

Present: Cllrs Clare, Ferneyhough, Gilbert, Goldie, Inwood, Page, Rogers

In the Chair: Cllr Plater - Chairman

Clerk: Michelle Curtis

Also present: District Councillor Stephens
2 members of the public

1. **Apologies for Absence**

There were apologies for absence from Cllr Bell, Hawes and St Joseph.

There were also apologies for absence from District Councillor Thompson.

2. **Declarations of Interest**

Cllr Rogers declared an interest as follows:

- Personal and prejudicial interest in respect of agenda item 6.1, planning application CC/MAL/71/2395, as she is an employee of Tollesbury Primary School.

Cllr Gilbert declared an interest as follows:

- Personal interest in respect of agenda item 6.1, planning application CC/MAL/71/2395, as her husband is the Chairman of the School Governors at Tollesbury Primary School.

Cllr Clare declared an interest as follows:

- Personal and prejudicial interest in respect of agenda item 6.1, planning application CC/MAL/71/2395, as he had invested in the Tollesbury Primary School project via Tollesbury Climate Partnership.

The Chairman declared an interest as follows:

- Personal and prejudicial interest in respect of agenda item 6.1, planning application CC/MAL/71/2395, as he had invested in the Tollesbury Primary School project via Tollesbury Climate Partnership.

3. **Public Forum**

A resident stated:

I'm addressing a Code of Conduct breach during our last Parish meeting on 5th September regarding my objection to the Tollesbury Climate Partnership (TCP) proposal. My concern centres on Councillor St Joseph and the Chairman's failure to disclose their potential conflicts of interest, as mandated in the Code of Conduct. This non-disclosure persists today despite knowing that my appeal is scheduled for Agenda item 9. Councillor St Joseph should have informed all Parish Councillors about his business ties to a senior TCP director, thus seeking advice and considering recusal both on 5th September and this evening.

Similarly, the Chairman should have acknowledged his wife's responsible position in TCP as a lay auditor, as shown by her completion and endorsement of the latest TCP

audit. Due to the Chairman's close family ties to TCP, he too should have acknowledged the potential conflict of interest, sought guidance, and contemplated recusal. Given these circumstances, I'm unable to fully trust Cllr St Joseph and the Chairman's involvement in the appeal process tonight. It's reasonable to assume that any casual observer or monitoring officer would acknowledge a potential conflict of interest. To ensure fairness and impartiality in our proceedings, I strongly recommend their recusal from the appeal agenda item, leaving the room when it arises.

The Chairman stated that his wife, on one occasion, carried out an audit of the TCP accounts and personally did not think this was a prejudicial interest; hence, this was not declared at the previous meeting. The Chairman apologised for not declaring any interest. The Chairman noted the resident's comments and agreed to leave the room when item 9 on the agenda was being discussed.

4. **County Councillors and District Councillors**

There was no new information from Cllr Stephens.

5. **Minutes of the Meeting held on the September 5th 2023**

Resolved: the Minutes of the Parish Council Meeting held on 5th September 2023 be approved as a true and accurate record of the meeting. Proposed Cllr Page, seconded Inwood. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

6. **Planning**

6.1 **Planning Applications**

In accordance with the declaration disclosed, the Chairman and Cllrs Clare, Gilbert and Rogers left the meeting.

In the absence of the Vice-Chairman, Cllr Goldie took the chair.

Application No: CC/MAL/71/23

Proposal: Installation of a ground-mounted solar array and ground source heat pump. Together with the replacement/upgrading of the existing building windows and doors and other works including additional fencing and landscaping

Location: Tollesbury County Primary School, East Street, Tollesbury

Resolved: Unanimously agreed to recommend approval of this application.

The Chairman and Cllrs Clare, Gilbert and Rogers returned to the meeting.

