



MAYLAND PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE LAWLING PARK HALL ON
TUESDAY 12th SEPTEMBER 2017 AT 7PM

In attendance:

Cllr. J. Evans, Chairman	Cllr. P. Spires
Cllr. J. Oatham	Cllr. R. Bush
Cllr. B. Edwards	Clerk – Mrs J Massenhove

88. Members' Apologies for Absence

Apologies were received from Cllrs Gibson, Massenhove and Pettitt.
Cllr Penny Channer sent her apologies.

89. Declarations of Interests

No interests were declared.

90. Minutes of the Previous Meeting

Six member of the public were present.

Cllr Spires proposed accepting the minutes from the meeting held on 11th July 2017. Cllr Oatham seconded the proposal, all in favour. The minutes were signed and dated as a true record.

Cllr Oatham proposed accepting the minutes from the extraordinary meeting held on 25th July 2017. Cllr Bush seconded the proposal, all in favour. The minutes were signed and dated as a true record.

Cllr Spires proposed accepting the minutes from the extraordinary meeting held on 1st August 2017. Cllr Edwards seconded the proposal, all in favour. The minutes were signed and dated as a true record.

91. Public Discussion

A representative of the Essex Wildlife Trust had been expected to address the meeting, but was not in attendance.

The Chairman invited Mr Abernethy, a non-councillor member of the Neighbourhood Plan Committee, to address the Council regarding possible future use of Henry Samuel Hall; this is a matter he had been asked to look into on behalf of the NP Committee. HSH is not in a good position, due largely to a lack of trustees, and there is a risk that its charitable status could be withdrawn. Mr Abernethy referred to information (forwarded to councillors prior to the meeting) he had received from the RCCE's Village Halls and Community Buildings Advisor and requested that MPC considers taking on management of Henry Samuel Hall as a sole trustee.

Cllr Oatham suggested that, at a future date, the purchase of a radio microphone may be beneficial to council meetings.

92. Henry Samuel Hall

Councillors discussed the historical value of Henry Samuel Hall and recognised that the existing trustees are limited by age and number. It was agreed that the financial and other responsibilities would need to be considered in depth before any full commitment is made.

Cllr Spires proposed that the parish council agrees, in principle, to consider taking on management of the Henry Samuel Hall. The Chairman seconded the decision, all in favour. Motion carried.

93. Football Club Fundraiser

E-mailed information from the football club's fundraising team, regarding their event to be held on 7th October, was noted. Councillors expressed a wish to receive more detailed information.



MAYLAND PARISH COUNCIL

Clerk to request additional information and invite the organisers to the next Lawling Park Committee meeting.

94. Planning

The following application was considered and comment to the Planning Authority agreed: -

- HOUSE/MAL/17/00892
Demolition of existing single storey garage and shed, and erection of new pitched roof double garage and rear single storey flat roof extension.
Walita 96 The Drive Mayland Essex
There was no objection to this application.

The following application for works to tree protected by a Tree Preservation Order was considered and comment to the local Planning Authority agreed: -

- WTPO/MAL/17/00740
TPO 02/04 - T2 and T3 - Oak - Crown lift to 4m. Reduce crown back by 0.5m-1m to previous trim points (last performed in 2012), reducing overhang on neighbouring properties and reducing limb extension towards property.
61A West Avenue Mayland Essex CM3 6AE
There was no objection to this application.

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

- HOUSE/MAL/17/00538
To erect PVCU conservatory to the rear of the property.
61A West Avenue Mayland Essex CM3 6AE
APPROVE
- HOUSE/MAL/17/00592
Proposed detached oak framed garages and single storey side extension.
Medlar House Southminster Road Mayland Essex
REFUSE
- HOUSE/MAL/17/00617
Loft conversion with front & rear dormers
118 Nipsells Chase Mayland Essex CM3 6EJ
REFUSE
- LDP/MAL/17/00575
Claim for lawful development certificate for proposed demolition of existing rear extension and replace
72 ramley Way Mayland Essex CM3 6ET
APPROVE
- HOUSE/MAL/17/00653
Orangery extension to listed building
Highlands Farm Highlands Hill Mayland Essex
APPROVE



