



Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on **Tuesday 4th October 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

27th September 2022

Councillors: S Plater (Chairman), T Lowther (Vice-Chairman), M Bell,
V Chambers, R Clare, A Ferneyhough, L Goldie, S Hawes,
C Page, 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 statements 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 28th September 2022
- 6. Finance**
 - 6.1** To receive and approve the Monthly Financial Report as of 30th September 2022
 - 6.2** To receive and approve the payment schedule
- 7. External Audit**
To receive Section 3 – External Auditor Report and Certificate 2021/22 of the Annual Governance and Accountability Return (AGAR)
- 8. Recreation Ground**
 - 8.1** To receive a verbal update from the Recreation Ground Committee
 - 8.2** To receive the Monthly Inspection Report
- 9. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**
 - 9.1** To receive a verbal update from the Environment and Amenity Committee
- 10. Woodrolfe Hard**
 - 10.1** To receive a verbal update from the Woodrolfe Hard Committee
- 11. Woodup Pool**
 - 11.1** To receive a verbal report from the Woodup Pool Committee meeting
- 12. Remembrance Parade**
To approve the Risk Assessment for the Remembrance Parade on 13th November 2022.
- 13. Police/Community Protection Officers (CPO)**
 - 13.1** To receive the Police Reports (confidential) and discuss policing matters within the village to feed back to Essex Police
 - 13.2** To receive the CPO Report for August 2022
- 14. Administration**
To receive information from the Clerk – update on current and ongoing matters
- 15. Community Concerns**
To receive information only or note future agenda items
- 16. Dates of the Next Meetings**
Thursday 6th October 2022 – Woodup Pool Committee – 7.00 pm – Pavilion

Tuesday 18th October 2022 - Full Council Meeting – 7.30 pm – Pavilion

Thursday 20th October 2022 – Finance Committee – 7.30 pm – Pavilion

Tuesday 1st November 2022 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 8th November 2022 – Recreation Ground Committee – 7.00 pm – Pavilion

Monday 14th November 2022 – Woodrolfe Hard Committee – 7.00 pm – Pavilion

Tuesday 15th November 2022 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 15th November 2022 – Environment & Amenity Committee – Following Full Council Meeting – Pavilion

If you would like an item on the agenda at any Parish Council or Committee Meeting, you should write your request to the Parish Clerk at least a week before the meeting.

Clerk: Michelle Curtis

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

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

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Tollesbury Parish Council – EX0254**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

