AGENDA

Meeting of: Maldon Town Council

Date: Monday, 29th January 2018

Time: 7.30 p.m.

Place: The Town Hall, Market Hill, Maldon

Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

To be present: Councillors

J. Stilts (Town Mayor)
A. Hafiz (Deputy Town Mayor)
R. Ford
M. Harvey
M. Heard
R. Miller
S. Nunn
D. Ogg
M. Pearlman
S. Savage
F. Shaughnessy
T. Shrimpton
P. Stilts

Before the meeting starts, members are invited to join in a short prayer with the Town Mayor

1. WELCOME AND APOLOGIES FOR ABSENCE
To receive, consider and approve any apologies for absence.

2. DECLARATIONS OF INTEREST
Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or 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. **MINUTES**
   To receive and sign the Minutes of the Town Council Meeting held on 11th December
   2017 Minutes 109 - 128 inclusive (attached).

4. **CASUAL VACANCY ON THE COUNCIL**
4a To interview the candidates for co-option to fill vacancy on West Ward. (Report
   attached).

**TO RESOLVE** that under the Public Bodies (Admission to Meetings) Act 1960, the press
and public be excluded from the Meeting for the following items of business on the grounds
that publicity would be prejudicial to the public interest.

4b **CASUAL VACANCY ON THE COUNCIL**
   To consider filling the current casual vacancy by co-option.

5. **PUBLIC DOMAIN**
   To consider whether any item discussed in Private Session could be moved into the
   Public Domain.
   
   *Newly co-opted member to sign their Declaration of Office before joining the meeting*

6. **TOWN MAYOR AND DEPUTY TOWN MAYOR**
6.1 To receive details of the Town Mayor and Deputy Town Mayor’s engagements
   (attached)
6.2 To receive a verbal update on plans for the Mayoral Year

7. **QUESTIONS FROM THE PRESS OR PUBLIC ON AGENDA ITEMS**

8. **TOWN CLERK’S REPORT**
   To receive a verbal update on any matters arising since the last meeting.

9. **MINUTES OF COMMITTEE MEETINGS**
   To receive the Minutes of the following Committee meetings (copies attached)

9.1 Minutes of the Planning Committee meeting held on 4th and 18th December 2017,
   and 8th January 2018 Minutes 113 - 133 inclusive

9.2 Minutes of the Environment Committee meeting held 9th January 2018 Minutes 104-
   123 inclusive
9.3 Minutes of the Finance & General Purposes Committee meeting held on 15th January 2018 Minutes 72 - 88 inclusive.

10. MALDON VINTAGE CHRISTMAS FAYRE 30th November 2017
To receive a verbal update on the above (Cllr M Pearlman)

11. POLICING IN MALDON
11.1 To receive concerns about the effectiveness of policing in Maldon following a number of instances over the New Year period.
11.2 To receive notification a 6-month moratorium period has been triggered regarding the sale of the Police Station, West Square, Maldon (attached).

12. MALDON HERITAGE GROUP
To receive an update following the meeting held 19th January 2018

13. CCG CONSULTATION – Future of Health and Care Services
To agree a response to the above consultation (report attached)

14. TOWN CENTRE DRINKING WATER FOUNTAIN
To receive a request for a public drinking water fountain in the town centre (attached).

15. ANNUAL TOWN MEETING 2018
To agree the date and format for the Annual Town Meeting (attached)

16. SIGNIFICANT DATES in 2018
To receive a report proposing how significant dates in 2018 should be marked (attached).

17. INTERIM AUDIT REPORT
To receive and approve the auditors interim report, and to note that there are no issues arising. The Practitioners’ Guide requires that the internal audit report is presented to the Council. (attached)

18. COUNCILLOR RESIGNATION
To note the resignation of Councillor J Miller and to consider how the casual vacancy should be filled (attached)

19. MEETING SCHEDULE FOR CIVIC YEAR 2018/19
To approve the attached draft schedule

20. MINUTES & REPORTS RECEIVED FROM OTHER ORGANISATIONS
The following minutes can be sent to members on request
- Carnival Association Minutes of Meeting 27th November 2017
• Maeldune Trust Meeting 13th December 2017
• Update from Essex County Councillor, Penny Channer (attached)

21. REPORTS FROM MEMBERS
• Police Engagement Workshop 15th November 2017 (Cllr J Hafiz)

22. REPORTS FROM COUNCILLORS ALSO SERVING AS DISTRICT COUNCILLORS

23. GENERAL QUESTIONS FROM THE PRESS OR PUBLIC

EXCLUSION OF THE PRESS AND PUBLIC

TO RESOLVE that under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest.

24. STAFFING ISSUES
To receive and approve the following minutes
  o Minute 80b Finance & General Purposes committee meeting held 15th January 2018

25. PUBLIC DOMAIN
To consider whether any item discussed in Private Session could be moved into the Public Domain.

Signed: Date: 22nd January 2018
Jane Coleman
Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME
Reports are available for inspection at the Town Council Offices
MALDON TOWN COUNCIL
MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON MONDAY,
11TH DECEMBER 2017 AT 7.30PM IN THE MAIN HALL, TOWN HALL,
MARKET HILL, MALDON

Town Mayor: Cllr Jeanette Stilts

Councillors: R Ford, M Harvey, M Heard, J Miller, S Nunn, D Ogg, M Pearlman,
S Savage, T Shrimpton, F Shaughnessy and P Stilts

In attendance: The Town Clerk, the Administrative Assistant, the Sergeant-at-Mace,
Cllr Peter Davey (Chairman of Essex Accreditation Panel) and five
members of the public

Before the meeting started, members were invited to join in a short prayer with the Town Mayor.

109. WELCOME AND APOLOGIES FOR ABSENCE
Apologies for absence were received and accepted from Cllr R Miller (away on business)
and Deputy Town Mayor Cllr A Hafiz who was attending a function on behalf of the Town Mayor.

110. DECLARATIONS OF INTEREST
Members were reminded that they are required to declare any Disclosable Pecuniary
Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might
have in items of business on the agenda. They were 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.

Later in the meeting, Cllr J Miller declared a non-pecuniary interest in agenda item 9.3 as a
Trustee of the Moot Hall.

111. MINUTES
Members considered the Minutes of the Town Council Meeting held on 30th October 2017
Minutes 88-108 inclusive.

It was noted that in the Resolution of item 94.2 the first line should read “…the Mid Essex
CCG Consultation is made…” In item 99 it was proposed and resolved that the first board
should list the Town Mayor and Town Mayoress and the second board the Deputy Town
Mayor and Deputy Town Mayoress. In item 103, the third paragraph of page 29 should be
amended to read that Cllr Savage agreed to email a synopsis of his report to the Town Clerk
(not the Mayor’s Secretary).

RESOLVED: that, with the addition of the above amendments, the Minutes of the Town
Council Meeting held on 30th October 2017 (Minutes 88-108 inclusive) be confirmed as a
true record and signed by the Town Mayor.

112. TOWN MAYOR AND DEPUTY TOWN MAYOR
112.1 Members received details of the Town Mayor and Deputy Town Mayor’s
engagements carried out since the last Town Council meeting.
RESOLVED: that the information be noted.

112.2 The Town Mayor gave a verbal update on her plans for the remainder of the Mayoral Year. A Civic Service will be held on Sunday 21st January 2018 at 10.00am in All Saints Church with light refreshments being served after the service. The charity historical talk by Cllr Nunn and Mr Robert Long on Friday 16th February 2018 will be called “Maldon and the Hundred Years War”. The evening will include a fish and chip supper. A second Italian and Opera night is to be held on Friday 16th March in the Town Hall.

The Town Mayor is to hold a Pride of Maldon Awards Evening on Friday 13th April 2018 and nominations will be sought for people who have made a significant contribution to the community and are felt worthy of recognition.

RESOLVED: that the information be noted.

113. PRESENTATION OF LOCAL COUNCIL AWARD
Cllr Peter Davey, Chairman of the Essex Accreditation Panel presented the Local Council Foundation Award to the Town Mayor and Town Clerk on behalf of Maldon Town Council. He thanked the Town Mayor for inviting him to the meeting and praised the Town Council for gaining the Foundation Award. He highlighted the Town Council website, Town Mayor’s blog, hanging baskets scheme and the Christmas Fayre as particular successes. He noted that, in his view, the Town Council is well on the way to achieving the Quality Award, and he encouraged the Council to apply for this.

RESOLVED: that the information be noted.

114. QUESTIONS FROM THE PRESS OR PUBLIC ON AGENDA ITEMS
There were no questions.

115. TOWN CLERK’S REPORT
The Town Clerk reported that this year’s Maldon Poppy Appeal had collected £38,000 and that the Town Council has received a letter from Buckingham Palace in response to the good wishes sent to HM The Queen and HRH Prince Philip on their seventieth Wedding Anniversary.

RESOLVED: that the information be noted.

116. MINUTES OF COMMITTEE MEETINGS
Members received the Minutes of the following Committee meetings:

116.1 Minutes of the Planning Committee meetings held on 23rd October, 6th and 20th November 2017 Minutes 92-112 inclusive.

RESOLVED: that the minutes of the Planning Committee meetings held on 23rd October, 6th and 20th November 2017 (Minutes 92-112 inclusive) be noted.

116.2 Minutes of the Environment Committee meeting held on 13th November 2017 Minutes 85-103 inclusive

RESOLVED: that the minutes of the Environment Committee meeting held on 13th November 2017 (Minutes 85-103 inclusive) be noted.
116.3 Minutes of the Finance & General Purposes Committee meeting held on 27th November 2017 Minutes 55-71 inclusive.

RESOLVED: that the minutes of the Finance & General Purposes Committee meeting held on 27th November 2017 (Minutes 55-71 inclusive) be noted.

117. TOWN COUNCIL BUDGET AND PRECEPT 2017-2018

117.1 Town Mayor’s Allowance

Members discussed the Town Mayor’s Allowance for 2018-19. It was proposed that the Town Mayor’s Allowance is reduced to £2,500 and a new Deputy Town Mayor’s Allowance created of £500. This was agreed.

RESOLVED: that the Town Mayor’s Allowance be set at £2,500 for the Civic Year 2018/19 with a new Deputy Town Mayor’s Allowance set at £500.

