

Present: Cllrs Bell, Chambers, Clare, Legg, Lowther, Rogers, St Joseph

In the Chair: Cllr Plater

Clerk: Michelle Curtis

Also Present: 4 Members of the public

1. Apologies for Absence

There were apologies for absence from Cllrs Cole and Lankester.

There were also apologies for absence from County Councillor Durham and District Councillors Bamford and Thompson.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. Public Forum

A resident asked what was more important a listed building or a tree in a conservation area.

The Chairman advised that it varies between Local Authorities. The Chairman suggested that if a resident is concerned, they should approach the Planning Officers and the Conservation Officer at Maldon District Council.

A Representative from the British Legion attended and advised that the Royal British Legion has advised that the local Branches are no longer to take the responsibility of the Remembrance Sunday Service and the Parade and are asking the Parish Council to take on the role of Event Organiser.

4. District Councillors

No District Councillors were present.

5. Tollesbury Volunteers – COVID19

Cllr Clare, who is also part of the Tollesbury Volunteers Steering Group, reported:

- As raised at the previous Parish Council Meeting, a Newsletter was distributed to each household.
- The volunteers were given the opportunity to step back and was pleased to report that there are still over 100 volunteers on the database.
- The Taylors Charity will be initiating a small fundraising event to replenish the funds that had been expended.

The Clerk reported:

- The total expenditure as on the 4th August 2020 for COVID19 is £1,299.44 excluding VAT.

The Chairman expressed thanks to the Steering Group and the Volunteers.

6. Minutes of the Meetings held on 7th July 2020

Resolved: that the Minutes of the Parish Council Meeting held on 7th July 2020 be approved as a true record of the Meeting. Proposed Cllr Lowther, seconded Cllr Clare. Unanimously agreed.

The Minutes would be signed by the Chairman as soon as possible.

7. Finance

7.1 Monthly Financial Report

The Financial Report as at the 31st July 2020 (Appendix A) was presented to the Council.

Councillors received the following monthly financial reports:

Bank Reconciliation – Closing balance of £89,655.24.

Expenditure to date – Budget £93,256 – Actual to date £25,546

Income to date – Budget £93,256 (including Precept £85,204) – Actual to date £46,034

Earmarked Funds – Closing Balance £33,565.92 – Net movement -£11,486.48

The Clerk reported:

- Payment received from HMRC for £1,019.24 for the VAT recovered between April and June 2020.
- A donation of £100 towards the upkeep of Woodup Pool had been received by a regular visitor to the pool. The Clerk advised she had allocated this to the Woodup Pool Earmarked Reserve.
- A credit of £278.77 had been received from OPUS Energy. This was due to being overcharged when the electricity contract was with OPUS Energy.

The Chairman will sign the Report as soon as practical.

Action: Clerk to prepare a half-yearly report showing forecast expenditure for review at the meeting in October 2020.

7.2 To approve Payments

Payments

The items for payment totalling £6,078.63 were presented for approval (Appendix B).

Resolved: to approve payments and make online payments.

8. Planning

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:

Application No: TCA/20/00673

Proposal: T1 - Monterey Cypress - Fell

Location: 41 East Street Tollesbury

The Parish Council is unable to comment on the Planning Application due to there being insufficient information as to why the tree requires removal.

– Appeals: None received

– Planning Decisions: None received

MLA/MAL/20/00482 - Bridge Farm Colchester Road Tolleshunt D'Arcy - Approved

– Planning Appeal Decisions:

Appeal Ref: APP/X1545/D/20/3247171

Planning Application No: HOUSE/MAL/19/01098

Location: 47 East Street

Decision: Appeal is allowed

– Tree Preservation Orders for information: None received

9. Committees

9.1 Recreation Ground Committee

9.1.1 Minutes of the Recreation Ground Committee Meeting – 7th July 2020

Cllr Lowther presented the Minutes of the Recreation Ground Committee Meeting held on 7th July 2020.

9.1.2 Draft Minutes of the Recreation Ground Committee Meeting – 3rd August 2020

Cllr Lowther presented the Draft Minutes of the Recreation Ground Committee Meeting held on 3rd August 2020.

The main items for discussion were the Skate Park, Tree Survey and Play Equipment Inspection.

The Annual Play Inspection report was received. The main issues highlighted were Skate Park and Zip Wire.

Other works required included, painting, tightening of equipment, removal of weeds/vegetation growth.

Action: Cllr Chambers to organise an action board and ask the Village if they would be willing to help with some of the items which required attention.

The football teams will start their friendly matches that weekend.

The Council agreed that as the Pavilion is not being used due to COVID19, to reduce the pitch hire to £20.

The Committee also discussed the Litter Collection Contract, there were some minor amendments which will be presented to the Full Council at the next meeting.

A request had been received from a resident to relocate one of the benches due to anti-social behaviour. The Committee had agreed on a new location and confirmed all costs would be met by the resident.

