

**Present:** Cllrs Bell, Chambers, Clare, Goldie, Hawes, Page, Rogers, St Joseph

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**Also Present:** 2 Members of the public

**1. Apologies for Absence**

There were apologies for absence from Cllrs Ferneyhough and Lowther.

There were also apologies for absence from District Councillors Stephens and Thompson.

**2. Declarations of Interest**

There were no declarations of interest disclosed.

**3. Public Forum**

There were no comments from the members of the public.

**4. County Councillors and District Councillors**

**4.1 County Councillor**

There was no report from Cllr Durham.

**4.2 District Councillors**

The report (Appendix A) from Cllr Stephens was received and noted.

**5. Minutes of the Meetings held on the 15<sup>th</sup> November 2022**

**Resolved:** the Minutes of the Parish Council Meeting held on 15<sup>th</sup> November 2022 be approved as a true and accurate record of the meeting. Proposed Cllr Page, seconded Cllr Clare. Unanimously agreed.

The Chairman signed the Minutes.

**6. Finance**

**6.1 Monthly Finance Report**

The Financial Reports, as of the 30<sup>th</sup> November 2022, were presented to the Council (Appendix B).

Councillors received the following monthly financial reports:

**Bank Reconciliation** – The closing balance of £104,973.59

**Expenditure to date** – Budget £101,511 - Actual to date £71,044

**Income to date** – Budget £101,511 (including Precept £92,599) Actual to date £99,159

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

The Clerk reported:

- £60 was received from Tolleshunt D'Arcy Parish Council as a contribution

towards the PO Box address for the Clerk.

- £210 received from users of Woodup Pool as a donation towards the water sampling of the pool.
- £110 received from a resident as a donation to update the website to include the new defibrillator at the British Legion.
- Notification had been received from Bulb to advise that the monthly direct debit will be reduced from £43.61 to £36.38 per month.

**Resolved:** to approve the Financial Report. Unanimously agreed.

The Chairman signed the Reports.

## **6.2 Payments**

The items for payment totalling £12,007.33 were presented for approval (Appendix C).

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

## **7. Planning Planning Application**

Application No: LBC/MAL/22/01076 PP-11625742

Proposal: Removal of a partition wall between utility room and kitchen in the 1970s built extension.

Location: Prentice Hall 4 Prentice Hall Lane Tollesbury

**Resolved:** Unanimously agreed to recommend approval of this application. The Parish Council believes the application fully complies with all relevant planning policies.

## **8. Recreation Ground**

### **8.1 Draft Minutes of the Recreation Ground Committee Meeting**

The draft minutes of the Recreation Ground Committee meeting held on 8<sup>th</sup> November 2022 was received and noted.

Cllr St Joseph reported that there are various rust holes appearing in the skate park. It is planned to patch them up for the moment, but consideration will need to be given as to what will be done with the equipment in the long term.

**Action:** Clerk to chase up contractors for various works at the Recreation Ground.

The Clerk reported that the grant to the Essex County Council Community Initiatives Funds for money towards the kick wall had been unsuccessful. The Council felt that the project was important and agreed to look at other options to fund the equipment.

### **8.2 Monthly Inspection Report**

The Monthly Inspection Report dated 27/11/22 was received. It was reported that the bin on the Church Street boundary (Store Shed End) had been replaced.

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

**9.1 Draft Minutes of the Environment and Amenity Committee Meeting**

The draft minutes of the Environment and Amenity Committee meeting held on 15<sup>th</sup> November 2022 were received and noted.

The Chairman reported that the Tree Survey of Hasler Green had been carried out since the Committee Meeting.

**Action:** Chairman to forward the report to the Parish Clerk for inclusion on a future agenda.

Cllr St Joseph reported that Tollesbury Climate Partnership (TCP) had planted approx. two hundred fifty trees, including The Tree of Trees, at the Cemetery the previous Saturday.

**Action:** Clerk to write to thank TCP for another successful event and for providing refreshments.

Cllr Clare stated that the work carried out by Essex County Council at the kissing gate at the sewage path was excellent, making the footpath more accessible.

**Action:** Clerk to write to Roy Reid at Essex County Council to thank them for the work to the gates.

Cllr St Joseph suggested that Essex County Council be approached to see if they could provide the material for a working party to carry out maintenance works to the crest of the seawall near Tollesbury Sailing Club.

**Action:** Clerk to submit the request to Shirley Anglin at Essex County Council.

Cllr St Joseph reported that the tarmac road in the Cemetery is fading and could be repaired.