6.2 **Planning Decisions by Maldon District Council**

LDP/MAL/23/00575 - 49 North Road – Refused

HOUSE/MAL/23/00547 - Marsh Bungalow Old Hall Lane – Approved

HOUSE/MAL/23/00386 and LBC/MAL/23/00387 - Rolls Farm 3 Prentice Hall Lane – Approved

TCA/MAL/23/00612 - The Stables East Street - Approved

HOUSE/MAL/23/00577 – 11 Orchard Close – Approved

OUT/MAL/23/00488 – Land Adjacent To 31 Woodrolfe Road - Approved

PDE/MAL/23/00433 - May Cottage Waterworks Road – Refused

HOUSE/MAL/23/00683 – 2 The Chase – Approved

HOUSE/MAL/23/00658 – 47 West Street - Approved

6.3 Planning Appeals – None received

6.4 Planning Appeal Decisions – None received

6.5 Tree Preservation Orders for information – None received

7. Neighbourhood Plan

7.1 Housing Needs Survey

Resolved: Unanimously agreed to adopt the Housing Needs Survey dated June 2023. On the advice of the RCCE, the document would remain confidential pending the release of the Neighbourhood Plan.

7.2 Draft Summary Housing Needs Survey

It was agreed to include an additional comment at the end of the summary to ask if any residents would be interested in joining the Neighbourhood Plan Steering Group (NPSG).

Resolved: Unanimously agreed to approve the draft summary of the Housing Needs Survey with the additional comments.

Action: Clerk to arrange the printing of the summary by the RCCE.

7.3 Community Led Housing

Resolved: Unanimously agreed that the NPSG would explore Community Led Housing.

7.4 Affordable Housing

Resolved: Unanimously agreed that the NPSG would discuss affordable housing with Hastoe.

7.5 Maldon District Council Housing Department

Resolved: Unanimously agreed that the Parish Council would have discussions with Maldon District Council Housing Department.

7.6 Framework and Next Steps

A meeting is to be arranged for the NPSG: the Housing Needs Survey and the next stage of the Neighbourhood Plan to be discussed.

The NPSG should also consider ways to attract residents of any age to join the group.

The Clerk suggested that the NPSG have a presence at the TCP Open Day to encourage residents to join.

Action: The Parish Council will explore further.

8. Climate Change

Andrew Gilbert, Chairman of Tollesbury School Governors, reported that the roof insulation had been replaced in the old part of the school, and the roof insulation in the newer part of the school will be replaced during the October half term. If the planning application is approved by Essex County Council, the work on the windows will commence as soon as possible.

The Chairman reported that there are two upcoming events organised by Tollesbury Climate Partnership (TCP):

Apple Day – October 15th 2023

Open Day – November 4th 2023

The Parish Council expressed thanks to TCP for the excellent job they have done in raising the funds for the school decarbonisation project.

9. Telephone Kiosk

As requested by the resident at item 3, the Chairman left the meeting. Before leaving the meeting, the Chairman advised that he had brought to the attention of TCP the concerns raised by two community members regarding TCP using the telephone kiosk. The comments made by Tim Howson, Conservation Officer – Maldon District Council, were also shared with TCP. The Directors of TCP will discuss the information and consider whether they wish to proceed with the use of the telephone kiosk.

Cllr Clare took the chair.

9.1 Appeal: Reconsideration of TCP Proposal for Heritage Telephone Kiosk

The letter from a resident to initiate the appeal process regarding the decision to repurpose the heritage telephone kiosk for use by TCP was received and noted. The same resident also sent a further letter (Appendix A).

9.2 Telephone Kiosk Update

Councillors discussed the telephone kiosks and agreed that the telephone kiosks were important to the village. Councillors agreed they would like to see them used in some way without any changes to the structure or the character. It was noted that neither kiosk (High Street and Mell Road) were listed.

It was agreed that further dialogue was needed with TCP before this was discussed further by the Parish Council.

Councillors were asked to consider other uses for the telephone kiosks.

The Chairman returned to the meeting.

10. Woodrolfe Hard

Councillors considered the proposal (Appendix B) for maintenance works at Woodrolfe Hard.

Resolved: Unanimously agreed to proceed with the maintenance works at Woodrolfe Hard, totalling £1,289.14 (£1,147.24 for maintenance and £141.90 for signage).

