



**Minutes  
of the Annual Meeting of  
MAYLAND PARISH COUNCIL**  
held in the Lawling Park Hall  
on Tuesday 12<sup>th</sup> May 2015  
at 7.35 p.m.

**Present:** Cllr Evans Cllr Oatham  
Cllr Duncan Cllr Pettitt  
Cllr Hawkes Cllr Spires  
Cllr Massenhove

**Clerk:** Mrs Massenhove

**In attendance:** 1 resident  
D Cllr Mrs Channer sent her apologies.

*Prior to the start of the meeting, all councillors present signed their Declarations of Acceptance of Office.*

**1. Election of Chairman**

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

**2. Election of Vice Chairman**

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

**3. Apologies for Absence**

None.

**4. Declarations of Interest**

Cllr Pettitt declared a non-pecuniary interest in item 26, CCTV.

The Chairman reminded councillors that they are required to submit an updated Register of Interests form.

**5. Minutes of the Previous Meeting**

Cllr Spires proposed accepting the minutes from the meeting held on 24<sup>th</sup> March, the draft of which had been updated to include observations made at that meeting by D Cllr Channer. The Chairman seconded the proposal, all in favour. The minutes were signed and dated as a true record.

Cllr Duncan proposed accepting the minutes from the meeting held on 14<sup>th</sup> April, with item 194 amended to include the date of the minutes for approval at that meeting. Cllr Hawkes seconded the proposal, all in favour. The minutes were signed and dated as a true record.

Cllr Spires proposed accepting the minutes from the meeting held on 28<sup>th</sup> April. The Chairman seconded the proposal, all in favour. The minutes were signed and dated as a true record.

*The Chairman closed the meeting at 7.47 p.m. to allow public discussion.*

## 6. Public Discussion

A resident addressed the Council regarding the additions to the CCTV system which are currently being installed. Whilst acknowledging that the Parish Council has no intention to view residents' private property, the resident requested that physical methods of shielding are implemented for maximum privacy for residents when the final specification is agreed.

*The Chairman closed the public discussion session and reopened the meeting at 8.00 p.m.*

## 7. Terms of Reference of Committees

### Lawling Park Committee

Cllr Spires proposed adopting the draft terms of reference for the Lawling Park Committee with an amendment to point k) ii to read 'management of the delegated annual budget'. The Chairman seconded the proposal, all in favour.

### Neighbourhood Plan Committee

Cllr Hawkes proposed adopting the draft terms of reference for the Neighbourhood Plan Committee with an amendment to point l) to read 'The Committee will manage its delegated annual budget allocated by the Parish Council'. Cllr Spires seconded the proposal, all in favour.

### Finance Committee

Cllr Massenhove proposed adopting the draft terms of reference for the Finance Committee. The Chairman seconded the proposal, all in favour.

### Personnel Committee

Cllr Massenhove proposed adopting the draft terms of reference for the Personnel Committee. Cllr Oatham seconded the proposal, all in favour.

## 8. Committee Membership

The Chairman proposed the following appointments to committees and the discharge of powers to those committees: -

### Lawling Park Committee

Cllr Duncan, Cllr Evans, Cllr Pettitt, Cllr Spires  
Cllr Oatham (substitute member)

### Neighbourhood Plan Committee

Cllr Duncan, Cllr Evans, Cllr Spires  
Cllr Pettitt (substitute member)

### Finance Committee

Cllr Evans, Cllr Hawkes, Cllr Massenhove, Cllr Pettitt, Cllr Spires

### Personnel Committee

Cllr Evans, Cllr Massenhove, Cllr Oatham, Cllr Pettitt

Cllr Massenhove seconded the proposal, all in favour.

It was agreed to defer the appointment of committee chairmen to the first meeting of each committee after this Annual Meeting. The Standing Orders will need to be amended accordingly.

## 9. Standing Orders

Cllr Oatham proposed adopting the standing orders, subject to an amendment to section 4, *Committees and Sub-committees*, to permit a committee to appoint its own chairman at its first meeting after the Council's Annual Meeting. Cllr Hawkes seconded the proposal, all in favour.

#### 10. Financial Regulations

Cllr Oatham proposed adopting the financial regulations, subject to the omission of the optional section 12, *Payments under Contracts for Building or Other Construction Works*. Cllr Hawkes seconded the proposal. All in favour.