MAYLAND PARISH COUNCIL

- LBC/MAL/17/00654

Orangery extension to listed building
Highlands Farm Highlands Hill Mayland Essex
GRANT LISTED BUILDING CONSENT

- PDE/MAL/17/00819

Rear extension which would extend beyond the rear wall of the original house by 8m, height to the eaves would be 3m and the maximum height would be 3m
87 Imperial Avenue Mayland Essex CM3 6AJ
PRIOR APPROVAL NOT REQUIRED

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

- FUL/MAL/16/01362 (Appeal Ref: APP/X1545/W/17/3172878) Demolition of existing dwellinghouse and erection of 3 new dwellings with garages.
Fogs Folly - 289 Esplanade – Mayland
APPEAL ALLOWED

95. Finance

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

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

Cllr Oatham wished his objection to both pension contribution payments to be noted.

The approved payments and receipts are listed below: -

August payments and receipts: -

TRANSFERS

Date	From	To	£
13-Jul-17	Deposit Account	Community Account	20,000.00
15-Aug-17	Community Account	Ayletts Account	41.50
			20,041.50

PAYMENTS

Date	Payee	Service/supply	£ Gross
15-Aug-17	Wire-Free Protection Ltd	Fire alarm maintenance	178.80
15-Aug-17	Maldon District Council	Park Ranger services, June	220.32
15-Aug-17	Eagle Data Ltd	PAT & building installation testing	492.00
15-Aug-17	Wire-Free Protection Ltd	Fire alarm monitoring, May '17 to May '18	180.00
15-Aug-17	M S J Garwood	Grass cutting	2,188.93
15-Aug-17	Ernest Doe & Sons Ltd	Air filters & cover (strimmer)	7.84
15-Aug-17	DHGPC	Annual membership	15.00
15-Aug-17	Mrs J Massenhove	Expenses (phone)	17.40
15-Aug-17	Mrs J Massenhove	Petty cash	103.93
15-Aug-17	Essex Pension Fund	Pension contributions, August	388.26
25-Aug-17	MPC Staff	Staff wages	1772.49

Chairman, Mrs Jane Evans, 5 The Drive, Maylandsea, Essex CM3 6AB 01245 741532

Acting Clerk, Karen Kuderovitch, c/o Lawling Park Hall, Katonia Avenue, Maylandsea, Essex CM3 6AD 01621 743551

e-mail maylandpc@gmail.com



MAYLAND PARISH COUNCIL

5,564.97

RECEIPTS

19-Jul-17	Ayletts Charity	Annual distribution	41.50
19-Jul-17	D Down	Hall hire to 18-7-17	24.00
19-Jul-17	S Walsh (Pilates)	Hall hire to 5-7-17	32.00
28-Jul-17	Zurich Municipal	Insurance claim - tennis court lighting	2,350.00
28-Jul-17	S Walsh (Pilates)	Hall hire 10-7-17 to 19-7-17	40.00
28-Jul-17	Various residents	Tennis court hire	14.00
28-Jul-17	Casual hirer of LPH	Hall hire and deposit	98.00
			2,599.50

PETTY CASH

Date	Payee	Service/supply	£ Gross
14-Jul-17	Timpsons	Key cutting (Ref's room)	6.00
14-Jul-17	Replacement Keys	Replacement tennis court key x2	19.95
14-Jul-17	Currys PC World	Wi-fi adapter	17.49
14-Jul-17	Easishop Ltd	Entrance mat for LPH	18.99
20-Jul-17	Post Office Ltd	Stamps	30.12
20-Jul-17	Mayland Service Station	Petrol (strimmer/mower)	11.38
			103.93

September payments and receipts: -

TRANSFERS

Date	From	To	£
11-Sep-17	Community Account	Deposit Account	20,000.00
			20,000.00

