

Present: Cllrs Bell, Clare, Goldie, Hawes

In the Chair: Cllr Lowther (Vice-Chairman)

Clerk: Michelle Curtis

Also Present: District Councillor Stephens
2 members of the public

1. Co-Option

Resolved: to co-opt Adam Ferneyhough as a Parish Councillor for Tollesbury Parish Council. Proposed Cllr Clare, seconded by Cllr Bell. Unanimously agreed.

Action: The Clerk to arrange for the Declaration of Office to be signed.

2. Apologies for Absence

There were apologies for absence from the Chairman - Cllr Plater, Cllrs Chamber, Rogers and St Joseph.

There were also apologies for absence from District Councillor Thompson.

3. Declarations of Interest

There were no declarations of interest disclosed.

4. Public Forum

A resident raised a question regarding the planning application in Hunts Farm Close. The resident stated that when the bungalows were built, they were for people over 50. The resident also said that she was not against the proposal, but extending the property would make it less suitable for people to downsize. Does the Parish Council take this into account when considering the application?

Councillors noted the point made by the resident.

A resident asked for an update on the painting of the pavilion wall, which had graffiti on it.

The Vice-Chairman reported that the Parish Council had purchased the paint. Volunteers would carry out the painting, and it was a case of making time to do it.

The resident agreed to help paint the wall.

Action: Vice-Chairman to liaise with the resident to arrange a suitable time.

5. County Councillors and District Councillors

5.1 County Councillor

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

5.2 District Councillors

Cllr Stephens presented her report (Appendix B).

6. Minutes of the Meetings held on the 17th May 2022

Resolved: the Minutes of the Parish Council Meeting held on 17th May 2022 be approved as a true and accurate record of the meeting. Proposed Cllr Goldie, seconded Cllr Clare. Unanimously agreed.

The Vice-Chairman signed the Minutes.

7. Finance

7.1 Monthly Finance Report

The Clerk reported that as she had not received the report from the Internal Auditor for the 2021/22 accounts, she had not rolled over the accounting software into the new financial year in case any adjustments were required. The Clerk was, therefore, unable to provide a current financial report.

7.2 Payments

The items for payment totalling £11,012.81 were presented for approval (Appendix C).

The Clerk reported that Bonz Cairey Ltd had installed the plaque at the Recreation Ground free of charge. Councillors expressed thanks to Bonz Cairey Ltd.

Resolved: Unanimously agreed to approve payments and make online payments.

8. Internal Audit

8.1 Internal Auditors Report

To be deferred to the next meeting of the Parish Council.

8.2 Effectiveness of Internal Audit

To be deferred to the next meeting of the Parish Council

9. Planning

Planning Applications

Application No: HOUSE/MAL/22/00573 PP-11223981

Proposal: Single storey rear extension

Location: 25 Hunts Farm Close Tollesbury

Resolved: Unanimously agreed to recommend approval of this application.

10. Recreation Ground

10.1 Verbal Update from the Recreation Ground Committee

The Vice-Chairman reported:

- There have been discussions with the football teams regarding their proposed usage schedule and potential grant applications for improvements to the Pavilion.

It was agreed to reschedule the Recreation Ground Committee meeting planned for 14th June 2022 until the Parish Council has received the report from the Annual Inspection of the Play Equipment.

10.2 Monthly Inspection Report

The Monthly Inspection Report dated 31/05/2022 was received. It was reported that there were more rust patches on the skate park.

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

11.1 Verbal Update from the Environment and Amenity Committee Meeting

Skip arranged for Friday 24th June 2022.

Allotment inspection arranged for Wednesday 29th June 2022.

Outstanding Item - Quotation for the war memorial.

Action: Chairman to chase the Contractor.

12. Woodrolfe Hard

12.1 Verbal Update from the Woodrolfe Hard Committee

The Clerk reported that Tollesbury Sailing Club had washed down the Hard on 21st May 2022.

Cllr Clare reported that users of the Hard had welcomed the increased area.

Woodrolfe Hard Committee meeting scheduled for 4th July 2022.

13. Woodup Pool

13.1 Verbal Update from the Woodup Pool Committee

The Vice-Chairman reported:

- Bonz Cairey Ltd had delivered the sand to the pool.
- Councillors had agreed upon the artwork for the signage for the information boards. Phelan Barker has placed the order for the boards.
- The Working Party on the 22nd May 2022 was a success, with many people coming forward to help.
- The BBQs had been painted and have also been coated with anti-graffiti paint.
- Councillors raised concern regarding the safety of the access to Woodup Pool over the land at Frost and Drake. The area was unsafe as the access was uneven and had rubble.

