

**Present:** Cllrs Bell, Fernyhough, Goldie, Page, St Joseph

**In the Chair:** Cllr Plater – Chairman

**Clerk:** Michelle Curtis

**Also Present:** District Councillor Stephens and Thompson  
5 Members of the public

**1. Apologies for Absence**

There were apologies for absence from Cllrs Clare, Hawes, Inwood, and Rogers.

**2. Declarations of Interest**

There were no declarations of interest disclosed.

**3. Public Forum**

A resident stated that Gigaclear had recently carried out works in Estuary Mews and had left a mess behind. It had been two weeks since Gigaclear carried out the work. The resident had reported to Gigaclear but had no response.

**Action:** Clerk to report to her contact at Gigaclear.

A resident raised the following points:

- 1) At the meeting on 16<sup>th</sup> May 2023, the Chairman stated that the Neighbourhood Plan Steering group is not a Committee of the Parish Council. If they are not a member of the Parish Council, why are all the minutes of their meetings posted on the Parish Council website?

The Chairman advised that a few Parish Councillors sit on the Neighbourhood Plan Steering Group, and using the Parish Council website facility was easier. The Clerk stated that the Parish Council website was used for Neighbourhood Plan documents to allow residents to keep up to date with what was going on with the Neighbourhood Plan.

The resident stated that with Neighbourhood Plan information on the Parish Council website, it gives the impression that the group is part of Tollesbury Parrish Council.

- 2) The actual minutes of the group have the Tollesbury Parish Council Logo, which again gives the impression that the group is part of Tollesbury Parish Council. The Chairman stated that the comment was noted.
- 3) The resident stated that this leads to the Terms and Conditions of the Tollesbury Parish Council website. You can use the logo and description only for personal use, and the logo cannot be used outside of personal use. The Chairman stated that the point was noted.
- 4) As far as he knew, there are three Councillors on the Neighbourhood Plan Steering Group. Do they now have to register a disclosable interest as they are not on a Parish Council Committee but on another Committee, and therefore should those interests be registered.?

**Action:** The Chairman agreed to look into further

A resident thanked the Parish Council for dealing with the recent issue at the pool. The Chairman reported that following the last meeting, the Parish Council took the following action to address the issues at the pool:

It is believed that the weed had blown to the edge of the pool, and the weather events the week beforehand had caused the issue.

FACT had pumped the water to disturb the substance away from the edge of the pool, pushing it back into the pool so that it was suspended and emptied the pool at the same time.

FACT then refilled the pool during the early hours of 21<sup>st</sup> June 2023.

A private laboratory carried out a water test. Thanks were expressed to a resident who collected the sample bottles from Sudbury and Cllr Page, who delivered the samples to Writtle.

The results returned good, the pool could re-open, and the Woodup Pool could go ahead.

The resident stated that as part of the emergency planning for the Woodup Pool Event, Woodrolfe Green area was considered for use but could not be used. Is the Parish Council happy that criteria for using Woodrolfe Green have been established? Who decides who uses Woodrolfe Green? Is it the paddocks or the Parish Council? Maybe some negotiation must occur between the Parish Council and the neighbouring property.

**Action:** The Chairman reported that the Parish Council and the neighbouring property need a discussion to address this issue.

The resident said that the Parish Council would be discussing the 20s Plenty Campaign, is the Parish Council satisfied that everyone in the village is aware of the campaign?

The Chairman advised that those who attended the Annual Parish Assembly felt it was a campaign we should support.

**Action:** If agreed to proceed with supporting the campaign, the Clerk would post information on the Parish Council Facebook page and website.

A resident stated that several posters for the Woodup Pool Event were displayed around the village and requested that these be removed now that the event had occurred.

**Action:** Clerk to raise with the Woodup Pool event Organisers.

#### 4. **County Councillors and District Councillors**

The report from Cllr Stephens was received and noted.

Cllr Stephens reported that she had sent an email (Appendix A) about the Local Highways Panel Applications earlier that day. The Clerk had forwarded the email to Councillors. The email advised that Cllr Durham had asked that we list Tollesbury's Local Highways Panel applications in priority order.

**Action:** Councillors to forward directly to Cllr Stephens their priority list.

Cllr Stephens advised that following the last meeting, she had asked Maldon District Council (MDC) what happens to the money from RAMS (Recreational Avoidance Mitigation Strategy) and was told that Chelmsford City Council manages the fund and Tollesbury gets a net benefit.

**Action:** Councillors are to forward any specific questions to Cllr Stephens, and she would be happy to find out information.

Cllr St Joseph advised that he attended the Essex County Forum the previous week and indicated to Gary Sung from Chelmsford that Tollesbury Parish Council would welcome a discussion on the subject, citing our high visitor numbers and current wardening scheme.  
**Action:** Cllr St Joseph to forward the contact details of Gary Sung to Cllr Stephens.

