

# TOLLESHUNT D'ARCY PARISH COUNCIL

[www.tolleshuntdarcypc.org](http://www.tolleshuntdarcypc.org)

**Chairman:** John Smith - 07505 008891

**Clerk:** Michelle Curtis, PO Box 13205, Maldon, Essex CM9 9FU

Tel: 07483 325853 email: [clerk@tolleshuntdarcypc.org](mailto:clerk@tolleshuntdarcypc.org)



Notice is hereby given that the meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on **Wednesday 30<sup>th</sup> November 2022**, in the **Village Hall, Tollesbury Road**, 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

22<sup>nd</sup> November 2022

Councillors: J Smith (Chairman), L Barwick (Vice-Chairman), J Brown, I Ewing,  
M Henderson, G Munson, R Scott

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## THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted however the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

## AGENDA

1. **Chairman's welcome**
2. **Apologies for Absence**  
To receive apologies for absence.
3. **Declaration of Interest**  
Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.
4. **County and District Councillors**
  - 4.1 To receive a report from County Councillor Durham \*
  - 4.2 To receive information from County and District Councillors.
5. **Public Forum**  
The Chairman will invite questions and observations from members of the public. A maximum time of **15** minutes will be allowed.

## 6. Parish Working Group

To receive a verbal update from the Parish Working Group.

## 7. Minutes

To receive and approve the Minutes of the Meeting held on 25<sup>th</sup> October 2022.

## 8. Finance

8.1 To receive and approve Monthly Financial Report as at 31<sup>st</sup> October 2022

8.2 To receive and approve Payments

## 9. Planning Applications and Decisions

### 9.1 Planning Applications

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 the Maldon District Council website ([www.maldon.gov.uk](http://www.maldon.gov.uk)).

To consider Planning Applications received from Maldon District Council including the following:

Application No: TCA/MAL/22/01143 PP-11682477

Proposal: T1 Oak (Quercus robur) - Whole crown reduction by 2-3m.

Location: 43 Church Street Tolleshunt D'arcy

### 9.2 Planning Decisions: To note decisions made by Maldon District Council

HOUSE/MAL/22/00977 - Greengates Tudwick Road - Approved

TELPN/MAL/22/01008 - Mobile Broadband Network Limited Communication Station T-Mobile (68101) Greenfield At Limesbrook Farm Kelvedon Road - Approved

### 9.3 Appeals

To receive notification of Planning Appeals from Maldon District Council

### 9.4 Planning Appeal Decisions

To note decisions made by the Planning Inspectorate

### 9.5 Tree Preservation Orders (TPO)

To note TPO's made by Maldon District Council

## 10. Budget/Precept 2023/24

10.1 To receive correspondence from Maldon District Council confirming the 2023/24 Council Tax Rate

10.2 To agree the Budget and Precept for 2023/24

## 11. Training

To consider any training requests from the Clerk or Councillors

## 12. Policies and Procedures

12.1 To approve the proposed amendment to the Email Policy

12.2 To adopt the Dignity at Work Policy

**13. Grant Application**

To consider the grant application from the First Responders towards the purchase of a defibrillator

**14. Tolleshunt D'Arcy Village Hall**

To receive an update on the Village Hall project

**15. Essex and Suffolk Water**

To receive information from Savills on the proposed pipeline work from Layer de la Haye to Langford

**16. 20s Plenty Speed Reduction Campaign**

**16.1 Draft Proposal for 20mph in Essex**

To receive the draft proposal for 20mph in Essex which has been distributed by the EALC

**16.2 20mph Speed Limit**

To resolve that Tolleshunt D'Arcy Parish Council would like a 20mph speed limit in Tolleshunt D'Arcy.

**16.3 Essex County Council**

To agree to write to Essex County Council requesting them to adopt a 20mph speed limit as the default speed limit for urban and village roads in the County.

**17. Climate Action Friends**

To receive an email from Claire Williamson, Climate Lead Office – Maldon District Council, regarding Climate Change

**18. Police/Community Protection Officers (CPO)**

**18.1 Police Reports**

To receive Police Reports (confidential)

**18.2 Community Protection Officers (CPOs)**

To receive the CPO report for October 2022

**19. Administration**

To receive information from the Clerk – update on current and ongoing matters

**20. Representative Reports**

**20.1 Burial Ground**

**20.1.1** To receive a verbal update from Cllr Henderson

**20.2 Recreation Ground/Pavilion**

**20.2.1** To receive a verbal update from Cllr Brown

**20.2.2** To consider a quotation for a bench at the Recreation Ground

**20.2.3** To discuss whether the Parish Council would consider entering into a long-term lease agreement for use of the Pavilion with Bee-Fit CM9

**20.3 Public Rights of Way**

**20.3.1** To receive a verbal update from Cllr Henderson

**20.4 Road Safety/Highway**

**20.4.1** To receive a verbal update from Cllr Munson

**20.4.2** To receive an email from Cllr Durham regarding the Pothole Scheme and consider which urgent potholes are in need of repair

**21. Community Concerns**

To receive information only or note future agenda items

**22. Public Bodies (Admission to Meetings) Act 1960**

In view of the confidential personnel and contractual nature of the business to be transacted, to consider excluding the press and public from the meeting.

**23. Employment Matters**

To carry out a review of the numeration and office allowance for the Parish Clerk.

**24. Public Bodies (Admission to Meetings) Act 1960**

To consider permitting the press and public to return to the meeting

**25. Date of the Next Meeting**

Next meeting to be held on:

Tuesday 3<sup>rd</sup> January 2023 – Full Council Meeting – 7.30 pm- Village Hall

## County Councillor Report. October 2022

Dear Parish Councillors,

Summer is now well behind us and at the time of writing, we are a mere 55 days until Christmas! Perhaps it is all of the political upheavals that seem to have made the recent weeks pass in a flash, but we are hopeful that following what can only be described as a turbulent period, we are now entering a new era of stability.

Apart from the political situation, we lost our monarch in September after an amazing service to our country of 70 years. Her Majesty had been one of the only constants in most of our lives with relatively few people having lived under any other monarch. The celebrations that parishes held earlier this year for the Platinum Jubilee were fantastic and they engendered a renewed pride in our country. Parishes also held some very moving and fitting services in memory of Her Majesty last month.

The summer months are generally quieter at the councils with few formal meetings being held during the holiday period. As we know the period of Royal Mourning also meant that many meetings had to be postponed and in some cases, we are only just catching up with the schedule.

One of the most significant changes that we are seeing now are the increases in the cost of living and the fiscal uncertainty that is a great concern to everyone. It was inevitable that the cost of energy was going to dramatically increase following the invasion of Ukraine, but few of us predicted that we would see rocketing electricity and gas prices for residents and businesses. Although there has been some assistance from government, it is clear that many people will find it hard getting through this winter and some businesses have already folded as a result of their costs escalating.

Unfortunately the county council is also impacted by increasing costs for utilities as well as inflationary pressures on many of its services. The electricity costs for street lighting have increased dramatically and material costs for road repairs and buildings are approximately 20% higher than last year.

However the biggest single issue that ECC is facing is the increase in its borrowing costs. With the raising of interest rates, the costs of repayments has gone up considerably. The council has to borrow money to fund its capital program. This includes roads, school buildings and other major infrastructure. Due to the additional costs of borrowing, there may need to be a review of the capital program for the current financial year. Although at this stage we are unaware of how this could impact individual services. The cabinet has been working extremely hard to find costs savings from both their revenue and capital budgets so that the authority can produce a balanced budget next year.

I am expecting news about how budget cuts will impact us sometime in late November and at this time, I will provide the relevant details for parish councils.

You may be aware that Essex County Council were instructed by The Secretary of State to intervene in the financial issues at Thurrock Unitary Council. It is testament to the way that ECC conduct their fiscal strategy that the government made this approach. A team has been working with officers and members at Thurrock to establish what has happened and what the future prospects for the unitary council are. A report has to be submitted to DLUC in January 2023.

Earlier this year, my portfolio awarded £500,000 in Arts and Culture Grants to many organisations across the county, some in The Maldon District. With over 200 applications that totalled over £3m, we had to assess the applications and 25 grants were given between £2,500 to £25,000. The new round of grants opens for applications on November 1<sup>st</sup> and details can be found on the Explore Essex website.

I have allocated most of my 2022 locality fund but I still have a little remaining. If there is a project that you would like to be considered, please let me know as soon as possible.

One of the regular issues that I have to deal with is the Maldon Local Highways Panel. I do not pretend that the LHP's have been as effective and efficient as they were intended. The system has been too restrained by policy and paperwork. Valid projects have taken too long to be delivered and in some cases they have not proved to be good value for money. There have also been issues with the Maldon LHP in that a previous officer did not manage the administration well and as a result some cases were lost or delayed.

A few months ago, the countywide LHP system was subject to a scrutiny project and as a result, there is a wide ranging review underway. This means that there is uncertainty about how the panels will have similar budgets in the future. It is entirely possible that the review and ongoing budget cuts may significantly change the way the panels operate. All current schemes that have agreed funding for this financial year will be delivered by the end of March, but it is not possible to give a clear prediction whether the current schemes awaiting funding or new schemes under validation (48 to date!) will be delivered. For this reason, as chairmen of the LHP, I have decided not to agree any new applications until we know more about how the LHP's will be organised.

