

**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 (7.52 pm)  
2 members of the public

**1. Apologies for Absence**

There were apologies for absence from Cllr Chambers.

**2. Declarations of Interest**

Cllr Lowther declared an interest as follows:

- Personal interest in respect of agenda item 9, planning application HOUSE/MAL/20/01314, as he has a personal relationship with the applicant.

Cllr Bell declared an interest as follows:

- Personal interest in respect of agenda item 9, planning application HOUSE/MAL/20/01314, as he previously lived in this property and has a personal attachment to it.

Cllr St Joseph declared an interest as follows:

- Personal interest in respect of agenda item 9, planning application HOUSE/MAL/20/01314, as he has a good relationship with the applicants.

**3. Public Forum**

No comments from the members of the public.

**4. County Councillors and District Councillors**

There was no District or County Councillors present. The Chairman stated that should either a District or County Councillor arrive at the meeting, he would move back to Item 4.

**5. Tollesbury Volunteers – COVID19**

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

- The Steering Group are due to meet on 14<sup>th</sup> January 2021.
- There has been very positive feedback on the Parish Council Newsletter which included a section on Tols Vols.
- There is not a date for the next Tols Vols Newsletter, this will be discussed when the Steering Group next meet.
- There has been lots of activity, the Tols Vols website and Facebook community pages are regularly updated. The Parish Clerk updates the Parish Council Facebook page.
- The Tols Vols are assisting residents and since March there has been no request that has been too difficult to handle.
- The Taylors Charity has given a significant grant to a resident requiring support.

- An application was submitted to Cllr Durham for the Winter Hardship Fund, and Cllr Durham has granted £500 to Tollesbury.
- The 3 helplines are still active; one helpline is on a rota, one is being held by Cllr Clare and the other by the Parish Clerk.
- A member of the Steering Group who is also the Chair of Governors for Tollesbury School has contacted the school to see if they require any further assistance. The Head has confirmed that they do not require any assistance at the moment.
- With regards to the work relating to mental health, we have very good support from Jo Lacey, the Parish Nurse, and the Steering Group.
- The check-in group has relaunched – it has not been busy.
- The red and green posters are restocked should residents need a replacement.

#### **6. Minutes of the Meetings held on 15<sup>th</sup> December 2020**

**Resolved:** that the Minutes of the Parish Council Meeting held on 15<sup>th</sup> December 2020 be approved as a true record of the Meeting. Proposed Cllr Clare, seconded Cllr Lowther. Unanimously agreed.

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

#### **7. Tolfish Hump**

**Resolved:** to renew the Licence Agreement for Tolfish Hump for 2021. Unanimously agreed.

The Chairman to sign the Licence Agreement on behalf of the Parish Council.

County Cllr Durham arrived at the meeting (7.52 pm).

Councillors agreed to go back to Agenda Item 4.

#### **4. County Councillors**

##### **County Council Durham reported:**

- In his allocation of the Locality Fund, he had £200 left and had decided to award this to Tollesbury towards the replacement Sluice Gate. The grant would therefore be a total of £1,700.
- In his allocation of the Winter Hardship Fund, he had approved a grant of £500 to Tollesbury.
- There is little to report from Essex County Council at the moment, everything is focussed on COVID due to the dramatic increase in figures for the County.
- It is not expected that there will be a full relaxation of rules in February and given the current figures, it is expected that Essex will go into Tier 4.
- As a member of the Economic Taskforce, they are working hard to support businesses particularly those that may have fallen through the cracks.
- Cllr Durham thanked the Parish Council for all the hard work that has been done and it is pleasing to see that there is a good organisation looking after the residents.
- With regards to the Highways Panel, it is important to get any applications submitted as soon as possible.  
Cllr Durham also reminded Councillors to report any highways issues on the Essex County Council online reporting tool.
- Due to the increased footfall in Heybridge Basin, their Parish Council has decided to close their car park to help address the issue.

The Parish Council confirmed there has been an increase in visitors to the village and the Parish Council would discuss the options for Tollesbury.

The Chairman thanked Cllr Durham for attending the meeting and providing the Parish Council with an update. Cllr Durham was also thanked for the grants to the village from his allocations of the Locality Fund and Winter Hardship Fund.

Cllr Durham left the meeting (8.10 pm).

## 8. Finance

### 8.1 Monthly Financial Report

The total expenditure as of the 12<sup>th</sup> January 2021 for COVID19 is £1,497.61 excluding VAT (Appendix A).

