



Minutes
of the meeting of
MAYLAND PARISH COUNCIL
held in the Lawling Park Hall
on Tuesday 12th June 2018
at 7.04 p.m.

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

Clerk: Mrs L Whitefield

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

25 Members' Apologies for Absence

Apologies from Cllr Edwards and Cllr Theckston

26 Declarations of Interests

None

27 Public Discussion

D/Cllr Helm informed the council that two planning applications were going to the area planning committee.

- D/Cllr Channer was delighted to report that Maldon District Council had won an award of Excellence for their Design Guide which was a prestigious award to win.
- MDC were using Ignite to look at the structure and organisation of their Council.
- A resident has asked for a bus stop to be put in Southminster Road, opposite the old school. D/Cllr Channer chasing this.
- No response from Highways regarding who is responsible for land where the damaged bus shelter is on Steeple Road. Clerk to send her emails to D/Cllr Channer for her to chase up.

28 Terms of Reference for Committees

Cllr Oatham read the Terms of Reference for the Finance Committee. As the Finance Committee does not agree the draft budget or recommend a precept, points k (ii) and (iii) were removed. Also point k (vi) was removed as Lawling Park Committee reviews all fees and charges and not the Parish Council. All in favour to accept these changes.

Cllr Oatham read the Terms of Reference for the Personnel Committee. No changes to be made. All in favour of these terms.

29 Committee Membership

It was proposed that Cllr Sibthorpe join the Neighbourhood Planning Committee and Cllr Peters to join the Lawling Park Committee. All councillors were part of the Finance Committee.

30 Councillor Vacancy

Cllr Evans read out part of the report from Maldon District Council regarding the requirements to increase the number of councillors. It was resolved to not pursue this at this time but Cllr

Spires made the point that **ALL** councillors should take an active part in the work of the Council.

31 Standing Orders

All Councillors have received the Model Standing Orders 2018. All Councillors in favour of accepting these apart from Cllr Oatham as he has yet to read them.

- **It was resolved** that Agendas should be delivered by post or email on a Wednesday to allow sufficient time before the meeting.

32 Appointment of Representatives

Transport Representative needed to attend meetings and report back to the Council.

It was agreed to put an advert in the Mayland Mayl for someone to fill this role. Clerk to action.

33 Planning

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

- **18/00547/HOUSE IAP00017146 -001**
Demolition and rebuild of existing single storey detached garage & workshop in rear garden of existing dwelling house
Bien Venue 110 The Drive Mayland Essex

There were no objections and no additional comment to MDC.

Cllr Spires has been approached by a resident in Mayland close regarding a planning application which he has not given planning permission for. D/Cllr Channer and D/Cllr Helm recommended advising MDC Planning immediately. Clerk to action.

34 Parish Trigger

Clerk read out a report from Cllr Edwards after he attended a meeting on 30th May regarding MDC decision to remove the parish trigger and all paper copies for planning applications. All were not happy with the support for the Parish Council's comments on the planning applications by the district councillors and the planning officers. The meeting suggested that a shorter letter is composed and be sent out to all the district parish councils who will then be asked to sign it to show their support for action against the Council.

Letter from Maldon Town Council was then read out and then signed by all the Councillors. Clerk to send on as directed by MTC.

Discussion with District Councillors about the planning process and whether training would be beneficial to help Parish councils with applications. Planning committees get full report of application and Parish councils only see a part of this.

Clerk to print the report from the Area Committee Meetings.

35 Finance

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

PAYMENTS

Date	Payee	Service/supply	
08-May-18	MSJ Garwood	Football pitches/grounds maint.	2,486.84
08-May-18	Zurich Municipal	Insurance2018/19	2,651.69

12-Jun-18	EALC	Budget & Training for Clerk	60.00
12-Jun-18	EALC	Councillor Training	296.00
12-Jun-18	Office IS Ltd	Office Stationary	90.62
12-Jun-18	Cummins & Jennings	Paint & Rollers	91.20
12-Jun-18	WFP Ltd	Fire Alarm Monitoring	180.00
12-Jun-18	Maldon District Council	Annual play site inspection	201.60
12-Jun-18	Maldon District Council	Protection Officers - April	229.46
12-Jun-18	MSJ Garwood	Overmarking/maintenance	1,851.23
12-Jun-18	R Bush/J Oatham	Cupboard construction	460.00
12-Jun-18	L Whitefield	Voipfone, Petty Cash, Mileage	109.39
12-Jun-18	Faye Wharton	Deposit Refund 13/5/18	50.00
12-Jun-18	Hayley Allen-Dudley	Deposit Refund 27/5/18	50.00
12-Jun-18	4Tec Limited	Internal Audit on site & report	357.00
12-Jun-18	Len Moore	Tree trimming in Bakersfield (2 invoices)	480.00
25-Jun-18	MPC Staff	Staff Wages	2,280.55
30-Jun-18	HMRC	Tax and NI	1,328.74
			13,254.32

