

Present: Cllrs Ferneyhough, Gilbert, Hawes, Inwood, Page, Rogers, St Joseph

In the Chair: Cllr Plater - Chairman

Clerk: Michelle Curtis

Also present: District Councillor Stephens
3 members of the public

1. **Apologies for Absence**

There were apologies for absence from Cllrs Bell, Clare and Goldie.

There were also apologies for absence from District Councillor Thompson.

2. **Declarations of Interest**

There were no declarations of interest disclosed.

3. **Public Forum**

A resident stated the following:

- The appeal decision for the Land East of Guines Lodge was very well written and he was pleased to see that it was recognised that access to services and facilities in the village would require a car. The report also suggested indirectly that even though the area is not in the SSSI, the development would affect the ecology and wildlife in that area. The resident felt that it was a very good blueprint for future planning applications around the fringes of the village.
- With regards to agenda item 9 – Coronation Plaque, the resident thought it was a reasonable thing to do and would not cost very much. The resident asked whether there was a need for the name of the Lord-Lieutenant on the plaque.
- With regards to agenda item 8.2 – Memorial Bench, the resident suggested that the bench was also in memory for the late Mrs Lankester. The resident suggested that instead of purchasing a bench, an alternative memorial was considered, a tree with a plaque or possibly the refurbishment of existing benches.

A resident spoke concerning agenda item 12, the response from the Essex Association of Local Councils. The minutes refer to disturbances experienced at meetings. The resident asked whether it should be meeting or meetings as he was only aware of one meeting that had a disturbance.

The Chairman confirmed that there was a disturbance at one meeting which resulted in criminal damage.

4. **County Councillors and District Councillors**

Cllr Stephens reported that Maldon District Council had arranged “Community Hub” events in the village. The sessions would be held on 26th October and 23rd November 2023 between 9.30am and 11.30am in The Centre. There are several partners involved including Essex County Fire and Rescue Services, united in Kind, Maldon & District CVS, Essex Wellbeing Service, Travel Essex, Maldon District Council Employment

Support Coach, Department for Work and Pensions 50+ Champion, Maldon District Community Safety Partnership and Maldon & District Citizens Advice.
There will be different stallholders at each event.

Action: Clerk is to display a poster for the events on the Parish Council noticeboard.

5. Minutes of the Meeting held on the 3rd October 2023

Resolved: the Minutes of the Parish Council Meeting held on 3rd October 2023 be approved as a true and accurate record of the meeting. Proposed Cllr Hawes, seconded Cllr St Joseph. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

6. Planning

6.1 Planning Applications

Application No: 23/00880/FUL PP-12431397

Proposal: Retrospective change of use of an agricultural building to industrial use

Location: Land At Garlands Farm Tollesbury Road

Resolved: Unanimously agreed to recommend approval of this application.

Application No: 23/00713/VAR PP-12321682

Proposal: Variation of conditions 12 (principle access), 15 (footway) and 16 (dropped kerb pedestrian crossings) on approved planning permission 21/00702/FUL (Create residential specialist neighbourhood for older people, consisting of 25 dwellings and community hub building, with associated landscaping and infrastructure)

Location: Land North Of 48 Woodrolfe Road Tollesbury

Resolved: Unanimously agreed to recommend approval of this application.

Application No: 23/00900/HOUSE

Proposal: Installation of air source heat pump

Location: 12 Church Street Tollesbury

The Parish Council were unable to comment on the application until they had received information about internal modifications which may be required on this listed building.

6.2 Planning Decisions by Maldon District Council

LDP/MAL/23/00719 - 22 Sceptre Close – Approved

LBC/MAL/23/00695 - Fellowship Afloat Charity Trust Yacht Store D Woodrolfe Road – Refused

LBC/MAL/23/00693 - Fellowship Afloat Charity Trust Yacht Store D Woodrolfe Road – Approved

SCR/MAL/23/00555 - Land Opposite Prentice Hall Farm Prentice Hall Lane – EIA not required

TCA/MAL/23/00815 - Victory Recreation Ground Elysian Gardens – Approved

PDE/MAL/23/00819 - May Cottage Waterworks Road – Prior approval is required and granted

6.3 Planning Appeals – None received

6.4 Planning Appeal Decisions

Appeal Ref: APP/X1545/W/23/3315464

Application Number: OUT/MAL/22/00237

Location: Land East of Guisnes Lodge, Chapel Road, Tolleshunt D'Arcy

Decision – Appeal dismissed

6.5 Tree Preservation Orders for information – None received

7. Climate Change

It was reported that the Apply Day arranged by Tollesbury Climate Partnership (TCP) held the previous weekend was a success.

TCP is holding a 'Big Thank You' day on Saturday 4th November 2023 in Tollesbury School.

The Chairman reported that the works at Tollesbury School were progressing.

Cllr St Joseph reported that he had attended a Climate Change meeting at the Colchester Institute and the project at Tollesbury School was highlighted.

