

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

In the Chair: Cllr Plater - Chairman

Clerk: Michelle Curtis

Also Present: District Councillor Stephens
2 members of the public

1. Co-Option

To be deferred to the meeting on 1st August 2022 as there were two applicants.

2. Apologies for Absence

There were apologies for absence from Cllr Chambers, Clare, Ferneyhough and Lowther.

There were also apologies for absence from District Councillor Thompson.

3. Declarations of Interest

Cllr Rogers disclosed interest as follows:

- Personal interest in respect of agenda item 15.2, as she is part of the Tollesfest organising team.

4. Public Forum

A resident stated that he was present at the meeting regarding the Lewis and Scott planning application.

The Chairman advised that the Parish Council had written to Maldon District Council (MDC) to advise that the earliest opportunity for the Parish to comprehensively consider this major re-application will be on either Wednesday 27th July 2022 or Monday 1st August 2022 and, unfortunately, the Parish Council would not be able to respond in the expected timeframe.

It was noted in Lewis and Scott's covering letter relating to this latest submission they state that they are 'working closely with officers and members', and in the new documents, they refer in a number of cases to 'collaborating with officers' or 'working with them' to refine the scheme. The Parish Council has therefore requested a meeting with the Planning Officers to discuss the concerns of the Parish Council so that we can fully understand the nature of the revised proposals.

A resident stated the revised application for Lewis and Scott is for 25 houses, but the site notice states 29 houses.

5. County Councillors and District Councillors

5.1 County Councillor

There was no report from Cllr Durham.

5.2 District Councillors

Cllr Stephens presented her report (Appendix A).

Cllr Stephens reported the following:

- The Tollesbury Hub has asked whether the Parish Council would consider them exploring the possibilities of using one of the telephone kiosks as a food donation point.
- On Cllr Durham's latest report, he had suggested a three-level 'Meet your Councillors' and asked Councillors if they would consider a rota to attend the meeting. The meetings are held on the 1st Saturday of every month. Councillors would be happy to take part in the monthly meetings.
Action: Clerk to organise a rota for the monthly meetings.
- Would consideration be given to inviting some members of the Strategic Housing Board at MDC to the meeting with the RCCE on Community-Led Housing.
Councillors would be happy for members to attend, and the Clerk would notify Cllr Stephens once the date of the meeting had been confirmed.
- Is there any update on the war memorial?
The Chairman advised that the Contractor he had been in discussion with could no longer do the work. Therefore, he had approached two other companies and was waiting to receive their quotes.
A third Contractor was identified at the meeting.
Action: Clerk to contact the additional Contractor and pass details to the Chairman.

6. Minutes of the Meetings held on the 21st June 2022

Resolved: the Minutes of the Parish Council Meeting held on 21st June 2022 be approved as a true and accurate record of the meeting. Proposed Cllr Goldie, seconded Cllr Hawes. Unanimously agreed.

The Chairman signed the Minutes.

7. Finance

7.1 Monthly Finance Report

The Financial Reports as of the 30th June 2022 were presented to the Council (Appendix B).

Councillors received the following monthly financial reports:

Bank Reconciliation – The closing balance of £98,907.03

Expenditure to date – Budget £101,511 - Actual to date £25,511

Income to date – Budget £101,511 (including Precept £92,599) Actual to date £47,810

Earmarked Funds – Closing Balance £31,165.43 – Net movement £8,875.48

The Clerk reported:

- In April, £46,299.75 was received from MDC for the first instalment of the precept.
- In April, £1,281.82 was received from HMRC for the VAT recovered between January and March 2022.

Resolved: to approve the Financial Report. Unanimously agreed.

The Chairman signed the Reports.

7.2 Payments

The items for payment totalling £11,761.17 were presented for approval (Appendix C).

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

8. Planning

8.1 Planning Applications

Application No: FUL/MAL/21/00702 PP-09991099

Proposal: Create residential specialist neighbourhood for older people, consisting of 29 affordable dwellings and community hub building, with associated landscaping and infrastructure.

Location: Land North Of 48 Woodrolfe Road Tollesbury

It was agreed to hold an Extra-Ordinary Meeting on Wednesday 27th July 2022 to discuss the application.

Revised Drawings

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

Proposal: Single storey rear extension, additional hardstanding to the front and extended drop kerb

Location: 25 Hunts Farm Close Tollesbury

Resolved: No additional comments.

