



Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on **Tuesday 6th September 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

30th August 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 16th August 2022

6. Finance

- 6.1** To receive and approve the Monthly Financial Report as of 31st August 2022
- 6.2** To receive and approve the payment schedule

7. Planning

Planning Applications

Applications are circulated to all Councillors with the agenda for study ahead of the meeting. Planning documents are also available for everyone to view on Maldon District Council's website (www.maldon.gov.uk).

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

Application No: HOUSE/MAL/22/00885 PP-11450119

Proposal: Two/part single storey rear extension, single storey front extension, addition of timber weatherboarding at first floor level and fenestration alterations.

Location: 49 North Road Tollesbury

Application No: 22/00277/WTPO

Proposal: TPO 4/10 - T3 Silver Birch - Fell.

Location: Graces 40 Church Street Tollesbury

Application No: 22/00517/FUL PP-11171268

Proposal: Conversion of outbuilding into habitable accommodation, with single storey rear and side extensions.

Location: Rolls Farm 3 Prentice Hall Lane Tollesbury

8. Recreation Ground

- 8.1** To receive a verbal update from the Recreation Ground Committee
- 8.2** To consider quotation for repairs to the entrance gate to the Recreation Ground
- 8.3** 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 the draft minutes of the Environment and Amenity Committee meeting held on 3rd August 2022
- 9.2** To approve the Cemetery Contract works specification
- 9.3** To consider the proposal from the Environment and Amenity Committee for the purchase of a replacement larger dog bin in Station Road

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. War Memorial

To consider quotation for repairs works to the war memorial in the Churchyard

13. Graffiti Wall

To receive a verbal update from Cllr Rogers on a proposed graffiti wall project

14. Police/Community Protection Officers (CPO)

14.1 To receive the Police Reports (confidential) and discuss policing matters within the village to feed back to Essex Police

14.2 To receive the CPO Report for July 2022 *

14.3 To consider keeping a log of incidents reported to Essex Police

15. Administration

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

16. Community Concerns

To receive information only or note future agenda items

17. Dates of the Next Meetings

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

Tuesday 4th October 2022 – Full Council Meeting – 7.30 pm – Pavilion

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

Tuesday 18th October 2022 – Woodup Pool Committee – Following the Full Council Meeting

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



GAMART ENGINEERING LTD

Agenda Item 8.2

Woodrolfe Road, Tollesbury, Essex.

CM9 8SE

Telephone: 01621 869385-869440

Fax: 01621 868861

E-Mail: accounts@gamartengineering.co.uk

Website: www.gamartengineering.co.uk

TO: Tollesbury Parish Council

ATTN: Michelle

DATE: August 19, 2022

FROM: Gary Frost

E-mail:- tollesburypc@btinternet.com

N°. PAGES One

MESSAGE:

With reference to our recent site visit we have pleasure in re quoting as follows: -

To Remove: -

1 off Gate Post –
Clean up extend by 300mm
Fit Adjustor to one hinge
Re-install and concrete in

@ £570.00 Total

TERMS: Nett Monthly Account

CARRIAGE: Included in quotation


Please note: - Quotations are only valid for the day of the quotation due to fluctuating material costs.

All prices are subject to VAT at the rate prevailing at the time of invoicing.

We reserve the right to revise the prices if only part of the quotation is ordered.

We look forward to hearing from you in the near future.

Regards,

 **Gary Frost**



Director: G. J. Frost

Company Registration No: 04860031 (formerly) 01632855 Vat Registration No: 368 5953 95



TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

DATE OF INSPECTION: 28/08/2022

	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	Rubber matting under swing needs replacing
Toddler Swing	√	
Snake Slide	√	Graffiti which has now been removed
Wooden Climber Platform	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	
Roundabout	√	
Zip Wire	√	
Playship	√	Graffiti which has now been removed
Chicken and Cow Springer	√	
Youth Shelter	√	New graffiti 24/06/22
Skate Park	√	New good graffiti 17/06/22
Surfer Springer	√	
Fire Engine	√	
Fence	√	
Football Goal Posts	√	

