



Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday, 3rd September 2024, 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/RFO

27th August 2024

Councillors: S Plater (Chairman), M Bell, R Clare, A Ferneyhough, P Gilbert, L Inwood, L Goldie, S Hawes, C Page, J Rogers, A St Joseph

Recording of Meetings

The meeting will be recorded to assist the Parish Clerk to compile the minutes. The recording will be deleted afterwards.

A G E N D A

1. Apologies for Absence

To receive apologies for absence.

2. Declarations 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

Public participation - Residents wishing to raise a matter in the public forum should inform the Parish Clerk of the topic by noon the previous working day.

4. County Councillor and District Councillors

To receive information from the County Councillor and District Councillors

5. Minutes

To confirm the minutes of the Parish Council Meeting held on 6th August 2024

6. Finance

6.1 To receive and approve the Monthly Financial Report as of 31st August 2024

6.2 To approve payments

7. Planning Applications

To consider planning applications received from Maldon District Council. 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 Maldon District Council's website (www.maldon.gov.uk).

7.1 Application No: 24/00599/TCA

Proposal: T1-T2 Beech - Crown reduction by 2m. T3 Beech - Fell. T4 - Beech - Lateral reduction by 1m. T5-T9 Silver Birch - Reduce height by 3m. T2A - White Poplar - In 16 East Street - Lateral reduction by 4m.

Location: Shamrock IV 4 Churchacre Hall Road Tollesbury

7.2 Application No: 24/00646/HOUSE PP-13341632

Proposal: Single storey rear extension. Single storey front porch extension and dropped kerb.

Location: 3 Thurstable Way Tollesbury

8. External Audit

To receive Section 3 – External Auditor Report and Certificate 2023/24 of the Annual Governance and Accountability Return (AGAR)

9. Recreation Ground

9.1 To receive a verbal report from the Recreation Ground Committee

9.2 To receive the Monthly Inspection Report

9.3 To consider the proposal from the Football Clubs to fix their floodlights to the side of the pavilion and the store shed for the football teams to use through the winter months for training

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

10.1 To receive the draft minutes of the Environment & Amenity Committee meeting held on 7th August 2024.

10.2 To approve the proposed amendments to the Allotment Rules and Regulations

11. Woodrolfe Hard

To receive a verbal report from the Woodrolfe Hard Committee

12. Woodup Pool

12.1 To receive a verbal report from the Woodup Pool Committee

12.2 To consider quotations for survey works to be carried out to see if a connection can be made to the sewers to provide a toilet at Woodup Pool

12.3 To consider submitting an application, if the survey is successful, to the Community Initiatives Funds (CIF) for 50% of the costs to provide a toilet facility at Woodup Pool

12.4 To agree to set aside funds in the 2025/26 budget for the Parish Council's contribution to the toilet facility

12.5 To discuss access to Woodup Pool

13. Finance and Policy Committee

To receive the draft minutes of the Finance and Policy Committee meeting held on 20th August 2024.

- 14. Tollesbury Climate Partnership (TCP) – Community Orchard**
To consider the request from TCP for a community orchard on the land to the west of the Cemetery
- 15. Tree Work**
To consider quotations for various tree works at the Recreation Ground, Cemetery, Woodrolfe Green and Hasler Green
- 16. Electricity – Pavilion**
To receive notification from Octopus Energy of price changes effective from 1st October 2024
- 17. Road Closure – Woodrolfe Road**
To discuss the planned road closure of Woodrolfe Road from 11th September 2024 for 8 days and discuss the response from Essex County Council
- 18. Police Reports**
To receive the Police Reports (confidential) and discuss policing matters within the village to report back to Essex Police
- 19. Maldon District Council Community Engagement Team (formerly the Community Protection Officers - CPOs)**
To receive the CET Report for July 2024
- 20. Administration**
To receive information from the Clerk – update on current and ongoing matters.
- 21. Community Matters**
To receive information only or note future agenda items
- 22. Public Bodies (Admission to Meetings) Act 1960**
Given the confidential personnel and contractual nature of the business to be transacted, consider excluding the press and public from the meeting
- 23. Resident’s Emails**
To consider the proposal from the Finance and Policy Committee and approve response
- 24. Public Bodies (Admission to Meetings) Act 1960**
To consider permitting the press and public to return to the meeting.
- 25. Dates of the Next Meetings**
Full Council Meetings
Tuesday 1st October 2024 - 7.30pm – Pavilion

