

MAYLAND PARISH COUNCIL
Minutes of the Annual Parish Council Meeting
 Held at the **LAWLING PARK HALL** on
TUESDAY the 7th May 2014 at 7.31pm

Present

Councillor Evans Chairman	Councillor Spires
Councillor Hawkes	Councillor Duncan
Councillor Pettitt	Councillor Oatham
Councillor Masehove	Councillor Robinson
Mrs Rackham (Clerk)	

1 Resident.

1. Election of Chairman

Cllr Hawkes proposed Cllr Evans as Chairman of Mayland Parish Council, Cllr Oatham seconded the proposal, all in favour. The Chairman signed the Declaration of Acceptance of Office.

2. Election of Vice Chairman

Cllr Hawkes proposed Cllr Oatham as Vice Chairman of Mayland Parish Council, Cllr Duncan seconded the proposal, all in favour.

3. Appointment of Committees & Representatives.

Proposal to discharge the powers to the following committees & representatives. Cllr Massenhove resigned from the Lawling Park Committee due to work commitments Cllr Duncan proposed to discharge the powers to the following committees and representatives. The Chairman seconded the proposal. All in favour.

Lawling Park Committee.

Cllr Spires, Cllr Pettitt, Cllr Oatham and Cllr Duncan.

Finance Committee.

Cllr Robinson, Cllr Evans, Cllr Massenhove and Cllr Hawkes. It was agreed that the Finance Committee will form part of the main Parish Council meeting.

Personnel Committee

Cllr Oatham, Cllr Massenhove, Cllr Pettitt and Cllr Evans.

Neighbourhood Plan Steering Group.

Cllr Evans, Cllr Spires, Cllr Pettitt & three members of the public.

Representatives. Emergency Officer. Cllr Evans, **Police Liaison Officer:** Cllr Massenhove. **School Governor:** Cllr Spires, **LCLC Bradwell Decommissioning** Cllr Spires, **Transport.** Cllr Duncan, **Dengie Hundred.** Cllr Spires. **Henry Guilders Trust.** Cllr Hawkes. **Planning** Cllr Evans

4. Apologies for Absence

Cllr Gibson.

5. Code of Conduct Declaring an Interest.

None

6. Minutes of the meeting held on Tuesday 8th April 2014 & Planning on 16th April 2014

Cllr Spires proposed accepting both sets of minutes, The Chairman seconded the proposal, all in favour, the minutes were signed and dated as a true record.

7. Public Discussion Session.

The Chairman closed the meeting at 7.45 pm to allow the resident present to address the council. The resident did not have a question for the council but thanked the

Councillors for all their hard work. The Chairman reconvened the meeting at 7.47 pm.

8. Finance & Risk Assessment.

All payments and receipts will be presented to the council. Cllr Pettitt proposed accepting all the payments and receipts listed below. Cllr Massenhove seconded the proposal, all in favour, two Cllrs signed each cheque.

Payments			
Date	Payee	Service/supply	Gross
06-May-14	ASAP Office Services	Internal Audit	123.90
06-May-14	Brown Brothers Distrib Ltd	Gravitex	107.88
06-May-14	Brown Brothers Distrib Ltd	Gravitex	35.96
06-May-14	Fordesigns	Signs at Lawling Park	3216.00
06-May-14	Zurich Municipal	Insurance Premium	2862.47
06-May-14	Mrs J Rackham	Mileage to & from Int Auditor	16.00
06-May-14	The Printing Place	Annual Review printing	452.75
06-May-14	Mayland PCC	Donation S137 Cemetery	400.00
06-May-14	L J Green Construction Ltd	Construct path at TC entrance	4442.40
06-May-14	MSJ Garwood & Son	Aerating & Rolling F. pitches	255.10
06-May-14	MSJ Garwood & Son	Grass Cutting April	1663.10
06-May-14	Cummins & Jennings Ltd	Paint & painting equipment	79.20
06-May-14	A & J Lighting Solutions Ltd	TC Lighting Maintenance	42.90
06-May-14	A & J Lighting Solutions Ltd	Street Light Maintenance	50.40
06-May-14	Diamond Windows	LPH Replacement Windows	3450.00
23-May-14	Mr A Kemp	Salary	185.12
23-May-14	Mr D Leete	Salary	254.17
23-May-14	Mrs J Rackham	Salary	1108.10
Receipts			
16-Apr-14	Mayland Boxing Club	Fees May	168.00
25-Apr-14	Maldon District Council	1/2 Precept	40000.00
30-Apr-14	Various Residents	LPH Fees & Deposits	241.00

Accounts 2012/13 Each Councillor has received a copy of the accounts. The accounts were agreed at the April meeting of this council **minute reference 08/04/14/61**. Two additions to the Asset Register was added and the revised amount signed by the RFO & the Chairman.

The Chairman advised the council of the letter received from the Prime Minister David Cameron MP. Informing the council that there is a £2,000 reduction in National Insurance Contributions Employers pay that can be claimed by Parish Councils. This information is incorrect. The Clerk discovered that approximately 8,000 Parish Council's received this letter and they are unable to claim. EALC and SLCC have also circulated information to this effect. Cllr Hawkes commented on the cost of postage to send these letters to each Parish Council.

Risk Assessment.

The Internal Auditors report recommended that a copy of the quarterly accounts be kept with the appropriate minutes. It was agreed that the minutes record the decisions of the council and cannot include any extra papers. The other minor recommendations were noted.