9.1.3 Skate Park

Resolved: to accept the proposal (Appendix C) from the Recreation Ground Committee to have the repairs carried out to the Skate Park.

Resolved: to accept the quotation from Gamart Engineering for £4,970 to carry out the repairs. Unanimously agreed.

Cllr Legg suggested extending the Skate Park. The Chairman explained due to the costs involved, the Parish Council would not be able to fund an extension at this stage, but it could be considered for the future.

Cllr Lowther reported that a resident had suggested decorating the side of the ramps which may encourage people not to graffiti it. Cllr Chambers has agreed to look into this further.

9.1.4 Tree Works

The proposal from the Recreation Ground Committee (Appendix D) was received and noted.

Resolved: to accept the proposal from the Recreation Ground Committee and proceed with the quotation from D W Maintenance for £3,650 to have various works carried out to the trees as identified in the Tree Survey Report. Unanimously agreed.

9.1.5 Monthly Inspection Report

The Monthly Inspection Report dated 02/08/2020 was received (Appendix E). There were no issues to report.

9.2 Environment & Amenity Committee

9.2.1 Update from the Environment & Amenity Committee

The Clerk reported that the Insurance Company had been in contact to request further information regarding the incident in June 2019 at Woodrolfe Green.

The Clerk reported that she had sent out a Doodle to arrange a meeting of the Environment and Amenity Committee.

Cllr Rogers agreed to join the Environment and Amenity Committee.

9.2.2 Woodrolfe Green

Councillors considered the quotations for the removal of the Willow Tree at Woodrolfe Green. Quotations as follows:

Priory Tree Services - £500
D W Maintenance – £680
Bonz - £1,205
Hill Farm Landscapes - £1,350

Resolved: to accept the quotation from Priory Tree Services for £500 to remove the Willow Tree at Woodrolfe Green.

9.3 Woodrolfe Hard and Marine Assets Committee

9.3.1 Draft Minutes the Woodrolfe Hard and Marine Assets Committee Meeting

The Chairman presented the Draft Minutes of the Woodrolfe Hard and Marine Assets Committee Meeting held on 6th July 2020.

Concerns were raised regarding the speed of boats and it was suggested the speed could be reduced from 8 knots to 4 knots.

Concerns were also raised by residents as the Hard was becoming a busy area for other water-based activities i.e. swimming, paddle-boarding, kayaking, jet skis. Since the meeting, some signs have been ordered to request that consideration is given to others and that any powered watercraft is restricted to outboards and powerplants up to 50hp.

The Committee is also considering a new project to fill in the dock to extend the hard.

Discussions were also held regarding the silting of the channels and different options are being considered. This would need to be discussed further with the other stakeholders for the Hard.

Cllr St Joseph reported that he had spoken to the Marina who had expressed concern regarding the swimmers and was happy for the Parish Council to display signs. They were also happy for an advisory sign indicating a speed of 4 knots.

Action: Chairman to speak the Marina, to seek confirmation that they were happy for the signage to be displayed and speeds to be reduced.

It was suggested that the bylaws are amended to reduce the speed from 8 knots to 4 knots.

Action: Clerk to seek further advice from the Legal Department at Maldon District Council.

Cllr Clare agreed to join the Woodrolfe Hard and Marine Assets Committee.

9.4 Woodup Pool

9.4.1 Update from the Woodup Pool Committee

Cllr Lowther reported that the pool has remained closed.

Due to the issues with the sluice, it was agreed to apply to the Locality Fund for funding towards the sluice gate.

9.4.2 Email from Link into Leisure - Risk Assessor

An email was received from Link into Leisure in relation to the opening of the Pool. Due to the current situation with COVID19, the Risk Assessor would strongly urge that the Parish Council take the decision to not open the pool for the season.

9.4.3 Woodup Pool – Reopening

Resolved: taking into consideration the current situation with regards to COVID19, the recommendation from the Risk Assessor and the issues with the sluice gate, Woodup Pool would remain closed for the remainder of the 2020 season. Agreed by the majority.

Action: Chairman to prepare a blog for the website.

9.4.5 Woodup Pool – Maldon District Council Water Testing

A letter was received from Maldon District Council to advise that they will pay for the sampling analysis until October 2020. Officers at Maldon District Council will make a funding bid to pay for sampling going forward but this would be subject to a decision by Members of Maldon District Council. Funding is not guaranteed, and alternative options should be considered for 2021/21 onwards.

Action: Clerk to notify Maldon District Council that the pool will not open for the current season and request that any funds which are not spent in this financial year are rolled over to the following financial year.

9.5 Neighbourhood Plan

9.5.1 Update on the Neighbourhood Plan

The Chairman reported that a letter had been received from Maldon District Council giving feedback on the Tollesbury Draft Neighbourhood Plan. The letter has been forwarded onto the Planning Consultant.

