

Present: Cllrs Bell, Lankester, Legg, Lowther, Nixon, O'Donnell

In the Chair: Cllr Plater

Clerk: Michelle Curtis

Also Present: District Councillor Bamford
James Phelan – Phelan Barker
2 Members of the Public

1. Apologies for Absence

There were apologies for absence from Cllrs Chambers, Cole and St Joseph.

There were also apologies for absence from District Councillor Thompson.

2. Declarations of Interest

The Chairman disclosed interests as follows:

- Personal interest in respect of agenda item 12, website, as he employees a relative of the owner of Digital Moose.
- Personal and prejudicial interest in respect of agenda item 9, Planning Application FUL/MAL/19/00552, as his Company Plater Claiborne are the Agent for the Application.

Cllr Lowther disclosed interests as follows:

- Personal and prejudicial interest in respect of agenda item 9, Planning Application HOUSE/MAL/19/01175, as he has a personal relationship with the Applicant.

3. Public Forum

A Representative from HART reported that they were hoping to hold a wheelbarrow race on 2nd or 3rd May 2020 to raise funds for their organisation. HART would like to request permission to use the Recreation Ground to hold the event. There would be no charge to spectators but there would be an entry fee to enter the race. HART was also considering having a tethered air balloon, but this needed further investigation.

The Parish Council were happy to allow use of the Recreation Ground for the event subject to the following:

- The date does not clash with the football teams needing the football pitches. HART did agree to work around the Football Teams.
- Copy of the necessary insurance to provided.
- Copy of the Risk Assessment for the event.
- Further information on the tethered air balloon.

HART asked whether they could also hire the Pavilion on the day.
The Parish Council were happy for the Pavilion to be hired.

A resident asked whether tree T2 on the Gladman application had a Tree Preservation Order (TPO) and if there was no TPO, what is the procedure to have a TPO put on the tree. The Chairman suggested that the resident contact Maldon District Council who would be able to advise.

The same resident noted that a new website was included on the agenda for discussion and asked whether hyperlinks could be added to Agendas.

The suggestion from the resident was noted.

4. Website

James Phelan of Phelan Barker presented his proposal on providing the Parish Council website and branding.

James stated that their core objective will be to deliver a positive, distinctive and befitting on-line solution for Tollesbury Parish Council. Our approach will encapsulate the Parish Council's role and responsibilities, delivering a wide breadth of information that will be easy to access and use. The outcome will be to launch Tollesbury Parish Council with confidence and authority. This will be achieved through well managed, clear and consistent information that is relevant, useful and informative.

The new website will be designed to be:

- Expansive: explain and present the Parish Council's role and responsibilities
- Champion: promote and project Tollesbury in a positive and progressive light
- Useful: present expansive information
- Accessible: be easy to use, helpful and relevant
- Editable: include a Content Management System (CMS) that is easy to edit and update
- On-time: meet 31 March deadline (ideally switching over week commencing 16 March 2020)
- Future proof: built with progression in mind, enabling additional features to be added.

The Parish Council thanked James for his presentation. The Chairman confirmed the Parish Council would agree whether they wish to proceed by the end of December.

James left the Meeting.

5. District Councillors

Cllr Bamford reported:

- There is a District Councillor Surgery being held in the Lighthouse on Saturday 7th December 2019 commencing at 11am.
- The reorganisation at Maldon District Council is nearly complete.

6. Minutes of the Meetings held on 5th November 2019

Resolved: that the Minutes of the Parish Council Meeting held on 5th November 2019 be approved as a true record of the Meeting. Proposed Cllr Lankester, seconded Cllr Bell. Unanimously agreed.

The Minutes were signed by the Chairman.

7. Finance

7.1 Finance Committee Meeting

The Chairman presented the Minutes from the Finance Committee Meeting held on 2nd December 2019.

The Chairman advised that the Committee had prepared a draft budget, but the adjusted tax base had not yet been received and the budget would not be finalised until this had been received.

The Clerk reported Maldon District Council hope to have this figure sent out to Parishes before the end of the week.

The Chairman advised the budget would be finalised for approval by the Parish Council at the Meeting in January.

7.2 Precept 2020/21

To be approved at the Meeting in January.

7.3 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 £117,149.31 as at 30th November 2019.

Expenditure to date – Budget £91,701 – Actual to date £61,157

Income to date – Budget £91,701 (including Precept £82,681) – Actual to date £92,350

Earmarked Funds – Closing Balance £51,749.67 – Net movement £13,690.86

The Chairman signed the Report.

7.4 To approve Payments Payments

The items for payment totalling £5,597.17 were presented for approval (Appendix A).

Resolved: to approve payments and make online payments.

