

Present: Cllrs Clare, Ferneyhough, Gilbert, Goldie, Hawes, Inwood, Rogers, St Joseph

In the Chair: Cllr Plater – Chairman

Clerk: Michelle Curtis

Also Present: District Councillors Stephens and Thompson
3 Members of the public

1. Apologies for Absence

There were apologies for absence from Cllrs Bell and Page.

There were also apologies for absence from County Councillor Durham.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. Public Forum

A resident asked for clarification on the narrative read out by the Clerk at the previous meeting regarding the public having access to Zoom recordings. Are the public allowed to have a link to view the meetings?

The Clerk read the extract from the information received from the EALC:

“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. 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.”

The Clerk advised that at the last meeting, the Parish Council agreed that the Finance and Policy Committee would look into whether a policy for recording meetings is required. The Finance and Policy Committee will be meeting on 6th December 2023.

A resident raised a query regarding the monthly financial report. The bank reconciliation reports show three items as unreconciled differences, each with a value of zero, so there is nothing to reconcile. The resident stated that he did not think that the entry on unreconciled differences provides an informed basis for Councillors to make a decision to approve the accounts. There is no statement provided of what the discrepancies relate to.

The Clerk reported that the unreconciled differences were old, incorrect data entries. There are no discrepancies. As they all had zero balances, they did not affect the accounts provided to Parish Councillors and the figures submitted to the Internal and External Auditors. The accounting software does not allow the Clerk to delete entries; this would need to be done with the assistance of Rialtas, who provide the accounting software. Cllr Clare confirmed that as a member of the Finance and Policy Committee, he was aware of the entry and it had not caused any confusion.

Action: Clerk to ask Rialtas if they can delete the unreconciled items.

The resident asked if the monthly financial report was circulated to all Parish Councillors before the meeting.

The Chairman confirmed that the report was circulated to all Parish Councillors before the meeting.

4. **County Councillors and District Councillors**

Cllr Stephens presented her report (Appendix A).

Cllr Stephens reported:

- The kerbstones on the High Street had gone missing. Highways have agreed to carry out the repairs on Sunday, 19th November 2023, but Essex County Council (ECC) will not be able to do these works unless the kerbstones are found. Cllr Stephens advised that a Councillor had asked why the road needs to be closed on 19th November for the works. Cllr Stephens explained that a closure is required because the road is so narrow.
- The Village Gateway and the 20s Plenty outside the school have been agreed. The Chairman thanked Cllr Stephens for her persistence and pushing for these projects.
- Two schemes submitted to the Local Highways Panel (LHP) have now moved to the South Essex Parking Partnership (SEPP).
Scheme no. 1 - No parking across the tidal barrier
Scheme no. 2 - Yellow lines installed to be put in place so that vehicles park on the opposite side of the road on West Street, from Palmers Garage towards the centre of the village.
For Scheme 1, SEPP recommends that we raise a petition, and Cllr Stephens asked whether the Council could sign the petition, a copy of which had been sent to the Clerk. Before the meeting, the Clerk had forwarded a copy of the documents from Cllr Stephens to all Councillors.
The Chairman agreed to discuss this item under Community Matters.
For Scheme 2, Cllr Stephens thinks it would be worthwhile exploring and would help with the current traffic issues in that area.
The Chairman advised that this has previously been discussed, and the Parish Council informally said yes for Cllr Stephens to proceed. The Chairman stated that if we wanted a formal decision, it should go on the agenda for consideration. Cllr Clare suggested that residents/businesses be consulted regarding this proposed scheme.
Action: Cllr Stephens to speak with SEPP to see if such a scheme is feasible.
Action: Cllr Stephens to prepare the documentation for consideration by the Parish Council at a future meeting.
- Regarding the unexpected closure of the main road into the village on Friday 3rd November, she had spoken with Cllr Durham that day. He doesn't yet have all the information on the reason and background.
The Chairman advised that the closure of Tollesbury Road was due to emergency works by Openreach. Openreach can issue emergency road closures, and they do not have to give notice.
Cllr Clare reported that signs about the road closure were left in place at the end of the working day. That evening, he had driven down the road to check and had found no excavations, cones or other hazards,

Cllr Stephens asked why these works could not have waited until the weekend when fewer vehicles, particularly buses and large vehicles, would be coming into the village.

Cllr Thompson reported that she had sent photographs to Cllr Durham of the damage done to North Road and Back Road due to the road closure.

Councillors expressed concern that the manager responsible for the works had failed to take account of the needs of the village on a busy working day. It wasn't apparent that full closure was in fact necessary.

Action: Clerk to write to the Highways Cabinet Member at ECC to raise the Parish's concerns about the total closure and the failure to re-open the road, and to also request that when Tollesbury Road is closed, there is also an automatic trigger for a traffic management system to be in place in North Road. Copy of the letter to be sent to Cllr Durham.

- The sign on the sign at the bus shelter commemorating the visit to Tollesbury by Princess Anne in 2006 is very worn. Could it be cleaned up? Could it be discussed at a future meeting?

Cllr Clare suggested that if the sign was redone/updated, we do not remove the sign but update the sign subject to funds being available.

Action: Clerk to discuss the matter with the resident who had originally implemented the heritage route and signs.

- Some residents may not realise that they live in a conservation zone and the restrictions. Cllr Stephens suggested that we put out a reminder to those residents who live in a conservation area.

Action: Cllr Stephens to talk to Tim Howson to see if he can put some wording together.

Action: Clerk to arrange for a map of the Tollesbury Conservation Area to be available on the Parish Council website.

5. Minutes of the Meetings held on the 17th October 2023

Resolved: the Minutes of the Parish Council Meeting held on 17th October 2023 be approved as a true and accurate record of the meeting. Proposed Cllr Hawes, seconded Cllr Rogers. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

Cllr Clare stated that he was not present at the previous meeting of the Parish Council when the proposal of a memorial bench for an ex-councillor was discussed. He accepted that those at the meeting decided not to proceed with the bench. Still, he wished to record that Roger Lankester was very significant on the waterfront in the village and felt that it would have been nice to have his name associated perpetuity with the waterfront at Woodup rather than to undertake some work in the creek, as the £250 held would not allow much work to be carried out. He would raise the matter again at the next Woodrolfe Hard Committee meeting.