The Chairman reported that before sending the Draft Document into Maldon District Council, meetings had taken place with Leonie Alpin who had indicated that she was happy with the Plan. Leonie is not currently working, and the Plan has been reviewed by Matt Leigh, Strategy, Performance and Governance Directorate, who has indicated that more work needs to be done on the plan before sending for screening.

Action: Clerk to request a meeting with Matt Leigh

It was agreed to move to Agenda item 13.

13. Royal British Legion

The letter from the Royal British Legion requesting that the Parish Council assume the role of Event Organiser for the Remembrance Sunday service and Parade was received and noted.

The Parish Council expressed thanks to the Royal British Legion for the many years they have organised the event for the Village.

The Clerk reported that she had contacted Came and Company, the Parish Council Insurers, who advised that the Parish Councils Insurance would cover such an event.

The Parish Council would need to carry out a risk assessment. Should any representatives from the Royal British Legion wish to assist with the event, they would operate as Parish Council Volunteers. The Parish Council would also need to take into consideration what measure would need to be taken concerning COVID19.

The Parish Council felt that it was an important event for the Village and agreed that it should continue.

The Representative advised that due to COVID19, there will be no parade for 2020 unless there are changes to Government guidelines.

Action: Cllrs Chambers and Clare to liaise with the Royal British Legion to ensure that the event can continue in the future

The Representative from the Royal British Legion left the meeting.

10. Policies and Procedures

10.1 Terms of Reference for the Parish Council Committees

Action: Each Committee to review and feedback their comments to the Clerk.

10.2 Disciplinary Procedures

Resolved: to adopt the Disciplinary Procedures (NALC Template November 2019). Unanimously agreed.

10.3 Grievance Procedures

Resolved: to adopt the Grievance Procedures (NALC Template November 2019). Unanimously agreed.

It was agreed to form a Staffing Committee to deal with any personnel issues.

Action: to be included on the Agenda at the next Council Meeting for a resolution to form a Staffing Committee

11. 'The Hangout' - Youth Group

Cllr Chambers reported that due to COVID19, The Hangout is unable to open. It is hoped to open in the new year.

12. Speeding Issues

The Chairman reported that the Parish Council has over several years approached Highways to address the speed issues in the village.

Cllr Lowther advised that he had looked at vehicles activated speed signs which would cost in the region of £2k - £3k.

Action: Clerk to seek further advice from Essex County Council.

Action: Clerk to write to Adrian Rayner, South Essex Parking Partnership, to enquire about a working partnership.

Action: to write to County Councillor Durham to raise the concerns of the Parish Council.

- Speeding in West Street – calming measures

- Signage in West Street is improved to meet current standards and allow mobile speed cameras to be used.
- Issues of Parking around the Village - outside the Post Office
- Repair - Continuation of yellow lines outside the surgery
- Extension of the existing yellow lines in Woodrolfe Road from the car park back to the hump.
- Speed and size of vehicles travelling through the village, particularly down Woodrolfe Road.

14. Police/Community Protection Officers (CPOs)

14.1 Police

The Police Reports (confidential) were received and noted.

The Clerk reported that the Essex Wildlife Trust had had to close the bird hide off Tollesbury Wick due to anti-social behaviour. Alcohol bottles, gas canisters and used drugs packets were found at the hide. The incident has been reported to the Police.

14.2 CPO Report for July 2020

The report for July had not been received from Maldon District Council. To be deferred to the meeting in September.

Cllr Bell reported that the Clerk and himself had met via Zoom with Nicola Syder and Mackshea, Maldon District Council – Community Protection Officers. Cllr Bell advised the following had been discussed:

- The CPO's will focus on dog fouling at the Recreation Ground and down Station Road. They will put up signage and will be spraying dog waste with paint.
- Parking and congestion from the car park to the Hard, particularly on the spring tides. CPOs to patrols during the summer holidays.
- It was reported that during mid-July the South East Parking Partnership had issued 8 tickets and some vehicles were moved on.
- There will be a follow-up meeting at the end of the season.

15. Administration

Website – The Clerk reported that a meeting had been arranged for Thursday 24th September 2020 at 7.00 pm for a Website review. This was an informal meeting and not open to the public.

Action: Clerk to seek the views of the new website from the Village.

Cllr Bell stated that from the views we need to differentiate between what are tweaks and what are enhancements.

16. Community Concerns – Information Exchange/Next Agenda Items

There were no community concerns raised.

17. Dates of the Next Meetings

Tuesday 1st September 2020 – Full Council Meeting – 7.30 pm – Virtual Meeting via Zoom

Monday 7th September 2020 – Recreation Ground Committee – 6.30 pm – Virtual Meeting via Zoom

Tuesday 8th September 2020 – Woodrolfe Hard and Marine Assets Committee – 7.30 pm - Virtual Meeting via Zoom

Tuesday 6th October 2020 - Full Council Meeting - 7.30 pm - Virtual Meeting via Zoom

Tuesday 3rd November 2020 - Full Council Meeting - 7.30 pm - Virtual Meeting via Zoom

The Chairman closed the Meeting at 10.15 pm.

