

**Those present:**

Cllr Plater (Chairman)  
Cllrs Bell  
Cllr Clare  
Cllr Ferneyhough  
Cllr Gilbert  
Cllr Goldie  
Cllr Hawes (8.08pm)  
Cllr Inwood  
Cllr Page  
Cllr Rogers  
Cllr St Joseph  
Michelle Curtis (Parish Clerk/RFO)  
District Councillor Stephens  
District Councillor Thompson  
5 members of the public

**1. Apologies for Absence**

Apologies were received and accepted from Cllr Durham.

**2. Declarations of Interest**

There were no declarations of interest disclosed.

**3. Public Forum**

There were no comments from the members of the public.

**4. Minutes**

**Resolved:** The minutes of the Parish Council Meeting held on 2<sup>nd</sup> April 2024 be approved as a true and accurate record of the meeting. Proposed Cllr Clare, seconded Cllr Page. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

**5. County Councillor and District Councillors**

Cllr Stephens reported:

- She had been informed that Essex County Council will be closing East Street on Saturday, 27<sup>th</sup> July 2024, for up to four days. The closure is due to a new power cable being installed in the school.
- She was aware of recent discussions between the Parish Council and Lewis & Scott regarding a potential bus area on the Woodrolfe Green access road. Cllr Stephens suggested that a meeting be arranged for all those involved, i.e., Lewis & Scott, the bus companies.

The Chairman advised that he would be meeting with Lewis & Scott on Thursday 18<sup>th</sup> April 2024 for preliminary discussions.

**Action:** Chairman to update Cllr Stephens on the outcome of the meeting.

## 6. Accounts 2023/24

### 6.1 Accounts 2023/24

**Resolved:** Unanimously agreed to approve the 2023/24 accounts (Appendix A).

The Chairman and Responsible Financial Officer signed the accounts 2023/24.

### 6.2 Annual Governance and Accountability Return

The Annual Government and Accountability Return (Appendix B) were completed as follows:

#### Section 1 – Annual Governance Statement

Section 1 was completed and signed by the Chairman and the Clerk.

#### Section 2 – Account Statement

Section 2 was completed and signed by the Chairman and the Clerk, who is also the Responsible Financial Officer.

The Clerk provided a report (Appendix C) of any items that had a variation of 15%. This information will be submitted to the External Auditor.

## 7. Planning Applications Withdrawn

Application No: 23/01160/OUTM PP-12537071

Proposal: Outline planning application with all matters reserved except access for up to 159 residential dwellings (Use Class C3), including 40% affordable housing, pre-school (Use Class E(f) and F1(a)), a road link connecting West Street to North Road, ancillary infrastructure, public open space, play space, suitable alternative natural greenspace (SANG) and sustainable drainage.

Location: Land North Of West Street Tollesbury

## 8. Conveyancing – Registration of Plots of land

The Clerk advised that an updated quotation (Appendix D) had been circulated to Councillors.

Brights & Son have advised that Woodup Pool is registered to the Crown Estate and not to the Parish Council.

No funds had been set aside in the budget for any land registration, and it was agreed that the area of land needed to be prioritised.

Councillors felt that Woodup Pool should be the priority at this stage. Once a quotation had been received for this work, the Council could review the funds available and decide whether to proceed with the registration of the other land in this financial year.

**Action:** Chairman to contact Peter Riches at the Crown Estate.

**Action:** Clerk to obtain a quotation from Brights & Sons for land registration of Woodup Pool.

## 9. Administration

Planning – The Clerk reported that she had been notified that day of a planning application at 19 North Road. The deadline for response is 27<sup>th</sup> April 2024. The Clerk reported that she had contacted Maldon District Council (MDC) as she had not received notification of the application. MDC advised that there was an

administrative error, and they would extend the period for the Parish Council to respond to the 8<sup>th</sup> May 2024.  
Councillors agreed to consider the application at the meeting on 7th May 2024.

Woodrolfe Green—The Clerk advised that a resident would be hiring the Scout Hut on 20th July 2024 for a birthday party and had asked for permission to use Woodrolfe Green for a bouncy castle. The Clerk advised that she had contacted the adjacent neighbour, who was happy for Woodrolfe Green to be used. The Clerk informed the resident that if they wished to proceed, they would need to provide a copy of the insurance from the bouncy castle hire company.

