



**Minutes
of the Annual Meeting
MAYLAND PARISH COUNCIL**
held in the Lawling Park Hall
on Tuesday 25th May 2021
at 7.00 p.m.

Present: Cllr Oatham (Chairman) Cllr Spires (Vice-Chairman)
Cllr Bush Cllr Haywood
Cllr Chandler Cllr Smith
Cllr Todd

Clerk: Mrs L Whitefield

In attendance: 3 residents

1. Election of Chairman

Cllr Bush proposed Cllr Oatham as Chairman with Cllr Smith as seconder. Cllr Chandler proposed Cllr Haywood as Chairman with Cllr Todd as seconder. A paper ballot was held and Cllr Haywood won with a 4/3 majority. Cllr Haywood signed the Chairman's Declaration of Acceptance of Office.

2. Election of Vice Chairman

Cllr Todd proposed Cllr Chandler as Vice-Chairman of Mayland Parish Council. Cllr Haywood seconded the proposal. 6 voted in favour, 1 abstained.

3. Apologies for Absence

None

4. Declarations of Interest

None

5. Minutes of the Previous Meeting

Cllr Spires proposed accepting the minutes from the Parish Council meeting on 27th April 2021. Cllr Bush seconded. All in favour. The minutes were signed and dated as a true record.

6. Public Discussion

None

7. Terms of Reference of Committees

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

Cllr Chandler proposed that the terms of reference remain unchanged. Cllr Todd seconded.

8. Committee Membership

Cllr Oatham to stand down as member of Lawling Park Committee
Cllr Spires declared his intent to reduce involvement in the Parish Council due to personal circumstances. Still offer support but not to be Chairman of the committees.
Personnel Committee – All Councillors
Finance Committee – All Councillors

Lawling Park Committee – Cllrs Spires, Haywood, Smith, Chandler and Todd
 Neighbourhood Plan Committee – Cllrs Spires and Haywood. To be put on hold at present.
 Working Party for Orchard – Cllrs Oatham, Bush, Haywood, Smith

9. Standing Orders

Cllr Chandler proposed that the Standing Orders remain unchanged. All in favour.
 Standing Orders adopted in April 2019.

10. Financial Regulations

Cllr Haywood proposed that the Financial Regulations remain unchanged. All in favour.
 Financial Regulations revised May 2019.

11. Appointment of Representatives

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

- | | |
|---|---------------------------|
| • Emergency Officer | None |
| • Police Liaison Officer | Cllr Todd |
| • School Governor | None |
| • Transport Representative | Cllr Chandler |
| • Dengie hundred Group of Parish Councils | Cllr Todd |
| • Henry Gilder Trust | Mrs Jean Hawkes |
| • Planning | Cllr Bush |
| • CCTV | Cllrs Oatham, Bush, Smith |

12. Subscriptions

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

13. Insurance

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

14. Complaints Procedure

Nothing to amend. Cllr Spires proposed this be accepted. Cllr Chandler seconded. All in favour

15. Freedom of Information and Data Protection

The internal auditor recommended that this was in need of updating as it did not contain the relevant legislation. To be included on next month's agenda.

16. Record Retention Policy

Nothing to amend. Cllr Spires proposed this be accepted. Cllr Chandler seconded. All in favour

17. Meeting Dates

Cllr Chandler proposed agreeing the draft list of meeting dates for 2021-22. Cllr Todd seconded the proposal, all in favour.

Cllr Chandler proposed that the Annual Parish Meeting be held at 6.30pm on 8th June 2021 before the Parish Council meeting to be held at 7.30pm. 6 in favour, 1 abstained.

18. Finance and Risk Assessment

- A list of Direct Debits was presented to the Council. It was agreed that zoom be cancelled as not needed anymore. Cllr Haywood proposed these be accepted. Cllr Bush seconded. All in favour.
- Cllr Spires proposed accepting the Financial and General Risk Assessment presented to the Council. Cllr Chandler seconded this proposal. All in favour.
- Cllr Haywood proposed accepting the Covid Risk Assessment presented to the Council. Cllr Chandler seconded. All in favour.

