



TOLLESBURY  
PARISH  
COUNCIL

## Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday 5<sup>th</sup> October 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

28<sup>th</sup> September 2021

Councillors: S Plater (Chairman), T Lowther (Vice-Chairman), M Bell,  
V Chambers, R Clare, S Hawes, 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.

**1. Apologies for Absence**

To receive apologies for absence.

**2. 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.

**3. 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.

**4. County Councillor and District Councillors**

To receive information from the County Councillor and District Councillors

**5. Minutes**

To receive and approve the minutes of the Parish Council Meeting held on 21<sup>st</sup> September 2021

**6. Finance**

**6.1** To receive and approve the Monthly Financial Report as of 30<sup>th</sup> September 2021

**6.2** To ratify expenditure for additional stones required for Woodrolfe Hard as agreed at the Parish Council meeting on 7<sup>th</sup> September 2021.

**6.3** To receive and approve the Payments

**7. External Audit**

[To receive Section 3 – External Auditor Report and Certificate 2020/21 of the AGAR](#)

**8. Planning**

**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)).

To consider planning applications received from Maldon District Council including the following:

**Application No:** HOUSE/MAL/21/00958

**Proposal:** Two storey rear extension

**Location:** 2 New Road Tollesbury

**Application No:** HOUSE/MAL/21/00661 PP-09954932

**Proposal:** Two storey rear extension

**Location:** 49 North Road Tollesbury

**9. Recreation Ground**

**9.1** To receive a verbal update from the Recreation Ground Committee

**9.2** [To consider quotation for the removal of unused goal sockets](#)

**9.3** [To receive Monthly Inspection Report](#)

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

**10.1** To receive a verbal report from the Environment and Amenity Committee

**10.2** [To consider quotation for various work at the Allotments.](#)

**11. Woodrolfe Hard**

**11.1** To receive a verbal report from the Woodrolfe Hard Committee.

**12. Woodup Pool**

**12.1** To receive a verbal update from the Woodup Pool Committee.

**12.2** [To receive email from resident regarding the Woodup Pool Facebook Page.](#)

**13. Remembrance Parade**

[To approve the Risk Assessment for the Remembrance Parade on 14<sup>th</sup> November 2021.](#)

**14. Website**

To receive report from the Website Accessibility Audit carried out by Andrew Gilbert.

**15. Police/Community Protection Officers (CPO)**

**15.1** To receive the Police Reports (confidential) and discuss policing matters within the village to feedback to Essex Police

**15.2** [To receive the CPO Reports for September 2021](#)

**16. Administration**

To receive information from the Clerk – update on current and ongoing matters.

**17. Community Concerns**

To receive information only or note future agenda items.

**18. Dates of the Next Meetings**

Tuesday 19<sup>th</sup> October 2021 – Full Council Meeting – PLANNING ONLY – 7.30 pm

Tuesday 19<sup>th</sup> October 2021 – Woodup Pool Committee - Following the Full Council Meeting.

Agenda items for consideration at the Woodup Pool Committee Meeting to be sent to the Clerk by Monday, 11<sup>th</sup> October 2021, at the latest.

Tuesday 2<sup>nd</sup> November 2021 – Full Council Meeting – 7.30pm

Agenda items for consideration at the Full council Meeting to be sent to the Clerk by Monday, 25<sup>th</sup> October 2021, at the latest.

Tuesday 9<sup>th</sup> November 2021 – Recreation Ground Committee - Following the Full Council Meeting.

Agenda items for consideration at the Recreation Grounds Committee Meeting to be sent to the Clerk by Monday, 1<sup>st</sup> November 2021, at the latest.

Tuesday 16<sup>th</sup> November 2021 – Full Council Meeting – PLANNING ONLY – 7.30 pm

Tuesday 16<sup>th</sup> November 2021 – Environment and Amenity Committee - Following the Full Council Meeting.

Agenda items for consideration at the Environment and Amenity Committee Meeting to be sent to the Clerk by Monday, 8<sup>th</sup> November 2021, at the latest.