The Financial Report as at the 31<sup>st</sup> December 2020 (Appendix B) was presented to the Council.

Councillors received the following monthly financial reports:

**Bank Reconciliation** – Closing balance of £107,956.57

**Expenditure to date** – Budget £93,256 – Actual to date £66,255

**Income to date** – Budget £93,256 (including Precept £85,204) – Actual to date £106,589

**Earmarked Funds** – Closing Balance £28,593.80 – Net movement -£6,514.36

The Clerk reported:

- There were a few Earmarked Funds with small amounts of money and suggested that the funds were moved into other Earmarked Fund categories.

**Resolved:** to move funds as follows:

EMR Pavilion - £2.58 moved to EMR Recreation Ground

EMR Woodup Pool Project - £861.89 move to EMR Woodup Pool

EMR Play Equipment Project - £1,606.71 move to Recreation Ground

The Chairman will sign the Reports as soon as practical.

### 8.2 To approve Payments

#### Payments

The items for payment totalling £10,600.46 were presented for approval (Appendix C).

**Resolved:** to give a grant of £30 towards the church clock. Unanimously agreed.

**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](http://www.maldon.gov.uk)).*

– **Applications:**

**Application No:** HOUSE/MAL/20/01314

**Proposal:** First floor side extension

**Location:** 33 New Road Tollesbury

**Resolved:** to recommend approval of this application but would suggest that the uPVC cladding is replaced by man-made weatherboard. Agreed by the majority.

At this stage Cllr Legg declared an interest as follows:

- Personal interest in respect of agenda item 9, planning application HOUSE/MAL/20/01248, as she lives in a property associated with the Congregational Church.

**Application No:** TCA/MAL/20/01248

**Proposal:** T1 Acacia - Remove 3 metres of branches overhanging the public bench.  
T2 Group of Ivy - Cut back all overhanging branches that are hanging over the garage of the stables by 3 metres

**Location:** Tollesbury Congregational Church East Street Tollesbury

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

**Application No:** 20/01349/TCA

**Proposal:** T1 Walnut - Reduce branch by 2m.

**Location:** 7 Church Street Tollesbury

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

**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. – Revised Plan

**Location:** White Leighs 44 Woodrolfe Road Tollesbury

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

– **Appeals:**

The following appeal was noted:

**Appeal Ref:** APP/X1545/W/20/3262027

**Application Ref:** FUL/MAL/20/00060

**Site Address:** Gorwell Hall Cartlodge Tollesbury Road Tollesbury Essex

**Proposal:** Conversion of former cartlodge to form a dwelling.

**Resolved:** to respond to the appeal as follows:

The Parish Council objects to the proposal as follows:

- The development is outside the village boundary.
- There is no evidence to prove that other commercial uses for the building have been considered.
- The proposal is in an unsustainable location given its isolation and the distance from the centre of the village.

– **Planning Decisions:**

**HOUSE/MAL/20/01113– The Studio Woodrolfe Farm Lane– Approved**

The Chairman reported that the Clerk had been contacted by the Developer regarding the application for the Bus Depot in New Road who advised that they had contacted the Maldon District Council Planning Department and confirmed that the application would fall into the category for an automatic extension due to the current global pandemic. So the application is automatically extended to 1st May 2021.

- **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 8<sup>th</sup> January 2021.

### **10.2 Football Pitches**

**Resolved:** to accept the proposal (Appendix D) from the Recreation Ground Committee to move the junior 11-a-side pitch and mark out an adult 11-a-side pitch as soon as possible.

**Resolved:** to accept the quotation from DW Maintenance for £548 to carry out the works as per the above. Unanimously agreed.

### **10.3 Grant – Football Goal Posts**

**Resolved:** to accept the proposal (Appendix E) from the Recreation Ground Committee to give a grant towards the purchase of new portable 11-a-side goals. The total cost of new portable goals is £2,555.92 and Tollesbury Athletic has secured funding from the FA of £1,200 leaving a shortfall of £1,355.92. The Parish Council agreed to give a grant of £1,355.92.

### **10.4 Monthly Inspection Report**

The Monthly Inspection Report dated 31/12/2020 was received (Appendix F). There were no issues to report.

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

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

There was no information to report.

### **11.2 Quarterly Inspection Report**

The reports dated 30<sup>th</sup> December 2020 were received and noted.

Woodrolfe Green – Wooden bollard near toilet block knocked over.