One of the reoccurring subjects for LHP schemes is vehicle speed management measures. Probably 4 out of 5 applications are for speed related projects. The law requires that any measures to install new limits, amend existing limits etc have to have a traffic regulation order (TRO) for which evidence is required. This is why we commission speed surveys to ascertain the average speed of vehicles over a seven day period. We receive a full report that lists every vehicle movement, its speed, wheelbase, speed and time of activation. The equipment has to be calibrated and installed carefully to ensure that the data it produces can be legally supported. On average about 8 in 10 surveys show good compliance with the extant speed limit and this means that at TRO will be unlikely to be granted. The law dictates that we have to use the mean average speeds across the entire 7 day period. Inevitably there will always be some vehicles using excessive speed, often late at night but these contribute to the mean average. Regrettably, whatever the speed limit, there will always be idiots who drive too fast and absolutely nothing the council can do will stop them. I appreciate that this can be a frustration to some parishes and in some cases the survey results have been challenged. When a new survey is commissioned, it invariably shows similar results. Every survey costs £250 which comes from a county wide budget, but this has now been spent, so we are currently unable to carry out any new surveys this year.

Another feature frequently requested is for physical road narrowing to reduce traffic speed or volumes. Such measures are contrary to ECC Highways policy and although it may not be impossible to install one, the chance is almost zero.

One of the results from the recent government reorganisation is that we have a new Secretary of State for DLUC. Michael Gove makes a welcome return to the department and it is clear that one of his main goals will be to accelerate the ongoing discussions around local government devolution. Work has been going on all year and all district leaders have been involved in meetings to discuss what can be achieved by reorganisation. The range of powers that central government are prepared

to devolve and the amount of money that come with these powers depends on the local structure. There is a wish and intention that Essex is at the forefront of this and it is entirely possible that a proposal to government could be made in the Spring of 2023. At this stage, the structure of local government across Essex hasn't been agreed but work is at an advanced stage. The South Essex Councils have already got an informal agreement which opens the door for a joining of North Essex councils. Quite how this will work is unknown, but I suspect that we will receive an update in the near future.

Finally, the issue of climate change remains a priority of Essex County Council. Several parish councils have also started to form their own climate groups and there is now a dedicated officer at MDC. A couple of months ago, I arranged a public meeting hosted by Professor Jules Pretty who is one of the country's most knowledgeable experts. He has written several books on the subject and he currently chairs The Essex Climate Commission. He is a very entertaining speaker and the sessions we have had have been very well received. I have arranged another public meeting with Prof. Pretty on November 30<sup>th</sup> at The Plantation Hall in Heybridge. I am working with the local district members on this session and if any parish council members from other villages wish to attend, please contact me. You will have the opportunity to hear him speak and ask questions. If you are considering forming a climate working group in your parish, there will be people there who have already made this step.

I will update this report in a month or two when we have more information about the potential budget cuts and future of the LHP's.

Very best regards

A handwritten signature in black ink, appearing to read 'Mark Khan', written in a cursive style.

MFL Durham

**Bank Reconciliation Statement as at 31/10/2022  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank	31/10/2022		39,374.70
			<u>39,374.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			39,374.70
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,374.70
		<b>Balance per Cash Book is :-</b>	<b>39,354.70</b>
		<b>Difference is :-</b>	<b>20.00</b>

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Elections	100.00		100.00
321 EMR Parish Improvements	825.78	180.00	1,005.78
322 EMR Recreation Ground	11.25	5,000.00	5,011.25
323 Unallocated	296.57		296.57
324 EMR Burial Ground	1,103.83		1,103.83
325 EMR Maypole	15.00		15.00
	<u>2,352.43</u>	<u>5,180.00</u>	<u>7,532.43</u>

## Detailed Receipts &amp; Payments by Budget Heading 31/10/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	21,514	21,514	0			100.0%	
1990 Other Income	3,950	6,000	2,050			65.8%	
Income :- Receipts	<u>25,464</u>	<u>27,514</u>	<u>2,050</u>			92.5%	<u>0</u>
Net Receipts	<u>25,464</u>	<u>27,514</u>	<u>2,050</u>				
<u>110 Administration</u>							
██████████	████	████	████		████	████	
██████████	████	████	████		████	████	
██████████	████	████	████		████	████	
4070 Payroll Processing	0	80	80		80	0.0%	
4080 Training	0	300	300		300	0.0%	
4090 Bank Charges	57	72	15		15	79.2%	
4100 Audit Fees	375	375	0		0	100.0%	
4120 Subscriptions & Memberships	885	770	(115)		(115)	115.0%	
4130 Insurance	1,607	1,500	(107)		(107)	107.1%	
4150 Postage	0	10	10		10	0.0%	
4160 Telephone & Broadband	190	360	170		170	52.7%	
4170 Website	20	200	180		180	10.2%	
4180 Office Equipment	622	0	(622)		(622)	0.0%	
4190 Office Allowance	182	312	130		130	58.3%	
4200 Grants & Donations Paid	0	2,500	2,500		2,500	0.0%	
4210 Section 137 Expenditure	100	0	(100)		(100)	0.0%	
4230 CPOs	431	880	449		449	49.0%	
4500 Hall Hire	250	700	450		450	35.7%	
4990 Sundries	198	100	(98)		(98)	198.2%	
Administration :- Indirect Payments	<u>9,192</u>	<u>15,409</u>	<u>6,217</u>	<u>0</u>	<u>6,217</u>	59.7%	<u>0</u>
Net Payments	<u>(9,192)</u>	<u>(15,409)</u>	<u>(6,217)</u>				
<u>130 Amenities</u>							
4300 Defibrillator	214	400	186		186	53.5%	
4310 Grass/Hedge/Tree cutting	1,230	3,000	1,770		1,770	41.0%	
Amenities :- Indirect Payments	<u>1,444</u>	<u>3,400</u>	<u>1,956</u>	<u>0</u>	<u>1,956</u>	42.5%	<u>0</u>
Net Payments	<u>(1,444)</u>	<u>(3,400)</u>	<u>(1,956)</u>				
<u>135 Burial Ground</u>							
1350 Burial Ground Income	2,140	2,000	(140)			107.0%	
Burial Ground :- Receipts	<u>2,140</u>	<u>2,000</u>	<u>(140)</u>			107.0%	<u>0</u>

## Detailed Receipts &amp; Payments by Budget Heading 31/10/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Water	55	70	15		15	78.0%	
4370 Maintenance	2,391	100	(2,291)		(2,291)	2390.9%	
Burial Ground :- Indirect Payments	2,446	170	(2,276)	0	(2,276)	1438.5%	0
Net Receipts over Payments	(306)	1,830	2,136				
<u>140 Pavilion</u>							
4360 Water	437	400	(37)		(37)	109.1%	
4370 Maintenance	264	1,000	736		736	26.4%	
4400 Electricity	1,173	600	(573)		(573)	195.5%	
Pavilion :- Indirect Payments	1,874	2,000	126	0	126	93.7%	0
Net Payments	(1,874)	(2,000)	(126)				
<u>145 Rec Ground</u>							
1450 Pitch Fees	0	250	250			0.0%	
Rec Ground :- Receipts	0	250	250			0.0%	0
4370 Maintenance	420	500	80		80	84.0%	
4550 Play Equipment	2,700	3,000	300		300	90.0%	
Rec Ground :- Indirect Payments	3,120	3,500	380	0	380	89.1%	0
Net Receipts over Payments	(3,120)	(3,250)	(130)				
<u>155 Streetlighting</u>							
4370 Maintenance	0	100	100		100	0.0%	
Streetlighting :- Indirect Payments	0	100	100	0	100	0.0%	0
Net Payments	0	(100)	(100)				
<u>160 Projects</u>							
4610 Parish Improvements	320	500	180		180	64.0%	320
4620 Rec Ground	0	5,000	5,000		5,000	0.0%	
Projects :- Indirect Payments	320	5,500	5,180	0	5,180	5.8%	320
Net Payments	(320)	(5,500)	(5,180)				
6000 plus Transfer from EMR	320						
Movement to/(from) Gen Reserve	0						

## Detailed Receipts &amp; Payments by Budget Heading 31/10/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	27,604	29,764	2,160			92.7%	
Payments	18,395	30,079	11,684	0	11,684	61.2%	
Net Receipts over Payments	<u>9,209</u>	<u>(315)</u>	<u>(9,524)</u>				
plus Transfer from EMR	320						
Movement to/(from) Gen Reserve	<u>9,529</u>						

**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 17<sup>th</sup> November 2022**



**HOUSE/MAL/22/00977 Tolleshunt D'Arcy**

Proposed outbuilding comprising garage and car port.  
Greengates Tudwick Road Tiptree Essex  
(UPRN - 200000915500)  
Mr K O Sullivan

**APPROVE** subject to the following conditions:-

1 **CONDITION**

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

**REASON**

To comply with Section 91(1) The Town & Country Planning Act 1990 (as amended).

2 **CONDITION**

The development hereby permitted shall be carried out in accordance with the following approved plans and documents: 1178/LOC, 1178/204E, 1178/201F, 1178/203B, 1178/202E, 22.5291.01 Rev A and the Arboricultural Impact Assessment and Preliminary Method Statements dated 7th August 2021 Rev 09/09/22.

