

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

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**Also Present:** District Councillor Bamford  
Roy Clare – Tollesbury Volunteers  
2 Members of the public

**1. Apologies for Absence**

There were apologies for absence from Cllr Chambers.

**2. Declarations of Interest**

There were no declarations of interest disclosed.

**3. Public Forum**

A resident stated that he was present at the Neighbourhood Plan Committee Meeting on 19<sup>th</sup> February 2020 when the Planning Consultant advised that there was funding up to £10k for affordable housing. The resident asked if this was something the Parish Council had considered.

**Action:** Clerk to look into further and to report back at the next meeting.

The resident advised that he had also sent some emails to the Clerk regarding various matters.

The Chairman reported that he had received the emails and they were regarding some minor procedural matters and he would be happy to address these on the next agenda.

The resident stated that the issues he had raised were not urgent and he would be happy for them to be discussed at a future meeting. He would, however, like to mention the issue he had raised with regards to approval of the minutes. Currently, the Parish Council approves the minutes at the next meeting and once signed upload them to the website. He proposed that draft minutes are published within 10 days after the meeting, this would allow residents to keep up to date with Council matters and as some Committees do not meet monthly, it could be some time before approved minutes are published on the website.

**Action:** to be included on the next agenda.

**4. District Councillors**

Councillor Bamford reported:

- Maldon District Council (MDC) will be holding virtual meetings by the end of May which will include district planning if needed. Public involvement at these meetings is still be discussed.
- Currently, MDC is dealing with decisions via delegated powers to Officers in consultation with 3 nominated Councillors.

- MDC is still currently collecting rubbish and recycling. This service had ceased in some areas in the Country.  
The Chairman asked Cllr Bamford to express thanks to MDC on behalf of the Parish Council for their continued service.
- The recycling centres are still closed, this is an Essex County Council decision. The centres may re-open to prevent some of the fly-tipping issues in the County.
- MDC continues to update the COVID-19 Community Pack. If Councillors wish to make any comments on the information, please feedback to Cllr Bamford. There is also lots of information available on the MDC website.
- The cut-off date for Gladman to appeal against the decision on the planning application in Mell Road is Friday 8<sup>th</sup> May 2020. Cllr Bamford will try to seek confirmation on Friday as to whether an appeal has been lodged and inform the Parish Council accordingly.

Cllr Lankester stated that he finds it unacceptable that members of the public may be excluded from District Council Meetings particularly concerning controversial planning applications.

Cllr Bamford stated that she agreed and has made representation to that effect, especially concerning planning applications.

## 5. Tollesbury Volunteers – COVID19

Roy reported:

- There are 132 volunteers across 16 areas and a further 20 people for the 'Check-In' Group.
- The Steering Group is now meeting every week.
- The website [www.tollesburyvolunteers.com](http://www.tollesburyvolunteers.com) is up and running and is registering approx. 100 visits per day.
- The Tollesbury Volunteers are working with MDC and ECC.
- Day-to-day support has been provided for approx. 100 different people over the last four weeks assisting with shopping, collection of prescriptions, dog walking.
- A resident reported that they had run out of cash and the Taylors Charity has provided a grant for the provision of food.
- Areas of work to include:
  - Are we overlooking residents who may need help but don't ask.
  - Follow-up flyer mid/late May to update information. – With the assistance of FACT, printing costs are very low.  
The Chairman stated that the Parish Council would be happy to pay for an additional leaflet.
- Cllr Lowther is the lead on Wellbeing and Mental Health. Jo Lacey, Parish Nurse, will be attending the Steering Group meeting on Thursday.
- It is felt with the website and social media, the Volunteers are doing all they can.

The Chairman asked whether any thought had been given as to coming out of lockdown. It appears that the Government are pushing the tracking app and the implications of that. Would the Steering Group consider the next stage.

Roy advised the Steering Group will consider this.

