



Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on **Tuesday 20th December 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

13th December 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

To receive information from the County Councillor and District Councillors

5. Minutes

To receive and approve the minutes of the Parish Council Meeting held on 6th December 2022

6. Planning Applications and Decisions

6.1 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/22/01191 PP-11723940

Proposal: Proposed two storey side extension

Location: 1 Sceptre Close Tollesbury

Application No: FUL/MAL/22/01190 PP-11723902

Proposal: Proposed replacement of two windows in single storey part of the existing church

Location: Tollesbury Congregational Church East Street Tollesbury

Application No: FUL/MAL/22/01182 PP-11705862

Proposal: Regularisation of existing development under an approved COUPA 18/01127, together with external boundary proposals and change of use from agricultural land to domestic amenity associated with the house.

Location: Carringtons Barn North Road Tollesbury

6.2 Planning Decisions

WTPO/MAL/22/00300 - Graces 40 Church Street – Refused

HOUSE/MAL/22/01030 - Monk House 115 Mell Road – Approved

HOUSE/MAL/22/01010 - White Leighs 44 Woodrolfe Road - Approved

6.3 Applications Withdrawn

To receive notification from Maldon District Council of Planning Applications that have been withdrawn.

Application No: OUT/MAL/22/00976 PP-11511826

Proposal: Outline planning permission with all matters reserved for a mixed housing development.

Location: Land Between Wycke Lane and Woodrolfe Farm Lane

6.4 Planning Appeals

To receive notification of Planning Appeals from Maldon District Council.

6.5 Planning Appeal Decisions

To note appeal decisions made by the Planning Inspectorate.

6.6 Tree Preservation Orders for information

To note TPOs made by Maldon District Council.

7. Climate Change

To discuss any issues relating to Climate Change

8. Finance Committee

8.1 To receive the draft minutes of the Finance Committee Meeting held on 7th December 2022

8.2 To consider the proposal from the Finance Committee

9. Budget/Precept 2022/23

9.1 To agree the proposed fees for 2023/24

9.2 To agree the proposed budget and precept for 2023/24

10. Recreation Ground – Kick Wall

To consider an updated quotation for the Kick Wall at the Recreation Ground

11. Relocation of Toilets – Woodup Pool

11.1 To consider approval of the proposed Memorandum of Understanding dated 7th December 2022 between the Parish Council and Green Marina (Boatyard) Limited

11.2 To consider the quotation for works required for the access to Woodup Pool

12. Neighbourhood Plan – Public Event

12.1 To receive a verbal update on the Public Event

12.2 To consider a communications strategy

13. The Hangout

To receive a verbal report on The Hangout.

14. EALC – Training Calendar

To receive the EALC Training Calendar for 2023

15. Parish Magazine

To agree on the design of the advert for the Pavilion in the Parish Magazine.

16. Administration

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

17. Community Concerns

To receive information only or note future agenda items

18. Public Bodies (Admission to Meetings) Act 1960

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

19. Employment Matters

To consider the proposal from the Finance Committee regarding the office allowance payable to the Parish Clerk.

20. Public Bodies (Admission to Meetings) Act 1960

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

21. Dates of the Next Meetings

Tuesday 10th January 2023 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 17th January 2023 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 17th January 2023 – Environment & Amenity Committee – Following Full Council Meeting – Pavilion

If you would like an item on the agenda at any Full 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

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 2nd December 2022



WTPO/MAL/22/00300 Tollesbury West

T1 Silver Birch TPO 4/10 - 8 metre reduction and 3 metre crown lift.
Graces 40 Church Street Tollesbury Essex
(UPRN - 100090557591)
Mrs Lesley

REFUSE for the following reason: -

If carried out the works would result in a significantly detrimental impact upon the amenity of the tree and the wider area, to the detriment of its character and appearance. Insufficient information, for the proposed works, has been included within the application to justify this level of work. Therefore, the proposed works are considered to be excessive and inappropriate.

