



Tollesbury Parish Council

Notice is hereby given that the virtual Meeting of TOLLESBURY PARISH COUNCIL will be held on Tuesday 7th July 2020, via Zoom commencing at 7.30pm, to which members of the Council are summoned for the transaction of the under-mentioned business.

M. Curtis

Michelle Curtis – Clerk to the Council

1st July 2020

Councillors: S Plater (Chairman) , M Bell (Vice-Chairman), V Chambers, R Lankester, S Legg, T Lowther, 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.

The meeting is virtual and is being held via Zoom. If you wish to attend the meeting, please contact the Clerk who will email you joining information.

1. Co-option

To co-opt Members onto the Parish Council.

2. Vice-Chairman

To appoint Vice-Chairman for the municipal year.

3. Apologies for Absence

To receive apologies for absence.

4. 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.



5. Public Forum

Members of the public will be given an opportunity to put forward their question(s) or statement 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.

6. District Councillors

To receive information from the District Councillors

7. Tollesbury – COVID-19

To receive update from Roy Clare on Tollesbury Volunteers

8. Minutes

To receive and approve the Minutes of the Meeting held on 23rd June 2020 #

9. Finance

9.1 To receive and approve the Monthly Financial Report #

9.2 To received and approve the Payments #

10. Planning

Planning Applications and Decisions

Applications are circulated to all Councillors with the agenda, for study ahead of the meeting. Planning documents are also available for everyone to view on Maldon District Council's website (www.maldon.gov.uk).

- **Applications:** To consider Planning Applications received from Maldon District Council.
- **Appeals:** To receive notification of Planning Appeals.
- **Planning Decisions:** To note decisions made by Maldon District Council.
- **Planning Appeal Decisions:** To note appeal decisions made by the Planning Inspectorate.
- **Tree Preservation Orders (TPOs):** To note TPOs made by Maldon District Council.

11. Committees

11.1 Recreation Ground Committee

11.1.1 To receive the Minutes of the Recreation Ground Committee Meeting held on 9th June 2020 #



- 11.1.2 To consider quotation to brick-up the doorway in the store shed *
- 11.1.3 To consider quotations for repair works to the Skate Park *
- 11.1.4 To consider quotation to spray off weeds on the safety surfacing in the Play Area *
- 11.1.5 To receive Tree Survey Report *
- 11.1.6 To receive the Monthly Inspection Report #

11.2 Environment & Amenity Committee

- 11.2.1 To receive an update from the Environment and Amenity Committee.

11.3 Woodrolfe Hard and Marine Assets

- 11.3.1 To receive an update from the Woodrolfe Hard and Marine Assets Committee.

11.4 Woodup Pool

- 11.4.1 To receive an update from the Woodup Pool Committee.

11.5 Neighbourhood Plan

- 11.5.1 To receive an update on the Neighbourhood Plan.

12. Policies and Procedures

- 12.1 To discuss the proposed Terms of Reference for the Parish Council Committees *
- 12.2 To discuss the proposed Disciplinary Procedures *
- 12.3 To discuss the proposed Grievance Procedures *

13. 'The Hangout' – Youth Group

To receive an update on 'The Hangout' Youth Group.

14. Bradwell – Public Meeting

To discuss the options to hold a Public Meeting to discuss Bradwell B.

15. Woodrolfe Green - Pay & Display

To receive email from resident proposing Pay & Display machines are installed at Woodrolfe Green *

16. Police/Community Protection Officers (CPO)

- 16.1 To discuss policing matters within the village to feedback to Essex Police.
- 16.2 To receive the CPO Report for May and June 2020 *

17. Administration

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



TOLLESBURY
PARISH
COUNCIL

18. Community Concerns

To receive information only or note future agenda items.

19. Dates of the Next Meetings

Tuesday 4th August 2020 - Full Council Meeting - 7.30pm

Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 27th July 2020, at the latest.

Tuesday 1st September 2020 – Recreation Ground Committee – 6.30pm

Agenda items for consideration at the Recreation Ground Committee Meeting to be sent to the Clerk by Monday, 24th August 2020, at the latest.

Tuesday 1st September 2020 – Full Council Meeting – 7.30pm

Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 24th August 2020, at the latest.

Key: * = attached - # to follow

Clerk: Michelle Curtis

Address: 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

Telephone: 01621 869039. **Email:** clerk@tollesburyparishcouncil.gov.uk

INVOICE : INVOICE : INVOICE : INVOICE : INVOICE : INVOICE

D I Woodley (Building Contractor)

49 West Street, Tollesbury, Essex CM9 8RJ

Tel: Mob 07762 415904

Quotation

Tollesbury Parish Council
Storage Pavilion

To remove existing door
and block in using 4" celcon block

Materials and Labour £ 220.00



GAMART ENGINEERING LTD

AGENDA ITEM - 11.1.3

Woodrolfe Road, Tollesbury, Essex.

CM9 8SE

Telephone: 01621 869385-869440

Fax: 01621 868861

E-Mail: accounts@gamartengineering.co.uk

Website: www.gamartengineering.co.uk

TO: Tollesbury Parish Council

ATTN: Michelle

DATE: June 30, 2020

FROM: Gary Frost

E-mail:- tollesburypc@btinternet.com

N°. PAGES One

MESSAGE:

Ref: Skate Park, Recreation Ground

After thorough examination of the skate park we would advise as follows:-

We do not think that cutting out and re-plating holes would be very successful or a long term solution.

