

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

In the Chair: Cllr Plater

Clerk: Michelle Curtis

Also Present: Cllrs Bamford and Thompson
Roy Clare and Emma Stephens – Tollesbury Volunteers
3 Members of the public

1. Apologies for Absence

There were apologies for absence from Cllrs Chambers, Cole and Nixon.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. Public Forum

A resident expressed concern regarding the planning application at Bohun Byre and reiterated his concerns that he had raised in his letter to the Parish Council.

4. District Councillors

Councillor Bamford reported:

- The Maldon District Council (MDC) Offices are now closed with most staff members working from home.
- Residents can still contact MDC via telephone but they are encouraging residents to report any issues via their website.
- There is lots of information regarding COVID-19 on the MDC and Essex County Council (ECC) websites.

5. Minutes of the Meetings held on 3rd March 2020

Resolved: that the Minutes of the Parish Council Meeting held on 3rd March 2020 be approved as a true record of the Meeting. Proposed Cllr Lowther, seconded Cllr Lankester. Unanimously agreed.

The Minutes would be signed by the Chairman as soon as possible.

It was agreed to move to agenda item 7 next.

7. Tollesbury Volunteers – COVID19

Roy Clare, Tollesbury Volunteers, thanked the Parish Council and Cllr Bamford for their support with the group.

Roy reported:

- There are 120 volunteers across 16 areas.
- A Steering Group has been formed which consists of 7 members including Cllr Lowther and the Parish Clerk.
- A new website had been launched www.tollesburyvolunteers.com. The website is to assist convey information to residents. Roy expressed thanks to Andrew Gilbert who has set-up the website within a few days and has waived any costs for the service.
- The Tollesbury Volunteers are working with MDC and ECC.
- FACT has been extremely helpful in the production of flyers which have been printed at cost price.

- A Check-in Group has been established. The group is available for anyone who may need a chat to help address the issue of loneliness.
- There are 3 helplines; 2 are being circulated between the co-ordinators and the other is being held by the Parish Clerk. There are approx. 5-6 calls per day and mainly for routine matters, collecting shopping and prescriptions.
- There has been very good community support.

Emma Stephens reported:

- She has been assisting put together safeguarding and confidentiality guidelines and some policies.
- The guidelines will be distributed to the Volunteers and the policies will go onto the website.

The Chairman advised during the early stages, Taylors Charity agreed to allocate £2k to be used for the lockdown to assist residents who may have some financial difficulty. Residents can make an application to the Charity for assistance.

The Chairman also advised that when powers were delegated to the Clerk, the Chairman and Vice-Chairman it was agreed to allocate £1,000 to assist with the COVID-19 issue. So far the money has been used for printing of leaflets, purchase of rubber gloves, 3 pay-as-you-go mobile phones and top-ups, subscription to Zoom and Adobe Pro. Should additional funds be required, this will be reviewed.

The Chairman expressed thanks to the Steering Group and the Volunteers for all their hard work.

Roy Clare left the meeting.

6. 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/20/00215 PP-08526409 and LBC/MAL/20/00216

Proposal: Conversion, renovation and extension to a dwellinghouse.

Location: Bohuns Byre Church Street Tollesbury

Resolved: Majority agreed (5 against and 1 in favour) to recommend refusal of this Application on the following grounds:

- The MDC Local Development Plan and its housing policy is robust and being delivered, no new individual houses of this type are required.
- The applicant has not provided sufficient evidence that the Byre has been marketed to establish if there is any alternative possible use for the building.
- The applicant has not provided sufficient evidence that no other use is financially viable. Converting the Byre into a residence should be the very last option as this type of development usually does most damage to a listed building.
- The applicant has not put forward a coherent argument that supports its approval under MDC's LDP Policies S1, S8, H4 and D3.

Cllr Bamford advised that she had called-in the planning Application, however, MDC is not holding virtual meetings.

Two residents left the meeting.

- **Appeals:**
Appeal Ref: APP/X1545/D/20/3247171
Application Ref: HOUSE/MAL/19/01098
Proposal: Single-storey rear extension
Location: 47 East Street Tollesbury

Notification of the appeal was received and noted.
- **Planning Decisions:**
HOUSE/MAL/19/01211 – 61A West Street - **Approved**
NMA/MAL/20/00106 – Flagstone, 52 West Street – **Refused**
- **Planning Appeal Decisions:**
Appeal Ref: APP/X1545/W/19/3239910
Application No: RES/MAL/19/00197
Proposal: Reserved matters application for the approval of access, appearance, landscaping, layout and scale for 18No. dwelling houses on approved planning application OUT/MAL/14/01202 allowed on appeal APP/X1545/W/15/3136324 (Outline application for up to 24No. village houses).
Location: Land North of 48 Woodrolfe Road
Decision - Appeal Dismissed

Enforcement No: ENF/17/00371/01
Appeal Ref: APP/X1545/C/19/3236633
Proposal: New Dwelling at 2 Woodrolfe Road
Location: 2 Woodrolfe Road
Decision - Appeal Dismissed and Costs Awarded to Applicant
- **Tree Preservation Orders:**
None received.

8. Finance

8.1 Monthly Financial Report

The Financial Report was presented to the Council.