It was also suggested that the name of the Allowance be changed to more accurately reflect its purpose of the allowance, which is to cover expenses incurred by the Town Mayor while carrying out mayoral duties, as members of the public automatically think it is some sort of payment for being Mayor and find this confusing.

The Town Clerk was asked to clarify whether this is possible by consulting HMRC rules.

RESOLVED: that the Town Clerk seeks clarification from HMRC on the possibility of changing the name of the Town Mayor’s allowance to provide greater clarity.

117.2 Councillor’s Allowances

Members were asked to agree a recommendation that Councillors’ allowances for 2018-19 remain at £0 (zero). It was proposed, seconded and agreed that Councillors’ allowances be set at £0 (zero) for the Civic Year 2018-19.

RESOLVED: that Town Councillor’s Allowances for 2018-19 be £0 (zero).

117.3 Budget and Precept

Cllr J Miller declared a non-pecuniary interest as a Trustee of the Moot Hall.

Members considered the proposed budget for the year beginning 1st April 2018 and precept for 2018-2019. The Town Clerk clarified that the Anticipated Tax Base is based on figures provided by Maldon District Council. It was proposed, seconded and agreed that the proposed budget be approved, requiring a precept of £350,549.00.

RESOLVED: that the precept for 2018-19 be set at £350,549.00.

117.4 Refurbishment of chairs

Further to Minute 62.2.4 of the Finance & General Purposes Meeting held on 27th November, Members received a quotation for new chairs from Cllr M Pearlman. Following a discussion it was suggested that a sample of the Chinese-supplied chair should be obtained before a decision is made on whether or not to purchase them. This was proposed, seconded and agreed.

RESOLVED: that a sample of the Chinese-supplied chair be obtained.
118. CASUAL VACANCY WEST WARD
Members were advised of the resignation of Councillor I Kidman and asked to agree how the Casual Vacancy should be filled. As there will not be a by-election, it was agreed that the Town Council would fill the casual vacancy by co option at the next full Town Council Meeting on 29th January 2018. It was further agreed that the vacancy would be advertised on council notice boards, the local paper, MTC website and Facebook page.

Cllr S Nunn was requested to propose some questions to be put to the potential candidates.

RESOLVED: that the Town Council fills the Casual Vacancy on West Ward by co-option.

119. MALDON VINTAGE CHRISTMAS FAYRE 30th November 2017
Cllr M Pearlman gave a verbal update on the Maldon Vintage Christmas Fayre held on 30th November 2017. The Town Mayor thanked him and all those who had worked hard to make the evening a success. Cllr Pearlman said he has received many positive comments and praise for the event. In particular, local businesses had reported that they benefitted from it. He already has stallholders who wish to book for 2018 and some potential new sponsors. The Working Party will be meeting in January to start planning next year’s fayre. Cllr Pearlman thanked all the members of the working party for their support. Cllr Shaughnessy added that she has received lots of compliments about the Christmas lights.

RESOLVED: that the information be noted.

120. MERCHANT NAVY DAY
Members were advised that the Town Council has received a Certificate of Commemoration in acknowledgment of its participation in Merchant Navy Day 2017 and information on the 2018 event.

Cllr M Heard suggested that the Town Council’s certificates of achievement should be displayed in a prominent position in the Town Hall.

RESOLVED: that the information be noted.

121. MOOT HALL VISIT
Members received a letter of thanks from the Chairman of ECC thanking Cllr Nunn and Moot Hall Guide Paul Bonnicci for giving him a guided tour of the Moot Hall.

RESOLVED: that the information be noted.

122. GOLD AWARD ROSES FOR CUIJK
Members received a letter of thanks from the Mayor of Cuijk for a gift of roses from MTC. The Town Mayor thanked Cllr Shaughnessy for sourcing the gift.

RESOLVED: that the information be noted.

123. REPORTS FROM MEMBERS
Cllr Hafiz was the MTC representative at the Police Engagement Workshop on 15th November 2017. In his absence, Cllr Heard said that he attended the
meeting for an hour and that the turnout was good. The full meeting report will be deferred to the Town Council meeting on 29th January 2018.

The Town Mayor and Cllr Shrimpton had attended a Car Parking Liaison Group Meeting on 28th November 2017. They had received assurance that car parking charges will not be increased for the coming year. It was noted that the Minutes of this meeting are available on request should members require a copy.

RESOLVED: that the information be noted.

124. REPORTS FROM COUNCILLORS ALSO SERVING AS DISTRICT COUNCILLORS
Cllr Shaughnessy reported that she is serving on a new District Council Maldon Market sub-committee.

Cllr Heard noted that he will be attending the Highways Panel meeting on Friday 15th December 2017.
RESOLVED: that the information be noted.

125. GENERAL QUESTIONS FROM THE PRESS OR PUBLIC
There were no members of the press present and no questions from the public.

126. EXCLUSION OF THE PRESS AND PUBLIC
RESOLVED: that under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest.

The members of the public left the meeting.

127. LAND AT TENNYSON ROAD
Members received and Minute 108b of the Town Council Meeting held on 30th October 2017 and Minute 70a of the Finance & General Purposes Committee meeting held on 27th October 2017.

RESOLVED: that Minute 108b of the Town Council Meeting held 30th October 2017 and Minute 70A Finance & General Purposes Committee meeting held on 27th October 2017 be approved.

128. PUBLIC DOMAIN
It was proposed, seconded and agreed that these items remain in the private domain.

RESOLVED: that these items remain in the private domain.

There being no further business, the meeting closed at 8.20pm.

Cllr Jeanette Stilts
Town Mayor

Signed:........................................ Date: ........................................
CASUAL VACANCY

Background Information
Minute 118 Town Council Meeting held 11th December 2017

Summary
There is one vacant seat on West Ward which may be filled by co-option. Three applications have been received (in order of receipt) and the applicants have been invited to attending this meeting. Their applications are attached for members’ information.

• C Ciniglio (candidate 1)
• W Geller (candidate 2)
• C Swain (candidate 3)

As requested, Cllr S Nunn has proposed a short number of questions to ask each candidate, to ensure consistency and to demonstrate fairness. These are:-

• Thank you for your application. We have read this, but can you tell us in your own words (and briefly) what motivates you to want to become a Town Councillor?
• What transferable skills do you think you would bring to the role in the context of public service, finance, planning and environment?
• What are your thoughts about the civic heritage and traditions of the Town Council?
• If you were asked to describe the town of Maldon in just a few words, what would you say?

Co-options are an item of business. If there are more applicants than vacancies, the vacancy must be filled by a resolution. The successful candidate for the vacancy must receive an absolute majority vote of those members present and voting (LGA 1972 Sch 12 para 39).

The meeting is open to the public, although the discussion and voting on the applications will take place in private session. The candidate who is co-opted may join the meeting as a full voting member once their Declaration of Acceptance of Office has been made.

Advice
To receive and note
MALDON TOWN COUNCIL
MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON
MONDAY 4TH DECEMBER, 2017, COMMENCING AT 7.30 P.M.
IN THE CONFERENCE ROOM, MALDON TOWN HALL

PRESENT:
Chairman: Cllr. M. Harvey
Councillors: R. Ford, J. Hafiz (Deputy Mayor, Ex Officio), J. Miller, S. Nunn, M. Pearlman (substitute for Cllr D Ogg), F. Shaughnessy, T. Shrimpton and J. Stilts (Town Mayor, Ex Officio)
In Attendance: The Planning Committee Clerk, Cllr S Savage and two members of the public.

113. APOLOGIES FOR ABSENCE
Apologies were received from Cllr D. Ogg (unwell)

114. DECLARATIONS OF INTEREST
Members were reminded that they were required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they knew they might have in items of business on the agenda. They were reminded that they would 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.

(Cllrs Pearlman, Savage, Shaughnessy and Shrimpton reserve their right of view at this meeting as Town Councillors and reserve their right to a different view as District Councillors and at other meetings)

Cllrs Hafiz, Nunn, Pearlman and Stilts declared a non-pecuniary interest in Minute item 116.a.4. as they are acquainted with the applicant.
Cllr Stilts declared a non-pecuniary interest in Minute item 116.b.6 as she is a past Chairman of the Maldon & District Sea Cadets and acquainted with the Applicant.
Cllrs Hafiz, Nunn, Pearlman and Stilts declared a non-pecuniary interest in Minute item 116.b.10. as they are acquainted with the applicant.
Cllr Shaughnessy declared a non-pecuniary interest in Minute item 116.b.11 as she is acquainted with the applicant and lives in the same road.
Cllr Shrimpton declared a non-pecuniary interest in Minute item 16.b.11 as he is acquainted with the applicant through the winter salt bag scheme.

115. MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 20TH NOVEMBER, 2017
RESOLVED: that the Minutes of the meeting held on 20th November, 2017, be signed as a true record.
116. PLANNING APPLICATIONS

a. Planning Applications for week ending 17th November 2017

1. HOUSE/MAL/17/01305 Maldon South
   House Application
   Erection of a single storey rear extension
   2A Volwycke Avenue Maldon Essex CM9 6DL
   Mr Hill & Mrs Harvey
   
   RESOLVED: that the Town Council recommends approval of this application.

2. HOUSE/MAL/17/00979 Maldon North
   House Application
   To change front garden into a driveway
   32 Fambridge Road Maldon Essex CM9 6AF
   Mr Adrian Lonsdale
   
   RESOLVED: that the Town Council recommends refusal of this application due to
   the objection to the proposal from the Highways Authority.

3. LBC/MAL/17/01236 Maldon North
   Listed Building Consent
   Fitting secondary glazing to all four windows on front elevation.
   9-11 Silver Street Maldon Essex CM9 4QE
   Mr John Kirkby
   
   RESOLVED: that the Town Council recommends approval of this application, subject
   to the views of the Conservation Officer, as the secondary glazing will not be visible
   from the exterior.

   Cllrs Hafiz, Nunn, Pearlman and Stilts declared a non-pecuniary interest in the
   following item as they are acquainted with the applicant.

4. FUL/MAL/17/01264 Maldon North
   Full Application
   Change of use from A1 retail unit to A3 coffee shop and cafe unit.
   Chameleon Maldon Limited 30A High Street Maldon Essex
   Mr Giles Ford
   
   RESOLVED: that the Town Council recommends approval of this application.

