

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: Council Councillor Durham
James Phelan – Phelan Barker Ltd
6 members of the public

1. Apologies for Absence

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

There were apologies for absence from District Councillor Thompson.

2. Declarations of Interest

There were no declarations of interest disclosed.

Cllr Lowther arrived at the meeting.

3. Public Forum

A resident asked for an update on the email he had submitted regarding the Recreation Ground.

The Clerk reported that the email will be discussed by the Recreation Ground Committee at their next meeting. A meeting is being scheduled for April.

A resident asked about the proposed development in North Road. What assessment has been carried out on the impact of using the main access on the site proposed. The Chairman advised that he is unsure whether the applicant has made any assessment or arranged for a Highways Consultant to look at the access point. The Parish Council will not know until any formal application is submitted. The Chairman confirmed the area in question is part of the Neighbourhood Plan and the Committee are still in the process of trying to finalise the Neighbourhood Plan. The Chairman suggested that the resident may wish to attend the next meeting of the Neighbourhood Plan Committee.

The resident left the meeting.

4. County Councillors and District Councillors

Cllr Durham reported:

- Essex County Council (ECC) are working on the COVID recovery plan. ECC is looking at various initiatives to get businesses going after the pandemic.
- He is Chairman of Visit Essex, and there is concern regarding the tourist and hospitality businesses which have been devastated by the pandemic.
- Thanks were expressed to Cllr Clare for the communication regarding the ECC Winter Fund which has helped residents in Tollesbury.

- Due to the Bradwell Power Station being put on hold, the administration at Maldon District Council (MDC) has decided to utilise the administration of staff which was paid for by the BRB and have brought forward the review of the Local Development Plan which was adopted in 2017. The administration in Maldon is embarking on a review that has initially called for a ‘call for sites.’
- The claim form for the Locality Fund for funds towards the Sluice Gate had been received and the funds were due to be sent to the Parish Council.
- He was pleased to note that the Parish Council is in the process of developing a Neighbourhood Plan and he would encourage the Parish Council to push forward.

The Chairman expressed thanks to Cllr Durham for allocating £1,700 of his fund towards the Sluice Gate repairs. The Chairman stated that it is hoped that Woodup Pool will open by the end of June but this will be subject to the COVID situation and government guidelines.

Cllr Lankester asked Cllr Durham for an update on the Essex Climate Report as the Parish Council are progressing with a Climate Crisis Partnership and have a meeting on 8th April 2021 to discuss what we can do locally.

Action: Cllr Durham to provide a written update to the Clerk.

Cllr Durham left the meeting.

Councillors agreed to discuss item 18 on the agenda after item 7.3.

5. Tollesbury Volunteers – COVID19

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

- There has been very little activity.
- One resident was assisted in moving by one of the volunteers.
- On behalf of the Parish Council, Tolls Vols and the Taylors Charity, Cllr Clare had written to Cllr Durham to thank him for the £500 he had allocated to Tollesbury from the ECC Winter Grant. This has helped some families in the village.
- The Steering Group are planning how to step back from front line duties as volunteers. It is likely to keep a small group of volunteers for the foreseeable future. The helplines will be put in abeyance, but Tols Volls will retain the email address in case anyone needs to make contact. The website which was donated and operated by a volunteer, will either go into abeyance or migrate some of the information onto the PC website,
- It is anticipated that there will be one further newsletter towards the end of the month.

The total expenditure as of the 6th April 2021 for COVID19 is £1,593.51 excluding VAT (Appendix A).

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

Resolved: that the Minutes of the Parish Council Meeting held on 2nd March 2021 be approved as a true record of the Meeting. Proposed Cllr Lowther, seconded Cllr Lankester. 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 31st March 2021 (Appendix B) was presented to the Council.

Councillors received the following monthly financial reports:

Bank Reconciliation – Closing balance of £74,518.89

Expenditure to date – Budget £93,256 – Actual to date £101,448

Income to date – Budget £93,256 (including Precept £85,204) – Actual to date £109,208

Earmarked Funds – Closing Balance £14,495.95 – Net movement –(£7,583.49)

The Chairman will sign the Reports as soon as practical.

7.2 Woodup Pool

Resolved: to ratify the expenditure of £1,400 + VAT for the additional works to the Sluice Gate Flap. (Appendix C). Unanimously agreed.

