



Minutes
of the meeting of
MAYLAND PARISH COUNCIL
held in the Lawling Park Hall
on Tuesday 8th May 2018
at 7.03 p.m.

Present: Cllr Evans (Chairman) Cllr Oatham (Vice-Chairman)
 Cllr Spires Cllr Bush
 Cllr Edwards Cllr Peters
 Cllr Sibthorpe Cllr Theckston

Clerk: Mrs L Whitefield

In attendance: D Cllr Penny Channer , D Cllr Michael Helm

244 Members' Apologies for Absence
Apologies from Cllr Pettitt due to illness.

245 Declarations of Interests
None

246 Minutes of the Previous Meeting
Cllr Spires proposed accepting the minutes from the meeting held on 10th April 2018. Cllr Bush seconded the proposal. All in favour. The minutes were signed and dated as a true record.

247 Public Discussion
D/Cllr Penny Channer gave her report:

- MDC has held a recent apprenticeships event which was successful
- MDC Design Guide nominated planning award
- A Drivewell event was held to check cars and give advice to young drivers
- Livewell Grant Scheme– opportunity for funding in community to help with obesity and health issues. Possible help available towards new gym equipment in our village.
- Affordable housing – to give views
- MDC is now a hate incident reporting centre.
- CPO operate Tru-Cam scheme which has been very successful. Parishes can request CPO to come and monitor certain areas in community.
- Cllr Bush asked about finding out when CPO visits the village and their duties. D/Cllr Channer to follow up email already requesting this.
- D/Cllr Channer to look into the lack of Police bailiffs on the river.

248 Finance
Councillors received a list of all payments and receipts. The approved payments and receipts are listed below: -

PAYMENTS

Date	Payee	Service/supply	
10-Apr-18	MSJ Garwood	Overmarking football pitches	259.80
10-Apr-18	EALC	New Clerks briefing – 19 th April	60.00
8-May-18	Ernest Doe & Sons	Oil & Filter	14.22

8-May-18	Maldon District Council	2 x scale swing seats for park	211.87
8-May-18	EALC	Minutes & Agenda/Standing Order training	120.00
8-May-18	EALC	Affiliation Fees	687.66
8-May-18	Mrs L Whitefield	Petty Cash	41.89
8-May-18	RCCE	Annual Membership	60.00
8-May-18	Lisa Bridges	Deposit refund for 21/4/18	50.00
25-May-18	Staff Wages	Staff Wages	1,960.83
			3,466.27

RECEIPTS

05-Apr-18	Community Protection Fine	Fee from speeding incident	120.00
19-Apr-18	R. Restell	Hall Hire & Deposit 5/4/18	74.00
19-Apr-18	Carly Bluett	Hall Hire & Deposit 24/6/18	66.00
23-Apr-18	Sirran Elves	Hall Hire for April	120.00
26-Apr-18	VAT REFUND	Vat return from Jan – Mar 2018	1,180.52
26-Apr-18	Mayland Youth Group	Hall Hire	208.00
26-Apr-18	D Down	Hall Hire 17/4, 20/4	16.00
30-Apr-18	Maldon District Council	Precept	48,655.00
01-May-18	D Down	Hall Hire 24/4, 27/4, 1/5, 4/5	32.00
01-May-18	Faye Wharton	Hall Hire & Deposit 13/5/18	82.00
			50,633.52

ETTY CASH

Date	Payee		
10-Apr-18	Mayland Service Station	Petrol for Mower	6.00
16-Apr-18	Ebay	Emergency Light	15.99
21-Apr-18	Wickes	Postcrete for bollard	10.34
			32.33

Cllr Evans and Cllr Spires signed the cheques and Cllr Theckston verified and signed the bank reconciliation.

249 Clerk's Report

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

It was resolved to accept the quote from Len Moore to trim the trees in Bakersfield

250 Lawling Park Committee including Bakersfield, Lawling Playing Field & Dog Walk Area

Councillors noted receipt of the draft minutes from the April LPC meeting.

