



TOLLESBURY
PARISH
COUNCIL

Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday 5th April 2022, in The Pavilion, Tollesbury Recreation Ground, Elysian Gardens 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

29th March 2022

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

- 4.1** To receive a report from County Councillor Durham
- 4.2** To receive a report from the District Councillors

5. Minutes

To receive and approve the minutes of the Parish Council Meeting held on 15th March 2022

6. Finance

6.1 To receive and approve the Monthly Financial Report as of 31st March 2022

6.2 To receive and approve the Payments

7. 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).

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

Application No: HOUSE/MAL/22/00376 PP-11083505

Proposal: Single storey extension to rear and side.

Location: Shenandoah Wycke Lane Tollesbury

Application No: HOUSE/22/00377 PP-11085161

Proposal: Part two storey / part single storey rear extension

Location: 2 New Road Tollesbury

8. Finance Committee

To receive the Draft Minutes of the Finance Committee Meeting held on 8th March 2022

9. Asset Register 2021/22

[To agree the proposed Asset Register](#)

10. Risk Assessment and Management Document

[To agree the proposed Risk Assessment and Management document](#)

11. Recreation Ground

11.1 To receive a verbal update from the Recreation Ground Committee

11.2 [To receive Monthly Inspection Report](#)

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

12.1 To receive a verbal update from the Environment and Amenity Committee.

13. Woodrolfe Hard

13.1 To receive a verbal update from the Woodrolfe Hard Committee.

14. Woodup Pool

14.1 To receive a verbal update from the Woodup Pool Committee.

14.2 To consider quotations for new brick-built BBQs at Woodup Pool

15. Queens Jubilee

To receive a verbal update on the Queens Jubilee Celebrations Working Group.

16. Youth Working Group

To receive a verbal update from the Youth Working Group

17. Parking

[To receive emails from resident regarding parking around the village and suggestion for the need for additional visitor parking](#)

18. Footpaths 22 and 28 – Temporary Closure

[To receive notification of the temporary closure of footpaths 22 and 28 from 1st August – 30th November 2022](#)

19. Queen's Green Canopy

To receive a verbal update on the tree planting at the Recreation Ground and the Cemetery.

20. Police/Community Protection Officers (CPO)

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

20.2 [To receive the CPO Reports for February 2022](#)

21. Administration

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

22. Community Concerns

To receive information only or note future agenda items

23. Dates of the Next Meetings

Tuesday 12th April 2022 – Woodup Pool – 7.30 pm – Woodup Pool Agenda items for consideration at the Woodup Pool Committee Meeting are to be sent to the Clerk by Monday, 4th April 2022, at the latest.

Tuesday 19th April 2022 – Full Council Meeting – PLANNING ONLY – 7.30 pm - Pavilion

Tuesday 19th April 2022 – Environment & Amenity Committee – Following the Full Council meeting

Agenda items for consideration at the Environment & Amenity Committee Meeting are to be sent to the Clerk by Monday, 11th April 2022, at the latest.

Tuesday 3rd May 2022 – Annual Statutory Meeting – 7.30 pm - Pavilion

Clerk: Michelle Curtis

Address: PO Box 13205, Maldon, Essex CM9 9FU

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

TOLLESBURY PARISH COUNCIL - ASSETS

	Assets Closing Balance 31 March 2021	Assets Closing Balance 31 March 2022	Assets Diff 2021 -y- 2022	As per Insurance Policy Effective October 2020	As per Insurance Policy Effective October 2021	Insurance Value Difference	Comments
War Memorials							
War Memorial - Church Yard	8154.47	8154.47	0.00	10025.15	10325.90	300.75	In-line with insurance renewal
Hasler Memorial - Rec Ground	6523.58	6523.58	0.00	8020.18	8260.79	240.61	In-line with insurance renewal
Elysian Gardens Monument	8154.47	8154.47	0.00	10025.15	10325.90	300.75	In-line with insurance renewal
TOTAL WAR MEMORIALS	22832.52	22832.52	0.00	28070.48	28912.59	842.11	
Freehold Land							
Woodup Pool	1.00	1.00	0.00	1.00	1.00	0.00	
Burial Ground	1.00	1.00	0.00	1.00	1.00	0.00	
Allotments	1.00	1.00	0.00	1.00	1.00	0.00	
Victory Recreation Ground	1.00	1.00	0.00	1.00	1.00	0.00	
Elysian Gardens Plot	1.00	1.00	0.00	1.00	1.00	0.00	
Hasler Green	1.00	1.00	0.00	1.00	1.00	0.00	
Woodrolfe Green	1.00	1.00	0.00	1.00	1.00	0.00	
Extension to Burial Ground	1.00	1.00	0.00	1.00	1.00	0.00	
TOTAL FREEHOLD LAND	8.00	8.00	0.00	8.00	8.00	0.00	
Buildings							
Pavilion	174515.10	174515.10	0.00	240365.84	247576.82	7210.98	In-line with insurance renewal
Pavilion Upgrade	22500.00	22500.00	0.00	22500.00	0.00	-22500.00	
Store Shed - recreation Ground	45667.37	45667.37	0.00	56143.82	57828.13	1684.31	In-line with insurance renewal
Store Shed - Cemetery	0.00	0.00	0.00	0.00	0.00	0.00	Cemetery shed removed
Village Lock Up	23649.10	23649.10	0.00	29074.43	29946.66	872.23	In-line with insurance renewal
TOTAL BUILDINGS	266331.57	266331.57	0.00	348084.09	335351.61	-12732.48	
Street Furniture							
Village Sign	2120.38	2120.38	0.00	2606.81	2685.01	78.20	In-line with insurance renewal
Bus Shelter (The Square)	9888.31	9888.31	0.00	12156.77	12521.47	364.70	In-line with insurance renewal
Benches and Seats (20)	8733.64	8733.64	0.00	12632.00	13010.96	378.96	In-line with insurance renewal
Litter Bins (11)	1601.06	1601.06	0.00	2405.78	2477.95	72.17	In-line with insurance renewal
Dog Bins (8)	2380.23	2380.23	0.00	2926.28	3014.07	87.79	In-line with insurance renewal
4 Picnic Tables - Woodup Pool	2768.83	2768.83	0.00	3404.02	3506.14	102.12	In-line with insurance renewal
Noticeboard - Recreation Gnd	3296.09	3296.09	0.00	4052.22	4173.79	121.57	In-line with insurance renewal
Streelights	12514.00	12514.00	0.00	0.00	12889.43	12889.43	Streelights added to Policy May 2021
TOTAL STREET FURNITURE	43302.54	43302.54	0.00	40183.88	54278.82	14094.94	
Gates and Fences							
Woodup Pool Fencing	7819.26	7819.26	0.00	9613.07	9901.46	288.39	In-line with insurance renewal
Fence - Recreation Ground	9500.00	9500.00	0.00	10899.93	11226.93	327.00	In-line with insurance renewal - Purchased 2017 Gamart Engineering
TOTAL GATES AND FENCES	17319.26	17319.26	0.00	20513.00	21128.39	615.39	
Sports Equipment							
New goalposts (4 sets)	2275.67	2275.67	0.00	2797.72	2881.65	83.93	In-line with insurance renewal
TOTAL SPORTS EQUIPMENT	2275.67	2275.67	0.00	2797.72	2881.65	83.93	
General Contents							
20 Stacking Chairs	549.35	549.35	0.00	675.38	695.64	20.26	In-line with insurance renewal
5 x 6 Ft Folding Tables	597.34	597.34	0.00	734.38	756.40	22.02	In-line with insurance renewal
TOTAL GENERAL CONTENTS	1146.69	1146.69	0.00	1409.76	1452.04	42.28	
Other Surfaces							
Other Surfaces	23861.41	23861.41	0.00	29335.42	30215.48	880.06	In-line with insurance renewal
Rubber Mulch Surfacing	9171.00	9171.00	0.00	9919.35	10216.93	297.58	Purchased Dec 18 - Caloo
Rubber Mulch Surfacing	3035.56	3035.56	0.00	3156.98	3251.69	94.71	Purchased Jan 2020 - Caloo
TOTAL INFRASTRUCTURE ASSETS	36067.97	36067.97	0.00	42411.75	43684.10	1272.35	