Signed.....

Date

**Bank Reconciliation Statement as at 31/07/2020
for Cashbook 1 - Tollesbury Bank Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 1	31/07/2020		67,732.20
Deposit Account	31/07/2020		496.61
P/Sector Reserve	31/07/2020		0.00
Coop Current Account 2	31/07/2020		1,721.58
Petty Cash	31/07/2020		7.66
Unity Current Account	31/07/2020		19,697.19
			0.00
			<u>89,655.24</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			89,655.24
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			89,655.24
		Balance per Cash Book is :-	89,655.24
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
19/09/2017 ONLINE Colin Elmer		0.00	
19/09/2017 ONLINE Colin Elmer		0.00	
18/04/2019 D/C Morrisons		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Amenities	1,238.41	1,550.00	2,788.41
321 EMR Cemetery	995.95	500.00	1,495.95
322 EMR Recreation Ground	2,079.76	2,000.00	4,079.76
323 EMR Unallocated	-601.44	2,611.48	2,010.04
324 EMR Woodup Pool	3,005.85	2,100.00	5,105.85
325 EMR Pavilion Project	0.00		0.00
326 EMR Pavilion	2.58		2.58
327 EMR Neighbourhood Plan	2,344.91	1,500.00	3,844.91
328 EMR Fencing Project	0.00		0.00
329 EMR Woodrolfe Hard	4,828.82	1,000.00	5,828.82
330 EMR Streetlighting	496.00		496.00
331 EMR Woodup Pool Project	861.89		861.89
332 EMR Play Equipment Project	6,576.71		6,576.71
333 Tollesbury Harbour Project	250.00		250.00
334 EMR Website	0.00	225.00	225.00
	<u>22,079.44</u>	<u>11,486.48</u>	<u>33,565.92</u>

Detailed Income & Expenditure by Budget Heading 31/07/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Wages</u>							
Wages :- Indirect Expenditure	12,057	38,300	26,243	0	26,243	31.5%	0
Net Expenditure	(12,057)	(38,300)	(26,243)				
<u>110 Administration</u>							
1076 Precept	42,602	85,204	42,602			50.0%	
1080 Bank Interest Received	1	2	1			61.5%	
Administration :- Income	42,603	85,206	42,603			50.0%	0
4100 Audit Fees	300	700	400		400	42.9%	
4110 Bank Charges	24	100	76		76	24.1%	
4120 Insurance	0	2,600	2,600		2,600	0.0%	
4130 Miscellaneous	142	700	558		558	20.2%	
4140 Office Allowance	260	780	520		520	33.3%	
4150 Photocopier	278	1,150	872		872	24.2%	
4160 Postage	23	40	17		17	58.5%	
4170 Stationery	8	60	52		52	13.2%	
4180 Subscriptions	898	1,350	452		452	66.5%	
4190 Telephone	183	450	267		267	40.7%	
4200 Training	0	130	130		130	0.0%	
4210 Website	0	550	550		550	0.0%	
4420 Maintenance	(10)	0	10		10	0.0%	
Administration :- Indirect Expenditure	2,106	8,610	6,504	0	6,504	24.5%	0
Net Income over Expenditure	40,497	76,596	36,099				
<u>120 Amenities</u>							
1100 Allotments Income	0	900	900			0.0%	
Amenities :- Income	0	900	900			0.0%	0
4130 Miscellaneous	0	700	700		700	0.0%	
4250 Allotments	0	500	500		500	0.0%	
4260 Hasler Green	60	1,000	940		940	6.0%	
4270 Rangers	0	1,000	1,000		1,000	0.0%	
4280 Woodrolfe Green	100	1,200	1,100		1,100	8.3%	
Amenities :- Indirect Expenditure	160	4,400	4,240	0	4,240	3.6%	0
Net Income over Expenditure	(160)	(3,500)	(3,340)				