Recreation Ground – The Clerk advised that some youths sprayed two cans of shaving foam over the play equipment. The Amenities Officer cleaned the equipment.

Cemetery - The Clerk reported that someone had dumped several bags of domestic waste into the cemetery bin. The Clerk had arranged for the Contractor to remove the waste, which would incur an additional charge. A notice had been placed on the bin stating that it was for Cemetery waste only, not domestic waste. A notice was also published on Facebook reminding residents that the bin was not for domestic waste.

## 10. Community Matters

Cllr Hawes arrived at the meeting (8.08pm).

Cllr Gilbert reported:

- The streetlight on the corner of Mell Road/Wycke Lane was not switching off.  
**Action:** Clerk to report to Essex County Council.

Cllr Rogers reported:

- For this year's Tollesfest event, the organisers must apply for a premises licence different from previous years. This will require displaying notices at the Recreation Ground.  
Councillors were happy for the notices to be displayed on the noticeboard and at the entrance of the Recreation Ground.

Cllr Clare reported:

- The Woodup Pool information evening held on 9<sup>th</sup> April 2024 was well attended by residents. The Council thanked Cllr Hawes for leading the event.

## 11. Dates of the Next Meetings

Tuesday 7<sup>th</sup> May 2024 – Annual Statutory Meeting – 7.30pm - Pavilion

The Chairman closed the meeting at 8.11pm.

## Tollesbury Parish Council Current Year

## Income and Expenditure Account for Year Ended 31st March 2024

| 31st March 2023 |                              | 31st March 2024 |
|-----------------|------------------------------|-----------------|
|                 | <b>Operating Income</b>      |                 |
| 96,990          | Administration               | 115,942         |
| 1,122           | Amenities                    | 1,214           |
| 8,290           | Cemetery                     | 9,356           |
| 170             | Pavilion                     | 170             |
| 3,566           | Rec Ground                   | 3,574           |
| 787             | Woodrolfe Hard               | 1,493           |
| <b>110,925</b>  | <b>Total Income</b>          | <b>131,749</b>  |
|                 | <b>Running Costs</b>         |                 |
| 48,737          | Wages                        | 53,982          |
| 11,287          | Administration               | 12,633          |
| 4,294           | Amenities                    | 3,594           |
| 7,017           | Cemetery                     | 7,280           |
| 1,127           | Pavilion                     | 1,982           |
| 13,084          | Projects                     | 21,672          |
| 11,296          | Rec Ground                   | 9,960           |
| 5,000           | Street Clean                 | 5,000           |
| 4,423           | Street Light                 | 4,488           |
| 700             | Woodrolfe Hard               | 881             |
| 3,990           | Woodup                       | 5,480           |
| 1,163           | S137 Expenditure             | 630             |
| 3,577           | Other                        | 3,735           |
| <b>115,696</b>  | <b>Total Expenditure</b>     | <b>131,319</b>  |
|                 | <b>General Fund Analysis</b> |                 |
| 55,328          | Opening Balance              | 47,771          |
| 110,925         | Plus : Income for Year       | 131,749         |
| 166,253         |                              | 179,520         |
| 115,696         | Less : Expenditure for Year  | 131,319         |
| 50,557          |                              | 48,201          |
| 2,786           | Transfers TO / FROM Reserves | (10,648)        |
| <b>47,771</b>   | <b>Closing Balance</b>       | <b>58,849</b>   |

