



**Minutes
of the Annual Meeting of
MAYLAND PARISH COUNCIL**

held in the Lawling Park Hall
on Tuesday 16th May 2023
at 7.00 p.m.

Present: Cllr Haywood (Chairman) Cllr Chandler (Vice-Chairman)
Cllr Bush Cllr Oatham
Cllr Spires Cllr Morris
Cllr Down

Clerk: Mrs L Whitefield

In attendance: D/Cllrs Linda Haywood and Tony Fittock, 7 residents

1. Election of Chairman

Cllr Chandler proposed Cllr Haywood as Chairman with Cllr Spires as seconder. All in favour. Cllr Haywood signed the Chairman's Declaration of Acceptance of Office.

2. Election of Vice Chairman

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

3. Apologies for Absence

Cllr Loke who was on holiday

4. Declarations of Interest

Cllr Morris declared an interest in item 27

5. Minutes of the Previous Meeting

Cllr Spires proposed accepting the minutes from the Parish Council meeting on 11th April 2023. Cllr Chandler seconded. All in favour. The minutes were signed and dated as a true record.

6. Public Discussion

- Cllr Haywood thanked everyone for helping and attending the coronation event in May. Great turnout and successful day
- A resident asked whether the road was going to be closed again for the Christmas market in December. It will be added to next month's agenda. Car show will also be discussed.
- Tony Fittock – new District Councillor for Althorne ward – introduced himself.
- Discussion over new housing applications in Dengie. What role does the Mayland Neighbourhood plan have within the area. D/Cllr Fittock confirmed that until the plan is adopted then it does not have a role.
- A resident asked about having an allotment in the village. She stated that if enough people request one then the Parish council have a duty to provide land. Clerk to ask neighbouring parishes if they have any vacant plots and if they will take residents from outside their villages. To look into land in the village being donated for this purpose.

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

8. **Committee Membership**

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

Cllr Chandler proposed that the membership be formed as above. Cllr Spires seconded. All in favour.

9. **Standing Orders**

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

10. **Financial Regulations**

Cllr Bush 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 | Cllr Chandler |
| • School Governor | None |
| • Transport Representative | Cllr Chandler |
| • Dengie hundred Group of Parish Councils | None |
| • Henry Gilder Trust | Mrs Jean Hawkes |
| • Planning | Cllr Bush |
| • CCTV | Cllr Oatham |

12. **Subscriptions**

List of subscriptions presented to the Council. Cllr Haywood 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. This will be a three year contract for £1,557.48 each year. Cllr Chandler proposed this be accepted. Cllr Spires seconded this. All in favour.

14. **Complaints Procedure**

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

15. **Freedom of Information and Data Protection**

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

16. **Record Retention Policy**

Cllr Oatham asked about keeping payments and receipts for an indefinite period. Clerk to look into. Cllr Bush proposed this be accepted subject to the above. Cllr Chandler seconded. All in favour.

17. Meeting Dates

Cllr Morris asked for the budget meeting held in December to not be changed. Cllr Spire proposed agreeing the draft list of meeting dates for 2023-24. Cllr Chandler seconded the proposal, all in favour.

18. Finance and Risk Assessment

- A list of Direct Debits was presented to the Council. Cllr Chandler proposed these be accepted. Cllr Haywood seconded. All in favour.
- Clerk to ask water authority about recommendation for tanks in the hall. To also update the key holders list. Cllr Chandler proposed accepting the Financial and General Risk Assessment presented to the Council. Cllr Spire 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 still 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 considered by the Council.
 - There is no expenditure against budget comparison provided. This information should be given to all councillors and discussed and minuted at the meetings.
 - Bank reconciliations and bank statements should be circulated to all councillors and minuted at the meetings
 - An Internal Financial Control document should be investigated
 - From a review of the minutes, there does not appear to be a report noted from the external audit. It should be noted that even if the Council has an unqualified audit report, it should be reported to the meeting and minuted.