8.2 Planning Decisions from Maldon District Council

COUPA/MAL/22/00164 - Land Adjacent To Old Hall Farm Old Hall Lane – Refused

FUL/MAL/22/00177 - Carringtons Barn North Road - Refused

8.3 Planning Appeals

Appeal Ref: APP/X1545/D/22/3300578

Application Ref: 22/00080/HOUSE

Proposal: Two storey side extension

Site Address: 1 Genesta Close Tollesbury Essex CM9 8SY

8.4 Planning Appeal Decisions

None received.

8.5 Tree Preservation Orders for information

None received.

9. Recreation Ground

9.1 Verbal Update from the Recreation Ground Committee

No new information to report.

9.2 Fly-Tipping

The Clerk reported that the resident whose sofa had been dumped at the Recreation Ground had indicated that they would not be moving the sofa.

The Clerk has, therefore, passed the information to the Community Protection Officers(CPOs) at MDC.

The Clerk reported that as the sofa is now on Parish Council land, the Parish Council would be charged for its removal.

Action: Clerk to write to resident to request a contribution towards the removal of the sofa.

Action: Cllr Stephens to speak to the CPO Team to clarify fly-tipping responsibilities.

9.3 Agreement with Football Team

Resolved: Unanimously agreed to approve the Agreement between the Parish Council and the Football Teams for using the Pavilion/Football Pitches.

9.4 Monthly Inspection Report

The Monthly Inspection Report dated 27/06/2022 was received.

It was reported that there was more graffiti on the skate park, and a sofa had been dumped on the skate park.

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

10.1 Verbal Update from the Environment and Amenity Committee Meeting

The Chairman reported:

- An inspection of the allotments was carried out on Wednesday 29th June 2022. Most plots are in good order.
A quotation had been obtained from Bonz (Appendix E) for £60 plus VAT to cut the grass on the access path to the bottom of the Allotment. It was felt that this area should be cut bi-monthly during May and October to keep the site clear. Some additional works are required, and quotations for this are also to be obtained.
- The Committee have also looked at the trees on Hasler Green trees. The trees are overgrown and tree obstructs the streetlight.

Action: To seek the advice of a tree specialist as to what works are required.

11. Woodrolfe Hard

11.1 Verbal Update from the Woodrolfe Hard Committee

Cllr St Joseph reported:

- It is planned to lay the additional stone at the Hard in the autumn.

12. Woodup Pool

12.1 Verbal Update from the Woodup Pool Committee

The Clerk reported:

- The new signage had been installed.
- The contract with BT for the emergency telephone has been cancelled, and the equipment will be removed within the next ten days.

12.2 Access to Woodup Pool

The letter from the Landowner at Frost and Drake was received and noted.

Councillors agreed on the following:

- Before any agreement between the Parish Council and Frost and Drake is made to move the path, the easement may need to be legally changed
- If agreed and the path is moved, vehicle access will be at the toe of the seawall, therefore, the access may need to be widened to allow for the curve on the seawall as it is not a straight line through the site as shown on the deeds.
- Works to upgrade the path are being considered.
- Access will still be required for toilet delivery/cleaning, grounds maintenance, delivery of sand etc even if the position of the path is agreed upon and moved.

Action: Chairman to draft a letter to the Landowner reiterating the points agreed at the previous meeting with the Landowner and to advise that if consideration is being given to relocation of the access, an amendment of the easement is required.

12.3 Quotations

The quotations (Appendix F) for the path across the land at Frost and Drake were received and it was

Considering the discussion at item 12.2, it was agreed not to proceed at this stage.

Action: Chairman to speak to a Contractor for a quotation for the exploratory works at Woodup Pool for connecting toilets to the main sewer.

12.4 Fellowship Afloat Charitable Trust (FACT)

The Chairman reported that some Councillors attended a meeting with Andrew Eastham of FACT and Andrew explained the process of emptying and filling Woodup Pool.

Action: Andrew has agreed to carry out a test to see if there is any pull while the pool is being emptied. The test will be carried out within the next month in line with the tides.

Action: Clerk to write to the resident who raised the concern to advise of the action being taken.

12.5 Tollesbury Scouts

The Chairman reported that some Councillors attended a meeting with the Leader of 1st Blackwater Scouts (Tollesbury). It has been agreed to allow the use of Woodup Pool on a Friday evening for two weeks (8th and 15th July 2022) between 5.30 pm and 7.30 pm.

The Chairman reported the Scouts might wish to use it more in the future approx. twelve sessions per year and should this be the case, a schedule will be submitted to the Parish Council for approval.

The area will be roped off, the same as FACT, and 1st Blackwater Scouts (Tollesbury) are covered under the insurance of the Scouting Association. A Risk Assessment has also been provided.