## 5. Minutes of the Meetings held on the 20<sup>th</sup> June 2023

**Resolved:** the Minutes of the Parish Council Meeting held on 20<sup>th</sup> June 2023 be approved as a true and accurate record of the meeting. Proposed Cllr Ferneyhough, seconded Cllr Goldie. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

## 6. Finance

### 6.1 Monthly Financial Report

The Financial Reports, as of the 30<sup>th</sup> June 2023, were presented to the Council (Appendix B).

Councillors received the following monthly financial reports:

**Bank Reconciliation** – The closing balance of £107,150.48

**Expenditure to date** – Budget £121,000 - Actual to date £23,633

**Income to date** – Budget £121,000 (including Precept £107,510) Actual to date £59,986

**Earmarked Funds** – Closing balance £30,869.51 – Net movement £5,794.05

The Clerk reported:

- £233.16 received from Unity Trust Bank for the interest of the Instant Access Savers Account.
- £140 received from a resident towards the Parish Council's contribution to the Local Highways Panel application to reduce the speed limit to 20mph outside Tollesbury Primary School. The Clerk advised that she had allocated the money to the Earmarked Reserve Unallocated Fund.
- £904.05 received from the Woodup Pool Event Team – additional income from the event is expected to be received in July. The Clerk said she had allocated the money to the Earmarked Reserve Woodup Pool Fund.

The Chairman signed the Reports.

### 6.2 Payments

The items for payment totalling £9,296.18 were presented for approval (Appendix C).

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

## 7. Planning

### 7.1 Planning Applications

Application No: HOUSE/MAL/23/00386/ PP-12021165 and LBC/MAL/23/00387 PP-12021165

Proposal: Sole plate and timber frame repairs. Insulation and Savolit carrier board applied to exposed timber frame sections with Lime render products to be used over carrier board, colour matched lime wash to be applied to freshly rendered area.

Location: Rolls Farm 3 Prentice Hall Lane Tollesbury

**Resolved:** Unanimously agreed to recommend approval of this application.

At this stage, Cllr Stephens declared an interest and left the meeting.

Application No: TCA/MAL/23/00612 PP-12246871

Proposal: T1 - Cyprus - Fell

Location: The Stables East Street Tollesbury

**Resolved:** Unanimously agreed to recommend approval of this application.

Cllr Stephens returned to the meeting.

Application No: HOUSE/MAL/23/00577 PP-12221666

Proposal: Front porch

Location: 11 Orchard Close Tollesbury

**Resolved:** Unanimously agreed to recommend approval of this application.

Application No: LDP/MAL/23/00575 PP-12220658

Proposal: Claim for lawful development certificate for proposed demolition of existing rear extension and erection of a single storey rear extension.

Changes to fenestration

Location: 49 North Road Tollesbury

**Resolved:** Unanimously agreed to recommend approval of this application.

### 7.2 Planning Decision

HOUSE/MAL/23/00422 - 6 Kings Walk – Approved

### 7.3 Planning Appeals – None received.

### 7.4 Planning Appeal Decisions – None received.

### 7.5 Tree Preservation Orders for information – None received

## 8. Recreation Ground

### 8.1 Verbal Report from the Recreation Ground Committee

The Clerk reported that the Annual Play Equipment Inspection report had been received and circulated to the Recreation Ground Committee. It will be discussed by the Recreation Ground Committee when they meet on Monday 21<sup>st</sup> August 2023.

### 8.2 Monthly Inspection Report

The Monthly Inspection Report dated 25/06/23 was received. It was reported that a small hole had been dug near the youth shelter.

### **8.3 Agreements with the Football Teams**

Councillors reviewed the proposed amendments to the 2022/23 Agreement for 2023/24.

**Action:** Clerk to ask the FA and Sports England if they can provide a template agreement between a Parish Council and Football Clubs.

### **8.4 Meeting with the FA**

The Clerk reported that on Tuesday 27<sup>th</sup> June 2023, she had attended a meeting with Ben Thornett, Community Health and Wellbeing Officer - MDC, Fred Compton, Tollesbury Juniors Football Club (TJFC) Chairman and two FA representatives.

The purpose of the meeting was to discuss what funding opportunities are available for grassroots football. TJFC had already secured funding for pitch maintenance. There is possible funding from the FA for improvements to the Pavilion, but this would require some funds from the Parish Council.

The next step forward is for Parish Council members, Football Club Representatives and Ben Thornett representatives to meet to brainstorm ideas. A meeting has been arranged for Thursday 27<sup>th</sup> July 2023, at 7 pm in the Pavilion.

## **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**

The next meeting of the Committee is scheduled for 2<sup>nd</sup> August 2023.

## **10. Woodrolfe Hard**

### **10.1 Verbal Report from the Woodrolfe Hard Committee**

Cllr St Joseph reported that the Committee had met the previous evening. A copy of the draft minutes will be available at the meeting on 1<sup>st</sup> August 2023.

