

MAYLAND PARISH COUNCIL

Minutes of the Parish Council Meeting

**Held at the LAWLING PARK HALL on
TUESDAY the 14th June 2011 at 7.37pm**

Present

Councillor Oatham Vice Chairman Councillor Spires
Councillor Hawkes Councillor Evans
Mrs Rackham (Clerk)

Mr A Duncan Transport Representative.

15. Apologies for Absence

Cllrs Robinson, Massenhove & Lund. In Cllr Robinsons absence Cllr Oatham will chair the meeting.

16. Code of Conduct Declaring an Interest.

Cllr Hawkes declared an interest in 21. The Lawling Park and item 25. Personnel Report.

17. Minutes of the Annual Parish Council meeting on 10th May 2011

Cllr Evans proposed accepting the minutes from Tuesday 10th May, Cllr Hawkes seconded the proposal. The minutes were signed and dated as a true record, all in favour.

18. Public Discussion Session.

Cllr Oatham closed the meeting to allow the press and public to address the council. Unfortunately the circulated documents regarding the transport tenders have not been seen by every Councillor. The next meeting discussing this issue will be in early July.

19. Planning.

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

HOUSE/MAL/11/00391. Rear extension to existing garage, Chernings, 6 Sea View Parade Mayland.
4 No objections.

HOUSE/MAL/11/00409/PP-01479249. Proposed loft conversion with front and rear box dormers, 66 West Avenue Mayland.
4 Objections. Size impact on residential amenity, overlooking, overshadowing, Close to boundary, design and out of character of the area. A similar extension has been built further along West Avenue; the dormers on this extension were smaller and less intrusive.

FUL/MAL/11/00445. Construct two storey residential dwelling to side of main house within its own boundary. Whispering Trees Mayland Green Mayland.
4 Objections. Over development of site, out of character, no parking provision. It was also noted that the applicant died in March 2011. This information had previously been given to MDC.

HOUSE/MAL/11/00410. Garage conversion, 27 Curlew Avenue, Mayland.
4 No objections.

FUL/MAL/11/00385. Demolition of existing two storey 4 bedroomed detached house, construction of two 3 storey 5 bedroomed detached houses. 97 Imperial Avenue, Mayland.

4 Objections. BE1. Impact on residential amenity, overlooking, over shadowing – noise (the impact of the increased bedrooms from four to ten). Provision of car parking, design, appearance and effect on character of area. Two letters were included with this application one from the developer and another from a resident objecting to the plan. Both letters have been sent to MDC.

Planning Decisions made by the Planning Authority.

FUL/MAL/11/00247. Single storey rear extension and alterations to public house with conversion of first floor to 4 one bedroomed flats. Single storey block of 5 motel units and laundry room with associated parking and amenity space. Hardy's 36 Imperial Avenue Mayland Essex

APPROVED

FUL/MAL/11/00246. Construction of two new detached houses and associated vehicle access. Oak Lodge 12 Promenade Mayland Essex

APPROVED

HOUSE/MAL/11/00128. Pitched roof to the rear and flat roof extension to the side and rear. Mandyville 19 The Drive Mayland Essex

APPROVED

Appeals

FUL/MAL/10/00353.APP/X1545/A/11/2145125/NWF 28 Steeple Road, Mayland, Essex, CM3 6EG. Additional residential accommodation for relative, games room and replacement garage. (Revision to previously approved FUL/MAL/08/00874)

APPEAL DISMISSED

FUL/MAL/10/00684. APP/X1545/A/11/2145840/WF. Kapstadt, Esplanade, Mayland, CM3 6AW. Proposed replacement dwelling - revised scheme following refusal FUL/MAL/10/00186

APPEAL ALLOWED

20. Finance.

Payments.

| | | | |
|-----------|-------------------------|--------------------------|---------|
| 17 May11 | Brown Brothers Ltd | Gravitex Paint | 159.37 |
| 14 Jun 11 | Office Is | Stationery | 106.31 |
| 14 Jun 11 | K & B Tatam | Welding repair skatepark | 91.80 |
| 14 Jun 11 | Mayland PCC | Donation grass cutting | 270.00 |
| 14 Jun 11 | AON | Insurance | 4236.72 |
| 14 Jun 11 | A & J Lighting | Street Lighting Main | 42.07 |
| 14 Jun 11 | A & J Lighting | TC Lighting | 18.00 |
| 14 Jun 11 | Palmer Electrical | outside lighting | 230.40 |
| 14 Jun 11 | Essex & Suffolk Water | Water charge | 115.99 |
| 14 Jun 11 | ASAP Office Services | Internal audit fees | 106.20 |
| 14 Jun 11 | Maldon District Council | Play area inspections | 132.00 |
| 14 Jun 11 | Cummins & Jennings | Gen equip against C/note | 79.80 |
| 14 Jun 11 | Hanningfield Security | static security | 180.00 |
| 14 Jun 11 | The Printing Place | Annual Review | 447.55 |
| 14 Jun 11 | MSJ Garwood & Son | Grass cutting | 1575.58 |
| 14 Jun 11 | Mr S Houghton | Deposit refund LPH | 50.00 |
| 24 Jun 11 | Mr D Hawkes | Salary June | 264.76 |
| 24 Jun 11 | Mr T Blowers | Salary May/June | 189.14 |

| | | | |
|-----------|-------------------|-------------|--------|
| 24 Jun 11 | Mrs J Rackham | Salary June | 919.79 |
| 30 Jun 11 | Revenue & Customs | Tax & NI | 718.47 |