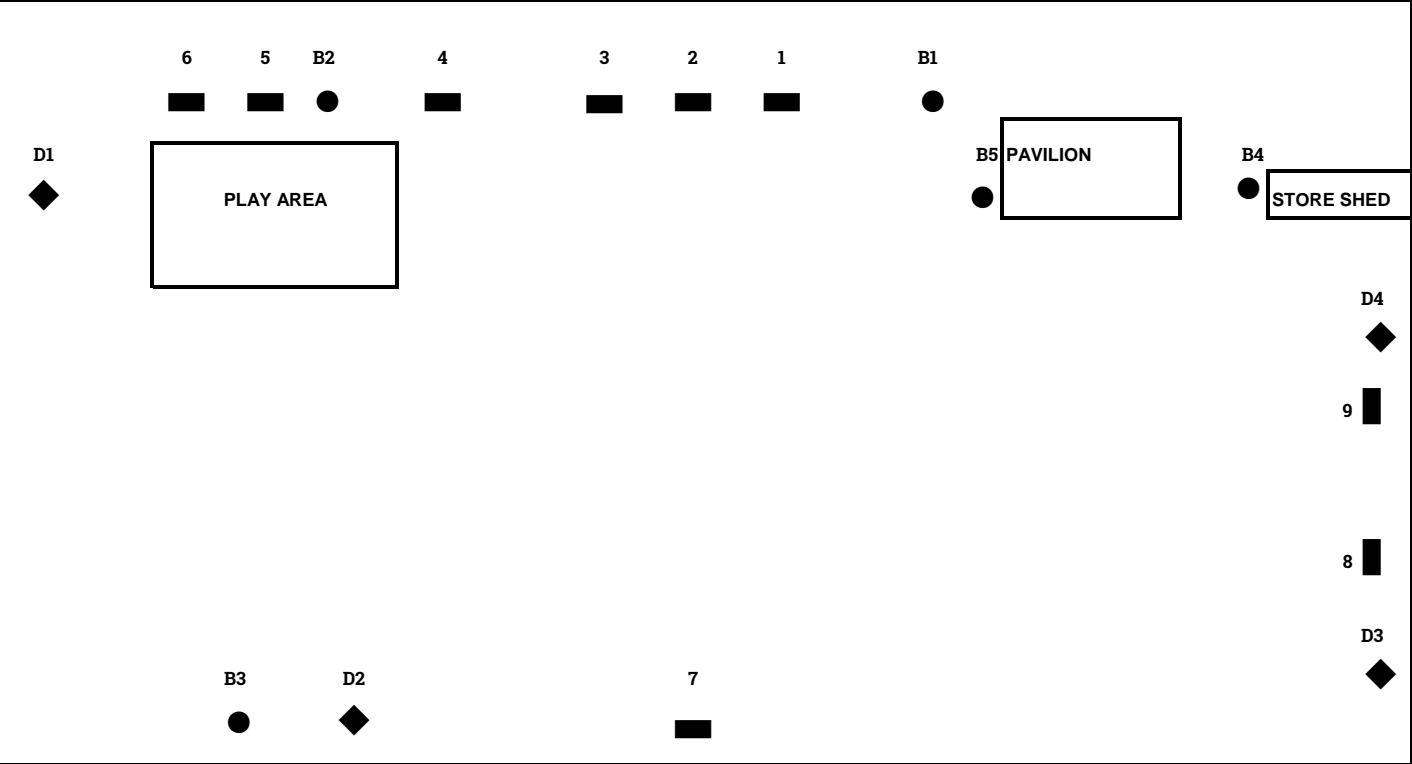
Signed: *S J Curtis*

Graffiti on a tree opposite entrance at Parsons Meadow



TOLLESBURY PARISH COUNCIL
BENCHES AND BINS

DATE OF INSPECTION: 28/08/2022



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*



CEMETERY

Contract Period: 1st January 2023 – 31st December 2025

The following should be carried out on a weekly basis or as necessary:

