



**MINUTES OF THE MEETING OF MAYFIELD
AND FIVE ASHES PARISH COUNCIL
ANNUAL ASSEMBLY**

**HELD AT MAYFIELD PRIMARY SCHOOL
ON MONDAY 7 JUNE 2010 AT 1930 HOURS**

**Chairman of Mayfield and Five Ashes Parish Council
Councillor D Redman**

**10A01
APPROVED
PARISH
COUNCIL**

SUMMARY OF MEETING

- Police report – encouraging crime figures for 2009/10
- Annual report published June 2010
- Financial results for 2008/9, and provisional figures for 2009/10 reported
- Chamber of Commerce Report received
- Court Meadow report for 2009/10
- Mayfield Fire Service cut backs presented
- Mayfield Charities report received
- John Hall Memorial Trust – Presentation by W Child
- Consultation on Community Budgets

ATTENDANCE

Robert Fitzsimmons	(RF)	Present
Monica Aitkin	(MA)	Present
Paul Amans	(PA)	Apologies for Absence
Patricia Balfour	(PB)	Present
Jayne Bramwell	(JB)	Present
Andrew Burnett	(AB)	Present
Warwick Child	(WH)	Present
Jane Driscoll	(JD)	Present
Hubert Hills	(HH)	Present
Chris Lilly	(CL)	Present
Lloyd McLean	(LM)	Present
Graham Playfoot	(GP)	Present
Deveda Redman	(DR)	Present
Jerry Watkiss	(JW)	Present
Elaine Wheeler	(EW)	Apologies for Absence (B)

Present and voting 13

Apologies for Absence 2

Not present 0

Other Council Business 0

Also in attendance: Wealden District Councillors Brian Redman (BR), Robert Standley (RS), Graham Wells (GW), ESCC Councillors Robert Tidy (RT), C Dowling (CD) David Thompson Parish Clerk (DT)

Apologies for Absence: Councillor Jonica Fox (JF)

There were 25 members of the public present, two members of the Police, and one member of the Fire Service.

MINUTES

1. WELCOME BY THE CHAIRMAN OF MAYFIELD AND FIVE ASHES PARISH COUNCIL

1.1. DR introduced herself to the Assembly and welcomed everybody to the meeting.

2. POLICE REPORT

2.1. SE reported on the activities of Neighbourhood Watch noting that KW and MW were the first call. Neighbourhood Watch was also established in Five Ashes. Police will attend in 15 minutes, and will contact anyone who asks.

3. COURT MEADOW

3.1. PB reported that the functions specific to Court Meadow Management are:

- Collect rents
- Set up licences and leases through the Clerk and solicitor
- Manage the hire of Court Meadow to users
- Manage the licence for entertainment on Court Meadow
- Produce policies to ensure full protection of the environment
- Ensure full use of Court Meadow as a recreational asset
- Request that worthwhile projects be created as required
- To receive annually a memorandum statement of costs and receipts for Court Meadow, drawn up in accordance with the Council's Accountancy Classification and approve them for inclusion in the Council's Annual Report.

3.2 During 2009/10 costs and revenues for the care of Court Meadow and Five Ashes play areas were:

Court Meadow and Five Ashes Play Area	£
Play Area Maintenance	1,586
Mowing	2,246
Seats and Benches	129
Litter Clearance	1,306
Boundary Maintenance	54
Environmental Area	520
Play Ground Maintenance	3,301
Safety Inspections	87
Five Ashes Play Area	899
Total	10,128
Rents etc Court Meadow	Less 610
Total	9,518

4. MAYFIELD FIRE SERVICE

4.1. Neil Walters introduced himself as the Watch Manager for Mayfield Fire Station.

4.2. It was reported that it was proposed to:

Amend the current Day Crewed System to a Day Staffed 42-hour Duty System, removing the need for whole time fire fighters to provide the current 96 hours of duty. There is an opportunity to change the current system whilst maintaining operational performance, with no impact upon overall service delivery and attendance standards, allowing more efficient use of resources.

