



Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on **Tuesday 10th January 2023**, in **The Pavilion, Tollesbury Recreation Ground, Elysian Gardens** commencing at **7.30 pm**, to which members of the Council are summoned for the transaction of the under-mentioned business.

M. Curtis

Michelle Curtis – Clerk to the Council

3rd January 2023

Councillors: S Plater (Chairman), T Lowther (Vice-Chairman), M Bell,
V Chambers, R Clare, A Ferneyhough, L Goldie, S Hawes,
C Page, J Rogers, A St Joseph

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted; however, the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

1. Apologies for Absence

To receive apologies for absence.

2. Declaration of Interest

Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and 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. Public Forum

Members of the public will be given an opportunity to put forward their question(s) or statements to the Council. The Chairman will, at his discretion, then decide if he is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

4. County Councillor and District Councillors

To receive information from the County Councillor and District Councillors

- 5. Minutes**
To receive and approve the minutes of the Parish Council Meeting held on 20th December 2022
- 6. Finance**
 - 6.1** To receive and approve the Monthly Financial Report as of 31st December 2022
 - 6.2** To receive and approve the payment schedule
- 7. Recreation Ground**
 - 7.1** To receive a verbal report from the Recreation Ground Committee
 - 7.2** To receive the Monthly Inspection Report
- 8. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**
 - 8.1** To receive a verbal report from the Environment and Amenity Committee
 - 8.2** To receive an update from the Parish Clerk regarding non-domestic rates for the Cemetery
 - 8.3** To receive the Report from the tree survey carried out at Woodrolfe Green
- 9. Woodrolfe Hard**
 - 9.1** To receive a verbal report from the Woodrolfe Hard Committee.
- 10. Woodup Pool**
 - 10.1** To receive a verbal report from the Woodup Pool Committee.
- 11. External Auditor**
To receive notification of External Auditor appointment for the 2022-23 financial year for the 5-year period until 2026-27
- 12. Woodup Pool Access**
To receive an update regarding the proposed Memorandum of Understanding between Tollesbury Parish Council and Green Marina (Boatyard) Limited
- 13. 20s Plenty Campaign**
 - 13.1** To receive information from Adrian Berendt, 20's Plenty for Us, regarding the campaign for Essex
 - 13.2** To receive a letter from Tolleshunt D'Arcy Parish Council regarding the 20s Plenty Campaign for Essex
- 14. Police/Community Protection Officers (CPO)**
 - 14.1** To receive the Police Reports (confidential) and discuss policing matters within the village to report back to Essex Police
 - 14.2** To receive the CPO Report for November 2022
- 15. Administration**
To receive information from the Clerk – update on current and ongoing matters
- 16. Community Concerns**
To receive information only or note future agenda items

17. Public Bodies (Admission to Meetings) Act 1960

In view of the confidential personnel and contractual nature of the business to be transacted, to consider excluding the press and public from the meeting.

18. Employment Matters

To review the remuneration for the Litter Picker.

19. Public Bodies (Admission to Meetings) Act 1960

To consider permitting the press and public to return to the meeting.

20. Dates of the Next Meetings

Tuesday 17th January 2023 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 17th January 2023 – Environment & Amenity Committee – Following Full Council Meeting – Pavilion

Monday 6th February 2023 – Woodrolfe Hard Committee – 7.30 pm - Pavilion

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

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

Tuesday 21st February 2023 – Woodup Pool Committee – Following Full Council Meeting – 7.30 pm – Pavilion

If you would like an item on the agenda at any Parish Council or Committee Meeting, you should write your request to the Parish Clerk at least a week before the meeting.

Clerk: Michelle Curtis

Address: PO Box 13205, Maldon, Essex CM9 9FU

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

TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

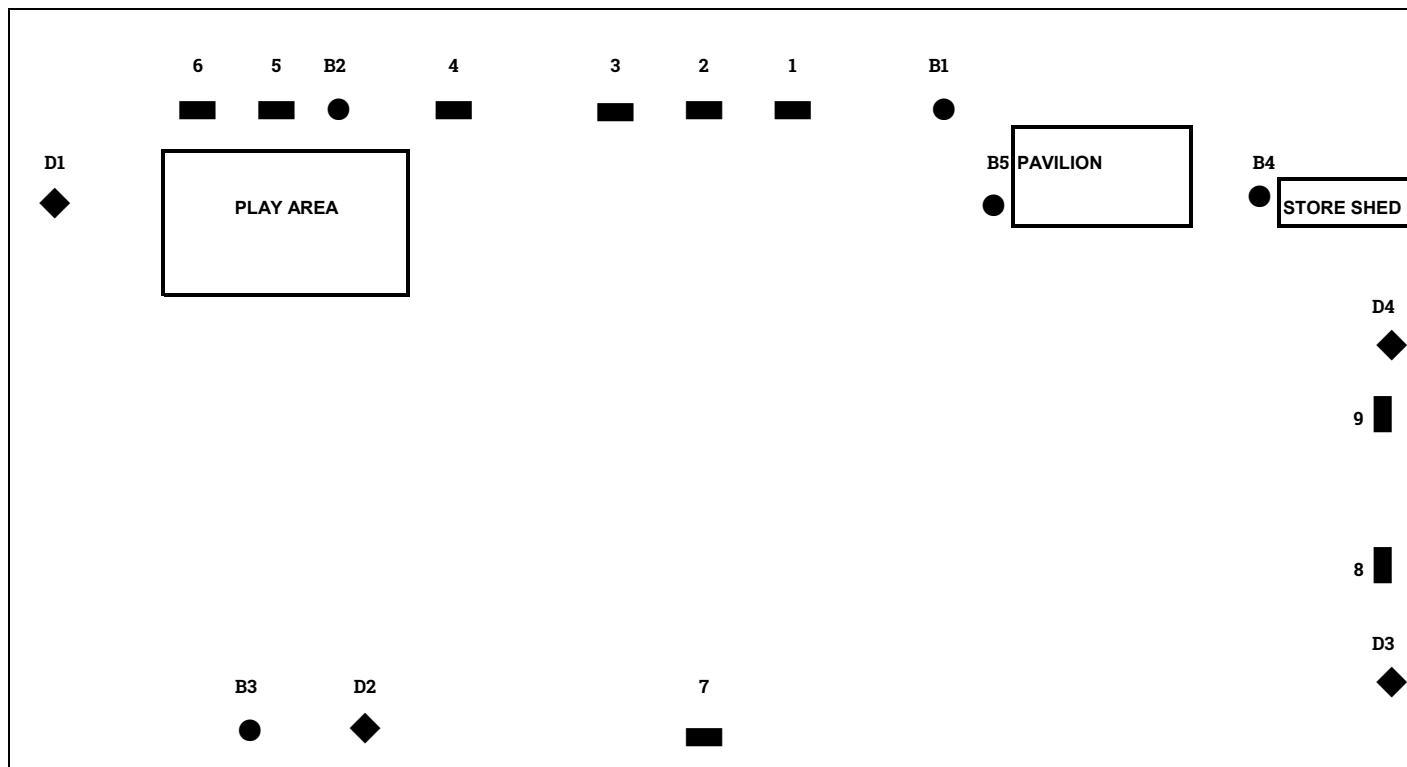
DATE OF INSPECTION: 30/12/2022

	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	Rubber matting under swing needs replacing
Toddler Swing	√	
Snake Slide	√	
Wooden Climber Platform	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	
Roundabout	√	
Zip Wire	√	
Playship	√	
Chicken and Cow Springer	√	
Youth Shelter	√	Graffiti
Skate Park	√	Graffiti
Surfer Springer	√	
Fire Engine	√	
Fence	√	
Football Goal Posts	√	

Signed: *S J Curtis*

TOLLESBURY PARISH COUNCIL
BENCHES AND BINS

DATE OF INSPECTION: 30/12/2022



Benches

1	Ok
2	Ok
3	Ok
4	Ok
5	Ok
6	Ok
7	Ok
8	Ok
9	Ok

Dog Bins (D*)

1	Ok
2	Ok
3	Ok
4	Ok

Litter Bins (B*)

1	Ok
2	Ok
3	Ok
4	Ok
5	Ok

Signed: *S J Curtis*

From: michael.dale@voa.gov.uk
To: tollesburypc@btinternet.com
Date: Dec 16, 2022 8:40:59 AM
Subject: RE: Reval 2023 Enquiry - BURIAL GROUND, WEST STREET, TOLLESBURY, MALDON, ESSEX, CM9 8RJ
Attachments: Summary Valuation - Burial Ground West Street Tollesbury.docx

Hi Michelle

Please see attached.

Just to clarify. Current use = estimated to be used in next 5 years, Future Use estimated to be used in next 15 years and the rest is what is estimated to be used after 15 years.



Valuation Office
Agency

Michael Dale IRRV (Dip) MRAU |Lead Valuer

2023 Revaluation | RVU East

Based at Norwich Office

Contact: 03000 504486 | 07485 028002 | michael.dale@voa.gov.uk

Follow us on social media: [Twitter](#) | [LinkedIn](#)

📍: [Valuation Office Agency](#)

Durham, DH1 3UW



This is a summary of the Valuation Office Agency's rating valuation for the property detailed below. The rateable value is effective from 01 Apr 2023. If you have any queries regarding business rates, or the 2023 Revaluation, you can find out more information on our website <https://www.gov.uk/introduction-to-business-rates/revaluation>. You may also see your property's rateable value and estimate the amount of business rates you will pay. You can search online by post code, address or BA reference number.

Cemeteries

BURIAL GROUND
WEST STREET, TOLLESBURY, MALDON
ESSEX, CM9 8RJ

Our Reference 31279820
BA reference Number 3N2121113000001
Special Category and Code 053 Cemeteries
Basis of Valuation Contractors Basis

Item Ref	Description	Age	Volume / Area / No	Unit	Cost £ /unit	Estimated Replacement Costs	n. Factor Applies	Size Adjustment	Fees	Obsolescence Allowance	Replacement Cost (ABC)	Exemption/ Other allowances	Adjusted ABC
	Site Improvements	1900	0.4		£23,846	£9,957	N			0.00%	£9,957		£9,957

Average A & O

Totals **£9,957** **£9,957** **£9,957**

Total Adjusted Replacement Cost brought forward **£9,957**

Location Factor 1.03 Applied to **£9,957**

External Works **£9,957**

Contract Size Adjustment 10.00% **£10,953**

Fees 12% 12.00% **£1,314** **£12,267**

Site Area
Exhausted land **Area - Hectare** **£/Hectare** **% adopted**
0.457 £75,000 15.0% **£5,141** **£17,408**

In-exhausted land
- current use 0.028 £75,000 100% £2,100
For future use 0.043 £75,000 50% £1,613
Use a distant prospect 0.802 £75,000 10% £6,015 **£27,136**

Decapitalise **4.40%** **£1,194**

Other Additions - Description	Area/No	Unit	£/unit	£	Allowance	Total

£1,194

End Allowance No allowance **£1,175**

Rental value **£1,175**

Rental value (after rounding) **£1,175**

☐ Suppress this summary valuation from publication NB only use where the valuation cannot be corrected

Rateable Value **£1,175**

Kirsten Bowden
CHARTERED LANDSCAPE ARCHITECT

TREE CONDITION REPORT

for

Hasler Road, Tollesbury, Maldon CM9 8XA.