Action: Woodup Pool Committee requested to draft an Agreement for using Woodup Pool by any Groups/Organisations.

A resident left the meeting.

13. Community Initiatives Fund

Resolved: Unanimously agreed to apply to the Community Initiatives Fund for funding towards a kick wall at the Recreation Ground.

Resolved: Unanimously agreed to contribute to half of the estimated costs of £5,000 towards the project which is £2,500.

Action: Application and quotations to be presented to the Full Council at the meeting on 1st August 2022.

14. Environment Agency

The Chairman reported that Cllrs Bell, Fernyhough, St Joseph, the Parish Clerk, Ian Marwood – TCP and himself had met with David Kemp from the Environment Agency on Monday 27th June 2022.

David has agreed to find out more about the maintenance programmes for the defences in Tollesbury with regard to low spots on the seawall and vegetation and report back to the Parish Council.

15. Tollesfest

15.1 Risk Assessment and Insurance

Councillors approved the Risk Assessment for the Tollesfest Event on Saturday 9th July 2022, at the Recreation Ground.

Copies of insurance had also been received.

15.2 Blackwater Gymnastics

Councillors considered the request to hold a gymnastics workshop at the Recreation Ground on the day of Tollesfest. Councillors felt that it was inappropriate for the event.

Action: Clerk to suggest to the Gymnastics Club that they consider holding a stall at Tollesfest.

16. Code of Conduct

16.1 PowerPoint Presentation - Training

To be deferred to the next meeting.

16.2 Code of Conduct

To be deferred to the next meeting.

17. Police/Community Protection Officers (CPOs)

17.1 Police

The Police Reports (confidential) were received and noted.

17.2 CPO Report for May 2022

The report for May 2022 was received. It was noted that there was 3 Vehicle Move-on (VMOs) during the May patrols.

18. Administration

Community-Led Housing – The Clerk reported that the meeting arranged on 14th July 2022 with Laura Atkinson from the RCCE and the Neighbourhood Plan Steering Group to explore Community-Led Housing is being rescheduled – date to be confirmed.

Anti-Social Behaviour – The Clerk reported that a meeting had been arranged for Tuesday 9th August 2022 at 11 am with Gary Dyer, Anti-Social Behaviour Officer (Community Engagement) from MDC, District Councill Stephens, Cllrs Clare and Rogers, Barry Jones (Neighbourhood Watch) and herself will be attending the meeting.

Graffiti – The Clerk reported that on Friday 1st July 2022, graffiti was carried out starting at Woodrolfe Road down towards Woodup Pool. Various items have been graffitied – BT telephone box, signage, inside and outside the public toilets, business signs, new signage at Woodup Pool and inside and outside the hire toilet.

The Clerk advised she had reported this to Essex Police and brought it to the attention of the Anti-Social Behaviour Officer at MDC.

A resident kindly cleared all the graffiti from the various items on Sunday. Councillors expressed thanks to the resident for his hard work.

Telephone Kiosk – Councillors agreed in principle for the Tollesbury Hub to explore using the telephone kiosk in Mell Road as a drop-off point for food donations.

19. Community Concerns

There were no community concerns raised.

20. Dates of the Next Meetings

Wednesday 27th July 2022 – Extra-Ordinary Meeting – 7.30 pm - Pavilion

Monday 1st August 2022 – Full Council Meeting – 7.30 pm – Pavilion

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

Monday 5th September 2022 – Woodrolfe Hard Committee – 7.30 pm – Pavilion

Tuesday 6th September 2022 – Full Council Meeting – 7.30 pm – Pavilion

Tuesday 13th September 2022 – Finance and Policy committee – 7.30 pm – Pavilion

Tuesday 20th September 2022 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 20th September 2022 – Recreation Ground Committee – Following the Full Council Meeting

The Chairman closed the meeting at 10.00 pm.

Signed.....

Date

Report for Tollesbury Parish Council meetingon 5th July 2022 (report written 2Jul22)**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 13Jul22 (moved) and 22Sep22 (provisional); North Western 7Jul22 (moved) and 10Aug22.

Local Development Plan: no further working group meetings to report on this time.

2. ROAD SAFETY

Local Highways Panel applications: meeting moved to 22Jul22.

3. NEWS

- **Essex Essential Living Fund**: to help people facing hardship to pay for groceries, nappies, toiletries, pay-as-you-go fuel meters, clothing and footwear including school uniforms, white goods, furniture, household furnishings...
- **Essex Community Initiatives Fund (CIF)**: Grants of up to £10k available till 19 August for community-based projects, for community groups, town and parish councils.
- **Tourism Promotion** - The Tourism team and Visit Essex have commissioned You Tuber Freddie Dobbs to promote the District in two videos. ~35k views so far and lots of positive comments. [Part 1](#) (includes Tollesbury); and [part 2](#).

