

Present: Cllrs Bell, Clare, Goldie, Hawes, Lowther, Rogers, St Joseph

In the Chair: Cllr Plater

Clerk: Michelle Curtis

Also Present: District Councillor Stephens

1. Apologies for Absence

There were apologies for absence from Cllr Chambers.

There were also apologies for absence from County Councillor Durham.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. Public Forum

There were no members of the public present.

4. County Councillors and District Councillors

4.1 County Councillor

The Clerk reported that Cllr Durham had reported that Essex County Council were finalising the budget, which Full Council will agree in three weeks.

4.2 District Councillors

The report from Cllr Stephens was received and noted (Appendix A).

Councillors had received copies of emails between the Agent and Maldon District Council regarding the planning application on the Servowatch site. Cllr Stephens reported that Maldon District Council had informed her that the Agent had agreed on a new date with Maldon District Council.

Councillors expressed concern regarding the recent planning permission granted at 12 Station Road. Maldon District Council had given permission to remove a Viburnum hedge. The Clerk had requested a copy of the Conservation Officers report from the Maldon District Council Planning Officer and was advised, "The application was for a Section 211 notification. There is no legal requirement to publicise this type of application (although we do consult the Parish for information), and the LPA does not consult the conservation officer on Section 211 notices."

In the Parish Council's response to Maldon District Council, it had been pointed out there is a potential danger as there is a nearby electricity pole and a stay that runs across the front of the property.

Councillors were concerned there was a danger as a vehicle was parking on the front of the property and driving under the stay.

Action: Clerk to forward a copy of the email from the Planning Officer at Maldon District Council to Cllr Stephens.

Cllr Stephens left the meeting (8.10 pm)

5. Minutes of the Meetings held on the 21st December 2021

Resolved: the Minutes of the Parish Council Meeting held on 21st December 2021 be approved as a true and accurate record of the meeting. Proposed Cllr Clare, seconded Cllr Rogers. Unanimously agreed.

The Chairman signed the Minutes.

6. Finance

6.1 Monthly Financial Report

The Financial Report as of the 31st December 2021 was presented to the Council (Appendix B).

Councillors received the following monthly financial reports:

Bank Reconciliation – The closing balance of £97,760.51

Expenditure to date – Budget £98,554 - Actual to date £73,070

Income to date – Budget £98,554 (including Precept £89,902) Actual to date £97,441

Earmarked Funds – Closing Balance £24,890.88 – Net movement £10,310.33

The Clerk reported:

- £60 received from Tolleshunt D'Arcy Parish Council to contribute to the PO Box address for the Parish Clerk.

Resolved: to approve the Financial Report. Unanimously agreed.

The Chairman signed the Reports.

6.2 Payments

The items for payment totalling £7,759.00 were presented for approval (Appendix C).

Resolved: to approve payments and make online payments.

7. Recreation Ground

7.1 Verbal Update from the Recreation Ground Committee

There was no new information to report.

7.2 Monthly Inspection Report

The Monthly Inspection Report dated 31/12/2021 was received. It was noted that the vertical climber had been removed.

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

8.1 Verbal Update from the Environment and Amenity Committee

Committee meeting scheduled for 18th January 2022.

The Clerk reported the laying of the road planings at Woodrolfe Green was planned for Friday 14th January 2022.

8.2 Cemetery

The letter from the resident with tree planting and wildlife suggestions for the Cemetery was received and noted. Councillors would consider a number of the proposals raised by the resident when discussing agenda item 11.

9. Woodrolfe Hard

9.1 Verbal Update from the Woodrolfe Hard Committee

Cllr St Joseph reported that it is planned to lay the additional stone once the weather improves.

10. Woodup Pool

10.1 Verbal Update from the Woodup Pool Committee

Cllr Lowther reported there had been positive feedback from residents regarding the pool being left full during the winter period.

The Chairman reported a meeting had been arranged with the landowner regarding access to Woodup Pool for Monday 17th January 2022 in the Pavilion at 5.00 pm.