8. Finance and Policy

8.1 Earmarked Reserves

Resolved: Unanimously agreed to move Earmarked Reserves as follows:

- EMR Streetlighting - £77 to be transferred into EMR Amenities
- EMR Recreation Ground - £1000 to be transferred into the EMR Pavilion Project
- EMR Website - £445 to be transferred into the EMR Neighbourhood Plan

Resolved: Unanimously agreed to rename the EMR Unallocated to EMR Community Support/Minor Projects

8.2 Earmarked Reserves – Tollesbury Harbour Project

Councillors considered the proposal from the Finance Committee to purchase a memorial bench for the late Roger Lankester with the funds Roger had donated and were currently held in the EMR Tollesbury Harbour.

Cllr St Joseph suggested that the money would be better spent on a project which improved the harbour. Several projects are coming forward and he felt that the late Roger Lankester would have supported a project of trying to achieve something on the harbour.

Councillors agreed with the comments from Cllr St Joseph and harbour projects should be explored further.

Action: to be explored further by the Woodrolfe Hard and the Finance and Policy Committees.

8.3 Asset Register

Resolved: Unanimously agreed to approve the proposal from the Finance and Policy Committee to purchase the Asset Inventory Management Software which would be an enhancement to the existing accounting package.

Costs are as follows:

Asset inventory Management Software - £375
1 Year Annual Support and Maintenance - £150
Online Training - £100
TOTAL - £625

Ongoing costs

Annual support and maintenance - £150

A discussion took place regarding whether the land owned by the Parish Council was registered with the Land Registry.

Action: Clerk to look into this further.

8.4 Co-option Policy

Resolved: Unanimously agreed to adopt the amended Co-Option Policy V2.0

9. Commemorative Plaque

Resolved: Agreed by the majority to purchase a plaque to commemorate The King's Coronation. The plaque would cost £199 including delivery. Funding for the plaque would come from the EMR Unallocated.

10. Royal British Legion

10.1 Remembrance Day

The information on the Remembrance Service on Sunday, 12th November 2023, was received and noted.

The Chairman agreed that he would attend and lay the wreath on behalf of the Parish Council.

Resolved: Unanimously agreed to donate £100.00 towards the wreath.

10.2 Closure of the Club

Information (Appendix A) on the possible closure of the RBL Club was received and noted.

Councillors felt that the RBL Club was an important asset to the community and would be happy to support the Club.

Action: Clerk to speak to the RBL Committee to see if the Parish Council can provide any assistance

11. Tailer Charity

The briefing document on the Tailer Charity was received and noted. Councillors were supportive of the proposed succession plan.

12. Essex Association of Local Councils (EALC)

The Clerk read the response from the EALC in relation to the enquiries raised by two members of the public at the meeting on 5th September 2023.

With regards to the recording of meetings, the EALC advises that to cover situations like this, it would be a good idea if the Parish Council formally states what its policy is about the recordings. For instance, are they made for the purposes of writing the minutes only; are they to be made public via the website or only on request; how long will they be kept before they are deleted? It is entirely a matter for the Council to decide what rules they make around the recordings, but it is helpful to everyone if it is clear why and how they are being made.

The Council could have a stand-alone policy, or it could add the information to its Document Retention policy. This would help to prevent issues arising about who is entitled to the recordings or whether they are going to be made public as a matter of course.

The Clerk advised that the Finance and Policy Committee were in the process of reviewing the Data and Document Retention Policy and had included an item in the policy on the recording of meetings.

The Clerk advised that the web developer strongly advised not having links to Dropbox on the Parish Council website.

Action: Finance and Policy Committee to look into whether a policy regarding recordings is required.

With regards to the comments made by a resident regarding the Equality Act 2010, the EALC do think this is relevant legislation to be applied to a decision by a Parish Council about whom it invites to an informal meeting or about who is supplied with access to recordings of such meetings. As long as the Council has either given access or not, equally to all, then the legislation is not relevant in this instance. If on the other hand, the Council has said (as an example) that access to the recordings is only for people aged between 40 and 50, that would be covered by the legislation and would be unlawful.

13. Administration

Recreation Ground – The Clerk advised she had received a request from a resident to scatter some ashes at the Recreation Ground.

Councillors agreed that as the Parish Council do not allow the scattering of ashes at the Cemetery, they would not allow this to be carried out at the Recreation Ground.

14. Community Concerns

Cllr Hawes reported:

- A resident advised her that they did not complete the Housing Needs Survey as they found it difficult to understand.
- A resident had notified her that the land at the end of the closes (Shamrock, Endeavour, Valkyrie, Thrustable) is currently up for sale.

Cllr Rogers reported:

- It had been brought to her attention that some users of the Pharmacy are parking dangerously directly outside the Pharmacy resulting in pedestrians having to walk into the road.

Action: Chairman to speak to the Pharmacy

15. Dates of the Next Meetings

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 9.31pm.

Signed.....

Date