

Present: Cllrs Bell, Clare, Ferneyhough, Hawes, Lowther, Page, Rogers

In the Chair: Cllr Plater - Chairman

Clerk: Michelle Curtis

Also Present: 2 members of the public

1. Apologies for Absence

There were apologies for absence from Cllrs Chambers, Goldie and St Joseph.

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

2. Declarations of Interest

The Chairman declared interests as follows:

- Personal and prejudicial interest in agenda item 6.1, planning application FUL/MAL/22/01182 PP-11705862, as his company Plater Claiborne are the agent for the application.

3. Public Forum

There were no comments from the members of the public.

4. County Councillors and District Councillors

There were no County or District Councillors present.

5. Minutes of the Meeting held on the 6th December 2022

Resolved: the Minutes of the Parish Council Meeting held on 6th December 2022 be approved as a true and accurate record of the meeting. Proposed Cllr Page, seconded Cllr Hawes. Unanimously agreed.

The Chairman signed the Minutes.

6. Planning

6.1 Planning Applications

Application No: HOUSE/MAL/22/01191 PP-11723940

Proposal: Proposed two storey side extension

Location: 1 Sceptre Close Tollesbury

Resolved: Unanimously agreed to recommend approval of this application.

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

Resolved: Unanimously agreed to recommend approval of this application on the assumption that it is not a listed building, as no further information has been provided.

In accordance with the declaration disclosed, the Chairman left the meeting. Cllr Lowther, the Vice-Chairman, took the chair.

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

Resolved: Unanimously agreed to recommend approval of this application.

The Chairman returned to the meeting.

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6.3 Applications Withdrawn

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 – None received

6.5 Planning Appeal Decisions – None received

6.6 Tree Preservation Orders for information – None received

7. Climate Change

There were no matters to discuss.

8. Finance Committee

8.1 Draft Minutes

The draft minutes of the Finance Committee Meeting held on 7th December 2022 were received and noted.

8.2 Proposal from the Finance Committee

Resolved: Unanimously agreed to approve the proposal from the Finance Committee as follows:

- 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 installing 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.

9. Budget/Precept 2023/24

9.1 Proposed fees for 2023/24

Resolved: to approve the Fees for 2023/24 as proposed by the Finance Committee (Appendix A). Proposed Cllr Lowther, seconded Cllr Ferneyhough, unanimously agreed.

9.2 Proposed budget and precept for 2023/24

The Full Council agreed to the proposed Precept of £107,510 for 2023/24, an increase of £14,910, a 16.10% increase against 2022/23. The cost per household based on a Band D property as per MDC is £107.19, an increase of £14.49, 15.63% against 2022/23 (Appendix B).

In line with electricity inflationary costs, it was necessary to increase the budget for the cost of electricity as follows:

- Street Lighting - £500 per month - £6,000 per annum – (the last invoice for electricity was £467.00). The budget for this item in 2022/23 was £1,500.
- Pavilion - £100 per month - £1,200 per annum. The budget for this item in 2022/23 was £600.

Resolved: to approve the Budget/Precept for 2023/24 as proposed by the Finance Committee. Proposed Cllr Lowther, seconded Cllr Ferneyhough, unanimously agreed.

10. Recreation Ground – Kick Wall

Resolved: Unanimously agreed to accept the updated quotation from Gamart Engineering for a bespoke kick wall at the Recreation Ground. The new quotation was for £2,610 + VAT.

The cost of this new equipment will be funded as follows:

- £1,000 transferred from the Bus Shelter Earmarked Fund
- £1,500 already set aside by the Recreation Ground Committee
- Any shortfall and the painting of goals on the new equipment would come from the Unallocated Earmarked Fund.

11. Relocation of Toilets – Woodup Pool

11.1 Proposed Memorandum of Understanding (MoU)

Councillors considered the proposed draft MoU and agreed to some minor amendments.

Action: Cllr Clare to amend the MoU. Once amended, the MoU will be sent to Green Marina (Boatyard) Limited (formerly Frost and Drakes), for agreement.

Action: Once the MoU has been agreed upon with Green Marina (Boatyard) Limited, it will be sent to Holmes & Hills Solicitors for review.

The MoU will then be presented to the Full Council at the meeting on 10th January 2023.

11.2 Quotation for works required for access to Woodup Pool

To be deferred until the MoU has been approved.

12. Neighbourhood Plan – Public Event

12.1 Update on the Public Event

The Clerk reported that she had discussed the possibility of having two public events for an update on the Neighbourhood Plan and Community Led Housing with Laura Atkinson of the RCCE.

