

# MAYLAND PARISH COUNCIL

## Minutes of the Parish Council Meeting

Held at the HENRY SAMUEL HALL on  
TUESDAY 10<sup>th</sup> June at 7.31pm

### Present

Councillor Short (Chairman)	Councillor Robinson
Councillor Oatham	Councillor Hawkes
Councillor Spires	Councillor Gregory
Councillor Massenhove	Mrs Rackham (Clerk)

2 members of the public.

### 20. Apologies for Absence

Cllr Gregory sent his apologies he would be arriving late. Cllr Gregory arrived 8.05pm

### 21. Code of Conduct Declaring an Interest.

Cllr Hawkes item 26, Cllr Short, item 26, Cllr Spires item 25. The candidate is known to Cllr Spires as a near neighbour.

### 22. Minutes of the meeting held on Tuesday 13<sup>th</sup> May 2008

Cllr Hawkes proposed accepting the minutes, Cllr Spires seconded the proposal, all in favour, motion carried. The minutes were signed and dated as a true record.

### 23. Public Discussion Session.

The Chairman closed the meeting at 7.35 to allow the press and public to address the council. The Chairman reconvened the meeting at 7.45.

The Chairman proposed bringing item 27 forward to allow the members of the public hear the views of the council. Cllr Massenhove seconded the proposal, all in favour. Item **For the purpose of these minutes item 27 will be reported in its original place.**

### 24. District Councillors Report

No District Councillors present to report.

### 25. New Councillor.

Terry Coker asked to be considered for one of the two vacancies on the council. He advised the council he moved to the village two years ago and would like to be involved in the community. He left the hall to allow the council to discuss his application. The Council agreed to Terry Coker's appointment, he returned to the room and was welcomed by the Chairman and Councillors. Cllr Coker signed the Declaration of Office. A blank copy of the register of interest was given to Cllr Coker to complete and return at the next meeting.

### 26. Lawling Park Committee.

A copy of the latest minutes has been given to each Councillor. Cllr Spires reported that a resident had e-mailed complaining about the length of grass in the dog walk area and Bakersfield. The exceptional weather conditions have caused the grass to grow faster than any previous year. The resident has been invited to attend two Parish Council meetings and a meeting of the Lawling Park Committee. He has not done so. His comments were noted by the council. **Clerk** to action. The skate board park needs repainting as a matter of urgency. It was agreed that the **Clerk** will ask the council's ground worker to help the Groundsman with this task. It was also agreed that the **Clerk** will put an article in the local press asking for parents to volunteer as it will need repainting on a regular basis. This item will be added to the next agenda.

It was reported that Mayland Parish has entered the best playing field competition and the best new project competition being held by Essex Playing Fields Association. Cllr Spires reported that a Fire Safety Officer from Essex Fire Brigade had recommended certain improvements to the lighting of the building prior to any hiring of the building. We had a commitments to the Bowls and Football Clubs. A Fire Risk Assessment also needed to be carried out. This was done by the Chairman and the Clerk. Three urgent items were noted. The Chairman said he took the decision to accept the additional quotation from the electrician. Cllr Oatham asked if the councillors could be asked for their opinion before any emergency powers were used. Cllr Gregory said had confidence in the team and in the Clerk and did not feel he was kept in the dark over emergency expenditure. Emergency Powers can not be delegated to anyone other than The Clerk. Cllr Spires said that we had contractual obligations and it was correct to carry out the repairs. Cllr Oatham asked that the Cllrs be informed as soon as possible. Each Cllr was informed of the added expenditure as soon as it was possible to do so.

Cllr Hawkes reported that she had attended Ted Smith's funeral, many members of the scouting fraternity were at the funeral and were pleased to hear that the council has taken over the scout hut and has made a commitment to its upkeep for the village. Cllr Hawkes gave Cllr Spires notes on the history of the scout hut.

