



**Minutes  
of the Annual Meeting  
MAYLAND PARISH COUNCIL**  
held in the Lawling Park Hall  
on Tuesday 30<sup>th</sup> May 2016  
at 7.02 p.m.

**Present:** Cllr Evans (Chairman)      Cllr Massenhove  
Cllr Bush                                      Cllr Oatham  
Cllr Duncan

**Clerk:** Mrs J Massenhove

**In attendance:** 2 residents

**1. Election of Chairman**

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

**2. Election of Vice Chairman**

The Chairman proposed Cllr Oatham as Vice Chairman of Mayland Parish Council. Cllr Bush seconded the proposal, all in favour. Cllr Oatham signed the Vice Chairman's Declaration of Acceptance of Office.

**3. Apologies for Absence**

Apologies were received from Cllr Spires, Pettitt and Gibson. The Chairman proposed accepting the apologies. Cllr Oatham seconded the proposal, all in favour.

**4. Declarations of Interest**

No interests were declared.

**5. Minutes of the Previous Meeting**

Cllr Duncan proposed accepting the minutes from the meeting held on 9<sup>th</sup> May 2017. Cllr Bush seconded the proposal, all in favour. The minutes were signed and dated as a true record.

**6. Public Discussion**

The two residents present addressed the Council regarding concerns from other residents who appear to be unhappy that they are operating their business and had expressed this at MPC's Annual Assembly. The two residents assured the Council that they are acting legally and that the RSPCA, trading standards, the planning authority and other bodies have no issue with their business. They advised that, whatever issues have been raised with them they have tried to address, including parking. The Chairman advised that the whole parish is invited to attend the Annual Assembly and to let MPC know about issues they are unhappy with; parking was the issue raised at the Annual Assembly. The residents spoke of the positive aspects of their business and relationships with other organisations.

Cllr Oatham observed that, if they are licensed, which they are, then the Parish Council has no issue and in any case could take no action itself if it wishes to.

The Chairman re-assured the residents that they would be informed if there was a complaint to MPC.

**7. Terms of Reference of Committees**

Lawling Park Committee – no changes required.

Neighbourhood Plan Committee – no changes required.

Personnel Committee - no changes required.

**8. Committee Membership**

Cllr Oatham proposed the discharge of powers to the committees and maintaining the status quo regarding membership of the committees, Cllr Massenhove seconded the proposal, all in favour. Motion carried, committee membership remains as follows: -

- Lawling Park Committee  
Cllr Bush, Cllr Duncan, Cllr Evans, Cllr Oatham, Cllr Pettitt, Cllr Spires
- Neighbourhood Plan Committee  
Cllr Duncan, Cllr Evans, Cllr Gibson, Cllr Spires  
Cllr Pettitt (substitute member)
- Personnel Committee  
Cllr Evans, Cllr Oatham, Cllr Pettitt

**9. Standing Orders**

Nothing to amend.

**10. Financial Regulations**

The Clerk advised that an increased petty cash float would be helpful. The Chairman proposed increasing the petty cash float to £150. Cllr Duncan seconded the proposal. All in favour. Clerk to action and to record this in the Financial Regulations [Financial Regulation 6.21.a].

Cllr Oatham wished his disagreement to be recorded with regard to the sum available to the Clerk for purchases of paint, stationery etc. being 'open-ended'. He expressed a preference for such expenditure to require regular approval.

**11. Appointment of Representatives**

The following appointments of representatives to specific areas of interest were agreed: -

- |                                           |                         |
|-------------------------------------------|-------------------------|
| • Emergency Officer                       | Cllrs Evans and Pettitt |
| • Police Liaison Officer                  | none                    |
| • School Governor                         | none                    |
| • Transport Representative                | Cllr Duncan             |
| • Dengie hundred Group of Parish Councils | Cllr Gibson             |
| • Henry Gilder Trust                      | Mrs Jean Hawkes         |
| • Planning                                | Cllr Evans              |
| • CCTV                                    | Cllrs Oatham and Bush   |
| • Coastal Community Team                  | Cllr Oatham             |

**12. Subscriptions**

Deferred to next meeting.

**13. Complaints Procedure**

Nothing to amend.

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

Nothing to amend. Clerk to verify that the Council's CCTV is covered by its registration with the Information Commissioner.

**15. Record Retention Policy**

The Clerk advised adding water hygiene records to this document. A retention period of four years was agreed for these. Clerk to update Record Retention Policy accordingly.

