

# MAYFIELD PARISH COUNCIL

## 3 YEAR DEVELOPMENT PLAN 2022 – 2025



## **What is a Parish Council Development Plan?**

The Parish Council Development Plan sets out the Parish Council's vision for the Parish, its objectives and key priorities for the next 3 years. It has been drawn up using the information obtained from the Community Survey undertaken by the Parish Council in November 2021. The Parish Council has reviewed the feedback from the Community Survey and identified the key priorities to act on over the next 3 years.

By creating a Development Plan the Parish Council has created a framework for it to work within. This will enable it to work in a consistent, co-ordinated, open and transparent way and become proactive rather than reactive in its decision making. The Development Plan is centred around what our community has told us they want. The Development Plan will also help our residents to have a better understanding of what the Parish Council does and what its priorities are.

The Development Plan is intended to be a 'live' document. It will be constantly reviewed, monitored and updated by the Parish Council.

## **Mayfield Parish Council**

Mayfield Parish Council is the first tier and local tier of local government. It represents the interests of residents and supports the work of community groups in the village. Parish Councillors are holders of public office but unpaid. They commit time to make Mayfield the best it can be by protecting what is great about the village and working either directly or with others to improve things. The Parish Council does not own any land or property. It has installed assets including litter bins and notice boards which are maintained by the Parish Council on behalf of the community.

The full Council meets monthly, on the first Wednesday of each month in the Church rooms. All meetings are open to the public with a period set aside for members of the public to address the Council. Residents are not permitted to take part in discussion other than during the public time. The Council reports to residents at the Annual General Meeting of the Parish usually held in May each year.

The Council works to its Standing Orders and Financial Regulations which lay down the rules by which we operate and conduct our business. There is also a Code of Conduct for councillors to comply with. The Council employs a part-time Clerk. The Clerk administers the Council and

carries out all the functions required by law. The Clerk is responsible for administration of the Council's financial affairs (the Responsible Financial Officer) and advises the Council on governance and procedural matters.

### **Financial Information**

East Staffordshire Borough Council funds Mayfield Parish Council through an annual Precept. The 'Precept is the local tax levied by the Parish Council and collected by East Staffordshire Borough Council. On average £11,500 per year contributes to the Parish Council precept.

The main items of expenditure are office administration and funding projects. The unallocated reserve is the money the Council holds in case there is a major problem which affects the Council's business. This fund currently stands at £5,000. The Parish Council also has a one-off cash surplus of £20,000 to fund village projects in the Development Plan.

## **Parish Council Governance Aims**

The Parish Council strives to be a professional, competent and caring Parish Council, to be open, transparent and accountable in all it does and to ensure sound financial management. The Parish Council aims to:

- Be well informed about the needs and opinions of our residents
- Improve councillors and staff skills by undertaking training
- Keep abreast of opportunities and policy requirements
- Promote public participation at meetings and wider community events
- Deal with enquiries speedily and efficiently
- Take on board all feedback, positive and negative

## **Key Priorities 2022 - 2025 – A focus for our actions**

The Parish Council has identified key priorities from the Community Survey which we wish to focus on during the next three years. These priorities form the basis of our 3 year Development Plan and will enable us to fulfil our objectives.

PRIORITIES	PROPOSED ACTION	IMPLICATION/RESOURCES
<b>Administering the Council</b>	<b>Administering the Council</b>	<b>Administering the Council</b>
To continually review operational efficiency and office practice	To appoint a permanent Clerk; recruit new councillors	Budget for Clerk's salary; undertake recruitment process for Clerk and councillors
To liaise with and improve relations with our residents and stakeholders	To increase profile of Parish Council within the community through newsletters and attending meetings with community groups Continue publishing minutes on noticeboards and Church magazine <i>(Survey Q14 – 58% in favour of printed response)</i>	Engage councillors in raising profile of Parish Council activities Budget for newsletters/noticeboards Parish Council led activity
To ensure all policies and procedures reflect best practice and are reviewed annually <i>(Standing Orders; Policies)</i>	To continue to operate all policies and procedures	To review all policies and procedures on an annual cycle at Parish Council meetings
To remain financially secure and utilise funds available to deliver on budget proposals <i>(Financial Regulations)</i>	To review budget expenditure and ensure funds are utilised against the budget allocations	To ensure regular review, monitoring and reporting mechanisms are in place Develop and approve Funding Strategy to support community projects
<b>Protecting our Environment</b>	<b>Protecting our Environment</b>	<b>Protecting our Environment</b>
Tackle dog/animal fouling <i>(Survey Q6, priority No.2); issue 3 affecting residents, theme responses</i>	Liaise with ESBC Enforcement Review location of bins Village campaign to tackle dog fouling	Funding strategy Parish Council led project
Review problem parking hotspots <i>(Survey Q6, priority No.1) issue 1 affecting residents</i>	Review problem parking hotspots in the village with affected communities and relevant authorities Review signage	Funding strategy Parish Council led project
Reducing speeding vehicles <i>(Survey Q6, priority No.4); issue 2 affecting residents</i>	Develop Community Speedwatch project Recruit CSW volunteers and train to use speed cameras Invest in signage and speed limit signs in village where it proves impossible to attract County funding Liaise with other villages who share common issues for an area wide strategy	Funding strategy Parish Council led project