Amend the existing Retained Duty System at Burwash, Mayfield and Herstmonceux fire stations in order to offer improvements in appliance availability, maximise service resilience and release staff from the requirement to make themselves available at times when there are insufficient numbers to fully crew the appliance. It is recommended that the appliances at these three fire stations be available during the evening/night time hours with no immediate cover provided from these fire stations during the day. Further consideration should be given to each of these stations to determine the precise hours when the station and appliance would be declared as available. This is appropriate when considering that, during the day, the current appliance availability for these fire stations is already low, the number of incidents occurring in these areas is also low and sufficient cover can be provided by the surrounding fire station appliances.

4.3. With regard to Mayfield (E14)

Station Resources – the station has one retained pumping appliance.

Availability of Resources – E14 was available 75.4% of the time over the past five years.

Travel Time Boundaries – the vast majority of significant primary fires and life risk traffic collisions in the station area can be attended with the Authority’s attendance standards. It would appear that Mayfield fire station is an optimal location.

Activity in Station Admin Area – the following table relates to incidents that occurred with Mayfield station admin area and gives an indication of the level of activity in that area irrespective of which appliances attended that incidents e.g. these incidents were not necessarily attended by E14; some were attended by appliances from neighbouring stations.

Primary fires	11
Secondary Fire	11
RTCs	16
Other Special Service	8
False Alarms	16
Total	62

There was 1 level 3 and 1 level 4 incident during the 5 years analysed, both were dwelling fires.

During the review period there were 0 fire fatalities within Mayfield’s station admin area.

4.4. The conclusions were:

Mayfield Fire Station would appear to be in the right place and covering most of its life risk incidents.

Mayfield fire station has been identified as having extremely low response activity on the basis of:

- Their contribution to overall Service resilience.
- The availability of the appliance.
- The risk profile of the communities within the fire station admin area.
- Incident history.
- Neighbouring fire station and appliance capability.

If this station was to be closed, current Service attendance standards would continue to be met. However, keeping this station and appliance operational at certain times during the 24 hour period would be beneficial to the overall resilience of the Service.

Recruiting sufficient personnel to crew the appliance at this station challenge and, therefore, the available resources should be used more effectively. This can be achieved by setting a more appropriate period during which crew members are required to provide cover, therefore increasing the likelihood of enough crew being available. This will benefit those RDS personnel who make themselves available but are unable to respond to incidents due to there being insufficient staff available to fully crew the appliance. Analysis suggests that this period is likely to be during the evening/night time.

4.5. Neil Walters asked the assembly to support their attempts to have the report reconsidered, and that day time cover for the Mayfield appliance be retained.

5. PUBLIC QUESTION TIME

5.1. B Horwood noted that it would be possible to accommodate the Fire Service in the Mayfield Village Centre and free up the land.

5.2. Peter Deller complained about the standard of the website and listed various sets of minutes which were missing or inaccurate. DR noted that revision was in hand.

ACTION DT

5.3. Peter Deller questioned the use of Quality Council status (Note the Parish Council had just received a grant of £766 which was to be used to develop the Community).

5.4. B Horwood asked whether the Parish Council nominated reserve for the Mayfield Village Centre still existed.

Answer yes.

5.5. Dennis Blurton asked on progress on the car parking initiative.

Reply – March 6 visits, April 12 visits.

An analysis of hours will be produced.

5.6. V Briggs drew attention to an article in the Parish magazine on the subject of car parking written by the Rev Nigel Prior. He questioned some of the statements made in the article. DR noted that these were personal opinions, the Parish Council had a policy on Mayfield High Street car parking, and that there was no availability for new large car parks.

- 5.7. Diane Kirkness asked whether the Parish Council had a reserve fund for the replacement of play area assets. It was noted that there was no such reserve, but the Parish Council would consider the suggestion.