November 2022

Prepared by:
Kirsten Bowden MA (Hons) CMLI Dip Arb L4 (ABC)

07790 907241
Kirsten.bowden@hotmail.co.uk

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References

- British Standards 5837:2012 Trees in relation to design, demolition and construction – Recommendations
- British Standards 3998:2010 Tree Work Recommendations

Appendix 001 Tree Survey Plan

1.0 INTRODUCTION

- 1.1 This report was commissioned by Tollesbury Parish Council in relation to the condition of the trees on the green at Hasler Road, Tollesbury. The report records trees over 75mm at 1.5m above ground level that are relevant to the safe use of the public open space. The position of the trees on the site is illustrated at **Appendix 001** on the site plan and information about the tree stock and its current condition is given. It will assist the management process by discussing the need for works to the existing tree stock.

2.0 SITE VISIT

- 2.1 The site visit was undertaken on 18.11.2022. The trees were surveyed visually, externally and from ground level only. No samples or internal decay detection readings were taken for further analysis. All dimensions have been measured unless stated otherwise. Weather conditions at the time of the survey were dry and overcast.
- 2.2 An existing site layout plan was used as a base to plot the trees. No accurate survey of the tree locations was available, and the location plan should be cross referenced with the schedule tables to identify particular specimens accurately.

3.0 TREE SURVEY DATA

In accordance with BS 5837:2012, the characteristics of trees over 75mm stem diameter measured at 1.5m above ground level have been recorded and they have been categorised in accordance with Table 1 of BS5837: 2012. The following tree data tables should be read in conjunction with the annotated site plan shown at **Appendix 001** and the key on page 6.

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T1	Field Maple	16	590	M	20+	Split leader at 1.5m, dividing into 3 main stems. At some point a branch has been torn out of the stem, leaving a large wound. Whilst the tree has tried to repair and grow over this, the damage has created a point of weakness where decay may enter.	Retain and monitor for any signs of decay and stress in the crown. Should the tree show excessive movement in the branch unions then advice should be sought. This species usually responds positively to pruning work.	Long term – monitor annually for any signs of change.
T2	Sycamore	16	440	EM	>20	Large horizontal wound on the north face of the tree, with some exposed wood, which may be as a result of lightning strike. There are also signs of die-back and stress within the crown.	Retain and monitor for any signs of decay and stress in the crown. Should the tree show signs of increased die-back, then advice should be sought.	Medium term – monitor 6 monthly for signs of further signs of stress and decay.
T3	Ash	17	410	EM	>20	There has been some branch removal of those branches overhanging the neighbouring garden. There are signs of stress and die-back in the crown, which may be due to competition for light and space.	Retain and monitor for any signs of decay and stress in the crown. Should the tree show signs of increased die-back, then advice should be sought.	Medium term – monitor 6 monthly for signs of further signs of stress and decay.

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T4	Field Maple	16	410	M	20+	Tree growing on the edge of the green. Multi-stemmed specimen with some signs of die-back in the crown due to competition for light and space.	Retain and monitor for any signs of decay and stress in the crown. Should the tree show signs of increased die-back, then advice should be sought.	Long term – monitor annually for any signs of change.
T5	Alder	20	510	M	20+	Large well-balanced tree with good overall form. No signs of disease or decay. Very slight lean to the east.	Due to proximity to public open space and footpath the tree should be monitored for any signs of stress.	Long term – monitor annually for any signs of change.
T6	Ash	14	680	M	>20	Split leader at 1.5m with included bark union. Crown reduction has taken place, with resulting epicormic growth making for mop-head appearance. Signs of stress, some of which may be due to ash dieback disease.	Trim back branches which are extending towards the street lamp. Monitor regularly for signs of stress and dieback.	Medium term – monitor 6 monthly for signs of further signs of stress and decay.
T7	Prunus sp. Cherry	6	380	EM	>10	Tree is suffering from competition for space and probably minor damage due to management of surrounding vegetation. The stem has included bark unions and also signs of bleeding cankers.	Local amenity and wildlife value. Risk relatively low if it did fail, so continue to monitor annually for any signs of further stress.	Long term – monitor annually for any signs of change.

4.0 Tree Data Tables

The data contained within the following Tables should be read in conjunction with the notes below, the map at **Appendix 1** and the following discussion at Section 7.

Tree Number: corresponds to the plan attached at **Appendix 1**.

Height: Estimated

Age Class

Y = Young tree

SM = Semi mature (Tree having attained 1/3 to 2/3 full stature and 1/3 to 1/2 estimated lifespan)

EM = Early Mature (Tree at 3/4 to virtually full size)

M = Mature

OM = Over mature/Senescent.

Priority for recommended works

H – High - urgent work to be carried out within the next 6 months

M – Medium - work to be carried out within the next 12 months

L – Long term – work to be carried out within 24 months of the report

Important notes

Recommendations for management have been made with regard to good arboricultural practice as well as current British Standards and guidance notes. Recommendations for management are current and the urgent works should ideally be carried out within the next 6 months. It should be recognized that trees are dynamic structures that can never be completely predictable and may become unstable or partially unstable even in average weather conditions. Stability or safety cannot be construed from any lack of recommended works. As trees are constantly changing, dynamic structures, comments regarding the health and safety of the trees are correct and valid at time of inspection.

5.0 Discussion

5.1 Tree Quality Assessment

Seven trees have been surveyed for safety purposes and categorised according to their condition. They are coloured on the plan attached at **Appendix 001** to indicate priority need for works. The colours are explained in the key of the plan. Table 1 indicates whether the tree needs work urgently, within 12 months or 24months.

High Category Trees



Photos 01 & 02. T1 is a field maple growing in the south-west corner of the Site next to No.8 Hasler Road. The tree appears to have lost a large branch in the past and this has created a cavity which has partially grown over. The general condition of the tree is good, but the point of branch union should be monitored for signs of decay and movement.

The ground surrounding the tree has been compacted and it would benefit from being mulched up to a radius of 1.5m from the stem. This would also reduce the need for mowing machinery to get too close to the stem and causing damage.



Photo 03 & 04. T4 is another Field Maple growing on the eastern edge of the green next to the path through to Sceptre Close. The tree is multi stemmed with some damage to the stem, but this is healing over. The tree appears to have been used to climb and play on judging by the wear and therefore its general condition should be monitored to ensure that any safety risk is minimised.



Photos 05 & 06. T5 is in good condition and is a well-balanced Alder growing on the eastern edge of the Site. The path through to Sceptre Close runs beneath the canopy. Due to the degree of risk associated with its failure so close to homes and a public open space, the tree should be subject to an annual visual check to monitor general health. Any signs of stress, damage or die-back should be reported and checked.



Photos 07 & 08. Growing on the north-west edge of the green, T7 is a *Prunus* sp. There has been considerable damage to the stem and there is also an included bark stem union which is a point of weakness. The tree is relatively small and poses a limited risk, but the branch union should be monitored for signs of excessive movement.

Medium Category Trees

Trees which fall into the medium category, do not require urgent work, but they should be carefully reviewed on an annual basis to ensure that they do not decay to the extent that they pose a risk to the public.



Photo 09 & 10. T2 is a mature Sycamore a large horizontal wound on the main stem. Whilst the general form is good, there are some signs of die-back in the crown and the general health should be monitored.



Photo 11 &12. T3 is a mature Sycamore growing in the south-east corner of the Site. There has been some pruning work to the branch overhanging the adjacent garden. Photo 12 (right) shows T3 growing in the corner of the open space, where it is suffering due to competition for light and space.



Photo 13 &14. T6 is growing in the north-east corner of the green and next to a streetlight. The tree has two main leaders and a large, included bark union. The crown has been subjected to a reduction, which has initiated a stress response of vigorous branch end growth. The branches which are affecting the street lamp should be pruned back lightly to ensure that the path is properly lit. The general vigour and health of the tree should be monitored regularly (every 6 months) in case of any deterioration.

In most cases, of those in the medium category it is advised that they are checked annually (unless stated) for any signs of decay or defects that may pose a safety risk.

Low Category Trees

The trees identified as being in the low category do not require any imminent work. They are all in good health and they would benefit from being checked every year (or every other as noted in table 1) to make sure that damage has not occurred and that decay has not set in.

6.0 Conclusions

- 6.1 When undertaking a review of the health of the trees in a public space the main concerns are safety of the end user and the level of risk. The works identified in this report are recommendations and highlight the specimens at greatest risk of failure should work not be undertaken.
- 6.2 It should be noted that trees are living things subject to change and the effects of their environment. It may be that extreme weather (drought or storms) result in unanticipated damage that renders them unsafe. If there are concerns or obvious changes to the health of the tree a professional Arboriculturalist should be consulted and the tree inspected.
- 6.3 The open green area off Hasler Road is a publicly accessible space and it is advised that reasonable care and diligence is applied by the users when using the space. It is advisable therefore to avoid it when there are high winds or other conditions that may result in the unexpected failure of trees.
- 6.4 It was evident in various places that some of the trees are suffering because of compaction and damage from machinery. Damage to the trees opens wounds which are potential points of infection and this may affect the overall health of the tree. When working in and around the trees, best arboricultural practices should be applied and damage to the stems or roots avoided. Due to compaction and damage to the ground, it would be advisable to apply a bark mulch in areas under the trees where the grass does not grow due to lack of light.
- 6.5 The trees surveyed are situated within the site. Most are in a good or moderate condition although T6 (Ash) would benefit from some minor remedial work and an annual inspection of the trees is advised.

Details within this report are considered correct at the time of writing but modifications may need to be made should more information become available.

Glossary

Adventitious Growth	New growth arising from dormant or new buds directly from main branches/stems or trunks
Arboriculturist	Person who has, through relevant education, training and experience, gained expertise in the field of trees in relation to construction
Construction Exclusion Zone	Area based on the root protection area from which access is prohibited for the duration of the project.
Root Protection Area (m2)	Layout design tool indicating the minimum area around a tree deemed to contain sufficient roots and rooting volume to maintain the trees viability and where the protection of the roots and soil structure is treated as a priority.
Services	Any above ground or below ground structure or apparatus required for utility provision. E.g. drainage, gas supplies, ground source heat pumps, CCTV and satellite communications.
Stem	Principal above ground structural components of a tree that supports its branches.
Tree Protection Plan	Scale drawing informed by descriptive text where necessary, based upon the finalized proposal showing trees for retention and illustrating the tree and landscape protection measures.

CREDENTIALS OF THE AUTHOR

Kirsten Bowden has worked in the landscape profession since 2002. Her experience has been gained from both the public and private sector. She has worked for Hilliers Tree Nursery in Hampshire, Daventry District council, The Landscape Partnership and Suffolk County Council and now works as an independent consultant. In addition to her experience, she holds the following qualifications:

Masters Degree in Landscape Architecture, Heriot-Watt University. (MA Hons) 2003

Chartered Member of The Landscape Institute (CMLI) Dec 2004

Certificate in Landscape History (UEA) 2005

She is also an Technician Member of the Arboricultural Association and completed a level 4 diploma in Arboriculture in September 2017 (Tree Life).