**Action:** Clerk to obtain a quotation from Bonz to concrete post back in.

## **12. Woodrolfe Hard**

### **12.1 Update from the Woodrolfe Hard Committee Meeting**

The Chairman reported that he had spoken with Tollesbury Marina who was happy for the Parish Council to tap into their water supply for the Hard area and

he would be contacting Tollesbury Sailing Club to discuss the proposed works to the dock area.

Cllr St Joseph advised that once costing had been obtained, a Committee meeting is to be arranged to discuss moving the project works for the dock area forward.

### **13. Woodup Pool**

#### **13.1 Minutes of the Woodup Pool Committee Meeting**

Cllr Lowther presented the Minutes of the Woodup Pool Committee Meeting held on 15<sup>th</sup> December 2020.

### **14. Neighbourhood Plan**

The Chairman reported that the Clerk had circulated a doodle to arrange a meeting. A meeting will be held once all invitees had responded.

The Chairman advised that he is hoping to have the Strategic Masterplan ready for discussion and comment at the next Neighbourhood Plan meeting.

### **15. Terms of Reference**

It was agreed that the Terms of Reference for the Tollesbury Strategic Futures Panel required further discussion and therefore the document was not adopted in its current form.

It was agreed to try and form the Panel which, if possible, would include the youth and talk through the Terms of Reference which would then be proposed to the Parish Council to be adopted.

It was agreed to communicate with the village to encourage residents to join the panel and to give feedback. An informal meeting has been arranged for 28<sup>th</sup> January 2021 to discuss the new Panel and agree on the text for the newsletter.

### **17. Website**

The quotation from Phelan Barker for works to the website was considered.

It was agreed to invite Phelan Barker to the next meeting of the Parish Council to discuss the quotation further.

### **18. Police/Community Protection Officers (CPOs)**

#### **18.1 Police**

The Police Reports (confidential) were received and noted.

Councillors were concerned regarding the increased number of visitors to the village during the pandemic. It is felt that visitors are coming to the car park and quayside further afield than they should within the COVID restrictions. It was agreed that shutting the car park at Woodrolfe Green would not be a suitable option as it would encourage people to park further into the village.

**Action:** Clerk to contact Essex Police to express the concerns of the Council and to ask if they could monitor.

**Action:** Clerk to arrange for the Parish Council website to be updated reminding people of government guidance and Clerk to produce posters to be displayed in the village.

#### **CPO Reports for November and December 2020**

**18.2** The reports for November and December were received.

It was noted there were 7 VMOs (Vehicle Move Ons) and 2 PCNs (Penalty Charge Notices) issued during November.

It was noted there were 4 VMOs (Vehicle Move Ons) during December.

#### **19. Administration**

Grounds Maintenance Contract – The Clerk reported she had advertised the Contracts for the grounds maintenance (Recreation Ground, Woodup Pool, Woodrolfe Green and Hasler Green). Quotations to be received by 29<sup>th</sup> January 2021 and considered by the Parish Council at the meeting on 2<sup>nd</sup> February 2021.

#### **20. Community Concerns – Information Exchange/Next Agenda Items**

Cllr St Joseph asked:

- If there is any update on the MDC 5 year land supply.

**Action:** Clerk to ask Cllr Thompson to confirm the current position.

Cllr Lankester reported:

- He had contacted Rebecca Bromley at Anglian Water to enquire whether there was monitoring of the Combined Sewerage Overflows (CSO) for the sewerage treatment works (STW) as the water is used for direct water contact sport. Rebecca confirmed that there is no monitoring of the discharge from the CSO which is part of the Tollesbury STW infrastructure.

**Action:** To be discussed further by the Environment and Amenity Committee.

Cllr Bell reported:

- An email had been received from a resident regarding footpath erosion.

**Action:** Clerk to seek permission from the resident to forward the email to County Councillor Durham.

Cllr Lowther advised that he had circulated the link to the Essex County council online reporting tool.

#### **21. Dates of the Next Meetings**

Tuesday 2<sup>nd</sup> February 2021 - Full Council Meeting - 7.30 pm

Tuesday 2<sup>nd</sup> March 2021 - Full Council Meeting - 7.30 pm

All meetings will be virtual via Zoom.

The Chairman closed the Meeting at 10.06 pm.

Signed.....

Date .....

