



## Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on **Tuesday 1<sup>st</sup> November 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

25<sup>th</sup> October 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 18<sup>th</sup> October 2022

**6. Finance**

**6.1** To receive and approve the Monthly Financial Report as of 31<sup>st</sup> October 2022

**6.2** To receive and approve the payment schedule #

**6.3** To receive notification from Rialtas, who provide the Parish Council Accounting Package, that the business has been sold to Harris Computer Corporation

**7. Finance and Policy Committee**

**7.1** To receive the Draft Minutes of the Finance and Policy Committee meeting held on 20<sup>th</sup> October 2022.

**7.2** To consider the proposal from the Finance Committee to reallocate some of the Earmarked Funds

**7.3** To consider proposed changes to the Disciplinary Procedure

**7.4** To consider the adoption of the proposed Website Policy

**7.5** To consider adding an additional statement on the Home page of the Parish Council website

**8. Recreation Ground**

**8.1** To receive the Draft Minutes of the Recreation Ground Committee meeting held on 11<sup>th</sup> October 2022.

**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

**9.2** To consider a quotation for an independent survey of the trees on Hasler Green

**10. Woodrolfe Hard**

**10.1** To receive a verbal update from the Woodrolfe Hard Committee

**11. Woodup Pool**

**11.1** To receive the Draft Minutes of the Woodup Pool Committee meeting held on 6<sup>th</sup> October 2022

**11.2** To agree on the usage programme of Woodup Pool by FACT

**11.3** To consider the proposal for Woodup Pool Event 2023

**11.4** To consider the various options for relocation of the toilets

**11.5** To consider quotations for replacement lifebuoys.

**12. Neighbourhood Plan/Local Development Plan**

**12.1** To receive the Draft Minutes of the Neighbourhood Plan Steering Group meeting held on 19<sup>th</sup> October 2022

**12.2** To consider the proposal from the Neighbourhood Plan Steering Group to re-run the Housing Needs Survey

**12.3** To receive an update on Maldon District Council Local Development Plan

**13. Civility and Respect Project**

To resolve to sign up to the Civility and Respect Project

**14. Tolfish Hump**

To receive an email from FACT regarding the annual lease for Tolfish Hump and consider entering into a lease agreement for 2023.

**15. Parish Magazine**

To receive notification of a price increase effective from 1<sup>st</sup> January 2023 and consider whether to continue publishing the minutes in the Parish Magazine.

**16. Police/Community Protection Officers (CPO)**

**16.1** To receive the Police Reports (confidential) and discuss policing matters within the village to report back to Essex Police

**16.2** To receive the CPO Report for September 2022

**17. Administration**

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

**18. Community Concerns**

To receive information only or note future agenda items

**19. Public Bodies (Admission to Meetings) Act 1960**

In view of the confidential personnel and contractual nature of the business to be transacted, to consider excluding the press and public from the meeting.

**20. Employment Matters**

To review the remuneration for the Clerk and the office allowance.

**21. Public Bodies (Admission to Meetings) Act 1960**

To consider permitting the press and public to return to the meeting.

**22. Dates of the Next Meetings**

Tuesday 8<sup>th</sup> November 2022 – Recreation Ground Committee – 7.00 pm – Pavilion

Monday 14<sup>th</sup> November 2022 – Woodrolfe Hard Committee – 7.00 pm – Pavilion

Tuesday 15<sup>th</sup> November 2022 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 15<sup>th</sup> November 2022 – Environment & Amenity Committee – Following Full Council Meeting – Pavilion

Tuesday 6<sup>th</sup> December 2022 - Full Council Meeting – 7.30 pm – Pavilion

Wednesday 7<sup>th</sup> December 2022 – Finance Committee – 7.30 pm – Pavilion

Tuesday 20<sup>th</sup> December 2022 - Full Council Meeting – 7.30 pm – 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

**Report for Tollesbury Parish Council meeting  
on 1<sup>st</sup> November 2022** (report written 22Oct22)


**MALDON DISTRICT  
COUNCIL**

Princes Road  
Maldon  
Essex CM9 5DL

[www.maldon.gov.uk](http://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 1Dec22 (provisional); North Western 2Nov22, 30Nov22.

**Local Development Plan (LDP):** (c/f) Extraordinary Meeting scheduled for 3Nov22 to consider options for the methodology used and to consider a partial review of the LDP, rather than a full change to current Strategy.

**Five Year Housing Land Supply:** (c/f) The working group recently created to review the 5YHLS figures is expected to report its findings and recommendations to Council on 15Dec22.

**Planning Application for land between Wycke Lane and Woodrolfe Farm Lane (22/00976/OUT):** I have input from residents who were unaware that they can submit their comments to the officers analysing and reporting on the application, which you can do at [www.maldon.gov.uk/info/20046/development\\_management/9558/commenting\\_on\\_a\\_planning\\_application](http://www.maldon.gov.uk/info/20046/development_management/9558/commenting_on_a_planning_application). At the time of writing, I have not decided to call this application in.