TOLLESBURY PARISH COUNCIL - ASSETS

	<u>Assets</u> <u>Closing</u> <u>Balance 31</u> <u>March 2021</u>	<u>Assets</u> <u>Closing</u> <u>Balance 31</u> <u>March 2022</u>	<u>Assets Diff.</u> <u>2021 -y- 2022</u>	<u>As per</u> <u>Insurance</u> <u>Policy</u> <u>Effective</u> <u>October 2020</u>	<u>As per</u> <u>Insurance</u> <u>Policy</u> <u>Effective</u> <u>October 2021</u>	<u>Insurance</u> <u>Value</u> <u>Difference</u>	<u>Comments</u>
Playground Equipment							
2 Bay Swings - Toddler	3199.31	3199.31	0.00	3939.42	4057.60	118.18	In-line with insurance renewal
2 Bay Swings	2956.9	2956.90	0.00	3634.63	3743.67	109.04	In-line with insurance renewal
Junior Igloo	4431.6	4431.60	0.00	5448.85	5612.32	163.47	In-line with insurance renewal
Timber/Metal Slide	4800.06	4800.06	0.00	5901.23	6078.27	177.04	In-line with insurance renewal
Wickstead Seesaw	0.00	0.00	0.00	0.00	0.00	0.00	In-line with insurance renewal
Hunt Carousel	6785.9	6785.90	0.00	8342.63	8592.91	250.28	In-line with insurance renewal
Playdale Trim Trial	3313.13	0.00	-3313.13	4076.23	0.00	-4076.23	Item removed - Feb 2022 (insurance value £4198.52)
Creative Multi-Play with Slide	0.00	0.00	0.00	0.00	0.00	0.00	Item removed - Dec 2018
Aerial Runway	0.00	0.00	0.00	0.00	0.00	0.00	Item removed - Jan 2020
Skatepark Equipment	23202.37	23202.37	0.00	28525.16	29380.91	855.75	In-line with insurance renewal
Youth Shelter	7542.2	7542.20	0.00	9272.43	9550.60	278.17	In-line with insurance renewal
Playship	16581.34	16581.34	0.00	20385.23	20996.79	611.56	In-line with insurance renewal
2 Springer Units	1020.89	1020.89	0.00	1255.10	1292.75	37.65	In-line with insurance renewal
Fire Engine	2945.00	2945.00	0.00	3185.31	3280.87	95.56	Purchased Dec 18 - Caloo
Snake Slide	4362.57	4362.57	0.00	4718.54	4860.10	141.56	Purchased Dec 18 - Caloo
Aerial Runway-Surf Spring-Rocking See-saw	16783.07	16783.07	0.00	17454.42	17978.05	523.63	Purchased Jan 2020 - Caloo
TOTAL PLAYGROUND EQUIPMENT	97924.34	94611.21	-3313.13	116139.18	115424.84	-714.34	
			0.00				
Office Equipment							
Laptop (Dec 16)	1258.00	1258.00		1258.00	1295.74		
Projector	993.99	993.99	0.00	1119.24	1153.26	34.02	
TOTAL OFFICE EQUIPMENT	2251.99	2251.99	0.00	2377.24	2449.00	34.02	In-line with insurance renewal
On Asset Register not Insured							
Picnic Tables and Benches - Rec Gnd	1728.00	1728.00	0.00			0.00	
Noticeboards at Woodup Pool	140.00	140.00	0.00			0.00	
Dog Bins	208.00	208.00	0.00			0.00	
Froggo Bin	350.84	350.84	0.00			0.00	
Litter bin	230.61	230.61	0.00			0.00	
Laptop	379.00	0.00	-379.00			0.00	
Fireproof Document Store	0.00	0.00	0.00			0.00	
Steel Goal Posts	445.00	445.00	0.00			0.00	
Defibrillator (Nov 16)	1353.00	1353.00	0.00			0.00	
Litter Bin (March 17)	126.98	126.98	0.00			0.00	
Litter Bins x3	711.78	711.78	0.00			0.00	
Cabinet	100.00	100.00	0.00			0.00	
Benches Woodup Pool (3)	1197.00	1197.00	0.00			0.00	
Rubber Matting (Rec Gnd)	800.00	800.00	0.00			0.00	
Storage Cabinet	143.15	143.15	0.00			0.00	
Defibrillator	1000.00	1000.00	0.00			0.00	
Picnic Tables and Bench - Woodup Pool	967.60	967.60	0.00			0.00	
Litter Bins x 2 (Cemetery)	248.98	248.98	0.00			0.00	
Litter Bin x 1 (Outside McColls)	251.99	251.99	0.00			0.00	
Litter Bin x 1 (Recreation Ground - on Pavilion)	251.99	251.99	0.00			0.00	
Cigarette Bins x2 (Bus Shelter)	119.98	119.98	0.00			0.00	
Fire Proof Safe	505.28	505.28	0.00			0.00	
Cabinets	330.00	330.00	0.00			0.00	
Metal Bollard - Rec Gnd	0.00	176.12	176.12			0.00	
Key Hider - Rec Gnd	0.00	225.00	225.00			0.00	
Sluice Gate	0.00	8260.00	8260.00			0.00	
Telephone Kiosks x2		2.00	0.00			0.00	
TOTAL	11589.18	19873.30	8284.12	0.00	0.00	0.00	
TOTAL ASSETS	501049.73	506020.72	4970.99	601995.10	605571.04	3538.20	