Tree Inventory

- T1: Field Maple
- T2: Sycamore
- T3: Ash
- T4: Field Maple
- T5: Alder
- T6: Ash
- T7: Prunus sp.

Key: Work Priority

- 24 Low
- 24 Medium
- 24 High

Appendix 001:

Tree Condition Survey -
Location Plan

Site:

Hasler Road Green, Tollesbury,
Essex.

Kirsten Bowden
CHARTERED LANDSCAPE ARCHITECT

From: admin@saaa.co.uk <admin@saaa.co.uk>
To: tollesburypc@btinternet.com <tollesburypc@btinternet.com>
Date: Nov 30, 2022 11:26:23 AM
Subject: Notification of external auditor appointment

Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27

Tollesbury Parish Council, Essex,

Dear Clerk/RFO/Chairman, Tollesbury Parish Council,

Smaller Authorities Audit Appointments (SAAA) is the independent, sector led organisation responsible for the appointment and contract management of external auditors to smaller authorities since the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

This communication is to notify you that SAAA has appointed an external auditor to the authority for the 5-year appointing period from 2022-23 until 2026-2, following a procurement exercise to appoint auditors to each contract area from 1 April 2022.

Your current appointed auditor will conclude any outstanding work on the 2021-22 Annual Governance and Accountability Returns and the new appointed auditor (if changed) will be responsible for the arrangements in respect of the 2022-23 AGAR process onwards.

The contact details of your appointed external auditor and fee scales are shown in the appendix to this letter and can also be found on the SAAA website: www.saaa.co.uk.

The audit firms all have previous experience of conducting limited assurance reviews for smaller authorities and have dedicated support personnel. SAAA will monitor the performance of the appointed firms in providing the audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

Since 2017-18, authorities where the higher of income or expenditure for the financial year was £25,000 or less and who meet all the qualifying criteria have been able to declare themselves as 'exempt' from a limited assurance review by an external auditor. However, all authorities, even if they declare themselves 'exempt', still need to fully complete, agree and publish an annual return (AGAR).

All authorities require an external auditor appointment even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and a named auditor must be in place to deal with questions or objections from local electors about the accounts.

Annual Governance and Accountability Return (AGAR)

The Annual Governance and Accountability Return (AGAR) needs to be completed in accordance with "proper practices" as set out in *'Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide'*, and then be published in accordance with any applicable Transparency Code.

Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail; whilst an authority may request paper copies this may incur an administration charge.

Advice and assistance are available from the various sector membership organisations:

National Association of Local Councils and County Associations - www.nalc.gov.uk

Society of Local Council Clerks - www.slcc.co.uk

Yours faithfully,
Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2022-23 to 2026-27

SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms on 30 November 2021.

Responsibilities under the new contracts will relate to accounts for the financial year beginning on **1 April 2022**. The details of your specific appointment by contract (County) area are listed below.

Your Authority's Audit Appointment for 2022-23 to 2026-2027

Your appointed auditor will be **PKF Littlejohn LLP**.

Their contact details are:

PKF Littlejohn LLP,
SBA Team,
15 Westferry Circus,
Canary Wharf,
London E14 4HD

Email: sba@pkf-l.com

Tel.: 020 7516 2200

All auditor appointments are listed by contract (County) area and all the Auditor contact details are listed on our website on the Audit Appointments page.

Scales of Fees 2022-23 to 2026-27

The following fees have been determined by SAAA following consultation for the Audit Years 2022-23 to 2026-27.

Scales of audit fees

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their AGAR fully and accurately within the required timescales and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Table1 - Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)	
0 - 25,000	0	(if a Certificate of Exemption is submitted)
0 - 25,000	210	(if a LAR review is required)
25,001 - 50,000	210	
50,001 - 100,000	315	
100,001 - 200,000	420	
200,001 - 300,000	630	
300,001 - 400,000	840	
400,001 - 500,000	1,050	
500,001 - 750,000	1,365	
750,001 - 1,000,000	1,680	
1,000,001 - 2,000,000	2,100	
2,000,001 - 3,000,000	2,520	
3,000,001 - 4,000,000	2,940	
4,000,001 - 5,000,000	3,360	
5,000,001 - 6,500,000	3,780	

Note: An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable is £210.

Reminder letters

Where the auditor is required to send a reminder to any authority that has failed to submit either an AGAR or Certificate of Exemption to the external auditor by the statutory submission deadline will be charged £40 + VAT for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged in other circumstances, for example where auditors are required to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Table 2 - Maximum hourly rates for additional work at smaller authorities

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Value Added Tax

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

SAAA – Smaller Authorities' Audit Appointments Limited

77 Mansell Street, London E1 8AN www.saaa.co.uk

From: 20's Plenty for Essex <20splentyforessex@gmail.com>
To: tollesburypc@btinternet.com
Date: Dec 20, 2022 4:06:00 PM
Subject: 20's Plenty for Essex campaign
Attachments: 20s plenty summary.docx, 20s Plenty for Essex Nov-22 compressed.pdf

Dear Michelle,

You may be aware that a growing number of Essex Parish Councils are campaigning to make 20 mph the default speed limit where people and motor vehicles mix, with 30 mph being an exception.

These Parish Councils have started their campaigns with the support of 20's Plenty for Us, a not-for-profit organisation which campaigns to make cities, towns and villages better places to be.

We are now trying to contact those Parish Councils that are not yet involved to ensure that everyone has an opportunity to participate in this Essex-wide initiative. Could you therefore please bring this email to the attention of your councillors.

There is increasing evidence that residents (and voters) want a 20 mph default speed limit. They are fed up with intimidatory and anti-social driving, air and noise pollution and in particular they are concerned for their own safety and that of their families.

There is now a considerable amount of research showing that the introduction of 20 mph limits can be low cost and bring wide benefits, including fewer road casualties, less air and noise pollution, increased walking and cycling. Not least, 20 mph limits help to make communities better places to be.

At present, Essex County Council's process for introducing 20 mph limits is expensive, slow, ad-hoc and village-by-village. We are asking them to change their speed management policy to make 20mph affordable for local communities.

Essex Police have indicated that they would not want to enforce 20 mph limits. However, if 20 mph limits are widely adopted, they will clearly have to be part of the change. In the meantime, evidence suggests that this is not a particular issue since the imposition of 20 mph limits causes motorists voluntarily to reduce their speeds by up to 8 mph.

If you or your Parish Council are interested in becoming part of this campaign, please visit the 20's Plenty for Us website (<https://www.20splenty.org>) and contact Adrian Berendt (adrian.b@20splenty.org) with any questions you may have. We can arrange for 20's Plenty for Us to give you a Zoom presentation if you so wish.

20's Plenty for Us have prepared a brief outline of the campaign and its implementation, as well as a short presentation which contains some compelling information; these are attached.

Whether you propose to take all, some (or even none) of the actions contained in it, please let us know. 20's Plenty for Us are making a map that shows which parishes are doing what. It would be great to see more communities on this map.

Kind regards.

Adrian Berendt, 20's Plenty for Us

Parish Councillors: Daniel Kenning, Antony Kingham, Peter Pyke and Rupert Watson, as individuals for the 20's Plenty for Essex campaign

20'S PLENTY FOR ESSEX CAMPAIGN

The objective of the campaign is to make 20 mph the default speed limit where people and motor vehicles mix, with 30 mph being an exception.

The campaign has drawn on the research of "20's Plenty for Us", a not-for-profit organisation which campaigns to make cities, towns and villages better places to be, and the shared ideas and suggestions of over 120 Essex Parish Councillors.

The benefits of achieving our objective are

- to improve the quality of life in the communities of Essex which are currently blighted by fast moving traffic.
- to make communities safer by minimising the risk of road accidents.
- to contribute to climate change goals by reducing pollution.
- to ensure that the safety and comfort of people in communities takes precedence over the (often insignificant) time saved for people driving through them.

Proposed Actions for Parish Councils

The plan is to approach the challenge as groups of collaborating Parish Councils and individual councils are therefore requested to:

- agree and adopt a Parish Council motion based on the template in Appendix 1 below, also available at: https://www.20splenty.org/parish_council_motion
- communicate benefits of 20mph to parishioners:
 - quality of life
 - link between speed and harm
- email Essex County Council (see email template in Appendix 2 below)
 - Address to Lead Member for Highways Maintenance and Sustainable Transport at Essex County Council (Cllr Lee Scott)
 - Local representatives in ECC – district and county councillors
- identify a resident (councillor or non-councillor) to register a "20's Plenty" Campaign in your parish. Do this online here: https://www.20splenty.org/form_a_campaign

Proposals for the implementation of the plan

- Base programme on the low-cost, whole-community "wide-area" approach as adopted in Scottish Borders, Oxfordshire, Cornwall.

(see https://www.20splenty.org/universal_demand_for_20 and https://www.scotborders.gov.uk/news/article/4202/permanent_20mph_plans_approved).

- 20mph speed limit everywhere where people mix with cars and not linked to road status in “roads hierarchy”, PR1, PR2 etc.
- Adopt 20mph throughout Essex instead of 30mph as the default speed limit where people and motor vehicles mix, with higher limits the exception not the rule.
- Create a uniform and consistent speed-limit practice across Essex so that it is simple and consistent for drivers.
- Cluster communities together to seek implementation in groups, such as contiguous communities in an area bounded by main roads.
- Road signs only, low-cost installation.
 - Starting assumption that no civil engineering required; possibly small amount if it proved appropriate but not part of the main programme.
 - There is no need to delay the process or introduce the cost of additional data collection: adequate data is available from existing programmes elsewhere in UK.

Appendix 1: Template Motion for PCs to agree

[Your Parish or Town council name]:

- supports the 20's Plenty for Essex campaign,
- calls on Essex County Council to implement 20mph in [your place] and
- will write to Essex County Council to request 20mph speed limits on streets throughout the county where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.

Appendix 2: Template email that can be used to write to Essex County Council.

FAO: Cllr Lee Scott, Essex County Council Cabinet Member for Sustainable Transport

CC: Our local representative on ECC, our local District, Borough or City Councillor.

Address: Members' Suite, Essex County Council, PO Box 11, CMI ILX

Email: cllr.lee.scott@essex.gov.uk

Setting 20mph as the default speed limit in towns and villages in Essex

[xxxx] Parish Council requests Essex County Council to adopt 20mph as the default speed limit for urban and village roads in the county. A higher limit can be set as an exception, where there is evidence that it will be safe for pedestrians and cyclists. Regarded as global best practice, the UK government committed itself to 20mph speed limits by signing the 2020 Stockholm Declaration.

Vehicle size has been slowly increasing as carmakers build in more safety and comfort for occupants, so people drive faster without realising.

Stopping distance at 20mph is about half compared to 30mph. Road accidents lead to fewer serious injuries for occupants but not pedestrians. Harm from being hit by a car is proportional to square of speed, so speed has bigger impact than even size of car.

The benefits of 20mph are clear: better for children, better for the elderly, better for pedestrians, better for cyclists and better for disabled. 20mph reduces road casualties and emissions, makes it more likely that people will walk or cycle and has almost no effect on journey times for those in motor vehicles.