Roy reported that they are looking at whether they should bid to the Essex Community Foundation for a number of resources to support families and youngster who are for the foreseeable future needing occupation in the home and home environment. Emma has spoken with Cllr Legg regarding this as there is a need for young people in the village and is currently looking at ways to identify and support the needs of the young people. Cllr Legg would welcome any suggestions from Councillors.

The Chairman expressed thanks to Roy and asked him to extend thanks on behalf of the Parish Council to all those involved with Tollesbury Volunteers. It is encouraging to know that it has been successful.

Roy left at the meeting at 11.34 am.

## 6. Statutory Annual Meeting

**Regulation 6(c) removes the requirement for a parish council to hold an Annual Meeting in May 2020 and Regulation 4 (2) carries the current appointment of chairman on until the Annual Meeting in May 2021** (although councils may elect a chairman at an earlier meeting should they wish to).

**Resolved:** that Cllr Plater would remain the Chairmain for Tollesbury Parish Council until the Annual Meeting in May 2021. Unanimously agreed.

Following Cllr Bell's notice of resignation from the Parish Council, he is currently rolling his resignation month by month until we are through the COVID-19 issue. Members were advised to consider appointing a new Vice-Chairman.

**Action:** To be included on the next agenda.

There are currently two vacancies on the Parish Council.

**Action:** to advertise vacancies via the Parish Magazine, Social Media and Website.

## 7. Annual Parish Meeting

Parish Councils in England are included within the definition of "local authority" in the 2020 Regulations (Reg. 3). **Parish meetings are not included within the definition and, as such, there is nothing permitting them to meet remotely.** In NALC's (the National Association of Local Councils) view, the current government guidance means that parish meetings should not take place in person, including the Annual Meeting of the electors.

As there was no legal requirement to hold an Annual Assembly, therefore there are no plans to hold it this year but would be reviewed over the next few months.

## 8. Minutes of the Meetings held on 9<sup>th</sup> April 2020

**Resolved:** that the Minutes of the Parish Council Meeting held on 9<sup>th</sup> April 2020 be approved as a true record of the Meeting. Proposed Cllr Lowther, seconded Cllr St Joseph. Unanimously agreed.

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

## 9. 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 ([www.maldon.gov.uk](http://www.maldon.gov.uk)).*

### – Applications:

#### **Revised Drawings**

**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:** Unanimously agreed, that the Parish Council do not change their position on this application and recommend refusal as per the minutes dated 9<sup>th</sup> April 2020.

Cllr Lankester stated that he would like reassurance that this application would be discussed by the MDC Full Committee.

Cllr Bamford advised that she had “called-in” the planning application, and it would only go to Committee if the Planning Officer was mindful of approval.

- **Appeals:** None received
- **Planning Decisions:** None received
- **Planning Appeal Decisions:** None received
- **Tree Preservation Orders:** None received.

## 10. Accounts 2019/20

### 10.1 Approval of 2019/20 Accounts

**Resolved:** to approve the 2019/20 accounts.

The Annual Return was completed as follows:

#### **Section 1 – Annual Governance Statement**

Section 1 was completed and approved by the Council. This was signed by the Clerk and would be signed by the Chairman as soon as possible.

The Chairman advised that the Parish Council will publish the accounts on the Parish Council website for residents to view.

Cllr Legg expressed concern that due to COVID-19 that the Parish Council may need to amend some of its procedures and insurance cover.

**Action:** Clerk to contact Insurance Company to confirm what cover the Parish Council has concerning COVID-19.

## Section 2 – Account Statement

Section 2 was completed and signed by the Clerk who is the Responsible Financial Officer and would be signed by the Chairman as soon as possible.

### **10.2 Internal Auditors Report**

Councillors received the recommendations by the Internal Auditor and comments are as follows:

#### **1. Year-end Timetable**

The Council were happy to continue with the year-end timetable (as per 2019/20) to allow time for the final days internal audit before the accounts are submitted to the Council for approval.

#### **2. Training**

The Council were happy for the Clerk to attend training, once available, with the accounting system providers regarding the year-end process.

#### **3. Assets**

Assets to be reviewed before March 2021 in line with new requirements.