**Clerk:** Michelle Curtis

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

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

## Section 3 – External Auditor Report and Certificate 2020/21

In respect of **TOLLESBURY PARISH COUNCIL - EX0254**

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 3, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

17/09/2021

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**D. W. MAINTENANCE**

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

*Tel. No. 01245 381485*

*David Wallace Mobile No. 07955166373*

*Damon Wallace Mobile No. 07812475656*

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

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

11th September, 2021

Dear Michelle,

**Re Removal of Goal Post Sockets at Recreation Ground**

Thank you for your e mail of the 2<sup>nd</sup> September asking for quotations for the removal of disused goal sockets at the recreation ground. I am now pleased to provide the following for consideration :

**Quote 1**

To remove two sockets in concrete, backfill with top soil and re seed, to reinstate two goal post sockets and erect goal posts in a different location on the recreation ground

For the sum of Two hundred and sixty six pounds (£266.00) which includes labour, hire costs of breaker and generator, materials supplied (excluding goal posts and sockets) and waste away

**Quote 2**

To remove six goal post sockets in concrete, backfill with top soil and re seed

For the sum of Three hundred and twenty five pounds (£325.00) which includes hire costs of breaker and generator, materials supplied, labour and waste away

**Quote 3**

To remove eight goal post sockets in concrete, backfill with top soil and re seed, to reinstate two goal post sockets and erect goal posts in a different location on the recreation ground

For the sum of Five hundred and twenty six pounds (£526.00) which includes hire costs of breaker and generator, materials supplied (excluding goal posts and sockets), labour and waste away

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

I look forward to hearing from you.

Yours sincerely,

David

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

DATE OF INSPECTION: 26/09/2021

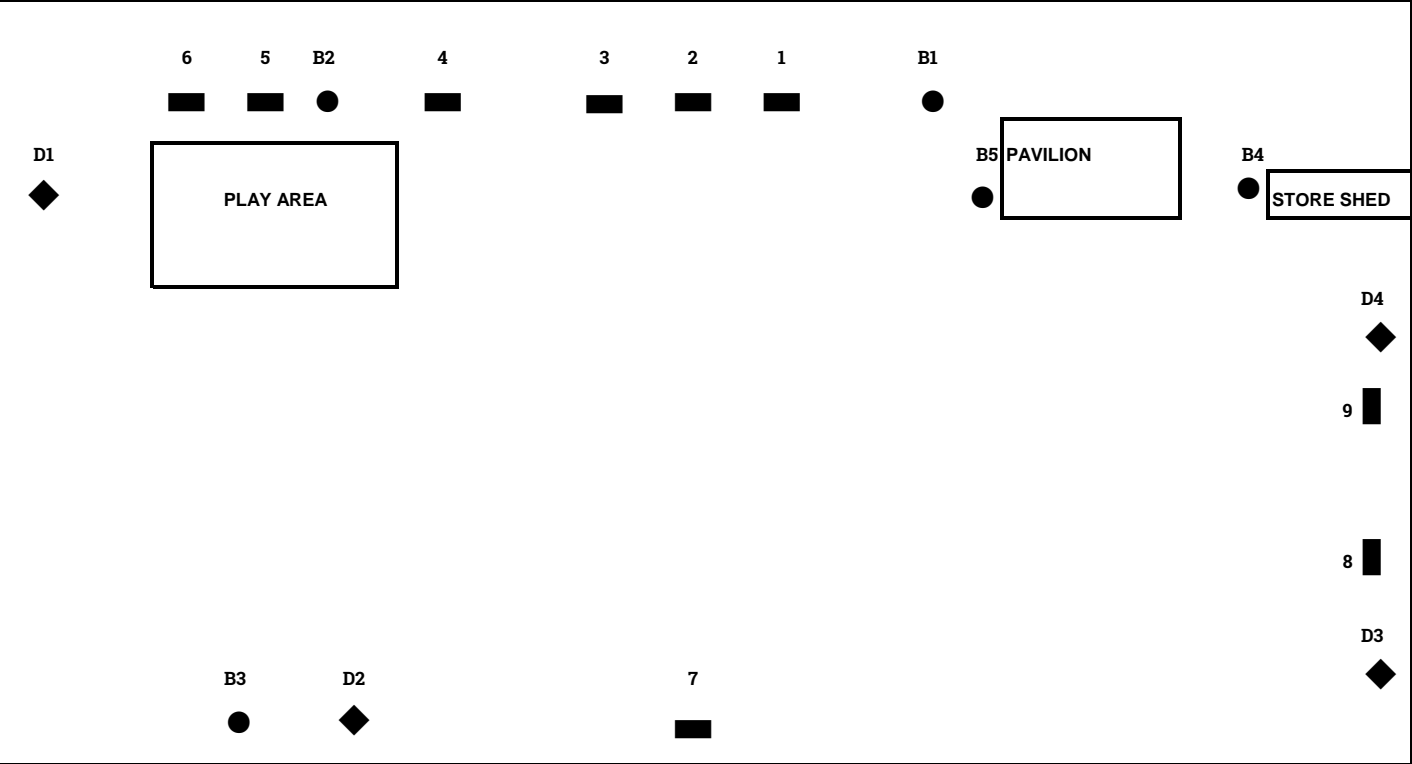
	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	
Toddler Swing	√	
Snake Slide	√	
Wooden Climber Platform	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	
Roundabout	√	
Zip Wire	√	Rubber on seat chain has moved down and needs to be looked at
Exercise Trial	√	
Overhead Ladders	√	
Vertical Bars	√	
Playship	√	
Chicken and Cow Springer	√	
Youth Shelter	√	
Skate Park	√	
Surfer Springer	√	
Fire Engine	√	
Fence	√	
Football Goal Posts	√	

