



TOLLESBURY  
PARISH  
COUNCIL

## Tollesbury Parish Council

Notice is hereby given that the virtual Meeting of Tollesbury Parish Council will be held on Tuesday 11<sup>th</sup> May 2021, in The Centre commencing at 7.30 pm, to which members of the Council are summoned for the transaction of the under-mentioned business.

*M. Curtis*

Michelle Curtis – Clerk to the Council

4th May 2021

Councillors: S Plater (Chairman), T Lowther (Vice-Chairman), M Bell,  
V Chambers, R Clare, S Hawes, R Lankester, S Legg,  
J Rogers, A St Joseph

**THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND**

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted however the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

**Due to current COVID19 situation, if you wish to attend the meeting,  
please contact the Parish Clerk for further information.**

**1. Resignation**

[To receive letter of resignation from Cllr Cole](#)

**2. Apologies for Absence**

To receive apologies for absence.

**3. Declaration of Interest**

Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

**4. Public Forum**

Members of the public will be given an opportunity to put forward their question(s) or statement to the Council. The Chairman will at his discretion then decide if he is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

**5. County Councillor and District Councillors**

To receive information from the County Councillor and District Councillors

**6. Tollesbury – COVID-19**

To receive a verbal update from Cllr Clare on Tollesbury Volunteers

**7. Minutes**

To receive and approve the minutes of the Annual Statutory Meeting held on 4<sup>th</sup> May 2021

**8. Accounts 2020/21**

8.1 To approve the 2020/21 Accounts

8.2 To approve the Annual Governance and Return 2020/21

**9. Finance**

9.1 To receive and approve the Payments

**10. Planning Applications and Decisions**

**10.1 Planning Applications**

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)).

**10.1.1 [Application No: FUL/MAL/21/00343 PP-09554404](#)**

Proposal: Proposed development of 10No 2, 3 and 4 bedroom houses including access, landscaping and associated works.  
Location: The Go-Ahead Group Plc 62 New Road Tollesbury

**10.2 Planning Appeals**

To receive notification of Planning Appeals from Maldon District Council.

**10.3 Planning Decisions**

[HOUSE/MAL/21/00180 – 7 Valkyrie Close– Approved](#)

**10.4 Planning Appeal Decisions**

To note appeal decisions made by the Planning Inspectorate.

**10.5 Tree Preservation Orders for information**

To note TPOs made by Maldon District Council.

**11. Recreation Ground**

11.1 To receive the Draft Minutes of the Recreation Ground Committee meeting held on 26<sup>th</sup> April 2021

11.2 [To consider the proposal to provide funding towards two sets of portable goals for junior football](#)

11.3 [To consider the proposal to purchase new dog and litter bins](#)

- 11.4 [To consider the proposal to purchase new signage for the play area reminding users to lock the gate](#)
- 11.5 [To receive Monthly Inspection Report](#)
- 12. **Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**
  - 12.1 To receive a verbal report from the Environment and Amenity Committee.
- 13. **Woodrolfe Hard**
  - 13.1 To receive a verbal report from the Woodrolfe Hard Committee.
- 14. **Woodup Pool**
  - 14.1 To receive the Draft Minutes of the Woodup Pool Committee meeting held on 5<sup>th</sup> May 2021.
- 15. **Youth Working Group**
  - To receive a verbal update from the Youth Working Group
- 16. **Terms of Reference**
  - [To adopt the revised Terms of Reference for the Finance and Policy Committee.](#)
- 17. **Meeting Schedule 2021/22**
  - [To agree Meeting Schedule for 2021/22](#)
- 18. **Insurance**
  - To consider adding the streetlights to the insurance policy for the additional premium of £57.27.
- 19. **Pavilion**
  - [To receive notification of a price increase from 29<sup>th</sup> May 2021 for the electricity supply to the Pavilion](#)
- 20. **Footpath**
  - [To consider proposal from a resident to re-route the footpaths 8 and 21 at Bohuns Hall Farm.](#)
- 21. **Police/Community Protection Officers (CPO)**
  - 21.1 To receive the Police Reports (confidential) and discuss policing matters within the village to feedback to Essex Police
  - 21.2 To receive the CPO Reports for April 2021
- 22. **Administration**
  - To receive information from the Clerk – update on current and ongoing matters.
- 23. **Community Concerns**
  - To receive information only or note future agenda items.

