

**Those present:**

Cllr Page (Vice-Chair)  
Cllr Bell  
Elaine Bamford – Non-voting member  
Michelle Curtis (Parish Clerk/RFO)  
1 member of the public

**1. Apologies for Absence**

Apologies were received and accepted from Cllr Rogers.

**2. Declarations of Interest**

Ms Bamford declared a personal interest as follows:

- Personal interest as she is an Allotment holder and would be representing the Allotment Tenants.

**3. Minutes**

**Resolved:** The minutes of the Environment and Amenity Committee Meeting held on 3<sup>rd</sup> November 2025 be approved as a true and accurate record of the meeting. Proposed by Cllr Bell. Unanimously agreed by those who attended.

The Vice-Chair signed the Minutes.

**4. Quarterly Inspections**

The Quarterly Inspection Reports (amenity areas, dog/litter bin, and locks) dated January 2026 were received and noted.

Amenity Area Reports

Allotments

- A metal box of brushes was left near the gate.  
The Clerk confirmed that the box would be removed when the contractor finishes the work at the allotments.

Hasler Green

- The litter bin had been replaced.

Woodrolfe Green

- New "CARS ONLY" sign installed on the replaced bollard at the entrance
- The missing bollard had been replaced.

Lock-Up

- Slipped roof tiles – previously reported

**5. Finances/Earmarked Reserves**

The Committee reviewed the Amenities finances and Earmarked Reserves (Appendix A).

The Vice-Chair reported that, from 2026/27, funds for tree work will be transferred to a new earmarked reserve.

## 6. Environment & Amenities

### 6.1 Allotments

The work at the Allotments was nearing completion. Depending on the weather, the turf would be laid during the week to demarcate the new plots. Once the work is finished, the plots will be offered to those on the waiting list.

Ms Bamford reported that some tenants had mentioned that the allotment fees were high compared with those at other allotments.

The Committee stated that they felt the fees charged by the Parish Council were reasonable. The income received does not cover the costs of maintaining the allotments.

It was reported that the area around the two plots, which have an excessive surface water issue, remained very wet. The Committee agreed that no further action would be taken at this time, and this will be reviewed once the weather improves and the ground dries out.

### 6.2 Hasler Green

Since the last meeting, the ash tree has been removed. The streetlight is now visible.

**Action:** Clerk to speak to TCP regarding the planting of a replacement tree in a more appropriate location

### 6.3 Woodrolfe Green

The Vice-Chair stated that a resident had reported the following items:

- 1) Straighten the leaning entrance bollard
- 2) Secure the two bollards outside the toilet block. One was knocked out of the ground some time back and appears to have been placed back without mortar, and the other may be similar.

**Action:** Committee to consider the option for replacing the bollards with something more substantial, as a number appear to be becoming loose.

The Vice-Chair reported that large potholes were developing in the car park.

**Action:** Clerk to obtain quotations for more road planings to be laid.

### 6.4 Cemetery

The Vice-Chair stated that the following items had been reported by a resident:

- 1) Repair dilapidated and collapsed fencing
- 2) Update the entrance sign to reflect the current website address
- 3) Repair potholes on the verge outside the cemetery (if parish council-owned)

The Committee replied as follows:

- 1) The fence has been inspected, and quotations are being obtained for the fencing.
- 2) The signage has been inspected, and it is suggested to remove all the signage and replace it with a single sign.

**Action:** Committee to review what they would like to include on the sign and to obtain quotations.

- 3) The Clerk advised that the potholes on the verge outside the Cemetery have been reported via the Essex County Council reporting portal.

The Clerk reported that since the last meeting, a smaller green wheelie bin has been purchased. The large wheelie bin was offered to Tollesbury Climate Partnership for composting in the community orchard, but they declined, preferring a more bug-friendly option.

The Vice-Chair reported a large dip at the car park entrance.

**Action:** Clerk to obtain quotations for repair.

No funds have been allocated in the budget for the replacement of fencing and a new sign.

**Action:** Expenditure to be considered by the Finance Committee.

#### 6.5 Highways/Footpaths

The Clerk reported that most of the potholes on New Road had been marked for repair.

Cllr Bell advised that the drains were still blocked outside 18 East Street and 26 Mell Road.

**Action:** Clerk to find out when these drains were last cleaned and when they are due for cleaning again.

#### 6.6 Street Lighting

No issues to report.

#### 6.7 Dogs/Litter Bins

The Clerk reported that a replacement bin had been ordered for East Street and was awaiting installation by the Contractor.

The Clerk advised that one of the liners of the litter bin near the BBQ at Woodup Pool had rotted and was dangerous due to the sharp edges. The Chair and Vice-Chair of the Council had authorised the purchase of a replacement.

#### 6.8 Defibrillators

The Amenities Officer has been carrying out the monthly checks on the Parish Council-owned defibrillators (Sailing Club and Fire Station). There are no issues to report.

A set of pads on the defibrillator at the Sailing Club was due to expire at the end of April, and the Clerk would order replacements.

#### 6.9 War Memorials

There were no new issues to report.

#### 6.10 Bus Shelter

The Clerk reported that she had asked Hytec for a certificate regarding the electrical work they completed at the Bus Shelter. To date, no certificate has been received.

