



**Minutes**  
of the virtual meeting of  
**MAYLAND PARISH COUNCIL**  
held online  
on Thursday 14<sup>th</sup> July 2020  
at 7.00 p.m.

**Present:** Cllr Oatham (Chairman) Cllr Spires (Vice-Chairman)  
Cllr Bush Cllr Smith  
Cllr Haywood Cllr Edwards

**Clerk:** Mrs L Whitefield

**In Attendance:** 3 residents

**17 Election of Chairman**

Cllr Edwards 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.

**18 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.

**19 Members' Apologies for Absence**

Apologies were received from District Councillor Penny Channer and Cllr Andy Duncan.

**20 Declarations of Interests**

None

**21 Minutes of the Previous Meeting**

Cllr Oatham proposed accepting the minutes from the Parish Council Meeting held on 9<sup>th</sup> June 2020. Cllr Bush seconded this proposal. All in favour.

Cllr Edwards proposed accepting the minutes from the Extraordinary Parish Council Meeting held on 30<sup>th</sup> June 2020. Cllr Spires seconded the proposal. All in favour.

**22 Public Discussion**

- A resident thanked the Council that the Clerk's report was on the agenda. She asked about the emergency plan and thought this was important to complete. Cllr Oatham asked Cllr Edwards to do an interim plan and then revise at a later date once contact can be made with Maldon District Council.
- Henry Samuel Hall renovation has come to a standstill due to Covid-19. The committee needs a new chairman and a decision needs to be made how to move forward with this project.
- The new orchard was discussed and where the boundary is to let the residents know. Cllr Oatham to arrange a working party meeting to discuss this.

*Chairman Oatham proposed that items 23-35 were held after item 43. For ease of reference, it is minuted in its original agenda position.*

**23 Terms of Reference for Committees**

Lawling Park Committee – no changes required

Neighbourhood Plan Committee – no changes required

Personnel committee – no changes required

**24 Committee Membership**

All committees are to remain the same.

**25 Standing Orders**

Standing Orders adopted in April 2019 so nothing to amend

**26 Financial Regulations**

Nothing to amend

**27 Appointment of Representatives**

The following appointments of representatives to specific areas remained the same:

- Emergency Officer Cllr Edwards
- Police Liaison Officer None
- School Governor None
- 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

**28 Subscriptions**

List of subscriptions presented to the Council. Cllr Oatham proposed these be accepted. Cllr Edwards seconded. All in favour.

**29 Complaints Procedure**

Nothing to amend

**30 Freedom of information and Data Protection**

Nothing to amend

**31 Record Retention Policy**

Nothing to amend

**32 Meeting Dates**

All in favour of the meeting dates for 2020-21. It was noted that these are provisional dates due to the present situation. No Neighbourhood planning meetings are required until further work on the plan takes place.

**33 Finance and Risk Assessment**

Chairman Oatham proposed accepting the Financial and General Risk Assessment, the list of Direct Debits and the revised Asset Register which has been presented to the insurance company. All in favour.

**34 Annual Governance Statement**

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

**35 Accounting Statements**

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

### 36 Planning

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

- **20/00643/HOUSE PP -08805216**

**Proposal:** Two storey side extension  
**Address:** 17, West Avenue, Mayland

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

- H4 Overdevelopment
- Parking Arrangements

### DECISIONS

- **HOUSE/MAL/20/00407**

Proposed garage extension to front  
 Sea Fever, 7 north Drive, Mayland  
**APPROVED**

- **FUL/MAL/20/00317**

Parking for 20 HGV tractor units and 5 trailers in existing service yard from Friday to Monday  
 Eastern Petroleum Supplies Ltd, Adjacent Newhouse Farm, Maldon Road  
**REFUSED**

- **FUL/MAL/20/00334**

Change of Use from Class B1 to Class B8 together with ancillary works to the existing buildings.  
 Eastern Petroleum Supplies Ltd, Adjacent Newhouse Farm, Maldon Road  
**REFUSED**

