

**Present:** Cllrs Bell, Byatt, Goody, Nixon, O' Donnell, S. Slodzik and Symes

**In the Chair:** Cllr Bell - Vice-Chairman (until 7.55pm)  
Cllr Plater

**Clerk:** Michelle Curtis

**Also present:** District Councillors St Joseph and Thompson  
Two members of the public

**1. Apologies for Absence**

There were apologies of absence from Crees, C Slodzik and Witney.

There were also apologies of absence from District Councillor Bamford.

**2. Declarations of Interest**

Cllr Nixon declared interest as follows:

- personal interest in respect of item 14, planning application COUPA/MAL/17/00436, as the site is next to his properties.

Cllr Byatt declared interest as follows:

- personal interest in respect of item 14, planning application HRN/MAL/17/00462, as the applicant is his neighbour.

**3. Public Forum**

A resident raised some concerns regarding the Natural England – Coastal Path documents that were out for consultation and in particular the statements regarding exclusion to public access.

*Page 17 – The first issue will be addressed by our proposal to exclude access from the intertidal salt marsh and mudflats under s25A of CROW (unsuitable for public access), although this will only relate to new access rights being proposed and will not effect any existing private rights.*

The resident stated there are no private rights unless you own the property. However, the people who keep their boats there do so with the acceptance of the site owner to get access. The right of access is a customary right.

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*In summary, we have concluded that a majority of the salt marsh and intertidal mudflats on the Blackwater Estuary, Tollesbury Fleet and Salcott Channel pose dangers that are neither well understood nor readily apparent to visitors and are consequently unsuitable for a new right of public access. We are aware that some of these areas may be subject to other existing rights of access. Any such existing rights will not be affected by this proposed exclusion.*

The resident stated there are no existing rights, there are only existing customary rights.

The same resident advised that he had received a copy of the minutes from the Maldon Harbour Improvements Commissioners meeting held in March. The minutes state that Inspector Brad Dickel provided information to the developments in the unit. There had been a move back to patrolling on water and had a range of equipment at their disposal. They have a special Officer, Toby Speller, with a nautical knowledge. The base was at Burnham under

Operational Command. There was a move to raise the number of officers and specials, with 3 specials and 1 police officer joining, the complement would be 5 full-time marine officers. Their remit included Kraken, antisocial behaviour and crime, and working with the border force. They are looking to invest 5 boats in tandem with the Border Force.

#### 4. District Councillors

Cllr St Joseph reported:

- Cllr Thompson was the Chairman of the North-West Planning Committee.

Cllr Thompson reported:

- Cllr St Joseph exclusion was the Vice-Chairman of the Planning and Licensing Committee.

#### 5. Minutes of the Meetings held on 2<sup>nd</sup> May 2017

**Resolved:** that the minutes of the Parish Council meeting held on 2<sup>nd</sup> May 2017 be approved as a true account of the proceedings of the meeting and were signed by the Chairman. Proposed Cllr Slodzik, seconded Cllr Byatt.

#### 6. Finance

##### a) Payments and Sign Cheques

The items for payment totalling £7,058.96 were presented for approval (Appendix A).

A cheque for Cants of Colchester was on the list presented to the council but the value of the cheque had not been entered (£32.85). This would be included on the payment list in June.

The Clerk advised that she had received a BACS remittance from Maldon District for the payment towards the survey of the car park at Woodrolfe Green that was carried out by Dudley Smith Partnership.

Correspondence had also been received from British Telephone to adopt the two telephone kiosks in Tollesbury. A cheque had been issued for £2.00. An agreement would also require signing.

**Resolved:** to approve payments.

##### b) Banking Arrangements

Following the uncertainty with the future of the Co-operative Bank, it was agreed that the funds should be moved for precaution.

**Resolved:** to close the following banks accounts with the Co-operative Bank – Business Select 14 Day Account (Pavilion Account) and the Public Sector Reserve Account. The funds to be transferred into the current account.

**Resolved:** Any funds over £10,000 held in the Co-operative Bank current account to be transferred into the Unity Trust Account. The current account held with the Co-operative Bank will be used to pay the existing direct debits and any cheque payments. The current account will be topped up when required from the Unity Trust Account.

**Action:** Clerk to look at alternative options for a current account.

#### 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 when appropriate.

## **2. New Accounting Package**

**Resolved:** to have an additional audit visit to test the new accounting arrangements.

## **3. Asset Register**

At the meeting on 2<sup>nd</sup> May 2017, it was resolved to update the Asset Register and Annual Return in line with the comments made by the Internal Auditor during his visit.

## **4. Banking Arrangements**

The Council had at item 6b on the agenda discussed the banking arrangements with the Co-operative Bank.

## **5. 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 many changes made including the new pension requirements.

## **6. Pension Duties**

The Clerk advised that during 2016/17, the Payroll Software had not allowed for tax relief on the Clerk's pension. This had been corrected for 2017/18.

## **7. Reserves/Investments**

The Parish Council will continue to review the reserves and where they are invested.

## **8. Streetlight Project**

The Parish Council felt that they had consulted widely when looking for companies to supply and install new LED streetlight units. The first phase of the project had been completed and the order had been placed for the second phase.

Overall the Council were pleased with the contents of the report and thanked the Parish Clerk for her hard being 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. Tollesbury Harbour Project**

The Chairman gave an update on the Tollesbury Harbour Project. A copy of the document circulated at the Bradwell Legacy Partnership meeting on 19<sup>th</sup> April 2017 had been circulated to members.