## 2. ROAD SAFETY Local Highways Panel proposals

1. 20's Plenty: in validation decision March'23
2. West Street speeding improved gateway features: delivery Q4
3. West Street restricted visibility: tba
4. High Street build out between Bakery and Kings Head: in validation decision March'23
5. East Street buildout adjacent Dove Cottage: in validation decision March'23
6. East Street pedestrian crossing: dismissed
7. Woodrolfe Road floodgate parking signage: in validation decision March'23

## 3. CRIME AND DISORDER IN TOLLESBURY

- Follow-up meeting held 11Oct22 between PC Rosie Smith, some of the Tollesbury Parish Councillors, the Neighbourhood Watch Co-ordinator and me.
- Police held a "Coffee with the Cops" session here on 22Oct22, and have patrolled the village twice this month.
- Residents are encouraged to continue reporting crime to 101 by phone or at [www.police.uk/pu/contact-the-police/report-a-crime-incident/](http://www.police.uk/pu/contact-the-police/report-a-crime-incident/).
- Anti-social behaviour can be reported to Maldon District Council at [www.maldon.gov.uk/info/20082/community\\_safety/9865/anti-social\\_behaviour](http://www.maldon.gov.uk/info/20082/community_safety/9865/anti-social_behaviour).
- If a resident is unsure who to report an incident to, they can discuss it with me or the Parish Clerk.

## 4. NEWS

- **Bird Flu Prevention** – As of 12<sup>th</sup> October there is now a legal requirement in certain Districts including ours to keep all poultry and pet birds inside, and to follow stringent biosecurity measures: [Latest news | Maldon District Council](#)
- **Annual Residents' and Business Survey is underway**, with a chance to win a £50 voucher, at <http://www.maldon.gov.uk/yourviews>.

- **Cost of living:** MDC continues to update its round-up of support available:  
[https://www.maldon.gov.uk/info/20080/your\\_community/10026/cost\\_of\\_living\\_support](https://www.maldon.gov.uk/info/20080/your_community/10026/cost_of_living_support)

## **5. WOODROLFE GREEN TIDY UP**

- MDC will put new signage on the recycling bins;
- MDC will refresh the public toilet opening time signs as they are contradictory and tatty;
- MDC have removed graffiti from the toilet block exterior; I am trying to get funds agreed to repair the interior after this summer's vandalism
- Anglian Water are working on getting a sign installed to show the sewerage works entrance;
- ECC have declined to replace the faded parking restriction sign opposite the car park entrance.



11<sup>th</sup> October 2022

Re: Rialtas Business Services Limited ("Rialtas")

Dear Customer,

**Sale of Rialtas to Harris Computer Corporation and Handover of Leadership**

Thank you for your support and partnership with Rialtas. The team and I have enjoyed working with you and your organisation and hope you feel the same about us.

My message to you today is delivered with excitement and sadness as Kevin Hicks and I have decided it's time for us to put into motion our long-considered plan to ensure Rialtas, its customers, and employees grow and thrive long beyond our personal tenure.

We have chosen to sell Rialtas and all its products and services to N. Harris Computer Corporation, which is part of Constellation Software, Inc. [Harris](#) has a solid reputation globally serving a broad mix of public and private sector organisations. Their core values reflect how we have endeavoured to operate over the years and we trust them to continue to successfully serve you and your teams for many more years.

There are FAQs attached to this message that should help introduce Harris, as well as answer key questions you may have.

Kevin and I have also made the decision to step down as the Directors of Rialtas. The Rialtas business will be operated from within Harris's UK portfolio, specifically working alongside the Leadership Team at [Quicksilva Limited](#) – an established and highly reputable company providing Healthcare Integration Services and Cloud Application Management to a range of customers, including the NHS, government departments and local government.

Andy Cripps, as the Executive Vice President (Managing Director) at Quicksilva, will assume the overall leadership of Rialtas, while the Rialtas team continue to focus on delivering to you - ensuring continuity of the quality products and services that you expect from Rialtas. I am confident that our team is in good hands.

Andy and the team will work with Steve Hammond, Senior Executive Vice President at Harris, as they get Rialtas integrated with and acclimatised to the new company. Both Kevin and I will remain supportive of the Rialtas business in a consultancy role as it starts its next chapter within Harris.

With your support we have grown every year since 2008, establishing our position as the market leading provider of accounting and administration solutions to local councils, supporting over 1000 individual councils across the UK.



Today, the acquisition by Harris, with its clear synergies and complementary capabilities in the Local Government space, will offer Rialtas greater opportunity to develop its technology further and to grow the business overall giving you more reassurance of our long-term future. Our focus will not change – we will continue to build our specialist, innovative solutions, supporting you to deliver your local services.

We will continue to operate Rialtas as a distinct legal entity, from our offices near Swindon. Our team and your contacts will remain the same.

Your Solution Support team is on hand to answer any queries you may have – please do get in touch!

Thank you for your continued support, and we look forward to working with you through this next phase of our journey.

