



Minutes of the meeting of  
Mayfield and Five Ashes Parish Council  
**Finance & General Purposes  
Executive Committee**

F26FEB18  
2017/18 Meeting 05  
**Adopted**

Venue Old Manor House  
Date Monday 26 February 2018  
Time 19:30

## Minutes

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**Chairman: Councillor Chris Lilly**

**Councillors present and voting:**

Chris Lilly, Deveda Redman, Jerry Watkiss, Elaine Wheeler and Rosemary Neal.

**Also present:** Janna Todd, Parish Clerk.

### Public Questions

- There were no public questions.

### 1. Apologies for absence

1.1. Apologies for absence were accepted from Cllr Weavers and Cllr Fitzsimmons.

### 2. Declarations of interests by members on agenda items

2.1. There were no declarations of interest.

### 3. Minutes of the meeting 27 November 2017 (previously adopted)

3.1. The minutes were adopted at the Full Parish Council meeting on 11 December 2017.

#### Matters arising from the minutes

3.2. Fields in Trust has informed that permission would be required should any buildings be erected on land behind the Memorial Hall.

3.3. The process for fixing utilities contracts has been added to the Financial Policies & Procedures.

3.4. The Parish Council is permitted to cut back hedgerows providing a contractor recommended by Highways with the relevant roadside qualifications and insurance is engaged.

3.5. SALC has advised that applying for a loan from the PWLB to provide library facilities should be approved.

### 4. Finance Report for 1 – 31 January 2018

4.1. The Finance Report was reviewed.

4.2. The Committee authorised expenditure for January 2018 which was below average.

4.3. The Chairman signed the bank reconciliations to 31 December 2017 and 31 January 2018.

4.4. The list of direct debits in operation was authorised and signed by the Chairman.

4.5. It was agreed that the Clerk will ensure that all funding required for future projects is transferred to the Barclays Reserves account.

**Action JT**

### 5. Proposed closure of Mayfield Library (information previously circulated)

5.1. Investigations into installing a Portakabin to house a library have concluded that it would not be more cost effective than maintaining the library in its present location. This is due to the first year costs for the necessary groundwork and connections to utilities.

- 5.2. There would be a significant loss of available car parking spaces should a Portakabin be installed on the tarmac in the Court Meadow car park.
- 5.3. If the library was in a remote location at Court Meadow, two librarians would be required at any one time and recruiting a sufficient number of volunteers could be problematic particularly if library opening hours are extended.
- 5.4. It was noted that closing the library could impact on footfall in Mayfield High Street.
- 5.5. It was resolved with great reluctance to recommend to Full Council that maintaining the library would not be a viable financial commitment considering that only 220 residents borrowed an item in the last year and the lack of opposition from residents to the closure.

## **6. Community requests for financial assistance (information previously circulated)**

- 6.1. It was unanimously agreed at the Finance and General Purposes (F&GP) meeting on 27 February 2017 that the annual payment of £1,000 should be maintained for graveyard maintenance in 2018/19.
- 6.2. It was agreed to request a full breakdown of income and expenditure towards graveyard maintenance before an increase in funding can be considered for the 2019/20 budget in September. **Action JT**
- 6.3. It was resolved to donate a one-off non-prejudicial ex-gratia payment of £400 towards the ceremonial plaque to be installed beneath the Parish Council notice board in Mayfield High Street. **Action JT**
- 6.4. It was agreed to request a breakdown of income and expenditure from the Mayfield and Five Ashes Newsletter with an explanation as to why their increased publication costs are not self-financing from advertising revenue and why this was not anticipated before changing the design of the newsletter. The decision on financial assistance in 2018/19 will then be discussed at the next F&GP meeting. **Action JT**
- 6.5. It was agreed to include the deadline for grant applications for the following financial year at the end of each Parish Council newsletter article.

## **7. Renewal of Band Hut Licence to Occupy (information previously circulated)**

- 7.1. The wording of the draft lease was approved by the Committee. It will be forwarded to the Mayfield Band secretary for consideration. **Action JT**

## **8. ESCC 2018/19 reduced grass cutting schedule (information previously circulated)**

- 8.1. ESCC has informed that they are reducing the number of urban grass cuts from six per season to two from 1 April 2018. To maintain the aesthetic appearance of the verges they request that by 31 March 2018 The Parish Council considers:
  - Financing six seasonal by ESCC cuts in 2018/19 for £2,513
  - Accepting a financial contribution of £1,256 to commission and employ our own grass cutting services using a local contractor.
- 8.2. It was resolved to contribute £2,513 for ESCC to maintain six cuts per season during 2018/19 and to request it is done monthly and should include Mayfield roundabout. **Action JT**
- 8.3. Alternative contractors will be investigated for the 2019/20 financial year to determine any potential cost savings.

