

**Present:** Cllrs Bell, Chambers, Clare, Hawes, Lowther, St Joseph

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**Also Present:** District Councillor Thompson

**1. Co-option**

The Clerk advised that two people who applied to fill the Parish Councillors vacancies had withdrawn their applications due to personal circumstances.

**Action:** Clerk to readvertise the three Parish Councillor vacancies.

**2. Apologies for Absence**

There were apologies for absence from Cllr Rogers.

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

**3. Declarations of Interest**

There were no declarations of interest disclosed.

**4. Public Forum**

There were no members of the public present.

**5. County Councillors and District Councillors**

**5.1 County Councillor**

The report from County Councillor Durham was received and noted.

**5.2 District Councillors**

The report (Appendix A) from Cllr Stephens was circulated to Councillors.

Cllr Thompson had no new information to report.

**6. Minutes of the Meetings held on the 19<sup>th</sup> October 2021**

**Resolved:** the Minutes of the Parish Council Meeting held on 19<sup>th</sup> October 2021 be approved as a true and accurate record of the meeting. Proposed Cllr Hawes seconded Cllr Clare. Unanimously agreed.

The Chairman signed the Minutes.

## 7. Finance

### 7.1 Monthly Financial Report

The Financial Report as of the 31<sup>st</sup> October 2021 (Appendix B) was presented to the Council.

Councillors received the following monthly financial reports:

**Bank Reconciliation** – The closing balance of £111,873.95

**Expenditure to date** – Budget £98,554 - Actual to date £56,210

**Income to date** – Budget £98,554 (including Precept £89,902) – Actual to date £94,645

**Earmarked Funds** – Closing Balance £26,214.88 – Net movement £11,634.33

The Clerk reported the following:

- £44,951 received from Maldon District Council for the 2<sup>nd</sup> instalment of the precept.
- £661.30 received from HMRC for the VAT recovered between July and September 2021.
- £50.00 donation received from a resident towards the union flag.

**Resolved:** to approve the Financial Report. Unanimously agreed.

The Chairman signed the Reports.

### 6.2 Payments

The items for payment totalling £5,331.44 were presented for approval (Appendix C).

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

## 8. Planning

### Planning Applications

**Application No:** TCA/MAL/21/01036

**Proposal:** H1 - Viburnum hedge - Remove

**Location:** 12 Station Road Tollesbury

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

- A potential danger as there is a nearby electricity pole and a stay that runs across the front of the property.
- The removal of the hedge is to provide off-street parking, and there is no dropped kerb.

**Application No:** TCA/MAL/21/01026 PP-10112764

**Proposal:** Beech Trees (T1, T2, T3) - fell. Silver Birch Tree (T4) - fell. Prunus (T5) - fell. Apple Tree (T6) - fell

**Location:** Ramsholt 3 Churchacre Hall Road Tollesbury

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

- There is a lack of information on the reasons for the removal of the six trees.

**Application No:** HOUSE/MAL/21/01063 PP-10285246

**Proposal:** One and a half storey side extension incorporating dormer windows to match existing.

**Location:** Lavena 38 Woodrolfe Road Tollesbury

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

**Application No:** OUT/MAL/21/00900

**Proposal:** Outline planning permission with the matters of access, appearance, layout and scale for determination for the erection of 1no. detached three bedroom chalet style dwelling.

**Location:** Land Adjacent To 31 Woodrolfe Road Tollesbury

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

- Overdevelopment of the site – bulk mass and scale. A 3-bedroom is too large for the site, and a 2-bedroom would be much more suitable.
- The proposed parking is not suitable for the site.

**Application No:** HOUSE/MAL/21/00964 PP-10161228

**Proposal:** Demolition of existing garden room, construction of a new part two storey rear extension, new conservation-style rooflights to existing roof and new boundary treatment to the front elevation.

**Location:** Alma Cottage 1 The Chase Tollesbury

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

## 9. Recreation Ground

### 9.1 Verbal Update from the Recreation Ground Committee

The Vice-Chairman reported:

- The Recreation Ground Committee will be meeting on 9<sup>th</sup> November 2021.

### 9.2 Monthly Inspection Report

The Monthly Inspection Report dated 25/10/2021 was received. There were no new issues to report.

Councillors noted that Bonz had installed the new signage for the play area and the bollard.

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

### 10.1 Verbal Update from the Environment and Amenity Committee Meeting

Cllr Clare reported:

- Following the recent reports of vehicle theft in the village, residents had suggested via Facebook that consideration be given to leaving all streetlights on overnight. Cllr Clare reported that he has indicated that if there are any very dark areas of concern, they should report it to the Clerk.  
The Chairman advised that the lights owned by the Parish Council are left on overnight, and the lights that switch off are the responsibility of ECC.
- At a previous meeting of the Parish Council, a resident had raised concern regarding the footpath near the Marina. Cllr Clare reported that the works at the Marina had been completed, and the footpath

- had been rolled.
- The leaning tidal sign near the Hard had still not been repaired.  
**Action:** Clerk to chase up with Cllr Durham.