5. TCA/MAL/17/01313 Maldon North
   Works to Trees
   T1. Sycamore - fell
   25 Gate Street Mews Maldon Essex CM9 5EF
   Mark Crisell
   
   RESOLVED: that the Town Council recommends that the advice of the District Tree
   Officer be followed.
b. **Planning Applications for week ending 24th November, 2017**

Cllr Stilts declared a non-pecuniary interest in the following item as she is a past Chairman of the Maldon & District Sea Cadets and acquainted with the Applicant

6. **FUL/MAL/17/00827**  
**Maldon East**  
**Full Application**  
Retrospective - Erection of one single-storey building to accommodate two classrooms and one storage area.  
Maldon And District Sea Cadets Land Adjacent Council Depot Park Drive Maldon  
Mrs Tracey Temme - Maldon & District Sea Cadets  

**RESOLVED:** that the Town Council recommends approval of this application, however, the Town Council is disappointed to note that this is a retrospective application.

7. **HOUSE/MAL/17/01294**  
**Maldon South**  
**House Application**  
Demolish conservatory and replace with single story lean to extension.  
45 Longfellow Road Maldon Essex CM9 6BD  
Mr Matthew Surridge  

**RESOLVED:** that the Town Council recommends approval of this application.

8. **HOUSE/MAL/17/01303**  
**Maldon North**  
**House Application**  
Single storey side, and two storey rear extension to existing semi-detached house.  
New first floor sash window to flank elevation of house.  
32 Spital Road Maldon Essex CM9 6EB. Ms Annabel Brown  

**RESOLVED:** that the Town Council recommends refusal of this application due to the detrimental effect on the appearance of the property and the street scene.  
*Clr Pearlman, as Ward Member, was asked to call this application in.*

9. **TCA/MAL/17/01322**  
**Maldon North**  
**Works to Trees**  
T1 Cherry – Fell  
T2 Cherry – Remove the lowest limb, crown reduce by cutting to a suitable growth point by no more than 3m, remove deadwood.  
T3 – Greengage – Fell  
T4 Bay -Crown reduce, by cutting to a suitable growth point, by no more than 2.5m in order to shape the crown.  
Manjil The Downs Maldon Essex  
Mr Alan Esplen  

**RESOLVED:** that the Town Council recommends approval of the application for the works to the two Cherries and the Bay but recommends refusal of the application to fell the Greengage as they are very rare. If approval is given to fell the Greengage, it should be subject to a condition that it is replaced by another Greengage.

Cllrs Hafiz, Nunn, Pearlman and Stilts declared a non-pecuniary interest in the following item as they are acquainted with the applicant.
10. **FUL/MAL/17/01326**

**Maldon North**

Full Application

Reform existing pitched roof from existing eaves position upwards to form gambrel roof creating 1 No. new studio dwellinghouse with dormers front and rear, including access via new external decorative spiral stairway in Bright's Path, altering access to No. 2 Old Mill Close.

1 Old Mill Close Maldon Essex CM9 5EH. Mr Salisbury - Bright Ideas (Maldon) Ltd.

**RESOLVED:** that the Town Council recommends refusal of this application as the proposal is an attempt to change the ancient street structure of the town. The spiral staircase is out of keeping in the street scene and the use of materials is inappropriate in the Conservation Area.

Cllr Shaughnessy declared a non-pecuniary interest in the following item as she is acquainted with the applicant and lives in the same road.

Cllr Shrimpton declared a non-pecuniary interest in the following item as he is acquainted with the applicant through the winter salt bag scheme.

11. **TCA/MAL/17/01333**

**Maldon North**

**Works to Trees**

T1 Hazel - Fell, T2 Lilac - Fell, T3 Prunus - Prune back to last pollard points, T4 Bay - Reduce to 1.5/1.8m giving a finish height of 1.8m, T5 Hazel - Coppice to 600mm

14 Lodge Road Maldon Essex CM9 6HW. Mr John Selby

**RESOLVED:** that the Town Council recommends that the advice of the District Tree Officer be followed.

117. **MALDON DISTRICT COUNCIL PLANNING DECISIONS**

Members received the list of Planning Decisions for the weeks ending 17TH & 24TH November, 2017. Cllr Nunn thanked Cllr Savage for all his work in relation to Agenda item 5.a.2. which had been approved. It was then **RESOLVED:** that this information be noted.

118. **MALDON DISTRICT COUNCIL - District Council Governance Changes**

Members received a copy of a letter from the Chief Executive of Maldon District Council setting out the changes to planning decision making arrangements which had been agreed by a meeting of the District Council’s Full Council on 2nd November, 2017.

Following lengthy discussion on the effect of the removal of the Parish Trigger at the meeting held on 2nd November, 2017, it was **RESOLVED** that this information be noted. Members agreed on the importance of asking District Councillors to call in the relevant applications to the Central Area Planning Committee.

119. **QUESTIONS FROM THE PRESS AND PUBLIC**

The two Members of Public in attendance at the end of the meeting raised questions and commented on the removal of the Parish Trigger, planning training for Councillors and Officers and on enforcement issues in the town. Following discussion the Chairman closed the meeting at 8.25pm.

Cllr M. Harvey

**Chairman**

Signed ………………………………………………………………. Date……………………………
MALDON TOWN COUNCIL
MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON
MONDAY 18TH DECEMBER, 2017, COMMENCING AT 7.30 P.M.
IN THE MAIN HALL, MALDON TOWN HALL

PRESENT:
Chairman: Cllr D. Ogg
Vice Chairman: Cllr M. Harvey
Councillors: R. Ford, J. Hafiz (Deputy Mayor, Ex Officio), S. Nunn, S. Savage (substitute for Cllr J Miller), F. Shaughnessy, and T. Shrimpton

In Attendance: The Planning Committee Clerk

120. APOLOGIES FOR ABSENCE
Apologies were received from Cllrs J Miller and J Stilts (at a Mayoral Function).

121. DECLARATIONS OF INTEREST
Members were reminded that they were required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they knew they might have in items of business on the agenda. They were reminded that they would 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.

(Cllrs Savage, Shaughnessy and Shrimpton reserve their right of view at this meeting as Town Councillors and reserve their right to a different view as District Councillors and at other meetings)

Cllr S Nunn declared a non-pecuniary interest in Minute items 123.a.1 and 123.b.8 as he is acquainted with the applicants.
Cllr T. Shrimpton declared a non-pecuniary interest in Minute item 123.b.8 as he is acquainted with the applicant.
Cllr S. Savage declared a non-pecuniary interest in Minute item 123.b.8 as he is acquainted with the applicant.
Cllr D Ogg declared a non-pecuniary interest in Minute items 123.a.2 and 123.a.3 as he is acquainted with the applicant.
Cllr J Hafiz declared a non-pecuniary interest in Minute item 123.a.1 as he is acquainted with the applicant.
All Members declared a non-pecuniary interest in Minute item 123.b.6 as the applicant is MDC and the application is for the promotion of tourism in the area.
Cllr S Savage declared a non-pecuniary interest in Minute item 125 as he had attended the MDC Extraordinary meeting held on Thursday 14th December, 2017.

122. MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 4TH DECEMBER, 2017

RESOLVED: that the Minutes of the meeting held on 4th December, 2017, be signed as a true record.

P66
123. **PLANNING APPLICATIONS**

a. **Planning Applications for week ending 1st December 2017**

Cllrs J, Hafiz and S. Nunn declared a non-pecuniary interest in the following item as they are acquainted with the applicant.

1. **HOUSE/MAL/17/01354**  
   **Maldon South**  
   **House Application**  
   Construct new conservatory to the side of the property  
   27 Masefield Road Maldon Essex CM9 6DF  
   Mr & Mrs Luff

**RESOLVED:** that the Town Council recommends approval of this application.

Cllr D Ogg declared a non-pecuniary interest in the following item as he is acquainted with the applicant.

2. **HOUSE/MAL/17/01367**  
   **Maldon North**  
   **House Application**  
   First floor rear extension  
   26 The Hythe Maldon Essex CM9 5HN  
   Mr & Mrs C Smith

**RESOLVED:** that the Town Council recommends approval of this application, subject to the views of the Conservation Officer.

Cllr D Ogg declared a non-pecuniary interest in the following item as he is acquainted with the applicant.

3. **FUL/MAL/17/01271**  
   **Maldon North**  
   **Full Application**  
   Relocation of proposed substation  
   Electrical Substation The Causeway Maldon Essex  
   Aquila Maldon Ltd

**RESOLVED:** that the Town Council recommends approval of this application.

b. **Planning Applications for week ending 8th December, 2017**

4. **TCA/MAL/17/01292**  
   **Maldon North**  
   **Works to Trees**  
   T1-8 sycamores - reduce the crown by 4 metres, remove any dead branches and thin by about 20%, cut back branches that overhang the driveway by 3 metres and remove Leylandii hedge.  
   28 Wellington Road Maldon Essex CM9 6HL  
   Mrs Sylvia Payne

**RESOLVED:** that the Town Council recommends that the advice of the District Tree Officer be followed.
5. **WTPO/MAL/17/01348** Maldon North
   Works to Trees with Preservation Order
   T1 - Willow - Pollard back to last cuts 2013 (retrospective). Remove part of lower NE branch due to rotten core by 1.5m.
   Waterways 2 Chandlers Quay Maldon Essex
   Mr Robert Underwood

   **RESOLVED:** that the Town Council recommends that the advice of the District Tree Officer be followed but is disappointed to note that part of the application is retrospective.

   All Members declared a non-pecuniary interest in the following item as the applicant is MDC and the application is for the promotion of tourism in the area.

6. **ADV/MAL/17/01378** Maldon North
   Advertisement Application
   Promotional material to encourage tourism and business within the District and announce the creation of the Blackwater Retail Park
   Former Brooks Bros Site The Causeway Maldon Essex. Maldon District Council

   **RESOLVED:** that the Town Council recommends approval of this application.

7. **TCA/MAL/17/01419** Maldon North
   Works to Trees
   Removal of weeping Silver Birch
   27 Mount Pleasant Maldon Essex CM9 6EQ
   Mr Chris Foxwell

   **RESOLVED:** that the Town Council recommends that the advice of the District Tree Officer be followed.

   Cllrs S. Nunn, S. Savage and T. Shrimpton declared a non-pecuniary interest in the following item as they are acquainted with the applicant.