21/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

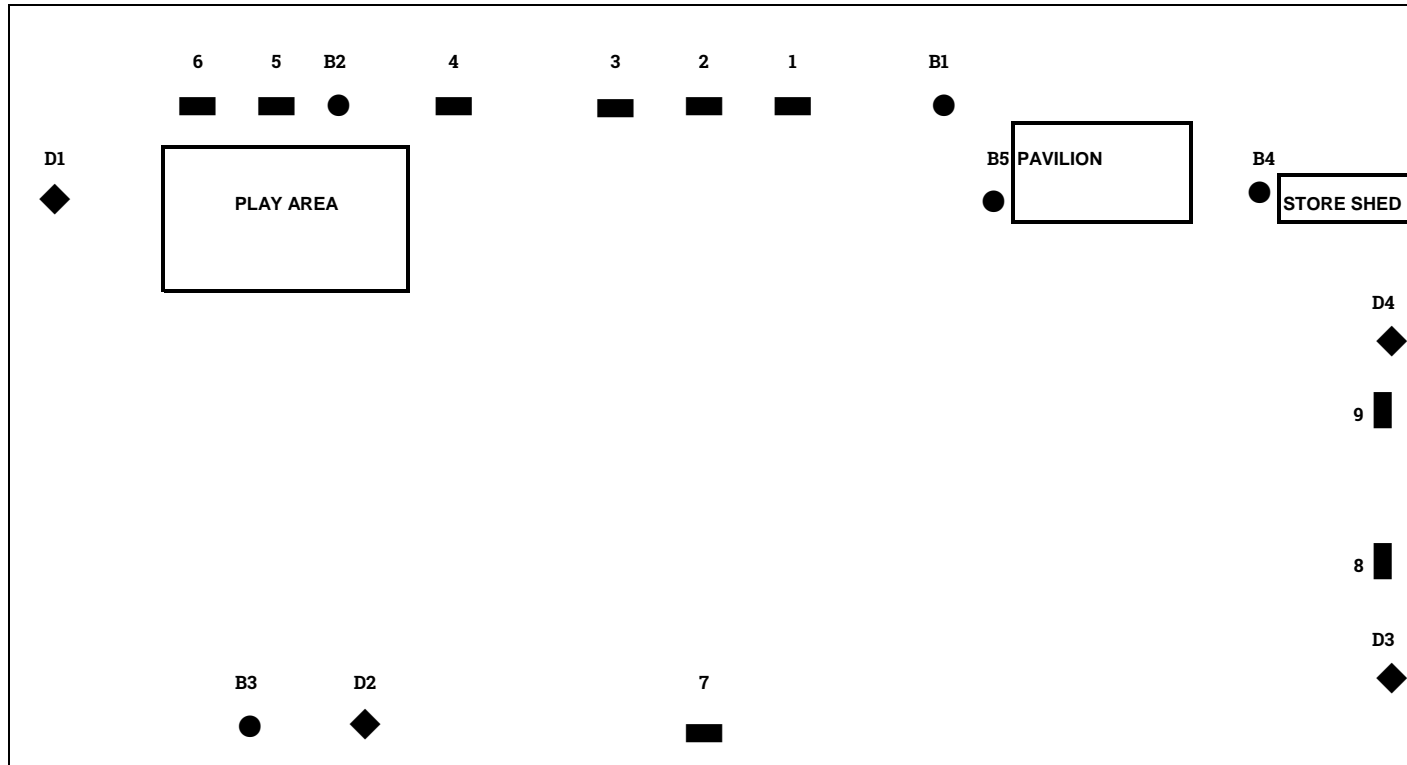
DATE OF INSPECTION: 25/09/2022

	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	Rubber matting under swing needs replacing
Toddler Swing	√	
Snake Slide	√	
Wooden Climber Platform	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	
Roundabout	√	
Zip Wire	√	
Playship	√	
Chicken and Cow Springer	√	
Youth Shelter	√	Graffiti
Skate Park	√	Graffiti
Surfer Springer	√	
Fire Engine	√	
Fence	√	
Football Goal Posts	√	

Signed: *S J Curtis*

TOLLESBURY PARISH COUNCIL
BENCHES AND BINS

DATE OF INSPECTION: 25/09/2022



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*

Organisation: Tollesbury Royal British Legion Assessment carried out by: Malcolm Cousens

Date of next review: September 2023

Date assessment was carried out: September 2022 - revised

Remembrance Day Parade Sunday 13th November 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Risk calculation (severity x likelihood)
Vehicle movements New Road, Hasler Road	Members of the marching parade from The Chase into New Road	Providing road marshals at the top of Hasler Road and junction of New Road & The Chase	Marshals to prevent vehicles entering New Road and The Chase whilst parade leaves The Chase and turns right into New Road Marshals to wear high visibility clothing and to have two-way communication	Marshals x 2	From approximately 1015	2
Vehicle movements East Street	Members of the marching parade in New Road	Providing road marshals at the junction of New Road & East Street	Marshals to prevent vehicles entering New Road & East Street Marshals to wear high visibility clothing and to have two-way communication	Marshals x 2	From approximately 1020	2
Vehicle movements East Street, High Street, Station Road and junction of Elysian Gardens & Church Street	Members of the marching parade from East Street to St Mary's Church	Providing road marshals at the junction of East Street, Station Road, High Street and junction of Elysian Gardens & Church Street	Marshals to prevent vehicles entering East Street from the High Street & Station Road. The parade will halt outside St Marys Church as directed by the Parade Marshal. Marshals to wear high visibility clothing and to have two-way communication	Marshals x 4	From approximately 1025	2
Vehicle movements	Members of the	Providing road marshals at the	Marshals to prevent vehicles	Marshals x	From	2