Laura has confirmed that she would be happy to attend two events in the village as follows:

Friday 10th March 2023 – 10.00 am – 11.30 am – The Centre

Friday 10th March 2023 – 7.00 pm – 8.30 pm – The Centre

The Clerk confirmed she had made the hall bookings.

12.2 Communications Strategy

Action: Clerk to request paper and digital versions from Laura of a poster advertising the public events.

Action: Cllrs Hawes, Rogers and the Parish Clerk to work together to advertise and promote the event.

13. The Hangout

Cllr Rogers advised that they needed documentation from Essex Youth Services to ensure all necessary policies were in place before starting The Hangout. Until this information is received, The Hangout is on hold and will be reviewed in the new year.

14. EALC – Training Calendar

The 2023 Training Calendar from the EALC was received and noted.

15. Parish Magazine

Resolved: Unanimously agreed to proceed with Option 2 for the advertisement of the Pavilion in the Parish Magazine.

16. Administration

Environment & Amenity Committee – The Clerk reported that a meeting of the Neighbourhood Plan Steering Group and the Parish Council had been arranged for 17th January 2023 after the Full Council Meeting. This meeting was to discuss the Housing Needs Survey, which will be distributed in mid-March 2023. An Environment and Amenity Committee meeting had also been planned for 17th January 2023.

As there were no significant concerns for discussion by the Environment and Amenity Committee, Councillors agreed to postpone this meeting.

17. Community Concerns

Cllr Ferneyhough reported:

- A resident had suggested that the Parish Council consider installing lights at the Recreation Ground.

Councillors felt that the installation of lights at the Recreation Ground was beyond the Parish's means.

18. Public Bodies (Admission to Meetings) Act 1960

Resolved: Due to the confidential personnel and contractual nature of the business to be transacted, the meeting would be closed to the press and the public.

The Clerk left the meeting.

19. Employment Matters

Councillors reviewed the office allowance Clerk – (confidential report 03-22/23).

20. Public Bodies (Admission to Meetings) Act 1960

Resolved: to open the meeting to the press and public.

The Clerk returned 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 – Postponed

The Chairman closed the meeting at 9.16 pm.

Signed.....

Date

Review of Fees and Charges for 2023/2024

	Actual 2021/22	Actual 2022/23	2023/24
RECREATION GROUND			
<i>(to take effect from start of 2023/24 season)</i>			
Senior Football Clubs – per match	46.00	47.00	49.00
Junior Football Club – per match (full pitch)	25.00	26.00	27.00
(9-a-side pitch)	22.00	23.00	24.00
(mini-soccer pitch)	17.00	18.00	19.00
Football Training (Evenings – use of lights)	9.00	P.O.A	P.O.A
 WOODROLFE HARD			
<i>(increases to take effect from 1st April 2023)</i>			
	<i>(all fees inclusive of VAT)</i>		
Annual Dinghy Mooring Fee	50.00	52.00	60.00
 ALLOTMENTS			
<i>(increase to take effect from 1st October 2023)</i>			
Rent per year – Full Plot	35.00	36.50	42.00
Rent per year – Half Plot	25.00	26.50	30.50
 PAVILION			
<i>(increases to take effect from 1st April 2023)</i>			
Per Session (morning, afternoon, evening)	25.00	25.00	30.00
Per Hour	10.00	10.00	12.00
Deposit (at Clerk's discretion)	50.00	50.00	50.00
Special Group Charge (on application)	P.O.A	P.O.A	P.O.A
 WOODROLFE GREEN			
Annual Rent (Baden-Powell Headquarters)	3.00	3.00	3.00

	Actual	Actual	
	2021/22	2022/23	2023/24
BURIAL GROUND (Increases to take effect 1st April 2023)			
PART 1 – INTERMENTS			
For any interment in a grave	412.00	450.00	600.00
For the interment of cremated remains in a grave	126.00	140.00	190.00
PART 2 - EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES			
Exclusive Right of Burial for 100 years in an earthen grave	676.80	680.00	900.00
Transfer of exclusive rights of burial	30.00	40.00	56.00
PART 3 - WALLED GRAVES AND VAULTS			
These are no longer allowed			
PART 4 - MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS			
To erect or place on grave in respect of which the exclusive right of burial has been granted			
A flat stone not exceeding 7 feet by 3 feet laid flush with the ground.	230.00	230.00	305.00
A headstone or a headstone and footstone not exceeding 4 feet in height maximum	247.20	247.20	330.00
A vase not exceeding 24 inches in height	83.20	83.20	110.00
A tablet on any grave	83.20	83.20	110.00
The fees indicated for the various heads of this Part include the first inscription			
For each inscription after the first	66.00	67.00	90.00
Kerb stones or border stones are not allowed			
PART 5 - GARDEN OF REMEMBRANCE			
For the interment of ashes in a plot 3 feet by 3 feet	151.00	235.00	315.00
For the purchase of a rose tree (with maintenance for 5 years)	58.00 plus VAT	168.00 plus VAT	228.00 Plus VAT
For a plaque with inscription	90.00 plus VAT	P.O.A	P.O.A

