

Present: Cllrs Bell, Clare, Cole, Hawes, Lankester, Legg, Lowther, Rogers, St Joseph

In the Chair: Cllr Plater

Clerk: Michelle Curtis

Also Present: 6 Members of the public

Due to the amount of business to be transacted on the Agenda, it was agreed to have a 10 minute break at 9.00 pm.

1. Co-option

Resolved: to Co-opt Sarah Hawes as a Parish Councillor for Tollesbury Parish Council. Proposed Cllr Lowther, seconded Cllr Lankester. Unanimously agreed.

Cllr Hawes to sign the Declaration of Office as soon as possible.

Action: Clerk to supply Councillors Guide to Cllr Hawes and any other Councillors.

2. Apologies for Absence

There were apologies for absence from Cllrs Chambers.

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

3. Declarations of Interest

There were no declarations of interest disclosed.

4. Public Forum

The Chairman reported that two members of the public, one the Agent for an application at 16 Darnet Road and the other the Applicant) had attended as they had submitted some revised drawings for the planning application at 16 Darnet Road. The application was refused by both the Parish Council and Maldon District Council (MDC).

The Agent would like to have an informal discussion regarding the proposed revisions. The Council considered the request for an informal discussion but felt that the Agent and Applicant should speak to MDC first and the Parish Council would consider the planning application once formally submitted. The Parish Council also did not want to set a precedent for future applications.

The Agent said he would have like to have received some feedback but did understand the protocol and that the Parish Council would not want to set a precedent for future applications.

A resident asked about what the Parish Council were doing regarding the Planning Whitepaper.

Councillors would address this under agenda item 17.

Two members of the public re-iterated their concerns raised in their letters, which had been distributed to Councillors, regarding the planning application at Bohuns Byre.

5. District Councillors

The Clerk read an update from Cllr Bamford which she had sent in her absence:

- Cllr Bamford is now the Leader of Maldon District Council but this has to be ratified again at the MDC Statutory Annual Meeting on 5th November.
- The Local Government Review is now put on the back burner by the Government. The expected White Paper is to be delayed possibly until mid-2021.
- Planning White Paper consultations have been robustly answered by Maldon as many of the proposals seem unworkable and will be detrimental to many Councils, especially Maldon.
- The Energy White Paper which was also expected is also delayed so the way forward for Bradwell is unclear although we must continue to be a party to the consultations and meetings with a view to securing benefits to the District should the project continue. The Government did agree that Bradwell would be a site for a new nuclear power plant.
- Planning Application at Bohun Byre, Church Street has been called in to be debated at North Western Area Planning.

Action: Chairman to write to Cllr Bamford to congratulate her on her new role as Leader of Maldon District Council.

6. Tollesbury Volunteers – COVID19

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

- The 5th Newsletter had been distributed to households. Cllr Clare expressed thanks to the Parish Council for sponsoring the newsletter, the Steering Group for the production of the newsletter and to FACT for printing the newsletter.
- The volunteers are assisting some residents with various needs.
- We are extremely grateful to the area coordinators and all the volunteers.
- The Steering Group are gearing up should there be any further restrictions from Government.
- There has been a good response from some residents who have donated to the Taylors Charity. The Charity is in the process of setting up Gift Aid.

7. Minutes of the Meetings held on 1st September 2020

Resolved: that subject to a minor amendment the Minutes of the Parish Council Meeting held on 1st September 2020 be approved as a true record of the Meeting. Proposed Cllr Lowther, seconded Cllr Cole. Unanimously agreed.

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

8. Finance

8.1 Monthly Financial Report

The Financial Report as at the 30th September 2020 (Appendix A) was presented to the Council.

Councillors received the following monthly financial reports:

Bank Reconciliation – Closing balance of £132,261.23.

Expenditure to date – Budget £93,256 – Actual to date £37,666

Income to date – Budget £93,256 (including Precept £85,204) – Actual to date £101,148

Earmarked Funds – Closing Balance £33,313.40 – Net movement -£11,233.40

The Clerk reported:

- The total expenditure as of the 2nd October 2020 for COVID19 is £1,328.74 excluding VAT (Appendix B).
- £10,000 received from Maldon District Council for the Small Business Rate Relief.
- £42,602 received from Maldon District Council for the 2nd instalment of the precept.

The Clerk also presented the half-yearly prediction (actual v forecast income and expenditure). The report showed the projection to be within budget.

Councillors thanked the Clerk for producing the additional report.

The Chairman will sign the Reports as soon as practical.

8.2 To approve Payments Payments

The items for payment totalling £9,827.40 were presented for approval (Appendix C).

Resolved: to approve payments and make online payments.

9. 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: FUL/MAL/20/00955 and LBC/MAL/20/00956

Proposal: Conversion, renovation and extension to historic barn to create a 2 bedroom house

Location: Bohuns Byre, Church Street, Tollesbury

Resolved: Unanimously agreed to recommend refusal of this application due to the following:

- The MDC Local Development Plan and its housing policy is robust and being delivered, no new individual houses of this type are required.
- The applicant has not provided sufficient evidence that the Byre has been marketed to establish if there is any alternative possible use for the building.
- The applicant has not provided sufficient evidence that no other use is financially viable. Converting the Byre into a residence should be the very last option as this type of development usually does the most damage to a listed building.
- The applicant has not put forward a coherent argument that supports its approval under MDC's LDP Policies S1, S8, H4 and D3.
- There is no historic impact assessment

- There is a reference to the removal of 2 significant trees, there is no tree survey with the planning documents.
- The footprint of the building has not changed since the previous application which was for a four-bedroom house even though the number of bedrooms on this application has reduced. A normal two-bedroom house would have a footprint of between 80-95 square meters.

Application No: WTPO/MAL/20/00933

Proposal: T1 Silver Birch - 8-10 metre crown reduction

Location: Graces 40 Church Street Tollesbury

Resolved: to recommend approval of this application and request that the tree is reduced by no lower than the height of the chimney. Unanimously agreed.

