



Minutes
of the meeting of
MAYLAND PARISH COUNCIL
held in the Lawling Park Hall
on 13th September 2016
at 7.10 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
9 members of the public

85. Apologies for Absence

Apologies were received from Cllrs Lund and Massenhove.

86. Declarations of Interests

No interests were declared.

87. Minutes of the Previous Meeting

Cllr Duncan proposed accepting the minutes from the meeting held on 12th July 2016. Cllr Spires seconded the proposal, all in favour. The minutes were signed and dated as a true record.

Cllr Duncan proposed accepting the minutes from the extraordinary meeting held on 2nd August 2016. Cllr Spires seconded the proposal, all in favour. The minutes were signed and dated as a true record.

With regard to the draft minutes of the extraordinary meeting held on 9th August 2016, Cllr Pettitt advised that she had declared an interest in item 84 and did not add any formal comment. The minutes were amended to remove the words "and Cllr Pettitt" from line 8 of item 84. The Chairman proposed accepting the amended minutes. Cllr Oatham seconded the proposal, all in favour. The minutes were signed and dated as a true record.

The Chairman adjourned the meeting at 7.17 p.m. to allow public discussion.

88. Public Discussion

A resident requested an update on maintenance at the Mayland Nature Reserve. The Clerk confirmed that a tree survey has now been carried out and that noting of the arboriculturist's findings and agreement on further action are included within this meeting's agenda.

A resident informed the council that dog fouling is a particular problem along the sea wall. Clerk to request assistance from the Park Rangers with this issue. It was noted that there are five dog waste bins in the vicinity of the sea wall; if any of these is in particularly poor condition, it may be possible to obtain a replacement.

A resident enquired after missing signage on entering the village and missing street name signs at Wembley Avenue (near the junction with the Drive) and The Drive (Steeple Road junction). Clerk to contact Highways to ask when these are likely to be replaced.

A resident referred to the inadequate signage relating to the restricted byway section of Nipsells Chase. The Clerk stated that the need for appropriate signage to alert vehicles to the restrictions, for the benefit of both residents and drivers, has been reported to Highways.

A resident reported fly-tipping on the unmade section of Nipsells Chase. Clerk to inform Maldon District Council. The Chairman added that members of the public could assist by also reporting fly-tipping directly to MDC.

A resident, referring to the new waste collection contract, reported that new waste bins have been provided to her property, but the old ones have not been removed. D Cllr Helm advised contacting Maldon District Council.

The applicants for the councillor vacancy were asked to leave the room and were then invited back individually to explain their reasons for wishing to be a councillor.

The meeting resumed at 8.07 p.m.

89. Councillor Vacancy

All applicants had previously confirmed in writing their eligibility to be a councillor; correspondence had been forwarded to all councillors. The applications were discussed whilst the applicants remained outside the room. The Chairman proposed co-opting Mrs Margaret Gilmore onto the parish council and inviting Mr Charlie Hailes to join the Neighbourhood Plan Committee. Cllr Oatham seconded the proposal, all in favour. Motion carried. The Chairman advised the applicants of the council's decision. The new councillor signed her Declaration of Acceptance of Office.

90. Planning

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

- FUL/MAL/16/00917
Extension to the existing parish hall and changing rooms
Lawling Park Hall Katonia Avenue Mayland Essex

Cllr Oatham proposed supporting this application. Cllr Gibson seconded the proposal, all in favour. The recommendation to MDC is the granting of planning permission.

- FUL/MAL/16/00794
Demolition of existing dwelling and construction of three bedroom dwelling
Osea View Esplanade Mayland Essex

6 approve; 1 objection, therefore the recommendation to MDC is the granting of planning permission. The following reasons are given: -

- The proposed dwelling is of improved quality relative to the existing property.
- Sufficient parking is provided.
- There is no negative impact on neighbours.
- The site is not within flood zone 3.

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

- FUL/MAL/16/00445
Construction of a one bedroom bungalow
Land Adjacent Whispering Trees Mayland Green Mayland Essex
REFUSE
- LDP/MAL/16/00709
Claim for Lawful Development Certificate for proposed development: Single storey rear extension.
Lermoos 32 Wembley Avenue Mayland Essex
APPROVE
- HOUSE/MAL/16/00700
Proposed hall extension and garage conversion
5 Bramley Way Mayland Essex CM3 6ER
APPROVE

- TELPN/MAL/16/00913
Installation of a cabinet, box, pillar, pedestal or similar apparatus which does not exceed 1.8 metres in height or where the ground or base area does not exceed 1.5 square metres.
Land Outside 73 Nipsells Chase Mayland Essex
PRIOR APPROVAL NOT REQUIRED

