

Present: Cllrs Bell, Chambers, Ferneyhough, Goldie, Hawes, Lowther, Page

In the Chair: Cllr Plater

Clerk: Michelle Curtis

Also Present: 2 members of the public

The Chairman reported that with regards to items 19, 20 and 21, Employment Matters, the Finance Committee would review the Clerk's Office Allowance at their meeting in December and make a proposal to the Full Council for consideration at the meeting on 20th December 2022. The review of the Clerk's remuneration would also be deferred to the next meeting when it is hoped that the Trade Union would have formally accepted the employers' offer. Employers are being advised they should not implement the pay offer until the National Joint Council pay circular, which constitutes a formal collective agreement, has been issued.

1. Apologies for Absence

There were apologies for absence from Cllrs Clare, Rogers and St Joseph.

There were also apologies for absence from District Councillor Stephens.

2. Declarations of Interest

Cllr Goldie disclosed interests as follows:

- Personal and prejudicial interest in respect of agenda item 11.4, relocation of the toilets at Woodup Pool, as one of the suggested locations for the toilets is on Marina land, which Cllr Goldie owns.

3. Public Forum

A resident asked for some advice as she had applied to Maldon District Council (MDC) to fell a dead silver birch tree which has been approved, but MDC are requesting it be replaced with another silver birch and a TPO be applied to the tree. The resident had been in contact with King & Co, and they would not recommend planting another silver birch. The resident had tried numerous times to speak to someone at MDC but had no success.

The Chairman advised that as the tree is in a conservation area and next to a listed building, the only way to progress is to get an arboricultural survey.

4. County Councillors and District Councillors

4.1 County Councillor

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

4.2 District Councillors

The report from Cllr Stephens was received and noted.

5. Minutes of the Meetings held on the 18th October 2022

Resolved: the Minutes of the Parish Council Meeting held on 18th October 2022 be approved as a true and accurate record of the meeting. Proposed Cllr Ferneyhough,

seconded Cllr Page. Unanimously agreed.

The Chairman signed the Minutes.

6. Finance

6.1 Monthly Finance Report

The Financial Reports, as of the 31st October 2022, were presented to the Council (Appendix B).

Councillors received the following monthly financial reports:

Bank Reconciliation – The closing balance of £122,167.61

Expenditure to date – Budget £101,511 - Actual to date £62,872

Income to date – Budget £101,511 (including Precept £92,599) Actual to date £97,859

Earmarked Funds – Closing Balance £27,763.60 – Net movement £5,473.65

The Clerk reported:

- £1,311.67 was received from HMRC for the VAT recovered between July and September 2022.
- She had heard via the media that Bulb, who supplies the electricity to the Pavilion, had been taken over by Octopus.
- She had received notification that the Men's Sunday Football Team had folded, which would mean less income on pitch fees.

Resolved: to approve the Financial Report. Unanimously agreed.

The Chairman signed the Reports.

6.2 Payments

The items for payment totalling £8,259.42 were presented for approval (Appendix C).

The Clerk advised that the invoice for Wave for the water at the Allotments was an estimated bill. A meter reading had been obtained, which would be submitted to Wave and a further invoice would be expected.

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

6.3 Accounting Software

The notification from Rialtas, who provide the Parish Council Accounting Software, to advise that the business has been sold to Harris Computer Corporation was received and noted.

7. Finance and Policy Committee

7.1 Draft Minutes of the Finance and Policy Committee Meeting

The draft minutes of the Finance and Policy Committee meeting held on 20th October 2022 were received and noted.

7.2 Earmarked Funds

Resolved: Unanimously agreed to approve the proposal from the Finance and Policy Committee to reallocate some of the Earmarked Funds as follows:

- Move £2,000 from EMR Woodrolfe Hard to EMR Unallocated
- Move £1,500 from EMR Website to EMR Unallocated

7.3 Disciplinary Procedure

Resolved: Unanimously agreed to approve the proposal from the Finance and Policy Committee to amend Item 9 of the Disciplinary Procedure as follows:

Item 9

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.

It was noted that the Finance Committee has also reviewed the Grievance Procedure, and there were no changes.

7.4 Website Policy

Resolved: Unanimously agreed to adopt the Website Policy V1.0.

7.5 Parish Council Website

Resolved: Unanimously agreed to approve the proposal from the Finance and Policy Committee to include the following statement on the Home page of the Parish Council 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.”

8. Recreation Ground

8.1 Draft Minutes of the Recreation Ground Committee Meeting

The draft minutes of the Recreation Ground Committee meeting held on 11th October 2022 were received and noted.

8.2 Monthly Inspection Report

The Monthly Inspection Report dated 23/10/22 was received. There were no new issues reported.

