



Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on **Tuesday 5th December 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

28th November 2023

Councillors: S Plater (Chairman), S Hawes (Vice-Chairman), M Bell, R Clare, A Ferneyhough, P Gilbert, L Goldie, L Inwood, 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

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)

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

4.1 To receive a report from County Councillor Durham

4.2 To receive a report from District Councillor Stephens

5. Minutes

To receive and approve the minutes of the Parish Council Meeting held on 21st November 2023

6. Finance

6.1 To receive and approve the Monthly Financial Report as of 30th November 2023

6.2 To receive and approve the payment schedule

7. Recreation Ground

7.1 To receive the draft minutes of the Recreation Ground Committee meeting held on 14th November 2023

7.2 To receive a verbal report from the Recreation Ground Committee

7.3 To agree on expenditure for a replacement seat for the zip wire

7.4 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 the draft minutes of the Environment and Amenity Committee meeting held on 15th November 2023

8.2 To receive a verbal report from the Environment and Amenity Committee

9. Woodrolfe Hard

9.1 To receive the draft minutes of the Woodrolfe Hard Committee meeting held on 13th November 2023

9.2 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. Highways

11.1 To receive an email from South Essex Parking Partnership following the application for road markings at the flood barrier gate in Woodrolfe Road *

11.2 To receive an email from County Councillor Cunningham responding to the Parish Council's letter regarding the closure of Tollesbury Road*

12. Grounds Maintenance Contract

To consider quotations for the Grounds Maintenance Contract

13. Police/Community Protection Officers (CPO)

13.1 To receive the Police Reports (confidential) and discuss policing matters within the village to report back to Essex Police

13.2 To receive the CPO Report for October 2023

14. Administration

To receive information from the Clerk – update on current and ongoing matters

15. Community Matters

To receive information only or note future agenda items

16. Public Bodies (Admission to Meetings) Act 1960

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

17. Employment Matters

To receive and discuss a letter from an employee.

18. Public Bodies (Admission to Meetings) Act 1960

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

19. Dates of the Next Meetings

Wednesday 6th December 2023 – Finance & Policy Committee – Postponed until Tuesday 12th December 2023 - 7.30pm – Pavilion

Tuesday 19th December 2023 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 9th January 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 16th January 2024 - Full Council Meeting – 7.30pm – 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

From: Cllr Mark Durham - Member CC <Cllr.Mark.Durham@essex.gov.uk>
To: 'Clerk Goldhanger Parish Council' <clerk.gpc@outlook.com>, Little Braxted Parish Council <littlebraxtedpc@hotmail.com>, greattothamparishcouncil@btinternet.com <greattothamparishcouncil@btinternet.com>, Jane Clemo <langford.ulting.pc@gmail.com>, Wickham Bishops PC <info@wickhambishopsparishcouncil.org>, Tollesbury Parish Council <tollesburypc@btinternet.com>, Heybridge Parish Council <clerk@heybridgeparishcouncil.gov.uk>, clerk@tolleshuntarcypc.org <clerk@tolleshuntarcypc.org>, clerk@heybridgebasinpc.org.uk <clerk@heybridgebasinpc.org.uk>, Lynda Townend <parishclerk@greatbraxtedpc.org.uk>, Vysian Banyard <vysian.banyard@hotmail.com>, tmpccclerk@gmail.com <tmpccclerk@gmail.com>, Lynda Townend <parishclerk@greatbraxtedpc.org.uk>
CC: Cllr. Emma Stephens <cllr.emma.stephens@maldon.gov.uk>, Cllr. Maddie Thompson <Cllr.Maddie.Thompson@maldon.gov.uk>, Cllr.Clive.morley@maldon.gov.uk <Cllr.Clive.Morley@maldon.gov.uk>, Cllr. Paula Spenceley <cllr.paula.spenceley@maldon.gov.uk>, Cllr. Nick Spenceley <Cllr.Nick.Spenceley@maldon.gov.uk>, Cllr. Nikki Swindle <Cllr.Nikki.Swindle@maldon.gov.uk>, Cllr.Richard.Siddall@maldon.gov.uk <Cllr.Richard.Siddall@maldon.gov.uk>, Cllr. Jade Hughes <Cllr.Jade.Hughes@maldon.gov.uk>, Cllr. Simon Morgan <cllr.simon.morgan@maldon.gov.uk>
Date: Nov 27, 2023 11:15:22 AM
Subject: ECC Update. LHP's