We would recommend, as we have done on the previous ramp, to re-plate all over, clean the welds flush and re-paint, also patch up the side where they have rusted through

@ **£4,970.00/total**

TERMS: Nett Monthly Account

CARRIAGE: Included in quotation

Please note: - Due to market instability and the occasional difficulty in obtaining steel we may not be able to guarantee specific delivery dates or hold quotations firm longer than seven days, from today's date.

The above quotation is subject to VAT at the rate prevailing at the time of invoicing.

We look forward to hearing from you in the near future.

Regards,

Gary Frost



Directors: G. J. Frost and M. J. Frost

Company Registration No: 04860031 (formerly) 01632855 Vat Registration No: 368 5953 95



Subject: Fwd: Tollesbury Skate Park

Date: Wednesday, 1 July 2020 at 11:00:17 British Summer Time

From: Michelle Curtis

To: Tollesbury PC

Sent from my iPhone

Begin forwarded message:

From: chaz hampson <chesmetalwork@hotmail.com>

Date: 19 June 2020 at 09:14:37 BST

To: Michelle Curtis [REDACTED]

Subject: Re: Tollesbury Skate Park

Hi Michelle

Your skate park can be sorted without too much problem

I would replat where the holes are so it would be new steel in that area

Likewise the holes on the sides of the ramps would have new steel over them

Then everything would be repainted to suit surfaces and sides of ramps

The total cost for these works would be

£2500 complete job

Time wise it would be a full weeks work

I would not be able to start these works until the government allows hotels to reopen mid July

All the best Chaz

Get [Outlook for iOS](#)

D. W. MAINTENANCE

Woolsmore, Maldon Road, Hatfield Peverel, Chelmsford, Essex CM3 2JP

Tel. No. 01245 381485

David Wallace Mobile No. 07955166373

Damon Wallace Mobile No. 07812475656

E mail : wallace.woolsmore @btinternet.com

Michelle Curtis
Clerk to Tollesbury Parish Council
Tollesbury Parish Council
4 Valkyrie Close
Tollesbury
Essex CM9 8SL

16th June, 2020

Dear Michelle,

Re Play Area at Recreational Ground

Thank you for asking us to provide a quotation for the removal of weeds at the play area on the recreational ground. We are now pleased to provide the following for consideration :

To spray weed killer and strim weeds on and around safety matting at the play area whilst closed

For the sum of Thirty pounds (£30.00) including weed killer spray and equipment.

Please note that the matting may need another application in the future.

If you have any queries or wish to discuss the above then please do not hesitate to get in touch.

We look forward to hearing from you.

Yours sincerely,

David & Damon

Kirsten Bowden
CHARTERED LANDSCAPE ARCHITECT

TREE CONDITION REPORT

for

Victory Recreation Ground, Tollesbury, Maldon CM9 8QN.



June 2020

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

07790 907241
Kirsten.bowden@hotmail.co.uk

C O N T E N T S

Arboricultural Report including Arboricultural Implications Assessment

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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 Victory Recreation Ground, 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 impact that the works would have on the existing tree stock.

2.0 SITE VISIT

- 2.1 The site visit was undertaken on 05.06.2020. 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 windy 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 18.

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T1	Sycamore	16	Av. 280	M	Poor >10	Growing adjacent to the conifers, with 3 stems at 1.2m. Large wounds are poorly occluded and overall form compromised by the conifers adjacent.	Remove due to potential safety risk associated with complete tree failure.	High
T2	Conifer	18	500	M	Poor 0	Growing at the center of G1, the tree appears to be dead, with little or no sign of life.	Remove due to potential safety risk associated with complete tree failure.	High
T3	Sycamore	20	580	M	Fair 20+	Crown is sparse in patches which would indicate stress and overall shape is compromised by G1.	None – monitor for any signs of die-back and/or decay – review in 12months.	Low
T4	Lime	10	Multi-stem	SM	Fair 20+	Multi-stemmed tree with at least 7 stems growing from ground level.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T5	Sycamore	14	750	M	Fair 20+	Powerlines running through the crown and overall form is reasonable. The main stem is ivy clad and obscures the condition of the main trunk.	None – monitor for any signs of die-back and/or decay – review in 12months.	Low
T6	Cherry	8	250	EM	Good 20+	Slightly overshadowed by T5, but overall condition good.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T7	Lombardy Poplar	16	330	EM	Good >20	Growing in open ground with form typical of the species. Wires pass through the crown and slight lean to the east.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T8	Pear	15	490	EM	Fair 20+	Growing in the hedge beside the road, with a sycamore seedling growing at the base. Slight lean towards the road	Crown lift to 2.5m to maintain good road access. Review condition in 24months.	Medium
T9	Cherry	7	270	M	Fair 20+	Slight lean to the west, but overall vigour is good. The crown is congested with many branches rubbing.	Thin out rubbing branches within crown – monitor for any signs of die-back and/or decay – review in 24months	Medium