Officer: Jade Elles
Dated : 28/11/2022

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 25 November 2022



HOUSE/MAL/22/01030 Tollesbury East

Proposed double garage with store, pitched roof and basement.
Monk House 115 Mell Road Tollesbury Essex
(UPRN - 100090562136)
Mr and Mrs Bartlett

APPROVE subject to the following conditions:-

1 **CONDITION**

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON

To comply with Section 91(1) The Town & Country Planning Act 1990 (as amended).

2 **CONDITION**

The development hereby permitted shall be carried out in accordance with the following approved plans and documents: 0271_GA00_rev A, 0271_GE00_i2 and 0271_EL02_i2.

REASON

To ensure that the development is carried out in accordance with the details as approved.

3 **CONDITION**

The materials used in the construction of the development hereby approved shall be as set out within the application form and drawing number 0271_GE00_i2 hereby approved.

REASON

In the interest of the character and appearance of the area and the setting of the listed building, in accordance with policies D1 and D3 of the approved Local Development Plan and the National Planning Policy Framework.

4 CONDITION

Full details of the provision and subsequent retention of soft landscape works on the site shall be submitted to and approved in writing by the local planning authority prior to any works occurring above ground level at the application site. These details shall include:

- 1) Details of proposed schedules of species of trees and shrubs to be planted, planting layouts with stock sizes and planting numbers/densities.
- 2) Details of the planting scheme implementation programme, including ground protection and preparation, weed clearance, stock sizes, seeding rates, planting methods, mulching, plant protection, staking and/or other support.
- 3) Details of the aftercare and maintenance programme.
The soft landscape works shall be carried out as approved within the first available planting season (October to March inclusive) following the occupation of any part of the development hereby approved unless otherwise agreed in writing by the local planning authority. If within a period of five years from the date of the planting of any tree or plant, or any tree or plant planted in its replacement, is removed, uprooted, destroyed, dies, or becomes, in the opinion of the local planning authority, seriously damaged or defective, another tree or plant of the same species and size as that originally planted shall be planted in the same place, unless the local planning authority gives its written consent to any variation.

REASON

In the interests of the character and appearance of the site and the surrounding area in accordance with Policies D1 and D3 of the Maldon District Local Development Plan and the National Planning Policy Framework.

5 CONDITION

No development shall take place until details of existing and proposed ground levels and proposed finished floor levels, and their relationship to the adjoining land, have been submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved details.

REASON

In the interests of the character and appearance of the area and the amenity of the occupiers of the neighbouring dwelling, in accordance with Policy D1 of the Maldon District Local Development Plan and the National Planning Policy Framework.

6 CONDITION

High quality photographs of the slates to be used and information on their source shall be submitted to and approved in writing by the local planning authority prior to their use. The development shall be carried-out in accordance with the details approved.

REASON

To ensure that the details of the development are satisfactory in accordance with Policies D1 and D3 of the Maldon District Local Development Plan and the National Planning Policy Framework.

7 CONDITION

No development works above ground level shall occur until details of the surface water drainage scheme to serve the development has been submitted to and agreed in writing by the local planning authority. The agreed scheme shall be implemented prior to the first occupation of the development. The scheme shall ensure that for a minimum:

- 1) The development should be able to manage water on site for 1 in 100 year events plus 40% climate change allowance.
- 2) Run-off from a greenfield site for all storm events that have a 100% chance of occurring each year (1 in 1 year event) inclusive of climate change should be no higher than 10/l/s and no lower than 1/l/s. The rate should be restricted to the 1 in 1 greenfield rate or equivalent greenfield rates with long term storage (minimum rate 1l/s) or 50% betterment of existing run off rates on brownfield sites (provided this does not result in a runoff rate less than greenfield) or 50% betterment of existing run off rates on brownfield sites (provided this does not result in a runoff rate less than greenfield)

You are advised that in order to satisfy the soakaway condition the following details will be required:- details of the area to be drained, infiltration rate (as determined by BRE Digest 365), proposed length, width and depth of soakaway, groundwater level and whether it will be rubble filled.

Where the local planning authority accepts discharge to an adopted sewer network you will be required to provide written confirmation from the statutory undertaker that the discharge will be accepted.