**Tollesbury Parish Council**  
**COVID19**

**Expenditure as at 12th January 2021**

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
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
16.12.20	Adobe Subscription	12.64	0.00	12.64
30.12.20	O2 Top-Up	8.33	1.67	10.00
30.12.20	O2 Top-Up	8.33	1.67	10.00
<b>TOTAL</b>		<b>1497.61</b>	<b>276.87</b>	<b>1774.48</b>



Date: 02/01/2021

Tollesbury Parish Council Current Year

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Time: 18:43

Bank Reconciliation Statement as at 31/12/2020  
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	31/12/2020		72,581.00
Deposit Account	31/12/2020		497.12
P/Sector Reserve	31/12/2020		0.00
Coop Current Account 2	31/12/2020		4,587.99
Petty Cash	31/12/2020		13.33
Unity Current Account	31/12/2020		30,277.13
			0.00
			<u>107,956.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			107,956.57
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			107,956.57
		Balance per Cash Book is :-	107,956.57
		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>

## Earmarked Reserves

Account		Opening Balance	Net Transfers	Closing Balance
320	EMR Amenities	1,238.41	1,090.00	2,328.41
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	2,219.36	1,617.92
324	EMR Woodup Pool	3,005.85	3,950.00	6,955.85
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	-4,970.00	1,606.71
333	Tollesbury Harbour Project	250.00		250.00
334	EMR Website	0.00	225.00	225.00
		<u>22,079.44</u>	<u>6,514.36</u>	<u>28,593.80</u>

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2020

## 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	27,751	38,300	10,549	0	10,549	72.5%	0
Net Expenditure	(27,751)	(38,300)	(10,549)				
<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	700	700	0		0	100.0%	
4110 Bank Charges	73	100	27		27	73.2%	
4120 Insurance	2,559	2,600	41		41	98.4%	
4130 Miscellaneous	175	700	525		525	25.0%	
4140 Office Allowance	585	780	195		195	75.0%	
4150 Photocopier	674	1,150	476		476	58.6%	
4160 Postage	39	40	1		1	97.5%	
4170 Stationery	56	60	5		5	92.5%	
4180 Subscriptions	1,334	1,350	16		16	98.8%	
4190 Telephone	408	450	42		42	90.6%	
4200 Training	0	130	130		130	0.0%	
4210 Website	150	550	400		400	27.3%	
4420 Maintenance	(0)	0	0		0	0.0%	
Administration :- Indirect Expenditure	6,753	8,610	1,857	0	1,857	78.4%	0
Net Income over Expenditure	88,453	76,596	(11,857)				
<u>120 Amenities</u>							
1100 Allotments Income	890	900	10			98.9%	
Amenities :- Income	890	900	10			98.9%	0
4130 Miscellaneous	188	700	512		512	26.9%	
4250 Allotments	443	500	57		57	88.7%	
4260 Hasler Green	210	1,000	790		790	21.0%	
4270 Rangers	308	1,000	692		692	30.8%	
4280 Woodrolfe Green	350	1,200	850		850	29.2%	
Amenities :- Indirect Expenditure	1,500	4,400	2,900	0	2,900	34.1%	0
Net Income over Expenditure	(610)	(3,500)	(2,890)				

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2020

## 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	6,401	4,500	(1,901)			142.2%	
Cemetery :- Income	<u>6,401</u>	<u>4,500</u>	<u>(1,901)</u>			<u>142.2%</u>	<u>0</u>
4130 Miscellaneous	40	100	60		60	40.0%	
4310 Contract	4,333	6,600	2,267		2,267	65.7%	
4320 Skip Fees	0	100	100		100	0.0%	
4330 Water/Sewage Rate	100	120	20		20	83.1%	
4340 Rates	258	275	17		17	93.7%	
Cemetery :- Indirect Expenditure	<u>4,731</u>	<u>7,195</u>	<u>2,464</u>	<u>0</u>	<u>2,464</u>	<u>65.8%</u>	<u>0</u>
Net Income over Expenditure	<u>1,670</u>	<u>(2,695)</u>	<u>(4,365)</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	187	250	63		63	74.7%	
4400 Cleaning Items	6	50	44		44	11.6%	
4410 Electricity	108	600	492		492	18.0%	
4420 Maintenance	30	150	120		120	20.0%	
Pavilion :- Indirect Expenditure	<u>331</u>	<u>1,050</u>	<u>719</u>	<u>0</u>	<u>719</u>	<u>31.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(331)</u>	<u>(1,000)</u>	<u>(669)</u>				
<u>150 Projects</u>							
4500 Amenities	460	2,000	1,540		1,540	23.0%	910
4510 Cemetery	0	500	500		500	0.0%	
4530 Recreation Ground	0	2,000	2,000		2,000	0.0%	
4540 Woodup Pool	0	3,850	3,850		3,850	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	955	400	(555)		(555)	238.7%	955
4630 Recreation Ground Project	4,970	0	(4,970)		(4,970)	0.0%	4,970
4640 Website	2,916	6,000	3,084		3,084	48.6%	2,916
Projects :- Indirect Expenditure	<u>10,301</u>	<u>17,250</u>	<u>6,949</u>	<u>0</u>	<u>6,949</u>	<u>59.7%</u>	<u>10,751</u>
Net Expenditure	<u>(10,301)</u>	<u>(17,250)</u>	<u>(6,949)</u>				
6000 plus Transfer from EMR	10,751						
Movement to/(from) Gen Reserve	<u>450</u>						