Signed: *S J Curtis*

Metall grill on floor from window of Parish Rooms -  
Reported to J Heigham

**TOLLESBURY PARISH COUNCIL**  
**BENCHES AND BINS**

DATE OF INSPECTION: 26/09/2021



**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
4	Ok

**Litter Bins (B\*)**

1	Ok
2	Ok
3	Ok
4	Ok
5	Ok

Signed: *S J Curtis*



## Agenda Item 10.2

**From:** Bonz B <bonz.garden@outlook.com>  
**To:** Michelle <tollesburypc@btinternet.com>  
**Date:** Sep 16, 2021 7:13:51 AM  
**Subject:** Station Road Allotments.

Good Morning Michelle,

Further to our meet last night with the council, please find set out the following for your information.

1. Supply and fit three angle iron posts from the allotment gate, fix with cable ties to steel mesh supplied by Ron total length approx. 3.950mtrs total. £80.00
2. Flail down the north side of the south boundary to the start of the water butts and the first 50 mtrs of the north side of the path, dispose of grass cuttings. £130.00
3. Take back approx. 1 mtr of the overhanging oak trees (X3) and dispose £120.00
4. Face back only of hedge from Jay Rogers allotment to the start of the fence on the west side by approx. 1 mtr and dispose £120.00
5. Face back hard the west side of the East boundary hedge and clear the ivy over the north gate and dispose of same. £385.00
6. Flail approx. 1 mtr in, alongside the lane from south gate to north gate if number two is accepted. £20.00.
7. Hope all the above is understood.
8. Kind regards,

Bonz,

Bonz Garden Maintenance Ltd

**From:** [REDACTED]  
**To:** tollesburypc@btinternet.com  
**Date:** Sep 22, 2021 8:45:53 AM  
**Subject:** Council meeting 5th Oct - Tollesbury Woodup Pool Facebook Page

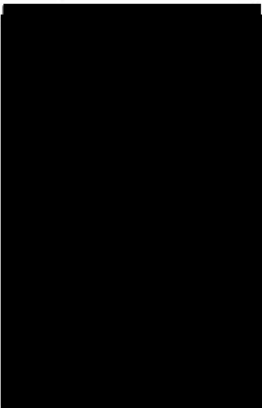
Hi Michelle

Following on from our texts I would like to attend the next council meeting to discuss, I assume you are now meeting in person?