7.3 To approve Payments

Payments

The items for payment totalling £19,483.75 were presented for approval (Appendix D).

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

18. Website

18.1 Website Audit Report – Andrew Gilbert

The report was received and noted.

18.2 Website Accessibility Report and Costings – Phelan Barker

Resolved: to accept the quotation from Phelan Barker to proceed with the Accessibility Statement on the Parish Council website for £150.00 + VAT. It was agreed to review the website accessibility in 6 months (October 2021). The Parish Council intends to work towards achieving WCAG 2.1 AA compliance. Unanimously agreed.

8. Recreation Ground

8.1 Update from the Recreation Ground Committee

Cllr Lowther reported the following:

- A Committee meeting is being scheduled before the end of the month as there are some issues to discuss.

8.2 Monthly Inspection Report

The Monthly Inspection Report dated 31/03/2021 was received (Appendix E). There were no issues to report.

The Clerk advised that since the report, the Litter Contractor has reported that the guttering on the Pavilion has been damaged.

Action: Clerk to obtain a quotation for metal replacement guttering.

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

9.1 Update from the Environment and Amenity Committee Meeting

The Clerk reported the following:

- The Clerk advised that she had been contacted the previous weekend regarding children throwing stones on Hasler Green. The Clerk reported that she had removed several large stones/rubble from Hasler Green. The resident also suggested that Hasler Green was an area where no ball games were allowed as the balls are being kicked at fences and vehicles causing damage.

Action: to be discussed by the Environment and Amenity Committee.

- Matt Wilson from Maldon District Council has advised that they are due to carry out repairs to the road leading to the sewerage plant. It may be necessary to close the access road for one day for the works to be carried out.
- The TV Company who are filming in the village used an area of Woodrolfe Green car park for 3 days. They have agreed to pay £100 per day for the use of the area.

Resolved: to use the £300 from the film company towards the shortfall in funds for the works to the Sluice Gate/Flap. Unanimously agreed.

James Phelan left the meeting.

10. Woodrolfe Hard

10.1 Draft Minutes of the Woodrolfe Hard Committee Meeting

The Draft Minutes of the Woodrolfe Hard Committee Meeting held on 23rd March 2021 were received and noted.

10.2 Rules and Regulations Woodrolfe Hard

Resolved: to approve the Rules and Regulations for Woodrolfe Hard. Unanimously agreed.

Action: Chairman to adapt the drawing for the document.

Cllr St Joseph reported that on Saturday 27th March 2021, the Working Party started the improvement works at Woodrolfe Hard. 4 tonnes of stone was laid and additional stone may be required.

The Chairman reported that signage (no parking signs and two courtesy signs) had also been put up. The work which was also due to be carried out by Bonz was mostly carried out by the Working Party which has saved the Parish Council approx. £500. It was suggested that the unspent funds could be used to purchase the additional stone.

Cllr Lankester stated that additional signage was required to advise residents/visitors that the road was liable to tidal flooding as several vehicles had been caught in the tide.

The Chairman reported that he had asked the Clerk to contact Essex County Council Highways to ask them about installing some more signage which states 'tidal flooding' rather than 'flooding'.

Action: Clerk to forward a copy of the email sent to Highways to Cllr Durham.

It was noted that the quayside wall belongs to ECC.

11. Woodup Pool

11.1 Update from the Woodup Pool Committee

Cllr Lowther reported that the Sluice Gate had been replaced and it is hoped that the grouting will be completed by the weekend.

Once the works have been completed, a Committee meeting will be scheduled.

11.2 Woodup Pool – Water Testing

The letter from Maldon District Council regarding the water testing was received. MDC has agreed to pay for the water testing from April – September 2021 but moving forward the sampling of Woodup Pool will not be funded by the authority past 2021 and the Parish Council will need to make arrangements to meet the financial obligation in 2022.

Councillors were disappointed that MDC had decided to withdraw from paying for the water testing past September 2021. Whilst Woodup Pool is a village asset, the facility is used by people from the Maldon District and beyond. All other costs for the pool are met by the Parish Council.

Action: to be discussed further by the Woodup Pool Committee.

Cllr Clare stated that several people were enquiring as to when Woodup Pool is expected to open. Cllr Clare suggested that the Parish Council publicise a statement providing information when the pool is expected to open.

The Chairman advised that it is the intention to open the pool at the end of June subject to the COVID situation and government guidelines.