ACTION DT

6. MAYFIELD AND FIVE ASHES PARISH COUNCIL

- 6.1 The Annual Report had been published and copies had been distributed at the meeting. Further copies were available from the Clerk.
- 6.2 It was reported that the Annual Accounts for 2008/9 had been passed by the external Auditor. Copies of the report were available from the Clerk.
- 6.3 With regard to the financial results for 2009/10, these had been passed by the Internal Auditors, and had been sent to the Full Council for approval at its meeting on 14 June 2010. The full detail had been published in the Annual Report for 2009/10, for details see Annex 1.
- 6.4 The Parish Council had decided to consult more widely on the Budget for Mayfield and Five Ashes for 2011/12, and to illustrate the scale of services and projects that the Parish Council covered CL produced some pie charts showing the split of expenditure between cost headings. Any suggestions for improvements to services, and the development of new projects were welcome.
- 6.5 The Parish Council reported that it had assumed the 'Power of Well Being' and was now entitled to, subject to regulation, much wider spending powers than hitherto.
- 6.6 CL noted that as from the next budget the practice of giving grants to organisations on a regular basis will cease and each organisation should make bids for grants from the Parish Council.
- 6.7 The Parish Council recorded its appreciation to Mayfield Charities for a grant of £500 towards the development of a Youth Group in Five Ashes. Regrettably the experiment was not successful and the unused portion of the grant will be returned.

ACTION DT

- 6.8 G Gregory asked if the Parish Council had a short term plan. In answer there was no short term plan but consideration would be made to developing one in the future.

ACTION DT

- 6.9 With regard to the Parish Council's plan to relocate, DR noted that there was a need for the Parish Council to have larger premises that met with current legal requirements. The project was in its early stages.

7. MAKING GRANTS WORK

- 7.1. Dianne Kirkness reported that the Parish Council grant towards the Open Door Project went towards supporting the Citizens Advice Bureau Project and the know your village packs which are sent to new residents.
- 7.2. There were no other questions on grants.

8. MINUTES OF MEETING OF ANNUAL ASSEMBLY HELD ON 18 MAY 2009

- 8.1. The minutes of the previous year were taken as read and approved by the Assembly.
- 8.2. The actions table is shown as Annex 2.

9. REPORT FROM ESCC COUNCILLORS

- 9.1. RT reported that East Sussex County Council was making heavy cost reductions aiming towards £8.0m. Some projects involved were:
- New Records Office
 - Standards and Planning in connection with the South East Region.
 - Staff reductions.
 - Common procurement sources – seven councils working together.
 - Reduction in Local Government resources.
- 9.2. Peter Deller asked for views on the deer problem. RT noted that East Sussex County Council were taking the matter in hand, but emphasised that different people have differing views on the subject. The only ESCC problem was that of the Ashdown Forest. There was a need to draw attention of landowners to the problem.
- 9.3. CD reported that:
- There was also a deer problem in Black Boys.
 - The Five Ashes Traffic Calming project was behind schedule, but efforts were being made to correct the problems which included a further public objection.

10. REPORT FROM WEALDEN DISTRICT COUNCILLORS

- 10.1. BR reported to the Assembly that council tax had been kept down to a low level, and that the rubbish recycling initiative was going well. He noted also that the South Street site was being leased to the Parish Council for the use of allotment gardens.
- 10.2. RS noted that the WDC 11,000 housing target was under review and that the South East Region plan had been abolished. 'Local choice' would be coming. Heavy cuts in WDC operations and services would also come in the near future.
- 10.3. There were a number of questions on the waste recycling project, and the degree to which was recycled, and the cost effectiveness of recycling.
- In answer RS noted that all the recycled waste was commercially viable, and the only problem so far had been for tin cans, which at one time had had to be placed in store, but were now being sold on a commercial basis.
- 10.4. WH asked why bottles could not be collected. It was noted that these were collected at the recycling point and were segregated and sold separately.

11. MAYFIELD CHARITIES

- 11.1. John Logan reported that the Trust covered the old Mayfield Parish which included part of Hadlow Down. He reported on the membership and functions of the Committee. On finances, the accounts were still subject to audit, but in 2009 income was down slightly because of the performance of the investment accounts. There had been a small increase in capital expenditure for the year. Expenditure was slightly over income because of donations to village projects.
- 11.2. There were no questions of Mayfield Charities.

12. JOHN HALL MEMORIAL TRUST

12.1. WH reported that:

The Trust has received £10,000 in a bequest from the late Roy Eastwood, the previous Chairman who died in April 2008, and is considering how best to use it in accordance with the Trust's objectives which are "*to hold the capital and income of the Trust Fund upon trust for the relief of persons in sickness and poverty in the parish of Mayfield and Five Ashes.*" The Trust is also seeking extra people to become Trustees, in place of Roy Eastwood and Daphne Child who both died in April 2008.