31st March 2023

31st March 2024

| 31st March 2023     |  | 31st March 2024 |  |
|---------------------|--|-----------------|--|
| Current Assets      |  |                 |  |
| 440                 | Debtors                                      | 306             |  |
| 740                 | VAT Control A/c                              | 1,985           |  |
| 79,592              | Tollesbury Bank Accounts                     | 77,534          |  |
| <u>80,771</u>       |  | <u>79,825</u>   |  |
| <b>80,771</b>       | <b>Total Assets</b>                          | <b>79,825</b>   |  |
| Current Liabilities |  |                 |  |
| 7,925               | Creditors                                    | 6,549           |  |
| <u>7,925</u>        |  | <u>6,549</u>    |  |
| <b>72,847</b>       | <b>Total Assets Less Current Liabilities</b> | <b>73,276</b>   |  |
| Represented By      |  |                 |  |
| 47,771              | General Reserves                             | 58,849          |  |
| 2,165               | EMR Amenities                                | 1,522           |  |
| 9,302               | EMR Recreation Ground                        | 2,481           |  |
| 5,463               | EMR Community Support/Minor Pr               | 1,298           |  |
| 2,093               | EMR Woodup Pool                              | 4,015           |  |
| 0                   | EMR Pavilion Project                         | 1,000           |  |
| 3,228               | EMR Neighbourhood Plan                       | 2,309           |  |
| 2,053               | EMR Woodrolfe Hard                           | 1,553           |  |
| 77                  | EMR Streetlighting                           | 0               |  |
| 250                 | Tollesbury Harbour Project                   | 250             |  |
| 445                 | EMR Website                                  | 0               |  |
| <u>72,847</u>       |  | <u>73,276</u>   |  |

The above statement represents fairly the financial position of the authority as at 31/03/24 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer \_\_\_\_\_ Date : \_\_\_\_\_

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

### TOLLESBURY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

|   | Agreed |     |  |
|---|--------|-----|--|
|   | Yes    | No* |  |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | ✓      |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>   |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | ✓      |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | ✓      |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     | <i>responded to matters brought to its attention by internal and external audit.</i>   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A  |
|   |        |     | ✓  |

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

16/04/2024

and recorded as minute reference:

23-24 / P124

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[www.tollesburyparishcouncil.gov.uk](http://www.tollesburyparishcouncil.gov.uk)

## Section 2 – Accounting Statements 2023/24 for

### TOLLESBURY PARISH COUNCIL

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2023<br>£ | 31 March 2024<br>£ |   |
| 1. Balances brought forward                                 | 77,618             | 72,847             | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.  |
| 2. (+) Precept or Rates and Levies                          | 92,600             | 107,510            | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts                                 | 18,325             | 24,239             | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 48,737             | 53,982             | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments                     | 0                  | 0                  | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments                                   | 66,959             | 77,338             | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7. (=) Balances carried forward                             | 72,847             | 73,276             | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).   |
| 8. Total value of cash and short term investments           | 79,592             | 77,534             | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>  |
| 9. Total fixed assets plus long term investments and assets | 510,158            | 511,244            | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.  |
| 10. Total borrowings  | 0                  | 0                  | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |

| For Local Councils Only                                    | Yes | No | N/A |   |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) |     | ✓  |     | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) |     |    | ✓   | The figures in the accounting statements above exclude any Trust transactions.                                |

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Redacted Signature]

Date

16/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

16/04/2024

as recorded in minute reference:

23-24 / P124

Signed by Chair of the meeting where the Accounting Statements were approved

[Redacted Signature]

**Tollesbury Parish Council**  
**Annual Return - year ending 31st March 2024**

**Variances over 15%**

| Item                              | 2022/23      | 2023/24      | Variance % | Variance £  | Comments   |
|-----------------------------------|--------------|--------------|------------|-------------|------------|
| 1 Balances brought forward        | £ 77,618.00  | £ 72,847.00  | -6         | -£ 4,771.00 |            |
| 2 Annual Precept                  | £ 92,600.00  | £ 107,510.00 | 16         | £ 14,910.00 | -          |
| 3 Total other receipt             | £ 18,325.00  | £ 24,239.00  | 32         | £ 5,914.00  | See page 2 |
| 4 Staff costs                     | £ 48,737.00  | £ 53,982.00  | 11         | £ 5,245.00  | -          |
| 5 Loan interest/capital repayment | £ -          | £ -          |            |             | -          |
| 6 Total other payments            | £ 66,959.00  | £ 77,338.00  | 16         | £ 10,379.00 | See page 3 |
| 7 Balances carried forward        | £ 72,847.00  | £ 73,276.00  | 1          | £ 429.00    | -          |
| 8 Total Cash & Investments        | £ 79,592.00  | £ 77,534.00  | -3         | -£ 2,058.00 |            |
| 9 Total Assets                    | £ 510,158.00 | £ 511,244.00 | 0          | £ 1,086.00  | -          |
| 10 Total Borrowings               | £ -          | £ -          |            |             |            |