Action: Chairman to prepare a statement regarding the opening of Woodup Pool to be displayed on the Parish Council website and Facebook Page.

12. Neighbourhood Plan

The Chairman reported that he is finishing off the plans for the Draft Neighbourhood Plan document. Once completed, the plan will be submitted to the Planning Consultant.

13. Youth Working Group

Cllr Rogers reported:

- The Working Group met to review the current situation and the TolsHIP Facebook Page.
- It appears that youth issues have improved, there are fewer issues reported on the Facebook pages. There have also been some emails received with some positive feedback.
- The Youth Working Group are looking at youth apprenticeships and mentorships.

Action: Cllr Clare to circulate a paper to Councillors.

The Chairman closed the meeting at 9.10 pm for a break.

The Chairman re-opened the meeting at 9.15 pm.

One resident did not return to the meeting.

14. Remote Meetings

The Clerk reported that Government had announced that remote meeting powers will not be extended. The National Association of Local Councils (NALC) are lobbying Government and it is expected that a decision will be determined before the end of April.

The current legislation for remote meetings is due to end on 7th May 2021.

Action: Clerk to respond to the current consultation on remote meetings.

The Clerk had made enquiries regarding the availability of the local venues should legislation not be extended for Zoom meetings.

15. Asset Register

Councillors reviewed the Asset Register. The value of assets as of 31st March 2021 was £501,049.73. Compared to 2019/20, this is a reduction of £2,585 which is mainly due to the removal of the Cemetery Shed.

Action: to consider adding the streetlights to the insurance policy. Clerk to find out how much the additional insurance cover would cost. To be considered by the Finance Committee.

16. Risk Assessment and Management Document

Councillors reviewed the Risk Assessment and Management Document and made some minor amendments.

Resolved: Unanimously agreed to include the following:

Finance and Administration

Website Accessibility

Risk Level: Medium

Measure to Mitigate Risk: Work towards compliance with relevant Government legislation with regards to website accessibility

Review: Ongoing with a review in 6 months

Assets

Allotments, Hasler Green, Woodrolfe Green

Risk Level: Low

Measure to Mitigate Risk: Quarterly Inspections

Review: Ongoing

Assets

Defibrillator

Risk Level: Low

Measure to Mitigate Risk: Monthly Inspections

Review: Ongoing

Resolved: to approve the Risk Assessment and Management Document V5.0.

Action: Clerk to ask the Litter Picker to include the inspections of the Telephone Kiosks with his quarterly checks.

17. Annual Assembly

The Annual Parish Assembly will be held on 5th May 2021 commencing at 7.00 pm via Zoom.

Action: Clerk to advertise the Annual Assembly via the Parish Magazine, Parish Council website, Facebook Page and noticeboards.

19. Police/Community Protection Officers (CPOs)

19.1 Police

The Police Reports (confidential) were received and noted.

19.2 CPO Report for February 2021

The report for February was received and noted.

Action: Clerk to arrange for Cllr Bell and herself to attend a meeting with the CPOs.

20. Administration

West Street – Tom Eng from ECC has been tasked with the job of looking at options to address the speeding issues in West Street. Tom has suggested that the Parish Council consider having a white fence at the entrance to the village. The gateway features could be funded by the Local Highways Panel and they will also be looking at the signage as a package of measures. Tom advised that the gates have been proven to slow speeds down in other locations as they highlight the presence of the village. The Clerk advised that she had also mentioned to Tom that the Parish Council had previously considered having TruCam patrols on West Street but due to the existing signage this was not possible.

Councillors were happy that the speeding issues in West Street were being addressed and looked forward to receiving the recommendations for signage as a package of measures.

Action: Clerk to notify Tom that the Parish Council would like to proceed with the proposal for white gates and would request that Tom reviews the current signage in place.

21. Community Concerns – Information Exchange/Next Agenda Items

Cllr Clare reported:

- ECC has commenced repairs to the footpath at Woodrolfe Farm Lane leading to Tollesbury Marina.

Cllr Lankester reported:

- Following the recent murder of Sarah Everard, he is concerned that women do not feel safe and suggested that the Parish Council have further discussion with regards to the current streetlights in the village

Action: to be discussed on a future agenda.

Cllr Hawes asked for an update on the Refill Den which was discussed at the previous meeting.