Action: To consider a temporary surface until the path has been agreed on.

- The Clerk had circulated correspondence received from the landowner at Frost and Drake. The landowner advised that they cannot guarantee access for a truck to clean/empty the toilets weekly as it would restrict the use of their land for business.

Action: Clerk to write to the landowner confirming what had been agreed at their meeting in March 2022. The Parish Council needs to work through a number of options regarding the toilets, which would take time and money and would not be accomplished in time for the 2022 season. At the time, the landowner understood the practicalities and would give the Parish Council a year to sort out the issues. The Parish Council clearly understood that the landowner had accepted the situation on the understanding that the Parish Council were proceeding to find a remedy.

Action: Clerk to obtain a quotation for exploratory works to see if there is still a connection from the sluice valve to the main sewers at Woodrolfe Park.

13.2 Water Sampling

Copies of correspondence between the Parish Council and Maldon District Council were received and noted.

The Vice-Chairman reported that an application had been submitted to the Locality Fund for the water sampling costs.

13.3 Signage – Lifebuoys

Councillors discussed the quotations for Lifebuoy signage (Appendix D).

Councillors felt that the costs were too high and agreed to look for alternatives.

Action: To be looked into by the Woodup Pool Committee.

14. Personnel

14.1 Draft Minutes

The Draft Minutes of the Personnel Committee (Appendix E) meeting held on 25th May 2022 was received and noted.

14.2 Terms of Reference – Personnel Committee

Resolved: Unanimously agreed to adopt the revised Terms of Reference for the Personnel Committee V2.0.

15. Neighbourhood Plan

The notes from the Neighbourhood Plan Steering Group (Appendix F) meeting on 26th May 2022 were received and noted.

Action: Clerk to forward a copy of the notes to the Climate Change Partnership.

16. Queen’s Jubilee Celebrations (2nd-5th June 2022)

An email from Cllr Clare was circulated to Councillors before the meeting (Appendix G).

Cllr Clare stated that it was a very successful event fully supported by the village. The Parish Council thanked everyone who helped make it a memorable occasion.

Action: Cllrs Clare, Hawes and the Clerk to draft an open letter to the village thanking everyone for their support. Letter to be published in the Parish Magazine, social media and Parish Council Website.

17. The Hangout

17.1 Update and Plan

The report on the update and plan for The Hangout was received and noted.

Cllr Clare acknowledged the hard work by Cllrs Chambers and Rogers in trying to get The Hangout up and running.

17.2 Draft Agreement

Councillors agreed with the proposed Draft Agreement between The Parish Council and The Hangout to use the Pavilion.

18. Tollesfest – Funding Request

Resolved: Unanimously agreed to a grant of £500 towards the costs of the toilets, which is the same as the amount given in previous years. The Parish Council would request a donation from the event towards the path at Woodup Pool.

19. Community Initiatives Fund (CIF)

Information about the 2022 CIF was received and noted.

Potential projects to apply for funding - the path providing access across the land at Frost and Drake to Woodup Pool or a kick wall at the Recreation Ground.

Action: Clerk to advertise on social media the Micro-Grant, designed to help parish & town councils, community groups, clubs, societies and voluntary organisations improve their local community. Micro-grants are available for up to £500 for any one project. The following can apply for the grant: Town/Parish Councils, Formally Constituted Groups, Community Groups/Associations, Social Enterprises, CICs, Community Benefit Societies

20. Maldon Nature Conservation Study

To be deferred to the meeting in July.

Action: Clerk to forward to the Climate Change Partnership.

21. Police/Community Protection Officers (CPOs)

21.1 Police

The Police Reports (confidential) were received and noted.

21.2 CPO Report for April 2022

The report for April 2022 was received. It was noted that there was 1 Vehicle Move-on (VMOs) during the April patrols.

22. Administration

Fire Service – The Clerk reported that there was still no reply from the Fire Service offering assistance to them with recruitment – No further action.

Climate Change – The Clerk reported that Prof. Jules Pretty, Chairman of The Essex Climate Commission, would be attending the Parish Council meeting on 2nd August 2022.

Highways – The Clerk reported that Cllr Scott, Essex County Council Cabinet Member – Highways, would be attending the Parish Council meeting on 6th September 2022.