4. DATES

- **Splash Park** opens Mon 4 July: [people need a free Places membership to book](#).
- **Coffee with the Cops**, Fri 8 July, The Loft tea rooms, Tollesbury.
- **Queen's Baton Relay** is coming to Maldon Fri 8 July on its way to the Birmingham 2022 Commonwealth Games. [Ten baton-bearers to follow a 2km loop around Promenade Park](#).
- **UFest** Fri 8 July from 11am: Free community festival in Promenade Park to celebrate the arrival of the Queen's Baton Relay. <https://www.visitmaldondistrict.co.uk/ufest>. Live music, street food from around the world, games, sports and activities; health & welfare information including virtual dementia tour bus.
- **Tollesbury Hub at The Centre:**
 - Tollesbury Larder launching Mon 11 July, 10am.
 - I have visited [Heybridge Jobs club](#) as we may include a jobs club within The Hub.
 - Refugee and Migrant Community Hub also underway at Fullbridge Church, Heybridge, each Tuesday from 10am: a friendly, informal set-up, with Citizens Advice available.
 - Men's shed / other spin-offs that could be included in The Hub: ideas welcome.
- **Women & girls' free self-defence event**: Thu 14 July, 5.45pm, Maldon Stadium, Park Drive.
- **Bike Marking Event and Coffee with the Cops**, Tollesbury recreation ground, Thu 11 August, 10am – 1pm.

Date: 02/07/2022

Tollesbury Parish Council Current Year

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Time: 17:54

**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022		76,225.89
Deposit Account	30/06/2022		497.36
P/Sector Reserve	31/03/2021		0.00
Coop Current Account 2	30/06/2022		2,738.03
Petty Cash	30/06/2022		23.13
Unity Current Account	30/06/2022		19,422.72
			0.00
			<u>98,907.13</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			98,907.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			98,907.13
		Balance per Cash Book is :-	98,907.03
		Difference Excluding Adjustments is :-	0.10
<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 :-	<u>0.10</u>

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Amenities	4,058.43	1,000.00	5,058.43
321 EMR Cemetery	0.00		0.00
322 EMR Recreation Ground	4,302.13	4,000.00	8,302.13
323 EMR Unallocated	1,484.64	478.34	1,962.98
324 EMR Woodup Pool	1,597.74	2,495.00	4,092.74
325 EMR Pavilion Project	0.00		0.00
326 EMR Pavilion	0.00		0.00
327 EMR Neighbourhood Plan	3,139.19	200.00	3,339.19
328 EMR Fencing Project	0.00		0.00
329 EMR Woodrolfe Hard	5,435.82	-297.86	5,137.96
330 EMR Streetlighting	77.00		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	1,945.00		1,945.00
335 EMR Bus Shelter	0.00	1,000.00	1,000.00
	<u>22,289.95</u>	<u>8,875.48</u>	<u>31,165.43</u>

Detailed Income & Expenditure by Budget Heading 30/06/2022

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	10,439	41,935	31,496	0	31,496	24.9%	0
Net Expenditure	(10,439)	(41,935)	(31,496)				
<u>110 Administration</u>							
1076 Precept	46,300	92,599	46,299			50.0%	
1080 Bank Interest Received	0	0	(0)			0.0%	
1150 Donations	366	0	(366)			0.0%	
Administration :- Income	46,666	92,599	45,933			50.4%	0
4100 Audit Fees	0	700	700		700	0.0%	
4110 Bank Charges	24	100	76		76	24.4%	
4120 Insurance	0	3,200	3,200		3,200	0.0%	
4130 Miscellaneous	119	700	581		581	17.0%	
4140 Office Allowance	195	780	585		585	25.0%	
4150 Photocopier	193	950	757		757	20.3%	
4160 Postage	0	40	40		40	0.0%	
4170 Stationery	4	60	56		56	6.4%	
4180 Subscriptions	1,220	2,200	980		980	55.5%	
4190 Telephone	138	600	462		462	23.1%	
4200 Training	(144)	300	444		444	(48.0%)	
4210 Website	218	725	507		507	30.1%	
Administration :- Indirect Expenditure	1,967	10,355	8,388	0	8,388	19.0%	0
Net Income over Expenditure	44,698	82,244	37,546				
<u>120 Amenities</u>							
1100 Allotments Income	0	1,062	1,062			0.0%	
Amenities :- Income	0	1,062	1,062			0.0%	0
4130 Miscellaneous	285	500	215		215	57.0%	
4250 Allotments	87	500	413		413	17.4%	
4260 Hasler Green	60	360	300		300	16.7%	
4270 Rangers	0	1,400	1,400		1,400	0.0%	
4280 Woodrolfe Green	100	600	500		500	16.7%	
4420 Maintenance	0	200	200		200	0.0%	
Amenities :- Indirect Expenditure	532	3,560	3,028	0	3,028	14.9%	0
Net Income over Expenditure	(532)	(2,498)	(1,966)				