Kind regards

**Caroline Buckland**

Former Managing Director  
Rialtas Business Solutions Limited  
[caroline.buckland@rialtas.co.uk](mailto:caroline.buckland@rialtas.co.uk)  
01793 731296

**Andy Cripps**

Executive Vice President  
Quicksilver Limited (part of N.  
Harris Computer Corporation)  
[acripps@harriscomputer.com](mailto:acripps@harriscomputer.com)  
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## Rialtas Client FAQ

**Q: Why did Rialtas select Harris Computer Systems (Harris)?**

**A:** Rialtas is successful because of the longstanding commitment to its clients and team members. Knowing that Harris has a long and successful history of helping organisations run smoothly was a key factor in Rialtas' selection of Harris. Harris offers Rialtas and its valued clients the high-quality management and long-term financial stability necessary for Rialtas' ongoing support, services, growth, and innovation. This change provides assurance for our enduring stability and the continuation of the Rialtas product line for many years to come.

**Q: Why did Harris acquire Rialtas?**

**A:** The primary reasons that Harris acquired Rialtas are:

1. You, the Rialtas clients. The loyal, long-term clients and partners who are invested in Rialtas can now rely on Harris to work with you in understanding the challenges and changes going on in your world. Harris sees great value in these relationships and the partnerships that have been created over the years. You are valuable partners with whom we will share mutual success for many years to come.
2. The Rialtas team members. They are dedicated, loyal, experienced, and have tremendous knowledge. As a software company, Harris knows that our value is derived from our team members – they create the Rialtas solutions and deliver the support and services necessary to build and grow great, long-term relationships.
3. The Rialtas products and services. Rialtas' product portfolio is proven, reliable, stable, feature-rich, and supports the Harris goal of enabling our clients to serve their customers better. We firmly believe that Rialtas provides us with an excellent foundation for future growth.

**Q: Why is the Harris-Rialtas combination good for me?**

**A:** There are many reasons why you should be excited about Harris and Rialtas, including:

1. As part of a financially secure and publicly traded company, Harris delivers long-term confidence and stability for all Rialtas clients for decades to come.
2. Harris does not sell or divest the businesses it acquires – so Rialtas, its team members, and clients have a permanent home with Harris.
3. Harris is committed to our clients for the long haul with more than 66,000 local government, public safety, school, healthcare, and municipal utility customers.
4. The size and scale of Harris and its parent, Constellation Software, Inc. (<https://www.csisoftware.com/>), provide a solid foundation for future expansion and growth.



**Q: *Who is Harris?***

**A:** Harris is a software company focused on providing solutions that empower people who serve their communities. We currently do this in utilities, local government, schools, public safety, and healthcare. We are focused on enabling our clients to deliver services, safety, and care to the citizens they serve. For more information, please visit our website at <http://www.harriscomputer.com>.

**Q: *Will Harris stop selling or supporting any existing Rialtas products?***

**A:** All products will continue to be offered and supported. We do not anticipate any product strategy changes; we are committed to the existing product roadmaps as well as all client commitments.

**Q: *If I have a current implementation or project in progress, will this change impact me?***

**A:** No. Rialtas implementation and project resources will continue. Your project contacts remain the same, so please feel free to reach out and talk to them. There are no changes to our timelines or commitments as a result of the acquisition.

**Q: *Will I be forced to upgrade or change my software application?***

**A:** No. Harris will continue to develop, sell, implement, and support your existing applications. We will meet all contractual commitments and continue working in a manner that supports our existing long-term relationship and your continued success.

**Q: *Does anything change with access to support?***

**A:** No. Please continue to contact support in the same way you always have and expect to receive the same great service from our knowledgeable staff of dedicated and experienced employees.

**Q: *Will there be any change to my contractual relationship with Rialtas?***

**A:** No. The acquisition does not require the assignment or transfer of any contracts – it is business as usual for Rialtas and its clients.

**Harris and Rialtas are committed to your success and continued partnership. We look forward to working together and building upon our relationship for many years to come.**

**Please do not hesitate to contact us for more information and ask any questions that you may have.**

**Andy Cripps**

Executive Vice President  
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**Steve Hammond**

Senior Executive Vice President  
Harris Public Sector Group



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**Caroline Buckland**  
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01793 731296



## Finance – Earmarked Reserves Proposal

At the Finance Committee Meeting on 20<sup>th</sup> October 2022, the Committee reviewed the income and expenditure against the 2022/23 budget and the Earmarked Reserves.

The Finance Committee would like to propose the following transfers between the Earmarked Reserves:

Earmarked Reserve	Opening Balance	Net Transfers	Closing Balance as at 30/09/22	Proposed Movement	Balance after movement
Amenities	4,058.43	1,000.00	5,058.43		5,508.43
Recreation Ground	4,302.13	4,000.00	8,302.13		8,302.13
Unallocated	1,484.64	478.34	1,962.98	3,500.00	5,462.98
Woodup Pool	1,597.74	495.00	2,092.74		2,092.74
Neighbourhood Plan	3,139.19	200.00	3,339.19		3,339.19
Woodrolfe	5,435.82	-1,382.86	4,052.96	-2,000.00	2,052.96
Hard					
Harbour	250.00		250.00		250.00
Project					
Streetlight	77.00		77.00		77.00
Website	1,945.00		1,945.00	-1,500.00	445.00
Bus Shelter	0.00	1,000.00	1,000.00		1,000.00
<b>TOTAL</b>	<b>22,289.95</b>	<b>5,790.48</b>	<b>28,080.43</b>		<b>28,083.43</b>

**Clerk:** Michelle Curtis

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

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



## Finance – Procedures

At the Finance Committee Meeting on 20<sup>th</sup> October 2022, the Committee reviewed the Grievance Policy and the Disciplinary Procedure.