Bike Marking/Coffee with the Cops – The Clerk reported that an event would be held on the Recreation Ground on Thursday 11th August 2022, between 10 am and 1 pm. The event is being run by the Community Safety Partnership at Maldon District Council.

23. Community Concerns

Cllr Clare reported:

- Further to the recent incident at the bird hide, Cllr Clare thanked one of the residents in attendance for dealing with it and working with the Essex Wildlife Trust, who were grateful for the support.

24. Dates of the Next Meetings

Tuesday 14th June 2022 – Recreation Ground Committee – 7.30 pm – Pavilion -
CANCELLED

Wednesday 15th June 2022 – Woodup Pool Committee – 7.30 pm – CANCELLED

Tuesday 21st June 2022 – Full Council Meeting – PLANNING ONLY – 7.30 pm –
Pavilion

Monday 4th July 2022 – Woodrolfe Hard Committee – 7.30 pm – Pavilion

Tuesday 5th July 2022 – Full Council Meeting – 7.30 pm – Pavilion

Tuesday 2nd August 2022 – Full Council Meeting – 7.30 pm – Pavilion

Wednesday 3rd August 2022 – Environment and Amenity Committee – 7.30 pm –
Pavilion

The Vice-Chairman closed the meeting at 9.09 pm.

Signed.....

Date

Report for Heybridge & Tollesbury Division Parish Councils. Essex County Council. June 2022

Dear Parish Councils,

Now that Her Majesty's Platinum Jubilee celebrations are behind us, I would like to congratulate every parish council and all residents who arranged the many and varied events that were enjoyed over the long weekend. This was an occasion that will never be repeated in our lifetimes and very unlikely to happen in the lifetimes of our children or grandchildren.

I have really enjoyed looking at the photos that many residents have posted on social media. Some of you may have seen my Union flag suit in the media posts, in which case you will have been grateful that I wasn't able to attend your events!!

As we head towards the summer, the work for members of district and county councils tend to reduce, but we have just entered another politically turbulent time which is likely to have local repercussions at some stage in the future. Whatever your own political views or those about our current government, there is no doubt that many residents are finding life somewhat more challenging than they have in many years. We all notice increased prices when doing our shopping as well as when we need to fill our fuel tanks or simply turn on heating and lighting at home. The increasing interest rates are also impacting many people who have mortgages, credit cards and loans.

These increased costs and interest rates also have an impact on council finances. Almost every service is seeing an increased cost of delivery and councils with large borrowings are experiencing much higher repayments on its loans. There are examples of large local authorities in the UK that have not been prudent with their finances and either have had to cut services or even call in the government to avoid effectively going bankrupt. We are fortunate in that both Essex County Council and Maldon District Council have been fiscally prudent in the past which puts them in a much stronger position than many other councils.

However, at this stage, we do not know when this financial squeeze will level out or become easier. Interest rates and inflation are both expected to increase for the remainder of this year, to levels that many people have never experienced before. Both councils will have to assess their operational models to ensure that they are able to maintain services without creating a future problem.

Essex County Council continues its Levelling up agenda under the heading of 'Everyone's Essex'. This concentrates on the most needy residents in our communities to ensure that everyone has the ability to fulfil their maximum potential. On Wednesday June 8th, the ECC cabinet will meet in The Maldon District and cabinet members will have the opportunity to visit and see some of the initiatives that are being undertaken across the district.

As a member of Essex County Council, in the last two years we have all been allocated £10,000 to spend on projects in our respective divisions. I have been able to fund a wide

range of projects across most parishes and we are now able to see some of the results of this locality fund. For the year 2022/2023 the fund has been changed to further promote the levelling up agenda. Half of the members fund now has to be pooled with the other district ECC members and has to be spent on projects that comply to certain criteria. In Maldon there are three ECC members, therefore we will be looking at allocating £15,000 in the coming months.

I still have £5,000 to spend and I am now requesting applications from parish councils and residents for suitable projects. As in previous years, there isn't a formal application form, all I need is an outline of the bid with a statement about how the money will be used for the benefit of residents.

The Maldon Local Highways Panel meets again at the end of June and we hope to allocate funding for as many projects as we can that are 'shovel ready' and also to commission designs and feasibility studies for some of the other items that we have on our lists. I think that there is a strong likelihood that this will be the last year when we have the level of funding that the LHP currently enjoys. The wider LHP strategy is currently under review and there is a possibility that things will change later this year. There is some concern that LHP's do not deliver highway works in a timely or costs effective manner and I share these myself. I have been working with the cabinet member recently and I am expecting an update in the near future. I would be grateful if parish councils can still submit LHP applications (these MUST be on the correct form) so that we have a good change to maximise whatever funding we have at our disposal.

