

**MINUTES of the 123<sup>rd</sup> Annual Assembly held in the Pavilion on Wednesday 19<sup>th</sup> April 2017 commencing at 8.00 p.m.**

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**Present:** Parish Councillors - Cllr. S. Plater (Chairman, Tollesbury Parish Council),  
Cllrs. Bell, O'Donnell  
Michelle Curtis - Clerk to Parish Council  
Members of the Public – Mr R Beavan, Mr N Bradbrook, Mr T Bradshaw, Mrs G  
Campton, Ms A Cole, Mr R Davenport, Mr R Lankester, Mr A Page, Mr B Page,  
Mrs B Page, Mrs A Legerton, Mr D Legerton, Mrs C Page, Mrs S Palmer,  
Mrs S Plater, Mrs M Shove, Mrs J Walsh

**1. Introduction**

The Chairman made a statement to the Assembly explaining the nature of the meeting. It was a meeting of parishioners; by law if the Chairman of the Parish Council was present he must preside at the meeting; the role of the Parish Council was to facilitate the meeting; by convention the Minutes of the Meeting were taken by the Clerk to the Parish Council.

The Chairman asked the parishioners if there were any items they would like to include for discussion under item 7 of the agenda – Other Village Matters.

The following items were suggested for discussion:

Mrs Palmer requested East Street (resurfacing) and parking in the village

Mr Lankester – Marine Policing

Ms Cole – Protection of the greenbelt

**2. Minutes of the Annual Assembly 20<sup>th</sup> April 2016**

Printed copies of the Minutes of the 122<sup>nd</sup> Annual Assembly held on 20<sup>th</sup> April 2016 were available for persons present at the meeting.

Cllr Bell proposed that the minutes be signed as a true record. The Chairman signed the minutes.

**3. Annual Report**

The Chairman presented the Parish Council's report of the past year's work.

Councillors

The Parish Council has reviewed the following - Standing Orders, Internal Controls and Risk Assessment and Management.

The Parish Council continues to be a member of the EALC (Essex Association of Local Councils) and the SLCC (Society of Local Council Clerks).

The Full Council met on 22 occasions during the last financial year, with an additional 15 Committee meetings.

The Council has purchased a new laptop and accounting system. The new accounting system will start for the 2017/18 financial year.

Following new legislation, the Parish Council has been contributing to the Essex County Council Local Government Pension Scheme for the Clerk.

Planning

The Parish Council continues to be consulted on all planning applications and appeals. A total of 38 planning applications had been dealt with during the year.

Recreation Ground

The Chairman reported an Independent Assessor carries out an annual inspection of the children's play equipment and a full report is supplied to the Parish Council to consider their recommendations. In addition, our Contractor carries out a monthly inspection. A report is submitted monthly to the Parish Council for further consideration/action.

The new fence will be installed during the first week of May. A grant was awarded from the Essex County Council Community Initiatives Fund and a fun run was held last September. Following the fire in October 2015, the Playship was replaced in May 2016. The Insurance Company paid this for.

#### Pavilion

The upgrade the changing facilities in the Pavilion was completed in June 2016. The Parish Council feel it is important to retain the football teams in the village.

#### Cemetery

The Cemetery contract as awarded to Mr Elmer for a further 3 year period.

#### Finance

There were no comments with the 2015/16 audited accounts and the accounts for 2016/17 were currently being audited.

There has been an increase in the 2017/18 precept. This was an increase of £3,295.91 compared to 2016/17, which equates to 4.2% and £2.66 increase per household. The main reason for the increase was due to the mandatory provision of the pension contribution, which is outside the control of the Parish Council.

The Committee planned to continue with projects to make improvements to the village and set aside funds as follows:

£4,400 – Continuation of the upgrade of the street lighting

£4,500 – Improvements to Woodrolfe Hard

£1,350 – Rangers service

#### Woodrolfe Hard

Following allocation of funds and careful planning by the Tollesbury Parish Council Woodrolfe Hard and Marine Assets Committee, we are pleased to have been able to commence a programme of investments in the Hard and Tollesbury waterside, and undertake the first phase of improvements during February of this year including removing large quantities of silt.

