



Minutes
of the Annual Meeting of
MAYLAND PARISH COUNCIL
 held in the Lawling Park Hall
 on Tuesday 14th May 2024
 at 7.00 p.m.

Present: Cllr Haywood (Chairman) Cllr Chandler (Vice-Chairman)
 Cllr Bush Cllr Oatham
 Cllr Spire Cllr Emmett
 Cllr Down Cllr Harding
 Cllr Ayodele

Clerk: Mrs L Whitefield

In attendance: D/Cllrs Linda Haywood, 2 residents

1. Election of Chairman

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

2. Election of Vice Chairman

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

3. Apologies for Absence

D/Cllr Tony Fittock sent his apologies

4. Declarations of Interest

None

5. Minutes of the Previous Meeting

Cllr Down proposed accepting the minutes from the Parish Council meeting on 9th April 2024. Cllr Chandler seconded. All in favour. The minutes were signed and dated as a true record.

6. Public Discussion

- Cllr Chandler raised concerns about the overgrowth either side of the junction of Steeple Road and Mayland Close. Mayland Hill also needs cutting back.

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.
 Edith Rose Wood Committee – adopted in March 2022

Cllr Harding proposed that the terms of reference remain unchanged. Cllr Chandler seconded. All in favour

8. Committee Membership

Personnel Committee – All Councillors
 Finance Committee – All Councillors
 Lawling Park Committee – Cllrs Spire, Haywood, Bush, Chandler, Down and Ayodele
 Neighbourhood Plan Committee – Cllrs Spire, Haywood, Chandler, Bush, and Harding

Edith Rose Wood Committee – Cllrs Chandler, Haywood, Spires, Bush, Harding, Oatham, Down and Emmett.

Cllr Harding proposed that the membership be formed as above. Cllr Bush seconded. All in favour.

9. Standing Orders

Cllr Haywood proposed that the Standing Orders remain unchanged. Cllr Chandler seconded. All in favour.

Standing Orders adopted in April 2019.

10. Financial Regulations

Cllr Down proposed that the new NALC model Financial Regulations be adopted. Cllr Spires seconded. All in favour. A copy of the new regulations to be given to all councillors for their green folders.

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 | Cllr Spires |
| • Henry Gilder Trust | Mrs Jean Hawkes |
| • Planning | Cllr Bush |
| • CCTV | Cllr Oatham |

12. Subscriptions

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

13. Insurance

The renewal notice for the Council's insurance was presented to the Council. The premium for this year is £1,655.76. Cllr Haywood proposed this be accepted. Cllr Chandler seconded this. All in favour. Clerk to send the updated Asset Register to the insurance company.

14. Complaints Procedure

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

15. Freedom of Information and Data Protection

Cllr Chandler proposed that the Privacy Policy remain unchanged. Cllr Harding seconded. All in favour.

Privacy Policy adopted in September 2021.

16. Record Retention Policy

Cllr Harding proposed that the Record Retention Policy remain unchanged. Cllr Spires seconded. All in favour.

17. Meeting Dates

Cllr Harding proposed agreeing the draft list of meeting dates for 2024-25. Cllr Down seconded the proposal, all in favour.

18. Finance and Risk Assessment

- A list of Direct Debits was presented to the Council. Cllr Haywood proposed these be accepted. Cllr Ayodele seconded. All in favour.
- Cllr Bush proposed accepting the Financial and General Risk Assessment presented to the Council. Cllr Emmett seconded this proposal. All in favour.

- **Internal Audit** - The internal auditor's report was sent to all Councillors. There was nothing major to report. All recommendations highlighted from last year 2022/2023 had all been implemented.
The auditor will provide a template of an Internal Financial Control document for the Clerk to implement as this was not provided due to illness.

Cllr Harding proposed that this audit be accepted. Cllr Spires seconded this. All in favour.

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

19. **Annual Governance Statement**

The Annual Governance Statement 2023/24 was read aloud from the Annual Governance and Accountability Return. Cllr Harding proposed accepting the statement. Cllr Haywood 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 2023/24 were read aloud from the Annual Governance and Accountability Return. Cllr Haywood proposed accepting the statements. Cllr Bush 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:-

- **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

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

- Residential Parking
- Unmade Road
- Not suitable for traffic
- Close to watercourse
- Hazardous materials

DECISIONS

- **VAR/MAL/24/00181**

Removal of condition 4 of approved application 13/00441/FUL (Alteration to barn, to form annexe accommodation)

The Scholars, Southminster Road, Mayland

APPROVE

- **Enforcement number 23/00026/CU – 23/00045/S174 (Appeal Ref's: APP/X1545/C/23/3326403 & APP/X1545/C/23/3326404)**

Appeal against an enforcement notice alleging unauthorised erection of a C3 residential dwelling house.

