



Tollesbury Parish Council

Notice is hereby given that the Meeting of the Environment and Amenity Committee will be held on **Tuesday 23rd January 2024**, in **The Pavilion, Tollesbury Recreation Ground, Elysian Gardens**, commencing at **7.00pm**, to which members of the Council are summoned for the transaction of the under-mentioned business.

M. Curtis

Michelle Curtis – Clerk to the Council

16th January 2024

Councillors: M Bell, S Plater, C Page, J Rogers

Non-Voting Member: E Bamford

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 then decide if he can answer the question(s) or propose to put the item on the agenda for the next meeting.

4. Minutes

To receive and approve the Minutes of the Environment & Amenity Committee Meeting held on 15th November 2023



5. Quarterly Inspection Reports

To receive the Quarterly Inspection Reports dated 21st December 2023

6. Environment & Amenities

To consider matters relating to:

- 6.1 Allotments
- 6.2 Hasler Green
- 6.3 Woodrolfe Green
- 6.4 Cemetery
- 6.5 Highways/Footpaths
- 6.6 Street Lighting
- 6.7 Dog/Litter Bins
- 6.8 Defibrillators
- 6.9 War Memorials

7. Earmarked Funds

To carry out a review of the Amenities Earmarked Funds

8. Job Description

To review the job description for amenity inspections

9. Memorial Bench Policy

To consider a policy for a memorial bench

10. Other Matters

To discuss any other matters relating to the Environment and Amenities.

11. Next Meeting

The date of the next Environment and Amenity Committee will be held on:
Tuesday 16th April 2024

Clerk: Michelle Curtis

Address: Tollesbury PC, PO Box 13205, Maldon CM9 9FU

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

**ROUTINE OPEN AREAS INSPECTION REPORT
WOODROLFE GREEN**

Agenda Item 5

Date of Inspection: 21 Dec 2023

	Comments
Bench	Removed.
Litter Bins	OK
Dog Bin	OK
Trees	OK.

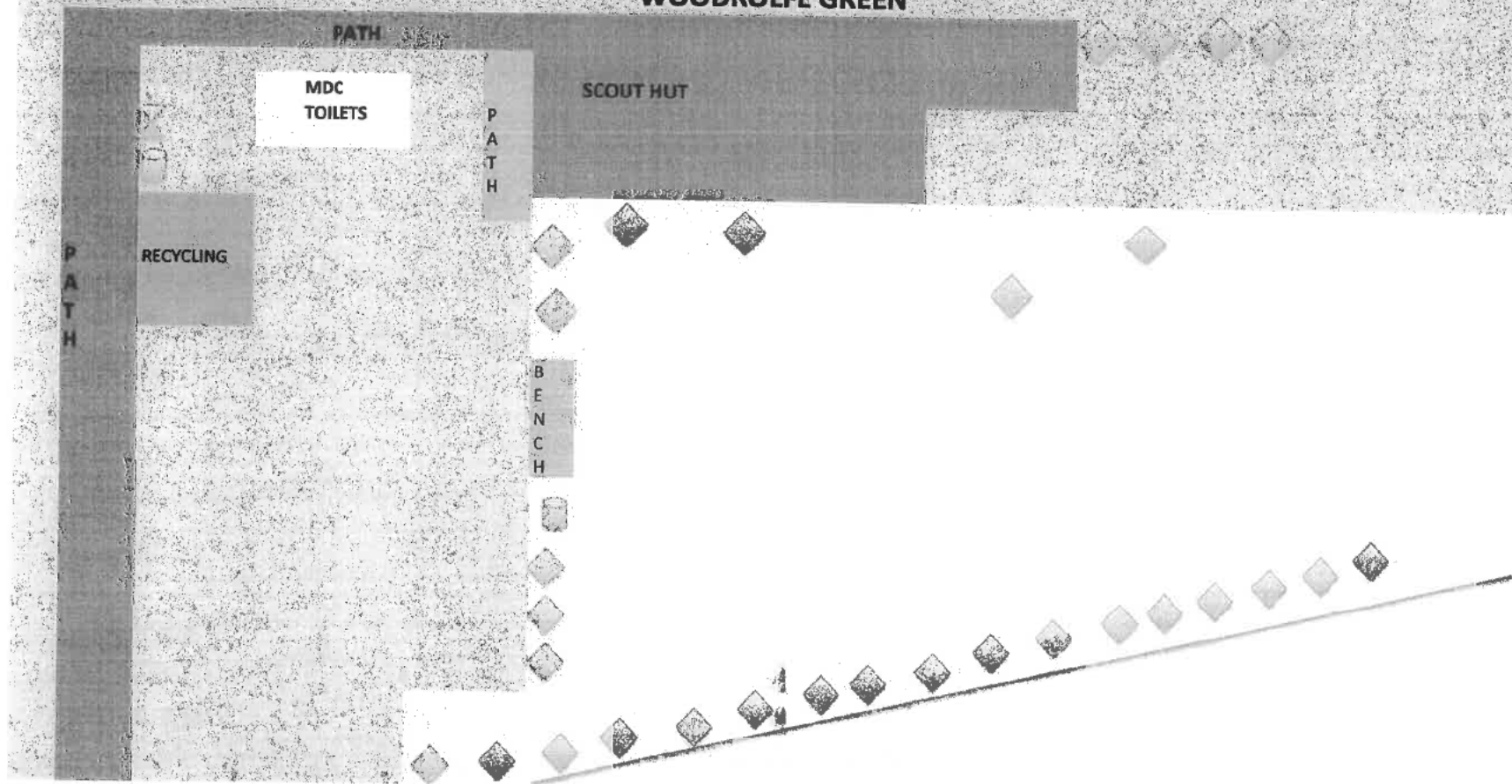
Inspection carried out by (Print name):