6. Finance

6.1 Monthly Financial Report

The Financial Reports, as of the 31st October 2023, were presented to the Council (Appendix B).

Councillors received the following monthly financial reports:

Bank Reconciliation – The closing balance of £132,892.13

Expenditure to date – Budget £121,000 - Actual to date £63,366

Income to date – Budget £121,000 (including Precept £107,510) Actual to date £123,411

Earmarked Funds – Closing balance £28,656.47 – Net movement £3,581.01

The Clerk reported:

- £1,438.69 received from HMRC for the VAT recovered between July and September 2023.

The Chairman signed the Reports.

6.2 Payments

The items for payment totalling £11,955.14 were presented for approval (Appendix C).

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

7. Recreation Ground

7.1 Verbal Report from the Recreation Ground Committee

The next meeting of the Recreation Ground Committee will be held on Tuesday 14th November 2023.

7.2 Monthly Inspection Report

The Monthly Inspection Report dated 29/10/23 was received and noted.

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

8.1 Verbal Report from the Environment and Amenity Committee

The next meeting of the Environment & Amenity Committee will be held on Wednesday 15th November 2023.

9. Woodrolfe Hard

9.1 Verbal Report from the Woodrolfe Hard Committee

The next meeting of the Woodrolfe Hard Committee will be held on Monday 13th November 2023.

10. Woodup Pool

10.1 Verbal Report from the Woodup Pool Committee

The Clerk reported that she had spoken with a member of the Swimming Group to advise them of the proposed closure of the pool from early January to early February.

10.2 Woodup Pool Usage by FACT

Councillors were happy with the proposed schedule for 2024.

Action: Clerk to update the website with the usage dates for 2024

Action: Clerk to send a letter of thanks to FACT for their help during the 2023 season.

11. Finance & Policy

11.1 Draft Minutes of the Finance and Policy Committee Meeting

The draft minutes of the Finance and Policy Committee meeting held on the 4th October 2023 were received and noted.

12. Telephone Kiosk

The Chairman reported that Tollesbury Climate Partnership (TCP) had decided to put on hold the use of the Telephone Kiosk.

Councillors confirmed that Tollesbury Parish Council remain fully supportive of the work of Tollesbury Climate Partnership and is grateful for their initiatives on behalf of the village.

13. Parish Magazine

Resolved: Unanimously agreed to advertise the Pavilion for hire in the Parish Magazine for 2024, costing £85 for an A6 portrait, black and white advertisement.

14. Resident Enquiry

14.1 Repairs to the Skate Park

The Clerk advised that she had spoken with Gamart Engineering, who will schedule the repairs to the skate park.

14.2 Working Party to spray the Youth Shelter

The Clerk advised that a working party had been arranged for Saturday 25th November 2023, weather permitting.

14.3 Goals painted on Kickwall

The Clerk advised that she had spoken with ex-Cllr Rob Cole, who has kindly agreed to paint the goal/targets on the kickwall free of charge - the Parish Council to provide the materials.

Various ideas for what should be painted have been put forward, and these ideas will be considered by the Recreation Ground Committee when they meet on 15th November 2023.

14.4 Expected date for the release of the Neighbourhood Plan

The Chairman reported that the Neighbourhood Plan Steering Group (NPSG) would meet on Wednesday 29th November.

The Chairman advised following the recent distribution of the Housing Needs Survey, a resident had come forward to join the NPSG. The resident will attend and observe the next meeting.

15. Police/Community Protection Officers (CPOs)

15.1 Police

The Police Reports (confidential) were received and noted.

15.2 CPO Report for September 2023

The report for September 2023 was received. It was noted that there was 1 VMO (Vehicle Move-On) during the September patrols.

16. Administration

Assets – The Clerk reported that following the last meeting, she had checked the files to see whether the land owned by the Parish Council was registered with the Land Registry. The Clerk advised that the Cemetery Extension, Hasler Green and Woodrolfe Green were registered. The Clerk had approached Bright & Sons for a quotation to register all other land owned by the Parish Council.

Royal British Legion Club (RBLC)– The Clerk reported that following the last meeting, she had contacted the Chairman of the RBLC, and they are holding their next Committee meeting on Thursday 9th November 2023, if any Councillors wish to attend. The Chairman and Cllrs Clare, Hawes and St Joseph agreed to attend the meeting.

Action: Clerk to write to the RBLC to:

- 1) Express the concerns from residents that an important asset is facing closure.
- 2) Ask what action had been taken to modify the business plan, innovate services provided and reach out to others in the village for assistance.
- 3) Seek an assessment of options for the property if the club were to close.

Meeting Deputy Monitoring Officer – The Clerk advised that the meeting with Emma Holmes, Deputy Monitoring Officer at MDC, had been arranged for Wednesday 15th November 2023 at 12.30pm in the Pavilion.

The Chairman confirmed that the meeting was for Parish and District Councillors.

17. Community Matters

Cllr St Joseph reported:

- The Climate Report from MDC in the report from Cllr Stephens – Cllr St Joseph had concerns that the majority of the MDC climate change involvement risked recycling other project reports rather than any specific action.
The excitement of recognising that St Lawrence Bay hosts an amount of seagrass is lessened by the knowledge that it has been there for decades. Similarly, there is no recognition of building on earlier work.
The MDC 2018 Green Infrastructure Report (Appendix D) gives a fair idea of the significant achievement. It flags up the Defra Countryside Stewardship Project that promoted extensive farming systems and clear environmental aims. Nearly a third of farmland in the MDC area was entered into this scheme. This has taken more funds that are available to MDC. So it isn't clear what MDC hope to achieve.
In this Parish, the number of small woodlands has increased by tree planting from 8 to 32. This is a significant change and any input from MDC on climate change might reflect and build on this significant earlier work in the same field.

