



**Minutes
of the Annual Meeting of
MAYLAND PARISH COUNCIL**
held in the Lawling Park Hall
on Tuesday 10th May 2022
at 7.01 p.m.

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

Clerk: Mrs L Whitefield

In attendance: 6 residents

Cllr Haywood apologised to the public that more notice wasn't given about last month's meeting closing early so that important legal documents could be discussed. Notice to be included on agenda in future.

1. Election of Chairman

Cllr Todd proposed Cllr Haywood as Chairman with Cllr Morris as seconder. Cllr Oatham proposed Cllr Chandler as Chairman with Cllr Bush as seconder. Cllr Chandler explained that he did not want to take up this position. 8/9 voted for Cllr Haywood to become Chairman. Cllr Oatham abstained from the vote.

Cllr Haywood signed the Chairman's Declaration of Acceptance of Office.

2. Election of Vice Chairman

Cllr Oatham proposed Cllr Chandler as Vice-Chairman of Mayland Parish Council. Cllr Todd seconded the proposal. All in favour.

3. Apologies for Absence

Michael Helm

4. Declarations of Interest

None

5. Minutes of the Previous Meeting

Cllr Chandler proposed accepting the minutes from the Parish Council meeting on 12th April 2022. Cllr Bush seconded. All in favour. The minutes were signed and dated as a true record.

6. Public Discussion

- A resident asked how the planning permission was progressing with the change of use of the Orchard in North Drive. Cllr Haywood confirmed that notice of the application had been received and it should only take another month for the response to be received.
- A resident asked whether residents should report directly with the security company or whether to come through the Clerk first. Clerk responded that they could contact them directly and if they were in the area then they would visit village but if not the Clerk could be contacted to request permission to visit outside of allotted hours. Clerk to confirm with S-Type Security.
- A resident asked about the bollards at George Cardnell field which were broken and vehicles were getting in. Clerk to ask groundsmen to inspect.

- A resident asked if a speed sign could be put in Nipsells Chase as well as The Drive. The one on Steeple Road can be moved. Clerk to ask Highways if this is possible.

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.
 Orchard Management Committee – adopted in March 2022

Cllr Haywood proposed that the terms of reference remain unchanged. Cllr Spires seconded.
 All in favour

8. Committee Membership

Cllr Morris requested to join the Neighbourhood Plan Committee
 Personnel Committee – All Councillors
 Finance Committee – All Councillors
 Lawling Park Committee – Cllrs Spires, Haywood, Smith, Bush, Chandler and Todd
 Neighbourhood Plan Committee – Cllrs Spires, Haywood, Todd, Chandler, Bush, Smith, Harding and Morris
 Orchard Management Committee – Cllrs Chandler, Todd, Haywood, Spires, Bush, Harding and Oatham

9. Standing Orders

Cllr Harding proposed that the Standing Orders remain unchanged. Cllr Spires seconded. All in favour.
 Standing Orders adopted in April 2019.

10. Financial Regulations

Cllr Haywood proposed that the Financial Regulations remain unchanged. Cllr Chandler seconded. 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 | Cllr Haywood |
| • Police Liaison Officer | None |
| • 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, Smith |

12. Subscriptions

List of subscriptions presented to the Council. EALC payment to be reviewed for next year. Clerk to find out what is included. Cllr Bush proposed these be accepted. Cllr Harding seconded. All in favour.

13. Insurance

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

14. Complaints Procedure

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

15. Freedom of Information and Data Protection

A new Privacy Policy was adopted in September 2021. Cllr Haywood proposed this be accepted. Cllr Chandler seconded. All in favour.

16. Record Retention Policy

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

17. Meeting Dates

Cllr Harding proposed agreeing the draft list of meeting dates for 2022-23. Cllr Haywood seconded the proposal, all in favour.

