

**Present:** Cllrs Bell, Page, Rogers  
Ms. E Bamford – non-voting member

**In the Chair:** Cllr Plater – Chairman

**Clerk:** Michelle Curtis

**Also present:** 1 Member of the public

**1. Apologies for Absence**

There were no apologies for absence; all Members were present.

**2. Declarations of Interest**

Ms. Bamford declared a personal interest as follows:

- Personal interest as she is an Allotment holder and would be representing the Allotment Tenants.

**3. Public Forum**

The member of the public explained that they were present to hear the discussion about the bench/picnic table at Woodrolfe Road. The resident stated that the bench was an asset to Woodrolfe Green and hoped that the Committee would vote in favour of purchasing a new bench.

**4. Minutes of the Meeting held on 15<sup>th</sup> November 2023**

**Resolved:** The minutes of the Environment and Amenity Committee meeting held on 15<sup>th</sup> November 2023 be approved as a true and accurate record of the meeting. Unanimously agreed by those who attended.

The Chairman signed the minutes.

**5. Quarterly Inspection Report**

The Quarterly Inspection Report dated 21<sup>st</sup> December 2023 was received and noted. The Committee would address the items raised under agenda item 6.

**6. Environment and Amenities**

**6.1 Allotments**

Inspection Report:

- The footpaths were very muddy.

Work at the Allotment will be carried out by Bonz in February.

**Action:** Clerk to let Elaine Bamford know when the work is scheduled so that she can inform the Allotment Tenants.

**6.2 Hasler Green**

The Full Council has agreed upon the tree work on Hasler Green, which is booked with the Contractor.

### 6.3 Woodrolfe Green

Inspection Report:

- A dead tree near the bench and low-hanging branches

**Action:** The Chairman agreed to look at the trees to see what work was required.

Elaine Bamford advised that she had spoken with Cllr Stephens regarding the land on the left of the access road. When Elaine was a District Councillor, she had talked to Maldon District Council, asking if they would consider cutting this area back to provide some additional parking spaces at Woodrolfe Green. Is this something the Committee would like her to progress with Cllr Stephens? It was agreed that due to the hedge being thinned out by the developer on the adjacent land, we should not proceed at this stage as the hedge is providing a screening between the development and Woodrolfe Green.

The Clerk reported that there were a further two posts at Woodrolfe Green which had been knocked and she had asked Bonz to reconcrete them in when they replace the two damaged posts.

Bench/Picnic Table - The Clerk reported that in December, we put out a notice asking residents/businesses if they would be interested in sponsoring a new bench at Woodrolfe Green. The new bench would replace the old bench, which was removed due to health and safety. We said we were looking for sponsorship at a £50 minimum. To date, a donation of £50 has been received, and four other people have stated they would give between £50 and £100. Two of the four people said they would donate for some wording on a plaque.

At the Parish Council meeting held on 5<sup>th</sup> December 2023, Cllr Stephens advised that at one of the 'Meet Your Councillor' sessions, a resident had suggested a picnic bench rather than a bench.

The Committee considered the options and agreed that a bench would be more suitable in that location.

Due to the number of plaques which may be required for £50 each, it was agreed not to have any plaques on the bench at this stage.

The cost of the bench is as follows:

£475 + VAT for the supply and delivery of the bench from Marmax Products

£95 + VAT for the installation by Bonz.

TOTAL - £570 + VAT

**Action:** Clerk to contact the residents who have considered donating, advising them that it would not be a memorial bench and asking whether they would still consider donating.

**Action:** Clerk to put together a proposal to the Full Council asking that they make up any shortfall for the bench and request that funds be transferred from the Community Support/Minor Projects EMR to the Amenities EMR.

### 6.4 Cemetery

The Clerk advised that she was still to arrange a site meeting.

**Action:** Clerk will arrange a site meeting for the Committee.

It was confirmed that funds had been set aside in the 2024/25 budget for the

tree work at Cemetery.

**Action:** Clerk to obtain quotations to top and face the leylandii trees.

## **6.5 Highways/Footpaths**

It was reported that dog fouling had increased on Church Street and East Street.

