



**Minutes**  
of the meeting of  
**MAYLAND PARISH COUNCIL**  
held in the Lawling Park Hall  
on 13<sup>th</sup> December 2016  
at 7.00 p.m.

**Present:** Cllr Evans (Chairman) Cllr Spires  
Cllr Duncan Cllr Oatham  
Cllr Gibson Cllr Pettitt

**Clerk:** Mrs J Massenhove

**In attendance:** D Cllr Michael Helm  
1 member of the public

D Cllr Mrs Penny Channer sent her apologies.

**146. Apologies for Absence**

Apologies were received from Cllr Lund and Cllr Massenhove.

**147. Declarations of Interests**

No interests were declared.

**148. Minutes of the Previous Meeting**

Cllr Duncan proposed accepting the minutes from the meeting held on 8th November 2016. Cllr Spires seconded the proposal, all in favour. The minutes were signed and dated as a true record.

**149. Public Discussion**

D Cllr Helm advised that Nick Fenwick has resigned as Maldon District Council's Director of Planning and Regulatory Services. The position is currently being covered by a new professional interim member of staff.

D Cllr Helm also referred to the examination of the Maldon District Local Development Plan by the inspector which is to take place next month.

*D Cllr Helm left the meeting at 7.08 p.m.*

**150. Councillor Vacancy**

The Chairman advised that two formal applications have been received for co-option, however, only one candidate was able to attend this evening's meeting. It was agreed to hold an extraordinary meeting in January in order to give both applications proper consideration. Clerk to prepare an agenda and invite both applicants to that meeting.

**151. Planning**

The following application was noted: -

- PDE/MAL/16/01287 - for information only  
Single storey rear extension which would extend beyond the rear wall of the original house by 4.5m, height to the eaves would be 2.43m and the maximum height would be 3.5m  
1 Curlew Avenue Mayland Essex CM3 6TX

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

- FUL/MAL/16/00953  
Variation of Condition 4 on approved planning permission FUL/MAL/16/00238 (To repair the top 48m of the existing boat launching ramp (Jetty). Involving replacing 16 piles, a new main structure and decking joining the original structure at the dog leg)  
Amendment: change commencement date in line with amended marine licence.  
Harlow Sailing Club Sea View Parade Mayland Essex  
APPROVE
- FUL/MAL/16/01097  
Installation of a 25m Communications Tower to replace Existing 20m monopole and addition of ground based apparatus within enlarged fenced compound  
Wireless Infrastructure Group, Communication Tower Mill Road Mayland Essex  
APPROVE
- PDE/MAL/16/01110  
Single storey extension of 4m projection, 2.5m to eaves, 4.6m maximum height  
St Bernard Nipsells Chase Mayland Essex  
PRIOR APPROVAL IS REFUSED  
The application site does not benefit from deemed consent. The applicant is advised to submit an application for formal planning permission.
- HOUSE/MAL/16/01070  
Proposed single storey front extension  
27 The Drive Mayland Essex CM3 6AB  
APPROVE
- FUL/MAL/16/01058  
Change of use from Class C3 Dwellinghouse to a Class C2 Residential Institution, specifically a Residential Children's Home.  
The Dells 102 The Drive Mayland Essex  
APPROVE

The following appeal decision was noted: -

- OUT/MAL/15/00179 (Appeal Ref: APP/X1545/W/15/3139154)  
Nipsells Farm Lodge, Nipsells Chase, Mayland, Essex, CM3 6EJ  
Outline planning permission for a residential development comprising up to 150 residential dwellings (Including 30% affordable housing), structural planting and landscaping, informal public open space and childrens play area, surface water attenuation and associated ancillary works, with all matters reserved for future determination with the exception of access.  
APPEAL DISMISSED

Clerk to forward to councillors more detail of MDC's decision relating to FUL/MAL/16/01058. Clerk to request paper copies of MDC's minutes and reports as were provided previously.

## 152. Finance

Councillors received a list of all payments and receipts. Cllr Oatham proposed approving them. Cllr Gibson seconded the proposal, all in favour; the approved payments and receipts are listed below.

Bank statements and reconciliations were signed by Cllr Pettitt. Verification of the bank reconciliations was noted.

It was agreed that the 'Solicitors' budget heading be renamed 'Other Professional Services' (i.e. to cover professional fees other than 'Auditor'). It was noted that new budget headings for Pensions and for Training Bursary have been created.

**PAYMENTS**

<b>Date</b>	<b>Payee</b>	<b>Service/supply</b>	<b>£ Gross</b>
13-Dec-16	Maldon District Council	Zip line repairs	450.00
13-Dec-16	Maldon District Council	Park Ranger services, October	218.16
13-Dec-16	Gregory Nichols	Architect's fees, disbursements (S106)	2,092.00
13-Dec-16	Wire-free Protection Ltd	Fire alarm maintenance visit	120.00
13-Dec-16	Essex & Suffolk Water	Water charges	46.13
13-Dec-16	The Society of Local Council Clerks	Annual membership	157.00
13-Dec-16	Ernest Doe & Sons Ltd	Edging tool and broom	24.90
13-Dec-16	Rural Community Council of Essex	Network membership (NP Committee)	60.00
13-Dec-16	Essex Pension Fund	Pension contributions, November	317.40
13-Dec-16	Essex Pension Fund	Pension contributions, December	317.40
13-Dec-16	Mrs J Massenhove	Petty cash	99.83
23-Dec-16	MPC Staff	Staff wages	1,429.42
31-Dec-16	HM Revenue & Customs	Tax & NI	1,106.21
			<b>6,438.45</b>