The Clerk reported that they had spoken with the Greengrocers and were planning to speak to the Landlord of the Kings Head PH to see if they would be allowed to use the car park area.

The Chairman reported that the Climate Crisis Partnership meeting was being held on Thursday 8th April 2021 at 7.30 pm and members were invited to attend.

22. Dates of the Next Meetings

Tuesday 13th April 2021 – Extra-Ordinary Meeting – Planning Only - 7.30 pm – via Zoom

Tuesday 4th May 2021 – Annual Statutory Meeting - 7.30 pm – via Zoom

Tuesday 11th May 2021 – Full Council Meeting - 7.30 pm – Venue subject to confirmation

The Chairman closed the Meeting at 10.27 pm.

Signed.....

Date

Tollesbury Parish Council**COVID19****Expenditure as at 6th April 2021**

Date	Description	Am	VAT	TOTAL
23.03.20	Argos - 2x Mobile Phone	86.61	17.32	103.93
23.03.20	Argos - Mobile Phome	41.66	8.33	49.99
23.03.20	O2 Top-Up	8.33	1.67	10.00
23.03.20	Zoom Subscription	11.99	2.40	14.39
25.03.20	O2 Top-Up	8.33	1.67	10.00
25.03.20	O2 Top-Up	8.33	1.67	10.00
27.03.20	FACT - 1st Leaflet	183.34	36.66	220.00
27.03.20	Rubber Gloves	103.37	20.67	124.04
09.04.20	FACT - 2nd Leaflet	59.58	11.92	71.50
16.04.20	Adobe Subscription	12.64	0.00	12.64
25.04.20	O2 Top-Up	8.33	1.67	10.00
25.04.20	O2 Top-Up	8.33	1.67	10.00
25.04.20	O2 Top-Up	8.33	1.67	10.00
27.04.20	Zoom Subscription	11.99	2.40	14.39
18.05.20	Adobe Subscription	12.64	0.00	12.64
22.05.20	Zoom Subscription	11.99	2.40	14.39
29.05.20	O2 Top-Up	8.33	1.67	10.00
29.05.20	O2 Top-Up	8.33	1.67	10.00
29.05.20	O2 Top-Up	8.33	1.67	10.00
02.06.20	FACT - 3rd Leaflet and additional paper supplied	223.75	44.75	268.5
04.06.20	Signage - Social Distancing	112.2	22.44	134.64
15.06.20	Adobe Subscription	12.64	0.00	12.64
15.06.20	Zoom Subscription - Annual	83.54	16.71	100.25
26.06.20	O2 Top-Up	8.33	1.67	10.00
26.06.20	O2 Top-Up	8.33	1.67	10.00
16.07.20	Adobe Subscription	12.64	0.00	12.64
27.07.20	O2 Top-Up	8.33	1.67	10.00
27.07.20	O2 Top-Up	8.33	1.67	10.00
04.08.20	FACT - 4th Leaflet - Prepayment for next leaflet	210.57	42.13	252.70
16.08.20	Adobe Subscription	12.64	0.00	12.64
01.09.20	O2 Top-Up	8.33	1.67	10.00
01.09.20	O2 Top-Up	8.33	1.67	10.00
16.09.20	Adobe Subscription	12.64	0.00	12.64
01.10.20	O2 Top-Up	8.33	1.67	10.00
01.10.20	O2 Top-Up	8.33	1.67	10.00
16.10.20	Adobe Subscription	12.64	0.00	12.64
01.11.20	O2 Top-Up	8.33	1.67	10.00
01.11.20	O2 Top-Up	8.33	1.67	10.00
03.11.20	FACT - 5th Leaflet	51.67	10.33	62.00
16.11.20	Adobe Subscription	12.64	0.00	12.64
30.11.20	O2 Top-Up	8.33	1.67	10.00
30.11.20	O2 Top-Up	8.33	1.67	10.00
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
16.03.21	Adobe Subscription	12.64	0.00	12.64
31.03.21	O2 Top-Up	8.33	1.67	10.00
31.03.21	O2 Top-Up	8.33	1.67	10.00
TOTAL		1593.51	286.89	1880.40