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Risk calculation (severity x likelihood)
Vehicle movements Church Street & Elysian Gardens	Members of the marching parade marching from the entrance of St Mary's Church to the recreational ground	Providing Road marshals at the junction of Church Street & Elysian Gardens, north end of Church Street & junction of St Johns Court & Elysian Gardens	Marshals to prevent vehicles entering Church Street & Elysian Gardens. Marshals to wear high visibility clothing and to have two-way communication	Marshals x 3	From approximately 1110	
Vehicle movements Elysian Gardens	Members of the marching parade marching from the entrance the recreational ground to the High Street	Providing road marshals at the junction of Church Street & Elysian Gardens, junction of St Johns Court & Elysian Gardens, junction of Elysian Gardens & High Street	Marshals to prevent vehicles entering Elysian Gardens. Marshals to wear high visibility clothing and to have two-way communication	Marshals x 3	From approximately 1115	2
Vehicle movements High Street - West	Members of the parade marching in the High Street	Providing road marshals at the junction of Elysian Gardens & High Street, junction of High Street & North Road, junction of High Street & West Street	Marshals to prevent vehicles entering Elysian Gardens. Marshals to wear high visibility clothing and to have two-way communication	Marshals x 3	From approximately 1120	2
Vehicle movements High Street - East	Members of the parade marching in the High Street to Station Road	Providing road marshals at the junction of High Street & East Street, junction of East Street & Station Road & from Church Street	Marshals to prevent vehicles entering High Street & Station Road. Marshals to wear high visibility clothing and to have two-way communication	Marshals x 3	From approximately 1120	2
Vehicle movements Station Road	Members of the parade marching in Station Road to New Road	Providing road marshals at the junction of Station Road & High Street, Station Road & HuntsFarm Close, Station Road & New Road	Marshals to prevent vehicles entering Station Road. Marshals to wear high visibility clothing and to have two-way communication	Marshals x 3	From approximately 1125	2
Vehicle movements	Members of the	Providing road marshals at the	Marshals to prevent vehicles	Marshals x	From	2

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Risk calculation (severity x likelihood)
Station Road & New Road	parade marching in New Road to The Chase	junction of Station Road & New Road, junction of Hasler Road & New Road, Junction of New Road the Chase	entering New Road & The Chase Marshals to wear high visibility clothing and to have two-way communication	3	approximately 1125	

A risk assessment has been carried out by Malcolm Cousens for Tollesbury Parish Council and the risk is deemed to be low.

Risk assessment is low ie Risk score of 1 – 6 are deemed acceptable Risk score of 7 –12 are deemed tolerable Risk score of 15+ are deemed unacceptable

For vehicles not prepared to wait for the parade to pass there will be an alternative route available in and out of the village

Organisation: Tollesbury Royal British Legion Assessment carried out by: Malcolm Cousens

Date of next review: September 2023

Date assessment was carried out: September 2022

Remembrance Day Parade Sunday 13th November 2022

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Risk calculation (severity x likelihood)
Vehicle movements New Road, Hasler Road	Members of the marching parade from The Chase into New Road	Providing road marshals at the top of Hasler Road and junction of New Road & The Chase	Marshals to prevent vehicles entering New Road and The Chase whilst parade leaves The Chase and turns right into New Road Marshals to wear high visibility clothing and to have two-way communication	Marshals x 2	From approximately 0930	2
Vehicle movements East Street	Members of the marching parade in New Road	Providing road marshals at the junction of New Road & East Street	Marshals to prevent vehicles entering New Road & East Street Marshals to wear high visibility clothing and to have two-way communication	Marshals x 2	From approximately 0935	2
Vehicle movements East Street, High Street Station Road & church entrance	Members of the marching parade from East Street to Tollesbury Congregational Church	Providing road marshals at the junction of East Street and & the High Street	Marshals to prevent vehicles entering East Street from the High Street & Station Road. The parade will halt at the parking bay at the Congregational Church and as directed by the Parade Marshal enter the church. Marshals to wear high visibility clothing and to have two-way communication	Marshals x 2	From approximately 0945	2