Further works to be carried out in the Spring include:

Low pressure washing of the Hard, to complete the clean-up following mechanical removal.

Removal of silt within the dock area, to deepen the dock.

Replacement and re-siting of the dinghy mooring buoys and chains.

#### Tollesbury Harbour Project

It has been brought to the attention of the Parish Council that there are changes in the water flow making access to the marine area more difficult. Over the last 15-18 the years the main flow has changed. Prior to the managed retreat, the main channel was the south channel. The north channel is now deepening and the south channel and Halliyard silting up.

A group of stakeholders representing the marine base in Tollesbury are working together and are looking at ways to find funding to dredge the channels.

#### Woodup Pool

A very successful season last year attracting people from surrounding villages. The pool is very busy and has become even more popular following its publicity on mumsnet.com.

#### Woodrolfe Green

The provision of the Civic Amenity Skip, funded by Essex County Council (ECC), continues on Saturday mornings on Woodrolfe Green. The skip collections are twice per month; first and third Saturday of every month.

#### Police

Due to the changes within the structure of Essex Police there has been little communication with Essex Police. The Maldon District Council Rangers (Community Protection Officers) now

have the power to deal with anti-social behaviour, speeding and parking offences.

The Chairman encouraged residents to report all crime to the Police.

#### Other Issues

The Parish Council provided funding 2016/17 as follows:

- £1,500 to Tollesbury Community Association contributing towards the running costs. (The TCA reported in December 2016 that they would be able to operate on their own at this stage and would therefore not require funding in 2017/18.)
- Tollesfest - £500 contribution
- Tollesbury Youth Council - £600

Highways - Numerous potholes around the village are regularly reported to Highways at Essex County Council.

Street lighting – The Parish Council are responsible for 39 street lights in the Parish and have started a programme to upgrade the units. The first phase was completed in November 2016 and a further order has been placed for the second phase. It is expected it will take 3 years to complete the upgrade,

Allotments – The Chairman advised that there are no plots available at the allotments.

Natural England – The Chairman advised that there is currently a consultation on the coastal trail from Maldon to Salcott. It is the intention of Natural England to join the coastal path throughout the country. As part of Maldon District Council has designated Tollesbury as a hub for access onto the coastal path. Maldon District Council will install an information board at Woodrolfe Green.

Recycling – last year saw changes to the refuse and recycling collections. Recycling bags can be collected from the Parish Clerk. Residents should contact the Clerk to make arrangements to collect bags.

The Clerk advised a further supply of recycling bags would be delivered to every household during May.

Mersea Harbour Protection Trust (MHPT) – The Chairman reported he is a Trustee for the MHPT on behalf of Tollesbury. MHPT are developing a project to take the shingle being dredged at Harwich to do a surcharge in front of Cobb Island. Cobb Island has eroded and approx. 50% has disappeared. The MHPT have submitted all necessary documentation to seek approval, for the surcharge. The production of the documents was in the region of £65k.

Bradwell – the Parish Council held a public meeting 2<sup>nd</sup> June 2016 regarding Bradwell.

Ms Cole asked about the bus service.

Cllr Bell advised that the Parish Council understand that the tender is out for negotiation and he would be attending the Passenger transport meeting to be held in June. The Parish Council has communicated with Essex County Council to ensure they understand the needs of the village.

#### **5. Parkwatch Scheme**

Cllr Bell reported that for the last 3 years Tollesbury Parish Council has engaged the Maldon District Council Rangers to tackle the growing dog fouling problem in Tollesbury.

Engaging the Rangers happened because of an absence of a credible Maldon District Council dog warden service and the reduction in a PCSO presence in the village. As the village will be aware there is now no PCSO.

Over this time the Rangers have patrolled the dog fouling hot spots, engaged with the public and advised residents of the benefits of joining the Park Watch Scheme. The Rangers have also been promoting/educating the need for dog owners to pick up and, when necessary, enforce the law on dog fouling in a public place.