REASON

To prevent surface water flooding in accordance with Policy D5 of the Maldon District Local Development Plan (2017) and the National Planning Policy Framework.

8 CONDITION

The building hereby permitted shall only be used incidental to the residential use of the existing dwelling known as Monk House, 115 Mell Road, Tollesbury and no other at any time.

REASON

For the avoidance of doubt and in order to ensure the use of the building is as proposed in the interests of the character and appearance of the area and the amenity of neighbouring residents, in accordance with Policies D1 and H4 of the approved Local Development Plan and the National Planning Policy Framework.

INFORMATIVES

1. Land Contamination

Should the existence of any contaminated ground or groundwater conditions and/or hazardous soil gases be found that were not previously identified or not considered in a scheme agreed in writing with the Local Planning Authority, the site or part thereof shall be re-assessed and a scheme to bring the site to a suitable condition shall be submitted to and agreed in writing with the Local Planning Authority. A "suitable condition" means one in that represents an acceptable risk to human health, the water environment, property and ecosystems and scheduled ancient monuments and cannot be determined as contaminated land under Part 2A of the Environmental Protection Act 1990 now or in the future. The work will be undertaken by a competent person in accordance with the Essex Contaminated Land Consortium's Land Contamination Technical Guidance For Applicants and Developers and UK best-practice guidance.

2. Construction

The applicant should ensure the control of nuisances during construction works to preserve the amenity of the area and avoid nuisances to neighbours:

- a. No waste materials should be burnt on the site, instead being removed by licensed waste contractors;
- b. No dust emissions should leave the boundary of the site;
- c. Consideration should be taken to restricting the duration of noisy activities and in locating them away from the periphery of the site;
- d. Hours of works: works should only be undertaken between 0730 hours and 1800 hours on weekdays; between 0800 hours and 1300 hours on Saturdays and not at any time on Sundays and Public Holidays.

If it is known or there is the likelihood that there will be the requirement to work outside of these hours or there will be periods where there will be excessive noise that will significantly impact on sensitive receptors Environmental Health at Maldon District Council must be notified prior to the works as soon as is reasonably practicable. The developer is advised to consult nearby sensitive noise premises and may be advised to apply for a Prior Consent under Section 61 of the Control of Pollution Act 1974.

Care must be taken to prevent the pollution of ground and surface waters. This will include during works and the location of any hazardous materials including fuel from vehicles and equipment.

Where any soils that are known to be contaminated are being excavated or exposed a site waste plan must be prepared in order to store treat and dispose of the materials in accordance with the waste duty of care. It is recommended that advice is sought from the Environment Agency on this matter.

Where there is requirement for dewatering the site the relevant consent must be sought from the Environment Agency.

Where there is a requirement to obstruct or alter watercourses a consent under section 23 of the Land Drainage Act must be obtained from Essex County Council.

3. Alteration to an Ordinary Watercourse

Under Section 23 of the Land Drainage Act 1991, prior written consent from the Lead Local Flood Authority (Essex County Council) is required to construct any culvert (pipe) or structure (such as a dam or weir) to control, or alter the flow of water within an ordinary watercourse. Ordinary watercourses include ditches, drains and any other networks of water which are not classed as Main River.

If you believe you need to apply for consent, further information and the required application forms can be found at www.essex.gov.uk/flooding. Alternatively, you can email any queries to Essex County Council via watercourse.regulation@essex.gov.uk.

Planning permission does not negate the requirement for consent, and full details of the work you propose will be required at least two months before you intend to start

POSITIVE AND PROACTIVE STATEMENT

Town and Country Planning (Development Management Procedure) (England) Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Jade Elles

Dated : 24/11/2022

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 25 November 2022



HOUSE/MAL/22/01010 Tollesbury East

Single storey rear/side extension with flat roof with rooflights and flue pipe. Changes in fenestration

White Leighs 44 Woodrolfe Road Tollesbury Essex

(UPRN - 100090566499)

Mr and Mrs Legerton

APPROVE subject to the following conditions:-

1 CONDITION

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON

To comply with Section 91(1) The Town & Country Planning Act 1990 (as amended).