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2020

## 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	4,815	3,500	(1,315)		(1,315)	137.6%	
4420	Maintenance	1,707	2,200	493		493	77.6%	
4710	Pitch	376	500	124		124	75.2%	
	Rec Ground :- Indirect Expenditure	<u>6,898</u>	<u>6,200</u>	<u>(698)</u>	<u>0</u>	<u>(698)</u>	<u>111.3%</u>	<u>0</u>
	Net Income over Expenditure	<u>(6,598)</u>	<u>(4,400)</u>	<u>2,198</u>				
<u>170</u>	<u>Street Clean</u>							
4310	Contract	3,200	4,800	1,600		1,600	66.7%	
	Street Clean :- Indirect Expenditure	<u>3,200</u>	<u>4,800</u>	<u>1,600</u>	<u>0</u>	<u>1,600</u>	<u>66.7%</u>	<u>0</u>
	Net Expenditure	<u>(3,200)</u>	<u>(4,800)</u>	<u>(1,600)</u>				
<u>180</u>	<u>Street Light</u>							
4410	Electricity	694	1,000	306		306	69.4%	
4420	Maintenance	568	700	132		132	81.1%	
	Street Light :- Indirect Expenditure	<u>1,262</u>	<u>1,700</u>	<u>438</u>	<u>0</u>	<u>438</u>	<u>74.2%</u>	<u>0</u>
	Net Expenditure	<u>(1,262)</u>	<u>(1,700)</u>	<u>(438)</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	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>	<u>0</u>	<u>(213)</u>	<u>127.3%</u>	<u>0</u>
	Net Income over Expenditure	<u>(252)</u>	<u>19</u>	<u>271</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	367	460	93		93	79.8%	
4310	Contract	140	480	340		340	29.2%	
4420	Maintenance	456	750	294		294	60.9%	
	Woodup :- Indirect Expenditure	<u>964</u>	<u>1,690</u>	<u>726</u>	<u>0</u>	<u>726</u>	<u>57.0%</u>	<u>0</u>
	Net Income over Expenditure	<u>(864)</u>	<u>(1,690)</u>	<u>(826)</u>				
6001	less Transfer to EMR	100						
	Movement to/(from) Gen Reserve	<u>(964)</u>						

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 S137 Expenditure</u>							
4800 Donations	50	600	550		550	8.3%	
S137 Expenditure :- Indirect Expenditure	<u>50</u>	<u>600</u>	<u>550</u>	<u>0</u>	<u>550</u>	<u>8.3%</u>	<u>0</u>
Net Expenditure	<u>(50)</u>	<u>(600)</u>	<u>(550)</u>				
<u>220 Other</u>							
1140 Agency Services Income	2,950	0	(2,950)			0.0%	
Other :- Income	<u>2,950</u>	<u>0</u>	<u>(2,950)</u>				<u>0</u>
4850 Agency Services	1,456	500	(956)		(956)	291.2%	
4860 Advertising	65	180	115		115	36.1%	
Other :- Indirect Expenditure	<u>1,521</u>	<u>680</u>	<u>(841)</u>	<u>0</u>	<u>(841)</u>	<u>223.7%</u>	<u>0</u>
Net Income over Expenditure	<u>1,429</u>	<u>(680)</u>	<u>(2,109)</u>				
Grand Totals:- Income	106,589	93,256	(13,333)			114.3%	
Expenditure	66,255	93,256	27,001	0	27,001	71.0%	
Net Income over Expenditure	<u>40,334</u>	<u>0</u>	<u>(40,334)</u>				
plus Transfer from EMR	10,751						
less Transfer to EMR	100						
Movement to/(from) Gen Reserve	<u>50,985</u>						