The Chairman explained that if we leave the channels to silt up, there could be a loss of approx. 40-50 jobs, approx. 470-500 berths within the harbour area and the loss of approx. 2,500 visitors. There are five projects which had been identified with project 1 (Tollesbury Dock) and project 2 (Halyward Spitway) being identified as the most urgent.

Maldon District Council were pleased to note that the Parish Council were involved with the project.

At the meeting, various funding opportunities were identified and would require need to be investigated further.

Cllr Byatt stated the projects could also be included as part of the Neighbourhood Plan.

The Chairman stated a further meeting would be arranged with all the stakeholders.

## 9. Natural England – England Coast Path

To respond to the consultation raising the following questions:

- How will the maintenance of the footpath be carried out?
- Who is the lead partner for the Maldon to Salcott footpath?
- Where are the funds for repair and who will control them?
- How will the condition of the footpath be monitored?
- How will any remedial works be carried out quickly and efficiently?

The resident who expressed concerns during the public forum was advised to respond direct to Natural England.

## 10. Essex Coast

**Action:** to defer to the next meeting.

## 11. BANNG

Members had a lengthy discussion regarding the proposals for the Bradwell Power Station.

There was general concern of uncertainty around the proposal and the implications that it may lead to.

**Action:** to be discussed at a future meeting.

**Action:** Cllr St Joseph to follow up the concerns of uncertainty with Maldon District Council.

## 12. Saturday Morning Skip

Cllr Nixon advised when he arrived at Woodrolfe Green on Saturday morning the skip was full within 5 minutes.

The Contractor had raised concern that the skip was not being used for household waste.

**Action:** Clerk to include a notice in the Parish Magazine and Facebook to advise that the skip is for household waste only and not for builders/commercial waste.

## 13. Police

### a) Policing Matters within the village

The following was reported:

- A car had been broken into in North Road approx. a week ago.
- There was still an issue with drugs in the village - To be reported to Essex Police.

### b) Police Conference

Details of the Police Conference to be held on 7<sup>th</sup> June 2017 were received and noted.

## 14. Planning

Applications:

- COUPA/MAL/17/00436  
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
- HOUSE/MAL/17/00438 PP-06009996  
Additional skylight on rear main roof  
Fairwinds, 14 Waterworks Road – Mr D Walsh  
**Resolved:** to recommend approval of the application
- HRN/MAL/17/00462  
Removal of various hedgerows  
Hedgerows Between Church Road and Prentice Hall Lane – Mr A Butt

**Resolved:** to recommend refusal of the application on the following grounds:

- Impact on character of landscaped area
- Loss of amenity

– HOUSE/MAL/17/00483

Two storey front extension  
49 Thurstable Road – Mr Tape

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

Appeals:

None received.

The following decisions made by Maldon District Council were noted:

- TCA/MAL/17/00351 – Glebe House, 17 Church Street – Approved

There were no appeal decisions made by the Planning Inspectorate.

## 15. Administration

Essex County Council - Passenger Transport – The Clerk advised a reply had been received following the recent letter sent by the Parish Council. Passenger Transport advised that the drivers at Hedinghams have been advised that they should not use Woodrolfe Green to turn the buses and this has now ceased.

With regards to using the Square to manoeuvre more safely, Hedinghams are keen to work with the Parish Council to resolve any issues and it is not a matter for Essex County Council to be involved in.

Hedinghams – Hedinghams would like to meet with the Parish Council on 23<sup>rd</sup> May to discuss the various concerns raised by the Parish Council.

**Action:** Clerk to arrange meeting for Tuesday 23<sup>rd</sup> May at 10.45am if possible.

Youth Council – The Youth Council met on 8<sup>th</sup> May. The Council would like to put up the Shareboxes, one at the Recreation Ground, one on the Green and one in Freds. The Council are aware there is very little for the youth to do in the village and are considering holding monthly activity sessions, i.e. disco, picnic. The Youth Council would also like to hold an outdoor cinema night at the Recreation Ground. The Youth Council are working out costings to hold such events.

The Parish Council were supportive of the ideas by the Youth Council.

Toilets – The toilets had been booked for Woodup pool and the Recreation Ground.

**Action:** Clerk to organise insurance cover for the facilities.

Fencing – The Clerk reported the fencing project was now complete.

**Resolved:** Clerk to include the new fence on the asset register and insurance policy.

**Action:** Clerk to write to Gamart Engineering to thank them for the wonderful job they have done with the fencing.

## 16. Community Concerns

Cllr Symes reported:

- There was still a large pot hole at the top of New Road/Hasler Road.  
The Clerk advised this had been reported to Essex County Council.

Cllr Bell:

- Thank you to the Councillors were assisted during the working party at the pool.
  - Suggested the Parish Council welcome and invite the new County Councillor to Tollesbury.
- Action:** Clerk to send letter to County Councillor Durham.

Cllr Byatt reported:

- There were two vehicles for sale parked outside the Cemetery.

**17. Date of the next Meeting**

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

Wednesday 17<sup>th</sup> May 2017 – Woodrolfe Hard and Marine Assets Committee – 7.30pm

Tuesday 6<sup>th</sup> June 2017 – Full Statutory Meeting – 8.00pm

Tuesday 13<sup>th</sup> June 2017 – Recreation Ground Committee

The Chairman closed the meeting at 9.32pm.

Signed.....

Date:.....