

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

In the Chair: Cllr Plater

Clerk: Michelle Curtis

Also Present: 3 Members of the public

1. Apologies for Absence

There were apologies for absence from Cllr Cole.

There were also apologies for absence from District Councillor Bamford.

2. Declarations of Interest

The Chairman declared an interest as follows:

- Personal and prejudicial interest in respect of agenda item 8, planning application HOUSE/MAL/20/01026, as his company Plater Claiborne are the Agent for the application.

3. Public Forum

Dave Smart explained that he is the Head of Landscape Conservation at the Essex Wildlife Trust. Dave was present to listen to the discussions and was hoping to build a better relationship between the village and the nature reserve.

The Council welcomed the opportunity to work and build a better relationship with the Essex Wildlife Trust.

4. District Councillors

There were no District Councillors present.

5. Tollesbury Volunteers – COVID19

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

- The Steering Group met on 29th October 2020. The Steering Group agreed to look and see what opportunities there are to supply food to households who may need it. Since the meeting, several opportunities have been explored to provide hot meals or food provisions.
- We have communicated with the Area Co-ordinators asking them to keep an eye out for any residents which may need assistance.
- We have a very good relationship with Maldon CVS. Some Representatives from the Steering Group will attend a meeting next week as we begin to look forward into Christmas and the New Year.
- Additional volunteers are also stepping forward.
- The Taylors Charity which supported a number of causes during the lockdown has managed to recoup all the funds. This has been due to some donations from the

village. Cllr Clare expressed thanks to all everyone in the village who has supported the Charity.

The total expenditure as of the 3rd November 2020 for COVID19 is £1,439.01 excluding VAT (Appendix A).

Resolved: to increase the cap for COVID-19 expenditure to £2,000 (excluding VAT).
Unanimously agreed.

6. Minutes of the Meetings held on 20th October 2020

Resolved: that the Minutes of the Parish Council Meeting held on 20th October 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 October 2020 (Appendix B) was presented to the Council.

Councillors received the following monthly financial reports:

Bank Reconciliation – Closing balance of £127,881.66.

Expenditure to date – Budget £93,256 – Actual to date £47,264

Income to date – Budget £93,256 (including Precept £85,204) – Actual to date £105,894

Earmarked Funds – Closing Balance £33,284.09 – Net movement -£11,204.65

The Clerk reported:

- £2,950 grant received from Essex County Council for the Civic Amenity Skip.
- £552.60 received for the VAT recovered from July – September 2020.

The Chairman will sign the Reports as soon as practical.

7.2 To approve Payments

Payments

The items for payment totalling £7,328.01 were presented for approval (Appendix C).

It was agreed to withhold the following payments:

GN Surveys - £1,200 – to be agreed by Ben Parmenter before payment is submitted.

Wave - £562.55 - Water meter to be checked before payment is submitted.

Resolved: to approve payments and make online payments except for the two payments to be withheld.

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: HOUSE/MAL/20/00996

Proposal: Proposed two storey side extension

Location: 73 North Road, Church Street, Tollesbury

Resolved: to recommend approval of this application. Unanimously agreed.

In accordance with the declared disclosed, the Chairman left the meeting, via the Zoom waiting room. Cllr Lowther, the Vice-Chairman, took the chair.

Application No: HOUSE/MAL/20/01026

Proposal: New cartlodge

Location: Jubilee House, 11A Mell Road, Tollesbury

Resolved: to recommend approval of this application. Unanimously agreed.

The Chairman returned to the meeting.

A resident left the meeting.

Application No: TCA/MAL/20/01037

Proposal: T1 Sycamore – Remove. T2 Conifer – Remove. G1 Conifer – Remove dead branch. T8 Pear – Crown uplift to 2.5m. T9 Cherry – 30% thinning of branches with crown.

Location: Victory Recreation Ground, Elysian Gardens, Tollesbury

Resolved: to recommend approval of this application. Unanimously agreed.

As the trees were on Parish Council land, the Council agreed they would like to keep some of the un-diseased trunks to provide a habitat for insects. It was suggested that the Cemetery would be a more suitable location for the trunks rather than the Recreation Ground.

Action: Clerk to ask the appointed Contractor if they can move the tree trunks to the Cemetery and if there would be any financial implications.

– Appeals: Notification of the following appeal was received and noted:

Appeal Ref: APP/X1545/W/20/3259477

Application Ref: 20/00157/FUL PP-08474837

Site Address: Land East Of Bradwell Power Station Downhall Beach Bradwell-On-Sea Essex

Proposal: Application to carry out ground investigations, load test and associated works in connection with a proposed new Nuclear Power Station at Bradwell-on-Sea, together with the creation of two site compound areas and associated parking areas.

- **Planning Decisions:**
WTPO/MAL/20/00839 – 40 Station Road - **Approved**
TCA/MAL/20/00879 – Ramsholt 3 Churchacre, Hall Road- **Approved**
- **Planning Appeal Decisions:** None received
- **Tree Preservation Orders for information:** None received

9. **Planning Whitepaper**

The response submitted to the Government Consultation on the Planning Whitepaper “Planning for the Future” was received and noted.

Thanks, were expressed to the small group who met to discuss the documents and to the Chairman for putting together the final response. Thanks, were also expressed to a resident who was also part of the small group.

Action: Clerk to write to the resident to thank them for their assistance and expertise in assisting in the response to the consultation document.

10. **Recreation Ground**

10.1 **Update from the Recreation Ground Committee**

Cllr Lowther advised that the Recreation Ground Committee would be meeting the following evening.

10.2 **Monthly Inspection Report**

The Monthly Inspection Report dated 30/10/2020 was received (Appendix D). There were no issues to report.

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

11.1 **Update from the Environment and Amenity Committee**

The Clerk advised that the Environment and Amenity Committee would be meeting on 17th November 2020.

Cllr Bell advised that there had been some complaints regarding the footpath from Woodrolfe Farm Lane to the Seawall.

Cllr St Joseph suggested putting down some type 1 aggregate on the footpath.

Action: Working party to be set-up to lay the type 1 aggregate.

Cllr Lankester asked whether there are any footpaths around the village which are not designated.

Action: Clerk to explore further.

11.2 **Woodrolfe Green**

The Chairman reported that Cllrs Bell, Hawes and himself had met with Bonz to discuss the improvement works at Woodrolfe Green.

It had been suggested that the entrance was moved nearer to the roadside.

At the meeting with Bonz, the new entrance was discussed and Bonz has agreed to provide quotations as follows:

- Supply and installation of 3 new timber bollards to match existing
- Filling of the potholes in the Car Park only. Bonz will do a temporary repair to see if it works satisfactory.

It was agreed to contact MDC to request that they carry out the repairs to the road on the access road to the sewerage plant.

Action: Clerk to obtain a quotation for new signage.

11.3 Quarterly Inspection Reports

The Quarterly Inspection Reports dated 22/10/2020 were received and noted. (Appendix E).

12. Woodrolfe Hard

Update from the Woodrolfe Hard Committee

It was reported that the new signs had been purchased for the 4 Knot Speed Limit.

Action: Clerk to arrange a site meeting of the Committee to discuss suitable locations for all the recently purchased signage.

13. Woodup Pool

Update from the Woodup Pool Committee

Cllr Lowther reported that Ben Parmenter has advised that the previous specification for the replacement sluice gate is suitable. The Committee would discuss at their next meeting and look to obtain quotations for a replacement sluice gate.

14. Neighbourhood Plan

The Chairman advised that the Planning Consultant had sent through the first draft of the Neighbourhood Plan following the comments from Maldon District Council.

Action: Clerk to circulate a copy of the document to the Council.

15. Climate Change and Biodiversity Committee

Cllr St Joseph reported that the Essex Climate Action Group had formed and he had obtained copies of their reports.

Action: Cllr St Joseph to forward copies of the reports to the Clerk to circulate to Councillors.

It was suggested that rather than another Committee, it could be a panel which would encompass more than just Councillors. As a Council Committee, it could be quite restricted as to our expertise whereas if it was open others you get a broader knowledge and expertise. Some representatives from the Council could be part of the panel.

Action: Councillors to let the Clerk know if they wish to be part of the panel.

Cllr Clare suggested that the Terms of Reference are not unduly narrow, realistic but which also search out what the future can be. It was suggested that a broad draft Terms of Reference be put together via email chain to get the scope agreed.

Action: Councillors to propose Terms of Reference by email before the meeting being arranged for mid/end January 2021.

The proposed way forward:

- Constitute a meeting
- Agree on the Terms of Reference
- Try to formulate the overall strategy
- Think about how we are going to open up to the village

Action: Clerk to arrange a meeting mid/end of January for the Council to agree on the Terms of Reference and to formulate the overall strategy.

16. Remembrance Sunday

16.1 Minutes of the Meeting held on 13th October 2020

Cllr Clare advised that three documents had been circulated to Councillors:

- Minutes of the meeting held on the 13th October 2020
- Safety Assessment
- Covering document giving an overview of the preparations

Councillors were happy with the documents which had been provided for the Remembrance Service.

Cllr Clare advised that the Remembrance Day Service will be live-streamed via St Marys The Virgin Church YouTube Channel and the Royal British Legion Facebook.

Residents are requested to have a two-minute silence on their doorstep.

16.2 Remembrance Sunday

The letter from the Royal British Legion regarding the Remembrance Service on Sunday 8th November 2020 was received and noted.

The Chairman would attend the service on behalf of the Parish Council and lay the wreath.

Resolved: to make a donation of £50 towards the remembrance wreath.

17. Pavilion

Resolved: to re-advertise the Pavilion in the Parish Magazine for 2021. The cost would be £65 for an A6 advertisement in black and white. Unanimously agreed.

18. Photocopier

The Clerk reported that the Photocopier Lease was coming to an end in the new year.

The Clerk had obtained quotations (Appendix F).

Resolved: to continue with the existing machine from Corona Corporate Services on a 3-year lease. Quarterly rental charge £99.04 – Copies 7.05p colour and 1.41p mono.

19. Police/Community Protection Officers (CPOs)

19.1 Police

The Police Reports (confidential) were received and noted.

A resident left the meeting.

19.2 CPO Report for September 2020

The report for September was received (Appendix G).

It was noted there were 2 VMOs (Vehicle Move Ons) during September.

Cllr Bell reported that the Clerk and himself had met with Pat Mackshea and Nicola Syder from the MDC Community Protection Team. The season was reviewed and the requirements for 2021/22 were discussed. Pat and Nicola advised that their resources are tight and they are currently working to their full capacity.

Cllr Bell reported that anti-social behaviour was discussed, and it was suggested that the Youth Services are contacted for advice.

Cllr Bell suggested that consideration be given by the Council for extending the parking patrols in line with the parking restrictions from Woodrolfe Green to the Hard. Cllr Bell raised concern that any further parking patrols should be cost neutral or at no cost to the Parish. Further discussions are needed with the South East Parking Partnership.

19.3 Community Engagement Parish Council Survey

Councillors went through the survey and agreed that they would like to continue with the patrols in 2021/22 as per the current Service Level Agreement.

Action: Cllr Bell and the Clerk to complete the survey on behalf of the Parish Council.

20. Administration

Vehicle activated speed signs

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

Action: Clerk to pursue via the County Councillor.

Yellow Lines

The Clerk reported that she would be meeting with Adrian Rayner to discuss the proposed yellow lines.

Cllr Legg advised that she had received a letter from a resident regarding the proposed yellow lines.

Action: Cllr Legg to forward the letter to the Parish Clerk.

COVID19 - Lockdown

Following the recent announcement by Government for a lockdown from 5th November – 2nd December 2020, the Clerk asked if any measures need to be considered.

Councillors agreed that the Saturday morning skip service should continue. There has been no announcement from the District or County Council that such services should cease.

The play area would remain open.

Action: Clerk to ensure signage is displayed reminding people of social distancing, sanitising hands etc.

21. Community Concerns – Information Exchange/Next Agenda Items

Cllr Rogers reported:

- Cllrs Chambers, Clare and she had met the previous week to discuss the issues regarding anti-social behaviour from some of the young people in the village. It was suggested as a first step that the Parish Council issue a communication via social media asking people to report any issues to the Clerk to build a diary of events. This would help us to look at particular areas and the types of behaviour. If this has no positive effect, a letter will then be sent to the parents. Cllrs Chambers and Legg would also use the Youth Club and Hangout social media platforms to try to engage with the youth. It was suggested that the Parish Council could also signpost parents to seek the correct advice if they are having difficulty.

Cllr Clare thanked the group for coming together, we are fortunate to have some good expertise and it is a good opportunity to communicate with families.

22. Public Bodies (Admission to Meetings) Act 1960

Resolved: that due to the confidential personnel and contractual nature of the business to be transacted, the meeting would be closed to the press and public.

23. Employment Matters

Councillors carried out an annual review for the Clerk – (confidential report 02-20/21).

24. Public Bodies (Admission to Meetings) Act 1960

Resolved: to open the meeting to the press and public.

21. Dates of the Next Meetings

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

Tuesday 1st December 2020 - Full Council Meeting - 7.30 pm

Wednesday 2nd December 2020 – Finance Meeting - 7.30 pm

Tuesday 15th December 2020 - Full Council Meeting - 7.30 pm

All meetings will be virtual via Zoom.

The Chairman closed the Meeting at 10.17 pm.

Signed.....

Date

Tollesbury Parish Council**COVID19****Expenditure as at 3rd November 2020**

Date	Description	<u>Am</u>	<u>VAT</u>	<u>TOTAL</u>
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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	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
16.09.20	Adobe Subscription	12.64	0.00	12.64
01.10.20	O2 Top-Up	8.33	1.67	10.00
01.10.20	O2 Top-Up	8.33	1.67	10.00
16.10.20	Adobe Subscription	12.64	0.00	12.64
01.11.20	O2 Top-Up	8.33	1.67	10.00
01.11.20	O2 Top-Up	8.33	1.67	10.00
03.11.20	FACT - 5th Leaflet	51.67	10.33	62.00
TOTAL		1439.01	270.19	1709.20

Date: 02/11/2020

Tollesbury Parish Council Current Year

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Time: 20:27

**Bank Reconciliation Statement as at 31/10/2020
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	31/10/2020		73,192.66
Deposit Account	31/10/2020		497.12
P/Sector Reserve	31/10/2020		0.00
Coop Current Account 2	31/10/2020		5,034.02
Petty Cash	31/10/2020		7.66
Unity Current Account	31/10/2020		49,150.20
			0.00
			<u>127,881.66</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			127,881.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			127,881.66
		Balance per Cash Book is :-	127,881.66
		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	2,329.65	1,728.21
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>11,204.65</u>	<u>33,284.09</u>

Detailed Income & Expenditure by Budget Heading 31/10/2020

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	22,110	38,300	16,190	0	16,190	57.7%	0
Net Expenditure	(22,110)	(38,300)	(16,190)				
<u>110 Administration</u>							
1076 Precept	85,204	85,204	0			100.0%	
1080 Bank Interest Received	2	2	0			87.0%	
1200 Grants Received	10,000	0	(10,000)			0.0%	
Administration :- Income	95,206	85,206	(10,000)			111.7%	0
4100 Audit Fees	300	700	400		400	42.9%	
4110 Bank Charges	49	100	51		51	49.4%	
4120 Insurance	2,559	2,600	41		41	98.4%	
4130 Miscellaneous	142	700	558		558	20.2%	
4140 Office Allowance	455	780	325		325	58.3%	
4150 Photocopier	557	1,150	593		593	48.4%	
4160 Postage	23	40	17		17	58.5%	
4170 Stationery	42	60	18		18	69.7%	
4180 Subscriptions	898	1,350	452		452	66.5%	
4190 Telephone	319	450	131		131	70.9%	
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	5,345	8,610	3,265	0	3,265	62.1%	0
Net Income over Expenditure	89,861	76,596	(13,265)				
<u>120 Amenities</u>							
1100 Allotments Income	663	900	238			73.6%	
Amenities :- Income	663	900	238			73.6%	0
4130 Miscellaneous	40	700	660		660	5.7%	
4250 Allotments	0	500	500		500	0.0%	
4260 Hasler Green	150	1,000	850		850	15.0%	
4270 Rangers	308	1,000	692		692	30.8%	
4280 Woodrolfe Green	250	1,200	950		950	20.8%	
Amenities :- Indirect Expenditure	748	4,400	3,652	0	3,652	17.0%	0
Net Income over Expenditure	(85)	(3,500)	(3,415)				

Detailed Income & Expenditure by Budget Heading 31/10/2020

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	5,933	4,500	(1,433)			131.8%	
Cemetery :- Income	<u>5,933</u>	<u>4,500</u>	<u>(1,433)</u>			<u>131.8%</u>	<u>0</u>
4130 Miscellaneous	40	100	60		60	40.0%	
4310 Contract	3,250	6,600	3,350		3,350	49.2%	
4320 Skip Fees	0	100	100		100	0.0%	
4330 Water/Sewage Rate	100	120	20		20	83.1%	
4340 Rates	200	275	75		75	72.6%	
Cemetery :- Indirect Expenditure	<u>3,589</u>	<u>7,195</u>	<u>3,606</u>	<u>0</u>	<u>3,606</u>	<u>49.9%</u>	<u>0</u>
Net Income over Expenditure	<u>2,344</u>	<u>(2,695)</u>	<u>(5,039)</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	25	600	575		575	4.2%	
4420 Maintenance	0	150	150		150	0.0%	
Pavilion :- Indirect Expenditure	<u>116</u>	<u>1,050</u>	<u>934</u>	<u>0</u>	<u>934</u>	<u>11.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(116)</u>	<u>(1,000)</u>	<u>(884)</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	845	400	(445)		(445)	211.1%	845
4640 Website	2,916	6,000	3,084		3,084	48.6%	2,916
Projects :- Indirect Expenditure	<u>3,761</u>	<u>15,400</u>	<u>11,639</u>	<u>0</u>	<u>11,639</u>	<u>24.4%</u>	<u>4,211</u>
Net Expenditure	<u>(3,761)</u>	<u>(15,400)</u>	<u>(11,639)</u>				
6000 plus Transfer from EMR	<u>4,211</u>						
Movement to/(from) Gen Reserve	<u>450</u>						

Detailed Income & Expenditure by Budget Heading 31/10/2020

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160</u>	<u>Rec Ground</u>							
1130	Pitch Fees	300	1,800	1,500			16.7%	
	Rec Ground :- Income	<u>300</u>	<u>1,800</u>	<u>1,500</u>			<u>16.7%</u>	<u>0</u>
4310	Contract	3,440	3,500	60		60	98.3%	
4420	Maintenance	1,482	2,200	718		718	67.4%	
4710	Pitch	376	500	124		124	75.2%	
	Rec Ground :- Indirect Expenditure	<u>5,298</u>	<u>6,200</u>	<u>902</u>	<u>0</u>	<u>902</u>	<u>85.4%</u>	<u>0</u>
	Net Income over Expenditure	<u>(4,998)</u>	<u>(4,400)</u>	<u>598</u>				
<u>170</u>	<u>Street Clean</u>							
4310	Contract	2,800	4,800	2,000		2,000	58.3%	
	Street Clean :- Indirect Expenditure	<u>2,800</u>	<u>4,800</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>58.3%</u>	<u>0</u>
	Net Expenditure	<u>(2,800)</u>	<u>(4,800)</u>	<u>(2,000)</u>				
<u>180</u>	<u>Street Light</u>							
4410	Electricity	540	1,000	460		460	54.0%	
4420	Maintenance	455	700	245		245	65.0%	
	Street Light :- Indirect Expenditure	<u>995</u>	<u>1,700</u>	<u>705</u>	<u>0</u>	<u>705</u>	<u>58.5%</u>	<u>0</u>
	Net Expenditure	<u>(995)</u>	<u>(1,700)</u>	<u>(705)</u>				
<u>190</u>	<u>Woodrolfe Hard</u>							
1110	Fees	743	800	58			92.8%	
	Woodrolfe Hard :- Income	<u>743</u>	<u>800</u>	<u>58</u>			<u>92.8%</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>(122)</u>	<u>19</u>	<u>141</u>				
<u>200</u>	<u>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	100	480	380		380	20.8%	
4420	Maintenance	456	750	294		294	60.9%	

Detailed Income & Expenditure by Budget Heading 31/10/2020

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	799	3,540	2,741	0	2,741	22.6%	0
Net Income over Expenditure	(699)	(3,540)	(2,841)				
6001 less Transfer to EMR	100						
Movement to/(from) Gen Reserve	(799)						
<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>							
1140 Agency Services Income	2,950	0	(2,950)			0.0%	
Other :- Income	2,950	0	(2,950)				0
4850 Agency Services	840	500	(340)		(340)	168.0%	
4860 Advertising	0	180	180		180	0.0%	
Other :- Indirect Expenditure	840	680	(160)	0	(160)	123.5%	0
Net Income over Expenditure	2,110	(680)	(2,790)				
Grand Totals:- Income	105,894	93,256	(12,638)			113.6%	
Expenditure	47,264	93,256	45,992	0	45,992	50.7%	
Net Income over Expenditure	58,630	0	(58,630)				
plus Transfer from EMR	4,211						
less Transfer to EMR	100						
Movement to/(from) Gen Reserve	62,741						

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

November 2020

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail		Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT						
15.10.20	D/D	Bulb		Electricity Supply - Pavilion		£43.61
26.10.20	D/D	E.On		Electricity Supply - Streetlights		£79.50
30.10.20	D/D	Utility Warehouse	159539009	Parish Phone		£55.03
01.11.20	D/D	Maldon District Council		Non-Domestic Rates - Cemetery		£29.00
15.11.20	D/D	A & J Lighting Solutions	34584	Monthly maintenance		£67.92
24.11.20	D/D	BNP Paribas	FLLA9749352	Quarterly Charge		£140.38
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2						
09.09.20	D/C	Tesco		Stationery		£21.00
17.10.20	D/D	Adobe	IEE2020006663775	Adobe Monthly Subscription		£12.94
19.10.20	D/C	Tesco		Stationery		£13.93
01.11.20	D/C	O2		Mobile Top Up		£10.00
01.11.20	D/C	O2		Mobile Top Up		£10.00
UNITY TRUST BANK - CURRENT ACCOUNT						
16.11.20		Wages		Staff Wages		£2,018.32
	Online	Mrs S Layzell	Contract	Litter Contract - November		£400.00
	Online	Tollesbury Skip Hire	13482	Civic Amenity Skip		£336.00
	Online	Essex Pension Fund		Employee and Employer Contributions - November		£673.63
	Online	D W Maintenance	1895	Grounds Maintenance - Cemetery - October	£541.66	
			1896	Grounds Maintenance - October	£787.92	£1,329.58
	Online	M & G Fire Protection	142413	Annual Inspection fire Extinguishers - Pavilion		£36.00
	Online	FACT	10493	Leaflet - COVID19		£62.00
	Online	GN Surveys	114	Survey Woodrolfe Hard		£1,200.00
	Online	The Sign Shed	SI-30516	Signage - 4 Knots Speed Signs x 2		£155.82
	Online	Rialtas Solutions	SM22589	Making Tax Digital for VAT - Annual Fee		£70.80
	Online	Wave		Water Supply - Allotments		£562.55
TOTAL						£7,328.01

Payment Breakdown	
Tollesbury Current Account	£415.44
Tollesbury A/c No. 2 Debit Card	£67.87
Unity Trust Bank	£6,844.70
TOTAL	£7,328.01

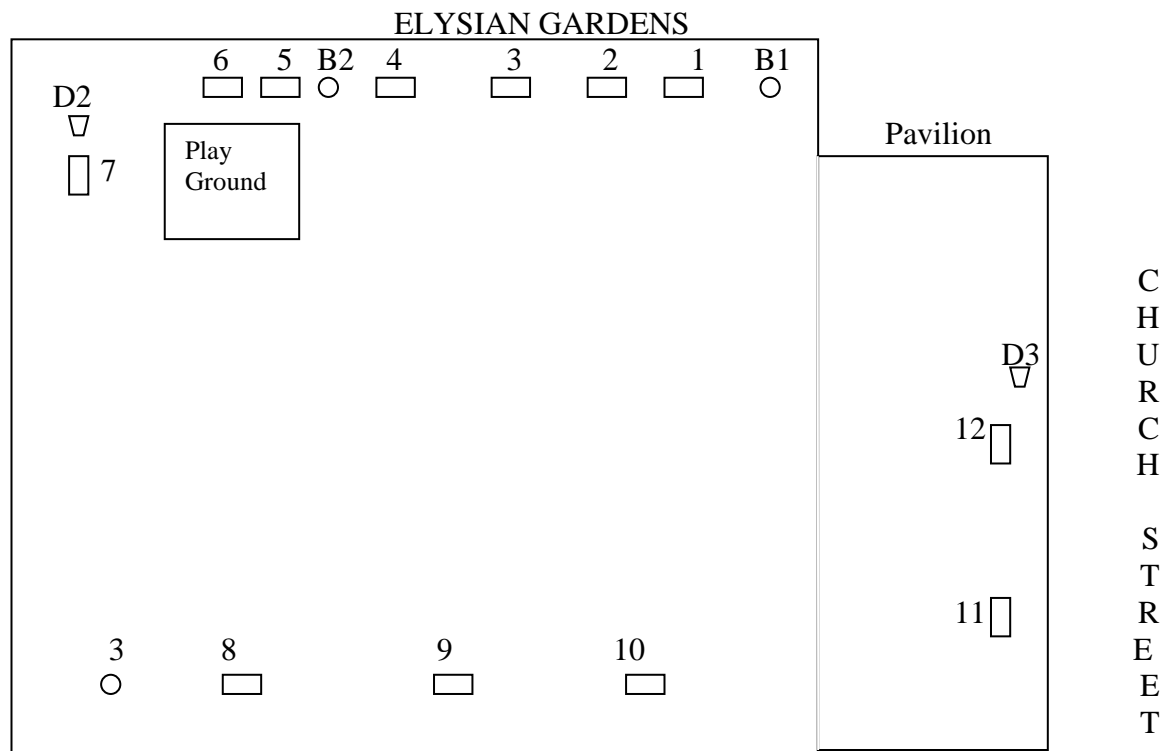
TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

DATE OF INSPECTION: __31/10/20__

	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
31/10/20

Date:

ROUTINE OPEN AREAS INSPECTION REPORT HASLER GREEN

Date of Inspection: 23 Oct 2020

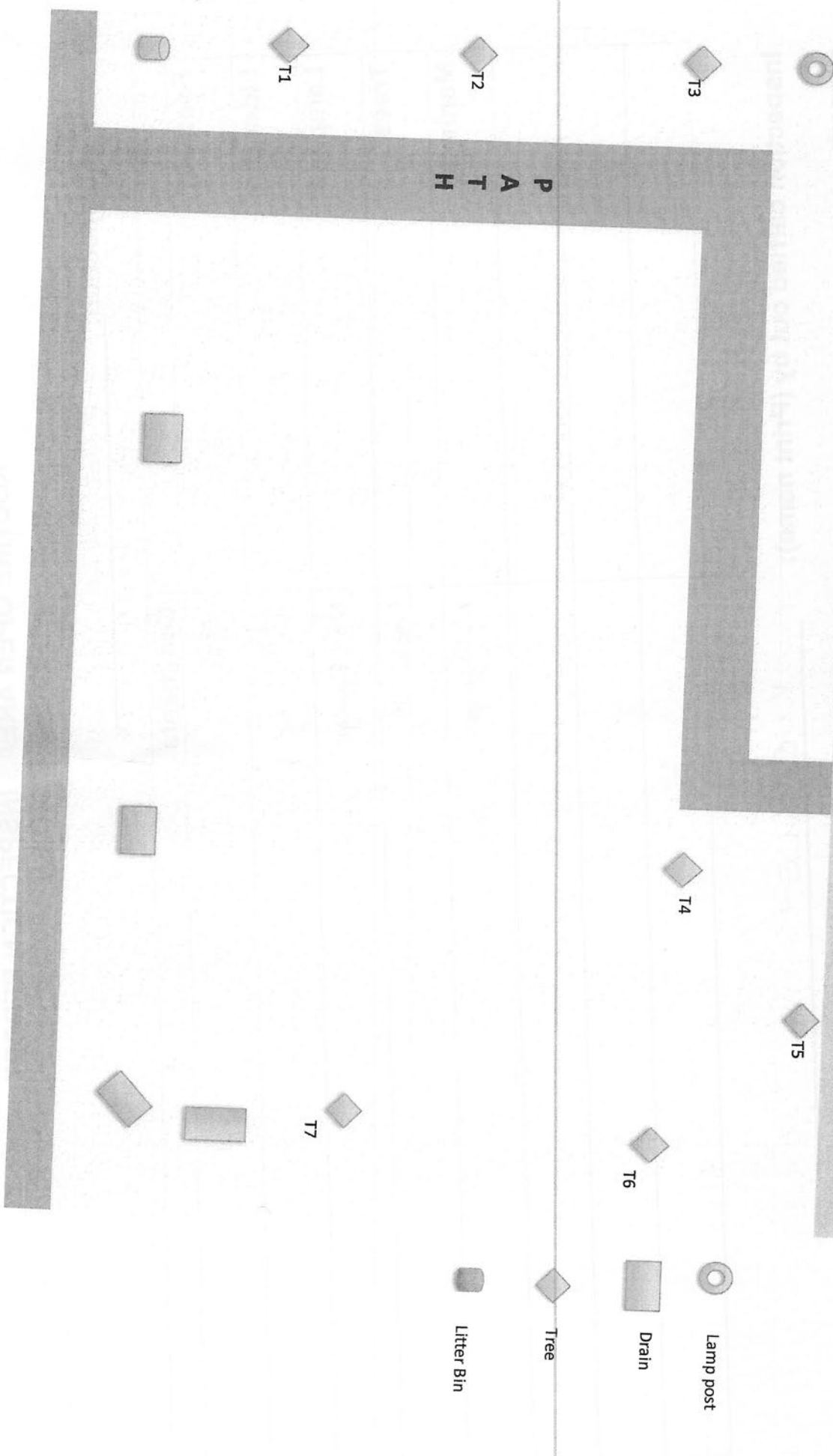
	Comments
Footpath	OK.
Litter Bin	OK
Lamppost	No Change.
Trees	look OK
Manholes	No Change

Inspection carried out by (Print name): K. OAKLEY

Signed:

K. Oakley

**TOLLESBURY PARISH COUNCIL
HASLER GREEN**



ROUTINE OPEN AREAS INSPECTION REPORT ALLOTMENTS

Date of Inspection: 23 Oct 2020

	Comments
PC Signs	OK
Waters Taps x 2	OK.
Footpath	OK.
Trees and Hedges Southern Boundary	Power cable thru trees
Trees and Hedges Northern Boundary	OK
Trees and Hedges Eastern Boundary	OK.
Water Butts	As marked '0'
Entrance Gates x2	North gate: Post compound gate will not move freely.

Inspection carried out by (Print name): K. OAKLEY

Signed: K. Oakley

GATE

**TOLLESBURY PARISH COUNCIL
STATION ROAD ALLOTMENTS**

SOUTHERN BOUNDARY

WATER TAP
WATER BUTT

31

29

30

26

27

23A

23B

24

25 (28)

WATER TAP

18

19A

19B

21

15

16

17A

17B

20

11

12

13A

13B

14

6A

6B

7

8A

8B

9

1

2

3

4

10 (5)

GATE

NORTHERN BOUNDARY

ROUTINE OPEN AREAS INSPECTION REPORT
WOODROLFE GREEN

Date of Inspection: 22 Oct 2020

	Comments
Bench	OK.
Litter Bins x 2	OK
Dog Bin	OK
Trees	Dead branch. X

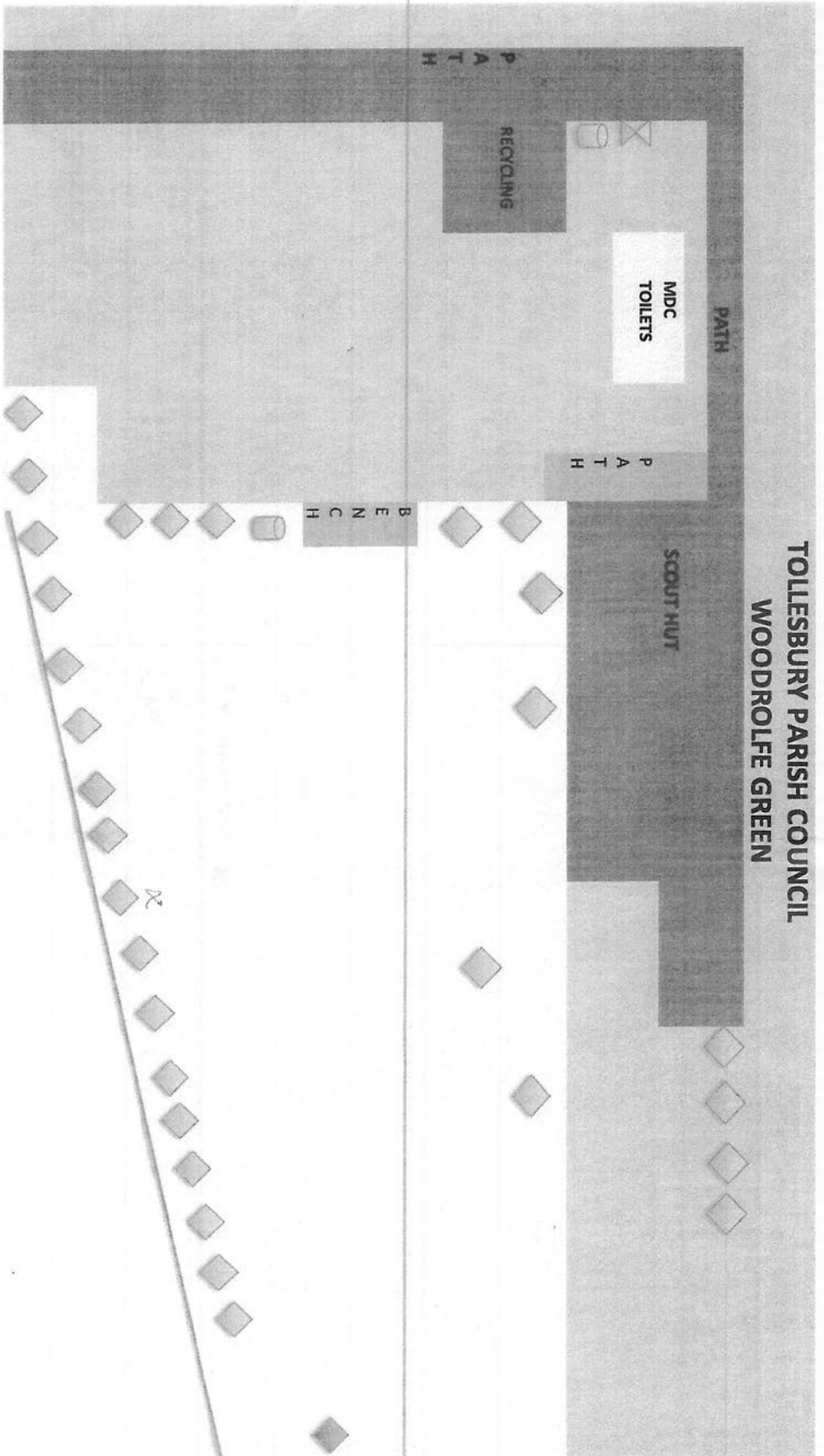
Inspection carried out by (Print name):

K. OAKLEY

Signed:

K. Oakley

TOLLESBURY PARISH COUNCIL WOODROLFE GREEN



- Trees
- Litter Bin
- Dog Bin

Date of inspection:

01 Feb 2010

Comments:

WOODROLFE GREEN

ROUTINE OPEN AREA INSPECTION REPORT

Photocopier3rd November 2020

	Machine	Machine Rental Per Quarter ex VAT	Machine Rental Per Annum ex VAT	Price Per Copy (Pence)		Print Cost Per Annum		Quarterly Support	Annual Cost	Additional Payments	Service/ Repairs Included	Toners Supplied	Contract Term
				Colour 3120	Mono 6106	Colour	Mono						
Copies per annum Current Agreement CCS (Contract was taken with Digital Copier Systems)	Konica Minolta Bizhub C3110	£116.98	£467.92	*£38.85	* £38.86	£155.40	£155.44	£75.00	£1,078.76	**		Yes	5 Years
Quotation CCS	Keep existing Machine as above	£99.04	£396.16	7.05	1.41	£219.96	£86.09		£702.21		Yes	Yes	3 Years
Quotation CCS	Konica Minolta C3320i A4 Colour MFD	£125.00	£500.00	4.00	4.00	£124.80	£244.24		£869.04		Yes	Yes	5 Years
Quotation EBM	Lexmark XC4140de A4 Colour MFD	£99.00	£396.00	5.00	5.00	£156.00	£305.30		£857.30	£100 one off payment	Yes	Yes	5 Years

* Minimum bill of 685 Mono and 600 Colour

** There is usually a charge to return the machine. EBM said if we went with them, they would cover any cost.

Parish / Town Council	Month	Total Number of Hours
Tollesbury	Sep-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	2	
Any Other Details		

Date	Parish	Start	Finish	Total	Patrol Area	Assets	On Street	Off Street	Dog Fouling	School Patrol	Playsite Inspection	TRUCAM	CAPS	PCN	FPNS	VMO	ASB	ISSUES	RANGER	COMMENTS ON PATROL
09/09/2020	Tollesbury	09:40	10:40	1:00:00	Station Road, sea wall														MF	all ok
10/09/2020	Tollesbury	8:00	9:00	1:00:00	Victoria Rec ground,					Yes						2			JB	lot of dogs on rec
18/09/2020	Tollesbury	10:00	10:30	0:30:00	rec ground		Yes												BC	ok
25/09/2020	Tollesbury	11:15	11:45	0:30:00	Rec, dog fouling patrols														NG	No issues
				03:00												2				