Letter Maylandsea County Primary School. Each Councillor received a copy of the letter regarding the school using Katonia Avenue car park under the current leasing agreement. Cllr Massenhove suggested a license to use the car park rather than a lease would perhaps be the way forward. A cost of £1 per week per space was discussed. It was agreed to obtain a quotation for resurfacing the car park and also a survey to determine when this work would need to be carried out as this will help the council make an informed decision. **Clerk** to action. When the information is received a meeting will be arranged with the school governors and Cllr Short, Spires and the Clerk. The school would need to pay for the parking out of its resources as ECC will not fund the car park. **Clerk** to acknowledge letter, **Cllr Massenhove** will draft a license.

WPP Architects. Repairs to Bakersfield have been carried out by our contractor and the white lines have been reinstated. The final payment to the Architect has been raised at the finance meeting. The Letters outlining the technical report and stating that the trees could cause a problem were noted. Cllr Gregory proposed accepting the final certificate, Cllr Spires seconded the proposal, all in favour, motion carried.

## **27. Planning**

**Emergency Plan.** It is co-ordinated by Chelmsford Borough Council in partnership with Maldon District Council. It was agreed that **The Chairman** will look at the plan and report back.

**Planning Enforcement.** The height of the fence at Mayflower Walk is being checked by MDC following a complaint from a resident. The permitted height of fences is as follows: - Fences facing onto the highway 1 metre, fences anywhere else 2 metres. Planning consent can be obtained for any changes to the permitted height.

### **Planning Correspondence.**

This council passed it's concerned over planning application **FUL/MAL/08/00469** at the meeting held in May. The resident has sent an e-mail outlining the reasons for their planning application. This council discussed the letter and noted that MDC has provision under policy H11 to consider the special needs of the applicant. However this council's views stand.

**Consideration of applications for the council to make comment to the Planning Authority.**

**FUL/MAL/08/00534** Regularising application in respect of erection of a timber close board 1.8m high privacy fence along and within rear boundary of dwelling. 1 Mayland Green. Mayland

6 Objections. Not enough information regarding the exit onto the main road – fast corner, possibly dangerous, needs safety assessment.

**FUL/MAL/08/00541.** Loft conversion and small rear balcony, 8 x roof lights garage conversion, replace garage door with window and raising the roof by 1.3 meters. 42 Nipsells Chase, Mayland.

6 Objections. Out of character, overdevelopment of site.

**FUL/MAL/08/00550.** Construction of new garage/workshop with upper storage/children's play area. Construction of extension to front and side of main property. 15 Princes Avenue Mayland.

6 Objections. The council strongly objects to this plan for the following reasons: Over development, should not build structure of this size in rear garden, plan does not add up – no rear access is shown to proposed garage, height and overlooking of neighbours, intrusion, sets a precedent, out of character.

**Planning Decisions made by the Planning Authority.**

**FUL/MAL/08/00305** Single storey side and rear extension. 89 Bramley Way Mayland.

Approve

**FUL/MAL/08/00314.** Conversion of detached double garage to 2 bed chalet style bungalow, 2 Marine Parade, Mayland.

Refuse

**FUL/MAL/08/00318.** Erection of single storey single garage to front of property, Byron House, 5 Princes Avenue Mayland.

Approve.

**TPO/MAL/08/00354.** TPO 08/91 Part of Area 1 Selective pruning of those fruit trees that are still viable that were part of the original orchard. Land adjacent Klaxons, Nipsells Chase, Mayland.

Approve. This council agreed to ensure the trees are not removed from the area but are only pruned.

**FUL/MAL/08/00351.** Construction of new four bedroom detached dwelling and retention of existing dwelling on land at No 89. 89 Imperial Avenue Mayland.

Approve

**FUL/MAL/08/00351 PP-00396353** Construction of new four bedroom detached dwelling and retention of existing dwelling on Land at No 89. 89 Imperial Avenue Mayland.

Approve

**28. Finance**

All payments and receipts were agreed at the Finance meeting held prior to this meeting plus direct debits and petty cash payments are as follows:

Payments.