PAYMENTS

Date	Payee	Service/supply	£ Gross
12-Sep-17	A G Engineering	Repairs to park gates	672.00
12-Sep-17	PKF Littlejohn LLP	External audit	480.00
12-Sep-17	Maldon District Council	Park Ranger Services, July	220.32
12-Sep-17	Rigby Taylor	Pitch-marking paint	186.00
12-Sep-17	Fordesigns	LPH sign	90.00
12-Sep-17	Wicksteed Leisure Ltd	Playground surface repair kit	81.00
12-Sep-17	MSJ Garwood	Initial marking of football pitches	465.90
12-Sep-17	MSJ Garwood	Grounds maintenance to 29-8-17	1,238.82
12-Sep-17	Information Commissioner	Data protection registration renewal	35.00
12-Sep-17	Casual hirer of LPH	Hall deposit refund	50.00
12-Sep-17	Casual hirer of LPH	Hall deposit and hall hire fee refunds	66.00
12-Sep-17	Mrs J Massenhove	Expenses (phone & Norton)	102.39
12-Sep-17	Mrs J Massenhove	Petty cash	16.62

Chairman, Mrs Jane Evans, 5 The Drive, Maylandsea, Essex CM3 6AB 01245 741532
Acting Clerk, Karen Kuderovitch, c/o Lawling Park Hall, Katonia Avenue, Maylandsea, Essex CM3 6AD 01621
743551
e-mail maylandpc@gmail.com



MAYLAND PARISH COUNCIL

12-Sep-17	Essex Pension Fund	Pension contributions, September	388.26
25-Sep-17	MPC staff	Staff wages	1,728.62
30-Sep-17	HM Revenue & Customs	Tax and NI	1,354.03
			7,174.96

RECEIPTS

04-Aug-17	HM Revenue & Customs	VAT refund	11,065.94
17-Aug-17	Various residents	Tennis court hire	12.00
17-Aug-17	S Walsh (Pilates)	Hall hire	24.00
24-Aug-17	Maldon District Council	Half precept	48,655.00
			59,756.94

PETTY CASH

Date	Payee	Service/supply	£ Gross
11-Sep-17	Lidl	Cleaning consumables	4.93
11-Sep-17	Mayland Service Station	Petrol (for strimmer/mower)	11.69
			16.62

The Chairman signed the September cheques. As Cllr Spires, the only other signatory present was unable to sign (due to his accident earlier in the year), it was agreed that the second signature must be obtained outside of the meeting. Clerk to arrange for Cllr Massenhove to sign the cheques.

The Chairman proposed that Cllr Oatham be added as a bank signatory. Cllr Spires seconded the proposal. All in favour. Clerk to arrange completion and signing of mandate change form.

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

It was noted that the Certified Annual Return for the year ended 31st March 2017 has been received from the external auditor. All was in order except that, Section 2 – Accounting Statements 2016/17 had not been signed by the Chairman. Reference to the minutes of the 2017 Annual Meeting showed that correct procedure was followed in that the accounting statements were read aloud from the Annual Return and a decision was made to accept them. It was noted that the omission was an oversight and the Chairman has subsequently signed the document.

A decision regarding VAT partial exemption calculations is deferred pending additional information.

96. Clerk's Report

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

It was noted that the Lawling Park Hall address is now registered with the Royal Mail for postal deliveries.

The Clerk also reported that the parish council printer is not currently functioning.

97. 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.

98. Neighbourhood Plan Committee

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



MAYLAND PARISH COUNCIL

99. Highways

It was noted that flooding at the end of The Drive has been an issue recently, although it is thought that some repair work has been carried out.

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

Cllr Oatham proposed accepting a quotation of £180 for tree works at Gladwell Walk subject to his inspection of the trees concerned. Cllr Edwards seconded the proposal, All in favour. Cllr Oatham to report his findings to the Clerk. Clerk to accept quotation if works are required.

Cutting/clearance requirements at Mayland Nature Reserve were considered. It was agreed that staff hours may be allocated to this work. Clerk to advise staff and also to seek an updated quotation for the application of herbicide to an area affected by russian vine.

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

It was noted that a negative response had been received to MPC's enquiry regarding the possibility of Highways adopting those parish-owned street lights which are located in adopted roads. To be discussed further at a future meeting.

102. Consultation

The content of Natural England's report setting out proposals for improved access to the coast between Burnham-on-Crouch and Maldon was considered. It was agreed to submit representation regarding deviation of the coastal path inland away the sea wall and to query whether a repaired section of the path is to be restored to its original finish. Clerk to submit response.

