

Those present:

Cllr Plater (Chair)
Cllr Bell
Cllr Gilbert
Cllr Goldie
Cllr Page
Cllr St Joseph
Michelle Curtis (Parish Clerk/RFO)
District Councillor Stephens
District Councillor Thompson
2 members of the public

1. Apologies for Absence

Apologies were received and accepted from Cllrs Clare, Ferneyhough, Hawes, Inwood and Rogers.

2. Declarations of Interest

The Chair declared interests as follows:

- Personal interest in respect of agenda Item 6.2, payments, as his wife is a Director of Tollesbury Climate Partnership (TCP).

3. Public Forum

The Clerk advised that she had received an email from a resident asking questions about the Parish Council processes.

The Clerk responded to the questions raised.

The resident, who was present at the meeting, acknowledged the response from the Clerk.

4. County Councillor and District Councillors

Cllr Stephens presented her report.

Cllr Stephens reported:

- MDCVS has offered to run "Family in the Park" event(s) in Tollesbury during the Easter holidays in 2025. If the Parish Council is interested, MDCVS can attend the September Parish Council meeting to discuss this. Councillors were happy for MDCVS to run event(s) in 2025 and asked Cllr Stephens to invite MDCVS to attend a future meeting of the Parish Council.
- Tidal Flood Barrier Woodrolfe Road - Cllr Stephens advised that she had contacted SEPP to find out when the new road markings would be installed. SEPP has advised that the scheme will be delivered this financial year and likely in the autumn.

Cllr Thompson reported:

- Cllr Durham still has funds available in his Locality Fund for non-precepting organisations.
- There have been changes to planning laws, and there is a consultation on the housing numbers. The housing numbers for the Maldon District are concerning because if they use the calculation in the consultation, the housing numbers will increase from 276 housing units per year to 544.

5. Minutes

Resolved: The minutes of the Parish Council Meeting held on 2nd July 2024 be approved as a true and accurate record of the meeting. Proposed Cllr Page, seconded Cllr St Joseph. Unanimously agreed by those who attended.

The Chair signed the Minutes.

6. Finance

6.1 Monthly Financial Report

The Financial Reports as of the 31st July 2024 were presented to the Council (Appendix A).

Councillors received the following monthly financial reports:

Bank Reconciliation – The closing balance of £117,979.03

Expenditure to date – Budget £132,720 - Actual to date £31,502

Income to date – Budget £132,720 (including Precept £118,257 actual to date £77,017)

Earmarked Funds – Closing balance £24,932.07 - Net movement £10,505

The Clerk reported:

- £2,950 received from Essex County Council for the grant towards the civic amenity skip (Saturday morning skip at Woodrolfe Green).
- £21.76 collected from the donation boxes at Woodup Pool.
- £79.35 received from Unity Trust Bank, which is a refund of the current account overcharged fees.
- £100 received from the RCCE for the Village of the Year Competition. The Chair was pleased to announce that Tollesbury came third in the RCCE Village of the Year 2024 competition. Tollesbury Larder won awards for the best Voluntary Group.

The Chair and Cllr Page signed the Reports.

6.2 Payments

The items for payment totalling £10,239.66 were presented for approval (Appendix B).

Resolved: Unanimously agreed to approve the payment schedule, including online payments.

7. Planning Applications

7.1 Application No: 24/00553/HOUSE PP-13238846

Proposal: Demolition of existing outbuilding and erection of a new outbuilding comprising of gym, games room, home office and workshop.

Location: Gorwell Lodge Tollesbury Road, Tollesbury

Resolved: Unanimously agreed to recommend approval of this application.

7.2 Application No: 24/00532/VAR PP-13204345

Proposal: Variation of condition 2 on approved planning permission 21/00702/FUL (Create residential specialist neighbourhood for older people, consisting of 25 dwellings and community hub building, with associated landscaping and infrastructure). Change to Plots 1-12.

Location: Land North Of 48 Woodrolfe Road, Tollesbury

Resolved: Unanimously agreed to recommend refusal of this application due to the following:

- The application is contrary to policies D1 (item 1 sections a&b) and S3. The bulk, mass, and scale have significantly altered, which has changed the quality and character sufficiently to downgrade the development.