**16. Meeting Dates**

The Chairman proposed agreeing the draft list of meeting dates for 2017-18. Cllr Massenhove seconded the proposal, all in favour.

#### **17. Finance and Risk Assessment**

The internal auditor's report and its recommendations were noted. The recommendations involve: -

- the use of a risk assessment template to ensure all risks are checked and to keep a signed copy with the minutes
- consideration of training for new councillors.

Review of direct debits was deferred until the changed electricity contracts are fully in place, in order that a clearer representation may be seen.

Cllr Massenhove proposed appointing ASAP Office Services as internal auditor. The Chairman seconded the proposal, all in favour. Motion carried.

Review of the Financial and General Risk Assessment is deferred pending updating of the document.

A cheque was signed for payment for the supply and installation of the hall curtains. It was noted that the stage curtain supplier was inconvenienced by having to attend the hall twice as the hall was not ready on his first visit. The Council did not wish to inconvenience him further by delaying payment until June when the next scheduled payments list will be dealt with.

#### **18. Annual Governance Statement**

The annual governance statement was read aloud from the Annual Return. Cllr Massenhove proposed accepting the statement. Cllr Duncan seconded the proposal. All in favour. Section 1 of the Annual Return was duly signed by both the Chairman and the Clerk (RFO).

#### **19. Accounting Statements**

The accounting statements were read aloud from the Annual Return. Cllr Massenhove proposed accepting the statements. Cllr Duncan seconded the proposal. All in favour. Section 2 of the Annual Return was duly signed by both Chairman and the Clerk (RFO).

Clerk to submit the Annual Return to the external auditor.

#### **20. Councillor Vacancy**

It was noted that the current councillor vacancy is being advertised on the parish noticeboards and website and in the June edition of the Maylands Mayl. A closing date of 7<sup>th</sup> June has been specified.

*Discussion of insurance was deferred until later in the meeting, but is minuted in its original agenda position for ease of reference.*

#### **21. Insurance**

All councillors had received an e-mailed copy of the amended new policy schedule document.

Cllr Massenhove proposed approving the documents subject to the Clerk trying to improve coverage by adding £5,000 contents cover for Lawling Park Hall, but if unable to secure contents cover accept the policy anyway and address contents cover separately. The Chairman seconded the proposal, all in favour. Clerk to action.

It was noted that, in addition to the routine inspection of the electrical installation in Lawling Park Hall, a quotation should be obtained for inspection of outdoor electrical installations. Clerk to action.

#### **22. Planning**

The following applications were considered and comment to the Planning Authority agreed: -

- HOUSE/MAL/17/00510  
Single storey side extension  
61 Nipsells Chase Mayland Essex CM3 6EH

5 object, therefore the recommendation to MDC is the refusal of planning permission. The following reasons are given: -

- The proposal makes insufficient provision for off-road parking.
- Parking is already causing congestion here and the situation is exacerbated by it being on a bus route.
- The proposal is an overdevelopment of the site.

The following claims to the local Planning Authority for a lawful development certificate were note, MPC had no comment to make: -

- LDP/MAL/17/00493  
Claim for lawful development certificate for proposed replacement of existing outbuilding with a timber framed outbuilding to be used as a home gym, home music/hobbies studio and a games room.  
Mayfield Farm Green Lane Mayland Essex
- LDP/MAL/17/00506  
Claim for lawful development certificate for proposed single storey side extension  
103 Bramley Way Mayland Essex CM3 6ES  
Mr & Mrs Ayodele

The following appeal against MDC's decision to refuse planning permission was noted. No additional comment to the Planning Inspectorate, nor any amendment to the council's previous representation, was considered necessary:-

- FUL/MAL/16/01362  
Demolition of existing dwellinghouse and erection of 3 new dwellings with garages.  
Fogs Folly 289 Esplanade Mayland Essex

### **23. Grant Requests**

A grant request was noted, but considered to be rather too generalised; MPC would prefer to contribute to something more specific. Clerk to obtain more information from the applicant.

*Cllr Bush left the meeting at 9.07 p.m.*

### **24. Office and Communication**

The office move, having now been confirmed, was discussed at an extraordinary meeting held earlier today.

It was noted that, where necessary, relevant cheques will be signed outside of a meeting in order to maintain council services.

### **25. Correspondence**

None.

### **26. Items for Next Agenda**

Co-option  
DBS check for Cllr Bush (for CCTV)  
Subscriptions  
Grant Request  
EWT Report (June LPC or July MPC)

The meeting closed at 9.20 p.m.

Date of next meeting, Tuesday 13<sup>th</sup> June 2017