The LHP is currently sitting on numerous applications that concern speed management projects. These include new or amended speed limits, traffic calming and signage. At the moment we are unable to process any of these applications as the Essex Speed Management Strategy is being reviewed. This is expected in the near future, after which the LHP will meet to ensure that these items are bought into the current years budget.

In my capacity of Deputy Cabinet Member for Devolution, The Arts, Heritage and Culture, I have recently been involved in judging the new arts and culture grants that were launched earlier this year. We received over 250 applications from across the county for grants up to the value of £30,000. We have £500,000 to allocate and after a long and thorough judging process, we awarded 54 grants to a variety of organisations across Essex. I am pleased to say that were several successful local applicants.

The devolution part of the portfolio is being headed up by Cllr. Butland and at the moment there is little to report. It is expected that there will be some sort of local government reorganisation in the next few years although it is too early to predict what the shape of local councils will be. The government has been promoting County Unitary authorities and there are a couple in the process of being considered by The Secretary of State. However, it is acknowledged that Essex is too large to be a single unitary authority. Therefore there are discussions taking place between ECC leaders and all of the leaders of Essex districts, boroughs and cities. The government have laid down what the potential gains in respect of money and powers are and these are dependent on the governance model that is chosen! I believe that there will be a formal update on this topic in the coming months.

One of the major issues that everyone is facing are the implications of climate change. The Essex Climate Commission has produced a comprehensive report and all of the work by the county council has to comply to the 'green agenda'. The chairman of the Climate Commission, Professor Jules Pretty OBE has been making presentations to parish councils across Essex. He is one of the UK's most eminent environmental experts and is an excellent and passionate speaker. He has made an open offer to attend parish council meetings and I would encourage you to invite him to address one of your meetings. Perhaps some parishes can fix a joint date and invite residents. I am certain that everyone will find him entertaining and informative. If you wish to host such a meeting, please contact me and I will make the arrangements.

Covid has not totally gone away and probably never will. However most parish councils are now meeting face to face and some are restarting parish surgeries. I would be very happy to attend surgery dates as this is an excellent way to meet residents and find out how I can help them. It is beneficial for both parish councillors and district councillors to all be present at the same time as this ensures that someone will probably be able to answer questions or know how to signpost to another body. Once again, please let me know when your parish surgeries take place and I will try to make sure that I can attend.

Despite the current weather being decidedly un-Summer like, let me wish everyone and pleasant summer time and holiday if you are managing to get away to this country or abroad. If there are significant other issues to report, I will update you again as when necessary. Parish Councils are a vital cog in the local government machine and I am very proud of all of the parishes in my division.

Very best regards

A handwritten signature in black ink, appearing to read 'Mark Durham', written in a cursive style.

Cllr. Mark Durham CC.

Report for Tollesbury Parish Council meetingon 7th June 2022 (report written 4Jun22)**MALDON DISTRICT
COUNCIL**Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk

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

Cllr.Emma.Stephens@Maldon.gov.uk

01621 869415 / 079 069 44443

1. PLANNING

Next planning meetings: District 7Jul22 (16Jun22 is cancelled); North Western 15Jun22 and 13Jul22.

Local Development Plan: working group meetings are now open to all Members so I have begun attending: more information to follow.

2. ROAD SAFETY

Local Highways Panel application: Cllr Durham has accepted the schemes applied for, so they should go to Panel on Sat 11Jun22, except for speed management issues as they are all being held until the Essex Speed Strategy is finalised.