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

9.1 Verbal Update from the Environment and Amenity Committee Meeting

The Chairman reported that Cllrs Bell and Page, the Parish Clerk, a representative from the Allotments and himself had met with Bonz Cairey the previous evening to discuss works required at the Allotments. Quotations will be submitted in due course.

The Chairman reported that the large litter bin for Station Road had been

received, and Bonz had been instructed to replace the bin, and the one from Station Road will be used to replace one of the dog bins at the Recreation Ground.

The Clerk reported works to the kissing gate at the footpath near the sewerage works had commenced

Cllr Hawes asked whether the relocation of the recycling bins at Woodrolfe Green was going to go ahead.

The Chairman advised that it would be nice to do this, but other works take priority. It is on the list to be done in the future.

Concern was expressed that the car park area could be used by building/constriction vehicles when the works commence by Lewis at Scott at the site in Woodrolfe Road.

Action: Clerk to request a copy of the Construction Design Management Plan from Maldon District Council for the application.

9.2 Tree Survey – Hasler Green

Resolved: Unanimously agreed to proceed with the quotation from Kirsten Bowden for £400 to survey the trees at Hasler Green.

10. Woodrolfe Hard

10.1 Verbal Update from the Woodrolfe Hard Committee

No new information was reported.

11. Woodup Pool

11.1 Draft Minutes of the Woodup Pool Committee Meeting

The draft minutes of the Woodup Pool Committee meeting held on 6th October 2022 were received and noted.

11.2 Woodup Pool Usage by FACT

Councillors were happy with the proposed schedule for 2023.

The Clerk advised that she had emailed 1st Blackwater Scouts and had asked for their proposed usage schedule for Woodup Pool for 2023.

11.3 Woodup Pool Event 2023

Resolved: Unanimously agreed, in principle, for an event to be held at Woodup Pool on 24th June 2023 to raise funds for the upkeep of the pool.

In accordance with the declaration disclosed, Cllr Goldie left the meeting.

11.4 Relocation of Toilets

There was a lengthy discussion regarding the toilets at Woodup Pool. The Woodup Pool Committee had prepared a draft list of the pros and cons for each location (Appendix D).

The Council considered the six options and narrowed it down to three options:

- 1) Leave the toilets where they are
- 2) On adjacent Marina Land
- 3) On Parish Council land near the fence of the Marina

Action: To prepare costings for each option for further consideration by the Council.

Cllr Goldie returned to the meeting.

11.5 Replacement Lifebuoys

The quotation (Appendix E) for replacing lifebuoys from Glasdon UK was received. The cost for three lifebuoys with artwork would be £1,318.17 + VAT. Installation costs are still to be obtained.

The supply and installation of each Lifebuoy will cost approximately £500 each.

Action: To approach local businesses to ask if they will sponsor a Lifebuoy at the cost of £500 each.

12. Neighbourhood Plan

12.1 Draft Minutes of the Neighbourhood Plan Steering Group Meeting

The draft minutes of the Neighbourhood Plan Steering Group meeting held on 19th October 2022 were received and noted.

12.2 Housing Needs Survey

Resolved: Unanimously agreed to re-run the Housing Needs Survey proposed by the Neighbourhood Plan Steering Group.

The Clerk reported that a meeting with Laura Atkinson from the RCCE had been arranged for 1st December 2022 at 7 pm in the Pavilion.

12.3 Maldon District Council Local Development Plan (LDP)

Anne Altoft-Shorland, Lead Specialist – Local Plans at Maldon District Council, advised that, at the moment, their LDP review is on pause in terms of moving forward with the timeline of the project. MDC 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 3rd November. They are still working on the background evidence as it's produced and agreed it will be going up on the Council's website, and they can then share it with Parish Councils.

13. Civility and Respect Project

Resolved: Unanimously agreed to sign up for the Civility and Respect Project pledge.

14. Tolfish Hump

Notification of the price increase to £10.00 per annum for a peppercorn rent for Tolfish Hump was received and noted.

Resolved: Unanimously agreed to enter into a Licence Agreement for 2023 with FACT for £10.00 per annum.

15. Parish Magazine

Notification of the price increase for 2023 was received and noted. The number of pages for Tollesbury Parish Council per edition is requested to be reduced to three.

The Council felt that publication of the minutes in the Parish Magazine was important to the village and was an excellent opportunity to let people know what the Parish Council has been doing. The Council were very mindful that not everyone has/uses a computer. **Action:** Clerk to speak to the Parish Magazine Team to advise that there are two meetings per month and we would require more than three pages per edition.

16. Police/Community Protection Officers (CPOs)

16.1 Police

The Police Reports (confidential) were received and noted.

16.2 CPO Report for September 2022

The report for September 2022 was received. During the September patrols, it was noted that there were 3 Vehicle Move-on (VMOs).