8. **TCA/MAL/17/01420** Maldon North
   Works to Trees
   Holly - Fell.
   15 London Road Maldon Essex CM9 6HD
   S.E.D Morton

   **RESOLVED:** that the Town Council recommends that the advice of the District Tree Officer be followed.

124. **MALDON DISTRICT COUNCIL PLANNING DECISIONS**
   Members received the list of Planning Decisions for the weeks ending 1st & 8th December 2017.

   **RESOLVED:** that this information be noted.
Cllr S. Savage declared a non-pecuniary interest in the following item as he had attended the MDC Extraordinary meeting held on Thursday 14\textsuperscript{th} December, 2017.

**125. OBJECTIONS FROM THE BLACKWATER AGAINST NEW NUCLEAR GROUP (BANNG) TO THE EDF/CGN PLANNING APPLICATION FOR PERMISSION TO START GROUND INVESTIGATIONS AT THE PROPOSED BRADWELL B SITE**

Members received the above response.

Following discussion it was **RESOLVED** that the information be noted and the Town Council would make no comment as the decision had already been made by the District Council at the meeting held on 14\textsuperscript{th} December, 2017.

**126. MALDON DISTRICT LOCAL HIGHWAYS PANEL MINUTES FRIDAY 29 SEPTEMBER 2017**

Members received a copy of the Maldon District Local Highways Panel Minutes of the Meeting held on Friday, 29\textsuperscript{th} September 2017 and the attachments.

**RESOLVED:** that this information be noted.

**127. QUESTIONS FROM THE PRESS AND PUBLIC**

There were no members of the press or public in attendance.

The Chairman closed the meeting at 8.08pm.

Cllr D. Ogg  
**Chairman**

Signed ……………………………………………………… Date………………………………...
MALDON TOWN COUNCIL

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON MONDAY 8th JANUARY 2018, COMMENCING AT 7.30 P.M. IN THE CONFERENCE ROOM, MALDON TOWN HALL

PRESENT:

Chairman: Cllr D. Ogg
Vice Chairman: Cllr M. Harvey

In Attendance: The Planning Committee Clerk

128. APOLOGIES FOR ABSENCE
Apologies were received from Cllrs J. Hafiz (family occasion) and T. Shrimpton (out of the country).

129. DECLARATIONS OF INTEREST
Members were reminded that they were required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they knew they might have in items of business on the agenda. They were reminded that they would 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.

(Cllr Shaughnessy reserves her right of view at this meeting as a Town Councillor and reserves her right to a different view as a District Councillor and at other meetings)

Cllr J Stilts declared a non-pecuniary interest in Minute items 131.a.5 and 131.b.10 as she is acquainted with both applicants.
Cllr S Nunn declared a non-pecuniary interest in Minute items 131.a.2 due to his connection through work. Minute items 131.a.3 and 131.b.7 as the District Council is the applicant and Minute items 131.a.5 and 131.b.10 as he is acquainted with both applicants.
Cllr R Ford declared a non-pecuniary interest in Minute item 131.a.5 as he is acquainted with the applicant.
Cllr F Shaughnessy declared a non-pecuniary interest in Minute items 131.a.3 and 131.b.7 as the applicant is the District Council and Minute item 131.b.10 as she is acquainted with the applicant.

130. MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 18TH DECEMBER, 2017
Following the amendment of the incorrect spelling of Cllr Nunn’s name in Minute item 121, page 66, Declarations of Interest, it was RESOLVED that the Minutes of the meeting held on 18th December, 2017, be signed as a true record.
131. **PLANNING APPLICATIONS**

c. **Planning Applications for week ending 15th December 2017**

1. **HOUSE/MAL/17/01388**  
   **Maldon East**  
   **House Application**  
   Single storey front extension: Porch  
   26A Royal Court Maldon Essex CM9 5DA  
   Mr John Murphy

   **RESOLVED:** that the Town Council recommends approval of this application.

   Cllr S Nunn declared a non-pecuniary interest in Minute items 131.a.2 due to his connection through work.

2. **FUL/MAL/17/01183**  
   **Maldon North**  
   **Full Application**  
   Single storey new building adjacent to existing school building including revised fire access route and internal alterations  
   St Francis Roman Catholic Primary School West Chase Maldon Essex  
   Mrs Elizabeth Champman – St Francis RC Primary School

   **RESOLVED:** that the Town Council recommends approval of this application.

   Cllrs S Nunn and F Shaughnessy declared a non-pecuniary interest in Minute item 131.a.3 as the application is for the District Council offices.

3. **FUL/MAL/17/01355**  
   **Maldon North**  
   **Full Application**  
   Installation of security container.  
   Maldon District Council Council Offices Princes Road Maldon  
   Mr David Lester – Essex Police

   **RESOLVED:** that the Town Council recommends refusal of this application as the proposal would be detrimental to the aesthetic value of the existing building and constitutes an unneighbourly form of development, contrary to policy D1 of the Maldon District Local Development Plan.

   Cllr Shaughnessy was asked to call this application in.

4. **LBC/MAL/17/01401**  
   **Maldon North**  
   **Listed Building Consent**  
   Internal alterations to enable the ground floor to operate independently of the upper floors.  
   36 High Street Maldon Essex CM9 5PW  
   Ms Susan Mills – Royal Bank Of Scotland Plc.

   **RESOLVED:** that the Town Council recommends approval of this application.
Agenda Town Council Meeting 29th January 2018

Cllrs R Ford, S Nunn and J Stilts declared a non-pecuniary interest in Minute item 131.a.5 as they are acquainted with the applicant.

5. FUL/MAL/17/01425 Maldon North
Full Application
Demolition of existing redundant outbuilding and new two storey one bedroom dwellinghouse.
Land Rear Of 16 High Street Maldon Essex. Mr Salisbury - Bright Ideas (Maldon) Ltd

RESOLVED: that the Town Council recommends refusal of this application as the proposal would result in backland development and overdevelopment of the site and therefore it is considered that the proposal is contrary to policies D1 and D3 of the Maldon District Local Development Plan.

6. TCA/MAL/17/01434 Maldon North
Works to Trees
T1 Conifer - Fell to fence height and clear failed limbs.
25 London Road Maldon Essex CM9 6HE. Mrs Lynn Pohl

RESOLVED: that the Town Council recommends that the advice of the District Tree Officer be followed.

d. Planning Applications for week ending 22nd December, 2017

Cllrs S Nunn and F Shaughnessy declared a non-pecuniary interest in Minute item 131.b.7 as the applicant is the District Council.

7. FUL/MAL/17/01277 Maldon South
Full Application
Widening of communal path and erection of new store
37 & 39 Warwick Drive Maldon Essex CM9 6BP. Maldon District Council

RESOLVED: that the Town Council recommends approval of this application.

8. FUL/MAL/17/01302 Maldon West
Full Application
Replace garage door with a new window and convert the space into a habitable room for a ground floor kitchen/diner
26 Washington Road Maldon Essex CM9 6BL. Mrs Kathleen Evans

RESOLVED: that the Town Council recommends approval of this application.

9. FUL/MAL/17/01386 Maldon North
Full Application
Construction of a new chalet style detached dwelling with integral garage
Walnut Tree Cottage 44 Beeleigh Road Maldon Essex. Mr & Mrs Lister

RESOLVED: that the Town Council recommends refusal of this application for the following reasons:

- The design is out of keeping in the area.
- The proposal would result in an awkward backland arrangement.
- The access road is inadequate for the vehicles required to undertake building works.

The Town Council considers that the proposal is therefore contrary to policies D1, D2, D3, N1 and T2 of the Maldon District Local Development Plan.

P72
Cllrs S Nunn, F Shaughnessy and J Stilts declared a non-pecuniary interest in Minute item 131.b.10 as they are acquainted with the applicant.

10. **FUL/MAL/17/01427**
**Maldon North**

Full Application
2no. 1 bedroom flats at first floor level and 2no. 2 bedroom flats at ground floor level; external alteration including replacement of lantern/skylight to rear flat roof and replacement of rear sliding doors with a solid door and sidelight, with adjoining infill cladding.
195A High Street Maldon Essex CM9 5BU
Mr James Mann - James Mann Ltd

**RESOLVED:** that the Town Council recommends refusal of this application as the proposal would result in backland development, overdevelopment of the site and would result in a cramped environment for habitation, contrary to policy D1 of the Maldon District Local Development Plan.

11. **FUL/MAL/17/01393**
**Maldon West**

Full Application
Proposed 2 bedroom bungalow
Land Rear of 47 Spital Road
Mrs Anita Church

**RESOLVED:** The Town Council recommends refusal of this application as the site of the proposed dwelling is located to the rear of an existing dwelling. Having regard to the relationship between these two dwellings, it is considered that the proposed development would result in an awkward backland arrangement likely to prejudice the amenities of the neighbouring dwellings and constitute an inappropriate form of housing. The Town Council is concerned about the parking arrangements, the impact on neighbouring properties and resulting traffic issues. Therefore, it is considered that the proposal is contrary to policies D1 and H4 of the Maldon District Local Development Plan.

132. **MALDON DISTRICT COUNCIL PLANNING DECISIONS**

Members received the list of Planning Decisions for the weeks ending 15th & 22nd December 2017.

**RESOLVED:** that this information be noted.

133. **QUESTIONS FROM THE PRESS AND PUBLIC**

There were no members of the press or public in attendance.

The Chairman closed the meeting at 8.23 pm.

Cllr D. Ogg
Chairman
MALDON TOWN COUNCIL

MINUTES OF THE ENVIRONMENT COMMITTEE MEETING HELD ON
TUESDAY, 9th JANUARY 2018 IN THE CONFERENCE ROOM, TOWN HALL, MALDON
COMMENCING AT 7.30 P.M

PRESENT:

Chairman: Cllr F. Shaughnessy


In attendance: J. Eva (Environment Committee Officer), 2x Community Protection Officer and H. Newman and JM. Osborne (Plume Academy).

104. APOLOGIES FOR ABSENCE

RESOLVED: apologies for absence was accepted from Dorreen Linton (Maldon in Bloom).

105. DECLARATIONS OF INTEREST

Members were reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They were 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.

RESOLVED: Cllr Ogg declared a non-pecuniary interest in Item 18.1 (minute no. 121.1) as he is acquainted with one of the contractors who has provided a quotation for the work.