Detailed Income & Expenditure by Budget Heading 31/07/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Cemetery</u>							
1110 Fees	2,630	4,500	1,870			58.4%	
Cemetery :- Income	<u>2,630</u>	<u>4,500</u>	<u>1,870</u>			<u>58.4%</u>	<u>0</u>
4130 Miscellaneous	0	100	100		100	0.0%	
4310 Contract	1,625	6,600	4,975		4,975	24.6%	
4320 Skip Fees	0	100	100		100	0.0%	
4330 Water/Sewage Rate	100	120	20		20	83.1%	
4340 Rates	113	275	162		162	41.0%	
Cemetery :- Indirect Expenditure	<u>1,837</u>	<u>7,195</u>	<u>5,358</u>	<u>0</u>	<u>5,358</u>	<u>25.5%</u>	<u>0</u>
Net Income over Expenditure	<u>793</u>	<u>(2,695)</u>	<u>(3,488)</u>				
<u>140 Pavilion</u>							
1120 Hire Charge	0	50	50			0.0%	
Pavilion :- Income	<u>0</u>	<u>50</u>	<u>50</u>			<u>0.0%</u>	<u>0</u>
4330 Water/Sewage Rate	91	250	159		159	36.3%	
4400 Cleaning Items	0	50	50		50	0.0%	
4410 Electricity	(99)	600	699		699	(16.6%)	
4420 Maintenance	0	150	150		150	0.0%	
Pavilion :- Indirect Expenditure	<u>(9)</u>	<u>1,050</u>	<u>1,059</u>	<u>0</u>	<u>1,059</u>	<u>(0.8%)</u>	<u>0</u>
Net Income over Expenditure	<u>9</u>	<u>(1,000)</u>	<u>(1,009)</u>				
<u>150 Projects</u>							
4500 Amenities	0	2,000	2,000		2,000	0.0%	450
4510 Cemetery	0	500	500		500	0.0%	
4530 Recreation Ground	0	2,000	2,000		2,000	0.0%	
4540 Woodup Pool	0	2,000	2,000		2,000	0.0%	
4560 Neighbourhood Plan	0	1,500	1,500		1,500	0.0%	
4590 Woodrolfe Hard	0	1,000	1,000		1,000	0.0%	
4610 Unallocated Sum	563	400	(163)		(163)	140.7%	563
4640 Website	2,916	6,000	3,084		3,084	48.6%	2,916
Projects :- Indirect Expenditure	<u>3,479</u>	<u>15,400</u>	<u>11,921</u>	<u>0</u>	<u>11,921</u>	<u>22.6%</u>	<u>3,929</u>
Net Expenditure	<u>(3,479)</u>	<u>(15,400)</u>	<u>(11,921)</u>				
6000 plus Transfer from EMR	<u>3,929</u>						
Movement to/(from) Gen Reserve	<u>450</u>						

Detailed Income & Expenditure by Budget Heading 31/07/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Rec Ground</u>							
1130 Pitch Fees	0	1,800	1,800			0.0%	
Rec Ground :- Income	0	1,800	1,800			0.0%	0
4310 Contract	1,376	3,500	2,124		2,124	39.3%	
4420 Maintenance	1,062	2,200	1,138		1,138	48.3%	
4710 Pitch	376	500	124		124	75.2%	
Rec Ground :- Indirect Expenditure	2,813	6,200	3,387	0	3,387	45.4%	0
Net Income over Expenditure	(2,813)	(4,400)	(1,587)				
<u>170 Street Clean</u>							
4310 Contract	1,600	4,800	3,200		3,200	33.3%	
Street Clean :- Indirect Expenditure	1,600	4,800	3,200	0	3,200	33.3%	0
Net Expenditure	(1,600)	(4,800)	(3,200)				
<u>180 Street Light</u>							
4410 Electricity	308	1,000	692		692	30.8%	
4420 Maintenance	226	700	474		474	32.3%	
Street Light :- Indirect Expenditure	534	1,700	1,166	0	1,166	31.4%	0
Net Expenditure	(534)	(1,700)	(1,166)				
<u>190 Woodrolfe Hard</u>							
1110 Fees	701	800	99			87.7%	
Woodrolfe Hard :- Income	701	800	99			87.7%	0
4130 Miscellaneous	249	350	101		101	71.1%	
4310 Contract	87	0	(87)		(87)	0.0%	
4730 Rent	0	431	431		431	0.0%	
Woodrolfe Hard :- Indirect Expenditure	336	781	445	0	445	43.0%	0
Net Income over Expenditure	365	19	(346)				
<u>200 Woodup</u>							
1200 Grants Received	100	0	(100)			0.0%	100
Woodup :- Income	100	0	(100)				100
4190 Telephone	118	460	342		342	25.7%	
4270 Rangers	0	400	400		400	0.0%	
4310 Contract	40	480	440		440	8.3%	

Detailed Income & Expenditure by Budget Heading 31/07/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4420 Maintenance	194	750	556		556	25.8%	
4700 Toilet	0	1,100	1,100		1,100	0.0%	
4760 Litter Collection	0	350	350		350	0.0%	
Woodup :- Indirect Expenditure	352	3,540	3,188	0	3,188	9.9%	0
Net Income over Expenditure	(252)	(3,540)	(3,288)				
6001 less Transfer to EMR	100						
Movement to/(from) Gen Reserve	(352)						
<u>210 S137 Expenditure</u>							
4800 Donations	0	600	600		600	0.0%	
S137 Expenditure :- Indirect Expenditure	0	600	600	0	600	0.0%	0
Net Expenditure	0	(600)	(600)				
<u>220 Other</u>							
4850 Agency Services	280	500	220		220	56.0%	
4860 Advertising	0	180	180		180	0.0%	
Other :- Indirect Expenditure	280	680	400	0	400	41.2%	0
Net Expenditure	(280)	(680)	(400)				
Grand Totals:- Income	46,034	93,256	47,222			49.4%	
Expenditure	25,546	93,256	67,710	0	67,710	27.4%	
Net Income over Expenditure	20,488	0	(20,488)				
plus Transfer from EMR	3,929						
less Transfer to EMR	100						
Movement to/(from) Gen Reserve	24,317						

