



Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on **Tuesday 17th October 2023**, 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

10th October 2023

Councillors: S Plater (Chairman), S Hawes (Vice-Chairman), M Bell,
R Clare, A Ferneyhough, P Gilbert, L Goldie, L Inwood, 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

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)

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 3rd October 2023

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 Essex County Council's website (www.essex.gov.uk).

To consider planning applications received from Essex County Council including the following:

Application No: 23/00880/FUL PP-12431397

Proposal: Retrospective change of use of an agricultural building to industrial use

Location: Land At Garlands Farm Tollesbury Road

Application No: 23/00713/VAR PP-12321682

Proposal: Variation of conditions 12 (principle access), 15 (footway) and 16 (dropped kerb pedestrian crossings) on approved planning permission 21/00702/FUL (Create residential specialist neighbourhood for older people, consisting of 25 dwellings and community hub building, with associated landscaping and infrastructure)

Location: Land North Of 48 Woodrolfe Road Tollesbury

Application No: 23/00900/HOUSE

Proposal: Installation of air source heat pump

Location: 12 Church Street Tollesbury

6.2 Planning Decisions

To receive notification of planning decisions from Maldon District Council.

LDP/MAL/23/00719 - 22 Sceptre Close – Approved

LBC/MAL/23/00695 - Fellowship Afloat Charity Trust Yacht Store D Woodrolfe Road – Refused

LBC/MAL/23/00693 - Fellowship Afloat Charity Trust Yacht Store D Woodrolfe Road – Approved

SCR/MAL/23/00555 - Land Opposite Prentice Hall Farm Prentice Hall Lane – EIA not required

TCA/MAL/23/00815 - Victory Recreation Ground Elysian Gardens – Approved

PDE/MAL/23/00819 - May Cottage Waterworks Road – Prior approval is required and granted

6.3 Planning Appeals

To receive notification of Planning Appeals from Maldon District Council.

6.4 Planning Appeal Decisions

To note appeal decisions made by the Planning Inspectorate

Appeal Ref: APP/X1545/W/23/3315464

Application Number: OUT/MAL/22/00237

Location: Land East of Guisnes Lodge, Chapel Road, Tolleshunt D'Arcy

Decision – Appeal dismissed

6.5 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 and Policy

To consider the proposals from the Finance and Policy Committee

8.1 Earmarked Reserves

To approve the proposed movement of Earmarked Reserves

8.2 Earmarked Reserves – Tollesbury Harbour Project

To approve the proposal to use the funds held in the Earmarked Reserve Tollesbury Harbour Project to purchase a memorial bench with the Parish Council making up the shortfall.

8.3 Asset Register

To approve the proposal to purchase the Asset Inventory Facility on the Rialtas Accounting Software.

8.4 Co-option Policy

To adopt the amended Co-Option Policy V2.0

9. Commemorative Plaque

To consider purchasing a plaque to commemorate The King's Coronation

10. Royal British Legion

10.1 Remembrance Day

To receive information on the Remembrance Day Service and Parade (Sunday 11th November 2023), and consider giving a donation for a poppy wreath.

10.2 Closure of the Club

To receive information on the announced closure of the British Legion Club

11. Tailler Charity

To receive a briefing document from the Tailler Charity

12. Essex Association of Local Councils (EALC)

To receive the response from the EALC in relation to the enquiries raised by two Members of the Public at the Full Council meeting on 5th September 2023.

13. Administration

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

14. Community Matters

To receive information only or note future agenda items

15. Dates of the Next Meetings

Tuesday 17th October 2023 – Full Council Meeting – 7.30pm – Pavilion

Tuesday 7th November 2023 - Full Council Meeting – 7.30pm – Pavilion

Monday 13th November 2023 – Woodrolfe Hard Committee – 7.30pm – Pavilion

Tuesday 21st November 2023 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 21st November 2023 – Environment & Amenity Committee –
Following the 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 22nd September 2023



LDP/MAL/23/00719 Tollesbury East

Claim for lawful development certificate for a proposed extension to existing rear facing dormer. Removal of chimney.
22 Sceptre Close Tollesbury Maldon Essex
(UPRN - 100090563850)
Mr & Mrs C Westley

APPROVE subject to the following conditions:-

REASON FOR APPROVAL

The proposed extension to existing rear facing dormer and the removal of a chimney would fall within the tolerances of Classes B and G of Part 1 to Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) and therefore would be permitted development.

INFORMATIVE

The applicant is advised that for the above works to be permitted development, the materials used for the proposed roof extension must be of a similar appearance to those used in the construction of the exterior of the existing dwellinghouse.

Officer: Lisa Greenwood
Dated : 21/09/2023

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 29 September 2023



LBC/MAL/23/00695 Tollesbury East

Installation of PV panels to 4 No Sail Loft buildings and re roofing the sail lofts in darker colour coated corrugated tin sheet to compliment colour of chosen PV panel
Fellowship Afloat Charity Trust Yacht Store D Woodrolfe Road Tollesbury
(UPRN - 010013997210)
Mr A Eastham

REFUSE for the following reason:-

The proposed development would result in notable 'less than substantial harm' to the significance of the listed buildings. The public benefits of the proposal do not outweigh the harm. The proposal would be contrary to policies D3 of the Maldon District Local Plan, the National Planning Policy Framework and Section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Officer: Juliet Kirkcaldy
Dated : 27/09/2023

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 29 September 2023



LBC/MAL/23/00693

Tollesbury East

Addition of PV panels to boatyard, workshop and WC block roofs
Fellowship Afloat Charity Trust Yacht Store D Woodrolfe Road Tollesbury
(UPRN - 010013997210)
Mr A Eastham

GRANT LISTED BUILDING CONSENT subject to the following conditions:-

1 **CONDITION**

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

REASON

To comply with Section 18(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended).

2 **CONDITION**

The works hereby permitted shall be carried out in complete accordance with approved drawings:

2302-01 Location Plan
2302-02 Block Plan
2302-03 Existing Plans and Elevations
2302-04 REV A Proposed Plans and Elevations

REASON

To ensure that the works are carried out in accordance with the details as approved.

3 **CONDITION**

Details of the design, appearance and type of photovoltaic panels to be installed shall be submitted to and approved in writing by the Local Planning Authority prior to installation and carried out in accordance with the approved details.

REASON

In the interest of the character and appearance of the area in accordance with policies D1 and D3 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

Officer: Juliet Kirkcaldy
Dated : 27/09/2023

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 29 September 2023



SCR/MAL/23/00555 Tollesbury West

Request for a Screening Opinion to determine the requirement for an Environmental Impact (EIA) on outline planning application 23/00548/OUT
Land Opposite Prentice Hall Farm Prentice Hall Lane Tollesbury Essex
(UPRN - 010000236650)
Obsidian Strategic

EIA NOT REQUIRED

Officer: Devan Hearnah
Dated : 22/09/2023

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 29 September 2023



TCA/MAL/23/00815 Tollesbury West
T10,T11 - Poplar - Fell
Victory Recreation Ground Elysian Gardens Tollesbury Essex
(UPRN - 010000236606)
Mrs Michelle Curtis - Parish Clerk

ALLOWED TO PROCEED

Officer: Lisa Greenwood
Dated : 28/09/2023

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 29 September 2023



PDE/MAL/23/00819 Tollesbury East

Rear extension which would extend beyond the rear wall of the original house by 6.23m, maximum height of 4m and the maximum height to the eaves of 3m.

May Cottage Waterworks Road Tollesbury Maldon

(UPRN - 100091259552)

Mr Justin Hobden

PRIOR APPROVAL IS REQUIRED AND GRANTED

INFORMATIVE

The applicant is advised that for the above works to be permitted development, the materials used for the proposed roof extension must be of a similar appearance to those used in the construction of the exterior of the existing dwellinghouse.

The porch as shown on drawing 22.199-05 Rev C is not included as part of this assessment.

Officer: Lisa Greenwood

Dated : 28/09/2023

Appeal Decision

Site visit made on 10 July 2023

by G Dring BA (Hons) MA MRTPI MAUDE

an Inspector appointed by the Secretary of State

Decision date: 15 September 2023

Appeal Ref: APP/X1545/W/23/3315464

Land east of Guisnes Lodge, Chapel Road, Tolleshunt d'Arcy CM9 8TW

- The appeal is made under section 78 of the Town and Country Planning Act 1990 against a refusal to grant outline planning permission.
 - The appeal is made by Messrs Jack & Joseph Ramsey against the decision of Maldon District Council.
 - The application Ref OUT/MAL/22/00237, dated 2 July 2022, was refused by notice dated 15 September 2022.
 - The development proposed is residential development of up to 4 no. dwellings and associated works (all matters reserved).
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Decision

1. The appeal is dismissed.

Preliminary Matters

2. The planning application is in outline with all matters reserved. An access arrangement is identified on submitted drawing no. 1990/22/01. However, given access is reserved for later consideration, this is treated as indicative only.
3. When this appeal was submitted, the Council was unable to identify a five year housing land supply. However, the Council has recently completed a Monitoring Report confirming its view that it can now demonstrate a 6.35 year housing land supply (18 May 2023). The appellant has been given the opportunity to comment and I have determined the appeal accordingly.

Main Issues

4. The main issues are:
 - whether the site represents a suitable location for the proposed development, having regard to access to services and facilities and private car ownership;
 - the effect of the proposal on the character and appearance of the area; and
 - the effect of the proposal on protected species and priority habitat sites.

Reasons

Location

5. The appeal site comprises an area of grass land located between two detached dwellings with frontage onto Chapel Road. There are other sporadic elements of

built form to the east, but the overall group of built form is detached from the nearest settlement of Tolleshunt d'Arcy and is therefore located in open countryside. Policy S1 of the Maldon District Approved Local Development Plan 2014 – 2029 July 2017 (LDP) seeks to deliver housing growth in the most sustainable locations, minimising the need to travel and where travel is necessary, prioritising sustainable modes of transport.

6. Policy S1 also states that where relevant policies are out of date at the time of making a decision, the Council will grant permission unless material considerations indicate otherwise and that account will be taken if any adverse impacts of granting permission would significantly and demonstrably outweigh the benefits, when assessed against the policies of the National Planning Policy Framework (the Framework) taken as a whole; or specific policies in the Framework indicate that development should be restricted.
7. Policy S8 of the LDP sets out the locational strategy and seeks to ensure that the majority of new development is located within defined settlement boundaries, the Garden Suburbs and the Strategic Allocations. Policy S8 does set out a range of exceptions where planning permission would be granted for development outside of the settlements, where the intrinsic beauty of the countryside is not adversely impacted upon. None of these exceptions listed under Policy S8 directly apply to the appeal proposal for market housing.
8. Exception m) set out under Policy S8 states that planning permission will be granted for 'other development proposals that are in compliance with policies within the LDP, neighbourhood plans and other local planning guidance' where the intrinsic character and beauty of the countryside is not adversely impacted upon. The appellant asserts that exception m) means that the section of Policy S1 that refers to the grant of permission unless material considerations indicate otherwise where policies are out of date is engaged. I will return to this matter later in my decision.
9. I am also referred to Policy H4 of the LDP which amongst other things, supports backland and infill development, on a site by site basis taking into account local circumstances, context and the overall merit of a proposal. However, Policy H4 does not set out or guide the acceptability of locations for development but seeks to ensure the efficient and effective use of land and advocates a design led approach to developments. This policy does not in my view override the locational strategy set out under Policy S8 of the LDP.
10. The appellant asserts that the proposal would make use of land currently under-used and landlocked. I note that the site is not currently developed, however, that in itself does not mean that it is under-used. A more effective use of land should also safeguard and improve the environment in line with the requirements of paragraph 119 of the Framework. I am not convinced that the site is landlocked, given the appeal site benefits from frontage onto Chapel Road along the northern boundary.
11. Paragraphs 78 and 79 of the Framework recognise the need for planning decisions to be responsive to local circumstances in relation to rural housing and that where there are groups of smaller settlements, development in one village may support services in a village nearby. However, whilst the appeal site is located adjacent to other dwellings, it is situated in a countryside location and not within a village.