## **11. Woodup Pool**

### **11.1 Draft Minutes**

The draft minutes of the Woodup Pool Committee Meeting held on 5<sup>th</sup> June 2023 were received and noted.

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

The Clerk reported the following Woodup Pool Event 2023 on behalf of Cllr Hawes:

- It was a very successful event with a good turnout on the day. A mix of ages which evolved over the course of the event.
- There were four medical issues which the organisers appropriately managed.
- RubyDoos sold out of food towards the end.
- Scoff Your Face sold all of their cakes.
- The Sailing Club were slightly disappointed by their sales but may have misjudged the audience. They will be given more guidance at the planning stage of future events.
- Woodrolfe Flats were very happy with the measures put in place following issues at the Jubilee event, which proved successful.

- There were issues with the Marina toilets with some mindless mess and damage caused. It is unclear if this was by campers who had the code or event attendees who found out the code or tailgated campers into the toilets. As sand was put down drains, it was clear it was people who'd been to the pool at some point.
- A 'mop up' meeting is planned for 12<sup>th</sup> July 2023. The group will discuss the issue at the Marina and potential solutions proposed for future events.
- The final total raised was £2,134

## 12. Datum Attitude Brewing

To be deferred to the next meeting when the Directors of Datum Attitude Brewing could attend a Parish Council meeting to give an update on their proposal.

## 13. Allotments

The Chairman reported that an informal meeting with some Allotment Tenants was held on Friday 30<sup>th</sup> June 2023. Nine representatives from the Allotments, Cllrs Bell, Page and Rogers, the Parish Clerk and himself were in attendance.

The tenants requested that they be consulted when work at the Allotments is being proposed. The Chairman advised them that it would be very difficult to consult with everyone, as there are many conflicting views.

The Chairman stated that the Parish Council has an obligation to maintain the boundaries and boundary paths.

The Chairman suggested that an Allotment Tenant stand as a non-voting Environment & Amenity Committee member.

A Tenant agreed to consider this but would first consult with the other Allotment Tenants. Once a decision had been made, the Tenant would contact the Clerk.

## 14. Heritage Boards

Councillors considered the request for a Heritage Board to be installed inside the bus shelter.

The Chairman advised that Tollesbury Climate Partnership (TCP) had been given permission to use the proposed area.

**Action:** Chairman to ask TCP if they still wish to use the area inside the bus shelter.

**Action:** Chairman to look at alternative areas on the bus shelter where the board could be installed on the outside of the bus shelter.

## 15. Tollesbury Climate Partnership (TCP)

Andrew Gilbert, Chairman of the School Governors, reported that TCP had raised £250k, which had unlocked the £400k funding from the government for decarbonising the school project.

There were various visitors to the school today, including Look East and Anglia News.

At this stage, Cllr St Joseph declared an interest as he was a local food producer.

Councillors considered the request from TCP and were very supportive of what they were trying to achieve.

**Action:** Clerk to write to TCP to suggest they ask the local food producers to contribute towards the food labels. The Parish Council may then consider some match-funding.

However, as match-funding had not been budgeted, the Parish Council could not consider any additional grant to TCP until the 6-month review of the Parish Council's accounts had been carried out.

## **16. Local Council Award**

The Clerk had circulated information on the Local Council Award Scheme.

**Resolved:** Unanimously agreed to apply for the Local Council Award Foundation Level. Due to the deadline for Local Council Award Applications being on 8<sup>th</sup> September 2023, the Parish Council would aim for submission of their application in early 2024.

## **17. 20s Plenty Speed Reduction Campaign**

### **17.1 Draft Proposal for 20mph in Essex**

The draft proposal for 20mph in Essex, distributed by the EALC and the letter from Tolleshunt D'Arcy Parish Council encouraging parishes to join the campaign were received and noted.

### **17.2 20mph Speed Limit**

Councillors required further information and agreed to defer this item to the next agenda.

**Action:** Cllr Stephens to forward a copy of the recorded presentation to Councillors.

### **17.3 Essex County Council**

To be deferred to the next meeting.

## **18. Police/Community Protection Officers (CPOs)**

### **18.1 Police**

The Police Reports (confidential) were received and noted.

### **18.2 CPO Report for May 2023**

The report for May 2023 was received. It was noted that 1 PCN (Penalty Charge Notice) and 2 VMO (Vehicle Move-On) were issued during the May patrols.

