

**Present:** Cllrs Bell, Byatt, Chambers, Crees, Nixon, S Slodzik and Symes

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**Also present:** District Councillor St Joseph

**1. Apologies for Absence**

There were apologies of absence from Cllrs Goody, O'Donnell and C Slodzik

There were also apologies of absence from District Councillors Bamford and Thompson.

**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 the following:

- Police - There is likely to be an increase in the precept as the Police can charge more.
- Seawall – At the last meeting Cllr Byatt raised concern regarding the condition of the steel sheet piling on the seawall at the end of Prentice Hall Lane.  
Cllr St Joseph advised he had spoken to the agency regarding getting some plastic sheets put down.  
**Action:** Clerk to send a letter to the Environment Agency as the Parish Council contributes to the agency and would like to see some benefit.
- Dredging – A licence is being put together to carry our dredging to a minor area. A quotation had been obtained and it will cost approx. £15 per cubic metre, each barge has a capacity of approx. 1,500 cubic square meters which would be in excess of £20,000. This would be the minimum level of local funding if we were to proceed with the bigger project.

Cllr Bell asked Cllr St Joseph if he could help in getting the repairs carried out to the streetlights. Two letters had been sent to the County Councillor but there has been no response or repairs carried out.

**Action:** Clerk to forward a copy of the correspondence to Cllr St Joseph who would take it up with Cllr Durham.

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

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

**6. Finance**

**a) Minutes Finance Committee**

The Chairman presented the minutes of the Finance Committee Meeting held on 5<sup>th</sup> December 2017.

A summary of the budget had been distributed to members (appendix A).

The Chairman advised that the proposed budget was an increase of £1,945.29 compared to 2017/18, which equates to 2.4% and £1.97 increase per household (based on a Band D property).

The fees for 2018/19 were reviewed and it was agreed that the fees for the pitch hire and pavilion hire would remain the same. The Woodrolfe Hard (dinghy launching) would increase to £45 (inclusive of VAT). The allotments fees to increase as follows £25.00 for a full plot and £17.50 for half a plot. The Cemetery fees would increase (80% of Maldon District Councils fees).

#### **b) Precept 2018/19**

**Resolved:** to accept the recommendations of the Finance Committee and set the precept for 2018/19 at £83,469.00. Proposed Cllr Byatt, seconded Cllr Slodzik.

#### **c) Payments**

The items for payment totalling £5,393.65 were presented for approval (Appendix B).

**Resolved:** to approve payments.

### **7. Recreation Ground Monthly Inspection Report**

The Monthly Inspection Report dated 17/12/17 was received. There were no issues to report.

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

The Clerk advised that the contract for the Litter Collection was due for renewal at the end of February and the existing contractor had indicated that she would be happy to extend the contract for a further 2 years.

**Resolved:** to extend the Contract for a further 2 years with Sarah Layzell.

### **8. Police**

The crime report dated 03/12/17 was received and noted.

There were 3 incidents of thefts from vehicles between 27<sup>th</sup> and 29<sup>th</sup> November 2017.

### **9. Planning**

Applications:

- HOUSE/MAL/17/01369  
First floor extension  
91 Mell Road – Mr J Woof

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

- TCA/MAL/17/01373  
T1 – T4 Copper Beech – Back to previous pruning points. T5-T9 Silver Birch – Height reduction of 2-3m  
Shamrock IV, 4 Churchacre, Hall Road – Mr M Goddard

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

Appeals:

- None received.

Planning decisions made by Maldon District Council:

- FUL/MAL/17/01196 – Land adjacent 113A Mell Road – Refused

The Clerk reported that planning applications LBC/MAL/17/01164 PP-06448033 and HOUSE/MAL/17/01663 PP-06448033 for Bohuns Hall, 29 Church Street had been withdrawn. There were no appeal decisions made by the Planning Inspectorate.

## 10. Administration

Tollesbury Harbour Project – The Clerk reported that she had been contacted by Tollesbury Mud Club who would be sending a £250 contribution towards the screening report.

Maldon District Council – The Clerk reported she had attended a meeting arranged by Emma Foy, Director of Resources - Maldon District Council. At the meeting there was a discussion regarding the General Data Protection Regulation and Emma agreed to consider the possibility of an arrangement whereby the District Council GDPR Officer time could be purchased. Emma also agreed to look into arranging a workshop to get financial advice for Clerks i.e. savings accounts and investments.

Operation Turtle Dove – The Clerk advised an email had been received from the RSPB regarding Operation Turtle Dove, which is a conservation project set up to bring turtle doves back from the brink of extinction in the UK. Since the 1970s there has been a decline by over 90% of Turtle Doves in the UK. The RSPB would like to attend village events to provide information and displays.

Audit – The Clerk reported the Internal Auditor attended on 12<sup>th</sup> December 2017. As no training has been received for the end of year process for the new accounting system, the Internal Auditor has agreed to attend early April to work with the Clerk through the end of year process. If the year-end is carried out by RBS (the software provider), it would cost approx. £500 plus expenses

Pavilion – The Clerk reported the Certificate of Completion for the Pavilion had been received. **Resolved:** to transfer any remaining funds in the Pavilion Earmarked Fund to the Play Equipment Upgrade Earmarked Fund (once payment had been made to Jim Palmer for the lighting).

Insurance – The Clerk reported she had been reviewing the insurance policy and noted that the streetlights were not included. The Insurers have advised that to insure the lights to the value of £10,000 would cost an additional £48.16 on the premium.

**Action:** Clerk to find out what the insurance would cover.

**Action:** Clerk to obtain a quotation from A & J Lighting to see how much it would cost to replace a streetlight including, disconnection from supply, reconnection, labour and materials.

The was also an error in the policy and the Insurers have agreed to credit £28.69.

Calendar – It was agreed not to produce the annual calendar for 2018, which would be a saving of approx. £150.00. Dates of meetings are available on the website, in the noticeboards and in the Parish Magazine.

**Action:** Clerk to include meeting dates in the Tribune which is delivered to every household. Hardcopies of the meet schedule will be made available upon request.

### **Actions outstanding from the last meeting:**

Tollesbury Harbour Project – Meeting to be held early January.

**Action:** Clerk to arrange meeting.

Woodup Pool – The Clerk advised she had contacted the EALC regarding updating the Byelaws for Woodup Pool and was waiting for a reply.

**Action:** to report back at the next meeting.

Woodrolfe Hard – Further enquiries with the Crown Estate regarding ownership of the land.

**Action:** to be carried out by Clerk.

Taylor's Charity – Meeting

**Action:** Clerk to arrange meeting in January 2018.

**11. Community Concerns**

Cllr Cress reported:

- A number of comments had been made regarding the development at 2 Woodrolfe Road. No further works had been carried out to the front of the property since the last time of writing to the owner.

**Action:** Clerk to write to the Planning Department at Maldon District Council to bring to their attention.

Cllr Nixon reported:

- He would be attending a function for Jonathan Smith who is retiring from the Essex Wildlife Trust.

**12. Date of the next Meeting**

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

Tuesday 16<sup>th</sup> January 2018 – Woodup Pool Committee (7.00pm)

Tuesday 16<sup>th</sup> January 2018 – Full Council Meeting (8.00pm)

The Chairman thanked the Council for their hard work throughout the year and wished seasonal greetings.

The Chairman closed the meeting at 9.05pm.

Signed.....

Date:.....