



**Minutes
of the Annual Meeting
MAYLAND PARISH COUNCIL**
held in the Lawling Park Hall
on Tuesday 10th May 2016
at 7.06 p.m.

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

Clerk: Mrs J Massenhove

In attendance: Mrs E Alabaster, Mayland Village Football Club

1. Election of Chairman

Cllr Pettitt proposed Cllr Evans as Chairman of Mayland Parish Council. Cllr Gibson seconded the proposal, 4 in favour; 2 abstain. Motion carried. Cllr Evans signed the Chairman's Declaration of Acceptance of Office.

2. Election of Vice Chairman

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

3. Apologies for Absence

Apologies were received from Cllr Hawkes and Cllr Lund.

4. Declarations of Interest

No interests were declared.

5. Minutes of the Previous Meeting

Cllr Gibson proposed accepting the minutes from the meeting held on 12th April 2016 with the addition of the word "no" to item 255 line 6, to read "as yet we have no idea what these changes will be". Cllr Spires seconded the proposal, all in favour. The minutes were amended accordingly and signed and dated as a true record.

The Chairman proposed accepting the minutes from the Finance Committee meeting held on 12th April 2016. Cllr Massenhove seconded the proposal, all in favour. The minutes were signed and dated as a true record.

The Chairman closed the meeting at 7.20 p.m. and opened the public session.

6. Public Discussion

Marking of the pitches for the Football Club's fun day on 16th July was discussed with Mrs Alabaster. It was noted that it would be prohibitively expensive to maintain the existing pitch markings until that date, but that our grass cutting contractor has offered the use of marking equipment for the club to re-mark the pitches for its event.

The Clerk asked that the Football Club submits its request for next season's pitches in time for the July Lawling Park Committee meeting. In the meantime the Clerk will obtain a quotation for initial pitch marking so that expenditure for initial marking of next season's pitches can be agreed at the July LPC meeting.

Cllr Oatham joined the meeting at 7.25 p.m.

Mrs Alabaster requested the use of the hall and changing rooms for the Football Club's fun day. She also asked if parking on the field would be permitted as it was likely that the car parks alone would not provide sufficient parking. Cllr Spires replied that this would be allowed in principle, so long as the field surface is not too soft.

The Chairman closed the public session and re-opened the meeting at 7.28 p.m.

7. Terms of Reference of Committees

Lawling Park Committee

The Chairman proposed accepting the terms of reference for the Lawling Park Committee subject to an addition to point k) to include 'setting of hire fees for hall and park facilities'. Cllr Massenhove seconded the proposal, all in favour. Clerk to update the document accordingly.

Neighbourhood Plan Committee

The Chairman proposed accepting the terms of reference for the Neighbourhood Plan Committee subject to an amendment to point d) to confirm election of the committee chairman 'annually by the Committee at its first meeting' (rather than by full council). Cllr Massenhove seconded the proposal, all in favour. Clerk to update the document accordingly.

Personnel Committee

No changes required.

8. Committee Membership

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

- Lawling Park Committee - Cllrs Duncan, Evans, Oatham, Pettitt, Spires and Lund;
- Neighbourhood Plan Committee - Cllrs Duncan, Evans, Gibson, Spires and substitute member Cllr Pettitt and
- Personnel Committee - Cllr Evans, Massenhove, Oatham and Pettitt.

Cllr Massenhove seconded the proposal, all in favour.

9. Standing Orders

Cllr Gibson proposed accepting the standing orders, subject to the following amendments: -

- 5j(xiii) to read 'Review of Financial and General Risk Assessment'
- 5j(xviii), review of press/media policy, to be deleted
- 3u reference to 4d(viii) to be corrected to 4d(vii) for quorum of a committee or sub-committee meeting

Cllr Spires seconded the proposal, all in favour. Clerk to update the document accordingly.

10. Financial Regulations

Review of the council's Financial Regulations was deferred to the next meeting to allow councillors the opportunity to consider a new model document.

11. Appointment of Representatives

The Chairman proposed the following appointments of representatives to specific areas of interest: -

- | | |
|---------------------------------|-------------------------|
| • Emergency Officer | Cllrs Evans and Pettitt |
| • 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 |
| • Essex Coastal Forum | Cllr Oatham |

Cllr Gibson seconded the proposal, all in favour.

12. Asset Register

Additions to the asset register since its last review were noted.

13. Insurance

The insurance documents were considered.

