

Present: Cllrs Bell, Chambers, Clare, Cole, Hawes, Lankester, Legg, Lowther (7.36 pm), Rogers, St Joseph

In the Chair: Cllr Plater

Clerk: Michelle Curtis

Also Present: Ellie and Charlotte - Refill Den Gals
3 members of the public

1. Apologies for Absence

There were no apologies for absence, all Members were present.

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

Councillors agreed to discuss item 18.1 on the agenda after item 7.3.

The Chairman proposed that as the Website Accessibility Report had only been received the previous evening, item 15 was deferred to the next meeting. The Chairman advised that a copy of the report had been sent to Phelan Barker. Unanimously agreed.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. Public Forum

Cllr Lowther arrived at the meeting.

Ellie and Charlotte explained that they had recently set-up a mobile zero-waste refill shop and were looking at locations to operate. The service allows people to purchase goods without all the packing and gives people access to shopping in an environmentally friendly way. They had launched in West Bergolt the previous week and were pleased to report that it had been very successful. They had also secured a spot at Toms Farm Shop in Tiptree.

They would like to operate in Tollesbury and felt that they would not be competing with the existing local stores as the product range is very limited (i.e. flour, pasta, spices etc). They would visit Tollesbury once a week and would be in the village for a few hours. The preferred location would be the Square near the Greengrocers but if not possible, they would be happy with an alternative location.

They are registered as a Trader with Colchester Borough Council. They have had a food hygiene inspection and the Inspector was happy with all the measures put in place. They also have COVID safety measures in place.

4. County Councillors and District Councillors

Cllr Durham was unable to attend the meeting but had submitted a report (Appendix A).

5. Tollesbury Volunteers – COVID19

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

- There are still 120 volunteers registered on the database.
- Some volunteers have also offered help to the TollsIPH project (Cllr Jolene to give more information at item 14).
- The Newsletter (Tolls Vols and Climate Change) had been distributed to all households in the village. Cllr Clare acknowledged Fellowship Afloat for doing the printing at cost.
- The Steering Group continue to meet.
- Cllr Clare also acknowledged the following:
 - Cllr Lowther and Emma Stephens.
 - Andrew Gilbert for maintaining the Tolls Vols website. It is a popular place for information.
 - Cllr Durham for the Winter Grant which has been extremely helpful.
- Taylor’s Charity has also been very helpful, and people are still donating to the Charity.
- The feedback from the community has been that even if Tolls Vols has not been needed by a resident, it is nice to have the reassurance that someone is there if assistance is required.

The Chairman, on behalf of the Parish Council, expressed thanks to the Steering Group and all the volunteers.

The total expenditure as of the 2nd March 2021 for COVID19 is £1,564.21 excluding VAT (Appendix B).

6. Minutes of the Meetings held on 2nd February 2021

Resolved: that the Minutes of the Parish Council Meeting held on 2nd February 2021 be approved as a true record of the Meeting. Proposed Cllr Clare, seconded Cllr St Joseph. 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 of the 28th February 2021 (Appendix C) was presented to the Council.

Councillors received the following monthly financial reports:

Bank Reconciliation – Closing balance of £93,283.11

Expenditure to date – Budget £93,256 – Actual to date £82,163

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

Earmarked Funds – Closing Balance £27,535.18 – Net movement -£5,455.74

The Clerk reported:

- £1,897.44 received from the HMRC for the VAT recovered between October and December 2020.

The Chairman will sign the Reports as soon as practical.

7.2 Website Audit

Resolved: to ratify the expenditure of £200 for the website accessibility audit to be carried out by Andrew Gilbert. Unanimously agreed.

7.3 To approve Payments Payments

The items for payment totalling £9,445.08 were presented for approval (Appendix D).

Resolved: to approve payments and make online payments. Unanimously agreed.

Cllr Bell raised the issue that due to the change of ownership of Tollesbury Skip Hire which has been taken over by Viking Skips Limited, it is assumed that the contract between the Parish Council and Tollesbury Skip Hire went to the new company. Do we need to do anything with the new contract?

Action: Clerk to contact Viking Skips and report back at the next meeting.

18. Correspondence

18.1 Refill Den Gals – Street Trading

Councillors discussed the proposal and in principle were supportive and concluded that the proposal is in line with efforts to reduce packaging.