**Action:** Clerk to obtain a quotation for setting tarmac to fill the areas.

**9.2 Non-Domestic Rates – Cemetery**

The Clerk reported that she had emailed the Valuations Office via the government website regarding the rates charged at the Cemetery, and she was still waiting for a reply.

The Clerk had also contacted the Institute of Cemetery Management (ICM), who advised that it is understood that the valuation for tax purposes is made up of buildings and land.

The Clerk advised that based on the 2023/24 valuation available on the .gov.uk website, it is £1,175, and the estimated business rates after relief will be £435. This will need to be considered when setting the 2023/24 budget.

**Action:** Clerk to ask the Valuations Office how the valuation figure is arrived at.

**Action:** Clerk to find out if other local Councils with Cemeteries are paying non-domestic rates.

**10. Woodrolfe Hard**

**10.1 Draft Minutes of the Woodrolfe Hard Committee Meeting**

The draft minutes of the Woodrolfe Hard Committee meeting held on 14<sup>th</sup>

November 2022 was received and noted.

Cllr St Joseph reported that he had attended the recent Essex Coastal Forum. Leanne Brisland, Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS) Delivery Officer - Chelmsford City Council, gave an update on the RAMS project in Essex. The project is to try and reduce coastal disturbance. Cllr St Joseph suggested inviting Leanne to a meeting with the Parish Council. Councillors felt this was a good idea and suggested asking the TCP Marine Group to join the meeting if one can be arranged.

**Action:** Cllr St Joseph to liaise with Leanne to arrange a meeting.

## **11. Woodup Pool**

### **11.1 Verbal Report from the Woodup Pool Committee**

Cllr Bell reported that the pool is being emptied once a month to flush the creek. The Committee will discuss the programme for 2023 in February.

Cllr Clare suggested that consideration was given when the water was tested in Woodup Pool. The most suitable time would be at neap tides.

**Action:** Clerk to ask Maldon District Council if the water testing could be carried out at neap tide going forward.

Cllr St Joseph advised that Deben are carrying out its water testing, which may be something the Parish Council may wish to consider. This is also something that may be of interest to TCP.

**Action:** Cllr St Joseph to find out further information.

The Clerk reported that Cllr Goldie had secured two sponsors (Tollesbury Saltings Ltd and The Marina) for the Lifebuoys at Woodup Pool and was waiting for confirmation from another potential sponsor.

The Clerk thanked Cllr Goldie for her work in securing the sponsorship.

### **11.2 Access – Woodup Pool**

Councillors received the summary (Appendix D) of the informal meeting between Green Marina (Boatyard) Limited (formerly Frost and Drakes), Cllr Clare and the Parish Clerk.

Councillors considered the proposal and endorsed the principles subject to some detailed amendments.

At the first review, after one year, consideration would need to be given to the possibility of an Addendum to the long-standing Easement

**Action:** Cllr Clare will discuss further with Green Marina (Boatyard) Limited, to be reported back at the next meeting.

**Action:** Clerk to obtain a quotation for the works outlined in the summary document.

## **12. Neighbourhood Plan**

The Chairman reported that on 1<sup>st</sup> December 2022, some members of the Parish Council and the Neighbourhood Plan Committee met with Laura Atkinson from the RCCE. Laura explained the process of the Housing Needs Survey and Community-Led Housing.

It is planned for the survey to be carried out in mid-March 2023. A public event will be held to raise awareness of the Housing Needs Survey and provide information on Community-Led Housing. The proposed date for the public event is Friday 10<sup>th</sup> March 2023.

**Action:** Clerk to ask Laura if she can do two sessions, one during the day (during school time) and one in the evening.

Cllr Rogers suggested a communications strategy to raise awareness of the event.

**Action:** To be considered by the Parish Council at a future meeting.

### 13. Parish Magazine

#### 13.1 Parish Magazine Minutes

**Resolved:** Unanimously agreed that the Parish Council would continue to publish the minutes in the Parish Magazine for 2023.

**Action:** Finance Committee to make a provision in the 2023/24 budget for a maximum of 4 x A4 pages.

#### 13.2 Parish Magazine

**Resolved:** Unanimously agreed to advertise the Pavilion for hire in the Parish Magazine for 2023, costing £77 for an A6 portrait, black and white advertisement.

### 14. Police/Community Protection Officers (CPOs)

#### 14.1 Police

The Police Reports (confidential) were received and noted.

