

Present: Cllrs Bell, Cole, Lankester, Legg, Lowther, Nixon, St Joseph

In the Chair: Cllr Plater

Clerk: Michelle Curtis

1. Resignation

The resignation from Cllr Bell was received and noted. Cllr Bell would stand down from the Parish Council at the end of the municipal year.

On behalf of the Parish Council and the village, the Chairman thanked Cllr Bell for all his time and hard work whilst being on the Council.

2. Apologies for Absence

There were apologies for absence from Cllr Chambers.

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

3. Declarations of Interest

Cllr Nixon disclosed interests as follows:

- Personal interest in respect of Agenda item 9 .1.3 – Tree Survey, as he has a personal relationship with the owner of Landscape of Change, who has submitted a quotation for the work.

Cllr Lankester disclosed interests as follows:

- Personal interest in respect of Agenda item 9 .1.3 – Tree Survey, as he has a personal relationship with the owner of Landscape of Change, who has submitted a quotation for the work.

4. Public Forum

There were no members of the public present.

5. District Councillors

There were no District Councillors present.

6. Minutes of the Meetings held on 4th February 2020

Resolved: that the Minutes of the Parish Council Meeting held on 4th February 2020 be approved as a true record of the Meeting. Proposed Cllr Lowther, seconded Cllr Nixon. Unanimously agreed.

The Minutes were signed by the Chairman.

7. Finance

7.1 Monthly Financial Report

The Financial Report was presented to the Council.

Councillors received the following monthly financial reports:

Bank Reconciliation – Closing balance of £78,541.09 as of 29th February 2020.

Expenditure to date – Budget £91,701 – Actual to date £102,682

Income to date – Budget £91,701 (including Precept £82,681) – Actual to date £99,234

Earmarked Funds – Closing Balance £29,315.50 – Net movement -£8,743.31

The Clerk reported the following:

- Payment received from Essex County Council for £2,950 for the grant towards the Amenity Skip.

The Chairman signed the Report.

7.2 To approve Payments

Payments

The items for payment totalling £12,160.28 were presented for approval (Appendix A).

It was reported that one of the new LED units required replacing outside Glebe House. Between the time of the report being made and the Contractor being on site a couple of days later, someone had taken the unit.

Resolved: to approve payments and make online payments.

8. Planning

Applications are circulated to all Councillors with the agenda, for study ahead of the meeting. Planning documents are also available for everyone to view on Maldon District Council's website and at MDC's offices.

– Applications:

Application No: FUL/MAL/20/00060

Proposal: Conversion of former cartlodge to form a dwelling.

Location: Gorwell Hall Cartlodge Tollesbury Road Tollesbury

Resolved: Unanimously agreed to recommend refusal of this Application on the following grounds:

- The current housing figure for the Maldon District are robust and building is ahead of predictions.
- There is no need for an isolated building
- The development is outside the village boundary.

Application No: HOUSE/MAL/20/00119

Proposal: Two-storey side extension & revision to roof lines

Location: 60 Station Road Tollesbury

Resolved: Unanimously agreed to recommend refusal of this Application on the following grounds:

- Due to the mass and scale of the proposal.

Application No: FUL/MAL/20/00157 PP-08474837

Proposal: Application to carry out ground investigations, load test and associated works in connection with a proposed new Nuclear Power Station at Bradwell-on-Sea, together with the creation of two site compound areas and associated parking areas.

Location: Land East Of Bradwell Power Station Downhall Beach Bradwell-On-Sea

Resolved: Unanimously agreed to respond 'No Comment' to the application.

– Appeals:

There were no planning appeals.

– Planning Decisions:

FUL/MAL/19/01151 – Land Adjacent Marsh Bungalow Old Hall Lane - **Approved**

FUL/MAL/19/01277 - Land Adjacent To Ivystone Cottage Back Road – **Refused**

- **Planning Appeal Decisions:**
There were no planning decisions made by the Planning Inspectorate.
- **Tree Preservation Orders:**
None received.

9. Committees

9.1 Recreation Ground Committee

9.1.1 Update from the Recreation Ground Committee

Recreation Ground Committee meeting to be rescheduled.