2 CONDITION

The development hereby permitted shall be carried out in accordance with the following approved plans and documents: 20.023.01.000 Rev C, 20.023.01.100 Rev C, 20.023.01.400 Rev F, 20.023.01.150 Rev B - Existing Ground Floor and Roof Plans, 20.023.01.150 Rev A - Existing Elevations, 20.023.01.450 Rev G and 20.023.01.451 Rev F.

REASON

To ensure that the development is carried out in accordance with the details as approved.

3 CONDITION

The materials used in the construction of the development hereby approved shall be similar in appearance to the main dwellinghouse with grey UPVC windows and doors.

REASON

In the interest of the character and appearance of the area in accordance with policies H4 and D1 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

4 CONDITION

The flat roof area of the extension hereby approved shall not be used as a storage area, balcony, roof garden or similar amenity area.

REASON

In order to safeguard the amenities of neighbouring residents and the locality in accordance with policy D1 of the Local Development Plan.

POSITIVE AND PROACTIVE STATEMENT

Town and Country Planning (Development Management Procedure) (England) Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Jade Elles
Dated : 18/11/2022



TOLLESBURY
PARISH
COUNCIL

FINANCE
07/12/2022

Finance Committee – Proposal

At the Finance Committee Meeting on 7th December 2022, the Committee discussed the current years income and expenditure against the 2022/23 budget, the budget/precept for 2023/24 and the Earmarked Reserves.

The Finance Committee would like to propose the following for approval by the Full Council:

- 1) To cancel the Zoom subscription at the renewal date in July 2023. The Parish Council only occasionally uses the Zoom facility.
- 2) To increase the Clerk's Office Allowance, as this had not been reviewed since she started in May 2007 .
- 3) Not to proceed with the installation of the internet in the Pavilion at this stage.
- 4) To transfer the £1,000 held in the Bus Shelter Earmarked Reserve to the Recreation Ground Earmarked Reserve to proceed with the Kick Wall project as the funding from the Essex County Council Community Initiatives Fund. The Bus Shelter Project was not a priority.

Clerk: Michelle Curtis

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

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



GAMART ENGINEERING LTD

Agenda Item 10

Woodrolfe Road, Tollesbury, Essex.

CM9 8SE

Telephone: 01621 869385-869440

E-Mail: accounts@gamartengineering.co.uk

Website: www.gamartengineering.co.uk

TO: Tollesbury Parish Council

ATTN: Michelle

DATE: December 8, 2022

FROM: Gary Frost

E-mail:- tollesburypc@btinternet.com

N°. PAGES One

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

To Supply and Install: -

1 off Kick Wall 6 meters long
1800mm high - hardwood finish

@ £2610.00 Total

TERMS: Nett Monthly Account

CARRIAGE: Included in quotation

Please note: - Due to market instability and the occasional difficulty in obtaining steel we may not be able to guarantee specific delivery dates or hold quotations firm longer than **two days**, from today's date.

The above quotation is subject to VAT at the rate prevailing at the time of invoicing.