12. The appellant states that paragraph 80 of the Framework, dealing with isolated homes in the countryside, does not apply to the appeal proposal given the proximity of the site to other built form. Having regard to the Braintree case cited by the appellant I am inclined to agree. However, that does not offer positive support for the appeal proposal.
13. Policy T2 of the LDP states that development proposals should, where relevant to the development involved, provide safe and direct walking and cycling routes to nearby services, facilities and public transport where appropriate.
14. I acknowledge that paragraph 105 of the Framework states that opportunities to maximise sustainable transport solutions will vary between urban and rural areas. It may be the case that some future occupants would choose to work from home for some or all of their working week, and suitably fast and reliable broadband connections may make this possible. I accept that this could help to reduce the number of car journeys made by future occupants, although, this working arrangement cannot be controlled.
15. There would also still be a need for future occupants to access day to day services and facilities, such as schools, doctors, dentists, shops, leisure and sports. The appeal site is removed from the nearest settlements and I have not been made aware of any public transport options in close proximity to the appeal site.
16. The closest settlement to the appeal site is Tolleshunt d’Arcy, less than 1km away. This settlement is identified under Policy S8 as a smaller village which contains few or no services and facilities, with limited or no access to public transport and very limited or no employment opportunities. The appellant states that there is a primary school located in Tolleshunt d’Arcy and that a daily bus service is available but that the timings of the provision are fairly infrequent.
17. Tollesbury is the next closest settlement to the appeal site and is identified as a larger village with a limited range of services and opportunities for employment, retail and education which serves a limited local catchment and contains a lower level of access to public transport. The appellant asserts that facilities within the main village are less than 1.6km away from the appeal site, that there is good visibility along the road, sufficient width and that the road is generally lightly trafficked given its rural nature. The appellant also states that the Potters Five Lakes resort is a major local employer and is around 2km from the appeal site.
18. The appellant suggests that whilst an 800m distance to facilities is identified in Manual for Streets as being a walkable neighbourhood, other guidance¹, including some more recently published, indicates that a walking distance of up to 1.6km - 2km to some facilities would be acceptable. However, these distances are also dependent on the useability of such pedestrian routes. Those distances identified in urban areas where there are separate footpaths within built up areas would provide much more convenient walking opportunities than those in rural areas, such as the appeal site.

¹ Department for Transport Local Cycling and Walking Infrastructure Plans (2017); Institute of Highways and Transportation’s Guidelines for Providing for Journeys on Foot (2000) (now CIHT); CIHT’s Planning for Walking (2015)

19. However, regardless of the overall distance to these nearest settlements that would provide some limited services, facilities and public transport options, Chapel Road is a relatively narrow lane and Back Road is also narrow in places. Both routes are subject to the national speed limit until reaching the built up area of the respective villages. Neither have separate footpaths, nor are they lit.
20. I note that there is a Public Right of Way in close proximity to the western edge of the appeal site. However, this would mean users travelling across a number of agricultural fields to reach other roads with no separate footpath or streetlighting to enter the villages. Cycling would be a potential option to future occupants, but this is not attractive for everyone. Occupants of the proposed development, particularly the elderly and families with children, would therefore be heavily reliant upon the private car for access to basic services and facilities. Therefore, given the distances involved combined with the character and nature of the pedestrian routes, walking to services and facilities would not be a realistic option for future occupants of the proposal.
21. I note that there are other dwellings in close proximity to the appeal site, that already have the same level of accessibility to services and facilities as the proposal would. However, I do not have the full details before me as to when these other dwellings were granted planning permission and under what policy context. The agricultural buildings being converted under permitted development rights are not required under the Town and Country Planning (General Permitted Development) Order 2015 (as amended) to demonstrate compliance with the development plan policies. In any case, I must consider this appeal on its individual merits.
22. The appeal site would not represent a suitable location for the proposed development, having regard to access to services and facilities and would require the reliance on private car ownership. The proposal would conflict with policies S1, S8 and T2 of the LDP. These policies seek, amongst other things, to deliver housing growth in the most sustainable locations, minimising the need to travel and where travel is necessary, prioritising sustainable modes of transport. The proposal would also conflict with the relevant paragraphs of the Framework in this regard.
23. Policy T1 of the LDP relates to delivering a more sustainable transport network for the District, rather than looking at the location of new developments and accessibility to services and facilities. It is therefore not directly relevant to this matter.

Character and appearance

24. The appeal site lies to the south of Chapel Road and appears as a triangular shaped grass field. Mature and well established hedgerows bound the site to the north and south. There are a number of trees along the northern boundary, within the site and located towards the western corner. The field has a verdant and unspoilt character and contributes positively to the rural landscape.
25. Adjacent to the west is Guisnes Lodge, a detached bungalow and adjacent to the east is another detached bungalow. To the south and north is open agricultural land. Also to the south are agricultural buildings which the appellant advises are being converted to three dwellings under permitted development rights. Beyond the immediate surroundings to the east there is

further built form in a more sporadic arrangement including both agricultural buildings and dwellinghouses.

26. The proposal is in outline form for up to 4 dwellings. No illustrative drawings are provided to identify how the appeal site would be sub-divided to provide 4 plots. The appellant asserts that it would appear as an infill development between the two existing detached bungalows which are located to either side. It also states that the existing vegetative screening along Chapel Road could be retained, other than punctuating it to create the new access point and that there is space to provide additional planting in order to compensate for that lost.
27. However, the provision of 4 dwellings would create a significant amount of built form that would replace the existing open grass field. Along with any dwellings provided, there is likely to be ancillary outbuildings, hard surfacing, garden landscaping and associated domestic paraphernalia. Taken as a whole the development would urbanise the site and erode the rural character significantly. The more spacious and sporadic nature of development in the immediate surroundings would be lost along this section of Chapel Road.
28. I consider that the existing boundary vegetation would, if maintained, screen the site to a certain extent. However, it is likely that filtered views of the site from Chapel Road would be possible above and between the existing vegetation, as well as through the newly created access point.
29. I am referred to the fact that the agricultural buildings to the south are being converted into three dwellings under permitted development rights and that this provides a built form context for the appeal site in terms of its character and appearance. Be that as it may, these new residential units are a conversion scheme and make use of agricultural buildings which are an existing built form feature within the rural landscape. The conversion schemes are also set back a significant distance from Chapel Road and I could only gain a glimpsed view of them during my site visit, through a small gap in the hedgerow along the northern boundary of the appeal site. They are therefore in a significantly less prominent location than the appeal site which adjoins Chapel Road along the northern boundary.
30. I therefore find that the proposal would be harmful to the character and appearance of the area. It would conflict with policies S1, S8, D1 and H4 of the LDP. These policies seek, amongst other things, to maintain the rural character of the district, to ensure the intrinsic character and beauty of the countryside is not adversely impacted upon and to ensure that developments contribute to and enhance local distinctiveness. The proposal would also conflict with the relevant paragraphs of the Framework in this regard.

Protected species and priority habitat sites

31. Policy N2 of the LDP states that if any protected species and/or priority habitats/species or significant local wildlife are found on site, or their habitat may be affected by the proposed development, the proposal must make provision to mitigate any negative biodiversity impacts it may create. The appellant identifies that there is likely to be a net gain to biodiversity as a result of the development through improved planting and other construction measures. I recognise that the landscaping details required as part of the reserved matters could provide a benefit in terms of habitat.

32. The appellant submitted a Preliminary Ecological Appraisal (PEA), a Reptile Survey Report and a provisional Great Crested Newt District Level Licensing Impact Assessment and Conservation Payment Certificate with the planning application. A range of necessary mitigation and enhancement measures were identified through these reports. In addition, the PEA found that if proposed works incorporate trees with moderate bat roosting potential on site, then further bat surveys would be required prior to work commencing, to assess the potential use by bats. The appellant has confirmed that the trees would be retained on site and therefore there is no longer a requirement for additional bat surveys to be carried out.
33. However, Circular 06/2005² states that the presence of protected species is a material consideration when a development proposal is being considered which would be likely to result in harm to the species or its habitat. It states that it is essential that the presence or otherwise of protected species, and the extent that they may be affected by the proposed development, is established before planning permission is granted, otherwise all relevant material considerations may not have been addressed in making the decision.
34. I acknowledge that the application is outline and therefore a tree survey identifying the location of the trees has not been submitted and that further details relating to landscaping and layout would be dealt with at the reserved matters stage. At least some of the trees identified in Figure 3 of the PEA are close to the proposed indicative access point. Without more detailed information clearly identifying the trees that would be retained I cannot be certain that a condition would be enforceable in this regard.
35. Policy N2 also states that developers will be required to provide 'like for like' replacement, relocation and/or compensation for the loss of habitats and be able to demonstrate that such measures are at least of an equal value to the loss on a site by site basis. The PEA identifies that the appeal site comprises Traditional Orchard Priority Habitat and the Council also confirm any hedgerow lost through the creation of the proposed access would also require compensatory replacement planting.
36. The appellant has identified that the compensatory habitat would be provided in an off site location and has drawn my attention to drawing no. DWG 002 which identifies the appeal site with a red line boundary and other land adjacent under the control of the appellant in blue. The appellant states that the area of land identified by the blue boundary does not form part of any priority habitat. This area of neighbouring land is a substantial area which could accommodate the amount of compensatory habitat that is required by Policy N2. I therefore consider that subject to a condition requiring a scheme to be provided, this element could be appropriately dealt with should the appeal be allowed.
37. Whilst I find that the compensatory habitat could be adequately resolved by planning condition, the potential harm to protected species cannot be left as a matter to deal with at reserved matters stage or by condition. I find that there is insufficient evidence to demonstrate that the proposal would not be harmful to protected species. It would conflict with policies S1, S8, D1 and N2 of the

² Circular 06/2005: Biodiversity and Geological conservation - Statutory obligations and their impact within the planning system

LDP. These policies seek, amongst other things, to protect and increase local biodiversity and ecological value and to make sure all development seeks to deliver net biodiversity and geodiversity gain where possible. The proposal would also conflict with the relevant paragraphs of the Framework in this regard.