8. Accounting Package

The Clerk reported the software on the RBS Accounting Software required updating to enable the Parish Council to submit their VAT digitally. The cost of the upgrade is £59.00.

The Clerk advised the payment had been included on the payment schedule.

Resolved: to upgrade the Accounting Software.

9. Planning Application and Decisions

Applications:

- **Application No:** LDP/MAL/19/01105 PP-08227936

Proposal: Claim for lawful development certificate for proposed single storey side and rear extension.

Location: 70 West Street Tollesbury Essex

Resolved: to recommend approval of this Application. Unanimously agreed.

In accordance with the declaration disclosed, the Chairman left the Meeting. Cllr Bell, Vice-Chairman, took the Chair.

- **Application No:** FUL/MAL/19/00552

Proposal: Change of use to mixed use of marina and for the mooring of up to 8No. residential houseboats.

Location: Tollesbury Marina Woodrolfe Road Tollesbury Essex

Resolved: to recommend approval of this Application. Unanimously agreed.

The Chairman returned to the Meeting and took the Chair.

- **Application No:** FUL/MAL/19/01151

Proposal: Construction of an agricultural building

Location: Land Adjacent Marsh Bungalow Old Hall Lane Tollesbury Essex

Resolved: to recommend approval of this Application with a condition that the colour of the materials is to match existing surroundings. Unanimously agreed.

- **Application No:** HOUSE/MAL/19/01175
Proposal: Single storey rear extension. First floor extension
Location: 22 Church Street Tollesbury Essex

As the Elevations were unable to be viewed on the Maldon District Council website, the Parish Council were unable to decide on the Application at this time.

- **Application No:** HOUSE/MAL/19/01176
Proposal: Rear porch
Location: Yew Trees 85 Mell Road Tollesbury Essex
Resolved: Unanimously agreed to recommend refusal of this Application on the following grounds:
 - The proposal is too big for a porch.
- **Application No:** HOUSE/MAL19/01184 PP-08277784
Proposal: Addition of cladding to the existing first floor dormer, alteration to the double garage doors, and construction of a side extension.
Location: 12 Kings Walk Tollesbury Essex CM9 8XH
Resolved: to recommend approval of this Application. Unanimously agreed.

Appeals:

- There were no planning appeals.

Planning decisions made by Maldon District Council:

- FUL/MAL/19/01010 - Tollesbury Marina Woodrolfe Road – **Approved**

Planning decisions made by the Planning Inspectorate:

- There were no planning decisions made by the Planning Inspectorate.

Tree Preservation Orders:

- None received.

The Clerk advised following the last meeting she had make further enquiries with Wickham Bishops Parish Council in relation to their process of emailing the Agent/Applicant to advise them of the date, time etc when the application is being considered by the Parish Council. At the last meeting the Parish Council had mixed views as they thought neighbouring properties should also been notified.

The Clerk reported that the Wickham Bishops Planning Committee will only notify the neighbouring properties if they felt that the Planning Application was controversial. Wickham Bishops have proposed to Maldon District Council that when they write to neighbouring dwellings to notify them of a Planning Application, they include a sentence on their letter to say that the Application will be considered by the Parish Council and the recipient should contact their Parish Council to enquire when this may be.

Action: Clerk to write to Maldon District Council to support the proposal by Wickham Bishops Parish Council.

10. Committees

10.1 Recreation Ground Committee

10.1.1 Minutes of the Recreation Ground Committee

Cllr Nixon, Chairman of the Recreation Ground Committee, presented the Minutes of the Meeting held on 5th November 2019.

Cllr Nixon advised that the installation of the new play equipment was due to start the following day (4th December 2019).

10.1.2 Monthly Inspection Report

The Monthly Inspection Report dated 02/12/19 was received. There were no issues to report.

10.1.3 Tree Survey

The additional quotations had not been received. To be deferred to the next Meeting.

10.2 Environment & Amenity Committee

10.2.1 Minutes of the Environment & Amenity Committee

Cllr Nixon, Vice-Chairman of the Environment & Amenity Committee, presented the Minutes of the Meeting held on 19th November 2019.

With regards to the Wildflower Meadow, it was agreed to trial a small area near the car park. Cllr Nixon explained he would be contacting Tollesbury School as it is hoped the children would be able to get involved with the project.

10.2.2 Cemetery Contract

The Chairman reported there had been some minor amendments to the Works Specification for the Cemetery Contract.

Resolved: to approve the Works Specification for the Cemetery Contract.

Action: Clerk to advertise Cemetery Contract with tenders to be considered by the Full Council at their Meeting on 14th January 2019.

10.2.3 Benches - Cemetery

The Clerk advised she had received an email from a resident asking if the Parish Council would consider installing more benches in the Cemetery.

Action: Clerk to obtain quotation for an additional bench.