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

- Cllr Oatham proposed that the updated Asset Register be accepted. Cllr Chandler seconded this proposal. All in favour. Land Registry number should be added for Orchard.

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 Haywood proposed accepting the statements. Cllr Spire 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

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

- **23/00370/HOUSE PP -12066869**
Construction of a cartlodge
Wrington 27 Imperial Avenue, Mayland

5/7 objected to this proposal. 2 abstained. Therefore, the recommendation to MDC is the refusal of this proposal. The following reasons are given:

- D1 – Design is out of character with surrounding properties as built in the front garden
- Building line should be maintained
- Would be jutting out on to the road

- **23/00266/VAR PP -12004682**

Variation of condition 2 (plans) and removal of condition 13 (dormer windows) on approved Planning Permission 21/01240/VAR (Variation on condition 2 and removal of condition 8 on approved planning application 21/00628/FUL (Proposed construction of a single storey self-build live/work dwelling))

6 objected to this proposal. 1 abstained. Therefore, the recommendation to MDC is the refusal of this proposal. The following reasons are given:

- The conditions placed on approved planning permission 21/01240/VAR should be upheld as they were put in place for a reason
- One reason these conditions were in place was to prevent the building being made into a two storey dwelling

- **23/00203/HOUSE PP -11965034**

Single storey rear extension including annexe, single storey outbuilding with covered walkway, changes to fenestration and alterations to the roof pitch
Fiddlers Rest, 1 Mill Road, Mayland

No objections to this proposal

- **23/00454/HOUSE PP -12104641**

Extension to existing summerhouse in rear garden
Wrington 27 Imperial Avenue, Mayland

6/7 objected to this proposal. Therefore, the recommendation to MDC is the refusal of this proposal. The following reasons are given:

- D1 – Design of summerhouse is too high and too close to neighbouring boundary which could have a detrimental impact upon the neighbouring residents

DECISIONS

- **HOUSE/MAL/23/00063**

Single storey side extension and alterations to fenestration
106 The Drive Mayland Essex

APPROVE

- **AGR/MAL/23/00218**

Prior notification for a timber frame forestry building.
84 Nipsells Chase Mayland Chelmsford Essex

PRIOR APPROVAL REFUSED

REASON FOR REFUSAL

The proposed development does not fall within the scope of Class B, Schedule 2, Part 6, of the Town and Country Planning (General Permitted Development) Order 2015 (as amended).