The Clerk reported that she had received an email from Police Sergeant Dalby, Essex Police, as they are looking for access to village halls to hold 'Beat Surgeries'.

Councillors were happy for the Pavilion to be used by Essex Police to hold 'Beat Surgeries'.

**Action:** Clerk to also suggest The Village Larder at The Centre and The Lighthouse as they are more central to the village and more likely to get people to attend.

#### 14.2 CPO Report for October 2022

The report for October 2022 was received. During the October patrols, it was noted that there were 2 Vehicle Move-on (VMOs).

The Clerk reported that on occasions, she receives anonymous letters notifying her of vehicles that do not have MOT or Tax. She passes the information to the CPOs to look into further.

**Action:** Clerk to request that dog fouling patrols are carried out as there has been an increase in complaints regarding dog fouling, particularly at the Recreation Ground.

### 15. Administration

Woodup Pool – The Clerk reported that at the meeting on 1<sup>st</sup> November 2022, she reported that another bin at Woodup Pool required replacing. After making further enquiries, it appears that the last bin installed was in the incorrect place. The Clerk had

questioned this with Appletons, as she had sent a photo of the location before the installation, and Appletons agreed the location was correct. Appletons have since replaced the bin that needed replacing at no cost to the Parish Council.

Leaves Allotments – The Clerk reported that there had been a request from TCP to have four bays built at the Allotments, which could be used for the storage of leaves to be used by Allotment Tenants to use as soil structure enhancer or as part of a peat free seed compost. TCP has been discussing with a local gardener who would drop the leaves into the bays.

Councillors considered the request and thought that it was a good idea. Several questions were raised, so it was agreed that permission would not be granted in 2022, but the Parish Council would be happy to consider it in the Autumn of 2023. If TCP wishes for this to be considered in 2023, they should approach the Parish Council nearer the time.

## **16. Community Concerns**

Cllr Page reported:

- A resident had contacted her regarding recurring anti-social behaviour and a noise complaint. Cllr Page had advised the resident to report it to Maldon District Council.

Cllr Clare reported:

- The use of the Village Larder is increasing and is now assisting approx. 12 families. Thanks were expressed to the volunteers who are doing an excellent job. Some residents using the larder require additional help and have been referred from the Village Larder to Tailors Charity. The Trustees of Tailors Charity have reviewed each application and given grants.

The Chairman reported:

- Recently, a resident contacted him after the recent flash storms; their garage had flooded. The Chairman suggested that the resident take photographs of the area and write to the Parish Council giving information on the issue. The resident could not do this, and the Parish Clerk kindly visited the resident's home that morning to take the photographs and listen to the concerns. The Chairman thanked the Parish Clerk for providing help to the resident. The Clerk advised that the resident would be contacting Cllr Durham directly.

## **17. Dates of the Next Meetings**

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

Tuesday 10<sup>th</sup> January 2023 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 17<sup>th</sup> January 2023 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 17<sup>th</sup> January 2023 – Environment & Amenity Committee – Following Full Council Meeting – Pavilion

The Chairman closed the meeting at 9.53 pm.

Signed.....

Date .....

**Report for Tollesbury Parish Council meeting**  
**on 1<sup>st</sup> December 2022** (report written 30Nov22)

**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](mailto:Cllr.Emma.Stephens@Maldon.gov.uk)

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## 1. PLANNING

**Next planning meetings:** District 2Feb23; North Western 11Jan23.

**Local Development Plan (LDP):** At a meeting on 3Nov22 Members agreed that the Council will continue with the LDP review, but with increased all-member involvement.

**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):** there were 68 public comments but the application was withdrawn by the applicant.