There were no changes to the Grievance Policy.

The Committee would like to propose the following changes to the Disciplinary Procedure:

Item 9 current wording::

The following list contains some examples of unsatisfactory work performance:  
The list is not exhaustive.

- inadequate application of management instructions/office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

To be amended to include wording in red:

The following list contains some examples of unsatisfactory work performance  
**in situations where the employee has not responded to management instructions:** The list is not exhaustive.

- inadequate application of management instructions/office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

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**TOLLESBURY**  
PARISH  
COUNCIL

**PARISH COUNCIL POLICY**

# Website Policy

**V1.0**

**Clerk:** Michelle Curtis

**Address:** PO Box 13205, Maldon, Essex CM9 8FU

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



## **WEBSITE POLICY**

The Full Council adopted the Website Policy at its meeting on 1st November 2022.

This policy covers the management of the Tollesbury Parish Council Website.

### **Definitions:**

Parish – Tollesbury Parish Council

Parish Clerk - Parish Clerk to Tollesbury Parish Council

Council - Tollesbury Parish Council

Councillor - Councillor on Tollesbury Parish Council

Website - Tollesbury Parish Council Website

Webmaster - Clerk

### **1. Website Hosting Arrangements**

- 1.1** The Council is committed to operating a website hosted by a 3rd party provider, having no other connection with the Tollesbury Parish Council. The present host is .gov.uk. The current system is a “Content Management System” where the Council itself has direct control of day-to-day editing and updating; Phelan Barker carries out maintenance of the site
- 1.2** The Parish Council complies with Web Content Accessibility Guidelines (WCAG) 2.1 level A compliance.
- 1.3** Web Content Accessibility Audit is to be carried out every two years unless there is a change in legislation.
- 1.4** A sub-contractor carries out the management of the site. Phelan Barker is currently engaged.
- 1.5** The Council will provide website training for the Webmaster as and when required.

### **2. Who determines what should be on the Website?**

- 2.1** Subject only to the requirements of the law, Council has the right to determine what should or should not be included on the Website.



### **3. What the Website should contain**

- 3.1** The Website shall contain material that arises from Council business, such as agenda, minutes, policies, and factual information about the Council and Councillors. It may also include any material that has been commissioned by the Council, such as reports or surveys or material that is directly derived from these.
- 3.2** The Website may also contain other material, such as history and geography of the Parish, news of local events, or any other material of a non-controversial nature which is appropriate for the Website on a “custom and practice” basis. The Website may also possess interactive functionality, customary for such local authority websites (such as questionnaires, visitor response facilities, links to other sites etc.). The footprint of the Website may change from time to time according to requirements and circumstances, subject to approval by Council for significant changes.
- 3.3** The Website shall, in principle, not contain material of a deliberately contentious, offensive or disputatious nature or material that criticises or implies criticism of one or more members of the public, individual Councillors, groups of Councillors or the Council as a whole. Council meetings can be disputatious, and this is recorded in the Minutes and, once passed, this material may appear on the Website in the minutes or otherwise. Additionally, it can happen that Council may approve material for inclusion on the Website that not everybody necessarily agrees with. 2
- 3.4** Regardless of what has been voted on by the Council, the Website shall not contain any material that is libellous or defamatory or in any way against the law or which could expose the Council to legal challenge.

### **4. Website Working Party, composition and main function**

- 4.1** The day-to-day working of the Website is subject to the control of the Clerk and is empowered by Council to make routine updates to the Website without prior reference to Council.

### **5. The Webmaster**

- 5.1** The Parish Clerk is the Webmaster and retains overall control.
- 5.2** The function of the Webmaster is to manage the Website, adding or deleting material, and editing pages as required. The Webmaster shall be empowered to update the Website as is fit without prior reference to Council and subject to section 7 below.





- 5.3** Other than for totally routine matters (like uploading minutes), the Webmaster should keep the Council informed of activities they may have conducted on the Website.
- 5.4** The Webmaster may ask for professional help as necessary, subject to reasonable cost limits and prior agreement with the Council. Such expenditure should normally be planned and budgeted for the year ahead.
- 5.5** The Webmaster is accountable to the Council as a whole, not to any individual Councillor.
- 5.6** Where the Webmaster has managed the Website in a manner contrary to the will of the Council, the Council may require the Webmaster to make good any deficiencies.

## **6. Procedure for adding new material to the Website**

- 6.1** Any Councillor may submit material for inclusion on the Website PROVIDED THAT it is consistent with the general policies in section 3 and falls within any limits of technical feasibility to upload.

## **7. What are the specific powers of the Webmaster in determining what can go on the Website or in editing what is already there?**

### **7.1 Routine updates**

The Webmaster may make routine updates to the Website without prior reference to Council. Examples of routine updates could be:

- Correcting errors of spelling, syntax or grammar and factual errors.
- Repairing and restoring links that have ceased to work properly.
- Routine structural changes where this improves the organisation of the Website.
- Replacing out-of-date documents with current versions.

