

Present: Cllrs Bell, Cole, Ferneyhough, Goldie, Hawes, Page, Rogers, St Joseph

In the Chair: Cllr Plater - Chairman

Clerk: Michelle Curtis

Also Present: 4 members of the public

1. Election of Chairman

Cllr Bell nominated Cllr Plater of Tollesbury Parish Council for the ensuing municipal year. Cllr St Joseph seconded this nomination. The nomination was agreed upon unanimously. Cllr Plater was declared Chairman of Tollesbury Parish Council for the ensuing municipal year. The Chairman and the Proper Officer signed the Declaration of Acceptance of Office.

2. Election of Vice-Chairman

Cllr Plater nominated Cllr Hawes of Tollesbury Parish Council for the ensuing municipal year. Cllr Goldie seconded this nomination. The nomination was agreed upon unanimously. Cllr Hawes declared to be Vice-Chairman of Tollesbury Parish Council for the ensuing municipal year.

3. Apologies for Absence

There were apologies for absence from Cllr Clare.

There were also apologies for absence from District Councillor Stephens.

4. Declarations of Interest

There were no declarations of interest disclosed.

5. Public Forum

A resident suggested an amendment to item 3.2 of the Complaints and Compliments Procedure (date updated for when the Parish Council adopted the new code of conduct) and the information on General Power of Competence (the last sentence was incomplete).

A resident stated that he had noticed that the Parish Councils were reviewing the Committees, but the Neighbourhood Plan Steering Group and Terms of Reference were not on the agenda.

The Chairman advised that the appointment of members and the Terms of Reference for the Neighbourhood Plan Steering Group was independent of the Parish Council.

6. Minutes of the Meeting held on the 2nd May 2023

Resolved: the Minutes of the Parish Council Meeting held on 2nd May 2023 be approved as a true and accurate record of the meeting. Proposed Cllr Page, seconded Cllr Fernyhough. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

7. Committees and Representatives

Environment and Amenity

The first meeting will be held on 2nd August 2023

Resolved: Cllrs Bell, Page, Plater and Rogers will serve on the Environment and Amenity Committee for the municipal year 2023/2024.

Finance and Policy

The first meeting will be held on 4th October 2023

Resolved: Cllrs Bell, Clare, Page and Plater will serve on the Finance & Policy Committee for the municipal year 2023/2024.

Recreation Ground

The first meeting will be held on 13th June 2023

Resolved: Cllrs Cole, Fernyhough, Hawes and St Joseph will serve on the Recreation Ground Committee for the municipal year 2023/2024.

Resolved: to expand the membership from 4 to 5 to add a non-voting member from the football team.

Woodup Pool

The first meeting will be held on 7th June 2023

Resolved: Cllrs Fernyhough, Goldie, Hawes, Rogers and Non-voting member Andrew Eastham will serve on the Woodup Pool Committee for the municipal year 2023/2024.

Resolved: to expand the membership from 4 to 5.

Personnel Committee

Resolved: Cllrs Bell, Page, Plater and Rogers will serve on the Personnel Committee for the municipal year 2023/2024.

Woodrolfe Hard

The first meeting will be held on 3rd July 2023

Resolved: Cllrs Clare, Goldie, Plater, St Joseph - Non-voting members Andrew Eastham and Ben Parmenter will serve on the Woodrolfe Hard Committee for the municipal year 2023/2024.

Working Groups

Youth – Cllrs Clare and Rogers

Representatives

Community Policing – Liaison with Community Protection Officers– Cllr Bell

Fairways Committee – Cllr St Joseph

Mersea Harbour Protection Trust – Cllr Plater (Trustee)

Taylor's Charity – Cllr Clare (Trustee)

Transport – Cllr Rogers

8. Terms of Reference

Councillors reviewed the Terms of Reference for the Committees:

8.1 Environment and Amenity

Councillors reviewed the Terms of Reference for the Environment and Amenity Committee. There were no changes.

8.2 Recreation Ground

Resolved: Unanimously agreed to amend the Terms of Reference as follows:

Item 1.1

Membership shall consist of 5 Members appointed at the Annual Statutory Meeting. A minimum of 4 should be Parish Councillors

Item 1.4

A quorum shall consist of 3 members of the Committee.

Revised Terms of Reference will be V4.0.

8.3 Finance and Policy

Councillors reviewed the Terms of Reference for the Finance and Policy Committee. There were no changes.

8.4 Woodrolfe Hard

Councillors reviewed the Terms of Reference for the Woodrolfe Hard Committee. There were no changes.

8.5 Woodup Pool

Resolved: Unanimously agreed to amend the Terms of Reference as follows:

Item 1.1

Membership shall consist of 5 Council Members appointed at the Annual Statutory Meeting.

Item 1.4

A quorum shall consist of 3 members of the Committee.

Revised Terms of Reference will be V4.0.