Application No: TCA/MAL/20/00932

Proposal: Beech Trees T1, T2, T3, T4 - Prune to previous pruning points. T1 diseased and all for excessive shade. T4 - Reduce overall height by 2-3 metres Silver Birch T6 remove sublateral causing excessive shading. Silver Birch T8 and T9 - Reduce height by 2-3 metres due to proximity to buildings and remove sub laterals over garage/close to house. White Poplar T2A - Reduce overhand by up to 4 metres as per previous management

Location: Shamrock IV 4 Churchacre Hall Road Tollesbury

Resolved: Agreed by the majority to recommend approval of this application.

- **Appeals:** None received
- **Planning Decisions:**
HOUSE/MAL/20/00729 – 16 Darnet Road - **Refused**
TCA/MAL/20/00811 - The Old Bakery 1 East Street - **Approved**
- **Planning Appeal Decisions:** None received
- **Tree Preservation Orders for information:** None received

10. Terms of Reference

Resolved: to adopt the Terms of Reference for the Woodrolfe Hard Committee (Appendix D). Unanimously agreed.

11. Recreation Ground

11.1 Draft Minutes of the Recreation Ground Committee Meeting

Cllr Lowther presented the Draft Minutes of the Recreation Ground Committee meeting held on 7th September 2020.

11.2 Grounds Maintenance Contract

The proposal (Appendix E) from the Recreation Ground Committee to extend the Grounds Maintenance Contract was received.

Resolved: to suspend the Financial Regulations as the Parish Council would like to consider an extension of the existing contract which runs until December 2020. There has been a significant improvement to the areas since the appointment of DW Maintenance.

Resolved: to extend the contract with DW Maintenance for the Grounds Maintenance until December 2021. The annual cost of the contract is £9,455

Monthly Inspection Report

- 11.3** The Monthly Inspection Report dated 02/10/2020 was received (Appendix F). There were no issues to report.

Weedkiller

- 11.4** Councillors received the correspondence from a resident who had expressed concern regarding the weedkiller which was currently being used by the Contractor.

The Council agreed to go with the Contractors choice of weedkiller as they felt that the Contractors were fully-licenced and competent.

The Chairman closed the meeting at 9.00 pm for a break.

The Chairman re-opened the meeting at 9.10 pm.

Everyone returned the Meeting except for one member of the public.

12. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)

12.1 Minutes of the Environment and Amenity Meeting

The Chairman presented the Minutes of the Environment and Amenity Committee meeting held on 16th September 2020.

12.2 Draft Minutes of the Environment and Amenity Meeting

The Chairman presented the Draft Minutes of the Environment and Amenity Committee meeting held on 30th September 2020.

12.3 Allotments

Resolved: to accept the proposal (Appendix G) from the Environment and Amenity Committee to have works carried out to the trees at the Allotments.

Resolved: to accept the quotation from Bonz for £300 to cut back the oak trees. Unanimously agreed.

12.4 Woodrolfe Green

The proposal (Appendix H) for improvement Environment and Amenity Committee was received.

It was suggested that rather than have a height barrier, the entrance was moved.

Resolved: to proceed with the repairs to the potholes and resurfacing:

Silverton - £19.95 + VAT per tonne - 40 tonne = £798 + VAT

Bonz - Spreading of road planings - £550

Total - £1,348

Action: Cllr Lankester to provide the Clerk with a specification for a sub-base and Clerk to obtain a new quote for the filling of the potholes.

Action: Council to look at the necessary signage to protect the surface from oversized vehicles.

Action: Extra-Ordinary meeting to be arranged for Tuesday 20th October 2020 at 7.30 pm to discuss the new quotation for the sub-base for the pot-holes and the possibility of moving the entrance or having a height barrier installed.

13. Woodrolfe Hard and Marine Assets

Draft Minutes of the Woodrolfe Hard Committee Meeting

Cllr St Joseph presented the Draft Minutes of the Woodrolfe Hard Committee meeting held on 1st October 2020.

Cllr St Joseph advised that the Committee would now only deal with Woodrolfe Hard. The other issues, including Marine Assets, should be covered by the Parish Council or the Tollesbury Harbour Project.

Resolved: to accept the proposal (Appendix I) from the Woodrolfe Hard Committee to have a topographical survey of the Hard area carried out.

Resolved: to accept the GN Surveys for £1,000 plus VAT. Unanimously agreed.

Cllr Clare suggested that consideration be given to new signage for cars at Woodrolfe Hard concerning the Tidal Flooding.

Action: Signage to be looked into further.

14. Woodup Pool

Draft Minutes of the Woodup Pool Committee Meeting

Cllr Lowther presented the Draft Minutes of the Woodup Pool Committee meeting held on 28th September 2020.

The sluice gate required attention and the Committee have requested that the specification is reviewed by a professional with a view to them putting it out to tender.

15. Neighbourhood Plan

The Chairman reported that Andrew Cann, Planning Direct, the Clerk and himself had met online with Matt Leigh, Matt Winslow and Leonie Alpin from MDC on Friday 11th September 2020.

The Chairman stated that it was a productive meeting. It was agreed that a Strategic Masterplan was required which dealt with the strategic vision for the village which will include information on general aspirations (i.e provision of more car parking, green band area between the village and the industrial area, limited housing). MDC stated that the Strategic Plan would give them a stronger position in defending the plan to anyone else.

The Planning Consultant is currently working on the Strategic Masterplan which we hope will be completed by the end of the month. Once completed, it will be submitted to MDC to carry out the statutory screening.

16. Litter and Sweep Contract

It was reported that the Contract was advertised but no quotations were forthcoming.

Resolved: to appoint Sophie Curtis as a Casual Litter Operative on a month by month basis until a more permanent solution can be found. This position to be reviewed by 31st March 2021. Payment to be £400 per month (price paid to the previous Contractor).

Action: Current work specification to be reviewed by the Recreation Ground and the Environment and Amenity Committee.

17. Planning Consultation

Action: A smaller group of Councillors to meet to formulate a response. The response to be circulated to the Members for approval before submission to NALC.