The Clerk reported:

- The pothole in Church Steet, which was raised at a previous meeting, had been repaired.

## 11. Woodrolfe Hard

### 11.1 Verbal Update from the Woodrolfe Hard Committee

Cllr St Joseph reported:

- At a previous meeting, the Parish Council had agreed to purchase additional stone for the Hard area. He suggested that the Woodrolfe Hard Committee delay this work until the Spring. Councillors agreed with the suggestion from Cllr St Joseph.
- He still had one of the signs reminding visitors of tidal flooding. Councillors agreed to hold the sign in reserve.

## 12. Woodup Pool

### 12.1 Verbal Update from the Woodup Pool Committee

The Vice-Chairman reported:

- The Committee will be meeting on 4<sup>th</sup> November 2021 for the end of season review.

### 12.2 Water Testing

The email from Cllr Stephens was received and noted.

Councillors were disappointed that Maldon District Council (MDC) had advised that it would be exceptionally unlikely for a request to extend the lab cost funding.

Visitors to Woodup Pool and the village has increased, with Tollesbury identified as a coastal hub.

**Action:** Clerk to arrange a meeting with Hannah Wheatly, MDC, to discuss further.

**Action:** Cllr St Joseph to raise at the Essex Coastal Forum to see if any funds are available from Essex County Council (ECC) - Recreational disturbance Avoidance and Mitigation Strategy (RAMS).

## 13. Neighbourhood Plan

The minutes from the Neighbourhood Plan Steering Group (NPSG) Meetings held on 12<sup>th</sup> August 2021 and 16<sup>th</sup> September 2021 were received and noted.

The Chairman reported:

- Since the Steering Group meetings, a meeting was held with Anne Altoft-Shorland, Lead Specialist – Local Plans, MDC.  
The MDC Local Development Plan (LDP) allocation is no longer robust, and the land supply is significantly below the requirement for the plan at 3.26 years. When allocating housing in the new LDP, it is understood that it will be significantly different, and it is likely the housing will be spread throughout the district.

At the meeting, Anne was asked whether she could provide the housing numbers for Tollesbury, and Anne advised she was unable to at this stage as MDC had not agreed on the figures, but it is hoped figures may be available in the Spring.

- The NPSG had agreed to continue to proceed forward with the plan.
- The NPSG has also agreed to send a leaflet to each household giving residents an update.

Some Councillors suggested that a new Housing Needs Survey was carried out to provide up to date figures as the previous survey was done in 2017. The Chairman advised that he had raised this at the meeting with Anne, who stated that she felt it would be wasting money at this stage. Some Councillors thought it was still important that residents had their say.

**Action:** Clerk to obtain a quotation from the RCCE for a new survey and the timescale.

#### 14. Youth Working Group

Cllr Clare reported that there were new reports of anti-social behaviour, especially around the Woodup Pool/Marina area.

Some youths are rude, trespassing, throwing bins in the salt pool, graffiti on the Essex Wildlife Trust bird hide, toilets in Woodrolfe Road, and furniture around Woodup Pool.

The CCTV at Tollesbury Marina recently captured some youths trespassing, which has been reported to Essex Police.

Residents are encouraged to report any youth issues to the Police via 101.

**Action:** Chairman to send a second letter to some of the youth who have recently been involved in anti-social behaviour around the village.

**Action:** The Youth Working Group to prepare an open letter for publication to the village.

Cllr Chambers reported that the Youth Working Group had met and had put forward a proposal (Appendix D) for consideration by the Council. The proposed youth consultation sessions would survey young people's ideas and engage with them on future career and job options and access to supporting vocational development.

Councillors thanked the Youth Working Group for all their hard work and supported the proposed consultation sessions.

**Resolved:** to pay £66 for the hall hire for the sessions to be held. Unanimously agreed.

#### 15. Parish Councillor/Clerk Safety

##### 15.1 Personal Address

**Resolved:** to remove Councillors personal addresses from the Parish Council website.

**Resolved:** to request that Maldon District Council redact all Parish Councillor personal addresses on the Register of Interests.

##### 15.2 Clerk – PO Box Address

**Resolved:** to provide the Parish Clerk with a PO Box address costing £360.00, including VAT per annum.

**Action:** Clerk to ask Tolleshunt D'Arcy Parish Council and Tailer's Charity to contribute to the Clerk's PO Box address.

### 15.3 Councillor email addresses

**Resolved:** to cancel the .gov.uk email addresses as it was challenging to set them up on personal devices.

**Action:** Clerk to seek advice from the EALC whether Councillors email addresses and telephone numbers need to be available on the Parish Council website. If there is a need, Councillors would consider having .org email addresses.

### 16. Tree Planting – Queens Green Canopy

Councillors considered the Tollesbury Climate Partnership (TCP) proposal for tree planting at the Recreation Ground.