The RA document was read in its entirety, Cllr Robinson seconded the proposal, Cllr Spires seconded the proposal, all in favour, motion carried

Insurance document. Copy of new insurance document was discussed; the second storage container was added to the policy. The policy was agreed.

Financial Regulations. The Draft Financial Regulations 2014 was discussed at length. Alterations were made to the document Cllr Spires proposed accepting the amended FR's Cllr Hawkes seconded the proposal, all in favour, motion carried. **The Clerk will action the amendments and circulate via email a copy to each Councillor.**

Standing Orders. A decision to accept the document and any changes that maybe required. . The new standing orders were adopted in December, **Minute reference 10/12/13/39/87.** No further alterations were required.

9. Lawling Park.

Each Cllr has received a copy of the minutes from the April LPC meeting. Cllr Hawkes commented that the Jubilee Oak tree was dead.

Extension to hall. Architect. The estimate of costs of employing an Architect were read by the Chairman.

The boxing club cannot get funding to help with the cost of the extension as all avenues explored by them (so far) require them to have a lease to the building. This is not something the Parish Council will agree to. Cllr Spires reported that the Lawling Park and its facilities do not make a profit and that they will never do so. The park is free for the residents to use and the facilities for a small fee. He reported that the previous extension to provide changing facilities for sports clubs to use doesn't make a profit but provides a facility which is probably the best in the area. Following further discussion it was agreed that the extension will be built for use by all residents and sports clubs, not specifically for the boxing club. It will provide a small meeting room and a council office for the Clerk and a larger hall which can be sectioned off by folding doors. Cllr Spires proposed this council accepts the Architects proposal regarding the LPH extension to provide the four stages listed in her letter at a cost of £4805 + VAT. Cllr Duncan seconded the proposal, a vote was taken, 6 yes, 2 abstained. Motion carried. **Clerk** to action.

10. Planning.

Planning decisions made by the local Planning Authority.

HOUSE/MAL/14/00111. Erection of a single storey rear and side extension with pitched roof. 63 Bramley Way Mayland Essex CM3 6ES
Approved

HOUSE/MAL/14/00138. Two-storey, hipped roof side extension with the inclusion of a single-storey pitched roof rear extension and pitched roof dormers to the front and rear. 9 Nipsells Chase Mayland Essex CM3 6EH
Refused.

FUL/MAL/14/00164. Reduction of existing storage lean-to, demolition of disused barns, erection of 2no. dwellings with associated parking area. Firth View Steeple Road Mayland Essex
Refused.

Cllr Massenhove left the meeting at 9.55 pm

11. Personnel.

Clerks Vacancy. The advert has appeared on EALC's website and been circulated to all PC/TC's in Essex. It is on the front page of the Mayland's Mayl. It was agreed to ask MDC/ECC if they can add it to their website vacancy pages. **Clerk** to action.

Cllr Pettitt proposed placing an advertisement in both the Essex Chronicle and the Maldon & Burnham Standard with a maximum expenditure of £500 per newspaper. The Chairman seconded the proposal, a vote was taken 6 yes, 1 no. motion carried. **Clerk** to action.

It was agreed that Cllr Oatham will place the adverts in two shops in Mayland/Maylandsea.

12. Highways.

Highway Panel Minutes – Noted.

ECC. Acknowledged complaint letter. The complaint letter relates to the pothole in Imperial Avenue/West Avenue junction. It was agreed to write again and ask for an update on our complaint.

13. Parks & Open Spaces.

The missing bollards at Cardnell Brothers will be purchased from MDC and erected as soon as possible.

Cllr Pettitt has volunteered as a Park Watch Officer helping the Park Rangers when they visit Mayland.

14. Village Environment

Incudes: Lighting, Vandalism, Sea Wall, Transport.

Repairs to Cardnells field between the sea wall and the borrow dyke have been started by the Environment Agency. They are aware of the condition of the sea wall surface.

15. Neighbourhood Plan

Letter from MDC. Copy of notice re: NP application. Noted for information.

Letter from Latchingdon PC. The Chairman read the letter to the council and it was noted for information.

Cllr Spires proposed Terms of Reference for Neighbourhood Plan. Each Cllr has received a copy of this proposal which is as follows:-

- 1) *Mayland Parish Council has lead responsibility for the development of a Neighbourhood Plan (N.P.)*
- 2) *The steering committee comprises an equal number of Councillors and Residents.*
- 3) *The Chair, Secretary and Team Leader must be Councillors.*
- 4) *The Quorum is three Councillors.*
- 5) *The N.P. Steering Committee is authorised to engage with, communicate, collect and collate information for the N.P. from other P.C.'s, MDC, ECC, residents organisations, business organisations, service providers, land owners and other stakeholders, maintaining proper records of all communication and providing reports thereof for MPC.*
- 6) *All financial requests in or out must be authorised through the Proper Financial Officer.*
- 7) *Meetings shall be held (but not restricted to) 7.30pm Tuesday Evenings in the LPH when other MPC meetings are not being held.*

The Chairman seconded Cllr Spires proposal, all in favour, motion carried.

Summary guide to Mayland Neighbourhood Plan. This information was also circulated to each Cllr for information.

The Chairman closed the meeting at 10.05pm.

Date of the June meeting to be confirmed. Provisionally booked for 17th June 2014