Cllr Rogers expressed thanks for contacting the Pharmacy, as they had put a notice on Facebook asking customers to park with consideration outside the Pharmacy and not to obstruct the footpath.

The Chairman reported:

- The 'BIG THANK YOU' Day held by TCP at Tollesbury Primary School was very successful.
- TCP still hasn't been able to sign the deal with the Contractor for the school decarbonisation project. It is hoped that matters will be resolved soon.

Councillors discussed the proposed application for the road markings near the tidal gate. Councillors were happy with the application, but rather than double yellow lines, they suggested double red lines or a hatched area indicating no parking.

The Chairman signed the petition on behalf of the Parish Council.

18. Dates of the Next Meetings

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

Tuesday 14th November 2023 – Recreation Ground Committee – 8.00pm - Pavilion

Wednesday 15th November 2023 – Environment & Amenity Committee – 7.30pm – Pavilion.

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

Tuesday 5th December 2023 - Full Council Meeting – 7.30pm – Pavilion

Wednesday 6th December 2023 – Finance & Policy Committee – 7.30pm – Pavilion

Tuesday 19th December 2023 - Full Council Meeting – 7.30pm – Pavilion

The Chairman closed the meeting at 9.12pm.

Signed.....

Date

**Report for Tollesbury Parish Council meeting
on 7th November 2023** (report written 2nd November 2023)

**From Councillor Emma Stephens
Maldon District Councillor for Tollesbury (Independent)**



Cllr.Emma.Stephens@Maldon.gov.uk
01621 869415 / 079 069 44443

MALDON DISTRICT COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



1. PLANNING

Next planning meetings: District 23Jan23 (29Nov23 cancelled); North Western 8Nov23, 6Dec23.

2. ROAD SAFETY

❖ Highways repairs

High Street kerb stones missing and dislodged: I raised a formal complaint to Essex Highways and ECC have now provisionally scheduled repairs for 19th November. That is a Sunday, as traffic will be restricted to single flow. Drivers are asked not to park on either side of the road that day, and I will visit residents and businesses to emphasise this, and post on social media.

Street light, Estuary Mews: I also raised a formal complaint to Essex Highways about this, and they have now had a repair made by UK Power Networks and the light is working again.

Other: Cllr Mark Durham invited nominations for potholes in most urgent need of repair. I focused on those that I feel are riskiest for pedestrians. The following have been agreed: Thurstable Close ruined pavement; The Chase pothole; Hasler Road junction with New Road pothole.

❖ Local Highways Panel (LHP) applications

Cllr Durham advises that the Local Highways Panel has agreed:

- LMAL222009, East Street, 20's plenty – total scheme £6,500
- LMAL202021, West Street, village gateways – total scheme £13,000

Other schemes on hold pending review of the LHP system: 20mph limit throughout Tollesbury; Traffic priority scheme, Kings Head; Traffic priority scheme, Dove Cottage, East Street; Traffic priority scheme east of Tollesbury school; Alternative measures to a school patrol.

❖ South Essex Parking Partnership (SEPP):

- Parking prohibition across tidal flood barrier: forms ready for signoff if TPC in agreement?
- West Street parking (no loss of spaces): does the PC want to progress with asking for an assessment?

3. NEWS

Maldon District Council news

❖ Tollesbury Community Hub is now underway

- I am delighted that Tollesbury residents can now get local face-to-face advice and information from a range of services such as the Alzheimer's Society, Citizens Advice, Council officers, DWP... etc. The line-up will change each month, and suggestions are welcome.

- 9.30 – 11.30 am in The Centre, fourth Thursday each month (not December). Free refreshments!
- Grateful thanks to MD Community Voluntary Service for running the first one, and MDC has now taken it over.
- ❖ **Free heritage talks:** MDC hosts five winter talks each year. This year's programme includes a talk by Tim Howson about Tollesbury's Medieval and Tudor houses on Tuesday 5th December at Tollesbury Congregational Church.
- ❖ **Bulk waste collections:** I am very pleased to report that Maldon District Council can take bookings by phone again now, as well as online.
- ❖ **Resident survey open till 26th November.**
 - So far there are only 13 Tollesbury respondents out of 1765 adult residents!
 - The survey is also open to **organisations** (and **businesses**), so the Parish Council can submit a response.
 - Surveys are available at www.maldon.gov.uk/yourviews; on paper in the Lighthouse; or from me. I am collecting completed surveys and taking them to the office.
- ❖ **Maldon District Council in top 10% in England for waste and recycling:**
 - 56.2% of waste collected in the District is dry recyclate, garden and food waste, well above the 42.5% national average; we are 19th out of 239 authorities (2021-22 DEFRA).
 - We are one of five authorities in England trialling the collection of flexible plastics, which are processed in the UK.
 - Used pink recycling sacks are exported to Germany for use in cement kilns, and used green food bags are extracted to generate energy at an anaerobic digestion plant. The remaining food waste is converted into water and fertilizer.
- ❖ **Climate action:** please see update from MDC's Climate Action lead to all members on page 3.

Essex County Council news

- ❖ **Recycling centre bookings consultation:** do you agree that everyone should always have to book to visit the recycling centre ("the tip")? This survey is open until 19th November at <https://tinyurl.com/3vmuzzeh>.
- ❖ **Waste management strategy:** this consultation is open until 22nd November at www.tinyurl.com/ce664e5t.

Non-council news

- ❖ **NHS referrals to Colchester Hospital:** The local Integrated Care Board have now confirmed to me that Tollesbury Surgery can definitely refer patients to Colchester if required by the patient, subject of course, to the specialty being available at Colchester.
- ❖ **Hedingham bus services:** I am in discussion with Hedingham about road safety, as I find it unsafe that buses reverse across the square, and that there are sometimes three buses there at once. I have suggested alternatives, and Hedingham are planning a meeting with ECC to discuss.
- ❖ **Gigaclear fibre broadband installation roadworks:** Gigaclear have not yet responded on why aggregate stone was not used in the new tarmac to make it match the existing footways, and I have chased for a response.
- ❖ **RideLondon Classique 25th May 2024:** the world's best female cycling teams will return next year to compete in the Ford RideLondon Classique, part of the UCI Women's World Tour.