Councillors agreed the following:

- No planting to the top right by the store shed, it has always been agreed to keep this area clear should the Parish Council wish to extend the car park area in the future.
- The proposed wildflower area was not suitable for the Recreation Ground, and it was suggested the Cemetery would be better for wildflower areas.
- The proposed planting of trees was quite near to the football pitches. The trees from the Woodland Trust would be small, and being near football pitches would not be suitable.
- Rather than a scheme to ‘support a tree’, TCP considers changing it to ‘support a grove’.
- It was agreed that planting would be better at the Cemetery as the new trees would be better protected.
- Invite TCP to attend the Recreation Ground Committee meeting on 9<sup>th</sup> November 2021 to discuss further.

### 17. Royal British Legion

The information on the Remembrance Service on Sunday 14<sup>th</sup> November was received and noted.

The Chairman agreed that he would attend and lay the wreath on behalf of the Parish Council.

**Resolved:** to donate £50.00 towards the wreath. Unanimously agreed.

### 18. Anglian Water

The correspondence from Anglian Water and Neighbouring parishes was received.

The Clerk at Tolleshunt Knights had requested a meeting with ECC regarding the proposed closure of Factory Hill.

**Action:** Clerk to request that a representative from the Parish Council attend the ECC meeting if one is arranged.

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

#### 19.1 Police

The Police Reports (confidential) were received and noted.

#### 19.2 CPO Report for October 2021

The report for October had not been received. To be deferred to the

meeting in December.

The Clerk reported that a person reported on Facebook that she was approached whilst out walking her dog, and someone tried to take her dog. This person had reported the incident to the Police.

A resident had emailed to express her concern and asked whether the CPO patrols could be increased.

## 20. Administration

A resident asked whether the Parish Council would consider purchasing some bulbs to plant around the village sign and in the boat as you enter the village.

**Resolved:** to purchase some new bulbs up the value of £25.00. Unanimously agreed.

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

Cllr Clare reported:

- Following the recent reports of vehicle theft in the village, residents had suggested via Facebook that consideration should be given to providing security and CCTV.
- Following up on the concern raised at the previous meeting regarding the recharge by the Mersea Harbour Protection Trust, concern had been raised that the recharge may or may not make a difference to the south channel.

**Action:** Clerk to arrange a meeting of the stakeholders.

Cllr Chambers reported:

- There was still an issue with vehicles parking outside the school.  
**Action:** Clerk to request that CPO patrols focus on the area outside the school.

The Chairman reported:

- TCP held their open day on 30<sup>th</sup> October 2021. It was a very positive day with lots of interest from residents.

## 22. Public Bodies (Admission to Meetings) Act 1960

**Resolved:** Due to the confidential personnel and contractual nature of the business to be transacted, the meeting would be closed to the press and the public.

The Clerk left the meeting.

## 23. Employment Matters

Councillors carried out an annual review for the Clerk – (confidential report 02-21/22).

## 24. Public Bodies (Admission to Meetings) Act 1960

**Resolved:** to open the meeting to the press and public

The Clerk returned to the meeting.

## 25. Dates of the Next Meetings

Thursday 4<sup>th</sup> November 2021 – Woodup Pool Committee – 7.30 pm in the Pavilion

Tuesday 9<sup>th</sup> November 2021 – Recreation Ground Committee – 7.30 pm in the Pavilion

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.

The Chairman closed the meeting at 10.30 pm.


Signed.....

Date .....



**Report for Tollesbury Parish Council meeting  
on 2<sup>nd</sup> November 2021** (report written 27Oct21)

**From**  
**Councillor Emma Stephens**  
**Maldon District Councillor for Tollesbury (Independent)**

 Cllr.Emma.Stephens@Maldon.gov.uk  
01621 869415 / 079 069 44443

**MALDON DISTRICT  
COUNCIL**

Princes Road  
Maldon  
Essex CM9 5DL

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## 1. PLANNING

### Next planning meetings:

- 3Nov21 North West Area - nothing on the agenda for Tollesbury
- 1Dec21 North West Area
- 2Dec21 District (provisional)

### Bus depot 21/00343/FUL – 9 homes

- Determination deadline currently 11Nov21 so have asked for revised date

### Land north of 48 Woodrolfe Road 21/00702/FUL (Lewis & Scott) – 29 retirement homes

- Determination deadline currently 23Nov21
- Developer advises that although they've submitted the application, their pre-application discussions are ongoing and they may submit changes, which may delay determination
- From their correspondence the developer is clearly concerned that my decision is pre-determined, but I remain genuinely open-minded on this application, especially as there are so many questions outstanding
- I have sent these to the planning team for consideration when preparing their report

### Neighbourhood Planning

- David Hillier, Cllr Plater and I met Anne Altoft-Shorland (MDC's Lead Specialist for Local Plans) here in Tollesbury - will discuss in detail with the Neighbourhood Planning team

### Bradwell

- This doesn't affect the Bradwell B project, but if you're not already aware, the short list of sites to potentially host the STEP Fusion project does not include Bradwell-on-Sea