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T10	Lombardy Poplar	25	330	EM	Good 20+	Growing in open ground, with form typical of the species. Good overall vigour, with some root buttressing to help manage the sail effect of the tree.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T11	Lombardy Poplar	32	870	M	Good >20	Growing in open ground, with form typical of the species. Good overall vigour, with some root buttressing to help manage the sail effect of the tree.	None – monitor for any signs of die-back and/or decay – review at 12months due to age and size.	Medium
T12	Field Maple	6	220	M	Fair 20+	Hedge growing tree clad in ivy and crown congested and would benefit from being thinned out.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T13	Cherry	8	640	EM	Fair >20	Multi-stemmed tree from the base and clad in ivy. Crown congested and would benefit from being thinned out.	Thin out rubbing branches within crown – monitor for any signs of die-back and/or decay – review in 24months	Low
T14	Horse Chestnut	12	840	EM	Good 20+	Open crown with good overall shape and form. Some minor stress at the top of the crown indicated by slight thinning.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T15	Horse Chestnut	12	420	EM	Good 20+	Open crown with good overall shape and form.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T16	Horse Chestnut	12	600	EM	Good 20+	Open crown with good overall shape and form with a slight lean to the north.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T17	Elm	8	120	SM	Fair >10	Hedgerow tree in fair condition and no signs of elm disease, but this may yet come as the tree matures. Slightly overshadowed by T16 growing adjacent.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T18	Lombardy Poplar	14	135	SM	Good 20+	Growing in open ground, with form typical of the species. Good overall vigour, with some root buttressing to help manage the sail effect of the tree.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T19	Horse Chestnut	13	660	M	Good 20+	Open crown with good overall shape and form.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T20	Lombardy Poplar	29	1090	M	Fair >10	Large mature tree with form typical of the species. Good overall vigour, with some root buttressing to help manage the sail effect of the tree.	None – monitor for any signs of die-back and/or decay – review at 12months due to age and size of tree.	Medium
T21	Horse Chestnut	14	500	EM	Fair >20	Crown slightly sparse and some smaller leaves at the top indicate that the tree is under stress – possibly due to compaction of root plate.	None – monitor for any signs of die-back and/or decay – review in 12months.	Medium
T22	Purple Cherry	5	41	M	Fair 20+	Good overall shape and condition, but congested crown due to rubbing branches which would benefit from being thinned. Slight lean to the north.	Thin out rubbing branches within crown – monitor for any signs of die-back and/or decay – review in 24months.	Medium
T23	Field Maple	7	100	EM	Fair 20+	Multi-stemmed hedgerow tree growing next to the lane. Reasonable overall shape with vigour and no signs of die-back or stress.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T24	Purple Cherry	6	34	EM	Poor >5	50% of crown is dead, but cause of die-back is not clear with no obvious signs of disease or damage and other half is growing normally.	Remove due to safety risk associated with potential limb failure.	High

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T25	Alder	9	180	EM	Good 20+	Open crown with good overall shape and form.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T26	Sycamore	9	190	SM	Good 20+	Open crown with good overall shape and form – growing as part of a group.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T27	Purple Cherry	6	130	SM	Fair 20+	Small tree due to competition – growing as part of a group. Open crown with good overall shape and form	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T28	Sycamore	8	320	EM	Good 20+	Open crown with good overall shape and form – growing as part of a group.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T29	Alder	8	180	EM	Good 20+	Open crown with good overall shape and form – growing as part of a group.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T30	Ash	8	290	EM	Fair 20+	Split leader at 1.5m with included bark may cause issues in the future. No signs of ash dieback or stress in the crown.	None – monitor for any signs of die-back and/or decay – review in 12months.	Low
T31	Purple Cherry	6	290	M	Fair 20+	Open crown with good overall shape and form – growing within a line on the southern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T32	Lombardy Poplar	13	Av. 240	EM	Fair >20	Multi-stem tree with 7 stems growing from the base. This may cause problems in the future as water may sit in the base and cause rot. Stems may also push each other away as they grow.	None – monitor for any signs of die-back and/or decay – review in 12months.	Low
T33	Lombardy Poplar	25	1000	M	Poor 0	Tall mature tree with substantial root buttresses and fungal bracts. There are also other indications that the tree has some rot/hollowness within.	Remove due to potential safety risk associated with complete tree failure.	High
T34	Lombardy Poplar	7	230	EM	Good 20+	Good overall shape and form – growing within a line on the southern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T35	Lombardy Poplar	10	390	EM	Good 20+	Good overall shape and form – growing within a line on the southern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T36	Lombardy Poplar	10	380	EM	Good 20+	Good overall shape and form – growing within a line on the southern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T37	Lombardy Poplar	9	300 410	EM	Good 20+	Two trees growing very close to one another canopy growing as one. Both are in good condition and growing well with no signs of stress or decay.	None – monitor for any signs of die-back and/or decay – review at 24months.	Low
T38	Lombardy Poplar	30	1000	M	Fair >10	Very large mature tree with substantial buttressing. In good health with some epicormic shoots from the lower part of the main stem. It would be advisable to check this tree regularly due to its size & age.	None – monitor for any signs of die-back and/or decay – review in 12months.	Medium
T39	Lombardy Poplar	30	850	M	Good >20	Large mature tree in good health with no signs of stress or decay, but due to the age and size of the tree it would be advisable to check it regularly.	None – monitor for any signs of die-back and/or decay – review in 12months.	Medium