20mph is popular. In survey after survey, around 7 in 10 people say they support 20mph speed limits. 28m people in the UK live in local authorities that have committed to a 20mph speed limit on most urban and village roads. Essex is rapidly becoming an outlier among Highways Authorities by endorsing speeds of 50% higher on most built-up roads.

Even where Essex County Council considers a 20mph scheme, its recommendation of high-cost engineering solutions effectively prevents many Parish Councils from implementing 20mph. A signed-only wide-area scheme combined with education is easier and better for everyone: cheaper for ECC and for communities, is more effective and doesn't impact emergency services.

We ask that you work with other decision makers and officers in Essex to set an authority-wide default 20mph limit for urban and rural community roads and make it easier for communities like ours to secure a speed limit of 20mph.

We also ask Essex County Council to write to the UK National Government and request that 20mph be made the national default speed on restricted roads, with 30mph as the exception where warranted.

Please keep me informed of your progress.

Signed:

For xxx Parish Council

Appendix 2: Template Motion for PCs to agree

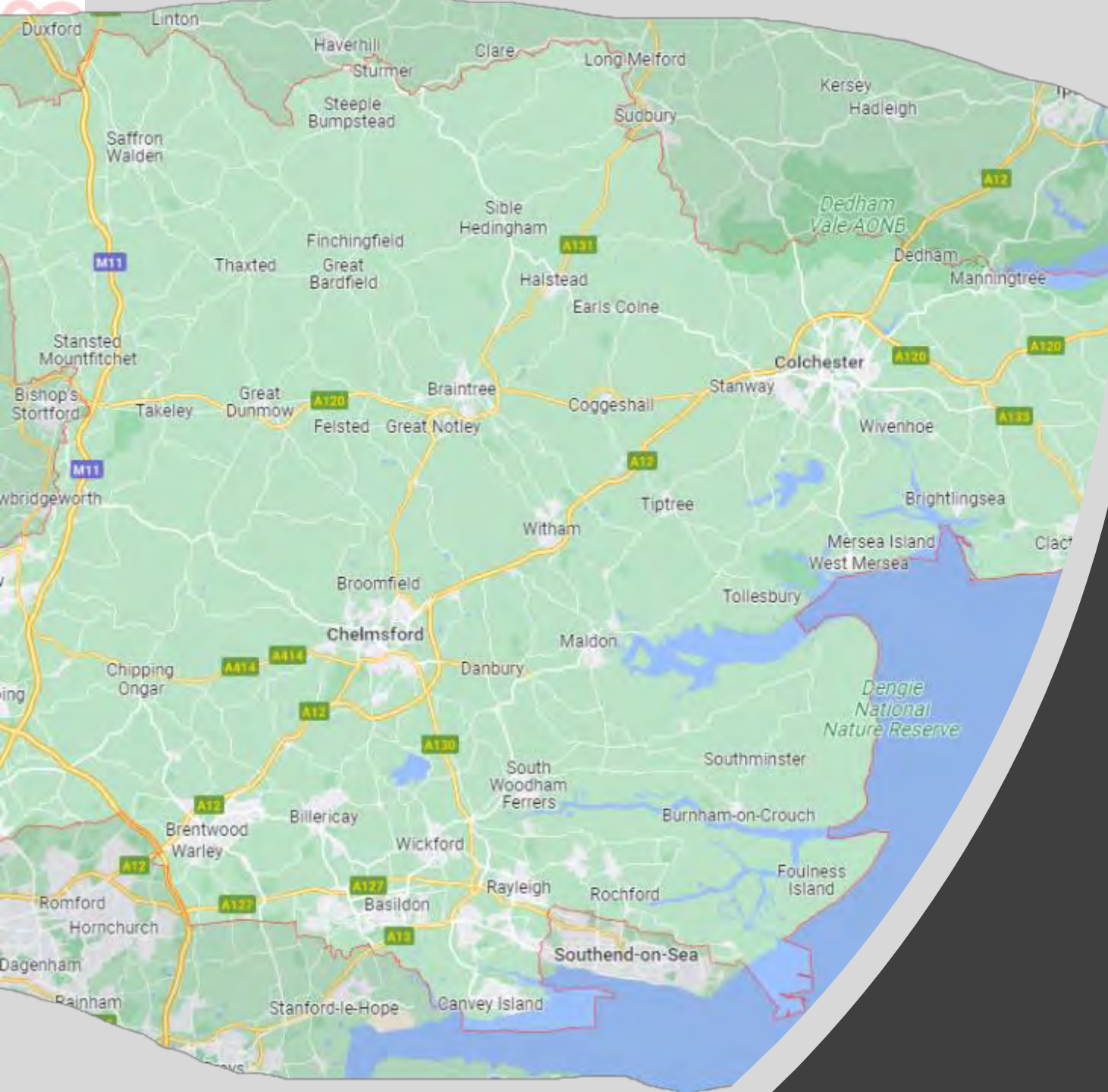
[Your Parish or Town council name]:

- Supports the 20's Plenty for Essex campaign;
- Calls on Essex County Council to implement 20mph in [your place]; and
- Will write to Essex County Council to request 20mph speed limits on streets throughout the county where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.

Appendix 3: Existing regulatory policies

Policy	Status	Action
ECC Vision Zero https://bit.ly/3N9WKPI https://bit.ly/3N9WKPI	Awaiting Road Hierarchy review; speed reduction commentary excludes specific mention of 20mph	Request ECC to prioritise Vision Zero
ECC Speed Management review	Stalled, awaiting ECC road hierarchy review	Propose to ECC to adopt the principle of wide area 20mph ahead of the ECC Road Hierarchy review
ECC Roads Hierarchy review	Currently a bottleneck to progress, but also arguably not relevant	Request ECC to prioritise but emphasise that not needed for 20mph (see above)

<p>Dept for Transport guidance on setting local speed limits</p> <p>https://bit.ly/3sBZ0WK</p>	<p>Reference to 24mph threshold by ECC precludes / makes 20mph expensive</p>	<p>Emphasise that plenty of Local Authorities are implementing 20mph without referring to pre-existing speeds</p>
<p>Stockholm Declaration</p> <p>https://bit.ly/3SG0gCG</p>	<p>UK National Government supports declaration of 20mph / 30kph as the maximum speed limit where people and motor vehicles mix</p>	<p>Ask ECC to lobby UK Government for a national default speed of 20mph on restricted roads</p>



20's Plenty for Essex Nov-22

Adrian Berendt
Daniel Kenning



Rod King MBE
(founder)



Anna Semlyen
(campaigns)



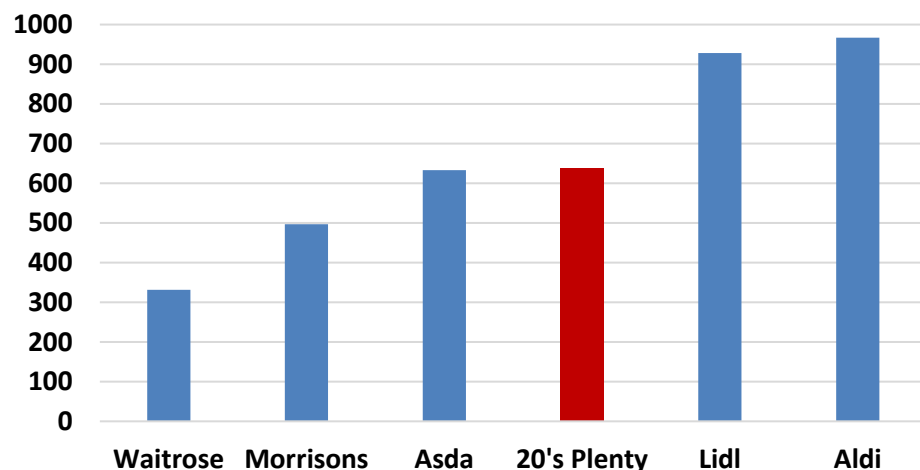
Jeremy Leach
(London)



Adrian Berendt
(South East)



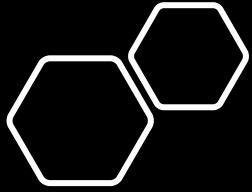
Branches



“20’s Plenty...

1) Campaigns national for 20mph where people and motor vehicles mix

2) Supports local campaigners that want 20mph in their place”



Why 20mph?

- 1mph slower => 6% fewer collisions
- 30mph vs. 20mph => c.7x fatality risk for a pedestrian





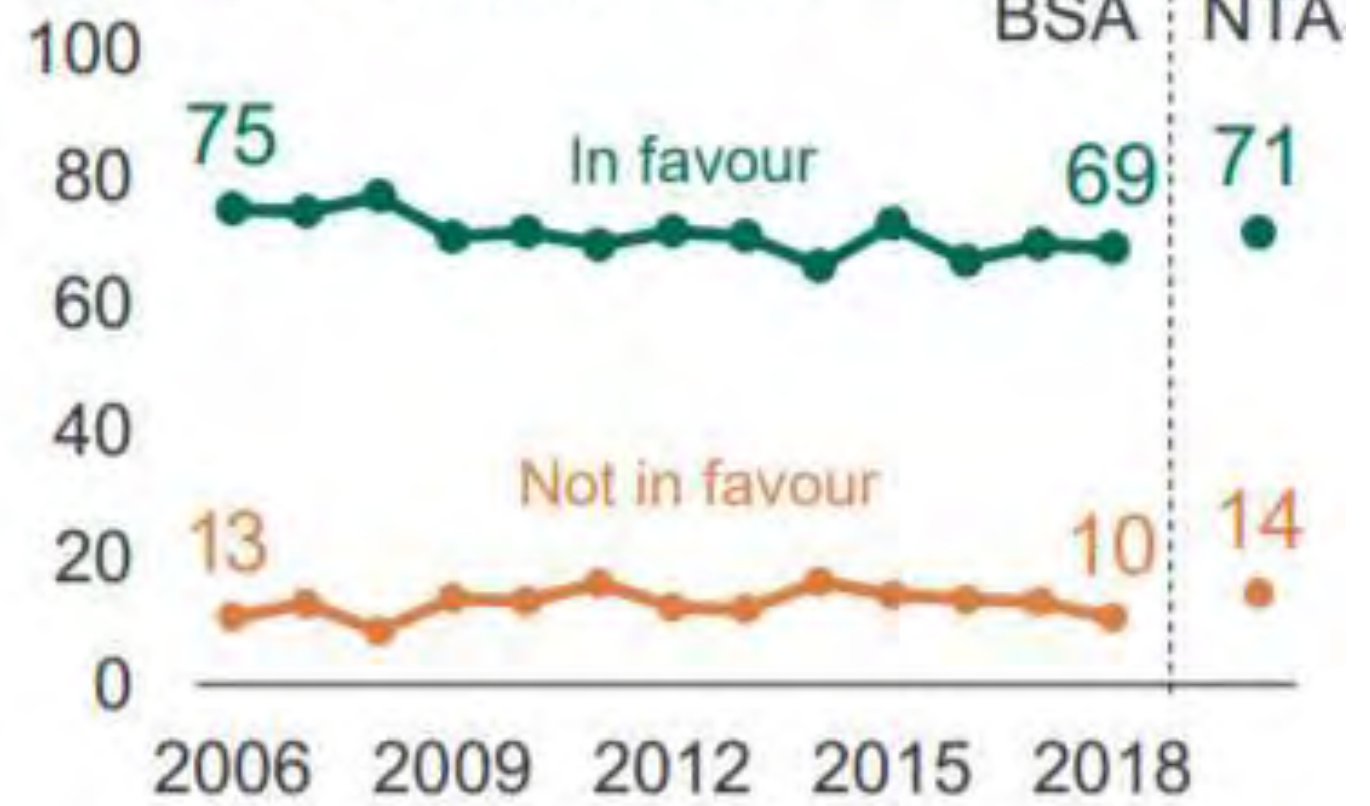
Benefits

- **Economic**
 - Better for local business
 - 20%+ fewer casualties
 - Independent mobility for young and old
- **Social**
 - Better for health
 - More walking and cycling
 - People take precedence over motor vehicles
 - Stronger communities
- **Environmental**
 - Climate-friendly
 - Reduces pollution
 - Less noise

