

**Present:** Cllrs Bell, Byatt, Nixon, Symes

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**Also present:** District Councillors St Joseph and Thompson

**1. Apologies for Absence**

There were apologies of absence from Crees, Goody, O'Donnell, C Slodzik, and S Slodzik.

**2. Declarations of Interest**

There were no declarations of interest declared.

**3. Public Forum**

There were no members of the public present.

**4. District Councillors**

Cllr St Joseph reported:

- There were 3 buildings in the village listed as at risk:
  1. The Granary
  2. The Barn – Bohuns
  3. Farm Buildings - Guines Court
- He had been co-ordinating meetings between Maldon District Council and Colchester Borough Council and it appears that lots of development will be in the hands of Neighbourhood Planning Committees. This raises a number of issues in particular in Tiptree i.e. schools, traffic etc.

**5. Minutes of the Meetings held on 5<sup>th</sup> September 2017**

**Resolved:** that the minutes of the Parish Council meeting held on 5<sup>th</sup> September 2017 be approved as a true account of the proceedings of the meeting. The minutes were signed by the Chairman. Proposed Cllr Nixon, seconded Cllr Bell.

**6. Finance**

**Payments**

The items for payment totalling £8,531.75 were presented for approval (Appendix A).

**Resolved:** to approve payments.

**7. Recreation Ground**

**Monthly Inspection Report**

The Monthly Inspection Report dated 16/09/17 was received. There were no issues to report.

Following a request from the Contractor, it was agreed to change the litter collection days at the Recreation to Tuesday, Thursday, Saturday and Sunday.

**8. General Data Protection Regulations**

The law for General Data Protection will be changing on 25<sup>th</sup> May 2018.

The following documents were received from the EALC:

- NALC – Legal Briefing LO3-17 – Reform of data protection legislation and introduction of the General Data Protection Regulation.
- NALC – Agenda Item 4 – Policy Committee – Tuesday 20<sup>th</sup> June 2017.

- Information Commissioner's Office (ICO) – Preparing for the General Data Protection Regulation (GDPR) – 12 Steps to take now.

It was agreed the Parish Council would use the guidance document from the ICO - Preparing for the General Data Protection Regulations.

Stage 1 – Awareness – complete

Stage 2 – Information you hold

**Action:** Clerk to compile a list of current information held.

## 9. Insurance

The Clerk reported following the last meeting, she had contacted Came and Company regarding the current system in place for checking play equipment.

Came and Company advised that weekly visual checks of the equipment should be made and this should be documented.

**Action:** Clerk to ask Litter Contractor to complete documentation on a weekly basis for visual inspections of the play equipment.

## 10. Community Protection Team

The letter from Adrian Rayner, Community Protection Team Leader – Maldon District Council, regarding Trucam speed cameras was received and noted.

The Parish Council requested that West Street be registered and be included for speed patrols in response to the complaints made by residents of West Street and the results from the recent traffic survey.

**Action:** Clerk to publicise that speed patrols will be carried out in the village.

## 11. Woodrolfe Hard

Cllr Nixon advised that he had discussed the various options to carry out repairs works to the area between the harbour wall and the road with Bonz. Bonz had suggested a number of options which had been emailed to members.

**Action:** Clerk to ask Bonz to supply a quotation to fill the area with Type 1 compacted.

## 12. Tollesbury Sailing Club

The Parish Council were pleased to note that Tollesbury Sailing Club had agreed to pay the outstanding fees for Woodrolfe Hard. The Clerk confirmed the funds had been paid directly into the Parish Councils bank account.

**Action:** Clerk to write to Tollesbury Sailing Club to thank them for making the payment.

**Action:** Chairman to have further discussions with Tollesbury Sailing Club to consider how to work together going forward.

## 13. Tollesbury Youth Council

The update from Tollesbury Youth Council was received and noted.

**Action:** Clerk to obtain a list of meeting dates so a Councillor/s could attend their meetings.

Cllr Bell advised that the Youth Council had been invited to attend the next Woodup Pool Committee meeting as it was felt it was important to hear their views on how the pool was during the season.

**Action:** Recreation Ground Committee to invite the Youth Council to a future Committee meeting.

It was agreed to allow the Youth Council to install a Sharebox on the Recreation Ground and on Hasler Green.

#### 14. Police

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

- 09/09/17 – East Street, Woodrolfe Road, Hyacinth Close, Kings Walk, Crescent Road – 21 Reports of Criminal damage – Cars scratched with a sharp instrument.

The Clerk advised a resident had asked if the Parish Council would hold a public meeting and invite the Police to attend to discuss this issue.

It was agreed the Parish Council, in the first instance, would liaise with the Police because collectively it amounts to a lot of money and there is a risk it could happen again.

**Action:** Clerk to write to Essex Police to express the concerns of the village and to find out what steps are being taken to find the perpetrators and to express a concern that this could happen again.

**Action:** Cllr Thompson to report to the Maldon District Council, Overview and Scrutiny Committee.

A copy of the minutes for the AGM of the Maldon Section Neighbourhood Watch meeting held on 26<sup>th</sup> July 2017 were received and noted.