Councillors suggested some suitable locations for the stand, The Square, The Kings Head Car Park, Masonic Lodge or the Recreation Ground Car Park.

Cllr St Joseph stated that he would prefer some information was given to the existing businesses given how hard they have worked over the last year. Explaining the proposal, how they can contribute to sustainable packaging to ensure it fits in with the existing retail providers who are very important to the village.

Action: The Chairman to discuss with the local retailers.

Cllr Bell suggested that the Enterprise seek the necessary permissions from the Local Authority.

Action: Clerk to look into further.

Resolved: to encourage the new service. Agreed by Majority.

Ellie and Charlotte, Refill Den Girls, left the meeting.

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:** None received

- **Appeals:** None received
- **Planning Decisions:**
 - TCA/MAL/20/01349** – 7 Church Street– **Approved**
 - LDP/MAL/20/01232** – 8 Kents Grass – **Approved**
 - HOUSE/MAL/20/01195** – 8 Thurstable Close – **Approved**
 - HOUSE/MAL/20/01314** – 33 New Road – **Refused**
 - FUL/MAL/20/01120** - Land Adjacent To Ivystone Cottage Back Road – **Approved**
 - TCA/MAL/20/01248** - Tollesbury Congregational Church East Street - **Approved**
- **Planning Appeal Decisions:** None received
- **Tree Preservation Orders for information:** None received

The Clerk reported that works had commenced for the new development at the Bus Depot in New Road.

The Chairman reported that he had spoken to Tim Howson, Conservation Officer at Maldon District Council, regarding the satellite dish on the property on the corner of North Street/High Street. Tim confirmed that as the satellite dish is installed on the main elevation and the property is within the Conservation Area, planning permission should have been sought for the installation.

Action: Clerk to write to the occupier to bring to their attention that installation of the satellite dish on the main elevation requires planning permission and suggest that they apply for the necessary permissions or relocate the dish to the rear of the property.

It was also reported that a brick wall on a property in North Road, which is also in the Conservation Area had been knocked down.

The Chairman closed the meeting at 8.45 pm for a break.

The Chairman re-opened the meeting at 8.50 pm.

9. Recreation Ground

9.1 Update from the Recreation Ground Committee

Cllr Lowther reported the following:

- Cllrs Cole, St Joseph, and himself had carried out repairs to the far entrance of the play area. The entrance was very worn and boggy, and they had laid some Type 1 material.
- As there was some Type 1 leftover, they also filled a hole on the footpath from St Johns Court to the Recreation Ground. On that footpath, a resident's fence was leaning into the footpath and being propped up by stakes.
The Clerk reported this to the Housing Association and the fence has now been replaced.
- A spare dog waste bin from the store shed had been installed on the corner of the Recreation Ground and Church Street.
- Cllr Lowther had also filled some holes with topsoil on the pitches.
- The relocation of the pitches and goal sockets have been completed.

- Grassroots football will recommence 29th March 2021 and it is expected that the season will be extended to June.
- Some grounds work will be carried out to the main pitch (nearest to the Pavilion), this will be paid for from the grant secured by the football team for pitch maintenance.
- Before the season recommencing, a letter will be sent out to all the Football Clubs reiterating that the store shed needs to be kept tidy.
- An email had been received by a resident concerning the play area and this will be discussed by the Recreation Ground Committee.

9.2 Monthly Inspection Report

The Monthly Inspection Report dated 28/02/2021 was received (Appendix E). There were no issues to report.

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

10.1 Draft Minutes of the Environment and Amenity Committee Meeting

The Draft Minutes of the Environment and Amenity Committee meeting held on 9th February 2021 were received and noted.

The Chairman advised that the Newsletter regarding Climate Change has been distributed to residents.

The Chairman proposed that the Members of the Environment and Amenity Committee take on the role of the Steering Group for the Climate Change Partnership. It may be necessary for additional members to join the Steering Group. Councillors agreed with the proposal from the Chairman.

Cllr Lankester spoke about the proposed Remedies Project which is about the reestablishment of the seagrass beds, the saltmarsh and native oysters. Cllr Lankester suggested that it may be advantageous that we may wish to be positively engaging as a Parish Council in the Remedies Project with regards to the seagrass beds. This will 1) let us know what is going on and 2) we can influence what is going on. An acquaintance has done some research and produced a map as to what he derives as the historic locations of the seagrass beds in the 1930s. Cllr Lankester suggested that the map is presented at the Essex Coastal Forum meeting on behalf of the Parish Council although it may be a bit premature and we may wish to let the Climate Change Partnership mature before we raise such issues.