18. Police/Community Protection Officers (CPOs)

18.1 Police

The Police Reports (confidential) were received and noted.

18.2 CPO Report for August 2020

The report for August was received (Appendix J).

It was noted there were 9 PCNS (Penalty Charge Notices) issued and 21 VMOs (Vehicle Move Ons) during August.

Action: Clerk to arrange a meeting with the CPOs, Cllr Bell and herself for a review of the season.

19. Administration

Bylaws – Reduction of speed from 8 knots to 4 knots

The Clerk reported that Cllr Bamford had contacted MDC on behalf of the Parish Council. Cllr Bamford advised that to change bylaws is a lengthy process as there would have to be a public consultation.

MDC advised Cllr Bamford that some Parishes had put up advisory notices for the speed and suggested Tollesbury do something similar.

Vehicle activated speed signs

The Clerk reported she had tried to contact Thomas Eng, Highways at Essex County Council, but to date, there had been no response.

Action: Clerk to pursue.

Website

The Clerk reported that on 24th September 2020, some members of the Parish Council attended a meeting with Phelan Barker, the website development, to discuss the website. The meeting was positive and some suggestions made by a resident were considered.

Action points from the meeting:

- Phelan Barker to include links on the website for village maps (conservation area, parish boundary, identifying local amenities), Maldon District Council and Essex Council County websites, the bus and train operators websites

- Phelan Barker to update banners on the website
- Update to the cookies and terms of use policies
- Accessibility audit
- Clerks to have the necessary Content Management Systems training
- Set-up of Parish Councillors email addresses – Phelan Barket to supply reconfiguration information.
- Budget requirements for 2021/22

The Clerk reported that due to COVID-19 she had not been able to have any training on using the website and expressed thanks to Phelan Barker who has been updating the website as and when required.

Parking – East Street

The Clerk reported that following the last meeting, she has contacted the CPOs regarding people parking on the white lines outside 1 East Street. The CPOs advised that they cannot enforce white markings as they are official advisory markings. If it is felt that if vehicles are an obstruction this can be reported to Essex Police.

The Chairman reported following the last meeting, that he had prepared a map for proposed double yellow lines as follows:

East Street into Church Street

Extension of the yellow lines from the Post Office up to 4 High Street and then from the Post Office towards the junction of Hunts Farm Close.

Action: Clerk to write to the South Essex Parking Partnership to discuss how to move forward.

20. Community Concerns – Information Exchange/Next Agenda Items

Cllr Lankester reported:

- A resident had contacted him to ask what time the Saturday morning skip came to Woodrolfe Green as it was not on the website.
- Action:** Clerk to arrange for the website to be updated.

Cllr Clare reported:

- With regards to Remembrance Sunday, the usual parade will not be able to go ahead but something may be done in the Church. A meeting has been arranged for 13th October 2020 with members of the Royal British Legion and the Church. A report will be given to the Parish Council at their next meeting.

Cllr Bell reported:

- A resident had requested that consideration be given to making access to The Square a one-way system.

21. Dates of the Next Meetings

Tuesday 20th October 2020 – Extra-Ordinary Meeting - 7.30 pm

Monday 2nd November 2020 – Recreation Ground Committee – 6.30 pm

Tuesday 3rd November 2020 - Full Council Meeting - 7.30 pm

Tuesday 10th November 2020 – Woodup Pool Committee – 6.30 pm

Tuesday 17th November 2020 – Environment & Amenity Committee – 7.00 pm

Thursday 19th November 2020 – Woodrolfe Hard Committee – 7.00 pm

All meetings will be virtual via Zoom.

The Chairman closed the Meeting at 10.40pm.

Signed.....

Date

Date: 02/10/2020

Tollesbury Parish Council Current Year

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Time: 09:57

**Bank Reconciliation Statement as at 30/09/2020
for Cashbook 1 - Tollesbury Bank Accounts**

User: MICHELLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 1	30/09/2020		71,417.12
Deposit Account	30/09/2020		496.61
P/Sector Reserve	30/09/2020		0.00
Coop Current Account 2	30/09/2020		1,825.59
Petty Cash	30/09/2020		7.66
Unity Current Account	30/09/2020		58,514.25
			0.00
			<u>132,261.23</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			132,261.23
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			132,261.23
		Balance per Cash Book is :-	132,261.23
		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 :-	0.00

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
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	2,358.96	1,757.52
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>11,233.96</u>	<u>33,313.40</u>

Detailed Income & Expenditure by Budget Heading 30/09/2020

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	17,608	38,300	20,692	0	20,692	46.0%	0
Net Expenditure	(17,608)	(38,300)	(20,692)				
<u>110 Administration</u>							
1076 Precept	85,204	85,204	0			100.0%	
1080 Bank Interest Received	1	2	1			61.5%	
1200 Grants Received	10,000	0	(10,000)			0.0%	
Administration :- Income	95,205	85,206	(9,999)			111.7%	0
4100 Audit Fees	300	700	400		400	42.9%	
4110 Bank Charges	49	100	51		51	49.4%	
4120 Insurance	0	2,600	2,600		2,600	0.0%	
4130 Miscellaneous	142	700	558		558	20.2%	
4140 Office Allowance	390	780	390		390	50.0%	
4150 Photocopier	557	1,150	593		593	48.4%	
4160 Postage	23	40	17		17	58.5%	
4170 Stationery	30	60	30		30	50.3%	
4180 Subscriptions	898	1,350	452		452	66.5%	
4190 Telephone	273	450	177		177	60.7%	
4200 Training	0	130	130		130	0.0%	
4210 Website	0	550	550		550	0.0%	
4420 Maintenance	(0)	0	0		0	0.0%	
Administration :- Indirect Expenditure	2,663	8,610	5,947	0	5,947	30.9%	0
Net Income over Expenditure	92,543	76,596	(15,947)				
<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	120	1,000	880		880	12.0%	
4270 Rangers	308	1,000	692		692	30.8%	
4280 Woodrolfe Green	200	1,200	1,000		1,000	16.7%	
Amenities :- Indirect Expenditure	628	4,400	3,772	0	3,772	14.3%	0
Net Income over Expenditure	(628)	(3,500)	(2,872)				