Committee Meetings

Recreation Ground Committee – 2nd September 2024 - 7pm in the Pavilion

Woodrolfe Hard Committee – 9th September 2024 – 7pm in the Pavilion

Finance & Policy Committee – 26th September 2024 – 7pm in the Pavilion

Woodup Pool Committee – 2nd October 2024 – 7pm in the Pavilion

Environment & Amenity Committee – 12th November 2024 – 7pm in the Pavilion

If you would like an item on the agenda at any Parish Council or Committee Meeting, please submit your request in writing 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:** clerk@tollesburyparishcouncil.gov.uk

**Report for Tollesbury Parish Council meeting
on 3rd September 2024** (report written 26th August 2024)

**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: North Western 11Sep24, 9Oct24; District 4Sep24 and 27Nov24 (provisional).

2. NEWS

Maldon District Council news

- ❖ **New Chief Executive Officer:** Doug Wilkinson has now been appointed and will join the Council in October. Doug joins us from the London Borough of Enfield, where he has been the Director of Environment and Operational Services since 2018. For the press release please see <https://tinyurl.com/5eu7pxyu>.
- ❖ **Tollesbury flood risk:** I am meeting the Council's Head of Environmental Health, Waste & Climate Action w/c 26Aug24 in Tollesbury to review any risk from surface water flooding to properties at the foot of Thurstable Road.
- ❖ **Maldon's Market Hill becomes a Clean Air Route:** I have requested more information about which vehicles this applies to, and when there will be signage to support it.
- ❖ **£5m Levelling Up fund** c/f: details to follow.
- ❖ **District Councillor requests raised:** the number of resident requests has just passed 750 – just under one for each weekday that I have been in office. 106 of these are open, of which 45 are with MDC. 10 of these open MDC requests are enforcement-related, which can include court cases, so they are not quick fixes.



Doug Wilkinson,
MDC's new CEO

Other news

- ❖ **Devolution**
 - Angela Rayner, the Deputy Prime Minister and Secretary of State for Housing, Communities and Local Government has written to Council Leaders on the next steps to devolution.
 - The full letter is at <https://tinyurl.com/53n9aabb> but in summary it confirms the new Government's intention to devolve power from central government to local councils. It also advises that councils will not need to "strike a deal" with government, as there will be clear criteria, and councils can even take on new powers automatically if they meet certain conditions.
 - The District Councils' Network (DCN) has responded positively to this, saying "We want to see devolution to all places". The DCN press release is at <https://tinyurl.com/47y3285k>.
- ❖ **Bus services**
 - I am in ongoing discussion with the bus companies, Essex County Council, and Lewis & Scott. The three aims, in priority order, are:
 - Improve safety at the Square, particularly relating to buses reversing to turn around.