Cllr Clare suggested that this was discussed by the new Climate Change Partnership.

Action: Cllr Lankester to send the map to the Clerk to distribute to Councillors.

10.2 Tree Planting Project

Cllr Lowther advised that there are some grants available for trees and suggested some tree planting on the field adjacent to the Cemetery,

Action: Cllr Lowther to put together a plan for the proposed area.

11. Woodrolfe Hard

11.1 Update from the Woodrolfe Hard Committee Meeting

Cllr St Joseph reported that he had a quotation from Bonz for the following work:

Remove three railway sleeper's and horizontal top rail and dispose of them.
Remove information sign and relocate on two posts approx. 400mm inside the hard against the marinas building concreted in.
£565.00 To include all labour. machine hire, augers, concrete, Two posts etc.

Cllr St Joseph advised that also, they would like to trial an area which will cost approx. £160 + VAT.

The Chairman advised that funds have been set-aside in the budget for the proposed works.

Resolved: to proceed with the project. Unanimously agreed.

The Chairman reported that there is an area of mud that needs to be cleaned off which he thought would be carried out before the works commence.

Action: Chairman to inform Tollesbury Sailing Club who may be willing to help in cleaning the area of mud.

Cllr St Joseph reported that a meeting of the Committee is being arranged.

12. Woodup Pool

12.1 Update from the Woodup Pool Committee

Cllr Lowther reported that the Woodup Pool Committee had attended an informal meeting with Ben Parmenter to discuss the works to the Sluice Gate. At the meeting, Ben advised that upon further investigation there is an issue with the Sluice Gate Flap. The seating metal of the flap is in very poor condition with the bearing metal strips delaminated from the main body of metal. Further works quoted at an additional £1,400 + VAT.

12.2 Woodup Pool Proposal – Sluice Gate/Flap

Cllr Lowther reported that initially he was going to suggest to the Parish Council to proceed with repairs to the Flap and after a conversation with Andrew Eastham, it was felt that the works to the Flap could be delayed until later in the year, possibly November.

Resolved: to proceed with the existing agreed work on the Sluice Gate and consider additional works to the Flap later in the year.

Action: Clerk to try to establish ownership of the Flap which is in the wall which is the responsibility of Essex County Council.

13. Neighbourhood Plan

The Draft Minutes of the Neighbourhood Plan Committee meeting held on 11th February 2021 were received and noted.

The Chairman advised that following the Committee meeting he has spoken to Andrew Cann, Planning Consultant, regarding further protection of the land where Gladman had applied for planning permission. Andrew is still of the opinion that there is not a strong planning argument and it may be seen that the Parish Council is acting unreasonably to the landowner. As there are no visual appraisals of that piece of land and if we wishing to say anything, we would need to provide evidence for this land to be approved.

The Chairman stated that the land in question is outside the village boundary, it is in the sphere of influences of the RAMSAR site which have various influences going into the landmass and falls within the third sphere of influence. His initial view is that it would be difficult to put forward a robust planning argument.

The Chairman requested that Andrew explore further and report back.

14. Youth Working Group

Cllr Rogers reported:

- Following the initial public letter, which was shared on the Facebook pages, a private letter was followed up to some parents. The Working Group are in contact with a couple of families at the moment. The public letter was reshared via Social Media which received a positive response from residents.
- The Working Group have identified some funding opportunities which can help some of the local businesses and support groups to expand what they are doing to assist older children, young children and families.
- The TollsIPH (Tollesbury Information, Participation and Help) Facebook Group was launched and is going well. Approx. 15 local people in the village have posted on the page. The page has had a very good positive response from people.

The Chairman expressed thanks to the Working Group.

15. Website Audit

To be deferred to the next meeting of the Parish Council.

16. Litter Sweep Contract

Resolved: to accept the quotation from S Curtis for £5,000 per annum for the Litter and Sweep Contract. The contract would run from 1st April 2021 - 31st March 2024.

Unanimously agreed.

17. Police/Community Protection Officers (CPOs)

17.1 Police

The Police Reports (confidential) were received and noted.

17.2 CPO Report for January 2021

The report for January was received.