**TOLLESBURY PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT**

Area	Risk level H (High) M (Medium) L (Low)	Measures to Mitigate Risk	Review Period	Additional Comments	Next Review Date	Last Review Date	Previous Review Date	Previous Review Date	Previous Review Date
FINANCE AND ADMINISTRATION									
Banking	L	Reputable, long established companies chosen for banking, risk free investments. Three accounts held with the Co-operative Bank and one with Unity Trust Bank							
		1) Business Select 14 Day Deposit Account	As Required		Ongoing				
		2) Community Directplus Account	As Required		Ongoing				
		3) Business Direct Account No. 2	As Required	Opened 2014 - Used for debit card transactions and receiving online payments	Ongoing				
		4) Unity Trust Bank	As Required	Opened 2015 - To be used for excess funds over £75,000 and online banking	Ongoing				
Non payment of Precept	L	RFO (Responsible Financial Officer) to check bank statement in May and September to ensure requested amount has been received.	Twice Annually		May-22	Sep-21	May-21	Sep-20	May-20
Loss of income (Allotments, Cemetery, Dinghy Registration, Pitch Hire, Pavilion Hire)	M	Payments normally made online Receipts issued for all payments received All cash and cheques banked promptly via local town branch or local post office.	Financial Regulations reviewed annually	Dual authority for online payments	Ongoing				
Petty Cash	L	Petty cash payments supported by submission of relevant receipts	Financial Regulations reviewed annually	Maximum cash held £100	Ongoing				
Theft or Dishonesty	L	Cash stored in safe in office.	As Required	No amounts of cash above £200.	Ongoing				
	L	Fidelity Guarantee currently £150,000.	Annually		Oct-22	Oct-21	Oct-20	Oct-19	Oct-18
		Internal auditor to check records against receipts	Annually		Apr-22	Apr-21	Apr-20	Apr-19	Apr-18
Financial controls and records	L		Financial Regulations reviewed annually	Listing prepared by RFO for approval by Council at meeting	Ongoing				
	L	Debit card payments supported by submission of relevant receipts	As required		Ongoing				
	L	Online payment receipts supported by submission of receipt	As required	Dual authority for online payments	Ongoing				
	L	Monthly financial report prepared by RFO and reported to Council via regular monthly meetings.	Monthly		Ongoing				
	L	Monthly bank reconciliation prepared by RFO and reported to Council via regular monthly meetings.	Monthly		Ongoing				
	L	VAT payments and claims by RFO.	Quarterly	Checked by Internal Auditor	Apr-22	Apr-21	Apr-20	Apr-19	Apr-18
	M	Accounts software Rialtas implemented for easier ongoing data entry and access to information - Copy of accounts information stored on Dropbox	Monthly		Ongoing				
	L	Financial Regulations and Internal Audit Procedures updated in line with new legislation	Annually		May-22	May-21	Apr-20	Apr-19	Apr-18
	L	Council will provide training when requested.	As Required		Ongoing				
Sound budgeting and periodic scrutiny of payments and receipts	L	RFO works on estimates and draft budgets with Finance Committee. Budgets presented to Council for approval. Precept derived directly from these figures.	Annually		Dec-22	Dec-21	Dec-20	Dec-19	Dec-18
	L	Checked by Internal Auditor	Annually		Apr-22	Apr-21	Apr-20	Apr-19	Apr-18
Submission of Annual Return to HM Revenue and Customs	L	Maintain up-to-date Real Time Information (RTI) & VAT advisory documentation in the office for ready reference purposes.	As Required		Ongoing				
		Checked by Internal Auditor	Annually		Apr-22	Apr-21	Apr-20	Apr-19	Apr-18
	L	Payroll software (Moneysoft) used for calculation of pay and deductions and maintenance of PAYE records.	As Required		Ongoing				
		Regular advice and updates received from Inland Revenue	As Required		Ongoing				
		Checked by Internal Auditor	Annually		Apr-22	Apr-21	Apr-20	Apr-19	Apr-18