106. MINUTES OF THE PREVIOUS MEETING

RESOLVED: the minutes of the meeting held on 13th November 2017 were approved and signed as a true record.

107. SITE UPDATE FROM THE COMMUNITY PROTECTION OFFICERS (CPOs)

The new CPOs are currently undergoing training.

The following information was noted;

- The ECO recently reported seeing a man acting suspiciously in St Peter’s Churchyard – the CPOs have increased their patrols of this site.
- The CPOs recorded an increase in litter at Ware Pond – this may be due to a split refuse bag.
• An abandoned green wheelie bin at LMG has now been removed by MDC.
• The ECO will arrange for the CPOs to have a site key for St Giles Ruins.

There being no questions from the Committee the CPOs left the meeting at 7.35pm.

108. FINANCIAL REPORT
Members received a copy of the Financial Report to the 31st December 2017.
RESOLVED: that this information be noted.

109. ALLOTMENTS REPORT
109.1 Site Update
Maldon Hall (MH)
i) Some sheds were broken into before Christmas. Tenants affected were urged to report the damage and theft to the Essex Police, Crime Number 101. The CPOs were informed, and they have increased their patrols of the site.

ii) The scheduled work to the large oak tree at MH has again been delayed by UK Power Networks (UK PNW). The location of the tree, adjacent to overhead power cables, requires a full shut down of power. Essex Arb, the contractors employed to carry out this work have been in regular contact with UK PNW to schedule a date for the shutdown due to the cold weather this has not been authorised. The snowfall in December 2017 caused the tree to shed some large branches into a nearby garden. The GMC removed the branches and took down others, which were hanging precariously.

Warwick Crescent (WC)

iii) A tenant has repaired the damaged boundary fence with materials purchased by the Town Council.

Brickhouse Farm (BHF)

iv) The site looks in good order with no reported incidents. No further update has been received regarding ECCs proposal to create a flood alleviation scheme on the site.

RESOLVED:
i) Shed break-ins – that this information is noted.

ii) Oak tree - that the ECO write to UK PNW direct to emphasis the urgency of this work and to suggest the possible use of a portable generator. Notify allotment tenants, near the tree, of the current situation.

iii) WC - that this information be noted.

iv) BHF - that this information be noted.
v) **109.2 Waiting List and Vacant Plot Update**
There are currently 18 people on the waiting list and 5 vacant plots; 4 MH and 1 WC. The available plots have been offered to people.

**109.3 Carter’s Apiary MH**
Members considered whether to extend the agreement with DMBKA for another 12 months as the apiary appears to be functioning well and with no reported incidents.

RESOLVED: the committee agreed to extend the agreement as they feel the apiary is an asset to the site, tenants, and local bee numbers.

**109.4 Tenants questions**
RESOLVED: there were no tenant questions.

110. **ENVIRONMENT COMMITTEE BUSINESS PLAN**
Members received a copy of the Environment Committee Business Plan.

Cllr J Miller suggested that the tree work at MH should be upgraded to red status – AT RISK.

RESOLVED: that the status of the tree work be upgraded to red status.

111. **CLOSED CHURCHYARDS**

**All Saints Churchyard**
i) Routine tree work agreed by this committee will be undertaken in the next few weeks.

**St Peters Churchyard**
ii) A man was seen retrieving and consuming a stashed bottle of alcohol from the flowerbeds.

This was reported to the CPOs and they have stepped up their patrols.

iii) The planting areas are all looking vibrant and healthy which the GMC attributes to the extra time the plants were kept under the polytunnel before planting out in autumn.

**St Marys Churchyard**
iv) The ECO and Town Clerk are scheduled to meet with two church wardens to discuss the site.

RESOLVED: that this information be noted.

112. **LEECH MEMORIAL GARDEN (LMG)**
Councillor Shaughnessy reported that the garden is looking good and the work to pollard 3x willows and remove 1x mature hawthorn has been completed.

RESOLVED: that this information be noted.

113. **MARKET HILL GARDEN (MHG)**
The garden looks in good order, with no reported incidents.

RESOLVED: that this information be noted.
114. **PONDS**

114.1 **Ware Pond (WP)**
The GMC have reduced the iris bed to a more manageable amount.

114.2 **Wycke Hill Pond (WHP)**
The site is in good order with no reported incidents. The ECO and GMC have discussed the use of an eco-friendly chemical to control the duckweed which would also require manual hand removal.

**RESOLVED:** that this information be noted.

115. **EYESORES**

115.1 **Reports from Councillors**
The following eyesores were reported:

i) Cllr Savage reported that part of the railings around the War Memorial are obscured by the hedge.

ii) Cllr P Stilts reported that some residents are putting their rubbish out the night before collection day and are at risk of spreading litter if the bags are ripped open.

iii) Cllr P Stilts reported that delivery vehicles often park on the footway outside All Saints Church. He proposed that a letter should be sent to ECC, requesting for bollards to be installed to prevent unauthorised vehicles, excluding hearses and utility vehicles, from parking outside the church. Cllr J Stilts seconded this proposal.

iv) Cllr Ogg reported that vehicles delivering to High Street shops can block the flow of traffic when parked on the side of the road. He proposed that a letter should be sent to ECC, asking for restrictions on delivery times in the High Street to be implemented and enforced.

Cllrs P Stilts seconded this proposal.

**RESOLVED:**

i) The GMC will prune the vegetation clear of the railings.

ii) A written request will be sent to MDC, asking them to inform residents to refrain from putting their rubbish bags out too early before collection.

iii) that this proposal is accepted.

iv) that this proposal is accepted.

116. **WINTER SALT SCHEME**

Members received a report outlining the purpose of the scheme; to supply local volunteers with free road salt for critical routes through the town during icy weather. Cllr Shrimpton, who originally co-ordinated this scheme and successfully recruited 21 volunteers has asked that another Councillor from the Environment Committee take over the role.

Cllr Hafiz offered to act as the Winter Salt Co-Ordinator.

E32
RESOLVED: it was agreed that Cllr Hafiz would take over from Councillor Shrimpton.
Councillors agreed that the scheme does provide great benefit and the Town Council could introduce a salt bag delivery option for those volunteers that require it.
RESOLVED: that this is agreed, and that the GMC will deliver the bags to the volunteers.
Cllr J Stilts commented that the footways on Market Hill should be included in the scheme.
RESOLVED: that this is agreed, and that the ECO will write to the residents of Market Hill, asking for volunteers to come forward.
Cllr J Miller left the meeting at 8.15pm.

117. AMENITY AREAS
117.1 Update on the anti-social parking in the Poets Estate
The ECO updated members, following an email received from Cllr Penny Channer, relating to anti-social parking in the town. Cllr Channer explained that she and Councillor M Harvey are working to resolve issues in the Poets Estate.
RESOLVED: that this information be noted.

117.2 Amenity land off Norfolk/Washington Road
Members received a report following the Town Council’s offer to assist Moat Housing with the maintenance of this land, as it had become very overgrown and unusable. Jacqueline Prendy, the Neighbourhood Services Manager, confirmed that Moat Housing is responsible for the land and it has been cleared. Ms Prendy did not address the Town Council’s offer of assistance but has provided contact details for the Moat Foundation Officer, in case residents/groups would like to be involved with reinstating the pond.
RESOLVED: that the ECO ascertains who owns the land via a land registry search and report back to the next meeting.

118. MALDON IN BLOOM
The next Maldon in Bloom quiz night is to be held on Friday 26th January, 7pm, at Plume School. Tickets cost £5 and they can be purchased on the door.
RESOLVED: that this information was noted.

119. ST GILES RUINS
119.1 Holm Oak survey
Members received the results of the Picus and Resistograph tests carried out on the holm oak in December 2017. The Picus test identified that the main stem is largely comprised of sound wood but also showed signs of incipient decay. The Resistograph results identified internal decay that is well encased within an exterior ring of sound material.
The author of the report recommends that the survey should be repeated in 3 years’ time and that the scheduled crown reduction should not exceed 2m.
RESOLVED: that this information is noted.
119.2 Quinquennial inspection report
Members received the results of the inspection that showed what different repair and restoration work is required for the ruins. Quotations for this work will be sourced according to the schedule of the results.

RESOLVED: that this information be noted.

120. WAR MEMORIAL
120.1 Commemorative benches
At the previous meeting members considered purchasing two metal commemorative benches but were concerned that the intricate design could catch on users clothing so Cllr F Shaughnessy tried out the same model of bench, in Witham and confirmed it is well-made and does not catch on clothing.

RESOLVED: that two benches will be purchased at a cost of £647.00 each.

121. TREES
121.1 Eliot Way silver birch
Members received and considered two quotations for an aerial survey and health report on this tree – A) £250 and B) £300.

RESOLVED: that quote A be accepted.

121.2 Longship Way (LSW) oak tree
Members were informed that following the recent snowfall an oak tree in LSW shed some branches onto the footway which were removed by the GMC.

RESOLVED: that this information be noted.

122. GROUNDS MAINTENANCE REPORT
Members received a copy of the December GMC report, which included the following information; the GMC have installed a water bowser at LMG, a mature shrub has been planted to fill the hedge gap at St Giles Ruins and the iris bed at Ware Pond has been reduced. Winter shrub and hedge work is being undertaken at LMG and St Mary’s Churchyard and 400 crocus bulbs were planted across the Poets Estate.

Cllr F Shaughnessy informed members that the GMC have done a very good job of the various tree works at LMG.

RESOLVED: that this information be noted.

123. QUESTIONS FROM THE PRESS AND PUBLIC
There were no questions.

There being no further business, the Chairman closed the meeting at 8.46 pm

Signed: ............................................... Date: ..................................................
PRESENT:
Chairman: Cllr M Heard
Councillors: S Nunn (Deputy Chairman), A Hafiz (Deputy Mayor), M Pearlman, S Savage, T Shrimpton and J Stilts (Town Mayor)

In Attendance: Mrs J Coleman Town Clerk

72 WELCOME AND APOLOGIES FOR ABSENCE
Apologies for absence were received from Cllr R Miller (unwell).

73 DECLARATIONS OF INTEREST
Members were reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They were reminded that they would 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.

Cllr M Pearlman declared a non-pecuniary interest in item 80.1 (town hall chairs) as he procures them.

