

**Present:** Cllrs Bell, Byatt, Crees, Goody, Nixon, C. Slodzik and S. Slodzik

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**Also present:** District Cllrs Bamford, St Joseph and Thompson  
Mr J Heigham and Mr R Lankester

**1. Apologies for Absence**

There were apologies of absence from Cllrs O'Donnell, Symes and Witney.

**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 the following:

- The Bradwell Legacy Partnership would be meeting with Julian Goldie at the Marina on 19<sup>th</sup> April 2017.

**Action:** Chairman to put together a presentation for the proposed Tollesbury Harbour Project.

- Essex County Council Superfast Broadband Event.
  - Grants are being given to residents who have less than 2mb.
  - They are hoping to speed up the copper lines.
  - Large sums of money are being invested into gadgets for the home.

**Action:** Cllr St Joseph to enquire further on high speed broadband.

**5. Minutes of the Meetings held on 7<sup>th</sup> March 2017**

**Resolved:** that the minutes of the Parish Council meeting held on 7<sup>th</sup> March 2017 be approved as a true account of the proceedings of the meeting and were signed by the Chairman.  
Proposed Cllr S. Slodzik, seconded Cllr Byatt.

**6. Parking Car Park/Recreation Ground**

Members considered the quotations for lighting to be installed on the Parish Rooms to light up the Recreation Ground car park when the Parish Rooms is in use.

**Resolved:** to accept the quotation from ABCO Electrical Service Ltd for £384 + VAT, but to request that a system is installed which will: 1) allow the external lights to remain on once the internal switch in the Parish Rooms has been turned off 2) is connected to the main lighting system.

Mr Heigham confirmed that the Parish Rooms Committee were happy to pay for the usage of electricity for the additional lighting system.

**7. Finance**

**Payments and Sign Cheques**

The items for payment totalling £20,147.68 were presented for approval.

The Clerk reported the following:

- £5,730 was received from Locality for funding towards the Neighbourhood Plan. Of this grant, £2,742.48 has been spent (Housing Needs Survey and Environmental Assessment). The unspent funds of £2,987.82 are to be refunded to Groundwork.

- The expenditure approved for the work at Woodrolfe Hard was £8,476.18. To date, with having the silt moved to Mell Farm, the expenditure of the project is £5,021.18. The remaining works to be carried are installation of the buoys and to pressure wash the hard, it is expected this will cost approx. £1,000.00.
- Due to the change of the streetlights to LED units, the cost for the electricity supply had reduced. The invoice received for February was for £84.13 + VAT, which is a saving of approx. £30 per month. However, with effect from 1<sup>st</sup> April the price per unit will increase from 14.40p to 15.75p.

**Resolved:** to approve payments.

## 8. Committees

### Recreation Ground Committee

Cllr Goody presented the minutes of the Recreation Ground Committee meeting held on 7<sup>th</sup> March 2017.

Cllr Goody advised the Committee agreed to purchase a new litter bin to be installed on the side of the store shed near to the car park. The new bin would cost £126.98 plus delivery and VAT.

## 9. Standing Orders

**Resolved:** to adopt the Standing Orders V.4.0. Proposed Cllr S Slodzik, seconded Cllr Byatt.

## 10. Financial Regulations

**Resolved:** to adopt the Financial Regulations V.4.0. Proposed Cllr Bell, seconded Cllr C Slodzik.

## 11. Risk Assessment and Management

Members carried out a review of the Risk Assessment and Management document.

It was agreed the document would be reviewed by the Council annually with a major review bi-annually. The Clerk would continue to review the document throughout the year as per the review period and review date.

## 12. Asset Register

Members reviewed the Asset Register.

**Action:** Clerk to add laptop and defibrillator to the insurance policy.

**Action:** Clerk to enquire whether the insurance value of the Pavilion should increase by £30,000 following the refurbishment/upgrade works. If the insurers suggest the value should increase, the Clerk should request it is added to the insurance policy.

**Action:** Clerk to check whether back-up system for the laptop is robust.

## 13. Neighbourhood Plan

### a) Terms of Reference

The Parish Council agreed the Terms of Reference for the Neighbourhood Plan.

**Action:** Terms of Reference to be put before the Neighbourhood Plan Committee.

Cllr Bell had suggested that there should be a timescale plan for producing the Neighbourhood Plan.

**Action:** to be included for discussion at the next Neighbourhood Plan meeting.

### b) Letter from FACT

The letter regarding residential houseboats was received and noted. The Neighbourhood Plan Committee had discussed using the saltmarsh site owned by FACT for residential houseboats as something they may wish to develop. At this stage, FACT and Tollesbury Saltings confirmed that they wish to continue yacht berthing and boatyard services within the saltmarsh and boatyard.

The Chairman advised he had obtained a copy of 'Marine Planning: A guide for local councils' a publication by the Marine Management Organisation. The Clerk had been instructed to obtain various publications for reference.

**14. Maldon District Council**  
**a) Street Naming**

There was no objection to the proposed street name 'Oaklands' for the development former 99 Mell Road/Land between Wycke Lane and Woodrolfe Farm Lane.

**15. Police**

Cllr S Slodzik advised that there had been some reports of vehicles registration plates being removed from vehicles in Tollesbury and the surrounding villages.

**16. Planning**

There were no planning decisions received from Maldon District Council.

There were no appeal decisions made by the Planning Inspectorate.

**17. Administration**

Church Street/East Street – The letter from Mr Parker was received and noted.

**Action:** Clerk to respond to Mr Parker.

**Action:** Clerk to request that the lines proposed by the Local Highways Panels are double yellow lines.

**Action:** Following the elections in May 2017, to invite the elected County Councillor to attend a meeting to discuss the various issues in the village i.e. buses turning in The Square, pot holes etc.

Maldon District Council Local Development Plan – a consultation is being undertaken on the Local Development Plan. The consultation period started on Friday 17<sup>th</sup> March 2017 and will close on Friday 28<sup>th</sup> April 2017.

**18. Community Concerns**

Cllr Nixon asked for an update on Tollesbury Sailing Club.

**Action:** Chairman to contact Tollesbury Sailing Club to request payment of overdue fees.

Cllr Bell reported:

- The streetlight opposite the butchers was not working.

**Action:** Clerk to report to Essex County Council.

**19. Date of the next Meeting**

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

Tuesday 4<sup>th</sup> April 2017 – Full Council Meeting – 8.00pm

The Chairman closed the meeting at 9.15pm.

Signed.....

Date:.....