3. OTHER NEWS

- Food bank meetings, plans and ideas underway: next meeting 10Jun22.
- Jobs club: fact-finding visit to [Heybridge Jobs club](#) scheduled 28Jun22 with Cllr Jolene Rogers.
- Men's shed and spin-offs that may arise from the food bank – not yet started.
- [Bulky waste collection service](#) resumed on 1st June.
- Council offices future: Members agreed that a cost-benefits analysis of options should take place.
- Climate Action:
 - ECC Political Leadership Team tour to visit Tollesbury 8Jun22 to meet Tollesbury Climate Partnership, who can showcase the great progress they are making here.
 - I have taken Cllr Mark Durham up on his offer to invite the chair of The Essex Climate Commission, Prof. Jules Pretty, to speak in Tollesbury: date TBC.
- [Maldon Splash Park](#): refurbishment underway; Places Leisure (who currently run Blackwater Leisure and Dengie Hundred Leisure centres) appointed as the new contractor; park re-opening in July; £2.75 per 20-min session to remain as is, plus a new fee of 50p for an accompanying adult.
- Birmingham 2022 Commonwealth Games: [Queen's Baton Relay](#) to visit Maldon District on 8Jul22.
- Dog control consultation has now closed: outcomes to follow.
- The Government recently announced a council tax energy rebate of £150 for those in council tax bands A to D. MDC expects to start payments this coming week to those who pay by direct debit. For other residents, there is a [form to complete](#) to request repayment.
- MDC Statutory Annual meeting took place 12May22, and the [Council now comprises](#): Independent Group 12; Conservative Group 12; Non-aligned 7. The new senior post-holders are:
 - Chair: Cllr Robert Boyce (Con)
 - Vice Chair: Cllr Stephen Nunn (non-aligned)
 - Leader: Cllr Penny Channer (Con)
 - Deputy Leader: Cllr Maddie Thompson (Con)

**TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL**

June 2022

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT					
16.05.22	D/D	Bulb		Electricity Supply - Pavilion	£43.61
28.05.22	D/D	Npower	IN03520511	Electricity Supply - Streetlights	£235.37
31.05.22	D/D	Utility Warehouse	181463656	Parish Phone	£55.16
01.06.22	D/D	Maldon District Council		Non-Domestic Rates - Cemetery	36.75
15.06.22	D/D	A & J Lighting Solutions	36279	Monthly maintenance	£67.92
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2					
11.05.22	D/C	Currys	750529	Television	£399.00
12.05.22	D/C	Amazon		Bunting - Queen's Jubilee	£12.36
16.05.22	D/C	Adobe		Adobe Monthly Subscription	£12.64
16.05.22	D/C	Amazon		TV Stand	£94.99
18.05.22	D/C	Tesco		Extension Lead and Cleaning Materials	£12.19
19.05.22	D/C	Greenbarnes	16694	Self-Healing Pinboard - Woodrolfe Hard	£147.43
20.05.22	D/C	Amazon		Pointers - Cleaning Materials - W/Pool	£17.98
20.05.22	D/C	Screwfix		Buckets - Woodup Pool	£18.98
20.05.22	D/C	Stickers International	1191567	Stickers - Woodrolfe Hard	£38.35
24.05.22	D/C	D'Arcy Convenience Stores		Refreshments - Meeting	£12.71
26.05.22	D/C	Amazon		Ladder - Pavilion	£56.99
UNITY TRUST BANK - CURRENT ACCOUNT					
09.05.22	Online	Wages	Wages	Overstated on May Payment Schedule	-£25.80
	Online	HMRC		Overstated on May Payment Schedule	-£0.09
01.06.22	Online	Mobile Thrones	17458	Toilets - Jubilee Village Event	£250.00
07.06.22		Wages		Staff Wages	£2,281.00
	Online	HMRC		Tax & NI - May 22	£845.01
	Online	Essex Pension Fund		Employee and Employer Contributions - June	£769.79
	Online	D W Maintenance	2250	Cemetery Contract	£541.66
			2251	Grounds Maintenance	£805.42
	Online	S Curtis		Litter Contract	£416.66
	Online	Viking Skips	1166	Civic Amenity Skip	£168.00
			1167	Civic Amenity Skip	£168.00
	Online	Rialtas Business Solutions	SM25741	Accounting Software Annual Licence	£154.80
	Online	Bonz Cairey Ltd	4665	Jet-wash Bus Shelter - Materials for Plaque	£350.10
			4666	Sand and sleeper - Woodup Pool	£1,176.00
	Online	Phelan Barker	Inv-3764	Design and production - Insert poppy wreath	£81.60
			Inv-3787	6 Month Maintenance	£180.00
	Online	The Sign Shed	SI-56980	Signage - BBQ - Woodup Pool	£15.09
	Online	Bulb		Electricity Supply - Pavilion - Top Up	£128.17
	Online	Wave	10503169	Water/Sewerage - Pavilion	£127.68
	Online	Gamart Engineering Ltd	229204	Repairs to flagpole - Recreation Ground	£252.00
	Online	Aurora Managed Services Ltd	IN372120	Photocopier - Quaterly charges	£231.44
	Online	Tollesbury Climate Partnership		Grant as agreed December 2021	£750.00
TOTAL					£11,012.81