The Clerk advised that she had received a Request for Service Form from the Community Engagement Team. The cost for the service of the CPOs from April 2021 will be £35.06 per hour.

When setting the precept, the Parish Council agreed to continue with the same hours and services for 2021/22 (36 hours per year, 3 per week, and an additional 9 hours during the summer school holiday).

Action: Clerk to complete and return the Request for Service Form.

19. Administration

Hyperlinks to agendas – The Clerk reported that a resident had requested that hyperlinks are added to the Parish Council’s online documents, especially the agendas for meetings. The resident had pointed out that some document downloads did include hyperlinks. The Clerk reported that the documents which did have hyperlinks were due to them being document templates provided by an external source i.e. the NALC, SLCC. The Clerk stated that adding hyperlinks would add considerable time to preparing the agendas and was at this point was not familiar with the process.

Councillors took note of the Clerk’s comments and agreed that at this stage, hyperlinks would not be added to Parish Council agendas or any other documents. This would be evaluated at a later stage.

Parish Council Policies - The Clerk reported that the Council were due to review some of their Policies and suggested that these are done as part of the Annual Statutory meeting which is in line with the Standing Orders.

Councillors were happy for documents to be reviewed at the Annual Statutory meeting.

Local Highways Panel – The Clerk advised that she had submitted the applications to the Local Highways Panel for consideration and Cllr Durham had confirmed that he had endorsed them.

Meeting times – Councillors discussed changing the meeting start time to 7.00 pm. After discussion and a vote, it was agreed that the start time of meetings would remain at 7.30 pm.

20. Community Concerns – Information Exchange/Next Agenda Items

Cllr St Joseph reported:

- Cllr Lankester and himself would be attending the Essex Coastal Forum meeting on 4th March 2021 and noted that they will be assisting Maldon District Council to appoint a Coastal Warden. There will also be a report from Highways on the state of the coastal trail and ask why Highways have not repaired the wall in Tollesbury as they have done at the Blackwater Sailing Club.

Cllr Rogers reported:

- A complaint had been received from a resident regarding someone’s dog who was regularly dog fouling.

Action: Information to be fed through to the Clerk to report to the CPOs.

Cllr Lankester reported:

- The Environment Agency and DEFRA have published a report entitled ‘What is Coastal Squeeze’ which draws into doubt the validity of the science that may have predicated the decision to do work on the managed retreat at Old Hall and

Tollesbury Wick Marsh. Cllr Lankester read some passages from the report. Cllr Lankester will raise at the Essex Coastal Forum meeting on Thursday.

- The House of Commons Environmental Committee of Food and Affairs Report on Flooding, item 5 – engaging with people is quite critical as many communities have been presented with “this is what we are going to do, you have been consulted and you are not going to change our minds”. In the Essex Climate Action Commission Interim Report, they have made some bold commitments that any work in the coastal zone will be by engaging at an early stage with local communities, but Cllr Lankester did not think the mechanisms were in place to do that. This will also be raised at the Essex Coastal Forum.

23. Dates of the Next Meetings

Tuesday 6th April 2021 - Full Council Meeting - 7.30 pm

All meetings will be virtual via Zoom.

The Chairman closed the Meeting at 9.51 pm.

Signed.....

Date

Parish Report. March 2021

Dear Parish Council,

The month of March is here and at last we have some idea about the final stages of the Covid Pandemic. Thanks to the excellent work of the scientists, we have vaccines that are slowing the spread of the virus and dramatically reducing the number of hospital admissions and deaths across the world. Unfortunately, many families have been touched by the disease and with over 120,000 people dying from it, there are few who do not have a family member who has suffered from the virus or knows someone outside of their family circle.

I suspect that everyone has the key dates etched on their minds, literally counting down the days until we can return to something more like normal life. One of the big questions for councils is when they can return to face to face meetings. At the moment we have all had to hold meetings remotely using Zoom, Teams and other platforms. This required legislation and at this stage we are not certain whether this will be extended. The government have been asked to consider making this a permanent measure, but this would require primary legislation and the Minister of State, Luke Hall MP has said that this is unlikely due in part to the heavy legislative programme. Currently the facility to hold meetings remotely has been covered under the Coronavirus Act 2020 and this ends on May 7th. According Luke Hall, there is no current option to extend these regulations. We will have to wait and see! In accordance with the government roadmap, indoor gatherings must be Covid Safe with Social Distancing in place at least until June 21st so councils will have to find venues that are large enough to conform to the regulations.

