

Present: Cllrs Bell, Chambers, Lankester, Lowther, Nixon, O'Donnell, Slodzik

In the Chair: Cllr Plater

Clerk: Michelle Curtis

Also Present: District Councillors Bamford, St Joseph and Thompson

1. Apologies for Absence

There were apologies of absence from Cllr Crees, Goody and Symes.

2. Declarations of Interest

Cllr Nixon declared an interest as follows:

- Personal in respect of agenda item 8, planning application HOUSE/MAL/18/01011, as the applicant is his tenant.

3. Public Forum

There were no members of the public present.

4. District Councillors

Cllr Bamford reported the following:

- Maldon District Council were keeping three area planning committees rather than merging into one.

Cllr Thompson reported the following:

- She was now the Deputy Leader at Maldon District Council.
- Maldon District Council had adopted a new Petition Policy.

5. Minutes of the Meetings held on 4th September 2018

Resolved: that the minutes of the Parish Council meeting held on 4th September 2018 be approved as a true record of the meeting. Proposed Cllr Slodzik, seconded Cllr O'Donnell. Unanimously agreed.

The minutes were signed by the Chairman

6. Finance

a) Annual Governance and Accountability Return (AGAR)

The Clerk advised the AGAR had been received from the External Auditors PKF Littlejohn LLP. The Auditors reported the following:

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.”

The Clerk advised the “Notice of conclusion of audit” along with sections 1, 2 and 3 of the AGAR had been displayed in the noticeboard and on the Parish Council website.

b) Payments

The items for payment totalling £6,224.55 were presented for approval (Appendix A).

Resolved: to approve payments.

7. **Insurance**

The Parish Council considered the three insurance quotations from Came and Company:
Inspire via AXA – 1 Year - £2,374.11 + £50 admin or 3 Year - £2,255.40 + £50 admin
Hiscox – 1 Year - £2,524.56 + £50 admin
Ecclesiastical – 1 Year - £2,492.27 + £50 admin

Action: Clerk to seek clarification on the word “income” in the Inspire Insurance Schedule, item d on the Long-Term Agreement Section. Once information has been clarified by Insurance Broker, Clerk to circulate to Councillors and Councillors to send any comments to the Clerk by Friday, 21st September 2018.

Resolved: to enter a 3-year long term agreement with Inspire for the Insurance for the Parish Council subject to Councillors being satisfied with the information from the Insurance Broker. Councillors gave authorisation for the payment of £2,305.40 to be paid online. Clerk to include on next payment schedule.

8. **Planning Application and Decisions**

Applications:

- HOUSE/MAL/18/01036 PP-07243378
Proposed two storey extension to front with internal alterations and ancillary works
Ridgeways, 46 Woodrolfe Road, Tollesbury
Resolved: to recommend approval of the application. Unanimously agreed.
- HOUSE/MAL/18/01011
Rear porch
46 West Street, Tollesbury
Resolved: to recommend approval of the application. Agreed by majority.
- HOUSE/MAL/18/00982
Single storey rear/side extension
12 Waterworks Road, Tollesbury
Resolved: to recommend approval of the application. Unanimously agreed.
- TCA/MAL/18/01065 IAP00022082-002
SB1 Silver Birch – reduce by 4m. SB2 Silver Birch – reduce by 2m. B1-12 Beech trees
– removal of B11, B6, B8
Oak House, 5 Churchacre, Hall Road, Tollesbury
Resolved: to recommend approval of the application. Unanimously agreed.

Appeals:

- There were no planning appeals.

Planning decisions made by Maldon District Council:

- HOUSE/MAL/18/00813 – 48 New Road – Approved

9. **Recreation Ground Monthly Inspection Report**

The Monthly Inspection Report dated 16/09/18 was received. There were no issues to report.

The Clerk advised on the weekly inspection carried out on 09/09/18 it was reported that the goal posts had been taken out of the ground sockets and placed on the floor. The goal posts have now been put back in position.

10. Woodup Pool

Safety Inspection Reports

The Inspection Report was received and noted.

Cllr Bell reported:

- He had been to see FACT and there were no issues and they were happy to continue carrying out the weekly safety inspections.
- He had removed the loose bricks from the BBQ which was reported at the last meeting.
- A resident had emailed via Facebook to advise they believed there was a wasp nest on the beach area. Upon further investigation, they were in fact ground dwellings bees. Advice has been sought and it is recommended that the bees are left alone, and they should hopefully go away on their own. A notice has been displayed to notify visitors to the pool about the bees.

11. Woodrolfe Green Improvements

a) Relocation of the Recycling Bins

Councillors considered the photographs supplied by the Clerk of possible locations for the repositioning of the recycling bins. The preferred location was the area behind the toilet block at Woodrolfe Green.

Action: Chairman to contact Maldon District Council to see if possible to relocate the bins.

b) Road Scalpings

Resolved: to accept the quotation from Silverston for the supply of 40 tonne of road scalpings at £19.95 per tonne.

c) Spreading of Road Scalpings

Resolved: to accept the quotation from Bonz (ref 5209) to spread the road scalpings for £370.

Action: Clerk to ask Bonz to confirm how the road scalpings will be compacted.

