



Tollesbury Parish Council

Notice is hereby given that the virtual Meeting of TOLLESBURY PARISH COUNCIL will be held on Tuesday 1st September 2020, via Zoom commencing at 7.30pm, to which members of the Council are summoned for the transaction of the under-mentioned business.

M. Curtis

Michelle Curtis – Clerk to the Council

26th August 2020

Councillors: S Plater (Chairman), T Lowther (Vice-Chairman), M Bell, V Chambers, R Clare, R Cole, R Lankester, S Legg, J Rogers, A St Joseph

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted however the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

The meeting is virtual and is being held via Zoom. If you wish to attend the meeting, please contact the Clerk who will email you joining information.

1. **Apologies for Absence**

To receive apologies for absence.

2. **Declaration of Interest**

Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

3. **Public Forum**

Members of the public will be given an opportunity to put forward their question(s) or statement to the Council. The Chairman will at his discretion then decide if he is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.



4. County Councillor and District Councillors

To receive information from the County Councillor and District Councillors

5. Tollesbury – COVID-19

To receive update from Cllr Clare on Tollesbury Volunteers

6. Minutes

To receive and approve the Minutes of the Meeting held on 4th August 2020 #

7. Finance

7.1 To receive and approve the Monthly Financial Report as at 31st August 2020 #

7.2 To received and approve the Payments #

8. Planning

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 (www.maldon.gov.uk).

- **Applications:** To consider Planning Applications received from Maldon District Council including the following.

Application No: HOUSE/MAL/20/00729

Proposal: Single storey extension to the rear with extended balcony/terrace at first floor

Location: 16 Darnet Road Tollesbury

Application No: FUL/MAL/20/00747 PP-08919998

Proposal: Demolition of existing residential garage and the erection of a one and a half storey cottage with two bedrooms and ancillary parking

Location: Land Adjacent 113A Mell Road Tollesbury

Application No: WTPO/MAL/20/00839

Proposal: T1 Ash – thin by 30% to reduce overall size and weight on the limbs

Location: 40 Station Road Tollesbury

Application No: TCA/MAL/20/00811

Proposal: Holly Tree – reduction of crown by 0.75m

Location: The Old Bakery 1 East Street Tollesbury

- **Appeals:** To receive notification of Planning Appeals.



- **Planning Decisions:** To note decisions made by Maldon District Council.
- **Planning Appeal Decisions:** To note appeal decisions made by the Planning Inspectorate.
- **Tree Preservation Orders (TPOs):** To note TPOs made by Maldon District Council.

9. Staffing Committee

To resolve to form a new Staffing Committee and agree Members.

10. Terms of Reference – Committees

To receive comments on the Terms of Reference for the Parish Council Committees #

11. Recreation Ground

11.1 To receive an update from the Recreation Ground Committee.

11.2 To receive the Monthly Inspection Report #

12. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)

12.1 To receive an update from the Environment and Amenity Committee.

12.2 To receive the July Highways Report *

12.3 To agree letter to Cllr Durham regarding Highways issues in Tollesbury #

13. Woodrolfe Hard and Marine Assets

To receive an update from the Woodrolfe Hard and Marine Assets Committee.

14. Woodup Pool

To receive an update from the Woodup Pool Committee.

15. Neighbourhood Plan

To receive an update on the Neighbourhood Plan.

16. Remembrance Day Service

16.1 To receive report from Cllrs Clare and Chambers following meeting with the Royal British Legion.

16.2 To agree Memorandum of Understanding *

17. Litter and Sweep Contract

To review the work specification for the Litter and Sweep Contract #



18. Locality Fund

To agree application to the Locality Fund #

19. Police/Community Protection Officers (CPO)

19.1 To receive the Police Reports (confidential) and discuss policing matters within the village to feedback to Essex Police.

19.2 To receive the CPO Report for July 2020 *

20. Administration

To receive information from the Clerk – update on current and ongoing matters.

21. Community Concerns

To receive information only or note future agenda items.

22. Public Bodies (Admission to Meetings) Act 1960

In view of the confidential personnel and contractual nature of the business to be transacted, to consider excluding the press and public from the meeting.