**24. Dates of the Next Meetings**

Tuesday 1<sup>st</sup> June 2021 – Full Council Meeting - 7.30 pm

Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 24<sup>th</sup> May 2021, at the latest.

Tuesday 8<sup>th</sup> June 2021 – Recreation Ground Committee - 7.30 pm

Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 31<sup>st</sup> May 2021, at the latest.

Tuesday 15<sup>th</sup> June 2021 – Woodup Pool Committee - 7.30 pm

Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 7<sup>th</sup> June 2021, at the latest.

Tuesday 6<sup>th</sup> July 2021 – Full Council Meeting - 7.30 pm

Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 28<sup>th</sup> June 2021, at the latest.

**Clerk:** Michelle Curtis

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

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

Tollesbury Parish Council

MICHELLE CURTIS

4 VALKYRIE CLOSE

Tollesbury, CM9 8SL.

Rob Cole

MAY 1st 2021.

Good Morning Michelle.

Re: Resignation.

Further to our telephone conversation Thursday 29th April as to the above, I wish to confirm that due to personal circumstances I am no longer in a position to continue as a Parish Councillor.

It is therefore with regret that I herewith tender my Resignation.

I would like to thank you and my fellow councillors for the support and assistance during My term with the Parish Council and wish one and all good luck with their good work.

Yours Sincerely

Robert Cole.

**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 30 April 2021**



**HOUSE/MAL/21/00180 Tollesbury East**

Single storey rear and front extensions  
7 Valkyrie Close Tollesbury Essex CM9 8SL  
(UPRN - 100090565144)  
Mr L Swift

**APPROVE** subject to the following conditions:-

1 **CONDITION**

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

**REASON**

To comply with Section 91(1) The Town & Country Planning Act 1990 (as amended).

2 **CONDITION**

The development hereby permitted shall be carried out in accordance with the following approved plans and documents: MD2002.02A, MD2002.03A, MD2002.04A, MD2002.05A, MD2002.06A, MD2002.07A

**REASON**

To ensure that the development is carried out in accordance with the details as approved.

3 **CONDITION**

The materials used in the construction of the development hereby approved shall be as set out within the application form/plans hereby approved.

**REASON**

In the interest of the character and appearance of the area in accordance with policy D1 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

**POSITIVE AND PROACTIVE STATEMENT**

Town and Country Planning (Development Management Procedure) (England) Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Hayley Sadler  
Dated : 23/04/2021





## **Football Goals**

At the Recreation Ground Committee Meeting held on Monday 26<sup>th</sup> April 2021, the Committee considered a request from Tollesbury Juniors for funding towards two sets of new portable football goals.

The Committee were supportive of having additional portable goals as it is important to keep football in the village. 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.

A resident had also expressed concern that the current 11-a-side goal was too near the skate park. Having portable goals would resolve this issue as the goals would only be near the skate park when a match is being played.

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 £4,566 and Tollesbury Juniors has secured funding from the FA of £2,520 leaving a shortfall of £2,046

The Recreation Ground Committee would like to propose that a grant of £1,000 is given towards the two sets of new goals.

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

**Clerk:** Michelle Curtis

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

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





**TOLLESBURY  
PARISH  
COUNCIL**

**RECREATION GROUND PROPOSAL  
28<sup>th</sup> April 2021**

## **RECREATION GROUND**

At the Recreation Ground Committee meeting held on 26<sup>th</sup> April 2021, the Committee discussed the need for replacement litter/dog bins. It had brought to the attention of the Committee by Maldon District Council and the Litter Picker that some of the bins were rusting/had damaged liners.

The Committee would like to propose that replacement litter/dog bins were purchased from Maldon District Council:

2 x Dog bins

Cost per bin: £90.85 + VAT

Emptying of the first year: £42.96 (This is only applicable to one bin which is new to the collection schedule)

2 x Litter Bins

Cost per bin £164.76 + VAT

Installation of all bins by Bonz: £120

In addition, the liner on the 'Froggo' bin in the play area has rotted and requires replacing, the cost of a replacement liner from Glasdon is £41.88 + £5.95 + VAT

### **Cost:**

Dog Bins x 2 - £181.70

Emptying Schedule - £42.96

Litter Bins x 2 = £329.52

Installation – £120.00

Froggo bin liner - £41.88

Delivery - £5.95

**TOTAL: £722.01 exclusive of VAT**

Funds to be spent from Recreation Ground Earmarked Funds.