Detailed Income & Expenditure by Budget Heading 30/06/2022

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	247	5,000	4,753			4.9%	
Cemetery :- Income	247	5,000	4,753			4.9%	0
4130 Miscellaneous	0	100	100		100	0.0%	
4310 Contract	1,083	7,000	5,917		5,917	15.5%	
4320 Skip Fees	0	200	200		200	0.0%	
4330 Water/Sewage Rate	110	100	(10)		(10)	110.2%	
4340 Rates	115	0	(115)		(115)	0.0%	
Cemetery :- Indirect Expenditure	1,308	7,400	6,092	0	6,092	17.7%	0
Net Income over Expenditure	(1,061)	(2,400)	(1,339)				
<u>140 Pavilion</u>							
1120 Hire Charge	50	50	0			100.0%	
Pavilion :- Income	50	50	0			100.0%	0
4330 Water/Sewage Rate	128	250	122		122	51.1%	
4400 Cleaning Items	3	50	48		48	5.0%	
4410 Electricity	216	600	384		384	36.0%	
4420 Maintenance	162	150	(12)		(12)	107.9%	
Pavilion :- Indirect Expenditure	508	1,050	542	0	542	48.4%	0
Net Income over Expenditure	(458)	(1,000)	(542)				
<u>150 Projects</u>							
4500 Amenities	0	1,000	1,000		1,000	0.0%	
4530 Recreation Ground	0	4,000	4,000		4,000	0.0%	
4540 Woodup Pool	1,765	4,260	2,495		2,495	41.4%	1,765
4560 Neighbourhood Plan	0	200	200		200	0.0%	
4590 Woodrolfe Hard	298	0	(298)		(298)	0.0%	298
4610 Unallocated Sum	412	890	478		478	46.3%	412
4650 Bus Shelter	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	2,475	11,350	8,875	0	8,875	21.8%	2,475
Net Expenditure	(2,475)	(11,350)	(8,875)				
6000 plus Transfer from EMR	2,475						
Movement to/(from) Gen Reserve	0						

Detailed Income & Expenditure by Budget Heading 30/06/2022

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	319	2,000	1,681			15.9%	
Rec Ground :- Income	319	2,000	1,681			16.0%	0
4310 Contract	1,428	8,800	7,372		7,372	16.2%	
4420 Maintenance	586	2,200	1,614		1,614	26.6%	
4710 Pitch	405	500	95		95	81.0%	
Rec Ground :- Indirect Expenditure	2,419	11,500	9,081	0	9,081	21.0%	0
Net Income over Expenditure	(2,100)	(9,500)	(7,400)				
<u>170 Street Clean</u>							
4310 Contract	833	5,000	4,167		4,167	16.7%	
Street Clean :- Indirect Expenditure	833	5,000	4,167	0	4,167	16.7%	0
Net Expenditure	(833)	(5,000)	(4,167)				
<u>180 Street Light</u>							
4410 Electricity	963	1,500	537		537	64.2%	
4420 Maintenance	170	700	530		530	24.3%	
Street Light :- Indirect Expenditure	1,133	2,200	1,067	0	1,067	51.5%	0
Net Expenditure	(1,133)	(2,200)	(1,067)				
<u>190 Woodrolfe Hard</u>							
1110 Fees	529	800	271			66.1%	
Woodrolfe Hard :- Income	529	800	271			66.1%	0
4130 Miscellaneous	36	350	314		314	10.2%	
4310 Contract	0	431	431		431	0.0%	
Woodrolfe Hard :- Indirect Expenditure	36	781	745	0	745	4.6%	0
Net Income over Expenditure	493	19	(474)				
<u>200 Woodup</u>							
4190 Telephone	131	480	349		349	27.4%	
4270 Rangers	0	400	400		400	0.0%	
4310 Contract	40	240	200		200	16.7%	
4420 Maintenance	1,631	1,650	19		19	98.8%	
4700 Toilet	400	1,100	700		700	36.4%	
4760 Litter Collection	0	480	480		480	0.0%	
Woodup :- Indirect Expenditure	2,202	4,350	2,148	0	2,148	50.6%	0
Net Expenditure	(2,202)	(4,350)	(2,148)				