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T40	Lombardy Poplar	10	240	EM	Good 20+	Good overall shape and form – growing within a line on the southern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T40	Lombardy Poplar	10	240	SM	Good 20+	Open crown with good overall shape and form – growing within a line on the southern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T41	Lombardy Poplar	10	330	EM	Good 20+	Split leader, but good overall shape and form – growing within a line on the southern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T42	Lombardy Poplar	6	100	SM	Good 20+	Good overall shape and form – growing within a line on the southern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T43	Lombardy Poplar	25	590	M	Good 20+	Good overall shape and form – growing within a line on the southern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T44	Ash	8	390	EM	Good 20+	Split leader from 0.7m and overall shape and form suffering as a result of competition for light. No obvious signs of ash die-back within crown.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T45	Lombardy Poplar	25	500	M	Good 20+	Good overall shape and form – growing within a line on the southern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T46	Lime	12	550	M	Good 20+	Good overall shape and form – growing within a line on the northern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T47	Lime	12	500	M	Good 20+	Good overall shape and form – growing within a line on the northern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T48	Lime	12	650	M	Good 20+	Good overall shape and form – growing within a line on the northern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T49	Lime	12	520	M	Good 20+	Good overall shape and form – growing within a line on the northern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T50	Poplar	6	140	SM	Good 20+	Young tree growing on the edge of the recreation ground. Good condition and vigour.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T51	Lime	15	670	M	Good 20+	Good overall shape and form – growing within a line on the northern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T52	Lime	15	480	M	Good 20+	Good overall shape and form – growing within a line on the northern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T53	Lime	15	470	M	Good 20+	Good overall shape and form – growing within a line on the northern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
T54	Lime	14	480	M	Good 20+	Good overall shape and form – growing within a line on the northern edge of the recreation ground.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
T55	Laburnum	10	470	M	Fair >10	The top of the tree has been grafted onto the main stem and this has not grown proportionally. Therefore, the join is a point of weakness which may fail.	The condition of the tree does not merit urgent work, but it would be advisable to remove and replace it.	Medium
T56	Cherry	7	220	SM	Fair 20+	Good overall shape and form – growing at the entrance to the hall. Overall vigour and size compromised by the shaded location of the tree.	None – monitor for any signs of die-back and/or decay – review in 24months.	Low
G1	Conifers	12	Av	M	Poor >10	G1 is a group of conifers in the north east corner of the Site adjacent to Church Street. Consists of hedge plants which have been allowed to grow tall, with lower branch die-back. The overall condition of the trees is poor as they have little space to grow up into individual trees.	The trees do not require urgent work and would not respond positively to pruning. Being of low amenity value it would be advisable to consider their removal and replacement with something more appropriate. Remove any deadwood & reinspect annually.	Medium

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
G2	Field Maple, Hazel & Ash	-	-	M	Good 20+	Mixed height canopies and congestion due to the density of the planting. There is some die-back in the canopies of the ash, but this may be due to competition for light and compaction from foot traffic. Ash tree noted in Appendix 001 as a red A in Group 2 has a damaged branch to the east, decay from which extends down into the main stem. Therefore, the removal of the tree is recommended.	Remove deadwood overhanging walkways and any loose hanging branches. Remove Ash tree noted on plan in group A. Annual review of trees required to ensure that risk of deadwood falling is minimised. None – monitor for any signs of die-back and/or decay – review in 12months.	High
G3	Ash, Poplar and Field Maple	-	-	M	Good 20+	Growing as an avenue on the western side of the recreation ground. The overall condition of the trees is good, with little sign of die-back or decay.	No work required at the moment, but an annual review is advised in order to ensure that the risk of deadwood falling is minimised. None – monitor for any signs of die-back and/or decay – review in 12months.	Low

Tree Number	Species	Height (m)	DBH (mm)	Age Class	Remaining Contribution (Years) and Physiological Condition	Comments	Management Recommendations	Priority
G4	Oak, Ash, Field Maple, Lime & Poplar	-	-	M	Good 20+	<p>Growing in the corner of the Site and made up largely of mixed natives. The Poplar marked yellow P in Appendix 001 is a mature Poplar and this should be checked annually for any signs of decay or die-back. The ivy clad main stem means that it is not possible to see the trunk, but the tree appears to be growing well.</p> <p>The Oak marked with a yellow P has a split leader. The smaller limb has a cavity on the upper side of the branch. Being an oak, this does not justify removal of the whole tree, just the limb due to health and safety reasons and the risk associated with failure of the branch in public open space.</p>	<p>Monitor the Poplar on an annual basis for any signs of disease or decay – no urgent work required.</p> <p>The Oak tree is in good overall health, but the decaying limb means that its removal is advised.</p> <p>None – monitor for any signs of die-back and/or decay – review in 12months.</p>	Medium
G5	Poplar Elm	-	-	SM	Good 20+	Growing on the northern boundary, the trees are young specimens growing within scrub vegetation.	None – monitor for any signs of die-back and/or decay – review in 12months.	Low

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

Fifty-six trees and five groups of trees on site have been surveyed for safety purposes and categorized 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 multi stemmed sycamore with numerous wounds and damage to the main stem which is not occluding well. It is next to the road and is considered high risk. T2 in photo 02 is located to the centre of Group 1. It is protected from wind by the surrounding trees, but it appears to be dead and should therefore be removed.

In addition to T1 and T2 there are a number of other trees which are recommended for removal. In particular T24 is a Purple Cherry growing in the south-east corner of the Site. For reasons not evident, 50% of the crown has died off. There are no signs of damage to the stem, decay or infection. It may be due to stress caused by water shortage. The tree has lost its amenity value and there is a risk associated with the dead half of the tree breaking and falling. Therefore it is recommended that the tree is removed. There is sufficient space to plant a new tree, but it is advised that a different species is used in case the cause of death is infectious.