Date: 02/04/2021

Tollesbury Parish Council Current Year

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Time: 10:47

**Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021		54,060.80
Deposit Account	31/03/2021		497.12
P/Sector Reserve	28/02/2021		0.00
Coop Current Account 2	31/03/2021		5,137.76
Petty Cash	31/03/2021		13.33
Unity Current Account	31/03/2021		14,809.88
			0.00
			<u>74,518.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			74,518.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			74,518.89
		Balance per Cash Book is :-	74,518.89
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
19/09/2017 ONLINE Colin Elmer		0.00	
19/09/2017 ONLINE Colin Elmer		0.00	
18/04/2019 D/C Morrisons		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	0.00

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Amenities	1,238.41	1,090.00	2,328.41
321 EMR Cemetery	995.95	-1,495.00	-499.05
322 EMR Recreation Ground	2,079.76	2,422.37	4,502.13
323 EMR Unallocated	-601.44	1,618.15	1,016.71
324 EMR Woodup Pool	3,005.85	-4,848.11	-1,842.26
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	-168.00	4,660.82
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>-7,583.49</u>	<u>14,495.95</u>

Detailed Income & Expenditure by Budget Heading 31/03/2021

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>							
Wages :- Indirect Expenditure	38,117	38,300	183	0	183	99.5%	0
Net Expenditure	(38,117)	(38,300)	(183)				
<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	97	100	3		3	97.3%	
4120 Insurance	2,559	2,600	41		41	98.4%	
4130 Miscellaneous	807	700	(107)		(107)	115.3%	
4140 Office Allowance	780	780	0		0	100.0%	
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	548	450	(98)		(98)	121.8%	
4200 Training	350	130	(220)		(220)	269.2%	
4210 Website	350	550	200		200	63.6%	
4420 Maintenance	(0)	0	0		0	0.0%	
Administration :- Indirect Expenditure	8,516	8,610	94	0	94	98.9%	0
Net Income over Expenditure	86,690	76,596	(10,094)				
<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	300	1,000	700		700	30.0%	
4270 Rangers	616	1,000	384		384	61.6%	
4280 Woodrolfe Green	500	1,200	700		700	41.7%	
Amenities :- Indirect Expenditure	2,525	4,400	1,875	0	1,875	57.4%	0
Net Income over Expenditure	(1,635)	(3,500)	(1,865)				

Detailed Income & Expenditure by Budget Heading 31/03/2021

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	8,884	4,500	(4,384)			197.4%	
	<u>8,884</u>	<u>4,500</u>	<u>(4,384)</u>			<u>197.4%</u>	<u>0</u>
Cemetery :- Income							
4130 Miscellaneous	255	100	(155)		(155)	255.0%	
4310 Contract	5,958	6,600	642		642	90.3%	
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%	
	<u>6,588</u>	<u>7,195</u>	<u>607</u>	<u>0</u>	<u>607</u>	<u>91.6%</u>	<u>0</u>
Cemetery :- Indirect Expenditure							
Net Income over Expenditure	<u>2,297</u>	<u>(2,695)</u>	<u>(4,992)</u>				
<u>140 Pavilion</u>							
1120 Hire Charge	0	50	50			0.0%	
	<u>0</u>	<u>50</u>	<u>50</u>			<u>0.0%</u>	<u>0</u>
Pavilion :- Income							
4330 Water/Sewage Rate	187	250	63		63	74.7%	
4400 Cleaning Items	6	50	44		44	11.6%	
4410 Electricity	233	600	367		367	38.8%	
4420 Maintenance	30	150	120		120	20.0%	
	<u>455</u>	<u>1,050</u>	<u>595</u>	<u>0</u>	<u>595</u>	<u>43.4%</u>	<u>0</u>
Pavilion :- Indirect Expenditure							
Net Income over Expenditure	<u>(455)</u>	<u>(1,000)</u>	<u>(545)</u>				
<u>150 Projects</u>							
4500 Amenities	2,455	2,000	(455)		(455)	122.8%	2,905
4510 Cemetery	0	500	500		500	0.0%	
4530 Recreation Ground	1,187	2,000	813		813	59.3%	1,187
4540 Woodup Pool	9,660	3,850	(5,810)		(5,810)	250.9%	9,660
4560 Neighbourhood Plan	487	1,500	1,013		1,013	32.4%	487
4590 Woodrolfe Hard	1,168	1,000	(168)		(168)	116.8%	1,168
4610 Unallocated Sum	1,556	400	(1,156)		(1,156)	389.0%	1,556
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
	<u>24,399</u>	<u>17,250</u>	<u>(7,149)</u>	<u>0</u>	<u>(7,149)</u>	<u>141.4%</u>	<u>24,849</u>
Projects :- Indirect Expenditure							
Net Expenditure	<u>(24,399)</u>	<u>(17,250)</u>	<u>7,149</u>				
6000 plus Transfer from EMR	24,849						
Movement to/(from) Gen Reserve	<u>450</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2021