Dear Parish Councils,

I am aware that there has been some conjecture and concern regarding the Local Highways Panels recently and I wanted to provide as much information as I am able regarding this important matter. There is no doubt that the panels have grown well beyond what they were set up to do which has been a contributory factor to the issues that we have faced. The panels have been slow to deliver projects and in several cases, applications have taken in excess of three years to deliver schemes.

The panels were originally formed to devolve small highway jobs to a district level which would be decided by a panel of local members. However the scale of projects being applied for has grown in complexity and cost which has led to where we are today. Most panels across the county are now sitting on a large number of schemes with estimated costs in excess of £100,000 which is not what the panels were designed to deliver.

It is fair to say that panel members as well as parish councils and residents have become disillusioned with the LHP's which has prompted a root and branch review of the service. This work is nearing completion and the new panel operation will be launched at the next ECC full council meeting in December. At the moment I am unable to give further details, but I am confident that the new LHP's will have clearer criteria and a more robust delivery system which should see successful applications delivered in a much more timely manner. There is little doubt however that the majority of schemes already listed with each LHP will need to be removed pending the new panel inception. When we know the scope of the new panels, I intend to visit each parish council so that the way forward can be explained in more detail. In the meantime, please do not submit any new applications. When we know the type and scale of new LHP schemes, parish councils will be asked to submit new applications as long as they comply with the new criteria. However, ALL applications will have to be submitted by the ECC division members. In the same vein, residents, parish councils and district councillors will not be able to engage with ECC Highways officers directly and all correspondence will have to be directed through the ECC member.

Clearly the LHP's are an important devolved power to district level to enable minor highway projects to be determined and delivered locally. I am sure that we all want to see a more robust and efficient way to deliver such schemes for the benefit of residents.

Finally, I still have some priority pothole repair allocation, but this offer closes very soon. We have seen a dramatic increase in repairs across the summer, but if there are any defects that are of concern, please identify these as soon as possible. To save time, please provide the exact location, defect type, photograph, report reference number, what3Words reference.

I will provide a draft report regarding the LHP review as soon as it is in the public domain and I will then schedule attendance at parish council meetings.

Very best regards

MFLD



Cllr Mark FL Durham CC.

Cabinet Member for The Arts, Heritage and Culture

Chairman of Visit Essex

Division Member for Heybridge & Tollesbury

Board Member Arts Council England SE.

Email: Cllr.Mark.Durham@essex.gov.uk

Mobile: 07850 967239



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**Report for Tollesbury Parish Council meeting
on 5th December 2023** (report written 28th November 2023)

**From Councillor Emma Stephens
Maldon District Councillor for Tollesbury (Independent)**



Cllr.Emma.Stephens@Maldon.gov.uk
01621 869415 / 079 069 44443

MALDON DISTRICT COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



1. PLANNING

Next planning meetings: District 23Jan23; North Western 6Dec23, 10Jan23.

2. ROAD SAFETY

- ❖ **Highways repairs: High Street kerb stones replaced.**
- ❖ **Local Highways Panel (LHP) applications**

Cllr Durham advises that whilst the LHP has agreed the village gateways (LMAL202021), an issue has been found with the street lighting and speed limit signage. More information to follow.

- ❖ **South Essex Parking Partnership (SEPP):**
 - Parking prohibition across tidal flood barrier – next SEPP meeting 14Dec23
 - West Street parking: form completed and now with TPC to progress if required?

3. NEWS

Maldon District Council news

- ❖ **Tollesbury Community Hub**
 - The third Hub took place this month, and included free slippers to encourage people to wear good quality slippers instead of old ones that are prone to causing trips, slips and falls.
 - No hub is scheduled for December and I will now be meeting officers to review whether this will be funded for 2024.
- ❖ **Resident, business and organisation survey** has now closed. 27 responses from Tollesbury ward out of 1765 adults (1.53%). Results to follow in Q4.

