



The Annual Meeting of MAYLAND PARISH COUNCIL

will be held in the Lawling Park Hall
on Tuesday 14th May 2019
at 7.00 p.m.

ALL COUNCILLORS ARE SUMMONED TO ATTEND

AGENDA

Prior to the start of the meeting, all councillors to sign declaration of acceptance of office

- 1. Election of Chairman**
To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- 2. Election of Vice-Chairman**
To elect the Vice-Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office.
- 3. Members' Apologies for Absence**
To receive and approve members' apologies for absence.
- 4. Declarations of Interest**
To receive declarations of interest in accordance with the council's Code of Conduct.
- 5. Minutes of the Previous Meeting**
To sign as a correct record the minutes of the Extraordinary meeting held on 5th March 2019.
To sign as a correct record the minutes of the Parish Council meeting on 9th April 2019.
- 6. Public Discussion**
This session will be used for any members of the public present to address the Council.
- 7. Terms of Reference for Committees**
To review and adopt the Terms of Reference for Committees.
- 8. Committee Membership**
To appoint members to committees, to appoint a chairman to each committee and to discharge powers to the committees.
- 9. Standing Orders**
To review standing orders and agree any amendments.
- 10. Financial Regulations**
To review financial regulations and agree any amendments. A decision may be required.
- 11. Appointment of Representatives**
To appoint representatives to specific areas of interest.
- 12. Subscriptions**
To review the council's and staff subscriptions to other bodies. A decision to agree them may be required.

- 13 Insurance**
To approve the new insurance documents.
- 14 Complaints Procedure**
To review the council's complaints procedure and agree any amendments. A decision may be required.
- 15 Freedom of Information and Data Protection**
To review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018. A decision to agree any amendments may be required.
- 16 Record Retention Policy**
To review the council's record retention policy procedure and agree any amendments. A decision may be required.
- 17 Meeting Dates**
To determine the time and place of ordinary meetings up to and including the next annual meeting of full council.
- 18 Finance and Risk Assessment**
- To approve the council's direct debits. A decision to accept them may be required.
 - To review and approve the Financial and General Risk Assessment – a decision to accept the document will be required.
 - To review and approve the Mayland Parish Council Asset Register – a decision to accept the document will be required.
- 19 Annual Governance Statement**
To consider the Annual Governance Statement 2018/19. A decision to approve it will be required and Section 1 of the Annual Return signed.
- 20 Accounting Statements**
To consider the Accounting Statements for 2018/19. A decision to approve them will be required and Section 2 of the Annual Return signed.
- 21 Councillor Vacancy**
A decision is required to co-opt new councillors to the council.
- 22 Planning**
To consider the following planning applications and to agree comment to the local Planning Authority: -
- **19/00405/FUL PP -07762175**
Demolish existing bungalow and construct replacement bungalow
Casimir 134 Imperial Avenue, Mayland, Essex
 - **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
 - **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

DECISIONS

To note planning decisions and appeal decisions made by the Local Planning Authority.

23 Finance

- All Councillors will receive a list of all payments and receipts. A decision to accept them all will be required.
- To note verification of bank reconciliations.

24 Clerks Report

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

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

- Outside Gymnasium Update
- Grass Cutting contract
- Quote for line marking in car park

26 Neighbourhood Plan Committee

27 Footpaths

28 Henry Samuel Hall

- Update from structural survey
- A decision is required to take over responsibility of hall

29 Noticeboards

- A decision to accept a quote to move the noticeboard from St Barnabus to outside Doctors surgery and to install new board at Mayland Green.

30 Park Rangers

A decision is required for requirements for Community Protection Team

31 Correspondence

- Application for a Grant for St Barnabus churchyard
- CPO Report April 2019
- RCCE Warbler
- RCCE Village Hall Update

Signed *L Whitefield*

Clerk to the Parish

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8th May 2019