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Risk calculation (severity x likelihood)
Vehicle movements Station Road, East Street, High Street & Church Street	Members of the marching parade marching from Station Road to the entrance of St Mary's Church	Providing road marshals at the junction of East Street & High Street, junction of Church Street & Elysian Gardens. Junction of Station Road & Huntsfarm Close	Marshals to prevent vehicles entering Station Road, East Street & Church Street. Marshals to wear high visibility clothing and to have two-way communication	Marshals x 3	From approximately 1045	2
Vehicle movements Church Street	Members of the public watching service adjacent to church gates in Church Street	Providing road marshals at the of junction of Church Street & Elysian Gardens. Junction & north end of Church Street	Marshals to prevent vehicles entering Church Street. Marshals to wear high visibility clothing and to have two-way communication	Marshals x 2	From approximately 1050	2
Vehicle movements Church Street & Elysian Gardens	Members of the marching parade marching from the entrance of St Mary's Church to the recreational ground	Providing road marshals at the junction of Church Street & Elysian Gardens, north end of Church Street & junction of St Johns Court & Elysian Gardens	Marshals to prevent vehicles entering Church Street & Elysian Gardens. Marshals to wear high visibility clothing and to have two-way communication	Marshals x 3	From approximately 1110	2
Vehicle movements Elysian Gardens	Members of the marching parade marching from the entrance the recreational ground to the High Street	Providing road marshals at the junction of Church Street & Elysian Gardens, junction of St Johns Court & Elysian Gardens, junction of Elysian Gardens & High Street	Marshals to prevent vehicles entering Elysian Gardens. Marshals to wear high visibility clothing and to have two-way communication	Marshals x 3	From approximately 1115	2
Vehicle movements High Street - West	Members of the parade marching in the High Street	Providing road marshals at the junction of Elysian Gardens & High Street, junction of High Street & North Road, junction of High Street & West Street	Marshals to prevent vehicles entering Elysian Gardens. Marshals to wear high visibility clothing and to have two-way communication	Marshals x 3	From approximately 1120	2
Vehicle movements	Members of the	Providing road marshals at the	Marshals to prevent vehicles	Marshals x	From	2

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Risk calculation (severity x likelihood)
High Street - East	parade marching in the High Street to Station Road	junction of High Street & East Street, junction of East Street & Station Road & from Church Street	entering High Street & Station Road. Marshals to wear high visibility clothing and to have two-way communication	3	approximately 1120	
Vehicle movements Station Road	Members of the parade marching in Station Road to New Road	Providing road marshals at the junction of Station Road & High Street, Station Road & HuntsFarm Close, Station Road & New Road	Marshals to prevent vehicles entering Station Road. Marshals to wear high visibility clothing and to have two-way communication	Marshals x 3	From approximately 1125	2
Vehicle movements Station Road & New Road	Members of the parade marching in New Road to The Chase	Providing road marshals at the junction of Station Road & New Road, junction of Hasler Road & New Road, Junction of New Road the Chase	Marshals to prevent vehicles entering New Road & The Chase Marshals to wear high visibility clothing and to have two-way communication	Marshals x 3	From approximately 1125	2

A risk assessment has been carried out by Malcolm Cousens for Tollesbury Parish Council and the risk is deemed to be low.

Risk assessment is low ie Risk score of 1 – 6 are deemed acceptable Risk score of 7 –12 are deemed tolerable Risk score of 15+ are deemed unacceptable

For vehicles not prepared to wait for the parade to pass there will be an alternative route available in and out of the village

Parish / Town Council	Month	Total Number of Hours
Tollesbury	August	04:30
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
9	0	0
ASB Issues	VMO (Vehicle Moved On)	
0	7	
Any Other Details		

Officer	Date	Parish	Start	Finish	Total	Patrol Area	COMMENTS ON PATROL
LW	11/08/2022	Tollesbury	14:30	15:00	00:30	Pool and On Street	Patrol of Pool and On Street x3 VMO
LF/DR	12/08/2022	Tollesbury	14:00	14:30	00:30	Recreational field, Woodrolfe Road plus toilets.	1 VMO, engaged with public and spoke to a resident about blue camper van.
LF/SC	15/08/2022	Tollesbury	15:45	16:15	00:30	Playing field and playsite, and onstreet and ASB patrol through Tollesbury	Moved one car on, engaged with a dog walker but due to the rain it become quiet. Nothing else to report.
AR/SC	27/08/2022	Tollesbury	14:20	15:50	01:30	Car parking patrol and check recreation area	Patrol of sites, 4 x PCNs issued
AR/SC	28/08/2022	Tollesbury	14:15	15:45	01:30	Car parking and foot patrol	Patrol of sites, 2 x VMO, 5 x PCNs issued
					4:30:00		