Essex County Council news: None to report this time.

Non-council news

- ❖ **Hedingham bus services:** meeting on bus safety, routes, and bus stops in Tollesbury yet to be held. It may be after Christmas now.
- ❖ **Gigaclear fibre broadband installation roadworks:**

Roadworks: Still no response on why aggregate stone was not used in the new tarmac to make it match the existing footways. Chased again.

Grants (“Community Hub Scheme”): Gigaclear have advised of a scheme which can offer a 900mbps connection for free to “a community building in Tollesbury”. I responded with some questions to establish which one(s) would qualify but no response yet. Chased.

TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

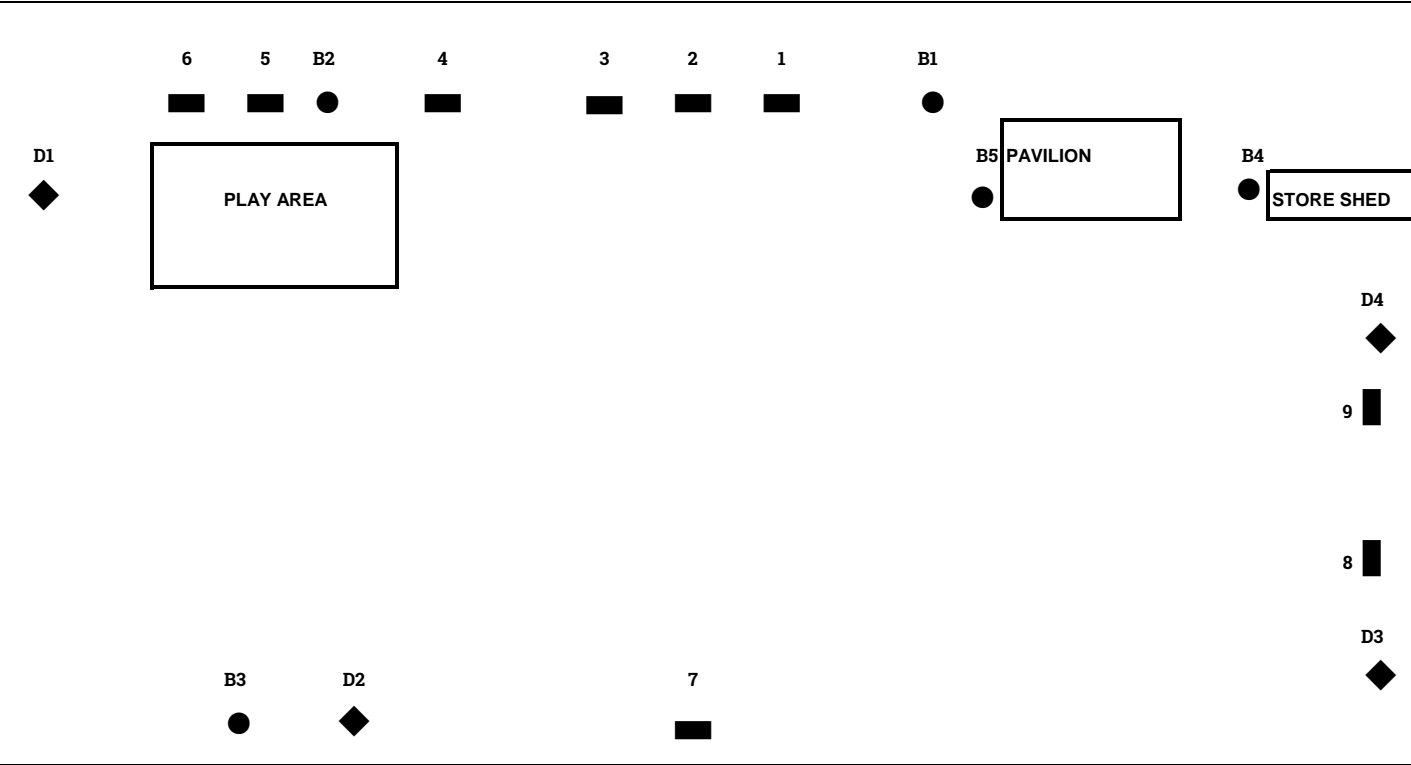
DATE OF INSPECTION: 28/11/2023

	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	
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: 28/11/2023