**REASON**

To ensure that the development is carried out in accordance with the details as approved.

3 **CONDITION**

The materials used in the construction of the development hereby approved shall be as set out within the application form hereby approved.

**REASON**

In the interest of the character and appearance of the area, in accordance with policies D1 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

#### 4 CONDITION

Full details of the provision and subsequent retention of both hard and soft landscape works on the site shall be submitted to and approved in writing by the local planning authority prior to any works occurring above ground level at the application site. These details shall include:

- 1) Details of proposed schedules of species of trees and shrubs to be planted, planting layouts with stock sizes and planting numbers/densities.
- 2) Details of the planting scheme implementation programme, including ground protection and preparation, weed clearance, stock sizes, seeding rates, planting methods, mulching, plant protection, staking and/or other support.
- 3) Details of the aftercare and maintenance programme.

The soft landscape works shall be carried out as approved within the first available planting season (October to March inclusive) following the occupation of any part of the development hereby approved unless otherwise agreed in writing by the local planning authority. If within a period of five years from the date of the planting of any tree or plant, or any tree or plant planted in its replacement, is removed, uprooted, destroyed, dies, or becomes, in the opinion of the local planning authority, seriously damaged or defective, another tree or plant of the same species and size as that originally planted shall be planted in the same place, unless the local planning authority gives its written consent to any variation.

Hard landscape works

- 4) Details of hard surfacing, with materials, finishing and edgings

The hard landscape works shall be carried out as approved prior to the first use / occupation of any part of the development hereby approved and retained and maintained as such thereafter.

#### REASON

To ensure that the details of the development are satisfactory in accordance with policy D1 of the Maldon District Development Local Plan and the guidance contained in the Maldon District Design Guide SPD.

#### 5 CONDITION

Prior to first occupation of the development the vehicular access shall be constructed at right angles to the highway boundary and to the existing carriageway as shown in principle in the Block Plan Layout Drawing No.1178/204e. The width of the access at its junction with the highway shall not be more than 6 metres and shall be provided with an appropriate vehicular crossing of the highway verge.

#### REASON

To ensure that vehicles can enter and leave the highway in a controlled manner in the interest of highway safety in accordance with Policies D1 and T2 of the Local Development Plan.

6 CONDITION

Prior to first occupation, the redundant vehicle access on Tudwick Road shall be suitable and permanently closed incorporating the reinstatement of the highway verge.

REASON

To ensure the removal of and to preclude the creation of unnecessary points of traffic conflict in the interests of highway safety in accordance with Policies D1 and T2 of the Local Development Plan.

7 CONDITION

There shall be no discharge of surface water from the development onto the highway.

REASON

To prevent hazards caused by water flowing onto the highway and to avoid the formation of ice on the highway in the interest of highway safety, in accordance with Policy T2 of the Local Development Plan.

8 CONDITION

No unbound material shall be used in the surface treatment of the vehicular access within 6 metres of the highway boundary.

REASON

To avoid displacement of loose material onto the highway in the interest of highway safety in accordance with Policy T2 of the Local Development Plan.

**POSITIVE AND PROACTIVE STATEMENT**

Town and Country Planning (Development Management Procedure) (England) Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Jade Elles  
Dated : 11/11/2022

**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 17<sup>th</sup> November 2022**



**TELPN/MAL/22/01008 Tolleshunt D'Arcy**

The removal and replacement of 1 no 12.8m lattice tower for proposed 1 no 20m lattice tower, relocation of 6 no antennas, installation of 3 no antennas, installation of 2 no 0.3m antennas, relocation of 1 no 0.6m dish, installation of 2 no equipment cabinets with ancillary development thereto.

Mobile Broadband Network Limited Communication Station T-Mobile (68101)  
Greenfield At Limesbrook Farm Kelvedon Road Tolleshunt D'arcy  
(UPRN - 010013998464)

Cellnex

**PRIOR APPROVAL GRANTED**

Officer: Vikki Bowles

Dated : 16/11/2022

**4<sup>th</sup> November 2022**

Clerk to Tolleshunt D'Arcy Parish Council  
4 Valkryie Close  
Tollesbury  
Essex  
CM9 8SL

**MALDON DISTRICT  
COUNCIL**

Princes Road  
Maldon  
Essex CM9 5DL

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



Email: [clerk@tolleshuntarcy.org](mailto:clerk@tolleshuntarcy.org)



Enquiries to: Kate Roast  
Email: [kate.roast@maldon.gov.uk](mailto:kate.roast@maldon.gov.uk)

Dear Parish Clerk

**Tolleshunt D'Arcy Parish Council - 2023/24 Council Tax Base and request for 2023/24 Parish/Town Council precept demand and information**

**2023/24 Council Tax Base**

Maldon District Council has set the tax base for 2023/24 at the Council meeting on 3rd November 2022, and I am writing to inform you the tax base for your Parish is 449.4

**2023/24 Parish/Town Council precept information**

The Parish/Town precept is set by your Council and it should represent the Parish/Town net budget requirement for 2023/24, as approved by your committee or Council as a whole. This precept will be divided into the above 2023/24 tax base to determine the band D equivalent level of Parish/Town Council's Council Tax.

In order that I can include your precept in the overall calculation of Council Tax, I would be grateful if you could complete and return the attached Parish Precept form by **Friday 6 January 2023**.

The signed completed precept form will be deemed as the official notification of your Parish/Town Council's precept demand for 2023/24.

I am required to determine the timing of the payment of the precept to the Parish/Town Council in accordance with regulations and to consult with the Parish/Town Council on my proposals. The existing arrangements are as follows:

1. Precepts under £50,000 – payment will be received by the Parish/Town Council on the last working day in April;
2. Precepts of £50,000 or more – 50% will be received Parish/Town Council on the last working day in April and 50% will be received on the last working day in August.

Unless I hear from you within 21 days of this letter, I will assume that this arrangement is satisfactory.

Your precept will be paid into your bank account in 2023/24. Please let us know if there has been any change to the name and address of your bank, sort code number or account number.

Yours faithfully

A handwritten signature in black ink that reads "Chris Leslie". The signature is written in a cursive style with a large, looped initial "C".

Chris Leslie  
Director of Resources

**NAME OF PARISH / TOWN COUNCIL: Tolleshunt D'Arcy Parish Council**

**PARISH PRECEPT 2023/2024 FORM**

The total amount of 2023/24 precept to be issued by the above parish / town council will be:

£
---

(The same figure as box C below)

Using the tax base outlined in this letter, the amount of 2023/24 Band D precept per property to be issued by the above Parish/Town Council will be:

£
---

(The same figure as box D below)

If your **precept is equal to or exceeds £140,000** please also provide the following supportive budgetary information, as we are required to publish this information in our council tax leaflet.

	2022/23	2023/24
	£	£
Total Expenditure		A
Total Income		B
Total Precept (Box A - Box B)		C
<b>Band D per property (Box C ÷ 449.4)</b>		D

A more detailed breakdown of the Parish/Town Council's financial accounts is available by writing to **(please supply contact name and address below)**:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designation