Detailed Income & Expenditure by Budget Heading 30/09/2020

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	5,022	4,500	(522)			111.6%	
Cemetery :- Income	<u>5,022</u>	<u>4,500</u>	<u>(522)</u>			111.6%	<u>0</u>
4130 Miscellaneous	40	100	60		60	40.0%	
4310 Contract	2,708	6,600	3,892		3,892	41.0%	
4320 Skip Fees	0	100	100		100	0.0%	
4330 Water/Sewage Rate	100	120	20		20	83.1%	
4340 Rates	171	275	104		104	62.1%	
Cemetery :- Indirect Expenditure	<u>3,019</u>	<u>7,195</u>	<u>4,176</u>	<u>0</u>	<u>4,176</u>	<u>42.0%</u>	<u>0</u>
Net Income over Expenditure	<u>2,003</u>	<u>(2,695)</u>	<u>(4,698)</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	(16)	600	616		616	(2.7%)	
4420 Maintenance	0	150	150		150	0.0%	
Pavilion :- Indirect Expenditure	<u>74</u>	<u>1,050</u>	<u>976</u>	<u>0</u>	<u>976</u>	<u>7.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(74)</u>	<u>(1,000)</u>	<u>(926)</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	815	400	(415)		(415)	203.8%	815
4640 Website	2,916	6,000	3,084		3,084	48.6%	2,916
Projects :- Indirect Expenditure	<u>3,731</u>	<u>15,400</u>	<u>11,669</u>	<u>0</u>	<u>11,669</u>	<u>24.2%</u>	<u>4,181</u>
Net Expenditure	<u>(3,731)</u>	<u>(15,400)</u>	<u>(11,669)</u>				
6000 plus Transfer from EMR	4,181						
Movement to/(from) Gen Reserve	<u>450</u>						

Detailed Income & Expenditure by Budget Heading 30/09/2020

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	120	1,800	1,680			6.7%	
Rec Ground :- Income	<u>120</u>	<u>1,800</u>	<u>1,680</u>			<u>6.7%</u>	<u>0</u>
4310 Contract	2,752	3,500	748		748	78.6%	
4420 Maintenance	1,350	2,200	850		850	61.3%	
4710 Pitch	376	500	124		124	75.2%	
Rec Ground :- Indirect Expenditure	<u>4,477</u>	<u>6,200</u>	<u>1,723</u>	<u>0</u>	<u>1,723</u>	<u>72.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,357)</u>	<u>(4,400)</u>	<u>(43)</u>				
<u>170 Street Clean</u>							
4310 Contract	2,400	4,800	2,400		2,400	50.0%	
Street Clean :- Indirect Expenditure	<u>2,400</u>	<u>4,800</u>	<u>2,400</u>	<u>0</u>	<u>2,400</u>	<u>50.0%</u>	<u>0</u>
Net Expenditure	<u>(2,400)</u>	<u>(4,800)</u>	<u>(2,400)</u>				
<u>180 Street Light</u>							
4410 Electricity	464	1,000	536		536	46.4%	
4420 Maintenance	398	700	302		302	56.9%	
Street Light :- Indirect Expenditure	<u>862</u>	<u>1,700</u>	<u>838</u>	<u>0</u>	<u>838</u>	<u>50.7%</u>	<u>0</u>
Net Expenditure	<u>(862)</u>	<u>(1,700)</u>	<u>(838)</u>				
<u>190 Woodrolfe Hard</u>							
1110 Fees	701	800	99			87.7%	
Woodrolfe Hard :- Income	<u>701</u>	<u>800</u>	<u>99</u>			<u>87.7%</u>	<u>0</u>
4130 Miscellaneous	435	350	(85)		(85)	124.2%	
4730 Rent	430	431	1		1	99.7%	
Woodrolfe Hard :- Indirect Expenditure	<u>865</u>	<u>781</u>	<u>(84)</u>	<u>0</u>	<u>(84)</u>	<u>110.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(163)</u>	<u>19</u>	<u>182</u>				
<u>200 Woodup</u>							
1200 Grants Received	100	0	(100)			0.0%	100
Woodup :- Income	<u>100</u>	<u>0</u>	<u>(100)</u>				<u>100</u>
4190 Telephone	242	460	218		218	52.7%	
4270 Rangers	0	400	400		400	0.0%	
4310 Contract	80	480	400		400	16.7%	
4420 Maintenance	456	750	294		294	60.9%	

Detailed Income & Expenditure by Budget Heading 30/09/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4700 Toilet	0	1,100	1,100		1,100	0.0%	
4760 Litter Collection	0	350	350		350	0.0%	
Woodup :- Indirect Expenditure	<u>779</u>	<u>3,540</u>	<u>2,761</u>	<u>0</u>	<u>2,761</u>	<u>22.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(679)</u>	<u>(3,540)</u>	<u>(2,861)</u>				
6001 less Transfer to EMR	100						
Movement to/(from) Gen Reserve	<u>(779)</u>						
<u>210 S137 Expenditure</u>							
4800 Donations	0	600	600		600	0.0%	
S137 Expenditure :- Indirect Expenditure	<u>0</u>	<u>600</u>	<u>600</u>	<u>0</u>	<u>600</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(600)</u>	<u>(600)</u>				
<u>220 Other</u>							
4850 Agency Services	560	500	(60)		(60)	112.0%	
4860 Advertising	0	180	180		180	0.0%	
Other :- Indirect Expenditure	<u>560</u>	<u>680</u>	<u>120</u>	<u>0</u>	<u>120</u>	<u>82.4%</u>	<u>0</u>
Net Expenditure	<u>(560)</u>	<u>(680)</u>	<u>(120)</u>				
Grand Totals:- Income	101,148	93,256	(7,892)			108.5%	
Expenditure	37,666	93,256	55,590	0	55,590	40.4%	
Net Income over Expenditure	<u>63,482</u>	<u>0</u>	<u>(63,482)</u>				
plus Transfer from EMR	4,181						
less Transfer to EMR	100						
Movement to/(from) Gen Reserve	<u>67,564</u>						

TOLLESBURY PARISH COUNCIL
ACCOUNTS ANALYSIS
ACTUALS 2020/21

Payments		Actuals to 30/09/19	Forcast Oct - Mar	TOTAL	Budget	Variance	% Diff
Admin - 110	4100 Audit Fees	300.00	400.00	700.00	700.00	0.00	0.00
	4110 Bank Charges	49.00	50.00	99.00	100.00	1.00	1.00
	4120 Insurance	0.00	2559.46	2559.46	2600.00	40.54	1.56
	4130 Misc	142.00	0.00	142.00	700.00	558.00	79.71
	4140 Office Allowance	390.00	390.00	780.00	780.00	0.00	0.00
	4150 Photocopier	557.00	603.82	1160.82	1150.00	-10.82	-0.94
	4160 Postage	23.00	0.00	23.00	40.00	17.00	42.50
	4170 Stationary	30.00	0.00	30.00	60.00	30.00	50.00
	4180 Subscriptions	898.00	369.00	1267.00	1350.00	83.00	6.15
	4190 Telephone	273.00	282.00	555.00	450.00	-105.00	-23.33
	4200 Training	0.00	0.00	0.00	130.00	130.00	100.00
	4420 Website	0.00	550.00	550.00	550.00	0.00	0.00
Amenities - 120	4250 Allotments		500.00	500.00	500.00	0.00	0.00
	4260 Hasler Green	120.00	210.00	330.00	1100.00	770.00	70.00
	4130 Misc		0.00	0.00	700.00	700.00	100.00
	4270 Rangers	308.00	615.60	923.60	1000.00	76.40	7.64
	4280 Woodrolfe Green	200.00	350.00	550.00	1200.00	650.00	54.17
Cemetery - 130	4310 Contract	2708.00	3791.62	6499.62	6600.00	100.38	1.52
	4130 Misc	40.00	0.00	40.00	0.00	-40.00	0.00
	4340 Rates	171.00	116.00	287.00	275.00	-12.00	-4.36
	4320 Skip Fees	0.00	0.00	0.00	100.00	100.00	100.00
	4330 Water	100.00	0.00	100.00	120.00	20.00	16.67
Other Payments			0.00	0.00	0.00	0.00	0.00
Pavilion - 140	4400 Cleaning Items	0.00	0.00	0.00	50.00	50.00	100.00
	4410 Electricity	-16.00	249.18	233.18	600.00	366.82	61.14
	4420 Maintenance	0.00	108.00	108.00	150.00	42.00	28.00
	4340 Rates		0.00	0.00	0.00	0.00	0.00
	4330 Water/Sewage	91.00	100.00	191.00	250.00	59.00	23.60
Projects - 150	4500 Amenities		0.00	0.00	2000.00	2000.00	100.00
	4560 Neighbourhood Plan N/Plan Funding		0.00	0.00	1500.00	1500.00	100.00
	4510 Cemetery		0.00	0.00	500.00	500.00	100.00
	4580 Fencing		0.00	0.00	0.00	0.00	0.00
	4520 Pavilion Project		0.00	0.00	0.00	0.00	0.00
	4610 Unallocated	815.00	0.00	815.00	400.00	-415.00	-103.75
	4530 Recreation Ground		8620.00	8620.00	2000.00	-6620.00	-331.00
	4630 Rec Gnd Project		0.00	0.00	0.00	0.00	0.00
	4600 Streetlighting		0.00	0.00	0.00	0.00	0.00
	4540 Woodup Pool		0.00	0.00	2000.00	2000.00	100.00
	4550 Woodup Pool Event		0.00	0.00	0.00	0.00	0.00
	4590 Woodrolfe Hard		0.00	0.00	1000.00	1000.00	100.00
	4640 Website	2916.00	0.00	2916.00	6000.00	3084.00	51.40
Rec Ground - 160	4310 Contract	2752.00	4815.44	7567.44	3500.00	-4067.44	-116.21
	4420 Maintenance	1350.00	0.00	1350.00	2200.00	850.00	38.64
	4710 Pitch	376.00	0.00	376.00	500.00	124.00	24.80
Street Clean - 170	4310 Contract	2400.00	2400.00	4800.00	4800.00	0.00	0.00
Street Light - 180	4410 Electricity	464.00	474.00	938.00	1000.00	62.00	6.20
	4420 Maintenance	398.00	339.60	737.60	700.00	-37.60	-5.37

Wages - 100	Staff Wages	17608.00	20103.94	37711.94	38300.00	588.06	1.54
Woodrolfe Hard - 1:	4130 Misc	435.00	0.00	435.00	350.00	-85.00	-24.29
	4730 Rent	430.00	1.00	431.00	431.00	0.00	0.00
Woodup - 200	4310 Contract	80.00	140.00	220.00	480.00	260.00	54.17
	4750 Empty/Fill		0.00	0.00	0.00	0.00	0.00
	4420 Gen. Maintenance	456.00	0.00	456.00	750.00	294.00	456.00
	4760 Litter		0.00	0.00	350.00	350.00	0.00
	4270 Rangers	0.00	0.00	0.00	400.00	400.00	0.00
	4190 Telephone	242.00	240.00	482.00	460.00	-22.00	-4.78
	4700 Toilets		0.00	0.00	1100.00	1100.00	100.00
TOTAL		37106.00	48378.66	85484.66	91976.00	6491.34	7.06

S.137 Payments - 2:	4800		30.00	30.00	600.00	570.00	95.00
Advertising - 220	4860		180.00	180.00	180.00	0.00	0.00
Agency Service - 2:	4860	560.00	1680.00	2240.00	500.00	-1740.00	-348.00
TOTAL		560.00	1890.00	2450.00	1280.00	-1170.00	-91.41
GRAND TOTAL		37666.00	50268.66	87934.66	93256.00	5321.34	5.71