20mph
consistently
popular

Speed limits of 20mph in residential streets

Per cent of respondents



Scope: England, 18+

NEWS

29th January

Edinburgh 20mph speed limit cuts crashes by a third



By Caitlin Hutchison



CaitlinHutchie



Edinburgh 20mph speed limit effective in reducing accidents on the roads, research shows

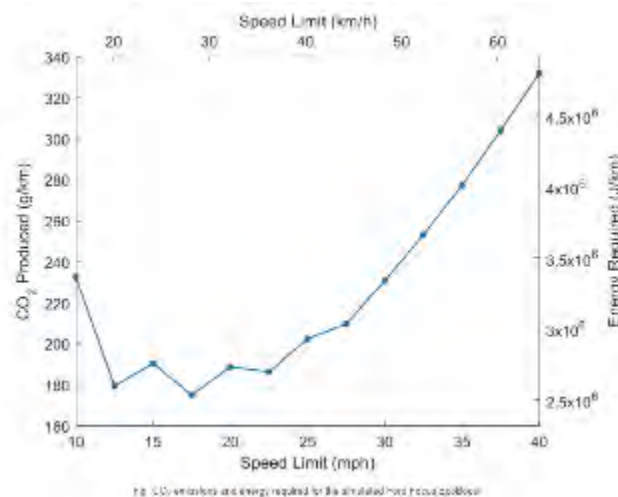
Typically, 20mph means 20% fewer casualties. Edinburgh saw a larger reduction

From 17th
September 2023

“In Wales:
20mph normal;
30mph an
exception”



Energy (Joules) required for a 1000kg car to reach a maximum speed

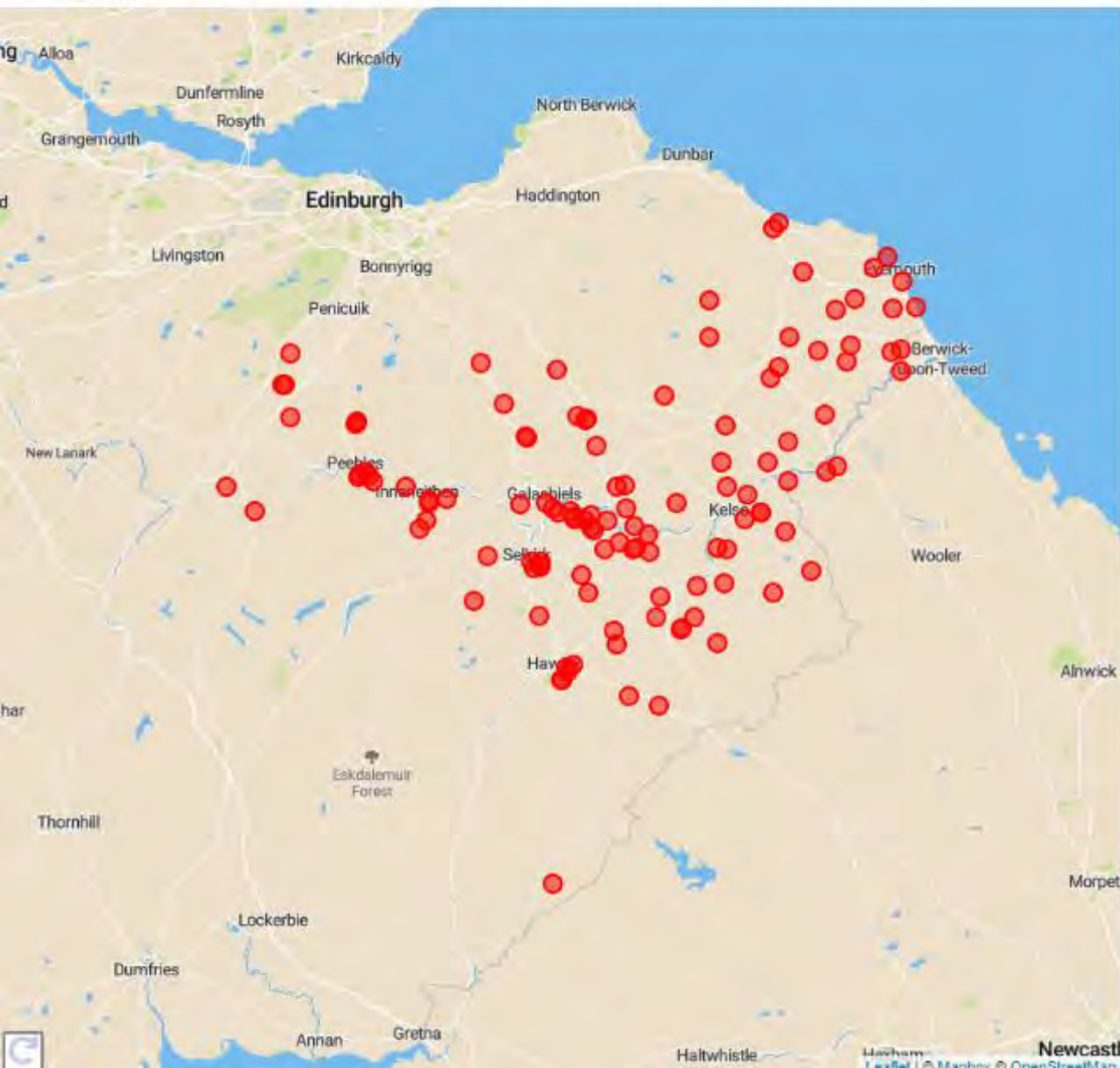


Emissions

CO2 / NOx
1/3 higher
at @ 30mph



Traffic Speed and Volume Dashboard



Combined

5 Day Avg



Primary Direction

Secondary Direction

Average Speed (mph)

Time Period	Before	After	Diff	%Diff
08:00-09:00				
15:00-16:00				
06:00-22:00				
06:00-24:00				
07:00-19:00				
All Day				

Speed difference between Before and After surveys (mph)

(00:00 - 24:00)

(07:00 - 19:00)

85th %ile Speed (mph)

Time Period	Before	After	Diff	%Diff
08:00-09:00				
15:00-16:00				
06:00-22:00				
06:00-24:00				
07:00-19:00				
All Day				

Speed difference between Before and After surveys (mph)

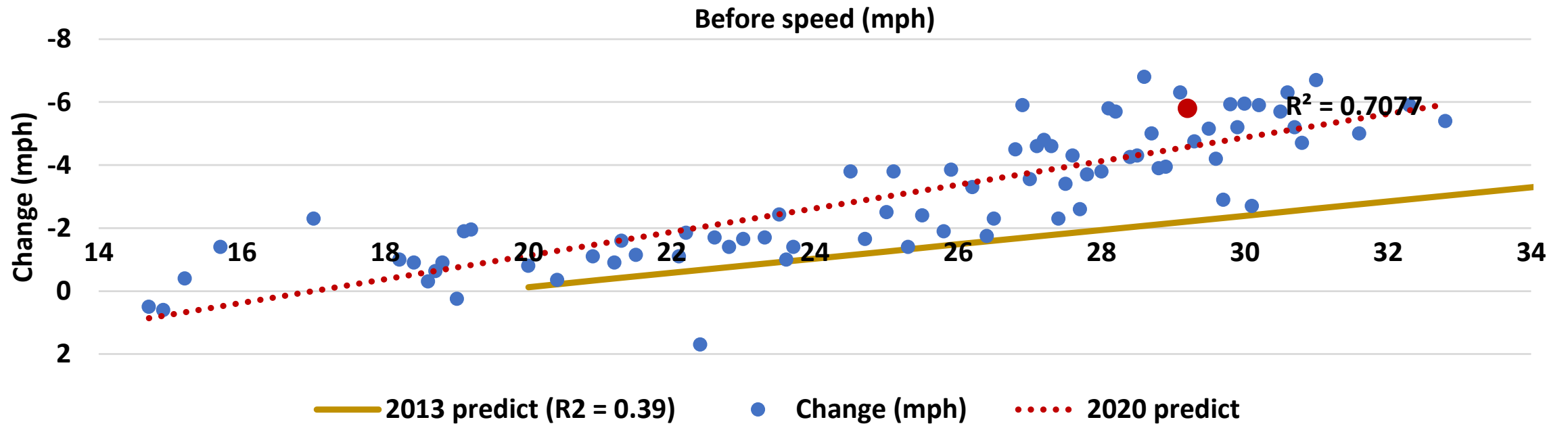
(00:00 - 24:00)

(07:00 - 19:00)

