



**Minutes**  
of the meeting of  
**MAYLAND PARISH COUNCIL**  
held in the Lawling Park Hall  
on Tuesday 11<sup>th</sup> July 2017  
at 7.05 p.m.

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

**Clerk:** Mrs J Massenhove

**In attendance:** 1 resident

**46. Members' Apologies for Absence**

Apologies were received from Cllr Edwards.

**47. Declarations of Interests**

The Chairman declared an interest in item 52, Planning, application number HOUSE/MAL/17/00697, the nature of the interest being that the property neighbours her own.

**48. Minutes of the Previous Meeting**

Cllr Gibson proposed accepting the minutes from the meeting held on 13<sup>th</sup> June 2017. The Chairman seconded the proposal, all in favour. The minutes were signed and dated as a true record.

**49. Public Discussion**

A resident addressed the council regarding mess left by cutting of vegetation by a neighbour. Clerk to write to those concerned.

The resident also addressed the council regarding planning application number HOUSE/MAL/17/00697.

*The Chairman brought forward agenda item 52, Planning. For ease of reference, the item is minuted in its original agenda position.*

**50. Councillor Vacancy**

It was noted that, following the resignation of Andy Duncan, a casual vacancy exists on the parish council.

**51. Committee Membership**

It was noted that five councillors currently sit on the Lawling Park Committee and four, plus a substitute member, on the Neighbourhood Plan Committee.

It is hoped that, when the councillor vacancy is filled, the new member will join either or both of these committees.

**52. Planning**

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

- HOUSE/MAL/17/00592  
Proposed detached oak framed garages and single storey side extension.  
Medlar House Southminster Road Mayland Essex  
No objection was raised and no additional comment made.

- HOUSE/MAL/17/00617  
Loft conversion with front & rear dormers  
118 Nipsells Chase Mayland Essex CM3 6EJ  
6 object; 1 no objection, therefore the recommendation to MDC is the refusal of planning permission. The following reasons are given: -
  - The additions would be an overdevelopment of the site.
  - There would be a loss of privacy for neighbouring properties.
  - The proposal would create a dramatic change to the street scene.
  - Insufficient street parking is available.
 Clerk to request of ward members that this application is considered by the area planning committee.
  
- HOUSE/MAL/17/00653  
Orangery extension to listed building  
Highlands Farm Highlands Hill Mayland Essex  
No objection was raised and no additional comment made.
- LBC/MAL/17/00654  
Orangery extension to listed building  
Highlands Farm Highlands Hill Mayland Essex  
No objection was raised and no additional comment made.
  
- HOUSE/MAL/17/00697  
First floor extension to existing bungalow to create additional bedroom space.  
Nortonlea 6 Katonia Avenue Mayland Essex  
7 object, therefore the recommendation to MDC is the refusal of planning permission. The following reasons are given: -
  - The additional residential space may lead to increased parking requirements.
  - The proposal is not in keeping with neighbouring bungalows and surrounding area.
  - Inappropriate design.
  - The proposal would be an overdevelopment of the site.
  - Neighbours' privacy would be invaded.
  - The proposal is out of keeping with the street scene.
  - The property has already been extended twice in the past.
 Clerk to request of ward members that this application is considered by the area planning committee.

The following claim for a Certificate of Lawful Development was noted: -

- LDP/MAL/17/00575  
Claim for lawful development certificate for proposed demolition of existing rear extension and replace  
72 Bramley Way Mayland Essex CM3 6ET

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

- FUL/MAL/17/00419 Variation of condition 2 on approved application COUPA/MAL/16/00308 (Conversion of an agricultural building to one new residential dwelling.)  
Barn Little Ashtree Farm Steeple Road Mayland  
REFUSE

- 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  
REFUSE
- LDP/MAL/17/00506  
Claim for lawful development certificate for proposed single storey side extension  
103 Bramley Way Mayland Essex CM3 6ES  
APPROVE
- PDE/MAL/17/00542  
Rear extension which would extend beyond the rear wall of the original house by 8m, height to the eaves would be 3.3m and the maximum height would be 3.3m  
87 Imperial Avenue Mayland Essex CM3 6AJ  
REFUSE

The following appeal decision made by the local Planning Authority was noted: -

- FUL/MAL/16/00814 (Appeal Ref: APP/X1545/W/17/3166607)  
Blackwater Marina, Esplanade, Mayland, Essex, CM3 6AL  
Residential development (four detached houses)  
APPEAL DISMISSED

Provision for agreeing and submitting planning responses during the Parish Council recess was discussed. Clerk to arrange for planning information to be sent direct to the Chairman during this time and also to provide the Chairman with template documents.

### 53. Finance

Councillors received a list of all payments and receipts. Cllr Gibson proposed approving them. Cllr Spires seconded the proposal, 6 in favour; 1 object, motion carried. Cllr Oatham wished his objection to the pension contributions payment to be noted.