Area	Risk level H (High) M (Medium) L (Low)	Measures to Mitigate Risk	Review Period	Additional Comments	Next Review Date	Last Review Date	Previous Review Date	Previous Review Date	Previous Review Date
Complying with borrowing restrictions	L	No previous borrowing, nor anticipated at present.	As Required						
Robustness of Insurance Cover	L	Regular review of cover and choice of reputable company - Came & Company by way of a group scheme. Reviewed annually by Finance Committee.	Annually	Long-term Agreement with Pen Underwriting	Oct-22	Oct-21	Oct-20	Oct-19	Oct-18
		Reviewed by Internal Auditor	Annually		Apr-22	Apr-21	Apr-20	Apr-19	Apr-18
Internal Audit Quality	M	Independent Internal Auditor appointed annually to carry out checks as per the requirements of the Accounts and Audit Regulations.	Annually		Apr-22	Apr-21	Apr-20	Apr-19	Apr-18
Standing Orders and Financial Regulations	L	Standing orders and financial regulations guide the procedures and decisions of the Council	Annually	Standing Orders adopted April 2013 Financial Regs adopted Apr 2013	May-22	May-21	Apr-20	Apr-19	Apr-18
Loss of computer records including by external hacking	L	All word processing documents and spreadsheets backed up daily.	Monthly	Stored in fire proof cabinet in Clerks office	Ongoing				
	M	System passwords changed every three months	Quarterly		Jun-22	Dec-21	Jun-21	Dec-20	Jun-20
	L	Ensure suitable computer security is in place		McAfee Subscription	Ongoing				
Document Control	L	Classify document type and retention period according to council guidelines. Dispose of documents appropriately at end of retention period.	As Required	Guidelines created in 2015 Documents be disposed of during classification if already passed retention period. An annual file review process should be introduced to act as a secondary check.	Ongoing				
General Data Protection Regulations (GDPR)	M	Ensure compliance with relevant GDPR legislation in accordance with adopted policy and systems in place. Data Officer appointed via Maldon District Council.	As Required		Ongoing				
Website Accessibility	L	Work towards compliance with relevant Government Legislation with regards to website accessibility	Annually	Level A Compliant	Ongoing				
ASSETS									
Assets	L	Buildings and play areas insured. Value increased annually by review. All community assets, buildings and infrastructure assets insured via Came & Company.	Annually	Asset register updated annually	Oct-22	Oct-21	Oct-20	Oct-19	Oct-18
Security of Buildings, equipment etc.	M	All windows and doors locked on Pavilion - four key holders	Ongoing		Ongoing				
	M	Annual inspection of fire precautions - e.g. extinguishers in Pavilion and fire blanket in kitchen.	Annually		Oct-22	Oct-21	Oct-20	Oct-19	Oct-18
	M	All doors on Recreation Ground shed locked - four key holders.	Ongoing		Ongoing				
Play Areas/Skate Park	M	Monthly check of all play equipment and skate park	Ongoing	Report submitted to council monthly	Ongoing				
	M	Annual inspections and recommendations taken into consideration.	Annually	Checked by M & G Fire Protection annually	Apr-22	Apr-21	Apr-20	Apr-19	Apr-18
	M	Litter collection - 3-4 time per week.	Ongoing		Ongoing				
Woodup Pool	M	Risk and Audit Assessment carried out every two years. Copy of report sent to Insurers.	Every two years		Mar-24	Mar-22	Feb-20	Mar-18	Mar-16
	M	Weekly safety checks (May - Oct) Monthly safety check (Nov - Apr)			Ongoing				
Telephone Kiosks	L	Quarterly inspections	Ongoing		Ongoing				
Allotments, Hasler Green, Woodrolfe Green	L	Quarterly inspections	Ongoing		Ongoing				
Defibrillator	L	Monthly checks	Ongoing		Ongoing				
Bus Shelter	L	Graffiti removed as soon as possible.	Ongoing		Ongoing				
	L	Litter collection daily	Ongoing		Ongoing				

**TOLLESBURY PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT**

Area	Risk level H (High) M (Medium) L (Low)	Measures to Mitigate Risk	Review Period	Additional Comments	Next Review Date	Last Review Date	Previous Review Date	Previous Review Date	Previous Review Date
LIABILITY									
Risk to third party, property or individuals	M	Public liability insurance in place.	Annually		Oct-22	Oct-21	Oct-20	Oct-19	Oct-18
		All complaints thoroughly investigated and appropriate action taken.	Ongoing		Ongoing				
		Ensure formal risk assessment of all public areas/events is completed.	Ongoing		Ongoing				
Employers Liability	L	Certificate of Employers' Liability Insurance is displayed	Annually		Oct-22	Oct-21	Oct-20	Oct-19	Oct-18
Safety of staff and visitors	L	Personal accident insurance cover for Council members and Clerk.	Annually		Ongoing				
	L	Regular checks on Pavilion, including annual fire extinguisher check	Annually		Oct-22	Oct-21	Oct-20	Oct-19	Oct-18
Contractors - Insurance	H	To be provided by Contractors with a copy of Public Liability Insurance, to be checked upon commencement of contract and then annually.	Annually	Cemetery Contract until Dec 2022	Feb-23	Feb-22	Feb-21	Mar-20	Mar-19
			Annually	Litter Contract until Mar 2024 Grounds Maintenance until 2024	Apr-22	Apr-21	Mar-20	Mar-19	Mar-18
Legal liability as consequence of ownership	M	Monthly check of all play equipment and skate park	Ongoing	Report submitted to council monthly					
	M	Annual inspection of play area/skate park and recommendations considered.	Annually		Apr-22	Apr-21	Apr-20	Apr-19	Apr-18
	H	Audit and Risk Assessment - Woodup Pool & Woodrolfe Hard	Every two years		Mar-24	Mar-22	Feb-20	Mar-18	Mar-16
	H	Water sample checks carried out by Maldon District Council during season (May-Sept)	Ongoing		Ongoing				
	M	Pool safety checks carried out weekly during May and September. All reports are kept.	Ongoing		Ongoing				
	M	Risk and Audit Assessment carried out every two years. Copy of report sent to Came & Company for Insurance purposes.							
	M	Pool Hirers required to: a) indemnify the Council and have public liability insurance cover b) to carry out H&S inspections before and after use							
			Every two years		Apr-22	Apr-20	Apr-18	Apr-16	Apr-14
			As Required		Ongoing				
LEGAL OBLIGATIONS									
Comply with all current relevant Employment Law	L	Membership of SLCC, EALC and NALC.	Ongoing		Ongoing				
Proper and timely reporting via the minutes	L	Council meets twice a month and approve the minutes from the previous meetings.	Ongoing		Ongoing				
Document Control	L	Legal documents are stored in fireproof document storage. Records held in the Clerks office.	Ongoing		Ongoing				
Councillor's Propriety - All declarations of interest completed and register of hospitality in place.	L	Register of Interest are available to download from the Maldon District Council website.	Ongoing		Ongoing				
Land and Property - Formal Agreements	L	Woodrolfe Green owned by Tollesbury Parish Council, building owned by Tollesbury Activity Centre. Rent charged at £3 per annum. Lease to be reviewed	Ongoing		Ongoing				
		Woodrolfe Hard/Bontings Creek - Crown Estates	Ongoing		Ongoing				
		Tolfish Hump - License Agreement	Ongoing		Ongoing				
		Allotments - Tenancy Agreements	Ongoing		Ongoing				
Comply with all current relevant legislation for General Data Protection Regulations	M	Appointment of Data Officer via Maldon District Council	Ongoing		Ongoing				