7.3 Application No: 24/00551/VAR PP-13237600

Proposal: Variation of condition 2 on approved planning permission 21/00702/FUL (Create residential specialist neighbourhood for older people, consisting of 25 dwellings and community hub building, with associated landscaping and infrastructure) Change to Plots 13-25.

Location: Land North Of 48 Woodrolfe Road, Tollesbury

Resolved: Unanimously agreed to recommend refusal of this application due to the following:

- The application is contrary to policies D1 (item 1 sections a&b) and S3. The bulk, mass, and scale have significantly altered, which has changed the quality and character sufficiently to downgrade the development.

8. Planning Decisions

TCA/MAL/24/00493 - Tollesbury County Primary School East Street – Allowed to proceed

9. Recreation Ground

9.1 Verbal report from the Recreation Ground Committee

The Clerk reported that a Recreation Ground Committee meeting had been arranged for 2nd September 2024.

9.2 Monthly Inspection Report

The Monthly Inspection Report dated 30/07/24 was received. It was noted that the chain casing on the zip-wire has split.

Action: Clerk to contact the supplier of the zip-wire seat as this was only recently replaced.

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

10.1 Verbal report from the Environment & Amenity Committee

The Chairman reported that an Environment & Amenity Committee meeting would be held on 7th August 2024.

10.2 Cemetery Extension

Resolved: Unanimously agreed to accept the quotation (Appendix C) from D W Maintenance for £250 to spray the Cemetery extension.

11. Woodrolfe Hard

11.1 Verbal report from the Woodrolfe Hard Committee

No new information to report.

12. Woodup Pool

12.1 Verbal report from the Woodup Pool Committee

The Clerk reported:

- It has been busy at the pool.
- Thanks to the swimmers who are helping keep the pool tidy by removing the litter.

- There have been two incidents of dog fouling at the pool in the last week. This was on one of the edges around the pool, not on the beach area. The Clerk and Amenities Officer have removed the dog mess.
- Parking has been an issue, and some drivers have occasionally parked on the grass at Woodrolfe Green.
- The Community Engagement Team visited the village and issued Penalty Charge Notices to those drivers parked on the yellow lines.

13. Tree Work

Councillors considered the quotations for various tree works at the Recreation Ground, Cemetery, Woodrolfe Green and Hasler Green.

Action: Clerk to seek clarification on one of the quotations so they can be reconsidered at the next Parish Council meeting.

14. Police Reports

The Police Reports (confidential) were received and noted.

15. Maldon District Council Community Engagement Team (formerly the Community Protection Officers - CPOs)

The report for June 2024 was received. It was noted that three vehicle move-ons and nine PCNs (Penalty Charge Notices) were issued.

The Clerk advised that it was reported at the last meeting of Tolleshunt D'Arcy Parish Council that 34 drivers were captured speeding in the new 30mph zone on Tollesbury Road during a one-hour patrol by the Community Speed Watch, with one vehicle driving at 51mph.

16. Administration

The Clerk reported that at a recent meeting of the Parish Council, Councillors discussed further tree planting by TPC. The Clerk reported that she had spoken with TCP, and they have advised that they do not have lots of trees but are asking businesses to sponsor a tree. It has been suggested that some more trees could be planted along the fence at the play area. TCP will provide further information and attend a future meeting of the Parish Council.

17. Community Matters

No community matters were raised.

18. Dates of the Next Meetings

Full Council Meetings

Tuesday 3rd September 2024 - 7.30pm – Pavilion

Committee Meetings

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

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

The Chair closed the meeting at 9.20pm.

