



**Minutes
of the Annual Meeting
MAYLAND PARISH COUNCIL**
held in the Lawling Park Hall
on Tuesday 29th May 2018
at 7.10 p.m.

Present: Cllr Evans (Chairman) Cllr Oatham
 Cllr Bush Cllr Peters
 Cllr Edwards Cllr Spires

Cllr Theckston arrived at 8pm

Clerk: Mrs L Whitefield

In attendance: D/Cllr Penny Channer, 1 resident.

1. Election of Chairman

Cllr Oatham proposed Cllr Evans as Chairman of Mayland Parish Council. Cllr Edwards seconded the proposal, all in favour. Cllr Evans signed the Chairman's Declaration of Acceptance of Office.

2. Election of Vice Chairman

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

3. Apologies for Absence

Apologies were received from Cllr Pettitt and Cllr Sibthorpe.

4. Declarations of Interest

No interests were declared.

5. Minutes of the Previous Meeting

Cllr Spires proposed accepting the minutes from the meeting held on 8th May 2018. Cllr Oatham seconded the proposal, all in favour. The minutes were signed and dated as a true record.

6. Public Discussion

The resident present, congratulated Cllr Evans on another term as Chairman of Mayland Parish Council, and thanked her on doing an excellent job and serving the community so well.

7. Terms of Reference of Committees

Lawling Park Committee – no changes required.
Neighbourhood Plan Committee – no changes required.
Personnel Committee - no changes required.

It was suggested that these Terms of Reference are read out at the first meeting of the Financial Year at all committee meetings.

8. Committee Membership

Cllr Spires proposed that this item be added to the next Parish Council agenda for any new councillors to take on some of these membership positions.

9. Standing Orders

Cllr Oatham proposed that this item be added to the next Parish Council agenda so that the new Model Standing Orders can be read and agreed by the council.

- Decision to serve summons by email. All councillors agreed to this except Cllr Oatham who still wanted the summons delivered by hand. A resolution to accept this and all the new standing orders will take place at the next Parish meeting.

10. Financial Regulations

Cllr Oatham suggested that the bank account be changed from Barclays due to the issues we have had getting a debit card. Clerk to source a more suitable bank.

11. Appointment of Representatives

The following appointments of representatives to specific areas of interest were agreed: -

- | | |
|---|--------------------------------|
| • Emergency Officer | Cllrs Evans and Pettitt |
| • Police Liaison Officer | None |
| • School Governor | Cllr Spires |
| • Transport Representative | None |
| • Dengie hundred Group of Parish Councils | Cllr Edwards |
| • Henry Gilder Trust | Mrs Jean Hawkes |
| • Planning | Cllr Evans |
| • CCTV | Cllrs Oatham, Bush and Edwards |
| • Coastal Community Team | Cllr Oatham |

- It was decided to invite someone from Chelmsford Police to our next Parish meeting to discuss policing in the village. Clerk to action.
- Clerk to contact Anglene Crowley at Maldon District Council with regard to Cllr Oatham receiving current information regarding Coastal issues.

Cllr Oatham suggested that item 21 – Planning was discussed at this point. For ease of reference, it is minuted in its original agenda position.

12. Subscriptions

Discussion on whether NALC/EALC Membership was worthwhile and how much this facility was used. Cllr Spires proposed that this membership is reviewed after the Clerk obtains her CiLCA qualification. Full list of subscriptions to be approved at next Parish Meeting.

13. Complaints Procedure

Nothing to amend.

14. Freedom of Information and Data Protection

Nothing to amend.

15. Record Retention Policy

Nothing to amend.

16. Meeting Dates

The Chairman proposed agreeing the draft list of meeting dates for 2018-19. Cllr Bush seconded the proposal, all in favour.

17. Finance and Risk Assessment

The internal auditor's report and its recommendations were noted. The recommendations involve: -

- An annual review of STO & Financial Regulations
- New Clerks training
- Ensure a Pro-forma is received before a payment is made
- Ensure quarterly budget review is minuted and signed by Chair
- Annual review of fixed asset register with Chair or finance committee
- Revaluation of Assets for insurance purposes every 3-5 years.

The updated copy of the Finance and Risk Assessment was signed by Cllr Evans. All in favour. It was agreed that a quote for water testing would be obtained by the Clerk.

18. Annual Governance Statement

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

19. Accounting Statements

The accounting statements were read aloud from the Annual Return. Cllr Evans proposed accepting the statements. Cllr Oatham seconded the proposal. All in favour. Section 2 of the Annual Return was duly signed by both Chairman and the Clerk (RFO).
Clerk to submit the Annual Return to the external auditor.

20. Councillor Vacancy

Report sent from Maldon District Council was read out to the Council. It stated that an increase in the number of Parish Councillors can only be brought about as a result of a Community Governance Review undertaken by the District Council. A review may be instigated on petition from local electors but it must meet certain conditions. The report highlighted several factors such as there were insufficient candidates to fill all the seats in the 2015 elections suggesting a lack of interest in becoming involved in Parish Council work.
It was suggested that this item be added to the next Parish Council meeting for further discussion.

21. Planning

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

- **18/00448/HOUSE PP -06896414**
2 storey side extension with internal associated works
85 Nipsells Chase, Mayland, Essex CM3 6EH

All objected, therefore the recommendation to MDC is the refusal of planning permission. The following reasons are given: -

- The proposal is an overdevelopment of the site,
- The additional residential space may lead to increased parking requirements
- Eaves overhang the boundary
- Detrimental to street scene

- **18/00445/FUL PP -06888551**
Erection of 2 No. bungalows and attached garages
Land Rear of 32 Steeple Road, Mayland, Essex

6 Objected, therefore the recommendation to MDC is the refusal of planning permission. The following reasons are given:-

- This is backland development
- The site is outside the settlement area

- The site would be an intrusion on neighbouring properties
- There is a long history of refusal for similar development on this site

Clerk to request of ward members that these two applications are considered by the area planning committee.

Cllr Oatham asked D/Cllr Channer about 4 applications that recently went to the area planning committee and which were all approved despite the Parish refusing them. D/Cllr Channer reported that the planning committee had considered them all valid applications and that they had to have a good reason to refuse planning. Cllr Edwards who attended the area meeting felt that his opinion was not considered. D/Cllr Channer advised that the planning committee might have background information that might not be available to the Parish council.

Discussion took place whether district councillors represent the Parish Council well enough. He requested that the vote at the area planning meeting is recorded. Cllr Channer advised that this was mandatory.

Cllr Evans and Cllr Edwards thanked D/Cllr Channer for all her hard work.

TPO No: 4/18

This new TPO overrides TPO 17/17 on 17th November 2017.
Paton Place, Nipsells Chase, Mayland

The following appeal decision was noted:-

HOUSE/MAL/18/00291
28 The Drive, Mayland, Essex
APPROVED

APP/X 1545/C/17/3182492
Land Adjacent the Old School House, Southminster Road, Mayland, Essex
DISMISSED

22. Parks and Open Spaces

It was resolved to spend £111.18 + vat on repairs to the lawn mower. Cllr Spires proposed, Cllr Evans seconded. Clerk to action.

CPO Monthly report discussed.

Cllr Oatham gave a report on the bus shelter damage. Vehicle owner has been in contact with him and suggested that he repair the shelter himself rather than going through the insurance company. ***It was resolved*** to contact Highways for advise on liability should there be an accident on their land and to try and get more information from police.

23. Correspondence

None

24. Items for Next Agenda

Bus Shelter
Membership of committees
Councillor vacancy
Standing orders

The meeting closed at 9.45 p.m.

Date of next meeting, Tuesday 12th June 2018