Area	Risk level H (High) M (Medium) L (Low)	Measures to Mitigate Risk	Review Period	Additional Comments	Next Review Date	Last Review Date	Previous Review Date	Previous Review Date	Previous Review Date
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Version	Date of Changes	Date	Approver
	Risk Assessment and Management Document Created.	04/11/2008	
	Reviewed	01/03/2011	
		06/03/2012	
	Reviewed and reformatted	05/03/2013	
2.0	Reviewed	18/03/2014	
2.0	Reviewed	28/04/2015	
3.0	Reviewed and amended	15/03/2016	
3.0	Reviewed	21/03/2016	
3.0	Reviewed	20/03/2018	
4.0	Reviewed and amended	19/03/2019	
4.0	Reviewed	04/03/2020	
5.0	Reviewed and amended	06/04/2021	
6.0	Reviewed and amended - Finance Committee	08/03/2022	
	Next Review March 2023		

TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

DATE OF INSPECTION: 26/03/2022

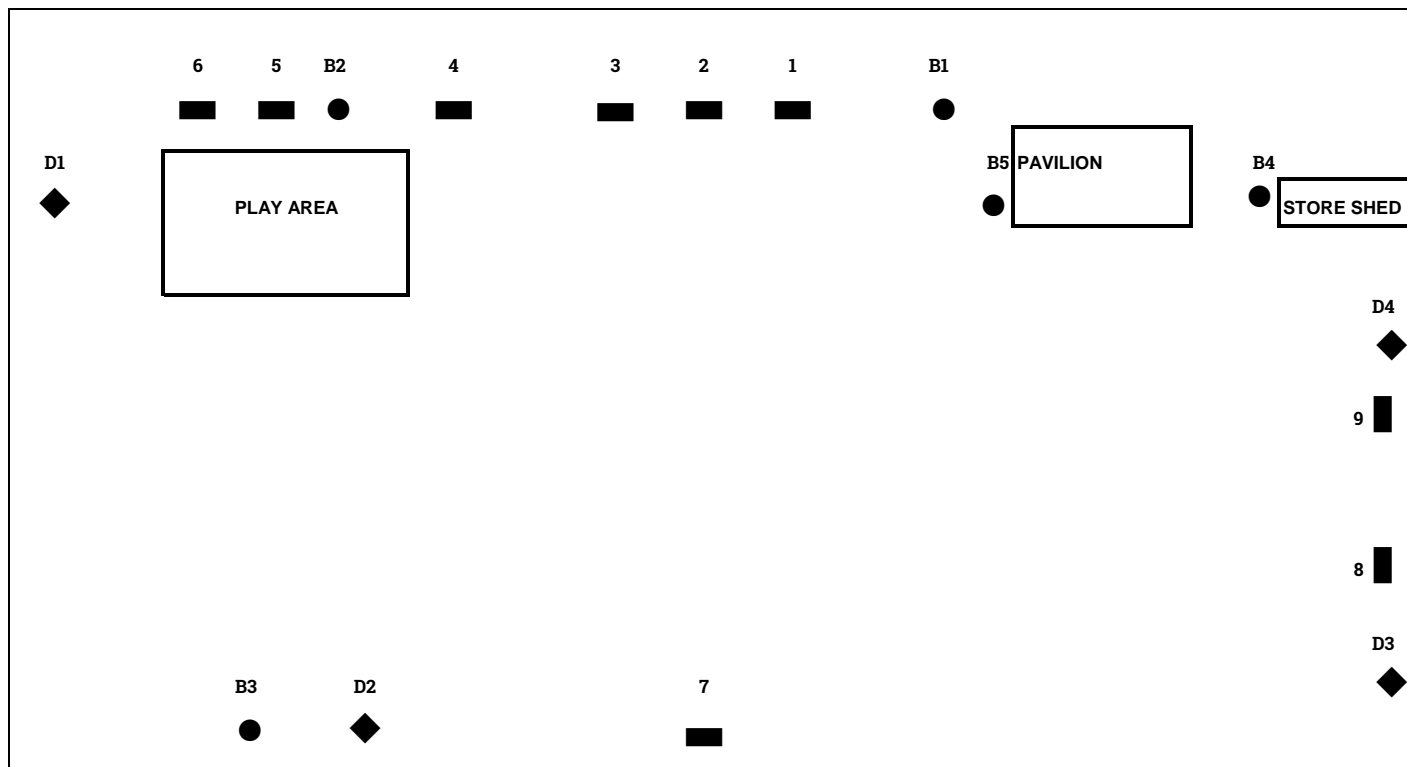
	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	
Toddler Swing	√	
Snake Slide	√	
Wooden Climber Platform	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	
Roundabout	√	
Zip Wire	√	
Exercise Trial		Removed
Overhead Ladders		Removed
Vertical Bars		Removed
Playship	√	
Chicken and Cow Springer	√	
Youth Shelter	√	Graffiti - reported Nov 21
Skate Park	√	Graffiti - reported Nov 21
Surfer Springer	√	
Fire Engine	√	
Fence	√	
Football Goal Posts	√	