Date: 02/08/2024

Tollesbury Parish Council Current Year

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Time: 11:22

**Bank Reconciliation Statement as at 31/07/2024
for Cashbook 1 - Tollesbury Bank Accounts**

User: MICHELLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account 1	31/07/2024		50,103.18
Deposit Account	31/07/2024		507.83
Coop Current Account 2	31/07/2024		337.46
Petty Cash	31/07/2024		2.59
Unity Current Account	31/07/2024		15,402.39
Unity Instant Access Saver Acc	31/07/2024		51,625.58
			117,979.03
<u>Unpresented Payments (Minus)</u>		Amount	
		0.00	
			0.00
			117,979.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			117,979.03
		Balance per Cash Book is :-	117,979.03
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Amenities	1,521.60	-795.00	726.60
322 EMR Recreation Ground	2,480.71	4,000.00	6,480.71
323 EMR Community Support/Minor Pr	1,298.00	1,300.00	2,598.00
324 EMR Woodup Pool	4,014.79	3,000.00	7,014.79
325 EMR Pavilion Project	1,000.00	1,000.00	2,000.00
327 EMR Neighbourhood Plan	2,309.01	2,000.00	4,309.01
329 EMR Woodrolfe Hard	1,552.96		1,552.96
333 Tollesbury Harbour Project	250.00		250.00
	<u>14,427.07</u>	<u>10,505.00</u>	<u>24,932.07</u>

Detailed Income & Expenditure by Budget Heading 31/07/2024

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	18,789	62,403	43,614	0	43,614	30.1%	0
Net Expenditure	(18,789)	(62,403)	(43,614)				
<u>110 Administration</u>							
1076 Precept	59,129	118,257	59,129			50.0%	
1080 Bank Interest Received	356	250	(106)			142.3%	
1150 Donations	22	0	(22)			0.0%	
1160 Other Income	182	0	(182)			0.0%	
1200 Grants Received	2,950	2,950	0			100.0%	
Administration :- Income	62,638	121,457	58,819			51.6%	0
4100 Audit Fees	300	750	450		450	40.0%	
4110 Bank Charges	(55)	100	155		155	(54.8%)	
4120 Insurance	0	4,087	4,087		4,087	0.0%	
4130 Miscellaneous	47	300	253		253	15.6%	
4140 Office Allowance	439	1,600	1,161		1,161	27.4%	
4150 Photocopier	373	700	327		327	53.3%	
4160 Postage	0	40	40		40	0.0%	
4170 Stationery	3	60	57		57	5.1%	
4180 Subscriptions	1,401	2,500	1,099		1,099	56.0%	
4190 Telephone	184	600	416		416	30.6%	
4200 Training	0	500	500		500	0.0%	
4210 Website	175	1,000	825		825	17.5%	
Administration :- Indirect Expenditure	2,867	12,237	9,370	0	9,370	23.4%	0
Net Income over Expenditure	59,771	109,220	49,449				
<u>120 Amenities</u>							
1100 Allotments Income	0	1,333	1,333			0.0%	
Amenities :- Income	0	1,333	1,333			0.0%	0
4130 Miscellaneous	483	750	268		268	64.3%	
4250 Allotments	0	750	750		750	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4260 Hasler Green	100	400	300		300	25.0%	
4270 Rangers	0	1,650	1,650		1,650	0.0%	
4280 Woodrolfe Green	167	670	503		503	25.0%	
4420 Maintenance	0	1,000	1,000		1,000	0.0%	
Amenities :- Indirect Expenditure	<u>750</u>	<u>5,220</u>	<u>4,470</u>	<u>0</u>	<u>4,470</u>	<u>14.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(750)</u>	<u>(3,887)</u>	<u>(3,137)</u>				
<u>130 Cemetery</u>							
1110 Fees	11,903	5,155	(6,748)			230.9%	
Cemetery :- Income	<u>11,903</u>	<u>5,155</u>	<u>(6,748)</u>			<u>230.9%</u>	<u>0</u>
4130 Miscellaneous	34	100	66		66	33.8%	
4310 Contract	1,700	6,700	5,000		5,000	25.4%	
4330 Water/Sewage Rate	231	150	(81)		(81)	154.3%	
4340 Rates	190	450	260		260	42.3%	
Cemetery :- Indirect Expenditure	<u>2,156</u>	<u>7,400</u>	<u>5,244</u>	<u>0</u>	<u>5,244</u>	<u>29.1%</u>	<u>0</u>
Net Income over Expenditure	<u>9,747</u>	<u>(2,245)</u>	<u>(11,992)</u>				
<u>140 Pavilion</u>							
1120 Hire Charge	70	75	5			93.3%	
Pavilion :- Income	<u>70</u>	<u>75</u>	<u>5</u>			<u>93.3%</u>	<u>0</u>
4330 Water/Sewage Rate	154	350	196		196	44.0%	
4400 Cleaning Items	35	60	25		25	57.8%	
4410 Electricity	163	1,500	1,337		1,337	10.9%	
4420 Maintenance	0	300	300		300	0.0%	
Pavilion :- Indirect Expenditure	<u>352</u>	<u>2,210</u>	<u>1,858</u>	<u>0</u>	<u>1,858</u>	<u>15.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(282)</u>	<u>(2,135)</u>	<u>(1,853)</u>				
<u>150 Projects</u>							
4500 Amenities	0	1,500	1,500		1,500	0.0%	2,295
4520 Pavilion Project	0	1,000	1,000		1,000	0.0%	
4530 Recreation Ground	0	4,000	4,000		4,000	0.0%	
4540 Woodup Pool	0	3,000	3,000		3,000	0.0%	
4560 Neighbourhood Plan	0	2,000	2,000		2,000	0.0%	
4610 Unallocated Sum	0	1,300	1,300		1,300	0.0%	
Projects :- Indirect Expenditure	<u>0</u>	<u>12,800</u>	<u>12,800</u>	<u>0</u>	<u>12,800</u>	<u>0.0%</u>	<u>2,295</u>
Net Expenditure	<u>0</u>	<u>(12,800)</u>	<u>(12,800)</u>				
6000 plus Transfer from EMR	2,295						
Movement to/(from) Gen Reserve	<u>2,295</u>						