23. Employment Matters

To review the remuneration for the Caretaker.

24. Public Bodies (Admission to Meetings) Act 1960

To consider permitting the press and public to return to the meeting.

25. Dates of the Next Meetings

Monday 7th September 2020 – Recreation Ground Committee – 6.30pm

Agenda items for consideration at the Recreation Ground Committee Meeting to be sent to the Clerk by Monday, 31st August 2020, at the latest.

Tuesday 8th September 2020 – Woodrolfe Hard and Marine Assets Committee – 7.30pm

Agenda items for consideration at the Recreation Ground Committee Meeting to be sent to the Clerk by Monday, 31st August 2020, at the latest.

Wednesday 9th September 2020 – Full Council Meeting – 7.30pm

Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 31st August 2020, at the latest.

Tuesday 6th October 2020 - Full Council Meeting - 7.30pm

Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 28th September 2020, at the latest.



TOLLESBURY
PARISH
COUNCIL

Tuesday 3rd November 2020 - Full Council Meeting - 7.30pm

Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 26th October 2020, at the latest.

Key: * = attached - # to follow

Clerk: Michelle Curtis

Address: 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

Telephone: 01621 869039. **Email:** clerk@tollesburyparishcouncil.gov.uk

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 14th August 2020



WTPO/MAL/20/00561 Tollesbury East

TPO 7/93 T2 T4 & T6 Lime Trees - Reduce height by up to 5 metres, crown lift to 4 metres and reduce crown inline with these works, as per previous management works.
The Moorings 40 Wycke Lane Tollesbury Essex
(UPRN - 100090566565)
Mrs Susan Tombs

APPROVE subject to the following conditions:-

1 **CONDITION**

The works hereby permitted shall be carried out in accordance with the British Standard Recommendations for Tree Works (BS3998:2010).

REASON

To safeguard the health and appearance of the tree.

2 **CONDITION**

The works hereby permitted shall be carried out within 2 years from the date of this permission.

REASON

To ensure that the works are carried out whilst they are still relevant to the condition of the tree.

Officer: Hayleigh Parker-Haines

Dated : 10/08/2020

JULY 2020**HELPFUL
TIPS AND
INFORMATION
FOR LOCAL
COUNCILLORS**

HIGHWAYS HIGHLIGHTS

DESPITE THE VIRUS: HIGHWAYS IMPROVEMENTS IN FULL SWING

COVID-19 remains a serious threat and last month we reported on the first steps we have taken with local councils in a number of urban Essex locations to provide safer highway areas for people to move around and social distance. We have tweaked some details as we gained user feedback and we are now preparing ambitious bids for the second tranche of government money to widen the scope and permanence of schemes that will encourage more active, healthier forms of local travel such as walking and cycling.

In support of this desire we have also launched our Stop. Swap. Go! campaign, designed to encourage people to rethink how we get about for short journeys, to help ease congestion, clean up air pollution and improve our health. You can read more about Stop Swap Go inside. July has also been a very busy month for all sorts of other highway progress across the county.

Essex Highways 'Press Releases' page (which also has back issues of Highways Highlights) carries announcements on many of them, including A133 improvements at Weeley & Frating; public launch of plans for Chelmsford NE Bypass and Beaulieu Station and, right at the end of the month, the launch of our latest County Member led pothole repair scheme, enabling all County Councillors to work with their local councils to nominate particular potholes they would like fixed beyond the ones we have already planned for repair.

**Safer, greener, healthier**



COMMENT COUNCILLOR KEVIN BENTLEY

**DEPUTY LEADER,
ESSEX COUNTY
COUNCIL AND
CABINET MEMBER
FOR INFRASTRUCTURE**

Like the Government, ECC shares the ambition to get more people cycling and walking and we have been, and will be, putting in measures to encourage this for those that can walk or cycle short distances.

It is a fact that many journeys by car are less than three miles. Now, this is not a war on cars because many people do have to use them for all sorts of reasons, but it is a real campaign for people that don't really think socially and morally about whether they need to drive that short distance.