RECEIPTS

09-May-18	Mayland Village Football Club	Pitch Fees May 2018	160.00
17-May-18	E.Havis	Zumba hall hire	220.00
25-May-18	Virgin Care	Play & Stay Hire to end of June	80.00
25-May-18	S. Elves	Inside Out Dance class hire for May	128.00
06-Jun-18	James Houghton	Hall Hire & Deposit 25/8/18	90.00
06-Jun-18	D. Down	Hall Hire 8/5-18/5	32.00
06-Jun-18	D. Down	Hall Hire 22/5-8/6	32.00
06-Jun-18	Casual Hirer	Tennis Court fee	17.00
			759.00

PETTY CASH

Date	Payee		
08-May-18	Voipfone	Fee (5/5/18)	2.40
09-May-18	Tesco	Petrol for Mower/Strimmer	7.91
17-May-18	Lidl	Bin Liners, white sacks	1.80
28-Mar-18	All Seasons	Storage Boxes for office	20.00
23-May-18	Asda	Ant killer	2.48
24-May-18	Morrisons	Tea Towels	5.00
			19.59

Cllr Evans and Cllr Spires signed the cheques and Cllr Pettitt signed the list of payments. Cllr Pettitt proposed accepting this list and Cllr Sibthorpe seconded it. All in favour.

Cllr Oatham had looked into changing the bank account to Santander. It was found that the charges for the appropriate bank account were too high so Clerk to source another bank.

36 Clerk's Report

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

37 Lawling Park Committee *including Bakersfield, Lawling Playing Field & Dog Walk Area*
Councillors noted receipt of the draft minutes from the May LPC meeting.

- Cupboards have now been completed by Cllrs Oatham and Bush.
- Holes on the field have still not been filled by the football club. Clerk to email club suggesting either they do them or we will do it and pass on costs to them.
- It was agreed that we will not purchase salt from MDC.
- Hall left dirty after a party on 8th June. To deduct £25 from their deposit.

38 Neighbourhood Plan Committee

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

- CIL survey will be deferred to the next Neighbourhood planning meeting in July.

39 Parks & Open Spaces

- Discussion about Community Protection Officer Report. Clerk to find out what authority the CPO have.
- Public Space Protection Order (PSPO)
MDC would like our views on the creation of a new PSPO regarding dog control across the district. Possible amendments are:
 - Maintaining the current PSPO making it an offence not to pick up after a dog
 - Provide authorised Officers the power to request that individual dogs are kept on a lead if their behaviour is having or is likely to have a detrimental effect on the local community.
 - Making it an offence for any dog to be off its lead in specific areas
 - The creation of dog free zones in areas such as tennis courts, bowls lawns, etc.
- Grass cutting in the village was discussed after a resident reported verges that were not kept tidy. Clerk to find out from MDC which areas they are responsible for cutting. Bakersfield needs more regular cutting. Clerk to speak to Garwoods.

40 Village Environment

- Bus stop shelter has previously been discussed. Clerk to chase up leads to find out insurance details.
- ECC reported that the 'Welcome to Mayland' sign was not their responsibility. They supplied this sign at the same time as the gated entrance. Clerk to report this.
- Policing in the village was discussed. It was suggested that we police our own village which some other villages do. There is a 'coffee with cops' event being held on 14th July at Holly's diner in Latchingdon to discuss any issues.

41 Henry Samuel Hall

Recent meeting held at Henry Samuel Hall to discuss possible renovations. It was estimated that it needs £100,000 or more to carry out these works. Possible grants are available. Clerk to find out more information about the current trustees, covenants etc.

42 CCTV

Police have reported that no prosecution was made after an assault in Lawling Park. A further incident occurred on 11th May in Lawling Car Park. CCTV footage provided to the police.
New CCTV installation almost completed.

43 Office

Recommendations on the Internal Audit Report were read out. Copies provided for those who requested.

44 Correspondence

BBC Essex would like to include Mayland as part of their Sunday morning treasure trail program. Discussion about who would be able to attend and which area to choose. Clerk to find more details.

45 Items for Next Agenda

Standing Orders

The meeting was closed at 9.30 pm.

Date of next meeting, Tuesday 10th July 2018