

Present: Cllrs Bell, Byatt, Crees, Goody, Nixon, O'Donnell, C Slodzik, S Slodzik, Symes and Witney

In the Chair: Cllr Plater

Clerk: Michelle Curtis

Also present District Councillors Bamford and St Joseph
Mr R Lankester

1. Election of Chairman

Cllr O'Donnell nominated Cllr Plater of Tollesbury Parish Council for the ensuing municipal year. Cllr S Slodzik 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

The Chairman nominated Cllr Bell of Tollesbury Parish Council for the ensuing municipal year. Cllr O'Donnell 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 also apologies for absence from District Councillor Thompson.

4. Declarations of Interest

Cllr Nixon declared interests as follows:

- personal in respect of item 14, Neighbourhood Plan, as he has made a representation to Maldon District Council regarding land that he owns which has been included in the SHLAA.

5. Public Forum

Mr Lankester expressed concern regarding illegal immigrants gaining access to the Country via the east coast, as it is the least managed coast in the UK and there are many places you could land undetected.

Mr Lankester advised only a few days ago illegal immigrants from Ukraine were rescued in Orford. What advice is given to other marine users should they see such incidents?

The Parish Council advised Mr Lankester that should there be such incidents, they should be reported to the Police and suspects should not be approached.

Cllr St Joseph advised that he had attended the Maldon Harbour Safety Meeting and the Police Commissioner was present. It was reported there was a significant upgrade in marine policing.

Action: Cllr St Joseph to forward information from the meeting to the Parish Clerk for distribution to members.

Action: Clerk and Cllr Crees to draft a letter to other marine parishes i.e. Mersea, Brightlingsea to seek their thoughts and ask them to join Tollesbury in raising concerns to Priti Patel MP and other associated MPs.

6. District Councillors

Cllr St Joseph reported the following:

- He had been asked by residents to find out why roadworks were carried out at the end of Station Road and whether it was associated with the planning application for the land at Great Downs Farm. He was still waiting for a response.
- Mark Durham is the new leader at Maldon District Council and this will be confirmed at the main meeting scheduled for the following week.
- He had visited a small tidal harbour in the Netherlands and it was interesting to see the issues they were experiencing in keeping the channel clear.

7. Minutes of the Meetings held on 18th April 2017

Resolved: that the minutes of the Parish Council meeting held on 18th April 2017 be approved as a true account of the proceedings of the meeting and were signed by the Chairman.

Proposed Cllr S Slodzik, seconded Cllr Byatt.

8. Committee and Representatives

Councillors agreed the members of Committees as follows:

Cemetery Committee: Cllrs O'Donnell, Plater, Symes and S Slodzik

Environment and Amenity Committee: Cllrs Crees, Goody, Nixon, O'Donnell and S Slodzik

Finance Committee: Cllrs Bell, Byatt, O'Donnell, Plater and S Slodzik

Recreation Ground Committee: Cllrs Goody, Nixon, C Slodzik, Symes and Witney

Woodup Pool Committee: Cllrs Bell, O'Donnell, C. Slodzik and Witney

Neighbourhood Plan Committee: Cllrs Byatt, Crees, O'Donnell, Plater, C Slodzik and S Slodzik

Non-Councillors: D Hillyer, S Lewington, R Lankester, G Norton, S Palmer, S Smith and A St Joseph.

Woodrolfe Hard and Marine Assets Committee: Cllrs Bell, Crees, Nixon and Plater

Non-Councillors: A Eastham, R Lankester and B Parmenter

Councillors agreed the Representatives as follows:

Fairways Committee – Cllr Nixon

Tollesbury Wick Management – Cllr Nixon

Tollesbury Community Association – Cllr Plater

Police – Cllr S Slodzik

Mersea Harbour Protection Trust – Cllr Plater is currently a Trustee. It was agreed to ask Ben Parmenter if he would like to also attend as a representative for the MHPT.

9. Accounts 2016/17

Following the recent internal audit, it had been advised by the Internal Auditor that in line with the Governance and Accountability for Local Councils, the upgrade works to the Pavilion should be included as part of the assets.

Resolved: to increase the value of the assets by £22,500.

Resolved: to amend the Annual Return from £430,118 to £453,118.

Resolved: to increase insured valued of the Pavilion by £22,500.

10. Finance

a) Monthly Financial Report

Councillors received the following monthly financial reports:

Bank Reconciliation – Closing balance of £89,169.37 as at 30th April 2017.