- **HOUSE/MAL/23/00268**

Extension to existing outbuilding
8 Promenade, Mayland

REFUSE

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	
17-Apr-23	Travis Perkins	Ton bag of shingle for Nature reserve in Nipsells	80.32
19-Apr-23	NPower	Street Lighting	164.10
19-Apr-23	Mayland Service Station	Fuel for strimmer	7.17
20-Apr-23	Amazon	St Georges Day flag	4.66
21-Apr-23	Amazon	Dividers for folders	7.50
21-Apr-23	Amazon	10 Black lever arch folders	9.52
24-Apr-23	Amazon	5 reams of paper	21.47
24-Apr-23	Amazon	Ink Cartridges, A4 Divider	23.76
24-Apr-23	Discover & Explore	Refund for Key Deposit Messy Play	10.00
25-Apr-23	HSH Committee	VAT Refund 2019-2023	3,543.07
04-May-23	Amazon	Brown mastic for outside tap repair	4.88
09-May-23	Lidl	Food for Coronation event	104.97
09-May-23	Freshway	Toilet rolls/bin bags for hall	12.95
09-May-23	C Chittick	Mars Garden Band at Coronation	200.00
09-May-23	Mr J Jackson	The Double tops Band at Coronation	150.00
09-May-23	K Maerz	Face painting at Coronation	200.00
10-May-23	Essex Community First Aid	First Aid at Coronation	125.00
10-May-23	Lidl/Makro	Food/Sweets for Coronation event	123.62
16-May-23	MSJ Garwood	Grounds Maintenance April	1,676.27
16-May-23	MSJ Garwood	Pitch marking April	236.90
16-May-23	Fasthosts	Linux PHP Extended support	5.78
16-May-23	Fasthosts	Monthly subscription	5.00
16-May-23	Voipfone	Renewal Fee	3.00
16-May-23	L Clements	Deposit Refund 29/4/23	50.00
16-May-23	A Oliphant	Deposit Refund 07/05/23	50.00
16-May-23	Letchwood	Internal Audit Fee	200.00
16-May-23	Reolink Innovation Ltd	WiFi camera for memorial garden	166.66
16-May-23	Vodafone	Top up sim card for memorial garden camera	10.00
14-May-23	NEST	Staff Pension	148.26
25-May-23	MPC Staff	Staff Wages	2,202.98
			34,721.02
RECEIPTS			
13-Apr-23	Maldon District Council	Half year Precept	51,127.00
17-Apr-23	Amazon	Donation for Indian stall at Coronation	30.00
24-Apr-23	Maldon District Council	VAT Refund (Jan-March 2023 inc HSH)	11,496.73
24-Apr-23	Maldon District Council	Donation catering at Coronation	30.00
26-Apr-23	HMRC	Hall Hire Dec-March 2023	99.00
04-May-23	L Maskell	Refund for wrong dividers sent	7.50
09-May-23	Resident	Pitch fees or March and April	360.00
11-May-23	Various residents	Money collected at Coronation	358.00
			63,508.23
PETTY CASH			

- Cllr Haywood proposed accepting these accounts. Cllr Bush seconded this proposal. All in favour.
- Cllr Spires proposed that £100 be spent on needed kitchen supplies including kettle and mugs. Cllr Chandler seconded. All in favour.

23. Clerks Report

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

24. Councillor Vacancy

All councillors agreed that a post could be put on Facebook and the website advertising the vacant position on the council.

25. Lawling Park Committee

- Line marking on tennis courts – Cllr Spires proposed that temporary lines are added to the tennis courts at a cost of £300. Cllr Bush seconded this. All in favour.
- Fence rail – It was resolved to leave the top of the fence for now behind the basketball nets to see if any further complaints of burst balls. Anti-climb paint has been added to the horizontal bars after youths seen climbing on them. Signs have also been added.
- Tennis Hut – Scrap in hut which needs removing as all damp. Roof also needs repairing and electrics keep tripping. To do at later date.

26. Neighbourhood Plan Committee Update

Cllr Spires re-iterated that Maldon District Council will comment on our Neighbourhood plan once their Local Development Plan is reviewed. There will be a six week formal consultation at that stage.

27. Orchard Management Committee Update

This item was deferred until next month's meeting

28. Henry Samuel Hall

- All Councillors were presented with a copy of the accounts for the hall. Work is still ongoing including the repair of the roof which was essential.
- A grant has been received for £7,980 which is for the new disabled toilets.
- Accounts for the year ending February 2023 can be viewed on the Parish Council's website

29. CCTV

- One of the hard drives is not working for the CCTV but Cllr Oatham suggested all three were changed. To get a price from Barry King who installed them. Cllr Oatham proposed a budget of £400 to cover the supply only of three hard drives. Cllr Spires seconded. All in favour.
- Camera is now working at the memorial garden. Suggestion to purchase another for another location at a later date.

30. Village Environment

- Cllr Spires proposed that a second bag of shingle be purchased for the entrance to the nature reserve in Nipsells Chase. Cllr Haywood seconded. All in favour. Clerk to purchase.

31. Parish Council Aims

- Cllr Oatham proposed starting the new four year election period with some aims for the council:

- a. Street Lights – to look at those that we pay for each month. Thinks that Highways should have taken these over when roads were made up.
- b. The feasibility of a sports hall in the field. A loan could be obtained for this then raise money for inside the building
- c. To look at joining the two wards in the village. Claire at MDC to investigate for us.

32 Matters for next Agenda

The meeting closed at 9.21 pm.