APPENDIX B

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

August 2020

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail		Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT						
24.07.20	D/D	E.On		Electricity Supply - Streetlights		£79.50
31.07.20	D/D	Utility Warehouse	156192636	Parish Phone		£53.04
01.08.20	D/D	Maldon District Council		Non-Domestic Rates - Cemetery		£29.00
10.08.20	D/D	A & J Lighting Solutions	34259	Annual Inspection		£70.20
15.08.20	D/D	A & J Lighting Solutions		Monthly maintenance		£67.92
24.08.20	D/D	BNP Paribas	FLLA9347155	Quarterly Charge		£140.38
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2						
13.07.20	D/C	Amazon		Hose Connector Kit - Recreation Ground		£8.00
15.07.20	D/C	Amazon		Donations Box - Woodup Pool		£27.99
16.07.20	D/C	Adobe		Adobe Monthly Subscription		£12.94
27.07.20	D/C	Tesco		Stationery		£5.00
27.07.20	D/C	O2		Mobile Top Up		£10.00
27.07.20	D/C	O2		Mobile Top Up		£10.00
31.07.20	D/C	Cobblers & Keys		Keys Cut - Recreation Ground		£15.50
UNITY TRUST BANK - CURRENT ACCOUNT						
04.08.20		Wages		Staff Wages		£1,995.54
	Online	Mrs S Layzell	Contract	Litter Contract - August		£400.00
	Online	Essex Pension Fund		Employee and Employer Contributions - August		£656.22
	Online	D W Maintenance	1852	Grounds Maintenance - Cemetery - July	£541.66	
			1853	Grounds Maintenance - July	£787.92	£1,329.58
	Online	Gamart Engineering	6976	Repairs to Sluice Gate - 24/07/20		£252.00
	Online	Countryside Services		Removal of wasps nest - Cemetery		£50.00
	Online	FACT	9645	4th Leaflet and additional paper supplies		£252.70
	Online	Maldon District Council	TOL10081524	Community Protection Officers Apr - Jun 20		£369.36
	Online	Maldon District Council	TOL57381575	Annual Inspection Play Equipment		£69.60
	Online	Bonz	3382	Removal of overhanging branches - Woodu Pool		£40.00
	Online	The Sign Shed	SI-26904	Signage - Donations Woodup Pool	£15.30	
			SHED711778	Signage - Woodrolfe Hard	£118.86	£134.16
					TOTAL	£6,078.63

Payment Breakdown	
Tollesbury Current Account	£440.04
Tollesbury A/c No. 2 Debit Card	£89.43
Unity Trust Bank	£5,549.16
TOTAL	£6,078.63



Skate Park

At the Recreation Ground Committee Meeting held on Monday 3rd August 2020, the Committee discussed the options (repair or remove) for the Skate Park.

The Committee consulted the Village via a Facebook Poll and as at 6.00 pm on Monday 3rd August 2020, the vote was as follows:

159 in favour of repair
9 in favour of removal

Quotations (copies attached) were received as follows:

Repair

Ches Metalwork - £2,500

Gamart Engineering Ltd - £4,970

Remove

Gamart Engineering Ltd - £2,500 (verbal quotation)

After consideration, the Recreation Ground Committee would propose to the Full Council that the skate park is repaired and the quotation for £4,970 + VAT from Gamart Engineering is accepted.

Although this quotation at £4,970 was higher than Ches Metalwork, Gamart Engineering was the preferred Contractor based on the following:

- The previous repairs carried out to the quarter pipe by Gamart Engineering approximately 2 years ago had been a success.
- The quotation from Gamart Engineering is to re-plate all over the ramp (as per works carried out on the quarter pipe) and not just re-plating the holes.
- Gamart Engineering had carried out two onsite inspections whereas Ches Metalworks had only seen video footage of the ramps.

Funds from the Play Equipment Upgrade Earmarked Funds would cover the cost of the work.

Clerk: Michelle Curtis

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

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



GAMART ENGINEERING LTD

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



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 <[REDACTED]>

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](#)



TOLLESBURY
PARISH
COUNCIL

RECREATION GROUND

Tree Works

At the Recreation Ground Committee Meeting held on Monday 3rd August 2020, the Committee considered the quotations for various tree works at the Recreation Ground.

Quotations (copies attached) were received as follows:

Priory Tree Services - £2,450

Bonz - £3,500

D W Maintenance – £3,650

Hill Farm Landscapes - £4,900

Following discussion, the Recreation Ground Committee proposes that the Full Council accept the quotation from D W Maintenance for £3,650.