Person authorised to sign on behalf of the Parish/Town Council

**Please return to: Kate Roast, by Friday 6 January 2023 at the very latest.**

**TOLLESHUNT DARCY PARISH COUNCIL  
ACCOUNTS ANALYSIS  
BUDGETS 2023/24**

Payments		2021/2022 Actual	2022/2023 Budget	Actual To Date (Oct 22)	2023/2024 Budget	Variance £	Variance %
Admin - 110	Audit Fees - 4100	375.00	375.00	375.00	375.00		
	Bank Charges - 4090	131.00	72.00	57.00	100.00		
	Data Officer		0.00		0.00		
	Expenses		0.00		0.00		
	Hall Hire - 4500	100.00	700.00	250.00	500.00		
	Insurance - 4130	1444.00	1500.00	1607.00	1800.00		
	CPOs - 4230	961.00	880.00	431.00	950.00		
	Special Officers		0.00		0.00		
	Sundries - 4990	188.00	100.00	198.00	200.00		
	Office Allowance - 4190	286.00	312.00	182.00	312.00		
	Office Equipment - 4180	60.00	0.00	622.00	0.00		
	Payroll - 4070	74.00	80.00		80.00		
	Postage - 4150	0.00	10.00		0.00		
	Stationery		0.00		0.00		
	Subscriptions - 4120	803.00	770.00	885.00	1000.00		
	Telephone - 4160	309.00	360.00	190.00	360.00		
	Training - 4080	75.00	300.00		300.00		
	Website - 4170	158.00	200.00	20.00	200.00		
	<b>ADMIN TOTAL</b>	<b>4964.00</b>	<b>5659.00</b>	<b>4817.00</b>	<b>6177.00</b>	<b>518.00</b>	<b>9.15</b>
Amenities - 130	Defib - 4300	460.00	400.00	214.00	400.00		
	Grass/Hedge/Tree Cutting - 4310	2380.00	3000.00	1230.00	3300.00		
	Sundries - 4370	96.00	0.00	0.00	0.00		
	<b>AMENITIES TOTAL</b>	<b>2936.00</b>	<b>3400.00</b>	<b>1444.00</b>	<b>3700.00</b>	<b>300.00</b>	<b>8.82</b>
Burial Gnd - 135	Maintenance - 4370	0.00	100.00	2391.00	50.00		
	Water Rates - 4360	62.00	70.00	55.00	70.00		
	Sundries	0.00	0.00				
	<b>BURAL GROUND TOTAL</b>	<b>62.00</b>	<b>170.00</b>	<b>2446.00</b>	<b>120.00</b>	<b>-50.00</b>	<b>-29.41</b>
Pavilion - 140	Electricity - 4400	128.00	600.00	1173.00	600.00		
	Maintenance - 4370	1207.00	1000.00	264.00	500.00		
	Water - 4360	405.00	400.00	437.00	450.00		
	<b>PAVILION TOTAL</b>	<b>1740.00</b>	<b>2000.00</b>	<b>1874.00</b>	<b>1550.00</b>	<b>-450.00</b>	<b>-22.50</b>
Projects - 160	Election		0.00		100.00		
	Maypole	485.00	0.00		500.00		
	Parish Improvements - 4610	383.00	500.00	320.00	500.00		
	Rec Gnd - 4620	6029.00	5000.00	0.00	2500.00		
	Speed Reduction	0.00	0.00		4500.00		
	Contingency Projects	115.00	0.00		100.00		
	Burial Ground	896.00	0.00		200.00		
	<b>PROJECTS TOTAL</b>	<b>7908.00</b>	<b>5500.00</b>	<b>320.00</b>	<b>8400.00</b>	<b>2900.00</b>	<b>52.73</b>
Rec Gnd - 145	Maintenance - 4370	309.00	500.00	420.00	500.00		
	Play Equipment - 4550	9200.00	3000.00	2700.00	1000.00		
	<b>REC. GROUND TOTAL</b>	<b>9509.00</b>	<b>3500.00</b>	<b>3120.00</b>	<b>1500.00</b>	<b>-2000.00</b>	<b>-57.14</b>
Wages - 110							
	<b>WAGES TOTAL</b>	<b>7072.00</b>	<b>7250.00</b>	<b>4275.00</b>	<b>7824.40</b>	<b>574.40</b>	<b>7.92</b>
Streetlighting - 155	Maintenance - 4370	75.00	100.00	0.00	100.00		
	<b>STREETLIGHTING TOTAL</b>	<b>75.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>
S137 Expend - 110	Donations - 4200	2780.00	2500.00	100.00	2600.00		
	<b>S137 EXPEND TOTAL</b>	<b>2780.00</b>	<b>2500.00</b>	<b>100.00</b>	<b>2600.00</b>	<b>100.00</b>	<b>4.00</b>
<b>TOTAL</b>		<b>37046.00</b>	<b>30079.00</b>	<b>18396.00</b>	<b>31971.40</b>	<b>1892.40</b>	<b>6.29</b>

**TOLLESHUNT DARCY PARISH COUNCIL  
ACCOUNTS ANALYSIS  
BUDGETS 2023/24**

Receipts	2021/2022 Actual	2021/2022 Budget	Actual To Date (Oct 22)	2023/2024 Budget	Variance £	Variance %
Admin Misc			0 00			
Burial Ground - 135 Fees - 1350	1538.00	2000 00	2140 00	2000 00		
Rec Gnd - 145 Pitch Fees - 1450	360.00	250 00		250 00		
Donations/Grants			0 00			
Other - 100 Bank Interest			0 00			
Pavilion Hire - 1990	3600.00	6000 00	3950 00	7000 00		
<b>TOTAL</b>	<b>5498.00</b>	<b>8250.00</b>	<b>6090.00</b>	<b>9250.00</b>	<b>1000.00</b>	<b>12.12</b>
<b>BUDGET (Expenditure less Income)</b>		<b>21829.00</b>		<b>22721.40</b>	<b>892.40</b>	<b>4.09</b>
<b>PRECEPT (Expenditure less Income)</b>		<b>21514.00</b>		<b>22721.40</b>	<b>1207.40</b>	<b>5.61</b>

# TOLLESHUNT D'ARCY PARISH COUNCIL

[www.tolleshuntdarcypc.org](http://www.tolleshuntdarcypc.org)

**Chairman:** John Smith - 07505 008891

**Clerk:** Michelle Curtis, PO Box 13205, Maldon, Essex CM9 9FU

Tel: 07483 325853      email: [clerk@tolleshuntdarcypc.org](mailto:clerk@tolleshuntdarcypc.org)



22<sup>nd</sup> November 2022

## Email Policy

Proposal: To amend item 1 Introduction of the Email Policy V1.0

The proposed amendments are in red.

***Email is regularly used for the management and administration of the business of Tolleshunt D'Arcy Parish Council (TDPC). Members should only use the Clerk's email system with the domain name tolleshuntdarcy.org for council business and not personal or other addresses. Members must not copy, print or forward TDPC emails to third-party addresses even if they are personal addresses of the member. Neither should members show or share the content of TDPC emails with any non-member, without the explicit approval of the clerk who will deal with any Freedom of Information requests.***

# TOLLESHUNT D'ARCY PARISH COUNCIL

[www.tolleshuntdarccy.org](http://www.tolleshuntdarccy.org)



# Dignity at Work Policy V1.0

Clerk: Michelle Curtis, PO Box 13205, Maldon, Essex CM9 9FU  
Tel: 078483 325853 e-mail: [clerk@tolleshuntdarccy.org](mailto:clerk@tolleshuntdarccy.org)

**Tolleshunt D’Arcy Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.**

**Purpose**

Tolleshunt D’Arcy Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

Tolleshunt D’Arcy Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

**Scope**

This policy covers bullying and harassment of and by clerks/chief officers and all employees engaged to work at Tolleshunt D’Arcy Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Tolleshunt D’Arcy Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the Vice-Chair.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council’s grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

**The position on bullying and harassment**

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Tolleshunt D’Arcy Parish Council will not tolerate bullying or

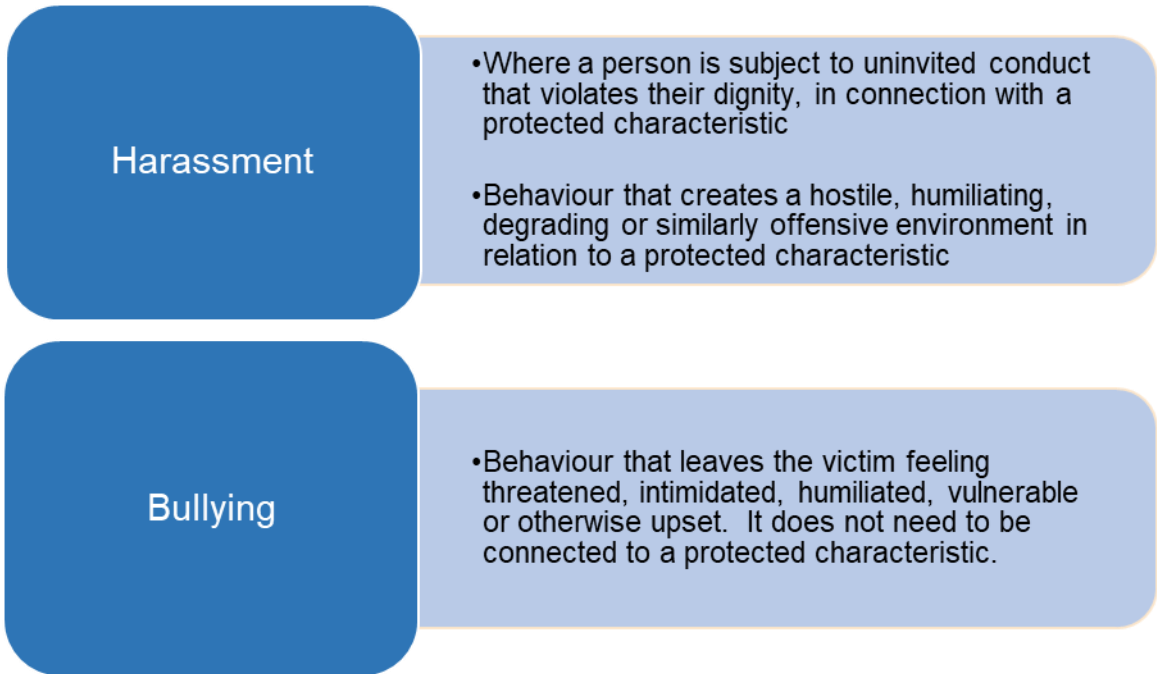
harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council’s disciplinary procedure.



## **What Type of Treatment amounts to Bullying or Harassment?**

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example).  
Equal Opportunities Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

### **Victimisation**

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

### **Reporting Concerns**

#### **What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)**

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

#### **What you should do if you feel you are being bullied or harassed by a councillor:**

If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

#### **What you should do if you witness an incident you believe to be harassment or bullying:**

If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

### **What you should do if you are being bullied or harassed by another member of staff:**

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

#### Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

#### Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,

- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

### **The use of the Disciplinary Procedure**

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

*This is a non-contractual policy and procedure which will be reviewed from time to time.*

## **GUIDANCE FOR USING THE DIGNITY AT WORK POLICY**

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVW Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

### **Notes:**

#### **Protected Characteristics**

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.

- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

### Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

### Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

### **Scope**

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

### **Managers**

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

### **Bullying and harassment & performance management**

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

### **Responsibilities**

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

### **During the investigation**

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

### **Confidentiality**

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and

could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

**Victimisation**

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

**False allegations**

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

**Complaints against Councillors**

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council’s grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

Version	Details of Changes	Date	Approver
V1.0	Template from NALC & SLCC	30/11/2022	TDPC
	<b>Next Review May 2024</b>		

**Tolleshunt D'Arcy Parish Council  
Application for Grant for Voluntary Organisations**

**Whenever possible new applications should be accompanied by the most recent set of accounts of the organisation applying. Should none be available an explanation must be provided, if possible with substantiating evidence, to enable the Council to make a judgement as to the viability of the applying organisation**

You may use a separate sheet of paper to submit any other information which you feel will support this application.

1.	Name of Organisation	TOLLESHUNT D'ARCY FIRST RESPONDERS (TOLLESBURY FIRST RESPONDERS)
2.	Name, Address and Position of Contact in Organisation	TOLLESHUNT D'ARCY FIRST RESPONDERS CATHERINE SANDERS
3.	Telephone number of Contact	07837679656
4.	Is the Organisation a Registered Charity?  If Yes, Charity number	Yes <input checked="" type="radio"/> No <input type="radio"/>
5.	Amount of Grant requested	£ 1000
6.	For what purpose or project Is the grant requested? Please use a separate sheet of paper if necessary	G5 AED DEFIB DEVICE, required for the Community First responder Kit bag, to provide CRF cover for the Parish of Tolleshunt D'arcy, working alongside the East of England Ambulance Service Trust EEAST
7.	What will be the total cost?	£ 1000
8.	When will the money be Spent?	Q1 2023
9.	Who will benefit from the Project?	Tolleshunt D'Arcy Parish and surrounding areas
10.	Approximately how many of those who will benefit are Tolleshunt D'Arcy parishioners?	Majority

Signed ..... Catherine Sanders ..... Date ..... 8th November, .2022 .....

Name (In capitals) ..... CATHERINE SANDERS, 19 CHAPEL ROAD, TOLLESHUNT D'ARCY .....

**ADDITIONAL INFORMATION**

6. CFR exist in Tollesbury and are funded by EEAST (East of England Ambulance Service Trust. Due to the proximity, EEAST will not fund an additional group for Tolleshunt D'arcy. Tolleshunt D'arcy CFR will work alongside Tollesbury, but will provide additional on call coverage for our Parish. Currently we have 9 volunteers, of which are in different stages of training. 3 will be trained in Jan 23 and hope to be active shortly after.

The Kit Bag for Tolleshunt D'arcy needs to be self-funded. The CRF Volunteers have already raised funds from the community, including business, the Church, Salter Trust, and parishioners through a Just Giving page, Leaflet drops, community events and a Locality grant. We have raised enough funds for some of the kit bag, training and on-going maintenance, but the Defib is the largest outgoing cost for us.

## Tolleshunt Darcy Community First Responder Donations

### **Cash**

The Beckingham Bell	£ 100	Bank Transfer to go to Tollesbury First Responders
VIP Kennels	100	
Darcy Street Party	200	
Queens Head Bingo	215	
Mr & Mrs Sanders (Colchester)	30	
Maggie Henderson (Darcy)	40	
Darcy Horticultural Show	60	
31 Festival Gardens	45	
June Tiffin	20	
Dorothy Holding	100	
Queens Head Bingo 4th Sept	100	
Peter And Mary (Chapel Road)	20	
	<hr/>	
	£ 1,030	

### **Cheques**

Salter Trust	£ 200	Cheque
Church	200	
Mr Shepard Salter Meadows	50	
Mrs May 14 Oxley Hill	10	
Gerry Munson	250	
Peter and Phyl French	20	
2 Margery Allingham Place		
	<hr/>	
	£ 730	

Direct Transfers to Tollesbury	£ 100	Peter Carlier
	<hr/>	
	£ 100	

Clark Family	£ 100	Just Giving Bank Transfer to go to Tollesbury First Responders
Janine and Chris Maycick	20	
Joy Morgan	50	
Mike Rudd	50	
Carly Mathews	20	
Joanne Devereux	40	
Toni and Trevor Thompson	50	
Ann Harris	20	
Daniel and Jade Perkins	100	
Pat and John Barber	40	
Scott Family	100	
Anonymous	135	
	<hr/>	
	£ 725	

Total 

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£ 2,585

### **Summary**

Cheques	£ 730
Bank Transfer	£ 1,755
Direct to Tollesbury Bank A/C	£ 100
Tolleshunt Darcy Donations	<hr/> <hr/> £ 2,585

## Tolleshunt D'Arcy Community First Responder Indicative Costs

		<u>Cost</u>	<u>Quantity</u>	<u>Total Cost</u>
<b>Uniform</b>	Polo Shirt	£ 11.45	10	£ 114.50
	Epaulettes	£ 4.92	10	£ 49.20
	CRF Jacket	£ 66.60	10	£ 666.00
	Epaulettes	£ 4.92	10	£ 49.20
	Trousers	£ 29.65	10	£ 296.52
				<b>£ 1,175.42</b>
<b>AED (defibrillator)</b>	<b><u>AED Option 1</u></b>			
	ZOLL 3 AED	£ 1,089.00	1	£ 1,089.00
	ZOLL 3 AED Carry Case	£ 95.00	1	£ 95.00
	ZOLL 3 AED Pads (Both Paed and Adult)	£ 124.00	1	£ 124.00
	ZOLL 3 AED Battery	£ 140.00	1	£ 140.00
Delivery Charge	£ 24.00	1	£ 24.00	
				<b>£ 1,472.00</b>
<b>Pulse Oximeter</b>	Nonin 8500 Pulse Oximeter	£ 339.15	1	£ 339.15
	Pead lead for Pulse Ox	£ 115.15	1	£ 115.15
	Adult lead for Pulse Ox	£ 115.15	1	£ 115.15
<b>Thermometer</b>	Tympanic Thermometer	£ 49.95	1	£ 49.95
<b>Blood Pressure Meter</b>	Omron M3	£ 48.98	1	£ 48.98
<b>Kit Bag</b>	Open House	£ 285.74	1	£ 285.74
<b>Phone + SIM</b>	Whatever suits	£ 500.00	1	£ 500.00
				<b>£ 1,454.12</b>
<b>Training Travel Expenses</b>		200		200
<b>Business Car Insurance for Volunteers</b>		TBD		TBD

<b><u>AED Option 2</u></b>	
G5 AED	£ 800.00
G5 AED Carry Case	£ 25.00
G5 AED Adult Pads	£ 39.00
G5 AED Paed Pads	£ 60.00
G5 AED Battery	£ 230.00
Delivery	£ 24.00
	<b>£ 1,178.00</b>

**Estimated Costs to Start Up** **£ 4,301.54**

Community Funds Raised £ 2,685.00

Parish Council Grant Application £ 1,000.00

Locality Grant £ 1,500.00

**Total Fundraising required** **£ 5,185.00**

**Remaining for Maintenance and running costs** **£ 883.46**

Costs listed are indicative costs provided by Tollesbury CRF and EEAST. Prices can be subject to change at short notice by suppliers. This list is an example of the costs required, may change and is not exhaustive

## **Tolleshunt D’Arcy Village Hall**

### **The Current Position regarding the Village Hall**

As most residents of Tolleshunt D’Arcy will know there has been previous publicity about the need for a new Village Hall.

Following a parish-wide survey commissioned by the Parish Council and conducted by the Rural Community Council for Essex (RCCE) which reported in May 2018, the Parish Council confirmed a desire for a new or refurbished village hall. In August 2018 a Village Hall Working Group of around 14 local people was formed to take on the task of raising funds, designing a new village hall, and getting one built. On 1<sup>st</sup> April 2019 the new Tolleshunt D’Arcy Village Hall Charity Trust was established with 7 local Trustees to formally take on the responsibility of continuing to run the current village hall and do what was needed to build a new hall.

A local Architect was appointed and initial plans for a new hall were drawn up. The plans were presented at The Village Assembly in April 2019. The initial estimate of the cost by the Architect of the necessary surveys, the demolition of the current hall, clearing the site, and building a new hall was in the region of £700,000. A year later with the effects of Covid on supply and demand the re-costing of the scheme by the Architect and a Quantity Surveyor indicated that the sum then needed had risen to £870,000.

A full and detailed bid (31 pages) was submitted to The National Lottery for the sum of £870,000. The bid met every requirement specified by The Lottery for their ‘Reaching Communities Grants’, but it was unsuccessful. The response from The Lottery stated:

***Why we can’t fund your project*** – *We decided not to take your project proposal further right now because:*

- *Our application pipeline is incredibly competitive, and the panel stood by our strategic aim to prioritise smaller grants to more organisations.*
- *With incredibly high levels of demand and need for capital projects in our region the panel felt that they could not prioritise this proposal when over £500k has been awarded to other capital projects in the last 4 years within close proximity to your project.*

The Lottery went on to say:

***What we liked about your proposal*** – *It was a strong and very detailed first stage application in terms of research into Reaching Communities and alignment with our funding priorities, rural issues, the proposals alignment with health/well-being/social isolation issues, strong evidence of community consultation and support locally.*

Research with other potential funders indicates that no one funder, other than The Lottery, will provide the amount of funding needed to demolish and rebuild the village hall.