Cost Proposal

Tollesbury Parish Council

Woodup Pool Signage

Advanced Digital Graphics: Production Costs

Date: 27 May 2022
Job reference: TPC/W/E20
Client: Tollesbury Parish Council

Signage Manufacturing

Larger Displays x 3 (3 x designs)

1. Artwork to manufacturers specification.	
2. Large Signs: 3 x 1.4 x 1.4m aluminium signs, 140mm posts. @ £840.00 each	2,520.00
3. Decals applied to aluminium pans including protective seal.	
4. Delivery to Tollesbury (no installation included).	70.00
5. Design management, oversee artwork hand-over and production through to delivery.	120.00

Lifebuoy Displays x 3 (3 x types, customised logos)

1. Artwork to manufacturers specification.	
2. Large Signs: 3 x 0.7 x 1.4m aluminium signs, 140mm posts with lifebuoys @ £834.00 each.	2,502.00
3. Decals applied to aluminium pans including protective seal.	
4. Delivery to Tollesbury (no installation included).	70.00
5. Design management, oversee artwork hand-over and production through to delivery.	60.00

Total (20% VAT to be added)

£5,342.00

Note

All artwork must be formerly approved before release for production.

Invoicing will be made monthly based on work completed in that calendar month. Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. The work invoiced remains the copyright of Phelan Barker Limited until payment has been made in full. VAT (792 2356 14) is charged at 20%.



Cost Proposal

Tollesbury Parish Council Woodup Pool Signage NES Solutions: Production Costs

Date: 27 May 2022
Job reference: TPC/W/E20
Client: Tollesbury Parish Council

Signage Manufacturing

Larger Displays x 3 (3 x designs)

1. Artwork to manufacturers specification.	
2. Large Signs: 3 x 1.4 x 1.4m aluminium signs, 140mm posts. @ £1,013.00 each	3,039.00
3. Decals applied to aluminium pans including protective seal.	
4. Delivery to Tollesbury (no installation included).	70.00
5. Design management, oversee artwork hand-over and production through to delivery.	120.00

Lifebuoy Displays x 3 (3 x types, customised logos)

1. Artwork to manufacturers specification.	
2. Large Signs: 3 x 0.7 x 1.4m aluminium signs, 140mm posts with lifebuoys @ £768.00 each.	2,304.00
3. Decals applied to aluminium pans including protective seal.	
4. Delivery to Tollesbury (no installation included).	70.00
5. Design management, oversee artwork hand-over and production through to delivery.	60.00

Total (20% VAT to be added)

£5,663.00

Note

All artwork must be formerly approved before release for production.

Invoicing will be made monthly based on work completed in that calendar month. Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. The work invoiced remains the copyright of Phelan Barker Limited until payment has been made in full. VAT (792 2356 14) is charged at 20%.



Cost Proposal

Tollesbury Parish Council

Woodup Pool Signage

PJ Signs: Production Costs

Date: 27 May 2022
Job reference: TPC/W/E20
Client: Tollesbury Parish Council

Signage Manufacturing

Larger Displays x 3 (3 x designs)

1. Artwork to manufacturers specification.	
2. Large Signs: 3 x 1.4 x 1.4m aluminium signs, 140mm posts. @ £1,604.00 each	4,812.00
3. Decals applied to aluminium pans including protective seal.	
4. Delivery to Tollesbury (no installation included).	70.00
5. Design management, oversee artwork hand-over and production through to delivery.	120.00

Lifebuoy Displays x 3 (3 x types, customised logos)

1. Artwork to manufacturers specification.	
2. Large Signs: 3 x 0.7 x 1.4m aluminium signs, 140mm posts with lifebuoys @ £1,194.00 each.	3,582.00
3. Decals applied to aluminium pans including protective seal.	
4. Delivery to Tollesbury (no installation included).	70.00
5. Design management, oversee artwork hand-over and production through to delivery.	60.00

Total (20% VAT to be added)

£8,714.00

Note

All artwork must be formerly approved before release for production.

Invoicing will be made monthly based on work completed in that calendar month. Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. The work invoiced remains the copyright of Phelan Barker Limited until payment has been made in full. VAT (792 2356 14) is charged at 20%.

Minutes of the Personnel Committee Meeting of Tollesbury Parish Council held in The Pavilion on Wednesday 25th May 2022 commencing at 7.30 pm.

Present: Cllrs Bell, Lowther, Rogers

In the Chair: Cllr Plater

Clerk: Michelle Curtis

1. Election of Chairman

Cllr Plater was nominated to be Chairman of the Personnel Committee. The nomination was agreed unanimously. Cllr Plater was declared to be Chairman of the Personnel Committee of Tollesbury Parish Council for the ensuing municipal year.