## 2. ROAD SAFETY Local Highways Panel dates as in last report: item c/f

## 3. CRIME AND DISORDER IN TOLLESBURY: Police have held another "Coffee with the Cops" here.

## 4. NEWS

- **Bird flu exclusion zone:** Tollesbury still falls within two (overlapping) 10km exclusion zones, so all poultry and pet birds must still be kept inside, and stringent biosecurity measures must be followed. Please see <https://tinyurl.com/57wad4ts> for rules, and <https://tinyurl.com/59cv584c> for Defra's map.
- **Cost of living support available:**
  - MDC summary: <https://tinyurl.com/6yr3rv2f>.
  - ECC summary: <https://tinyurl.com/yc657hjb>.
  - Community oil buying scheme for Essex, supported by the Rural Community Council of Essex for Essex and delivered by AF Affinity Ltd – see <https://tinyurl.com/2zxjxthe>.
- **Covid and flu vaccination:** As we now approach the last weeks of the vaccination programmes ahead of the peak winter period, eligible residents who are not yet vaccinated are urged to come forward. Please see "Who is eligible, how to obtain, and where to go" at <https://tinyurl.com/fej2zdck>.
- **Dementia-Friendly Community:** Maldon District Council has been accredited as "working to become a dementia-friendly community" – see <https://tinyurl.com/msfvzjix>.
- **Planning pre-application and duty planner services:** Suspension has been extended to 31Mar23 due to lack of staff. NB This does not apply to Major Developments, Strategic Proposals, works to listed buildings, or to trees that are subject to a tree preservation order.

## 5. WOODROLFE GREEN TIDY UP: c/f

Date: 01/12/2022

Tollesbury Parish Council Current Year

Page 1

Time: 16:51

**Bank Reconciliation Statement as at 30/11/2022  
for Cashbook 1 - Tollesbury Bank Accounts**

User: MICHELLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 1	30/11/2022		76,152.97
Deposit Account	30/11/2022		497.36
P/Sector Reserve	31/03/2021		0.00
Coop Current Account 2	30/11/2022		2,412.85
Petty Cash	30/11/2022		29.48
Unity Current Account	30/11/2022		25,358.43
			0.00
			<u>104,451.09</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			104,451.09
<u>Receipts not Banked/Cleared (Plus)</u>			
30/11/2022 057		522.50	
			<u>522.50</u>
			104,973.59
		<b>Balance per Cash Book is :-</b>	<b>104,973.59</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>0.00</b>
<u>Adjustments to Reconciliation</u>			
19/09/2017 ONLINE Colin Elmer		0.00	
19/09/2017 ONLINE Colin Elmer		0.00	
18/04/2019 D/C Morrisons		0.00	
			<u>0.00</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Amenities	4,058.43	683.17	4,741.60
321 EMR Cemetery	0.00		0.00
322 EMR Recreation Ground	4,302.13	4,000.00	8,302.13
323 EMR Unallocated	1,484.64	3,978.34	5,462.98
324 EMR Woodup Pool	1,597.74	495.00	2,092.74
325 EMR Pavilion Project	0.00		0.00
326 EMR Pavilion	0.00		0.00
327 EMR Neighbourhood Plan	3,139.19	200.00	3,339.19
328 EMR Fencing Project	0.00		0.00
329 EMR Woodrolfe Hard	5,435.82	-3,382.86	2,052.96
330 EMR Streetlighting	77.00		77.00
331 EMR Woodup Pool Project	0.00		0.00
332 EMR Play Equipment Project	0.00		0.00
333 Tollesbury Harbour Project	250.00		250.00
334 EMR Website	1,945.00	-1,500.00	445.00
335 EMR Bus Shelter	0.00	1,000.00	1,000.00
	<u>22,289.95</u>	<u>5,473.65</u>	<u>27,763.60</u>