Clerk: Michelle Curtis

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

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

②

Priory Tree Services

South Lodge, Messing Park, Messing, Essex CO5 9TG

07916 134351 or 01621 819657

Email: lee.priorytreeservices@live.co.uk

www.priorytreeservices.co.uk

To: Michelle Curtis
Tollesbury Parish
Council

ARBORIST REPORT

Date: 26/7/20

Location / Tollesbury Recreation Ground

- T1/ Sycamore remove to ground level.
- T2/ Sycamore remove to ground level.
- G1/ Broken branch cut out, Conifer hedge
- T8/ Pear tree lift crown 2 1/2 m.
- T9/ Purple Plum not Cherry, See plan
- T22/ Purple Plum, See plan.
- T24/ Purple Plum, See plan.
- T33/ Poplar, See plan
- G2/ See plan
- G4/ Oak tree only to cut down, ground level. tree back corner near houses. Can't see location on plan.
- T55/ Laburnum cut down to just above ground level.

③

Priory Tree Services

South Lodge, Messing Park, Messing, Essex CO5 9TG

07916 134351 or 01621 819657

Email: lee.priorytreeservices@live.co.uk

www.priorytreeservices.co.uk

To... Michelle Curtis...
Tollesbury Parish...
Council...

ARBORIST REPORT

Date... 26/7/20...

-
- * All waste from all areas in my Quote shall be cleared from site and taken to my yard at Layer Marney tower.
 - * All areas where public are active safety measures to be put into place.
 - ** All pruning to trees will be done to British Standards 3998.
Pruning saw on Purple Plum trees NOT CHAIN SAW.
 - cost £2,450. No VAT.
CARBON

RE: Tree Works

From: Bonz B (bonz.garden@outlook.com)

To: tollesburypc@btinternet.com

Date: Monday, July 27, 2020, 07:39 AM GMT+1

Good Morning Michelle,

Thank you for the revised tree work list.

Please find set out the following for your information.

To,

Carry out all the work as your list on this mail at Tollesbury Recreation Ground, to include the disposal of all timber and brush. Cost £3500.00.

To,

Fell the Willow on woodrolfe green and dispose of all timber and brush. £1205.00

To,

Clear power lines on the Oak trees at the allotments at station Rd. £300.00. Note, this will require an electricity shutdown which we would arrange.

To,

Remove the bench at the southern end of the recreation ground and reposition where decided.

Cost £180.00

Note.

These prices are all nett, no VAT to be added.

Please do not hesitate to contact either Rob or Bonz if you require further information.

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

30th July, 2020

Dear Michelle,

Re: Tree Works at Recreation Ground, Tollesbury

Thank you for asking us to provide a quotation for tree works at the recreation ground as per the specification provided. We have looked at all the trees, and are now pleased to provide the following for consideration :

Tree No. T1 – Sycamore – Remove
Tree No. T2 – Sycamore – Remove -
Tree No. G1 – Conifer – Remove dead branch
Tree No. T8 – Pear – Crown uplift to 2.5m metres
Tree No. T9 – Cherry – Thin out rubbing branches within crown
Tree No. 22 – Purple Cherry – Thin out rubbing branches within crown
Tree No. T24 – Purple Cherry – Remove
Tree No. T33 – Lombardy Poplar – Remove
Tree No. G2 – Field Maple, Hazel & Ash – Remove deadwood overhanging
walkways and any loose hanging branches – Remove Ash Tree
Tree No. G4 – Oak, Ash, Field Maple, Lime & Poplar – Removal of Oak
Tree No. T55 – Lime – Remove

For the sum of Three thousand six hundred and fifty pounds (£3,650.00) which includes all labour, equipment and waste away leaving site clean and tidy.

As referred to in our e mail of the 23rd July, we would recommend additional tree work at the recreation ground which includes :

Tree No.T11 – Poplar Remove due to Ganoderma

Tree No. G2 – 2 x Ash Remove as in serious decline, and weak at base

A separate quote can be provided if required.

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



**HILL FARM
LANDSCAPES**
LANDSCAPING & FENCING CONTRACTORS

☎ 01206 303608
✉ info@hillfarmlandscapes.com
💻 hillfarmlandscapes.co.uk

Outdoor thinking...

Quotation 15th July 2020

Michelle Curtis
Clerk to the Council
Tollesbury Parish Council
4 Valkyrie Close
Tollesbury
Essex
CM9 8SL
Contact Details: 01621 869039 / 07835 866239 / tollesburypc@btinternet.com

Project 1: Tollesbury Recreation Ground 'Tree Works'
Document received via email on 14/7/20.

To complete all tree works as laid out in the document.
Chip and remove all the brush wood.
Remove all the logs.

Where trees are removed the stumps are to be left in situ, if you wish us to provide a separate costing for stump grinding please let us know.

Cost to Complete £ 4,900 +vat

Project 2: Willow tree to the rear of the Scout hut.

To Dismantle the tree.
Chip and remove all the brush wood.
Remove all the logs.