Address: Land North West of Riversleigh, Nipsells chase, Mayland

Appeal dismissed and the enforcement notice is upheld – 9/5/2024

Application for full award of costs made by appellant refused – 9/5/2024

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-24	County Broadband	Community WiFi	24.17
09-Apr-24	Fasthosts	Linux Support Fee	8.50
10-Apr-24	Land Registry	2 x Land registry searches for North Drive	12.00
10-Apr-24	Timpson	Memorial Plaque (Barry Edwards)	33.33
10-Apr-24	Michael Smith	Plumbing work at the hall (manhole/pipe)	80.00
12-Apr-24	Fasthosts	Website Fee	6.00
18-Apr-24	NPower	Street Lighting	365.01
18-Apr-24	Amazon	Timer to replace one broken in hall	18.79
18-Apr-24	Magnolia Square	Further plans for additional land at Edith Rose Wood	95.00
18-Apr-24	Tesco	Snacks for Annual Parish Meeting 16/4	11.25
18-Apr-24	Mayland Service Station	Fuel for strimmer	13.04
19-Apr-24	Landons Solicitors	Purchase of additional land and fees	8,454.00
23-Apr-24	Ebay	Adaptor for LED lamp	6.65
25-Apr-24	Amazon	5 x Exercise books for CCTV log	3.30
02-May-24	DW Cladding UK Ltd	Black Fascia's on front of hall	868.00
03-May-24	Voipfone	Renewal Fee	3.00
06-May-24	Fasthosts	Linux Support Fee	8.50
07-May-24	Amazon	100 x Laminating Pouches	8.37
23-Apr-24	Manor Tree Services	To tar spray and shingle the Sensory Path	1,180.00
19-Apr-24	Mrs L Haywood	Expenses to attend solicitors 19/4	24.30
19-Apr-24	P Chandler	Expenses to attend solicitors	24.30
06-May-24	MSJ Garwood	Grounds Maintenance April 2024	1,691.25
06-May-24	MSJ Garwood	Pitch maintenance for 6 pitches	250.94
06-May-24	Letchwood	Internal Audit Fee 2023/24	200.00
14-May-24	Little Sportsters Coaching	Deposit Refund 2-12 th April	50.00
14-May-24	C McCormick	Deposit Refund 26/4	50.00
15-May-24	NEST	Staff Pension	166.92
14-May-24	Mrs L Whitefield	Petty Cash Top up	98.71
25-May-24	MPC Staff	Staff Wages	3,043.67
			16,799.00
RECEIPTS			
04-Apr-24	HSH Community Fund	10 Tonnes Plainings for HSH	180.00
22-Apr-24	G&B Finch	Half of invoice for broken fence o/s Mayflower Walk	150.00
03-May-24	Little Sportsters Coaching	Hall Hire for Half Term club 29-31 st May	252.00
03-May-24	Slimming World	Hall Hire for April 2024	162.00
03-May-24	G Inskip	Hall Hire Deposit 3/8	50.00
03-May-24	Mayland Youth club	Hall Hire Jan- Mar 2024	137.50
07-May-24	Maldon District Council	Half Yearly Precept	52,661.00
08-May-24	E Lythgoe	Key Deposit for Hall	10.00
			53,602.50
PETTY CASH			
10-Apr-24	Mr A Kemp	Wages paid in Cash instead of BACS for April	98.71

- Cllr Bush proposed accepting these accounts. Cllr Ayodele seconded this proposal. All in favour.
- Discussion over upgrading the council's website and email addresses to gov.uk and receiving a grant from Central Government for £100 towards this. Quotes have been received to carry out this work. Cllr Chandler proposed that a quote from Macintosh Electronics for £301 + vat be accepted. Cllr Harding seconded this proposal. All in favour.
Cllr Harding to contact company with questions and clerk to ask St Lawrence PC if they purchased new devices for their gov.uk emails.

23. Clerks Report

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

24. Lawling Park Committee

- Hire Fees – Councillors reviewed the current fees to hire the Lawling Park Hall. Cllr Harding proposed that the hire for residents of Mayland be increased to £14 from £12 and £16 from £14 for non-residents. This is due to increased running costs such as cleaning and electricity. For regular hirers, fees will remain the same until May 2025. Letters to be sent informing them of this.
- Stake and Rail Fence – A quote has been received to replace the fencing around the Bakersfield Car park. Query over type of wood quoted for. Clerk to ask contractor and then add to Lawling park committee meeting.
- Maple trees – A resident has asked council to cut back 3 maple trees which overhang their garden. A quote has been received from Manor Tree Services. Cllr Spires to visit to check what work needs doing.
- Pirate Ship – It was agreed to hold an official opening for the new Pirate ship in the children's playground and purchase bunting, treats, games, masks to the value of £70. Cllr Chandler proposed accepting this and holding this on Bank Holiday Monday at 10.30am. Cllr Haywood seconded. All in favour.

25 Neighbourhood Plan Committee Update

Now that the election is over, we should hear from MDC re next stage of accepting the Neighbourhood Plan. Clerk to contact them.

26 Edith Rose Wood Committee Update

- New fence – The additional piece of land has now been purchased and the existing fence can be moved into the new location including the posts. Additional materials might be needed. Budget of £3,000 was agreed at the Parish meeting in February.
- Boundary – Councillors to meet on Friday 17th May to re-measure boundary of new fence.
- Permission – Seller has agreed to allow contractors on his land for the purpose of erecting new fence
- Boundary fence to the rear of North Drive – options include a strand fence. Quotes obtained for this to be done. Cllr Chandler proposed that £5,000 be spent on a strand fence along the rear of residents' houses in North Drive. Cllr Harding seconded. All in favour.
- Gates – Cllr Chandler to price up purchasing a four foot, five bar gate for the entrance to the wood.
- The order for the management plan has now been placed.
- Update on work being carried out in the wood to replace the telegraph poles from North Drive.
- Budget – Review of budget for Wood. £18,000 being held in Earmarked reserves with an additional £10,000 agreed at a meeting in October 2023 from this year's budget. The following is a summary of expenditure:
 - £14,000 for purchase of additional land
 - £3,000 to move existing fence
 - £5,000 to erect a strand fence to boundary of North Drive

- £2,075 for management plan
Total of £24,075 spent so far
Balance of reserve £3,925

27 Henry Samuel Hall

- Work is still progressing on the hall. Grants of £26,500 were received last year. Fundraising amounted to £14,040. Hall hired out most days of the work bringing in regular money.
- Accounts for the year ending February 2024 can be viewed on the Parish Council's website. Sent to all Councillors.

28 CCTV

Nothing to discuss

29 Village Environment

Nothing to discuss

30 Matters for next Agenda

The meeting closed at 9.30 pm.