**TOLLESBURY PARISH COUNCIL**  
**PAYMENTS FOR APPROVAL**

**January 2021**

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail		Amount
<b>CO-OPERATIVE BANK - CURRENT ACCOUNT</b>						
15.12.20	D/D	Bulb		Electricity Supply - Pavilion		£43.61
23.11.20	D/D	E.On		Electricity Supply - Streetlights		£79.50
29.12.20	D/D	British Telecom		Pool Phone		£150.00
30.11.20	D/D	Utility Warehouse		Parish Phone		£53.04
01.01.21	D/D	Maldon District Council		Non-Domestic Rates - Cemetery		£17.09
15.01.21	D/D	A & J Lighting Solutions	34767	Monthly maintenance		£67.92
23.01.21	D/D	E.On		Electricity Supply - Streetlights		£82.14
<b>CO-OPERATIVE ACCOUNT - ACCOUNT No. 2</b>						
03.12.20	D/C	Wybone		Litter Bin - Recreation Ground		£269.99
17.12.20	D/D	Adobe		Adobe Monthly Subscription		£12.94
17.12.20	D/C	Tollesbury Post Office		Postage		£15.60
29.12.20	D/C	Doodle		Annual Subscription		£47.93
31.12.20	D/C	O2		Mobile Top Up		£10.00
31.12.20	D/C	O2		Mobile Top Up		£10.00
06.01.21	D/C	Information Commissioners Office		Data Protection Registration Renewal Fees		£40.00
08.01.21	D/D	Microsoft Office		Annual Subscription		£79.99
08.01.21	D/C	British Bins Ltd	151838	2 x Cigarette Bins - Bus Shelter		£155.98
<b>UNITY TRUST BANK - CURRENT ACCOUNT</b>						
31.12.20	D/D	Unity Bank		Bank Charges		£23.85
12.01.21	SO	Wages		Staff Wages		£2,163.34
	Online	Essex Pension Fund		Employee and Employer Contributions - December		£711.46
	Online	Tollesbury Skip Hire	13548	Civic Amenity Skip		£336.00
	Online	D W Maintenance	1930	Grounds Maintenance - Cemetery - December	£541.66	
			1931	Grounds Maintenance - December	£787.92	£1,329.58
	Online	HMRC		Tax & NI - October - December 20		£2,004.37
	Online	Bonz	4764	Remove concrete bollards and lay mulch - Cemetery	£215.00	
			3197	Fill potholes Woodrolfe Green	£175.00	£390.00
	Online	Maldon District Council	TOL57482280	Removal of fly-tipping - Recreation Ground	£336.00	
			TOL10082423	CPO Services Oct - Dec 2020	£369.36	£705.36
	Online	Essex Association of Local Councils	13452	Councillor Training day 1 - Cllr Legg	£120.00	
			13453	Councillor Training day 2 - Cllr Legg	£120.00	£240.00
	Online	Corona Corporate Solutions Ltd	235590	Quarterly Charge		£185.71
	Online	Rotary Club of Kelvedon		Donation - Santa Visit to the Village		£100.00
	Online	S Curtis		Litter Contract		£400.00
	Online	Tollesbury St Marys PCC		Minutes - Parish Magazine	£115.00	
				Church Clock	£30.00	£145.00
	Online	Plater Claiborne	21/001	OS Map of village - N/Plan		£584.06
	Online	Fellowship Afloat Charitable Trust	10951	Parish Council Newsletter	£145.00	
			10846	Tolfish Hump - Annual Licence 2020	£1.00	£146.00
<b>TOTAL</b>						<b>£10,600.46</b>

**Payment Breakdown**

Tollesbury Current Account	£493.30
Tollesbury A/c No. 2 Debit Card	£642.43
Unity Trust Bank	£9,464.73
<b>TOTAL</b>	<b>£10,600.46</b>



## Football Pitches

At the Recreation Ground Committee Meeting held on Friday 8<sup>th</sup> January 2021, the Committee discussed the need to reposition the football pitches at the at the Recreation Ground.

Currently, there are three adult teams who are using one full-size 11-a-side pitch. This pitch is being damaged due to overuse. The Committee would therefore like to propose the following:

- The existing junior 11-a-side pitch is moved to where the junior 9-a-side pitch was (the 9-a-side pitch is no longer in use).
- The existing junior 11-a-side pitch is enlarged to an adult 11-a-side pitch.
- The goal sockets on the junior pitch will need to be dug out and repositioned. The cost for doing this is £548 by DW Maintenance (copy of quotation attached).