Detailed Income & Expenditure by Budget Heading 30/06/2022

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	958	1,350	392		392	71.0%	
S137 Expenditure :- Indirect Expenditure	958	1,350	392	0	392	71.0%	0
Net Expenditure	(958)	(1,350)	(392)				
<u>220</u> <u>Other</u>							
4850 Agency Services	700	500	(200)		(200)	140.0%	
4860 Advertising	0	180	180		180	0.0%	
Other :- Indirect Expenditure	700	680	(20)	0	(20)	102.9%	0
Net Expenditure	(700)	(680)	20				
Grand Totals:- Income	47,810	101,511	53,701			47.1%	
Expenditure	25,511	101,511	76,000	0	76,000	25.1%	
Net Income over Expenditure	22,300	0	(22,300)				
plus Transfer from EMR	2,475						
Movement to/(from) Gen Reserve	24,774						

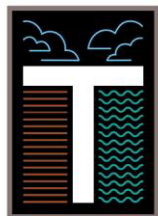
TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

Appendix C

July 2022

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail		Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT						
01.06.22	D/D	Maldon District Council		Overstated June Schedule		-£3.75
15.06.22	D/D	Bulb Energy		Electricity Supply - Pavilion		£43.61
28.06.22	D/D	Npower	IN03736309	Electricity Supply - Streetlights		£343.18
29.06.22	D/D	British Telephone	Q087 D7	Pool Phone		£157.74
30.06.22	D/D	Utility Warehouse	182682249	Parish Phone		£55.16
01.07.22	D/D	Maldon District Council		Non-Domestic Rates - Cemetery		£33.00
15.07.22	D/D	A & J Lighting Solutions	36339	Monthly maintenance		£67.92
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2						
09.06.22	D/C	Tesco		Stationery		£9.10
13.06.22	D/C	CT Cobblers		Keys Cuts		£25.40
	D/C	Adobe		Adobe Monthly Subscription		£12.94
27.06.22	D/C	Zoom	INV154067619	Annual Subscription		£143.88
27.06.22	D/C	Dropbox		Annual Subscription		£95.88
30.06.22	D/C	Timpsons		Keys Cut		£26.20
02.07.22	D/C	British Heart Foundation		Defib Pads		£57.00
03.07.22	D/C	Rawlins	IN139824	Graffiti Remover		£91.59
UNITY TRUST BANK - CURRENT ACCOUNT						
28.06.22	Online	LetLoos	INV-5351	Toilet Hire - Woodup Pool		£120.00
30.06.22	D/D	Unity Trust Bank		Bank Charges		£24.45
05.07.22		Wages		Staff Wages		£2,226.93
	Online	HMRC		Tax & NI - June 2022		£855.51
	Online	Essex Pension Fund		Employee and Employer Contributions - July		£769.79
	Online	D W Maintenance	2266	Grounds Maintenance - Cemetery - June	£541.66	
			2267	Grounds Maintenance - June	£787.92	£1,329.58
	Online	S Curtis		Litter Contract		£416.66
	Online	Viking Skips	1182	Civic Amenity Skip	£168.00	
			1185	Skip Allotments	£294.00	
			1198	Civic Amenity Skip	£168.00	£630.00
	Online	Maurice Howard	1623	Internal Audit 2021/22		£300.00
	Online	RCCE		Annual Subscription		£72.60
	Online	Phelan Barker Ltd	INV-3791	New signage Woodup Pool (3 large info boards)		£3,252.00
	Online	Bonz Cairey Ltd	4677	Installation of Signage		£450.00
	Online	Rialtas Business Solutions	SM25941	Annual Software Support & Licence - Accounts		£154.80
TOTAL						£11,761.17

Payment Breakdown	
Tollesbury Current Account	£696.86
Tollesbury A/c No. 2 Debit Card	£461.99
Unity Trust Bank	£10,602.32
TOTAL	£11,761.17



TOLLESBURY
PARISH
COUNCIL

AGREEMENT FOR USE OF THE PAVILION BETWEEN TOLLESBURY PARISH COUNCIL AND TOLLESBURY FC FOOTBALL SEASON 2022/23

This agreement dated _____ is between Tollesbury Parish Council (TPC) and Tollesbury FC (TFC) for the use of the Football Pitches/Pavilion/Store Shed at the Victory Recreation Ground, Elysian Gardens, Tollesbury, Essex CM9 8QN.

