



**Minutes
of the Annual Meeting
MAYLAND PARISH COUNCIL**
held in the Lawling Park Hall
on Tuesday 14th May 2019
at 7.00 p.m.

Present: Cllr Oatham (Chairman) Cllr Spires (Vice-Chairman)
Cllr Bush Cllr Duncan
Cllr Edwards Cllr Smith
Cllr Theckston (from 7.53pm)

Clerk: Mrs L Whitefield

In attendance: 10 residents, Sue Shepherd from RCCE

Before the meeting started, all councillors signed a declaration of acceptance of office.

No one was recording the meeting.

1. Election of Chairman

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

2. Election of Vice Chairman

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

3. Apologies for Absence

Apologies were received from District Councillor Penny Channer and Michael Helm. Cllr Theckston was not able to attend until 8pm.

4. Declarations of Interest

Cllr Duncan declared an interest in item 30.

5. Minutes of the Previous Meeting

Cllr Duncan proposed accepting the minutes from the Extraordinary meeting held on 5th March 2019. Cllr Edwards seconded the proposal, all in favour. The minutes were signed and dated as a true record.

Cllr Duncan proposed accepting the minutes from the Parish Council Meeting held on 9th April 2019. Cllr Oatham seconded the proposal, all in favour. The minutes were signed and dated as a true record.

Chairman Oatham proposed that item 6 – Public Discussion was held after item 20. For ease of reference, it is minuted in its original agenda position.

6. Public Discussion

- A resident wanted an update on the footpath going from Nipsells chase to Seaview parade. Cllr Oatham informed her that the inquiry is still taking place in July so there are no further updates.

- A resident wanted to know where the noticeboard is going to be moved to. Cllr Oatham informed him that it is going to be relocated from St Barnabus church to outside the doctor's surgery in Imperial Avenue.
- A resident asked about the debris left after the ditch was cleared at the top of The Drive. Cllr Spires asked the Clerk to contact the Environmental agency to clear area.
- Flytipping on unmade road at end of Nipsells chase to be reported to Protection Officers. Clerk to report.

7. Terms of Reference of Committees

Lawling Park Committee – no changes required.

Neighbourhood Plan Committee – no changes required.

Personnel Committee - no changes required.

Vice Chairman Spires pointed out that sub-committees can make executive decisions according to the Terms of Reference.

8. Committee Membership

All committees are to remain the same. All Councillors are requested to be on all committees to avoid them being inquorate.

9. Standing Orders

Revised Standing Orders adopted in April 2019.

10. Financial Regulations

Cllr Oatham proposed that the Financial Regulations be slightly amended to include the payment of monies by BACS transfer. Cllr Spires seconded this proposal. All in favour.

11. Appointment of Representatives

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

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

Cllr Edwards to source a contact with the Police to include on this list.

12. Subscriptions

List of subscriptions presented to the Council. All in favour of these payments.

13. Insurance

The renewal notice for the Council's insurance was presented to the Council. Cllr Oatham proposed this be accepted. Cllr Bush seconded this. All in favour.

14. Complaints Procedure

Nothing to amend.

15. Freedom of Information and Data Protection

Nothing to amend.

16. Record Retention Policy

Nothing to amend.

17. Meeting Dates

The Chairman proposed agreeing the draft list of meeting dates for 2019-20. Cllr Bush seconded the proposal, all in favour.

18. Finance and Risk Assessment

- Chairman Oatham proposed accepting the updated Financial and General Risk Assessment presented to the Council. Cllr Bush seconded this proposal. All in favour.
- Chairman Oatham proposed accepting the updated Asset Register of the Mayland Parish Council. Cllr Edwards seconded this. All in favour.
- Internal Audit - The internal auditor's report and its recommendations were noted. The recommendations involve: -
 - When a pro-forma invoice is received, ensure you receive the full invoice once the work is done as VAT can only be claimed once this is received.
 - When Grants are received ahead of work these should be recorded in an Earmarked fund to ensure the expenditure is recorded against this.
 - Check Petty Cash Reconciliation at each meeting as with Bank Accounts
 - Ensure the amount in the petty cash tin is verified by a Councillor at 31st March each year.

19. Annual Governance Statement

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

20. Accounting Statements

The accounting statements were read aloud from the Annual Return. Cllr Oatham proposed accepting the statements. Cllr Spires 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.

Item 29 – Henry Samuel Hall - was discussed after the Public Discussion, at this point of the meeting. For ease of reference, it is minuted in its original position.