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

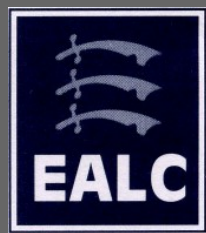
Regards,

Gary Frost

Director: G. J. Frost

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





ESSEX ASSOCIATION OF LOCAL
COUNCILS

2023 Training Calendar

Courses, Briefings,
Workshops & Forums

Date		Month	Half/Whole	Tutor	Course Location	Price + VAT
		January 2023 <i>*Courses, Briefings, Workshops & Forums*</i>				
19 th	Thursday 2023	Clerk Forum	10.00am – Midday	Charlene Slade & Pearl Willcox	Zoom	FREE
24 th	Tuesday	Election Briefing – please see flyer for booking instructions on website	10.00am – Midday	Phil Hardy	Zoom	£45.00
26 th	Thursday	Evening Election Briefing – please see flyer for booking instructions on website	7.00am – 9.00pm	Phil Hardy	Zoom	£45.00
		February 2023 <i>*Courses, Briefings, Workshops & Forums*</i>				
2 nd	Thursday	Council Finance	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	£70.00
8 th	Wednesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£90.00
9 th	Thursday	Understanding the Annual Meetings & Annual Report & Newsletter Course	10.00am – 3.30pm	Karen Kuderovitch	Office	£90.00
20 th	Monday	Councillor Training Day 2 Modules 3&4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£90.00
21 st	Tuesday	Election Briefing – please see flyer for booking instructions on website	10.00am – Midday	Phil Hardy	Zoom	£45.00
21 st	Tuesday	Evening CiLCA Introductory Stand Alone Compulsory Module – Commencement of Group 5	7.00pm – 9.00pm	Kelly Holland	Zoom	£25.00
22 nd	Wednesday	Roles & Responsibilities <i>Core Course required for new Clerks & CiLCA</i>	10.00am – 1.00pm	Sarah Gaeta	Office	£70.00

		qualification				
23 rd	Thursday	Introduction to Planning Briefing Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Adriana Jones	Zoom	£70.00
27 th	Monday	Evening Election Briefing – please see flyer for booking instructions on website	7.00pm – 9.00pm	Phil Hardy	Zoom	£45.00
28 th	Tuesday	**New Course for 2023** Function of Committees & Delegated Powers	10.00am – 1.00pm	Suzanne Walker	Office	£70.00
		March 2023 *Courses, Briefings, Workshops & Forums*				
		Evening CiLCA – Commencement of Group 5 Session dates to be confirmed with tutor on Compulsory Stand Alone Module	Evening Sessions	Kelly Holland	Zoom	£650.00
4 th	Saturday	Chairman's Day 1 Modules 1 & 2	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£100.00
9 th	Thursday	Financial Regulations Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Ann Wood	Office	£70.00
11 th	Saturday	Chairman's Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£100.00
18 th	Saturday	Chairman's Day 3 Modules 5 & 6	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£100.00
22 nd	Wednesday	Allotment Webinar – Session 1 Tenancy Agreements & Policies	2.00pm – 3.30pm	National Allotment Society	Zoom	£150.00 for 3 sessions
22 nd	Wednesday	Safeguarding – Level 2	9.30am – 1.00pm	Alan Smart	Zoom	£70.00

28 th	Tuesday	New Clerks Course - Now a full day course Joined by the Essex Branch of the SLCC	10.00am – 3.30pm	Suzanne Walker	Office	£90.00
29 th	Wednesday	Allotment Webinar – Session 2 Site Facilities and Health & Safety	2.00pm – 3.30pm	National Allotment Society	Zoom	£150.00 for 3 sessions
30 th	Thursday	Council Finance Course Core Course required for new Clerks & CiLCA qualification	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	£70.00
		From the 1st April 2023 the course fees will be increased. New rates will be advised in due course.				
		April 2023 *Courses, Briefings, Workshops & Forums*				
5 th	Wednesday	Allotment Course – Session 3 Self-Management for Allotment Associations/Local Authorities	2.00pm – 3.30pm	National Allotment Society	Zoom	£150.00 for 3 sessions
6 th	Thursday	Code of Conduct Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kuderovitch	Office	TBC
25 th	Tuesday	Minutes & Agendas Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	Office	TBC
		May 2023 *Courses, Briefings, Workshops & Forums*				
4 th	Thursday	Risk Assessment – Level 2 Including cost of Exam Paper & Course Book	9.30am – 4.30pm	Alan Smart	Office	TBC

