

**Present:** Cllrs Bell, Goody, Nixon and O'Donnell

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**Also present:** District Councillors Bamford, St Joseph and Thompson  
There were 2 members of the public present

**1. Apologies for Absence**

There were apologies of absence from Cllrs Chambers, Crees and Nixon.

**2. Declarations of Interest**

There were no declarations of interest declared.

**3. Public Forum**

There were no comments from the members of the public.

**4. District Councillors**

Cllr St Joseph reported:

- He had attended a Blackwater Safety Meeting and obtain various posters for Marine Policing which could be displayed in the village (Tollesbury Sailing Club, Marina etc.)
- Village Policing:  
CCTV - Little Maldon Ship Club are looking at CCTV security and it may be worthwhile talking to them as they are also in a conservation area and will have the same issues as Tollesbury.  
Priti Patel MP – At the last meeting, it was noted that the Parish Council were dissatisfied with the lack of Police presence in the village. Cllr St Joseph had raised this concern with Priti Patel MP who has agreed to take this up with the Police Crime Commissioner.
- Some trial piling had taken place on the seawall at Rolls Farm. Cllr St Joseph provided information on the sorts of inspections carried out on the seawall by the Environment Agency.
- He would be attending the Bradwell Legacy Partnership meeting on 23<sup>rd</sup> May 2018. The Parish Council requested that Cllr St Joseph submit the Gabions Project to the meeting for possible funding.  
**Action:** Drawings and approximate costs to be submitted to Cllr St Joseph before 23<sup>rd</sup> May.

**5. Minutes of the Meetings held on 1<sup>st</sup> May 2018**

**Resolved:** that the minutes of the Parish Council meeting held on 1<sup>st</sup> May 2018 be approved as a true account of the proceedings of the meeting. The minutes were signed by the Chairman. Proposed Cllr O'Donnell, seconded Cllr Bell.

**6. Finance  
Payments**

The items for payment totalling £11,626.07 were presented for approval (Appendix A).

**Resolved:** to approve payments.

## 7. Internal Audit

### a) Audit Report

Councillors received the recommendations by the Internal Auditor and comments are as follows:

#### 1. Internet Banking

Progress regarding the introduction of payments via internet banking. The Council would review the system as part of the annual review process.

#### 2. Banking Arrangements

The Council would consider alternative banking arrangements if there are any changes to the services provided by the Co-operative Bank.

#### 3. Risk Assessment and Management

**Resolved:** to update the Risk Assessment and Management to include Data Protection.

#### 4. Internal Control, Financial Regulations and Standing Orders

**Resolved:** to update the various documents when they are due for review to ensure they are updated as necessary following the implementation of any changes.

Overall the Council were pleased with the contents of the report and thanked the Parish Clerk for her hard work over the last financial year.

### b) Effectiveness of Internal Audit

Councillors carried out a review of the Effectiveness of Internal Audit as prescribed in the 'Governance and Accountability' manual. (Appendix B).

## 8. Recreation Ground

### a) Monthly Inspection Report

The Monthly Inspection Report dated 13/05/18 was received. It was noted that the aerial runway was out of action.

The weekly inspections had been carried out with no issues to report.

### b) Zip Wire

**Resolved:** to accept the quotation from Bonz, ref 5093, for £450 to remove the zip-wire to ground level and take out the concrete pads. The posts to be cut down to 1500mm sections and delivered to Cllr Nixon for use on Woodrolfe Green car park.

### c) Funding – Outdoor Gym Equipment

The Clerk reported that as part of the upgrade/improvements to the Recreation Ground, the Committee had agreed that they would like to install outdoor gym equipment. Outdoor gyms have been successful in tackling obesity and general wellbeing. The equipment will cost approx. £14,500

**Action:** Clerk to submit an Expression of Interest to the Maldon Livewell Partnership Grant 2018/19 for new gym equipment.

## 9. General Data Protection Regulations

### a) Maldon District Council – Data Protection Officer

The Clerk reported that MPs accepted the Government amendment to exempt all parish and town councils and parish meeting in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. The Bill now enters 'Ping Pong' with the House of Lords considering amendments made during the House of Commons Stage.

Maldon District Council are continuing to offer the services of their DPO should the Parish Council wish to use them.