18. Finance and Risk Assessment

- A list of Direct Debits was presented to the Council. Cllr Bush proposed these be accepted. Cllr Chandler seconded. All in favour.
- Cllr Spires proposed accepting the Financial and General Risk Assessment presented to the Council. Cllr Bush seconded this proposal. All in favour.
- **Internal Audit** - The internal auditor's report and its recommendations were noted. The recommendations involve: -
 - The level of the general reserve held is low for a Council which precepts £100,000.00 annually. The recommendation by the External Auditor is that a council should keep about 50% of the value of its precept in general reserves. This matter should be addressed by the Council and if necessary, a Reserves Policy should be adopted.
 - By law, the Annual Parish Meeting must be held annually between 1st March and 1st June (both inclusive). The meeting did not take place until 8th June 2021, which the Council has said that this was the first opportunity after F2F meetings were allowed again after the coronavirus Regulations expired on 6th May 2021. The Council should make certain that the Annual Parish Meeting is held within the defined period in future years.
 - It is not evident from the minutes that the fees are considered on a regular basis. The football contract was considered at a meeting of a committee on 28th September 2021 but this was not specifically reported and minuted at the full Council meeting. The hall hire fees, tennis fees and memorial plaque charges do not seem to have been reviewed. It is recommended that the Council establishes a regular review of fees, perhaps at its Annual Parish Council Meeting.
 - A new deposit bank account was opened during the year because of concerns about the FCSC £85,000.00 compensation limit. It should be noted that all the Council's bank accounts are with Barclays. Information from the FSCS website should be considered and if it doesn't already have it, confirmation in writing should be obtained by the council that all the accounts will be covered by the compensation scheme. It is possible that the bank would cover the total sum of the accounts in the event of a bank failure but this would possibly not protect the council if this failure happened shortly after a precept payment was made by the District council or receipt of a grant.
 - Currently, the Council is not registered for VAT. However, the Council undertakes taxable activities (hall hire, sports fees and sale of memorial plaques) and is recommended that VAT Notice 749 and other relevant notices are read and appropriate advice taken about possible registration.

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

- Cllr Chandler proposed that the updated Asset Register be accepted. Cllr Spires seconded this proposal. All in favour. The memorial wall to be added to register.

19. Annual Governance Statement

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

20. Accounting Statements

The Accounting Statements were read aloud from the Annual Governance and Accountability Return. Cllr Harding proposed accepting the statements. Cllr Chandler 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.

21. Planning

All planning applications were deferred to an Extraordinary Parish Council Meeting to be held on 24th May 2022. This was due to Maldon District Council's website not being available to look at.

DECISIONS**VAR/MAL/21/01240**

Variation on condition 2 and removal of condition 8 on approved planning application 21/00628/FUL (proposed construction of a single storey build live/work dwelling)
Paton Place, Nipsells Chase, Mayland

APPROVED**NMA/MAL/22/00444**

Application for non material amendment following grant of planning permission 21/00290/HOUSE (Single storey rear extension including annexe for carers. Single storey outbuilding with covered walkway. Changes to fenestration.) Amendment sought: Replacement of the glazed roof over the walkway with a pitched roof and the extension of the pitched roof over the annex.

Fiddlers Rest 1 Mill Road, Mayland

REFUSED**HOUSE/MAL/00331**

New Outbuilding
19, Nipsells Chase, Mayland

APPROVED**22. Finance**

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

PAYMENTS			NET
Date	Payee	Service/supply	
08-Apr-22	County Broadband	WiFi	27.61
07-Apr-22	Fasthosts	Monthly subscription for Website	1.00
14-Apr-22	Voipfone	Renewal Fee	3.00
14-Apr-22	Maldon District Council	Planning Fee for change of use for Orchard	257.83
13-Apr-22	Post Office	Special Delivery for Objection to be sent to Land Reg	6.85
19-Apr-22	NPower	Street Lighting March	251.87
21-Apr-22	SSE Electricity	Scout HQ based on estimated reading	675.51
21-Apr-22	SSE Electricity	Changing rooms based on estimated reading	211.12
26-Apr-22	Amazon	100 Polypockets	5.76