8.6 Personnel

Councillors reviewed the Terms of Reference for the Woodrolfe Hard Committee. There were no changes.

9. Policies and Procedures

9.1 Standing Orders

Councillors reviewed the Standing Orders. There were no changes.

9.2 Financial Regulations

Councillors reviewed the Financial Regulations. There were no changes.

9.3 Compliments and Complaints

Resolved: To amend item 3.2 to the following:

complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for Members adopted by the Council on 16th August 2022 and, if a complaint against a Councillor is received by the Council, it will be referred to the Standards Committee of Maldon District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Maldon District Council.

The updated Policy will be V3.0.

9.4 Reserves Policy

Councillors reviewed the Reserves Policy. There were no changes.

9.5 Social Media and Email Policy

Councillors reviewed the Social Media and Email Policy. There were no changes.

9.6 Social Media and Email Policy – Acceptance

Councillors present agreed that they had read and understood the Social Media and Email Policy. Councillors signed the necessary form to confirm that they have read and understood the Social Media and Email Policy.

Action: Clerk to email form to Cllr Clare, who was absent.

10. Banking Arrangements

10.1 Co-operative Bank

Resolved: Bank signatories would be as follows:

Co-operative Account

Simon Plater

Mike Bell

Michelle Curtis

Roy Clare

Sarah Hawes – To be added

Thomas Lowther- To be removed

10.2 Unity Trust Bank

Resolved: Bank signatories would be as follows:

Simon Plater (Authoriser)

Mike Bell (Authoriser)

Roy Clare (Authoriser)

Michelle Curtis (Submit Payments)

11. Appointment of Internal Auditor

Members were asked to confirm that Maurice Howard will continue to provide the Council's internal audit.

Resolved: Unanimously agreed that Maurice Howard would continue to provide the Council's internal audit.

12. Register of Members' Interests

The Clerk reminded Councillors that they should complete their Register of Interest by 31st May 2023.

13. General Power of Competence

Members were asked to consider resolving to use the General Power of Competence in the forthcoming civic year, if appropriate.

The Clerk confirmed that the Parish Council met the eligibility criteria, which are as follows:

1. Electoral Mandate

At the time the resolution is passed, at least two-thirds of the members of the Council must hold office as a result of being declared elected. The full Membership for Tollesbury Parish Council is 11 Councillors; the Parish Council currently has 10 elected councillors.

2. Qualified Clerk

At the time the resolution is passed, the Clerk must hold the Certificate in Local Council Administration, the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The Clerk must also have completed training in the exercise of this power as part of one of these qualifications or as a separate exercise.

Resolved: Unanimously agreed that the Parish Council resolves to use the General Power of Competence in the forthcoming 2023/24, if appropriate.

14. Meeting Schedule

Resolved: Unanimously agreed, subject to two minor amendments, the meeting schedule for 2023/24 (Appendix A) be approved.

15. Community Concerns

Cllr Hawes reported:

- She had been contacted by a resident of Woodrolfe Park, who thanked the volunteers for cleaning Woodup Pool the previous weekend. The resident requested that she be informed of any future working parties as she would like to help. The resident expressed concern that a herbicide was being used to spray weeds around the pool, and they would be happy to remove them manually. The resident also had some thoughts about why there was so much weed in the pool. Cllr Hawes had requested that the resident email the Clerk so the Woodup Pool Committee could consider the comments.

Cllr Bell reported:

- Following the last meeting and the working party at the Woodup Pool the previous weekend, the seawall bank needed cutting back. At the last meeting, the Parish Council had agreed to have the brambles cut back.
Action: Cllr St Joseph to raise with his contact at the Environment Agency.
- The Clerk had circulated a notification from Maldon District Council of a planning application for the Land West of 73 North Road.

Application No: 23/00434/SCR

Proposal: Request for an EIA Screening Opinion in relation to a proposal for up to 159 dwellings, road link, ancillary infrastructure, public open space, play space and sustainable drainage

Location: Land West Of 73 North Road Tollesbury Essex

Action: Clerk to respond to Maldon District Council as follows:

An Environment Impact Assessment would be essential before any application is submitted for the site.

Cllr Rogers reported:

- She had also been contacted by a resident regarding the use of herbicides by the pool.
Cllr St Joseph reported that manual hoe is good and the best way forward. However, herbicide denatures very rapidly and is widely used in nature reserves.

The Clerk reported:

- Following the last meeting, she contacted various suppliers of hire toilets, and the cheapest was Euroloo at £50 per week. The Clerk had placed the order for the two toilets, and Euroloo required payment of one month's hire for each toilet (total of £576) upfront to secure the booking.
Councillors were happy to proceed, and the Clerk was instructed to make the payment to secure the booking.

16. Dates of the Next Meeting

Tuesday 6th June 2023 - Full Council Meeting – 7.30 pm – Pavilion

The Chairman closed the meeting at 9.00 pm.

Signed.....

Date