Planning permission was needed and attempts at serious fundraising/acquiring grants for the building of a new hall could not progress until planning permission was obtained. In August 2021 planning permission for a new hall was granted.

The Village Hall was closed for most of the Covid Pandemic from March 2020 to December 2021. In addition, grant funding from many sources was being provided to help and support the fight against Covid.

As the hall started to open after the pandemic, the Trustees undertook to reconsider the approach to demolish the current Village Hall and build a new Village Hall/Community Hub. The Trustees also undertook to smarten-up the hall to improve its condition for hall users – this work is underway. The kitchen has been refitted at no cost to the Village Hall due to the generosity of D&D Engineering Ltd. of Tollesbury. The kitchen floor has been resurfaced and a plumbed-in water heater for the kitchen will soon be installed. Also, a new fridge, cooker and cooker hood have been purchased. A small water heater for the rear toilet has been purchased and will be fitted in early November. The Main Hall and kitchen are being painted by a voluntary group from Ford UK in the first week in November and a grant application has been made for new curtains for the Main Hall.

At the Trustee Management Committee meeting in October 2022 a report was presented that set out the current situation regarding the Village Hall and the potential costs increase brought about by the current economic situation and world events. The cost estimate to demolish and build a new hall is now likely to be 20% to 30% higher (£1.04 mill to £1.1mill) than the £870,000 previously quoted. The only likely source for providing funding of this magnitude is The Lottery. Accordingly, the Trustees have taken the decision to refurbish the current Village Hall in stages – which will provide the opportunity to seek far smaller/time-limited grants from a range of potential funders.

One of the Village Hall Trustees, a structural engineer, who has a background in construction design and development provided a detailed and helpful paper to the Management Committee which set out suggestions for the way forward as summarised below:

**The Main Hall** – replace and insulate the floor; construct new insulated internal walls as an ‘inner skin’ to the existing walls; insulate the existing roof and provide a false ceiling of suitable material; replace all doors and windows with triple glazed uPVC framed glazing.

**The Rear Extension (Community Room and Storage Facilities)** – replace and insulate the floor; remove existing plasterboard on walls and apply new insulated plasterboard; increase the insulation to the loft and ceiling; replace doors and windows with triple glazed uPVC framed glazing.

**Amenity Block (Toilets, Post Office and Kitchen)** – replace and insulate the floor; provide cavity wall insulation by injection; increase the volume of insulation in the loft; infill the void between the Post Office and the Main Hall to form a servery; reconfigure the Post Office room to form a new Post Office and storage; replace all doors and windows with triple glazed uPVC framed glazing.

**Electric Lighting and Fire Alarm** – given the age of the building it is likely that the whole building will need re-wiring.

**External Finishes** – remove the existing stone-dash render and replace it with new cementitious shiplap or feather board finish (this can also be applied to the faced brickwork of the amenity block); replace fascia and guttering with uPVC; replace the existing car park construction; remove and replace the existing paths and play surfaces and replace with new child-safe playing surfaces.

**(Note:** All the work specified above will meet or exceed current building regulations).

It will be necessary to consult with an Architect, Services Consultant, and a Quantity Surveyor to determine the refurbishment options along with the thermal requirements to develop schemes for the insulation, heating system and electrical system and the costing for each phase. It will also be necessary to seek funding for a Project Manager to oversee the phases of development. The likely phases of development are:

- Phase 1      Main Hall, Foyer, and Toilets.
- Phase 2      The Rear Extension.
- Phase 3      Post Office, Kitchen, and the ‘Void Area’.
- Phase 4      Cladding.
- Phase 5      External works.

The two funding groups of local people previously set up – a Grant Funding Group and a Community Funding Group, have continued with their work despite the setback from The Lottery and the pandemic, and the necessary decision taken by the Trustees that building a new village hall is not feasible. The funds currently raised (with previous expenditure on an Architect, and Quantity Surveyor) are more than £41,000

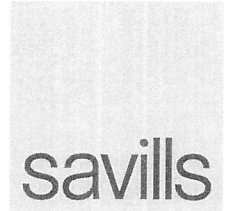
It is accepted that there is a long way to go to achieve the funding needed but the Trustees and the members of the two funding groups are optimistic, enthusiastic, and determined to get the funding needed to provide a phased approach to a refurbishment programme that will provide a modern, high standard, energy efficient, high tech, community facility.

Robert Morgan, Chair of the Village Hall Trust, said, “We need the continued support of the whole community to continue with our quest to provide an outstanding refurbished Village Hall for the people of Tolleshunt D’Arcy and surrounding villages. The Trustees are committed to make this happen please give your help by supporting events and recognising that the decision to refurbish is the only sensible way forward”.

2<sup>nd</sup> November 2022

Tolleshunt D’Arcy Village Hall Trust

11<sup>th</sup> October 2022  
Our Ref: WM/428166



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Dear

**ESSEX & SUFFOLK WATER – LAYER TO LANGFORD WATER PIPELINE PROJECT**  
**WATER INDUSTRY ACT 1991 SECTION 168, 158, 159 - NOTICE OF ENTRY TO LAND FOR INVASIVE**  
**GROUND INVESTIGATION SURVEYS COMMENCING 24<sup>TH</sup> OCTOBER 2022**

As you will be aware from previous correspondence and our last update letter in July, Savills has been instructed by Essex & Suffolk Water (a trading division of Northumbrian Water Ltd) to act on its behalf during a proposed water pipeline installation between Layer de la Haye near Colchester and Langford water treatment works near Maldon, Essex. Essex & Suffolk Water (ESW) have continued to undertake ecological and topographical surveys to inform the pipeline route and design, and now need to undertake further, invasive, investigations along the proposed pipeline route. The proposed pipeline route is shown as a blue line on the enclosed plan(s), within the land you own/occupy edged in red. We are contacting you as an owner/occupier of land affected by the pipeline route so if you have not yet responded to previous letters then please do contact us immediately.

**Background to the project**

To ensure ESW can continue to provide a reliable and resilient supply of water to its 1.5 million customers in Essex, it is looking to improve the raw water transfer capacity. The proposed solution is to construct a pipeline to transfer water from Layer de la Haye to the existing storage reservoir at Langford water treatment works. This will then in turn allow ESW to transfer water from Langford to Hanningfield water treatment works. Being able to transfer water in this way will make the area more resilient to changes in weather and rainfall.

**The proposed pipeline**

The pipeline will be approximately 19km in length and will be able to transfer up to 50 million litres of water per day. The detailed pipeline design and method of installation are being considered and will be informed by the ongoing investigations ESW are undertaking. The pipeline diameter is to be confirmed, however it is likely to be installed predominantly using the open-cut trench method with ESW occupying approximately a 15 metre wide working area along the pipeline route.

Where your fields are under-drained please could you provide drainage plans at your earliest convenience so that ESW can build drainage repairs into their pipeline design and construction methodology.

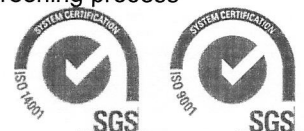
**Timescales**

The timescale for the pipeline installation will depend upon the results of the ongoing surveys and we will keep you updated as the scheme progresses, however the outline timeline is as follows;

December 2021 - December 2022	Ecological surveys (ongoing)
August 2022 - March 2023	Topographical, ground investigation and archaeological surveys
September 2022 - May 2023	Environment Impact Assessment (EIA) screening process
April 2024 – December 2025	Construction phase

Offices and associates throughout the Americas, Europe, Asia Pacific, Africa and the Middle East..

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Registered office: 33 Margaret Street, London, W1G 0JD



### **Next step – ground investigation surveys**

The next stage is for ESW's contractor Allied Environmental to undertake invasive ground surveys in land along the pipeline route to identify soil type and ground conditions which will inform the pipeline design and method of installation. The proposed pipeline route is shown as a blue line on the enclosed plan(s), within the land you own/occupy edged red. These ground investigation surveys are required prior to pipelaying and as such I enclose a statutory Section 168,158,159 Notice under the Water Industry Act 1991 identifying the land through which ESW will undertake these surveys (i.e. the land edged red). The Notice specifies the earliest date which ESW will commence the surveys in line with the statutory Notice period (i.e. the 20th October 2022). The borehole surveys are due to commence on **Monday 24<sup>th</sup> October 2022** for a four week period, while ground conditions are favourable.

The majority of the ground investigations will be *Dynamic Sampler Boreholes* (shown as a brown square on the plan). These boreholes will be taken by a small tracked rig operated by two people.

Some larger boreholes will also be undertaken, known as *Cable Percussion Boring* (shown as a pink square on the plan). These involve a drilling rig trailed behind a 4x4 vehicle, with the boreholes up to 200mm in diameter.

Borehole locations have been kept to field edges as much as possible. Where possible, access will be taken along tracks, field edges and field tramlines. If there are any access requirements (e.g. locked gates) or if you have any concerns, suggestions or preferences for access then please let us know.

The majority of boreholes will be reinstated on completion. Topsoil will be split from subsoil during the work, and backfilling will be done in reverse order to match the surroundings.