Signed: *S J Curtis*

Tree plantong around the Recreation Ground

TOLLESBURY PARISH COUNCIL
BENCHES AND BINS

DATE OF INSPECTION: 26/03/2022



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*

From: [REDACTED]
To: tollesburypc@btinternet.com
Date: Mar 18, 2022 2:11:10 PM
Subject: Parking

Hi there....

Just seen your facebook post about the next meeting and wondered am I able to suggest a item to be discussed without being there at the forth coming meeting?

It was just a thought as so sunny today and the car park is full at scout hut and people parking up road etc as taking canoes out etc that the council I feel need start looking at parking ideas for the future as no doubt if anything it be like past couple years? Also too with Five Lakes becoming a holiday resort this mean more tourists too as Tollesbury is on its doorstep.

I'm sure someone else may already suggested it but just thought message in case not!!



Sent via BT Email App

From: [REDACTED]
To: tollesburypc@btinternet.com
Date: Mar 28, 2022 5:59:42 PM
Subject: For next Parish Council meeting

For the attention Tollesbury Parish Council.

Noticing already that Tollesbury is becoming busier due to sunny weather especially the past week I wondered if the need for visitor parking could be placed on the agenda to be discussed.

Currently the Scout Hut car park is not large enough on busy days with then visitors having to park up along Woodrolfe Road which then causes further issues for lorries accessing the business parks towards the waterfront area.

With Tollesbury becoming increasingly popular as a place to visit for a day trip and too with Five Lakes becoming a holiday resort I feel we really need to be looking for solutions going on the past couple of years experiences.

It also too be worth mentioning that people who live in Tollesbury or locally who have a boat on the waterfront are too finding it increasingly harder to park near to this area especially when having to drop off out board motors off etc and therefore whilst looking at the parking issues I wonder if this could be possibly looked into that possibly with a new parking those that are resident in Tollesbury are able to park for free for example as as much as it be great to not use a car, carrying or cycling with a ie outboard is not practical sadly.

Just thought too I wonder if Harbour Veiw would be interested in allowing those that are Tollesbury residents to pay a fee to use their car park especially when in the summer periods they have more parking?

Regards
[REDACTED]

Sent via BT Email App

From: Louise Dark - Technical Assistant <Louise.Dark@essex.gov.uk>
To: Cllr Mark Durham - Member CC <Cllr.Mark.Durham@essex.gov.uk>, tollesburypc@btinternet.com <tollesburypc@btinternet.com>, contact@maldon.gov.uk <contact@maldon.gov.uk>, Policy@maldon.gov.uk <Policy@maldon.gov.uk>, Matt Wilson <matt.wilson@maldon.gov.uk>, tracy.farrell@maldon.gov.uk <tracy.farrell@maldon.gov.uk>, operations@essexsar.org.uk <operations@essexsar.org.uk>, samantha.wright2@essex.pnn.police.uk <samantha.wright2@essex.pnn.police.uk>, Staff.Office@essex-fire.gov.uk <Staff.Office@essex-fire.gov.uk>, vicky.george@essex-fire.gov.uk <vicky.george@essex-fire.gov.uk>, maggie.ward@essex-fire.gov.uk <maggie.ward@essex-fire.gov.uk>, robert.adams@essex-fire.gov.uk <robert.adams@essex-fire.gov.uk>, Jemma.cracknell@eastamb.nhs.uk <Jemma.cracknell@eastamb.nhs.uk>, essexresilience@eastamb.nhs.uk <essexresilience@eastamb.nhs.uk>, TrafficManagement@essex.pnn.police.uk <TrafficManagement@essex.pnn.police.uk>, Jemma.cracknell@eastamb.nhs.uk <Jemma.cracknell@eastamb.nhs.uk>, essexresilience@eastamb.nhs.uk <essexresilience@eastamb.nhs.uk>, trafficorderseast@logistics.org.uk <trafficorderseast@logistics.org.uk>, t.cornwell@rha.uk.net <t.cornwell@rha.uk.net>, paul.c.bent@royalmail.com <paul.c.bent@royalmail.com>, ukroadworks@INRIXmedia.com <ukroadworks@INRIXmedia.com>, southeast@INRIXmedia.com <southeast@INRIXmedia.com>, Structure Enquiries <Structure.enquiries@essexhighways.org>, Pt Information <pt.information@essex.gov.uk>, School Crossing Patrol <schoolcrossingpatrol@essex.gov.uk>, permit-scheme@essexhighways.org <permit-scheme@essexhighways.org>, Wintercso@essexhighways.org <Wintercso@essexhighways.org>, etcc@essexhighways.org <etcc@essexhighways.org>, Member Enquiries <member.enquiries@essex.gov.uk>, ECC Customer Services <ECC.CustomerServices@essex.gov.uk>, Paul Blackwell - Ugobus Manager <Paul.Blackwell@essex.gov.uk>, Staff.Office@essex-fire.gov.uk <Staff.Office@essex-fire.gov.uk>, Helen Morris - Head of IPTU <Helen.Morris@essex.gov.uk>, Chris Seaman - Senior Policy advisor Place Commissioning <Chris.Seaman2@essex.gov.uk>, troukireland@here.com <troukireland@here.com>, Kris Radley <kris.radley@essexhighways.org>, Local.highwaypanels@essexhighways.org <Local.highwaypanels@essexhighways.org>, asset.management@essexhighways.org <asset.management@essexhighways.org>, Faye Harburt - Head of Sensory Service <Faye.Harburt@essexcares.org>
Date: Mar 25, 2022 1:06:31 PM
Subject: Amended - The Essex County Council (Footpaths 22 and 28, Tollesbury, Maldon), (Temporary Prohibition of Use) Order 2022
Attachments: HasMadeNotice-V1.docx, IntentionNotice-V1.docx, Ordertobesigned-V1.docx, PROWclosureanddiversion-V1.pdf