In respect of Essex County Council, there are of course elections due on May 6th and special guidelines have been published on how these will be conducted so that voters and election staff are safe. As the vaccination programme is going ahead of plan, it may be that a significant percentage of the population may have been protected by May.

Despite the Covid pandemic and pending elections, the work of the County Council continues as normal (almost!) and at the annual budget meeting last month, the Leader announced some very important news. Most significant was the decision not to increase the ECC element of council tax. The adult social care precept will increase by 1.5% but this is ringfenced for social care spending only.

From a councillors perspective, I am really pleased that the highly popular Locality Fund has received a further £700,000 this year which will give all members £10,000 to allocate in their respective divisions. Last year over 350 grants were awarded to local community initiatives and the applications for this new round of grants will follow shortly.

In addition funding for Local Highways Panels has been increased by £7.2m and all panels will receive an additional £200,000 each year for three years. For Maldon, this is particularly welcome as we had the lowest budget of all LHP's and hopefully we will now be able to undertake some larger and more expensive schemes that would otherwise have used too much of our funding. Naturally, we need plenty of applications to continue to be submitted, so it's over to you

The other budget highlights are summarised below:

- Additional £1m for community action for the environment
- £1.5m to set up an education recovery task force
- £500k to expand the summer holiday scheme
- £500k for EPUT to assist with their key worker counselling service
- £500k to the PFCC to combat gangs and County Lines
- £2m allocated to economic development initiatives

Much of the ongoing work is ahead of schedule and to date ECC has provided over 5,000 devices to families who are home schooling. The Green Initiative of planting 375,000 trees across Essex is ahead of schedule and the new Climate Commission, chaired by Lord Randall has now started to produce excellent work in order to tackle climate change. Their key areas of focus are to develop solutions and behavioural change that can impact on the carbon output of the following:

- Green infrastructure
- Adapting to a changing climate
- Transport
- Built environment
- Energy and waste
- Community action

In the meantime, we must all continue to work for our residents and do whatever is needed to keep people safe in these closing phases of the pandemic. Many people have experienced a life changing impact on their lives due to Covid and there is no doubt that it will take a long time for this country to recover from the economic ramifications that result from the loss of jobs, businesses and the additional spending from central and local government.

Parish councils have played a vital and important role supporting their residents and all councils should be proud of what has been achieved.

MFL Durham

Tollesbury Parish Council**COVID19****Expenditure as at 2nd March 2021**

Date	Description	Am	VAT	TOTAL
23.03.20	Argos - 2x Mobile Phone	86.61	17.32	103.93
23.03.20	Argos - Mobile Phone	41.66	8.33	49.99
23.03.20	O2 Top-Up	8.33	1.67	10.00
23.03.20	Zoom Subscription	11.99	2.40	14.39
25.03.20	O2 Top-Up	8.33	1.67	10.00
25.03.20	O2 Top-Up	8.33	1.67	10.00
27.03.20	FACT - 1st Leaflet	183.34	36.66	220.00
27.03.20	Rubber Gloves	103.37	20.67	124.04
09.04.20	FACT - 2nd Leaflet	59.58	11.92	71.50
16.04.20	Adobe Subscription	12.64	0.00	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
15.01.21	Adobe Subscription	12.64	0.00	12.64
31.01.21	O2 Top-Up	8.33	1.67	10.00
31.01.21	O2 Top-Up	8.33	1.67	10.00
02.02.21	DBS Check - Volunteer	8.00	0.00	8.00
16.02.21	Adobe Subscription	12.64	0.00	12.64
02.03.21	O2 Top-Up	8.33	1.67	10.00
02.03.21	O2 Top-Up	8.33	1.67	10.00
TOTAL		1564.21	283.55	1847.76

Date: 02/03/2021

Tollesbury Parish Council Current Year

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Time: 11:16

**Bank Reconciliation Statement as at 28/02/2021
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	28/02/2021		73,959.18
Deposit Account	28/02/2021		497.12
P/Sector Reserve	28/02/2021		0.00
Coop Current Account 2	28/02/2021		3,230.80
Petty Cash	28/02/2021		13.33
Unity Current Account	28/02/2021		15,582.68
			0.00
			<u>93,283.11</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			93,283.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			93,283.11
		Balance per Cash Book is :-	93,283.11
		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>