- Bring more buses closer to more residents by extending the route. This could include looped route(s) to avoid the need for reversing, even if the third aim cannot be achieved. However, residents may prefer to walk to the Square than to have a bus stop sited close to their home.
- Provide a rest point for bus drivers whose schedule includes a break in Tollesbury, possibly near the Parish Council's car park off Woodrolfe Road. It is currently unclear whether Lewis & Scott would be willing to fund this without further house-building. Support from the Tollesbury Neighbourhood Planning team and from residents for more development is likely to depend entirely on the proposed location.
- As a reminder, ECC have confirmed that they will conduct a public consultation when proposals become clearer.
- Following my request, all the worn-out road markings at the Square have been repainted by ECC. However, the area parallel to the "bus cage" is now outlined in solid white, meaning "no entry except in an emergency". This space is used when there more than one bus here, and although that restricts visibility, the new solid white line was not in my request. Enquiries are underway.
- I have asked the weekday fish & chip van to avoid parking at the bus island as the van obscures the view, but they have not replied. As they park across a dropped kerb the Community Engagement Officers may be able to deal with this.
- The 50 / 50a service has transferred from Hedingham to First, which with FlagFinders, brings the number of companies serving Tollesbury to three. I have asked all three if they will collaborate to provide a combined timetable, but meanwhile I have created a combined summary, which will be in the Parish Magazine from September. It is also on Tollesbury Climate Partnership's board in the bus shelter.
- ❖ **South Essex Parking Partnership – parking across Tollesbury's tidal flood barrier:** awaiting confirmation of financial approval, and then a Traffic Regulation Order.
- ❖ **"Family Park" in Tollesbury? Maldon District Community Voluntary Service scheme**
MDCVS are available to attend the Parish Council's 15th October meeting, to let members know more about a potential "Family in the Park" event in Tollesbury during the 2025 Easter holidays.

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Tollesbury Parish Council – EX0254**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None


3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

22/08/2024

TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

DATE OF INSPECTION: 27/08/2024

	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	
Toddler Swing	√	
Snake Slide	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	Paint coming off in places and some bent bars at the bottom
Roundabout	√	
Zip Wire	√	Plastic chain cover split - previously reported
Playship	√	
Chicken and Cow Springer	√	
Youth Shelter	√	Graffiti
Skate Park	√	Graffiti.
Surfer Springer	√	
Fire Engine	√	
Fence	√	Two gates do not close properly - previously reported
Football Goal Posts	√	These are the responsibility of the football clubs

Signed: [REDACTED] Amenities Officer

Football Goal Posts - These are the responsibility of the football clubs

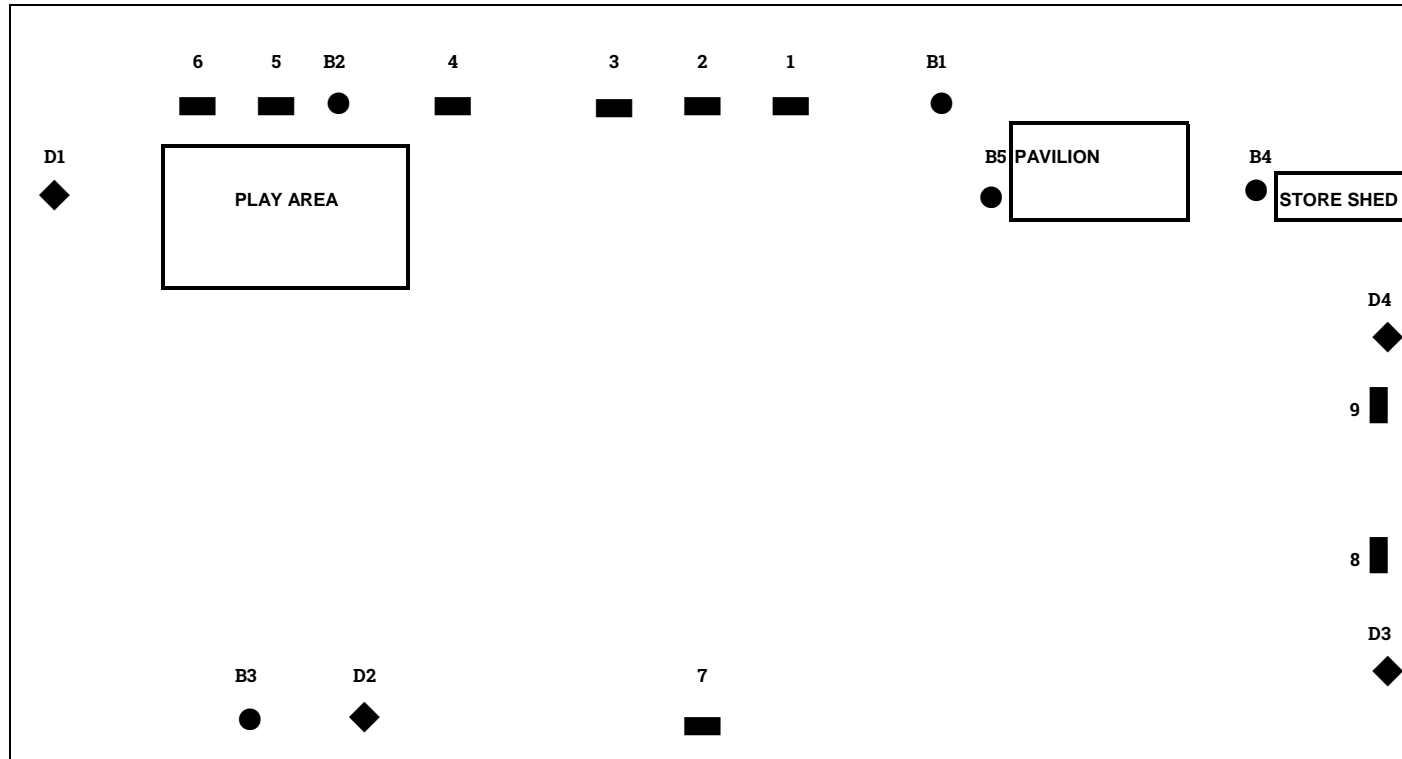
Some of the equipment recently had obscene graffiti, this has been removed.