Cost for hire: Pitch fees are to be paid by TFC. The fees for 2022/23 are £47 per match. Fees will be reviewed annually by TPC.
TFC will be invoiced on a monthly basis for pitch fees. Invoices are to be paid within 28 days.

Responsible for TFC: [REDACTED] – Club Secretary
[REDACTED] – TFC First Team
[REDACTED] – TFC Reserves Team

**Pitch Hire/
Pavilion Usage:** The Pitch/Pavilion should be booked with the Parish Clerk giving as much notice as possible.

The Pavilion is to be used by TFC as part of the pitch hire.

TFC are to collect the keys to the building from the Key Hider, located at the Parish Clerk's home address. A code will be allocated to TFC for access to the Key Hider.

Keys are to be collected and returned on the day of use.

Should the keys be lost, TFC will be responsible for replacing all the locks to the Pavilion and Store Shed and for the cutting of additional keys.

Any electrical items used by TFC must be PAC tested.

TFC to take responsibility to ensure that all electricity/heating/lights/water is switched off and doors are securely locked on both the Pavilion and the Store Shed.



After each use, any equipment is to be tidied away, ready for the next users.

Any damage to the Pavilion or its contents should be reported immediately to the Parish Clerk, and TFC agrees to pay for any repairs/replacement items.

The television on the portable stand is stored in the Referee's room. TFC to ensure that the television is locked away after each use.

Should there be any change to those responsible for TFC, they should inform the Parish Clerk as soon as possible.

Due to rabbits on the pitch, it is sometimes necessary to fill holes. The Parish Council has provided soil and equipment for TFC to fill any holes prior to the commencement of any games.

Store Shed:

The large area of the store shed is solely used by all the Football Teams. It is the responsibility of the Football Teams to ensure that it is tidy.

The store shed will be checked regularly by the Parish Council.

**Insurance/
Risk Assessment:**

TFC to ensure that any necessary insurance required by the FA is in place.

TFC to ensure that the pitch is safe to play.

TPC accepts no responsibility for any injury to any supporters or players.

The football goals are the responsibility of TFC. TFC are responsible for providing insurance cover for the goal posts against theft or damage.

Any property left in the changing rooms whilst the pitch/pavilion is being hired, is left at the owners' own risk. Keys are provided to lock both changing rooms and the referees room.



TOLLESBURY
PARISH
COUNCIL

Signed for Tollesbury Football Club:

Signed: _____ Date: _____

██████████

Signed: _____ Date: _____

██████████

Signed: _____ Date: _____

██████████

Signed on behalf of Tollesbury Parish Council:

Signed: _____ Date: _____

Chairman – Simon Plater

BONZ CAIREY LTD
 28 Church St
 Tollesbury
 Essex
 CM98QJ
 07958778275
 bonz.garden@outlook.com
 www.bonzgardenltd.co.uk
 VAT Registration No.:
 409831389
 Company Registration No.
 13791274



ADDRESS
 Tollesbury parish council

Estimate 1029

DATE 05/07/2022

EXPIRATION DATE 10/08/2022

DATE		QTY	RATE	AMOUNT
05/07/2022	Sales Cut the grass at the allotments on the south side from the gate to the last allotment. Price is for each cut .	1	60.00	60.00
05/07/2022	Sales Fell the dying poplar down the salt pool.	1	100.00	100.00
SUBTOTAL				160.00
VAT TOTAL				32.00
TOTAL				£192.00