Other Matters

38. The appellant states that there would be no effect on the living conditions of occupiers of neighbouring properties and that it is envisaged that the proposed dwellings would meet the Nationally Described Space Standards. It also states that the site is unlikely to be contaminated, is at low risk of flooding, that it is not within or near to heritage asset, landscape or environmental designations, it is not subject to any land use constraints and that it is not within an Air Quality Management Area. Even if I were to agree, a lack of harm in these respects would be a neutral consideration.

Planning Balance

39. At the time the planning application was determined the Council was unable to demonstrate a 5 year supply of deliverable housing land. The Council stated that it had a 3.66 year land supply at that time, whereas the appellant refers to 3.26 years in their Planning Statement and 3.66 years in its Statement of Case.
40. I am referred by the appellant to a previous appeal decision³ within the district which considered that there was a shortfall in housing land supply and that the position was deteriorating at that time in March 2022. That case was materially different to the appeal proposal before me given it was a proposal for 232 dwellings and a multi-use community building along with associated works and the Inspector noted that the appeal site had an urban edge character. I am also directed by the appellant to the case of *Hallam Land v SSCLG* [2018] EWCA Civ 1808 which identified that the extent of a shortfall in housing land supply can be a material consideration and that it is a matter of planning judgement.
41. As stated above however, since the appeal was submitted, the Council now states that it has a 6.35 year housing land supply. The appellant disputes this change in the Council's housing land supply position and identifies that the level of evidence required to demonstrate a housing land supply position as set out in a previous appeal decision⁴ elsewhere has not been provided by the Council.
42. A Monitoring Report has been provided by the Council which demonstrates how the housing land supply calculation has been arrived at. However, Appendix A that should accompany the report which details all of the sites assessed by the Council is not provided. There is therefore insufficient evidence before me for me to take a firm view on whether there is or is not a 6.35 year housing land supply currently. On that basis, I must make an assessment on the worst case scenario, which would be that the Council does not have a 5 year housing land supply.
43. Paragraph 11 (d) of the Framework indicates that in such circumstances, permission should be granted unless any adverse impacts of doing so would

³ APP/X1545/W/21/3283478

⁴ APP/Q3115/W/20/3265861

significantly and demonstrably outweigh the benefits, when assessed against the policies in the Framework taken as a whole. I acknowledge the reference to court cases⁵ provided by the appellant regarding the application of this 'tilted balance' assessment.

44. If there is not a 5 year housing land supply in place, this means that the development plan policies which are most important for determining the application would be deemed to be out of date. Policy S8 does limit the delivery of housing, by focussing most development within defined settlement boundaries, the Garden Suburbs and the Strategic Allocations. However, it does not preclude all forms of development outside these boundaries. The focus on not adversely impacting the intrinsic character and beauty of the countryside relates to the similar requirement of paragraph 174 b) of the Framework. Therefore, I give the conflict with Policy S8 moderate weight.
45. The relevant development plan policies in relation to protecting the character and appearance of the area and avoiding harm to protected species, are consistent with the similar requirements set out in the Framework. I therefore attribute significant weight to the harm to the character and appearance of the area as well as the lack of information that would ensure that protected species would be adequately safeguarded. The proposal would therefore not accord with the development plan when considered as a whole.
46. The proposal would increase the supply of housing on a small site which could be built out relatively quickly. This is a material consideration of significant weight. However, the benefits of delivering four dwellings would be modest and they would be lessened by the site's relatively poor access to services and facilities. The proposal would provide a limited amount of short term employment through the construction of the development and some further modest benefits would be provided through future occupants spending in the local area. Future occupants may also benefit the nearby local communities from a social perspective also. Given the scale of the proposal I give this more limited weight. I have also taken into account that landscaping could result in benefits to biodiversity which I give moderate weight.
47. However, the proposal would result in significant harm to the rural character and appearance of the area and would result in the likelihood of a dependency on the use of the private car for access to services and facilities. Insufficient evidence is also provided to ensure that protected species would be adequately safeguarded. As such the proposal would be contrary to the aims of the Framework to recognise the intrinsic character and beauty of the countryside, to minimise the need to travel, support the transition to a low carbon future and protect and enhance biodiversity.
48. Given the significant harm that I have identified, I conclude that the adverse impacts of granting permission would significantly and demonstrably outweigh the benefits, when assessed against the policies in the Framework taken as a whole. As a result, the proposed development does not benefit from the presumption in favour of sustainable development, as articulated in paragraph 11 d) of the Framework. It would also therefore not accord with the

⁵ *Cheshire East vs SSCLG* [2016] EWHC 571 (Admin); *East Staffordshire BC v SSCLG* [2017] EWCA Civ 893; *Suffolk Coastal DC v Hopkin Homes & SSCLG and Richborough Estates v Cheshire East BC & SSCLG* [2016] EWCA Civ 168

requirements of Policy S1 of the LDP which requires a similar balancing exercise to take place where relevant policies are considered to be out of date.

Blackwater Estuary Ramsar and SPA

49. The appeal site is located within the Zone of Influence of the Blackwater Estuary Ramsar and Special Protection Area European Sites. European Sites are protected under the Conservation of Habitats and Species Regulations 2017 (as amended). Natural England was consulted on the planning application and confirmed that without mitigation, new residential development in this area and of this scale is likely to have a significant effect on the sensitive interest features of these coastal European designated sites, through increased recreational pressure when considered in combination with other plans and projects.
50. The appellant and Council have both referred to a s106 obligation/undertaking submitted with the planning application in relation to a mitigation payment required by the Essex Coast Recreational disturbance Avoidance and Mitigation Strategy (RAMS). I have not been provided with a copy of this document.
51. If I had been minded to allow the appeal, it would have been necessary for me to complete an appropriate assessment under the requirements of the Habitat Regulations. I would have had to request further information on this matter from both parties. However, I have already identified harm in relation to the main issues set out above and an appropriate assessment would not alter the outcome of the appeal. On that basis, there is no need to examine this matter further for the purposes of making my decision.

Conclusion

52. For the above reasons, having had regard to the development plan as a whole, along with all other material considerations, including the provisions of the Framework, I conclude that the appeal should be dismissed.

G Dring

INSPECTOR



Finance Committee – Proposal

At the Finance Committee Meeting on Wednesday 4th October 2023, and subsequent discussions with the Internal Audit. The Committee discussed would like to propose the following for approval by the Full Council:

1. Earmarked Reserves

Proposed movement of Earmarked Reserves:

- EMR Streetlighting - £77 to be transferred into EMR Amenities
- EMR Recreation Ground - £1000 to be transferred into the EMR Pavilion Project
- EMR Website - £445 to be transferred into EMR Neighbourhood Plan

Rename the EMR Unallocated to EMR Community Support/Minor Projects

2. Earmarked Reserve – Tollesbury Harbour Project

The Committee discussed the £250 which was held in the EMR Tollesbury Harbour Project. This money was donated by the late Cllr Lankester, and the Harbour Project did not progress.

The Committee would like to suggest that this money be used towards a memorial bench with the Parish Council making up the shortfall. The location of the bench is to be agreed upon.

3. Asset Register

The Committee would like to propose that the Asset Inventory facility (Appendix A) on the Rialtas Accounting Software be purchased.

Costs are as follows:

Asset inventory Management Software - £375
 1 Year Annual Support and Maintenance - £150
 Online Training - £100
 TOTAL - £625

Ongoing costs
 Annual support and maintenance - £150



TOLLESBURY
PARISH
COUNCIL

4. Policies

Co-option Policy – The Policy has been reviewed and updated by the Finance Committee – Proposal that the Co-option Policy V2.0 (Appendix B) is adopted by the Full Council.

Clerk: Michelle Curtis

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

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

ASSET INVENTORY

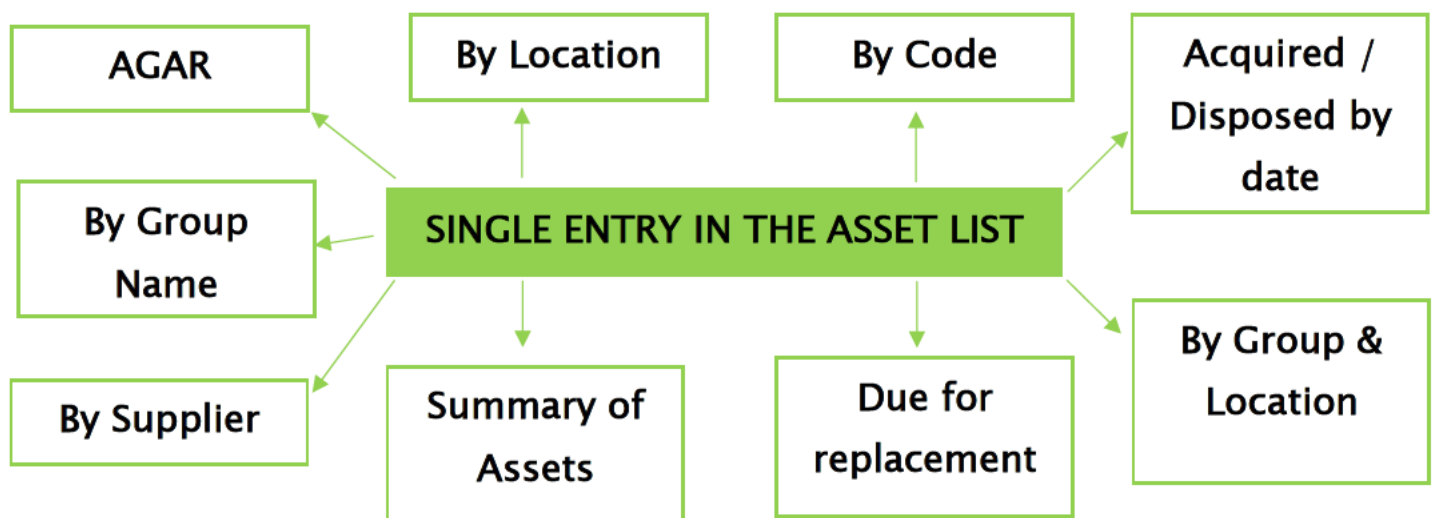
Ensures that Councils keep track of all their Assets

Asset Inventory Solution is suitable for all organisations, no matter what size they are. It supplies all required information to satisfy both Internal and External Auditors and enables the creation of an Inventory to keep records of all your Assets.

KEY FEATURES

- Asset Inventory links to Annual Return to update Fixed Asset figure at Year end
- Unique Identification Number
- Asset Description
- Asset Serial Number
- Original Cost and Current Value
- Insurance Value
- Next Inspection Date
- Asset Suppliers Details
- Asset Location – GPS Coordinates
- Photo of Asset
- The date the Asset was acquired / disposed of
- Grouping of Assets to identify the type e.g., Vehicles, Land

REPORTS OPTIONS



Rialtas Support and Training

Rialtas Support Team provides all of our customers with an outstanding support service. Their expertise combines knowledge of Rialtas Solutions, finance, IT, Allotments and Cemetery management, Booking management and Planning.