[REDACTED]

Signed:

[REDACTED]

**TOLLESBURY PARISH COUNCIL
WOODROLFE GREEN**



Trees



Litter Bin



Dog Bin

**ROUTINE OPEN AREAS INSPECTION REPORT
ALLOTMENTS**

Date of Inspection: 21 Dec 2023

	Comments
PC Signs	OK
Waters Taps x 2	OK.
Footpath	OK Very muddy under S. hedge
Trees and Hedges Southern Boundary	OK.
Trees and Hedges Northern Boundary	OK.
Trees and Hedges Eastern Boundary	OK.
Water Butts	No change
Entrance Gates x2	OK

Inspection carried out by (Print name): 

Signed: 

**TOLLESBURY PARISH COUNCIL
STATION ROAD ALLOTMENTS**

GATE

SOUTHERN BOUNDARY

WATER TAP
WATER BUTT

E
A
S
T
E
R
N

B
O
U
N
D
A
R
Y

GATE

31	
29	
26	
23A	23B
18	
15	
11	
6A	6B
1	

30	
27	
24	
19A	19B
16	
12	
7	
2	

25 (28)	
21	
17A	17B
13A	13B
8A	8B
3	

WATER TAP

20	
14	
9	
4	

10 (5)

NORTHERN BOUNDARY

**ROUTINE OPEN AREAS INSPECTION REPORT
HASLER GREEN**

Date of Inspection: 21 Dec 2023

	Comments
Footpath	No change
Litter Bin	No change
Lamppost	No change
Trees	OK.

Inspection carried out by (Print name):

[REDACTED]

Signed:

[REDACTED]

**TOLLESBURY PARISH COUNCIL
HASLER GREEN**



Earmarked Reserves Amenities

Committed Project Description	Other information	Expection Completion	Total Project Cost	Budgeted Cost To Date	EMR Balance	Additional comments
Opening Balance 01.04.23					2,165	
Transfer from General Reserves	Budget 2023/24			1,600	1,600	
Allotments	Various Works			1,910	-1,910	Work completed
Cemtery	Repairs to potholes			410	-410	Work completed
Tree Work Cemetery	Cost of project spread over two years - total cost estimated at £2000	2024	2,000	1,000	-1,000	
Transfer In	From Streetlighting to Amenities			77	77	Transfer completed
Transfer In	Transfer from Community Support/Minor Projects EMR to Amenities EMR - Work at the Allotments			1,310	1,310	Transfer completed
Various Works Allotments	Work agreed by PC at meeting on 21/11/23	2024	1,310	1,310	-1,310	
Transfer In	Transfer from Community Support/Minor Projects EMR to Amenities EMR - Tree work Hasler Green			480	480	Transfer completed
Tree works - Hasler Green	Work agreed by PC at meeting on 21/11/23	2023/24		480	-480	
TOTAL				4,997	522	