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	435	1,800	1,365			24.2%	
Rec Ground :- Income	435	1,800	1,365			24.2%	0
4310 Contract	6,879	3,500	(3,379)		(3,379)	196.5%	
4420 Maintenance	2,200	2,200	(0)		(0)	100.0%	
4710 Pitch	500	500	0		0	100.0%	
Rec Ground :- Indirect Expenditure	9,579	6,200	(3,379)	0	(3,379)	154.5%	0
Net Income over Expenditure	(9,144)	(4,400)	4,744				
<u>170 Street Clean</u>							
4310 Contract	4,400	4,800	400		400	91.7%	
4420 Maintenance	57	0	(57)		(57)	0.0%	
Street Clean :- Indirect Expenditure	4,457	4,800	343	0	343	92.8%	0
Net Expenditure	(4,457)	(4,800)	(343)				
<u>180 Street Light</u>							
4410 Electricity	921	1,000	79		79	92.1%	
4420 Maintenance	681	700	19		19	97.3%	
Street Light :- Indirect Expenditure	1,602	1,700	98	0	98	94.2%	0
Net Expenditure	(1,602)	(1,700)	(98)				
<u>190 Woodrolfe Hard</u>							
1110 Fees	743	800	58			92.8%	
Woodrolfe Hard :- Income	743	800	58			92.8%	0
4130 Miscellaneous	565	350	(215)		(215)	161.3%	
4730 Rent	431	431	0		0	99.9%	
Woodrolfe Hard :- Indirect Expenditure	995	781	(214)	0	(214)	127.5%	0
Net Income over Expenditure	(253)	19	272				
<u>200 Woodup</u>							
1200 Grants Received	100	0	(100)			0.0%	100
Woodup :- Income	100	0	(100)				100
4190 Telephone	481	460	(21)		(21)	104.6%	
4310 Contract	200	480	280		280	41.7%	
4420 Maintenance	456	750	294		294	60.9%	
Woodup :- Indirect Expenditure	1,138	1,690	552	0	552	67.3%	0
Net Income over Expenditure	(1,038)	(1,690)	(652)				
6001 less Transfer to EMR	100						

Detailed Income & Expenditure by Budget Heading 31/03/2021

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>(1,138)</u>						
<u>210 S137 Expenditure</u>							
4800 Donations	600	600	0		0	100.0%	
S137 Expenditure :- Indirect Expenditure	<u>600</u>	<u>600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(600)</u>	<u>(600)</u>	<u>0</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	2,296	500	(1,796)		(1,796)	459.2%	
4860 Advertising	180	180	0		0	100.0%	
Other :- Indirect Expenditure	<u>2,476</u>	<u>680</u>	<u>(1,796)</u>	<u>0</u>	<u>(1,796)</u>	<u>364.1%</u>	<u>0</u>
Net Income over Expenditure	<u>474</u>	<u>(680)</u>	<u>(1,154)</u>				
Grand Totals:- Income	109,208	93,256	(15,952)			117.1%	
Expenditure	101,448	93,256	(8,192)	0	(8,192)	108.8%	
Net Income over Expenditure	<u>7,760</u>	<u>0</u>	<u>(7,760)</u>				
plus Transfer from EMR	24,849						
less Transfer to EMR	100						
Movement to/(from) Gen Reserve	<u>32,509</u>						



WOODUP POOL

Following the Parish Council meeting on Tuesday 2nd March 2021, the Chairman, Cllr Lowther and the Parish Clerk had a meeting with Ben Parmenter, who is working with Gary from Gamart Engineering, to discuss the work on the Sluice Gate.

At the meeting, Ben clarified that the additional work to the Flap has to take place before the poolside Sluice Gate can be completed.

Ben advised that Gary and himself had carried out an inspection of the Sluice Gate and checked the flap valve for closing. It appeared to be seating correctly when the hinge was moved. The picture below was taken on the rising tide and then at high water. Initially, it would appear the flap valve area is leaking significantly. Video footage also sent.