Councillors received the following monthly financial reports:

Bank Reconciliation – Closing balance of £65,778.20 as of 31st March 2020.

Expenditure to date – Budget £91,701 – Actual to date £115,037

Income to date – Budget £91,701 (including Precept £82,681) – Actual to date £100,125

Earmarked Funds – Closing Balance £22,079.44 – Net movement -£15,979.37

Overall taking into account monies held in earmarked funds, the expenditure for this year is within the overall budget set.

The Chairman would sign the Report as soon as practical.

Councillors reviewed the budgets and unanimously **resolved** to carry forward the following budgets into 2020/21:

Recreation Ground – Pitch Maintenance - £500

Recreation Ground – Maintenance - £542

8.2 To approve Payments

Payments

The items for payment totalling £12,909.62 were presented for approval (Appendix A).

Resolved: to approve payments and make online payments.

9. Committees

9.1 Recreation Ground Committee

9.1.1 Update from the Recreation Ground Committee

Cllr Lowther reported that it is highly likely that one of the Saturday adults football teams would not be continuing in the new season.

Cllr Lowther advised that it is planned to tidy up the store shed which will also provide storage space for 'The Hangout'.

The Clerk reported that due to COVID-19, the play area had been closed. Signage had been displayed at the play area and the gates had been locked up.

The Clerk advised the spraying of the perimeter of the Recreation Ground and the play area will be carried out week commencing 20th April 2020. The Clerk will put notices at the Recreation Ground and via social media platforms to advise residents that the areas would be sprayed.

Cllr St Joseph suggested that the spraying was brought forward.

Action: Clerk to speak to Contractor.

Councillors discussed the planned Tollesfest event which was scheduled for 11th July 2020 and felt that due to the current situation with COVID-19, the event should be cancelled.

Action: Clerk to discuss with Tollesfest Organisers.

9.1.2 Monthly Inspection Report

The Monthly Inspection Report dated 01/04/2020 was received. There were no issues to report.

9.2 Environment & Amenity Committee

9.2.1 Update from the Environment & Amenity Committee

The Clerk advised that an email had been received from a resident regarding the uncompleted yellow lines outside the Doctors Surgery on High Street. As there are no line markings, some residents are parking on this section of road and the pavement making it difficult for vehicles and pedestrians to pass. The Clerk advised she had raised this many times with Cllr Durham and had also sent the email to Cllr Durham. Cllr Durham advised that he would raise the issue but he doubted that non-essential work such as this would be considered at the current time.

9.3 Woodrolfe Hard and Marine Assets Committee

9.3.1 Update from the Woodrolfe Hard and Marine Assets Committee

The Clerk reported the Hard Wash Down on the 7th March 2020 was a success but the Wash Down arranged for Saturday 21st March 2020 had been cancelled due to the equipment not being available.

9.4 Woodup Pool

9.4.1 Update from the Woodup Pool Committee

Cllr Lowther reported that the Pool had been emptied on 22nd March 2020 and signs had been displayed to notify visitors that the pool had been emptied until further notice due to COVID-19.

The Clerk advised a resident had emailed to notify the Parish Council that people were still using the picnic tables/benches.

Action: Clerk to put up a new sign to say that the picnic tables/benches should not be used.

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 Regulation 14 Neighbourhood Plan Document had been submitted to Maldon District Council.

10. Asset Register

Resolved: to accept the revised asset register. The value of assets as at 31st March 2020 was £504,298.72.

11. 'The Hangout' - Youth Group

As Cllr Chambers was not present, it was agreed to defer this item to the next agenda.

12. Police/Community Protection Officers (CPOs)

12.1 Police

The Police reports were received and noted.

12.2 CPO Report for February 2020

The report for February 2020 was received.

It was noted that there was 1 x Penalty Charge Notice issued.

The Clerk advised due to the COVID-19, the only service the CPOs could do is dog fouling patrols. The Council wished to continue using the service for dog fouling patrols during this time.

13. Highways

13.1 Highways Highlights

The Highways Highlights for March 2020 was received and noted.

14. Administration

Website – The Clerk reported that the website had been completed and launched. Members should forward any comments to the Clerk to feedback to Phelan Barker.

The new email addresses for Councillors had been circulated for Councillors to Set-up. It was agreed the new email addresses will be used once things settle with the current situation.

Action: Clerk to write to Phelan Barker to thank them for the excellent service with the website and branding.

Bradwell B – The Bradwell consultation has been extended until 1st July 2020.

Due to COVID-19 the meeting arranged between Bradwell and the Parish Council was cancelled. Bradwell has suggested that a virtual meeting could be held. Councillors agreed that they would prefer to wait and have a meeting in person with Bradwell.

15. Community Concerns – Information Exchange/Next Agenda Items

Cllr Lowther reported:

- That he felt it would be a good idea to include on the website that Council Business is operating at normal.

Action: Clerk to arrange for this to be included on the website.

16. Date of the Next Meeting

Tuesday 5th May 2020 – Full Council Meeting - (11.00 am) – Virtual Meeting via Zoom

The Chairman closed the Meeting at 5.00 pm.

Signed.....

Date