21. Councillor Vacancy

It was resolved to place a notice of vacancy in the Mayland Mayl to co-opt two councillors following the recent election. Any applications will be discussed at the Parish Council Meeting in July.

22. Planning

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

- **19/00405/FUL PP -07762175**
Demolish existing bungalow and construct replacement bungalow
Casimir 134 Imperial Avenue, Mayland, Essex CM3 6EH

There were no objections to this proposal.

- **19/00402/FUL PP -07756161**
Section 73A Retrospective application for the change of use of the stables and barn buildings to a dwelling house. Change of use of land as domestic garden. Alterations to boundary treatments and the access.
Oakridge Old Heath Road, Mayland, Essex

6 Objected, 1 abstained, therefore the recommendation to MDC is the refusal of planning permission. The following reasons are given:-

- Retrospective application
- Possibly convert to house at later date

- **FUL/MAL/19/00224 PP -07601210**

Erection of 2 No. bungalows, attached garages and erection of workshop
Land Rear of 32 Steeple Road, Mayland, Essex

All objected to this proposal, therefore the recommendation to MDC is the refusal of this proposal. The following reasons are given:

- This is backlands 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

DECISIONS

HOUSE/MAL/19/00095

Proposed porch, side extension to accommodate integral annex, loft conversion including the addition of dormer windows to create a chalet dwelling, decking to the rear and a replacement garage.

Rivendell 54 North Drive, Mayland, Essex

APPROVE

FUL/MAL/19/00162

Variation of condition 2 on approved planning application FUL/MAL/16/01362
Demolition of existing dwelling house and erection of 3 new dwellings with garages

APPROVE

FUL/MAL/19/00232

Erection of 2 bed bungalow and formation of new access onto Hillcrest
4 Hillcrest, Mayland

REFUSE

HOUSE/MAL/19/00263

Construction of rear and side extension
1, Blenheim Gardens, Mayland

APPROVE

23. Finance

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

PAYMENTS

Date	Payee	Service/supply	
10-Apr-19	Clearwater Technology	Contract Maintenance for April 2019	175.00
14-May-19	National-one-call-co-uk	Surveys for Bus Shelter	336.92
14-May-19	Inks Direct	4 x Black Toners, ink replacement	38.65
14-May-19	SLCC	Training Day 13/6/19	25.00
14-May-19	A&J Lighting solutions	LED lantern Steeple Road, shield in Park	429.00
14-May-19	PPL/PRS	Music Licence for Lawling Hall	174.74
14-May-19	A.G. Engineering	Skate Park repairs as per order 1174	1608.12
14-May-19	Printerpix	2 x Canvas for office	17.98
14-May-19	Enhanced Security Solution	Pro-forma for CCTV additions	720.40
14-May-19	L Whitefield	Petty Cash top up to £150	72.18
14-May-19	Voipfone	Renewal Fee	2.00
14-May-19	Voipfone	Auto top up	8.33
14-May-19	Mike Barter	New noticeboard outside Lawling Hall	80.00

14-May-19	ASAP Office services	Internal Audit 4/5/19	140.00
14-May-19	MSJ Garwood	Grounds Maintenance April	2001.72
14-May-19	MSJ Garwood	Overmarking football pitches 19/4/19	108.25
14-May-19	Phyllis Hines	Deposit Refund 13/4/19	50.00
14-May-19	Justin Illingworth	Deposit Refund 28/4/19	50.00
14-May-19	Maria Kennedy	Deposit Refund 11/5/19	50.00
14-May-19	NEST	Staff Pension	140.31
14-May-19	MPC Staff	Staff Wages	2088.92
14-May-19	Maldon District Council	Community Protection Team April	191.22
14-May-19	Zurich Insurance renewal	Renewal Fee 08/6/19-7/6/20	2441.74
			11,820.48

RECEIPTS

23-Apr-19	Maria Kennedy	Hall Hire & Deposit 11/5/19	86.00
26-Apr-19	HMRC	VAT Refund	1009.15
26-Apr-19	D Down	Hall Hire 2/4-26/4	48.00
26-Apr-19	J. Illingworth	Hall Hire & Deposit 28/4/19	110.00
27-Apr-19	K Want	Hall Hire & Deposit 19/4/19	92.00
29-Apr-19	S Elves	Inside Out Hall Hire	135.00
			1,480.15