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Wages</u>							
Wages :- Indirect Expenditure	29,581	41,935	12,354	0	12,354	70.5%	0
Net Expenditure	(29,581)	(41,935)	(12,354)				
<u>110 Administration</u>							
1076 Precept	92,600	92,599	(1)			100.0%	
1080 Bank Interest Received	0	0	(0)			0.0%	
1150 Donations	721	0	(721)			0.0%	
1160 Other Income	59	0	(59)			0.0%	
Administration :- Income	93,380	92,599	(781)			100.8%	0
4100 Audit Fees	700	700	0		0	100.0%	
4110 Bank Charges	50	100	50		50	49.6%	
4120 Insurance	3,758	3,200	(558)		(558)	117.4%	
4130 Miscellaneous	176	700	524		524	25.1%	
4140 Office Allowance	520	780	260		260	66.7%	
4150 Photocopier	387	950	563		563	40.7%	
4160 Postage	0	40	40		40	0.0%	
4170 Stationery	9	60	51		51	15.8%	
4180 Subscriptions	1,888	2,200	312		312	85.8%	
4190 Telephone	369	600	231		231	61.4%	
4200 Training	(144)	300	444		444	(48.0%)	
4210 Website	268	725	457		457	37.0%	
Administration :- Indirect Expenditure	7,980	10,355	2,375	0	2,375	77.1%	0
Net Income over Expenditure	85,400	82,244	(3,156)				
<u>120 Amenities</u>							
1100 Allotments Income	1,003	1,062	60			94.4%	
Amenities :- Income	1,003	1,062	60			94.4%	0
4130 Miscellaneous	447	500	53		53	89.3%	
4250 Allotments	592	500	(92)		(92)	118.3%	
4260 Hasler Green	210	360	150		150	58.3%	
4270 Rangers	701	1,400	699		699	50.1%	
4280 Woodrolfe Green	350	600	250		250	58.3%	
4420 Maintenance	124	200	76		76	61.9%	
Amenities :- Indirect Expenditure	2,423	3,560	1,137	0	1,137	68.1%	0
Net Income over Expenditure	(1,420)	(2,498)	(1,078)				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Cemetery</u>							
1110 Fees	2,489	5,000	2,511			49.8%	
Cemetery :- Income	<u>2,489</u>	<u>5,000</u>	<u>2,511</u>			<u>49.8%</u>	<u>0</u>
4130 Miscellaneous	11	100	89		89	10.9%	
4310 Contract	3,792	7,000	3,208		3,208	54.2%	
4320 Skip Fees	0	200	200		200	0.0%	
4330 Water/Sewage Rate	110	100	(10)		(10)	110.2%	
4340 Rates	280	0	(280)		(280)	0.0%	
Cemetery :- Indirect Expenditure	<u>4,193</u>	<u>7,400</u>	<u>3,207</u>	<u>0</u>	<u>3,207</u>	<u>56.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,704)</u>	<u>(2,400)</u>	<u>(696)</u>				
<u>140 Pavilion</u>							
1120 Hire Charge	75	50	(25)			150.0%	
Pavilion :- Income	<u>75</u>	<u>50</u>	<u>(25)</u>			<u>150.0%</u>	<u>0</u>
4330 Water/Sewage Rate	128	250	122		122	51.1%	
4400 Cleaning Items	36	50	14		14	71.4%	
4410 Electricity	398	600	202		202	66.3%	
4420 Maintenance	162	150	(12)		(12)	107.9%	
Pavilion :- Indirect Expenditure	<u>723</u>	<u>1,050</u>	<u>327</u>	<u>0</u>	<u>327</u>	<u>68.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(648)</u>	<u>(1,000)</u>	<u>(352)</u>				
<u>150 Projects</u>							
4500 Amenities	317	1,000	683		683	31.7%	317
4530 Recreation Ground	0	4,000	4,000		4,000	0.0%	
4540 Woodup Pool	4,850	4,260	(590)		(590)	113.8%	4,850
4560 Neighbourhood Plan	0	200	200		200	0.0%	
4590 Woodrolfe Hard	298	0	(298)		(298)	0.0%	298
4610 Unallocated Sum	412	890	478		478	46.3%	412
4650 Bus Shelter	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	<u>5,876</u>	<u>11,350</u>	<u>5,474</u>	<u>0</u>	<u>5,474</u>	<u>51.8%</u>	<u>5,876</u>
Net Expenditure	<u>(5,876)</u>	<u>(11,350)</u>	<u>(5,474)</u>				
6000 plus Transfer from EMR	5,876						
Movement to/(from) Gen Reserve	<u>0</u>						