9.1.2 Monthly Inspection Report

The Monthly Inspection Report dated 02/03/2020 was received. There were no issues to report.

9.1.3 Tree Survey

Resolved: Majority agreed to accept the quotation from Kirsten Bowden for £760 plus VAT to carry out the survey on the trees at the Recreation Ground. In accordance with the declaration disclosed, Cllrs Lankester and Nixon abstained from voting.

9.1.4 Spraying of the Recreation Ground

Resolved: To accept the quotation from Reynolds Brothers to spray the perimeter of the Recreation Ground and the Play Area for £320 plus VAT.

Action: Notices to be displayed before and after the spraying to notify residents that the areas have been sprayed.

9.2 Environment & Amenity Committee

9.2.1 Minutes from the Environment & Amenity Committee

Cllr Nixon, Chairman of the Environment and Amenity Committee, presented the minutes of the Committee Meeting held on 4th February 2020.

The Clerk reported that Cllr Bamford advised that she continues to chase Maldon District Council regarding the possibility of Maldon District Council transferring the piece of land to the left of the path as you enter Woodrolfe Green and has been told that they are looking into it.

Cllr Nixon reported there had been several complaints regarding the potholes in the car park.

Action: Chairman to prepare work specification.

Cllr Nixon advised that the footpath sign in North Road was down.

Action: Clerk to report to Essex County Council.

Councillors to let the Clerk know of any other highways issues so she can report them to Essex County Council.

Cllr Nixon reported that the lights on the toilet block at Woodrolfe Green were flashing and not coming on at the correct times.

Action: Clerk to report to Maldon District Council.

Cllr Nixon reported that the Cemetery Shed had been emptied and plans are being made to have it removed from the site by the end of March.

9.2.2 Litter Bin

Resolved: to purchase a new litter bin to be installed outside McColls for up to £350. Unanimously agreed.

9.3 Woodrolfe Hard and Marine Assets Committee

9.3.1 Update from the Woodrolfe Hard and Marine Assets Committee Committee Meeting still to be rescheduled.

The Clerk advised that Hard Wash Downs had been arranged for Saturday the 7th and 21st March 2020. Meeting at the Hard at 10.30 am.

9.4 Woodup Pool

9.4.1 Update from the Woodup Pool Committee

Cllr Lowther reported that the Audit and Risk Assessment Reports had been received and will be discussed by the Committee. There were no major issues to report and recommendations were general maintenance works.

9.4.2 Safety Check Reports

The Safety Check Reports were received and noted. No issues to report.

9.5 Neighbourhood Plan

9.5.1 Update on the Neighbourhood Plan

The Chairman reported that Andrew Cann, Planning Direct, the Clerk and himself had met with Leonie Alpin, Maldon District Council, on 11th February 2020. During the meeting, Leonie looked at the proposed Masterplan to allocate a site to accommodate 30 houses. The proposed site is in North Road. Other than some minor amendments with the terminology, Leonie was happy with the documents and the proposed Masterplan.

A Neighbourhood Plan Committee Meeting was held on 19th February when the Committee discussed the proposed Masterplan. Andrew Cann was also present at the meeting. The Committee reviewed the Pre-Regulation 14 Document and approved the document and would like to submit it to the Parish Council for approval before submission to Maldon District Council to start the process.

A timeline had been produced for each stage of the Neighbourhood Plan based on information received from Leonie and it is estimated, provided it is approved at the referendum, the Plan could be made in July 2021.

Action: Chairman to update the timeline with a description of each process.

9.5.2 Pre-Regulation 14 Neighbourhood Plan Document

Resolved: Unanimously agreed to approve the Pre-Regulation 14 Documents and the proposed Masterplan.

10. Policies

a) Standing Orders

The Standing Orders were reviewed and there were some minor amendments to bring them in line with the NALC Model Standing Orders 2018. Proposed Cllr Bell, seconded Cllr Nixon. Unanimously agreed.

b) Financial Regulations

The Financial Regulations were amended to bring them in line with the NALC Financial Regulations 2019. Proposed Cllr Bell, seconded Cllr Nixon. Unanimously agreed.

11. Asset Register

Councillors reviewed the Asset Register. The value of assets as at 3rd March 2020 were £503,052.74.