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**TOLLESBURY**  
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**RECREATION GROUND PROPOSAL**  
**28<sup>th</sup> April 2021**

## **RECREATION GROUND**

At the Recreation Ground Committee meeting held on 26<sup>th</sup> April 2021, the Committee discussed an email from a resident who had expressed concern that the gates at the Recreation Ground did not automatically lock due to the current locking mechanism. The resident advised that adults and children do not lock the gates when entering/closing the play area which would give children the opportunity to leave the play area without the parent's knowledge.

As a starting point, the Recreation Ground Committee agreed that signage could be installed on each gate reminding people to lock the gate.

The Committee would like to propose that the following signage is purchased from The Sign Shed:



The sign would be A4, 3mm composite aluminium and cost £13.13 inclusive of VAT plus delivery.

**Cost:**

6 signs (one either side of each gate) - £78.78 + Delivery  
Funds to be spent from Recreation Ground Maintenance Budget.

**Clerk:** Michelle Curtis

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

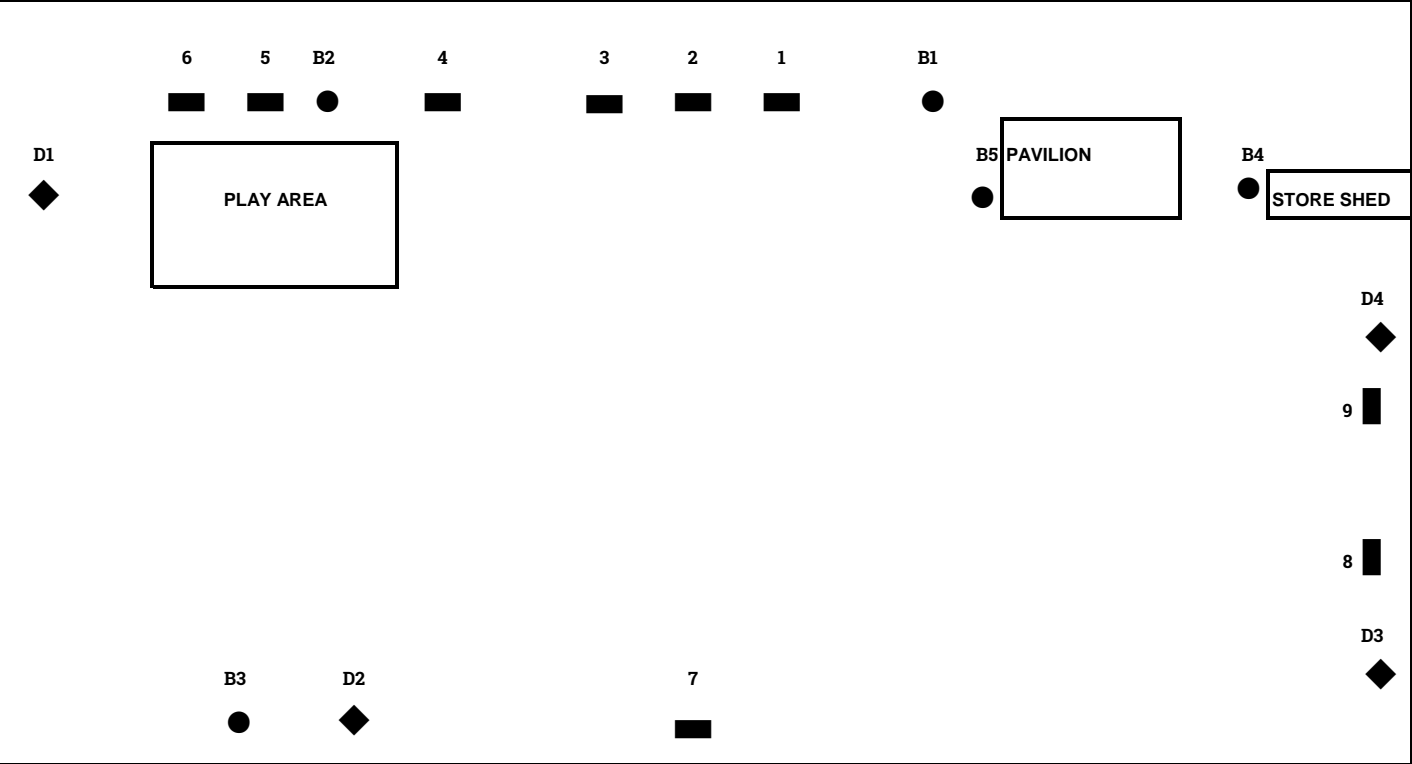
DATE OF INSPECTION: 30/04/2021

	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: 30/04/2021



**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	Bin taped up
4	Ok

**Litter Bins (B\*)**

1	Ok
2	Ok
3	Ok
4	Ok
5	Ok

Signed: *S J Curtis*



## **Finance and Policy Committee**

### **1. Membership**

- 1.1 Membership shall consist of 4 Council Members appointed at the Annual Parish Meeting.
- 1.2 The Chairman of the Committee shall be elected as per Standing Orders 4d(vii). A Vice-Chairman shall also be appointed.

The Chairman of the meeting may give an original vote on any matter put to the vote and in the case of equal votes may exercise his casting vote whether or not he gave an original vote, voting should be via show of hands.

- 1.3 A quorum shall consist of 3 members of the Committee.

### **2. Meetings**

- 2.1 The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Parish Council.