Committees Budget (I&E) – Total Payments to Date £4,207.70 – Total Receipts to Date £40,707.84

Sub Committees Budget (R&P) – Total Payments to Date £7,220.97 – Total Receipts to Date £471.62

Earmarked Funds – Closing Balance £33,261.83

The Clerk reported the following:

- The last Guaranteed Investment Bond account held with the Co-operative Bank has now been closed. The bond earned interest of £27.05 over the six month investment period.
- The first instalment of £40,761.85 had been received from Maldon District Council for the precept.
- Payment had been received from the HMRC for £3,574.76 for the VAT recovered for the last quarter (January – March).
- Following the last meeting contact had been made with Unity Bank to enquire about their relationship with the Co-operative Bank. Unity Trust Bank advised that the Co-operative Bank do not hold any shares with Unity. Unity Bank brought back the shares they held just over a year ago.

Cllr S Slodzik advised that he had also made enquires and found on the Unity website that the Co-operative Bank still hold shares of 6%. Cllr Slodzik felt, however, that banking with Unity Bank was a safe option and the Parish Council should consider moving all their funds to Unity Bank.

Action: to discuss banking arrangements on the next agenda.

- The Clerk reported the reports were in the format of the old accounts package (Impact). The new system will be installed at the beginning of June, the training will be held on 8th June 2017. The Clerk advised she would be operating both systems for a period of approx. 1 year, as recommended by the Internal Auditor.

Resolved: to approve the finance report. The Chairman signed the reports.

Resolved: to authorise payment to Mr Oakley for the hours worked in April.

Action: Clerk to contact Kevin to discuss bringing wages payment in line with other payments.

11. Annual Assembly

The minutes of the Annual Assembly held on Wednesday 19th April 2017 were received and noted.

Matters arising:

- East Street (resurfacing) and parking – Mrs Palmer
- Marine Policing – Mr Lankester
- Protection of the greenbelt – Ms Cole

The Parish Council made the following comments:

East Street

Cllr Bell suggested that when the new County Councillor is elected, they are invited to attend a meeting/tour of the village so the various regarding potholes, parking can be brought to their attention.

Marine Policing

Action: Cllr Nixon to speak to the Fairways Committee regarding signage.

Action: District Cllr St Joseph to notify Nigel Harman regarding the issues of speeding out on the water.

12. Recreation Ground

a) Monthly Inspection Report

The Monthly Inspection Report dated 15/04/17 was received.

It following issue was noted:

- Skate Park – Graffiti had been sprayed on both ends of the skate ramp.
Cllr Goody advised the graffiti was not offensive and he would arrange for it to be painted over.

b) Quotation to spray hogweed

A quotation was received from CGM Group to spray off the hogweed on the eastern, southern and western boundaries.

Action: Cllr Nixon to obtain a further quotation.

Action: Quotations to be considered by the Recreation Ground Committee at their meeting scheduled in November 2017 when it is more appropriate to carry out the work.

13. Committees

Woodup Pool

a) Minutes 18th April 2017

Cllr Bell, Chairman of the Woodup Pool Committee, presented the minutes of the meeting held on 18th April 2017.

Cllr Bell thanked Cllr C Slodzik for agreeing to continue to carry out the pool safety checks.

The Clerk reported that since the meeting she had been contacted by Mr N Green to advise that Mr Frost does not have authority to give assurances of access. The posts and chain had also been erected by Mrs Green and not Mr Frost as stated in the minutes.

The Clerk advised she had contacted Mrs Green who confirmed access is not a problem so long as they are advised when the toilet lorries will be arriving/cleaned.

The Clerk advised she had also spoken to Philip Pettican regarding the cleaning of the hire toilets. Philip would be happy to continue cleaning the toilets at WoodupPool whilst they are on hire

Cllr Bell advised there would be a working party on Saturday 6th May 2017 to prepare the pool for the new season.

b) Quotation for various works at the pool.

Resolved: to accept the quotation from Mr Hobden for £726.00 to carry out various works at the pool including painting the signage, new lifebuoy station and repositioning of the bench nearest to the toilets.

Cllr Bell advised the Woodup Pool Committee would also like to request an additional float of £250 to pay for the toilets for the Woodup Pool Event.

Resolved: to pay £250 for the hire toilets for the event on 15th July 2017.

14. Neighbourhood Plan

a) Scoping Document

The Chairman reported the Scope of Works document prepared by Mr Davenport was presented to the Neighbourhood Plan Committee at the meeting on 26th April 2017.

The Neighbourhood Plan Committee had suggested some changes which had been submitted to the Parish Council.

Resolved: to adopt the Scoping Document.