The work will be funded as follows:

Maintenance - Earmarked Reserve Woodrolfe Hard - £973.24

General Reserve – Woodrolfe Hard Miscellaneous - £174.00

Signage General Reserve – Woodrolfe Hard Miscellaneous - £141.90

11. Recreation Ground

Councillors considered the proposal (Appendix C) for spray paint for the youth shelter.
Resolved: Unanimously agreed to purchase the spray paint for £64.14 plus delivery. A Working Party will carry out the work.

12. Grounds Maintenance Contract

Councillors reviewed the work specification for the Grounds Maintenance Contract and made some minor amendments.

Action: Clerk to advertise the Grounds Maintenance Contract with tenders to be considered by the Full Council at their Meeting in December 2023.

13. Administration

Training – The Clerk reported that she had circulated the latest training calendar from the EALC. If any Councillors wish to attend training, they should contact the Clerk. The Clerk advised that she had booked Cllr Gilbert onto the two Councillor Day Sessions, which would cost £95 + VAT per session.

Woodup Pool Committee – The Clerk reported that the meeting scheduled for October 10th would now be held on September 25th 2023.

14. Community Concerns

The Chairman thanked a resident who had cleared some graffiti at the Recreation Ground and reported fly-tipping at Woodrolfe Green.

15. Dates of the Next Meetings

Monday 25th September 2023 – Woodup Pool Committee – 7.00pm – Pavilion

Tuesday 3rd October 2023 – Full Council Meeting – 7.30pm – Pavilion

Wednesday 4th October 2023 – Finance & Policy Committee – 7.30pm – Pavilion

Tuesday 17th October 2023 – Full Council Meeting – 7.30pm – Pavilion

Tuesday 7th November 2023 - Full Council Meeting – 7.30pm – Pavilion

Monday 13th November 2023 – Woodrolfe Hard Committee – 7.30pm – Pavilion

Tuesday 21st November 2023 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 21st November 2023 – Environment & Amenity Committee – Following the Full Council meeting – Pavilion

The Chairman closed the meeting at 9.03pm.

Signed.....

Date

From: [REDACTED]
To: tollesbury pc <tollesburypc@btinternet.com>
CC: Emma Stephens <cllr.emma.stephens@malton.gov.uk>, cllr.maddie.thompson@malton.gov.uk <cllr.maddie.thompson@malton.gov.uk>, Cllr.mark.durham@malton.gov.uk <Cllr.mark.durham@malton.gov.uk>
Date: Sep 17, 2023 2:36:06 PM
Subject: Re: Appeal: Reconsideration of TCP Proposal for Heritage Telephone Kiosk
Attachments: K6 - 10 Sep 2023.jpg, TCP K6 proposal.jpg

Dear Michelle,

Since initiating the appeal process, I would be grateful if you could let all Parish Councillors know of the additional new facts when they consider my appeal at the next full Parish Council meeting, Tue 19 Sep 23, Agenda item 9. These are:

1. As already notified by District Councillor Emma's advice, ... "there are very clear rules on advertising signs, which are set out in the Government's document "Outdoor advertisements and signs: a guide for advertisers", at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/11499/326679.pdf. On p25 it describes Class 16: advertisements on telephone kiosks, and states that Class 16 allows the display of an advertisement on the glass surface of a telephone kiosk, **other than a kiosk of type K2 (1927) or K6 (1935)** designed by Giles Gilbert Scott believe ours is K6. In any case this section goes on to say "No advertisement may be displayed in ... a Conservation Area..."

2. The most recent Tollesbury Conservation Area Review and Character Appraisal, commissioned by Maldon Council, and conducted by ECC Historic Buildings and Conservation Team provides a detailed description of the conservation area in Tollesbury, with a specific focus on the High Street and its architectural features. It emphasizes the importance of preserving the character and appearance of the area, as defined by various historical and architectural factors. Of particular note is the mention of the traditional red K6 telephone kiosk, identified as a significant feature in our conservation area. This element carries cultural and historical value, contributing to the overall character of Tollesbury. https://www.maldon.gov.uk/downloads/file/10253/tollesbury_review_and_character_appraisal