- 2.2 The Finance Committee will be convened in accordance with the Parish Council's Standing Orders.
- 2.3 The Agenda will be published in accordance with Standing Order 3b.
- 2.4 Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be presented electronically at the next full meeting of Tollesbury Parish Council. All Finance Committee decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full meeting of Tollesbury Parish Council.
- 2.5 Additional meetings will be arranged as required.



### **3. Areas of responsibility**

- 3.1 The Committee will monitor the Parish Councils finances and ensure that the Parish Council acts within the annual agreed budget. The RFO will provide financial reports to the Full Council monthly.
- 3.2 The Committee will propose the annual precept for approval of Tollesbury Parish Council.
- 3.3 The Committee will review fees annually when setting the precept for approval of Tollesbury Parish Council.
- 3.4 To review all Parish Council Policies and Procedures including the Asset Register. Any proposed amendments to any documents to be submitted to the Full Council for approval.
- 3.5 To review the Parish Council website to ensure that it is compliant with current legislation and consider any future enhancements. Any proposed amendments to the website to be submitted to the Full Council for approval.
- 3.6 The Committee will note and if necessary consider feedback from members of the public who use the opportunity to feedback to the Parish Council via telephone or email to the Parish Clerk.

Version	Details of Changes	Date	Approver
V1.0	Adopted by the Parish Council	01/09/20	TPC
V2.0	Reviewed by the Finance and Policy Committee. Approved by the Parish Council	05/05/21 11/05/21	TPC



**TOLLESBURY**  
PARISH  
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## MEETING SCHEDULE

### Meeting Schedule 2021/22

The Council and Committees meet in the Pavilion on the Victory Recreation Ground. The public and press are welcome to all meetings and will have the opportunity to put questions or comments to Councillors. If you would like an item on the agenda, please put your request in writing to the Parish Clerk.