Stump to be left in situ, if you wish us to provide a separate costing for stump grinding please let us know.

Cost to Complete £ 1,350 +vat

Terms and Conditions

The quotation is valid for 1 month from the quotation date.

A deposit of 25% will be payable on acceptance of the quote to secure the works in our schedule and for materials to be ordered.

All prices quoted are subject to VAT at the current rate of 20%.

All arising waste material shall be taken from site and returned to our premises for disposal unless otherwise agreed.

While The Company takes the very best of care at all times it is the responsibility of The Client to identify, mark on site and provide The Company with a detailed drawing or plan showing the exact location of the underground services or fixtures prior to the commencement of the Contract. The Company will not be liable in any way for any damage caused by us to any underground services or fixtures which were not so notified to us. The Client will indemnify The Company in respect of any such liability.

Further terms and conditions are detailed in our 'Terms and Conditions of Business' available on request.

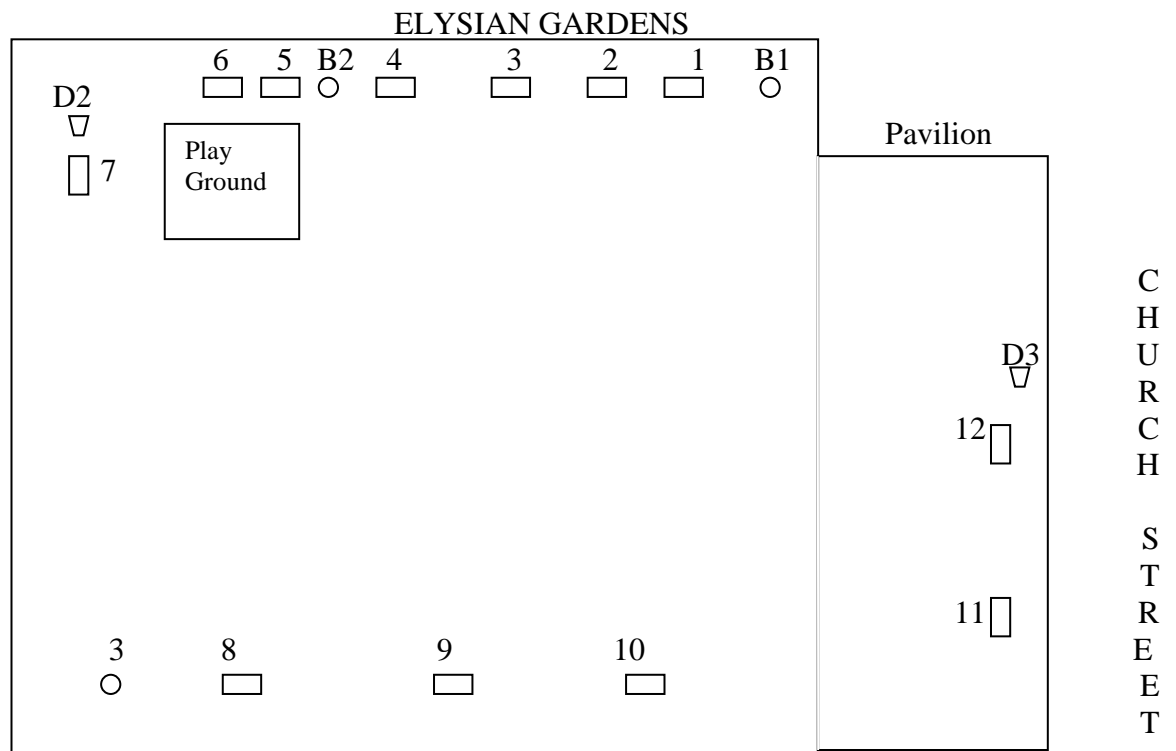
TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

DATE OF INSPECTION: __02/08/20__

	Checked	Comments
EQUIPMENT	OK	
Junior Swing	OK	
Toddler Swing	OK	
Snake Slide	OK	
Wooden Climber Platform	OK	
Tower and Slide	OK	
Spinning Seasaw	OK	
Igloo Climber	OK	
Roundabout	OK	
Zip Wire	OK	
Exercise Trial	OK	
Overhead Ladders	OK	
Vertical Bars	OK	
Playship	OK	
Chicken and Cow Springer	OK	
Youth Shelter	OK	
Skate Park	OK	
Surfer Springer	OK	
Fire Engine	OK	
Fence	OK	
Football Goal Posts	OK	

Signed: _____ Sarah Jayne Layzell _____

Recreation Ground – Benches and bins



Benches

1. OK
2. OK
3. OK
4. OK
5. OK
6. OK
7. OK
8. OK
9. OK
10. OK
11. OK

Dog Bins (D*)

1. Removed
2. OK
3. OK

Litter bins (B*)

1. OK
2. OK
3. OK

Inspection carried out by: Sarah Jayne Layzell
02/8/20

Date: