

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

In the Chair: Cllr Plater

Clerk: Michelle Curtis

Also Present: County Councillor Durham
2 Members of the public

Due to the amount of business to be transacted on the Agenda, it was agreed to have a 5 minute break at approx. 9.00 pm.

1. Apologies for Absence

There were apologies for absence from Cllr Chambers.

There were also apologies for absence from District Councillor Thompson.

2. Declarations of Interest

Cllr Lowther declared an interest as follows:

- Personal and prejudicial interest in respect of agenda item 9, planning application HOUSE/MAL/20/01138, as he has a personal and professional relationship with the applicant.

3. Public Forum

No comments from the members of the public.

4. County Councillors and District Councillors

County Councillor Durham stated that following the resignation of Elaine Bamford from Maldon District Council, he was attending the meeting so should there be any issues, he would be happy to take them forward on behalf of the Parish Council.

Cllr Durham reported that it has been announced the previous day by Essex County Council that £150,000 is available to Members for a winter hardship fund. Each Member has £2,000 which must be allocated by March 2021. It must be used for food, fuel, water bills or essentials for those in need this winter. The fund is aimed at families with children and the elderly. Applications for the fund should be submitted as soon as possible.

Action: Cllr Clare to prepare an application.

Cllr Durham advised that the application to the Locality Fund for the replacement Sluice Gate had been successful and notification will be sent to the Parish Council in due course.

5. Tollesbury Volunteers – COVID19

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

- The Steering Group met on 26th November 2020.

- There have been a number of cases of residents requiring assistance and we need to be watchful over the winter period.
- There are not many calls received on the helplines. Residents are dealing directly with their area co-ordinators.
- We receive continued support from the Maldon CVS.
- The Taylors Charity will be providing assistance to a resident.
- The Taylors Charity continue to receive donations and the generosity of the people is phenomenal.

The total expenditure as of the 1st December 2020 for COVID19 is £1,468.31 excluding VAT (Appendix A).

Cllr Lankester expressed concern regarding anxiety amongst the young people.

Action: Cllr Legg to look into this further.

6. Minutes of the Meetings held on 3rd November 2020

Resolved: that the Minutes of the Parish Council Meeting held on 3rd November 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 30th November 2020 (Appendix B) was presented to the Council.

Councillors received the following monthly financial reports:

Bank Reconciliation – Closing balance of £120,952.32

Expenditure to date – Budget £93,256 – Actual to date £54,069

Income to date – Budget £93,256 (including Precept £85,204) – Actual to date £106,121

Earmarked Funds – Closing Balance £32,186.44 – Net movement -£10,107.00

The Clerk reported:

- With effect from 1st January 2021, Tollesbury Skip Hire will be taken over by Viking Skips who will continue to provide the Saturday morning skip service at Woodrolfe Green.

The Chairman will sign the Reports as soon as practical.

7.2 Movement of Funds

Resolved: to accept the proposal from the Woodup Pool Committee to move the following unspent funds from the 2021/21 Woodup Pool budget to the Woodup Pool Earmarked Funds:

Rangers/CPOs - £400

Toilets - £1100

Litter Collection - £350

Total - £1,850

These funds will go towards the replacement Sluice Gate. Unanimously agreed.

7.3 To approve Payments Payments

The items for payment totalling £12,728.40 were presented for approval (Appendix C).

Resolved: to approve payments and make online payments.

8. External Audit

The Clerk advised the Annual Return had been received from the Audit Commission. The External Auditor reported the following:

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

Other matters not affecting our opinion which we draw to the attention of the Council:
“None”

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: HOUSE/MAL/20/01097 PP-09195216

Proposal: First floor extension

Location: 6 Crescent Road Tollesbury

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

Application No: HOUSE/MAL20/01113 PP-09209779

Proposal: 1st floor extension, alterations to fenestration and internal alterations.

Location: The Studio Woodrolfe Farm Lane Tollesbury

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

A member of the public left the meeting (8.29 pm)

Application No: HOUSE/MAL/20/01147 PP-09127746

Proposal: Single storey rear/ side extension. Roof addition including roof lights and flue pipe. Changes to fenestration.

Location: White Leighs 44 Woodrolfe Road Tollesbury

Resolved: to recommend refusal of this application. The Parish Council would be happy with a hip roof on the new extension to match the pitch of the roof. Unanimously agreed.

Application No: HOUSE/MAL/20/01138

Proposal: Single storey front and rear extensions

Location: 7 Valkyrie Close Tollesbury

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

Application No: FUL/MAL/20/01120 PP-09213935

Proposal: Conversion of hay barn and stables to a dwelling

Location: Land Adjacent To Ivystone Cottage Back Road Tolleshunt D'Arcy

Resolved: Unanimously agreed to recommend refusal of this Application on the following grounds:

- The site lies outside the village boundaries of both Tolleshunt D'Arcy and Tollesbury in an isolated location.
- Maldon has a robust 5-year housing policy in their LDP and as a consequence, there is no need for this type of isolated development in the countryside.
- The site is not sustainable in any form as already recognised by Maldon District Council in a number of refused planning applications in this location.
- It will have a detrimental effect on the character of the rural countryside as the domestic garden which is long and thin will be seen in a number of directions and certainly is inappropriate.
- There are a number of other policies which this application is contrary to within the Maldon LDP.
- The Parish Council strongly disagrees with items 16 and 17 of the report dated 8th October 2020 by Inspector O S Woodward BA(Hons.) MA MRTPI, on highways issues, as we believe the area is extremely dangerous given the nature of Back Road. Also item 20 which states that the majority of visit would be via car but this is incorrect given that there is no public transport and the pedestrian route to Tollesbury is exceedingly dangerous, blind bend and no room for a pedestrian other than the road. All visits would have to be via car.

The Chairman closed the meeting at 8.57 pm for a break.

The Chairman re-opened the meeting at 9.06 pm.

Everyone returned the Meeting except for County Councillor Durham.

- **Appeals:** None received.
- **Planning Decisions:**
WTPO/MAL/20/00933 – Graces 40 Church Street – **Refused**
FUL/MAL/20/00747 – Land Adjacent 113A Mell Road – **Approved**
TCA/MAL/20/00932 – Shamrock IV, 4 Churchacre, Hall Road - **Approved**
- **Planning Appeal Decisions:** None received
- **Tree Preservation Orders for information:** None received

10. Recreation Ground

10.1 Minutes of the Recreation Ground Committee Meeting

Cllr Lowther presented the Minutes of the Recreation Ground Committee Meeting held on 4th November 2020.

10.2 Additional Litter Bin

Resolved: to accept the proposal from the Recreation Ground Committee to purchase an additional litter bin from Wybone for £269.99 inclusive of VAT. Unanimously agreed

10.3 Monthly Inspection Report

The Monthly Inspection Report dated 30/11/2020 was received (Appendix D). There were no issues to report.

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

11.1 Minutes of the Environment and Amenity Committee Meeting

The Chairman presented the Minutes of the Environment and Amenity Committee Meeting held on 17th November 2020.

11.2 Woodrolfe Green

Resolved: to ratify the following expenditure at Woodrolfe Green:

Supply and installation of 3 bollards (new entrance)	£300.00
Temporary repair to potholes	£190.00
New signage	£69.90
Posts for signage	£38.95
Installation of signage	£80.00

The Chairman advised that additional works were required for the large pothole and this would cost an additional £175.00.

Resolved: to accept the quotation from Bonz for £175.00 to carry out repairs to the large pothole.

11.3 Cemetery

Resolved: to accept the proposal from the Cemetery Committee (Appendix E) to accept quotations as follows:

To face and top the Lleylandi trees - Barney Reece for £1,995.00

Removal of 9 concrete posts – Bonz for £150.00

Backfill holes from removal of the posts with topsoil and lay a layer of mulch – Bonz for £165.00

Woodland Trust – Traditional Hedge Mix - £36.95 for a pack of 15

Stakes and spirals - £25.00 approx.

12. Woodrolfe Hard

12.1 Minutes of the Woodrolfe Hard Committee Meeting

Cllr St Joseph presented the Minutes of the Woodrolfe Hard Committee Meeting held on 17th November 2020.

12.2 Woodrolfe Hard Improvement Works

Resolved: to accept the proposal from the Woodrolfe Hard Committee (Appendix F) for improvement works (stage 1 and stage 2) to the Hard to be carried out.

The Chairman reported that he had spoken with Tollesbury Marina who was happy with the proposed improvement works to the Hard area and is also happy for the Parish Council to tap into their water supply providing all costs are met by the Parish Council.

The proposed works require further discussion by the Woodrolfe Hard Committee and quotations for the work for the project will be submitted to Parish Council in due course.

13. Woodup Pool

13.1 Minutes of the Woodup Pool Hard Committee Meeting

Cllr Lowther presented the Minutes of the Woodup Pool Committee Meeting held on 10th November 2020.

Cllr Lowther reported that works specification had been sent out to five Contractors with quotes expected back by 11th December 2020. The Woodup Pool Committee will be meeting on 15th December 2021 to consider quotations and make a recommendation to Full Council.

14. Neighbourhood Plan

Action: Parish Clerk to arrange a meeting of the Neighbourhood Plan Committee in the new year.

15. Policies

Resolved: to accept the Recruitment of Ex-Offenders Policy. Unanimously agreed.

16. Terms of Reference

The Draft Terms of Reference for the Tollesbury Strategic Futures Panel (Climate Change) were received and noted.

Action: Councillors to forward any comments to the Parish Clerk by 5th January 2021.

17. Bradwell B

The Council agreed to accept the invitation from Bradwell B for a virtual meeting for an update on Bradwell B at the end of January/beginning of February 2021.

18. Police/Community Protection Officers (CPOs)

18.1 Police

The Police Reports (confidential) were received and noted.

18.2 CPO Report for October 2020

The report for October was received.

It was noted there were 7 VMOs (Vehicle Move Ons) during October.

Cllr Bell proposed that when the Finance Committee considers the precept, the Parish Council consider continuing with the same hours (36 hours per

year and an additional 9 hours during the summer school holiday) and services for 2021/22.

18.3 Marine Policing

The Clerk had circulated a copy of an information leaflet on the Marine Watch.

Action: Cllr Lankester to obtain a supply of the leaflets and distribute to be the boating community.

19. Administration

Yellow Lines

The Clerk reported that she had arranged a meeting in the new year with Adrian Rayner to discuss the proposed yellow lines.

Santa

The Clerk advised that the Rotary Club had been in contact regarding the annual Santa visit. They are planning on driving around the village and are in the process of seeking volunteers.

Due to COVID19, the Parish Council were not keen for them to be knocking on doors collecting money but were very keen for Santa to do his annual visit.

Action: Clerk to ask the Rotary Club if they would still visit but not knock on doors collecting money.

Resolved: to make a £100 donation to the Rotary club as they will lose out on donations if they are not knocking.

East Street

The Clerk reported a resident had emailed regarding the noise of the fans from McColls which is increased by the prevailing wind.

Action: Clerk to advise resident to report this to Maldon District Council Environmental Health Department and to keep a record.

Electricity

The Clerk reported that she had received an email from a resident regarding the recent electricity supply problems.

Action: Clerk to write to UK Power Networks to ask them to comment on the recent outages and lower voltage and to ask about the longer-term sustainability and adequacy of our electricity supply and distribution within our community.

20. Community Concerns – Information Exchange/Next Agenda Items

Cllr Rogers reported:

- Cllrs Chambers, Clare, Legg and herself had met to discuss the recent issues with youth and ideas how to address the issues.
- The Facebook post was well received with no negative comments.
- Cllr Legg had held her first online Youth Club for those aged 11-14.
- Due to terms within the Essex County Council policy, it is not possible to hold an online Hangout session. Changes to the policy are currently being look into by Cllr Chambers and Essex County Council.
- It is the intention to keep updating the Youth Group/Hangout Facebook Pages to keep the youth engaged.

- It was considered a good idea to engage the youth in the Tollesbury Strategic Futures Panel (Climate change).
- It has been suggested that there was an opportunity to the youth to engage with the Parish Council.

Councillors expressed thanks to Cllr Rogers and the team for all their hard work. Councillors were keen to engage with the youth and welcomed any ideas and suggestions. **Action:** to include an item on future agendas for the young people.

21. Dates of the Next Meetings

Wednesday 2nd December 2020 – Finance Meeting - 7.30 pm

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

Tuesday 12th January 2021 - Full Council Meeting - 7.30 pm

All meetings will be virtual via Zoom.

The Chairman closed the Meeting at 10.30 pm.

Signed.....

Date

Tollesbury Parish Council**COVID19****Expenditure as at 1st December 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 Phome	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
16.11.20	Adobe Subscription	12.64	0.00	12.64
30.11.20	O2 Top-Up	8.33	1.67	10.00
30.11.20	O2 Top-Up	8.33	1.67	10.00
TOTAL		1468.31	273.53	1741.84

Date: 01/12/2020

Tollesbury Parish Council Current Year

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Time: 08:41

**Bank Reconciliation Statement as at 30/11/2020
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	30/11/2020		72,906.57
Deposit Account	30/11/2020		497.12
P/Sector Reserve	30/11/2020		0.00
Coop Current Account 2	30/11/2020		4,793.15
Petty Cash	30/11/2020		13.33
Unity Current Account	30/11/2020		43,909.65
			0.00
			<u>122,119.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/11/2020 ONLINE GN Surveys		1,200.00	
			<u>1,200.00</u>
			120,919.82
<u>Receipts not Banked/Cleared (Plus)</u>			
27/11/2020 050		32.50	
			<u>32.50</u>
			120,952.32
		Balance per Cash Book is :-	120,952.32
		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	2,232.00	1,630.56
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	0.00	4,828.82
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>10,107.00</u>	<u>32,186.44</u>

Detailed Income & Expenditure by Budget Heading 30/11/2020

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>							
██████████	██████████	██████████	██████████		██████████	██████████	
██████████	██████████	██████████	██████████		██████████	██████████	
██████████	██████████	██████████	██████████		██████████	██████████	
██████████	██████████	██████████	██████████		██████████	██████████	
██████████ :- Indirect Expenditure	24,737	38,300	13,563	0	13,563	64.6%	0
Net Expenditure	(24,737)	(38,300)	(13,563)				
<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	175	700	525		525	25.0%	
4140 Office Allowance	520	780	260		260	66.7%	
4150 Photocopier	674	1,150	476		476	58.6%	
4160 Postage	23	40	17		17	58.5%	
4170 Stationery	56	60	5		5	92.5%	
4180 Subscriptions	1,032	1,350	318		318	76.5%	
4190 Telephone	363	450	87		87	80.7%	
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	5,752	8,610	2,858	0	2,858	66.8%	0
Net Income over Expenditure	89,454	76,596	(12,858)				
<u>120 Amenities</u>							
1100 Allotments Income	825	900	75			91.7%	
Amenities :- Income	825	900	75			91.7%	0
4130 Miscellaneous	119	700	582		582	16.9%	
4250 Allotments	443	500	57		57	88.7%	
4260 Hasler Green	180	1,000	820		820	18.0%	
4270 Rangers	308	1,000	692		692	30.8%	
4280 Woodrolfe Green	300	1,200	900		900	25.0%	
Amenities :- Indirect Expenditure	1,350	4,400	3,050	0	3,050	30.7%	0
Net Income over Expenditure	(525)	(3,500)	(2,975)				

Detailed Income & Expenditure by Budget Heading 30/11/2020

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	5,998	4,500	(1,498)			133.3%	
Cemetery :- Income	<u>5,998</u>	<u>4,500</u>	<u>(1,498)</u>			133.3%	<u>0</u>
4130 Miscellaneous	40	100	60		60	40.0%	
4310 Contract	3,792	6,600	2,808		2,808	57.4%	
4320 Skip Fees	0	100	100		100	0.0%	
4330 Water/Sewage Rate	100	120	20		20	83.1%	
4340 Rates	229	275	46		46	83.2%	
Cemetery :- Indirect Expenditure	<u>4,160</u>	<u>7,195</u>	<u>3,035</u>	<u>0</u>	<u>3,035</u>	57.8%	<u>0</u>
Net Income over Expenditure	<u>1,838</u>	<u>(2,695)</u>	<u>(4,533)</u>				
<u>140 Pavilion</u>							
1120 Hire Charge	0	50	50			0.0%	
Pavilion :- Income	<u>0</u>	<u>50</u>	<u>50</u>			0.0%	<u>0</u>
4330 Water/Sewage Rate	91	250	159		159	36.3%	
4400 Cleaning Items	6	50	44		44	11.6%	
4410 Electricity	67	600	533		533	11.1%	
4420 Maintenance	30	150	120		120	20.0%	
Pavilion :- Indirect Expenditure	<u>193</u>	<u>1,050</u>	<u>857</u>	<u>0</u>	<u>857</u>	18.4%	<u>0</u>
Net Income over Expenditure	<u>(193)</u>	<u>(1,000)</u>	<u>(807)</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	1,000	1,000	0		0	100.0%	1,000
4610 Unallocated Sum	942	400	(542)		(542)	235.5%	942
4640 Website	2,916	6,000	3,084		3,084	48.6%	2,916
Projects :- Indirect Expenditure	<u>4,858</u>	<u>15,400</u>	<u>10,542</u>	<u>0</u>	<u>10,542</u>	31.5%	<u>5,308</u>
Net Expenditure	<u>(4,858)</u>	<u>(15,400)</u>	<u>(10,542)</u>				
6000 plus Transfer from EMR	5,308						
Movement to/(from) Gen Reserve	<u>450</u>						

Detailed Income & Expenditure by Budget Heading 30/11/2020

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	300	1,800	1,500			16.7%	
Rec Ground :- Income	<u>300</u>	<u>1,800</u>	<u>1,500</u>			16.7%	0
4310 Contract	4,128	3,500	(628)		(628)	117.9%	
4420 Maintenance	1,482	2,200	718		718	67.4%	
4710 Pitch	376	500	124		124	75.2%	
Rec Ground :- Indirect Expenditure	<u>5,986</u>	<u>6,200</u>	<u>214</u>	0	214	96.5%	0
Net Income over Expenditure	<u>(5,686)</u>	<u>(4,400)</u>	<u>1,286</u>				
<u>170 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>	0	2,000	58.3%	0
Net Expenditure	<u>(2,800)</u>	<u>(4,800)</u>	<u>(2,000)</u>				
<u>180 Street Light</u>							
4410 Electricity	618	1,000	382		382	61.8%	
4420 Maintenance	511	700	189		189	73.0%	
Street Light :- Indirect Expenditure	<u>1,130</u>	<u>1,700</u>	<u>570</u>	0	570	66.4%	0
Net Expenditure	<u>(1,130)</u>	<u>(1,700)</u>	<u>(570)</u>				
<u>190 Woodrolfe Hard</u>							
1110 Fees	743	800	58			92.8%	
Woodrolfe Hard :- Income	<u>743</u>	<u>800</u>	<u>58</u>			92.8%	0
4130 Miscellaneous	565	350	(215)		(215)	161.3%	
4730 Rent	430	431	1		1	99.7%	
Woodrolfe Hard :- Indirect Expenditure	<u>994</u>	<u>781</u>	<u>(213)</u>	0	(213)	127.3%	0
Net Income over Expenditure	<u>(252)</u>	<u>19</u>	<u>271</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>				100
4190 Telephone	242	460	218		218	52.7%	
4270 Rangers	0	400	400		400	0.0%	
4310 Contract	120	480	360		360	25.0%	
4420 Maintenance	456	750	294		294	60.9%	

Detailed Income & Expenditure by Budget Heading 30/11/2020

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	819	3,540	2,721	0	2,721	23.1%	0
Net Income over Expenditure	(719)	(3,540)	(2,821)				
6001 less Transfer to EMR	100						
Movement to/(from) Gen Reserve	(819)						
<u>210 S137 Expenditure</u>							
4800 Donations	50	600	550		550	8.3%	
S137 Expenditure :- Indirect Expenditure	50	600	550	0	550	8.3%	0
Net Expenditure	(50)	(600)	(550)				
<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	1,176	500	(676)		(676)	235.2%	
4860 Advertising	65	180	115		115	36.1%	
Other :- Indirect Expenditure	1,241	680	(561)	0	(561)	182.5%	0
Net Income over Expenditure	1,709	(680)	(2,389)				
Grand Totals:- Income	106,121	93,256	(12,865)			113.8%	
Expenditure	54,069	93,256	39,187	0	39,187	58.0%	
Net Income over Expenditure	52,052	0	(52,052)				
plus Transfer from EMR	5,308						
less Transfer to EMR	100						
Movement to/(from) Gen Reserve	57,261						

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

December 2020

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT					
16.11.20	D/D	Bulb		Electricity Supply - Pavilion	£43.61
23.11.20	D/D	E.On		Electricity Supply - Streetlights	£82.14
30.11.20	D/D	Utility Warehouse	160659336	Parish Phone	£53.04
01.12.20	D/D	Maldon District Council		Non-Domestic Rates - Cemetery	£29.00
15.12.20	D/D	A & J Lighting Solutions	34691	Monthly maintenance	£67.92
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2					
02.11.20	D/C	Tesco		Bin Liners and Dustpan and Brush	£7.50
04.11.20	D/C	Amazon		Receipt Pads	£4.29
12.11.20	D/C	McAfee		Computer Security - Annual Fee	£89.99
16.11.20	D/C	Homebase		Broom	£12.50
17.11.20	D/D	Adobe		Adobe Monthly Subscription	£12.94
18.11.20	D/C	Wickes		Posts for sign - Woodrolfe Green	£38.95
30.11.20	D/C	O2		Mobile Top Up	£10.00
30.11.20	D/C	O2		Mobile Top Up	£10.00
01.12.20	D/C	SLCC		SLCC - Annual Subscription	£262.00
UNITY TRUST BANK - CURRENT ACCOUNT					
09.11.20	Online	Tollesbury St Mary's PCC		Advertising Pavilion - Parish Magazine	£65.00
	Online	The Royal British Legion		Poppy Wreath	£50.00
16.11.20	Online	Wave		Water Supply - Allotments	-£562.55
				Correct Meter Reading Submitted	£443.40
	Online	Mrs S Layzell		Overcharged - Litter Contract	-£400.00
01.12.20		Wages		Staff Wages	£2,330.07
	Online	Essex Pension Fund		Employee and Employer Contributions - December	£749.30
	Online	Tollesbury Skip Hire	13537	Civic Amenity Skip	£336.00
	Online	NWG Business	8108087	Water and Sewerage - Pavilion	£95.84
	Online	Gamart Engineering Ltd	7227	Repairs to the Skate Park	£5,964.00
	Online	PKF Littlejohn	SB20201202	External Audit	£480.00
	Online	The Sign Shed Ltd	SI-30933	Signage - Woodrolfe Green	£83.88
	Online	D W Maintenance	1914	Grounds Maintenance - Cemetery - November	£541.66
			1896	Grounds Maintenance - November	£787.92
	Online	Bonz	4738	Install sign - Woodrolfe Green	£90.00
			4754	Install 3 Post and fill potholes- Woodrolfe Green	£370.00
	Online	S Curtis		Litter Contract	£400.00
	Online	Phelan Barker Limited	INV-3465	Website 6 Month Maintenance Update	£180.00
TOTAL					£12,728.40

Payment Breakdown	
Tollesbury Current Account	£275.71
Tollesbury A/c No. 2 Debit Card	£448.17
Unity Trust Bank	£12,004.52
TOTAL	£12,728.40

TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

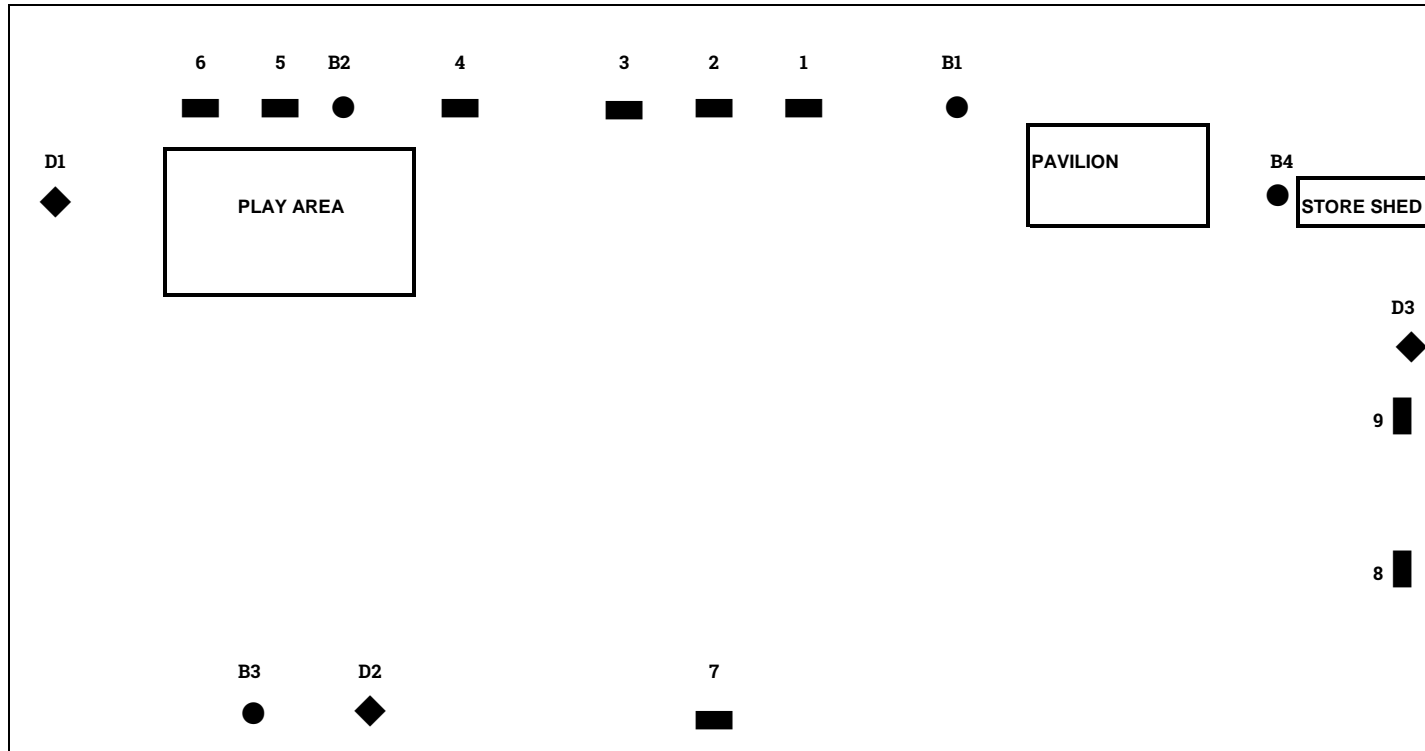
DATE OF INSPECTION: 30/11/2020

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

Signed: *S J Curtis*

TOLLESBURY PARISH COUNCIL
BENCHES AND BINS

DATE OF INSPECTION: 30/11/2020



Benches

1	Ok
2	Ok
3	Ok
4	Ok
5	Ok
6	Ok
7	Ok
8	Ok
9	Ok

Dog Bins (D*)

1	Ok
2	Ok
3	Ok

Litter Bins (B*)

1	Ok
2	Ok
3	Ok
4	Ok

Signed: *S J Curtis*



TOLLESBURY
PARISH
COUNCIL

ENVIRONMENT & AMENITY PROPOSAL

CEMETERY

At the Environment and Amenity Committee meeting held on 17th November 2020, the Committee discussed the need the overgrown Lleylandi Trees to be cut back.



Three quotations (attached) were received:

Bonz - £2250

Barney Reece - £1,995

D W Maintenance - £4,995

The Committee would like to propose that the Parish Council accepts the quotation from Barney Reece for £1,995.

Funds to be spent from Cemetery and Amenities Earmarked Fund.



TOLLESBURY
PARISH
COUNCIL

The shed in the Cemetery has also been removed. Underneath the shed were 9 concrete posts which the shed stood on which need removing.



Two quotations (attached) were received:

Bonz	£150
D W Maintenance	£325

The Committee would like to propose that the Parish Council accepts the quotation from Bonz for £150.

Following the removal of the posts, the area will need tidying up, and the Committee would like to propose the following are purchased:

Backfill holes from removal of post with topsoil and lay a layer of mulch	£165
Woodland Trust – Traditional Hedge Mix	£36.95 for a pack of 15
Stakes and spirals	£25.00 approx.

Funds to be spent from Amenities Miscellaneous budget.

Clerk: Michelle Curtis

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

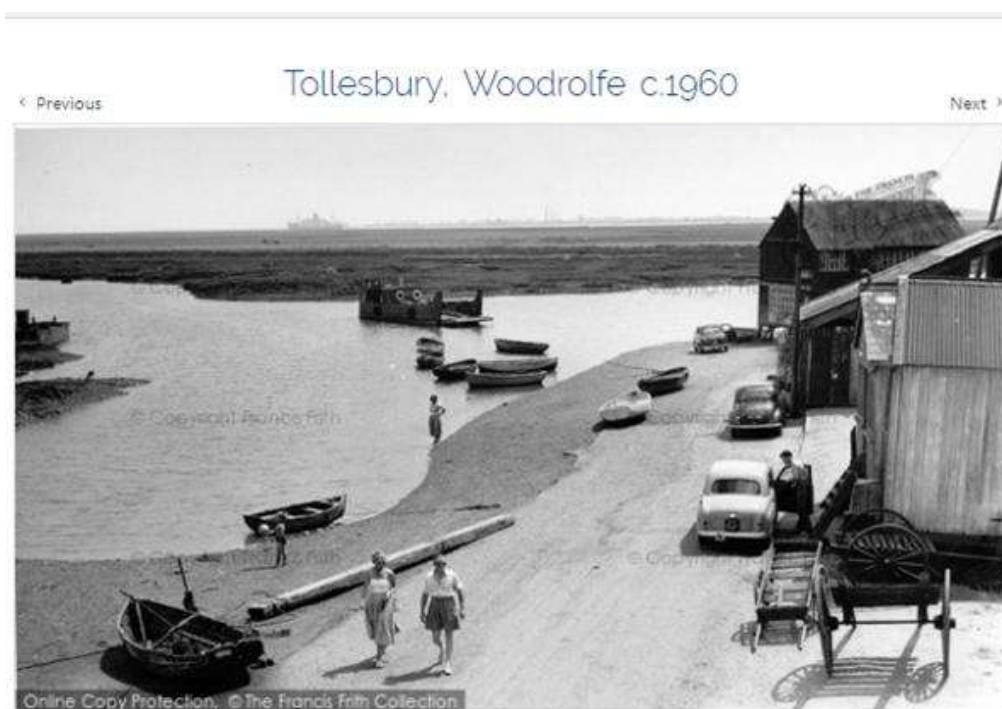
Telephone: 01621 869039. **Email:** tollesburypc@btinternet.com



WOODROLFE HARD

At the Woodrolfe Hard Committee meeting held on 19th November 2020, the Committee discussed the proposed improvement works to Woodrolfe Hard.

Due to the increased use of Woodrolfe Hard, the Committee agreed that improvement works to the area were required. The Committee liked the idea to bring the Hard area back to how it was in the 1960s (picture below).



It was agreed to carry out work in phases, with the first phase removing the first three wooden sleepers including the sign which would need to be relocated, this would provide six meters along the roadside and 7 meters out of extra Hard space.

Phase 1 of the project which is an extension of the existing Hard includes:

- Removing 3 of the vertical posts this would provide six meters along the roadside and 7 meters out of extra Hard space
- Installation of another dinghy ring and regulate where the dinghies go.
- Relocation of sign
- Dig out the mud and lay 3.5 tonnes of topping (stone)

Estimated cost £1,500



TOLLESBURY
PARISH
COUNCIL

Phase 2

Freshwater supply (meter from the supply of Tollesbury Marina)

Estimated cost £1,000

Exact costings will be submitted to the Parish Council for approval once finalised.

Phase 1 and 2 of the proposed improvements to be funded from the Woodrolfe Hard Earmarked Fund.

Clerk: Michelle Curtis

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

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