#### 11. Appointment of Representatives

Cllr Massenhove proposed the following appointments of representatives to specific areas of interest: -

- |                                 |                         |
|---------------------------------|-------------------------|
| • Emergency Officer             | Cllr Evans              |
| • Police Liaison Officer        | Cllr Massenhove         |
| • School Governor               | Cllr Spires             |
| • LCLC Bradwell Decommissioning | Cllr Massenhove         |
| • Transport Representative      | Cllr Duncan             |
| • Henry Gilder Trust            | Cllr Hawkes             |
| • Planning                      | Cllr Evans              |
| • CCTV                          | Cllrs Oatham and Spires |

Cllr Spires seconded the proposal, all in favour.

There remains vacancy for a Dengie Hundred Group of Parish Councils councillor representative.

#### 12. General Power of Competence

It was noted that this council now has the required two-thirds of its seats filled by elected members. The Clerk aims to achieve the required qualification by the end of 2015.

#### 13. Asset Register

This year's (2014-15) additions to the asset register were noted.

#### 14. Insurance

The insurance documents were considered and Cllr Massenhove proposed entering into a three year agreement, subject to the premiums being payable annually. Cllr Duncan seconded the proposal, all in favour.

#### 15. Subscriptions

Cllr Spires proposed renewing subscriptions to the following bodies as they become due during the course of the year: -

- Dengie Hundred Bus Users Group
- The Conservation Volunteers
- Rural Community Council of Essex
- Campaign to Protect Rural England
- Information Commissioner
- Dengie Hundred Group of Parish Councils
- Society of Local Council Clerks
- Essex Wildlife Trust
- Essex Playing Field Association
- NALC/EALC

Cllr Hawkes seconded the proposal, all in favour.

Any significant increases in fees will be highlighted for separate approval.

#### 16. Complaints Procedure

The Chairman proposed that the complaints procedure, which currently forms part of the risk assessment, is re-produced as a separate document but remains otherwise unchanged. Cllr Oatham seconded the proposal, all in favour.

**17. Freedom of Information and Data Protection**

No review was carried out. The Chairman proposed maintaining the current policy, which will be reviewed and updated when the Clerk has undertaken the relevant training. Cllr Massenhove seconded the proposal, all in favour.

**18. Meeting Dates**

Cllr Massenhove proposed agreeing the draft list of meeting dates for 2015-16. Cllr Oatham seconded the proposal, all in favour.

**19. Annual Review**

Cllr Massenhove proposed accepting a quotation for printing of the Annual Review. Cllr Spires seconded the proposal, all in favour.

**20. Finance and Risk Assessment**

Councillors received a list of all payments and receipts: -

**PAYMENTS**

| <b>Date</b> | <b>Payee</b>                     | <b>Service/supply</b>                | <b>£ Gross</b>   |
|-------------|----------------------------------|--------------------------------------|------------------|
| 12-May-15   | resident                         | hall deposit refund                  | 50.00            |
| 12-May-15   | EALC                             | EALC and NALC affiliation fee        | 608.45           |
| 12-May-15   | Essex Playing Fields Association | Membership and comp. entry           | 40.00            |
| 12-May-15   | Active Electrical Solutions Ltd  | PAT testing                          | 75.00            |
| 12-May-15   | A & J Lighting Solutions         | street light call out - Steeple Road | 126.00           |
| 12-May-15   | Cummins & Jennings Ltd           | Rustoleum paint                      | 39.60            |
| 12-May-15   | RCCE                             | hall/community buildings m'ship      | 48.00            |
| 12-May-15   | Ernest Does & Sons Ltd           | repair to strimmer                   | 30.00            |
| 12-May-15   | Ernest Does & Sons Ltd           | spark plug for mower                 | 4.75             |
| 12-May-15   | A & J Lighting Solutions         | street lighting maintenance          | 50.40            |
| 12-May-15   | A & J Lighting Solutions         | tennis court lighting maintenance    | 42.90            |
| 12-May-15   | Enhanced Security Solutions      | CCTV enhancements                    | 6,000.00         |
| 12-May-15   | MSJ Garwood & Son                | grass cutting up to 28-4-15          | 1,657.12         |
| 12-May-15   | BT Payment Services Ltd          | calls and line rental                | 32.26            |
| 12-May-15   | Rigby Taylor                     | white lining paint                   | 186.00           |
| 12-May-15   | The Printing Place Ltd           | envelopes for NP                     | 204.00           |
| 12-May-15   | The Printing Place Ltd           | printing of Annual Review            | 467.75           |
| 25-May-15   | MPC staff                        | salaries                             | 1,460.63         |
|             |                                  |                                      | <b>11,122.86</b> |