The Park Watch Scheme is a means for the public to report anonymously dog fouling incidents so that the Rangers can then be more effective. You may recall too, several house drops over the last two years informing residents of the scheme. As well as details being on Facebook and the Tollesbury Parish Council website. An extract of the article placed in the parish magazine in the April was passed around the assembly.

Recently the Rangers have taken on more responsibilities and are now known as Community Protection Officers (CPO). Along with the additional responsibilities came more powers of enforcement for parking and speeding violations. They also act a conduit to the Police for anti-social behaviour and drugs. All through the Park Watch Scheme. Incidentally the scheme is not restricted to parks as the name implies, but all public places.

The service costs the village and the Parish Council has budgeted for the current year including additional patrols at Woodup pool during the busy summer months.

Tollesbury Parish Council continue to work closely with the CPO team (who have direct contact with the Police) to ensure parish money is spent as effectively as possible and to help improve the environment for all residents.

#### **4. Neighbourhood Plan**

The Chairman reported the Neighbourhood Plan Committee were progressing with the plan. The Committee have been working gathering information. The Committee have received the following reports:

- Housing, Employment and Business Needs Survey
- Environmental Assessment
- Traffic Survey

These reports have been uploaded to the Parish Council website.

The Committee has scheduled meetings throughout 2017 to deal with specific topic and will begin to write the policies. Details of the meetings can be found on the Parish Council website, noticeboards and social media pages.

It is hoped to complete the Neighbourhood Plan by mid 2018.

The Chairman gave an overview of the changes with the Rural Allocation by Maldon District Council.

The Chairman stated that the Neighbourhood Plan would also protect the greenbelt.

Once there is further information, a village meeting will be organised.

#### **6. Woodup Pool 110<sup>th</sup> Anniversary Event**

Mr Bradbrook advised that the Woodup Pool 110<sup>th</sup> anniversary event would be held on Saturday 15<sup>th</sup> July 2017. The event will be of a similar format to the previous events with the addition of a fun/run walk. There will be refreshments, raft race, music, poem readings and entertainment throughout the day.

Any money raised from the event will be used for continued enhancements of the pool area. Mr Bradbrook advised that he would be attending the Annual Assembly to provide the village with details of the event.

The Chairman thanked Mr Bradbrook for organising the event.

**7. Other Village Matters**

a) East Street

Mrs Palmer stated that the surface in East Street was in need of repair. There were various pot holes and the pot holes that had previously been repaired were also starting to deteriorate. The Chairman advised the Parish Council had on a number of occasions brought this to the attention of Essex County Council and suggested Mrs Palmer also write to Cllr Johnson.

b) Parking

Parking throughout the village is an issue. The Parish Council is aware of the issue and continue to look at options to improve the situation. The Parish Council has considered extending the car park at Woodrolfe Green.

Ms Cole suggested that the School and Masonic Lodge were left open at the weekends to allow residents to use the parking facility.

Mrs Walsh stated that the parking by the pool during the summer was an issue.

Cllr Bell advised that there are parking restrictions during May to September and the Rangers will be carrying out patrols during the school holidays.

Mrs Palmer suggested that the toilets at the pool were moved to a new position.

Cllr Bell agreed this would be considered as part of the end of season review.

c) Marine Policing

Mr Lankester stated he was concerned as there was an increase in a range of leisure activities on the water, but no one to manage/patrol the activities and was concerned there could be an accident. Do we need a patrol? Do we employ someone? Is there an enforcement agency?

**Action:** Parish Council to liaise with the Marina, FACT and Tollesbury Sailing Club.

Mr Lankester advised that the 4knot speed sign had deteriorate with age.

**Action:** Parish Council to consider funding some new signage.

The Clerk thanked the Parish Council for all their hard work throughout the year providing a service to the parish. On behalf of the Parish, the Clerk also thanked Simon, the Chairman, as he had served on the Parish Council for 20 years. The assembly thanked the Chairman.

The Chairman thanked everyone for attending the meeting.

The Chairman closed the meeting at 10.10pm.

Signed.....

Date:.....