Photo 03. T24 growing as part of a group of trees in the corner of the recreation ground.



Photos 04 & 05. T33 is a Lombardy Poplar growing on the southern edge of the recreation ground. The fungal bracts in photo 04 indicate internal decay. The risk of failure is high and it is recommended for removal. T55 is a Laburnum growing to the front of the Hall on Church Street. Whilst the overall tree appears to be healthy, the condition of the main stem is poor, with numerous cavities and included bark. The more vigorous graft material (lower section) has outgrown the top and the join is at risk of failure. It would therefore be advisable to consider its replacement in the near future.



Photos 06 & 07. Within Group 2 there is a mature Ash tree with an east facing limb in a poor state. There is included bark and decay within the main stem and it is therefore recommended that the tree is removed as it is next to a well worn path.

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 08. Oak tree within Group 4 with split leader a decay shown.

There are several trees within this category, most of which would benefit from some minor works to help them grow in a healthy manner that promotes their longer-term wellbeing. Without the work the trees would survive, but their form may be compromised, and this may result in structural defects which reduce their life expectancy.

The oak tree noted in G4 is a mature specimen and it is surrounded by other trees, so it is not exposed to prevailing wind forces. It does have a split leader at ground level and the eastern facing limb has decay within it. It is not unusual for oak to have internal decay and it may not move or fail imminently, but it is nonetheless decaying, and it therefore is at risk of failure in a publicly accessible space. Removal of the limb is advised.

In all cases of those in the medium category it is advised that they are checked annually 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 other year to make sure that damage has not occurred and 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 concern is the 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 recreational ground is a publicly accessible space and it is advised that reasonable care and diligence is applied by the users when visiting the park. 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.
- 6.5 The trees surveyed are situated within the site, except for those growing in hedgerows. Most are in a good or moderate condition although several would benefit from some minor remedial work or on-going inspection. This report should form part of an ongoing tree management plan for the site 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: Sycamore	T31: Purple Cherry
T2: Conifer	T32: Poplar
T3: Sycamore	T33: Poplar
T4: Lime	T34: Poplar
T5: Sycamore	T35: Poplar
T6: Cherry	T36: Poplar
T7: Poplar	T37: Poplar
T8: Pear	T38: Poplar
T9: Cherry	T39: Poplar
T10: Poplar	T40: Poplar
T11: Poplar	T42: Poplar
T12: Field Maple	T43: Poplar
T13: Purple Cherry	T44: Ash
T14: Horse Chestnut	T45: Poplar
T15: Horse Chestnut	T46: Lime
T16: Horse Chestnut	T47: Lime
T17: Elm	T48: Lime
T18: Poplar	T49: Lime
T19: Horse Chestnut	T50: Poplar
T20: Poplar	T51: Lime
T21: Horse Chestnut	T52: Lime
T22: Purple Cherry	T53: Lime
T23: Field Maple	T54: Lime
T24: Purple Cherry	T55: Laburnum
T25: Alder	T56: Cherry
T26: Sycamore	G1: Conifer
T27: Cherry	G2: Field Maple & Ash
T28: Sycamore	G3: Field Maple & Ash
T29: Alder	G4: Oak, Ash & Poplar
T30: Ash	G5: Elm & Poplar

Key: Work Priority

- 24 Low
- 24 Medium
- 24 High
- A Species requiring work indicated by letter within groups.

Bench Bench

Appendix 001:

Tree Condition Survey -
Location Plan

Site:

Victory Recreation Ground,
Tollesbury, Essex.

Kirsten Bowden
CHARTERED LANDSCAPE ARCHITECT



Environment & Amenity Ground Committee

1. Membership

- 1.1 Membership shall consist of 4 Council Members appointed at the Annual Parish Meeting.
- 1.2 Members may be co-opted on the basis of their special knowledge or interest.
- 1.3 The Chairman of the Committee shall be elected as per Standing Orders 4d(vii). A Vice-Chairman shall also be appointed.

The Chairman of the meeting may give an original vote on any matter put to the vote and in the case of equal votes may exercise his casting vote whether or not he gave an original vote, voting should be via show of hands.

- 1.4 A quorum shall consist of 3 members of the Committee.

2. Meetings

- 2.1 The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Parish Council.
- 2.2 The Environment & Amenity Committee will be convened in accordance with the Parish Council's Standing Orders.
- 2.3 The Agenda will be published in accordance with Standing Order 3b.
- 2.4 Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be presented electronically at the next full meeting of Tollesbury Parish Council. All Environment & Amenity Committee decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full meeting of Tollesbury Parish Council.
- 2.5 Additional meetings will be arranged as required.



3. Areas of responsibility

- 3.1 To implement decisions and duties of the Tollesbury Parish concerning the Cemetery, Allotments, Woodrolfe Green, Hasler Green, Bus Shelter, Streetlighting, Dog/Litter Bins and Highways including:
 - Day to day management and monitoring
 - Health and Safety
 - Inventories
 - Schedule of maintenance
 - Authority for payment for work undertaken
- 3.2 The Committee will propose, cost and obtain estimates for works subject to the approval of Tollesbury Parish Council subject to the annual budget allocation.
- 3.3 The Committee will act within the annual agreed budget. The RFO will provide financial reports to the Full Council monthly.
- 3.4 The Committee is authorised to establish sub-committees and working groups and to appoint volunteers (complying with age related, GDPR and pecuniary interests) when required to assist in its work.
- 3.5 To consider annual budget requirements for the Environment & Amenity to be submitted to the Finance Committee by no later than December in accordance with Financial Regulations 3.1.
- 3.6 The Environment and Amenity Committee to carry out an inspection at least once a year of the Allotments, Cemetery, Woodrolfe Green and Hasler Green.
- 3.7 Members of the public have the opportunity to feedback to the Parish Council via the Contacts Form on the Parish Council website.