Later in the meeting Cllr J Stilts declared a non-pecuniary interest at item 79 as the current recipient of the allowance. Cllr T Shrimpton declared a non-pecuniary interest at item 81 as he knows the applicant, and Cllr J Stilts also declared a non-pecuniary interest at item 81 as a member of the Age Concern committee.

74 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 27TH NOVEMBER 2017
The Minutes of the Finance and General Purposes Committee meeting held on 27th November 2017 were received. The Minutes were approved without comment.

RESOLVED: that the Minutes of the Finance and General Purposes Committee meeting held on 27th November 2017 be confirmed as a true record and signed by the Chairman.

F60
75 **QUESTION FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS**
No members of the public present

76 **TOWN CLERK’S REPORT**
The Town Clerk noted that tickets are now on sale for the talk about the “Hundred Years’ War” which will take place on Friday 16th February. Tickets, which are £10 include a fish and chip supper.

77 **FINANCIAL REPORTS**

77.1 **Payments for approval 15th Nov – 31st December 2017**
The lists of payments for approval between 15th Nov – 31st December 2017 were scrutinised and approved.

RESOLVED: that the list of payments for 15th November – 31st December 2017 be noted and approved.

77.2 **Bank Reconciliation Summary to 31st December 2017**
The Bank Reconciliation Summary to 31st December 2017 was scrutinised and approved. The balance of the Town Mayor’s Fund at £2,295.12 as at 31st December 2017 was noted.

RESOLVED: that the summary of the reconciliations of all accounts, including the Town Mayor’s Fund to 31st December 2017 be noted and approved.

77.3 **Budget Comparison Report at 31st December 2017**
The Budget Comparison Report as at 31st December 2017 was scrutinised and approved. The Clerk noted that she had since altered the budget headings as agreed at the previous meeting, but had not reprinted the budget as the figures were unaltered.

RESOLVED: that the Budget Comparison Report dated 3st December 2017 be received and approved.

78. **INTERIM AUDIT REPORT**
The Interim Audit Report dated undertaken in November 2017 was received. It was noted that there are no issues arising and the Town Clerk was thanked for her work on this.

RESOLVED: that the Interim Audit Report be received and noted.

79. **TOWN MAYOR’S ALLOWANCE**
Cllr J Stilts declared a non-pecuniary interest as the current recipient of the allowance.

F61
A report regarding the status of the Town Mayor’s Allowance was received. It was agreed to change the name of the budget to “Chairman’s Allowance”, and it was noted that this budget is to defray the Mayor’s out of pocket expenses incurred in the discharge of his office.

RESOLVED:- that the name of the budget be changed to “Chairman’s Allowance”.

80. PREMISES

80.1 Town Hall Chairs
A report detailing the costs of replacement chairs was received. A sample of the chair which could be supplied by Cllr M Pearlman direct from China was examined. A further sample of a chair which had been recovered in-house was also considered. The Chairman thanked Cllr Pearlman for obtaining the quotation and chair sample. Members agreed that the patterned fabric may not be sufficiently durable, and that the frame was less sturdy than they would like. When considering the chair refurbished in-house, they agreed that although the proposal represented good value for money, both the seat and back would have to be recovered to match, and the proposal did not address the appearance of the chair frame.

As the replacement of the town hall chairs is not an immediately pressing issue, the following actions were agreed:-

- Cllr Pearlman was requested to obtain another quotation and sample of a more sturdy chair, with non-patterned fabric
- Further information to be obtained on the material to be used for the in-house refurbished chair and its durability (ie how many times it can be sat on) and confirmation of its fire-retardancy.
- Contact made with the manufacturer of the existing chairs (GoPak) to see if they can refurbish the chairs and at what cost
- Seek additional local quotations (Wenlocks and Simon Houlding were suggested as potential suppliers).

RESOLVED:- that the actions outlined above be undertaken.

81. GRANT APPLICATIONS
Cllr T Shrimpton declared a non-pecuniary interest as the applicant is known to him, and Cllr J Stilts declared a non-pecuniary interest as a member of the Age Concern committee.

A grant application from Maldon Age Concern was received. Members considered that in view of the credit balances held, they would make a grant of £250 available.

RESOLVED:- that a grant of £250 be given to Age Concern.
82. MALDON VINTAGE CHRISTMAS FAYRE 2017
Cllr M Pearlman gave a verbal update on this year’s event, which he noted had been very successful and well attended, with local retailers reporting increased sales. He noted that the Working Party had met earlier that day, and agreed that the date for this year’s Fayre would be 29th November 2018 and that the Vintage theme will be the 1950’s. The group will be considering ways in which the event can be improved, such as turning the lights on earlier.

The Chairman noted that Maldon is really becoming noted for this event.

RESOLVED: that the verbal update be received and noted.

83. INTRODUCTION OF GENERAL DATA PROTECTION REGULATIONS
A report outlining the implications of the forthcoming introduction of the GDPR was received. Members agreed to the Town Clerk’s request for additional resources of 3.5 hours per week between now and the introduction of GDPR in May 2018 to ensure that the Town Council is compliant.

RESOLVED: that the report be received and noted and the additional office resource requested be granted, to enable the council to prepare for the introduction of GDPR.

84. QUESTIONS FROM THE PRESS AND PUBLIC
There were no further questions.

85. EXCLUSION OF THE PRESS AND PUBLIC
RESOLVED: that under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest.

86. STAFF REPORT
A report was received noting that the part time Moot Hall Manager had recently resigned, and outlining the Trust’s proposals for filling the position, as a number of weddings and events have already been booked for 2018.

The Town Clerk also noted that Cllr Julie Miller had tendered her resignation as a councillor with immediate effect, and that filling the casual vacancy will be discussed at the next Town Council meeting.

87. AMENITY LAND AT TENNYSON ROAD
The Town Clerk reported that no further progress has been made in organising a meeting with interested residents.

RESOLVED: that the update be noted. F63
88. PUBLIC DOMAIN

RESOLVED: that no items be moved into the Public Domain

There being no further business, the Chairman closed the meeting at 8.25 pm.

Signed:……………………………………… Date:……………………………………
Cllr M Heard
Chairman
Item 11.2

Mrs Coleman, Town Clerk
Maldon Town Council
Town Hall
Market Hill
Maldon
CM9 4RL

Dear Mrs Coleman

Asset of Community Value - Moratorium Period
Maldon Police Station, West Square, Maldon CM9 5PA

As you are aware, the Council considered the nomination for Maldon Police Station to be listed as an Asset of Community Value and agreed that the property would be added to the Council's list of assets for a period of five years from 16th November 2017.

The process for an Asset of Community Value is triggered if an asset is put up for sale. Firstly, a six week moratorium period applies to see if any eligible community groups are interested in putting in a bid to purchase the property. If a community group comes forward a six month moratorium period (in total) is triggered to give them time to raise their finances in order to make that purchase. During those times, no sale can be made, except to an eligible community group although there is no obligation on the owner to make any sale and they can wait until the end of the moratorium period if they so wish.

As the Council has been notified that the property is now being marketed for sale, the first of those moratorium periods was triggered. We were also informed by a relevant community group that they are interested in purchasing the property. As a result the full six month moratorium has now been triggered. This commences on 17th January 2018 and lasts for a period of six months, ending on 16th July 2018. During that moratorium period, no sale can be completed on the property, although the property can still be marketed. The exception to this would be that a sale can be completed to a community group during that time.

I am therefore writing to inform you as Town Council that the moratorium period has been triggered which gives community groups time to raise the finance required to purchase the property.

I hope that's a useful update and explains the moratorium periods for this property. I do appreciate that this is a complicated process and therefore if you have any queries or questions at any time, please don't hesitate to contact me.

Yours faithfully

Mrs C Darby, Learning and Engagement Officer
01621 875714 cally.darby@maldon.gov.uk
Summary
Health and care services in mid and south Essex have formed a partnership to improve the quality of care over the next five years. This impacts Maldon residents, because it involves changes to Broomfield and Braintree hospitals. The Mid and South Essex Sustainability and Transformation Partnership (STP) have launched a public consultation on “Your care in the best place - At home, in your community and in our hospitals”. The closing date for feedback is 9 March 2018.

Proposals in brief
- The majority of hospital care to remain local and each hospital to continue to have a 24 hour A&E department that receives ambulances. All A & E’s to be led by a consultant and open 24 x 7.
- Certain more specialist services which need a hospital stay to be concentrated in one place, where this would improve care and chances of a good recovery.
- Access to specialist emergency services, such as stroke care, to be via a local (or nearest) A&E, where you would be treated and, if needed, transferred to a specialist team, which may be in a different hospital.
- Planned operations, where possible, to be separate from patients who are coming into hospital in an emergency.
- Some hospital services to be provided closer to home or in a local health centre with community services moved closed to where people live.
- Investment of £118m in the hospitals, to provide 50+ new beds, new operating theatres and improved technology to ensure medical records can be shared across sites.
- The main 3 hospitals (Chelmsford, Southend and Basildon) will retain their A & E Depts. Braintree will be used more for planned operations.

Potential Issues
How effective will transfers between hospitals to specialist sites be, even under a blue light, given that most will involve the A12 – which is frequently subject to accidents and delays.

How easy will it be for visitors when patients have been moved a considerable distance from their local area? Public transport to hospitals is already an issue for non-drivers. There is a suggestion that a bus service between hospitals will be provided. How practical/cost effective is this (given that the proposals are based on only a small number of transfer per day – less than 50) and will it be sustained?

The sharing of medical records across sites will be key. How robust is the technology supporting this?

Recruitment and retention of medical staff is a key issue for Essex. How will these proposals address this?

Can the proposals be delivered if staff cannot be recruited?

The delivery of local community services is a key component. These should be in place before the other changes are made for the plan to be successful.

**Public Consultation Event in Maldon**

6.30pm-8.30pm on Wednesday 28 February 2018 Plume Academy School, Fambridge Road, Maldon, Essex CM9 6AB

**Advice**

To receive and note and consider making a response by the due date.
MALDON TOWN COUNCIL

DRINKING WATER FOUNTAIN IN THE TOWN CENTRE

Agenda Item 14

Background Information
Email request from a local resident (text below)

Summary
MDC have passed on the request below from a local resident as they consider it to be something the Town Council should be providing in the Town Centre.