Blue picnic bench near the frog bin in the childrens play area - one of the slats on the top is broken



TOLLESBURY PARISH COUNCIL
BENCHES AND BINS

DATE OF INSPECTION: 27/08/2024



Benches

- 1 Ok
- 2 Ok
- 3 Ok
- 4 Ok
- 5 Ok
- 6 Ok
- 7 Ok
- 8 Ok
- 9 Ok

Dog Bins (D*)

- 1 Ok
- 2 Ok
- 3 Ok
- 4 Ok

Litter Bins (B*)

- 1 Plastic split at base
- 2 Ok
- 3 Ok
- 4 Ok
- 5 Ok

Signed: [Redacted] Amenities Officer

Floodlights

Agenda Item 9.3



To: Tollesbury pc;
21/08/2024 19:18

1

Hi Michelle

I was wondering if you could put to the council

About the possibility of permanently fixing our floodlights to the side of the pavilion and the store shed for the football teams to use through the winter months for training ..

We would propose the existing lights to be used with the existing poles to be cut short and to be mounted with new brackets made by gamarts for a secure fixing on the side of the buildings ...with a on off switch mounted inside the store shed ..

All the football teams seem in favour of this proposal to get the best usage out of the lights rather than the original method of putting them up and taking them down for each session..

Many thanks

Sent from my iPhone

A

To: Tollesbury pc;
28/08/2024 07:03

1



Good morning Michelle,

Hope you're well.

I wondered if it would still be possible for me to attend the meeting on the 3rd of September to discuss the following?

TCP have been approached by Essex County Council who have been granted money by the Kings Coronation Heritage Fund.

ECC are providing funds for us to establish a community orchard upto around 50 trees.

The grant would include everything to establish the orchard such as money for trees, fencing, protection, pruning courses etc.

We wondered if the parish council would be open to discuss establishing the community orchard on the land to the west of the cemetery?

We think this could be a fantastic opportunity for the village and given it is fully funded a rare offer.

TCP would of course be happy to manage the orchard and ensure it is adequately maintained and a success.

We are open to explore other locations throughout the village if there would be any other suggestions of land available.