Rialtas Support is open 9.00-17.00,
Monday to Friday.

They can be contacted by phone, by
email or via Support portal.

All of our customers have access to
our **Support Portal**, which contains:

- FAQ and answers
- Webinar recordings
- User Manuals
- Articles
- Training Videos
- The history of your previous questions

Rialtas Training Academy

Scheduled Training

- provides Free of Charge access to our regular Scheduled Online Training
- These sessions can be attended by all Councils who are on or sign up for a 3 Year Support and Maintenance Contract
- Various Topics

Free Webinars

- Throughout the year we offer a range of free webinars on numerous topics such as Year End, Budgeting, VAT, product overviews, new feature updates and many more

Pay as you go Training

For customers, who are looking for a more tailored group or one-to-one training, we have:

- Online Group Training – smaller groups made up of different councils covering specific topics
- Bespoke 1 to 1 training – where they want to specifically work on topics/questions relevant to their Council only

Rialtas also provides additional services:

- Data Entry and Finance Consultancy
- Year-End Close Down
- Databank – monthly checks of the accounts and a Backup off site

For more information, email to:

sales@rialtas.co.uk

Asset Inventory

Sample Reports

CONTENTS

Section 1 – Asset Lists

- By Group Name
- By Location
- By Supplier
- By Group and Location

Section 2 – Summary of Assets

- By Group Name
- By Location
- By Supplier

Section 3 – Assets by Code

- All Assets
- Selected Code

Section 4 – Other Reports

- Asset Acquired
- Asset Disposed
- Assets Due for Replacement
- Location Report

Section 5 – Annual Return

Asset Inventory

Section 1

Assets Lists

CONTENTS

Assets List by Group Name

Assets List by Location

Assets List Supplier

Asset List by Group and Location

Somewhere Town Council
ASSET LIST BY GROUP NAME

| <u>Asset Code</u> | <u>Description</u> | <u>Original Cost</u> | <u>Current Value</u> | <u>Insurance Value</u> |
|--|-----------------------|----------------------|----------------------|------------------------|
| IT Equipment | | | | |
| TEL001 | BT meridian M7100 | 150.00 | 150.00 | 50.00 |
| TEL002 | BT meridian MT7310 | 180.00 | 180.00 | 0.00 |
| TOTAL FOR IT Equipment | | 330.00 | 330.00 | 50.00 |
| Infrastructure | | | | |
| DB001 | Dog Bin | 120.00 | 120.00 | 120.00 |
| DB002 | Dog Bin | 175.00 | 175.00 | 120.00 |
| DB003 | Dog Bin | 120.00 | 120.00 | 120.00 |
| DB004 | Dog Bin | 350.00 | 350.00 | 0.00 |
| DB005 | Dog bin | 350.00 | 360.00 | 350.00 |
| DB006 | Dog bin | 250.00 | 250.00 | 0.00 |
| DB007 | Dog Bins | 120.00 | 120.00 | 0.00 |
| LB003 | Litter Bin | 175.00 | 175.00 | 175.00 |
| LB004 | Litter bin | 250.00 | 250.00 | 250.00 |
| LB005 | Litter bin | 250.00 | 250.00 | 250.00 |
| LB007 | Litter Bin | 250.00 | 250.00 | 0.00 |
| LB008 | Litter bin | 250.00 | 250.00 | 250.00 |
| LB009 | Litter Bin | 210.00 | 210.00 | 0.00 |
| TOTAL FOR Infrastructure | | 2,870.00 | 2,880.00 | 1,635.00 |
| Land & Buildings | | | | |
| B001 | Town Hall | 1.00 | 25,000,000.00 | 1,000,000.00 |
| TOTAL FOR Land & Buildings | | 1.00 | 25,000,000.00 | 1,000,000.00 |
| Office Equipment | | | | |
| OFFICE01 | Computer | 1,000.00 | 1,000.00 | 0.00 |
| OFFICE02 | Printer | 150.00 | 150.00 | 0.00 |
| OFFICE03 | Photo Copier | 1,000.00 | 1,000.00 | 0.00 |
| OFFICE04 | Photo Copier | 2,000.00 | 2,000.00 | 2,000.00 |
| OFFICE05 | Printer | 500.00 | 500.00 | 500.00 |
| OFFICE06 | PRINTER | 550.00 | 550.00 | 550.00 |
| OFFICE07 | PRINTER | 550.00 | 550.00 | 550.00 |
| OFFICE08 | Kettle | 14.99 | 14.99 | 0.00 |
| TOTAL FOR Office Equipment | | 5,764.99 | 5,764.99 | 3,600.00 |
| Play Equipment | | | | |
| PLAY02 | Large bird nest swind | 500.00 | 500.00 | 0.00 |
| PLAY03 | Log play ship | 1,500.00 | 1,500.00 | 0.00 |
| PLAY04 | Log play ship | 1,500.00 | 1,500.00 | 0.00 |
| PLAY05 | Log play ship | 1,500.00 | 1,500.00 | 0.00 |
| TOTAL FOR Play Equipment | | 5,000.00 | 5,000.00 | 0.00 |
| Vehicle & Equipment | | | | |
| BUS001 | Mini Bus | 21,000.00 | 21,000.00 | 0.00 |
| TR001 | Tractor John Deere | 35,000.00 | 35,000.00 | 35,000.00 |
| VAN001 | Works van | 5,500.00 | 5,500.00 | 5,500.00 |
| TOTAL FOR Vehicle & Equipment | | 61,500.00 | 61,500.00 | 40,500.00 |
| TOTAL | | 75,465.99 | 25,075,474.99 | 1,045,785.00 |

| Asset Code | Description | Original Cost | Current Value | Insurance Value |
|------------------------------|-----------------------|---------------|---------------|-----------------|
| King Charles Field | | | | |
| DB001 | Dog Bin | 120.00 | 120.00 | 120.00 |
| LB007 | Litter Bin | 250.00 | 250.00 | 0.00 |
| PLAY05 | Log play ship | 1,500.00 | 1,500.00 | 0.00 |
| TOTAL FOR King Charles Field | | 1,870.00 | 1,870.00 | 120.00 |
| Parish Office | | | | |
| DB006 | Dog bin | 250.00 | 250.00 | 0.00 |
| OFFICE01 | Computer | 1,000.00 | 1,000.00 | 0.00 |
| OFFICE02 | Printer | 150.00 | 150.00 | 0.00 |
| OFFICE03 | Photo Copier | 1,000.00 | 1,000.00 | 0.00 |
| OFFICE04 | Photo Copier | 2,000.00 | 2,000.00 | 2,000.00 |
| OFFICE06 | PRINTER | 550.00 | 550.00 | 550.00 |
| OFFICE07 | PRINTER | 550.00 | 550.00 | 550.00 |
| OFFICE08 | Kettle | 14.99 | 14.99 | 0.00 |
| TOTAL FOR Parish Office | | 5,514.99 | 5,514.99 | 3,100.00 |
| St Marys Park | | | | |
| DB002 | Dog Bin | 175.00 | 175.00 | 120.00 |
| DB003 | Dog Bin | 120.00 | 120.00 | 120.00 |
| DB007 | Dog Bins | 120.00 | 120.00 | 0.00 |
| LB003 | Litter Bin | 175.00 | 175.00 | 175.00 |
| LB004 | Litter bin | 250.00 | 250.00 | 250.00 |
| LB005 | Litter bin | 250.00 | 250.00 | 250.00 |
| PLAY03 | Log play ship | 1,500.00 | 1,500.00 | 0.00 |
| TOTAL FOR St Marys Park | | 2,590.00 | 2,590.00 | 915.00 |
| St Philips Rd | | | | |
| DB004 | Dog Bin | 350.00 | 350.00 | 0.00 |
| DB005 | Dog bin | 350.00 | 360.00 | 350.00 |
| LB008 | Litter bin | 250.00 | 250.00 | 250.00 |
| OFFICE05 | Printer | 500.00 | 500.00 | 500.00 |
| PLAY02 | Large bird nest swind | 500.00 | 500.00 | 0.00 |
| PLAY04 | Log play ship | 1,500.00 | 1,500.00 | 0.00 |
| TOTAL FOR St Philips Rd | | 3,450.00 | 3,460.00 | 1,100.00 |
| Town Hall | | | | |
| B001 | Town Hall | 1.00 | 25,000,000.00 | 1,000,000.00 |
| TEL001 | BT meridian M7100 | 150.00 | 150.00 | 50.00 |
| TEL002 | BT meridian MT7310 | 180.00 | 180.00 | 0.00 |
| TOTAL FOR Town Hall | | 331.00 | 25,000,330.00 | 1,000,050.00 |
| Workshop | | | | |
| BUS001 | Mini Bus | 21,000.00 | 21,000.00 | 0.00 |
| LB009 | Litter Bin | 210.00 | 210.00 | 0.00 |
| TR001 | Tractor John Deere | 35,000.00 | 35,000.00 | 35,000.00 |
| VAN001 | Works van | 5,500.00 | 5,500.00 | 5,500.00 |
| TOTAL FOR Workshop | | 61,710.00 | 61,710.00 | 40,500.00 |
| TOTAL | | 75,465.99 | 25,075,474.99 | 1,045,785.00 |

| Asset Code | Description | Original Cost | Current Value | Insurance Value |
|-------------------------------|-----------------------|---------------|---------------|-----------------|
| [BLANK] | | | | |
| B001 | Town Hall | 1.00 | 25,000,000.00 | 1,000,000.00 |
| TOTAL FOR [BLANK] | | 1.00 | 25,000,000.00 | 1,000,000.00 |
| Bins R US | | | | |
| DB001 | Dog Bin | 120.00 | 120.00 | 120.00 |
| DB002 | Dog Bin | 175.00 | 175.00 | 120.00 |
| DB003 | Dog Bin | 120.00 | 120.00 | 120.00 |
| DB004 | Dog Bin | 350.00 | 350.00 | 0.00 |
| DB005 | Dog bin | 350.00 | 360.00 | 350.00 |
| DB006 | Dog bin | 250.00 | 250.00 | 0.00 |
| LB004 | Litter bin | 250.00 | 250.00 | 250.00 |
| LB005 | Litter bin | 250.00 | 250.00 | 250.00 |
| LB008 | Litter bin | 250.00 | 250.00 | 250.00 |
| TOTAL FOR Bins R US | | 2,115.00 | 2,125.00 | 1,460.00 |
| British Telecom | | | | |
| TEL001 | BT meridian M7100 | 150.00 | 150.00 | 50.00 |
| TEL002 | BT meridian MT7310 | 180.00 | 180.00 | 0.00 |
| TOTAL FOR British Telecom | | 330.00 | 330.00 | 50.00 |
| Copiers R US Ltd | | | | |
| OFFICE01 | Computer | 1,000.00 | 1,000.00 | 0.00 |
| OFFICE02 | Printer | 150.00 | 150.00 | 0.00 |
| OFFICE03 | Photo Copier | 1,000.00 | 1,000.00 | 0.00 |
| OFFICE04 | Photo Copier | 2,000.00 | 2,000.00 | 2,000.00 |
| OFFICE05 | Printer | 500.00 | 500.00 | 500.00 |
| OFFICE06 | PRINTER | 550.00 | 550.00 | 550.00 |
| TOTAL FOR Copiers R US Ltd | | 5,200.00 | 5,200.00 | 3,050.00 |
| Domestic Darlings | | | | |
| OFFICE08 | Kettle | 14.99 | 14.99 | 0.00 |
| TOTAL FOR Domestic Darlings | | 14.99 | 14.99 | 0.00 |
| Ford Ltd | | | | |
| BUS001 | Mini Bus | 21,000.00 | 21,000.00 | 0.00 |
| VAN001 | Works van | 5,500.00 | 5,500.00 | 5,500.00 |
| TOTAL FOR Ford Ltd | | 26,500.00 | 26,500.00 | 5,500.00 |
| John Wilks Hardware | | | | |
| LB003 | Litter Bin | 175.00 | 175.00 | 175.00 |
| LB007 | Litter Bin | 250.00 | 250.00 | 0.00 |
| TOTAL FOR John Wilks Hardware | | 425.00 | 425.00 | 175.00 |
| Jonh Deere Ltd | | | | |
| TR001 | Tractor John Deere | 35,000.00 | 35,000.00 | 35,000.00 |
| TOTAL FOR Jonh Deere Ltd | | 35,000.00 | 35,000.00 | 35,000.00 |
| Rangers Play Equip | | | | |
| PLAY02 | Large bird nest swind | 500.00 | 500.00 | 0.00 |
| PLAY03 | Log play ship | 1,500.00 | 1,500.00 | 0.00 |
| TOTAL FOR Rangers Play Equip | | 2,000.00 | 2,000.00 | 0.00 |
| TOTAL | | 71,585.99 | 25,071,594.99 | 1,045,235.00 |