Cllrs Bell, Clare and Hawes agreed to attend with the Chairman.

11. Tollesbury Climate Partnership (TCP)

The Chairman reported that on 3rd January 2022, Cllrs Hawes, Lowther, Rogers and himself had met with representatives from TCP and the Football Clubs to discuss the proposed Queens Green Canopy Project at the Recreation Ground.

Councillors had a lengthy discussion and were supportive of the work of TCP but also recognised the need for leaving adequate room on the Recreation Ground to accommodate the football teams who were looking to expand the following season.

The Chairman advised, at the meeting, it was suggested that the Cemetery would be a suitable area for the planting of trees.

Resolved: Unanimously agreed not to grant permission for the proposed project at the Recreation Ground as it stands, as it is in an inappropriate position given the requirements of the football teams. To suggest that TCP considers:

- Recreation Ground –
 - infilling at the Recreation Ground (hedgerow area along Church Street)
 - planting to the area where the wooden gym trail equipment is going to be removed
 - trees to provide shade for the play area
- Cemetery -
 - infilling the hedgerow
 - 20m in the southwest corner or by agreement 20m width across the bottom of the open grass at the Cemetery.

Action: Clerk to write to TCP with the Parish Council's views. If TCP is minded to proceed as per the recommendations of the Parish Council, a new proposal for the Recreation Ground and Cemetery with costings is to be submitted to the Council for consideration.

12. Police/Community Protection Officers (CPOs)

12.1 Police

The Police Reports (confidential) were received and noted.

12.2 CPO Report for November 2021

The report for November 2021 was received.

It was noted that a Penalty Charge Notice (PCN) had been issued in Crescent Road.

13. Administration

High Street – Yellow Lines outside Doctors Surgery - The Clerk advised she had received an email from the South Essex Parking Partnership to advise that the work is included on their next batch of maintenance to be carried out in the Maldon District. Due to the weather at this time of year, this will likely be done in the spring.

14. Community Concerns

Cllr Clare reported:

- There have been several comments on Facebook regarding the use of electric scooters. Cllr Clare had advised residents to report any issues to the police.
- It has been brought to his attention that the works carried out by the Mersea Harbour Protection Trust were causing issues and silting up the creek. It is understood that work is not being carried out on the high tide as agreed. The Chairman advised that he had been in contact with the Project Manager, who has agreed to take it up with the Works Manager and the Dredging Manager.
Action: Councillors to forward any information, dates, times, etc., to him to pass the information to the Project Manager.

Cllr Lowther reported:

- It has been brought to his attention that the satellite dish on the corner of North Road was still in place and not been repositioned by the resident as previously requested by the Parish Council.
Action: Clerk to bring to the attention of the Conservation Officer at Maldon District Council.

Cllr St Joseph reported:

- During recent discussions by TCP, the use of herbicides had been raised.
Action: Clerk to ask Contractor if any other Councils had raised this question.
Action: Further information to be requested from TCP.

15. 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.

16. Employment Matters

Councillors carried out an annual review for the Litter Picker – (confidential report 03-21/22).

17. Public Bodies (Admission to Meetings) Act 1960

Resolved: to open the meeting to the press and public

18. Dates of the Next Meetings

Tuesday 18th January 2022 – Full Council Meeting – PLANNING ONLY – 7.30 pm

Tuesday 18th January 2022 – Environment and Amenity Committee – following Full Council Meeting

Tuesday 1st February 2022 – Full Council Meeting – 7.30 pm

Tuesday 15th February 2022 – Full Council Meeting – PLANNING ONLY – 7.30 pm


The Chairman closed the meeting at 9.20 pm.

Signed.....