- 1) Collect litter and place it in rubbish bins.
- 2) Cut grass in the main Cemetery and edge around graves, keeping grass length to a uniform height of no more than 2" (50mm).
- 3) Keep rose beds free from weeds and the bed edges trimmed.
- 4) Deadhead roses in Garden of Remembrance.
- 5) Edge paths, roadway and car park as required. Remove any weeds growing through and apply an approved weed killer as necessary. The Parish Council reserves the right to specify and change the type of weed killer at any time during the contract.
- 6) Inspect the site and advise the Parish Clerk of any damage or contravention of rules as soon as possible.

The following should be carried out on a monthly basis during the growing season:

- 1) Cut grass in cemetery extension, keeping grass length to a uniform height of no more than 2" (50mm).

The following should be carried out as required by circumstances:

- 1) Dig interment spaces in Garden of Remembrance when instructed by Parish Clerk and maintain layout as per plan provided.
- 2) Prepare new rose beds as existing beds reach capacity, in agreement with Parish Council. The fertiliser will be supplied by the Parish Council.
- 3) Prune roses in the Garden of Remembrance in March and October.
- 4) Maintain shrubbery and plants on graves such that the growth is maintained within the grave boundary and beneath headstone height. Remove weeds from graves. Keep graves in a generally tidy condition.



- 5) Trim bushes/shrubbery in the driveway, circular bed, and beech hedge. Maintain Beech hedge around Garden of Remembrance to a height of approximately 1.5m (1500mm). Keep hedge free from brambles and other extraneous growth.
- 6) Trim front hedge to Cemetery extension and maintain in a tidy condition, both inside and roadside (once a year before mid-March).
- 7) Contractor to remove all green waste from the site on a monthly basis.
- 8) There are to be no bonfires or any other form of burning within the Cemetery grounds.
- 9) Maintain area around boundary trees and keep grass & plant growth to 3" (75mm) along boundaries and for 3' (1 metre) inwards and around trees. Report any signs of damage to the new trees to the Parish Clerk.
- 10) In early spring apply fertiliser to Garden of Remembrance rose beds. Materials to be supplied by the Parish Council.
- 11) Ensure that spoil from graves is placed in the southern corner and keep clear from overgrowth and brambles.
- 12) Maintain graves level by filling shrinkage with soil or removing raised soil as necessary.
- 13) The main water stopcock should be kept clear, accessible and functional at all times.
- 14) To empty the large green wheelie bin as and when required.
- 15) The Cemetery should be maintained to a standard agreed with the Parish Council at all times. Regular inspections by a representative of the Parish Council will be made, and any rectification or minor modifications to this specification should be followed.
- 16) To complete an Inspection Report indicating any items which require further attention by the Parish Council. All completed Inspection Reports should be submitted to the Council on a monthly basis.



APPLICABLE TO ALL CONTRACTS

Contractor(s) should be aware of all Health and Safety legislation and should always work within the legislation and in a safe and suitable manner.

Contractor(s) should provide all necessary tools in order to perform the above duties.

Contractor(s) must provide and ensure that adequate liability insurance is in place and provide details of this cover to the Parish Council.

Contractor must ensure that all adequate licenses are in place for spraying in a public place.

Clerk: Michelle Curtis

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

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



ENVIRONMENT AND AMENITY

At the Environment and Amenity Committee meeting held on 3rd August 2022, the Committee discussed litter/dog bins.

It had been reported by both a resident and the Litter Picker that the new dog in Station Road was not big enough, and users were therefore leaving bags of dog waste on the bin or at the side of the bin (picture below).



At the meeting, the Clerk reported that the Litter Contractor had reported that two of the dog bins at the Recreation Ground needed replacing (dog bin on Recreation Ground next to Church Street, north end – chute hinge rusted through on right hand side and dog bin on Recreation Ground nearest Elysian Gardens in very poor condition).