“I have just listened to the tail end of a brilliant programme on radio 4, about asking councils to put a drinking water fountain in your town. It saves thousands on people buying plastic water bottles and is a fantastic asset to any town. Having been to Zurich a few times there are 1200 fantastically different water fountains all over the city. Each one different and special. Couldn’t we have a few put up around Maldon. That rather disgusting marble bath is always full of dirty green water. Lets get a beautiful water fountain there. Lets get ourselves on the map and promote free, clean, cold water for all to enjoy. It would be a triumph! Please consider this request. http://www.drinkingwaterfountains.co.uk/ I am nothing to do with this company but I absolutely love water!”

The Horse Trough is cleaned regularly, but is not suitable for drinking water. Perhaps a fountain could be installed nearby, taking advantage of the water supply?

Any new street furniture would need to be in-keeping with the town centre. One option might be the Siera Stone Drinking Fountain. The weather-resistant exposed stone aggregate exterior ensures that this machine’s integrity is protected all year around. This water fountain is also ADA compliant and offers a contour-formed stainless steel basin with rounded corners and edges to reduce any residual splatter. Size 850W x 250D x 1220H mm. Projector fitted as standard. Fitted with elf closing tap. Vandal resistant. Cost £1969 (plus VAT).

Issues for consideration include:- Vandal resistance; Ongoing maintenance; Best position; Cost

Advice
To receive and note, and consider if this is something the Town Council wants to pursue.
MALDON TOWN COUNCIL

ANNUAL TOWN MEETING 2017

Agenda Item 15

Summary
The Annual Town Meeting will take place on Monday 20th April 2018 in the Town Hall and it is proposed that it should take a similar format to previous years.

Local organisations will be invited to have displays of their work and give residents the opportunity to find out about them before the meeting, accompanied by light refreshments.

The Mayor of Maldon’s Award for Services in the Community will be presented and the Mayor will distribute her funds to her charities. The Town Mayor will report on her year, and the Chairmen of Committee will each give a report. There will be an opportunity for questions from members of the public.

It is usual to have a short talk or presentation about a topical issue. Suggestions are sought for speakers and subjects. A list of speakers in recent years is given below.

Advice
To receive and note and agree the format and content of the Annual Town Meeting 2018

Previous presentations

<table>
<thead>
<tr>
<th>Year</th>
<th>Speaker/Topic</th>
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<tr>
<td>2017</td>
<td>Paul Withnal, Future of the Plume Building</td>
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<td>2016</td>
<td>Cllr S Nunn - Establishment of the Burh of Maldon in 916AD</td>
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<td>Maldon in Bloom - Achieving a Gold award in 2015</td>
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<td>2015</td>
<td>Maldon Twinning Association on its activities</td>
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<td>2014</td>
<td>Maldon Society on its new photographic archive and the work it carries out for the town.</td>
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<tr>
<td>2013</td>
<td>ECC “Make the Connection “ to report on Superfast Broadband for Maldon</td>
</tr>
<tr>
<td>2012</td>
<td>NHS Mid Essex – redevelopment of St Peters Hospital</td>
</tr>
<tr>
<td>2011</td>
<td>Maldon Business Association – the future of Maldon High Street</td>
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SIGNIFICANT EVENTS in 2018

Summary
It is a good time of year for the council to be considering what, if any, events it will be marking in the coming year. Events occurring in 2018 include the Winter Olympics (9-25 Feb), the Royal Wedding (19th May) and the World Cup (14th Jun – 15th Jul).

WW1 Centenary Commemorations 2018
2018 will be a significant year for WW1 commemorations. The District Council, which initially had extensive plans, has announced a £50,000 commemorative sculpture and map project, together with reinstatement of the nameplates along the Avenues of remembrance in Promenade Park and the location of war graves marked.

In March 2017 a small working group met to consider potential 2018 commemorations, which concluded that the Town Council would concentrate on organising the Remembrance Day Service (11th November 2018) and offer support to MDC for other projects. No response to this offer has been received. The group also supported proposals for widespread poppy planting in areas owned by the Town Council, which will be taken forward through Maldon in Bloom, a single drape of poppies to hang from the war memorial and possible another from the Moot Hall balcony, in conjunction with the Maldon Flower Arranging Club, and the installation of 2 WW1 commemorative benches adjacent to the War Memorial, which is being taken forward via the Environment Committee. The War Memorial may need to be cleaned and the railings repainted for 2018, although they are checked annually for Remembrance.

Do members want to consider organising wider commemorations for the town? A Compline Service for example?

Advice
To receive and note, and confirm how the Town Council wishes to mark any of the significant events in 2018.
### Interim Internal Audit Report 2017-2018

**Agenda Item 17**

### Background Information

**Copy of Interim Internal Audit Report undertaken in November 2017**

### Summary

The Practitioners’ Guide requires that the internal audit report is presented to the Council. It has already been approved by the Finance Committee.

The Council’s Internal Auditor made his regular six-monthly inspection in November and his overall conclusion was that there are no issues arising, “the Council has again maintained adequate and effective internal control arrangements”.

### Advice

**To receive and note the Interim Internal Audit Report (2017-2018)**
Maldon Town Council

*Internal Audit Report 2017-18 (Interim)*

*John Watson*

*Auditing Solutions Ltd*
Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. The Council complied with this requirement employing a local contractor initially and subsequently Auditing Solutions Ltd to provide the service.

This report sets out the work undertaken in relation to the 2017-18 financial year, during the course of our first interim visit to the Council, which took place on 17th November 2017.

Internal Audit Approach

In undertaking our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/Annual Return. Our programme of cover has again been designed to afford appropriate assurance that the Council’s financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council’s own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the ‘Internal Audit Report’ in the Council’s Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work undertaken this year, the Council has again maintained adequate and effective internal control arrangements. We thank the Clerk for her assistance, which has ensured the smooth progress of our review process.
Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective in this area has been to ensure that accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently:

- Agreed the opening bank reconciliation detail in the Edge accounting software with that in the 2016-17 Statement of Accounts;
- Ensured that the cost and expenditure coding structure remains appropriate for purpose;
- Checked and agreed detail of all receipt and payment transactions in the Co-op Bank current account cashbooks to the relevant bank statements for the months of May and September 2017;
- Checked and agreed detail on the Co-op Bank instant access account cash books for the seven months to 31st October;
- Checked and agreed the detail of all transactions in the period to 31st October 2016 on the CCLA Deposit account; and
- Verified the accuracy of bank reconciliation detail on all bank accounts as at 31st May and 30th September 2016.

Conclusions and recommendations

We are pleased to report that there are no issues arising in this area of our review process warranting formal comment or recommendation. We shall carry out further work as considered necessary at our final visit, including ensuing the accuracy of year-end bank reconciliations and accurate disclosure of balances in the year-end Accounts and Annual Return.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation.

We are pleased to note that Financial Regulations were reviewed and approved in June 2017 and Standing Orders were reviewed and approved in 30th October 2017.

We have commenced our examination of minutes for the Full Council and Standing Committee meetings (except Planning) held during the period to the middle of October 2016 to ensure that meetings are conducted in accordance with the Council’s regulatory framework, as set out in its Standing Orders, and that there are no financial issues arising which may have an effect of its financial stability in the short, medium, or longer term: no such issues have been identified.

Conclusions

We are pleased to report that there are no issues arising in this area of our review process warranting formal comment or recommendation: we shall continue to monitor the Council’s approach to governance issues at future visits including the continued review of minutes.

Review of Expenditure
Our aim here is to ensure that:

- Council resources are released in accordance with the Council’s approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have commenced our examination of expenditure considering the adequacy of controls in place over ordering and approval for payment. In order to ensure compliance with the above criteria, we have again selected a sample of all payments individually in excess of £2,500 together with a more random sample of each 25th payment listing transaction, irrespective of amount, for the six months to 30th September 2017. Our test sample comprises 24 payments, totalling £82,039 and representing 78% of all non-salary related expenditure in the year to the above date.

We note that VAT returns continue to be submitted electronically on a timely basis each quarter, June and September 2017 having been verified to the underlying Edge Accounting Software cashbook detail.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process with all the above criteria duly met. We shall extend our test sample of payments to cover the remainder of the year against the above criteria as part of our final audit review.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have:

- Examined the Council’s current year’s insurance schedule to 31st March 2017 currently with the Zurich to ensure that appropriate cover is in place noting that Public Liability stands at £15m and Employer’s Liability stands at £10 million, together with Fidelity Guarantee at £500,000 and Loss of Revenue in place at £45,000, all of which we consider more than adequate to meet the current needs of the Council; and
- Examined the Council’s approach to risk management noting that the Risk Assessment Report was approved by Council at their meeting on 19th September 2017.

Conclusions and recommendations

We are pleased to report that there are no issues arising in this area of our review process warranting formal comment or recommendation; we shall continue to monitor the Council’s approach to management of risks at future visits reporting our conclusions accordingly.

Budgetary Control and Reserves
Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

At the time of our visit the Council has yet to formally consider and determine the budgetary and precept requirements.

We are again pleased to note that members continue to receive regular budget monitoring reports with the level of earmarked reserves also the subject of periodic review.

**Conclusions**

*The Council has yet to formally consider and determine the budgetary and precept requirements for 2017-18 and we will, consequently, consider this area at our final visit to ensure that a proper and appropriate exercise has been undertaken and that closing levels of Reserves are fit for purpose for a Council of this size.*

**Review of Income**

In addition to the precept, the Council receives income from a variety of sources annually, principally Community and Commercial bookings of the various rooms available at the Town Hall, allotment rents, recoverable VAT and sundry grants and donations.

We aim to ensure that the Council has effective procedures in place to ensure that all income due is identified; that it is charged for at the approved Council rates; that income is recovered appropriately and within a reasonable time span and that the Council is adhering to relevant legislation such and charging VAT where appropriate for services provided.

No work was carried out in this area at this interim stage: consequently, we shall examine the Council’s income streams at our final visit.

**Conclusions**

*In view of the above, there are no issues to warrant formal comment or recommendation in this area at present.*

**Petty Cash Account**

We are required, as part of the Internal Audit Report process on the Annual Return, to indicate the soundness of controls in this area of the Councils activities.

The Council operates a very limited petty cash system which is topped up on an “as required” basis; we have reviewed the expenditure in the year to date with no issues arising. We have also checked the cash in hand at the time of our visit, again with no issues arising.

**Conclusions**

*We are pleased to report that there are no issues arising in this area of our review process warranting formal comment or recommendation*
In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the obligations of the local government pension with regard to employees’ contribution bandings.

