

**Present:** Cllrs Bell, Clare, Hawes, Lankester (8.00 pm), Legg, Lowther, Rogers, St Joseph

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**Also Present:** Remotely via Zoom  
District Councillors Stephens and Thompson  
3 members of the public

### 1. **Resignation**

The resignation from Cllr Cole was received and noted.

Councillors acknowledge the hard work of Cllr Cole during his time on the Parish Council.

**Action:** Clerk to notify Maldon District Council and to display the necessary notices.

### 2. **Apologies for Absence**

There were apologies for absence from Cllr Chambers.

### 3. **Declarations of Interest**

Cllr Lowther declared interests as follows:

- Personal interest in respect of agenda item 11.2 as he is the Chairman of Tollesbury Juniors Football Club.
- Personal interest in respect of agenda item 10.1.1, planning application FUL/MAL/21/00343, as he had expressed an interest in the proposed housing.

Cllr St Joseph declared interests as follows:

- Personal interest in respect of agenda item 20 as he has a personal relationship with the landowner.

### 4. **Public Forum**

A resident expressed concern regarding planning application FUL/MAL/21/00343, the previous application which was approved was for 7 x 2 bedroom and 3 x 3 bedroom homes. The new application is for 1 x 2 bedroom, 3 x 3 bedroom and 6 x 4 bedroom homes. The resident stated that the village needs affordable 2 bedroom homes. He stated that he is not against development, but the proposal is very different to what was previously applied for.

A resident stated that he agreed with the previous comments made regarding the planning application FUL/MAL/21/00343. Starter homes are what is required in the village.

The resident also commented on agenda item 20, re-routing of a footpath, he stated that the PROW regulations could be looked at. The proposal will interfere with access by light electrical vehicles and bridleways.

## 5. County Councillors and District Councillors

There was no new information to report.

## 6. Tollesbury Volunteers – COVID19

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

- This will be the final report from Tolls Vols.
- Cllr Clare expressed thanks to the following:
  - Tollesbury Parish Council who has provided sponsorship for the last 15 months
  - The 130 volunteers on the database
  - The area co-ordinators
  - Tolls Vols Steering Group
  - David Hillyer for being the Editor for the Newsletters
  - FACT for their printing services
- The presence of Tolls Vols has given reassurance to the community
- The last newsletter will be distributed to all households on Friday
- The 3 helplines will be suspended
- The red and green leaflets will come down
- There is no further expenditure for Tolls Vols and this can now be closed off.
- A new Tollesbury Volunteer Support Group is being formed which will include supporting the young people (jobs and careers advice), helping the village and generally being available. To date, 30 volunteers have come forward to be part of the new group.

The Chairman stated it has been amazing what the village has done during the pandemic and expressed thanks to Cllr Clare who has lead Tolls Vols.

## 7. Minutes of the Meetings held on 4<sup>th</sup> May 2021

**Resolved:** that the Minutes of the Parish Council Meeting held on 4<sup>th</sup> May 2021 be approved as a true record of the Meeting. Proposed Cllr Lowther, seconded Cllr Clare. Unanimously agreed.

The Chairman signed the Minutes.

Cllr Lankester arrived at the meeting at 8.00 pm.

## 8. Accounts 202/21

### 8.1 Accounts 2020/21

**Resolved:** to approve the 2020/21 accounts ([Appendix A](#)).

The Chairman and Responsible Financial Officer signed the 2020/21 Accounts.

### 8.2 Annual Governance and Return

The Annual Return ([Appendix B](#)) was completed as follows:

#### Section 1 – Annual Governance Statement

Section 1 was completed.

**Resolved:** Councillors unanimously agreed to answer no to item 3, reasons as follows:

The Parish Council failed to publish a Website Accessibility Statement to the Parish Council website before the end of the financial year. The Website Accessibility Statement was uploaded in April 2021.

Whilst the Parish Council do not feel it is a substantive matter that has any material effect, a resident has emailed the Parish Clerk with over 180 emails/queries during the last year and the Parish Council has chosen to follow the route to avoid a potentially expensive external audit investigation.

This was signed by the Chairman and the Clerk.

#### Section 2 – Account Statement

Section 2 was completed and signed by the Chairman and the Clerk who is the Responsible Financial Officer.

### **9. Finance Payments**

The items for payment totalling £8,268.83 were presented for approval ([Appendix C](#)).