Detailed Income & Expenditure by Budget Heading 31/07/2024

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	469	3,000	2,531			15.6%	
Rec Ground :- Income	<u>469</u>	<u>3,000</u>	<u>2,531</u>			15.6%	<u>0</u>
4310 Contract	2,401	9,585	7,184		7,184	25.1%	
4420 Maintenance	749	3,500	2,751		2,751	21.4%	
4710 Pitch	0	500	500		500	0.0%	
Rec Ground :- Indirect Expenditure	<u>3,150</u>	<u>13,585</u>	<u>10,435</u>	<u>0</u>	<u>10,435</u>	23.2%	<u>0</u>
Net Income over Expenditure	<u>(2,681)</u>	<u>(10,585)</u>	<u>(7,904)</u>				
<u>180 Street Light</u>							
4410 Electricity	1,274	4,000	2,726		2,726	31.9%	
4420 Maintenance	274	1,000	726		726	27.4%	
Street Light :- Indirect Expenditure	<u>1,549</u>	<u>5,000</u>	<u>3,451</u>	<u>0</u>	<u>3,451</u>	31.0%	<u>0</u>
Net Expenditure	<u>(1,549)</u>	<u>(5,000)</u>	<u>(3,451)</u>				
<u>190 Woodrolfe Hard</u>							
1110 Fees	1,938	1,700	(238)			114.0%	
Woodrolfe Hard :- Income	<u>1,938</u>	<u>1,700</u>	<u>(238)</u>			114.0%	<u>0</u>
4130 Miscellaneous	182	350	168		168	51.9%	
4730 Rent	0	585	585		585	0.0%	
Woodrolfe Hard :- Indirect Expenditure	<u>182</u>	<u>935</u>	<u>753</u>	<u>0</u>	<u>753</u>	19.4%	<u>0</u>
Net Income over Expenditure	<u>1,756</u>	<u>765</u>	<u>(991)</u>				
<u>200 Woodup</u>							
4270 Rangers	0	440	440		440	0.0%	
4310 Contract	68	270	203		203	25.0%	
4420 Maintenance	191	1,500	1,309		1,309	12.7%	
4700 Toilet	520	2,250	1,730		1,730	23.1%	
4760 Litter Collection	0	500	500		500	0.0%	
4770 Water Testing	0	400	400		400	0.0%	
Woodup :- Indirect Expenditure	<u>778</u>	<u>5,360</u>	<u>4,582</u>	<u>0</u>	<u>4,582</u>	14.5%	<u>0</u>
Net Expenditure	<u>(778)</u>	<u>(5,360)</u>	<u>(4,582)</u>				
<u>210 S137 Expenditure</u>							
4800 Donations	0	1,500	1,500		1,500	0.0%	
S137 Expenditure :- Indirect Expenditure	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	0.0%	<u>0</u>
Net Expenditure	<u>0</u>	<u>(1,500)</u>	<u>(1,500)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Other</u>							
4850 Agency Services	930	3,720	2,790		2,790	25.0%	
4860 Advertising	0	350	350		350	0.0%	
Other :- Indirect Expenditure	930	4,070	3,140	0	3,140	22.9%	0
Net Expenditure	<u>(930)</u>	<u>(4,070)</u>	<u>(3,140)</u>				
Grand Totals:- Income	77,017	132,720	55,703			58.0%	
Expenditure	31,502	132,720	101,218	0	101,218	23.7%	
Net Income over Expenditure	<u>45,515</u>	<u>0</u>	<u>(45,515)</u>				
plus Transfer from EMR	2,295						
Movement to/(from) Gen Reserve	<u>47,810</u>						