It was noted that the policy schedule makes specific reference to legionella, including the requirement for a regular risk assessment to be carried out to assess the risk of legionella and the suitable management of any risk of legionella. The Clerk reported that professional water hygiene risk assessments are carried out regularly and that we are in the process of implementing recommendations arising from these. Councillors discussed this and considered that the insurer's requirements are being complied with.

Cllr Massenhove proposed accepting the insurance documents. The Chairman seconded the proposal. All in favour.

14. Subscriptions

Cllr Pettitt 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
- RCCE Halls Membership
- NALC/EALC
- PRS

Cllr Massenhove seconded the proposal, all in favour.

15. Complaints Procedure

Cllr Massenhove proposed accepting the existing complaints procedure (adopted June 2015). Cllr Pettitt seconded the proposal, all in favour.

16. Freedom of Information and Data Protection

Cllr Massenhove proposed accepting the existing publications scheme (adopted February 2016). Cllr Pettitt seconded the proposal, all in favour.

17. Meeting Dates

A draft calendar of meetings was considered and amendments made. The Chairman proposed agreeing the amended list of meeting dates for 2016-17 with an earlier start time of 7.00 p.m. Cllr Duncan seconded the proposal, all in favour.

18. Finance and Risk Assessment

All payments and receipts were presented to the committee. The Chairman proposed accepting both the payments and receipts, and also ratifying of the transfer between the council's own bank accounts, as the sum transferred requires full council authorisation. Cllr Massenhove seconded the proposal, all in favour. The cheques were signed. All payments and receipts are listed below: -

TRANSFERS

Date	From	To	£
05-May-16	Current Account	Deposit Account	30,000.00
			30,000.00

PAYMENTS

Date	Payee	Service/supply	£ Gross
10-May-16	Zurich Municipal	Insurance June 2016 - May 2017	2,153.54
10-May-16	Mayland Amateur Boxing Club	Key deposit refund	15.00
10-May-16	The Printing Place Ltd	Printing of Annual Review	467.75
10-May-16	A & J Lighting Solutions	Street light repair	368.40
10-May-16	MSJ Garwood	Grass cutting to 28/4/16	1,451.14
10-May-16	MSJ Garwood	Spraying of russian vine at MNR	60.00
10-May-16	Joy Williams	Cllr expenses - Cllr Duncan mileage (training)	5.40
10-May-16	Jamie-Scott Baxter	Update/amend draft Neighbourhood Plan	1,000.00
10-May-16	ASAP Office Services	Internal audit	144.90
10-May-16	MPC Staff	Staff expenses - mileage (weedkiller/lubricant)	10.80
10-May-16	A & J Lighting Solutions	Street lighting maintenance	50.40
10-May-16	British Telecommunications plc	Phone services	38.82
10-May-16	Brown Brothers Distribution Ltd	Gravitex paint	226.80
10-May-16	Casual hirer of LPH	Hall deposit refund	50.00
10-May-16	Casual hirer of LPH	Hall deposit refund	50.00
10-May-16	Mrs J Massenhove	Petty cash	47.00
10-May-16	Kompan Ltd	Various small parts for toddler play area maint.	157.20
25-May-16	MPC Staff	Staff wages	1,556.88
			7,854.03

RECEIPTS

Date	Received from	Description	£
27-Apr-16	D Down	Hall hire, April	48.00
27-Apr-16	Heybridge APS	Key deposit and electricity cards	23.00
27-Apr-16	Casual hirer of LPH	Electricity cards	1.00
29-Apr-16	Maldon District Council	Half annual precept	40,000.00
04-May-16	Maylands Youth Group	Hall hire, 1st half summer term	96.00
04-May-16	Resident	Tennis court hire	3.00
			40,171.00

PETTY CASH

Date	Payee	Service/supply	£ Gross
06-May-16	Post Office	Stamps	31.56
09-May-16	Tesco	Petrol	9.53
09-May-16	Mayland Service Station	Petrol	5.91
			47.00

The Chairman signed a copy of the payments and receipts list. Cllr Pettitt signed the bank reconciliation and statement for April.

Internal auditor's report

The internal auditor's report and its recommendations were noted. The recommendations are to ensure that VAT receipts are obtained for petty cash spent, continue work on the asset register and hold annual staff appraisals.