Breakdown Item 3

| Item                          | 2022/23            | 2023/24            | Variance % | Variance £        | Comments                            |
|-------------------------------|--------------------|--------------------|------------|-------------------|-------------------------------------|
| <b>3 Total other receipts</b> | <b>£ 18,325.00</b> | <b>£ 24,239.00</b> | <b>32</b>  | <b>£ 5,914.00</b> |                                     |
| Administration                | £ 4,391.00         | £ 8,432.00         | 92         | £ 4,041.00        | See breakdown below                 |
| Amenities                     | £ 1,122.00         | £ 1,214.00         | 8          | £ 92.00           |                                     |
| Cemetery                      | £ 8,289.00         | £ 9,356.00         | 13         | £ 1,067.00        |                                     |
| Pavilion                      | £ 170.00           | £ 170.00           | 0          | £ -               |                                     |
| Recreation Ground             | £ 3,566.00         | £ 3,574.00         | 0          | £ 8.00            |                                     |
| Woodrolfe Hard                | £ 787.00           | £ 1,493.00         | 90         | £ 706.00          | Increase in dinghy moorings 2023/24 |
| <b>TOTAL</b>                  | <b>£ 18,325.00</b> | <b>£ 24,239.00</b> | <b>32</b>  | <b>£ 5,914.00</b> |                                     |

| Item                          | ADMINISTRATION | 2022/23           | 2023/24           | Variance % | Variance £        | Comments  |
|-------------------------------|----------------|-------------------|-------------------|------------|-------------------|---|
| <b>3 Total other receipts</b> |                | <b>£ 4,391.00</b> | <b>£ 8,432.00</b> | <b>92</b>  | <b>£ 4,041.00</b> |   |
| Bank Interest Received        |                | £ 1.00            | £ 1,280.00        | 127900     | £ 1,279.00        | In 2023/24 - Parish Council invested funds into an Instant Access Savings Account |
| Donations                     |                | £ 1,281.00        | £ 2,601.00        | 103        | £ 1,320.00        | Village fundraising event in 2023 - raising £2,040                                |
| Other Income                  |                | £ 159.00          | £ 1,601.00        | 907        | £ 1,442.00        | £1500 received from local businesses sponsoring lifebuoys                         |
| Grants Received               |                | £ 2,950.00        | £ 2,950.00        | 0          | £ -               |   |
| <b>TOTAL</b>                  |                | <b>£ 4,391.00</b> | <b>£ 8,432.00</b> | <b>92</b>  | <b>£ 4,041.00</b> |   |

Breakdown Item 6

| Item                          | 2022/23            | 2023/24            | Variance % | Variance £         | Comments                                     |
|-------------------------------|--------------------|--------------------|------------|--------------------|--|
| <b>6 Total other payments</b> | <b>£ 66,959.00</b> | <b>£ 77,338.00</b> | <b>16</b>  | <b>£ 10,379.00</b> |  |
| Administration                | £ 11,287.00        | £ 12,633.00        | 12         | £ 1,346.00         |  |
| Amenities                     | £ 4,294.00         | £ 3,594.00         | -16        | -£ 700.00          | See breakdown below                          |
| Cemetery                      | £ 7,017.00         | £ 7,280.00         | 4          | £ 263.00           |  |
| Pavilion                      | £ 1,127.00         | £ 1,982.00         | 76         | £ 855.00           | See breakdown below                          |
| Projects                      | £ 13,084.00        | £ 21,672.00        | 66         | £ 8,588.00         | See breakdown below                          |
| Recreation Ground             | £ 11,296.00        | £ 9,960.00         | -12        | -£ 1,336.00        |  |
| Street Clean                  | £ 5,000.00         | £ 5,000.00         | 0          | £ -                |  |
| Street Light                  | £ 4,423.00         | £ 4,488.00         | 1          | £ 65.00            |  |
| Woodrolfe Hard                | £ 700.00           | £ 881.00           | 26         | £ 181.00           | See breakdown below                          |
| Woodup Pool                   | £ 3,990.00         | £ 5,480.00         | 37         | £ 1,490.00         | See breakdown below                          |
| Donations                     | £ 1,163.00         | £ 630.00           | -46        | -£ 533.00          | Less requested for funding/grants in 2023/24 |
| Other                         | £ 3,578.00         | £ 3,738.00         | 4          | £ 160.00           |  |
| <b>TOTAL</b>                  | <b>£ 66,959.00</b> | <b>£ 77,338.00</b> | <b>16</b>  | <b>£ 10,379.00</b> |  |

