance, sufficient to pay three months' salaries to staff, in General Reserves. The policy as set out would provide for the PC to hold reserves for three main purposes:</p> <ul style="list-style-type: none"> <li>- A working balance to help cushion the impact of uneven cash flows (part of a General Reserve)</li> </ul>

- A contingency to cover the impact of unexpected events or emergencies (also part of the General Reserve)
- A means of building up funds to meet known or predicted requirements, which might not fall within the current budget year (Earmarked Reserves).

Cllr Bridgett proposed that MPC should approve the policy, in line with general practice, and proposed that the General Reserve should be set at six months' revenue expenditure (operating costs). Establishing Earmarked Funds would enable funding to be notionally allocated to projects and activities coming forward from the Three Year Plan and formalise the process of carrying such funds over into the next financial year, if required.

The Financial Reserves Policy and the General Reserve level proposed were unanimously approved.

**e) To review the budget forecast April 2022 – March 2023 (circulated)**

Cllrs Moodie & Bridgett presented the budget forecast for the next financial year highlighting the assumptions on which it was based which had been previously circulated. The budget included:

- A General Reserve of £10,000
- Provision for the restricted fund of £4,890 being released to general funds in July, subject to auditor approval
- Provision for the locum clerk
- Provision for earmarked funding for projects and activities identified through the 3YP and an assumption that all grant applications considered in April would be funded
- Operational costs were based on the previous year's profile with an uplift for inflation

The forecast demonstrated a budget which was tight and where there was the prospect of expending most funds outside the reserves by year end 2023. It would be important to monitor the budget against spend very carefully with a critical review point at October 2022. Cllr Golding asked if the PC would in effect be operating a deficit budget and Cllr Moodie confirmed that this would not be the case. Cllr Golding suggested that the forecast did not show the return of the restricted funds to the balance in July and after checking Cllr Moodie agreed that this was the case, and that a revised figure at year end 2023 would be £3,596 (subsequently finalised as £3,514 accounting for the payroll admin payment). Cllr Golding asked if

Cllr Bridgett indicated that the Financial Reserves Policy would be posted in the statutory documents section of the PC website and the budget forecast would also be made available on the website.

04/22/8

**Three Year Development Plan**

**a) To receive an update report to the 3 Year Development Plan**

Cllr Croll provided a written update including detailed information in respect of responses to Questions 6 and 7 in the community survey; further analysis of Mayfield demographics and the use of ONS data used by ESBC and other data available.

Councillors leading the four public meetings held in March provided a summary of discussions in each session. The Chair pointed out the importance of the public consultation was to confirm that the work already in progress was of real concern to them.) 55 residents in total attended the sessions.

Cllr Watson – 8<sup>th</sup> March – Village Amenities

Key issues - Green spaces, wilding, allotments, conservation area, dog fouling, transport links.

A general feeling had emerged that the village was looking uncared for and generally shabby and in need of a concerted clean up. It was agreed that a community clean up could be arranged in advance of the Jubilee holiday and that the PC would co-ordinate. The Chair confirmed that discussions about this were well advanced and that it was proposed to earmark funds for a twice yearly tidy up.

Cllr Bridgett – 10<sup>th</sup> March – Traffic management

Key issues - impact of more HGVs, Uttoxeter quarry, rat running from A50 and further afield, increase in speeding, dangerous pinch points in village, lorries turning, poor parking, need for community car park, lack of pavements at key points, problems with bus stop. Possible solutions – need for Enforcement action, priority systems, traffic calming, possible 20 mph zone in collaboration with other villages. Next steps send report of public meeting to SCC Highways/cllrs and pursue meeting.

Cllr Golding said that all of this was known and nothing had been done about it. Cllr Moodie disagreed.

Cllr Moodie 15<sup>th</sup> March – Outside/activities for children

Key issues - playground, play groups, village-based clubs, young people’s groups. Martin Soar explained about a new initiative called “Messy Church” which he hoped would bring people together, also discussion of intergenerational activity as an important focus. Youth club discussed, support for the Scouts and current state of playground project. (Cllr Boura, a MARNA Committee member, updated the PC on the Playground project, and the decision made recently to relocate the equipment on site, which would require a variance to the Planning Application.)