## 2. ROAD SAFETY

- No further news yet – will chase

## 3. WASTE MANAGEMENT

- Held a meeting with MDC's waste management staff to explore improvements to communication when there are issues: website information should soon be improved
- (Of course I appreciate that there shouldn't be any issues, but Covid and driver shortages continue to cause problems genuinely beyond the contractor's control)

## 4. WATERWORKS ROAD

- Cllr Mark Durham has written to advise that neither Essex Highways nor the Local Highways Panel can address the through-traffic issues, as it is a private street (not a private road): residents aware
- There may be more private roads where residents' conveyancers did not make them aware of the risk of becoming a private street, so as a future agenda item, how would Councillors feel about potentially contacting these residents, or writing an article for publication, so they can act in time?

## 5. WOODUP POOL RUNNING COSTS

- Email sent to Tollesbury Parish Council on 25Oct21 for further discussion

## 6. MEET YOUR DISTRICT COUNCILLOR

- "Rolling surgery" now underway, plus 1<sup>st</sup> Saturday each month, 11-12.30 in the Lighthouse

Date: 01/11/2021

Tollesbury Parish Council Current Year

Page 1

Time: 19:10

**Bank Reconciliation Statement as at 31/10/2021  
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                                | 31/10/2021            |   | 70,979.00         |
| Deposit Account                                  | 31/10/2021            |   | 497.28            |
| P/Sector Reserve                                 | 31/03/2021            |   | 0.00              |
| Coop Current Account 2                           | 31/10/2021            |   | 4,304.30          |
| Petty Cash                                       | 31/10/2021            |   | 13.33             |
| Unity Current Account                            | 31/10/2021            |   | 36,080.04         |
|  |                       |   | 0.00              |
|  |                       |   | <u>111,873.95</u> |
| <b><u>Unpresented Cheques (Minus)</u></b>        |                       | <b><u>Amount</u></b>                          |                   |
|  |                       | 0.00  |                   |
|  |                       |   | <u>0.00</u>       |
|  |                       |   | 111,873.95        |
| <b><u>Receipts not Banked/Cleared (Plus)</u></b> |                       |   |                   |
| 26/10/2021 048                                   |                       | 489.20  |                   |
|  |                       |   | <u>489.20</u>     |
|  |                       |   | 112,363.15        |
|  |                       | <b>Balance per Cash Book is :-</b>            | <b>112,363.15</b> |
|  |                       | <b>Difference Excluding Adjustments is :-</b> | <b>0.00</b>       |
| <b><u>Adjustments to Reconciliation</u></b>      |                       |   |                   |
| 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>       |
|  |                       | <b>Unreconciled Difference is :-</b>          | <b>0.00</b>       |

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| <u>Account</u>                 | <u>Opening Balance</u> | <u>Net Transfers</u> | <u>Closing Balance</u> |
|--------------------------------|------------------------|----------------------|------------------------|
| 320 EMR Amenities              | 2,328.41               | 3,850.95             | 6,179.36               |
| 321 EMR Cemetery               | -499.05                | 499.05               | 0.00                   |
| 322 EMR Recreation Ground      | 4,502.13               | 350.00               | 4,852.13               |
| 323 EMR Unallocated            | 1,101.31               | 383.33               | 1,484.64               |
| 324 EMR Woodup Pool            | -1,842.26              | 4,000.00             | 2,157.74               |
| 325 EMR Pavilion Project       | 0.00                   |                      | 0.00                   |
| 326 EMR Pavilion               | 0.00                   |                      | 0.00                   |
| 327 EMR Neighbourhood Plan     | 3,358.19               | 250.00               | 3,608.19               |
| 328 EMR Fencing Project        | 0.00                   |                      | 0.00                   |
| 329 EMR Woodrolfe Hard         | 4,660.82               | 1,000.00             | 5,660.82               |
| 330 EMR Streetlighting         | 496.00                 | -419.00              | 77.00                  |
| 331 EMR Woodup Pool Project    | 0.00                   |                      | 0.00                   |
| 332 EMR Play Equipment Project | 0.00                   |                      | 0.00                   |
| 333 Tollesbury Harbour Project | 250.00                 |                      | 250.00                 |
| 334 EMR Website                | 225.00                 | 1,720.00             | 1,945.00               |
|                                | <u>14,580.55</u>       | <u>11,634.33</u>     | <u>26,214.88</u>       |