9 th	Tuesday	ICCM – Garden of Remembrance Course	9.30 – 1.00pm	ICCM Mathew Crawley	Office	TBC
11 th	Thursday	Introduction to Planning Briefing Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Adriana Jones	Office	TBC
16 th	Tuesday	Standing Orders Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kudrovitch	Office	TBC
18 th	Thursday 2023	Clerks Forum	10.00am – Midday	Charlene Slade & Pearl Willcox	Zoom	FREE
22 nd	Monday	Funding & Applications Workshop	10.00am – 1.00pm	RCCE Danielle Frost	Office	TBC
23 rd	Tuesday	**New Course for 2023** How to design a Playground	10.00am – 1.00pm	Louisa Hill	Office	TBC
24 th	Wednesday	Routine Playground Inspection Course	9.30am – 4.00pm	Louisa Hill	Office	TBC
24 th	Wednesday	Routine Playground Inspection Exam Cost of Exam & Certificate included	To follow on from course	Louisa Hill	Office	TBC
		June 2023 *Courses, Briefings, Workshops & Forums*				
6 th	Tuesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Judith Farr & Clare Milligan	Office	TBC
7 th	Wednesday	**New Course for 2023** Rural Affordable Housing – Exploring your options	7.30pm – 9.30pm	Laura Atkinson RCCE	Zoom	TBC
8 th	Thursday	**New Course for 2023** Rural Affordable Housing – Exploring your options	7.30pm – 9.30pm	Laura Atkinson	Office	TBC
13 th	Tuesday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	TBC

14 th	Wednesday	Village Halls	10.00am – 3.30pm	RCCE Danielle Frost	Office	TBC
15 th	Thursday	Law & Procedures Course Core Course required for new Clerks & CiLCA qualification	10.00am – 3.30pm	Abi Wood	Office	TBC
17 th	Saturday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Adriana Jones	Office	TBC
20 th	Tuesday	Chairman's Day 1 Modules 1 & 2	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	TBC
24 th	Saturday	Councillor Training Day 2 Module 3 & 4	10.00am – 3.30pm	Stephanie Gill & Adriana Jones	Office	TBC
26 th	Monday	Councillor Training Day 1 Module 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	TBC
27 th	Tuesday	Chairman's Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	TBC
		July 2023 *Courses, Briefings, Workshops & Forums*				
3 rd July	Monday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	TBC
4 th	Tuesday	Chairman's Day 3 Modules 5 & 6	9.30am – 3.30pm	Judith Farr & Clare Milligan	Office	TBC
5 th	Wednesday	Health & Safety Certificated Course – Level 2 Including cost of Exam Paper & Course Book	9.30am – 4.30pm	Alan Smart	Office	TBC
6 th	Thursday	Councillor Training Evening Module 1	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
12 th	Wednesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	TBC

13 th	Thursday	Councillor Training Evening Module 2	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
15 th	Saturday	Councillor Training Day 1 Modules 1 & 2	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	Office	TBC
19 th	Wednesday	*New Course for 2023* Understanding Neighbourhood Plans	10.00am – 3.30pm	David Kaiserman	Office	TBC
20 th	Thursday	Councillor Training Evening Module 3	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
22 nd	Saturday	Councillor Training Day 2 Modules 3 & 4	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	Office	TBC
25 th	Tuesday	*New Course for 2023* Function of Committees & Delegated Powers	10.00am – 1.00pm	Suzanne Walker	Office	TBC
26 th	Wednesday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	TBC
27 th	Thursday	Councillor Training Evening Module 4	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
		September 2023 *Courses, Briefings, Conferences & Forums*				
2 nd	Saturday	Councillor Training Day 1 Modules 1 & 2	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	Office	TBC
4 th	Monday	CILCA Introductory Stand Alone Compulsory Module – Commencement of Group 6	9.30am – 11.30am	Abi Wood	Zoom	TBC
16 th	Saturday	Councillor Training Day 2 Modules 3 & 4	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	Office	TBC
21 st	Thursday	EALC 79th AGM – Venue to be announced	All Day Event			
23 rd	Saturday	Chairman's Day 1 – Modules 1 & 2	10.00am – 3.30	Judith Farr &	Office	TBC