The only catch is that ECC only have this funding until the end of the next financial year and they need to know sooner rather than later to allocate the money.

So they would be looking to have a response from us in the next month of two.

I look forward to hearing from you.

All the best
Adam Dayman

Sent from [Outlook for Android](#)



Michelle Curtis
Clerk to Tollesbury Parish Council
Tollesbury Parish Council
4 Valkyrie Close
Tollesbury
Essex CM9 8SL

17th June 2024

Dear Michelle,

Re: Tree Work at Recreation Ground, Cemetery and Woodrolfe Green, Tollesbury

This year we've been experiencing difficulties with carrying out mowing because of the growth of trees. We asked if the trees could be lifted to aid mowing, and would therefore provide the following quotation to do this work at the three locations :

To crown lift trees to 2.5m to 3m, and remove basal growth

For the sum of £1,650.00 which includes all labour, equipment and removing all arisings

Upon surveying the above work I noticed the following also needs attention :

To coppice dying tree on recreation boundary and to fell six dead trees by the Skate Park

For the sum of £540.00 which includes all labour, equipment and removing arisings

If you have any queries or wish to discuss the above then please do not hesitate to get in touch.

I look forward to hearing from you.

Yours sincerely,

Damon



Michelle Curtis
Clerk to Tollesbury Parish Council
Tollesbury Parish Council
4 Valkyrie Close
Tollesbury
Essex CM9 8SL

1st July 2024

Dear Michelle,

Re: Tree Work at Hasler Green, Tollesbury

Following our site visit last Friday, I have pleasure in providing the following quotation for consideration for the required tree works:

- Field Maple - to cut back to boundary, reduce whole tree by approximately 30% and balance shape
- Sycamore - to fell
- Ash - to remove lowest limb encroaching boundary

For the sum of £1,080.00 which includes all labour, equipment and removing all arisings

If you have any queries or wish to discuss the above then please do not hesitate to get in touch.

I look forward to hearing from you.

Yours sincerely,

Damon

BONZ CAIREY LTD
 28 Church St
 Tollesbury
 Essex
 CM98QJ
 07958778275
 bonz.garden@outlook.com
 www.bonzgardenltd.co.uk
 VAT Registration No.:
 409831389
 Company Registration No.
 13791274



ADDRESS
 Tollesbury parish council

Estimate 1276

DATE 05/08/2024

EXPIRATION DATE 31/12/2024

DATE		QTY	RATE	AMOUNT
05/08/2024	Sales Crown uplift on 17 Trees in cemetery	1	400.00	400.00
05/08/2024	Sales Recreation Ground. Fell 5 dead maples, Pollard one Maple, Crown uplift on all trees on Grass perimeter, Remove epicormic growth	1	900.00	900.00
05/08/2024	Sales Hasler. Remove one branch facing east. 30% take in all round on Maple.	1	250.00	250.00
05/08/2024	Sales Hasler. Fell one maple and clear. NOTE. This tree is perfectly healthy and does not need Felling.	1	275.00	275.00
05/08/2024	Sales Woodup Green, Crown uplift on all trees overhanging path and crown uplift on trees by car park to a suitable height.	1	200.00	200.00

SUBTOTAL 2,025.00

VAT TOTAL 405.00

TOTAL £2,430.00

Accepted By

Accepted Date



octopusenergy
for business

Tollesbury Parish Council
The Sports Pavillion, Church Street, Tollesbury,
Maldon, Essex
CM9 8QJ

Account: [REDACTED]
19th August 2024

We're changing the price of your Flexible Octopus Business tariff

Hi Tollesbury,

From 1st October, the amount you pay for your energy will be different.

We're changing your rates so that they better reflect the wholesale cost of energy.

We've attached all the updated information about your tariff.