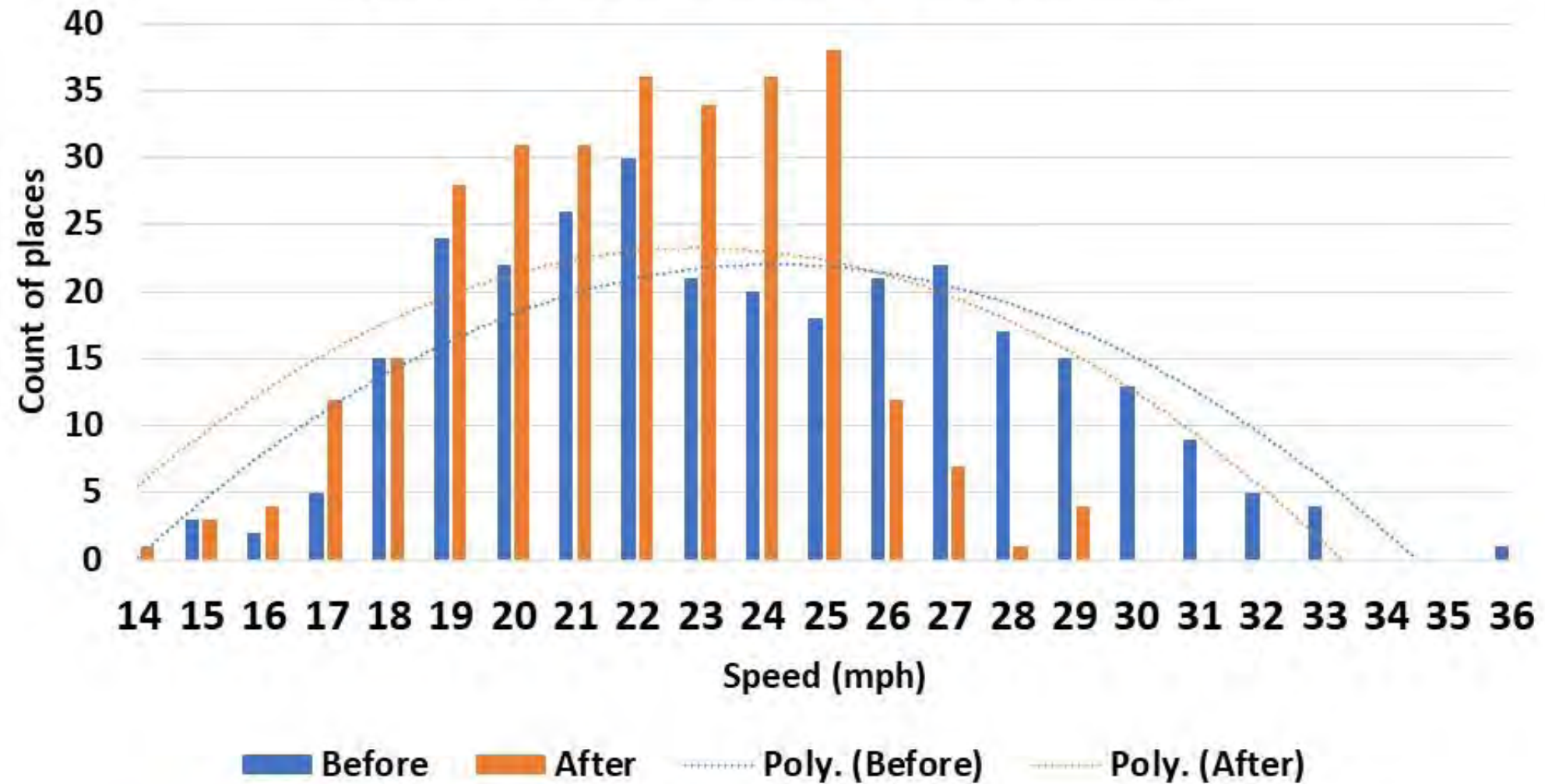
[Click here for access to Pedestrian and Cyclist Accidents](#)

Scottish Borders Council

Mean speed change post 20mph introduction




Speeds before & after 20mph implemented



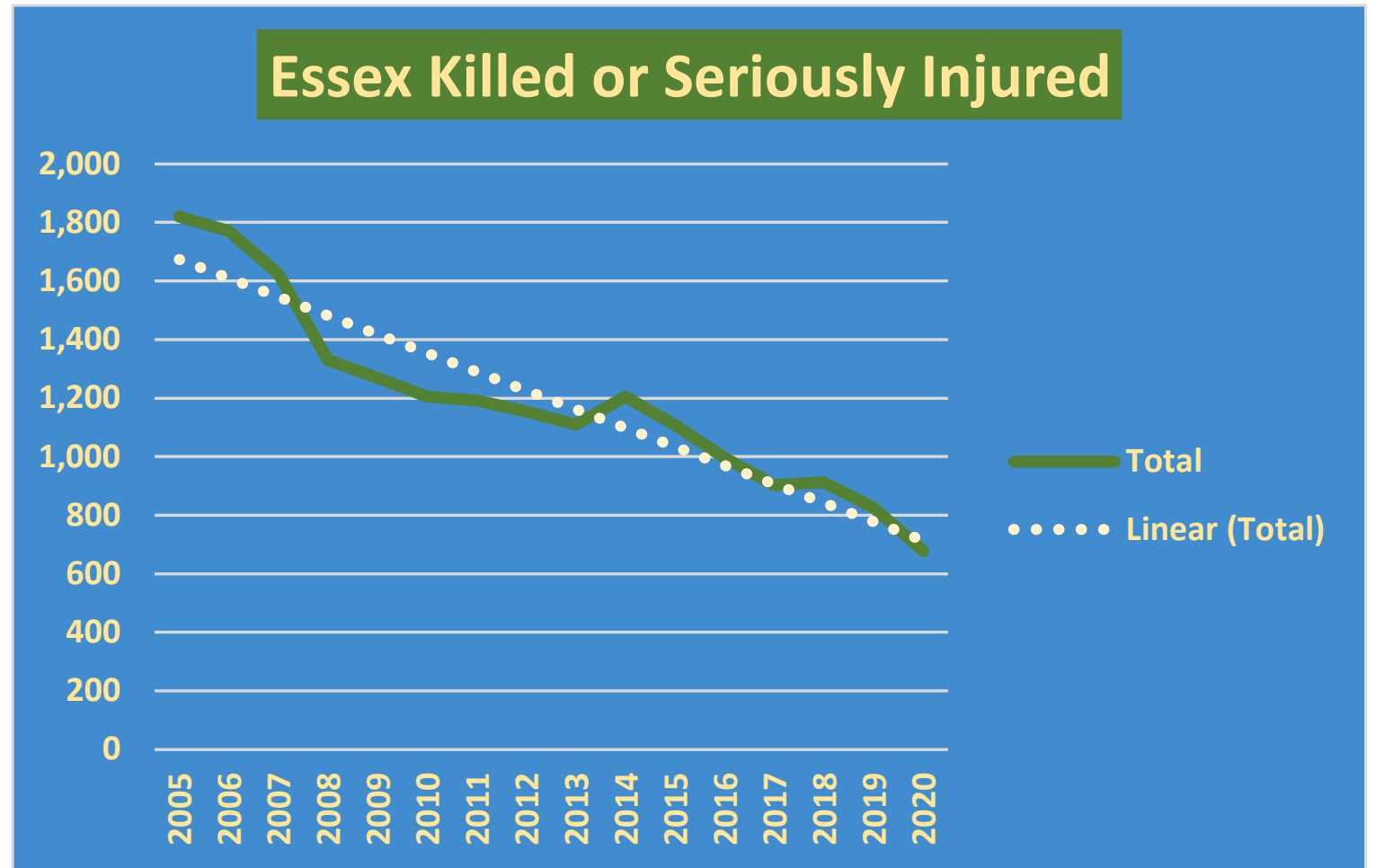
Progress in Essex: 1



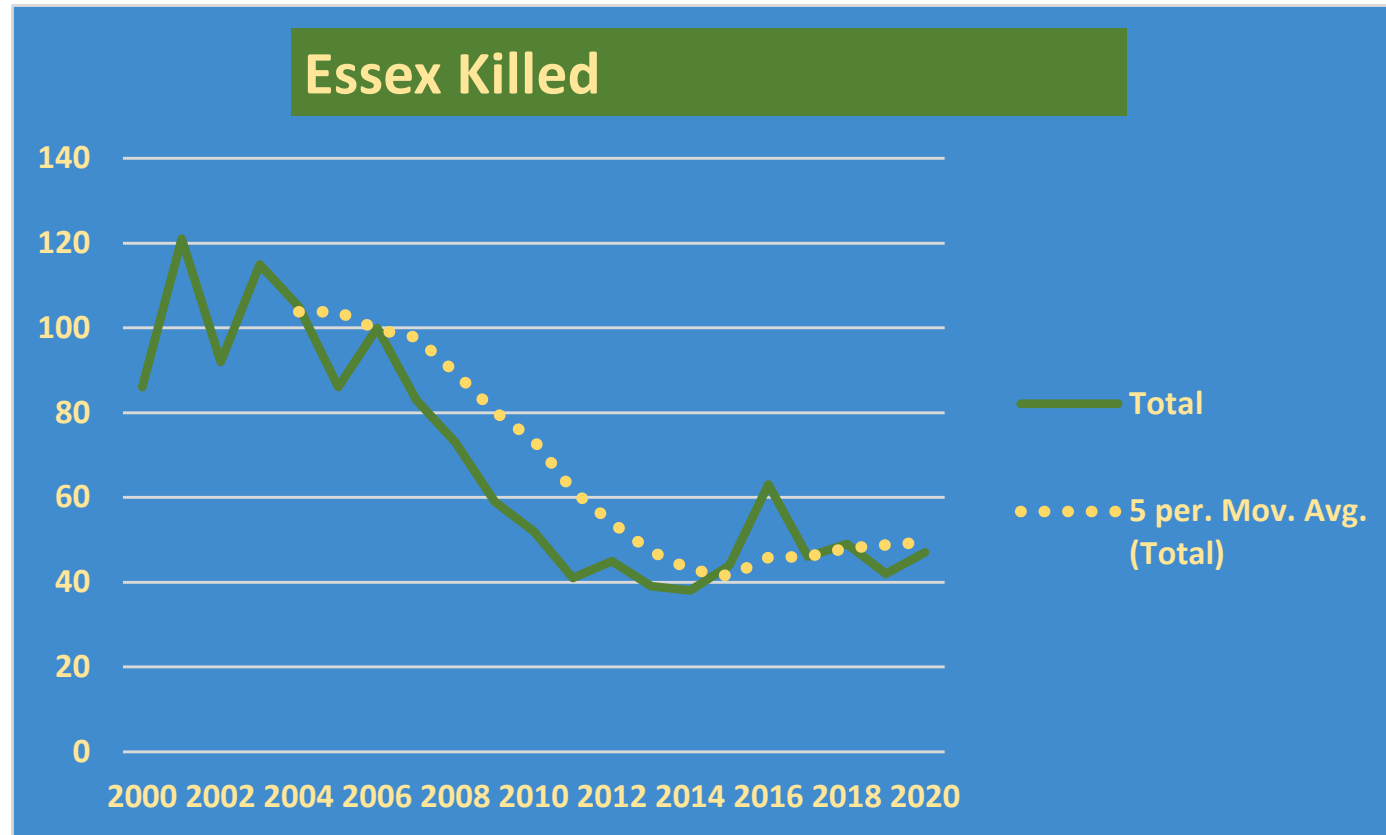
[About](#) [Road users](#) [Education](#) [Training](#) [Police](#) [Vision Zero](#) [Extra Eyes](#) [Collision data](#)

**VISION
ZERO** 
NO ROAD DEATHS

Progress in
Essex: II
...but...



...no progress on road deaths since 2010...





To achieve compliance there should be no expectation on the police to provide additional enforcement beyond their routine activity, unless this has been explicitly agreed."

The County Council commends the DfT for the consideration in respect of variable 20mph limits of a more cost-effective sign indicating "20mph when lights flash" and should the evidence regarding the level of driver compliance prove to be positive the possible consideration of this sign as part of the DfT's sign review.

Essex policy is to ration 20mph:

- DfT guidance (2013) supersedes
- Treats 20mph as an exception
- Series of criteria puts barriers in the way
- Over engineered solutions
- Etc, etc

demonstrate a collision saving and added benefits including improvements in quality of life and community benefits and encouragement of healthier and more sustainable transport modes such as walking and cycling. This will not preclude the County Council from considering schemes that are financed from other sources.