ASSET LIST BY GROUP AND LOCATION

| Asset Code | Description | Original Cost | Current Value | Insurance Value |
|--|-----------------------|---------------|---------------|-----------------|
| IT Equipment - Town Hall | | | | |
| TEL001 | BT meridian M7100 | 150.00 | 150.00 | 50.00 |
| TEL002 | BT meridian MT7310 | 180.00 | 180.00 | 0.00 |
| TOTAL FOR IT Equipment - Town Hall | | 330.00 | 330.00 | 50.00 |
| Infrastructure - Parish Office | | | | |
| DB006 | Dog bin | 250.00 | 250.00 | 0.00 |
| TOTAL FOR Infrastructure - Parish Office | | 250.00 | 250.00 | 0.00 |
| Infrastructure - St Marys Park | | | | |
| DB002 | Dog Bin | 175.00 | 175.00 | 120.00 |
| DB003 | Dog Bin | 120.00 | 120.00 | 120.00 |
| LB003 | Litter Bin | 175.00 | 175.00 | 175.00 |
| LB004 | Litter bin | 250.00 | 250.00 | 250.00 |
| TOTAL FOR Infrastructure - St Marys Park | | 720.00 | 720.00 | 665.00 |
| Infrastructure - St Philips Rd | | | | |
| DB004 | Dog Bin | 350.00 | 350.00 | 0.00 |
| DB005 | Dog bin | 350.00 | 360.00 | 350.00 |
| TOTAL FOR Infrastructure - St Philips Rd | | 700.00 | 710.00 | 350.00 |
| Land & Buildings - Town Hall | | | | |
| B001 | Town Hall | 1.00 | 25,000,000.00 | 1,000,000.00 |
| TOTAL FOR Land & Buildings - Town Hall | | 1.00 | 25,000,000.00 | 1,000,000.00 |
| Office Equipment - Parish Office | | | | |
| OFFICE01 | Computer | 1,000.00 | 1,000.00 | 0.00 |
| OFFICE02 | Printer | 150.00 | 150.00 | 0.00 |
| OFFICE04 | Photo Copier | 2,000.00 | 2,000.00 | 2,000.00 |
| OFFICE06 | PRINTER | 550.00 | 550.00 | 550.00 |
| OFFICE08 | Kettle | 14.99 | 14.99 | 0.00 |
| TOTAL FOR Office Equipment - Parish Office | | 3,714.99 | 3,714.99 | 2,550.00 |
| Office Equipment - St Philips Rd | | | | |
| OFFICE05 | Printer | 500.00 | 500.00 | 500.00 |
| TOTAL FOR Office Equipment - St Philips Rd | | 500.00 | 500.00 | 500.00 |
| Play Equipment - St Marys Park | | | | |
| PLAY03 | Log play ship | 1,500.00 | 1,500.00 | 0.00 |
| TOTAL FOR Play Equipment - St Marys Park | | 1,500.00 | 1,500.00 | 0.00 |
| Play Equipment - St Philips Rd | | | | |
| PLAY02 | Large bird nest swind | 500.00 | 500.00 | 0.00 |
| TOTAL FOR Play Equipment - St Philips Rd | | 500.00 | 500.00 | 0.00 |
| Vehicle & Equipment - Workshop | | | | |
| BUS001 | Mini Bus | 21,000.00 | 21,000.00 | 0.00 |
| TR001 | Tractor John Deere | 35,000.00 | 35,000.00 | 35,000.00 |
| VAN001 | Works van | 5,500.00 | 5,500.00 | 5,500.00 |
| TOTAL FOR Vehicle & Equipment - Workshop | | 61,500.00 | 61,500.00 | 40,500.00 |
| TOTAL | | 69,715.99 | 25,069,724.99 | 1,044,615.00 |

Asset Inventory

Section 2

Summary of Assets

CONTENTS

Summary of Assets by Group Name

Summary of Assets by Location

Summary of Assets by Supplier

SUMMARY OF ASSETS BY GROUP NAME

| <u>Group</u> | <u>Original Cost</u> | <u>Current Value</u> | <u>Insurance Value</u> |
|-------------------------|----------------------|----------------------|------------------------|
| IT Equipment | 330.00 | 330.00 | 50.00 |
| Infrastructure | 2,870.00 | 2,880.00 | 1,635.00 |
| Land & Buildings | 500,001.00 | 25,500,000.00 | 1,000,000.00 |
| Office Equipment | 5,764.99 | 5,764.99 | 3,600.00 |
| Play Equipment | 5,000.00 | 5,000.00 | 0.00 |
| Vehicle & Equipment | 131,500.00 | 131,500.00 | 110,500.00 |
| Westfield Cricket pitch | 1.00 | 1.00 | 150,000.00 |
| TOTAL | <u>645,466.99</u> | <u>25,645,475.99</u> | <u>1,265,785.00</u> |

| Location | Original Cost | Current Value | Insurance Value |
|--------------------|---------------|---------------|-----------------|
| King Charles Field | 1,870.00 | 1,870.00 | 120.00 |
| Parish Office | 5,514.99 | 5,514.99 | 3,100.00 |
| St Marys Park | 2,590.00 | 2,590.00 | 915.00 |
| St Philips Rd | 3,450.00 | 3,460.00 | 1,100.00 |
| Town Hall | 500,331.00 | 25,500,330.00 | 1,000,050.00 |
| Workshop | 131,710.00 | 131,710.00 | 110,500.00 |
| [BLANK] | 1.00 | 1.00 | 150,000.00 |
| TOTAL | 645,466.99 | 25,645,475.99 | 1,265,785.00 |

SUMMARY OF ASSETS BY SUPPLIER

| Supplier | Original Cost | Current Value | Insurance Value |
|---------------------|---------------|---------------|-----------------|
| [BLANK] | 500,002.00 | 25,500,001.00 | 1,150,000.00 |
| Bins R US | 2,235.00 | 2,245.00 | 1,460.00 |
| British Telecom | 330.00 | 330.00 | 50.00 |
| Copiers R US Ltd | 5,750.00 | 5,750.00 | 3,600.00 |
| Domestic Darlings | 14.99 | 14.99 | 0.00 |
| Ford Ltd | 26,500.00 | 26,500.00 | 5,500.00 |
| John Wilks Hardware | 635.00 | 635.00 | 175.00 |
| Jonh Deere Ltd | 105,000.00 | 105,000.00 | 105,000.00 |
| Rangers Play Equip | 5,000.00 | 5,000.00 | 0.00 |
| TOTAL | 645,466.99 | 25,645,475.99 | 1,265,785.00 |

Asset Inventory

Section 3

Assets by Code

CONTENTS

Assets by Code All Assets

Assets by Code Beginning

| Asset Code | Description | Location | Original Cost | Current Value | Insurance Value |
|------------|-----------------------|--------------------|---------------|---------------|-----------------|
| B001 | Town Hall | Town Hall | 1.00 | 25,000,000.00 | 1,000,000.00 |
| BUS001 | Mini Bus | Workshop | 21,000.00 | 21,000.00 | 0.00 |
| DB001 | Dog Bin | King Charles Field | 120.00 | 120.00 | 120.00 |
| DB002 | Dog Bin | St Marys Park | 175.00 | 175.00 | 120.00 |
| DB003 | Dog Bin | St Marys Park | 120.00 | 120.00 | 120.00 |
| DB004 | Dog Bin | St Philips Rd | 350.00 | 350.00 | 0.00 |
| DB005 | Dog bin | St Philips Rd | 350.00 | 360.00 | 350.00 |
| DB006 | Dog bin | Parish Office | 250.00 | 250.00 | 0.00 |
| DB007 | Dog Bins | St Marys Park | 120.00 | 120.00 | 0.00 |
| LB003 | Litter Bin | St Marys Park | 175.00 | 175.00 | 175.00 |
| LB004 | Litter bin | St Marys Park | 250.00 | 250.00 | 250.00 |
| LB005 | Litter bin | St Marys Park | 250.00 | 250.00 | 250.00 |
| LB007 | Litter Bin | King Charles Field | 250.00 | 250.00 | 0.00 |
| LB008 | Litter bin | St Philips Rd | 250.00 | 250.00 | 250.00 |
| LB009 | Litter Bin | Workshop | 210.00 | 210.00 | 0.00 |
| OFFICE01 | Computer | Parish Office | 1,000.00 | 1,000.00 | 0.00 |
| OFFICE02 | Printer | Parish Office | 150.00 | 150.00 | 0.00 |
| OFFICE03 | Photo Copier | Parish Office | 1,000.00 | 1,000.00 | 0.00 |
| OFFICE04 | Photo Copier | Parish Office | 2,000.00 | 2,000.00 | 2,000.00 |
| OFFICE05 | Printer | St Philips Rd | 500.00 | 500.00 | 500.00 |
| OFFICE06 | PRINTER | Parish Office | 550.00 | 550.00 | 550.00 |
| OFFICE07 | PRINTER | Parish Office | 550.00 | 550.00 | 550.00 |
| OFFICE08 | Kettle | Parish Office | 14.99 | 14.99 | 0.00 |
| PAV | Pavilion | [BLANK] | 1.00 | 1.00 | 150,000.00 |
| PLAY02 | Large bird nest swind | St Philips Rd | 500.00 | 500.00 | 0.00 |
| PLAY03 | Log play ship | St Marys Park | 1,500.00 | 1,500.00 | 0.00 |
| PLAY04 | Log play ship | St Philips Rd | 1,500.00 | 1,500.00 | 0.00 |
| PLAY05 | Log play ship | King Charles Field | 1,500.00 | 1,500.00 | 0.00 |
| TEL001 | BT meridian M7100 | Town Hall | 150.00 | 150.00 | 50.00 |
| TEL002 | BT meridian MT7310 | Town Hall | 180.00 | 180.00 | 0.00 |
| TH001 | Town Hall Building | Town Hall | 500,000.00 | 500,000.00 | 0.00 |
| TR001 | Tractor John Deere | Workshop | 35,000.00 | 35,000.00 | 35,000.00 |
| TR002 | Tractor John Deere | Workshop | 35,000.00 | 35,000.00 | 35,000.00 |
| TR003 | Tractor John Deere | Workshop | 35,000.00 | 35,000.00 | 35,000.00 |
| VAN001 | Works van | Workshop | 5,500.00 | 5,500.00 | 5,500.00 |
| TOTAL | | | 645,466.99 | 25,645,475.99 | 1,265,785.00 |