4. Devolution

- ❖ **What is it?** Devolution is the transfer of money and powers from central government to the local level.
- ❖ **Is it a council merger or takeover?** No. It is not about local government reform or changes to MDC's independence.
- ❖ **What's happening in Essex?** We are expecting a "level two" deal, so there would be a new "Greater Essex Combined Authority" to take decisions on the powers and budgets that the Government passes down. It does not include an elected Mayor for Essex.
- ❖ **What is "Greater Essex"?** It would include Essex County Council, Southend-on-Sea City Council, Thurrock Council and the Police, Fire and Crime Commissioner, plus eleven City, Borough and District Councils including the Maldon District Council.
- ❖ **Who will decide whether to go ahead?** Essex County Council, Southend-on-Sea City Council and Thurrock Council will make the final decision.
- ❖ **When will it be decided?** If the deal is agreed, the timeline for devolution will be pretty speedy. A full public consultation will come after 22 November.

5. Climate Action email from Claire Williamson, MDC's Climate Action lead officer to all members, 10th October 2023:

Dear Members,

As we are nearly six months into the 2023/2024 Climate Action Plan, I thought this would be a good opportunity to provide you with an update on climate actions. Around 50% of the actions within the plan are actively being worked on and a further 12% of actions have been completed.

Here are some key highlights:

- The Maldon District Future Transport Strategy and the EV charging strategy were drafted and released for public consultation earlier in the summer. ECC is analysing the responses and will prepare a 'You said, we did' report, which will highlight any changes made to the draft strategy.
- Charge my Street, a community led organisation, that aims to provide EV charge points to Charities and Parish Council's at low or zero costs, has engaged with six Parish Council's to establish their suitability for the scheme. These are Tillingham, Mayland - 2 sites, Cold Norton, Maldon - West Maldon Community Centre, Wickham Bishops and Bradwell.
- A sustainable staff travel plan is being drafted, and once approved this will allow us to become members of the Smarter Travel for Essex Network (STEN), which will help us to promote and encourage active and sustainable staff travel and apply for sustainable travel funding.
- We have been working with the Essex Waste Partnership on the development of the draft Waste Strategy for Essex. The strategy has been released for public consultation until 22 November 2023. The consultation can be found here: www.essex.gov.uk/wastestrategy
- The Waste team has been busy monitoring the participation levels in phase 1 of the soft plastic collection trial. Due to a slight drop off in participation the team is focusing on improving participation through a targeted engagement campaign. Phase 2 roll out is scheduled for Jan 2024.
- In Q1, we worked with Braxted park and the Plume Academy on the planning and development of the 'Let's Talk Trash' Festival. The aim of the festival was to engage young people through exciting and participatory experiences to raise awareness of the impact of littering and waste on our countryside and climate change. A Video of the event can be viewed at tinyurl.com/mvrh67mk.
- The Council has supported 10 litter picking activities by providing equipment and litter collections since March 2023. In addition, Climate Action supplied litter picking equipment to a group in Burnham on Crouch.

- In 2022/23 **3747** Trees and Hedgerows were planted across the district and a further **22,263** trees and hedges are proposed to be planted in 2023/24 (tree planting season is Q2 and Q3). This data was supplied to us by the Essex Forest Initiative, who we have developed a good working relationship with over the last year.
 - The Climate team is exploring ideas for pilot schemes with ECC with regards to 'rain gardens' which provide several flood risk and biodiversity benefits for flooding alongside public highways. See tinyurl.com/yt56mbfw.
 - We have been working with the Heybridge and Maldon Climate Action Partnership and Moat housing to develop a concept for a community orchard on a piece of rough land on Washington Close, Maldon.
 - Climate Action has collaborated with the Essex Forest Initiative, to submit a funding application to the Coronation Living Heritage Fund to support the establishment of the community orchard at Washington Close and at other sites across the District.
 - MDC land has been included in a bid to DEFRA for a 20-year Landscape Recovery Scheme along the Blackwater and Colne River catchments. The Council worked in partnership with Essex Wildlife Trust, the RSPB and the National Trust to identify and map land that was suitable for the application. The overall aim of the scheme is to improve climate resilience along our coast, protect wildlife habitats, promote sustainable farming and fishing and enhance local food production.
 - We are working with ECC on the development of a Local Nature Recovery Strategy. This strategy is still in early stages, but eventually the aim is to develop nature recovery initiatives for both the North and South of the District. See tinyurl.com/y3w26b85.
 - The Council is really excited to be hosting a small-scale Sea Grass trial in St Lawrence Bay, Blackwater Estuary. This project started in the Summer of 2023 and will continue into 2024. Seagrass is a nature-based solution to support the biodiversity crisis, the changing climate and protect the coastline from rising sea levels as a soft engineering method.
 - Climate Action provided budget and support for the recruitment of a temporary project officer to work on the AQMA project on Market Hill. A conditional offer has been made.
 - We are developing a carbon baseline, which will help us to measure changes to our emissions. Following the baseline, we will produce a Net Zero Trajectory/Route Map which will help us to create milestones and identify priorities for reaching net zero.
 - We are working in partnership with ECC and Community Energy South to enrol the Maldon District community climate action partnerships onto the CES pathways project. The Pathways programme is a free programme that helps local people to set up community solar initiatives, innovative heat projects and electric vehicle charging. Further information about pathways can be found at: <https://communityenergysouth.org/pathways>
 - We are collaborating with Colchester CC and nine other local authorities across the UK to develop a Green Events Code of conduct.
 - The number of Climate Actions Friend has grown by 54% so far in 23/24- we now have 70 CAF's.
 - In June 2023 we launched the Climate Action Friends Newsletter. The second edition will be issued in November 2023.
 - We have attended 2 parish council meetings, a parish forum, two climate focused talks and 5 community meetings since March 2023.
 - We planned and created a Climate Action Area at UFest 2023.
 - The Climate action Officer is very pleased to be supporting the development of three Community Climate Action groups (1 existing and 2 new groups).
- Updates on climate action activities including the highlights listed above will be summarised in the quarterly KPI updates, which are presented at the Performance, Governance and Audit Committee. Please contact me if you would like more information on these Climate Action Initiatives.