Not only will it clean up our air quality which is better for health, but exercise also improves your long term health and of course we reduce congestion. With fewer cars on the road, those who need them can move more freely. This is a responsibility of us all and we can all play a part.



THE STOP. SWAP. GO! 60 DAY CHALLENGE IS HERE...

The Stop. Swap. GO! campaign aims to encourage long term travel shift towards walking, cycling and bus use across Essex. Interest has been high with well over 40,000 people reached across social media platforms including facebook, Instagram and twitter.

August sees the start of the 60 Day Challenge with participants encouraged to complete a daily sustainable travel task and build lasting habits. To boost participation, the first 500 VIPs will be awarded a branded water bottle and automatically entered into a prize draw to win a bike and cycling gear to the value of £1000.

There will also be weekly spot prizes for participants completing specific challenges and users will be encouraged to share their experiences on social media. Register and take part now on the **Stop. Swap. Go! website** and follow the campaign on **Facebook** and **Twitter**. To contact the team directly email **Stop.Swap.Go@essex.gov.uk**





WORTH SPREADING THE LOVE - TO RIDE!

The Government is now investing heavily in getting more of us cycling, and those who do cycle, doing more. One of Essex's key investments is a partnership with **Love to Ride**, a supportive and encouraging cycling community, with our own local incentives and contacts.

People can register and then record their rides, praise and encourage others, enter prize draws and get ideas for rides and cycle group details. Walking is just as important and very much encouraged by **Active Essex** which works to support everyone of all ages, sizes and abilities to become more active and more healthy.



USE WHAT3WORDS ON ESSEX HIGHWAYS WEBSITE TO REPORT EXACT SITE OF POTHOLES AND OTHER ISSUES

When a councillor or a member of the public wants to report a pothole or any other problem on a road or public footpath, they now have the option to give the precise location using something called 'What3Words'.

Anyone with a smartphone can download the What3Words app which shows you exactly where you (and the pothole) are and three words defining a unique location.

You can then enter those three words in the search bar **when you report your concern online**. This may be particularly helpful in rural areas. Our inspectors can get straight to where the problem is, saving time and money by avoiding ambiguity. **More info here**



POTHoles, PAVEMENTS DRAINS AND STREETLIGHTS FIXED IN THE MONTH...

Potholes fixed per district/city/ borough in June are as listed below:

When considering these numbers, remember that there are many more miles of road in Uttlesford than in Harlow, for example, and the balance of types of road (main, secondary, local) are different too, so a direct comparison is misleading.

11,793 drains were cleared in June, including 2,247 across Basildon, Brentwood and Rochford districts along the A127 including slip roads and circulatory junctions.

In July regular district by district clearing of drains on local roads continues in Basildon, Chelmsford, Colchester and Uttlesford. Street lights fixed in June are included here for the first time.

For more efficient working (saving crews travel time) lights are repaired in local areas within a district before moving on to the next district, unless there is, for example, a failure of several lights at a busy junction which are repaired as a priority.

Some lights fail due to power supply issues which must be repaired by the electricity supplier – this can take time.

DISTRICT	COUNTY ROUTES	LOCAL ROADS	PAVEMENT DEFECTS FIXED	DRAINS CLEARED	STREETLIGHTS FIXED
BASILDON	78	36	92	***	417
BRAINTREE	71	76	71	0	164
BRENTWOOD	70	27	16	***	158
CASTLE POINT	48	58	26	0	199
CHELMSFORD	102	99	135	4517	309
COLCHESTER	67	38	59	3135	196
EPPING FOREST	156	52	97	0	279
HARLOW	22	65	28	0	214
MALDON	36	48	11	0	96
ROCHFORD	44	17	31	***	183
TENDRING	29	52	159	0	188
UTTLESFORD	78	58	26	1894	84
TOTALS	801	626	751	11793	2487

Please Note: Drains Cleared *** We took advantage of lane closures for verge cutting on the A127 to clear 2,247 drains along the road and adjoining roundabouts and slip roads. The A127 has sections in Brentwood, Basildon and Rochford districts.