26-Apr-22	Amazon	A3 Laminating pouches, 12GB memory stick	16.61
26-Apr-22	Amazon	12 x Black paint, 24 x Grey paint for skatepark	190.76
28-Apr-22	Chelmsford Silver Band	Provide brass band music at Jubilee 4/6	200.00
29-Apr-22	Troy Planning	For meeting with MDC and initial draft "site location criteria" paper	750.00
03-May-22	MSJ Garwood	Grounds Maintenance April	1,623.23
03-May-22	MSJ Garwood	Overmarking pitches 7/4, 21/4	236.90
03-May-22	S-Type Security	Security Patrols April	315.00
20-Apr-22	BHIB Insurance	Annual renewal of Insurance	1,460.38
10-May-22	Letchwood	Fee for Internal Audit	200.00
10-May-22	Mrs L Whitefield	Petty Cash top-up	46.76
10-May-22	T Brown	Deposit Refund 1/5	75.00
14-May-22	NEST	Staff Pension	142.37
25-May-22	MPC Staff	Staff Wages	1,988.84
			8,686.40

RECEIPTS

11-Apr-22	Mayland football club	Hire fee & Deposit 21/5	135.00
14-Apr-22	Amazon	Refund for 2 reams of damaged paper	9.40
19-Apr-22	Maldon District Council	Hire fee for Crucial crew 18/5	96.00
25-Apr-22	Maldon District Council	Precept Half yearly payment	50,124.50
29-Apr-22	HMRC	VAT refund Jan-March 2022	4,918.75
03-May-22	L Maskell	Hire fee & Deposit 14/5	123.00
03-May-22	Resident	Donation for PC	40.00
03-May-22	Various residents	Tennis court hire fee	12.00
			55,458.65

PETTY CASH

19-Apr-22	Lidl/card factory	Card/flowers for R. Edwards Biscuits/Milk for APM	9.22
03-May-22	Mayland Service Station	Fuel for strimmer	13.01
30-Apr-22	Home Bargains	Toilet roll, cleaner, gloves, swing bin	18.28
			40.51

- Cllr Haywood proposed accepting these accounts. Cllr Harding seconded this proposal. All in favour.

23. Clerks Report

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

24. Lawling Park Committee

- Venue in the park- Cllr Morris made a suggestion that an all-weather play surface be installed in the park. Cllr Haywood informed him that the tennis court will be upgraded to a Multi-use Games area for all to use.
- Disabled parking – to discuss at next Lawling Park committee meeting.
- Tennis courts – A quote was considered to spray the tennis courts. It was suggested that this be discussed at the next Lawling Park committee meeting to decide if this needs to be done before the courts are upgraded.

25. Queen's Platinum Jubilee

- Cllr Haywood reviewed all the arrangements for the Jubilee celebrations on 4th June. Many stalls, games and activities planned for the day. Asked for volunteers on the day to help. Some Councillors are able to help. Will ask on Facebook for more volunteers. Flags and poster to go up by the boat at the entrance to the village
- The Jubilee trail is up and running and posters have been put in all surrounding villages.

26. Henry Samuel Hall

- Work has started on the hall to install cladding and new windows. Awaiting new door. Grants have been received for further work. Sole Trustees have given permission for the Management Committee to spend remainder of funds in their bank account.
- Accounts for the year ending March 2022 can be viewed on the Parish Council's website.
Opening Balance was £6,053.67
Closing Balance was £16,890.28

27. Village Environment

- Highways – Information about potholes has been passed on to residents. Have to measure them and that depends how quickly they are sorted. Wembley Avenue one needs to be measured as this is particularly bad.
- Speed signs – The speed sign along the Steeple Road is designed to be moved. Clerk to ask Highways if we need permission to move ourselves or if they can move it to The Drive and possibly to Nipsells Chase if we get a new pole there.
- S-Type Security – Cllr Todd proposed that their hours are increased to 12 each month with a review to take place in three months' time. Cllr Morris seconded this. 6 in favour, 3 against this proposal. To have meeting with Engagement officers to work together.

28. Matters for next Agenda

The meeting closed at 9.14 p.m.