Date

**Report for Tollesbury Parish Council meeting
on 11th January 2022** (report written 8Jan22)

**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

www.maldon.gov.uk



1. PLANNING

Next planning meetings:

- 19Jan22 District; 2Feb22 North Western

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

- Developer has submitted many revised documents, so determination deadline now 4Feb22

2. ROAD SAFETY

- c/f

3. NEIGHBOURHOOD WATCH

- c/f

4. WASTE MANAGEMENT

- New crew have settled in, but I'm working with the waste management team on ongoing issues
- I'm spending a day with a crew this week
- Recycling depot visit to be rescheduled when covid less of an issue

5. MDC and LEADERSHIP

- There was to have been a vote on the new leadership at the full Council meeting on 16Dec21 but instead the meeting ended early, following disruption by Cllr Morris (Heybridge West), who used "Declarations of Interest" to make false and damaging accusations against the Council and staff
- This led to the chair proposing motions for Cllr Morris to be "not heard" and then to be required to leave the meeting
- I did not vote for these as I thought they would backfire – but that should not be interpreted as my support for Cllr Morris' poor behaviour – indeed I had already written a formal letter of complaint to the Monitoring Officer about it
- Both of these motions were passed but Cllr Morris refused to leave and the meeting had to close early
- An extraordinary meeting is scheduled for 18th January 22, but meanwhile the constitution allows for delegated decisions to ensure business can continue, and such decisions are being reported to Members, and the Independent Support Group continues to work with the Local Government Association and MDC Corporate Leadership Team on strategies for handling this situation

Date: 04/01/2022

Tollesbury Parish Council Current Year

Page 1

Time: 13:45

**Bank Reconciliation Statement as at 31/12/2021
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	31/12/2021		73,376.42
Deposit Account	31/12/2021		497.28
P/Sector Reserve	31/03/2021		0.00
Coop Current Account 2	31/12/2021		2,817.05
Petty Cash	31/12/2021		13.33
Unity Current Account	31/12/2021		21,055.44
			0.00
			<u>97,759.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			97,759.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			97,759.52
		Balance per Cash Book is :-	97,760.51
		Difference Excluding Adjustments is :-	-0.99
<u>Adjustments to Reconciliation</u>			
19/09/2017 ONLINE Colin Elmer		0.00	
19/09/2017 ONLINE Colin Elmer		0.00	
18/04/2019 D/C Morrisons		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	-0.99

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Amenities	2,328.41	2,995.95	5,324.36
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	-219.00	3,139.19
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>10,310.33</u>	<u>24,890.88</u>

Detailed Income & Expenditure by Budget Heading 31/12/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Wages</u>							
Wages :- Indirect Expenditure	31,102	40,158	9,056	0	9,056	77.4%	0
Net Expenditure	(31,102)	(40,158)	(9,056)				
<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	110	0	(110)			0.0%	
Administration :- Income	90,012	89,904	(108)			100.1%	0
4100 Audit Fees	700	700	0		0	100.0%	
4110 Bank Charges	72	100	28		28	71.7%	
4120 Insurance	3,060	2,650	(410)		(410)	115.5%	
4130 Miscellaneous	511	500	(11)		(11)	102.1%	
4140 Office Allowance	585	780	195		195	75.0%	
4150 Photocopier	649	900	251		251	72.1%	
4160 Postage	32	40	8		8	79.2%	
4170 Stationery	13	60	47		47	21.9%	
4180 Subscriptions	2,225	1,425	(800)		(800)	156.2%	
4190 Telephone	405	600	195		195	67.6%	
4200 Training	285	130	(155)		(155)	219.2%	
4210 Website	525	1,025	500		500	51.2%	
Administration :- Indirect Expenditure	9,062	8,910	(152)	0	(152)	101.7%	0
Net Income over Expenditure	80,950	80,994	44				
<u>120 Amenities</u>							
1100 Allotments Income	1,015	1,000	(15)			101.5%	
Amenities :- Income	1,015	1,000	(15)			101.5%	0
4130 Miscellaneous	146	700	554		554	20.9%	
4250 Allotments	197	500	303		303	39.5%	
4260 Hasler Green	240	360	120		120	66.7%	
4270 Rangers	631	1,260	629		629	50.1%	
4280 Woodrolfe Green	400	600	200		200	66.7%	
Amenities :- Indirect Expenditure	1,615	3,420	1,805	0	1,805	47.2%	0
Net Income over Expenditure	(600)	(2,420)	(1,820)				