12. Risk Assessment and Management Document

Councillors reviewed the Risk Assessment and Management Document.

The Clerk reported the only changes were with the review dates.

13. General Data Protection Regulations (GDPR) – Data Officer

Resolved: to proceed with using the services of the Maldon District Council Data Officer for £200 per annum and an additional £50 per hour for any DPO work or requests. Unanimously agreed.

Cllr Bell asked about the services offered by Maldon District Council for the shredding of council business related documents.

Action: Clerk to make further enquiries.

14. 'The Hangout' - Youth Group

In the absence of Cllr Chambers, the Clerk advised that Cllr Chambers had notified her that there had been no update for the 'Hangout' as she was still waiting for a response from the Youth Services.

15. Police/Community Protection Officers (CPOs)

15.1 Police

The Police reports were received and noted.

Cllr Bell reported that the Maldon Neighbourhood Watch had lost their Treasurer and Secretary and have now amalgamated with Chelmsford for the time being.

15.2 CPO Report for January 2020

The report for January 2020 was received.

It was noted that there were 3 Vehicle Move-Ons during the patrols.

Dog fouling continues to be an issue in Station Road and 60 dog fouls were sprayed during 2 patrols.

15.3 CPO Requirements 2020/21

The Council agreed to continue with the working arrangement for 2020/21 with the CPOs – 3 hours per month to deal with dog/litter fouling, car parking, anti-social behaviour and engagement. During the school holiday an additional 1.5 hours per week for patrols at Woodup Pool/Woodrolfe Hard.

Clerk to also request additional patrols during the May Bank Holidays around Woodrolfe Hard/Woodup Pool areas.

16. Highways

16.1 Highways Highlights

The Highways Highlights for January 2020 was received and noted.

16.2 Local Highways Panel Application - Waterworks Road

Councillors discussed the application for highways scheme at Waterworks Road. Councillors felt that the residents should form a Residents Association and submit the form directly to Essex County Council Highways.

17. Climate Change Committee

To be deferred to the next meeting of the Parish Council.

18. Administration

Website – The Clerk reported she had met with Phelan Barker the previous day to look at a demo of the website. The Chairman is to arrange to see Phelan Barker to give the final approval before the building of the website commences.

A12 Widening – The Clerk reported a meeting had been arranged for 11th March 2020 commencing at 7 pm at Maldon District Council to discuss the A12 widening. The Chairman and Cllrs Lowther and St Joseph agreed to attend the meeting on behalf of the Parish Council.

Share our Shore Project Launch – Councillors were invited to attend the Essex Wildlife Trust and RSPB ‘Share our Shore’ project launch on 21st March 2020 at Fingringhoe Wick Nature Discovery Park.

St Mary’s Summer Fete – Permission was granted to use the grass or car park area adjacent to the store shed for the summer fete on 13th June between 8.30 am and 4.30 pm.

Road Signage – A resident advised that a number of 30mph signs had been put up leading down to the water and on the Hard.

Bradwell B – Meeting arranged for 8th April 2020 commencing at 7.30 pm in the Pavilion.

19. Community Concerns – Information Exchange/Next Agenda Items

Cllr Legg reported:

- A number of parents had raised concern regarding the lighting at Woodrolfe Green. Cllr Nixon advised the Clerk would be raising this with Maldon District Council as the lights on the toilet block were not working correctly.

Cllr Bell reported:

- The drains outside no’s 18 and 65 East Street were still blocked. These had been reported to Essex County Council but to date, no works have been carried out.
Action: Clerk to chase up with Essex County Council.

Cllr St Joseph reported:

- He had met with the Environment Agency and the Harwich recharge was discussed. He had suggested that this could be done at Tollesbury Wick and the south end of the Dengie. It may be possible to have this work carried out under the Mersea Harbour Protection Trust Project.
Cllr St Joseph to keep the Parish Council updated.

20. Date of the Next Meeting

Tuesday 17th March 2020 – Planning Meeting (If Required) (7.30 pm)
Tuesday 7th April 2020 – Full Council Meeting - (7.30 pm)

The Chairman closed the Meeting at 10.20 pm.

Signed.....

Date