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
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	3,609.29	5,689.05
323 EMR Unallocated	-601.44	1,647.46	1,046.02
324 EMR Woodup Pool	3,005.85	4,811.89	7,817.74
325 EMR Pavilion Project	0.00		0.00
326 EMR Pavilion	2.58	-2.58	0.00
327 EMR Neighbourhood Plan	2,344.91	1,013.28	3,358.19
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	0.00
332 EMR Play Equipment Project	6,576.71	-6,576.71	0.00
333 Tollesbury Harbour Project	250.00		250.00
334 EMR Website	0.00	225.00	225.00
	<u>22,079.44</u>	<u>5,455.74</u>	<u>27,535.18</u>

Detailed Income & Expenditure by Budget Heading 28/02/2021

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	35,335	38,300	2,965	0	2,965	92.3%	0
Net Expenditure	(35,335)	(38,300)	(2,965)				
<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	672	700	28		28	95.9%	
4140 Office Allowance	730	780	50		50	93.6%	
4150 Photocopier	829	1,150	321		321	72.0%	
4160 Postage	39	40	1		1	97.5%	
4170 Stationery	56	60	5		5	92.5%	
4180 Subscriptions	1,401	1,350	(51)		(51)	103.8%	
4190 Telephone	504	450	(54)		(54)	112.0%	
4200 Training	350	130	(220)		(220)	269.2%	
4210 Website	150	550	400		400	27.3%	
4420 Maintenance	(0)	0	0		0	0.0%	
Administration :- Indirect Expenditure	8,062	8,610	548	0	548	93.6%	0
Net Income over Expenditure	87,144	76,596	(10,548)				
<u>120 Amenities</u>							
1100 Allotments Income	890	900	10			98.9%	
Amenities :- Income	890	900	10			98.9%	0
4130 Miscellaneous	666	700	34		34	95.2%	
4250 Allotments	443	500	57		57	88.7%	
4260 Hasler Green	270	1,000	730		730	27.0%	
4270 Rangers	616	1,000	384		384	61.6%	
4280 Woodrolfe Green	450	1,200	750		750	37.5%	
Amenities :- Indirect Expenditure	2,445	4,400	1,955	0	1,955	55.6%	0
Net Income over Expenditure	(1,555)	(3,500)	(1,945)				

Detailed Income & Expenditure by Budget Heading 28/02/2021

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>			142.2%	0
4130 Miscellaneous	255	100	(155)		(155)	255.0%	
4310 Contract	5,417	6,600	1,183		1,183	82.1%	
4320 Skip Fees	0	100	100		100	0.0%	
4330 Water/Sewage Rate	100	120	20		20	83.1%	
4340 Rates	275	275	0		0	99.9%	
Cemetery :- Indirect Expenditure	<u>6,046</u>	<u>7,195</u>	<u>1,149</u>	0	1,149	84.0%	0
Net Income over Expenditure	<u>355</u>	<u>(2,695)</u>	<u>(3,050)</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%	0
4330 Water/Sewage Rate	187	250	63		63	74.7%	
4400 Cleaning Items	6	50	44		44	11.6%	
4410 Electricity	191	600	409		409	31.9%	
4420 Maintenance	30	150	120		120	20.0%	
Pavilion :- Indirect Expenditure	<u>414</u>	<u>1,050</u>	<u>636</u>	0	636	39.4%	0
Net Income over Expenditure	<u>(414)</u>	<u>(1,000)</u>	<u>(586)</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	487	1,500	1,013		1,013	32.4%	487
4590 Woodrolfe Hard	1,000	1,000	0		0	100.0%	1,000
4610 Unallocated Sum	1,527	400	(1,127)		(1,127)	381.7%	1,527
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>11,360</u>	<u>17,250</u>	<u>5,890</u>	0	5,890	65.9%	11,810
Net Expenditure	<u>(11,360)</u>	<u>(17,250)</u>	<u>(5,890)</u>				
6000 plus Transfer from EMR	11,810						
Movement to/(from) Gen Reserve	<u>450</u>						