- Enquiry for sequence dance class in the hall. Certain parking requirements discussed.
- **It was resolved** to accept a quote for £95 from Fordesigns for a new sign for the car park gate. New bar needs to be added to make it more secure.

- List of hall hire costs needed to work out new hire fees.
- Drains in the changing rooms to be jet washed on 11th May.
- Rubbish problem in the hall is ongoing. Contractors not emptying bin in car park. Clerk in liaison with MDC.
- A quote from a contractor to build a new cupboard in the hall was discussed. All quotes received are between £700-£900. **It was resolved** for Cllr Oatham and Cllr Bush to source the materials themselves and build it with a budget of £500.
- Maintenance contract with WFP discussed. **It was resolved** to sign this contract. Cllr Evans proposed and Cllr Edwards seconded it.
- Discussion about Public footpath sign in Bakersfield. Cllr Spires to check signage.
- Discussion about purchasing a projector to use for planning now the paper copies have been stopped. **It was resolved** to speak with Linda Haywood regarding her projector. Clerk to action.
- Builders snagging list discussed. Clerk to contact builders with outstanding items.

251 Neighbourhood Plan Committee

Councillors noted receipt of the draft minutes from the May NP meeting.

- Discussion about whether the community café will share a stand with us at the Village Festival. Cllr Spires will speak to Linda Haywood regarding the risk assessment.

252 Parks & Open Spaces

Cllr Evans proposed that the line marking machine be disposed of. Cllr Spires seconded this proposal. Clerk to inform groundsman.

253 Village Environment

- Bus stop shelter on Steeple Road has been damaged by an accident. Discussion about whether to claim on the insurance or not. Cllr Sibthorpe to ask the parishioners on facebook whether to rebuild the shelter or to just leave as a bus stop.
- 'Welcome to Mayland' sign is missing from the gated entrance to the village. Clerk to contact ECC Highways.
- Bus stop sign is missing from the lamp post in Wembley Avenue. Clerk to contact ECC Highways.

254 CCTV

- One camera is not working by play area. It doesn't focus properly. Once other CCTV cameras are installed this can be looked at.
- Police requested CCTV footage of an assault on 2 youths in Lawling Park. Footage given to Police showing incident.

255 Insurance

It was resolved to accept the renewal quote from Zurich Insurance Company for this year's cover providing it is within a 10% increase from last year. Cllr Oatham proposed and Cllr Spires seconded. Clerk to action.

256 Annual Review

Discussion about the need to send out copies of the Annual Review. Most thought this was an unnecessary expense. It was thought that once on the website and on the notice board that it could be stated that if anyone wanted a hard copy that it could then be produced. It should be made clear that the Councillors are all volunteers and that they do not have a deciding vote when it comes to planning.

257 Office

- General Data Protection Regulation – Clerk confirmed procedures in place to keep to these new regulations. In consultation with MDC. To look at CCTV policy and who else can view recordings other than Cllr Oatham. Clerk to check that Cllr Bush has a current CRB check.
- Boardroom table has now been delivered
- ***It was resolved*** that the Clerk could purchase some pictures and other décor items to make the office more attractive.

258 Staff

- Clerk has a meeting with Financial Advisor to arrange her pension
- Contract was signed by the Clerk and the Chairman
- Staff Wages have all increased in line with the recent NALC pay scales.
- ***It was resolved*** for the Clerk to submit a monthly time sheet and annual leave form to the Chairman each month for her to confirm and sign.
- Clerk will not be in the office for the first two weeks of July but will still attend meetings and answer emails at home. This was agreed at the time of interview.

259 Correspondence

- ***It was resolved*** to donate £400 to support the grass cutting at St Barnabus Church. Clerk to advise.
- RCCE Update
- Report from County Councillor – Ron Pratt

The meeting was closed at 9.25 pm.

Date of next meeting, Tuesday 12th June 2018