2. Election of Vice-Chairman

Cllr Rogers was nominated to be Vice-Chairman of the Personnel Committee. The nomination was agreed unanimously. Cllr Rogers was declared to be Vice-Chairman of the Personnel Committee of Tollesbury Parish Council for the ensuing municipal year.

3. Apologies for Absence

There were no apologies for absence, all Councillors were present.

4. Declarations of Interest

There were no declarations of interest disclosed.

5. Public Forum

There were no comments from the member of the public.

6. Personnel Committee

The Committee reviewed the role of the Personnel Committee.

There are three members of staff; the Parish Clerk, Caretaker and Litter Picker.

The Personnel Committee is available to support all staff.

The Committee reviewed the Terms of Reference and would propose the following changes to the Full Council:

No. 3.4 – Item 3 - Remove - Ensuring the delivery of regular staff appraisals and noting and agreeing on any actions and outcomes.

No. 3.4 – Item 4 -Remove - Nominating a member to carry out the Clerk’s appraisals and reporting any actions as above.

No. 3.4 – Item 7 – Change to: Carrying out an annual review in April each year of the Council’s employment policies, making recommendations to the Full Council for any alterations/amendments.

No. 3.4 – Item 11 – Change to: Contracts of employment for new staff members are reviewed by the Personnel Committee and approved by the Full Council.

The Committee agreed that salary reviews would continue to be reviewed by the Full Council.

7. Other Matters

There were no other matters to discuss.

8. Dates of the Next Meetings

The date to be arranged for April 2023.

The Chairman closed the meeting at 8.00 pm.

Signed.....

Date



Tollesbury Neighbourhood Plan

Notes of the Tollesbury Neighbourhood Plan Steering Group meeting held on Thursday 26th May 2022, commencing at 7.00 pm via Zoom.

Present: Roy Clare (RC), David Hillyer (DH), Simon Lewington (SL), Simon Plater (Chairman), Andrew St Joseph (ASJ)

Admin: Michelle Curtis (MC)

Simon Plater, Roy Clare and Andrew St Joseph are members of Tollesbury Parish Council.

Emma Stephens is a Maldon District Councillor

The meeting opened at 7.00 pm.

1. **Apologies for Absence**

There were apologies for absence from Sue Palmer (SP).

2. **Notes from the Previous Meetings**

Meeting 11th November 2021

The notes from the Neighbourhood Plan Meeting held on 11th November 2021 were agreed as a true and accurate record of the meeting. Unanimously agreed.

3. **Neighbourhood Plan**

**3.1 & Maldon District Council (MDC) – Local Development Plan (LDP) and
3.2 Tollesbury Neighbourhood Plan**

Cllr Stephens advised that MDC are working on the LDP. There is no new information to report.

The Chairman stated that we are still in the position where we are open to any development and are fortunate that no applications have been lodged.

The Chairman reported that an informal meeting had been held with the Developer for the land south of Carrington Farm. The Developer had produced a proposal, but no formal planning application has been submitted at this stage.

The proposal was for approx ninety-seven houses on the land south of Carrington Farm. This land has been allocated for a much smaller development, approx thirty houses in the Tollesbury Neighbourhood Plan.

Several issues with the proposal were mainly the housing number, access to the site, and the housing mix.

There has been no further communication with the Developer since the meeting.

RC questioned the Developer at the meeting about the safety and practicality of the Back Road and North Road, as these be the only access to the proposed site. The Developer asserted that surveys had been undertaken to demonstrate feasibility, but RC responded that the results did not appear to fully reflect how busy and narrow the road is, nor the extent of on-road parking. If an application to the site is lodged, access to and from the site would be a key issue.

3.3 Housing Needs Survey

The Neighbourhood Plan Steering Group (NPSG) had a lengthy discussion regarding the need for an updated Housing Needs Survey.

At the NPSG meeting on 11th November 2021, it was minuted that Anne Altoft-Shorland, Lead Specialist – Local Plans, Maldon District Council (MDC), had stated that doing the survey at that stage could be a waste of money given possible changes with the Government and MDC. It remains unclear when a draft of a new LDP will be available from MDC.

The Chairman reported that the Parish Council had recently discussed whether there was a need for a new Survey; and the timing of it.

Councillors recognised that the existing Survey is now several years old, and that an update would be appropriate. Additional issues needed to be reflected in the Neighbourhood Plan, potentially including climate change, sustainability, and community-led housing/affordable housing.