Dear Sir / Madam,

The Essex County Council (Footpaths 22 and 28, Tollesbury, Maldon), (Temporary Prohibition of Use) Order 2022

I attach for your information a copy of the Public Notices relating to the above Temporary proposal which will appear in the Maldon and Burnham Standard on Thursday 31 March 2022 and Thursday 07 April 2022 as required by the Local Authority Traffic Orders (Procedure) (England and Wales) Regulations 1996.

I also attach copies of the Draft Order, and map illustrating the Temporary proposals closure and diversion routes.

Our Ref: TRAF7844

Kind regards

Louise

Miss Louise Dark | Technical Assistant, Network Assurance

County Hall A2 Annexe, Seax House, Market Road, Chelmsford, CM1 1QH

M: 07729 606635

Louise.Dark@essex.gov.uk

Louise.Dark@essexhighways.org

www.essex.gov.uk/highways

Public notice

The Essex County Council (Footpaths 22 and 28, Tollesbury, Maldon), (Temporary Prohibition of Use) Order 2022

Notice is hereby given that the Essex County Council has made the above Order under section S14(1) of the Road Traffic Regulation Act 1984 (as amended).

Effect of the order:

To temporarily close Footpaths 22 and 28, in the Parish of Tollesbury, in the District of Maldon. Footpath 28 from the stock gate near the RSPB Old Hall Marshes Office, in a north-westerly direction, till the next RSPB stock gate. For a distance of approximately 472 metres. Footpath 22 from the RSPB stock gate on the counter wall to the large area of hardstanding where access to the footpath on the seawall can be gained using the seawall steps. For a distance of approximately 1,100 metres.

The closure is scheduled to commence on 01 August 2022 to 31 November 2022 or where appropriate signs are showing and weather permitting. The closure is required to allow for ecological improvement works to take place.

Alternative route for Footpath 28 will be via a Permissive footpath managed by the RSPB, known locally as the "Goose friendly path", and vice versa.

Alternative route for Footpath 22 will depend on the phase of the works: Where possible the footpath will be diverted onto the counter wall adjacent to footpath 22 whilst closed. This crosses the main track and back onto the seawall signage. Another alternative route for Footpath 22 will be via Footpath 29, around the remainder of the seawall circular route to the RSPB car park and then back onto Footpath 22.

The Order will come into effect on 01 August 2022 and may continue in force for 6 months, or until the works have been completed, whichever is the earlier.

Date: 07 April 2022

Essex County Council
Network Assurance
A2 Annexe, Seax House,
Victoria Road South,
Chelmsford, Essex
CM1 1QH

Telephone: 0345 603 7631
Website: www.essex.gov.uk/highways



Essex County Council

Public notice

The Essex County Council (Footpaths 22 and 28, Tollesbury, Maldon), (Temporary Prohibition of Use) Order 2022

Notice is hereby given that the Essex County Council intends, not less than seven days from the date of this notice, to make the above Order under section S14(1) of the Road Traffic Regulation Act 1984 (as amended).

Effect of the order:

To temporarily close Footpaths 22 and 28, in the Parish of Tollesbury, in the District of Maldon. Footpath 28 from the stock gate near the RSPB Old Hall Marshes Office, in a north-westerly direction, till the next RSPB stock gate. For a distance of approximately 472 metres. Footpath 22 from the RSPB stock gate on the counter wall to the large area of hardstanding where access to the footpath on the seawall can be gained using the seawall steps. For a distance of approximately 1,100 metres.

The closure is scheduled to commence on 01 August 2022 to 31 November 2022 or where appropriate signs are showing and weather permitting. The closure is required to allow for ecological improvement works to take place.

Alternative route for Footpath 28 will be via a Permissive footpath managed by the RSPB, known locally as the "Goose friendly path", and vice versa.

Alternative route for Footpath 22 will depend on the phase of the works: Where possible the footpath will be diverted onto the counter wall adjacent to footpath 22 whilst closed. This crosses the main track and back onto the seawall signage. Another alternative route for Footpath 22 will be via Footpath 29, around the remainder of the seawall circular route to the RSPB car park and then back onto Footpath 22.

The Order will come into effect on 01 August 2022 and may continue in force for 6 months, or until the works have been completed, whichever is the earlier.

Date: 31 March 2022

Essex County Council
Network Assurance
A2 Annexe, Seax House,
Victoria Road South,
Chelmsford, Essex
CM1 1QH

Telephone: 0345 603 7631
Website: www.essex.gov.uk/highways



**The Essex County Council (Footpaths 22 and 28, Tollesbury, Maldon),
(Temporary Prohibition of Use) Order 2022**

WHEREAS the Essex County Council (hereinafter referred to as “the Council”) being the highway authority for Footpaths 22 and 28, in the parish of Tollesbury, in the District of Maldon, as detailed in the schedule to this order (hereinafter referred to as the said length of footpath) are satisfied that traffic in the said length of footpath should be restricted for works.

NOW THEREFORE, the Council in exercise of its powers under Section 14 (1) of the Road Traffic Regulation Act 1984 and of all other enabling powers hereby make the following Order:-

1. This Order shall come into operation on 01 August 2022 and may be cited as The Essex County Council (Footpaths 22 and 28, Tollesbury, Maldon), (Temporary Prohibition of Use) Order 2022.
2. No person shall proceed in the said length of footpath as detailed in the Schedule to this Order.
3. The Order may continue in force for up to six months unless extended by the Secretary of State.