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Rec Ground</u>							
1130 Pitch Fees	1,426	2,000	574			71.3%	
Rec Ground :- Income	1,426	2,000	574			71.3%	0
4310 Contract	5,032	8,800	3,768		3,768	57.2%	
4420 Maintenance	1,202	2,200	998		998	54.6%	
4710 Pitch	423	500	77		77	84.6%	
Rec Ground :- Indirect Expenditure	6,657	11,500	4,843	0	4,843	57.9%	0
Net Income over Expenditure	(5,231)	(9,500)	(4,269)				
<u>170 Street Clean</u>							
4310 Contract	2,917	5,000	2,083		2,083	58.3%	
4420 Maintenance	57	0	(57)		(57)	0.0%	
Street Clean :- Indirect Expenditure	2,973	5,000	2,027	0	2,027	59.5%	0
Net Expenditure	(2,973)	(5,000)	(2,027)				
<u>180 Street Light</u>							
4410 Electricity	2,603	1,500	(1,103)		(1,103)	173.5%	
4420 Maintenance	396	700	304		304	56.6%	
Street Light :- Indirect Expenditure	2,999	2,200	(799)	0	(799)	136.3%	0
Net Expenditure	(2,999)	(2,200)	799				
<u>190 Woodrolfe Hard</u>							
1110 Fees	787	800	13			98.4%	
Woodrolfe Hard :- Income	787	800	13			98.4%	0
4130 Miscellaneous	261	350	89		89	74.5%	
4730 Rent	430	431	1		1	99.7%	
Woodrolfe Hard :- Indirect Expenditure	690	781	91	0	91	88.4%	0
Net Income over Expenditure	97	19	(78)				
<u>200 Woodup</u>							
4190 Telephone	61	480	419		419	12.8%	
4270 Rangers	0	400	400		400	0.0%	
4310 Contract	140	240	100		100	58.3%	
4420 Maintenance	2,328	1,650	(678)		(678)	141.1%	
4700 Toilet	1,055	1,100	45		45	95.9%	
4760 Litter Collection	271	480	209		209	56.4%	
Woodup :- Indirect Expenditure	3,855	4,350	495	0	495	88.6%	0
Net Expenditure	(3,855)	(4,350)	(495)				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210</u> <u>S137 Expenditure</u>							
4800 Donations	1,133	1,350	217		217	84.0%	
S137 Expenditure :- Indirect Expenditure	<u>1,133</u>	<u>1,350</u>	<u>217</u>	<u>0</u>	<u>217</u>	<u>84.0%</u>	<u>0</u>
Net Expenditure	<u>(1,133)</u>	<u>(1,350)</u>	<u>(217)</u>				
<u>220</u> <u>Other</u>							
4850 Agency Services	1,960	500	(1,460)		(1,460)	392.0%	
4860 Advertising	0	180	180		180	0.0%	
Other :- Indirect Expenditure	<u>1,960</u>	<u>680</u>	<u>(1,280)</u>	<u>0</u>	<u>(1,280)</u>	<u>288.2%</u>	<u>0</u>
Net Expenditure	<u>(1,960)</u>	<u>(680)</u>	<u>1,280</u>				
Grand Totals:- Income	99,159	101,511	2,352			97.7%	
Expenditure	71,044	101,511	30,467	0	30,467	70.0%	
Net Income over Expenditure	<u>28,115</u>	<u>0</u>	<u>(28,115)</u>				
plus Transfer from EMR	5,876						
Movement to/(from) Gen Reserve	<u>33,991</u>						

**TOLLESBURY PARISH COUNCIL**  
**PAYMENTS FOR APPROVAL**

December 2022

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
<b>CO-OPERATIVE BANK - CURRENT ACCOUNT</b>					
16.11.22	D/D	Bulb		Electricity Supply - Pavilion	£43.61
24.11.22	D/D	E.On	IN05118464	Electricity Supply - Streetlights	£467.00
30.11.22	D/D	Utility Warehouse	189106795	Parish Phone	£55.16
01.12.22	D/D	Maldon District Council		Non-Domestic Rates - Cemetery	£33.00
15.12.22	D/D	A & J Lighting Solutions	36803	Monthly maintenance	£67.92
<b>CO-OPERATIVE ACCOUNT - ACCOUNT No. 2</b>					
14.11.22	D/C	Tesco		Cleaning Materials	£10.00
14.11.22	D/C	McAfee		Computer Security - Annual Fee	£99.99
16.11.22	D/D	Adobe		Adobe Monthly Subscription	£12.64
25.11.22	D/C	Amazon		Stationery	£6.75
06.12.22	D/C	SLCC		SLCC - Annual Subscription	£296.00
<b>UNITY TRUST BANK - CURRENT ACCOUNT</b>					
06.12.22		Wages		Staff Wages	£3,322.77
	Online	Essex Pension Fund		Employee and Employer Contributions - Dec 22	£906.84
	Online	HMRC		Tax & NI November 2022	£787.79
	Online	Viking Skips	1307	Civic Amenity Skip	£168.00
			1320	Civic Amenity Skip	£168.00
			1328	Civic Amenity Skip	£168.00
					£504.00
	Online	D W Maintenance	2331	Grounds Maintenance - Cemetery - November	£541.66
			2332	Grounds Maintenance - November	£834.17
					£1,375.83
	Online	S Curtis		Litter Contract	£416.66
	Online	Rialtas	7408	Making Tax Digital Software	£165.00
	Online	Wave	11253431	Water/Sewerage Charges - Pavilion	£129.57
	Online	M & G Fire Protection (Essex) Ltd	9807555	Annual Service - Fire Extinguishers	£128.40
	Online	Punch Construction Ltd	807	Repairs to the War Memorial	£2,612.40
	Online	Tollesbury St Marys PCC		Minutes - Parish Magazine	£140.00
				Church Clock	£30.00
					£170.00
	Online	Phelan Barker	INV-3886	6 Month Maintenance	£180.00
	Online	EALC	16042	Councillor Training - 2 Days - Cllr Page	£216.00
<b>TOTAL</b>					<b>£12,007.33</b>