Kind regards

Claire Williamson

Date: 01/11/2023

Tollesbury Parish Council Current Year

Page 1

Time: 17:01

**Bank Reconciliation Statement as at 31/10/2023
for Cashbook 1 - Tollesbury Bank Accounts**

User: MICHELLE

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|---|--------------------|
| Current Account 1 | 31/10/2023 | | 64,360.34 |
| Deposit Account | 31/10/2023 | | 503.73 |
| P/Sector Reserve | 31/03/2021 | | 0.00 |
| Coop Current Account 2 | 31/10/2023 | | 1,804.27 |
| Petty Cash | 31/10/2023 | | 1.24 |
| Unity Current Account | 31/10/2023 | | 15,648.22 |
| | | | 0.00 |
| Unity Instant Access Saver Acc | 31/10/2023 | | 50,574.33 |
| | | | <u>132,892.13</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 132,892.13 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 132,892.13 |
| | | Balance per Cash Book is :- | 132,892.13 |
| | | Difference Excluding Adjustments is :- | 0.00 |
| <u>Adjustments to Reconciliation</u> | | | |
| 19/09/2017 ONLINE Colin Elmer | | 0.00 | |
| 19/09/2017 ONLINE Colin Elmer | | 0.00 | |
| 18/04/2019 D/C Morrisons | | 0.00 | |
| | | | <u>0.00</u> |
| | | Unreconciled Difference is :- | <u>0.00</u> |

Earmarked Reserves

| Account | Opening Balance | Net Transfers | Closing Balance |
|------------------------------------|------------------|-----------------|------------------|
| 320 EMR Amenities | 2,164.60 | -643.00 | 1,521.60 |
| 321 EMR Cemetery | 0.00 | | 0.00 |
| 322 EMR Recreation Ground | 9,302.13 | 1,390.00 | 10,692.13 |
| 323 EMR Community Support/Minor Pr | 5,462.98 | -355.00 | 5,107.98 |
| 324 EMR Woodup Pool | 2,092.74 | 3,510.05 | 5,602.79 |
| 325 EMR Pavilion Project | 0.00 | 1,000.00 | 1,000.00 |
| 326 EMR Pavilion | 0.00 | | 0.00 |
| 327 EMR Neighbourhood Plan | 3,228.05 | -799.04 | 2,429.01 |
| 328 EMR Fencing Project | 0.00 | | 0.00 |
| 329 EMR Woodrolfe Hard | 2,052.96 | | 2,052.96 |
| 330 EMR Streetlighting | 77.00 | -77.00 | 0.00 |
| 331 EMR Woodup Pool Project | 0.00 | | 0.00 |
| 332 EMR Play Equipment Project | 0.00 | | 0.00 |
| 333 Tollesbury Harbour Project | 250.00 | | 250.00 |
| 334 EMR Website | 445.00 | -445.00 | 0.00 |
| 335 EMR Bus Shelter | 0.00 | | 0.00 |
| | <u>25,075.46</u> | <u>3,581.01</u> | <u>28,656.47</u> |

Detailed Income & Expenditure by Budget Heading 31/10/2023

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>100 Wages</u> | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Wages :- Indirect Expenditure | 27,844 | 51,137 | 23,293 | 0 | 23,293 | 54.4% | 0 |
| Net Expenditure | (27,844) | (51,137) | (23,293) | | | | |
| <u>110 Administration</u> | | | | | | | |
| 1076 Precept | 107,510 | 107,510 | (0) | | | 100.0% | |
| 1080 Bank Interest Received | 580 | 0 | (580) | | | 0.0% | |
| 1150 Donations | 2,166 | 0 | (2,166) | | | 0.0% | 1,934 |
| 1160 Other Income | 1,640 | 0 | (1,640) | | | 0.0% | 140 |
| 1200 Grants Received | 2,950 | 2,950 | 0 | | | 100.0% | |
| Administration :- Income | 114,846 | 110,460 | (4,386) | | | 104.0% | 2,074 |
| 4100 Audit Fees | 720 | 700 | (20) | | (20) | 102.9% | |
| 4110 Bank Charges | 50 | 100 | 50 | | 50 | 49.7% | |
| 4120 Insurance | 4,087 | 3,758 | (329) | | (329) | 108.7% | |
| 4130 Miscellaneous | 233 | 500 | 267 | | 267 | 46.6% | |
| 4140 Office Allowance | 875 | 1,500 | 625 | | 625 | 58.3% | |
| 4150 Photocopier | 320 | 950 | 630 | | 630 | 33.6% | |
| 4160 Postage | 9 | 40 | 31 | | 31 | 22.5% | |
| 4170 Stationery | 29 | 60 | 31 | | 31 | 47.5% | |
| 4180 Subscriptions | 1,310 | 2,100 | 790 | | 790 | 62.4% | |
| 4190 Telephone | 322 | 600 | 278 | | 278 | 53.6% | |
| 4200 Training | 0 | 300 | 300 | | 300 | 0.0% | |
| 4210 Website | 150 | 800 | 650 | | 650 | 18.8% | |
| Administration :- Indirect Expenditure | 8,103 | 11,408 | 3,305 | 0 | 3,305 | 71.0% | 0 |
| Net Income over Expenditure | 106,743 | 99,052 | (7,691) | | | | |
| 6001 less Transfer to EMR | 2,074 | | | | | | |
| Movement to/(from) Gen Reserve | 104,669 | | | | | | |
| <u>120 Amenities</u> | | | | | | | |
| 1100 Allotments Income | 902 | 1,200 | 299 | | | 75.1% | |
| 1110 Fees | (1) | 0 | 1 | | | 0.0% | |
| Amenities :- Income | 901 | 1,200 | 299 | | | 75.1% | 0 |