Love and Power,

Octopus Energy for Business

Electricity

Meter-point 1012627317409

Meter details

Property	The Sports Pavillion, Church Street, Tollesbury, Maldon...
MPAN	1012627317409
Current tariff name	Flexible Octopus Business BB November 2023 B1
Current tariff code	E-2R-BUS-BB-VAR-B1-NOV23-A
New tariff name	Flexible Octopus
New tariff code	E-2R-BUS-BB-VAR-B1-NOV23-A
Annual consumption	2,350.9 kWh - day 625.5 kWh - night

Your new prices

	Current prices until 30th September 2024	New prices from 1st October 2024
Electricity		
Standing charge (per day)	40.380p	46.525p
Unit rate - day (per kWh)	29.730p	28.038p
Unit rate - night (per kWh)	20.080p	22.139p
Your estimated annual cost	Current prices until 30th September 2024	New prices from 1st October 2024
Electricity (£4.69 annual decrease)	£1,020.51	£1,015.82

From: Donotreply ECCCustomerServices <Donotreply.ECCCS@essex.gov.uk>
Sent: 27 August 2024 11:40
To: clerk@tolleshuntarcy.org
Subject: Ecc17166516 08 24

Dear Mrs Curtis

Thank you for your online submission received 15 August 2024 regarding the upcoming road closure scheduled for 11 September 2024 for 8 days, in Woodrolfe Road (CM9 8SE).

Having reviewed this further for you, I can now advise the following. Woodrolfe Road is too narrow for any other form of traffic management to be used. The permit is for Essex and Suffolk Water to complete a connection and these works cannot be refused. The following conditions are on the permit.

- *Dead end closure only to be in place whilst operatives are on site and for a maximum of 8 hours.*
- *Pedestrian walkway to be provided.*
- *Dead end closure outside 48, access to residents, properties and emergency services must be maintained at all times.*
- *Letter drop to affected residents & businesses 10 weeks before works take place and 2 weeks before works take place, Attention Works Starting (AWS) to be placed out 2 weeks prior to works start date.*

Under the Highways Act 1980, authorities have a statutory right to repair, maintain or replace highways, which under highways law includes the footway or carriageway. The majority of utility companies are statutory undertakers. Statutory undertakers have a statutory right or duty to install, inspect, maintain, repair, or replace apparatus in or under the street in primary legislation.

When a highway authority or undertaker carries out works in a road under its statutory powers or duties, there is no general liability in law for loss of trade resulting from a falling away in the number of passers-by and so no liability to pay compensation. It is a long established principle that traders have no right to any particular level of passing trade, as business may fluctuate for a number of reasons.

It is however possible that you may be able to make a Business Rate rebate claim to your Local Authority, but my understanding is you will have to provide specific details in order to substantiate your claim.

If you wish to undertake this you will need to contact your Local Council.

I trust the above is of assistance to you.

Consideration of your complaint has now completed, and this is our final position, based on the information we have. You can now ask the Local Government and Social Care Ombudsman to review your complaint: www.lgo.org.uk.

Kind Regards

Agenda Item 19

Parish / Town Council	Month	Total Number of Hours
Tollesbury	July	03:15
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
9	0	0
ASB Issues		VMO (Vehicle Moved On)
0		12
Any Other Details		

Officer	Date	Parish	Start	Finish	Patrol Area	COMMENTS ON PATROL
LB	03/07/2024	Tollesbury	10:45	01:00	Recreation Ground;Sea Wall;Station Road;	Foot patrolled areas. Dog fouling was bad in Station Road
BC	07/07/2024	Tollesbury	10:40	00:30	Recreation Ground;On-Street;Woodup Pool;	Patrol of village, check of enforcement lines and check on recreation ground. All ok.
BC	20/07/2024	Tollesbury	14:40	01:00	On-Street;	Enforcement around Saltpool in Woodrolfe Road
AR/SA	28/07/2024	Tollesbury	10:40	00:45	Salt Pool;	Checked enforcement lines
				3:15:00		