This image shows the view of the Sluice Gate with water leaking which is due to the flap not working correctly.



TOLLESBURY
PARISH
COUNCIL

Ben had carried out further investigation and took the opportunity to ride a skateboard down the pipe from the Salt Pool Sluice Gate to the flap valve, video footage sent, and reported the following:

1. The 600mm pipe appears to be steel or ductile iron, intact & in good condition.
2. Inside the pipe there's growth of oysters and barnacles, this does not effect the service.
3. Inspecting the flap valve the seating metal of the flap is in very poor condition with the bearing metal (bronze, tbc) strips delaminated from the main body of metal.

Ben suggested a service of the flap and suggested the following:

1. Removing creek side grate, it appears to be very poor condition. High risk of additional repair cost.
2. The condition of the flap valve hinges are unknown, removal may damage these.
3. On removal of the flap, refurbishment may not be possible but this will not be confirmed until inspected in the factory.

Gamart Engineering has provided a quotation for works to the flap (see attached).

Ben recommends proceeding with Option 1 which would cost £1,400 + VAT.

On this basis and considering our desire to get it all completed in time for the season, we have agreed to go ahead with the works to the Flap (Option 1 of the quotation) costing £1,400 + VAT.

Clerk: Michelle Curtis

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

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



GAMART ENGINEERING^{LTD}

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CM9 8SE
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E:Mail: accounts@gamartengineering.co.uk
Website: www.gamartengineering.co.uk

TO: Tollesbury Parish Council
ATTN: Michelle
DATE: February 24, 2021
FROM: Gary Frost
E-mail:- tollesburypc@btinternet.com
N°. PAGES One

MESSAGE:

With reference to your recent enquiry we have pleasure in quoting as follows: -

Option 1

- Remove grill sea side of flap valve
- Remove flap valve, clean up and re-fix brass seating flange
- Check and replace valve pins if needed
- Re-install flap valve
- Replace new galvanised grill and frame work
- Replace new chain which holds flap valve open

@ £1,400.00

Please note if hinges break when removing flap valve we cannot be held responsible

Option 2

- To supply & install 1 off inflatable stopper to go into pipe rather than have sluice flap repaired

@ £910.00

TERMS: Nett Monthly Account

CARRIAGE: Included in quotation

Please note: - Due to market instability and the occasional difficulty in obtaining steel we may not be able to guarantee specific delivery dates or hold quotations firm longer than seven days, from today's date.

The above quotation is subject to VAT at the rate prevailing at the time of invoicing.

We look forward to hearing from you in the near future.

Regards,



Gary Frost



TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

April 2021

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT					
16.03.21	D/D	Bulb	000170990	Electricity Supply - Pavilion	£43.61
24.03.21	D/D	E.on		Electricity Supply - Streetlights	£74.19
29.03.21	D/D	British Telecom	Q082 UL	Pool Phone	£136.82
31.03.21	D/D	Utility Warehouse	165175010	Parish Phone	£53.04
15.04.21	D/D	A & J Lighting Solutions	35059	Monthly maintenance	£67.92
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2					
12.03.21	D/C	Tiptree Building Supplies	IN3015185	Stone for Woodrolfe Hard	£201.60
16.03.21	D/D	Adobe	IEE2021002211829	Adobe Monthly Subscription	£12.94
31.03.21	D/C	O2		Mobile Top Up	£10.00
31.03.21	D/C	O2		Mobile Top Up	£10.00
05.04.21	D/C	Moneysoft Ltd		Annual Licence - Payroll Software	£88.80
UNITY TRUST BANK - CURRENT ACCOUNT					
31.03.21	Online	Gamart Engineering	21/7825	Replacement Penstock	£9,912.00
31.03.21	Online	Gamart Engineering	21/7824	Repairs to the flap	£1,680.00
31.03.21	D/D	Unity Trust Bank		Bank Charges	£24.15
06.04.21		Wages		Staff Wages	£2,121.33
	Online	HMRC		Tax & NI January - March 21	£1,995.82
	Online	D W Maintenance	1970	Grounds Maintenance - Cemetery - February	£541.66
			1971	Grounds Maintenance - February	£787.92
	Online	S Curtis	Inv 5	Litter Contract	£400.00
	Online	Viking Skips Ltd	0698	Civic Amenity Skip	£168.00
			0719	Civic Amenity Skip	£168.00
			0738	Civic Amenity Skip	£168.00
	Online	Essex Association Local Councils (EALC)	13893	EALC & NALC Affiliation Fees 2021/22	£611.74
	Online	Bonz	4778	Installation of dog bin - Rec Gnd	£40.00
	Online	Corona corporate Solutions Ltd	265734	Quarterly charge	£95.08
	Online	Wave	8745463	Water Supply - Cemetery	£71.13
TOTAL					£19,483.75