Action: to be considered by the Finance Committee to add additional funds to the budget.

10.3 Woodrolfe Hard and Marine Assets Committee

10.3.1 Update from the Woodrolfe Hard and Marine Assets Committee Meeting

The Chairman advised that he had recently spoken to Cllr St Joseph regarding the Bradwell Legacy Partnership Funding for the Gabion Project as there had been no update from Haf Morris.

Action: Cllr St Joseph to follow up with Haf Morris

10.3.2 Essex Coastal Forum, Thames Estuary Partnership Annual Forum reports – Cllr Lankester

Cllr Lankester gave an overview of the Forums that he had attended.

Cllr Lankester advised that the House of Commons had published a Coastal flooding and erosion, and adaption to climate change: Interim Report. Councillors should contact the Clerk if they wish to see a copy of the report.

The Chairman advised it had been suggested that a Climate Change Committee was formed to discuss Climate issues.

Action: to be considered in the New Year.

10.4 Woodup Pool

10.4.1 Update from the Woodup Pool Committee

There were no issues to report.

10.4.2 Safety Check Reports

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

10.5 Neighbourhood Plan

10.5.1 The Chairman reported that a meeting had been arranged on Tuesday 10th December 2019 with Leonie Alpin, Maldon District Council to discuss the Pre-Regulations 14 Consultation Draft.

11. Highways

11.1 Highways Highlights

The Highways Highlights for October was received and noted.

12. Parish Council Website

The quotations for the website build and branding were received and noted.

It was agreed to invite Digital Moose to attend a Parish Council Meeting to present their ideas to Councillors before a decision can be made.

It was agreed to hold an Extra-Ordinary Meeting on Tuesday 10th December 2019 at 7.30pm.

The Parish Council would then be able to review quotations.

13. Police/Community Protection Officers (CPOs)

13.1 Police

Cllr Bell advised that he receives the crime reports and had requested that they are sent directly to the Clerk so she can circulate to Members.

The report for November was received and noted.

The Clerk reported the evening 'Coffee with the Cops' event was still to be arranged.

A resident had reported there is a vehicle parked opposite the Congregational Church which has been parked there for approx. 6 weeks and has not moved during that time. The vehicle has no MOT.

Action: Clerk to report the Community Protection Officers for necessary action.

13.2 To receive Community Protection Officers (CPOs) Report

The report for October was received and noted.

During the patrols there were 2 PCNs (Penalty Charge Notices) and 9 VMO's (vehicle moves on's).

The Clerk advised she had requested Dog Fouling Patrols down Station Road.

14. 'The Hangout' – Youth Group

As Cllr Chambers was not present at the Meeting, this item would be deferred to the Meeting in January 2020.

15. Administration

Waste and Recycling Collection – The Clerk reported she had received an email from a resident in Waterworks Road regarding the Waste and Recycling Collection. Maldon District Council has advised the residents in Waterworks Road that the unmade road outside their properties is very badly potholed and could damage their vehicles. The residents have been asked to remedy the situation and if the road has not been improved Maldon District Council may have to consider finding an alternative collection point. The resident has also emailed County Councillor Durham requesting help to address this matter.

Action: Clerk to write to Cllr Durham to request that he works with the residents of Waterworks Road to find a suitable solution to resolve this problem.

Fall Prevention Exercise Class – The Clerk reported that the Maldon and District Community Voluntary Service has asked if the Parish Council would consider allowing them to use the Pavilion for a ‘pop-up’ exercise class for falls prevention. The class is accessible to all and is a calm form of Chinese exercise to help with their stability, balance and wellbeing.

Resolved: to grant permission for the Pavilion to be used free of charge to facilitate the Fall Prevention Exercise Class.

16. Community Concerns – Information Exchange/Next Agenda Items

Cllr O'Donnell reported:

- There is a streetlight out at the top of Wycke Lane.
Action: Clerk to report to Essex County Council.
- The link-path between Hyacinth Close and Kings Walk is ripped-up and in need of repair.
Action: Cllr O'Donnell to send photos to the Clerk to report to Essex County Council.

The Chairman reported:

- He had been contacted by a resident who had expressed concern regarding the temporary fence that had been erected by FACT was still in place.
Action: Chairman to discuss further with FACT.

17. Date of the next Meeting

Tuesday 10th December 2019 – Extra-Ordinary Meeting - Website (7.30pm)

Tuesday 17th December 2019 – Planning Meeting (If Required) (7.30pm)

Tuesday 14th January 2020 - Full Council Meeting (7.30pm)

Thursday 16th January 2020 – Woodrolfe Hard and Marine Assets Committee (7.30pm)

The Chairman closed the Meeting at 9.55pm.

Signed.....

Date