### **7.2 Responding to requests to upload material**

The Webmaster is empowered to edit or exclude any material submitted for uploading to the Website without explanation to any Councillor or to the person submitting the material. Nevertheless, it would be normal for the Webmaster to attempt to explain outright refusal to 3 upload or major editing actions, and, in order to retain the confidence of the Council, the Webmaster must be prepared to answer for their actions in a full Council meeting.

### **7.3 Preservation of Archival Material**

It is understood that Archival Material should be preserved without change to the content but can be reorganised or re-structured as required. If the Webmaster



considers other “Non-Archival” material to be out of date and no longer relevant, such as advertising an event that no longer takes place, he may consider it for deletion. If the deletions are substantial, it would be advisable to check with Councillors prior to making significant deletions or significant changes to existing material, for example, by creating an “update plan” that Council can approve.

#### **7.4 Webmaster uploading material**

The Webmaster may upload material to the Website subject to the provisions of section 3 above. However, the Webmaster should be prepared to answer for their actions in Council and be prepared to delete the material should Council pass a motion to that effect. Where it is anticipated that there might be disagreement, it is advisable for the Webmaster to obtain the prior approval of Council.

#### **7.5 Resolution of Disputes**

If there is a dispute about the Webmaster’s decisions or activities, the Council shall adjudicate and whose majority vote shall be considered final.

Version	Details of Changes	Date	Approver
V1.0	The Finance Committee prepared the website policy based on the Hazlemere Parish Council template as of 2020.	20/10/22	
V1.0	Adopted by Full Council	01/11/22	TPC
	<b>NEXT REVIEW October 2025</b>		



## **Finance and Policy Committee Website Statement Proposal**

At the Finance Committee Meeting on 20<sup>th</sup> October 2022, the Committee reviewed the Parish Council website.

Due to some enquiries made regarding website content, the Finance Committee would like to propose to the Full Council that the following paragraph be added to the website:

"Within limited part-time and volunteer resources, Tollesbury Parish Council makes best endeavours to comply with all material administrative requirements. Where there is no apparent material impact on day-to-day services for the public, and it would be a disproportionate burden to comply in full, action is deferred."