12.2. There were no questions on the John Hall Memorial Trust.

13. CHAMBER OF COMMERCE REPORT

13.1 AB reported that he had been elected Chairman for 2010 and his aims were:

- To increase membership.
- Improve advertising.
- Increase attendance in the village.

13.2 There were no questions on the Chamber of Commerce report.

14. MAYFIELD WAR MEMORIAL PROJECT

14.1. WH reported that the Parish Council was:

Currently seeking quotations from an approved stonemason, for the restoration of the War Memorail and in particular for the suitable addition of twenty-four extra names from World War 1 and fourteen from World War II, all with established connections to Mayfield and Five Ashes.

14.2. There were no questions on the Mayfield War Memorial.

15. MAYFIELD VILLAGE CENTRE

15.1. Brian Horwood reported that the design work on the hall had now been carried out within the confines of the designated site. Fund raising was going well with the next event being the Fun Run. Outline planning permission was being prepared.

15.2. There were no questions on the Mayfield Village Centre.

16. TRANSITION MAYFIELD

16.1. There was no report from Transition Mayfield.

17 YOUTH REPORT

17.1 It was noted that the Youth group had grown steadily over the past year, with an increase in numbers of both sexes. Visits to places outside the Parish including the Police Central Headquarters had also been organised thanks to a grant from ESCC Youthbank.

17.2 There were no questions on Youth activities.

18 PARISH PLAN 2006/2026

18.1 DR reported on the current housing situation, and full details are given for Annex 3.

18.2 With regard to the new allotment site at South Street the following was proposed:

- The land was leased to the Parish Council from WDC.
- There would be eight plots.
- The list of tenants was now full.
- Water supplies need to be finalised.
- The charges would be in line with the plots at St Leonards Mayfield.
- The project was being funded from a grant from the Sussex and Surrey Association of Local Councils awarded to Quality Parish Councils.

18.3 DR reported that the Parish Council would be considering its Parish planning boundaries during the coming year:

- The extent of the Conservation area.
- The relevance of the development area.
- The Area of Outstanding Natural Beauty.

All had their own members and regulations.

It was considered that it might be a good time to change these rules, and possibly get rid of the development boundary.

19 OTHER ITEMS

19.1 DR noted that the Parish Council were working on a very restricted budget during 2010/11, having held in the increase in the precept to 3.5%. To this end she thanked Councillor J Bramwell for her generous donation to our Mayfield High Street Hanging Basket Project.

THE MEETING CLOSED AT 2130 HOURS.

THE NEXT MEETING OF THE MAYFIELD AND FIVE ASHES PARISH ASSEMBLY WILL BE:

VENUE: MAYFIELD PRIMARY SCHOOL HALL

DATE: MAY 2011

TIME: 1930 HOURS

Annex 1

MINUTE	DESCRIPTION	STATUS
9A01/4.1	Mayfield War Memorial – Update on names and condition of War Memorial. Now a formal project	CLOSED
9A01/4.3	Mayfield Martyrs Memorial – Cleaning and restoration. Placed on Reserve Project list	CLOSED
9A01/9.2	Litter in Mayfield near Budgens. Placed on Reserve Project list	CLOSED
9A01/9.3	Graffiti on the Skateboard. MB to check Done	CLOSED
9A01/18.2	Skippers Hill school to be invited to report to Annual Assembly – Done No response	CLOSED

Annex 2

FINANCE

The provisional **un-audited** Financial Results for 2009/10 for Mayfield and Five Ashes Parish Council are:

	INCOME	Year to date Actual	Year to date Budget	Year to date Variance
	Precept	£83,500.00	£83,500.00	£0.00
	Rents	£610.00	£3,000.00	-£2,390.00
	Interest NWB	£15.64	£500.00	-£484.36
	Grants Received	£2,567.00	£0.00	£2,567.00
	Write off of uncashed cheques	£663.44	£0.00	£663.44
	Sundry Income	£312.73	£600.00	-£287.27
	Interest Standard Life	£142.21	£500.00	-£392.46
	Committee Reserves	£0.00	£2,601.00	-£2,601.00
	TOTAL	£87,811.02	£90,701.00	-£2,889.98
	EXPENDITURE	Year to date Actual	Year to date Budget	Year to date Variance
A	Clerk's Salary	£18,243.48	£17,330.00	£913.48
S	Assistant Clerk – Salary	£0.00	£3,700.00	-£3,700.00
B	Section 137/WB	£750.00	£750.00	£0.00
C	Grants	£4,701.00	£5,620.00	-£919.00
D	Village Services	£9,968.47	£11,200.00	-£1,231.53
E	Lighting – Maintenance	£3,114.88	£3,600.00	-£485.12
F	Community	£4,537.18	£,750.00	£787.18
G	Recreation	£10,128.32	£8,500.00	£1,628.32
H	Rights of Way	£338.30	£1000,00	-£661.70
J	Traffic	£84.41	£700.00	-£615.59
K	Youth	£5,295.47	£5,500.00	-£204.53
L	Public Entertainment	£0.00	£100.00	-£100.00
M	Elections	£0.00	£0.00	£0.00
N	Council Corporate Services	£12,407.78	£11,500.00	£907.78
O	Extra Ordinary Expenses	£0.00	£0.00	£0.00
P	VAT not Claimed	£0.00	£0.00	£0.00

R	Office Costs	£8,164.82	£7,300.00	£864.82
T	NI Payments	£1,604.04	£1,550.00	£54.04
U	Lighting – Energy	£3,337.98	£4,600.00	-£1,262.02
Q	Projects	£0.00	£4,001.00	-£4,001.00
X	Provisions	£1,279.79	£0.00	£1,279.79
	TOTAL	£83,955.92	£90,701.00	-£6,745.28
	NET COST	-£3,820.63	£0.00	- £3,820.63

2009/10 Provisional Review

Overview

End of Year Results

- £6,745 better than budget
- Reserves at Year End £21,037
- Budget provision from reserves (£2601) not used.

Income

Income at £87811.02 against a budget of £90,701.00

£2,890 BELOW BUDGET FORECAST

The shortfall is caused by the loss of interest both through low interest rates and lower balances, also the known loss of MMM income, and forecast sales of books not achieved. Grants for £2567 towards Youth activities were also achieved, and £663 for write-off of cheques not drawn.

Expenditure

Expenditure was £83,955.92 against a budget of £90,701.00

£6745 BELOW BUDGET FORECAST

These results are mainly due to day to day economies, and further recovery in Parish Council work programmes. The major overspend was on recreational activities (£1,628 over budget and £129 over the final outturn forecast.

Corporate costs are £889 over budget, but £112 below the final outturn forecast. Office costs were £941 over budget reflecting the arrangements made to counter the withdrawal of the Office Assistants post (£3,700).

HOUSING

The housing schemes within the Parish are as follows:

Completed

The Beeches Five Ashes 6 dwellings

Queensmount Five Ashes 3 dwellings

Total 9 dwellings

Small sites already in the planning process – less than 6 dwellings

- Broad Reed Farm, Criers Lane, Five Ashes – 1 dwelling
- Northover Barn, Meres Lane, Five Ashes – 1 dwelling
- Land within the curtilage of Morel House, High Street, Mayfield – 1 dwellings
- Land of rear of 38 – 40 Southmead Close Mayfield – 5 dwellings
- Maycroft Works, Stone Cross, Mayfield – 2 dwellings

Total 11 dwellings

Large sites already in the planning process – more than 6 dwellings

- Maintenance Yard, Old Palace, Mayfield – 10 dwellings
- Aylwins, High Street, Mayfield – 11 dwellings
- Mayfield Grange, Little Trodgers Lane – 43 dwellings

Total 64 dwellings

Overall Total of 84 dwellings

During the year the following projects were taken out of the housing programme:

- South Street allotment site (about 10 units) being developed as a Hope Site by WDC – total 10. Now to be the Mayfield South Street Allotment Garden Site.
- Wincanton Site, 11 residential units including 3 affordable houses plus 2 commercial units and the refurbishment of the Retort house as commercial premises – planning application approved by Parish Council. Total 11.