

**Present:** Cllrs Lankester, Legg, Lowther, Nixon, St Joseph

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**Also Present:** District Councillor Bamford

**1. Resignation**

The Chairman reported that Cllr O'Donnell had resigned from the Parish Council with immediate effect. The Parish Council expressed thanks to Steve for his service to the Parish Council.

**2. Apologies for Absence**

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

There were also apologies for absence from District Councillor 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.

**4. Public Forum**

There were no members of the public present.

The Clerk raised the following on behalf of the Hart Group:

Please can HART have an update on the Neighbourhood Plan. This is set against the background of Gladman being likely to go to appeal over Mell Road, and the need for the "weight" of our Neighbourhood Plan to increase substantially.

Chairman to give an update on the Neighbourhood Plan at Agenda item 9.5.1

**5. District Councillors**

No new information to report.

**6. Minutes of the Meetings held on 6<sup>th</sup> January 2020**

**Resolved:** that the Minutes of the Parish Council Meeting held on 6<sup>th</sup> January 2020 be approved as a true record of the Meeting. Proposed Cllr Lowther, seconded Cllr Lankester. Unanimously agreed.

The Minutes were signed by the Chairman.

**7. Finance**

**7.1** The Financial Report was presented to the Council.

Councillors received the following monthly financial reports:

**Bank Reconciliation** – Closing balance of £111,160.18 as at 31<sup>st</sup> December 2019.

**Expenditure to date** – Budget £91,701 – Actual to date £66,944

**Income to date** – Budget £91,701 (including Precept £82,681) – Actual to date £92,350

**Earmarked Funds** – Closing Balance £51,656.35 – Net movement £13,597.53

The Chairman signed the Report.

## 7.2 To approve Payments Payments

The items for payment totalling £34,312.58 were presented for approval (Appendix A).

**Resolved:** to approve payments and make online payments.

## 8. Planning

### 8.1 Planning Applications and Decisions

*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:** HOUSE/MAL/19/01211

**Proposal:** Single storey UPVC conservatory

**Location:** 61A West Street Tollesbury

**Resolved:** to recommend approval of this Application. Unanimously agreed.

**Application No:** FUL/MAL/19/01277 PP-08273398

**Proposal:** Conversion of hay barn and stables to a dwelling

**Location:** Land Adjacent to Ivystone Cottage Back Road Tolleshunt D'Arcy

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

- The site lies outside the village boundaries of both Tolleshunt D'Arcy and Tollesbury in an isolated location.
- Maldon have a robust 5 year housing policy in their LDP and as a consequence there is no need for this type of isolated development in the countryside.
- The site is not sustainable in any form as already recognised by Maldon District Council in a number of refused planning applications in this location.
- It will have a detrimental effect on the character of the rural countryside as the domestic garden which is long and thin will be seen in a number of directions and certainly is inappropriate.
- There are a number of other policies which this application is contrary to within the Maldon LDP.

#### – Appeals:

There were no planning appeals

#### – Planning Decisions:

HOUSE/MAL/19/01176 – Yew Trees 85 Mell Road – **Approved**

#### – Planning Appeal Decisions:

There were no planning decisions made by the Planning Inspectorate.

#### – Tree Preservation Orders:

None received.

- 8.2 Maldon District Council - Amended Affordable Housing and Viability SPD**  
Notification from Maldon District Council that the Amended Affordable Housing and Viability SPD was adopted on 19<sup>th</sup> December 2019 was received and noted.

## 9. Committees

### 9.1 Recreation Ground Committee

#### 9.1.1 Update from the Recreation Ground Committee

Cllr Nixon reported the following:

- The Chairman, Clerk and he had met with the Grounds Maintenance Contractor at the end of December. Since the meeting, the service had significantly improved.
- The Play Equipment Upgrade Project is now complete.

#### 9.1.2 Monthly Inspection Report

The Monthly Inspection Report dated 05/01/2020 was received. There were no issues to report.

#### 9.1.3 Tree Survey

The Clerk had contacted another local company for a quotation but due to their existing workload, they would not be able to assist at this time. The Clerk reported that the Company did highly recommend Landscapes of Change who had already submitted a quotation.

Councillors felt that an additional quote was required for comparison but was aware that the survey needed to be carried out.

**Resolved:** if no additional quotation was obtained by Friday 24<sup>th</sup> January 2020, to accept the quotation from Landscape of Change for £1,150. Unanimously agreed.

#### 9.1.4 Quotations - Various Works

**Resolved:** to accept quotations from Reynolds Brothers as follows:

- To reinstate grass around the new play equipment - £440
- Removal of x6 goal sockets and re-topsoil the holes £320

### 9.2 Environment & Amenity Committee

#### 9.2.1 Update from the Environment & Amenity Committee

Cllr Nixon reported that the car park needed attention. There are several potholes with a very large one near to the entrance.

**Action:** Chairman to put together works specification to include the installation of a speed bump.

#### 9.2.2 Quarterly Inspections

The Quarterly Inspections dated 27/12/2019 were received and noted.

Cllr Nixon reported that he had covered the two water butts owned by the Parish Council with wire mesh.

#### 9.2.3 Quotations

**Resolved:** to accept quotations as follows:

- Bonz – Allotments - Face north and south hedges - £450
- Bonz – Woodrolfe Green – Tree Uplift - £150
- Reynolds Brother – Woodrolfe Green - Removal of the willow tree - £1,180

#### 9.2.4 Lighting Woodrolfe Green

A resident had emailed to see if the lights around the Scout Hut could be improved as the car park is very dark.

**Action:** Clerk to ask Maldon District Council if they can adjust the timers on the lights outside the toilet block.

### **9.3 Woodrolfe Hard and Marine Assets Committee**

#### **9.3.1 Update from the Woodrolfe Hard and Marine Assets Committee**

The Chairman advised that the meeting scheduled for 16<sup>th</sup> January 2020 was cancelled due to some Committee Members being unable to attend. The meeting will be rescheduled.

### **9.4 Woodup Pool**

#### **9.4.1 Minutes from the Woodup Pool Committee Meeting**

Cllr Lowther, Chairman of the Woodup Pool Committee, presented the Minutes of the Committee Meeting held on 6<sup>th</sup> January 2020.

Cllr Lowther advised that the Audit and Risk Assessment for the Woodup Pool and Woodrolfe Hard has been arranged for Monday 10<sup>th</sup> February 2020.

#### **9.4.2 Safety Check Reports**

The Safety Check Reports were received.

It is noted that one of the Lifebelts was marked as being in fair condition. The Clerk advised that she had contacted the person who carries out the safety checks and they advised it is fair because the rope was sun-faded in comparison to the other Lifebelts.

It also reported that there are bags of rubbish near the BBQ.

#### **9.4.3 Usage Schedule 2020 – FACT**

Councillors were happy with the proposed schedule for 2020.

### **9.5 Neighbourhood Plan**

#### **9.5.1** The Chairman reported that on 10<sup>th</sup> December 2019, Andrew Cann, Planning Consultant, the Parish Clerk and himself had met with Leonie Alpin, Maldon District Council to discuss the Pre-Regulations 14 Consultation Draft.

Discussions took place regarding the allocation of land for the development of 29 units.

Leonie had suggested some minor alterations to the Draft Neighbourhood Plan Document. The Planning Consultation is currently amending the plan in line with the suggestions from Leonie and the Chairman had been working on the housing allocation. Once the revisions to the Draft Neighbourhood Plan were complete, a meeting of the Neighbourhood Plan Committee will be arranged, and a copy will be submitted to Leonie at Maldon District Council.

A further meeting with Leonie has been arranged for 11<sup>th</sup> February 2020.

The Chairman advise in terms of timescale, the worst-case scenario would be that the Plan would be 'made' mid-2021.

## **10. Cemetery Contract**

**Resolved:** To accept the quotation from D W Maintenance for £6,500. The Contract will run from 1<sup>st</sup> February 2020 to 31<sup>st</sup> December 2022.

## **11. Parish Council Meetings**

Councillors discussed the new arrangements for holding Parish Council Meetings once a month (1<sup>st</sup> Tuesday of the month) with a second meeting (3<sup>rd</sup> Tuesday of the month) only being held if there were Planning Applications to be considered.

Some Members thought that having a Committee Meeting on the same evening as a Parish Council Meeting was difficult.

**Action:** Hold Committee Meetings on a different date to Full Council Meetings.

**Action:** To be reviewed in 3 months.

## 12. Utilities

### 12.1 Electricity

Councillors considered the quotations from 3 suppliers

**Resolved:** To accept the quotation from Bulb for Business as follows:

Day Rate – 13.02p per kWh

Night Rate – 8.03p per kWh

Standing Charge – 27.20p per day

The tariff is variable with one months' notice of any increase.

There is no contract.

New supply to commence 15<sup>th</sup> February 2020.

### 12.2 Telephone

**Resolved:** To accept the quotation from Utility Warehouse as follows:

Monthly Charge - £25 + VAT

1,000 anynet minutes to 01,02,03 numbers and all UK mobiles.

## 13. Highways

### 13.1 Highways Highlights

The Highways Highlights for November/December 2019 was received and noted.

### 13.2 Waterworks Road

The correspondence between the resident and Essex County Council was received and noted.

**Action:** Clerk to advise resident that should they wish to proceed to change Waterworks Road, they should complete the Local Highways Panel Application Form and submit to the Parish Council for consideration. The application should be supported by a letter from each resident of Waterworks Road to say whether they agree to any proposed changes.

## 14. Police/Community Protection Officers (CPOs)

### 14.1 Police

The Police Reports were received and noted.

### 14.2 To receive the Community Protection Officers (CPOs) Report

The reports for November and December 2019 were received and noted.

November Patrols - 1 PCNs (Penalty Charge Notices) and 3 VMO's (vehicle moves on's).

December Patrols - 1 PCNs (Penalty Charge Notices) and 4 VMO's (vehicle moves on's).

## 15. Fellowship Afloat Charitable Trust – Tolfish Hump

**Resolved:** to renew the Licence Agreement for Tolfish Hump for 2020. Unanimously agreed.

The Chairman signed the Licence Agreement on behalf of the Parish Council.

## 16. 'The Hangout' – Youth Group

Deferred to the next Meeting as Cllr Chambers was not present.

**17. Consultation**

Notification of the Essex County Council – Recreational disturbance Avoidance and Mitigation Strategy (RAMS) Supplementary Planning Document (SPD) Consultation was received and noted. The consultation runs between 10<sup>th</sup> January and 21<sup>st</sup> February 2020.

**Action:** Cllr St Joseph to review Consultation documents and prepare a response for approval at the next Meeting.

**18. Administration**

Training – The Clerk reported she had circulated the EALC Training Calendar to Councillors.

Website – The Clerk advised that James from Phelan Barker had presented the initial ideas to the Chairman, Cllrs Lowther and St Joseph and herself. Following the Meeting, James had made some amendments to the Site Plan. Councillors reviewed the Site Plan 3.0 and were happy with the amendments.

Councillors to meet with James on 5<sup>th</sup> February 2020 for James to present first visual stage.

Marine Consultation – The Clerk reported that there is a consultation on the North East, North West, South East and South West Marine Plan. The consultation runs until 6<sup>th</sup> April 2020.

**Action:** Cllr Lankester to review documents and report back to the Council.

Bradwell B – The Clerk advised Bradwell B would be happy to meet the Parish Council to give an update on Bradwell B,

**Action:** Clerk to arrange a meeting at the end of February.

**19. Community Concerns – Information Exchange/Next Agenda Items**

Cllr Lankester reported:

- He had attended a conference on Climate Change and Sea Level Rise and requested an item was included on the next Agenda for him to give more information.

Cllr Lowther reported:

- It has been brought to his attention that a van is parking on the pavement outside the Doctors Surgery on the High Street.

**Action:** Cllr Lowther to send photographs to the Clerk to forward to Essex Police.

Cllr Nixon reported:

- At New Year the Sewerage Plant had an overflow. He had reported this to Anglian Water.

It was **resolved** that having regard to the confidential nature of the business about to be transacted, the meeting be closed to the public and press, pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

**20. Litter Picker**

Councillors carried out an annual review for the Litter Picker – (confidential report 01-19/20).

It was **resolved** that the meeting be reopened to the public and press, pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

**21. Date of the Next Meeting**

Tuesday 4<sup>th</sup> February 2020 – Full Council Meeting - (7.30pm)

Tuesday 18<sup>th</sup> February 2020 – Planning Meeting (If Required) (7.30pm)

The Chairman closed the Meeting at 9.49pm.

Signed.....

Date .....