

Present: Cllrs Bell, Crees, Goody, Nixon

In the Chair: Cllr Plater

Clerk: Michelle Curtis

1. Apologies for Absence

The Chairman advised that Cllr Witney had taken the decision to resign from the Parish Council due to a change in her personal circumstances.

There were apologies for absence from Cllrs Byatt, S O'Donnell, C Slodzik, C Slodzik and Symes.

There were also apologies for absence from District Councillors Bamford, St Joseph and Thompson.

2. Declarations of Interest

Cllr Nixon declared interest as follows:

- personal in respect of item 12, planning application COUPA/MAL/17/00961, as he owns the land adjacent to the proposal.

3. Public Forum

There were no members of the public present.

4. District Councillors

There were no District Councillors present.

5. Minutes of the Meetings held on 1st August 2017

Resolved: that the minutes of the Parish Council meeting held on 1st August 2017 be approved as a true account of the proceedings of the meeting and were signed by the Chairman. Proposed Cllr Nixon, seconded Cllr Bell.

6. Finance

a) Monthly Financial Report

The Financial Reports were presented to the Council.

Councillors received the following monthly financial reports:

Bank Reconciliation – Closing balance of £114,979.96 as at 31st August 2017.

Expenditure to date – Budget £88,624 – Actual £32,702

Income to date – Budget £88,624 – Actual £95,597

Earmarked Funds – Closing Balance £35,760.09 – Net movement £19,627.43

The Clerk reported the following:

- The second instalment of £40,761.86 had been received from Maldon District Council for the precept.
- Payment had been received from the HMRC for £1,580.42 for the VAT recovered for the last quarter (April - June).
- Payment of £6,481 had been received from the Essex County Council Community Initiatives Fund for the fencing project.
- The laptops which ran the old financial accounting package, Impact, were no longer working and it would therefore no longer be possible to run the old and new system alongside each other for the financial year. As the new system was up and running, this was not seen as an issue.

- The invoice had been received from Gamart Engineering for the fencing at the Recreation Ground. The cost of the fencing was £9,600 plus VAT. The balance in the earmarked fund is £10,776.47.
- The Clerk advised the Annual Return had been received from the Audit Commission. The Auditors reported the following:
 “On the basis of our review, in our opinion the information contained in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”
 Other matters not affecting our opinion which we draw to the attention of the smaller authority:
 “We note that the smaller authority did not comply with Wregulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2017/18 for the exercise of public rights, since the correct information was not published on a website as well as a noticeboard. As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2017/18 and ensure that it makes proper provision for the exercise of public rights during 2018/19.

The Clerk advised that she had spoken to the external auditor, PKF Littlejohn LLP, regarding the comments and the information required had now been uploaded to the website.

The Clerk advised the “Notice of conclusion of audit” would be displayed in the noticeboard.

Resolved: to move any surplus funds in the earmarked funds for the fencing project into a new earmarked fund, Play Equipment Project.

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

b) Payments

The items for payment totalling £12,744.66 were presented for approval (Appendix A).

Resolved: to approve payments.

7. Recreation Ground Monthly Inspection Report

The Monthly Inspection Report dated 11/08/17 was received. There were no issues to report.

The Clerk reported the following:

- It had been brought to her attention that the toilet had been tipped over again and the Parish Council would have to be pay for an additional clean.
 Following the incident, the Clerk had requested that toilet is taken off hire and collected.
- The Parish Council had been successful with their Expression of Interest for Essex County Council Community Initiatives Fund and have been invited to submit a full application by 22nd September 2017.

8. Coastal Path Signage

The email from Jack Ellum regarding waymarking posts was received and noted. Maldon District Council would be happy to install waymarking posts providing permission was granted by the landowners.

Action: Clerk to contact landowners.

9. Insurance

Resolved: to renew the insurance with Came & Company for £2,306.70 subject to the following:

- Confirmation that the current processes in place for checking play areas are adequate.

- Clarification whether the pool is included in 'play areas'.

10. Tiptree Neighbourhood Forum

The minutes of the Tiptree Neighbourhood Forum meeting held on 31st July 2017 were received and noted.

Cllr Bell gave an overview of the meeting and advised Tiptree Parish Council were keen to receive feedback on the facilities used by some of the residents in Tollesbury.

Action: Cllr Bell to forward response to Clerk to send to Tiptree Parish Council.

11. Police

The crime reports were received. The following crimes were noted for Tollesbury:

- 01/08/17 – Valkyrie Close – Criminal damage
- 09/08/17 – Woodrolfe Road – Theft
- 18/08/17 – Woodrolfe Road – Theft
- 29/08/17 – North Road – Theft from a motor vehicle

In the media, it has been reported that there was an attempted abduction in Tolleshunt D'Arcy and this has not been included in the recent crime reports.

Action: Clerk to enquire why the incident had not been included in the crime reports.

The Clerk advised the Rangers had carried out additional patrols of Woodup Pool during the school holiday period and had no issues to report.

The Clerk advised she had also spoken to the Rangers regarding the cars parking on the pavement causing an obstruction at the junction of West Street/Elysian Gardens. If the vehicles are parked parallel with the yellow lines, the Rangers can issue a fine. If the cars are parked on the pavement outside of the yellow lines, this is classed as an obstruction and should be reported to the police.