The Clerk reported at the last meeting she was asked to find out why the recent attempted abduction in Tolleshunt D'Arcy was not included on the crime reports. The Clerk reported that Ali Burlington, Community Safety Development Officer – Maldon District Council, had advised that this sort of crime is not featured in the crime updates, generally it is limited to burglaries, criminal damage, theft etc.

#### 15. Planning

Applications:

- TCA/MAL/17/01005  
T1 Willow – Reduce crown by 9m  
Kings Head Hotel, High Street – Mr P Yull  
**Resolved:** to recommend approval of the application. The Parish Council were concerned that the reduction of 9m could kill the tree and requested that advice was sought from the Maldon District Council Arboriculturist for an opinion before any works are approved.
- TCA/MAL/17/00985  
T1 Sycamore – Reduce by 3/4m overall  
10-12 West Street – Mrs Hammersley  
**Resolved:** to recommend approval of the application.

Appeals:

- Appeal Ref: APP/X1545/D/17/3180676  
Application Ref: HOUSE/MAL/17/00469 PP-06025515  
Brecknell Cottage, 55 Mell Road – Mr J Heigham

**Action:** Clerk to respond to the Planning Inspectorate to advise that the views of the Parish Council remain the unchanged as per the decision made at the Parish Council meeting on 6<sup>th</sup> June 2017 (page 16) – the Parish Council resolved to recommend approval of the application.

There were no planning decisions made by Maldon District Council.

There were no appeal decisions made by the Planning Inspectorate.

#### 16. Administration

Tollesbury Football Club – A requested had been received to ask if the Parish Council would consider allowing a TV to be installed in the Pavilion. All costs for an aerial, TV and TV licence would be at a cost to Tollesbury Football Club.

The Parish Council agreed, in principle, to the request but would suggest the football club make further enquiries are made regarding the TV license fee as it would be for a public building.

Audit – The Clerk advised at the meeting in May, it was agreed that a further audit visit to test the new accounting system would be carried out. The Auditor would like to come in December.  
**Action:** Clerk to arrange the additional audit day with the Internal Auditor.

St Johns Court – The Clerk advised that it had been reported that a resident of St Johns Court was disposing of their rubbish over the fence onto the Recreation Ground and Footpath.  
**Action:** Clerk to write to Moat to bring this matter to their attention.

Actions outstanding from the last meeting:

Woodrolfe Green – Since the last meeting, the Organisers for the birthday party had decided that they no longer wish to have pony rides.

Where Does the Water Go? Project – The Clerk advised that she had notified Joanna Ludlow, Essex County Council, that there were only two volunteers who had expressed an interest in the programme. Joanna has suggested that the period to the advertise was extended.  
**Action:** Clerk to re-advertise the programme.

Environment and Amenity Committee – The Clerk advised a site meeting for the Committee had been arranged for Monday 25<sup>th</sup> September at 5.00pm.

Pavilion – Signing off building regulations.  
**Action:** Chairman to contact Maldon District Council.

Woodup Pool – The Clerk advised she had requested a quotation which would be included on the next agenda for consideration.

Highways – Essex County Council confirmed that the request for work on the verge opposite the Parish Rooms had been received and had been passed over to the Maldon District Highways Rangers. Essex County Council agreed to provide further information to the Parish Council once an update on these requests had been received from Maldon District Council.  
**Action:** If there is no response from Essex County Council by the end of October, Clerk to forward information to Cllr Thompson.

Woodrolfe Road – The resident of the property at 2 Woodrolfe Road had responded to the letter from the Parish Council asked when the additional windows would be installed to the front of the property as per the approved planning application FUL/MAL/15/00080 (drawing number: 14005-10). The resident advised that she had hoped to complete stage 2 of the development within the next 2 years but due to overruns on stage 1, it will be a bit longer before this work can be undertaken.  
**Action:** Clerk to write to Maldon District Council Planning to bring this to their attention.

## 17. Community Concerns

Cllr Nixon reported:

- A resident has asked whether the Parish Council would allow him to open and close the sluice gate during the winter months to continue to flush out the creeks.  
**Action:** Cllr Bell to ask FACT if they would be happy to open and close the sluice gate once a month during the winter.

Cllr Symes reported:

- There was a streetlight out in The Chase.  
**Action:** Clerk to report to A & J Lighting.
- There is a large pot hole on the Back Road.\_\_\_\_\_

**Action:** Clerk to report to Highways.

Cllr Bell reported:

- There is a large plant which is obscuring the name plate for Woodrolfe Farm Lane.  
**Action:** Clerk to write to resident to request that the plant is moved.
- That he would be meeting with Paul Mullender, Heddinghams, on 4<sup>th</sup> October 2017 to discuss the Bus User Group.

**18. Date of the next Meeting**

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

Tuesday 3<sup>rd</sup> October 2017 – Full Council Meeting 7.30pm

Tuesday 3<sup>rd</sup> October 2017 – Environment & Amenity Committee – following main meeting

The Chairman closed the meeting at 9.40pm.

Signed.....

Date:.....