Detailed Income & Expenditure by Budget Heading 31/10/2023

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|-----------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4130 Miscellaneous | 290 | 500 | 210 | | 210 | 58.0% | |
| 4250 Allotments | 37 | 1,000 | 963 | | 963 | 3.7% | |
| 4260 Hasler Green | 180 | 450 | 270 | | 270 | 40.0% | |
| 4270 Rangers | 365 | 1,500 | 1,135 | | 1,135 | 24.3% | |
| 4280 Woodrolfe Green | 320 | 700 | 380 | | 380 | 45.7% | |
| 4420 Maintenance | 0 | 200 | 200 | | 200 | 0.0% | |
| Amenities :- Indirect Expenditure | 1,192 | 4,350 | 3,158 | 0 | 3,158 | 27.4% | 0 |
| Net Income over Expenditure | (291) | (3,150) | (2,859) | | | | |
| <u>130 Cemetery</u> | | | | | | | |
| 1110 Fees | 4,840 | 5,865 | 1,025 | | | 82.5% | |
| Cemetery :- Income | 4,840 | 5,865 | 1,025 | | | 82.5% | 0 |
| 4130 Miscellaneous | 0 | 100 | 100 | | 100 | 0.0% | |
| 4310 Contract | 3,350 | 6,700 | 3,350 | | 3,350 | 50.0% | |
| 4330 Water/Sewage Rate | 145 | 150 | 5 | | 5 | 96.9% | |
| 4340 Rates | 306 | 435 | 129 | | 129 | 70.3% | |
| Cemetery :- Indirect Expenditure | 3,801 | 7,385 | 3,584 | 0 | 3,584 | 51.5% | 0 |
| Net Income over Expenditure | 1,039 | (1,520) | (2,559) | | | | |
| <u>140 Pavilion</u> | | | | | | | |
| 1120 Hire Charge | 170 | 75 | (95) | | | 226.7% | |
| Pavilion :- Income | 170 | 75 | (95) | | | 226.7% | 0 |
| 4330 Water/Sewage Rate | 145 | 260 | 115 | | 115 | 55.9% | |
| 4400 Cleaning Items | 16 | 60 | 44 | | 44 | 26.6% | |
| 4410 Electricity | 835 | 1,200 | 365 | | 365 | 69.6% | |
| 4420 Maintenance | 12 | 355 | 343 | | 343 | 3.5% | |
| Pavilion :- Indirect Expenditure | 1,009 | 1,875 | 866 | 0 | 866 | 53.8% | 0 |
| Net Income over Expenditure | (839) | (1,800) | (961) | | | | |
| <u>150 Projects</u> | | | | | | | |
| 4500 Amenities | 410 | 1,600 | 1,190 | | 1,190 | 25.6% | 2,320 |
| 4530 Recreation Ground | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | 2,610 |
| 4540 Woodup Pool | 1,424 | 3,000 | 1,576 | | 1,576 | 47.5% | 1,424 |
| 4560 Neighbourhood Plan | 2,244 | 1,000 | (1,244) | | (1,244) | 224.4% | 2,244 |
| 4610 Unallocated Sum | 495 | 0 | (495) | | (495) | 0.0% | 495 |
| Projects :- Indirect Expenditure | 4,573 | 10,600 | 6,027 | 0 | 6,027 | 43.1% | 9,093 |
| Net Expenditure | (4,573) | (10,600) | (6,027) | | | | |
| 6000 plus Transfer from EMR | 9,093 | | | | | | |
| Movement to/(from) Gen Reserve | 4,520 | | | | | | |

Detailed Income & Expenditure by Budget Heading 31/10/2023

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>160 Rec Ground</u> | | | | | | | |
| 1130 Pitch Fees | 1,160 | 2,500 | 1,340 | | | 46.4% | |
| Rec Ground :- Income | <u>1,160</u> | <u>2,500</u> | <u>1,340</u> | | | <u>46.4%</u> | <u>0</u> |
| 4310 Contract | 4,107 | 8,700 | 4,593 | | 4,593 | 47.2% | |
| 4420 Maintenance | 122 | 2,600 | 2,478 | | 2,478 | 4.7% | |
| 4710 Pitch | 78 | 500 | 423 | | 423 | 15.5% | |
| Rec Ground :- Indirect Expenditure | <u>4,306</u> | <u>11,800</u> | <u>7,494</u> | <u>0</u> | <u>7,494</u> | <u>36.5%</u> | <u>0</u> |
| Net Income over Expenditure | <u>(3,146)</u> | <u>(9,300)</u> | <u>(6,154)</u> | | | | |
| <u>170 Street Clean</u> | | | | | | | |
| 4310 Contract | 2,500 | 5,000 | 2,500 | | 2,500 | 50.0% | |
| Street Clean :- Indirect Expenditure | <u>2,500</u> | <u>5,000</u> | <u>2,500</u> | <u>0</u> | <u>2,500</u> | <u>50.0%</u> | <u>0</u> |
| Net Expenditure | <u>(2,500)</u> | <u>(5,000)</u> | <u>(2,500)</u> | | | | |
| <u>180 Street Light</u> | | | | | | | |
| 4410 Electricity | 1,924 | 6,000 | 4,076 | | 4,076 | 32.1% | |
| 4420 Maintenance | 396 | 700 | 304 | | 304 | 56.6% | |
| Street Light :- Indirect Expenditure | <u>2,320</u> | <u>6,700</u> | <u>4,380</u> | <u>0</u> | <u>4,380</u> | <u>34.6%</u> | <u>0</u> |
| Net Expenditure | <u>(2,320)</u> | <u>(6,700)</u> | <u>(4,380)</u> | | | | |
| <u>190 Woodrolfe Hard</u> | | | | | | | |
| 1110 Fees | 1,493 | 900 | (593) | | | 165.9% | |
| Woodrolfe Hard :- Income | <u>1,493</u> | <u>900</u> | <u>(593)</u> | | | <u>165.9%</u> | <u>0</u> |
| 4130 Miscellaneous | 237 | 350 | 113 | | 113 | 67.7% | |
| 4730 Rent | 430 | 440 | 10 | | 10 | 97.7% | |
| Woodrolfe Hard :- Indirect Expenditure | <u>667</u> | <u>790</u> | <u>123</u> | <u>0</u> | <u>123</u> | <u>84.4%</u> | <u>0</u> |
| Net Income over Expenditure | <u>827</u> | <u>110</u> | <u>(717)</u> | | | | |
| <u>200 Woodup</u> | | | | | | | |
| 4270 Rangers | 0 | 440 | 440 | | 440 | 0.0% | |
| 4310 Contract | 120 | 265 | 145 | | 145 | 45.3% | |
| 4420 Maintenance | 2,785 | 1,500 | (1,285) | | (1,285) | 185.7% | |
| 4700 Toilet | 1,649 | 1,250 | (399) | | (399) | 131.9% | |
| 4760 Litter Collection | 316 | 480 | 164 | | 164 | 65.9% | |
| 4770 Water Testing | 0 | 400 | 400 | | 400 | 0.0% | |
| Woodup :- Indirect Expenditure | <u>4,870</u> | <u>4,335</u> | <u>(535)</u> | <u>0</u> | <u>(535)</u> | <u>112.3%</u> | <u>0</u> |
| Net Expenditure | <u>(4,870)</u> | <u>(4,335)</u> | <u>535</u> | | | | |