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>100 Wages</u>                       |                        |                       |                          |                          |                    |         |                         |
|  |                        |                       |                          |                          |                    |         |                         |
|  |                        |                       |                          |                          |                    |         |                         |
|  |                        |                       |                          |                          |                    |         |                         |
|  |                        |                       |                          |                          |                    |         |                         |
| Wages :- Indirect Expenditure          | 23,685                 | 40,158                | 16,473                   | 0                        | 16,473             | 59.0%   | 0                       |
| Net Expenditure                        | (23,685)               | (40,158)              | (16,473)                 |                          |                    |         |                         |
| <u>110 Administration</u>              |                        |                       |                          |                          |                    |         |                         |
| 1076 Precept                           | 89,902                 | 89,902                | 0                        |                          |                    | 100.0%  |                         |
| 1080 Bank Interest Received            | 0                      | 2                     | 2                        |                          |                    | 8.0%    |                         |
| 1200 Grants Received                   | 50                     | 0                     | (50)                     |                          |                    | 0.0%    |                         |
| Administration :- Income               | 89,952                 | 89,904                | (48)                     |                          |                    | 100.1%  | 0                       |
| 4100 Audit Fees                        | 700                    | 700                   | 0                        |                          | 0                  | 100.0%  |                         |
| 4110 Bank Charges                      | 47                     | 100                   | 53                       |                          | 53                 | 46.6%   |                         |
| 4120 Insurance                         | 3,060                  | 2,650                 | (410)                    |                          | (410)              | 115.5%  |                         |
| 4130 Miscellaneous                     | 295                    | 500                   | 205                      |                          | 205                | 59.0%   |                         |
| 4140 Office Allowance                  | 455                    | 780                   | 325                      |                          | 325                | 58.3%   |                         |
| 4150 Photocopier                       | 343                    | 900                   | 557                      |                          | 557                | 38.1%   |                         |
| 4160 Postage                           | 16                     | 40                    | 24                       |                          | 24                 | 39.6%   |                         |
| 4170 Stationery                        | 9                      | 60                    | 51                       |                          | 51                 | 15.3%   |                         |
| 4180 Subscriptions                     | 1,333                  | 1,425                 | 92                       |                          | 92                 | 93.5%   |                         |
| 4190 Telephone                         | 312                    | 600                   | 288                      |                          | 288                | 52.0%   |                         |
| 4200 Training                          | 0                      | 130                   | 130                      |                          | 130                | 0.0%    |                         |
| 4210 Website                           | 525                    | 1,025                 | 500                      |                          | 500                | 51.2%   |                         |
| Administration :- Indirect Expenditure | 7,094                  | 8,910                 | 1,816                    | 0                        | 1,816              | 79.6%   | 0                       |
| Net Income over Expenditure            | 82,858                 | 80,994                | (1,864)                  |                          |                    |         |                         |
| <u>120 Amenities</u>                   |                        |                       |                          |                          |                    |         |                         |
| 1100 Allotments Income                 | 885                    | 1,000                 | 115                      |                          |                    | 88.5%   |                         |
| Amenities :- Income                    | 885                    | 1,000                 | 115                      |                          |                    | 88.5%   | 0                       |
| 4130 Miscellaneous                     | 113                    | 700                   | 587                      |                          | 587                | 16.1%   |                         |
| 4250 Allotments                        | 197                    | 500                   | 303                      |                          | 303                | 39.5%   |                         |
| 4260 Hasler Green                      | 180                    | 360                   | 180                      |                          | 180                | 50.0%   |                         |
| 4270 Rangers                           | 631                    | 1,260                 | 629                      |                          | 629                | 50.1%   |                         |
| 4280 Woodrolfe Green                   | 300                    | 600                   | 300                      |                          | 300                | 50.0%   |                         |
| Amenities :- Indirect Expenditure      | 1,421                  | 3,420                 | 1,999                    | 0                        | 1,999              | 41.6%   | 0                       |
| Net Income over Expenditure            | (536)                  | (2,420)               | (1,884)                  |                          |                    |         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