Detailed Income & Expenditure by Budget Heading 28/02/2021

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	6,191	3,500	(2,691)		(2,691)	176.9%	
4420 Maintenance	2,027	2,200	173		173	92.1%	
4710 Pitch	376	500	124		124	75.2%	
Rec Ground :- Indirect Expenditure	<u>8,594</u>	<u>6,200</u>	<u>(2,394)</u>	0	(2,394)	138.6%	0
Net Income over Expenditure	<u>(8,294)</u>	<u>(4,400)</u>	<u>3,894</u>				
<u>170 Street Clean</u>							
4310 Contract	4,000	4,800	800		800	83.3%	
4420 Maintenance	57	0	(57)		(57)	0.0%	
Street Clean :- Indirect Expenditure	<u>4,057</u>	<u>4,800</u>	<u>743</u>	0	743	84.5%	0
Net Expenditure	<u>(4,057)</u>	<u>(4,800)</u>	<u>(743)</u>				
<u>180 Street Light</u>							
4410 Electricity	850	1,000	150		150	85.0%	
4420 Maintenance	625	700	76		76	89.2%	
Street Light :- Indirect Expenditure	<u>1,475</u>	<u>1,700</u>	<u>225</u>	0	225	86.8%	0
Net Expenditure	<u>(1,475)</u>	<u>(1,700)</u>	<u>(225)</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	431	431	0		0	99.9%	
Woodrolfe Hard :- Indirect Expenditure	<u>995</u>	<u>781</u>	<u>(214)</u>	0	(214)	127.5%	0
Net Income over Expenditure	<u>(253)</u>	<u>19</u>	<u>272</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	367	460	93		93	79.8%	
4310 Contract	180	480	300		300	37.5%	
4420 Maintenance	456	750	294		294	60.9%	
Woodup :- Indirect Expenditure	<u>1,004</u>	<u>1,690</u>	<u>686</u>	0	686	59.4%	0
Net Income over Expenditure	<u>(904)</u>	<u>(1,690)</u>	<u>(786)</u>				
6001 less Transfer to EMR	100						

Detailed Income & Expenditure by Budget Heading 28/02/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(1,004)</u>						
<u>210 S137 Expenditure</u>							
4800 Donations	180	600	420		420	30.0%	
S137 Expenditure :- Indirect Expenditure	<u>180</u>	<u>600</u>	<u>420</u>	<u>0</u>	<u>420</u>	<u>30.0%</u>	<u>0</u>
Net Expenditure	<u>(180)</u>	<u>(600)</u>	<u>(420)</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	2,016	500	(1,516)		(1,516)	403.2%	
4860 Advertising	180	180	0		0	100.0%	
Other :- Indirect Expenditure	<u>2,196</u>	<u>680</u>	<u>(1,516)</u>	<u>0</u>	<u>(1,516)</u>	<u>322.9%</u>	<u>0</u>
Net Income over Expenditure	<u>754</u>	<u>(680)</u>	<u>(1,434)</u>				
Grand Totals:- Income	106,589	93,256	(13,333)			114.3%	
Expenditure	82,163	93,256	11,093	0	11,093	88.1%	
Net Income over Expenditure	<u>24,426</u>	<u>0</u>	<u>(24,426)</u>				
plus Transfer from EMR	11,810						
less Transfer to EMR	100						
Movement to/(from) Gen Reserve	<u>36,136</u>						

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

March 2021

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT					
15.02.21	D/D	Bulb		Electricity Supply - Pavilion	£43.61
26.02.21	D/D	Utility Warehouse	164042044	Parish Phone	£61.82
23.01.21	D/D	E.On		Electricity Supply - Streetlights	£82.14
15.03.21	D/D	A & J Lighting Solutions	34970	Monthly maintenance	£67.92
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2					
16.02.21	D/D	Adobe	IEE2021001303339	Adobe Monthly Subscription	£12.94
28.02.21	D/C	O2		Mobile Top Up	£10.00
28.02.21	D/C	O2		Mobile Top Up	£10.00
UNITY TRUST BANK - CURRENT ACCOUNT					
02.03.21		Wages		Staff Wages	£2,135.69
	Online	Essex Pension Fund		Employee and Employer Contributions - March	£711.46
	Online	Tollesbury Skip Hire	13565	Civic Amenity Skip	£168.00
		Viking Skips Ltd	0680	Civic Amenity Skip	£168.00
	Online	D W Maintenance		Grounds Maintenance - Cemetery - February	£541.66
				Grounds Maintenance - February	£787.92
				Moving of goal sockets	£548.00
	Online	S Curtis	4	Litter Contract	£400.00
	Online	Barney Reece Tree & Garden Management		Topping and facing lleylanii trees - Cemetery	£1,995.00
	Online	Tollesbury Athletic		Grant towards goal posts - Minutes 12th Jan 2021	£1,355.92
	Online	Fellowship Afloat Charitable Trust	11610	Printing Newsletter - Climage Change and Tolls Vols	£145.00
	Online	P Gilbert	223	Website Accessibility Audit	£200.00
TOTAL					£9,445.08