Detailed Income & Expenditure by Budget Heading 31/10/2023

Cost Centre Report

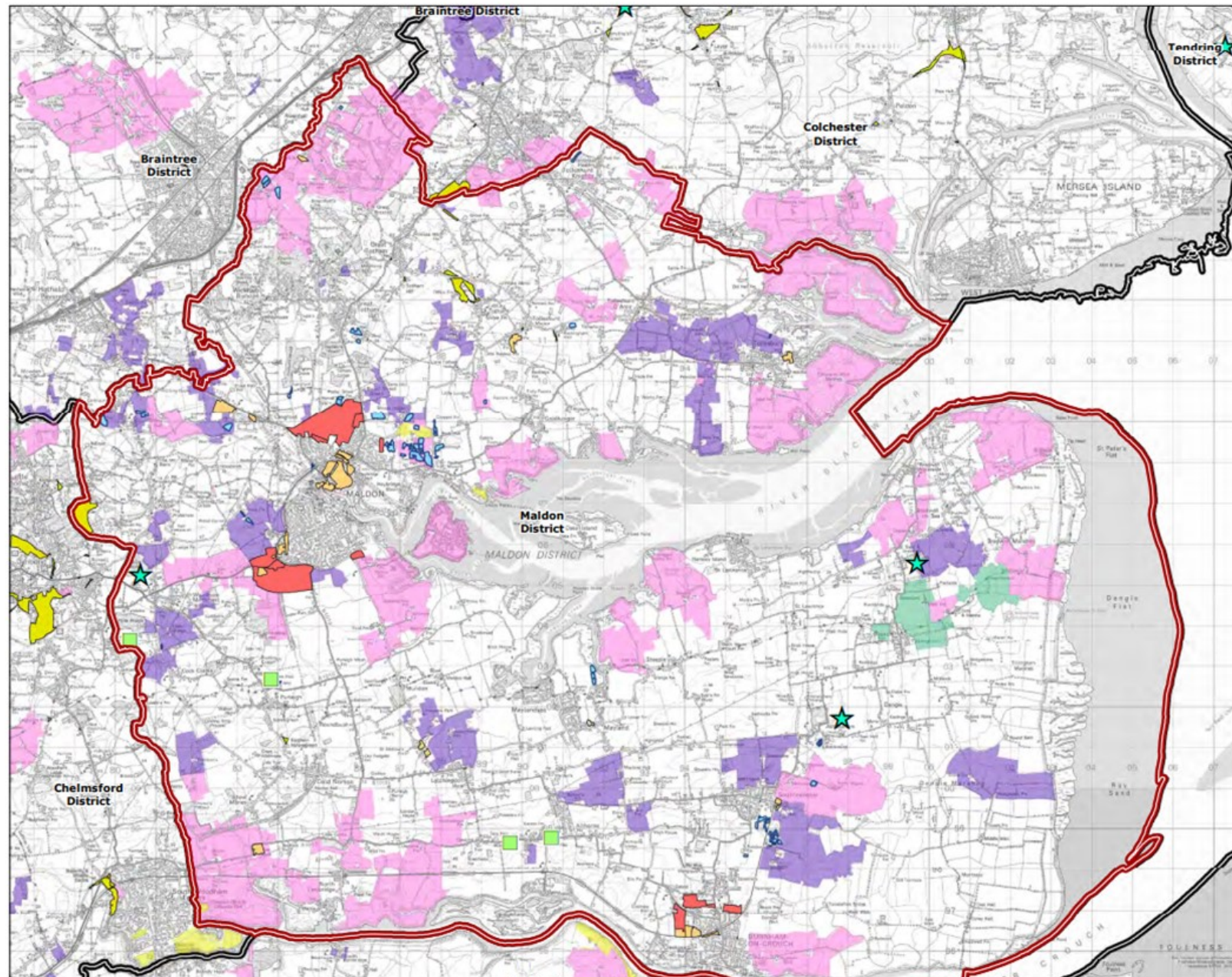
| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>210</u> <u>S137 Expenditure</u> | | | | | | | |
| 4800 Donations | 500 | 1,500 | 1,000 | | 1,000 | 33.3% | |
| S137 Expenditure :- Indirect Expenditure | <u>500</u> | <u>1,500</u> | <u>1,000</u> | <u>0</u> | <u>1,000</u> | <u>33.3%</u> | <u>0</u> |
| Net Expenditure | <u>(500)</u> | <u>(1,500)</u> | <u>(1,000)</u> | | | | |
| <u>220</u> <u>Other</u> | | | | | | | |
| 4850 Agency Services | 1,680 | 3,640 | 1,960 | | 1,960 | 46.2% | |
| 4860 Advertising | 0 | 480 | 480 | | 480 | 0.0% | |
| Other :- Indirect Expenditure | <u>1,680</u> | <u>4,120</u> | <u>2,440</u> | <u>0</u> | <u>2,440</u> | <u>40.8%</u> | <u>0</u> |
| Net Expenditure | <u>(1,680)</u> | <u>(4,120)</u> | <u>(2,440)</u> | | | | |
| Grand Totals:- Income | 123,411 | 121,000 | (2,411) | | | 102.0% | |
| Expenditure | 63,366 | 121,000 | 57,634 | 0 | 57,634 | 52.4% | |
| Net Income over Expenditure | <u>60,045</u> | <u>0</u> | <u>(60,045)</u> | | | | |
| plus Transfer from EMR | 9,093 | | | | | | |
| less Transfer to EMR | 2,074 | | | | | | |
| Movement to/(from) Gen Reserve | <u>67,064</u> | | | | | | |