## **9. Chairman and Councillor Allowances 2018/19 (information previously circulated)**

- 9.1. Wealden District Council's Remuneration Panel has recommended a 2% increase to Councillor allowances for 2018/19
- 9.2. The Committee resolved to approve the rise in allowances to £160 per annum for Councillors and £275 for Chairman's allowance in 2018/19.

## 10. Community Interest Company

- 10.1. The skate park fund raising team has a registered Community Interest Company with bank account that is currently not being utilised.
- 10.2. It was agreed to learn more about the benefits of a Community Interest Company and whether the Parish Council should become a trustee on behalf of the community for future use. **Action CL**

## 11. Mayfield Post Office closure

- 11.1. It was noted that the Post Office is scheduled for closure on the 19<sup>th</sup> May 2018 and it is understood that other High Street retailers have been approached to maintain the service.

## 12. Request to fell trees on Court Meadow (information previously circulated)

- 12.1. Mayfield Pre-School has concerns over two trees adjacent to their premises that are being strangled by ivy and could be dangerous in high winds.
- 12.2. The Tree Warden and WDC Trees Officer have assessed the trees and are of the opinion that the lime and beech trees do not appear to be dead or significantly decayed.
- 12.3. Holly trees are growing adjacent to the Primary School wall that could interfere with its foundations. The Parish Council would need to apply for permission to remove the trees.
- 12.4. It was agreed to remove the bottom two feet of ivy on the lime and beech trees and to monitor them during the growth season. An application will be submitted to Wealden District Council to remove the holly trees. **Action JT**

## 13. Items from the Clerk

- 13.1. The date of internal audit has been booked for Monday 14 May 2018.

## 14. Items of information and next agenda items

- 14.1. There were no further items of information.

**The meeting closed at 20:34**

**The next meeting of the Finance & General Purposes Committee will be:**

**Venue: The Old Manor House**  
**Date: Monday 23 April 2018**  
**Time: 19:30 Hours**

.....Chairman's Signature

.....Date

### Annex 1 - Actions progress:

<b>Actions from meeting 24 October 2016</b>			
3.6	Install recognition plaque for village sign ( <b>Awaiting final repairs</b> )	JT	On hold
<b>Actions from meeting 28 November 2016</b>			
9.1	Investigate solar powered SIDs ( <b>Awaiting ESCC authorisation</b> )	JT	On hold
<b>Actions from meeting 24APR17</b>			
10.5	Add fixing utilities contracts to Financial Policies & Procedures	JT	Closed
<b>Actions from meeting 26 June 2017</b>			
4.5	Installation costs for cycle sign to local services ( <b>Awaiting ESCC reply</b> )	JT	In hand
8.4	Apply for a Santander Account for community funds	JT	In hand
11.5	Determine costs to install additional bench in Court Meadow	JT	Closed

<b>Actions from meeting 25 September 2017</b>			
9.3	Determine whether Parish Councils can cut hedgerows back	JT	Closed
<b>Actions from meeting 23 October 2017</b>			
8.1	Enquiries in to prevention of weed encroachment on flowerbed	JT	Open
<b>Actions from meeting 27 November 2017</b>			
5.6	Make enquiries on library provision with ESCC	JT	Closed
5.7	Contact SSALC to enquire about PWLB for library provision	JT	Closed
7.3	Inform Streetlights of procedure to adhere to for quotations	JT	Closed
8.4	Obtain quotes for barge boards in Mayfield play area	JT	Open
<b>Actions from meeting 26 February 2018</b>			
4.5	Transfer any outstanding funding towards project to Reserves Account	JT	Open
6.2	Request breakdown of income & expenditure for graveyard maintenance	JT	Open
6.3	Inform WI of agreed donation towards commemoration plaque	JT	Open
6.4	Request information on publication costs from Mayfield Newsletter	JT	Open
7.1	Forward draft Band Hut lease to Mayfield Band secretary for comment	JT	Open
8.2	Inform ESCC of decision to provide funding for grass cutting	JT	Open
10.2	Make enquiries on benefits of Community Interest Company	CL	Open
12.4	Apply to remove holly trees adjacent to Primary School wall	JT	Open