

**Present:** Cllrs Bell, Cole, Crees, Lankester, Lowther, Nixon, O'Donnell, St Joseph

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**1. Election of Chairman**

Cllr Bell nominated Cllr Plater of Tollesbury Parish Council for the ensuing municipal year. Cllr Lowther seconded this nomination. The nomination was agreed unanimously. Cllr Plater was **declared** to be Chairman for Tollesbury Parish Council for the ensuing municipal year. The Chairman and the Proper Officer duly signed the Declaration of Acceptance of Office.

**2. Election of Vice-Chairman**

Cllr Nixon nominated Cllr Bell of Tollesbury Parish Council for the ensuing municipal year. Cllr St Joseph seconded this nomination. The nomination was agreed unanimously. Cllr Bell was **declared** to be Vice-Chairman for Tollesbury Parish Council for the ensuing municipal year.

**3. Apologies for Absence**

There were apologies for absence from District Councillors Bamford and Thompson.

**4. Declarations of Interest**

Cllr O'Donnell disclosed an interest as follows:

- Personal in respect of agenda item 13, planning application WTPO/MAL/19/00427, as he is an employee of Tollesbury Surgery.

**5. Public Forum**

There were no members of the public present.

**6. District Councillors**

The Clerk reported the following on behalf of Cllr Bamford:

- Cllr Bamford was honoured to have been elected as District Councillor for the East Ward of Tollesbury and will serve the Village to the best of her ability.

**7. Minutes of the Meetings held on 16<sup>th</sup> April 2019**

**Resolved:** that the Minutes of the Parish Council Meeting held on 16<sup>th</sup> April 2019 be approved as a true record of the Meeting. Proposed Cllr Nixon, seconded Cllr Lowther. Unanimously agreed.

The Minutes were signed by the Chairman

**8. Committees and Representatives**

Cllr Crees stated that he was unsure if he would be able to continue in his role as Parish Councillor due to work commitments and would, therefore, not agree to stand for any Committees until his personal commitments had been confirmed.

Councillors agreed the members of Committees as follows:

**Environment and Amenity Committee:** Cllrs Lankester, Nixon, O'Donnell and Plater

**Finance Committee:** Cllrs Bell, Cole, O'Donnell and Plater

**Recreation Ground Committee:** Cllrs Coles, Lowther, Nixon and St Joseph

**Woodup Pool Committee:** Cllrs Bell, Lowther and O'Donnell

**Neighbourhood Plan Committee:** Cllrs Lankester, O'Donnell, Plater and St Joseph  
Non-Councillors: D Hillyer, S Lewington, G Norton, S Palmer, S Smith

**Woodrolfe Hard and Marine Assets Committee:** Cllrs Bell, Nixon, Plater and St Joseph  
Non-Councillors: A Eastham, R Lankester and B Parmenter

Councillors agreed the Representatives as follows:

**Fairways Committee** – Cllr Nixon

**Tollesbury Wick Management** – TBC (Cllr St Joseph to confirm current situation with the organisation)

**Community Policing** – Cllr Bell

**Transport Representative** – Cllr Bell

**Mersea Harbour Protection Trust** – Cllr Plater

## 9. Social Media and Email Policy

Councillors, except for Cllr Crees, signed to confirm that they had read and understood the Email and Social Media Policy V1.0

## 10. Bank Signatories

A review of the bank signatories was carried out.

**Resolved:** Bank signatories would be as follows:

Co-operative Account

Simon Plater

Mike Bell

Michelle Curtis

**Remove:** Jonathan Symes and Gerald Goody

**Add:** Rob Cole and Thomas Lowther

Unity Trust Account

Simon Plater (Authoriser)

Mike Bell (Authoriser)

Michelle Curtis (Submit Payments)

**Remove:** Vikki Chambers

**Add:** Rob Cole (Authoriser)

## 11. Accounts 2018/19

**Resolved:** to re-approve the 2018/19 accounts.

The Annual Return was completed as follows:

Section 2 – Account Statement

Section 2 was completed and signed by the Clerk who is the Responsible Financial Officer and the Chairman.