| Asset Code | Description | Location | Original Cost | Current Value | Insurance Value |
|------------|--------------|---------------|---------------|---------------|-----------------|
| OFFICE01 | Computer | Parish Office | 1,000.00 | 1,000.00 | 0.00 |
| OFFICE02 | Printer | Parish Office | 150.00 | 150.00 | 0.00 |
| OFFICE03 | Photo Copier | Parish Office | 1,000.00 | 1,000.00 | 0.00 |
| OFFICE04 | Photo Copier | Parish Office | 2,000.00 | 2,000.00 | 2,000.00 |
| OFFICE05 | Printer | St Philips Rd | 500.00 | 500.00 | 500.00 |
| OFFICE06 | PRINTER | Parish Office | 550.00 | 550.00 | 550.00 |
| OFFICE07 | PRINTER | Parish Office | 550.00 | 550.00 | 550.00 |
| OFFICE08 | Kettle | Parish Office | 14.99 | 14.99 | 0.00 |
| TOTAL | | | 5,764.99 | 5,764.99 | 3,600.00 |

Asset Inventory

Section 4

Other Reports

CONTENTS

Assets Acquired by Date Range

Assets Disposed by Date Range

Assets Due for Replacement by Date Range

Asset Location Report

ASSETS ACQUIRED BETWEEN 01/07/2021 AND 30/09/2021

| Acq. Date | Asset Code | Description | Original Cost | Current Value | Insurance Value |
|------------|------------|--------------------|---------------|---------------|-----------------|
| 22/07/2021 | DB005 | Dog bin | 350.00 | 360.00 | 350.00 |
| 31/07/2021 | LB009 | Litter Bin | 210.00 | 210.00 | 0.00 |
| 31/07/2021 | LB010 | Litter Bin | 0.00 | 0.00 | 0.00 |
| 01/08/2021 | TR003 | Tractor John Deere | 35,000.00 | 35,000.00 | 35,000.00 |
| 06/08/2021 | LB004 | Litter bin | 250.00 | 250.00 | 250.00 |
| 19/08/2021 | DB007 | Dog Bins | 120.00 | 120.00 | 0.00 |
| 19/08/2021 | LB006 | Litter Bin | 250.00 | 250.00 | 0.00 |
| 01/09/2021 | OFFICE04 | Photo Copier | 2,000.00 | 2,000.00 | 2,000.00 |
| 30/09/2021 | OFFICE08 | Kettle | 14.99 | 14.99 | 0.00 |
| TOTAL | | | 38,194.99 | 38,204.99 | 37,600.00 |

| <u>Disp. Date</u> | <u>Asset Code</u> | <u>Description</u> | <u>Original Cost</u> | <u>Current Value</u> | <u>Insurance Value</u> |
|-------------------|-------------------|--------------------|----------------------|----------------------|------------------------|
| 14/07/2021 | LB001 | Litter Bin | 120.00 | 120.00 | 120.00 |
| 31/07/2021 | LB010 | Litter Bin | 0.00 | 0.00 | 0.00 |
| 19/08/2021 | DB001 | Dog Bin | 120.00 | 120.00 | 120.00 |
| 25/08/2021 | LB006 | Litter Bin | 250.00 | 250.00 | 0.00 |
| TOTAL | | | 490.00 | 490.00 | 240.00 |

| <u>Due Date</u> | <u>Asset Code</u> | <u>Description</u> | <u>Original Cost</u> | <u>Repl. Cost</u> | <u>Insurance Value</u> |
|-----------------|-------------------|--------------------|----------------------|-------------------|------------------------|
| 31/03/2022 | OFFICE02 | Printer | 150.00 | 170.00 | 0.00 |
| 02/05/2022 | OFFICE01 | Computer | 1,000.00 | 1,200.00 | 0.00 |
| 27/02/2026 | TR001 | Tractor John Deere | 35,000.00 | 35,000.00 | 35,000.00 |
| TOTAL | | | 36,150.00 | 36,370.00 | 35,000.00 |

ASSET LOCATIONS REPORT

| Asset Code | Description | Location | Original Cost | Insurance Value |
|------------|-----------------------|--------------------|---------------|-----------------|
| B001 | Town Hall | Town Hall | 1.00 | 1,000,000.00 |
| BUS001 | Mini Bus | Workshop | 21,000.00 | 0.00 |
| DB001 | Dog Bin | King Charles Field | 120.00 | 120.00 |
| DB002 | Dog Bin | St Marys Park | 175.00 | 120.00 |
| DB003 | Dog Bin | St Marys Park | 120.00 | 120.00 |
| DB004 | Dog Bin | St Philips Rd | 350.00 | 0.00 |
| DB005 | Dog bin | St Philips Rd | 350.00 | 350.00 |
| DB006 | Dog bin | Parish Office | 250.00 | 0.00 |
| DB007 | Dog Bins | St Marys Park | 120.00 | 0.00 |
| LB003 | Litter Bin | St Marys Park | 175.00 | 175.00 |
| LB004 | Litter bin | St Marys Park | 250.00 | 250.00 |
| LB005 | Litter bin | St Marys Park | 250.00 | 250.00 |
| LB007 | Litter Bin | King Charles Field | 250.00 | 0.00 |
| LB008 | Litter bin | St Philips Rd | 250.00 | 250.00 |
| LB009 | Litter Bin | Workshop | 210.00 | 0.00 |
| OFFICE01 | Computer | Parish Office | 1,000.00 | 0.00 |
| OFFICE02 | Printer | Parish Office | 150.00 | 0.00 |
| OFFICE03 | Photo Copier | Parish Office | 1,000.00 | 0.00 |
| OFFICE04 | Photo Copier | Parish Office | 2,000.00 | 2,000.00 |
| OFFICE05 | Printer | St Philips Rd | 500.00 | 500.00 |
| OFFICE06 | PRINTER | Parish Office | 550.00 | 550.00 |
| OFFICE07 | PRINTER | Parish Office | 550.00 | 550.00 |
| OFFICE08 | Kettle | Parish Office | 14.99 | 0.00 |
| PAV | Pavilion | [BLANK] | 1.00 | 150,000.00 |
| PLAY02 | Large bird nest swind | St Philips Rd | 500.00 | 0.00 |
| PLAY03 | Log play ship | St Marys Park | 1,500.00 | 0.00 |
| PLAY04 | Log play ship | St Philips Rd | 1,500.00 | 0.00 |
| PLAY05 | Log play ship | King Charles Field | 1,500.00 | 0.00 |
| TEL001 | BT meridian M7100 | Town Hall | 150.00 | 50.00 |
| TEL002 | BT meridian MT7310 | Town Hall | 180.00 | 0.00 |
| TH001 | Town Hall Building | Town Hall | 500,000.00 | 0.00 |
| TR001 | Tractor John Deere | Workshop | 35,000.00 | 35,000.00 |
| TR002 | Tractor John Deere | Workshop | 35,000.00 | 35,000.00 |
| TR003 | Tractor John Deere | Workshop | 35,000.00 | 35,000.00 |
| VAN001 | Works van | Workshop | 5,500.00 | 5,500.00 |
| TOTAL | | | 645,466.99 | 1,265,785.00 |

Asset Inventory

Section 5

Annual Return

CONTENTS

Annual Return (AGAR)

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 30 SEPTEMBER 2021
Somewhere Town Council 2021 - 2022

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

| | | <u>Last Year £</u> | <u>This Year £</u> | <u>General Notes for Guidance</u> |
|----|----------------------------------|--------------------|--------------------|---|
| 1 | Balances brought forward | 56,113 | 224,792 | Total balances & reserves at the beginning of the year as recorded in the Financial Records |
| 2 | Annual Precept | 209,440 | 104,720 | Total amount of Precept income received in the year |
| 3 | Total other receipts | 25,935 | 32,579 | Total income or receipts as recorded in the cashbook minus the Precept |
| 4 | Staff costs | 22,080 | 25,794 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers) and pension contributions |
| 5 | Loan interest/Capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on borrowings |
| 6 | Total other payments | 43,616 | 14,435 | Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5) |
| 7 | Balances carried forward | 225,792 | 321,862 | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)] |
| 8 | Total Cash & Investments | 225,831 | 328,718 | The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March |
| 9 | Total Fixed Assets | 630,771 | 645,467 | The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register |
| 10 | Total Borrowings | 0 | 0 | The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB) |

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March



Flexible Accounting and Administration Solutions

Rialtas Business Solutions have been a leading provider of software solutions to Town and Parish Councils since 1996. This breadth of experience has led to innovative solutions, that are simple to use, and backed up with highly knowledgeable support staff.

With software encompassing Accounting, Facilities Booking, Assets, Allotments, Cemeteries and Planning, we offer solutions in key areas of council administration.

Our industry leading Alpha and Omega financial software provides a complete accounting solution, tailored to councils of varying sizes. For all of our Accounting and Administration solutions we provide on-line demonstrations on a no-obligation, no-cost basis. With our solutions we provide full configuration, training and support.

The cloud - challenges and opportunities

With Rialtas unlike some of our competitors, you are not locked into one cloud computing provider. A flexible approach allows you to use one of our recommended cloud

partners, your own choice of provider, or you can host in house.

Flexibility to choose your cloud provider, is becoming increasingly important, so that you are not locked into a single cloud. With some providers you are locked into their cloud hosting, often meaning you lose access to the solution and your data at the end of the contract. Our solution can move to a new cloud provider retaining access to the solution and your data.

An impressive base of over 900 Town and Parish Councils gives us the ability to invest and innovate for your changing needs. Customers get the latest updates and features by being part of the growing Rialtas community. So we hope to welcome you to it soon.