Finance Committee

1. Membership

- 1.1 Membership shall consist of 4 Council Members appointed at the Annual Parish Statutory Meeting.
- 1.2 The Chairman of the Committee shall be elected as per Standing Orders 4d(vii). A Vice-Chairman shall also be appointed.

The Chairman of the meeting may give an original vote on any matter put to the vote and in the case of equal votes may exercise his casting vote whether or not he gave an original vote, voting should be via show of hands.

- 1.3 A quorum shall consist of 3 members of the Committee.

2. Meetings

- 2.1 The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Parish Council.
- 2.2 The Finance Committee will be convened in accordance with the Parish Council's Standing Orders.
- 2.3 The Agenda will be published in accordance with Standing Order 3b.
- 2.4 Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be presented electronically at the next Full Meeting of Tollesbury Parish Council. All Finance Committee decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full Meeting of Tollesbury Parish Council.
- 2.5 Additional meetings will be arranged as required.



TOLLESBURY
PARISH
COUNCIL

3. Areas of responsibility

- 3.1 The Finance Committee will monitor the Parish Councils finances and ensure that the Parish Council acts within the annual agreed budget. The Responsible Financial Officer (RFO) will provide financial reports to the Full Council monthly.
- 3.2 The Finance Committee will propose the annual precept for approval of Tollesbury Parish Council.
- 3.3 The Finance Committee will review fees annually when setting the precept for approval of the Tollesbury Parish Council. The RFO to update website accordingly.
- 3.4 Members of the public have the opportunity to feedback to the Parish Council via the Contacts Form on the Parish Council website.



Recreation Ground Committee

1. Membership

- 1.1 Membership shall consist of 4 Council Members appointed at the Annual Statutory Parish Meeting.
- 1.2 Members may be co-opted on the basis of their special knowledge or interest.
- 1.3 The Chairman of the Committee shall be elected as per Standing Orders 4d(vii). A Vice-Chairman shall also be appointed.

The Chairman of the meeting may give an original vote on any matter put to the vote and in the case of equal votes may exercise his casting vote whether or not he gave an original vote, voting should be via show of hands.

- 1.4 A quorum shall consist of 3 members of the Committee.

2. Meetings

- 2.1 The calendar of meetings shall be confirmed at the first meeting after the Annual Statutory Meeting of the Parish Council.
- 2.2 The Recreation Ground Committee will be convened in accordance with the Parish Council's Standing Orders.
- 2.3 The Agenda will be published in accordance with Standing Order 3b.
- 2.4 Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be presented electronically at the next Full Meeting of Tollesbury Parish Council. All Recreation Ground Committee decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full Meeting of Tollesbury Parish Council.
- 2.5 Additional meetings will be arranged as required.



3. Areas of responsibility

- 3.1 To implement decisions and duties of the Tollesbury Parish concerning the Victory Recreation Ground and Pavilion including:
- Day to day management
 - Health and Safety
 - Inventories
 - Schedule of maintenance
 - Authority for payment for work undertaken
- 3.2 The Recreation Ground Committee will propose, cost and obtain estimates for works subject to the approval of Tollesbury Parish Council subject to the annual budget allocation.
- 3.3 The Recreation Ground Committee will act within the annual agreed budget. The Responsible Financial Officer (RFO) will provide financial reports to the Full Council monthly.
- 3.4 The Committee is authorised to establish sub-committees and working groups and to appoint volunteers (complying with age related, GDPR and pecuniary interests) when required to assist in its work.
- 3.5 To consider annual budget requirements for the Recreation Ground to be submitted to the Finance Committee by no later than December in accordance with Financial Regulations 3.1.
- 3.6 Members of the public have the opportunity to feedback to the Parish Council via the Contacts Form on the Parish Council website.



Woodrolfe Hard and Marine Committee

1. Membership

- 1.1 Membership shall consist of 6 Council Members appointed at the Annual Parish Meeting.
- 1.2 Members may be co-opted on the basis of their special knowledge or interest.
- 1.3 The Chairman of the Committee shall be elected as per Standing Orders 4d(vii). A Vice-Chairman shall also be appointed.

The Chairman of the meeting may give an original vote on any matter put to the vote and in the case of equal votes may exercise his casting vote whether or not he gave an original vote, voting should be via show of hands.

- 1.4 A quorum shall consist of 3 members of the Committee.

2. Meetings

- 2.1 The calendar of meetings shall be confirmed at the first meeting after the Annual Statutory Meeting of the Parish Council.
- 2.2 The Woodrolfe Hard and Marine Assets Committee will be convened in accordance with the Parish Council's Standing Orders.
- 2.3 The Agenda will be published in accordance with Standing Order 3b.
- 2.4 Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be presented electronically at the next Full Meeting of Tollesbury Parish Council. All Woodrolfe Hard and Marine Assets Committee decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full Meeting of Tollesbury Parish Council.
- 2.5 Additional meetings will be arranged as required.