**Action:** Clerk to continue to pursue.

#### 6.11 Lock-Up

The Clerk advised that the padlocks had seized and needed to be cut off to allow the Lock-Up to be inspected inside.

A quotation is expected to be submitted for the Full Council's consideration at the meeting on 7th April 2026.

**7. Cemetery**

The Committee reviewed the Cemetery Regulations and made some minor amendments. The proposed amendments to the Cemetery Regulations will be presented to the Full Council for approval.

**8. Public Forum**

The Clerk advised that there were no requests from residents to address the Parish Council.

**9. Other Matters**

Cllr Bell advised that the 60mph signs as you exit the village are faded and obscured by vegetation.

**Action:** Clerk to follow up with the Community Engagement Team, as they had agreed to report this on behalf of the Council.

The Clerk reported that a youth was seen on the previous Friday morning graffitiing the public toilets at Woodrolfe Green. The Clerk has informed Maldon District Council, who are arranging for their maintenance team to remove the graffiti. It has also been reported to Essex Police.

**10. Date of the Next Meeting**

An Allotment site visit will be held on Tuesday 9<sup>th</sup> June 2026 at 8.30am.

The next meeting will be held on Monday 15<sup>th</sup> June 2026, in the Pavilion at 7pm.

The Chair closed the meeting at 8.10pm.

Signed:..... Date:.....

## Appendix A

### Amenities/Cemetery Finances Financial Position As at 28.02.26

	Expenditure to Date	2025/26 Budget	Variance	
<b>Amenities Expenditure</b>				
Miscellaneous	£1,404	£800	-£604	£421 on defibrillator consumables - £940 on replacement litter bins
Allotments	£4,019	£1,800	-£2,219	£599 on water supply - Overspend due to works at the Allotments (bottom plot)
Hasler Green	£367	£400	£33	Grounds Maintenance - £33.33 per month - Contract until the end of January 2027
Community Engagement Team	£1,222	£1,600	£378	Invoice for final quarter (Jan-Mar) expected - £389
Woodrolfe Green	£639	£670	£31	Grounds Maintenance - 55.83 per month - Contract until the end of January 2027
Maintenance	£865	£1,000	£135	
<b>TOTAL</b>	<b>£8,516</b>	<b>£6,270</b>	<b>-£2,246</b>	
<b>Amenities Income</b>				
	Income to Date	2025/26 Budget	Variance	
Allotment Income	£1,425	£1,553	£128	Allotment Renewals - October

	Expenditure to Date	2025/26 Budget	Variance	
<b>Cemetery Expenditure</b>				
Miscellaneous	£417	£350	-£67	Emergency repairs water tap £240 - Fell dead birch tree £30 - Repairs to pothole £110
Contract	£6,442	£6,860	£418	Grounds Maintenance - New contract from Jan 26 monthly charge increased from £583.33 to £621.25
Water/Sewage Rate	£171	£300	£129	No further charges expected. Additional funds were allocated to water due to the Community Orchard
Rates	£586	£500	-£86	£59 per month
<b>TOTAL</b>	<b>£7,616</b>	<b>£8,010</b>	<b>£394</b>	
<b>Cemetery Income</b>				
	Income to Date	2025/26 Budget	Variance	
Fees	£12,306	£8,250	£4,056	

Earmarked Reserves  
Amenities

	Other information	Expected completion period	Total Project Cost	Budgeted Cost To Date	EMR Balance	Additional comments
<b>Opening Balance 01.04.25</b>					<b>8,673</b>	Includes £8,698 transferred in on 31.03.25
Transfer from General Reserves	Budget 2025/26 - Trees Cemetery Budget 2025/26 - Trees W/Green and H/Green			1,000 500	1,000 500	
Extension of water supply and tap - Allotments	Carried forward from 2024/25	2025-26		1,120	-1,120	Work completed April 2025
Transfer from Community Support/Minor Projects EMR	Additional electrical works & lighting bus shelter project	2025-26	1,104	1,104	1,104	Transfer completed May 2025
Bus Shelter Repairs	Carried forward from 2024/25	2025-26	6,578	6,578	-6,578	Work completed May 25
Additional Electrical Work/Lighting - Bus shelter	As agreed at meeting on 20.05.25	2025-26	920	920	-920	Work completed May 25
Transfer to Amenities	Woodup Pool Land Registry	2025-26	1,000	1,000	-1,000	Transfer completed Dec 2025
Tree Work Hasler Green	Work approved 04/11/25	2026-27	880	880	-880	
<b>Current balance per accounts</b>					<b>779</b>	

Working Information

Committed Expenditure	Other information	Expected completion period	Total Project Cost	Budgeted Cost To Date	Committed EMR Expenditure	Additional comments
Cemetery - Cut back Ileylandi trees	Cost of project spread over two years - total cost estimated at £2000	2026-27	2,000	749		£1,000 to be budgeted in 2026/27
Hasler Green Tree Work	Shortfall for tree work. Work agreed 04/11/25 - to be replenished in the 2026/27 budget			1,000	-1,000	
<b>Total Committed Expenditure</b>				<b>2,000</b>	<b>-1,000</b>	

**CURRENT BALANCE LESS COMMITTED EXPENDITURE**

**-221**

Other considerations:

Woodrolfe Green Car Park - Levelling