**Clerk:** Michelle Curtis

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

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**TOLLESBURY PARISH COUNCIL**  
**PLAYGROUND CHECKLIST**

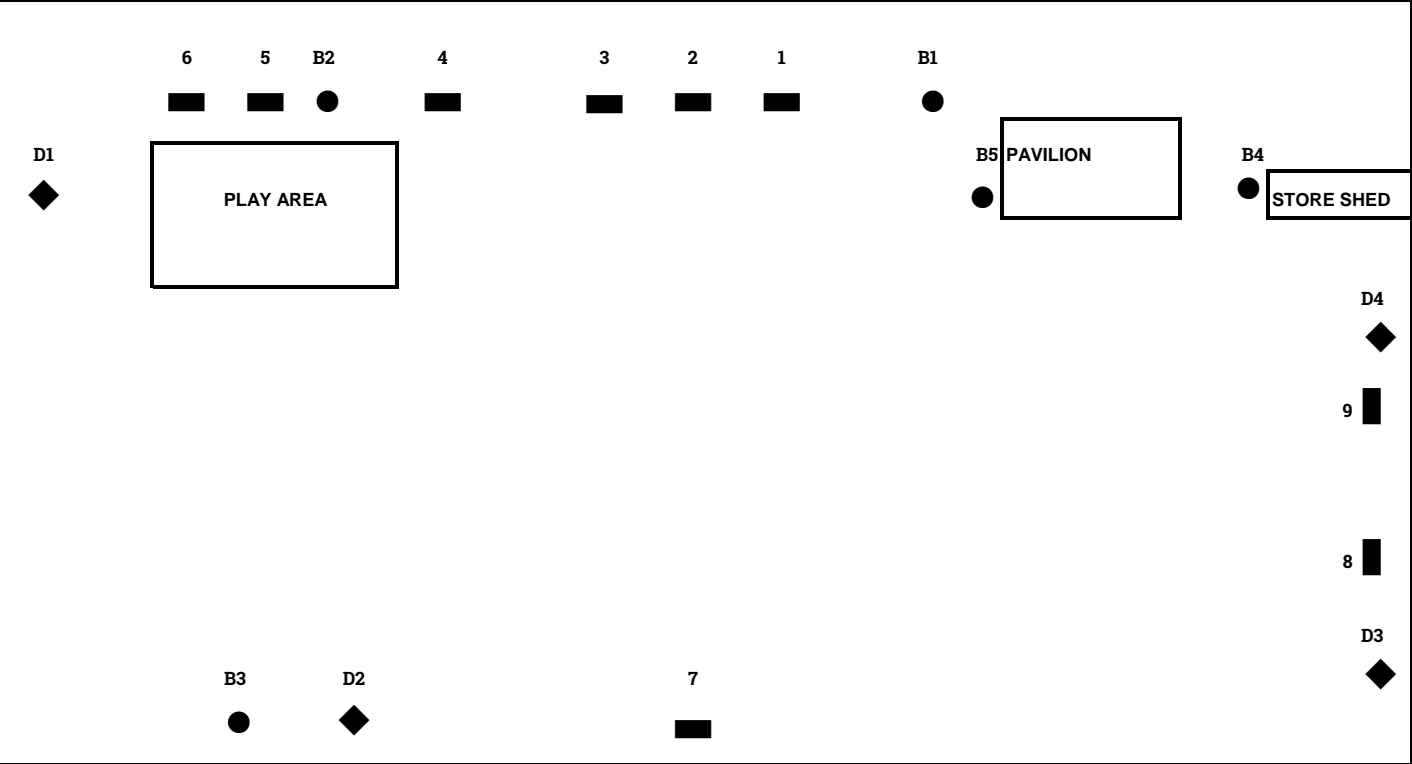
DATE OF INSPECTION: 23/10/2022

	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	Rubber matting under swing needs replacing - more rubber matting removed
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: 23/10/2022



**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*




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**Fellowship Afloat Charitable Trust**

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The Sail Lofts Woodrolfe Road  
Tollesbury Essex CM9 8SE

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Telephone: 01621 868113 office  
01621 869779 centre

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Fax: 01621 869771

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E-mail: [info@fact.org.uk](mailto:info@fact.org.uk)

Web site: [www.fact.org.uk](http://www.fact.org.uk)

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Outdoor activities centre

RYA training centre

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## FACT proposed mid-week use of the Tollesbury Salt Pool 2023

### **Spring Term**

#### March

1 School Group  
8 School Group  
15 School Group  
22 School Group  
29 School Group

### **Summer Term**

#### April

19 School Group  
26 School Group

#### May

3 School Group  
10 School Group  
17 School Group  
24 School Group

#### June

7 School Group  
14 School Group  
21 School Group  
28 School Group

#### July

5 School Group  
12 School Group  
19 School Group

### **Autumn Term**

#### September

6 Staff Training  
13 School Group  
20 School Group  
27 School Group

#### October

4 School Group  
11 School Group  
18 School Group

#### November

1 Staff Training  
2 Staff Training  
8 Staff Training  
9 Staff Training

**Total 29 days**

## **Woodup 2023**

### **Pool Event**

Proposal for the 2023 event:

Proposed Date of 24th June 2023

Event to run from 12:00 midday to 21:00

#### **Food and Drink**

initial discussion with Russel to provide burgers and kebabs TBC

initial discussions with Tollesbury Cafe scope of provision to be confirmed TBC

Bar provision Tollesbury Sailing Club with possible guest ales from the Kings Head TBC

Ice Creams to be provided by Anthony Hunwick

#### **Events**

Raft and Paddle Board race, possible swimming races

Raffle (Cash Prizes)

Music (60's, 70's, 80's 90's Playlist) plus Guest Djs

#### **Other provisions**

Skip for rubbish - Viking Skips - TBC

Large waste bins to be provided by Nobby Frost TBC

St Johns Ambulance - To be funded by Parish Council TBC

Additional Ports loos - to be funded by Parish Council TBC

Power for the day possible use of Frost and Drake boat shed - Parish council to contact

Risk assessment to be carried out TBC

#### **Promotion of event**

One off Facebook page for the event

Posters - to be created - possible cost

Council Facebook page

Essex Cronicle

#### **Event Team**

Nik Bradbrook

Alex Stone

Emma Field

Roy Clare

Parish Council Rep

Initial meeting to be arranged by end of year, with first update meeting to the council in Feb 2023

Financial spreadsheet to be presented for predicted costs and event raised funds



**From:** Anne Altoft-Shorland <Anne.Altoft-Shorland@maldon.gov.uk>  
**To:** Tollesbury Parish Council <tollesburypc@btinternet.com>  
**Date:** Oct 25, 2022 8:55:07 AM  
**Subject:** RE: Tollesbury NP

Michelle

Thank you for the email. At the moment the LDP review is on pause in terms of moving forward the timeline of the project. We didn't get any further than assessing the comments from the Issues and Options Document and these have not been back to Council yet. This is because Members want to review the methodology of the review. There is a report going to Council on 3<sup>rd</sup> November, the papers for it are going out today I think. I don't know what is going to happen but we are still working on the background evidence so as its produced and agreed it will be going up onto the Councils website and we can share it with you.

Sorry I don't really have any other news at the moment.

**Anne Altoft-Shorland**

**Lead Specialist – Local Plans**

Strategy, Performance and Governance Directorate

**Please note that I am currently working remotely and may have a short delay in responding. Thank you for your patience.**

Maldon District Council, Princes Road, Maldon, Essex, CM9 5DL

email [anne.shoreland@maldon.gov.uk](mailto:anne.shoreland@maldon.gov.uk) | Tel 01621 854477



# CIVILITY AND RESPECT PROJECT



## WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

### PROJECT UPDATE

We have started to deliver against the objectives set out at the start of the project.

There is now a bespoke training offering to support you, enhance your skills and confidence to handle incivility, disrespect, and poor behaviour. We are also delighted to announce the launch of 'The Pledge' to help your council encourage the right behaviours, stamp out bullying, and demonstrate high standards of conduct.