Cllr Croll – 17<sup>th</sup> March – Adult activities

Key issues – relaunch of Senior Social Club, transport and other support for the elderly, Mayfield base for Ashbourne U3A would be popular, gardens open/competition, heritage weekend.

The outcomes and actions arising from these sessions have been documented in the April update of the Development Plan which would be posted on the PC website.

**b) To review and approve pipeline projects, associated ear-marked funds and potential expenditure (circulated)**

Cllr Croll presented a paper to discuss and approve proposed pipeline projects, the associated ear-marked funds and potential expenditure all in support of the 3 Year Development Plan. All projects arise from the community survey feedback and consultation in the public meetings. Cllr Golding questioned the £6k ear-marked funds for Traffic Management and the responsibility of the County Council and Highways to fund this project. Cllr Bridgett explained that there is an expectation that PCs make a contribution towards specific local projects of this nature and the £6k would be used as leverage to increase the total resources for this project. Cllr Golding felt it would be more beneficial to identify the scheme in more detail with an action plan before allocating funds. The Chair confirmed that this would take place at the next stage. Cllr Bridgett agreed that it had already been stated that a report would be circulated to all councillors setting out all traffic related issues and a proposed action plan to present to SCC. The £6k represented 50% of the costs of funding traffic calming measures. Cllr Golding felt that the Development Plan was agreed as a framework for projects and that these decisions were now overdue. He stated that the Development Plan had not been done properly. The Chairwoman said that all councillors were clear about the next steps required and the paper was seeking general approval for the distribution of funds. Cllr Croll requested that delegation be given to the Chair and Clerk to sign off projects as they were received and as set out in the paper. Cllr Bridgett stated that some projects were identified as being led by the PC and others required organisations yet to be identified to lead. The proposal was as soon as grant applications were received from organisations then the ear-marked funds could be released.

Cllr Golding then asked whether any potential future grant allocation made to MRA for the playground would be taken from Section 137 funds. Cllr Bridgett indicated not and Cllr Golding then persisted in querying what funding would be used in relation to the PC’s power to spend. The Chair

	<p>said that this was not the time to go into the detail of a grant application which had not been received and might not ever materialise and moved the meeting on.</p> <p>Cllr Croll proposed that the pipeline projects and associated ear-marked funds and delegation for the release of potential expenditure were approved subject to grant applications being received where relevant. This was seconded by Cllr Kennedy and approved.</p>
04/22/9	<p><b>Grant Applications</b>  <b>To consider grant applications received (circulated)</b></p> <p>Cllr Bridgett introduced the five grant applications received and suggested that they all fit well in the context of the 3 Year Development Plan. In response to a query raised by Cllr Boura by email Cllr Bridgett confirmed that the grant application from the Church was for a project to bring general community benefit and not to support the property assets of the Church and was therefore eligible for consideration.</p> <p>Cllr Moodie declared an interest in Mayfield Heritage Group. Cllr Boura declared an interest in the Scouts.</p> <p>Cllr Moodie referred to the query in the public participation section about an application from Mr Harrison for the Tug of War team and stated that no application had been received. Cllr Golding had sent an email to the Chair with a request for Mr Harrison to be contacted which said “alternatively I will”. The Chairwoman stated that the grant form was on the PC website, all councillors were aware of this and it had been Cllr Golding’s responsibility to make any potential applicant who approached him aware of it, rather than issuing instructions to her or other cllrs. She confirmed that no grant application was received from Mr Harrison.</p> <p>The Chairwoman asked if there were any specific questions on the five grant applications. If not, Cllr Bridgett suggested that cllrs might wish to approve the five grants en block. Cllr Golding stated he had questions on each individual grant application. He questioned why the Mayfield Heritage Group was not funding their project from their £3,500 surplus and why they had not clearly stated their 50% contribution. He also stated that the MHG ought to fund this income generating project. Cllr Moodie replied that the project was not income-generating and that MHG produced the leaflets as a public good and that Cllr Golding was well aware of that.</p> <p>Cllr Bridgett suggested that the grants were stimulating the local community post-Covid and the PC had agreed to spread funding in small amounts across the whole community to start to make a difference. In that way most of these projects could be viewed as ‘start up’ projects under the Development Plan. Cllr Golding disagreed with this. The Chair said that she would not tolerate Cllr Golding’s repeated contradiction of other councillors and following another interjection from Cllr Golding asked him to restrain his language. She also indicated that members of the public were making it difficult for her to hear.</p> <p>The Chairwoman asked for approval for the MHG grant application. Cllr Golding said he had further questions on other applications. The Chairwoman said that he had spent 15 minutes questioning the applications and he should make relevant points. Cllr Golding said that the Friends of Mayfield Conservation Group did not exist and did not have match funding. Cllr Bridgett stated that the Group had met, had an embryonic plan and had a constitution, and therefore did exist. The Chairwoman indicated that it had been stated that the Grants Policy supported ‘Start Up’ groups. Cllr Golding said this was ridiculous.</p> <p>The Chair moved to accept all the grant applications under the spirit of the Grants Policy. Cllr Golding said ‘Nonsense’. The Chairwoman indicated that if Cllr Golding intended to continually claim that cllrs were speaking nonsense he should keep his views to himself as it was getting painful and irritating to hear. She then asked for the views of other councillors and after discussion it was agreed that the</p>