| Item                          | 2022/23           | 2023/24           | Variance % | Variance £       | Comments   |
|-------------------------------|-------------------|-------------------|------------|------------------|--|
| <b>6 Total other payments</b> | <b>£ 4,294.00</b> | <b>£ 3,594.00</b> | <b>-16</b> | <b>-£ 700.00</b> |  |
| Miscellaneous                 | £ 1,081.00        | £ 437.00          | -60        | -£ 644.00        | In 2022/23 - a number of items purchased including Queens Green Canopy plaque £345 - Jet washing of the bus shelter £285 |
| Allotments                    | £ 844.00          | £ 583.00          | -31        | -£ 261.00        | In 2022/23 - a skip was supplied at the Allotments £245  |
| Hasler Green                  | £ 360.00          | £ 368.00          | 2          | £ 8.00           |  |
| Rangers                       | £ 1,285.00        | £ 1,459.00        | 14         | £ 174.00         |  |
| Woodrolfe Green               | £ 600.00          | £ 633.00          | 6          | £ 33.00          |  |
| Maintenance                   | £ 124.00          | £ 114.00          | -8         | -£ 10.00         |  |
| <b>TOTAL</b>                  | <b>£ 4,294.00</b> | <b>£ 3,594.00</b> | <b>-16</b> | <b>-£ 700.00</b> |  |

| Item                          | 2022/23           | 2023/24           | Variance % | Variance £      | Comments                                  |
|-------------------------------|-------------------|-------------------|------------|-----------------|---|
| <b>6 Total other payments</b> | <b>£ 1,127.00</b> | <b>£ 1,982.00</b> | <b>76</b>  | <b>£ 855.00</b> |   |
| Water/Sewerage Rate           | £ 257.00          | £ 304.00          | 18         | £ 47.00         | Increase in water usage 2023/24           |
| Cleaning Items                | £ 69.00           | £ 65.00           | -6         | -£ 4.00         |   |
| Electricity                   | £ 519.00          | £ 1,433.00        | 176        | £ 914.00        | Increase in electricity prices in 2023/24 |
| Maintenance                   | £ 282.00          | £ 180.00          | -36        | -£ 102.00       | Less maintenance required in 2023/24      |
| <b>TOTAL</b>                  | <b>£ 1,127.00</b> | <b>£ 1,982.00</b> | <b>76</b>  | <b>£ 855.00</b> |   |

| Item                          | 2022/23            | 2023/24            | Variance % | Variance £        | Comments   |
|-------------------------------|--------------------|--------------------|------------|-------------------|--|
| <b>6 Total other payments</b> | <b>£ 13,084.00</b> | <b>£ 21,672.00</b> | <b>66</b>  | <b>£ 8,588.00</b> |  |
| Amenities                     | £ 4,804.00         | £ 5,013.00         | 4          | £ 209.00          |  |
| Recreation Ground             | £ 2,610.00         | £ 8,211.00         | 215        | £ 5,601.00        | More project work in 2023/24 including replacement windows, aluminium guttering, brickwork/plastering to sports Pavilion |
| Woodup Pool                   | £ 4,850.00         | £ 3,437.00         | -29        | -£ 1,413.00       | 2023/24 included bi-annual risk assessment £1990   |
| Neighbourhood Plan            | £ 111.00           | £ 2,364.00         | 2030       | £ 2,253.00        | Housing Needs Survey commissioned in 2023/24   |
| Woodrolfe Hard                | £ 298.00           | £ -                | -100       | -£ 298.00         | No projects in 2023/24   |
| Unallocated Sum               | £ 411.00           | £ 2,647.00         | 544        | £ 2,236.00        | 2023/24 included the purchase of a new laptop and defibrillator cabinet  |
| <b>TOTAL</b>                  | <b>£ 13,084.00</b> | <b>£ 21,672.00</b> | <b>66</b>  | <b>£ 8,588.00</b> |  |