12. Planning

Applications:

- FUL/MAL/17/00862 PP-06279619
Change of use and conversion on an outbuilding into a new self-contained dwelling house.
Barn, Great Downs Farm, Station Road – Mr D Lai
Resolved: to recommend refusal of the application on the following grounds:
 - The proposal is outside the development boundary
 - Does not comply with policy for development in the rural countryside.
 - On the last application submitted for this site, reference COUPA/MAL/17/00598, for proposed change of use of an agricultural building to a dwellinghouse, it stated that the barn was used for agricultural. This application, however, states that the barn is used for offices.
- HOUSE/MAL/17/00913 PP-06305076
Proposed demolition/conversion of existing garage with side extension. Creation of 1No. additional parking space in front garden.
38 Sceptre Close – Mr C Scramm
Resolved: to recommend approval of the application.
- COUPA/MAL/17/00961
Prior approval for a proposed change of use of a building from office use (Class B1(c) to 7no. residential flats (Class C3).
Woodrope Building, Woodrolfe Road – Mr Tinson

Resolved: to recommend approval of the application and to point out that there is a surface water issue in and around this location. Any queries regarding this issue should be taken up with Shirley Hall at Maldon District Council.

Appeals – None received

Planning decisions from Maldon District Council:

- FUL/MAL/17/00376 – Guisnes Court, Back Road – Approved
- HOUSE/MAL/17/00716 – 5 Thurstable Close – Approved
- LDP/MAL/17/00662 – The New Bungalow, Colchester Road – Refused
- TCA/MAL/17/00759 – 34/36 High Street – Approved
- TCA/MAL/17/00793 – Tollesbury County Primary School, East Street – Approved
- TCA/MAL/17/00725 – Tollesbury Surgery, 25 High Street – Tree Preservation Order Served

There were no appeal decisions made by the Planning Inspectorate.

13. Administration

Woodrolfe Green – A request had been received to have a pony for pony rides in a fenced off area at Woodrolfe Green for a birthday party.

Members requested that a copy of the insurance was provided before the event. The event organisers would be fully responsible.

Woodup Pool – A request had been received from Tollesbury Mud Club to use Woodup Pool on Sunday 24th September 2017 between 9.00am and 10.30am for a life raft demonstration. Members granted permission for the pool to be used.

Where Does the Water Go? Project – The Clerk advised only two people had expressed an interest in the programme.

Action: Clerk to notify Joanna Ludlow, Essex County Council.

Actions outstanding from the last meeting:

Tollesbury Harbour Project - The Clerk advised a meeting was held on 31st August 2017 with Carol Reid.

Action: Update from the meeting will be included on a future agenda.

Hasler Green - The Clerk advised that Moat and the resident at Hasler Green had given permission for Bonz to access the property, should they need to, when carrying out tree works.

Environment and Amenity Committee

Action: Clerk to arrange a review of the open areas when Cllr Slodzik returns from holiday.

Tollesbury Sailing Club – The Chairman advised the Tollesbury Sailing Club Committee were due to have a meeting to discuss the overdue fees.

Action: Chairman to provide update at the next meeting.

Cllr Durham – The Clerk had submitted the three main issues affecting the village.

Litter Bin – The Centre were very pleased with the litter bin for the Centre and thanked the Parish Council for the bin.

Essex and Suffolk Water – The Clerk confirmed a letter had been sent to Anglian Water regarding the burst pipe.

Pavilion – Signing off building regulations.

Action: Chairman to contact Maldon District Council.

Woodup Pool – Cllrs Bell and Nixon confirmed they had removed the two canoes.

Cllr Bell advised that there were changes to General Data Protection Regulations in May 2018.

Action: To be included on the agenda.

14. **Community Concerns – Information Exchange/Next Agenda Items**

Cllr Bell reported:

- Some of the fence posts at Woodup Pool needed replacing.
Action: Clerk to obtain a quotation.
- The issues with the footpath between Woodrolfe Farm Lane and Wycke Lane had been rectified.
- The new bus timetable came into effect on 29th August 2017. A resident of Elysian Gardens had printed out and was handing out the new timetables to bus users in the absence of bus timetables being unavailable from the Operator. It is intended to hold a bus user group meeting at the beginning of October.
- The grass verge opposite the Parish Rooms had still not been cut back.
Action: Clerk to chase up with up with Essex County Council.

Cllr Nixon reported:

- The work at Woodrolfe Green carried out by Maldon District Council had been completed. A new litter bin had been installed. They also cut back the hedge along the roadside.

Cllr Crees reported:

- The road near the harbour wall was getting bad and in need of repair.
Action: Clerk to obtain a quotation from Bonz to carry out repairs.

The Chairman reported:

- There is now evidence to show how the channels have been silting up and the data shows that both the north and south channels are silting up. The south channel is up by approx. 2 metres and the north channel by approx. 1 metre.
Action: Clerk to forward the data to members.

The Parish Council had received some complaints regarding the property at 2 Woodrolfe Road, which was currently being built following approval of a planning application.

Action: Clerk to write to owner to ask if windows will be put into the front of the property and when this will be carried out.

15. **Date of the next Meeting**

Tuesday 19th September 2017 – Recreation Ground Committee (7.00pm)

Tuesday 19th September 2017 – Full Council Meeting (8.00pm)

The Chairman closed the meeting at 9.25pm.

Signed.....

Date:.....