## 12. Finance

### 12.1 To receive Monthly Financial Report

The Financial Reports were presented to the Council.

Councillors received the following monthly financial reports:

**Bank Reconciliation** – Closing balance of £77,158.77 as at 30<sup>th</sup> April 2019.

**Expenditure to date** – Budget £91,701 – Actual to date £7,096

**Income to date** – Budget £91,701 – Actual to date (£746)

**Earmarked Funds** – Closing Balance £53,081.81 – Net movement £15,025

## 12.2 To approve Payments

### Payments

The items for payment totalling £5,004.76 were presented for approval (Appendix A).

**Resolved:** to approve payments and make online payments.

## 13. Planning

### Application and Decisions

Applications:

- FUL/MAL/19/00407 PP-07763337  
Demolition of existing 3 bedroom bungalow and erection of 3 bedroom house with garage  
Hidden Waters 48 Woodrolfe Road Tollesbury Essex  
**Resolved:** to recommend approval of this Application. Unanimously agreed.
- WTPO/MAL/19/00427  
T1. Sycamore - crown reduction of 4 metres in height and 1.5m on the side. T2. Sycamore - reduce by 2 metres all over to reduce weight of limbs  
Tollesbury Surgery 25 High Street Tollesbury Essex  
**Resolved:** to recommend approval of this Application. Majority agreed – 1 abstention.
- HOUSE/MAL/19/00474  
Garage extension  
32 Wycke Lane Tollesbury Essex  
Councillors were unable to come to a decision on the above-numbered planning application, as the proposal description does not relate to the drawings.

Appeals:

- There were no planning appeals.

Planning decisions made by Maldon District Council:

- HOUSE/MAL/19/00237 – 2 Darnet Road – Approved
- HOUSE/MAL/19/00271 – 45 Sceptre Close – Approved
- HOUSE/MAL/19/00190 – 72 New Road – Approved
- FUL/MAL/19/00175 – Flagstone, 52 West Street – Approved
- HOUSE/MAL/19/00208 – Wealden House, 42 Wycke Lane - Approved

Planning decisions made by the Planning Inspectorate:

- None received.

## 14. Committees

### 14.1 Recreation Ground Committee

#### 14.1.1 Monthly Inspection Report

The Monthly Inspection Report dated 05/05/19 was received. There were no issues to report.

#### 14.1.2 Update from the Recreation Ground Committee

Cllr Nixon reported that Cllr Lowther and himself had met with Representatives from the Football Teams and the Ground Maintenance Contactor to discuss the various issues with the football pitch marking. Going forward the Football Teams will notify the Contractor when their next fixtures will be played so the pitch can be marked at the correct time. The current paint being used to mark the lines is also being tested and other brands of paint are being considered.

The Clerk reported the fundraising for the Recreation Ground project is going well. The Easter Egg Hunt was a success, a number of donations had been made via the JustGiving Page and the Royal British Legion are organising a children's party to raise further funds.

The Clerk advised at a previous meeting it had been reported that there was graffiti on the store shed. A quotation had been obtained to paint over the graffiti.

**Resolved:** to accept the quotation from K Hobden for £30 to paint over the graffiti.

## **14.2 Environment & Amenity Committee**

### **14.2.1 Quotation Cemetery**

**Resolved:** to accept the quotation from Bonz for £80 to fill the pothole at the entrance to the Cemetery.

## **14.3 Woodup Pool**

### **14.3.1 Minutes of the Woodup Pool Committee Meeting**

Cllr Bell, Chairman of the Woodup Pool Committee, presented the minutes of the Woodup Pool Meeting held on 16<sup>th</sup> April 2019.

Cllr Bell reminded members a working party would be held on Saturday 18<sup>th</sup> May 2019 - to tidy-up the pool area in preparation for the season.

Cllr Bell advised the website had been updated notifying visitors where to park and that the area was subject to tidal flooding.

Cllr Crees reported that he thought the sign giving notice that the road was liable to flood had been removed and suggested that the signage was replaced with larger signage.

**Action:** Chairman to check if sign had been removed.

**Action:** Clerk to ask Highways if larger signage could be installed.

Cllr Crees reported that there had been an increase in kayaks and paddleboards using the pool.