The approved payments and receipts are listed below: -

#### TRANSFERS

Date	From	To	£
11-Jul-17	Deposit Account	Community Account	20,000.00
			<b>20,000.00</b>

#### PAYMENTS

Date	Payee	Service/supply	£ Gross
11-Jul-17	Office IS Ltd	Stationery	120.48
11-Jul-17	Maldon District Council	Park Ranger services, May	220.32
11-Jul-17	Rural Community Council of Essex	Annual membership renewal (inc CLP)	105.60
11-Jul-17	Rialtas Business Solutions Ltd	Alpha software maintenance	139.20
11-Jul-17	Andrew Goddard Associates Ltd	CDM services	306.00
11-Jul-17	New Venture Products Ltd	Anti-climb paint and signs	64.75
11-Jul-17	M S J Garwood	Grounds maintenance to 29-6-17	2,035.09
11-Jul-17	M S J Garwood	Reinstate goal mouths on one pitch	128.15
11-Jul-17	E J Taylor & Sons Ltd	Drainage works, rear of Katonia Avenue	22,919.77
11-Jul-17	E J Taylor & Sons Ltd	Completion of drainage works & pipe clearance	12,664.96
11-Jul-17	The Conservation Volunteers	Annual membership renewal	38.00

11-Jul-17	Casual hirer of LPH	Hall deposit refund	50.00
11-Jul-17	A Wharton (Football Club)	Hall deposit refund	50.00
11-Jul-17	Mrs J Massenhove	Expenses (phone)	12.40
11-Jul-17	Mrs J Massenhove	Petty cash	144.79
11-Jul-17	Essex Pension Fund	Pension contributions, July	388.26
25-Jul-17	MPC Staff	Staff wages	1,755.77
			<b>41,143.54</b>

**RECEIPTS**

28-Jun-17	D Down	Hall hire to 16-6-17	16.00
28-Jun-17	S Walsh (Pilates)	Hall hire 5-6-17 to 14-6-17	40.00
28-Jun-17	M Clark (Netball)	Key deposit	20.00
28-Jun-17	D Down	Hall hire to 23-6-17	16.00
28-Jun-17	Casual hirer of LPH	Hall hire & deposit	82.00
28-Jun-17	F Wharton (Football Club)	Hall hire & deposit	98.00
28-Jun-17	Casual hirer of LPH	Hall hire & deposit	66.00
29-Jun-17	Maldon District Council	Hall hire, polling station	136.00
10-Jul-17	D Down	Hall hire to 30-6-17	16.00
10-Jul-17	Casual hirer of LPH	Hall hire	16.00
10-Jul-17	D Down	Hall hire to 7-7-17	16.00
			<b>522.00</b>

**PETTY CASH**

<b>Date</b>	<b>Payee</b>	<b>Service/supply</b>	<b>£ Gross</b>
16-Jun-17	Jacksons Fencing	Bollard x3 (Cardnells)	76.02
16-Jun-17	MAT Supplies	Paper towel dispenser & rolls (LPH kitchen)	41.09
19-Jun-17	Mayland Service Station	Petrol (for strimmer & mower)	12.23
05-Jul-17	Wickes	Postcrete	15.45
			<b>144.79</b>

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

Quarterly Accounts - Cllr Spires proposed accepting the quarterly accounts for April – June 2017. Cllr Bush seconded the proposal. All in favour.

In order for payments to be made during the Parish Council recess, the Chairman proposed the signing of cheques outside of a meeting for August only. Cllr Oatham seconded the proposal. All in favour. All such payments will be reported at the next suitable meeting. Clerk to action.

**54. Financial and General Risk Assessment**

The Chairman proposed approval of the Financial and General Risk Assessment, subject to an amendment to correctly record the holder of keys to buildings and park areas. Cllr Massenhove seconded the proposal. All in favour. Clerk to amend document accordingly.

**55. Clerk's Report**

Each Councillor has received an update on matters from the previous meeting.

**56. Office**

Quotations and specification for a laptop computer were considered. The decision was deferred pending a quotation for a modified specification.

Clerk to review office furniture requirements.

It was noted that signage (which has been ordered) must be installed before Royal Mail can be requested to deliver to the Lawling Park Hall. Cllr Bush offered to prepare a temporary sign in order that this may be advanced.

It was confirmed that a video entry system will be installed.

**57. 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.

The Lawling Park Committee will discuss exclusion of dogs from the field at Lawling Park and make a recommendation to full council.

**58. Football**

Mayland Village Football Club's request for next season's pitches were considered along with a quotation for initial pitch marking. The Chairman proposed accepting the Football Club's proposal and agreeing total expenditure of £388.25 for initial marking of the five pitches. Cllr Gibson seconded the proposal. All in favour. Clerk to advise the Football Club of the decision and place order for initial pitch marking.

A request from the Football Club to install additional sockets for repositioning of the goals was considered. Cllr Spires proposed that the Club may install the new sockets, on the condition that it first provides and fits covers to the existing holes. The Chairman seconded the proposal. All in favour. Clerk to write to Football Club to advise of the decision.

Discussion of pitch fees and key arrangements are to be addressed by the Lawling Park Committee.

**59. Fire Maintenance**

Fire alarm monitoring was discussed. Cllr Massenhove proposed renewing the existing fire maintenance contract covering the fire alarm, extinguishers and monitoring. Cllr Pettitt seconded the proposal. 6 in favour; 1 object, motion carried. Clerk to action.

*Cllr Pettitt left the meeting at 9.35 p.m.*

Cllr Oatham and Cllr Bush agreed to explore an alternative fire alarm monitoring system for future consideration.

The meeting was closed at 9.40 p.m. giving regard to the 2.5 hour time restraint required by Standing Orders.

Outstanding business requiring attention will be addressed at a future meeting.

Date of next meeting, Tuesday 12<sup>th</sup> September 2017.