Detailed Income & Expenditure by Budget Heading 31/12/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Cemetery</u>							
1110 Fees	4,288	5,000	712			85.8%	
Cemetery :- Income	<u>4,288</u>	<u>5,000</u>	<u>712</u>			85.8%	0
4130 Miscellaneous	31	100	69		69	30.9%	
4310 Contract	4,333	6,500	2,167		2,167	66.7%	
4330 Water/Sewage Rate	71	120	49		49	59.3%	
4340 Rates	271	0	(271)		(271)	0.0%	
Cemetery :- Indirect Expenditure	<u>4,706</u>	<u>6,720</u>	<u>2,014</u>	0	2,014	70.0%	0
Net Income over Expenditure	<u>(418)</u>	<u>(1,720)</u>	<u>(1,302)</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	219	250	31		31	87.5%	
4400 Cleaning Items	10	50	40		40	19.8%	
4410 Electricity	374	300	(74)		(74)	124.6%	
4420 Maintenance	30	150	120		120	20.0%	
Pavilion :- Indirect Expenditure	<u>633</u>	<u>750</u>	<u>117</u>	0	117	84.3%	0
Net Income over Expenditure	<u>(558)</u>	<u>(700)</u>	<u>(142)</u>				
<u>150 Projects</u>							
4500 Amenities	2,005	5,500	3,495		3,495	36.5%	2,005
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	469	250	(219)		(219)	187.6%	469
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>7,483</u>	<u>15,810</u>	<u>8,327</u>	0	8,327	47.3%	7,800
Net Expenditure	<u>(7,483)</u>	<u>(15,810)</u>	<u>(8,327)</u>				
6000 plus Transfer from EMR	7,500						
6001 less Transfer to EMR	300						
Movement to/(from) Gen Reserve	<u>(283)</u>						

Detailed Income & Expenditure by Budget Heading 31/12/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Rec Ground</u>							
1130 Pitch Fees	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	5,503	8,355	2,852		2,852	65.9%	
4420 Maintenance	1,223	2,200	977		977	55.6%	
Rec Ground :- Indirect Expenditure	<u>6,726</u>	<u>10,555</u>	<u>3,829</u>	0	3,829	63.7%	0
Net Income over Expenditure	<u>(5,351)</u>	<u>(8,755)</u>	<u>(3,404)</u>				
<u>170 Street Clean</u>							
4310 Contract	3,333	4,800	1,467		1,467	69.4%	
Street Clean :- Indirect Expenditure	<u>3,333</u>	<u>4,800</u>	<u>1,467</u>	0	1,467	69.4%	0
Net Expenditure	<u>(3,333)</u>	<u>(4,800)</u>	<u>(1,467)</u>				
<u>180 Street Light</u>							
4410 Electricity	751	1,000	249		249	75.1%	
4420 Maintenance	453	700	247		247	64.7%	
Street Light :- Indirect Expenditure	<u>1,203</u>	<u>1,700</u>	<u>497</u>	0	497	70.8%	0
Net Expenditure	<u>(1,203)</u>	<u>(1,700)</u>	<u>(497)</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	373	480	107		107	77.7%	
4270 Rangers	105	400	295		295	26.3%	
4310 Contract	160	240	80		80	66.7%	
4420 Maintenance	720	750	30		30	95.9%	
4700 Toilet	550	950	400		400	57.9%	
4760 Litter Collection	235	350	115		115	67.1%	
Woodup :- Indirect Expenditure	<u>2,143</u>	<u>3,170</u>	<u>1,027</u>	0	1,027	67.6%	0
Net Expenditure	<u>(2,143)</u>	<u>(3,170)</u>	<u>(1,027)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210</u> <u>S137 Expenditure</u>							
4800 Donations	2,050	1,100	(950)		(950)	186.4%	
S137 Expenditure :- Indirect Expenditure	<u>2,050</u>	<u>1,100</u>	<u>(950)</u>	<u>0</u>	<u>(950)</u>	<u>186.4%</u>	<u>0</u>
Net Expenditure	<u>(2,050)</u>	<u>(1,100)</u>	<u>950</u>				
<u>220</u> <u>Other</u>							
4850 Agency Services	2,240	500	(1,740)		(1,740)	448.0%	
4860 Advertising	70	180	110		110	38.9%	
Other :- Indirect Expenditure	<u>2,310</u>	<u>680</u>	<u>(1,630)</u>	<u>0</u>	<u>(1,630)</u>	<u>339.7%</u>	<u>0</u>
Net Expenditure	<u>(2,310)</u>	<u>(680)</u>	<u>1,630</u>				
Grand Totals:- Income	97,441	98,554	1,113			98.9%	
Expenditure	73,070	98,554	25,484	0	25,484	74.1%	
Net Income over Expenditure	<u>24,371</u>	<u>0</u>	<u>(24,371)</u>				
plus Transfer from EMR	7,500						
less Transfer to EMR	300						
Movement to/(from) Gen Reserve	<u>31,570</u>						