**Resolved:** to approve payments and make online payments.

### **10. Planning**

#### **10.1 Planning Applications**

##### **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

**Resolved:** Unanimously agreed to recommend refusal of this application due to the following:

- The application does not meet the need of the housing mix as identified in the Housing Needs Survey (April 2017) and is contrary to policy H2 of the Maldon District Council Local Development Plan.
- It is contrary policy D1, items B, C and D.
- The Parish Council recommended approval of the previous application for this site FUL/MAL/17/00620 providing there was no major change to the housing mix as the proposed mix met the need identified in the Housing Needs Survey. The housing mix in the new application is very different.

##### **Application No: TCA/MAL/21/00494**

**Proposal:** T1 Acacia - Fell. A native species will be planted in its place.

**Location:** 6 Church Street Tollesbury

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

##### **Application No: TCA/MAL/21/00493**

**Proposal:** T.1 Eucalyptus - Branch going north over road and playing field to be removed 6" above the first crutch up main stem.

**Location:** Playing Field At Tollesbury County Primary School East Street Tollesbury

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

**Application No:** HOUSE/MAL/21/00490 PP-09801384

**Proposal:** Erection of a single storey extension to the rear of the property

**Location:** The Saltings Thurstable Road Tollesbury

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

**10.2 Planning Appeals** – None received

**10.3 Planning Decisions**

HOUSE/MAL/21/00180 – 7 Valkyrie Close– Approved

**10.4 Planning Appeal Decisions** – None received

**10.5 Tree Preservation Orders for information** – None received

## **11. Recreation Ground**

**11.1 Draft Minutes of the Recreation Ground Committee Meeting**

The Draft Minutes of the Recreation Ground Committee Meeting held on 26<sup>th</sup> April 2021 were received and noted.

**11.2 Portable Goals**

**Resolved:** to proceed with the proposal from the Recreation Ground Committee to give a grant of £1,000 to Tollesbury Juniors for the purchase of two sets of portable goals. Unanimously agreed.

It was noted that providing portable goals will:

- 1) Reduce the costs of moving goal sockets for the re-positioning of the football pitches.
- 2) Provide football facilities for years to come for youth football.

**11.3 New Dogs Bins and Litter Bins**

**Resolved:** to proceed with the proposal from the Recreation Ground Committee to purchase 2 x Dog Bins, 2 x Litter Bins and 1 x liner for the Froggo Bin costing £722.01 exclusive of VAT. Unanimously agreed.

**11.4 Signage – Gates Play Area**

**Resolved:** to proceed with the proposal from the Recreation Ground Committee to purchase 6 x A4 signs to be installed on each side of the three gates to the play area costing £78.78 + delivery. Unanimously agreed.

**11.5 Monthly Inspection Report**

The Monthly Inspection Report dated 30/04/2021 was received. There were no new issues to report.

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

**12.1 Update from the Environment and Amenity Committee**

The Clerk reported the following:

- The works to the road leading to the sewerage plant carried out by Maldon District Council were complete.
- The Chairman reported that Matt Wilson from Maldon District Council had confirmed that they were happy with the proposal to reposition the recycling bins at Woodrolfe Green.

**Action:** Clerk to obtain quotations for the base to accommodate the recycling bins.

Cllr St Joseph reported that he had been in discussion with Bradwell B to discuss the funding available from the Essex Community Fund. Cllr St Joseph suggested that the Parish Council consider applying to the fund for improvement works to the Cemetery Car Park.

**13. Woodrolfe Hard**

**13.1 Update from the of the Woodrolfe Hard Committee**

There was no new information to report.

**14. Woodup Pool**

**14.1 Draft Minutes of the Woodup Pool Committee Meeting**

The Draft Minutes of the Woodup Pool Committee Meeting held on 5<sup>th</sup> May 2021 were received and noted.

Cllr Lowther reported that following advice from the Risk Assessor the pool would remain closed to the public until the weekend of 26<sup>th</sup> June 2021 providing that all lockdown restrictions had been eased.

Cllr Lowther expressed thanks to FACT who had carried out an inspection of the bottom of the pool and had removed many items.

The repair works and testing of the Sluice Gate is nearing completion.

**15. Youth Working Group**

Cllr Rogers reported:

- There has been positive feedback from businesses and schools concerning vocational development.
- There have been several volunteers who have agreed to assist with the mentorship programme.
- The group are planning to carry out an online survey for young people. The survey will be conducted online and once Covid restrictions have been lifted, they would like to host a drop-in session.

**16. Terms of Reference**

The amended Terms of Reference for the Finance and Policy Committee V2.0 were considered by the Council.

**Resolved:** Unanimously agreed to remove item 3.5 which refers to the website. It was felt professional expertise was required for the website.

The Parish Council had previously agreed to review the website in October. It was agreed to bring this forward so that any issues can be addressed.