MONTH	DATE	MEETING	AGENDA CUT-OFF DATE
<b>2021</b>			
<b>May</b>	Tuesday 4 <sup>th</sup>	Council Annual Statutory Meeting	Monday 26 <sup>th</sup> April
	Tuesday 11 <sup>th</sup>	Full Council Meeting	Monday 3 <sup>rd</sup> May
<b>June</b>	Tuesday 1 <sup>st</sup>	Full Council Meeting	Monday 24 <sup>th</sup> May
	Tuesday 8 <sup>th</sup>	<b>Recreation Ground Committee</b>	<b>Monday 31<sup>st</sup> May</b>
	Tuesday 15 <sup>th</sup>	<b>Woodup Pool Committee</b>	<b>Monday 7<sup>th</sup> June</b>
<b>July</b>	Tuesday 6 <sup>th</sup>	Full Council Meeting	Monday 28 <sup>th</sup> June
	Thursday 8 <sup>rd</sup>	<b>Woodrolfe Hard Committee</b>	<b>Wednesday 30<sup>th</sup> June</b>
	Tuesday 20 <sup>th</sup>	Full Council Meeting - Planning	Monday 12 <sup>th</sup> July
	Tuesday 20 <sup>th</sup>	<b>Environment &amp; Amenity Committee</b>	<b>Monday 12<sup>th</sup> July</b>
<b>August</b>	Tuesday 3 <sup>rd</sup>	Full Council Meeting	Monday 26 <sup>th</sup> July
	Wednesday 4 <sup>th</sup>	Full Council Meeting - Planning	Tuesday 25 <sup>th</sup> July
<b>September</b>	Tuesday 7 <sup>th</sup>	Full Council Meeting	Monday 30 <sup>th</sup> August
	Thursday 9 <sup>th</sup>	<b>Woodrolfe Hard Committee</b>	<b>Wednesday 1<sup>st</sup> September</b>
	Tuesday 21 <sup>st</sup>	Full Council Meeting - Planning	Monday 13 <sup>th</sup> September
	Tuesday 21 <sup>st</sup>	<b>Recreation Ground Committee</b>	<b>Monday 13<sup>th</sup> September</b>
<b>October</b>	Tuesday 5 <sup>th</sup>	Full Council Meeting	Monday 27 <sup>th</sup> September
	Tuesday 19 <sup>th</sup>	Full Council Meeting - Planning	Monday 11 <sup>th</sup> October
	Tuesday 19 <sup>th</sup>	<b>Woodup Pool Committee</b>	<b>Monday 11<sup>th</sup> October</b>
<b>November</b>	Tuesday 2 <sup>nd</sup>	Full Council Meeting	Monday 25 <sup>th</sup> October
	Tuesday 9 <sup>th</sup>	<b>Recreation Ground Committee</b>	<b>Monday 1<sup>st</sup> November</b>
	Tuesday 16 <sup>th</sup>	Full Council Meeting - Planning	Monday 8 <sup>th</sup> November
	Tuesday 16 <sup>th</sup>	<b>Environment &amp; Amenity Committee</b>	<b>Monday 8<sup>th</sup> November</b>
<b>December</b>	Thursday 18 <sup>th</sup>	<b>Woodrolfe Hard Committee</b>	<b>Wednesday 10<sup>th</sup> November</b>
	Tuesday 7 <sup>th</sup>	Full Council Meeting	Monday 29 <sup>th</sup> November
	Wednesday 8 <sup>th</sup>	<b>Finance and Policy Committee</b>	<b>Tuesday 30<sup>th</sup> November</b>
	Tuesday 21 <sup>st</sup>	Full Council Meeting – Planning/Precept	Monday 13 <sup>th</sup> December





**TOLLESBURY**  
PARISH  
COUNCIL

MONTH	DATE	MEETING	AGENDA CUT-OFF DATE
<b>2022</b>			
<b>January</b>	Tuesday 11 <sup>th</sup>	Full Council Meeting	Monday 3 <sup>rd</sup> January
	Tuesday 18 <sup>th</sup>	Full Council Meeting - Planning	Monday 10 <sup>th</sup> January
	Tuesday 18 <sup>th</sup>	<b>Environment &amp; Amenity Committee</b>	<b>Monday 10<sup>th</sup> January</b>
<b>February</b>	Tuesday 1 <sup>st</sup>	Full Council Meeting	Monday 24 <sup>th</sup> January
	Thursday 3 <sup>rd</sup>	<b>Woodrolfe Hard Committee</b>	<b>Wednesday 26<sup>th</sup> January</b>
	Tuesday 15 <sup>th</sup>	Full Council Meeting - Planning	Monday 7 <sup>h</sup> February
	Tuesday 15 <sup>th</sup>	<b>Woodup Pool Committee</b>	<b>Monday 7<sup>th</sup> February</b>
<b>March</b>	Tuesday 1 <sup>st</sup>	Full Council Meeting	Monday 21 <sup>st</sup> February
	Tuesday 8 <sup>th</sup>	<b>Finance and Policy Committee</b>	<b>Monday 28<sup>th</sup> February</b>
	Tuesday 15 <sup>th</sup>	Full Council Meeting - Planning	Monday 7 <sup>h</sup> March
	Tuesday 15 <sup>th</sup>	<b>Recreation Ground Committee</b>	<b>Monday 7<sup>th</sup> March</b>
<b>April</b>	Tuesday 5 <sup>th</sup>	Full Council Meeting	Monday 28 <sup>th</sup> March
	Tuesday 12 <sup>th</sup>	<b>Woodup Pool Committee</b>	<b>Monday 4<sup>th</sup> April</b>
	Tuesday 19 <sup>th</sup>	Full Council Meeting - Planning	Monday 11 <sup>th</sup> April
	Tuesday 19 <sup>th</sup>	<b>Environment &amp; Amenity Committee</b>	<b>Monday 11<sup>th</sup> April</b>
<b>May</b>	Tuesday 3 <sup>rd</sup> May	Council Annual Statutory Meeting	