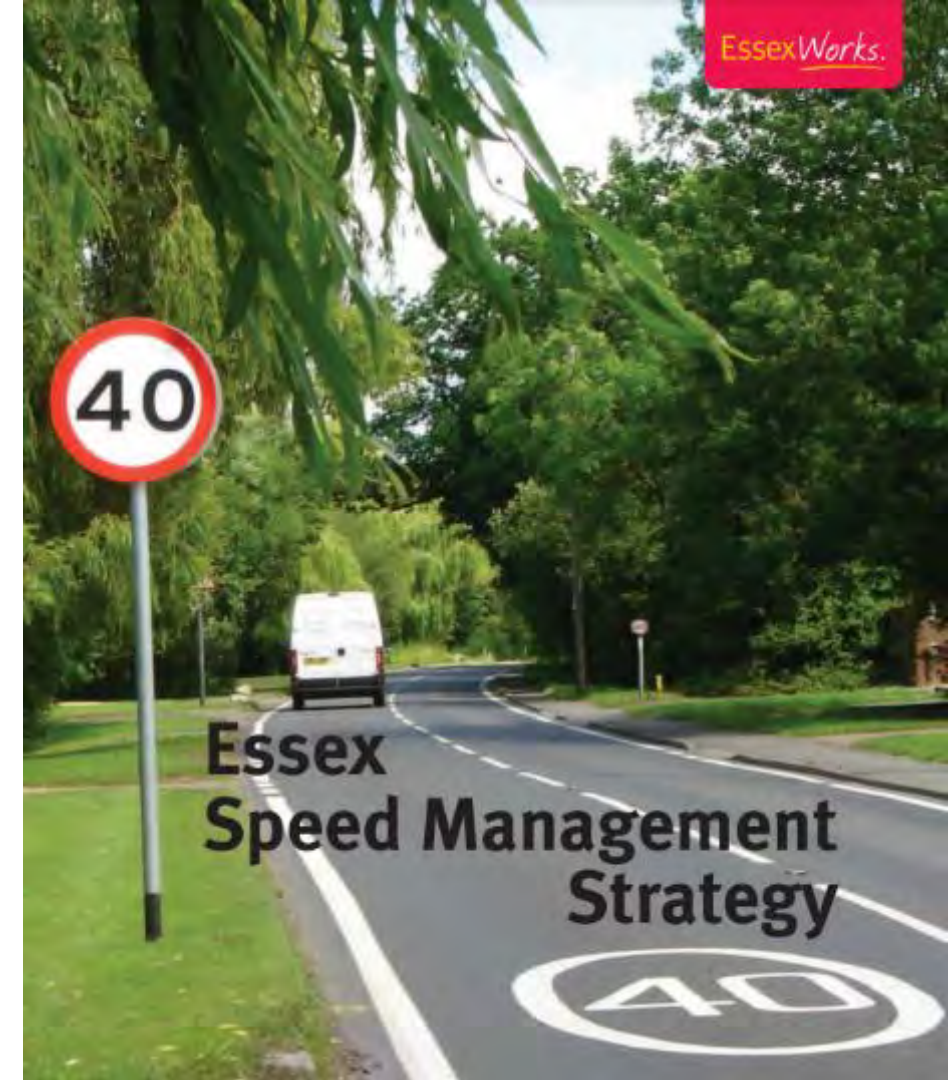
Councillor Norman Hume

Cabinet Member for Highways and Transportation

March 2010

Addendum

Following the consultation and consideration by the Safer and Stronger Communities Policy and Scrutiny Committee on the Essex Draft Speed Management Strategy the Department for Transport (DfT) issued a call for comments on revisions of DfT's speed limit circular 01/06. The letter requested that Highway Authorities used the advice contained in the letter to continue with their speed management activity until final guidance is issued in spring 2010.



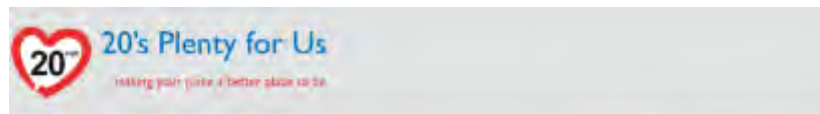


Next steps

1. Form a local campaign



2. Pass a 20mph motion



Ask your Parish or Town Council to vote for 20mph

20's Plenty for Us is asking Parish and Town Councils in [your County] to pass a motion to support the campaign for 20mph where people live, work and play. Each local council that does will help:

3. Ask ECC to make 20mph the default





And... 4: buy resources to support



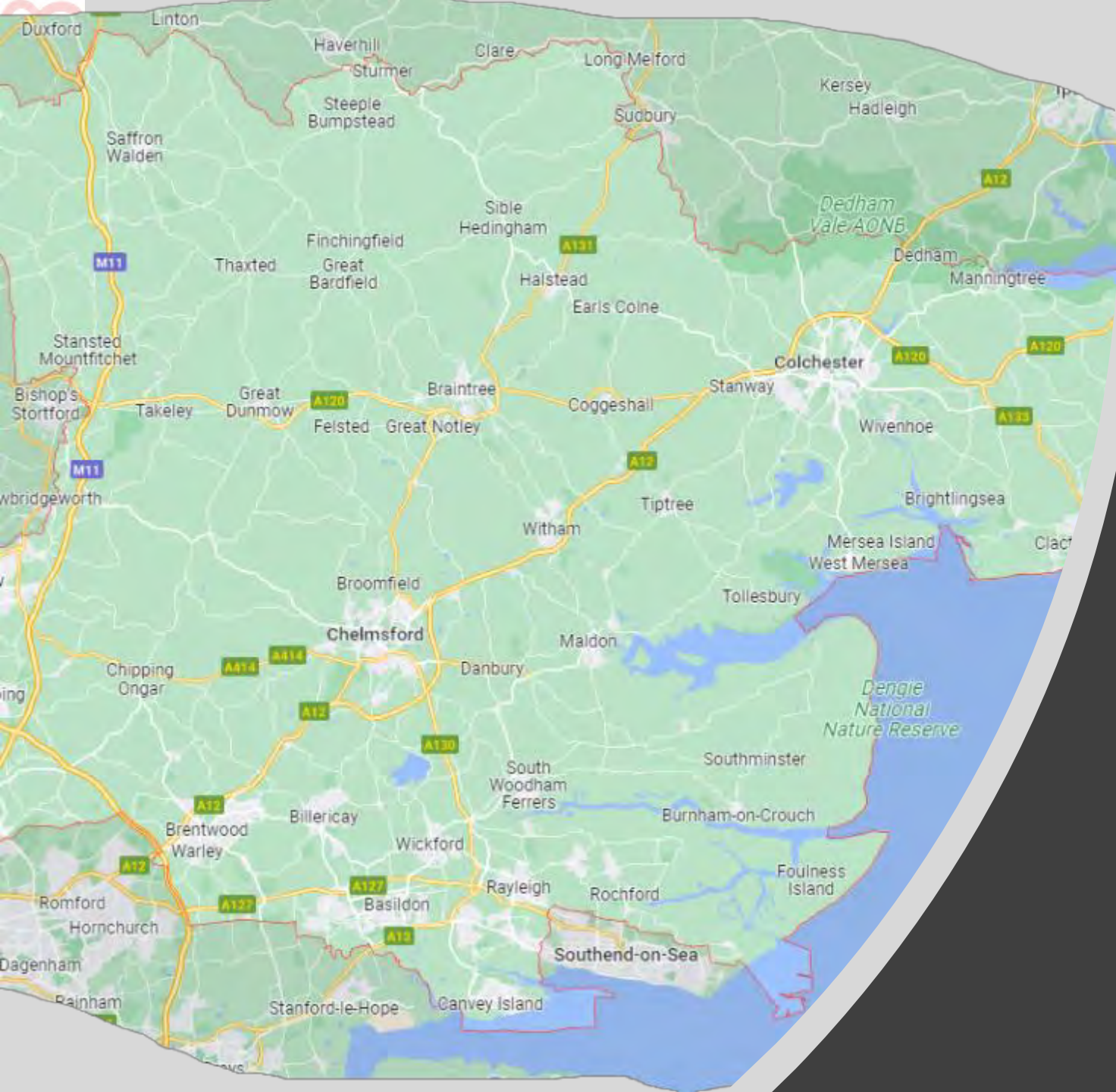


Next Steps – Your views welcome



**A LITTLE BIT SLOW
A WHOLE LOT BETT**

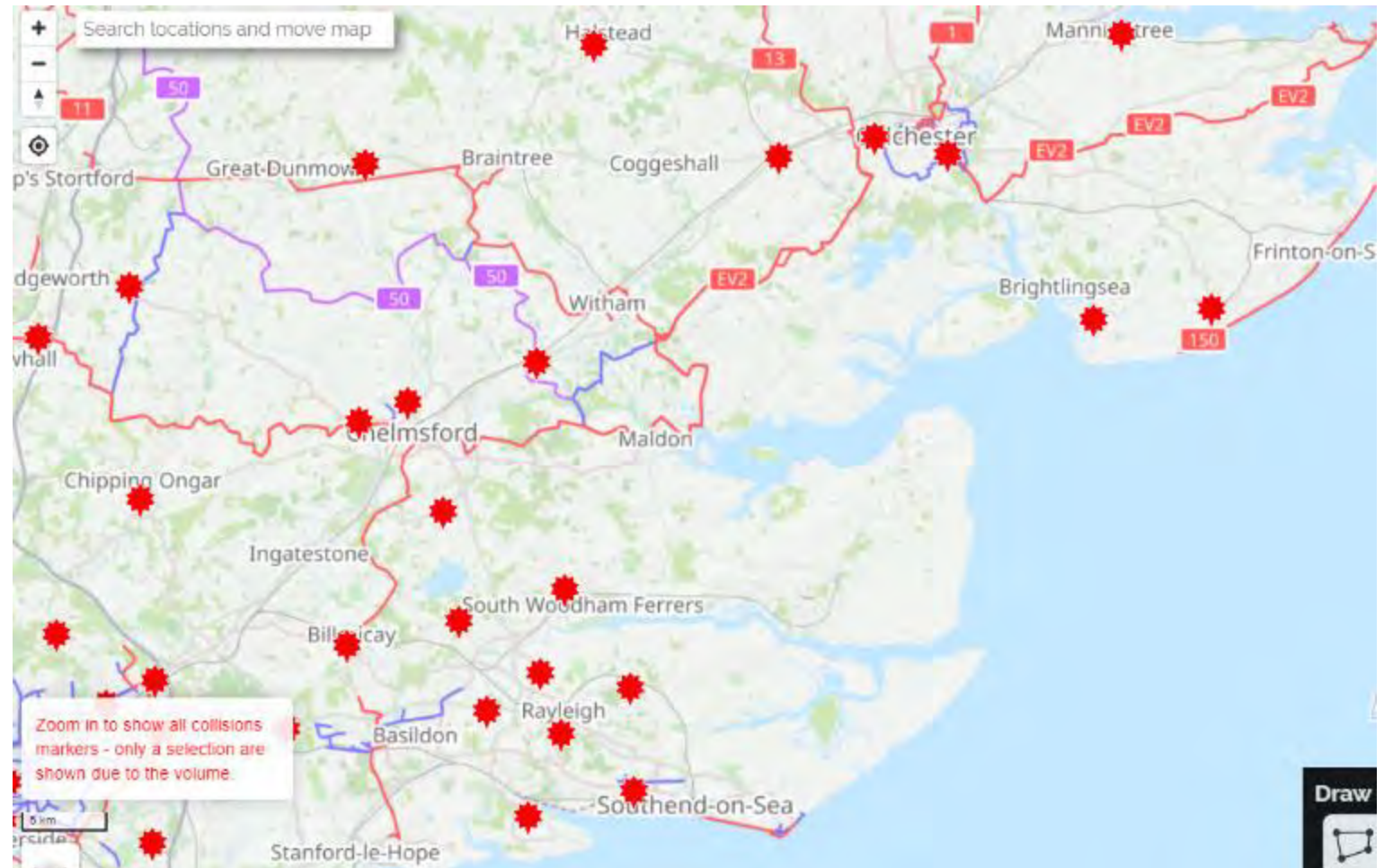
20's Plenty
for Essex
...making our county a better place to be