Action: Clerk to display document on Parish Council website.

b) Terms of Reference

The Chairman reported the Terms of References document which had been revised by Mr Lankester was presented to the Neighbourhood Plan Committee at the meeting on 26th April 2017.

The Neighbourhood Plan Committee had suggested some changes which had been submitted to the Parish Council.

Cllr Crees proposed changes were made as follows:

Item 6 – Steering Group Meetings:

The Steering Group is informal and meetings can be held anywhere, without public notice.

To be changed to:

The Steering Group is informal and meetings can be held anywhere.

Resolved: to adopt the Terms of Reference, subject to the changes proposed by Cllr Crees.

Action: Clerk to make amendments and arrange for the Vice-Chairman to sign the document.

Action: Document to be put before the Neighbourhood Plan Committee for final approval and signing.

Action: Clerk to display document on Parish Council website once it had been signed by the Parish Council and Neighbourhood Plan Committee.

Cllr Bell suggested there should be a project plan for the Neighbourhood Plan document.

Action: Chairman to produce a project plan.

15. Essex County Council – Where Does Water Go? Project

The project information was received and noted.

Action: Clerk to arrange for a representative of the project to attend a meeting of the Parish Council to provide further information.

16. Tollesbury Harbour Project

Action: to defer item to the next agenda.

Action: Clerk to circulate to Councillors project information which had been presented to the Coastal Community Team.

17. Police

The Neighbourhood Watch Data reports dated 13/03/17 – 18/03/17, 28/03/17 – 02/04/17, and 10/04/17 – 18/04/17 were received. It was noted that there was a green land rover stolen from North Road on 29/03/17.

18. Planning Decisions

Planning decisions from Maldon District Council:

- None received.

There were no appeal decisions made by the Planning Inspectorate.

19. Administration

Maldon District Local Development Plan Consultation – The Clerk advised Cllr St Joseph had spoken with Ian Butt at Maldon District Council and he was certain that the comments in the summary of the consultation document does not commit our neighbourhood plan to any course of action or decision. The document does not state that there has been an outcome from the Parish and uses the word should rather than will.

Local Highways Panel – Cllr Bell advised that Clerk had contacted Jon Simmons regarding the application submitted for the redesign of the bus shelter. Mr Simmons advised that they had not received the application which was submitted in December 2016. Mr Simmons advised that he had spoken with Passenger Transport and the design team about the issues and the

initial thoughts with the junctions/bus shelter is that the bus service provider would be responsible for the safe operation of the service they provide, including identifying a suitable route for their bus service and this would influence any requirements for a re-design of this junction area.

Action: Clerk to write to Hedinghams, Stephenson's and Flagfinders to seek their views and requirements.

Action: to be taken up with the newly elected County Councillor.

Cllr Bell advised there is a Passenger Transport meeting on 12th June 2017 and he would be happy to attend.

Councillors were happy for Cllr Bell to attend the meeting on behalf of the Parish Council.

Action: Councillors to forward any comments to Cllr Bell by the first meeting in June.

20. Community Concerns – Information Exchange/Next Agenda Items

The Chairman reported:

- A request had been received from Cllr Witney, in her role of Vice-Chair Tollesbury Parents Association, to request use of the Pavilion for a fund raising event.
Resolved: to give permission for the TPA to use the Pavilion for a fund raising event.

Cllr Crees reported:

- A coach arrived at the school that day and was delayed by 50 minutes due to parking issues within the village.

Cllr O'Donnell reported:

- He had received a few enquires regarding the land owned by Mr Scott. It is rumoured that Mr Scott has submitted a planning application for development.
The Chairman advised the Parish Council had not been made aware that an application had been submitted by Mr Scott.

Cllr Witney reported:

- There are various potholes along New Road which need repair.
The Clerk advised these had been reported to Essex County Council and had been sprayed in red paint, which has now washed away.
Action: Clerk to re-report pot holes in New Road.
- There had been reported that some of the youth were moving litter from the litterbin and setting fire to it on the BBQs down at the pool.

Cllr Bell reported:

- The campervan in East Street had not been moved.
Action: Clerk to contact the owner.
- Essex County Council had cut back the overhanging trees opposite 11 Mell Road.
- The BANNG Group were hoping the Parish Council would give a statement on the Bradwell Power Station.
Action: to include on the next agenda for discussion.

21. Date of the next Meeting

Tuesday 16th May 2017 – Full Council Meeting (7.30pm)

Tuesday 16th May 2017 – Environment & Amenity Committee (Following main meeting)

Wednesday 17th May 2017 – Woodrolfe Hard & Marine Assets Committee (7.30pm)

The Chairman closed the meeting at 9.37pm.

Signed.....

Date:.....