Tackle traffic management issues <i>(Survey Q6, priority No.4); issue 1 affecting residents</i>	Liaise with ESBC/SCC re signage in village to direct HGV deliveries to Mayfield Yarns Liaise with ESBC/SCC to reduce inappropriate HGVs journeys through village, stop rat running to/from A50.	Funding strategy Parish Council led project
Protect green spaces <i>(Survey Q6, priority No.3); theme responses</i>	Protect the village Settlement Boundary Liaise with ESBC planning officers regarding planning matters ‘Mayfield in Bloom’ theme, planters, wild flower borders to encourage biodiversity Review demand for allotments	Parish Council led project
Planning	Respond to consultations in the best interests of our residents;	Parish Council – standing item on meeting agendas
Liaise with Police on reducing crime within the Parish	Continue to work with the Police to keep crime and anti-social behaviour low in the Parish	Parish Council led project
<b>Community Cohesion and Engagement</b>	<b>Community Cohesion and Engagement</b>	<b>Community Cohesion and Engagement</b>
Funding and investment	Approve Parish Council Funding Strategy setting out funding framework	Funding strategy and Budget forecasts Parish Council Policy
Support our young people and our older people <i>(Survey Q6, priority No.5)</i>	Outside activity space for children – playground project; clubs and activities for children Survey identified village based clubs enjoyed by adults eg fitness classes and residents would welcome more courses/clubs	Funding strategy Parish Council Grants Policy
Good public transport <i>(Survey Q7, highest response)</i>	Engage with service providers to review transport links	
Involve the community in Parish Council initiatives	Involve community; engage volunteers Consult community; Be open and accessible to community	Councillors and Clerk to be proactive

## **Development Plan – Funding Strategy**

Mayfield Parish Council's Funding Strategy sets out how priorities and projects in the 3 Year Development Plan will be funded.

### **Funds Available**

Mayfield Parish Council is not a funding body. The Parish Council receives a 'Precept' from East Staffordshire Borough Council each year. The 'Precept' is the local tax levied by the Parish Council and collected by ESBC. The 'Precept' is currently around £11,000 annually. The main items of expenditure are office administration and funding projects. The Parish Council also holds reserves of £5,000, and a further investment of £5,000. In addition, the Parish Council currently has a cash surplus of £20,000 available to fund the priorities set out in the 3 Year Development Plan.

### **3 Year Development Plan**

The 3 Year Development Plan identifies key priorities from the Parish Council Community Survey conducted in November 2021. These priorities form the basis of the Development Plan. A series of projects and activities will be commissioned to deliver these priorities. The funding of projects will fall into two groups.

#### **i) Parish Council-led Projects**

The Parish Council will lead on a range of specific projects to deliver the 3 Year Development Plan. These will usually be projects that require engagement with the local authority, Police and other agencies; have a village wide impact; and require community engagement and volunteers to deliver outcomes. 60% of available funding will be committed to Parish Council-led projects. Total available in 2022 is £12,000.



ii) **Community Grants**

The Parish Council will support community based organisations by offering grants to support community projects specifically to achieve the objectives in the 3 Year Development Plan. The Parish Council's Grant Award Policy sets out the conditions of awarding grants. 40% of available funding will be committed to grants to support community based organisations deliver projects. Total available in 2022 is £8,000.

Specifically grants may be awarded to achieve the following objectives in the 3 Year Development Plan:

- Supporting young people in outside activity space and village-based clubs eg playground project; clubs and activities for children
- Supporting adults and older people in village-based clubs eg education and training, courses and clubs

Funding awards must give direct benefit to all or some of the inhabitants of the Parish, and the size of grant or funding should be commensurate with the benefit to be delivered.

## Mayfield Population Statistics

(Age Groups E2020)

Age Groups	Headcount	Percentage of Population	Proportion of Funding Available £
0-17 years	171	15.5%	3,100
18-64 years	609	55.5%	11,100
65+ years	317	29%	5,800
Total population	1097		

(Age Distribution (E2020))

Age Distribution	Headcount	Percentage of Population	Proportion of Funding Available £
0-9	112	10.1%	2,020
10-19	78	7%	1,400
20-29	107	9.7%	1,940
30-39	127	11.5%	2,300
40-49	123	11.1%	2,220
50-59	149	13.5%	2,700
60-69	164	14.9%	2,980
70-79	158	14.2%	2,840
80+	87	7.9%	1,580
Total population	1105		

The 'Proportion of Funding Available' is calculated on the PC surplus of £20,000. The PC holds a restricted fund of £5,000 which may become available in 2022. Once the surplus funds are spent there are no other sources of available funding to invest in projects.