<b>Payment Breakdown</b>	
Tollesbury Current Account	£666.69
Tollesbury A/c No. 2 Debit Card	£425.38
Unity Trust Bank	£10,915.26
<b>TOTAL</b>	<b>£12,007.33</b>



## Woodup Pool

On Wednesday, 23<sup>rd</sup> November 2022, Cllr Roy Clare (RC) and the Parish Clerk (PC) had an informal onsite meeting with Nick Green (NG) of Green Marine (Boatyard) Ltd (GM(B)L) (Company No: 13793753) (formerly Frost & Drake).

RC advised NG that the Parish Council had in good faith explored various options for relocating the hire toilets at Woodup Pool. RC explained that the Parish Council had discounted reconnection of the toilets to the drainage system that serves the flats; and had narrowed the possibilities to three:

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

RC explained that at the Parish Council meeting on 15<sup>th</sup> November 2022, Councillors discussed estimated costs and agreed that Options 2 and 3 are not affordable. The Parish Council would not be comfortable spending public money to relocate to these areas, particularly in the current cost of living crisis.

RC said that Option 1 is favoured, with the toilets secured by eyebolts and webbing straps. He said that the Parish Council would like to work with NG to arrive at a practical, low-cost solution such that the toilets could be installed and serviced, while at the same time respecting GM(B)L's business objectives.

RC confirmed that the Parish Council is not seeking to establish a formal public right of way across property owned by GM(B)L.

Without prejudice to the long-standing Easement, which describes the Parish Council's right of access to Woodup Pool, RC, NG and PC discussed the modalities of Option 1.

The following matters were explored and agreed, in a spirit of wishing to reach agreement between the Parish Council and NG, for public benefit:

- 1) To enable the lorry to service the toilets, the driver needs to be able to reverse it from the road, along and within 10 feet of the toe of the sea wall, to a point approximately 30 feet from the toilets (Picture 5 – the red arrow, the limit of the length of the suction pipe; exact position to be established after PC has consulted Euroloo).
- 2) To achieve that alignment, the access point from the road needs straightening. Currently, there is a low wooden retaining wall which would need to be removed (and the bank behind it graded) by the Parish Council, at their cost. The old clinker boat currently stored there would not need to be moved (Pictures 1,2 and 3).



- 3) The spoil could be transferred by the Parish Council, at their cost, to the right of the clinker boat and other small craft, nearer the floodgate.
- 4) Vegetation along the toe of the seawall towards the pool would be cut back by the Parish Council, at their cost, to define the edge.
- 5) Once the low wooden retaining wall is removed and the earth works are complete, additional removable bollards would be installed by NG, at his cost, along the roadway to close the gap to unauthorised vehicles.
- 6) Pedestrian access would follow the same alignment from the road, inside the most westerly bollard, along the toe of the seawall, to the beach.
- 7) The surface of the path could be dressed by the Parish Council at their cost, using Type 1, but no further works appear to be necessary.
- 8) The Parish Council will, at their cost, extend its wall at the entrance to the beach area, westwards to a point 10 feet from the toe of the sea wall.
- 9) NG would, at his cost, insert a removeable bollard at the entrance to the beach area in the existing socket (Picture 4, circled, where PC stands).
- 10) For the convenience of Parish Council contractors, removeable bollards by the roadway and at the beach would be secured by carabiner hook.

Without liability, NG would use best endeavours to keep the access clear and available for maintenance of the pool; and PC would consult NG in advance about organisers' requests for additional access (including, for example, for public events in the pool).

Given mutual *good will* regarding access, the resulting re-alignment of the route along the toe of the seawall would enable the Parish Council to undertake year-round maintenance of the pool, including regular servicing of the toilets during the summer season (May through September); and would be sufficient to meet needs arising for public events from time to time.

### **ACTIONS**

**PC:** confirm with Euroloo that the revised arrangements and widths are workable from the point of view of their drivers and operational vehicles; and confirm the suction hose length.

**NG:** confirm that the above notes are a true, accurate and acceptable record of the discussion and agreed outcomes.

**RC:** subject to PC/NG above, RC to report back to Parish Council for discussion and ratification.

**PC:** once approved by Parish Council, obtain quotes for requisite works, including tie-down points for toilets; to complete in time for the 2023 season.