Payment Breakdown	
Tollesbury Current Account	£255.49
Tollesbury A/c No. 2 Debit Card	£32.94
Unity Trust Bank	£9,156.65
TOTAL	£9,445.08

TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

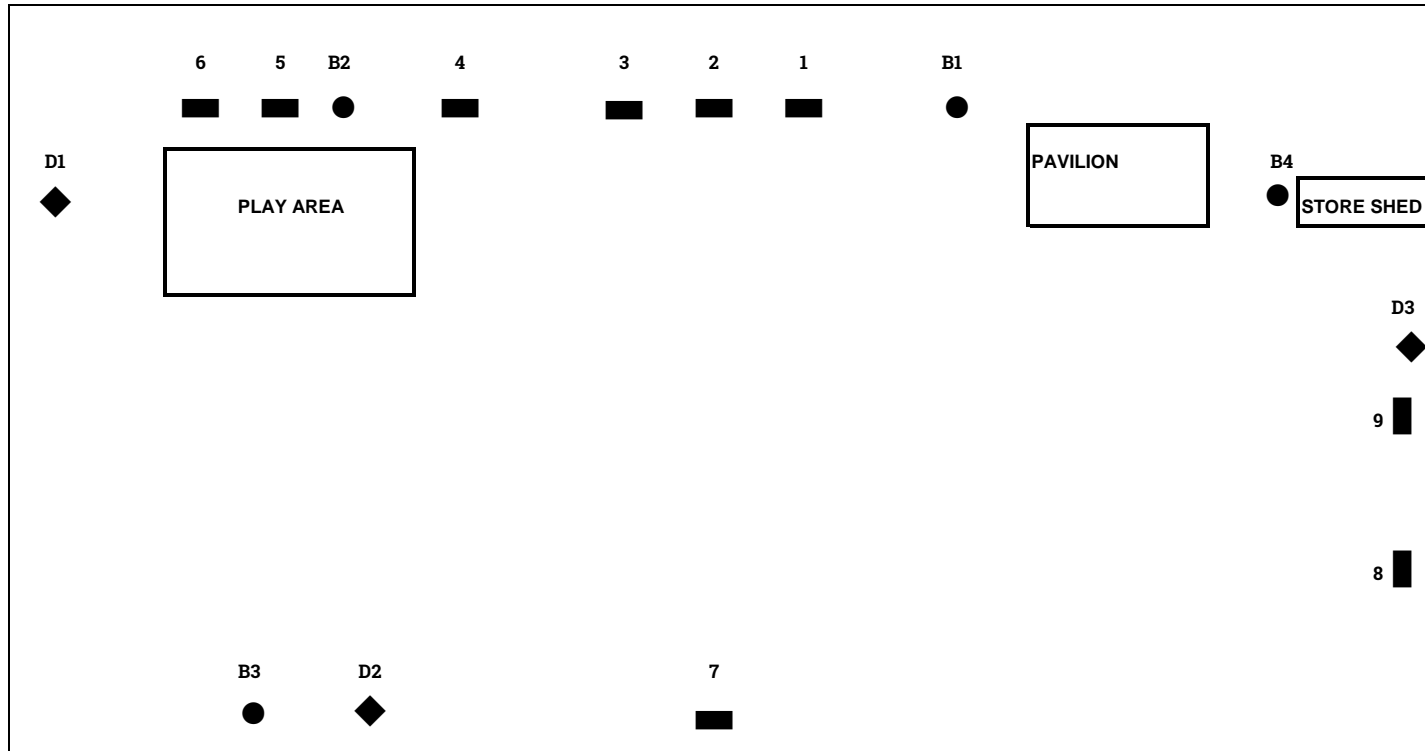
DATE OF INSPECTION: 28/02/2021

	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: 28/02/2021



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*