3. Areas of responsibility

- 3.1 To implement decisions and duties of the Tollesbury Parish concerning Woodrolfe Hard and Marine Assets including:
- Day to day management
 - Health and Safety
 - Inventories
 - Schedule of maintenance
 - Authority for payment for work undertaken
- 3.2 The Woodrolfe Hard and Marine Assets Committee will propose, cost and obtain estimates for works subject to the approval of Tollesbury Parish Council subject to the annual budget allocation.
- 3.3 The Woodrolfe Hard and Marine Assets Committee will act within the annual agreed budget. The Responsible Financial Officer (RFO) will provide financial reports to the Full Council monthly.
- 3.4 The Woodrolfe Hard and Marine Assets Committee is authorised to establish sub-committees and working groups and to appoint volunteers (complying with age related, GDPR and pecuniary interests) when required to assist in its work.
- 3.5 To consider annual budget requirements for Woodrolfe Hard and the Marine Assets be submitted to the Finance Committee by no later than December in accordance with Financial Regulations 3.1.
- 3.6 Members of the public have the opportunity to feedback to the Parish Council via the Contacts Form on the Parish Council website.



Woodup Pool Committee

1. Membership

- 1.1 Membership shall consist of 4 Council Members appointed at the Annual Statutory Parish Meeting.
- 1.2 Members may be co-opted on the basis of their special knowledge or interest.
- 1.3 The Chairman of the Committee shall be elected as per Standing Orders 4d(vii). A Vice-Chairman shall also be appointed.

The Chairman of the meeting may give an original vote on any matter put to the vote and in the case of equal votes may exercise his casting vote whether or not he gave an original vote, voting should be via show of hands.

- 1.4 A quorum shall consist of 3 members of the Committee.

2. Meetings

- 2.1 The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Parish Council.
- 2.2 The Woodup Pool Committee will be convened in accordance with the Parish Council's Standing Orders.
- 2.3 The Agenda will be published in accordance with Standing Order 3b.
- 2.4 Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be presented electronically at the next Full Meeting of Tollesbury Parish Council. All Woodup Pool Committee decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full Meeting of Tollesbury Parish Council.
- 2.5 Additional meetings will be arranged as required.



3. Areas of responsibility

- 3.1 To implement decisions and duties of the Tollesbury Parish concerning Woodup Pool and the surrounding areas including:
- Day to day management
 - Health and Safety
 - Inventories
 - Schedule of maintenance
 - Authority for payment for work undertaken
- 3.2 The Woodup Pool Committee will propose, cost and obtain estimates for works subject to the approval of Tollesbury Parish Council subject to the annual budget allocation.
- 3.3 The Woodup Pool Committee will act within the annual agreed budget. The Responsible Financial Officer (RFO) will provide financial reports to the Full Council monthly.
- 3.4 The Woodup Pool Committee is authorised to establish sub-committees and working groups and to appoint volunteers (complying with age related, GDPR and pecuniary interests) when required to assist in its work.
- 3.5 To consider annual budget requirements for Woodup Pool to be submitted to the Finance Committee by no later than December in accordance with Financial Regulations 3.1.
- 3.6 Members of the public have the opportunity to feedback to the Parish Council via the Contacts Form on the Parish Council website.



TOLLESBURY
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AGENDA ITEM - 12.2

PARISH COUNCIL POLICY

Disciplinary Procedure

Clerk: Michelle Curtis

Address: 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

Telephone: 01621 869039. **Email:** clerk@tollesburyparishcouncil.gov.uk



Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.
https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf
The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
 - informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the



employee's wishes or prevent the employee from explaining his/her case

- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct



- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

Examples of misconduct

4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

Examples of gross misconduct

5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property



- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

- 6 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
- 8 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

- 9 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
 - inadequate application of management instructions/office procedures
 - inadequate IT skills
 - unsatisfactory management of staff
 - unsatisfactory communication skills.

The Procedure

- 10 Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.



- 11 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

- 12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 13 If a formal disciplinary investigation is required, the Council's **staffing committee** will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the **staffing committee** considers there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The **staffing committee** will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
 - the allegations or events that the investigation is required to examine
 - whether a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).



- 15 The **staffing committee** will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.
- 16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 17 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the **staffing committee** whether or not disciplinary action should be considered under the policy.
- 19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 20 The Investigator will submit the report to the **staffing committee** which will decide whether further action will be taken.



- 21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

- 22 If the **staffing committee** decides that there is a case to answer, it will appoint a **staffing sub-committee** of three councillors, to formally hear the allegations. The **staffing sub-committee** will appoint a Chairman from one of its members. The Investigator shall not sit on the **sub-committee**.
- 23 No councillor with direct involvement in the matter shall be appointed to the **sub-committee**. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
- the names of its Chairman and other two members
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - a copy of the information provided to the **sub-committee** which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
 - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
 - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
 - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the **sub-committee** to the employee and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account



- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
 - any member of the **sub-committee** and the employee (or the companion) may question the Investigator and any witness
 - the employee (or companion) will have the opportunity to sum up
- 24 The Chairman will provide the employee with the **sub-committee's** decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- 25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the **sub-committee**.

Disciplinary action

- 26 If the **sub-committee** decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal



- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

- 27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the **sub-committee** decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

- 28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 29 The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
 - the **sub-committee's** disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 30 Where possible, the appeal will be heard by a panel of three members of the **staffing committee** who have not previously been involved in the case. This



includes the Investigator. There may be insufficient members of the **staffing committee** who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the **staff committee**. The appeal panel will appoint a Chairman from one of its members.