The remainder of the boreholes (i.e. those shown with an additional blue square on the plan) will remain in place with a temporary standpipe for monitoring of groundwater / ground gas to facilitate pipeline design. This will comprise up to a 50mm diameter plastic tube to allow groundwater levels to be measured (using a dipping tape) and/or ground gas measured (using a portable gas analyser) as required. It is expected that three monitoring visits will be required between mid-November and mid-December and these will be undertaken on foot. Once monitoring is complete the boreholes will be reinstated and the marker posts removed.

A pre-entry photographic schedule of condition of your land will be taken prior to commencement of the borehole surveys. Please be assured that ESW are committed to working with landowners and the local community to minimise any disruption or impact caused by the project. I enclose a copy of ESW's Code of Practice on pipelaying for your information.

If you have not already done so, please could you provide us with contact details and let us know what access routes you would prefer ESW's contractor to take to undertake the borehole surveys. If you have any queries or would like to discuss any issues relating to this Notice then please do not hesitate to contact my colleague Will Radbourne on 01245 293259 or [will.radbourne@savills.com](mailto:will.radbourne@savills.com) in the first instance and we can direct you to a representative in the project management team at ESW if necessary.

Thank you in advance for your cooperation with this project.

Yours sincerely

**Willoughby Mason MRICS FAAV**  
Surveyor, Associate Director

Enc: S.168,158,159 Notice & Plan(s)  
Code of practice on pipe laying

# PROPOSED LAYER TO LANGFORD PIPELINE

**ESSEX & SUFFOLK**  
**WATER** *living water*

This fact sheet gives an overview of the proposed underground water pipeline between Layer to Langford water treatment works.

The project is at an early stage and Essex & Suffolk Water is in the process of carrying out investigations and studies looking at the route and design. The exact route of the pipeline is still to be determined.

We are contacting you as a landowner in the vicinity of the proposed potential pipeline route.

## **BACKGROUND AND NEED FOR THE PIPELINE**

To ensure we can continue to provide a reliable and resilient supply of water to our 1.5 million customers in Essex, we need to improve the raw water transfer capacity in Essex.

The proposed solution is a pipeline to transfer water from Abberton Reservoir to the existing storage reservoir at Langford water treatment works. This will then allow us to transfer water from Langford to Hanningfield water treatment works.

Being able to transfer water in this way will make the area more resilient to changes in weather and rainfall as a result of climate change.

## **THE PROPOSED PIPELINE**

The proposed pipeline will be 19.5km long and will be able to transfer up to 50 million litres of water a day.

The detailed designs and routing of the pipeline are being worked on and will be informed by the surveys and investigations we are undertaking.

## **TIMESCALES**

The timescale for the pipeline will depend on the results of the surveys and planning, and we will keep you updated as the scheme progresses.

The current timeline is below:

**Ongoing** Engineering site surveys

**Ongoing** Ecology surveys

**September 2022** Archaeological surveys

**February 2023** Environment Impact Assessment (EIA) screening process

**February 2024** Planning application depending on the outcome of the EIA screening process

**April 2024** Construction

## **NEXT STEPS AND MORE INFORMATION**

Essex & Suffolk Water is committed to working with landowners and the local community to minimise any disruption or impact caused by the project.

We will keep in touch as the project progresses and always happy to talk about any questions or concerns you may have.

If you would like any further information at this stage please contact [sophie.saunders@nwl.co.uk](mailto:sophie.saunders@nwl.co.uk)

## Actions to take towards 20mph speed limits.

PROPOSAL for discussion with Parish (and Town and District) Councils in Essex

This proposal is designed as a basis for discussion and amendment in an online meeting, and for adoption by Councils in Essex. It is based on two online meetings with 120 councillors from over 40 Essex councils, facilitated by EALC, on 27<sup>th</sup> and 28<sup>th</sup> July 2022, supported by the not for profit group "20s Plenty"

### 1 Objectives of these proposed actions:

- To make communities safer and more amenable for active travel, walking, cycling, and outdoor play.
- To contribute to climate change goals by facilitating and encouraging people to use active travel in safety.
- To do what is possible within the remit of parish councils to minimise the risk to pedestrians from road crashes.
- To respond to the greater risk posed by the increasing size and speed of cars.
- To promote a change in mindset whereby the safety and comfort of people within communities takes precedence over the (arguably insignificant) time saved for people driving through them.
- To approach the challenge as a number of collaborating parish councils.

### 2 Existing policies:

Policy	Status	Action
ECC Vision Zero <a href="https://bit.ly/3N9WKPI">https://bit.ly/3N9WKPI</a> <a href="https://bit.ly/3N9WKPI">https://bit.ly/3N9WKPI</a>	Awaiting Road Hierarchy review; speed reduction commentary excludes specific mention of 20mph	Request ECC to prioritise Vision Zero
ECC Speed Management review	Stalled awaiting ECC road hierarchy	Propose to ECC that adopting wide area 20mph does not require ECC road hierarchy review
ECC Roads Hierarchy review	Currently a bottleneck to progress, but also arguably not relevant	Request ECC to prioritise but emphasise that not needed for 20mph
Dept for Transport guidance on setting local speed limits <a href="https://bit.ly/3sBZ0WK">https://bit.ly/3sBZ0WK</a>	Reference to 24mph threshold is used by ECC to preclude 20mph / make it more expensive	Emphasise that plenty of Local Authorities are implementing 20mph without referring to pre-existing speeds
Stockholm Declaration <a href="https://bit.ly/3SG0gCG">https://bit.ly/3SG0gCG</a>	UK National Government supports declaration which states 20mph / 30kph as the maximum speed limit where people and motor vehicles mix	Consider whether ECC will lobby UK Government for a national default speed of 20mph on restricted roads

### 3 Proposed Actions:

#### 1) Campaign actions

- Agree and adopt a Parish Council motion based on the attached template, also available at: [https://www.20splenty.org/parish\\_council\\_motion](https://www.20splenty.org/parish_council_motion)
- Communicate benefits of 20mph to parishioners:
  - You can use the template article for Parish Magazines, see Appendix below.
  - Explain why road speeds are going up (better vehicle engineering, heavier cars, faster cars)
  - Explain link between speed and risk and harm
  - Explain what parish councils can and can't do for their communities / electors.
- Write to Transport Authority (ECC)
  - Use template email text (see Appendix letter template below)
  - Address to
    - Lead Member for Highways Maintenance and Sustainable Transport at Essex County Council (Cllr Lee Scott)
    - Our local representatives in ECC
    - etc

#### 2) Implementation actions – the proposal is to:

- a. Base the programme on the low-cost, whole-community “wide-area” approach adopted in Scottish Borders, Oxfordshire, Cornwall.  
(see [https://www.20splenty.org/universal\\_demand\\_for\\_20](https://www.20splenty.org/universal_demand_for_20) and [https://www.scotborders.gov.uk/news/article/4202/permanent\\_20mph\\_plans\\_approved](https://www.scotborders.gov.uk/news/article/4202/permanent_20mph_plans_approved)).
- b. 20mph speed limit across whole communities, a “wide area scheme”
  - i. Not linked to road status in “roads hierarchy”, PR1, PR2 etc
  - ii. Everywhere where people mix with cars
- c. Adopt 20mph as default for whole of Essex, with higher speeds the exception not the rule
- d. To create a uniform and consistent speed-limit practice across Essex so that it is simple and familiar and unconfusing for drivers.
- e. Cluster communities together to seek implementation in groups, eg all contiguous communities within an area bounded by main roads.
- f. Road signs only, low cost installation.
  - i. Starting assumption that no civil engineering required; possibly small amount if it proved appropriate but not part of the main programme.
  - ii. There is no need to delay the process or introduce the cost of additional data collection: adequate data is available from existing programmes elsewhere in UK.

Appendices to circulate with proposal:

1. Template email for PCs to send to ECC
2. Template motion for PCs to use to adopt support for 20mph
3. Template article / press release for parish magazines / local newspapers where they exist.

Appendix 1: Template email that can be used to write to Essex County Council.

Setting 20mph as the default speed limit in towns and villages in Essex

[xxxx] Parish Council requests Essex County Council to adopt 20mph as the default speed limit for urban and village roads in the county. A higher limit can be set as an exception, where there is evidence that it will be safe for pedestrians and cyclists. Regarded as global best practice, the UK government committed itself to 20mph speed limits by signing the 2020 Stockholm Declaration.

What has happened to make average speeds so high these days? Vehicle size has been slowly increasing as carmakers compete to build in more safety and comfort equipment for occupants. , suspension and engine engineering gets better all the time, so people can drive faster without the discomfort of bumps when they have to go off the tarmac. Road accident do lead to fewer serious injuries, but this benefit is mostly for occupants, not pedestrians (quote source of data). Harm from being hit by a car is proportional to square of speed, so speed has bigger impact than even size of car.

The benefits of 20mph are clear: better for children, better for the elderly, better for pedestrians, better for cyclists and better for disabled. 20mph reduces road casualties and emissions, makes it more likely that people will walk or cycle and has almost no effect on journey times for those in motor vehicles.