3. The most recent survey by Maldon Council Planning Committee of K6 Kiosks in the district completed at the time of adoption, recognises that a case can be made for listing status for the High Street K6 kiosk due to proximity 'group value' to already listed buildings, (The Victoria and Cottage, Hope Bunglallow, 12 and 14 High St, 'White Oaks' 10 High St, 8 High St, 4 and 6 High St, 7 and 11 High St). These are all within 25 metres of our Heritage (eg the recent attached photo shows the Victoria just a few steps north of the K6 at the corner). The Committee recommended that the Tollesbury K6 be added to the Local List and that it should be considered for putting forward for Statutory Listing. [https://democracy.maldon.gov.uk/Data/Planning%20and%20Licensing%20Committee/20100304/Agenda/\\$7%20Additions%20to%20the%20Local%20List%20of%20Buildings%20Appendix%201.doc.pdf](https://democracy.maldon.gov.uk/Data/Planning%20and%20Licensing%20Committee/20100304/Agenda/$7%20Additions%20to%20the%20Local%20List%20of%20Buildings%20Appendix%201.doc.pdf)

Summary

Given this additional factual context, it is crucial to consider the potential consequences of covering the heritage telephone box in rebranding/advertising by Tollesbury Climate Partnership. Such an action would likely compromise the visual integrity and historical authenticity of the conservation area and have implications for any future listing status our K6 might be eligible for.

In conclusion, preserving the heritage red telephone box in its original state without advertising, is essential for maintaining the character and historical integrity of the conservation area in Tollesbury, in conjunction with the village's unique medieval and coastal heritage.

I kindly ask that you forward this complete email and attachments to all Parish Councillors, so they are aware of the facts in context for consideration on Tuesday.

Sincerely

[REDACTED]



Woodrolfe Hard

At the Woodrolfe Hard Committee meeting held on 4th September 2023, the Committee discussed maintenance/improvement works at Woodrolfe Hard.

It is planned to have a “clear-up day” on Saturday 14th October 2023. The day would include the removal of unpaid dinghies (notices have been placed on dinghies not displaying a registration sticker and notices placed on social media and noticeboards), the installation of a mooring buoy and chain, and the laying of additional stone.

The cost for this is as follows:

Mooring buoy*	£ 94.00
Modifications to the mooring hoop (Gamart Engineering)	£ 80.00
Materials for installation (Cement & Ballast)	£ 33.24
Skip**	£640.00
Stone ***	£300.00
TOTAL	£1,147.24

*This does not include postage which we estimate to be approx. £15

** This is worst case scenario - Until the number of dinghies to be removed is confirmed we will be unable to firm up a skip quotation.

***Estimated cost, based on previous purchased

Note: Gamart Engineering has chain available from previous works. Labour and hand tools by vilunteers.



TOLLESBURY
PARISH
COUNCIL

The Woodup Pool Committee would also like to display a new advisory sign for the area which is used by both boats and swimmers.

Sign 900x1200mm, 3mm composite aluminium - £121.95 + VAT + delivery
£19.95



TOLLESBURY
PARISH
COUNCIL

BEWARE



**Boats and Swimmers
Proceed with
caution!**

Total cost - £1,289.14

It is proposed that this work be funded as follows:

Maintenance-Earmarked Reserve Woodrolfe Hard - £973.24
General Reserve – Woodrolfe Hard Miscellaneous - £174

Signage General Reserve – Woodrolfe Hard Miscellaneous - £141.90

Clerk: Michelle Curtis

Address: Tollesbury PC, PO Box 13205, Maldon CM9 9FU

Telephone: 01621 869039. **Email:** tollesburypc@btinternet.com



Recreation Ground

At the Recreation Ground Committee meeting on 11th September 2023, the Committee reviewed the Annual Recreation Ground Inspection Report.

One of the items raised was the graffiti on the youth shelter.



The Committee agreed to hold a Working Party to spray paint the youth shelter.

The cost of the spray paint is £10.69 and 6 cans will be needed, so the total cost will be £64.14 + delivery

Funds are available from the Recreation Ground - Maintenance budget.

Clerk: Michelle Curtis

Address: Tollesbury PC, PO Box 13205, Maldon CM9 9FU

Telephone: 01621 869039. **Email:** tollesburyrpc@btinternet.com