## Cost Centre Report

|                                  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|----------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>130 Cemetery</u>              |                        |                       |                          |                          |                    |         |                         |
| 1110 Fees                        | 1,683                  | 5,000                 | 3,317                    |                          |                    | 33.7%   |                         |
|                                  |                        |                       |                          |                          |                    |         |                         |
| Cemetery :- Income               | <u>1,683</u>           | <u>5,000</u>          | <u>3,317</u>             |                          |                    | 33.7%   | 0                       |
| 4130 Miscellaneous               | 31                     | 100                   | 69                       |                          | 69                 | 30.9%   |                         |
| 4310 Contract                    | 3,250                  | 6,500                 | 3,250                    |                          | 3,250              | 50.0%   |                         |
| 4330 Water/Sewage Rate           | 71                     | 120                   | 49                       |                          | 49                 | 59.3%   |                         |
| 4340 Rates                       | 211                    | 0                     | (211)                    |                          | (211)              | 0.0%    |                         |
|                                  |                        |                       |                          |                          |                    |         |                         |
| Cemetery :- Indirect Expenditure | <u>3,563</u>           | <u>6,720</u>          | <u>3,157</u>             | 0                        | 3,157              | 53.0%   | 0                       |
|                                  |                        |                       |                          |                          |                    |         |                         |
| Net Income over Expenditure      | <u>(1,880)</u>         | <u>(1,720)</u>        | <u>160</u>               |                          |                    |         |                         |
| <u>140 Pavilion</u>              |                        |                       |                          |                          |                    |         |                         |
| 1120 Hire Charge                 | 75                     | 50                    | (25)                     |                          |                    | 150.0%  |                         |
|                                  |                        |                       |                          |                          |                    |         |                         |
| Pavilion :- Income               | <u>75</u>              | <u>50</u>             | <u>(25)</u>              |                          |                    | 150.0%  | 0                       |
| 4330 Water/Sewage Rate           | 91                     | 250                   | 159                      |                          | 159                | 36.2%   |                         |
| 4400 Cleaning Items              | 10                     | 50                    | 40                       |                          | 40                 | 19.8%   |                         |
| 4410 Electricity                 | 291                    | 300                   | 9                        |                          | 9                  | 96.9%   |                         |
| 4420 Maintenance                 | 0                      | 150                   | 150                      |                          | 150                | 0.0%    |                         |
|                                  |                        |                       |                          |                          |                    |         |                         |
| Pavilion :- Indirect Expenditure | <u>391</u>             | <u>750</u>            | <u>359</u>               | 0                        | 359                | 52.2%   | 0                       |
|                                  |                        |                       |                          |                          |                    |         |                         |
| Net Income over Expenditure      | <u>(316)</u>           | <u>(700)</u>          | <u>(384)</u>             |                          |                    |         |                         |
| <u>150 Projects</u>              |                        |                       |                          |                          |                    |         |                         |
| 4500 Amenities                   | 1,150                  | 5,500                 | 4,350                    |                          | 4,350              | 20.9%   | 1,150                   |
| 4530 Recreation Ground           | 3,650                  | 4,000                 | 350                      |                          | 350                | 91.3%   | 3,650                   |
| 4540 Woodup Pool                 | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%    | 300                     |
| 4560 Neighbourhood Plan          | 0                      | 250                   | 250                      |                          | 250                | 0.0%    |                         |
| 4590 Woodrolfe Hard              | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%    |                         |
| 4600 Street Lighting             | 419                    | 0                     | (419)                    |                          | (419)              | 0.0%    | 419                     |
| 4610 Unallocated Sum             | 0                      | 400                   | 400                      |                          | 400                | 0.0%    | 17                      |
| 4640 Website                     | 940                    | 2,660                 | 1,720                    |                          | 1,720              | 35.3%   | 940                     |
|                                  |                        |                       |                          |                          |                    |         |                         |
| Projects :- Indirect Expenditure | <u>6,159</u>           | <u>15,810</u>         | <u>9,651</u>             | 0                        | 9,651              | 39.0%   | 6,476                   |
|                                  |                        |                       |                          |                          |                    |         |                         |
| Net Expenditure                  | <u>(6,159)</u>         | <u>(15,810)</u>       | <u>(9,651)</u>           |                          |                    |         |                         |
| 6000 plus Transfer from EMR      | 6,176                  |                       |                          |                          |                    |         |                         |
| 6001 less Transfer to EMR        | 300                    |                       |                          |                          |                    |         |                         |
|                                  |                        |                       |                          |                          |                    |         |                         |
| Movement to/(from) Gen Reserve   | <u>(283)</u>           |                       |                          |                          |                    |         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>160 Rec Ground</u>                  |                        |                       |                          |                          |                    |         |                         |
| 1130 Pitch Fees                        | 1,375                  | 1,800                 | 425                      |                          |                    | 76.4%   |                         |
| Rec Ground :- Income                   | <u>1,375</u>           | <u>1,800</u>          | <u>425</u>               |                          |                    | 76.4%   | 0                       |
| 4310 Contract                          | 4,128                  | 8,355                 | 4,227                    |                          | 4,227              | 49.4%   |                         |
| 4420 Maintenance                       | 878                    | 2,200                 | 1,322                    |                          | 1,322              | 39.9%   |                         |
| Rec Ground :- Indirect Expenditure     | <u>5,006</u>           | <u>10,555</u>         | <u>5,549</u>             | 0                        | 5,549              | 47.4%   | 0                       |
| Net Income over Expenditure            | <u>(3,631)</u>         | <u>(8,755)</u>        | <u>(5,124)</u>           |                          |                    |         |                         |
| <u>170 Street Clean</u>                |                        |                       |                          |                          |                    |         |                         |
| 4310 Contract                          | 2,500                  | 4,800                 | 2,300                    |                          | 2,300              | 52.1%   |                         |
| Street Clean :- Indirect Expenditure   | <u>2,500</u>           | <u>4,800</u>          | <u>2,300</u>             | 0                        | 2,300              | 52.1%   | 0                       |
| Net Expenditure                        | <u>(2,500)</u>         | <u>(4,800)</u>        | <u>(2,300)</u>           |                          |                    |         |                         |
| <u>180 Street Light</u>                |                        |                       |                          |                          |                    |         |                         |
| 4410 Electricity                       | 597                    | 1,000                 | 403                      |                          | 403                | 59.7%   |                         |
| 4420 Maintenance                       | 340                    | 700                   | 360                      |                          | 360                | 48.5%   |                         |
| Street Light :- Indirect Expenditure   | <u>936</u>             | <u>1,700</u>          | <u>764</u>               | 0                        | 764                | 55.1%   | 0                       |
| Net Expenditure                        | <u>(936)</u>           | <u>(1,700)</u>        | <u>(764)</u>             |                          |                    |         |                         |
| <u>190 Woodrolfe Hard</u>              |                        |                       |                          |                          |                    |         |                         |
| 1110 Fees                              | 675                    | 800                   | 125                      |                          |                    | 84.4%   |                         |
| Woodrolfe Hard :- Income               | <u>675</u>             | <u>800</u>            | <u>125</u>               |                          |                    | 84.4%   | 0                       |
| 4130 Miscellaneous                     | 275                    | 350                   | 75                       |                          | 75                 | 78.5%   |                         |
| 4730 Rent                              | 430                    | 431                   | 1                        |                          | 1                  | 99.7%   |                         |
| Woodrolfe Hard :- Indirect Expenditure | <u>704</u>             | <u>781</u>            | <u>77</u>                | 0                        | 77                 | 90.2%   | 0                       |
| Net Income over Expenditure            | <u>(29)</u>            | <u>19</u>             | <u>48</u>                |                          |                    |         |                         |
| <u>200 Woodup</u>                      |                        |                       |                          |                          |                    |         |                         |
| 4190 Telephone                         | 252                    | 480                   | 228                      |                          | 228                | 52.5%   |                         |
| 4270 Rangers                           | 105                    | 400                   | 295                      |                          | 295                | 26.3%   |                         |
| 4310 Contract                          | 120                    | 240                   | 120                      |                          | 120                | 50.0%   |                         |
| 4420 Maintenance                       | 720                    | 750                   | 30                       |                          | 30                 | 95.9%   |                         |
| 4700 Toilet                            | 550                    | 950                   | 400                      |                          | 400                | 57.9%   |                         |
| 4760 Litter Collection                 | 184                    | 350                   | 166                      |                          | 166                | 52.6%   |                         |
| Woodup :- Indirect Expenditure         | <u>1,931</u>           | <u>3,170</u>          | <u>1,239</u>             | 0                        | 1,239              | 60.9%   | 0                       |
| Net Expenditure                        | <u>(1,931)</u>         | <u>(3,170)</u>        | <u>(1,239)</u>           |                          |                    |         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

