



The Annual Meeting of MAYLAND PARISH COUNCIL

will be held in the Lawling Park Hall
on Tuesday 14th May 2024
at 7.00 p.m.

ALL COUNCILLORS ARE SUMMONED TO ATTEND

AGENDA

If members of the press or public are present.....

Does any member of the public or press wish to film or otherwise record the meeting? You are reminded that:-

- Members of the public or officers present at a meeting may not be filmed without their consent
- Any persons under the age of 18 may not be filmed regardless
- Any recording must be done in a way that does not disrupt the meeting
- No oral commentary is permitted during the meeting and
- No recording is permitted of any part of a meeting which is closed to the public.

Anyone who objects to being filmed, recorded, photographed or otherwise reported, and children and vulnerable adults now have an opportunity to declare their presence.

- 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.
- 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 Parish Council meeting on 9th April 2024.
- 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.
 - To nominate a trustee for The Henry Gilder Drake Charity

- 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 the internal audit report
 - 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 2023/24. 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 2023/24. A decision to approve them will be required and Section 2 of the Annual Return signed.
- 21 Planning**
To consider the following planning applications and to agree comment to the local Planning Authority: -
- **24/00325/LDE PP -12955046**
Claim for lawful development certificate for existing use of the land for storage of steel, timber, tyres, trailers and motor vehicles
8A Mill Road, Mayland

DECISIONS

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

22 Finance

- All Councillors will receive a list of all payments and receipts for May. A decision to accept them all will be required.
- To consider a quote to upgrade the Council's website

23 Clerks Report

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

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

- To review the hire fees for Lawling Park Hall
- To consider a quote to replace the stake and rail fence in Bakersfield Car Park
- To consider a quote to prune back three maple trees along Bakersfield Walk
- To arrange opening of Pirate Ship and consider a budget to spend on treats

25 Neighbourhood Plan Committee Update

26 Edith Rose Committee

- Fencing
 - ❖ Erection of new fence on land purchased
 - ❖ Arrange to re-mark the boundary
 - ❖ To get permission to use sellers land to erect new fence
 - ❖ Boundary fence to the rear of North Drive
- Gates – To consider the type of gate needed
- Management Plan
- Update on work being carried out by David Davis
- Further costs and budget

27 Henry Samuel Hall

- Update on Henry Samuel Hall
- Accounts for the year ending March 2024

28 CCTV

29 Village Environment *including Lighting, Vandalism, Sea Wall, Transport*

30 Matters for next Agenda

Signed *L Whitefield*

Clerk to the Parish
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9th May 2024