**Clerk:** Michelle Curtis,

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Tollesbury Parish Council  
The Sports Pavillion, Church Street, Tollesbury,  
Maldon, Essex  
CM9 8QJ

Date: 28 April 2021

## Your electricity will cost more from 29 May

Hi Tollesbury,

The cost of supplying energy has changed, so we're changing our business electricity prices from 29 May.

We've kept our business energy prices low for a long time and haven't changed them since 2018. In the last 6 months alone, wholesale electricity costs have increased by 36%, so we need to increase our prices to reflect the true cost of energy.

Here's how your electricity rates are changing for Tollesbury Parish Council at The Sports Pavillion Church Street, Tollesbury, Cm9 8Qj.

	Until 29 May	From 29 May
Electricity day unit rate (per kWh)	13.94p	18.69p
Electricity night unit rate (per kWh)	8.03p	10.77p

These prices do not include VAT or Climate Change Levy.

## When costs come down, we'll drop our prices

We'll drop our prices as soon as our costs fall. We're committed to fair pricing and so we'll always reflect the true cost of energy.

## We won't change your payments yet

We'll review your monthly payments in the next three months to make sure you're not paying too much or too little. We'll let you know if we think your monthly payments need to change.

We're sorry we have to increase your prices. As always, we'll try our best to reduce our costs and will pass these savings on to you as soon as we can.

Thanks,  
Team Bulb

A re-routing proposal for footpaths 8 and 21 at Bohuns Hall Farm.

Dear Councillors,

I wonder if you could give some thought to the following proposal. It stems from the increased use of the village footpaths and the problems this can cause for local businesses.

At Bohuns Hall the increase in use (and misuse) of footpath 21 ( see attached map) has reached a level that led us to consult Jason Bolitho at Highways Essex to help us look for a solution.

The problem for the farm is that the mix of large farm vehicles and significant numbers of people, particularly those unfamiliar with the area, operating in close proximity in a confined working area.

In discussion, Jason Bolitho understood the problem and wrote that I had a valid case for them to consider but as far as he could see the only possible diversion appeared to be one that would involve property owned by the Parish Council – the Recreation Ground - and that I should ask for your views.

The changed routing under discussion with Highways is as follows.

The closure of public access through the farm yard. The black arrow.

The replacement with a diverted route made up of.

1)The yellow arrow for which parish council agreement would be necessary as it is your property. This would be similar to the route of footpath 19 across the top of the recreation ground.

2)The blue arrow which would formally create a new public access link between the SW corner of the Rec to footpath 8. This could also include a right to cycle for its full length from Elysian Gardens to Prentice Hall Lane if the Parish Council wished.

3)The green arrow which would provide a footpath link to join the route of footpath 21 down to Thirslet Hard and the seawall.

I appreciate this is not a straightforward proposal for the parish council to consider. Although route 21 will be less direct may I suggest there will be advantages to the village with a new cycling route.

Needless to say I am not expecting the Parish Council to carry any of the costs associated with this proposal but I would be grateful if you could let me know your views or whether you would prefer a site meeting to check out the route.