PETTY CASH

02-Apr-19	Wickes	Cement/Foam	15.99
15-Apr-19	Asda	Refreshments for Annual Assembly	9.28
23-Apr-19	All seasons	Kettle to replace broken one	10.00
24-Apr-19	Lidl	Black Sacks	1.59
23-Apr-19	Post Office	Stamps 1 st , 2 nd class	12.06
25-Apr-19	Mayland Service Station	Fuel for mower	13.34
03-May-19	Post Office	Postage	1.97
03-May-19	Wickes	Spray can	6.95
03-May-19	Wickes	Timer for office	1.00
			72.18

- Cllr Oatham proposed accepting these accounts apart from payment to Alan Pelling. Cllr Bush seconded this proposal. All in favour.
Cllr Edwards to make a list of questions relating to the Structural survey Mr Pelling carried out at the Henry Samuel Hall.
- Cllr Bush verified and signed the bank statements.
- Cllr Oatham proposed an increase on the budget for CCTV to £2,000 to increase the size of the hard drive. To contact Enhanced Security Solutions to obtain a revised quote.
- Cllr Oatham proposed that an A3 printer be purchased for £274.00 + £7 delivery. This is a slightly higher specification to the one proposed at a previous meeting. Cllr Edwards seconded this proposal.

Item 29 – Henry Samuel Hall – was discussed at this point. For ease of reference, it is minuted in its original agenda position.

24. Clerks Report

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

25. Lawling Park Committee

- Outside gymnasium quotes discussed. A decision to be made at the next Lawling Park meeting.
- Grass cutting contract – Clerk to get quotes for additional cuts to Bakersfield Playing field and discuss at next Lawling Park meeting.
- Line marking quotation discussed to replace lines in Lawling Park car park. To be discussed further.

26. Neighbourhood Plan Committee

Cllr Spires reported good progress on assessment of sites.

27. Footpaths

- Cllr Theckston to forward emails to clerk re discussions involving footpath in Seaview Parade.
- Clerk to chase reported breach of planning behind Hardy's bar.
- Gladwell Walk needs to be cut back. Clerk to advise groundsmen.
- St Peters way very overgrown. Clerk to report to ECC.
- Signage not good in some areas. Clerk to report to ECC.

28. CCTV

None

29. Henry Samuel Hall

Sue Shepherd explained how the Henry Samuel Hall was run presently as an independent charity with trustees. These trustees were not able to continue and so she presented three options:

1. Continue as it is – but get more trustees to carry out the needed renovations
 2. Mayland Parish Council becomes the sole trustee for the charity. This would be completely separate from the Council, with separate accounts, meetings and insurance. This could work by having a working committee to take care of these things and raise money for renovations.
 3. The charity winds up and the Henry Samuel Hall is sold with proceeds being distributed to other charities.
- Cllr Edwards has obtained two quotations from builders to carry out renovation in the hall. Total cost of £145,000 although work doesn't have to be done altogether.

Cllr Theckston arrived at the meeting at 7.53pm

- Karen – the fundraising advisor, said many people are interested in keeping the hall and would help to raise funds to carry out renovations.
- Sue Shepherd said she can help set it up so it wasn't a burden to the Parish Council and others would run it by forming a committee.
- Don Abernethy suggested a Public works loan be considered which could be taken over a long period of time with low interest rates.
- Rita Abernethy suggested there was a lot of support for this hall, even from other villages due to the unique history of the hall.
- Cllr Spires reminded the council that the Lawling Hall was gifted from the scouts and now it is a focal point in the community.

Cllr Oatham proposed that the Mayland Parish Council take over the Henry Samuel Hall as sole trustee on the assurance that a committee is formed to run it. Cllr Spires seconded this proposal. All in favour. Clerk to look into Public Works loan.

30. Noticeboards

Cllr Oatham proposed that a quotation to move the noticeboard from outside St Lukes church to outside the doctors surgery in Imperial Avenue, be accepted at a cost of £340. Also

to replace the board on the noticeboard in Mayland Green at a cost of £180.00. Cllr Smith seconded this proposal. Clerk to send order to Mike Barter.

31. Park Rangers

It was resolved to extend the hours for the Community Protection Officers from 6 hours to 14 hours a month on a trial basis. All in favour. Clerk to notify Maldon District Council.

32. Village Environment

It was agreed to look at the street lighting that we pay for at present.

33. Correspondence

- A grant application was considered for St Barnabus churchyard. Cllr Spires proposed that a grant of £250 be given towards a new roof on the toilets providing this was not a porta cabin. A grant of £100 will be given if this is for a porta cabin roof. Cllr Bush seconded this proposal. All in favour. Cllr Duncan abstained from voting.

The meeting closed at 9.35 p.m.

Date of next meeting, Tuesday 11th June 2019