Although I completely Understand that the council wish to run an independent Facebook page for the pool as council and appreciate that the page created for the woodup pool events may attract the wrong type of visitor and also may show activity at the pool, however as creator and joint admin of the original page I believe this needs further discussion. The page is in the public domain and is / was enjoyed by the village, it has photos posted by members of the village and tracks village history for all the events.

There are ways of restricting a Facebook pages, I have carried this out for my own page so would like to discuss this further.

Kind Regards



Virus-free. [www.avg.com](http://www.avg.com)

REPORT FOR TOLLESBURY PARISH COUNCIL REMEMBRANCE DAY 2021

Sunday 14 November 2021

INTRODUCTION

Subject to national restrictions owing to Covid-19, there will be a parade and remembrance service in Tollesbury this year to remember and commemorate the sacrifices made by our armed forces during both world wars and in campaigns since.

Arrangements are in hand for services in the Congregational Church and at the War Memorial outside St Mary's Church.

RISK ASSESSMENT

In accordance with the Memorandum of Understanding between Tollesbury Parish Council and the Tollesbury Branch of the Royal British Legion, a Risk Assessment has been carried out in relation to street safety for the parade.

Various mitigations are planned. The risk is deemed to be low. A copy is appended

RECOMMENDATION

The Parish Council is invited to note the plans and approve the risk profile

27 September 2021

Organisation: Tollesbury Royal British Legion    Assessment carried out by: Malcolm Cousens

Date of next review: September 2022

Date assessment was carried out: September 2021

Remembrance Day Parade Sunday 14<sup>th</sup> November 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Risk calculation (severity x likelihood)
<b>Vehicle movements New Road, Hasler Road</b>	Members of the marching parade from The Chase into New Road	Providing road marshals at the top of Hasler Road and junction of New Road & The Chase	Marshals to prevent vehicles entering New Road and The Chase whilst parade leaves The Chase and turns right into New Road Marshals to wear high visibility clothing and to have two way communication	Marshals x 2	From approximately 0930	2
<b>Vehicle movements East Street</b>	Members of the marching parade in New Road	Providing road marshals at the junction of New Road & East Street	Marshals to prevent vehicles entering New Road & East Street Marshals to wear high visibility clothing and to have two way communication	Marshals x 2	From approximately 0935	2
<b>Vehicle movements East Street, High Street Station Road &amp; church entrance</b>	Members of the marching parade from East Street to Tollesbury Congregational Church	Providing road marshals at the junction of East Street and the High Street	Marshals to prevent vehicles entering East Street from the High Street & Station Road. The parade will halt at the parking bay at the Congregational Church and as directed by the Parade Marshal enter the church.. Marshals to wear high visibility clothing and to have two way communication	Marshals x 2	From approximately 0945	2