**Action:** Clerk to arrange a meeting with Phelan Barker.

**17. Meeting Schedule**

**Resolved:** to agree on the 2021/22 Meeting Schedule. Unanimously agreed.

## 18. Insurance

**Resolved:** to include the streetlights costing £12,514 onto the insurance policy. The cost to include them as of 19<sup>th</sup> April 2021 was £57.27 including IPT. As this will be processed before the renewal date, this will be processed on a pro-rata basis from when the instructions to proceed are received but will be waived until the next renewal date. Unanimously agreed.

## 19. Pavilion

It was noted that from 29<sup>th</sup> May 2021, the cost for the electricity supply to the Pavilion will increase as follows:

	Until 29 <sup>th</sup> May	From 29 <sup>th</sup> 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 Charge Levy.

## 20. Footpath

The proposal from the resident to re-route footpaths 8 and 21 at Bohuns Hall Farm was received and noted.

**Action:** Councillors to arrange for a site visit and the proposal to be discussed further by the Recreation Ground Committee.

## 21. Police/Community Protection Officers (CPOs)

### 21.1 Police

The Police Reports (confidential) were received and noted.

The Clerk reported that she had circulated to Councillors an email from a resident who had their vehicle stolen from their driveway the previous weekend.

Councillors noted the comments in the email but agreed this was a policing matter.

The Clerk advised that she had posted an item on Facebook to remind residents to report a crime to the Police.

**Action:** Clerk to include an item in the Parish Magazine providing details to report crime and to remind residents to have security on their property.

The Clerk advised that she regularly posts updates on Facebook which she receives from Essex Police.

### 21.2 CPO Report for April 2021

The report for April was received.

It was reported that during the month of April 1 x Penalty Charge Notice (PCN), 1 x ASB and 3 vehicles move-ons.

The Clerk had circulated a copy of the Community Engagement Parish Council Contracts Definition of Service April 2021 document to all Councillors ([Appendix D](#))

## 22. Administration

Committees – The Clerk reported that Cllr Rogers had agreed to fill the vacancy on the Personnel Committee.

Cllr Clare requested that it was noted that thanks were expressed to the Parish Clerk for her hard work. It has been a difficult year due to the pandemic with an increasing workload. All Councillors agreed.

## 23. Community Concerns – Information Exchange/Next Agenda Items

Cllr Clare reported:

- Residents are concerned regarding the rumoured developments in the village and have questioned when the Neighbourhood Plan will be finalised.

Cllr Lankester reported:

- He had been sent some leaflets from the RSPB and would like to put some down by Woodrolfe Hard. He had purchased some waterproof leaflet dispensers.

The Chairman reported:

- At the previous meeting, Cllr Lankester was appointed as Representative for the Fairways Committee. Since the meeting, Cllr Lankester will stand down as Representative and Cllr St Joseph will take over the position.
- He had prepared a plan for Tollesbury Cemetery and had looked at options to reposition the entrance to the Cemetery and provide additional parking space. The proposed plan provides 46 parking spaces. There is potential funding from Bradwell B and suggested this could be an opportunity to provide more parking for the village.

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

## 24. Dates of the Next Meetings

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

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

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

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

The Chairman closed the meeting at 9.42 pm.

Signed.....

Date .....

## Tollesbury Parish Council 2020/21

## Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	<b>Operating Income</b>	
82,783	Administration	95,206
820	Amenities	890
4,835	Cemetery	8,884
100	Pavilion	0
7,674	Rec Ground	730
754	Woodrolfe Hard	743
0	Woodup	100
3,950	Other	2,950
<b>100,916</b>	<b>Total Income</b>	<b>109,503</b>
	<b>Running Costs</b>	
38,803	Wages	40,198
7,704	Administration	9,073
6,635	Amenities	2,913
6,840	Cemetery	7,129
706	Pavilion	455
40,058	Projects	22,500
5,113	Rec Ground	10,307
4,800	Street Clean	4,857
1,622	Street Light	1,602
431	Woodrolfe Hard	995
2,308	Woodup	1,158
80	S137 Expenditure	600
3,596	Other	2,756
<b>118,695</b>	<b>Total Expenditure</b>	<b>104,544</b>
	<b>General Fund Analysis</b>	
49,136	Opening Balance	47,337
100,916	Plus : Income for Year	109,503
150,052		156,839
118,695	Less : Expenditure for Year	104,544
31,357		52,295
(15,979)	Transfers TO / FROM Reserves	(7,499)
<b>47,336</b>	<b>Closing Balance</b>	<b>59,794</b>