### 37 Finance

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

#### **PAYMENTS**

<b>Date</b>	<b>Payee</b>	<b>Service/supply</b>	<b>£ Net</b>
06-Jun-20	County Broadband	WiFi	27.61
11-Jun-20	Eon	Street Lighting	154.90
23-Jun-20	Voipfone	Renewal Fee	2.00
01-Jul-20	Ahead4	Licence fee for Logmein	3.00
07-Jul-20	Zoom	Monthly subscription	11.99
17-Jun-20	Buck Rogers	6yd skip to clear fencing/rubbish	210.00
03-Jul-20	Johnstone's Decorating	Paint/Decorating equipment for hall	121.14
06-Jul-20	Johnstone's Decorating	Paint for hall 20 litres trade paint	170.40
02-Jul-20	Hygieneco	3 x Sanitiser dispensers, 4 x 5L Sanitiser gel	260.00
01-Jul-20	Just Lawnmowers	Mountfield Petrol lawn mower	324.17
12-Jun-20	Maldon District Council	Community Protection Team - May	196.65
29-Jun-20	RCCE – Parish Councils	Annual Membership	88.00
29-Jun-20	ASAP Services	Internal Audit Fee	122.50
02-Jul-20	MSJ Garwood	Grounds Maintenance June/Tennis Court treatment/Herbicide around trees in Bakersfield	2,390.00
03-Jul-20	EALC	Playground Webinar	40.00

31-Jul-20	Rialtas Business solutions	Software Annual support licence	124.00
14-Jul-20	Mr A Kemp	Ladder bracket for container/brush cutter/bleach	20.06
15-Jul-20	NEST	Staff Pension	128.76
25-Jul-20	MPC Staff	Staff Wages	1,982.29
			<b>6,349.86</b>

**RECEIPTS**

25-Jun-20	Mayland Football club	Payment for February 2020	180.00
21-Jun-20	M Hill	Payment for plaque for memorial garden	45.00
			<b>225.00</b>

Cllr Spires proposed that these payments be accepted. Cllr Bush seconded this proposal.

Cllr Oatham proposed that the Clerk be given authority to make any payments during the August recess, providing there were no payments out of the ordinary. Cllr Spires seconded this proposal. All in favour.

**38 Clerks Report**

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

**39 Lawling Park**

- **Play areas/Report from webinar** – Cllr Bush proposed that the play areas be unlocked and that posters are put up next to each piece of equipment advising users that they use the equipment at their own risk with all the government advice outlined. Cllr Smith seconded this proposal. All in favour.
- **Hall Décor-** the hall is in the process of being decorated.
- **Hall Use** – Regular hirers of the hall may be allowed back in the hall in September.
- **Tennis Court fencing/opening**– Cllr Spires proposed that the tennis courts be opened for hirers with a poster outlining government guidelines and that they are used at hirers own risk. Cllr Haywood seconded this proposal. Cllr Haywood to have a key to issue to hirers. 4 in favour, 2 objected. These courts are only to be used for tennis.

**40 Bradwell B**

Cllr Oatham attended the planning meeting for the soil testing and this planning application was rejected. Query on social media whether Mayland Parish Council had submitted a response in time, but the response was submitted in March. It was the statement to be read at the meeting that was late due to a change in procedure.

**41 Office**

A decision to take out a maintenance contract for the computers in the office was discussed. It was agreed that a contract would not be taken out but to call out as needed. Clerk to get quote for Microsoft office package for councillors.

**42 Village Environment**

Verges in village need attention. Clerk to ask for volunteers on Facebook.

**43 Correspondence**

Community Protection Officer report for June 2020.

Chairman Oatham proposed that Nigel Todd be co-opted on to the Parish Council. Cllr Spires seconded this proposal. All in favour.  
Clerk to issue Cllr Todd with relevant paperwork and the Declaration of Acceptance of Office.

The meeting was closed at 9.20pm.