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

Appendix B

August 2024

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT					
16.07.24	D/D	Octopus Energy	KI-C5266B98-0016	Electricity Supply - Pavilion	£82.79
24.07.24	D/D	Npower	IN10966054	Electricity Supply - Streetlights	£297.94
01.08.24	D/D	Maldon District Council		Non-Domestic Rates - Cemetery	£48.00
01.08.24	D/D	A & J Lighting Solutions	38440	Streetlight Repairs	£124.80
15.08.24	D/D	A & J Lighting Solutions	38455	Monthly maintenance	£67.92
24.08.24	D/D	Npower	IN11201236	Electricity Supply - Streetlights	£306.55
25.08.24	D/D	Evolve Business Solutions	007556	Photocopier	£173.05
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2					
04.07.24	D/C	B&Q		Watering Cans - Cemetery	£40.52
16.07.24	D/D	Adobe	IEE2024008057263	Adobe Monthly Subscription	£16.64
05.08.24	D/C	Marlow Paint Supplies		Paint for skate ramps	£171.36
UNITY TRUST BANK - CURRENT ACCOUNT					
06.08.24		Wages		Staff Wages	£3,179.94
	Online	HMRC		Tax & NI - July 2024	£1,174.92
	Online	Essex Pension Fund		Employee and Employer Contributions - August	£955.15
	Online	D W Maintenance	2604	Grounds Maintenance - Cemetery - July	£558.33
			2605	Grounds Maintenance - July	£932.08
	Online	N Sharpley		Amenities Officer - Holiday Cover	£200.00
	Online	Viking Skips	1882	Civic Amenity Skip	£186.00
			1899	Civic Amenity Skip	£186.00
			1915	Civic Amenity Skip	£186.00
	Online	Maldon District Council	TOL10090986	CPOs Apr - Jun 24	£458.68
	Online	Green Recycling	425790	Waste Container - Woodup Pool	£167.09
	Online	RCCE		Annual Membership Fee	£59.70
	Online	Tollesbury Climate Partnership		Grant	£250.00
	Online	Bonz	5147	Various works	£352.80
	Online	Euroloos		Toilet Hire - Woodup Pool - Credit on account	-£288.00
			374014	Toilet Hire - Woodup Pool	£85.70
			378346	Toilet Hire - Woodup Pool	£265.70
					£63.40
TOTAL					£10,239.66

Payment Breakdown	
Tollesbury Current Account	£1,101.05
Tollesbury A/c No. 2 Debit Card	£228.52
Unity Trust Bank	£8,910.09
TOTAL	£10,239.66

D. W. MAINTENANCE

[REDACTED]

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

10th July 2024

Dear Michelle,

Re Cemetery Extension

Thank you for asking me to provide a quotation for an application of spray at the cemetery extension which I believe is needed to keep the weeds under control. The growth of grass and weeds between the monthly cut has been exceptional this year, and unfortunately the ragwort and thistles are spreading.

The contractor I use to spray the recreation ground has provided a quotation of £250.00 to spray the cemetery extension. Ideally this should take place at the same time as the recreation ground as soon as possible after the school holidays have finished and weather permitting.

I trust this will be acceptable to the Parish Council, and I look forward to hearing from you.

Yours sincerely,

David