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

November 2023

| Date | Cheque No. | Payee | Invoice No/Ref | Expenditure Detail | | Amount |
|---|------------|-----------------------------------|----------------|--|----------|-------------------|
| CO-OPERATIVE BANK - CURRENT ACCOUNT | | | | | | |
| 12.10.23 | D/D | Octopus | KI-C5266B98 | Electricity Supply - Pavilion | | £92.50 |
| 25.10.23 | D/D | N.Power | IN08501008 | Electricity Supply - Streetlights | | £271.78 |
| 31.10.23 | D/D | Utility Warehouse | 204673885 | Parish Phone | | £55.16 |
| 01.11.23 | D/D | Maldon District Council | | Non-Domestic Rates - Cemetery | | £43.00 |
| 15.11.23 | D/D | A & J Lighting Solutions | 37740 | Monthly maintenance | | £67.92 |
| 25.11.23 | D/D | Evolve Business Solutions | 5073 | Photocopier - Machine usage | | £72.00 |
| 26.11.23 | D/D | BNP Paribas | A1F14732 | Photocopier - Quarterly Rental Charge | | £119.40 |
| CO-OPERATIVE ACCOUNT - ACCOUNT No. 2 | | | | | | |
| 12.10.23 | D/C | Amazon | | Stationery | | £10.98 |
| 16.10.23 | D/D | Adobe | | Adobe Monthly Subscription | | £16.64 |
| 23.10.23 | D/C | Tollesbury Post Office | | Postage | | £9.00 |
| 04.11.23 | D/C | Costco | | Pavilion - Cleaning Materials | | £11.50 |
| UNITY TRUST BANK - CURRENT ACCOUNT | | | | | | |
| 07.11.23 | | Wages | | Staff Wages | | £2,371.86 |
| | Online | Essex Pension Fund | | Employee and Employer Contributions - November | | £870.34 |
| | Online | HMRC | | Tax & NI October 2023 | | £992.65 |
| | Online | D W Maintenance | 2482 | Grounds Maintenance - Cemetery - October | £558.33 | |
| | | | 2483 | Grounds Maintenance - October | £985.42 | £1,543.75 |
| | Online | S Curtis | | Litter Contract | | £416.66 |
| | Online | Viking | 1608 | Civic Amenity Skip | £168.00 | |
| | | | 1629 | Civic Amenity Skip | £168.00 | |
| | | | 1643 | Civic Amenity Skip | £168.00 | £504.00 |
| | Online | Maldon District Council | TOL100889748 | CPO July - September 2023 | £510.68 | |
| | | | TOL57388953 | Annual Inspection - Play Equipment | £78.12 | £588.80 |
| | Online | Royal Mail | 1802698905 | PO Box Address for Parish Council | | £396.00 |
| | Online | The Royal British Legion | | Poppy Wreath | | £100.00 |
| | Online | Wave | 12651483 | Water Supply - Allotments | | £516.53 |
| | Online | Kemp Co | 212319 | Housing Needs Survey Printing | | £120.00 |
| | Online | Euroloo | 326188 | Toilet Hire - Woodup Pool | £257.14 | |
| | | | 326757 | Overcharge Invoice 326188 | -£188.57 | |
| | | | 326187 | Toilet Hire - Woodup Pool | £257.14 | |
| | | | 326759 | Overcharge Invoice 326187 | -£8.57 | £317.14 |
| | Online | M & G Fire Protection (Essex) Ltd | 152840 | Annual Service - Fire Extinguishers | | £192.60 |
| | Online | Rialtas Business Solutions Ltd | 31126 | Asset Inventory Software and Training | | £646.93 |
| | Online | Blackwater Tree Specialists | 23133 | Removal of large poplar tree - Recreation Ground | | £1,608.00 |
| TOTAL | | | | | | £11,955.14 |

| | |
|---------------------------------|-------------------|
| Payment Breakdown | |
| Tollesbury Current Account | £721.76 |
| Tollesbury A/c No. 2 Debit Card | £48.12 |
| Unity Trust Bank | £11,185.26 |
| TOTAL | £11,955.14 |



Maldon District Green Infrastructure Strategy

Figure 2.8: Green Infrastructure Baseline for Sustaining Productive Landscapes

- Maldon District Council
- Neighbouring local authorities
- Site allocations (housing)
- Site allocations (employment)
- ★ Existing mineral site (extraction)
- Vineyards
- Fishing lakes
- Registered common land
- Environmental Stewardship Scheme**
 - Entry Level Stewardship
 - Entry Level plus Higher Level Stewardship
 - Higher Level Stewardship
 - Organic Entry Level plus Higher Level Stewardship
- Agricultural Landscape Classification (inset)**
 - Grade 1
 - Grade 2
 - Grade 3
 - Grade 4
 - Grade 5
 - Non Agricultural
 - Urban



Map Scale @A3: 1:95,000

Appendix E