	<p>grants should be awarded, which was proposed and seconded. All five grant applications were approved by the PC. Cllrs Moodie and Boura did not vote.</p> <p>Grants approved</p> <ul style="list-style-type: none"> <li>- The First Mayfield Scouts Group - £2,000 – equipment to enable all scouts to go on a whole group camp, carry out expeditions, complete awards, gain life skills</li> <li>- Friends of Mayfield Conservation Areas – £500 start up grant to work for the improvement of the two conservation areas</li> <li>- Senior Social Club – £500 to re-launch club post Covid, promote recruitment, arrange visits and speakers</li> <li>- Mayfield Heritage Group - £313 to reprint the Discover Mayfield brochure which is made publicly available around the village</li> <li>- Mayfield Church – £500 start up costs for the Messy Church initiative to bring together intergeneration groups for a range of activities across the village community.</li> </ul>
04/22/10	<p><b>Footpath – Church Lane – The Terrace H&amp;S, access issues</b></p> <p>Cllr Allen highlighted a number of health and safety, mobility and access issues relating to the footpath from Church Lane to the Terraces including the tarmac being raised by tree roots in several places, a slippery surface in parts of the path, raised manhole cover, movement around the barriers made it difficult to negotiate for wheelchair users and mobility scooters. A local resident using mobility aids cannot now access Church Lane from the Terraces due to these issues. Cllr Allen circulated photographs of the condition of the path which is also overgrown, adding to the problems. All councillors agreed these issues to be serious health and safety issues which require urgent attention. Cllr Bridgett agreed to register the issues on the SCC highways portal with the caveat that obtaining action on anything reported in this way takes an unacceptable length of time. Cllr Golding gestured to a member of the public and asked whether he could cut back some branches and address the issues. Cllr Allen restated that tree roots were part of the problem and the path may require resurfacing. It was important that the various issues be tackled in a logical order by the authorities responsible. It was agreed the matter should be referred to SCC Highways in the first instance and to brief our County Cllr about this matter.</p>
04/22/11	<p><b>Planning Notifications</b> <b>To review notifications received (circulated)</b></p> <p>Cllr Golding stated that he had written to the Chair to advise that he would no longer be commenting on planning matters. This was noted.</p> <p><b>P/20221/01627 – Barn conversion, Piccadilly (revised)</b></p> <p>Cllr Bridgett advised that this was a revised application. As had been previously acknowledged this property was outside the settlement framework boundary, but there was a presumption that such developments might be approved if they met a number of criteria. The Council agreed ‘No Comment’ on this application.</p> <p><b>P/2021/00374 – Felling Horse Chestnut, The Park</b></p> <p>It was agreed that the tree in the application was in a dangerous condition. The Council agreed to support the application.</p>
04/22/12	<p><b>Date of next meeting</b></p> <p>The date and time of the next meeting which will be the Annual Meeting of the Council is dependent on audit progress. It was confirmed that the election of officers and the Annual Parish Meeting would take place on the same date. It is expected to take place in mid May 2022.</p>