The Clerk advised that following the last meeting of the Full Council, she had put a post out on social media reminding dog owners to pick up.

The Chairman reported that Cllr Stephens was still pursuing the Local Highways Panels applications for the village gateway and 20mph outside the school.

Cllr Bell reported that some drains in East Street are blocked and have been for a number of years.

**Action:** Cllr Bell will raise this with County Councillor Durham at the next 'Meet Your Councillor' session.

The Clerk advised that Cllr Stephens has prepared an application to the South Essex Parking Partnership to assess West Street. The Clerk would include this on the agenda at the next Full Council meeting.

## **6.6 Street Lighting**

Essex County Council has started replacing their streetlights with LED units.

## **6.7 Dog/Litter Bins**

It was reported that some dog owners were leaving dog waste bags outside the dog bin rather than putting them in the bin.

Someone recently left a large bag of dog waste outside the bin in Church Street.

**Action:** Clerk to post a notice on social media reminding dog owners to put their dog waste bags in the bins, not the surrounding areas.

Cllr Page reported that the lid on the dog bin at the cemetery came off.

**Action:** Clerk to look at the bin as a replacement may be required.

## **6.8 Defibrillators**

The Clerk reported that the plastic defibrillator cabinet outside the Fire Station had broken. The Clerk had circulated information about replacement cabinets to the Committee before the meeting. The cost for a replacement cabinet is as follows:

- Medisave - Avia 210 Defibrillator Cabinet with Audible Alarm & Heating - £734.99 + VAT and delivery – This cabinet is a like-for-like replacement
- The Defib Shop - AED Armor Polycarbonate Outdoor Locked Cabinet with heating and lighting - £555 + VAT and delivery – This cabinet is the same as the one on the Sailing Club but has a handle rather than a twist knob.

It was agreed to propose to the Full Council that we proceed with the cabinet from The Defib Shop for £555 + VAT and delivery. Local businesses will be asked to sponsor the replacement cabinet and funding opportunities will be explored.

The Clerk advised that she would also need to order some replacement pads as the paediatric pads were due to expire in March 2024.

#### **6.9 War Memorials**

There were no new issues to report.

#### **7. Earmarked Reserves**

The Committee reviewed the Earmarked Reserved. The balance of the reserves as of 31.12.24 is £3,311.60 - £1,790 transferred into the Amenities EMR from the Community Support/Minor Projects EMR for works at the Allotments and tree works at Hasler Green.

Committed Work:

Tree works Cemetery (Leylandii trees) - £1,000

Works at the Allotments - £1,310

Tree works Hasler Green - £480

#### **8. Job Description**

The Committee reviewed the job description for the new Amenities Inspector role.

Due to the minimal hours, it was agreed to suggest to the Full Council that these duties be combined with the Litter/Sweep Contract, which is due for renewal in April 2024. It was proposed that this position is an employed role rather than a contract.

#### **9. Memorial Bench Policy**

The Committee reviewed the Memorial Bench Policy for Hatfield Peverel Parish Council and agreed that the policy was suitable for Tollesbury.

**Action:** Clerk to update the policy to Tollesbury and to include it on the next agenda for adoption by the Full Council.

#### **10. Other Matters**

Recycling – The Clerk advised that following the last meeting, she contacted The Lighthouse to see what recycling facilities they were offering.

The Lighthouse advised that currently, they are only doing plastic sweet boxes and stamps. They would only consider additional items if the regular collection was agreed upon.

It was suggested this could also be raised with Tollesbury Climate Partnership.

**Action:** Clerk to write to Morrisons to see if they could offer battery recycling.

**Action:** Clerk to contact Maldon District Council to see what assistance they can provide.

**Action:** Cllr Bell to ask Cllr Durham what services/assistance could be provided by Essex County Council to recycle items not collected as part of the household recycling (i.e. batteries, crisp packets, ink cartridges).

#### **11. Date of Next Meeting**

The next Environment and Amenity Committee meeting will be held on Tuesday, 16<sup>th</sup> April 2024. The meeting is to be rescheduled.

The meeting closed at 8.21pm.

Signed.....

Date:.....