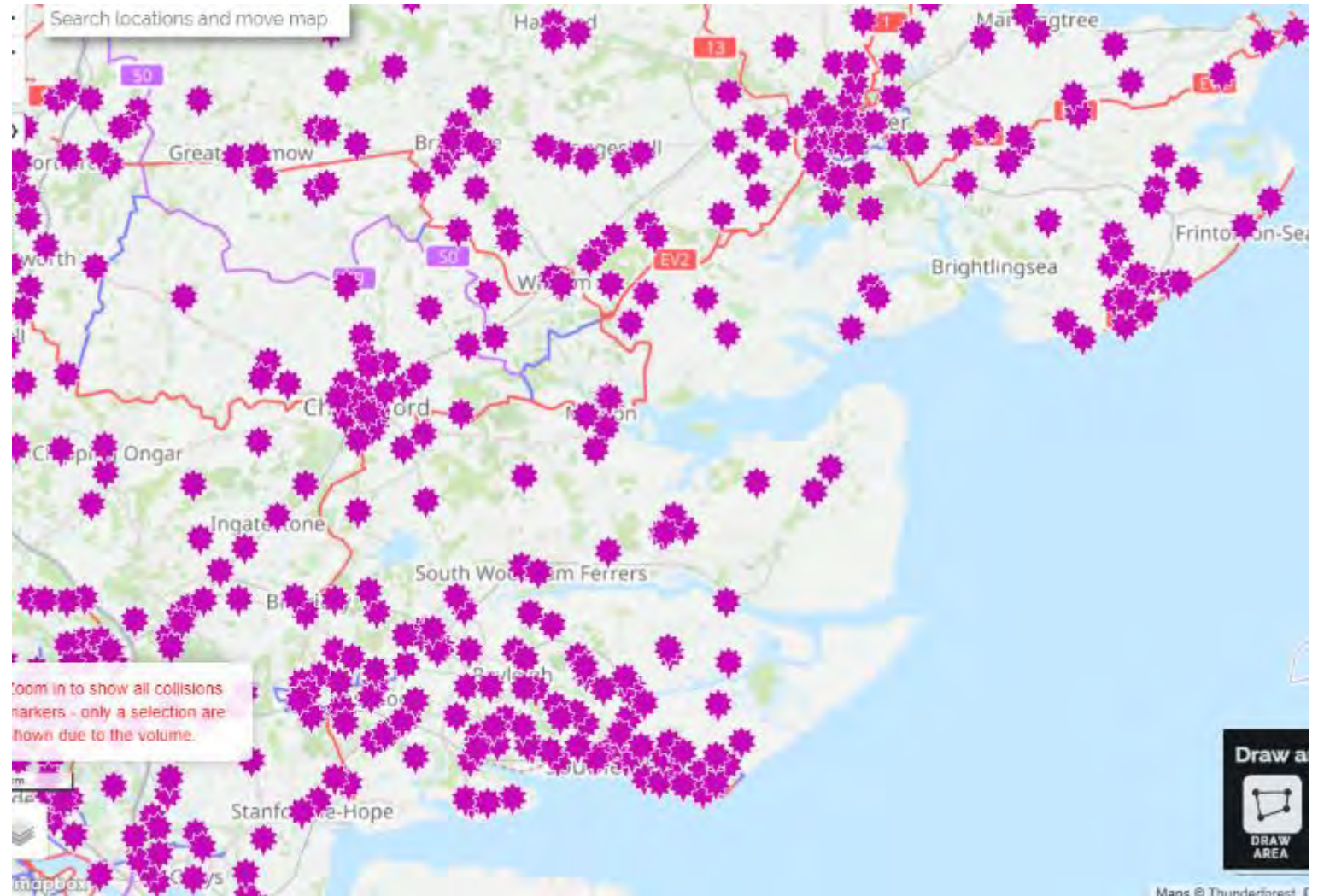
Thank you!

Adrian Berendt

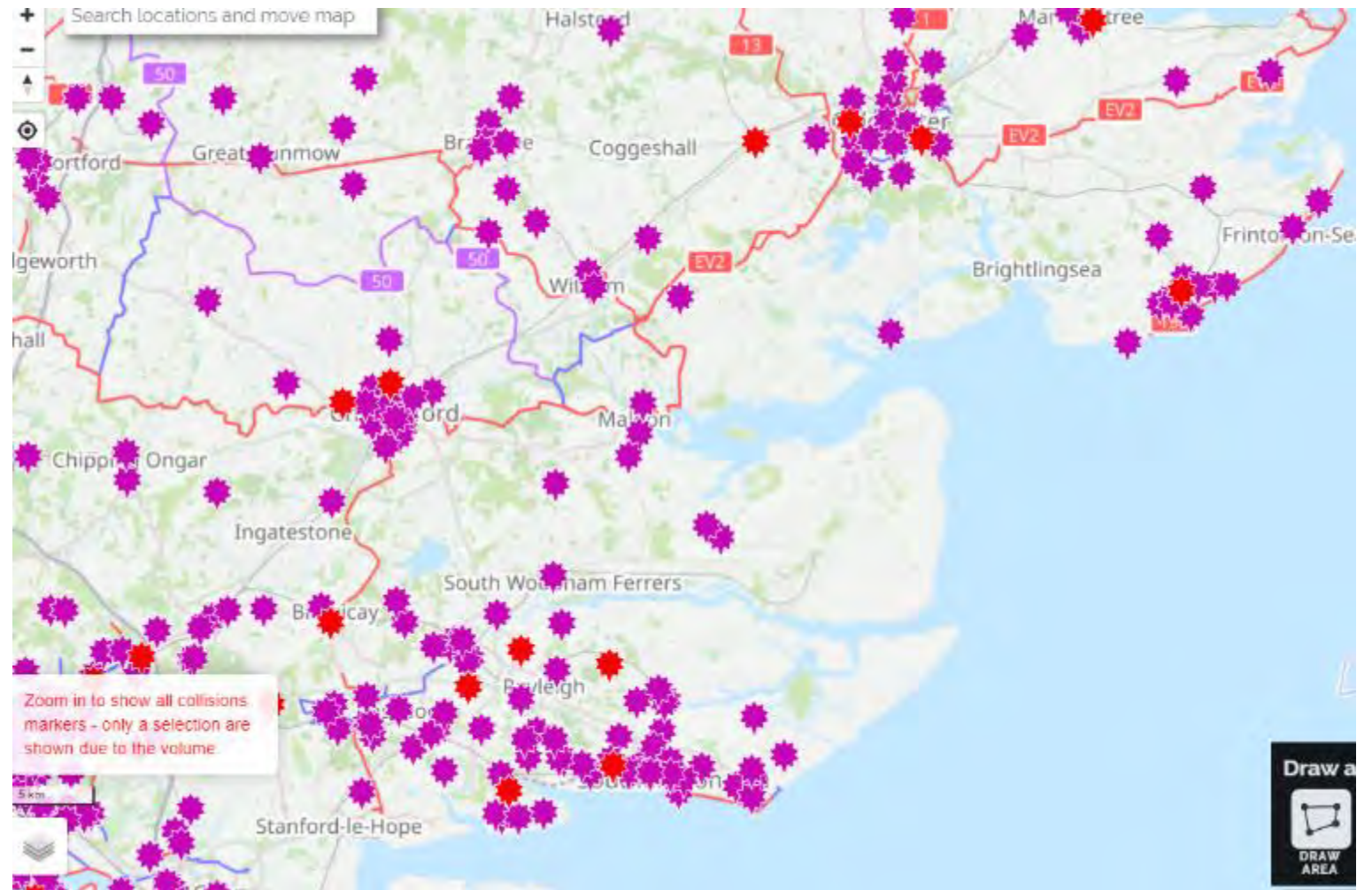
Essex killed:
dispersed,
mostly faster
roads



Serious
Injuries:
more in
urban areas



Pedestrian &
cyclist KSIs
mostly urban
centres



TOLLESHUNT D'ARCY PARISH COUNCIL

www.tolleshuntدارcypc.org

Chairman: John Smith - 07505 008891

Clerk: Michelle Curtis, PO Box 13205, Maldon
Essex CM9 9FU

Tel: 07483 325853

email: clerk@tolleshuntدارcypc.org



Our ref: TDPC/MC/47-22
Date: 13th December 2022

Dear Councillors and Parish Clerk,

We recently attended the online meeting facilitated by EALC to discuss the 20's Plenty campaign in Essex. Over forty parish councils from around Essex were represented and the overriding feeling was that vehicles travelling too fast for the environment was a problem that affected all areas and was a frequent serious concern of parishioners.

It was accepted that achieving a 20mph speed limit in individual villages is very difficult, time-consuming and virtually unachievable. This campaign is asking parishes across Essex to contact Essex County Council asking for a change in the current policy of 30mph minimum, adopt a new "wide area approach" and implement a 20mph limit across the whole county "where people and motor vehicles mix".

If successful, the obvious benefits would be a safer and calmer environment for motorists and pedestrians and reduced air and noise pollution.

It is thought a more powerful argument would be clusters of communities acting together to seek implementation in groups, e.g. all contiguous communities within an area bounded by main roads - hence us contacting you.

If you wanted to support this campaign, your Parish Council could adopt a motion stating "We would like a 20mph speed limit" and write to Essex County Council requesting them to adopt 20mph as the default speed limit for urban and village areas roads in the county. There is further information and templates in the attachment and you can also visit the 20s Plenty website at www.20splenty.org.

Yours sincerely

M. Curtis

Michelle Curtis
Clerk to the Council

Parish / Town Council	Month	Total Number of Hours
Tollesbury	November	03:00
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
0	0	0
ASB Issues	VMO (Vehicle Moved On)	
0	1	
Any Other Details		

Officer	Date	Parish	Start	Finish	Total	Patrol Area	COMMENTS ON PATROL
SC/LF	10/11/2022	Tollesbury	10:15	10:45	00:30	Checked Parish Sites.	Delivery of waste sacks to appointed distributor. General Patrol of Parish sites. All appeared correct. Nothing to report.
DR/LF	10/11/2022	Tollesbury	13:45	15:15	01:30	Toilets, Saltpool, and Recreation Ground.	Patrolled areas, graffiti still on holding near playing field. Toilets block could do with a clean. Engaged with members of the public who reported some ASB issues. Will pass this information on.
SC/DR	18/11/2022	Tollesbury	14 30	15:30	01:00	School - Playing Fields and play Park.	Engaged with dog walkers. Attended school to ensure effective enforcement of the traffic regulations.
					3:00:00		