Benches

1	Missing slats
2	Missing slats
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: Traffic Regulations Email <Traffic.regulations@chelmsford.gov.uk>
To: Tollesbury Parish Council <tollesburypc@btinternet.com>
Date: Nov 27, 2023 10:48:01 AM
Subject: RE: SEPP - Tollesbury flood barrier parking application
Attachments: TRO Flow Process.pdf

Dear Michelle,

Thank you for your application form on behalf of the Tollesbury Parish Council for parking restrictions on Woodrolfe Road, Tollesbury. Your request will be assessed and once complete, a report will be sent to the Lead Officer and SEPP Joint Committee Member for parking matters within Maldon for a decision.

It is important to note that the aim of the SEPP is to avoid introducing unnecessary parking restrictions and to concentrate the limited funds available to the SEPP on essential schemes where major parking issues exist. The SEPP will only commence the process of introducing a parking restriction if the request is considered to be absolutely necessary and meets the criteria.

The process for implementing a parking restriction can take up to 18 months - for your reference please see the TRO process attached. In addition, the budget for new schemes has already been allocated for this financial year and any new schemes will not be able to go for funding until Q1 of 2024.

In the meantime, instances of obstructive or dangerous parking (where no restrictions are in force), is the responsibility of the Police. The Police have the necessary power, an obligation and are the only body with the authority to deal with such matters. They have the authority to remove a vehicle or issue a Fixed Penalty Notice, if it is deemed to have parked dangerously or causes an obstruction to other highway users.

You should [report it to Essex Police online](#) or by calling 101.

As soon as we are in a position to update you further, we will do so.