- **Internal Audit** - The internal auditor's report and its recommendations were noted. The recommendations involve: -
 - Item 'Any Other Business' is not recommended on an agenda. It was found that on three occasions financial decisions were made under this item. It was agreed that 'Matters for Next Agenda' would be used as an alternative.
 - The External Audit had not been discussed as an agenda item. The audit for 2019/20 did contain an 'Except for' which should have been addressed. A separate agenda item will be included in future.
 - An internal Financial Control document should be investigated. Clerk to look at this.
 - The presentation of monthly balance to bank statement comparison reports should be investigated. Clerk to look at this.
 - Neither the Standing Orders nor the Financial Regulations documents appear on the website in an updated format. Clerk to update these documents.
 - The Data Protection/FOI Policy appears to date from March 2013 and does not contain any reference to legislation. To be added to next agenda to discuss and amend. The Water Hygiene Policy to be changed from a statement to a policy at the next meeting.
 - The Vice-Chairman of the Council is not elected and does not sign a Declaration of Acceptance of Office. Clerk noted.

Cllr Spires proposed that this audit be accepted and the necessary changes be implemented. Cllr Chandler seconded this. All in favour.

- Cllr Todd proposed that the updated Asset Register be accepted. Cllr Spires seconded this proposal. All in favour.

19. **Training Policy**

Cllr Haywood proposed that a new Training and Development Policy be accepted. Cllr Oatham proposed that the wording be changed so that training is recommended but not compulsory. Clerk to amend. Cllr Chandler seconded this proposal. All in favour.

20. **Annual Governance Statement**

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

Box 7 was marked 'No' as the Parish Council did not take appropriate action on all matters raised in reports from internal and external audit, and a separate report sent to the External Auditor with details on how this will be rectified.

21. **Accounting Statements**

The accounting statements were read aloud from the Annual Governance and Accountability Return. Cllr Haywood proposed accepting the statements. Cllr Spires seconded the proposal. All in favour. Section 2 of the AGAR was duly signed by both Chairman and the Clerk (RFO). Clerk to submit the Annual Governance and Accountability Return to the External Auditor.

22. **Councillor Vacancy**

Cllr Chandler proposed that we co-opt two new councillors on to the Parish Council. Clerk to ask Maldon District Council for permission to do this. Cllr Todd seconded this. All in favour.

23. **Planning**

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

- **21/000363/HOUSE PP -09709187**

Two storey side extension, single storey rear extension. Changes to fenestration.
4 Nipsells Chase, Mayland

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

- Overdevelopment
- Intrusion on neighbours property
- Parking issues
- Possibility of turning into separate flat

- **21/00367/HOUSE**

First floor extension
55, Nipsells Chase, Mayland

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

- The property should remain as one dwelling
- Could cause off street parking issues
- Extensions to bungalows does deplete the stock of bungalows in the village

- **21/00481/HOUSE PP -09791674**

Convert existing car port into habitable room
The Valeries, 12 Imperial Avenue, Mayland

4 voted with no objections to this proposal, 2 against this decision, 1 abstained. Therefore the comment to MDC is that no objection is raised.

DECISIONS

OUT/MAL/21/00136

Addition of 1 and a half storey detached dwelling
Land Adjacent to Bunting Lodge, Mayland Close

APPROVE

20/01143/HOUSE (Appeal Ref: APP/X1545/D/21/3268275)

Proposed balcony off existing first floor study recessed into existing roof and extended onto timber post with brick piers.

263 Esplanade, Mayland

APPEAL ALLOWED

HOUSE/MAL/21/0028

Replacement of existing conservatory with single storey front roof extension and erection of first floor side extension

Anonimo, 3 George Cardnell Way, Mayland

REFUSE

HOUSE/MAL/21/00103

Demolition of existing side extension and the creation of a side extension to form an annex
40 West Avenue