The Clerk advised once she has the invoices for all the work, she can submit them to Maldon District Council to claim the £1,000 they agreed to give towards the project.

12. Tollesbury Youth

a) Update on Project

Cllr Chambers reported she had been in discussion with the Youth Club and they are currently recruiting volunteers to start the club in January 2019.

Cllr Chambers advised two sofas had been donated for the 'Pop-Up Café'.

b) Wi-Fi

The Clerk obtained a quotation from County Broadband as follows:

Initial costs:

Connection £99

Router - £49

Monthly costs:

£21 per month – 80gb

£31.99 per month – 120gb

£36.99 per month – unlimited

Contract term: 18 months

The Clerk advised a donation of £150 has been given towards the broadband for the Pavilion.

Action: Clerk to arrange for a representative for County Broadband to attend the next meeting to give information on the service and facilities.

13. Grounds Maintenance

Councillors reviewed each contract.

All contracts to state: Complete monthly work records and return to the Council monthly with invoice.

Contract 1 – Recreation Ground – No change

Contract 2 – Hasler Green - No change.

Contract 3 – Woodrolfe Green - No change.

Contract 4 – Woodup Pool

- Change item 2 – Cut/strim grass monthly during season; April, May, June, July, August and September. Keep perimeter fencing and steps clear of weeds, nettles, brambles etc.

Contracts would be advertised for tender.

14. Local Highways Panel

The drawings for the bus stop improvement works at the junction of High Street with Church Street – reference LMAL152017 were received and noted.

Councillors discussed and the drawings and whilst they were happy that the scheme was being progressed, they were concerned that the improvements did not meet the needs as discussed at the meeting with the Essex County Council and the District Councillors, now that the bus depot had closed.

Action: Clerk to write to Jon Simmons - Essex County Council, to raise the concerns of the Parish Council.

The drawings for the improvements outside the Parish Rooms – ref LMAL162093 were received and noted. The Clerk confirmed Jeremy Heigham had been liaising with Essex County Council regarding this scheme.

15. Police

The police reports were received and noted.

16. Administration

Allotment – The issue with the Allotments had now been resolved.

Action: Clerk to update the plan for the Allotments to include the area where manure is tipped.

Bus Shelter – The Clerk reported that she had contacted the Fish and Chip Van Company and they agreed they would be happy to put a litter bin when they are offering their services in the Square.

Cllr Crees had emailed and advised that he had a look the previous Tuesday once the van had left and the area was immaculate – no litter, chip wrappers or fish and chip debris.

The Clerk reported the cigarette bin had been purchased and she had arranged for K Hobden to install in.

Soldier Silhouette – The Silhouette had been placed on the school fence.

Cemetery – Following the last meeting the Clerk had sought further advice on whether a body can be interred directly into the ground. This is a choice by each Parish/Local Authority as it can be distressing for other users of the Cemetery if they are present when this type of interment is carried out.

Action: Environment and Amenity Committee to review the Cemetery Rules and Regulations and include no bodies to be interred directly into the ground.

Recreation Ground – The Clerk reported the grass had now been cut and the football pitches had been marked out by the Contractor as requested.

Speeding – Cllr Bell suggested that rather than Adrian Rayner and Trevor Stubbing attending a meeting of the Parish Council, the Clerk and himself go and meet Adrian and feedback to the Council.

Action: Clerk to arrange a meeting with Adrian Rayner.

17. Community Concerns

Cllr Chambers reported:

- Fire Brigade – The Fire Brigade had held a first aid training event at the end of August which was very successful.

Cllr Bell reported:

- Graffiti - It had been brought to his attention that there is some offensive graffiti on Church Street.
Action: Clerk to report to Essex County Council Highways.
- Road Signage - The wooden finger post at the junction of Mell Road and Woodrolfe Road had been replaced. However, the brown tourist sign giving direction to the Marina had been attached the fence of a property on the corner and not attached to the fingerpost. The Mell Road name plate has also not been replaced.
Action: Clerk to report to Essex County Council Highways.

The Chairman reported:

- Cemetery – Councillor Nixon, the Parish Clerk and himself had met with the Cemetery Contractor regarding the complaints that had been made that the Cemetery was looking untidy. The Contractor had taken the points onboard and had already started to address some of the issues. A further meeting will be held mid-October to review.

The Chairman reported sadly Nigel Butt has passed away. The Parish Clerk had been approached by the Butt family as it was understood that when the Butt family sold the land to the Parish Council to extend the Cemetery, the Parish Council had agreed the Butt family could have three grave spaces in the extension. The Chairman advised there was no record of this and due to funeral arrangements needing to be made, he had taken the decision, on behalf of the Parish Council, to honour the agreement. Councillors were in favour of the decision made by the Chairman and it was recognised that Nigel had given lots to the community i.e. Parish Council, District Council, School. The Chairman advised the Parish Clerk had met with the family and had noted their preferred location for the family plots. The Parish Council agreed to the request of the family.

18. Date of the next Meeting

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

Tuesday 2nd October 2018 – Full Council Meeting (7.30pm)

Tuesday 2nd October 2018 – Environment & Amenity Committee (following main meeting)

The Chairman closed the meeting at 10.00pm.

Signed.....

Date:.....