Tel: 01793 731296 Email: sales@rialtas.co.uk

rialtas.co.uk

QUOTATION

Prepared for Tollesbury Parish Council

Dated 06th of September 2023

1a. Purchase of Rialtas Suite Asset Inventory

Purchase Installation of the following:

| | |
|-------------------------------------|-------|
| Asset Inventory Management Software | £ 375 |
|-------------------------------------|-------|

| | |
|-----------------------------|--------------|
| Purchase of Software | £ 375 |
|-----------------------------|--------------|

| | |
|--|------|
| 1 st Year Annual Support and Maintenance Single User Licence* | £150 |
|--|------|

| | |
|---|--------------|
| Total Costs 1st Year for Purchase of Software | £ 525 |
|---|--------------|

1b. Ongoing costs

| | |
|---|----------------|
| Annual Support and Maintenance Single User Licence* | £150 per annum |
|---|----------------|

| | |
|--|----------------|
| Annual Support and Maintenance 5 User Licence* | £225 per annum |
|--|----------------|

2. Training

We recommend 1 hours on line training for the above module:

| | |
|-----------------|-------|
| Online Training | £ 100 |
|-----------------|-------|

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.



If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

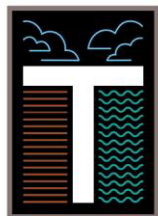
Name:

Position (Clerk/RFO):

Signature:

Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.



TOLLESBURY
PARISH
COUNCIL

PARISH COUNCIL POLICY

Co-Option Policy V2.0

Clerk: Michelle Curtis

Address: PO Box 13205, Maldon, Essex CM9 9FU

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



TOLLESBURY PARISH COUNCIL CO-OPTION POLICY

1. Introduction

This policy sets out the procedures to ensure compliance with legislation and continuity of Co-option of members to Tollesbury Parish Council.

2. Co-Option

The Co-option of a Councillor at Tollesbury Parish Council occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called. A casual vacancy occurs when:

- A Councillor fails to make their declaration of acceptance of office on time;
- A Councillors resigns;
- A Councillor dies;
- A Councillor fails for 6 months to attend meetings of a council, committee or sub-committee or to attend as a representative of the Council at a meeting of an outside body.

Tollesbury Parish Council has to notify the District Council of a casual vacancy and then advertise the vacancy and give electors the opportunity to request an election.

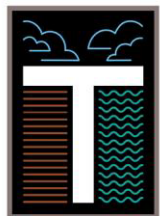
3. Eligibility of Candidates

Tollesbury Parish Council is able to consider any person to fill a vacancy provided that they are a qualifying UK, Commonwealth or Republic of Ireland citizen, over the age of 18 and:

- On the day the candidate is a Parish Council elector; or
- They have for the past 12 months rented/tenanted land or other premises in the Parish; or
- Their principal place of work during those 12 months is in the Parish; or
- They have lived either in the Parish or within 3 miles of it during the whole of those 12 months.

There are certain disqualifications for elections, of which the main are:

- Holding a paid office under the local authority;



- Being the subject of a bankruptcy restrictions order;
- Having been sentenced to a term of imprisonment (whether suspended or not) of no less than 3 months, without the option of a fine during the 5 years preceding the election; and
- Having been disqualified under any enactment relating to corrupt or legal practices.

4. Confirmation of Co-Option

To ensure that a fair and transparent process is undertaken, the procedure below will be followed by Tollesbury Parish Council.

- 4.1** On receipt, of written confirmation, from the Electoral Service of the District Council, the casual vacancy can be filled by means of Co-option, in this instance the Clerk will:
- a. Advertise the vacancy for two weeks on the Councils noticeboards and website;
 - b. Advise the Council that the Co-option policy has been instigated by sending an email to all Councillors.
- 4.2** Applicants for Co-option will be asked to
- a. Provide information about themselves by way of an application form.
 - b. Confirm their eligibility for the position of Councillor within the statutory rules.
- 4.3** It is policy to encourage applicants to attend a minimum of one Council, Committee and Working Party meetings in advance of Co-option taking place to ensure they are comfortable with the Council's processes and happy to move forward with their application.
- 4.4** Copies of the candidate's details from 4.2(a) will be circulated to all Councillors by the Clerk at least 7 days prior to a meeting* of the full council where the Co-option will be considered. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.
- 4.5** Voting must not be undertaken "in Committee" and will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting.



- 4.6** There will be a separate item on the Parish Council meeting Agenda to deal with the application/applications.
- 4.7** Each applicant will be invited to attend the Parish Council meeting to present themselves to the Parish Council and to allow the Councillors present to ask them questions in the open meeting.
- 4.8** If an applicant does not present themselves to the Parish Council meeting and they cannot provide a valid reason for not attending then they will not be considered for the vacancy/vacancies.
- 4.9** The Parish Council will resolve to exclude members of the press, public and the candidates under the Public Bodies (Admissions to Meetings) Act 1960 to enable it to discuss the merits or otherwise of the applicants.
- 4.10** The Parish Council meeting will then re-convene as an open meeting and a vote will take place in accordance with the adopted voting protocol (Standing Order 8. The successful candidate should receive an absolute majority vote of those present and voting. So if there are more than two candidates for the vacancy and none of them at the first count has an overall majority, the candidate with the fewest votes should be eliminated and the remainder put to the vote again. The process should be repeated as necessary until one candidate has an overall majority. The Chairman has a second and casting vote in the event of a tie.
- 4.11** The Chairman will declare the result. The successful candidate is then declared co-opted to the council. The candidate will sign the Acceptance of Office and join the meeting.
- 4.12** The result will be recorded in the Minutes of the Parish Council meeting.
- 4.13** The Parish Clerk will notify all Parish Council Councillors of the voting count and the result of the selection process as soon as possible afterwards.
- 4.14** No feedback will be given to any applicant in respect of the Parish Council discussions that took place in the closed part of the meeting unless agreed by the Parish Council.
- 4.15** The successful applicant/applicants will be provided with an electronic copy of the following:
 - i. A copy of the Parish Councils Standing Orders.
 - ii. A copy of the Parish Councils Financial Regulations.
 - iii. A copy of the Parish Councils Code of Conduct.
 - iv. A copy of the map showing the Parish boundary.
 - v. A copy of the set of the Good Councillors Guide.



- 4.16** The successful candidate to complete the Register of Interest online via a link provided by the Parish Clerk. The form must be completed within 28 days.
- 4.17** If for any reason an applicant/applicants are not selected then the vacancy/vacancies will be re-advertised in accordance with this procedure.

*The co-option meeting will be arranged on an occasion when as many Councillors as possible can attend.

| Version | Details of Changes | Date | Approver |
|---------|---|------------|----------|
| V1.0 | Adopted Policy | 07/09/2021 | TPC |
| V2.0 | Reviewed and updated by the Finance Committee | 04/10/2023 | F&PC |
| V2.0 | Updated policy adopted by Full Council | 17/10/2023 | TPC |
| | NEXT REVIEW – OCTOBER 2024 | | |
| | | | |



Dear Councillor

I have recently been made aware of an initiative in another part of the country to commemorate The King's Coronation. It impressed me so much that I thought I would give it some wider publicity and let you know about it. The plaque is the result of a collaboration between HM Lord-Lieutenant of Shropshire, Anna Turner and the British Ironwork Centre, Oswestry. It involves the design and manufacture of a Coronation plaque and its distribution amongst at least 20 towns and organisations in Shropshire to commemorate the Coronation and to serve as a lasting legacy of this significant occasion. The plaque looks attractive, as you can see from the diagram below. After making some enquiries, I am informed that the plaque is made of 3D Deluxe stainless steel and measures 500mm in diameter and 3mm in thickness. Each plaque costs £199.00, including delivery, which is near enough cost price. Examples of the plaque can be seen below, as too are contact details for the British Ironwork Centre and its Chairman, Clive Knowles should you wish to follow up. I am told that this offer will remain open throughout 2023, so there is no immediate hurry to place an order before the Coronation, but the opportunity can be considered at leisure in the period after the Coronation. I am sending this information in case you might be interested.

For more information, please contact:

Clive Knowles

clivek@britishironworkcentre.co.uk

With very best wishes

Jennifer Tolhurst

**Jennifer Tolhurst,
HM Lord-Lieutenant of Essex**







38 Thurstable Road
Tollesbury
Essex
CM9 8SG
06/10/2023
07927 610399

malden4953@hotmail.com

Michelle Curtis
Parish Clerk
Tollesbury Parish Council

Dear Michelle,

Tollesbury Royal British Legion Branch with the Parish Councils approval is in the process of making the arrangements for the Remembrance Day Service and Parade, which this year will be held on Sunday 12th November, and we would like to invite you to join us. The parade led by the 'Colchester Pipes & Drums Band' will leave the clubhouse at approximately 10.10am and march to St Marys Church for the remembrance service. On completion of the service and wreath laying ceremonies at St Mary's and the recreational ground the parade will march back to the clubhouse.

Rehearsals will be held, starting at 1040 on Saturday 11th November at the War Memorial St Marys Church where the Standard Bearers, colour parties and poppy spray layers should attend. The rehearsal is later this year as Saturday is Armistice Day and at 11am we will play the last post and observe the two minutes silence.

I will be grateful if you would inform me in due course whether the Tollesbury Parish Council will be taking part in the Remembrance Service and parade.

A Poppy Wreath with a blank centre is available for Sunday 12th. The cost of the wreath is £18 and if you would like a wreath, I would appreciate it if payment were passed to me no later than the 18th November.

We request that the gate to the recreational ground is left unlocked on Remembrance Sunday.

I enclose copies of the risk assessments for the parade which will be carried out using the letter of understanding between the Parish Council and Tollesbury Royal British Legion.

I look forward to hearing from you soon.

Yours sincerely,

Malcolm Cousens
Branch Chairman & Poppy Appeal Organiser

Organisation: Tollesbury Royal British Legion Assessment carried out by: Malcolm Cousens

Date of next review: September 2024

Date assessment was carried out: 1st October 2023 - revised.