17. Administration

Woodup Pool – The Clerk reported that another bin at Woodup Pool required replacing. Appletons will not empty the bin as it is dangerous.

Action: Clerk to order a replacement bin from Maldon District Council.

Street Football – The Clerk reported that the Street Football event organised by Maldon District Council during the half term was a success.

The Clerk had thanked the organisers and requested that they consider holding similar events in Tollesbury in the future.

18. Community Concerns

Cllr Page reported:

- At the recent Community Engagement Workshop arranged by Maldon District Council, discussions took place regarding funding opportunities to promote health and wellbeing.

At the meeting, the Clerk suggested a boxing/fitness club for the youth; it was good for health and fitness and discipline. Josh Fulcher, Strategic Theme Lead – Community at Maldon District Council, advised that he had helped set up something similar in Manchester, which proved very successful.

Cllr Page agreed to explore the options further and would report back to the Parish Council for further consideration.

Cllr Chambers reported:

- The Hangout was looking to start, and copies of all documentation required by the Parish Council would be sent in due course.

22. Dates of the Next Meetings

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

Tuesday 6th December 2022 - Full Council Meeting – 7.30 pm – Pavilion

Wednesday 7th December 2022 – Finance Committee – 7.30 pm – Pavilion

Tuesday 20th 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.

The Chairman closed the meeting at 9.30 pm.

Signed.....

Date

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

November 2022

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT					
15.10.22	D/D	Bulb		Electricity Supply - Pavilion	£43.61
26.10.22	D/D	N.Power	IN04837538	Electricity Supply - Streetlights	£321.79
26.10.22	D/D	Utility Warehouse	187782218	Parish Phone	£55.16
01.11.22	D/D	Maldon District Council		Non-Domestic Rates - Cemetery	£33.00
15.11.22	D/D	A & J Lighting Solutions	36700	Monthly maintenance	£67.92
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2					
17.10.22	D/D	Adobe	2.02201E+11	Adobe Monthly Subscription	£12.64
20.10.22	D/C	Amazon		Extension Lead	£14.99
24.10.22	D/C	Amazon		Toilets brushes and cleaning materials	£30.16
UNITY TRUST BANK - CURRENT ACCOUNT					
01.11.22		Wages		Staff Wages	£2,346.35
	Online	Essex Pension Fund		Employee and Employer Contributions - November	£769.86
	Online	HMRC		Tax & NI October 2022	£843.48
	Online	D W Maintenance	2315	Grounds Maintenance - Cemetery - October	£541.66
			2316	Grounds Maintenance - October	£824.92
			2303	September Invoice overcharged	-£18.00
	Online	S Curtis	24	Litter Contract	£416.66
	Online	Viking	1296	Civic Amenity Skip	£168.00
	Online	Maldon District Council	TOL10086078	CPO July - September 2022	£452.84
	Online	Royal Mail	1802570346	PO Box Address for Parish Council	£378.00
	Online	Clover Electrical Services	9505	Outside lights and PAT Testing	£621.60
	Online	The Royal British Legion		Poppy Wreath	£75.00
	Online	Wave	11132974	Water Supply - Allotments	£259.78
TOTAL					£8,259.42

Payment Breakdown	
Tollesbury Current Account	£521.48
Tollesbury A/c No. 2 Debit Card	£57.79
Unity Trust Bank	£7,680.15
TOTAL	£8,259.42


Mrs Michelle Curtis
 Tollesbury Parish Council
 4 Valkyrie Close
 Tollesbury
 Maldon
 Essex
 CM9 8SL

17/10/2022
EQ70075666

Email: katrina.hutley@glasdon-uk.co.uk



Account Code: 590010957

	Qty	Unit Price	Total Price
 Guardian™ Lifebuoy Housing 600mm Guardian Lifebuoy Housing Unit complete with 600mm Lifebuoy, 50m (10mm) Throwing Rope, Inspection Window, Below Ground Armortec Coated Extended Base Post and Lid Stay Kit with a Kit of 4 Personalised Quadrant Sticker and Central Circular Personalised Graphic.	3	£439.39	£1,318.17

Please note if you provide the artwork for your personalised graphics we can get a mock up processed and e-mailed over to you once available.

- Product Information**
- Product News**
- Product Videos**
- Product Warranty**

(Images shown are examples only, your final product will vary depending on specification)

All details will remain firm until 31/10/2022

Delivery to be confirmed upon receipt of order.

Please refer to the **Conditions of Sale**.

Carriage to ESSEX	£0.00
Total (excluding VAT)	£1,318.17

Click here to proceed with this quote using a credit card or by paying on account

Notes

Please note that these prices will remain firm until 31st October 2022 after which time our annual Company price increase will apply.

Brochures



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You can also keep track of our tree-planting initiatives via our virtual forest at <https://ecologi.com/glasdonuk>



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