We are inviting all councils to please take the pledge.



## SIGN UP TO THE CIVILITY AND RESPECT PLEDGE

It is evident the vast majority of councillors and officers want to maintain the highest standards of conduct at their council, but unfortunately there are still too many examples of poor behaviour across our sector.

In councils where councillors, the clerk, and staff work in harmony, considerable benefits are provided for the local community and there are many excellent examples of this.

Unfortunately, as we know only too well in our sector there is, and has been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles, and it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practice in the sector and aspire to being a role model/champion council
- Supports the continued lobbying for change in legislation to support civility and respect, including sanctions for elected members where appropriate

We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge. Click to take the pledge: [SLCC](#) | [NALC](#).

There is also an [example agenda item for the pledge to assist you](#).

## CIVILITY AND RESPECT TRAINING



One of the key aims of the project is to deliver training packages to support councillors, clerks, and employees who are experiencing difficulties with bullying and harassment. We have worked with key partners to create a brand-new series of workshops and are delighted to share the first range of this training with you. The cost for attendance will be supplemented by the project, with a 50% discount being offered until the end of 2022. If we have a high demand for places, we will schedule additional dates (the workshops are delivered virtually).

Breakthrough Communications are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.



**Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.**

Separate packages have been designed for clerks/officers and councillors, click on the titles below to book your place.

### **\*\*Resilience and Emotional Intelligence - What it means in practice for clerks and council officers\*\***

**Delegate fee £30**

The learning content, live workshop, and toolkits will enable participants to develop a better understanding of where our behaviour comes from, consider what resilience means for us in the context of our different local council roles, and will provide an opportunity to explore role-focused scenarios and how we might respond to those different scenarios. We'll consider strategies to manage and deal with different situations effectively, and provide guidelines and suggestions, based on worked-through scenarios. We'll also lead the user through a set of exercises, input, and self-reflection, as well as providing a useful resource pack for building your own resilience and emotional intelligence.

### **\*\*Leadership in Challenging Situations - Dealing with challenging situations and working with others effectively\*\***

**Delegate fee £30**

The learning content, live workshop, and toolkits will enable participants to deal with a range of role-focused challenging situations, as well as exploring how we can work with others more effectively. We will consider different leadership styles and approaches in the context of your role, exploring which styles we personally 'default' to and which styles can work effectively for different situations. We will explore scenarios of challenging situations we might face, and discuss how we might deal with these effectively and appropriately. We'll also consider how to build, support, and get the most from an effective and motivated team.

### **\*\*Respectful Social Media — How to deal with attacks and negative engagement\*\***

**Delegate fee £30**

The learning content, live workshop, and toolkits will enable participants to explore different methods and strategies for dealing with negative attacks on social media and ways in which you can keep control of social media output. We will consider how we come across on social media as councils, as well as individually, what our personal 'digital tone of voice' sounds like, explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media depending on our role. For councillors, we will provide suggested social media dos and don'ts and how to be effective on social media, whilst bearing in mind issues around the Code of Conduct. For clerks and officers will explore how the council can de-mystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Personal development themed comedian, intuitive catalyst, speaker, author and communications specialist, Becky Walsh has been turning the dry world of self-development on its head with a down-to-earth, uniquely funny style for over two decades. She has created these civility and respect themed webinars to support some of the key issues faced by our sector.



### **\*\*Civility and respect — Uncovering the issues for the public sector\*\***

**Delegate fee £15**

Condescending comments, demeaning emails, disrupting meetings, reprimanding someone publicly, talking behind someone's back, giving someone the silent treatment, not giving credit where credit is due, rolling eyes, and being yelled at, is a regular occurrence for many councils. In this webinar, we talk about the issues we face in our council roles. We will then talk about the impact this has on the individuals involved and the organisation as a whole.

Each of the webinars will give real situation scenarios and what to do in each of them.

**Councillors only session** - 12 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 8 September 2022 — 11am (60 minutes) **SLCC | Uncovering the issues for public sector.**

### **\*\*What makes people become challenging?\*\***

Delegate fee £15

In this webinar, we dive into human psychology, neuroscience, and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? We will discuss real-life situations and how to turn them around when they start to get out of hand.

Each of the webinars will give real situation scenarios and what to do in each of them.

**Councillors only session** - 26 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 22 September 2022 – 11am (60 minutes) **SLCC | What makes people become challenging?**

### **\*\*Personal resilience and self-protection\*\***

Delegate fee £15

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. In this webinar, we discuss emotional resilience and emotional intelligence and how this applies to specific council situations.

Each of the webinars will give real situation scenarios and what to do in each of them.

**Councillors only session** - 3 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 6 October 2022 – 11am (60 minutes) **SLCC | Personal resilience and self-protection.**

### **\*\*Understanding psychopathic and narcissistic behaviour\*\***

Delegate fee £15

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in leadership positions and in political roles. In this webinar, we learn how to spot them and how to monitor your own behaviour to lessen their impact on you and your organisation.

Each of the webinars will give real situation scenarios and what to do in each of them.