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

- FUL/MAL/15/01190 (Appeal Ref: APP/X1545/W/15/3148794)
Land At Firth View Steeple Road Mayland
Demolition of the existing barn and the erection of a new two bedroom bungalow with parking provisions and amenity space
APPEAL DISMISSED

The following appeal against MDC's decision to refuse planning permission was noted and additional comment to the Planning Inspectorate was agreed: -

- OUT/MAL/15/00610 PP-04126564
Development of land for 50 new dwellings, new vehicular access onto Orchard Drive, internal roads, footways and cycle links, open space, and landscaping.
Land South West Of Riversleigh Nipsells Chase Mayland Essex

The council's previous comments remain valid but it wishes to add the following: -

- The local infrastructure relating to community health services are already under great strain; such an increase in population would stretch them further.
- The access route through Orchard Drive is unacceptable.

An architects' project update relating to proposals for site development at Sea View Parade was discussed. Clerk to feed back the council's comments to the architects: -

- Whilst the design remains acceptable, there is concern regarding the relocation of the property to the east, thus affecting the existing footpath.

91. Finance

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

Councillors received a list of all payments and receipts for August. The Chairman proposed approving them. Cllr Gibson seconded the proposal, all in favour;

Councillors received a list of all payments and receipts for September. Cllr Oatham proposed approving them. Cllr Gibson seconded the proposal, all in favour.

The approved payments and receipts are listed below: -

August payments and receipts: -

TRANSFERS

Date	From	To	£
29-Jul-16	Community account	Ayletts Account	41.50
29-Jul-16	Deposit account	Community Account	15,000.00
			15,041.50

PAYMENTS

Date	Payee	Service/supply	£ Gross
09-Aug-16	Graffiti Hotline	Graffiti remover	18.91
09-Aug-16	Wicksteed Leisure Ltd	Wetpour kit and fixing tool	97.20
09-Aug-16	PKF Littlejohn LLP	External audit	360.00

09-Aug-16	A & J Lighting Solutions	Street lighting maintenance	50.40
09-Aug-16	Enhanced Security Solutions	CCTV maintenance visit	228.00
09-Aug-16	M S J Garwood	Grass cutting to 28-7-16	1,711.60
09-Aug-16	Brown Brothers Distribution	Gravitex paint	136.08
09-Aug-16	Diamond Windows	Supply/install windows to LPH	7,467.00
09-Aug-16	CPRE	Annual membership	36.00
09-Aug-16	EALC	Clerks training (three 1 day courses)	245.00
09-Aug-16	Southminster Parish Council	Donation towards annual children's event (S137)	50.00
09-Aug-16	Mayland Village Football Club	Pitch deposit refund	50.00
09-Aug-16	Mrs J Massenhove	Staff expenses (mileage/parking for training)	28.10
09-Aug-16	Mrs J Massenhove	Petty cash	104.52
25-Aug-16	MPC Staff	Staff wages	1,676.43
			12,259.24

RECEIPTS

Date	Received from	Description	£
13-Jul-16	Casual hirer of LPH	Hire of changing rooms	10.00
13-Jul-16	Ayletts Charity	Annual distribution	41.50
13-Jul-16	Various residents	Tennis court hire	12.00
25-Jul-16	Maylands Youth Group	Hall hire to 8-9-16	176.00
25-Jul-16	Mayland Village Football Club	Pitch Fees Dec '15 - May '16 & container licence	505.00
27-Jul-16	HMRC	VAT refund	2,754.93
08-Aug-16	EALC	Share of Maldon bursary fund	15.00
			3,514.43

PETTY CASH

Date	Payee	Service/supply	£ Gross
19-Jul-16	House of Fraser	Gift for Mrs Hawkes	56.00
01-Aug-16	Makro	Cleaning products & washroom consumables	48.52
			104.52

September payments and receipts: -

TRANSFERS

Date	From	To	£
08-Sep-16	Community account	Deposit account	20,000.00
			20,000.00

PAYMENTS

Date	Payee	Service/supply	£ Gross
13-Sep-16	Hallwood Associates	Tree survey	624.00
13-Sep-16	Maldon District Council	Park Ranger services, July	218.16
13-Sep-16	Information Commissioner	Data protection registration renewal	35.00
13-Sep-16	Gregory Nichols	Architect services and disbursements	1,935.50
13-Sep-16	MSJ Garwood	Grass cutting to 28-8-16	1,238.82
13-Sep-16	Maldon District Council	Park Ranger services, August	218.16
13-Sep-16	Casual hirer of LPH	Hall deposit refund	50.00
13-Sep-16	Mrs J Massenhove	Staff expenses (mileage/parking for training & 6 months' use of home office)	309.20