## **19. Administration**

Meetings have been arranged as follows:

Wednesday 26<sup>th</sup> July 2023 – 7 pm via Zoom - DLP Planning – developer for the site South of Carrington Farm – Parish Councillors and Neighbourhood Plan Steering Group

Thursday 27<sup>th</sup> July 2023 – 7 pm in the Pavilion – Football/Pavilion Project – Football Teams, Ben Thornett, Parish Council Representatives

Monday 7<sup>th</sup> August 2023 – 7 pm in the Pavilion – Housing Needs Survey Report – Parish Councillors and Neighbourhood Plan Steering Group

Wednesday 16<sup>th</sup> August 2023 – 7 pm via Zoom – GNL Strategic – developer for the site Land adjacent to West Street – Parish Councillors and Neighbourhood Plan Steering Group

## 20. Community Matters

Cllr Page reported the following:

- A Station Road resident had made two reports to MDC regarding late night/early morning noise disturbance. Cllr Page had advised the resident to keep reporting incidents to MDC.

Cllr Bell reported:

- A Heddinghams Bus Driver had approached him regarding overhanging trees on Tollesbury Road.

**Action:** Clerk to write to Heddingham to advise that the Bus Driver had approached a Parish Councillor. Clerk to request that Heddingham supply the Parish Council with further information if they required assistance in dealing with the matter.

Cllr Fernyhough reported:

- It had come to his attention that the list of Parish Councillors on the reports in the Parish Magazine was incorrect.

**Action:** Clerk to arrange for this to be updated.

Cllr Goldie reported:

- There had been reports of a youth driving around the fields on a motorbike. Cllr Goldie was advised to encourage people to report incidents to Essex Police.

## 20. Dates of the Next Meetings

Tuesday 1<sup>st</sup> August 2023 – Full council Meeting – 7.30 pm – Pavilion

Wednesday 2<sup>nd</sup> August 2023 – Environment and Amenity Committee – 7.30 pm – Pavilion

Monday 21<sup>st</sup> August 2023 – Recreation Ground Committee – 7.30 pm – Recreation Ground

The Chairman closed the meeting at 9.50 pm.

Signed.....

Date .....



## Tollesbury Local Highways Panel Requests

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### Prioritising Tollesbury's LHP requests

Cllr Mark Durham has asked Tollesbury to prioritise its LHP requests. To help with this I've summarised them below and I ask you to consider the priorities of the five in yellow.

### List of LHP requests

Eight LHP requests have been raised as shown overleaf. A map on the last page shows the location of each request.

- One request has been approved: to install a “village gateway” to alert drivers to the speed limit (2, in green below).
- Two requests may transfer to South Essex Parking Partnership: West Street parking improvement (3) and prohibit parking across the flood barrier (7) – both in grey below.
- The other five requests are:
  - 1: 20mph limit throughout Tollesbury (this is separate from the “20's Plenty” scheme that is being suggested through other, non-LHP mechanisms for outside the school).
  - 4: Traffic priority scheme at the Kings Head, High Street.
  - 5: Traffic priority scheme at Dove Cottage, East Street.
  - 6: School crossing: alternative measures to a patrol, East Street.
  - 8: Traffic priority scheme east of Tollesbury school, East Street.
- It is accepted that all of these schemes together may not be necessary, and could even counteract each other, so a professional assessment is requested to determine which of these in combination would achieve the best outcomes for pedestrians and occupiers of the surrounding homes and businesses.
- If all five were to be implemented, then in ascending order of priority they are:
  - 1: 20mph limit throughout Tollesbury (this is separate from the “20's Plenty” scheme that is being suggested through other, non-LHP mechanisms for outside the school).
  - 4: Traffic priority scheme at the Kings Head, High Street.
  - 5: Traffic priority scheme at Dove Cottage, East Street.
  - 6: School crossing: alternative measures to a patrol, East Street.
  - 8: Traffic priority scheme east of Tollesbury school, East Street.

Need to decide our  
priorities and put these in  
our preferred order

## Tollesbury Local Highways Panel Requests

#	File	Summary	Problem	Preferred solution	Status / Priority
1	Tollesbury01.20 is Plenty.Village-wide	Introduce 20mph limit throughout village	<p>At 30mph traffic is noisy, frightening, and damaging to buildings and people, and poses a risk to our children.</p> <p>Police survey found average speed 22.3 mph at Tollesbury School, so qualifies for 20mph.</p> <p>Bus stop at Square is final stop on route, so buses reverse through crossroads here - while children are trying to cross, often with delivery lorries parked on the bend.</p> <p>Bakery pavement &lt;600mm wide: too narrow for pedestrians to shelter safely from traffic.</p> <p>King's Head bay window stands in the road with no pavement around it: periodically struck by vehicles.</p> <p>Dove Cottage prominent position: hit by vehicles.</p> <p>Residents hit by over-hanging wing-mirrors.</p> <p>Tollesbury cottages &lt;1 metre from road so residents disturbed by shaking and traffic noise.</p>	<p>Stopping distance for average car halves from 23 metres at 30mph to 12 metres at 20mph so 20mph throughout Tollesbury requests. This will:</p> <p>Improve safety of children crossing B1023 to school, and of all who cross the B1023 at Station Road / Church Street junction;</p> <p>Reduce impact on pedestrians who are hit by overhanging wing-mirrors by Bakery and Dove Cottage;</p> <p>Reduce impact of vehicle strikes on the King's Head and Dove Cottage;</p> <p>Reduce noise; make village a more pleasant place to live, walk and shop;</p> <p>Reduce disturbance to residents and buildings from shaking</p>	