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

January 2022

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT					
15.12.21	D/D	Bulb		Electricity Supply - Pavilion	£43.61
24.12.21	D/D	Npower (Eon)		Electricity Supply - Streetlights	£79.50
29.12.21	D/D	British Telecom	Q085 5M	Pool Phone	£145.02
31.12.21	D/D	Utility Warehouse	175495792	Parish Phone	£58.62
01.01.22	D/D	Maldon District Council		Non-Domestic Rates - Cemetery	£30.00
15.01.22	D/D	A & J Lighting Solutions	35836	Monthly maintenance	£67.92
27.01.22	D/D	Npower (Eon)		Electricity Supply - Streetlights	£112.47
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2					
09.12.21	D/C	AJ Products (UK) Ltd	150832	Key Hider - Recreation Ground	£270.00
09.12.21	D/D	Microsoft Office		Annual Subscription	£79.99
16.12.21	D/D	Adobe		Adobe Monthly Subscription	£12.94
20.12.21	D/C	SLCC		Clerk - Training	£144.00
29.12.21	D/C	Doodle		Annual Subscription	£72.54
04.01.22	D/C	Information Commissioners Office		Data Protection Registration Renewal Fees	£40.00
UNITY TRUST BANK - CURRENT ACCOUNT					
31.12.21	D/D	Unity Bank		Bank Charges	£25.05
11.01.22		Wages		Staff Wages	£2,236.55
	Online	HMRC		Tax & NI - December 21	£871.14
	Online	Essex Pension Fund		Employee and Employer Contributions - January 21	£756.40
	Online	Viking Skip Hire	0987	Civic Amenity Skip	£168.00
			1016	Civic Amenity Skip	£168.00
			1031	Civic Amenity Skip	£168.00
				Less overpayment December 2021	-£0.99
	Online	D W Maintenance	2120	Grounds Maintenance - Cemetery - December	£541.66
			2120	Emptying of green wheelie bin	£65.00
			2121	Grounds Maintenance - December	£787.92
	Online	S Curtis	14	Litter Contract	£1,394.58
	Online	Tollesbury St Marys PCC		Minutes - Parish Magazine	£416.66
				Church Clock	£140.00
	Online	The Centre		Hall Hire - Parish Council Meetings - Dec 21	£30.00
	Online	Bonz		Various works - Recreation Ground	£170.00
					£190.00
TOTAL					£7,759.00

Payment Breakdown	
Tollesbury Current Account	£537.14
Tollesbury A/c No. 2 Debit Card	£619.47
Unity Trust Bank	£6,602.39
TOTAL	£7,759.00