Receipts.

| | | | | |
|----------|------|----------------------|------------|---------|
| 3 May 11 | Cash | Various Residents | Use of TC | 15.00 |
| 3 May 11 | Chq | Mayland Netball Club | Use of TC | 3.70 |
| 10 May11 | Chq | Mayland Bowls Club | Fees May | 108.00 |
| 13 May11 | DC | Revenue & Customs | VAT refund | 9156.44 |

Cllr Spires proposed accepting all the above payments and receipts, Cllr Hawkes seconded the proposal, all in favour, motion carried. **The Clerk** will obtain a second signature on the cheques from Cllr Massenhove.

Accounts 2010/11. Following a discussion Cllr Hawkes proposed accepting the Annual Return and finalised accounts from 2010/11, Cllr Evans, all in favour. Cllr Oatham & the Clerk signed the AR and other documents as required by the Audit Commission. **Clerk to action**

Internal Auditor. Report. The internal auditor recommended that we request an UTR number from all small traders who are not registered for VAT. They also noted that our computer system could cause the council problems as it cannot be updated should changes be required. Cllr Oatham proposed accepting the recommendations from the internal auditor, Cllr Spires seconded the proposal, all in favour, motion carried.

Insurance document. Cllr Spires proposed accepting the insurance cover for 2011/12 without any further changes, Cllr Evans seconded the proposal, all in favour, motion carried.

Financial Regulations. Cllr Oatham proposed a change to 3.4 of the financial regulations, Cllr Hawkes seconded the proposal, the regulations will now read

The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£2000]. The Clerk should attempt to contact each of the Cllrs by e-mail or phone to determine their view as to the urgency of the situation and the best way to deal with it. If however no response is obtained within 30 minutes the Clerk should initiate what action is felt best to resolve the immediate problem. The RFO may incur expenditure up to £200.00 without prior consultation with the council providing budget controls are maintained. **Clerk to action** and print new FR's for each Cllr.

Standing Orders. Following advice from EALC it was agreed that the LPC will set up a sub-committee to act in emergency situations only when the Clerk is absent. Following information received from EALC alterations to item 32 was discussed, Cllr Oatham proposed accepting the changes to 32, Cllr Spires seconded the proposal all in favour, motion carried. **Clerk to action.**

21. Lawling Park.

Each Cllr has received a copy of the minutes from the May LPC meeting which includes the latest CCTV information. Following a discussion it was agreed that a voice activated system was not required. **Clerk to advise contractors.**

LPH Extension. Report. A meeting was held earlier today with two employees of the contractor. The main contractor increased the flooring cost over and above the

quotations received. This is normal when employing sub-contractors. They were asked to reduce the payment of the flooring by removing their increase. Following a discussion Cllr Hawkes proposed we accept a 20% reduction of £1680 from the cost of the flooring. No support for the proposal, proposal failed. Cllr Spires proposed we request a detailed price to complete the extension with a firm completion date, Cllr Oatham seconded the proposal, all in favour, motion carried. **Clerk** to action and request a response within 14 days. Cllr Oatham suggested moving some funds from Reserves to cover any extra expenditure however, it was agreed that we did not need to do this until we obtain the cost of completion.

Signs. Cllr Hawkes reported that larger signs at the Lawling Park would be easier to read. It was noted that there is no money in the budget this year for improved signage.

22. Highways.

Transport Tenders. Circulated documents. It was agreed to invite the transport representative to use the Lawling Park Hall free of charge for one of their meetings. This will highlight the difficulty of getting to Mayland using public transport. **Add to July agenda.**

23. Parks & Open Spaces.

Some trees have been damaged in the Mayland Nature Reserve.

Fields in Trust. It was agreed to invite a representative of this organisation to a PC meeting. **Clerk** to action.

24. Village Environment

Includes: Lighting, Vandalism & Sea Wall.

Fences vandalised in Wembley Avenue.

Mobile Library Service. Correspondence. Noted

Sea Wall. The Environment Agency agreed to build the boat ramp in Esplanade West.

Flood Warning: update information. **Clerk** to action.

Environment Agency Sea Defence vegetation management. Noted

25. Personnel Report.

Cllr Hawkes left the meeting as her husband is employed by the Parish Council.

Resignation of Caretaker. Following a discussion it was agreed to advertise the position of caretaker on the council's noticeboards and website. The position will include cleaning of both the main hall and the changing rooms on an ad-hoc basis approximately 6 hours per week. A starting salary was also discussed and agreed.

26. Items for Agenda

Please advise the Clerk of any items you wish to include in the agenda for the July meeting by Monday 4th July.

The meeting closed at 10.10pm