10/05/2021

## Tollesbury Parish Council Current Year

13:49

## Balance Sheet as at 31/03/21

31st March 2020

31st March 2021

31st March 2020		31st March 2021	
	Current Assets		
790	Debtors	2,295	
6,651	VAT Control A/c	2,805	
65,778	Tollesbury Bank Accounts	74,519	
<u>73,219</u>		<u>79,619</u>	
<b>73,219</b>	<b>Total Assets</b>	<b>79,619</b>	
	Current Liabilities		
3,803	Creditors	5,244	
<u>3,803</u>		<u>5,244</u>	
<b>69,416</b>	<b>Total Assets Less Current Liabilities</b>	<b>74,374</b>	
	Represented By		
47,337	General Reserves	59,794	
1,238	EMR Amenities	2,328	
996	EMR Cemetery	(499)	
2,080	EMR Recreation Ground	4,502	
(601)	EMR Unallocated	1,101	
3,006	EMR Woodup Pool	(1,842)	
3	EMR Pavilion	0	
2,345	EMR Neighbourhood Plan	3,358	
4,829	EMR Woodrolfe Hard	4,661	
496	EMR Streetlighting	496	
862	EMR Woodup Pool Project	0	
6,577	EMR Play Equipment Project	0	
250	Tollesbury Harbour Project	250	
0	EMR Website	225	
<u>69,416</u>		<u>74,374</u>	

The above statement represents fairly the financial position of the authority as at 31/03/21 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : \_\_\_\_\_

Signed :

Responsible  
Financial

Date : \_\_\_\_\_

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

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

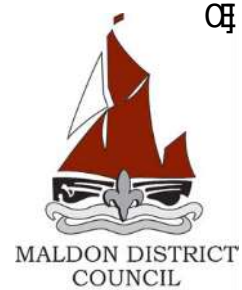
**May 2021**

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail		Amount
<b>CO-OPERATIVE BANK - CURRENT ACCOUNT</b>						
01.04.21	D/D	Maldon District Council		Non-Domestic Rates - Cemetery - April		£30.80
15.04.21	D/D	Bulb		Electricity Supply - Pavilion		£43.61
24.04.21	D/D	E.on		Electricity Supply - Streetlights		£82.14
30.04.21	D/D	Utility Warehouse	166319939	Parish Phone		£53.04
01.05.21	D/D	Maldon District Council		Non-Domestic Rates - Cemetery - May		£30.00
15.05.21	D/D	A & J Lighting Solutions	35148	Monthly maintenance		£67.92
23.05.21	D/D	E.on		Electricity Supply - Streetlights		£79.50
<b>UNITY TRUST BANK - CURRENT ACCOUNT</b>						
06.04.21	D/D	Knowhow		Annual Subscription		£40.00
16.04.21	D/C	Adobe		Adobe Monthly Subscription		£12.64
26.04.21	D/C	Amazon		Litter Picking Equipment		£109.24
07.05.21	D/C	Amazon		Hand Sanitiser for PC Meetings		£8.99
09.05.21	D/C	Amazon		Sanitiser - Litter Picking Equipment		£8.28
<b>UNITY TRUST BANK - CURRENT ACCOUNT</b>						
11.05.21		Wages	Wages	Staff Wages		£2,223.73
	Online	D W Maintenance	1985	Grounds Maintenance - Cemetery - February	£541.66	
			1986	Grounds Maintenance - February	£787.92	£1,329.58
	Online	S Curtis	Inv 6	Litter Contract		£416.66
	Online	Viking Skips Ltd	0757	Civic Amenity Skip	£168.00	
			0775	Civic Amenity Skip	£168.00	£336.00
	Online	Phelan Barker	INV-3515	Domain, Hosting, SSL Certificates, Email	£510.00	
			INV-3543	Various works to the website	£480.00	£990.00
	Online	Corona Corporate Solutions Ltd	260994	Quarterly Usage Charges		£158.68
	Online	Wave		Water Supply - Pavilion	£90.51	£90.51
	Online	Wave		Water Supply - Allotments		£197.28
	Online	Maldon District Council	TOL10082834	CPO Services - Jan - Mar 21		£369.36
	Online	Essex County Council		Employee and Employer Contributions - April		£711.46
	Online	Essex County Council		Employee and Employer Contributions - May		£711.46
	Online	The Sign Shed	SI-39479	Signage - 4 Knot - Woodrolfe Hard		£167.95
<b>TOTAL</b>						<b>£8,268.83</b>

**Payment Breakdown**

Tollesbury Current Account	£387.01
Tollesbury A/c No. 2 Debit Card	£179.15
Unity Trust Bank	£7,702.67
<b>TOTAL</b>	<b>£8,268.83</b>

# Community Engagement Parish Council Contracts Definition of Service



## **Maldon District Council Community Engagement Team**

The Community Engagement Team are members of the Community Safety Accreditation Scheme.