| Item                          | 2022/23         | 2023/24         | Variance % | Variance £      | Comments                                     |
|-------------------------------|-----------------|-----------------|------------|-----------------|--|
| <b>6 Total other payments</b> | <b>£ 700.00</b> | <b>£ 881.00</b> | <b>26</b>  | <b>£ 181.00</b> |  |
| Miscellaneous                 | £ 261.00        | £ 298.00        | 14         | £ 37.00         |  |
| Fees                          | £ 439.00        | £ 583.00        | 33         | £ 144.00        | Increase in rental fee from the Crown Estate |
| <b>TOTAL</b>                  | <b>£ 700.00</b> | <b>£ 881.00</b> | <b>26</b>  | <b>£ 181.00</b> |  |

| Item                          | 2022/23           | 2023/24           | Variance % | Variance £        | Comments   |
|-------------------------------|-------------------|-------------------|------------|-------------------|--|
| <b>6 Total other payments</b> | <b>£ 3,990.00</b> | <b>£ 5,480.00</b> | <b>37</b>  | <b>£ 1,490.00</b> |  |
| Telephone                     | £ 61.00           | £ -               | -100       | -£ 61.00          | Telephone removed  |
| Rangers                       | £ -               | £ 61.00           | 100        | £ 61.00           | No rangers services at Woodup Pool charged in 2022/23                          |
| Contract                      | £ 240.00          | £ 245.00          | 2          | £ 5.00            |  |
| Maintenance                   | £ 2,328.00        | £ 2,945.00        | 27         | £ 617.00          | More maintenance works carried out in 2023/24 - Lifebuoys purchased in 2023/24 |
| Toilet                        | £ 1,055.00        | £ 1,913.00        | 27         | £ 858.00          | Toilet hire charge increased by 50% in 2023/24                                 |
| Litter Collection             | £ 306.00          | £ 316.00          | 3          | £ 10.00           |  |
| <b>TOTAL</b>                  | <b>£ 3,990.00</b> | <b>£ 5,480.00</b> | <b>37</b>  | <b>£ 1,490.00</b> |  |

## RE: Conveyancing Quotation- First Registration of Plots of land in Tollesbury

Carla Foster <Carla.Foster@brightslaw.com>

Tue 16/04/2024 17:46

To: Clerk Tollesbury Parish Council <clerk@tollesburyparishcouncil.gov.uk>

Dear Michelle

I have now reviewed the title documents in line with our conversation yesterday and can confirm the following:

The title for the Station Road Allotments, the bench on the corner of Elysian Gardens (by the doctors) and the original part of the cemetery is all present. We can certainly try to see if the Land Registry will consider all three areas as one application, incurring just on registration fee, but please keep in mind that once the application is processed, they may advise that individual applications are necessary. Where this is the case our legal fee of £500 + VAT will remain the same, but they will be 2 further registration fees at the sum quoted.

So, to confirm :

|                     |   |  |
|---------------------|---|--|
| Legal Fees          | - | £500 + VAT   |
| Index Map search    | - | £4.00 x 3  |
| Land Charges Search | - | £4.00 x 3  |
| Registration Fee    | - | £30.00 (2 additional £30 fees where the Land Registry will not accept the registration as 1 application) |

In relation to the recreational Ground, I have looked through the deeds provided, and everything is present apart from the 1967 Conveyance transferring the title to the Parish Council. The historical title is present, as are letters confirming the owner's intention to transfer the title, but the 1967 Conveyance referred to in the Deeds Schedule is not in the paperwork provided to me (I have been through all bundles several times). If this cannot be located it will be necessary to submit an application for possession title based on lost title deeds using the documentary evidence, we hold and for this our fees will be as follows:

|                  |   |           |
|------------------|---|-----------|
| Legals Fees      | - | £500+ VAT |
| Index Map Search | - | £4.00     |
| Registration Fee | - | £30.00    |

(ordnance Survey Fee if required approximately £40).

I have also obtained a copy of title for Woodup Pool and would advise that the pool itself is registered to 'The King's Most Excellent Majesty in Right of His Crown', but the beach area is unregistered. Although the Deed granting a right of access for the purposes of maintaining the pool beach area 3 times a year, there were no further title deeds relating to the Pool/beach area within the deeds and documents provided.

Kind Regards

Carla Foster  
Associate/Licensed Conveyancer  
Bright & sons Solicitors