**Action:** to be monitored by the Committee.

### **14.3.2 Safety Check Reports**

The Safety Checks were received and noted. There were no issues to report.

At the previous meeting, it was reported that one of the litter bins was loose. The Clerk had obtained a quotation for a bin to be installed.

**Resolved:** to accept the quotation from Bonz for £60 to install a litter bin at Woodup Pool.

The Clerk reported an email had been received from FACT to ask if they could use the pool on Friday 12<sup>th</sup> July for kayaking activities with Tollesbury School, similar to last year.

Councillors granted permission for the pool to be used on 12<sup>th</sup> July 2019.

**Action:** Clerk to update the Parish Council website accordingly.

## **15. Police**

The Police Reports were received and noted.

The CPO Report for April was received. It was noted 1 x Penalty Charge Notice had been issued.

Cllr Bell reported he would be attending the Neighbourhood Watch Meeting at the end of May and requested that Councillors let him know if they have any concerns that they would like him to raise on behalf of the Village.

Cllr Lankester reported that he attended the Marine Watch which was held at Tollesbury Marina. Cllr Lankester was disappointed that there had been no advertising of the scheme by Essex Police. Cllr Bell to raise at meeting.

Cllr Bell will raise that there was no feedback from the Police which the Parish Council had previously requested via PCSO Fleming.

## 17. Administration

There were no items to report.

## 18. Community Concerns – Information Exchange/Next Agenda Items

Cllr Lankester reported:

- Following the last meeting, he had written to Priti Patel MP regarding the farmers not receiving their subsidies from Government and was awaiting a reply.  
**Action:** Clerk to circulate a copy of Cllr Lankester's email to Priti Patel to Councillors.
- He had been in contact with Jane Coleman, Maldon Town Council, who advised that there was a Code of Conduct Workshop being held on 22<sup>nd</sup> May 2019 at Maldon Town Hall at 7.00pm. Cllr Lankester advised he had booked himself onto the workshop.

Cllr Nixon asked:

- It had been brought to his attention that Essex County Council has £600k for the Coastal Footpath and suggested that the Parish Council should ask for some of the funding to improve the Car Park at Woodrolfe Green. The Coastal Footpath has increased the number of visitors to the Village, Tollesbury is designated as a 'hub' and there is a need for additional parking.

Cllr St Joseph advised that Cllr Lankester and himself had made this suggestion at the recent Meeting of the Essex Coastal Forum.

**Action:** Clerk to write to Matt Wilson, Maldon District Council to request that should Maldon District Council be awarded some of the funds from Essex County Council, consideration is given to granting some to the Parish Council towards extending the Car Park at Woodrolfe Green.

Cllr Cole reported:

- It had been brought to his attention that the Church Burial Ground needs maintenance.  
**Action:** Cllr Bell to bring to the attention of the Church.
- Concerns expressed regarding the dangerous road outside McColls. It is particularly dangerous when the buses are turning.  
**Action:** Clerk to request a meeting with Highways to discuss ways of addressing the issue. Cllr Durham to also be invited to attend the meeting.

Cllr Bell reported:

- There are two vacancies on the Parish Council, and we need to consider recruiting new Councillors.  
**Action:** Clerk to advertise via the Parish Magazine and Facebook.

The Chairman reported:

- It has been brought to his attention that one of the political parties had carried out a survey regarding the Village and was pleased to report that all responses reported that the Village were happy with the work of the Parish Council.

**18. Date of the next Meeting**

Thursday 9<sup>th</sup> May 2019 – Woodrolfe Hard and Marine Assets Committee (7.30pm)

Tuesday 21<sup>st</sup> May 2019 – Planning Meeting (If Required) (7.30pm)

Tuesday 21<sup>st</sup> May 2019 – Environment & Amenity Committee (TBC)

Tuesday 4<sup>th</sup> June 2019 – Full Council Meeting (7.30pm)

Tuesday 4<sup>th</sup> June 2019 – Woodup Pool Committee (6.30pm at Woodup Pool – weather permitting)

The Chairman closed the meeting at 9.15pm.

Signed.....

Date .....