## Cost Centre Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>210 S137 Expenditure</u>              |                        |                       |                          |                          |                    |               |                         |
| 4800 Donations                           | 1,000                  | 1,100                 | 100                      |                          | 100                | 90.9%         |                         |
| S137 Expenditure :- Indirect Expenditure | <u>1,000</u>           | <u>1,100</u>          | <u>100</u>               | <u>0</u>                 | <u>100</u>         | <u>90.9%</u>  | <u>0</u>                |
| Net Expenditure                          | <u>(1,000)</u>         | <u>(1,100)</u>        | <u>(100)</u>             |                          |                    |               |                         |
| <u>220 Other</u>                         |                        |                       |                          |                          |                    |               |                         |
| 4850 Agency Services                     | 1,820                  | 500                   | (1,320)                  |                          | (1,320)            | 364.0%        |                         |
| 4860 Advertising                         | 0                      | 180                   | 180                      |                          | 180                | 0.0%          |                         |
| Other :- Indirect Expenditure            | <u>1,820</u>           | <u>680</u>            | <u>(1,140)</u>           | <u>0</u>                 | <u>(1,140)</u>     | <u>267.6%</u> | <u>0</u>                |
| Net Expenditure                          | <u>(1,820)</u>         | <u>(680)</u>          | <u>1,140</u>             |                          |                    |               |                         |
| Grand Totals:- Income                    | 94,645                 | 98,554                | 3,909                    |                          |                    | 96.0%         |                         |
| Expenditure                              | 56,210                 | 98,554                | 42,344                   | 0                        | 42,344             | 57.0%         |                         |
| Net Income over Expenditure              | <u>38,435</u>          | <u>0</u>              | <u>(38,435)</u>          |                          |                    |               |                         |
| plus Transfer from EMR                   | 6,176                  |                       |                          |                          |                    |               |                         |
| less Transfer to EMR                     | 300                    |                       |                          |                          |                    |               |                         |
| Movement to/(from) Gen Reserve           | <u>44,310</u>          |                       |                          |                          |                    |               |                         |