Direct debits

Cllr Gibson proposed approving the council's direct debits. Cllr Massenhove seconded the proposal, all in favour. The agreed direct debits are listed below: -

Payee	Service/supply	£ Gross /month
Eon	tennis court lighting electricity	31.00
Eon	Lawling Park Hall electricity	78.00
Eon	street lighting	approx. 95.00
BT	e-mail address	5.00 (ends in July)

Appointment of the internal auditor

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

Financial and general risk assessment

All councillors had received a copy of the draft Financial and General Risk Assessment for 2016-17. Cllr Pettitt proposed accepting the document with the addition of a specific reference to legionella. Cllr Duncan seconded the proposal. Clerk to update the document accordingly.

19. Annual Governance Statement

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

20. Accounting Statements

All councillors had received a copy of the council's income and expenditure account and the year end balance sheet. Cllr Massenhove proposed accepting the Accounting Statements. Cllr Gibson seconded the proposal. All in favour. Section 2 of the Annual Return was duly signed by both the Chairman and the Clerk (RFO).

It was noted that the internal audit has been completed and that the Annual Return will now be submitted to the external auditor.

21. Planning

The following application was noted: -

- PDE/MAL/16/00442 (For information only – no comment is required from MPC)
Single storey rear extension which would extend beyond the rear wall of the original house by 4m, height to the eaves would be 2.4m and the maximum height would be 2.4m
Four Seasons Esplanade Mayland Essex

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

- HOUSE/MAL/16/00010
Erection of rear single storey 25sqm flat roof extension. Demolition of existing porch.
Extension of front single storey 1.75sqm porch. Replacement of existing garage door with window to create new ground floor bedroom
57 Nipsells Chase Mayland Essex CM3 6EH
APPROVE

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

- Retrospective planning permission for an outbuilding, used as annexe accommodation with associated decking and balustrading.

28 Steeple Road - Mayland
APPEAL ALLOWED

22. Clerk's Report

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

23. 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.

24. Neighbourhood Plan Committee

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

Cllr Oatham left the meeting at 9.00 p.m.

25. S106 Expenditure

The engagement of a project manager for works to the hall was discussed.

Cllr Gibson declared an interest in this item, the nature of the interest being a family connection.

Cllr Massenhove proposed that Cllr Spires discusses with the suggested project manager the nature and extent of the engagement to act as project manager and provide a specification for the hall improvements, in order that a written proposal and terms of business may be sought. Also that, subject to the Lawling Park Committee's approval of the written proposal and terms of business, the LPC be authorised to agree expenditure up to £7,000 for these services. The Chairman seconded the proposal. All in favour.

The Clerk made reference to the play equipment requirement of the S106 Agreement. Councillors requested additional quotations for a half-pipe addition to the skate park and for an astroturf type surface for the tennis court nearest to the hall.

26. Chairman's Allowance

Councillor Spires proposed expenditure of £40 for the gift, in recognition of her services to the village, for Mrs Holden, and up to £60 total for the annual gifts to the gate volunteers. Cllr Massenhove seconded the proposal. All in favour, motion carried.

Cllr Gibson left the meeting at 9.28 p.m.

27. Highways

Cllr Duncan reported that the concrete is breaking up outside number 1 Bakersfield. Clerk to report this to Highways.

Cllr Pettitt left the meeting at 9.30 p.m.

Cllr Massenhove reported that the double yellow lines around the orchard estate require repainting. Clerk to report this to Highways.

Cllr Duncan reported that the Mayland Green bus cage requires repainting. Clerk to report this to Highways.

28. Parks & Open Spaces *including George Everitt Memorial Park, Cardnell Brothers*

Memorial Park Field & Mayland Nature Reserve

Nothing to report.

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

Nothing to report.

30. Footpaths

Cllr Massenhove reported the poor condition of the footpath surface on the section of the public right of way passing Cherry Alley play area. Clerk to report this to Highways.

31. CCTV

Nothing to report.

32. Correspondence

- HM Revenue & Customs – letter advising of changes to the way VAT refunds are claimed for local authorities. Noted.
- Maldon District Council – Minutes and Reports of the Council and its Committees March/April 2016. These are being circulated.
- Maldon District Council – letter advising that hard copy minutes will no longer be supplied to the parish council and providing links to the relevant pages of the council's website. Noted.
- Grant application – to be added to next agenda for a decision.
- Eon – letter informing of a change to the company's terms and conditions. Noted.
- Essex County Council – copy of a public notice giving details of road closures for roadworks to be carried out from 20th May. Noted - none of these road closures relates specifically to Mayland.

33. Items for Next Agenda

Grant application decision

S106 expenditure

Review of Financial Regulations

The meeting closed at 9.45 p.m.

Date of next meeting, Tuesday 14th June 2016