**Resolved:** to continue to use the services being offered by Maldon District Council at a cost of £150 per annum and £50 per hour for any DPO work or requests.

**b) Data Protection Policy**

**Resolved:** to adopt the Data Protection Policy V1.0.

**c) Privacy Notice**

**Action:** Clerk to display the Privacy Notice on the Parish Council website.

**d) Parish Breech Notice**

Guidance document – this was received and noted.

**e) Data Audit**

**Resolved:** to accept the Data Audit document.

**10. Police**

The police reports were received. It was noted there were no incidents reported for Tollesbury.

A reply had been received from the Office of the Police, Fire and Crime Commissioner. The letter stated that “Essex Police will be hiring another 150 officers this year and they will predominately be deployed in local policing and we should see a difference in Tollesbury”.

**11. Planning**

Applications:

- HOUSE/MAL/18/00507 PP-06919654

Construction of a two storey extension to the side of the existing property  
33 Thurstable Road, Tollesbury

**Resolved:** to recommend approval of the application.

- COUPA/MAL/18/00520

Prior approval of proposed change of use of agricultural building to a dwellinghouse  
(Class C3)

Barn, Carringtons Farm, North Road, Tollesbury

**Resolved:** to recommend approval of the application.

Appeals:

- None received.

Planning decisions made by Maldon District Council:

- HOUSE/MAL/18/00317 – 91 Mell Road - Approved
- LDE/MAL/18/00163 – Tollesbury Cruising Club, Woodrolfe Road – Approved

**12. Correspondence**

**Priti Patel MP**

The letter from Priti Patel MP giving an overview of her works during the last year was received and noted.

**Cllr Susan Barker – Library Service**

The reply was received. It was noted that Essex County Council had contacted residents of St Johns Court to ensure they are aware of the options available to them should they not be able to access the mobile library facility at the Masonic Hall.

**Action:** Clerk to request a copy of the usage of the library facility before and after the change in service.

### 13. Administration

Parish Trigger and Paperless Planning – The Clerk advised a meeting was being held on Wednesday 30<sup>th</sup> May at 7.30pm in Maldon Town Hall. The meeting is being held to discuss the current situation and to agree a co-ordinated approach to the District to find a better solution to the current impasse on both issues.

The Chairman agreed to attend on behalf of the Parish Council.

**Action:** Clerk to cancel the Neighbourhood Plan meeting which was scheduled for the same evening.

The Saltmarsh Coast Hub – The Clerk advised members were invited to attend the launch of the hub on Friday 25<sup>th</sup> May 2018 at 2pm. Members to notify Clerk if they wish to attend.

#### **Actions outstanding from previous meeting:**

CCTV – Clerk still researching.

### 14. Community Concerns

Cllr Symes reported:

- It has been brought to his attention that there is a large campervan parking on the corner of Mell Road which is obstructing the view of drivers turning from Woodrolfe Road.

**Action:** Cllr Symes to send photographs to the Clerk.

**Action:** Clerk to bring to the attention of the Community Protection Officers.

Cllr O'Donnell reported:

- It has been brought to his attention that McColls were displaying signage outside the shop and on the wall with their new Safeway branding.

**Action:** Clerk to write to McColls to notify them that the shop is in a conservation area and such signage should not be displayed.

**Action:** Clerk to notify Tim Howson, Conservation Officer - Maldon District Council.

- The hedging on the land owned by Hardy-King in Woodrolfe Road is overgrown onto the footpath.

**Action:** Clerk to request that the hedging is cut back.

- The Thurstable Road nameplate has disappeared (entrance from Woodrolfe Road).

**Action:** Clerk to report to Maldon District Council.

Cllr Bell reported:

- The working party at Woodup Pool took place the previous Saturday. It was noted that the area closer to the Marina was muddy, uninviting and needed improvement. The Clerk had been asked to obtain quotations to provide sand to improve the rest of the profile of the beach area which will be presented to the Parish Council for consideration at the next meeting.

### 15. Date of the next Meeting

The next meeting of the Parish Council meeting will be held on:

Tuesday 5<sup>th</sup> June 2018 – Full Council Meeting (7.30pm)

Tuesday 5<sup>th</sup> June 2018 – Cemetery Committee Meeting (following main meeting)

The Chairman closed the meeting at 9.05pm.

Signed.....

Date:.....