TOLLESBURY PARISH COUNCIL  
PAYMENTS FOR APPROVAL

November 2021

| Date  | Cheque No. | Payee                    | Invoice No/Ref | Expenditure Detail                                 | Amount           |
|---|------------|--------------------------|----------------|--|------------------|
| <b>CO-OPERATIVE BANK - CURRENT ACCOUNT</b>  |            |                          |                |  |                  |
| 15.10.21                                    | D/D        | Bulb                     |                | Electricity Supply - Pavilion                      | £43.61           |
| 25.10.21                                    | D/D        | E.On                     |                | Electricity Supply - Streetlights                  | £79.50           |
| 29.10.21                                    | D/D        | Utility Warehouse        | 173154674      | Parish Phone                                       | £53.04           |
| 01.11.21                                    | D/D        | Maldon District Council  |                | Non-Domestic Rates - Cemetery                      | £30.00           |
| 15.11.21                                    | D/D        | A & J Lighting Solutions | 35652          | Monthly maintenance                                | £67.92           |
| <b>CO-OPERATIVE ACCOUNT - ACCOUNT No. 2</b> |            |                          |                |  |                  |
| 18.10.21                                    | D/D        | Adobe                    | 7009901359     | Adobe Monthly Subscription                         | £12.94           |
| 20.10.21                                    | D/C        | McColls                  |                | Refreshments - Meeting with MDC re NP              | £8.78            |
| 01.11.21                                    | D/C        | SLCC                     | QL200482-1     | Qualification Fee - FILCA - Parish Clerk           | £144.00          |
| 01.11.21                                    | D/C        | SLCC                     | BK203884-1     | Training Semnar - 10th November - Parish Clerk     | £54.00           |
| <b>UNITY TRUST BANK - CURRENT ACCOUNT</b>   |            |                          |                |  |                  |
| 05.10.21                                    | Online     | Mr P Pettican            |                | Overstated on October Scheduled                    | -£153.85         |
| 18.10.21                                    | Online     | Mr R Laurie              |                | Refund - Paid Allotment fees twice in error        | £35.00           |
| 02.11.21                                    |            | Wages                    |                | Staff Wages  | £2,044.80        |
|   | Online     | Essex Pension Fund       |                | Employee and Employer Contributions - November     | £711.46          |
|   | Online     | D W Maintenance          | 2088           | Grounds Maintenance - Cemetery - October           | £541.66          |
|   |            |                          | 2089           | Grounds Maintenance - October                      | £787.92          |
|   | Online     | S Curtis                 | 12             | Litter Contract                                    | £416.66          |
|   | Online     | The Centre               |                | Hall hire - PC Meetings October 2021               | £34.00           |
|   | Online     | Bonz                     | 4849           | Hang new flag, install new signs and bollard - Rec | £120.00          |
|   | Online     | Viking                   | 0965           | Civic Amenity Skip                                 | £168.00          |
|   | Online     | Rialtas Solutions        | SM24566        | Making Tax Digital for VAT - Annual Fee            | £70.80           |
|   | Online     | Green Recycling Ltd      | 350549         | Large Wheelie Bin - Woodup Pool                    | £61.20           |
| <b>TOTAL</b>                                |            |                          |                |  | <b>£5,331.44</b> |

| <b>Payment Breakdown</b>        |                  |
|---------------------------------|------------------|
| Tollesbury Current Account      | £274.07          |
| Tollesbury A/c No. 2 Debit Card | £219.72          |
| Unity Trust Bank                | £4,837.65        |
| <b>TOTAL</b>                    | <b>£5,331.44</b> |



2<sup>nd</sup> November 2021

## **YOUTH WORKING GROUP**

The working group was born out of the need for some local support for young people and impacted residents of Tollesbury village during the lockdown periods under the recent coronavirus pandemic.

At the height of the Lockdown periods, many young people were struggling with restrictions on contact, lack of organised groups and general well-being activities. This resulted in some behaviours that were perceived to be anti-social by some of the local community.

A working group of councillors keen to improve the situation felt that a gentle, early intervention may help some of the young people and their parents who may have been finding the lockdowns difficult and the Parish Council wrote to the parents highlighting the community issues, offering support to facilitate links to assistive services.

One of the issues identified by the working group was a lack of future career and job options and access to supporting vocational development initiatives. (Paper submitted in April by Cllr Clare)

In order to ensure we deliver what is needed and wanted by the young people in our community we have proposed a couple of 'open door' consultation sessions at a local venue to survey young people's ideas and to engage with them on this subject. This would be in conjunction with 'The Hangout' and would draw on support from Essex Youth Services including their attendance at the event.

We intend to make use of one of the larger local venues to accommodate space for activities that promote engagement, allow for an element of privacy in the discussions taking place and to keep mindful of some social distancing.

Activities would include:

Consultation on what young people think they need to be able to access career and vocational support

Discussions on CV writing and interview skills

'Mindhub' stations for ideas and brainstorming.

The group requests a donation from the parish council to assist with the room hire of £66. This sum will cover both sessions we wish to undertake. The Pavilion was considered, but the limited space would not lend itself to the type and scope of the activities we wish to set out. The Hangout and youth services will assist with support for the activities and engagement so funding for these elements will be covered. There will be no further requests for funding from the Parish Council in relation to these events.