The Environment and Amenity Committee would like to propose that the dog on Station Road is replaced with a larger bin and the bin from Station Road is used to replace one of the bins at the Recreation Ground.

The existing bin in Station Road is 25 litres, the new proposed bin is 60 litres



TOLLESBURY
PARISH
COUNCIL

The Environment and Amenity Committee would like to propose the following bin purchased from Glasdon.

Retriever 60 Dog Waste Bin

£316.83 (with ground fixing post) + VAT



Further information on the bin can be found at: www.uk.glasdon.com

Funds are available from the Amenities Earmarked Fund.

Clerk: Michelle Curtis

Address: Tollesbury PC, PO Box 13205, Maldon CM9 9FU

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

From: Simon Plater <simon@platerclaiborne.com>
To: Michelle Curtis <tollesburypc@btinternet.com>
Date: Aug 22, 2022 9:33:15 AM
Subject: Fwd: Tollesbury War Memorial

FYI

Begin forwarded message:

From: Plater Claiborne <arch@platerclaiborne.com>
Subject: Fwd: Tollesbury War Memorial
Date: 19 August 2022 at 15:28:51 BST
To: Simon Plater <simon@platerclaiborne.com>

Begin forwarded message:

From: "Darren.arnull@punch" <darren.arnull@punchconstruction.co.uk>
Subject: Re: Tollesbury War Memorial
Date: 19 August 2022 at 15:24:49 BST
To: arch@platerclaiborne.com
Cc: Sue <sue@punchconstruction.co.uk>

Dear Simon,

Thank you for asking us to price the works to the War Memorial, after reviewing your drawing and after our meeting on site I would like to advise on the following cost~

- I. Remove 4no Carved Panels
- II. Make exact copies
- III. Paint with 3 coats of a oil based paint
- IV. Reinstall new carved panels with stainless steel screws with SS spacers to allow rain water to run freely under the panels and avoiding creating a water trap.

The price for the above works is £1'150.00p

Work to the base is a bit more tricky to give a firm price for as there's still a bit of the unknown so please see the following provisionals~

- I. Carefully remove the 4no top/slopped section and report condition of base £120.00p
- II. Replace the 4no above with additional capillary grooves to stop the rain water drawing back in the base section. £487.00p labour and materials
- III. Potentially put a groove into the upper section/ post so that new top slope sections can have a tongue to form a better weathering detail. £420.00p labour.

I have based the above works on £40 per man hour and any additional works will be charged pro rata and materials at cost plus 10%.

All prices are plus vat

As mentioned when we met I feel Iroko is a better material to use as are more suited for the external use as it is more stable than oak which is more likely to split if it dries out too quick.

I hope the above is acceptable and look forward to hearing from you in the future.

(I am away from today and return on 6th September but have Cc Sue in and if you agree the above cost she can then schedule the works in.)

Many thanks
Darren P Arnall

A: Unit 3 Park Farm, Kelvedon Road, Inworth, Colchester, CO5 9SH

T: 01621860515

M: 07713247692

E: darren.arnall@punchconstruction.co.uk

W: www.punchconstruction.co.uk

PUNCH

CONSTRUCTION LTD

Parish / Town Council	Month	Total Number of Hours
Tollesbury	July	03:00
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
10	0	0
ASB Issues	VMO (Vehicle Moved On)	
0	4	
Any Other Details		

Officer	Date	Parish	Start	Finish	Total	Patrol Area	COMMENTS ON PATROL
BC/LF	09/07/2022	Tollesbury	14:30	15:30	01:00	Woodrolfe Rd, Station Rd	On st cp patrol of salt pool
LF/AR	12/07/2022	Tollesbury	14:30	15:30	01:00	School patrol plus onstreet throughout Tollesbury and a Recreation Ground check.	2 PCN issued at Saltpool, no problems with the school patrol.
DR/SC	20/07/2022	Tollesbury	14:30	15:30	01:00	School patrol, Woodrolfe , Rec.	School patrol no issues. No concerns to report.
					3:00:00		