1 Apr 08	DD	B T	Telephone & Internet	40.00
14 Apr 08	DD	E.on	Electricity lighting	57.93

16 Apr 08	DD	E.on	Electricity LPF	50.00
1 May 08	DD	B T	Telephone & Internet	40.00
16 May 08	DD	E.on	Electricity Street Lighting	58.00
27 May 08	DD	E.on	Electricity LPC	57.93
10 Jun 08		RCCE	Membership fees	80.00
10 Jun 08		Mayland Mayl	Distribution A. Review	33.33
10 Jun 08		WPP Architects	Final Fee Phase 1	623.92
10 Jun 08		A & J Lighting Solutions	TC Lighting Maintenance	36.27
10 Jun 08		A & J Lighting Solutions	Street Lighting Maint	39.95
10 Jun 08		Allianz Insurance plc	Annual Fee	3316.63
10 Jun 08		Turpin Electrical Engineers	Repairs LP Hall	1511.05
10 Jun 08		BTCV	Membership fees	35.00
25 Jun 08		Mrs C Serjeant	Salary June	117.95
25 Jun 08		Mr D Hawkes	Salary June	233.38
25 Jun 08		Mrs J Rackham	Salary June	854.62
30 Jun 08		Revenue & Customs	Tax & NI	930.50
10 Jun 08		Mr R Laurie	Internal Audit	123.00
10 Jun 08		Essex & Suffolk Water	LPC water supply	17.63
10 Jun 08		Rigby Taylor Ltd	Gravitex paint	125.41
10 Jun 08		RCCE	Planning morning	15.00
10 Jun 08		Top Signs	Skatepark sign	111.63
10 Jun 08		Dudley Office Products	Signs for LPH	13.55
10 Jun 08		CPRE	Membership fees	28.00
10 Jun 08		Essex Playing Fields Assoc	Competition entry fee	10.00
10 Jun 08		MSJ Garwood & Son	Grass Cutting	1509.88
1 Apr 08	Cash	The Post Office	Special Delivery	5.76
1 May 08	Cash	South Woodham Ferrers TC	Chairs	49.00
1 May 08	Cash	Deed Removal Service	Collect Chairs from SWF	38.00
1 May 08	Cash	Currys	Telephone	24.99
2 Jun 08	Cash	The Post Office	Special Delivery	4.60
2 Jun 08	Cash	The Post Office	Stamps	15.12

#### Receipts

13 May 08	Chq	Mrs J Rackham	Petty Cash	100.00
13 May 08	Chq	Mayland Bowls Club	Hire 2,7,9.14 & 16th May	75.00
8 May 08	Chq	Mayland Football Club	Hire field	89.24
8 May 08	Cash	Mayland Netball Club	Tennis Court Hire	18.00
22 May 08	Chq	Mayland Bowls Club	Hire 21,23,28,30th May	60.00
1 May 08	BACS	Maldon District Council	Precept first half	32500.00
19 May 08	BACS	Revenue & Customs	VAT Recoverable	11475.18

Review the effectiveness of the system of internal audit. The council discussed the system already in place. We have 2 signatories and Cllr Hawkes tracks the number of cheques used. It was agreed that later in the year Cllr Robinson will attend a finance meeting to observe and make recommendations to the full council.

Each Cllr said they had seen a copy of the final accounts, Cllr Hawkes proposed accepting the final accounts from 31<sup>st</sup> March 2008. Cllr Spire seconded the proposal. It was agreed that the Chairman would sign the audit form at the end of the meeting.

A proposal to renew the lighting contract for a period of either 3 or 5 years was discussed. Cllr Massenhove proposed accepting the 3 year contract; Cllr Gregory seconded the proposal, all in favour. **Clerk** to action.

Donation request from St. Barnabas Church has been received for 50% of the cost of grass cutting. Cllr Hawkes proposed a donation of £432.00, Cllr Spire seconded the proposal, all in favour, motion carried.

Insurance update re: Lawling Park Hall (AKA Scout Hut). The cost of insuring the building is £340.10. It was noted that Zurich Insurance would not insure the building alone.