BURIAL FEES FOR NON-RESIDENTS ARE DOUBLED
NO CHARGE FOR UNDER 18's

TOLLESBURY PARISH COUNCIL ACCOUNTS ANALYSIS BUDGETS 2023/24
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	2022/2023 Budget	2023/2024 Budget
Recurring Expenditure		
Admin	10355.00	11408.00
Amenities	3560.00	4350.00
Cemetery	7400.00	7385.00
Pavilion	1050.00	1875.00
Rec Ground	11500.00	11800.00
Street Clean	5000.00	5000.00
Street Light	2200.00	6700.00
Wages	41935.00	51137.34
Woodrolfe Hard	781.00	790.00
Woodup Pool	4350.00	4335.00
S137 Expenditure	1350.00	1500.00
Other - Agency - Advertising	680.00	4120.00
Total of Estimated Recurring Expenditure	90161.00	110400.34
Income		
Amenities - Allotments	1061.50	1200.00
Cemetery - Fees	5000.00	5865.00
Pavilion - Hire Charge	50.00	75.00
Rec Ground - Pitch Fees	2000.00	2500.00
Woodrolfe Hard - Fees	800.00	900.00
Agency Service	0.00	2950.00
Grants	0.00	0.00
Bank Interest	0.00	0.00
Total of Estimated Income	8911.50	13490.00
Recurring Expenditure Less Income	81249.50	96910.34
Non-Recurring Expenditure		
Amenities	1000.00	1600.00
Bus Shelter Project	1000.00	0.00
Recreation Ground	4000.00	5000.00
Woodup Pool	4260.00	3000.00
Neighbourhood Plan	200.00	1000.00
Woodrolfe Hard	0.00	0.00
Streetlighting	0.00	0.00
Website	0.00	0.00
Unallocated Sum	890.00	0.00
Total of Estimated Non-Recurring Expenditure	11350.00	10600.00
Net Precept Sum	92599.50	107510.34
Council Tax - 2022/2023 - Band D (Precept divided by Tax Base /998.9)	92.70	
Council Tax - 2023/2024 - Band D (Precept divided by Tax Base /1003.0)		107.19

**TOLLESBURY PARISH COUNCIL
ACCOUNTS ANALYSIS
BUDGETS 2023/24**

Payments		Cost Centre	2021/2022 Actual	2022/2023 Budget	Actual To Date as at 30/11/22	2023/2024 Budget	
Admin - 110	Audit Fees	4100	700.00	700.00	700.00	700.00	
	Bank Charges	4110	97.00	100.00	50.00	100.00	
	Insurance	4120	3060.00	3200.00	3758.00	3758.00	
	Misc	4130	822.00	700.00	176.00	500.00	
	Office Allowance	4140	780.00	780.00	520.00	1500.00	
	Photocopier	4150	840.00	950.00	387.00	950.00	
	Postage	4160	42.00	40.00	0.00	40.00	
	Stationery	4170	59.00	60.00	9.00	60.00	
	Subscriptions	4180	2263.00	2200.00	1888.00	2100.00	
	Telephone	4190	546.00	600.00	369.00	600.00	
	Training	4200	335.00	300.00	-144.00	300.00	
	Website Maintenance	4210	1310.00	725.00	268.00	800.00	
	ADMIN TOTAL			10854.00	10355.00	7981.00	11408.00
	Amenities - 120	Allotments	4250	197.00	500.00	592.00	1000.00
Allotment Maintenance		4420	0.00	200.00	124.00	200.00	
Hasler Green		4260	360.00	360.00	210.00	450.00	
Misc		4130	760.00	500.00	447.00	500.00	
Rangers		4270	1262.00	1400.00	701.00	1500.00	
Woodrolfe Green		4280	600.00	600.00	350.00	700.00	
AMENITIES TOTAL			3179.00	3560.00	2424.00	4350.00	
Cemetery - 130	Contract	4310	6500.00	7000.00	3792.00	6700.00	
	Misc	4130	96.00	100.00	11.00	100.00	
	Skip Fees	4320	0.00	200.00	0.00	0.00	
	Water Rates	4330	71.00	100.00	110.00	150.00	
	Rates	4340	301.00	0.00	280.00	435.00	
CEMETERY TOTAL			6968.00	7400.00	4193.00	7385.00	
Pavilion - 140	Cleaning Items	4400	39.00	50.00	36.00	60.00	
	Electricity	4410	498.00	600.00	398.00	1200.00	
	Maintenance	4420	309.00	150.00	162.00	355.00	
	Internet		0.00	0.00	0.00	0.00	
	Water/Sewage	4330	219.00	250.00	128.00	260.00	
PAVILION TOTAL			1065.00	1050.00	724.00	1875.00	
Projects - 150	Amenities	4500	3271.00	1000.00	317.00	1600.00	
	Bus Shelter Project	4650	0.00	1000.00		0.00	
	Recreation Ground	4530	4200.00	4000.00		5000.00	
	Woodup Pool	4540	1560.00	4260.00	4850.00	3000.00	
	Neighbourhood Plan	4560	469.00	200.00		1000.00	
	Woodrolfe Hard	4590	225.00	0.00	298.00	0.00	
	Streetlighting	4600	419.00	0.00		0.00	
	Website	4640	940.00	0.00		0.00	
	Unallocated Sum	4610	0.00	890.00	412.00	0.00	
PROJECTS TOTAL			11084.00	11350.00	5877.00	10600.00	
Rec Ground - 160	Contract	4310	8299.00	8800.00	5032.00	8700.00	
	Maintenance	4420	1910.00	2200.00	1202.00	2600.00	
	Pitch	4710	82.00	500.00	423.00	500.00	
REC. GROUND TOTAL			10291.00	11500.00	6657.00	11800.00	