Receipts	Actuals to 30/09/19	Forecast Oct - Mar	TOTAL	Budget	Variance	% Diff
Amenities - 120	1100 Allotments	900.00	900.00	900.00	0.00	0.00
Cemetery - 130	1100 Fees	5022.00	5933.00	4500.00	1433.00	31.84
Pavilion - 140	1120 Hire Charge	0.00	0.00	50.00	-50.00	-100.00
Rec. Ground - 160	1130 Pitch Fees	120.00	120.00	1800.00	-1680.00	-93.33
	1100 Fees	0.00	0.00	0.00	0.00	0.00
Woodrolfe Hard - 1:	1100 Fees	701.00	701.00	800.00	-99.00	-12.38
Agency Services	1140	0.00	0.00	0.00	0.00	0.00
Projects - 150	1200	0.00	0.00	0.00	0.00	0.00
Grants/Funding	1200	10100.00	13050.00	0.00	13050.00	0.00
Other		0.00	0.00	0.00	0.00	0.00
Interest - 110	1080	1.00	1.00	2.00	-1.00	-50.00
TOTAL		15944.00	20705.00	8052.00	12653.00	157.14

SUMMARY	Actuals to 30/09/19	Forecast Oct - Mar	TOTAL	Budget	Variance	% Diff
Total Expenditure	37666.00	31657.22	87934.66	93256.00	5321.34	5.71
Total Income	15944.00	4761.00	20705	8052.00	12653.00	157.14
GRAND TOTAL	21722.00	26896.22	67229.66	85204.00	17974.34	21.10

ADJUSTED FOR PROJECTS/EARMARKED FUNDS

	Actuals to 30/09/19	Oct-20	TOTAL	Budget	Variance	% Diff
Grand Total	21722.00	26896.22	67229.66	85204.00	17974.34	21.10
Less Projects						
4500 Amenities		500.00	500.00	2000.00	1500.00	75.00
4560 Neighbourhood Plan N/Plan Funding		0.00	0.00	1500.00	1500.00	100.00
4510 Cemetery		0.00	0.00	500.00	500.00	100.00
4580 Fencing		0.00	0.00	0.00	0.00	0.00
4520 Pavilion Project		0.00	0.00	0.00	0.00	0.00
4610 Unallocated	815.00	0.00	815.00	400.00	-415.00	-103.75
4530 Recreation Ground		8620.00	8620.00	2000.00	-6620.00	-331.00
4630 Rec Gnd Project		0.00	0.00	0.00	0.00	0.00
4600 Streetlighting		0.00	0.00	0.00	0.00	0.00
4540 Woodup Pool		0.00	0.00	2000.00	2000.00	100.00
4550 Woodup Pool Event		0.00	0.00	0.00	3000.00	0.00
4590 Woodrolfe Hard		0.00	0.00	1000.00	3000.00	300.00
4640 Website	2916.00	0.00	2916.00	6000.00	3000.00	50.00
			0.00	0.00	0.00	0.00
PROJECT TOTAL	3731.00	9120.00	12851.00	15400.00	2549.00	16.55
GRAND TOTAL LESS PROJECTS	17991.00	17776.22	54378.66	69804.00	15425.34	22.10

Earmarked Funds/Projects as at 30th September 2020

Amenities	£2,788.41
Cemetery	£1,495.95
Recreation Ground	£4,079.76
Unallocated	£1,757.52
Woodup Pool	£5,105.85
Pavilion	£2.58
Neighbourhood Plan	£3,844.91
Woodrolfe Hard	£5,828.82
Streetlighting	£496.00
Woodup Pool Project	£861.89
Play Equipment Project	£6,576.71
Tollesbury Harbour Projec	£250.00
Website	£225.00
TOTAL	£33,313.40

Tollesbury Parish Council**COVID19****Expenditure as at 6th October 2020**

Date	Description	Am	VAT	TOTAL
23.03.20	Argos - 2x Mobile Phone	86.61	17.32	103.93
23.03.20	Argos - Mobile Phone	41.66	8.33	49.99
23.03.20	O2 Top-Up	8.33	1.67	10.00
23.03.20	Zoom Subscription	11.99	2.40	14.39
25.03.20	O2 Top-Up	8.33	1.67	10.00
25.03.20	O2 Top-Up	8.33	1.67	10.00
27.03.20	FACT - 1st Leaflet	183.34	36.66	220.00
27.03.20	Rubber Gloves	103.37	20.67	124.04
09.04.20	FACT - 2nd Leaflet	59.58	11.92	71.50
16.04.20	Adobe Subscription	12.64	0	12.64
25.04.20	O2 Top-Up	8.33	1.67	10.00
25.04.20	O2 Top-Up	8.33	1.67	10.00
25.04.20	O2 Top-Up	8.33	1.67	10.00
27.04.20	Zoom Subscription	11.99	2.40	14.39
18.05.20	Adobe Subscription	12.64	0	12.64
22.05.20	Zoom Subscription	11.99	2.40	14.39
29.05.20	O2 Top-Up	8.33	1.67	10.00
29.05.20	O2 Top-Up	8.33	1.67	10.00
29.05.20	O2 Top-Up	8.33	1.67	10.00
02.06.20	FACT - 3rd Leaflet and additional paper supplied	223.75	44.75	268.5
04.06.20	Signage - Social Distancing	112.2	22.44	134.64
15.06.20	Adobe Subscription	12.64	0	12.64
15.06.20	Zoom Subscription - Annual	83.54	16.71	100.25
26.06.20	O2 Top-Up	8.33	1.67	10.00
26.06.20	O2 Top-Up	8.33	1.67	10.00
16.07.20	Adobe Subscription	12.64	0	12.64
27.07.20	O2 Top-Up	8.33	1.67	10.00
27.07.20	O2 Top-Up	8.33	1.67	10.00
04.08.20	FACT - 4th Leaflet - Prepayment for next leaflet	210.57	42.13	252.70
16.08.20	Adobe Subscription	12.64	0	12.64
01.09.20	O2 Top-Up	8.33	1.67	10.00
01.09.20	O2 Top-Up	8.33	1.67	10.00
TOTAL		1328.74	253.18	1581.92