Remembrance Day Parade Sunday 12th November 2023

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Risk calculation (severity x likelihood) |
|---|---|---|--|------------------------------------|-------------------------------|--|
| Vehicle movements New Road, Hasler Road | Members of the marching parade from The Chase into New Road | Providing road marshals at the top of Hasler Road and junction of New Road & The Chase | Marshals to prevent vehicles entering New Road and The Chase whilst parade leaves The Chase and turns right into New Road Marshals to wear high visibility clothing and to have two-way communication | Marshals x 2 | From approximately 1010 | 2 |
| Vehicle movements East Street | Members of the marching parade in New Road | Providing road marshals at the junction of New Road & East Street | Marshals to prevent vehicles entering New Road & East Street Marshals to wear high visibility clothing and to have two-way communication | Marshals x 2 | From approximately 1015 | 2 |
| Vehicle movements East Street, High Street, Station Road and junction of Elysian Gardens & Church Street | Members of the marching parade from East Street to St Mary's Church | Providing road marshals at the junction of East Street, Station Road, High Street and junction of Elysian Gardens & Church Street | Marshals to prevent vehicles entering East Street from the High Street & Station Road. The parade will halt outside St Marys Church as directed by the Parade Marshal. Marshals to wear high visibility clothing and to have two-way communication | Marshals x 4 | From approximately 1020 | 2 |
| | | | | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Risk calculation (severity x likelihood) |
|--|--|---|--|------------------------------------|-------------------------------|--|
| Vehicle movements Church Street & Elysian Gardens | Members of the marching parade marching from the entrance of St Mary's Church to the recreational ground | Providing Road marshals at the junction of Church Street & Elysian Gardens, north end of Church Street & junction of St Johns Court & Elysian Gardens | Marshals to prevent vehicles entering Church Street & Elysian Gardens. Marshals to wear high visibility clothing and to have two-way communication | Marshals x 3 | From approximately 1105 | 2 |
| Vehicle movements Elysian Gardens | Members of the marching parade marching from the entrance the recreational ground to the High Street | Providing road marshals at the junction of Church Street & Elysian Gardens, junction of St Johns Court & Elysian Gardens, junction of Elysian Gardens & High Street | Marshals to prevent vehicles entering Elysian Gardens. Marshals to wear high visibility clothing and to have two-way communication | Marshals x 3 | From approximately 1110 | 2 |
| Vehicle movements High Street - West | Members of the parade marching in the High Street | Providing road marshals at the junction of Elysian Gardens & High Street, junction of High Street & North Road, junction of High Street & West Street | Marshals to prevent vehicles entering Elysian Gardens. Marshals to wear high visibility clothing and to have two-way communication | Marshals x 3 | From approximately 1115 | 2 |
| Vehicle movements High Street - East | Members of the parade marching in the High Street to Station Road | Providing road marshals at the junction of High Street & East Street, junction of East Street & Station Road & from Church Street | Marshals to prevent vehicles entering High Street & Station Road. Marshals to wear high visibility clothing and to have two-way communication | Marshals x 3 | From approximately 1115 | 2 |
| Vehicle movements Station Road | Members of the parade marching in Station Road to New Road | Providing road marshals at the junction of Station Road & High Street, Station Road & HuntsFarm Close, Station Road & New Road | Marshals to prevent vehicles entering Station Road. Marshals to wear high visibility clothing and to have two-way communication | Marshals x 3 | From approximately 1120 | 2 |
| | | | | | | |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Risk calculation (severity x likelihood) |
|--|---|--|---|------------------------------------|-------------------------------|--|
| Vehicle movements Station Road & New Road | Members of the parade marching in New Road to The Chase | Providing road marshals at the junction of Station Road & New Road, junction of Hasler Road & New Road, Junction of New Road the Chase | Marshals to prevent vehicles entering New Road & The Chase Marshals to wear high visibility clothing and to have two-way communication | Marshals x 3 | From approximately 1125 | 2 |

A risk assessment has been carried out by Malcolm Cousens for Tollesbury Parish Council and the risk is deemed to be low.

Risk assessment is low ie Risk score of 1 – 6 are deemed acceptable Risk score of 7 –12 are deemed tolerable Risk score of 15+ are deemed unacceptable

For vehicles not prepared to wait for the parade to pass there will be an alternative route available in and out of the village

TAILLER CHARITY – BRIEFING FOR TOLLESBURY PARISH COUNCIL

INTRODUCTION

This briefing is intended to update Parish Councillors, and to inform those who joined recently.

Tailler Charity (officially '*Robert Tailler (or Taylor)*') – 'the Charity' – is registered with the Charity Commission (Charity Number 211742).

BACKGROUND

The original legacy arose in the Will of Robert Tailler, dated 8 February 1652. The background is that Robert Tailler, a resident of Tolleshunt Knights, often rode his horse through Tolleshunt D'Arcy and Tollesbury. Only in Tollesbury, he wrote, did people smile at him.

The 'Charitable Objects' stem from that date – namely, 'General Benefit of the Poor', restricted to the Parish of Tollesbury. The Charity was registered under contemporary legislation on 2 November 1962.

The income comes from the rent of two fields in Tolleshunt Knights, plus a wayleave rental and public donations. Since 2018/9 the Charity has been registered for Gift Aid.

ACCOUNTS AND RESPONSIBILITY

The accounts have been lodged on time, and the Charity Commission website confirms that Charity reporting is up to date. Trustees oversee the upkeep of the two fields and monitor the performance of the tenant.

As a result of recent initiatives by Trustees, the two fields are now formally recorded with HM Land Registry.

The Charity pays for insurance to cover Third Party liabilities.

OPERATIONAL SUMMARY

The Charity's operational activities were minimal in 2018 and 2019.

However, since early 2020 – through a combination of the pandemic and cost of living issues – demand has increased substantially. Over the past four years, the Charity has disbursed a total of £18k to a wide variety of recipients in the village. In the same period, the Charity has raised £21k.

The current credit balance is sufficient for predicted needs. The Charity is very grateful to several residents who have been generous with donations, which have helped to keep pace with expenditure.

All transactions are strictly private and in-confidence. Calls for help are being received regularly and the forthcoming winter is forecast to be additionally challenging for residents.

GOVERNANCE

Under the governing document, the Charity has four Trustees, appointed by Tollesbury Parish Council. The Charity operates independently of the Parish Council, but one Trustee is a Parish Councillor. The Parish Clerk acts as Charity Secretary.

Current Trustees are *Jeremy Heigham (Chair), Harry Nixon, Isabel Adcock and Roy Clare*. Anticipating likely retirements of Trustees over the next few years, the Charity is supporting an orderly, gradual succession through professional dialogue with a small number of residents – people who have already been helpful to confidential casework, and who have relevant knowledge and experience.

By shadowing aspects of the work of the Charity, they gain insight and can apply to become candidates for trusteeship in due course. But each is aware that there is no preferment; as and when a vacancy arises, the Parish Council conducts an open recruitment process and makes appointments.

CONCLUSION

Trustees are happy to respond to queries from the Parish Council about the work of Tailer Charity.

Jeremy Heigham (Chair)

October 2023

PARISH COUNCILLORS ARE INVITED TO NOTE THIS BRIEFING

| | | | | |
|---|--------------|-------------------------------------|------------|--|
| Essex Association of Local Councils | | Legal, Process or Procedure Enquiry | | Tracking Number |
| Ann C Wood | | | | 325.23 |
| Name of Council | | Contact at Council | | Contact Details |
| Tollesbury Parish Council | | Michelle Curtis | | tollesburypc@btinternet.com |
| Received | Acknowledged | Response | Due Date | Staff Email Address |
| 08.09.2023 | 22.09.2023 | 22.09.2023 | 15.09.2023 | legal@ealc.gov.uk |
| Summary | | NALC Legal | ELS | Worknest |
| Recording of Meetings | | - | - | - |
| Details Given | | | | |
| <p>From: Tollesbury Parish Council <tollesburypc@btinternet.com> Sent: Friday, September 8, 2023 4:15 PM To: Legal EALC <legal@ealc.gov.uk> Subject: Equality Act 2010</p> <p>Good afternoon,</p> <p>I am after some more advice please.</p> <p>The Parish Council along with the Neighbourhood Plan Steering Group (NPSG) recently met via Zoom with two Developers who are working in the village. One developer had already submitted a planning application and the other is in the process of submitting their application. We record our sessions so any Parish Councillors or members of the steering group who could not attend have the opportunity to view the meeting.</p> <p>The purpose of the meeting was for us to try and find out what their plans were. There were no decisions, it was a meeting of fact finding.</p> <p>At our meeting a resident asked why the public were not able to attend. The Chairman explained that due to previous experience of meetings with Developers and when the public attended, it made the meeting very difficult to manage. The Chairman advised it was not a formal Council meeting and was a meeting for the Parish Council and NPSG to find our information.</p> | | | | |

The resident then asked if they could see a copy of the recording of the Zoom meeting. The Chairman said he was happy for a link of the meeting to be forwarded to the resident. The resident then asked whether recordings of meetings could be uploaded to the Parish Council website so they were accessible to all residents.

Another resident referred to the comments made by the previous resident and stated that it was noted that the NPSG were invited to the meeting. Regarding recording the session and making it available, the Equality Act 2010, paragraph 29 talks about services being provided and not differentiated by a service provider, which, in our case, is the village. The resident requested the views of the Parish Council on how paragraph 29 relates in terms of the meeting which was held.

Here is the link to what the resident was referring to:

<https://www.legislation.gov.uk/ukpga/2010/15/part/3/crossheading/provision-of-services-etc>

We would appreciate your help and advise on this.

Kind regards
Michelle Curtis
Clerk to the Council

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| Documents Provided | | |
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| Issues to Consider | | |
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| Identified Powers | Legal Topic Notes Provided | Other Resources Provided |
| | LTN40 – Local Council Documents and Records | |
| Advice Staff Name | Checked Staff Name | |
| Ann Wood | | |
| Advice Provided | | |
| <p>Dear Michelle</p> <p>Thank you for your e.mail and enquiry of 8th September 2023. Please accept my apologies for the delay in replying. We have been extremely busy recently and I only work part-time hours for the EALC.</p> <p>The first point I would make is regarding the recording of meetings. To cover situations like this, it would be a good idea if the Parish Council formally states what its policy is about the recordings. For instance, are they made for the purposes of writing the minutes only; are they to be made public via the website or only on request; how long will they be kept before they are deleted? It is entirely a matter for the Council to decide what rules they make around the recordings but it is helpful to everyone if it is clear why and how they are being made.</p> <p>The Council could have a stand-alone policy or it could add the information to its Document Retention policy. This would help to prevent issues arising about who is entitled to the recordings or whether they are going to be made public as a matter of course. I am attaching a copy of LTN40 – Local Council Documents and Records, for your information.</p> <p>Secondly, The Equality Act 2010 is an act to make provision to require Ministers of the Crown and others, when making strategic decisions about the exercise of their functions</p> <ul style="list-style-type: none"> • to have regard to the desirability of reducing socio-economic inequalities • to reform and harmonise equality law and restate the greater part of the enactments relating to discrimination and harassment related to certain personal characteristics • to enable certain employers to be required to publish information about the differences in pay between male and female employees | | |

- to prohibit victimisation in certain circumstances
- to require the exercise of certain functions to be with regard to the need to eliminate discrimination and other prohibited conduct
- to enable duties to be imposed in relation to the exercise of public procurement functions
- to increase equality of opportunity
- to amend the law relating to rights and responsibilities in family relationships
- and for connected purposes

The service provider cannot be the village, it must be the Parish Council. However, I do not think that the Equality Act 2010 is the relevant legislation to be applied to a decision by a Parish Council about who it invites to an informal meeting or about who is supplied with access to recordings of such meetings. As long as the Council has either given access or not, equally to all, then the legislation is not relevant in this instance. If on the other hand, the Council has said (as an example) that access to the recordings is only for people aged between 40 and 50, that would be covered by the legislation and would be unlawful.

Obviously caution should be exercised generally when setting up this type of meeting relating to development, about who is to be invited and whether it is going to be recorded, as it may attract adverse comment from residents, as it appears to have done in this case. I have always found it best to invite developers to open council meetings, particularly when they have already submitted a planning application. However, these are matters for the Council to decide.

I hope this helps answer your question, if you need more support please do call.

Kind regards

Ann C Wood

Head of Member Enquiries