**TOLLESBURY PARISH COUNCIL
ACCOUNTS ANALYSIS
BUDGETS 2023/24**

Payments		Cost Centre	2021/2022 Actual	2022/2023 Budget	Actual To Date as at 30/11/22	2023/2024 Budget
Street Clean - 170	Contract	4310	5000.00	5000.00	2917.00	5000.00
STREET CLEAN TOTAL			5000.00	5000.00	2917.00	5000.00
Street Light - 180	Electricity	4410	858.00	1500.00	2603.00	6000.00
	Maintenance	4420	623.00	700.00	453.00	700.00
STREET LIGHT TOTAL			1481.00	2200.00	3056.00	6700.00
Wages - 110	Caretaker/Toilet	4010				
	Clerk	4000				
	Litter Picker	4020				
	Pensions	4040				
	PAYE/NIC					
WAGES TOTAL			43953.00	41935.00	29581.00	51137.34
Woodrolfe Hard - 190	Misc	4130	275.00	350.00	261.00	350.00
	Rent	4730	431.00	431.00	430.00	440.00
WOODROLFE HARD TOTAL			706.00	781.00	691.00	790.00
Woodup - 200	Contract	4310	240.00	240.00	140.00	265.00
	Telephone	4190	496.00	480.00	61.00	0.00
	Gen. Maintenance	4420	750.00	1650.00	2328.00	1500.00
	Litter Collection	4760	235.00	480.00	271.00	480.00
	Rangers	4270	105.00	400.00	0.00	440.00
	Water Testing		0.00	0.00	0.00	400.00
	Toilets	4700	550.00	1100.00	1055.00	1250.00
WOODUP TOTAL			2376.00	4350.00	3855.00	4335.00
S137 Expend - 210	Donations	4800	2080.00	1350.00	1133.00	1500.00
S137 EXPEND TOTAL			2080.00	1350.00	1133.00	1500.00
Other - 220	Agency Services	4850	3360.00	500.00	1960.00	3640.00
	Advertising	4860	210.00	180.00	0.00	480.00
OTHER TOTAL			3570.00	680.00	1960.00	4120.00
TOTAL			102607.00	101511.00	71049.00	121000.34

Receipts		Cost Centre	2021/2022 Actual	2022/2023 Budget	Actual To Date as at 30/11/22	2023/2024 Budget
Amenities - 120	Allotments	1100	1015.00	1061.50	1003.00	1200.00
Cemetery - 130	Fees	1110	5888.00	5000.00	2489.00	5865.00
Pavilion - 140	Hire Charge	1120	95.00	50.00	75.00	75.00
Rec. Ground - 160	Pitch Fees	1130	3813.00	2000.00	1426.00	2500.00
Woodrolfe Hard - 190	Fees	1110	675.00	800.00	787.00	900.00
Bank	Interest		0.00	0.00		0.00
Grants/Donations			1510.00	0.00	780.00	0.00
Agency Services			2950.00	0.00		2950.00
TOTAL			15946.00	8911.50	6560.00	13490.00

PRECEPT (Expenditure less Income) 92599.50 107510.34