APPROVE

HOUSE/MAL/21/00299

Single storey front extension to hall

22 Hillcrest, Mayland

APPROVE

FUL/MAL/21/00056

Six Meter Activity Net in Lawling Park

APPROVE

24. Finance

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

PAYMENTS			NET
Date	Payee	Service/supply	
08-Apr-21	County Broadband	WiFi	27.61
11-May-21	Eon	Street Lighting	149.90
19-May-21	Voipfone	Renewal Fee	3.00
19-May-21	Voipfone	Renewal Fee	3.00
02-May-21	Ahead 4	Licence Fee for Logmein	3.00
06-May-21	Zoom	Monthly subscription	11.99
06-May-21	Maldon District Council	Service charge for 2 bins	85.96
03-May-21	Wow Party Supplies Ltd	2021 diary	2.91
09-Apr-21	Amazon	100 Polypockets	3.32
11-May-21	Wow Party Supplies Ltd	2021 diary for tennis court hire	2.49
10-May-21	Lebara	Sim card for solar camera	5.00
14-May-21	Anglian Water	Water bill	23.21
27-May-21	SSE Electricity	Lawling Hall (Estimate)	401.53
27-May-21	SSE Electricity	Changing Rooms (Estimate)	84.93
03-May-21	S-Type Security	Patrols April/Sign	444.00
04-May-21	MSJ Garwood	Grounds Maintenance April	1,634.97
04-May-21	MSJ Garwood	Pitch marking 10/21 st April	236.90
07-May-21	Cummins & Jennings Ltd	Nylon head tap, panel saw, gloves	30.75
08-Jun-21	BHIB	Renewal of insurance policy	1,318.98
14-May-21	Maldon District Council	Protection officers April	131.48
24-May-21	Letchwood	Internal Audit fee	200.00
25-May-21	Mrs L Whitefield	Petty Cash Top up	21.79
27-May-21	NEST	Staff Pension	111.73
25-May-21	MPC Staff	Staff Wages	1,959.93
			6,898.38
RECEIPTS			
28-Apr-21	D Tavner	2 x Memorial Plaques	90.00
04-May-21	HMRC	VAT refund Jan- Mar 2021	980.15
17-May-21	Maldon District Council	Payment for hire of hall for Polling	136.00
20-May-21	Casual hirers	Tennis Court hire	66.00
			1,272.15
PETTY CASH			
30-Apr-21	All Seasons	3 x Bags of Compost for Memorial Garden	11.42
04-May-21	Mayland Service Station	Fuel for strimmer	10.37
			21.79

- Cllr Oatham proposed accepting these accounts. Cllr Bush seconded this proposal. All in favour.

25. Clerks Report

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

26. Lawling Park Committee

- HSH Art exhibition – Cllr Chandler proposed that the HSH committee be given permission to use the Lawling Hall for an art exhibition without charge. Cllr Todd seconded. All in favour.
- Strimmer – Cllr Spires proposed that a quote to service the strimmer be accepted at a cost of £78. Cllr Oatham seconded. All in favour.
- Soil is no longer required by the BMX mounds.
- Cableway – Cllr Spires proposed that the existing cableway be taken out of use as a recent visit by a playground company highlighted more timbers needing replacing and the cost to carry out this work was substantial. He proposed that a new steel cableway be installed. Cllr Bush seconded this. All in favour. One quote received but more to be obtained to compare.
Cllr Haywood suggested removing existing equipment by others to save on costs.
Order to re-surface under cableway to be cancelled with Playquip. Clerk to action.

27. Burnham Road, SWF

A group has set up a crowdfunding account to raise funds to employ a company of independent transport/planning/infrastructure consultants to get expert advice on the traffic situation caused by the new development in South Woodham Ferrers. This does affect all users not only in that area but in the Dengie also. Clerk to check with EALC if funds can be given to such a cause and if so, a sum of £200 be donated. Cllr Oatham proposed this and Cllr Smith seconded. All in favour.

28. Village Environment

- Cllr Todd proposed that 3 new dog bins be purchased at a cost of £95.39 each for Gladwell Walk, George Everitt, and by the Youth Shelter due to missing handle and rust. Cllr Spires seconded this. All in favour.
- Discussion whether to purchase more stickers for Wheelie bins. No one thought it was worthwhile so if residents wanted to they could purchase for themselves.
- A quote had been received to trim the top of the hedge in North Drive. More quotes needed so Clerk to add to next agenda.

29. Parish Meeting

A decision to hold this meeting on 8th June 2021 at 6.30pm has already been minuted under Meeting dates.

30. Any Other Business

- Quotes to be discussed at next meeting to remove tree in Mayflower Walk
- Gap by opening at Nature Reserve in Nipsells Chase to be filled by groundsmen.
- Tourist information post from MDC can be accessed by the Parish Council. Cllr Haywood to talk to them and discuss what can be added.

The meeting closed at 9.18 p.m.

Date of next meeting, Tuesday 8th June 2021