**RECEIPTS**

| <b>Date</b> | <b>Received from</b> | <b>Description</b>         | <b>£</b>         |
|-------------|----------------------|----------------------------|------------------|
| 21-Apr-15   | 4 Children           | hall hire - April          | 14.00            |
| 23-Apr-15   | EALC                 | busary - clerk's training  | 296.25           |
| 23-Apr-15   | MDC                  | half precept/LCTS          | 40,000.00        |
| 12-May-15   | MV Football Club     | pitch fees - Jan/Feb/March | 358.00           |
| 12-May-15   | 4 Children           | heating cards              | 2.00             |
| 12-May-15   | Debbie Down          | hall hire - May            | 49.00            |
|             |                      |                            | <b>40,719.25</b> |

Cllr Massenhove proposed accepting both the payments and receipts, subject to resolving CCTV issues. Cllr Duncan seconded the proposal, all in favour.

The Chairman proposed approving the council's direct debits: -

| Payee | Service/supply                    | £ Gross /month |
|-------|-----------------------------------|----------------|
| Eon   | tennis court lighting electricity | 23.00          |
| Eon   | Lawling Park Hall electricity     | 80.00          |
| Eon   | street lighting                   | approx. 60.00  |
| BT    | e-mail address                    | 2.00           |

Cllr Spires seconded the proposal, all in favour. It was noted that street lighting electricity costs will increase due to increased electricity costs and the updated inventory.

The Chairman proposed adding Cllr Spires as a bank signatory in place of former Cllr Robinson. Cllr Duncan seconded the proposal, all in favour. The mandate form was duly signed.

Cllr Hawkes proposed appointing Therese Stokes of ASAP as internal auditor. Cllr Oatham seconded the proposal, all in favour.

## 21. Planning

The following decisions made by the local Planning Authority were noted: -

AGR/MAL/15/00206

Prior approval notification for a new general farm storage building  
Bovill Uplands Mayland Hill Mayland Essex

OUT/MAL/15/00018

Outline planning permission for demolition of former Whitecap Mushroom Farm and associated outbuildings for redevelopment of up to 35 residential dwellings, including upgrading of Mill Road to an adoptable standard. Access to be taken off Mill Road with some other matter reserved.

Whitecap Mushroom Farm Mill Road Mayland Essex  
REFUSE

HOUSE/MAL/15/00164

New detached garage  
Puffins 104 The Drive Mayland Essex  
APPROVE

## 22. Car Park Licence Agreement

Item deferred to next agenda whilst a draft document is prepared.

## 23. Clerk's Report

The Clerk's update on matters from the previous meeting was noted

## 24. Lawling Park Committee *including Bakersfield, Lawling Playing Field & Dog Walk Area*

Each Councillor has received a copy of the minutes from the previous LPC meeting.

## 25. Neighbourhood Plan Committee

Each Councillor has received a copy of the minutes from the previous NP meeting.

## 26. CCTV

Discussion of the CCTV policy deferred to next agenda.

It was agreed to hold back payment for the CCTV additions until the system is fully commissioned. Mr Pettitt, a concerned resident will be invited to view what is being seen by the camera and recorded prior to its being fully commissioned.

The final specification was discussed. Clerk to obtain a quote to move the camera which is currently by the play equipment onto the new column, position the new IR by the

play equipment and spray the inside of the fixed outer dome, to mask the private houses and gardens from camera view, of the one which will then be on the new column. The Chairman proposed agreeing a maximum of £200 for this work. Cllr Oatham seconded the proposal, all in favour.

Clerk to obtain a separate quote for repair of the faulty camera in the Katonia Avenue car park,

## **27. Correspondence**

Morrison Utility Services – an engineer has called but was unable to access the tennis court electricity meter. It is expected that the meter replacement will now be carried out in June.

UK Power Networks – the street light inventory has been updated as requested.

Resident – there is concern regarding the road surface where The Drive meets Imperial Avenue and possible damage to residential properties. It was noted that the resident has informed Highways of this issue.

## **28. Items for Next Agenda**

*The meeting closed at 10.10 p.m.*

**Date of next meeting Tuesday 9<sup>th</sup> June 2015.**

**Also, the Annual Assembly on Tuesday 26<sup>th</sup> May**