The new layout of the pitches will be as follows:



**Clerk:** Michelle Curtis

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

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



## **D. W. MAINTENANCE**

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

*Tel. No. 01245 381485*

*David Wallace Mobile No. 07955166373*

*Damon Wallace Mobile No. 07812475656*

*E mail : wallace.woolsmore @btinternet.com*

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

3rd January, 2021

Dear Michelle,

### **Re Transferring Goal Posts**

Thank you for asking us to provide a quotation for the transfer of two goals at the Recreation Ground. We are now pleased to provide the following for consideration :

To dismantle two goal posts, remove four post sockets in concrete, backfill with top soil and re seed or turf ; to mark out new pitch to site goal posts ; to install four sockets in concrete and re install goal posts

For the sum of Five hundred and forty eight pounds (£548.00) including all equipment, materials, labour and waste away

As discussed on the telephone every effort will be made to remove the sockets without damaging to be able to re use. However, if any damage occurs then substitute sockets will be needed.

Also, are you aware that there are three sockets each end to this pitch so presumably the pitch can be moved over from season to season ? Will you need the third sockets removed as well ?

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

We look forward to hearing from you.

Yours sincerely,  
David & Damon



**TOLLESBURY**  
PARISH  
COUNCIL

## **RECREATION GROUND PROPOSAL – January 2021**

### **Football Goals**

At the Recreation Ground Committee Meeting held on Friday 8<sup>th</sup> January 2021, the Committee considered a request from Tollesbury Athletic for funding towards new portable football goals. Copy of request attached.

The Committee were supportive of having additional portable goals as it is the intention of the football club to run a reserve team in the new season which would mean there would be 4 adults teams playing at the Recreation Ground. The Committee also thought this was a long term-investment as it would also reduce costs going forward should football pitches need to be moved or rotated as currently, we have to dig up and reposition goal sockets meaning additional expenditure for the Parish Council.

The Recreation Ground Committee would like to propose that the Parish Council gives a grant towards the new goals:

The total cost of new portable goals is £2,555.92 and Tollesbury Athletic has secured funding from the FA of £1,200 leaving a shortfall of £1,355.92

- If the funding from the FA needs to be spent before March, then it is proposed that a grant of £678 is given towards the new goals.
- If the funding from the FA can be spent after April (PC new financial year), the full amount of £1355.92 is given towards the new goals.

The funds for this expenditure would come from the Recreation Ground budget.

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## Fwd: Tollesbury Athletic Plans



To: Tollesbury PC tollesburypc@btinternet.com;  
04/01/21 14:17

Hi Michelle

I hope you and all members of the Parish Council had a good Christmas break.

I just wanted to summarise the last month or so of discussions, and also let you know where we are with regards to plans for 2021 and beyond.

Following on from our discussions about the proposal to move the football pitches for the 2021/22 season, we submitted an application to the FA for a grant to put towards an additional set of goalposts. The plan was to look to purchase another set of portable goal posts, as these can be locked away and prevent damage to the pitch when not in use.

The FA have today accepted our application, and will be awarding a grant of £1,200 for us to put towards the goalposts. I have done a lot of research into various different websites and suppliers, and have received a quote for a set of self-weighted portable goalposts (which will mean they don't have to be secured in place once moved) from Stadia Sports (<https://www.stadia-sports.co.uk/self-weighted-rollaway-football-goals-package-24-x-8.html>). The goalposts will cost a total of £2,555.92 including shipping, which is more than a £400 discount off the full price, and is the cheapest price we could find for a set of goals of this quality.

Once the FA grant has been applied, that will leave a remaining amount of £1,355.92 to pay. We are asking today if the Parish Council would consider making up this shortfall please? We appreciate it is a large investment, but we feel that the benefits to both the playing surfaces and the village as a whole would be substantial.

As mentioned above, we feel that having portable goals would give the best return for the costs required to re-arrange the football pitches up the rec. We have seen the quality of the main pitch used this season has been consistent for years due to the goals being able to be locked away, keeping people from playing in the goal mouths.

Additionally, these goals will allow us to start a reserve team for the 2021/22 season. Football at all age levels has always been an important part of the village, and we would form the reserve team with the intention of giving younger players a stepping stone into adult football. Tollesbury has a long history of punching above its weight when it comes to producing footballers, and we would love to continue to be a part of this tradition - keeping footballers in the village instead of looking elsewhere for their Sunday morning football.