**TOLLESBURY**  
PARISH  
COUNCIL

**PICTURE 1**





**TOLLESBURY**  
PARISH  
COUNCIL

**PICTURE 2**





**TOLLESBURY**  
PARISH  
COUNCIL

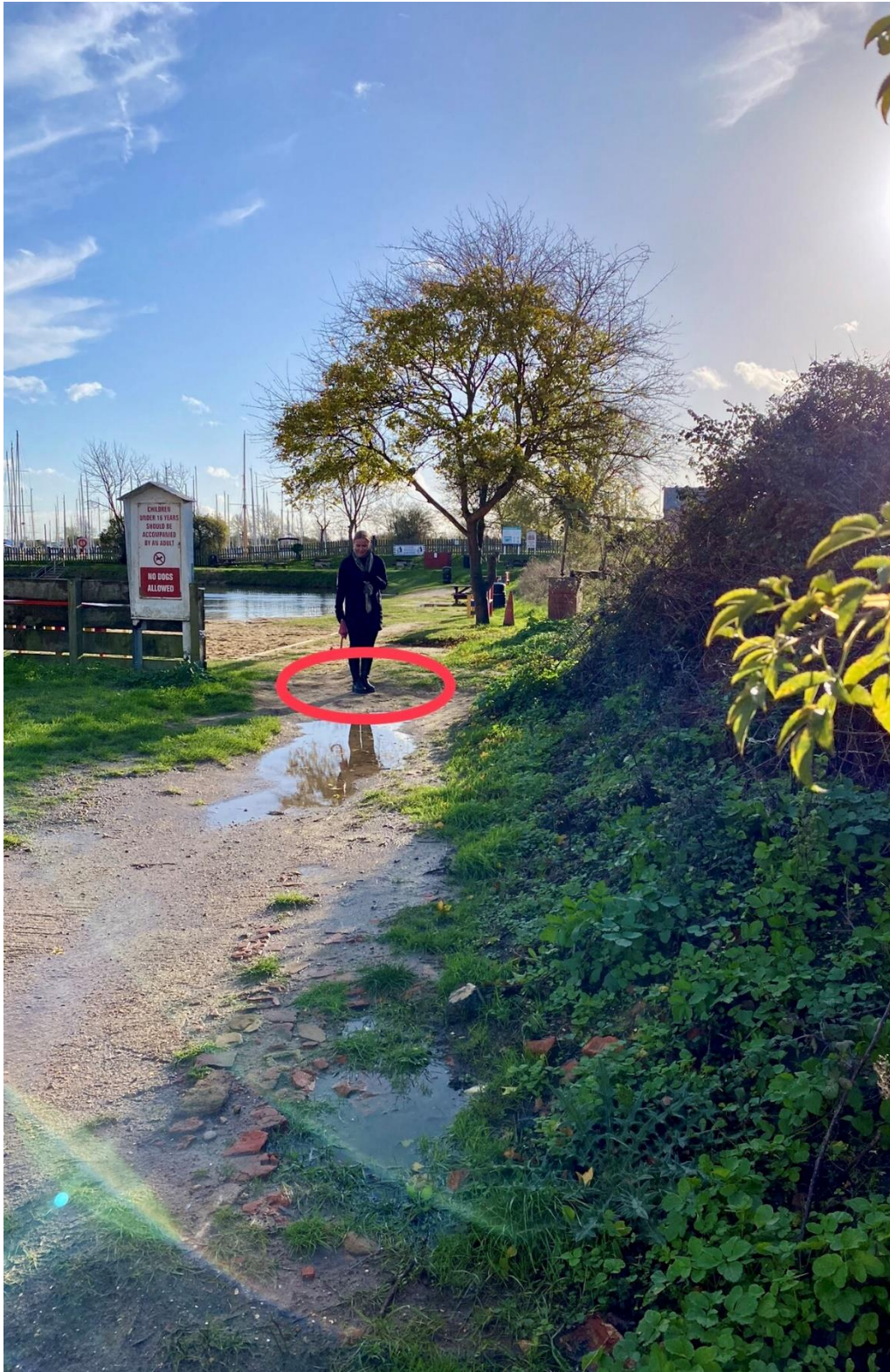
**PICTURE 3**





**TOLLESBURY**  
PARISH  
COUNCIL

**PICTURE 4**





**TOLLESBURY**  
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**PICTURE 5**



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