We note that the Council continues to employ the services of Acumen, a third party payroll bureau provider, to undertake payroll preparation. Consequently, we have:

➢ Verified the accurate payment of staff pay for the month of June 2017 per the payslips to the approved establishment lists of staff;
➢ Checked and agreed the payroll provider computations for income tax, NI contributions and pension contributions for all staff using the HMRC Basic PAYE Tools software;
➢ Verified the application of accurate and appropriate pension percentage;
➢ Checked the resultant net payment to each employee to the payment summary; and
➢ Verified the timely and accurate payment of tax, NI and pension deductions and contributions to the relevant agencies.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation.

Asset Registers

The Governance and Accountability Manual requires all councils to maintain a detailed register of all assets and inventory items owned or leased. We again note the existence of a formal asset register, which is generally subject to annual update.

We note that no new assets have been acquired during 2017-18 to date but that the Clerk continues to review the situation on an ongoing basis.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation.

Investments & Loans

The Council has no long-term investments: any “surplus” funds continue to be held in interest bearing bank accounts at the Co-Operative Bank, together with the previously recorded placement of monies in the CCLA Deposit Fund.

The Council has three outstanding PWLB loans: we have checked and agreed the first half-yearly instalment repayment for the year from cashbooks to the PWLB “demand” notice as part of the above referenced payment testing.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation We shall verify the accurate disclosure of the residual loan liability in the Annual Return at our final visit.
CASUAL VACANCY

Background Information
Letter from Cllr J Miller I Kidman dated 12th January and subsequent email to councillors

Summary
Following the resignation of Cllr J Miller, a Notice of Casual Vacancy was advertised on 15th January. Electors have 14 working days to request a by-election. After this Maldon District Council will advise whether or not there will not be a by-election, in which case the Town Council may fill the Casual Vacancy by co-option and will manage the process to do this itself.

The Town Council will be advised in early February whether or not is may co-opt. If it may, it is proposed that the Vacancy is advertised on council noticeboards, the council website and Facebook page, and applicants invited to completed and return an application form by 2nd March and applicants invited to attend the Council Meeting on 12th March 2018 when they will be interviewed, and one candidate selected.

Advice
To receive and note and approve the suggested approach
### Maldon Town Council

#### Schedule of Meetings 2018/2019

Meetings start at 7.30pm at Maldon Town Hall

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#### Civic Events
- Annual Town Meeting

### Agenda Maldon Town Council 29th January 2018
Report to Parish Councils in the Maldon Division Regarding

Essex County Council

Full Council Meeting of 12 December 2017.

At the Essex County Council meeting on the 12 December 2017 the authority backed a motion to divert funds from the proposed retention of business rates to help fund social care.

Social Care costs account for 60p of every £1 of the Council’s budget, with demand increasing as the population of the County ages.

The Council agreed a motion that when 100% of business rates are retained by councils, expected in 2020/21, the anticipated national surplus of £6.25 billion should be ring-fenced to social care, with Essex County Council receiving its share.

With the phasing out of the revenue support grant, Essex County Council welcomes the Government’s plans to introduce programmes for the retention of business rates. Essex is a supporter of the benefits of devolved approaches to finance and the move to make Local Authorities more independent and the motion supported this while at the same time, tackling the largest single pressure on our finances.

The 100% Business Rate Retention scheme, due to come in in 2020/21 will provide additional financial support to local government and create a dividend of £6.25 billion. This money is currently unallocated, so the Council have called upon the Government to use this pot of money to meet funding of pressures in social care. Essex County Council is keen to work with the Government to ensure the final arrangements work both nationally and for the benefit of Essex residents.

Primary school performance tables and annual Ofsted report round off another fantastic year for education in Essex

Essex schools capped another excellent year after statistics confirmed the percentage of Key Stage 2 pupils achieving the expected standard was above the national average.

Revised data released by the Department for Education alongside the annual primary school performance tables today shows 63 per cent of the county’s Year 6 pupils achieved at least the expected standard in the combined reading, writing and maths measure, compared to an England average of 62 per cent.

78 per cent of 11-year-olds in the county achieved at least the expected standard in writing in 2017 – above the national average of 77 per cent.

In maths, 77 per cent achieved the expected standard, compared with 75 per cent nationally.

In reading, 74 per cent reached at least the expected standard, again higher than the England average of 72 per cent.

All of the Essex figures are also up compared with 2016, which was the first year since the government’s new measures had been introduced.

The new statistics coincide with yesterday’s publication of the 2017 Annual Ofsted Report, which is based on inspection data up to the end of August and shows 93 per cent of schools in Essex are rated as good or outstanding – above both the national and regional averages.
ESSEX County Council’s first flagship property development moved a step closer to completion in December with another 379 homes in the pipeline countywide.

Essex Housing, the council’s in-house property developer, was set up to help tackle the housing shortage by redeveloping empty taxpayer-owned buildings and brownfield land at risk of lying empty and drifting into disrepair.

Working with local councils and other public sector bodies like the NHS, the Council is spending £42 million to speed up the supply of much-needed housing, starting with 32 apartments in Goldlay Gardens, Chelmsford.

The Council’s former library storage warehouse has been knocked down to make way for three blocks of one and two-bedroom apartments, all with balconies or terraces, roof mounted solar panels and car parking around a courtyard garden.

The Cabinet Member indicated that by acting as a developer, Essex County Council has been able to quickly transform the surplus piece of Brownfield land into a collection of apartments in the heart of Chelmsford.

The properties are of the highest quality and will bring much-needed housing stock to the market.

In Essex, we are committed to finding solutions for surplus Brownfield sites across the county and the Chancellor’s recent £44 billion housebuilding boost will help that ambition. But it’s vital that we, and the rest of local government nationwide, view any new developments as strong, resilient communities, rather than just a collection of buildings. We must build the right homes in the right places with the right infrastructure – that’s exactly what has been done in Chelmsford.

Essex Housing is also currently working on another 32 homes at Waltham Glen in Moulsham Lodge, Chelmsford, and Norton Road, Brentwood, with 379 more homes in the pipeline, 194 of which already have planning permission.

Some 180 are dedicated to older people to help them live independently for longer.

Essex does not want to see vacant buildings and land drifting into disrepair, lying empty for years and becoming hotspots for vandalism, especially when there is such a shortage of homes on the market in Essex.

Sites owned by the public sector are owned by the taxpayer, so as custodians we have a duty to make the most of these assets.

This is a really innovative approach from the public sector. Essex County Council is not a housing authority, but we felt a duty to help our local council partners find a sustainable solution for housing in the county.

Prison book club is breaking down barriers

Prisoners are being given a chance to turn their lives around thanks to a unique book club run by Essex Libraries at Chelmsford prison.

The National Literacy Trust’s Books Unlocked project enables prisoners, community book groups and school students to connect through books by reading and discussing Man Booker-Prize shortlisted titles for their own enjoyment.

It aims to break down barriers so young offenders and prisoners feel part of the wider community, build confidence and self-esteem, improve reading skills and ultimately reduce reoffending.
Listening to the opinions of others in a book group setting promotes tolerance and empathy, prompting prisoners to reflect on their own situation and make them less likely to commit future crimes.

At HMP/YOI Chelmsford, where Essex Libraries run the prison library service, prisoners received copies of The Sisters Brothers by Patrick DeWitt, a story about two hired assassins during the California Gold Rush.

Rectory Readers, a book club in Great Oakley, and a group of year 11 students from St Helena School in Colchester, read the same book before giving their thoughts and reviews to library staff to share with prisoners.

Two members of Rectory Readers then joined a discussion at the prison, which gave prisoners a rare chance to interact with the outside world, whilst also reflecting on their own crimes.

The cabinet member responsible for libraries visited Chelmsford Prison recently to see first-hand how the library is making a real difference in rehabilitating offenders. She stated that the library was a haven of calm and inspiration in an extremely challenging environment. Together with projects like Books Unlocked it is helping to improve reading and writing skills, which are so vital if the men are to play a positive part in our society upon their release.

**Major research on life in Essex targets 23,000 households**

Thousands of people will be invited to have their say on life in Essex as part of a large-scale social research project.

BMG Research, an independent research and analysis company, sent the annual satisfaction survey to 23,000 Essex households this week.

Essex County Council wants to improve our services, but to do that we need the help of residents. The annual residents’ survey aims to find out what people think of life in Essex and the services we provide, and what issues need tackling.

Essex County Council has an annual budget of £1.8 billion but with falling central government funds putting pressure on already stretched resources, it is vital the Council takes stock and spends its resources where it matters most to people.

Residents feedback will help the authority’s decision making, inform what services to provide in the future and how best the Council can deliver them.

Households were selected randomly, with an equal number selected from each of the 12 local authority districts to ensure the feedback is representative of the Essex population.

Residents have until Friday, 26 January, to complete the survey which covers a wide range of service provision, from household waste and recycling centres, libraries and parks, to highways and transport, community safety and health.

If you have received a survey, I would urge you to complete it and return it ASAP. This is a vital piece of research that will shape Essex County Council’s priorities of the future.

Surveys can be completed online via the web link in the accompanying letter, or can be returned in the Freepost envelope provided.

Anyone who needs help completing it should contact BMG Research’s confidential freephone helpline on 0800 358 0337 between 9am and 5pm or email EssexSurvey@bmgresearch.co.uk
Still time to make electricity savings
There is still time to make big savings on gas and electricity bills by signing up to be part of the Essex Energy Switch.
The scheme is open for applications until 12 February and could save households up to £250 on their energy bills. The Essex Energy Switch gives residents the opportunity to combine their buying power to demand a better deal from energy suppliers.
Everyone who registers will receive a personalised offer on 23 February, which details how much they could save by switching to the winning provider, or cheaper tariff.
There is no obligation to take up the offer after registering so there is really nothing to lose by signing up. Register for the next auction online or call 0800 0488285.

Extra crews thanks to government pothole funding
Extra pothole crews are set to hit the ground running in the New Year thanks to new government funding.
The Essex County Council Cabinet Member for Highways has promised the additional money will see six extra crews on the ground fixing Essex roads from January 2018. He stated that this money is timely and our rapid response will help deal with the extra potholes that often appear at this time of year as water gets into small cracks, freezes, expands and damages road surfaces.