Finally, this investment would be a long-term one - the current portable goals have been in use for a number of years now, and with a second set we can reduce the wear and tear on both sets.

I have a lot of ambition when it comes to Tollesbury Athletic and would like to expand the club further in the future. Having two sets of goals and two full size pitches up the rec will allow us to host more games simultaneously if necessary.

Thank you for all your help getting this far :)

Kind Regards



**TOLLESBURY PARISH COUNCIL**  
**PLAYGROUND CHECKLIST**

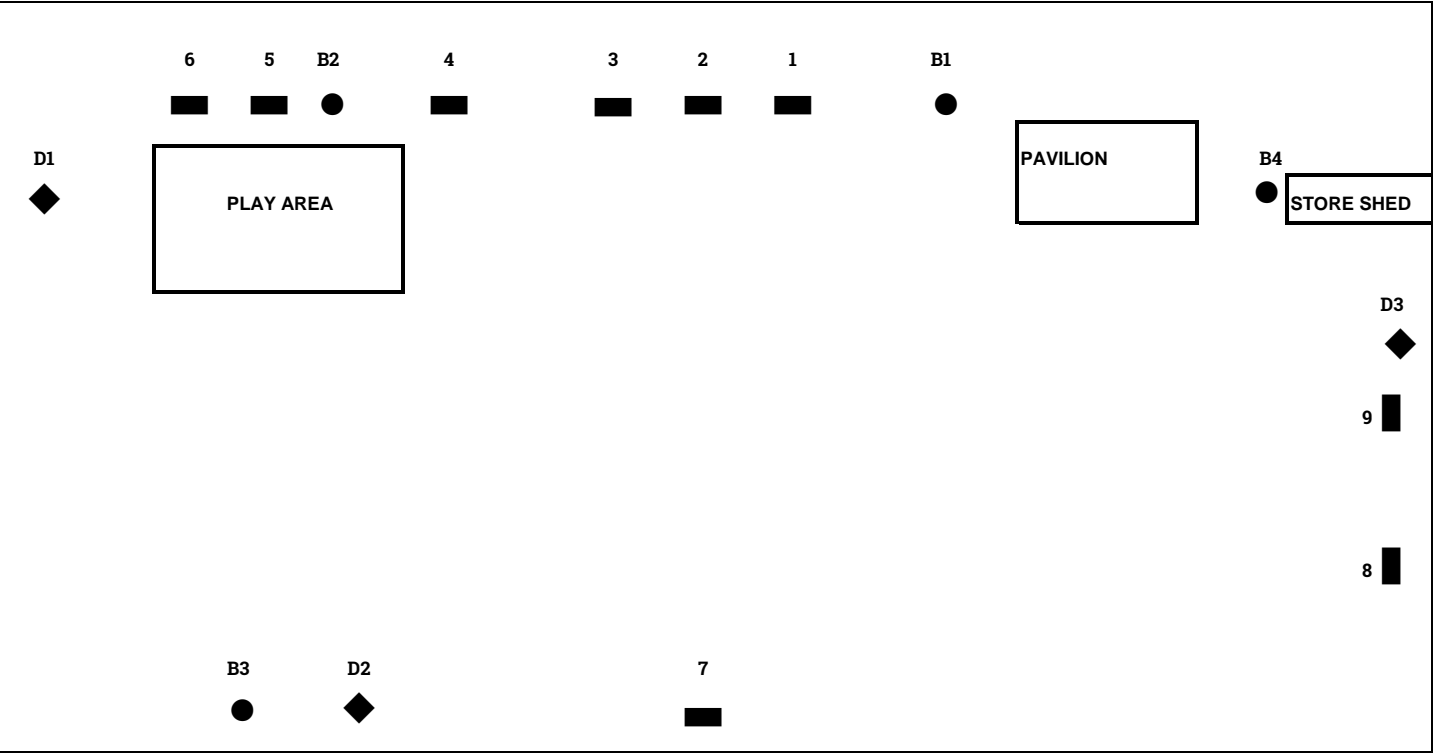
DATE OF INSPECTION: 31/12/2020

	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	
Toddler Swing	√	
Snake Slide	√	
Wooden Climber Platform	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	
Roundabout	√	
Zip Wire	√	Rubber on seat chain has moved down and needs to be looked at
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: 31/12/2020



**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*



## Football Pitches

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