103. CCTV

Cllr Oatham explained his proposal for CCTV coverage of the tennis court and surrounding area; a quotation detailing several options was considered. It was noted that whilst the current CCTV budget is insufficient to cover the proposed costs, additional funds could be allocated following the recent tennis court insurance claim.

Cllr proposed expenditure of up to £6553 for enhancement of the CCTV system. Cllr Spires seconded the proposal. All in favour. Clerk to place order after Cllr Oatham has investigated possible cost savings.

104. Grant Requests

A grant application from St Barnabas Church was considered. The Chairman proposed granting £300 towards the purchase of a strimmer. Cllr Edwards seconded the proposal. All in favour. Clerk to action.

A request from Southminster Parish Council was considered. Cllr Oatham proposed making a contribution of £50 towards their annual event for children of the Dengie area. Cllr Bush seconded the proposal. All in favour. Clerk to action.

105. Correspondence

The following correspondence was noted: -

- Rural Community Council of Essex – notice/agenda of RCCE's AGM
- Southminster Parish Council – Request for contribution to children's Halloween event. (Considered under item 104 of this agenda.)
- ECC – June/July edition of Bus Passenger News which details changes to bus services within Essex.
- Rural Community Council of Essex – Village Halls and Community Buildings Update

Chairman, Mrs Jane Evans, 5 The Drive, Maylandsea, Essex CM3 6AB 01245 741532

Acting Clerk, Karen Kuderovitch, c/o Lawling Park Hall, Katonia Avenue, Maylandsea, Essex CM3 6AD 01621 743551

e-mail maylandpc@gmail.com



MAYLAND PARISH COUNCIL

- The Planning Inspectorate – a copy of the authority's (ELS's) statement on the Parish Council's appeal relating to the footpath from North Drive to Nipsells Chase.
- Andrew Goddard Associates (CDM adviser) – covering letter for handover of Operation and Maintenance Manuals following the refurbishment of Lawling Park Hall.
- St Barnabas Church PCC – supporting information for grant application. (Considered under item 104 of this agenda.)
- RCCE – results of Village of the Year competition.
- Natural England – Consultation documents relating to Coastal Access Report: Burnham-on-Crouch to Maldon. (Considered under item 102 of this agenda.)
- Essex Wildlife Trust – notice of AGM and Members' Day
- CPRE – Country Voice summer 2017 edition
- The Planning Inspectorate – further comments received in relation to appeal.
- Royal Mail – reminder of end date for redirection of mail.
- EALC – invitation to EALC AGM and Essex County Council and EALC joint Conference Event.
- PKF Littlejohn LLP – Certified Annual Return and letter confirming completion of the limited assurance review for the year ended 31st March 2016.
- Rural Community Council of Essex – Village Halls and Community Buildings Update and agenda/ booking form for RCCE Community Halls & Community Buildings Conference 2017.
- The Planning Inspectorate – letter advising that the exchange period for the footpath appeal has now ended and that file will be sent to an Inspector for a decision.
- MDC's Community Protection Team – letter inviting the parish council to provide details of roads it would like monitored by speed patrols. (Item to be added to next agenda.)

106. Exclusion of the Public

There were no members of the public still present.

107. Complaint

It was noted that a formal response to the complaint had been agreed at the extraordinary meeting held on 6th September 2017.

108. Staff Matters

Cllr Oatham proposed that the Clerk's salary is incremented to SCP 25 from 1st September 2017. The Chairman seconded the proposal. All in favour, Clerk to action.

The Chairman proposed that the Groundsman's salary is incremented to SCP 13. Cllr Edwards seconded the proposal. All in favour, Clerk to action.

The Chairman proposed that the Caretaker's salary is increased to SCP 6. Cllr Bush seconded the proposal. All in favour, Clerk to action.

Discussion of staff pensions was deferred to a future meeting.

109. Office

A decision regarding the purchase of a laptop computer was deferred to a future meeting.

110. Items for Next Agenda

Deferred items and review of siting of the parish notice board.

The meeting closed at 8.55 p.m.

Date of next meeting, Tuesday 10th October 2017.