### **29. Sports & Community Centre**

It was agreed that all Councillors could attend a meeting to set up a committee to discuss the S&C and the Lawling Park Hall (LPH). The meeting will be held on 22<sup>nd</sup> July at 7.30pm in the LP Hall.

**Cllr Oatham gave his apologies and left the meeting at 9.45pm.**

### **30. Parks & Open Spaces.**

Dog bins nothing to report.

Public open spaces in Trust. **Cllr Hawkes** agreed to copy the information she has gathered for this item and give it to the Clerk to circulate with the agenda for July's meeting. Cllr Hawkes advised the council that putting the land in trust it could not be sold. She also advised the council that there would be no cost to doing so. **Clerk** to add to July agenda.

Essex Wildlife Trust wishes to hold an open day in August in the MNR. The council agreed in principal and is keen to support. However the donation request arrived too late to be added to this meeting's agenda. It will be added to the July agenda. **Clerk** to action.

### **31. Vandalism & Litter**

Nothing to report.

### **32. Street Lighting**

Councillors reported that following power cuts ECC lights had remained on all night on two occasions.

### **33. Highways**

Nothing to report.

### **34. NAP Report**

Cllr Massenhove explained the background to NAP for Cllr Coker. He reported that there is a shortage in the normal compliment of the Dengie Neighbourhood Policing Team. Cllr Massenhove proposed a letter outlining this council's concerns be send to Chief Constable of Essex Cllr Gregory seconded the proposal, all in favour. It was agreed that copies of the letter will be sent to each Parish/Town Council in the Dengie and Mayland's District Councillors. **Clerk** to action.

### **35. Sea Wall**

The following information was received today from the Environment Agency's Richard Hand who is currently looking after sea defences in our area.

- Flooding of Nipsells Farm.
  - Work has continued on the proposal of localised managed retreat of this land. Drainage Consent for the works has been applied for & consent obtained. At the moment we are waiting for confirmation from another part of the Environment Agency as to whether this managed retreat work will be undertaken, or if the sea wall will be left to breach naturally.
- Seawall by Esplanade
  - We are currently reviewing whether to repair the main seawall or alternatively use an existing counter wall to protect the properties at the western end of the Esplanade. To complete this assessment we

need to undertake some scrub clearance to inspect the condition of the counter wall.

We are waiting for a response regarding the time scale involved in the above. **Clerk** to add to next agenda.

### **36. Web Site**

Cllr Gregory reported that a free web site could be set up via Essex info.net. The second option would be to involve the school. Whilst the school is keen to help it has been a busy time with exams. It was agreed to add this item to July's agenda. Marketing to promote the council would be part of the web site.

### **37. Correspondence**

Letter from Mr Ellis. Mr Ellis thanked the council for its representation at his wife's funeral and the donation in her memory to the Alzheimer's Society.

### **38 Garden Competition**

Following the sad news of the untimely death of Ian Unwin who has kindly judged this competition on behalf of the Parish Council, the council agreed not to go ahead with this competition this year.

### **39. Consultation Documents.**

Older Persons Strategy. Consultation period ends on 23<sup>rd</sup> July 2008. The contents were noted. 32% of the population of the Maldon District are over 65. Only 30 people were consulted. The Parish Council will encourage the village plan group to use the contents in its consultation with residents.

### **40. Items for next agenda.**

Signage at skate park added to LPC agenda.  
Funding Sources,  
Community Project days.

### **41. Personnel Committee**

Cllr Gregory reported that the committee had held a meeting to discuss the Clerks Contract. The committee agreed the Clerk works 4 days per week – not Fridays. Has a flexible working arrangement, and agreed to TOIL (Time off in Lieu if meeting last longer than 10.30pm. EALC have been of great help in this matter. The Chairman thanked Cllr Gregory who had worked very long and hard on this.

The Chairman closed the meeting at 10.14pm

**Next meeting of the Parish Council**  
**8<sup>th</sup> July 2008**