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

October 2020

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT					
15.09.20	D/D	Bulb		Electricity Supply - Pavilion	£43.61
24.09.20	D/D	E.On		Electricity Supply - Streetlights	£82.14
28.09.20	D/D	British Telecom	Q080MD	Pool Phone	£148.98
30.09.20	D/D	Utility Warehouse	158423135	Parish Phone	£53.04
01.10.20	D/D	Maldon District Council		Non-Domestic Rates - Cemetery	£29.00
15.10.20	D/D	A & J Lighting Solutions	34471	Monthly maintenance	£67.92
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2					
17.09.20	D/D	Adobe		Adobe Monthly Subscription	£12.94
24.09.20	D/C	Amazon		Stationery	£5.72
01.10.20	D/C	O2		Mobile Top Up	£10.00
01.10.20	D/C	O2		Mobile Top Up	£10.00
UNITY TRUST BANK - CURRENT ACCOUNT					
01.10.20	SO	Wages		Staff Wages	£1,972.31
	Online	Mrs S Layzell	Contract	Litter Contract - October	£400.00
	Online	Essex Pension Fund		Employee and Employer Contributions - October	£692.34
	Online	D W Maintenance	1879	Grounds Maintenance - Cemetery - September	£541.66
			1880	Grounds Maintenance - September	£787.92
				Underpayment of invoice 1865 - Topsoil Trench Rec Gnd	£62.50
	Online	Tollesbury Skip Hire	13452	Civic Amenity Skip	£1,392.08
	Online	Bonz	3153	Dispose of fallen tree - Recreation Ground	£336.00
				Chip fallen tree at Hasler Green and make safe	£70.00
	Online	Arthur J Gallagher (Came & Co)		Annual Insurance	£110.00
	Online	HMRC		Tax & NI July - September 2020	£2,559.46
					£1,901.86
TOTAL					£9,827.40

Payment Breakdown	
Tollesbury Current Account	£424.69
Tollesbury A/c No. 2 Debit Card	£38.66
Unity Trust Bank	£9,364.05
TOTAL	£9,827.40



Woodrolfe Hard Committee

1. Membership

- 1.1 Membership shall consist of 7 Members appointed at the Annual Parish Meeting. A minimum of 4 should be Parish Councillors.
- 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 a show of hands.

- 1.4 A quorum shall consist of any 4 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 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 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 including the land leased from the Crown Estate:
- Day to day management
 - Health and Safety
 - Inventories
 - Schedule of maintenance
 - Authority for payment for work undertaken
- 3.2 To assist, where possible and suitable, in the development of practical solutions with other parties, subject to the consent of the Parish Council.
- 3.3 The Woodrolfe Hard Committee will propose, cost and obtain estimates for works subject to the approval of Tollesbury Parish Council subject to the annual budget allocation.
- 3.4 The Woodrolfe Hard Committee will act within the annual agreed budget. The Responsible Financial Officer (RFO) will provide financial reports to the Full Council monthly.
- 3.5 The Woodrolfe Hard Committee is authorised to establish working groups and to appoint volunteers (complying with age related, GDPR and pecuniary interests) when required to assist in its work. Subject to approval by the Full Council.
- 3.6 To consider annual budget requirements for Woodrolfe Hard to be submitted to the Finance Committee by no later than December in accordance with Financial Regulations 3.1.
- 3.7 The Committee will note and if necessary consider feedback from members of the public who use the opportunity to feedback to the Parish Council via the Contacts Form on the Parish Council website.



Grounds Maintenance Contract

At the Recreation Ground Committee Meeting held on 7th September 2020, the Committee discussed the Grounds Maintenance Contract.

Due to the issues with the previous Contractor, the new Contractor was appointed on a short-term contract until the end of December 2020.

Since the appointment of the new Contractor, there has been a significant improvement to the green areas which are the responsibility of the Parish Council (Recreation Ground, Hasler Green, Woodrolfe Green and Woodup Pool).

There have been several positive comments regarding the standard of the Recreation Ground from residents and the football teams.

The Recreation Ground Committee would like to propose to the Full Council that the Contract is extended until 31st December 2021.

There will be no increase to the current costs which are as follows:

Recreation Ground (including white lining) - £8,255.04 p.a.

Woodrolfe Green - £600 p.a.

Woodup Pool - £240 p.a.

Hasler Green - £360 p.a.

TOTAL COST - £9,455.04

As expected for 2020/21 we will run over-budget on the Grounds Maintenance due to the change of Contractor in May 2020.