Overall the Council were very pleased with the contents of the report and thanked and applauded the Parish Clerk for her hard work over the last financial year.

### **10.3 Effectiveness of Internal Audit**

Councillors carried out a review of the Effectiveness of Internal Audit as prescribed in the 'Governance and Accountability' manual. (Appendix B).

## **11. Finance**

### **11.1 Monthly Financial Report**

The Financial Report was presented to the Council.

Councillors received the following monthly financial reports:

**Bank Reconciliation** – Closing balance of £104,255.50 as of 30<sup>th</sup> April 2020.

**Expenditure to date** – Budget £93,256 – Actual to date £7,159

**Income to date** – Budget £93,256 (including Precept £85,204) – Actual to date £42,785

**Earmarked Funds** – Closing Balance £34,053.61 – Net movement -£11,974.17

The Clerk reported:

- The first instalment of £42,602 had been received from Maldon District Council for the precept.
- Payment received from HMRC for £6,505.78 for the VAT recovered between January and March 2020.
- In 2019/20, £2,858.75 had been spent from the Unallocated Earmarked Reserve for upfront costs for the new website and branding. Funds were budgeted for the website in 2020/21. The Clerk had therefore transferred £2,858.75 from Website to Unallocated.

The Chairman will sign the Report as soon as practical.

## **11.2 To approve Payments**

### **Payments**

The items for payment totalling £4,418.68 were presented for approval (Appendix A).

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

## **12. Committees**

### **12.1 Recreation Ground Committee**

#### **12.1.1 Update from the Recreation Ground Committee**

Cllr Nixon reported that he had secured the litter bin on the outside of the store shed as it was loose.

The adult football team had aerated the pitch the previous weekend.

Cllr Nixon advised that the goalmouths on the adult pitch require re-seeding.

**Action:** Cllr Lowther agreed to re-seed the pitch. The Parish Council agreed to provide additional grass seed if required.

#### **12.1.2 Monthly Inspection Report**

The Monthly Inspection Report dated 04/05/2020 was received. There were no issues to report.

### **12.2 Environment & Amenity Committee**

#### **12.2.1 Update from the Environment & Amenity Committee**

Cllr Nixon reported that someone had put a planter at the Bus Shelter at the Square.

**Action:** Clerk to put a notice on Facebook to try to find out who put the planter at the Bus Shelter and ask them to remove it as Councillors were concerned it could be a trip hazard.

Cllr Nixon reported that the litter bin for installation outside McColls had not yet been received.

**Action:** Clerk to chase up with the supplier.

Cllr Nixon advised that a large 40-tonne vehicle had parked up at Woodrolfe Green car park and suggested that the Parish Council reconsider having height restriction bars installed.

**Action:** to be considered further by the Environment & Amenity Committee.

The Clerk advised that the Cemetery Contractor had reported that the hose extension to the water tap had broken.

**Action:** Clerk to ask Cemetery Contractor to buy the replacement part and invoice the Parish Council.

#### **12.2.2 Quarterly Inspection Reports**

The quarterly reports dated 26/04/2020 were received and noted.

Allotments - It was reported that some power cables were through some trees.

**Action:** Clerk to obtain a quotation to trim the trees.

Bus Shelter - Litter Bin is loose.

**Action:** Clerk to obtain a quotation

Recreation Ground - Dog Bin near Church Street has a detached hinge.

**Action:** Clerk to obtain a quotation to install a bin – the Parish Council has a spare bin.

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

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

Clerk to schedule virtual Committee Meeting.

### **12.4 Woodup Pool**

#### **12.4.1 Minutes of the Woodup Pool Committee Meeting**

Cllr Lowther presented the minutes of the virtual Woodup Pool Committee Meeting held on 15<sup>th</sup> April 2020.

Cllr Lowther reported as the pool was closed, the safety checks would not be carried out.

The signage was raised in the Risk Assessment and a number of the signs are rotting and need to be replaced rather than repaired.

Option 1 - Like for like replacement which would cost in the region of £3,000.

Option 2 - Aluminium signs which would cost approx. £1,000.

Once quotations have been received they will be discussed by the Committee before coming to Full Council.

#### **12.4.2 Water Testing**

The Clerk reported she had been contacted by Maldon District Council to advise that they would be happy to continue carrying out the water testing at Woodup Pool but would pass the fee onto the Parish Council.

The Clerk reported that each sample costs £33.39, two samples are taken on each occasion with 12 samples taken during April and October. This would, therefore, cost £801.36 per year.

**Action:** Clerk to arrange a Zoom meeting with MDC, the Chairman, Cllr Lowther and herself to discuss further.

#### **12.4.3 Signage**

Quotations to be obtained.

### **12.5 Neighbourhood Plan**

#### **12.5.1 Update on the Neighbourhood Plan**

No update - The Regulation 14 Neighbourhood Plan Document was being reviewed by Maldon District Council.

The Chairman stated that due to changes from Government with no referendums being held until 20201, it is very likely that there will be a delay in the plan being 'made'.

**Action:** Clerk to contact Leonie for an update.

### 13. Grounds Maintenance

#### 13.1 Grounds Maintenance Contract

The Chairman reported that Cllrs Lowther, Cole, Nixon and the Clerk had had a meeting via Zoom to discuss the current Grounds, Maintenance Contractor. Work is not being carried out to the required standard and some work is not being carried out at all. Recently, the Contractor had been asked to contact Cllr Nixon to discuss the various issues but the Contractor did not respond. The Clerk has written to the Contractor to raise the concerns of the Parish Council and was asked to respond by 5 pm on Monday 27th April 2020. To date, the Contractor has not responded.

Councillors concluded that the Contractor is in breach of contract for the Grounds Maintenance with Tollesbury Parish Council.

**Resolved:** to terminate the contract with Reynolds Brothers for the Grounds Maintenance Contract with immediate effect. Proposed Cllr Nixon, seconded Cllr Lowther. Unanimously agreed.

**Resolved:** to cancel all additional works due to be carried out by Reynolds Brothers. Proposed Cllr Nixon, seconded Cllr Lowther. Unanimously agreed.

#### 13.2 Temporary Grounds Maintenance

**Resolved:** to suspend the Financial Regulations with regards to the requirement to obtain 3 quotations due to COVID-19 emergency and the urgency for the work needing to be carried out.

**Resolved:** to accept the quotation from D W Maintenance for £9,455 per annum = £787.92 per month (previous Contract £465 + VAT per month). The Temporary Contract to run to 31<sup>st</sup> December 2020. Proposed Cllr Nixon, seconded Cllr Cole. Unanimously agreed.

### 14. 'The Hangout' - Youth Group

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

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

#### 15.1 Police

The Police reports were received and noted.

#### 15.2 CPO Report for March 2020

The report for March 2020 was received.

It was noted that there was 1 x Fixed Penalty Notice issued for dog fouling.

Cllr Legg expressed concern that there were groups of teenagers out on bikes at the Recreation Ground and motorbikes.

**Action:** Clerk to report to the CPOs.

### 16. Administration

No new information to report.



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

Cllr St Joseph reported:

- Various works are being carried out to the seawall by the Environment Agency.

Cllr Nixon reported:

- That due to personal increased workload due to COVID19, he has decided to resign from the Parish Council.
- He is currently a representative on Taylor’s Charity and would if possible like to continue in this role. Harry was keen to stay as a Trustee as he would like to get the fields sorted out.

The Chairman stated this would need to be looked into further.

The Chairman thanked Harry for all his hard work over the years serving on the Parish Council.

**18. Date of the Next Meeting**

Tuesday 2<sup>nd</sup> June 2020 – Full Council Meeting - (11.00 am) – Virtual Meeting via Zoom

Clerk to arrange meetings of the following Committees:

Woodrolfe Hard and Marine Assets

Environment & Amenity

The Chairman closed the Meeting at 1.20 pm.

Signed.....

Date .....