## Tollesbury Local Highways Panel Requests

#	File	Summary	Problem	Preferred solution	Status / Priority
2	Tollesbury02. Speeding. West St	Slow traffic entering Tollesbury	<p>Where the speed limit changes from de-restricted to 30mph, Police speed check resulted in "15 interactions with drivers, many issued with tickets for driving over 30mph".</p> <p>Further police monitoring shows average speed here &gt;30mph, and an 85th centile of 36mph.</p> <p>As a result, this area now on the police regular monitoring plan.</p>	Traffic calming at 30mph sign – eg "gateway" lateral fences, countdown markers, vehicle-activated speed signs, "Police speed check area" signs	Approved – funded from 2022-23 Q4 but won't actually be delivered until this money becomes available – ie after Wickham Bishops bridge improvement
3	Tollesbury03. Restricted visibility. West St	Switch parking to opposite side of West Street to enable visibility to oncoming traffic	<p>B1023 West Street is main route into Tollesbury. Leads towards industrial estate, used by HGVs etc.</p> <p>Residents park in road as little off road parking. By custom on the north side between Garage and North Road junction - inside slight bend – so drivers can't see oncoming traffic.</p> <p>Vehicles go on pavement or reverse, endangering pedestrians and especially cyclists.</p>	<p>Assessment to see if switching parking to south side would improve visibility.</p> <p>If so, friendly communication with residents could work instead of parking restrictions.</p>	Transfer to South Essex Parking?
4	Tollesbury04. Narrow road at Kings Head. High St	Traffic priority scheme at Kings Head	<p>Bakery pavement &lt;600mm wide, so pedestrians can't shelter from B1023 traffic.</p> <p>Road at King's Head too narrow for a central white line, but no priority signs.</p> <p>No pavement beside King's Head; bay window stands directly in the road and is struck by vehicles.</p> <p>High footfall here – route to GP surgery, bakery, bus stop, market stalls, other shops.</p>	Assessment requested to see if a build-out, or raised / painted road surface, with priority for oncoming traffic would help stop vehicle strikes and provide pedestrian safety	
5	Tollesbury05. Narrow road at Dove Cott. East St	Traffic priority scheme at Dove Cottage	<p>Dove Cottage stands proud of surrounding houses, road narrows, and house is periodically struck by vehicles.</p> <p>Pavement too narrow here for pedestrians to shelter from traffic.</p>	Assessment to see if a build-out with priority for oncoming traffic would stop vehicle strikes and provide pedestrian safety.	

## Tollesbury Local Highways Panel Requests

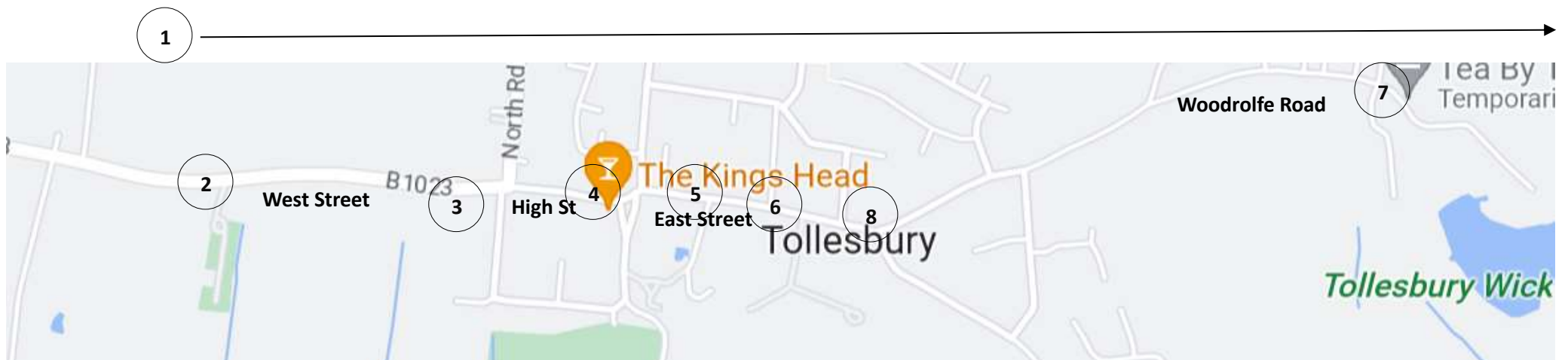
#	File	Summary	Problem	Preferred solution	Status / Priority
6 v1	Tollesbury06. School crossing patrol.East St	School crossing patrol	School is on B1023, on opposite side from Thurstable estate, so most children cross road to get to school.  No patrol or assisted crossing, pavement crowded at drop- off / pick-up times.  B1023 leads towards Industrial Estate, so HGVs etc.  Children v aware; 18 of them have written to TPC for action. Even year 5 / 6 children about to start secondary are not practising walking to school alone due to safety fears.	Improve safety of children crossing B1023.  Enable older children to walk to school alone in preparation for travelling to secondary school	Essex Highways survey concludes too few conflicts between vehicles and pedestrians to warrant a crossing patrol, but suggests that a priority scheme may help, so LHP request 08 therefore raised.  Also, this request (6) has been amended as below
6 v2	Tollesbury06. School crossing patrol.East St.Amendme nt	School crossing: alternative measures to a patrol	As per 6 (original)	As a patrol has been ruled out (see 6, original, above), alternative measures:  20mph speed limit at school; Flashing lights; Speed sensors; Markings to make the road appear narrower; A different road surface	
7	Tollesbury07. Flood gate road markings.Wo odrolfe Rd	Prohibit parking across tidal flood barrier 24x7x365	The tidal flood barrier has a single yellow line and a sign that bars parking only at certain times.  But tidal flooding can be time, and parking across the barrier would prevent it being shut.	<b>Double yellow lines</b> across the flood barrier  <b>Signs:</b> "Tidal flood barrier: no parking at any time".	Transfer to South Essex Parking?