**RECEIPTS**

<b>Date</b>	<b>Received from</b>	<b>Description</b>	<b>£</b>
09-Nov-16	D Down	Hall hire, Oct/Nov	120.00
09-Nov-16	Various residents	Tennis court hire	3.00
16-Nov-16	Mayland Village Football Club	Pitch fees, October	260.00
09-Dec-16	Mayland Village Football Club	Pitch fees, November	157.14
			<b>540.14</b>

**PETTY CASH**

<b>Date</b>	<b>Payee</b>	<b>Service/supply</b>	<b>£ Gross</b>
01-Dec-16	Newsquest Media Group	Notice in M&B, tender opportunity (S106)	99.83
			<b>99.83</b>

**153. S106**

It was noted that the tender return date is Wednesday 14 December at midday. The Chairman and Clerk have arranged to meet with the architect to open the tenders. The architect will then provide a Tender Report and recommendation ahead of our budget meeting on 20th December.

The Lawling Park Committee has made a decision regarding play equipment (interactive arch and artificial turf on one of the tennis courts) and orders are being placed for these items. It was suggested that a quotation is sought for installing ducting in readiness for CCTV cabling prior to resurfacing of the tennis court. Clerk to obtain quotation.

Cllr Gibson proposed approving a quotation of £1080 for structural engineering services relating to the hall extension. The Chairman seconded the proposal. All in favour. Clerk to advise architect of approval for this expenditure.

The Chairman proposed approving expenditure of £550 for a site investigation to confirm details of the existing foundations and underlying soil conditions. Cllr Pettitt seconded the proposal. All in favour. Clerk to advise architect of approval for this expenditure.

**154. Clerk's Report**

Each Councillor has received an update on matters from the previous meeting. The Clerk reported on the topics of a recent Clerks' Forum.

In the light of Mr Fenwick's resignation, it was suggested that MPC's recent letter to him (regarding planning approval at Mayland Green) is re-sent to MDC's chief executive, together with an expression of concern for the availability of information relating to areas formerly under Mr Fenwick's responsibility, such as the orchard site at Nipsells Chase. Clerk to action.

It was noted that cutting back of overgrown vegetation on the public right of way between Promenade and North Drive has now been carried out.

Further investigation is required regarding land registry and a landline to Lawling Park Hall. Clerk to pursue these.

**155. Lawling Park Committee** *including Bakersfield, Lawling Playing Field & Dog Walk Area*  
Each Councillor has received a copy of the minutes from the November LPC meeting.

**156. Neighbourhood Plan Committee**

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

**157. Highways**

Worsening of the hole in the road in Nipsells Chase near the junction with Orchard Drive was noted. Clerk to report this to Highways.

**158. Parks & Open Spaces** *including George Everitt Memorial Park, Cardnell Brothers Memorial Park Field & Mayland Nature Reserve*

The Chairman proposed accepting a quotation of £500 for the production of a woodland management plan for Mayland Nature Reserve. Cllr Pettitt seconded the proposal, all in favour. Clerk to action.

Cllr Gibson proposed accepting quotations totalling £550 for tree cutting and clearance works at Gladwell Walk. Cllr Spires seconded the proposal, all in favour. Clerk to action.

The Chairman proposed accepting a quotation of £200 for tree works at Cherry Alley. Cllr Pettitt seconded the proposal, all in favour. Clerk to action.

The Chairman proposed accepting a quotation of £90 each for supply and installation of replacement anti dog fouling signage, one at Lawling Park and one at Cardnells. Cllr Pettitt seconded the proposal, all in favour. Clerk to action.

The Chairman proposed approval of expenditure up to £85 on a wheelbarrow or cart. Cllr Pettitt seconded the proposal, all in favour. Clerk to authorise our Groundsman to make the purchase.

It was noted that Cherry Alley is looking very untidy. Clerk to obtain quotation for signage and to instruct staff to cut back the grass and weeds along the path.

**159. Village Environment** *including Lighting, Vandalism, Sea Wall, Transport*

Councillors expressed unease regarding the safety of a tree in North Drive. Clerk to write to residents to convey the council's concern.

**160. Footpaths**

Nothing to report.

**161. CCTV**

Additional trimming of trees is required for clearer visibility. MPC staff are addressing this.

**162. Consultations**

Councillors had no comment to make regarding the 2016 Post Office Network Consultation.

**163. Correspondence**

- Cllr Eddie Johnson, Cabinet Member for Highways and Transport – letter responding to MPC's vote of no confidence in ECC Transport's communication system. A copy of Cllr Johnson's letter has been e-mailed to all councillors.
- Essex Wildlife Trust – 'Essex Wildlife' magazine, local newsletter and leaflets.

**164. Exclusion of the Public**

No members of the public were present at this point in the meeting.

**165. Staff Matters**

Staff Salaries – The Chairman proposed that the Clerk's salary be incremented to SCP 24 from 1st September 2016. Cllr Gibson seconded the proposal. All in favour, motion carried.

Proposals were put forward regarding the salaries of other MPC staff, although there was no progression to a vote.

*Cllr Duncan left the meeting at 9.30 p.m.*

Following extensive discussion regarding the council's pay review procedure and its timing, it was agreed that this matter should be considered by the Personnel Committee.

Pensions – the content of an Employer Discretion Policy may also be considered by the Personnel Committee and a recommendation made to full council.

Chairman to call a Personnel Committee meeting.

**166. Items for Next Agenda**

Information sought from MDC  
 Pay review procedure  
 Registration of land  
 Telephone line installation

The meeting closed at 9.40 p.m.

Date of next meeting, Tuesday 20<sup>th</sup> December 2016.