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Risk calculation (severity x likelihood)
<b>Vehicle movements Station Road, East Street, High Street &amp; Church Street</b>	Members of the marching parade marching from Station Road to the entrance of St Mary's Church	Providing road marshals at the junction of East Street & High Street, junction of Church Street & Elysian Gardens. Junction of Station Road & Huntsfarm Close	Marshals to prevent vehicles entering Station Road, East Street & Church Street. Marshals to wear high visibility clothing and to have two way communication	Marshals x 3	From approximately 1045	2
<b>Vehicle movements Church Street</b>	Members of the public watching service adjacent to church gates in Church Street	Providing road marshals at the of junction of Church Street & Elysian Gardens. Junction & north end of Church Street	Marshals to prevent vehicles entering Church Street. Marshals to wear high visibility clothing and to have two way communication	Marshals x 2	From approximately 1050	2
<b>Vehicle movements Church Street &amp; Elysian Gardens</b>	Members of the marching parade marching from the entrance of St Mary's Church to the recreational ground	Providing road marshals at the junction of Church Street & Elysian Gardens, north end of Church Street & junction of St Johns Court & Elysian Gardens	Marshals to prevent vehicles entering Church Street & Elysian Gardens. Marshals to wear high visibility clothing and to have two way communication	Marshals x 3	From approximately 1110	2
<b>Vehicle movements Elysian Gardens</b>	Members of the marching parade marching from the entrance the recreational ground to the High Street	Providing road marshals at the junction of Church Street & Elysian Gardens, junction of St Johns Court & Elysian Gardens, junction of Elysian Gardens & High Street	Marshals to prevent vehicles entering Elysian Gardens. Marshals to wear high visibility clothing and to have two way communication	Marshals x 3	From approximately 1115	2
<b>Vehicle movements High Street - West</b>	Members of the parade marching in the High Street	Providing road marshals at the junction of Elysian Gardens & High Street, junction of High Street & North Road, junction of High Street & West Street	Marshals to prevent vehicles entering Elysian Gardens. Marshals to wear high visibility clothing and to have two way communication	Marshals x 3	From approximately 1120	2
<b>Vehicle movements</b>	Members of the	Providing road marshals at the	Marshals to prevent vehicles	Marshals x	From	2

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Risk calculation (severity x likelihood)
<b>High Street - East</b>	parade marching in the High Street to Station Road	junction of High Street & East Street, junction of East Street & Station Road & from Church Street	entering High Street & Station Road. Marshals to wear high visibility clothing and to have two way communication	3	approximately 1120	
<b>Vehicle movements Station Road</b>	Members of the parade marching in Station Road to New Road	Providing road marshals at the junction of Station Road & High Street, Station Road & HuntsFarm Close, Station Road & New Road	Marshals to prevent vehicles entering Station Road. Marshals to wear high visibility clothing and to have two way communication	Marshals x 3	From approximately 1125	2
<b>Vehicle movements Station Road &amp; New Road</b>	Members of the parade marching in New Road to The Chase	Providing road marshals at the junction of Station Road & New Road, junction of Hasler Road & New Road, Junction of New Road the Chase	Marshals to prevent vehicles entering New Road & The Chase Marshals to wear high visibility clothing and to have two way communication	Marshals x 3	From approximately 1125	2

A risk assessment has been carried out by Malcolm Cousens for Tollesbury Parish Council and the risk is deemed to be low.

Risk assessment is low ie Risk score of 1 – 6 are deemed acceptable Risk score of 7 –12 are deemed tolerable Risk score of 15+ are deemed unacceptable

**For vehicles not prepared to wait for the parade to pass there will be an alternative route available in and out of the village**



## FOR INFORMATION

### **REMEMBRANCE DAY – MEMORANDUM of UNDERSTANDING**

#### **AGREEMENT**

Through this Memorandum of Understanding (MoU), Tollesbury Parish Council ('The Council') and Royal British Legion Tollesbury Branch ('The Legion') ('The Parties') agree to collaborate to deliver the Remembrance Parade ('The Event') held in Tollesbury each November.

The parties recognise that the solemn purpose of The Event is to remember those who have lost their lives on active service in all conflicts, from the beginning of the First World War to the present day; and to remember all who have served, and their families.

#### **BACKGROUND**

There is no specific legislation outlining who is responsible for the delivery of public events on Remembrance Day, unlike the case of maintenance of War Memorials.

Remembrance Parades are important community events right across the country; and the Remembrance Parade and associated church services are a respected highlight each year for the residents of Tollesbury.

In line with precedent for other civic occasions, many local authorities across Britain have agreed to be responsible for the delivery of public events on Remembrance Day, assuming 'event organiser' status on relevant documentation.