DRAFT – VER 2.1

REMEMBRANCE DAY – MEMORANDUM of UNDERSTANDING

AGREEMENT

Through this Memorandum of Understanding (MoU), Tollesbury Parish Council ('The Council') and Royal British Legion Tollesbury Branch ('The Legion') ('The Parties') agree to collaborate to deliver the Remembrance Parade ('The Event') held in Tollesbury each November.

The parties recognise that the solemn purpose of The Event is to remember those who have lost their lives on active service in all conflicts, from the beginning of the First World War to the present day; and to remember all who have served, and their families.

BACKGROUND

There is no specific legislation outlining who is responsible for the delivery of public events on Remembrance Day, unlike the case of maintenance of War Memorials.

Remembrance Parades are important community events right across the country; and the Remembrance Parade and associated church services are a respected highlight each year for the residents of Tollesbury.

In line with precedent for other civic occasions, many local authorities across Britain have agreed to be responsible for the delivery of public events on Remembrance Day, assuming 'event organiser' status on relevant documentation.

ACCOUNTABILITY

The Council shall be responsible for organising The Event, chairing a Working Group established for the purpose, approving a formal risk assessment, overseeing the implementation of necessary actions, and arranging appropriate Public Liability Insurance (PLI). Other than PLI, no costs will be borne by The Council.

The Legion shall participate actively in the Working Group, being responsible for planning and delivering The Event and covering all costs; undertaking annually a formal risk assessment on behalf of The Council, hiring the marching band, recruiting and briefing volunteer stewards and publishing a programme.

INSURANCE

Arranging PLI for these events is straightforward – legal liability lies with The Council as Chair of the Working Group.

The Council's insurers have confirmed that prior to each annual event they require a formal risk assessment to be undertaken on behalf of The Council.

The Council may limit the scope of its involvement, in which case PLI might not cover the whole event – but another party would need to provide evidence of cover. For example, Remembrance Services held within church buildings would be beyond The Council's accountability.

DRAFT – VER 2.1

The methodology of the risk assessment and the related matter of PLI should be addressed – and recorded appropriately – at the inaugural meeting of the Working Group; and updated as a standing item at each meeting thereafter.

WORKING GROUP

Each party is to appoint a principal to participate in the Working Group; the representatives of The Council and The Legion are to be the Chair and Deputy Chair of the Working Group, respectively.

The Chair of the Working Group, supported by the Parish Clerk, shall be responsible for drafting Terms of Reference and scoping the annual risk assessment; creating a schedule of meetings and preparing the agendas; and for briefing The Council in sufficient time to obtain approval of the risk assessment and agreement for The Event to proceed each year.

Representatives of groups in the village who participate in The Event shall be invited to attend as members of the Working Group.

Meetings of the Working Group shall be open to the public to observe; proceedings shall be recorded by the Parish Clerk, with Minutes published.

PUBLIC VALUE

The parties agree to act in the best interests of the public. Communications and actions shall be open and transparent.

Each party shall immediately inform the other of any issue that could impact on the safe, timely and effective delivery of The Event.

Any incidents arising from The Event are to be recorded and reported promptly to The Council for investigation.

If The Event must be modified or cancelled because of factors outside the control of The Parties, the public shall be informed as soon as possible.

IMPLEMENTATION

Once ratified by The Council and The Legion, this MoU shall be published and remain in force until amended or withdrawn at the request of either party.

SIGNED – on behalf of:

The Council

The Legion

DATED:

Parish / Town Council	Month	Total Number of Hours
Tollesbury	Jul-20	3
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
0	00:00	0
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
6	0	0
ASB Issues		VMO (Vehicle Moved On)
0		10
Any Other Details		

Date	Parish	Start	Finish	Total	Patrol Area	Assets	On Street	Off Street	Dog Fouling	School Patrol	Playsite Inspection	TRUCAM	CAPS	PCN	FPNS	VMO	ASB	ISSUES	RANGER	COMMENTS ON PATROL
14/07/2020	Tollesbury	09:45	11:45	02:00	Tollesbury									0		0			GD	ok
26/07/2020	Tollesbury	14:15	15:15	01:00	Station road and on st cp near salt pool.									6		10			BC/GD	Ok
				03:00										6		10				