- 31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 32 At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 33 The employee (or companion) will be asked to explain the grounds for appeal.
- 34 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 35 The appeal panel may decide to uphold the disciplinary decision of the **staffing committee**, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 37 The appeal panel's decision is final.



Version	Details of Changes	Date	Approver
V1.0	Adopted – NALC Template November 2019		TPC
	Next Review – ?????		



TOLLESBURY
PARISH
COUNCIL

AGENDA ITEM - 12.

PARISH COUNCIL POLICY

Grievance Procedure

Clerk: Michelle Curtis

Address: 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

Telephone: 01621 869039. **Email:** clerk@tollesburyparishcouncil.gov.uk



Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to specified time limits must be agreed by the employee and the Council



- an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
- information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Maldon District Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the



council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination

- If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman or, if appropriate, another member of the council. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairman of the **staffing committee**.
6. The **staffing committee** will appoint a **sub-committee** of three members to hear the grievance. The **sub-committee** will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the **sub-committee**.



Investigation

7. If the **sub-committee** decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the **sub-committee**.

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
 - the names of its Chairman and other members
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
 - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
 - findings of the investigation if there has been an investigation
 - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).



The grievance meeting

10. At the grievance meeting:

- the Chairman will introduce the members of the **sub-committee** to the employee
- the employee (or companion) will set out the grievance and present the evidence
- the Chairman will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take
- any member of the **sub-committee** and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the **sub-committee**.

11. The Chairman will provide the employee with the **sub-committee's** decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the **sub-committee**, he/she may submit a written appeal to the **staffing committee**. An appeal must be received by the Council within five working days of the employee receiving the **sub-committee's** decision and must specify the grounds of appeal.

13. Appeals may be raised on a number of grounds, e.g.:

- a failure by the Council to follow its grievance policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

14. The appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may



be insufficient members of the **staffing committee** who have not previously been involved. There may be insufficient members of the **staffing committee** who have not previously been involved. If so, the appeal panel will be a committee of three Council members which may include members of the **staffing committee**. The appeal panel will appoint a Chairman from one of its members.

15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
16. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the **staffing sub-committee**
 - explain the action that the appeal panel may take.
17. The employee (or companion) will be asked to explain the grounds of appeal.
18. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
19. The appeal panel may decide to uphold the decision of the **staffing committee** or substitute its own decision.
20. The decision of the appeal panel is final.

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Version	Details of Changes	Date	Approver
V1.0	Adopted – NALC Template November 2019		TPC
	Next Review – ?????		

Wednesday, July 1, 2020 at 14:47:24 British Summer Time

Subject: Pay & display in Tollesbury

Date: Thursday, 25 June 2020 at 15:28:02 British Summer Time

From: [REDACTED]

To: clerk@tollesburyparishcouncil.gov.uk

Hello,

I mentioned on the Parish Council Facebook page a couple of weeks ago that perhaps it would be beneficial to the village to install/operate a pay & display machine at the Scout Hut. With the influx of visitors to the area for the walks and to use the pool and the water it seems that on most days the parking has become excessive. Vehicles parking all along the hard, the scout hut car park overflowing and even parking on the grass and vehicles parking all the way up Woodrolfe Road.

I wrote to Maldon District Council who replied to say that this was a matter for the Parish Council.

With the posting on websites like 'mumsnet' of 'free days out' as well as the press coverage after the filming of T.V. series Liar, I and many other residents have seen numbers swell significantly. Whilst it's lovely that people enjoy a day out here it does come at a cost to our community.

Money taken from paying to park could be used for the increase in waste collection and the cleaning and maintenance of the public toilets.

Local residents would be entitled to a parking permit if they needed to park down there, but otherwise visitors could contribute to keeping the community clean & tidy.

Whenever you go anywhere, you take it as a given that you pay & display. So why not here?

I worked at the Loft for several years and was shocked by the amount of rubbish that was left after day trippers went home and the crazy parking which at sometimes could have obstructed emergency vehicles. I also observed that the I only every saw a traffic warden come down from Maldon twice and then the tickets were void because signs hadn't been changed.

I would be grateful if this could be discussed at the next PC meeting.

Kindest regards

[REDACTED]

Parish / Town Council	Month	Total Number of Hours
Tollesbury	May-20	3
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
0	00:00	0
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
0	0	0
ASB Issues	VMO (Vehicle Moved On)	
0		0
Any Other Details		

Date	Parish	Start	Finish	Total	Patrol Area
07/05/20	Tollesbury	16:30:00	17:30:00	1:00:00	Recreational Ground, Station Rd
09/05/20	Tollesbury	17:20:00	17:50:00	0:30:00	Recreational Ground
12/05/20	Tollesbury	17:00:00	17:30:00	0:30:00	Rec ground and station road
28/05/20	Tollesbury	11:00:00	12:00:00	1:00:00	Rec ground
				3:00:00	

Parish / Town Council	Month	Total Number of Hours
Tollesbury	Jun-20	3
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
0	00:00	0
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
0	0	0
ASB Issues		VMO (Vehicle Moved On)
0		0
Any Other Details		

Date	Parish	Start	Finish	Total	Patrol Area
11/06/2020	Tollesbury	09:30	11:00	01:30	Rec, station Rd, Woodrolfe Rd
24/06/2020	Tollesbury	11:10	12:40	01:30	Rec, Station Road, Woodrolfe Road
				03:00	