				Clare Milligan		
27 th	Wednesday	Fire Safety Certificated Course – Level 2 Including cost of Exam Paper & Course Book	9.30am – 4.30pm	Alan Smart	Office	TBC
28 th	Thursday	Financial Regulations Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Ann Wood	Office	TBC
28 th	Thursday	Budget & Precept Course Core Course required for new Clerks & CiLCA qualification	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	TBC
30 th	Saturday	Chairman's Day 2 – Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	TBC
		October 2023 *Courses, Briefings & Forums*				
5 th	Thursday	First Aid – Level 3 Including cost of Exam Paper & Course Book	9.30am – 4.00pm	Alan Smart	Office	TBC
7 th	Saturday	Chairman's Training Day 3 Modules 5 & 6	10.00am – 3.30pm	Judith Farr Clare Milligan	Office	TBC
10 th	Tuesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Adriana Jones	Office	TBC
11 th	Wednesday	Allotment Course – Session 1 Tenancy Agreements & Policies	2.00pm – 3.30pm	National Allotment Society	Zoom	£ for 3 sessions
12 th	Thursday	Introduction to Planning Briefing Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Adriana Jones	Office	TBC
12 th	Thursday	Code of Conduct Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kuderovitch	Zoom	TBC

17 th	Tuesday	Exclusive Right of Burial & Cemetery Customer Care	9.30pm – 4.00pm	ICCM Mathew Crawley	Office	TBC
18 th	Wednesday	Allotment Course – Session 2 Site Facilities and Health & Safety	2.00pm – 3.30pm	National Allotment Society	Zoom	£ for 3 sessions
19 th	Thursday	New Clerks Course – Now a full days course Joined by the Essex Branch of the SLCC.	10.00am – 3.30pm	Suzanne Walker	Office	TBC
24 th	Tuesday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Adriana Jones	Office	TBC
		November 2023 *Courses, Briefings & Forums*				
1 st	Wednesday	Allotment Course – Session 3 Self-Management for Associations/Local Authorities	2.00pm – 3.30pm	National Allotment Society	Zoom	£ for 3 sessions
2 nd	Thursday	Budget & Precept Course Core Course required for new Clerks & CiLCA qualification	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	TBC
7 th	Tuesday	Roles & Responsibilities Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	Office	TBC
8 th	Wednesday	Councillor Training Evening Module 1	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
9 th	Thursday	Village Halls	10.00am – 3.30pm	RCCE Danielle Frost	Office	TBC
13 th	Monday	Standing Orders Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kuderovitch	Zoom	TBC
14 th	Tuesday	Minutes & Agendas Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	Office	TBC

15 th	Wednesday	*New Course for 2023* Function of Committees & Delegated Powers	10.00am – 1.00pm	Suzanne Walker	Office	TBC
15 th	Wednesday	Councillor Training Evening Module 2	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
21 st	Tuesday	Law & Procedures Course Core Course required for new Clerks & CiLCA qualification	10.00am – 3.30pm	Abi Wood	Office	TBC
22 nd	Wednesday	Councillor Training Evening Module 3	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
29 th	Wednesday	Councillor Training Evening Module 4	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
		December 2023 *Courses, Briefings & Forums*				
5 th	Tuesday	Advanced Councillor Training The Next Steps Day 1	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	TBC
12 th	Tuesday	Advanced Councillor Training The Next Steps Day 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	TBC
		January 2024 *Courses, Briefing, Conferences & Forums*				
Feb 2024		Evening CiLCA Introductory Stand Alone Module – Group 7	Evening TBA	Kelly Holland	Zoom	TBC
March 2024		Evening CiLCA – Commencement of Group 7 Session dates to be confirmed with tutor on Compulsory Stand Alone Module	Evening TBA	Kelly Holland	Zoom	TBC

The Essex Association of Local Councils wishes to thank Essex County for the continued support and financial commitment to subsidise the EALC training strategy and courses run for the parish sector councils in Essex. The courses on this calendar are greatly reduced in price thanks to a Training Grant supplied to EALC.

Clerks in the County with a precept of less than 80k may make an application twice a year to the Essex Clerks Bursary fund to pay the cost of 75% of the training up to £500 in anyone financial year. Application must be made to EALC.



Essex County Council

All booking forms to be sent to

pearl.willcox@ealc.gov.uk



FOR HIRE

**The Pavilion
Victory Recreation Ground
Elysian Gardens
Tollesbury
Essex CM9 8QN**

Available to hire for
meetings, clubs, children's
parties (up to 11 years old)

Tea/Coffee Making Facilities
On-site Parking

FOR MORE INFO AND BOOKINGS

Contact the Parish Clerk on
01621 869039 or email
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