Signed this Fifth Day of April Two Thousand and Twenty-Two

Signed.....

..... [Print Name]

an authorised signatory on behalf of the Director for Essex Legal Services.

Schedule

Length of Footpaths, Tollesbury, in the District of Maldon

Footpath	Description
Footpath 28	From the stock gate near the RSPB Old Hall Marshes Office, in a north-westerly direction, till the next RSPB stock gate. For a distance of approximately 472 metres
Footpath 22	From the RSPB stock gate on the counter wall to the large area of hardstanding where access to the footpath on the seawall can be gained using the seawall steps. For a distance of approximately 1,100 metres.

PROW cloure and diversion map

Legend:

- Diversion of footpath 22
- Diversion of footpath 28
- Closure Footpath 28
- Closure of footpath 22

Acknowledgements & Notes:

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Map scale = 1:11,870

Date printed: 18/03/2022

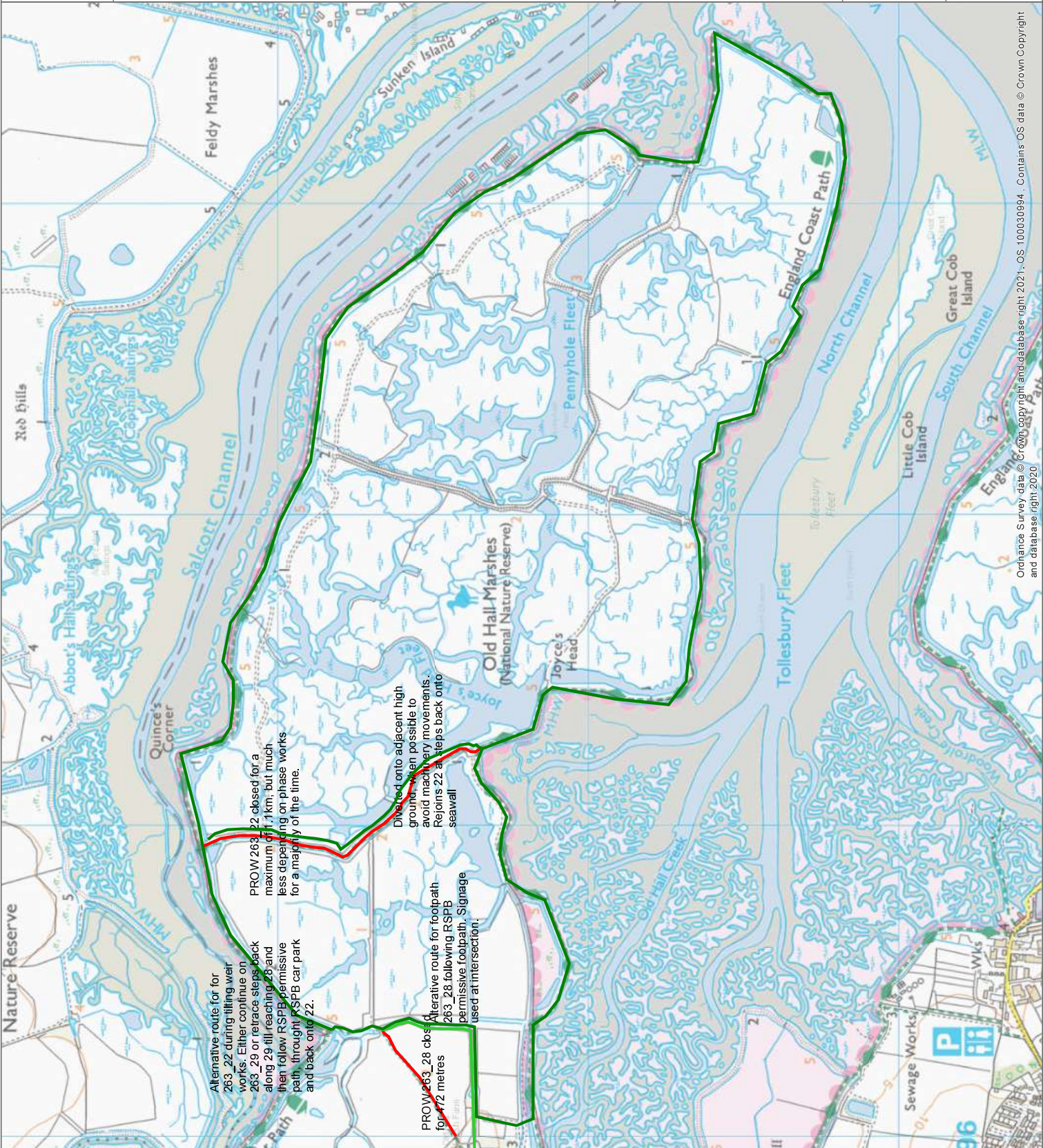
0 0.175 0.35 0.7 km

giving nature a home
rspb

- Division of footprint 22
- Division of footprint 28
- Closure Footpath 28
- Closure of footprint 22

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Map scale = 1:11,870
Date printed: 18/03/2022

Parish / Town Council	Month	Total Number of Hours
Tollesbury	February	03:00
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
3	0	0
ASB Issues	VMO (Vehicle Moved On)	
0	4	

Officer	Date	Parish	Start	Finish	Total	Patrol Area	COMMENTS ON PATROL
JB	09/02/2022	Tollesbury	08:20	09:50	01:30	Station Road, Rec grounds	Fresh dog fouls in Station Road
LF/AR	15/02/2022	Tollesbury	14:30	15:15	00:45	The Recreation Waterfront, Station Road and Allotments.	Patrolled all areas mentioned. Engaged with dog walker that seemed happy to see us. He mentioned dog fouling outside the school early in the mornings. We will share this information with the team and keep a closer eye on it.
LF/LW	23/02/2022	Tollesbury	14:45	15:30	00:45	Village	School patrol
					3:00:00		