## Tollesbury Local Highways Panel Requests

#	File	Summary	Problem	Preferred solution	Status / Priority
8	Tollesbury08. Priority scheme east of school.East St	Traffic priority scheme east of Tollesbury school	School Crossing Patrol survey found the volume of traffic and pedestrians do not meet the criteria for a School Crossing Patrol  But the report says this area might benefit from a priority lane or other speed reduction / traffic management measures	Investigation to see if a priority lane or other speed reduction / traffic management measures would improve road safety outside the school; a report describing the recommendations; implementation of recommendations.	

## Map showing locations of requests

1. 20mph limit throughout village
2. Slow traffic entering Tollesbury
3. Switch parking to opposite side of West Street to enable visibility to oncoming traffic
4. Traffic priority scheme at Kings Head
5. Traffic priority scheme at Dove Cottage
6. School crossing: alternative measures to a patrol
7. Prohibit parking across tidal flood barrier 24x7x365
8. Traffic priority scheme east of Tollesbury school



Date: 02/07/2023

Tollesbury Parish Council Current Year

Page 1

Time: 09:07

**Bank Reconciliation Statement as at 30/06/2023  
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	30/06/2023		34,039.01
Deposit Account	30/06/2023		500.17
P/Sector Reserve	31/03/2021		0.00
Coop Current Account 2	30/06/2023		3,183.01
Petty Cash	30/06/2023		1.24
Unity Current Account	30/06/2023		19,193.89
			0.00
Unity Instant Access Saver Acc	30/06/2023		50,233.16
			<u>107,150.48</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<u>0.00</u>
			107,150.48
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			107,150.48
		<b>Balance per Cash Book is :-</b>	<b>107,150.48</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>0.00</b>
<b><u>Adjustments to Reconciliation</u></b>			
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>

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Amenities	2,164.60	-310.00	1,854.60
321 EMR Cemetery	0.00		0.00
322 EMR Recreation Ground	9,302.13	2,390.00	11,692.13
323 EMR Unallocated	5,462.98	140.00	5,602.98
324 EMR Woodup Pool	2,092.74	2,574.05	4,666.79
325 EMR Pavilion Project	0.00		0.00
326 EMR Pavilion	0.00		0.00
327 EMR Neighbourhood Plan	3,228.05	1,000.00	4,228.05
328 EMR Fencing Project	0.00		0.00
329 EMR Woodrolfe Hard	2,052.96		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	445.00		445.00
335 EMR Bus Shelter	0.00		0.00
	<u>25,075.46</u>	<u>5,794.05</u>	<u>30,869.51</u>

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

## 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	11,295	51,137	39,842	0	39,842	22.1%	0
Net Expenditure	(11,295)	(51,137)	(39,842)				
<u>110 Administration</u>							
1076 Precept	53,755	107,510	53,755			50.0%	
1080 Bank Interest Received	235	0	(235)			0.0%	
1150 Donations	904	0	(904)			0.0%	904
1160 Other Income	1,640	0	(1,640)			0.0%	140
1200 Grants Received	0	2,950	2,950			0.0%	
Administration :- Income	56,535	110,460	53,925			51.2%	1,044
4100 Audit Fees	300	700	400		400	42.9%	
4110 Bank Charges	25	100	75		75	24.8%	
4120 Insurance	79	3,758	3,679		3,679	2.1%	
4130 Miscellaneous	163	500	337		337	32.6%	
4140 Office Allowance	375	1,500	1,125		1,125	25.0%	
4150 Photocopier	170	950	780		780	17.9%	
4160 Postage	0	40	40		40	0.0%	
4170 Stationery	19	60	41		41	32.3%	
4180 Subscriptions	1,157	2,100	943		943	55.1%	
4190 Telephone	138	600	462		462	23.0%	
4200 Training	0	300	300		300	0.0%	
4210 Website	0	800	800		800	0.0%	
Administration :- Indirect Expenditure	2,427	11,408	8,981	0	8,981	21.3%	0
Net Income over Expenditure	54,108	99,052	44,944				
6001 less Transfer to EMR	1,044						
Movement to/(from) Gen Reserve	53,064						
<u>120 Amenities</u>							
1100 Allotments Income	27	1,200	1,174			2.2%	
1110 Fees	(27)	0	27			0.0%	
Amenities :- Income	0	1,200	1,200			0.0%	0



## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Miscellaneous	0	500	500		500	0.0%	
4250 Allotments	37	1,000	963		963	3.7%	
4260 Hasler Green	60	450	390		390	13.3%	
4270 Rangers	0	1,500	1,500		1,500	0.0%	
4280 Woodrolfe Green	120	700	580		580	17.1%	
4420 Maintenance	0	200	200		200	0.0%	
Amenities :- Indirect Expenditure	217	4,350	4,133	0	4,133	5.0%	0
Net Income over Expenditure	(217)	(3,150)	(2,933)				
<u>130 Cemetery</u>							
1110 Fees	1,950	5,865	3,915			33.2%	
Cemetery :- Income	1,950	5,865	3,915			33.2%	0
4130 Miscellaneous	0	100	100		100	0.0%	
4310 Contract	1,117	6,700	5,583		5,583	16.7%	
4330 Water/Sewage Rate	145	150	5		5	96.9%	
4340 Rates	134	435	301		301	30.8%	
Cemetery :- Indirect Expenditure	1,396	7,385	5,989	0	5,989	18.9%	0
Net Income over Expenditure	554	(1,520)	(2,074)				
<u>140 Pavilion</u>							
1120 Hire Charge	120	75	(45)			160.0%	
Pavilion :- Income	120	75	(45)			160.0%	0
4330 Water/Sewage Rate	145	260	115		115	55.9%	
4400 Cleaning Items	16	60	44		44	26.6%	
4410 Electricity	76	1,200	1,124		1,124	6.3%	
4420 Maintenance	12	355	343		343	3.5%	
Pavilion :- Indirect Expenditure	250	1,875	1,625	0	1,625	13.3%	0
Net Income over Expenditure	(130)	(1,800)	(1,670)				
<u>150 Projects</u>							
4500 Amenities	0	1,600	1,600		1,600	0.0%	1,910
4530 Recreation Ground	0	5,000	5,000		5,000	0.0%	2,610
4540 Woodup Pool	1,330	3,000	1,670		1,670	44.3%	1,330
4560 Neighbourhood Plan	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	1,330	10,600	9,270	0	9,270	12.5%	5,850
Net Expenditure	(1,330)	(10,600)	(9,270)				
6000 plus Transfer from EMR	5,850						
Movement to/(from) Gen Reserve	4,520						