Payment Breakdown	
Tollesbury Current Account	£375.58
Tollesbury A/c No. 2 Debit Card	£323.34
Unity Trust Bank	£18,784.83
TOTAL	£19,483.75

Signed: _____

Date: _____

TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

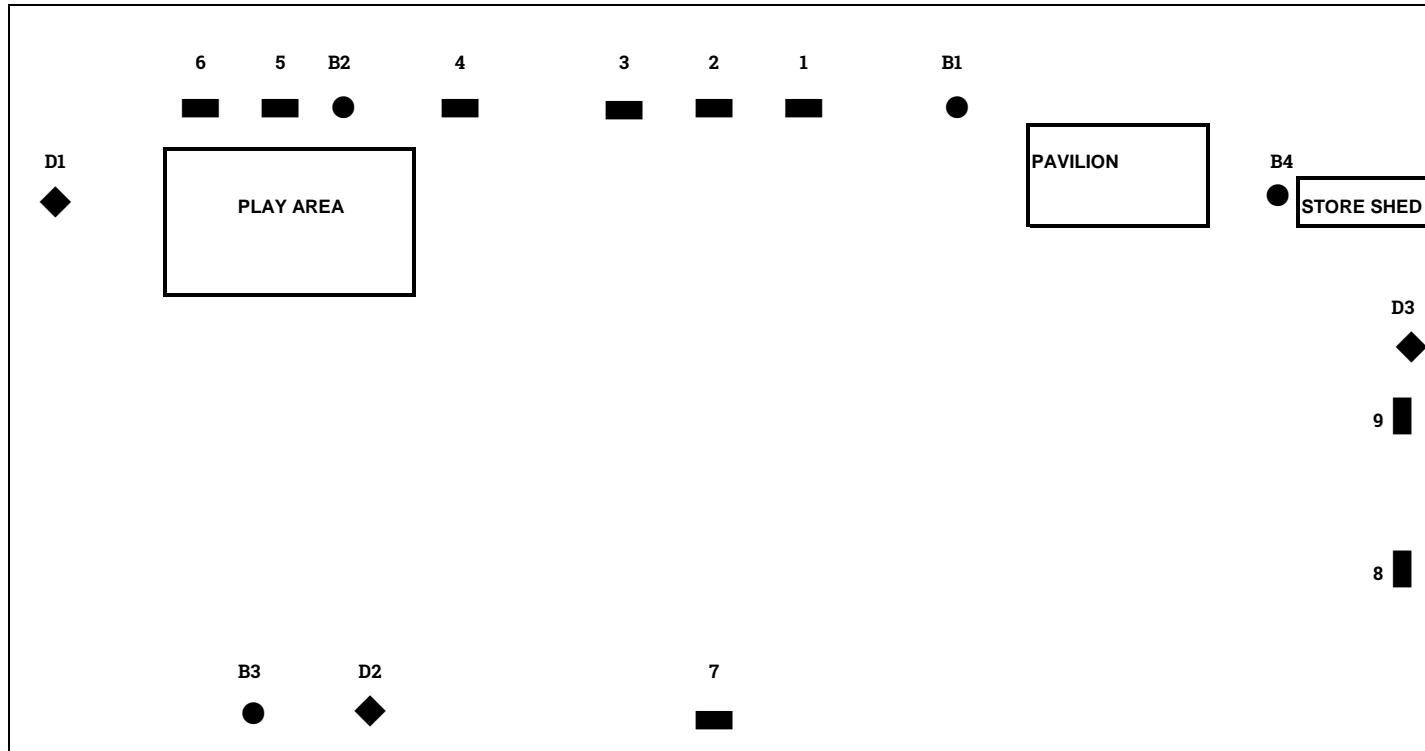
DATE OF INSPECTION: 31/03/2021

	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: 31/03/2021



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*