There was an agreement by Councillors that a further Survey should be carried out, subject to advice from the NPSG on timing. The cost would be covered from the Neighbourhood Plan earmarked fund.

The Chairman also advised that the Parish Council has been in discussion with Tollesbury Climate Partnership (TCP) and would want them involved in what sort of questions need to be asked.

The quotation on the re-run of the Housing Needs Survey plus an additional A4 page for climate change had been received from the RCCE. The cost is as follows:

20% response - £1,838.46 plus VAT
25% response - £2,007.45 plus VAT
30% response - £2,176.44 plus VAT
50% response - £2,852.40 plus VAT
100% response - £4,542.31 plus VAT

The Chairman commented that if there was evidence of an increased demand to provide affordable housing for the village, this could be done via an exceptions policy. The survey would help to identify the need of the village.

RC stated that specific new information on Affordable Housing and Community-Led Housing and local case-studies within the County are now available via the RCCE website, which could help to build understanding and share knowledge. RCCE also offer the advice of their expert, Laura Atkinson, who could be invited to a meeting

In relation to climate change, concerns were raised with regards to flooding, particularly around the industrial area. The Chairman reported that the Parish Council are meeting David Kemp from the Environment Agency at the end of June 2022. The NPSG was invited to attend the meeting.

RC suggested that to prepare for a further Survey, it would be an idea to work with partners, such as TCP, to prepare a contextual strategic plan for climate change, sustainability, light industrial investment, and community-led housing.

The NPSG agreed, in principle, to prepare for a new Survey but to seek further information before deciding on the timing.

Actions:

- To ask Anne for a further update on the position with regards to re-running the Housing Needs Survey
- ES to ask Anne about the current position on the exceptions policy
- The Chairman agreed to have a stand at Tollesfest to engage with residents and update people informally on the progress with the NP
- Initiate a contextual strategic plan, to pave the way for an updated Survey, working with various groups in the village, including TCP
- Collect new questions for inclusion in the Survey once it is commissioned
- Respond to the Parish Council to advise that the NPSG would like to proceed with the survey, but timings need further consideration
- DH to start informal discussions with local businesses in the industrial area
- To explore Community-Led Housing further, including seeking a meeting with Laura Atkinson of RCCE
- ES to liaise with MC to arrange a further meeting with Anne.

MC reported that the RCCE are holding a Community-Led Housing Online Event on Monday 13th June 2022. MC would circulate information to NPSG.

4. Next Meeting

MC to arrange a meeting week commencing 8th or 16th August 2022.

The meeting closed at 8.47 pm.

From: Roy Clare <tollesburyvolunteers@gmail.com>
To: Tollesbury PC <tollesburypc@btinternet.com>
Date: Jun 7, 2022 12:57:28 PM
Subject: Platinum Jubilee Celebrations - Message of Huge Thanks to Parish Council

Dear Michelle,

I am writing on behalf of the informal, volunteer-run, whatsapp-based organising team to express our HUGE THANKS to the Parish Council for getting in behind our plans and supporting our programme for the Platinum Jubilee Weekend.

We were especially grateful for the willingness to underwrite the safety case for various activities via the Parish Council's insurance policy, the prompt agreement to fund 'posh-potties' (which were in regular use behind the Parish Room on the Big Picnic day), the loan of a Gazebo, availability of the Pavilion, the purchase of the Blue Plaque ... the list goes on and on.

And best of all - we really appreciated the total, cheerful, proactive support of you as the Parish Clerk and the engagement of so many of the Parish Councillors.

Apart from everyone having a lot of fun, Councillors would like to know that, after all costs have been accounted for, the four-day weekend's activities raised more than £1000 for charitable causes. The funds will be distributed equally between Scouting, Guiding, Youth Club, TPA, Tailler Charity and the Ukraine appeal.

In addition, the popular 'outside kitchen' at The Kings Head raised over £600, which is being distributed to Noah's Rainbow, The Hangout and Tailler Charity (the latter for any 'food bank' project that might be agreed).

By any measure, a great big celebratory success; and wonderful evidence of the community in our village pulling together. Thank you, Tollesbury Parish Council for your leadership.

Please could you share this email with Parish Councillors in time for this evening's meeting; and with Simon on his return from holiday; and please include in the Minutes for tonight.

Warmest thanks,

Roy

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Roy Clare
Tollesbury Volunteer Support Group
07779 947483

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