13-Sep-16	Mrs J Massenhove	Petty cash	97.35
23-Sep-16	MPC Staff	Staff wages	1,647.55
30-Sep-16	HM Revenue & Customs	Tax and NI	1,155.65
			7,529.39

RECEIPTS

Date	Received from	Description	£
03-Aug-16	Various residents	Tennis court hire	15.00
25-Aug-16	Maldon District Council	Half annual precept	40,000.00
			40,015.00

PETTY CASH

Date	Payee	Service/supply	£ Gross
02-Aug-16	Wickes	Guttering	4.39
02-Sep-16	Norton Store	Norton 360 1 year subscription	74.99
05-Sep-16	Tesco	Petrol (for mower and strimmer)	5.42
05-Sep-16	Wickes	Guttering	12.55
			97.35

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

93. Neighbourhood Plan Committee
Each Councillor has received a copy of the minutes from the September NP meeting.

94. Clerk's Report
Each Councillor has received an update on matters from the previous meeting.

95. Staff Pensions
The council having given the necessary 28 days public notice, Cllr Pettitt proposed admitting the post of Clerk to the Local Government Pension Scheme operated by Essex County Council. The Chairman seconded the proposal, all in favour. Motion carried.

The Chairman proposed setting a date of 1st November 2016 for admission of the post of Clerk to the Local Government Pension Scheme. Cllr Gibson seconded the proposal, all in favour. Motion carried.

Clerk to send the application and supporting documents to the LGPS administrator.

96. S106 Expenditure
It was noted that the planning application for the hall extension has been submitted. The architect will now prepare the Building Regulation Application, in advance of the planning decision and the production information in order that we can be in a position to appoint a building contractor this year so that works can commence early in the New Year to ensure the contract is completed before June 2017.

Cllr Oatham advised that whilst extending the hall, the CCTV system will also need to be updated. Clerk to seek confirmation from MDC's S106 Officer that this may be included within the S106 expenditure. Cllr Oatham suggested that an internet connection to the hall might also be factored in.

97. Highways
Deferred to next meeting.

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

The findings of the recent tree surveys were noted. We are advised that an ash at Lawling Park and a willow at the Drive end of Bakersfield Walk should both be felled to ground level. We are also advised that a woodland management plan should be developed for Mayland Nature Reserve. There were no causes for concern identified at Cherry Alley, Cardnell Brothers or Everitt's. Clerk to confirm with the arboriculturist whether it is essential that the identified trees are felled to ground level, or if a taller stump may be left (to avoid creating a trip hazard). Clerk to obtain quotations for felling/removal of the trees as recommended and also for a woodland management plan for MNR.

It was noted that a bollard is missing from Cardnell's. Clerk to purchase a replacement.

Overgrown vegetation at Gladwell Walk was noted. Clerk to ask our Groundsman to clear the undergrowth, or to advise if assistance is required. Maintenance of trees at Gladwell Walk is to be reviewed subsequently.

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

Cllr Oatham proposed that the parish council accepts Essex County Council's invitation to take part in its *Where Does Water Go?* project to map ordinary watercourses within the parish. Cllr Spires seconded the proposal. All in favour. Clerk to contact ECC to confirm that MPC wishes to participate.

100. Footpaths

Nothing to report.

101. CCTV

Cllr Duncan reported damage to a CCTV column. Cllr Oatham to investigate.

102. Correspondence

- PKF Littlejohn LLP – Certified Annual Return and letter confirming completion of the limited assurance review for the year ended 31st March 2016 – noted.
- EALC – Covering letter with training refund cheque - noted.
- Essex Wildlife Trust – information regarding EWT's AGM and members' day - noted.
- Southminster Parish Council – letter of thanks for donation received - noted.
- EALC – invitation to AGM and conference event – any councillor wishing to attend should contact the Clerk.
- Ringway Jacobs – Copies of public notices relating to temporary footpath closures – noted.
- Marie Curie Essex Fundraising Office – donation/volunteer request – Clerk has provided MPC grant information.
- Maldon District Council – information regarding Saltmarsh 75 - noted.

103. Items for Next Agenda

Eligibility for General Power of Competence
Staff pay review
ECC - transport

The meeting closed at 9.35 p.m.

Date of next meeting, Tuesday 11th October 2016.