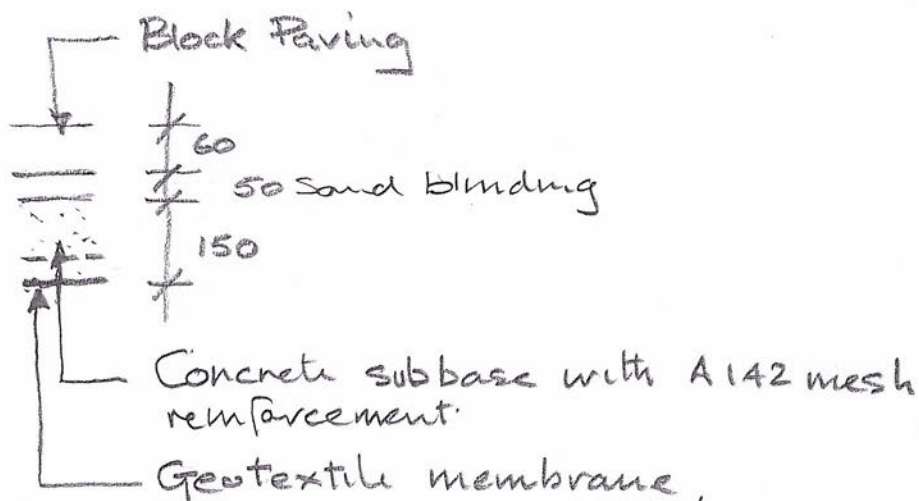
Accepted By

Accepted Date



New Footpath at Amenity Pool

1. Length of footpath approximately 30m and width 1.5m in position agreed when visiting site.
2. Excavate 260mm approx. depth of soil along entire length of footpath and dispose of the risings off site
3. Supply and install the following:
 - a) 60mm concrete paving blocks, colour to be agreed, laid on;
 - b) 50mm sand blinding laid on;
 - c) 150mm concrete subbase with a 142 mesh laid in the concrete, laid on;
 - d) Geotextile membrane under complete width and length of the path.
4. Path to be laid with stretcher block edging, pattern of blockwork to be agreed
5. Path to be laid level at all points with existing ground level
6. Site to be left unencumbered and cleared of all material and waste.



Date: 13th April 2022

Quotation No. NB2060

Simon Plater

The Sail Loft

Tollesbury

CM9 8SE

Email: simon@platerclaiborne.com

Tel: 01621 869 625

Description of Works		
<ol style="list-style-type: none">1. Dig out path with an excavated mini digger to a specified depth of approximately 260mm along entire footpath which is approximately 30 metres x 1.5 metres2. Install 60mm Concrete paving blocks (colour to be agreed) and lay on 50mm sand blinding, which will be laid on 150mm concrete subbase.3. The subbase with a 142-mesh laid onto the concrete will be laid on a Geotextile membrane under the whole width and length of the path4. The path will be laid with stretcher block edging and concrete kerb edging both sides (pattern of blockwork to be confirmed)5. The path is to be laid level with existing ground level at all points6. NB Contracts Ltd will supply all materials required7. NB Contracts Ltd will remove and clear all debris/risings during and on completion of the project to ensure a clean, tidy and safe working environment.		
Nett: £9,500.00	Vat @ 20%: £1,900.00	Total: £11,400.00

Due to increasing material costs, this quotation is valid up to 30 days from the date listed above. Please contact our office if you have any questions regarding this quotation.

NB Contracts would like to thank you for the opportunity to provide this quote for your works and look forward to working with you in the future.



Fine Oakes
Landscaping

QUOTE

Fine Oakes
16 Church Road,
Tiptree,
Colchester,
CO5 0TQ
07921335767
Fineoakes@gmail.com

QUOTE No: Q114-22

DATE: 12/04/2022

To: TOM LOWTHER

JOB: Landscaping
Block Paving Path
Tollesbury Salt Pool

WORK ITEM	WORKS DESCRIPTION	COST
Paving	Excavate and muck away path approximately 30m long x 1.5m wide and 260mm deep	
	Edge path with concrete edging kerbs	
	150mm Concrete subbase with steel mesh and geotextile membrane	
	Screeded sand and 60mm standard 200mm x 100mm concrete block paving installed and swept in kiln dry	
	NET	£5,625.00
	VAT @ 20%	£1125.00
	Total	£6750.00

- Price includes all materials.
- Waste to be disposed of correctly.
- Block colour to be confirmed.

Quotation valid for 30 days after invoice date and is based on works as seen and discussed. Changes to work may incur a cost increase.

VAT Registration: 318 6976 58

Waste carrier No. CBDU255914



BONZ CAIREY LTD
28 Church St
Tollesbury
Essex
CM98QJ
07958778275
bonz.garden@outlook.com
www.bonzgardenltd.co.uk
VAT Registration No.: 409831389
Company Registration No. 13791274

ADDRESS

Tollesbury parish council
4, Valyrie close,
Tollesbury.

Estimate 1016

DATE 01/06/2022

EXPIRATION DATE 30/06/2022

DATE		QTY	RATE	AMOUNT
01/06/2022	Sales Dig out the Path area 45m x1.5m to a depth of approx 260mm and dispose . Lay geotextile membrane followed by a 150mm concrete subbase. Concrete to be reinforced with 142 mesh . Lay 50mm of blinded sharp sand followed by 60mm concrete block paviors to finish . This quote is to lay the block paving in a Victorina basket weave pattern with a solider course (stretcher block) either side and a concrete haunching. Colors to be decided. Site to be left clean and tidy and all waste disposed of.		8,116.00	8,116.00
SUBTOTAL				8,116.00
VAT TOTAL				1,623.20
TOTAL				£9,739.20