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

## 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	611	2,500	1,889			24.4%	
Rec Ground :- Income	<u>611</u>	<u>2,500</u>	<u>1,889</u>			24.4%	0
4310 Contract	1,298	8,700	7,402		7,402	14.9%	
4420 Maintenance	0	2,600	2,600		2,600	0.0%	
4710 Pitch	78	500	423		423	15.5%	
Rec Ground :- Indirect Expenditure	<u>1,376</u>	<u>11,800</u>	<u>10,424</u>	0	10,424	11.7%	0
Net Income over Expenditure	<u>(765)</u>	<u>(9,300)</u>	<u>(8,535)</u>				
<u>170 Street Clean</u>							
4310 Contract	833	5,000	4,167		4,167	16.7%	
Street Clean :- Indirect Expenditure	<u>833</u>	<u>5,000</u>	<u>4,167</u>	0	4,167	16.7%	0
Net Expenditure	<u>(833)</u>	<u>(5,000)</u>	<u>(4,167)</u>				
<u>180 Street Light</u>							
4410 Electricity	867	6,000	5,133		5,133	14.5%	
4420 Maintenance	170	700	530		530	24.3%	
Street Light :- Indirect Expenditure	<u>1,037</u>	<u>6,700</u>	<u>5,663</u>	0	5,663	15.5%	0
Net Expenditure	<u>(1,037)</u>	<u>(6,700)</u>	<u>(5,663)</u>				
<u>190 Woodrolfe Hard</u>							
1110 Fees	770	900	130			85.6%	
Woodrolfe Hard :- Income	<u>770</u>	<u>900</u>	<u>130</u>			85.6%	0
4130 Miscellaneous	0	350	350		350	0.0%	
4730 Rent	0	440	440		440	0.0%	
Woodrolfe Hard :- Indirect Expenditure	<u>0</u>	<u>790</u>	<u>790</u>	0	790	0.0%	0
Net Income over Expenditure	<u>770</u>	<u>110</u>	<u>(660)</u>				
<u>200 Woodup</u>							
4270 Rangers	0	440	440		440	0.0%	
4310 Contract	40	265	225		225	15.1%	
4420 Maintenance	2,093	1,500	(593)		(593)	139.6%	
4700 Toilet	780	1,250	470		470	62.4%	
4760 Litter Collection	0	480	480		480	0.0%	
4770 Water Testing	0	400	400		400	0.0%	
Woodup :- Indirect Expenditure	<u>2,913</u>	<u>4,335</u>	<u>1,422</u>	0	1,422	67.2%	0
Net Expenditure	<u>(2,913)</u>	<u>(4,335)</u>	<u>(1,422)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 S137 Expenditure</u>							
4800 Donations	0	1,500	1,500		1,500	0.0%	
S137 Expenditure :- Indirect Expenditure	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,500)</u>	<u>(1,500)</u>				
<u>220 Other</u>							
4850 Agency Services	560	3,640	3,080		3,080	15.4%	
4860 Advertising	0	480	480		480	0.0%	
Other :- Indirect Expenditure	<u>560</u>	<u>4,120</u>	<u>3,560</u>	<u>0</u>	<u>3,560</u>	<u>13.6%</u>	<u>0</u>
Net Expenditure	<u>(560)</u>	<u>(4,120)</u>	<u>(3,560)</u>				
Grand Totals:- Income	59,986	121,000	61,014			49.6%	
Expenditure	23,633	121,000	97,367	0	97,367	19.5%	
Net Income over Expenditure	<u>36,352</u>	<u>0</u>	<u>(36,352)</u>				
plus Transfer from EMR	5,850						
less Transfer to EMR	1,044						
Movement to/(from) Gen Reserve	<u>41,158</u>						

TOLLESBURY PARISH COUNCIL  
PAYMENTS FOR APPROVAL

July 2023

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
<b>CO-OPERATIVE BANK - CURRENT ACCOUNT</b>					
26.06.23	D/D	Npower	IN07209047	Electricity Supply - Streetlights	£315.38
30.06.23	D/D	Utility Warehouse	198819109	Parish Phone	£55.16
01.07.23	D/D	Maldon District Council		Non-Domestic Rates - Cemetery	£43.00
15.07.23	D/D	A & J Lighting Solutions	37374	Monthly maintenance	£67.92
<b>CO-OPERATIVE ACCOUNT - ACCOUNT No. 2</b>					
12.06.23	D/C	Costco		Cleaning Materials	£19.18
16.06.23	D/C	Adobe	IEE2023006439571	Adobe Monthly Subscription	£16.64
23.06.23	D/C	Amazon		HI-Vis Vests - Woodup Pool Event	£27.98
23.06.23	D/C	David J Miller		One Day Event Insurance - Woodup Pool	£78.97
26.06.23	D/C	Amazon		Document Storage Boxes	£23.26
26.06.23	D/C	Dropbox		Annual Subscription	£95.88
<b>UNITY TRUST BANK - CURRENT ACCOUNT</b>					
30.06.23	D/D	Unity Trust Bank		Bank Charges	£24.81
04.07.23		Wages		Staff Wages	£2,339.90
	Online	HMRC		Tax & NI - June 2023	£947.85
	Online	Essex Pension Fund		Employee and Employer Contributions - July	£870.34
	Online	D W Maintenance	2414	Grounds Maintenance - Cemetery - June	£558.33
			2415	Grounds Maintenance - June	£787.92
					£1,346.25
	Online	S Curtis		Litter Contract	£416.66
	Online	Viking Skips	1474	Civic Amenity Skip	£168.00
			1495	Civic Amenity Skip	£168.00
			1506	Civic Amenity Skip	£168.00
					£504.00
	Online	Phelan Barker Ltd	INV-3988	Website - 6 Month Maintenance	£180.00
	Online	Bonz Cairey Ltd	4908	Woodup Pool - Additional sand	£605.70
			4906	Cemetery - Filling of potholes	£492.00
					£1,097.70
	Online	Tollesbury Community Assoc.	PH2311	Hall Hire	£28.00
	Online	Tollesbury Climate Partnership		Grant	£500.00
	Online	FACT	19877	Hose kit for salt pool wash down and 2x water testing	£224.70
	Online	RCCE		Annual Subscription Fees	£72.60
<b>TOTAL</b>					<b>£9,296.18</b>

<b>Payment Breakdown</b>	
Tollesbury Current Account	£481.46
Tollesbury A/c No. 2 Debit Card	£261.91
Unity Trust Bank	£8,552.81
<b>TOTAL</b>	<b>£9,296.18</b>