**Councillors only session** - 17 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 20 October 2022 — 11am (60 minutes) **SLCC | Understanding psychopathic and narcissistic behaviour.**

Paul Hoey and Natalie Ainscough of Hoey Ainscough Associates Ltd are national experts in effective local governance with a particular emphasis on supporting the local standards framework for members introduced by the Localism Act 2011. They worked with the Local Government Association (LGA) to produce the latest Code of Conduct and so are uniquely placed to deliver this workshop.

Hoey Ainscough Associates Ltd  
Supporting Local Governance

### **\*\*The (New) Code of Conduct\*\***

Delegate fee £15

This session is aimed at members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) or who are considering adopting it. It will look at key aspects of the code, the practical implications of working with it and look at the guidance which sits alongside it.

This is an interactive session where attendees will be invited to ask questions about any aspect of the code, as the session aims to help people understand how to effectively implement the code at a local level.

**Councillors only session** - 19 October 2022 — 7 pm (120 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 28 September 2022 – 10am (120 minutes) **SLCC | The New Code of Conduct.**

**For more information about the training available, please contact [michelle.moss@nalc.gov.uk](mailto:michelle.moss@nalc.gov.uk).**

# COMMUNITY GOVERNANCE

Develop your career, support your council and strengthen your community

In addition to the civility and respect training programme we're pleased to be able to share details of an event being run by the year six students studying the community governance degree, De Montfort University.

## **\*\*Managing conflict and difficult conversations\*\***

**Delegate fee - £90**

The training specifically covers conflict management; a thread of management essential to the clerking industry given the depth and breadth of communications and dealings clerks have with other people and organisations.

The event will be led by Sue Noble from [www.noblelearning.co.uk](http://www.noblelearning.co.uk), a highly experienced coach and mentor who has extensive experience in the local government sector and training staff from town and parish councils.

It will be an interactive event, enabling attendees to actively learn new coping skills and mechanisms, whilst building relationships with other professionals in the town and parish sector.

At the end of the formal training session, there will be an opportunity to network with colleagues and hear about further training opportunities, whilst sampling delicious wines from Oaken Grove.

**For clerks only** - 14th September 2022 | Henley Town Hall, Henley on Thames, RG9 2A | [SLCC](#) | **Managing Conflict and Difficult Conversations**.

## DIGNITY AT WORK POLICY

One of the project objectives is to strengthen the governance arrangements across our sector to better support councils.

The Dignity at Work Policy is the first of a series of new or revised governance documents which are being developed by the project team.

The documents have been reviewed by a focus group made up of clerks, councillors, monitoring officers, and county associations, and approved by NALC and SLCC for use.

The Dignity at Work Policy will replace any previous Bullying and Harassment Policy. It encompasses behaviours beyond bullying and harassment, and zero tolerance, with the aim of dealing with concerns before they escalate.



**It has been produced with supporting guidance because it is so important that any commitment made in the policy is applied in practice.**

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.

Councils who have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times.

**Dignity at Work Policy**

**Please visit our dedicated civility and respect pages  
for lots more information and support**

**[SLCC](#) | [Civility and Respect Project](#) and  
[NALC](#) | [Civility and Respect Project](#)**



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS



**From:** Andrew Eastham <andrew.eastham@fact.org.uk>  
**To:** Tollesbury Parish Council <tollesburypc@btinternet.com>  
**Date:** Sep 28, 2022 3:22:55 PM  
**Subject: RE: Annual Licence - Tolfish Hump**

Dear Michelle,

Thank you for the email which has been considered by the trust.

Tolfish Hump has been licensed by FACT to the parish council since 2014 to assist the council in collecting rents for tenders, something we understand was proving problematic for the council at the time. FACT only wishes to charge the parish council a peppercorn rent for the Tolfish Hump licence and it has been a sum of one pound for the last nine years.

We accept that the increase to ten pounds was communicated late to the council and so will accept the one pound rent for the 2022 year, however we do wish to advise that it will be a peppercorn rent of £10 from the 1<sup>st</sup> January 2023, and it will be adjusted from time to time in the future.

We trust that the above is agreeable and would ask for your written confirmation by the 30<sup>th</sup> November 2022 as to whether you wish to continue with the licence next year. We hope that you do, and that this continues to be helpful to the parish council in managing the dinghies & tenders.

We have had another more commercial offer for the Tolfish hump but our preference would be to continue to work with the parish council.

We look forward to hearing from you and trust that the above is helpful.

With best wishes,

Andrew

## Agenda Item 16.2

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

Officer	Date	Parish	Start	Finish	Total	Patrol Area	COMMENTS ON PATROL
AR/BC	17/09/2022	Tollesbury	14:30	15:00	00:30	Woodrolfe Road	Check of carparking around village and saltpool. 2X VMO
							Engaged with lots of people at the school and advised a parent about parking in the area with a blue badge.
LF/LW	26/09/2022	Tollesbury	08:30	09:30	01:00	School patrol and checked in at toilet block and playing field.	Nothing else to report.
LF/SC	30/09/2022	Tollesbury	14:15	15:45	01:30	School patrol and playsite and playing field patrol.	1 vmo at Saltpool, lots of Engagement at the school.
					3:00:00		