Kind regards,

Carmel Purcell
TRO Technician

Sustainable Communities

South Essex Parking Partnership

Chelmsford City Council

Civic Centre

Duke Street

Chelmsford

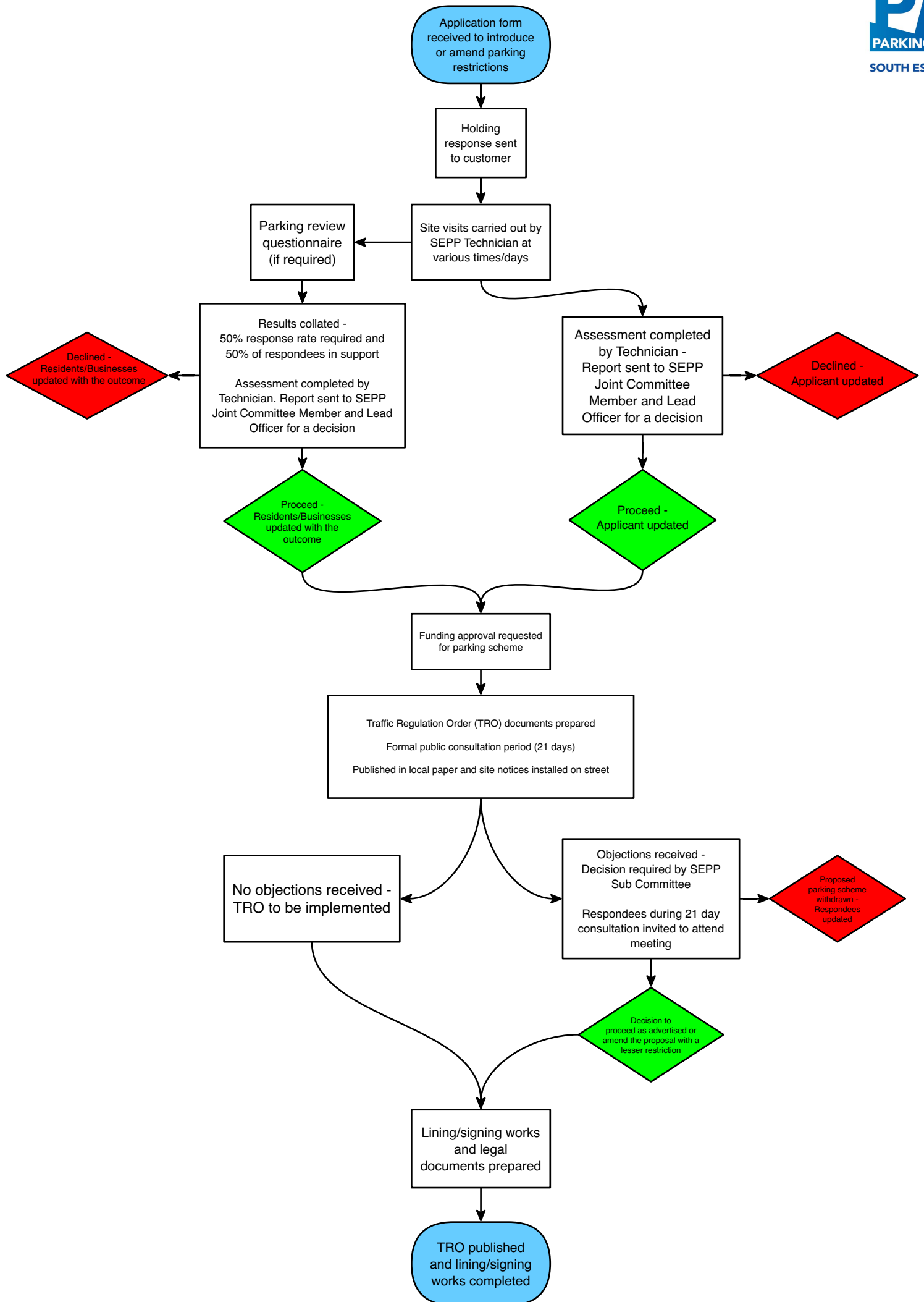
Essex, CM1 1JE

T: 01245606271 / 07895 330729

E: carmel.purcell@chelmsford.gov.uk

W: <https://www.chelmsford.gov.uk>

Process for Parking Restriction Requests



From: Cllr Tom Cunningham - Member CC <Cllr.Tom.Cunningham@essex.gov.uk>
To: tollesburypc@btinternet.com <tollesburypc@btinternet.com>
CC: Cllr Mark Durham - Member CC <Cllr.Mark.Durham@essex.gov.uk>
Date: Nov 22, 2023 12:46:26 PM
Subject: **FW: Road Closure - Tollesbury Road Ecc15758715**

Dear Ms Curtis

Thank you for your email, I am sorry to read of the issues referred to.

BT had an emergency road closure here to repair a fault on an overhead structure. Unfortunately, they have a legal right to work on their faulty apparatus and the ECC permit team are notified within 2 hours of the closure.

Traffic management is set out in line with the Code of Practice legislation. This legislation sets out guidelines for which traffic management should be used on certain roads taking into consideration, safety, road speed, traffic sensitivity, duration of works, location of works within that road etc. Each permit which is submitted to our permit team is reviewed and if a lower form of traffic management can be used safely then this is what we would suggest to the utility company in order to minimise disruption to the network. Unfortunately on some roads this is not possible and some disruption to the network is inevitable. However each permit application is reviewed individually on its own merit.

Thank you once again for raising your concerns with us. Apologies for any inconvenience these works may have caused.

Regards,

Cllr Tom Cunningham C.C

Cabinet Member for Highways, Infrastructure and Sustainable Transport

Essex County Councillor for Braintree Town Division

Email: cllr.tom.cunningham@essex.gov.uk

Website: www.essex.gov.uk

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Agenda Item 13.2

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

Officer	Date	Parish	Start	Finish	Total	Patrol Area	COMMENTS ON PATROL
DR/LF	06/10/2023	Tollesbury	09:30	10:30	01:00	Recreation ground patrol, check on onst carparking around village.	Checked sites and patrolled
LF	18/10/2023	Tollesbury	09:00	10:30	01:30	Check on recreation ground and dogfouling, station road and on st carparking check.	Engaged with some dog walkers and patrolled the sites. Advised a resident about blue badge parking.
LF	31/10/2023	Tollesbury	14:15	14:45	00:30	On-Street throughout Tollesbury and patrol of the playing field.	Nothing to report, all looked good.
					3:00:00		