#### **ACCOUNTABILITY**

**The Council** shall be responsible for organising The Event, chairing a Working Group established for the purpose, approving a formal risk assessment, overseeing the implementation of necessary actions, and arranging appropriate Public Liability Insurance (PLI). Other than PLI, no costs will be borne by The Council.

**The Legion** shall participate actively in the Working Group, being responsible for planning and delivering The Event and covering all costs; undertaking annually a formal risk assessment on behalf of The Council, hiring the marching band, recruiting and briefing volunteer stewards and publishing a programme.

#### **INSURANCE**

Arranging PLI for these events is straightforward – legal liability lies with The Council as Chair of the Working Group.

The Council's insurers have confirmed that prior to each annual event they require a formal risk assessment to be undertaken on behalf of The Council.

The Council may limit the scope of its involvement, in which case PLI might not cover the whole event – but another party would need to provide evidence of cover. For example,

Remembrance Services held within church buildings would be beyond The Council's accountability.

The methodology of the risk assessment and the related matter of PLI should be addressed – and recorded appropriately – at the inaugural meeting of the Working Group; and updated as a standing item at each meeting thereafter.

### **WORKING GROUP**

Each party is to appoint a principal to participate in the Working Group; the representatives of The Council and The Legion are to be the Chair and Deputy Chair of the Working Group, respectively.

The Chair of the Working Group, supported by the Parish Clerk, shall be responsible for drafting Terms of Reference and scoping the annual risk assessment; creating a schedule of meetings and preparing the agendas; and for briefing The Council in sufficient time to obtain approval of the risk assessment and agreement for The Event to proceed each year.

Representatives of groups in the village who participate in The Event shall be invited to attend as members of the Working Group.

Meetings of the Working Group shall be open to the public to observe; proceedings shall be recorded by the Parish Clerk, with Minutes published.

### **PUBLIC VALUE**

The parties agree to act in the best interests of the public. Communications and actions shall be open and transparent.

Each party shall immediately inform the other of any issue that could impact on the safe, timely and effective delivery of The Event.

Any incidents arising from The Event are to be recorded and reported promptly to The Council for investigation.

If The Event must be modified or cancelled because of factors outside the control of The Parties, the public shall be informed as soon as possible.

### **IMPLEMENTATION**

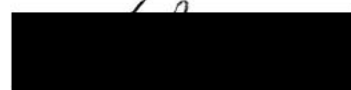
Once ratified by The Council and The Legion, this MoU shall be published and remain in force until amended or withdrawn at the request of either party.

**SIGNED – on behalf of:**

The Council



The Legion



DATED:

18. 04. 21

Branch Chairman



Parish / Town Council	Month	Total Number of Hours
Tollesbury	Aug-21	04:30
<b>PCNs Issued</b>	<b>FPNs Dog Fouling</b>	<b>FPNs Litter Fouling</b>
3	0	0
<b>ASB Issues</b>		<b>VMO (Vehicle Moved On)</b>
0		6
<b>Any Other Details</b>		

Officer	Date	Parish	Start	Finish	Total	Patrol Area	Details of Patrol	COMMENTS ON PATROL
SC	03/08/21	Tollesbury	15:10	16:40	01:30	Recreation Ground, Station Road, Public Toilets, Salt Pool.	On Street Patrol	General patrol of all sites. Evidence of one recent dog fouling in the car park at the Rec which has been sprayed. All other sites appeared correct at time of patrols. Engaged with the public at The Rec regarding dog fouling and ASB at night. Groups of youths believed to be taking illegal substances. Information to be passed to Gary Dyer.
GD	14/08/21	Tollesbury	11:50	13:20	01:30	Recreation ground/Allotments/Woodrolfe	On Street Patrol	All ok, Spoke with members of public in woodrolfe road
AR	24/08/21	Tollesbury	14:00	15:30	01:30	Swimming Pool and Recreation Ground	On Street Patrol	Patrols near the swimming pool, the Rec where I met two youngsters Tommy and Renna, carried out dog patrol and moved three vehicles on.
					<b>4:30:00</b>			