This is defined as “An accredited person who is a person employed by an organisation (other than a police force) in a community safety role, who has been accredited by a Chief Officer of Police under Sec.41 of the Police Reform Act 2002” Officers have undertaken the necessary training, exam and Police vetting to obtain their accreditation with Essex Police.

The accreditation allows these officers to exercise certain powers given to them by Essex Police, which are:

- Power to require giving name and address for committing a relevant offence
- Power to issue penalty notices for dog fouling
- Power to issue penalty notices for drinking in a designated public area
- Power to issue penalty notices for graffiti and fly-posting
- Power to deal with begging
- To enforce surrender of alcohol/seize tobacco from person under 16
- Power to stop cycles
- Power to issue FPN for disorder by throwing fireworks

We also have the ability, to request data from the Police national computer such as registered keeper details using a vehicles registration number.

The service that the team provides to parish and town council's provides opportunity for the team to exercise these powers whilst on patrol in the community.

They work proactively to improve the quality of life within the community, by investigating and addressing issues such as, fly tipping, dog fouling (dog control) and illegal parking.

# **Community Engagement Parish Council Contracts Definition of Service**



## **TRUCAM Speed Enforcement Patrol**

We work in partnership with Essex Police and Safer Roads Partnership to carry out Community Speed Enforcement Patrols. Essex Police are the agency responsible for assessing the designated sites for these patrols, which are in areas of up to 40mph. The primary aim is to reduce the speed of vehicles travelling through our communities, by raising awareness and educating drivers around the dangers of speeding. Patrols are carried out using the TRUCAM laser device that records the speed of moving vehicles as well as being able to identify the driver at the time of the offence. Following all patrols, the data captured is then sent securely to Essex Police, who are the data holders, and have overall responsibility for any subsequent enforcement action.

## **Community Patrol**

Our Community Patrol would typically consist of either a foot or vehicular patrol, focusing on specified locations as requested by the town or parish council. These patrols enable our team to gather evidence and intelligence for any anti-social behaviour, which is then referred to the relevant agency or council department. Issues such as dog fouling (control), littering, fly tipping, graffiti, illegal parking are also addressed as part of our patrol, our officers are authorised and can issue Fixed Penalty Notices or Penalty Charge Notices, where applicable. We can also provide and install a range of signs to inform and educate the public. Our reassuring presence in the community whilst engaging with residents, businesses and stakeholders, gives us a unique opportunity to improve the quality of life for all.

If your parish / town council has CCTV our officers are authorised to review any footage. We are also trained to deploy mobile covert surveillance equipment to detect any criminal activity in relation to the issues mentioned within the community patrol. Deployment of such equipment will be subject to a site assessment and will be carried out at the discretion of Maldon District Council. Our officers wear body worn cameras and all our GPS tracked vehicles are equipped with dashcams to capture any evidence whilst on patrol.

## **Parish/Town Council Site Checks**

Whilst in your community we can carry out a visual check of your community building/s and facilities and report back any issues found in addition to the Community Patrol as above.

# Community Engagement

## Parish Council Contracts

### Definition of Service



We work in partnership with **South Essex Parking Partnership** to patrol and enforce on-street parking restrictions, such as double and single yellow lines, school zig zag lines and resident permit zones. Any drivers witnessed to have parked illegally will be issued a Penalty Charge Notice ticket or will be given advice.

#### **School Parking Patrol**

This patrol targets the roads around a school, where parking within a restricted area is a concern to parents, residents and the school.

Typically, this patrol would be carried out at the beginning or end of the school day and can also be used to educate drivers about the dangers of parking illegally.

#### **On Street Parking Patrol (monitoring of parking restrictions)**

The on-street parking patrol monitors and enforces on parking restrictions where applicable, such as;

- Double/Single yellow line
- No waiting zones
- No loading zones
- Bus stops
- Resident permit parking
- Parking on zig zags at a crossing
- Parking on a pavement where a yellow line exists
- Taxi ranks
- Disabled bays
- Any other defined restriction

The lead agency for this activity is South Essex Parking Partnership, any contractual arrangement between the Maldon District Council Community Engagement team and your parish / town council will be for additional parking patrols.

Our core working hours are 8am to 10pm, 7 days per week, this may be subject to change depending on unforeseen circumstances.

Any duties in addition to the above, which the parish / town council may request will need to be provided in writing and will be considered but may not necessarily be

agreed, this will depend on our resources and the request aligning with our core activities/priorities.