Clerk: Michelle Curtis

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

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

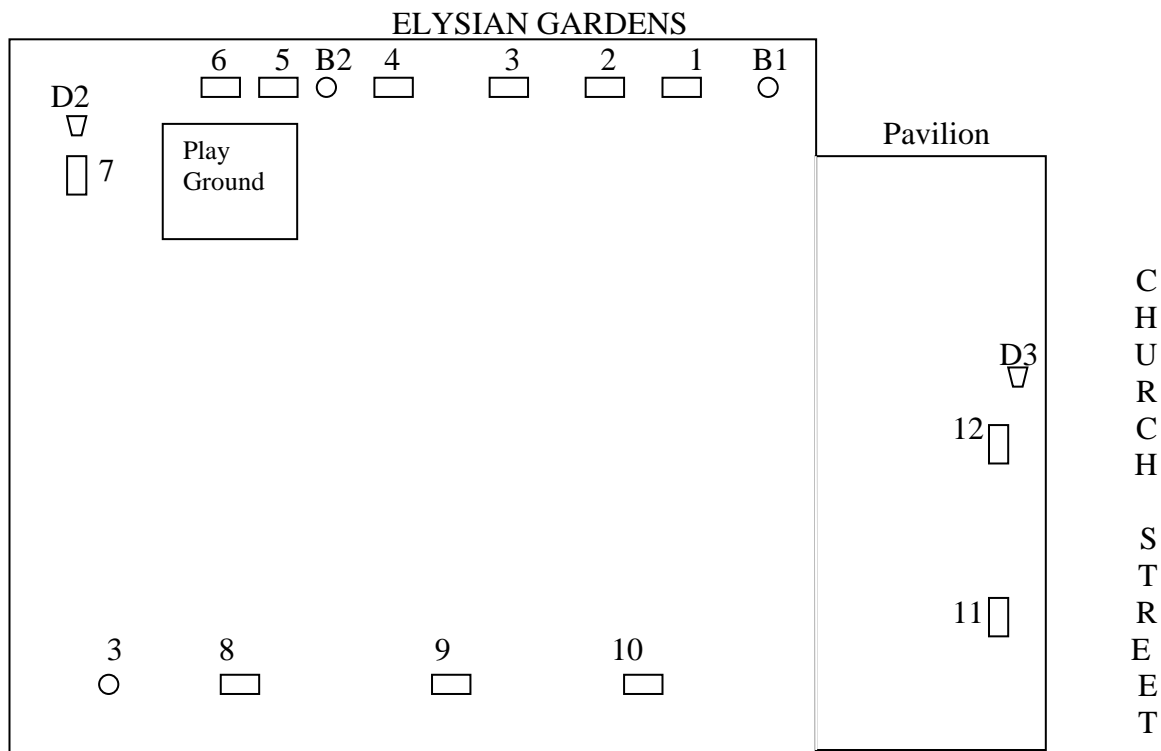
TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

DATE OF INSPECTION: 02/10/20

	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
02/10/20

Date:



TOLLESBURY
PARISH
COUNCIL

**ENVIRONMENT & AMENITY
PROPOSAL**

ALLOTMENTS

At the Environment & Amenity Committee Meeting held on 16th September 2020, the Committee discussed works required to the trees.

The Environment & Amenity Committee would like to propose to the Full Council that they accept the quotation for £300 from Bonz to cut back the Oak Trees which have electric cables running through them.

Quotation from Bonz received 27/07/2020 via Email.

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.

Clerk: Michelle Curtis

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

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



WOODROLFE GREEN

At the Environment & Amenity Committee Meeting held on 30th September 2020, the Committee discussed quotations for works required to Woodrolfe Green.

At the Committee Meeting held on 16th September 2020, the Committee discussed whether there was a need to install a height restrictor at the entrance to the parking area to prevent large lorries accessing the area.

Quotations for works to Woodrolfe Green were obtained as follows:

Details as follows:

Height Barrier

Barriers Direct - Height Barrier 3.5m - £2573.69 + VAT

Barriers Direct - Height Barrier 4.5m - £2625 + VAT

Gamart - Height Barrier 3.5m - £2,360 + VAT

Gamart - Height Barrier 4.5m - £2,505 + VAT

Road Planings

Silverton - £19.95 + VAT per tonne - 40 tonne = £798 = VAT

Spreading of Road Planings and filling of large potholes

Spreading of road planings – Bonz - £550

Filling of the larger holes with concrete allowing 2 cubic metres – Bonz - £400

Speed Bump

Screwfix - 2 pack - £39.98 inc VAT

Screwfix - Speed Bump Ends - £22.99 inc VAT

In light of the quickly deteriorating surface which will only worsen during the winter months, the Committee decided that this work is an immediate priority. The Committee would like to propose to the Full Council to proceed with the proposal to improve Woodrolfe Green as follows:

Gamart - Height Barrier 4.5m - £2,505 + VAT

Silverton - £19.95 + VAT per tonne - 40 tonne = £798 = VAT

Bonz - Spreading of road planings - £550

Bonz - Filling of the larger holes - £400

TOTAL - £4,253



TOLLESBURY
PARISH
COUNCIL

No funds have been set aside in the current year's budget for the project. The Committee would like to propose that funds are used from the following earmarked reserves:

Amenities - £2,788.41

Cemetery - £1,495.95

The funds borrowed would need to be replenished in the 2021/22 budget.

The speed bumps would have to be done in 2021/22 when additional funds are set aside.

The Committee felt that the project needed to be completed all at once. The surface and potholes need urgent attention before the winter sets in. If there is no height barrier in place, this would allow the large lorries to access the area which would churn up the surfacing.

Clerk: Michelle Curtis

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

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



TOLLESBURY
PARISH
COUNCIL

**WOODROLFE HARD
PROPOSAL**

WOODROLFE HARD

At the Woodrolfe Hard Committee Meeting on 1st October 2020, the Committee discussed the proposed project to carry out improvement works to the Dock area. It is proposed to reconfigure the Dock as it was in the 1960s (photo attached). The idea is to create, in stages, additional space on the Hard to accommodate its increased usage.

Before the project can be considered any further, a topographical survey of the area is required.

Quotation as follows:

GN Survey Ltd - £1,000 + VAT (quotation attached)

The Woodrolfe Hard Committee would like to propose to the Full Council that the quotation for the survey is approved to give the Committee information required to progress the project.

Clerk: Michelle Curtis

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

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



TOLLESBURY
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Tollesbury, Woodrolfe c.1960

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	Month	Total Number of Hours
Tollesbury	Aug-20	4.5
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
9	0	0
ASB Issues		VMO (Vehicle Moved On)
0		21
Any Other Details		

Date	Parish	Start	Finish	Total	Patrol Area
02/08/2020	Tollesbury	11:00	11:45	0:45:00	Woodrolfe Road, Woodup Pool
07/08/2020	Tollesbury	13:55	14:25	0:30:00	Rec ground and Station road
09/08/2020	Tollesbury	11:15	11:45	0:30:00	Station Road and Salt pool on st
15/08/2020	Tollesbury	09:30	11:15	1:45:00	Woodrolfe Road, Recreational ground, Station Road
22/08/2020	Tollesbury	14:25	15:25	1:00:00	Woodrolfe Road and Station road
				04:30	