Stopping distance: Stopping distance at 20mph is about half compared to 30mph. Where visibility is limited, such as after a corner, on narrow roads, or where there are close hedges and nowhere for pedestrians to leap out of the way, the risk is higher.

20mph is popular. In survey after survey, around 7 in 10 people say they support 20mph speed limits. 28m people in the UK live in local authorities that have committed to a 20mph speed limit on most urban and village roads. Essex is rapidly becoming an outlier among Highways Authorities by endorsing speeds of 50% higher on most built-up roads.

Even where Essex County Council considers a 20mph scheme, its recommendation of high-cost engineering solutions effectively prevents many Parish Councils from implementing 20mph. A signed-only wide-area scheme combined with education is easier and better for everyone: cheaper for ECC and for communities, is more effective and doesn't impact emergency services.

We ask that you work with other decision makers and officers in Essex to set an authority-wide default 20mph limit for urban and rural community roads and make it easier for communities like ours to secure a speed limit of 20mph.

We also ask Essex County Council to write to the UK National Government and request that 20mph be made the national default speed on restricted roads, with 30mph as the exception where warranted.

Please keep me informed of your progress.

Signed:

For xxx Parish Council

## Appendix 2: Template Motion for PCs to agree

[Your Parish or Town council name]:

- Supports the 20's Plenty for Essex campaign;
- Calls on Essex County Council to implement 20mph in [your place]; and
- Will write to Essex County Council to request 20mph speed limits on streets throughout the county where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.

## Appendix 3: Template article for Parish Magazines

(also additional content is available on the 20's Plenty website: [www.20splenty.org](http://www.20splenty.org))

Bigger cars mean more danger for vulnerable road users. For many reasons including occupant safety but also convenience and increased profits, car manufacturers continue to make and sell vehicles that are bigger, heavier and faster. Here is a 1960s Mini (603kg, max speed 92mph in some discomfort!) and a 2019 equivalent (1,282kg, max speed 155mph in great comfort). 30 years professional experience in automotive engineering supports this. There is also a trend away from ordinary cars towards SUVs which are even bigger and heavier, such as a typical Range Rover, 4 times as heavy and twice as fast as a 1960 Mini (2,300kg, max speed 155 mph in great comfort!).



Car suspension engineers continue to make ride and handling better, which improves comfort and enables drivers to drive faster in greater comfort.

Car engine engineers continue to improve performance including economy but also acceleration and speed.

SUVs are specifically designed to provide occupant comfort over rough terrain. On country roads that were built to adequately accommodate reasonably sized cars, these very large cars have to drive on the soft verges. Their excellently engineered suspension means the drivers don't feel the bumps, so they don't need to slow down.

All this combines to increase the risk of serious injury or death on impact with a pedestrian, especially a small child. This also increases damage to the roads and the

formation of more pot holes. Parish Councils can't make people choose smaller cars, but we can reduce the speed limit in order to reduce the risk to pedestrians in our communities. The degree of harm caused by an impact of a car on a human is directly proportional to the kinetic energy in the car, which is a function of mass and speed:  $K = \frac{1}{2} mv^2$ , where K is kinetic energy, m is mass and v is speed. This shows that harm is directly proportional to mass, but proportional to the square of speed. Higher speed becomes the biggest danger, and also the easiest way to reduce risk. Reduction of speed by 30% has the same effect as reduction of mass by 50%.

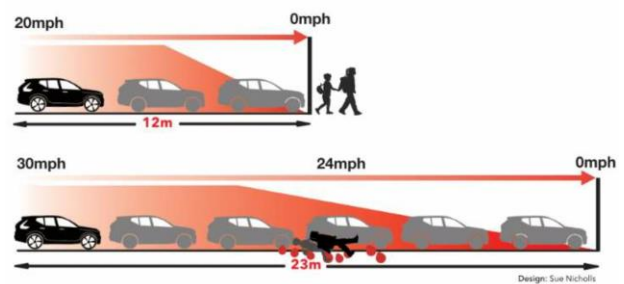
Stopping distance at 20mph is about half compared to 30mph. Where visibility is limited, such as after a corner, the risk is higher. This entrance is only visible about 10-15m away so speed must be lower to avoid hitting an emerging child.

The risk that a pedestrian is fatally injured in a crash if they are hit at 30mph is about 7x greater than at 20mph (ref [www.20splenty.org/](http://www.20splenty.org/)).

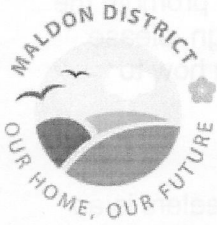
Lower speed also reduces the FEAR of a road accident, thus making the streets more attractive for people to walk and cycle, especially to go to a playground.

Reduced speed limits also support all other efforts to reduce CO<sub>2</sub> emissions from road traffic and to try to leave a human-safe climate for future generations.

Thinking Distance + Braking Distance = Stopping Distance



**From:** Claire Williamson  
**Sent:** 14 November 2022 19:50  
**To:** Climate Action Friends  
**Cc:** Climate Action Friends  
**Subject:** Climate Action friends November 2022



Hello Climate Action Friends,

If I haven't already introduced myself to you, I am Claire Williamson and I'm very excited to be working as the new Climate Action Lead Officer at Maldon District Council. The District is very important to me as I was born and raised here. I love our local environment and I am very proud to be working collaboratively with the Maldon community to deliver climate action through projects and activities.

My immediate aim is to develop an Action Plan for 2023/24 around the following pledges from our Climate Action Strategy:

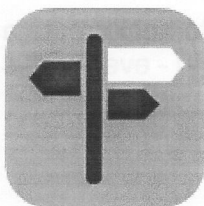
- Kick the car habit
- Create less waste
- Show nature we care
- Be a Council that leads by example
- Develop a strong policy commitment to Climate Action

To help develop the action plan, we would be really interested to understand more about your thoughts on climate change and climate action priorities within the district. Thank you to all those that have already completed the survey. For those that haven't had a chance yet, please follow the link:

[CVS Climate Action Survey](#)

I have gathered the following updates on some climate action initiatives that are available to our community. These projects are being delivered by local partners and they are open to individuals, schools, and businesses. If you have any initiatives you'd like to share, please email them to me and I will circulate them to the Climate Action Friends.

**TravelEssex app - A free-to-use sustainable journey planner.** The new TravelEssex app has been developed to help people in Essex plan their journeys and travel by foot, bike, bus and train anywhere in the county. It provides real-time travel information, expected journey and departure times for walking and cycling routes as well as bus services. To download the TravelEssex app, search for it on the Google Play store or Apple App store. For more information, please visit [www.travelessex.co.uk](http://www.travelessex.co.uk). We would be pleased to hear your feedback on the app. Perhaps you could share a journey you have made using the app?





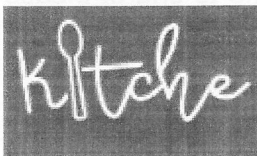
**Kitche app- a free food-saving app.** This app provides tools and resources to prevent food going in the bin at home. The app allows the user to scan receipts to track the food they have bought and produces handy shopping lists and clever recipe tips adapted to what they have scanned. If you want to make a difference, [download the Kitche app](#) to save money and start reducing your food waste. Love Essex ([www.loveessex.org](http://www.loveessex.org)) has teamed up with [Kitche](#) to promote the app. For more information about the Love Essex campaign, please visit [www.loveessex.org](http://www.loveessex.org), where you will find lots of tips on how to create less waste.

**Winter Wheelers is on its way and from 1 - 25 December.** Winter Wheelers is an initiative that is being run by the Love to Ride Essex campaign. The aim of the campaign is to get more people discovering the joys and benefits of cycling.

To help get more riders conquering the cold, there will be daily prize draws (click to see [prizes](#)). For more information and to register for Winter Wheelers, please visit the [Love to Ride Essex website www.lovetoride.net](http://www.lovetoride.net)

**The Queens Green Canopy - extended to March 2023:** The Queen's Green Canopy (QGC) is a tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites everyone across the UK to plant trees. Following the death of Her Majesty The Queen, and the wishes of His Majesty The King, the initiative will be extended to the end of March 2023 to give people the opportunity to plant trees in memoriam to honour The Queen. Whether you are a seasoned gardener or a complete novice, The QGC guides you through the process of planting trees so that they survive and flourish for years to come. For more information on how to get involved please visit <https://queensgreencanopy.org/>

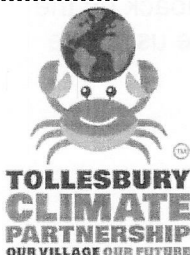
**Climate Action Challenge Fund:** Groups are urged to apply for Climate Action Challenge Fund - Essex County Council Applications are open for funding of up to £20,000 to help support voluntary and community organisations in tackling climate change in Essex. The Climate Action Challenge Fund was established by Essex County Council to inspire voluntary and community groups to develop projects which combat climate change. The fund is open until March 2023, and Essex County Council would strongly encourage community groups and schools to apply for the funding. <https://www.essex.gov.uk/news/groups-urged-to-apply-for-climate-action-challenge-fund>



### **Updates from Community Climate Action Groups**

**The Tollesbury Climate Partnership will be celebrating their 1<sup>st</sup> Birthday on Friday 11<sup>th</sup> November.** Help the TCP celebrate their first year and all that their community has achieved. Their drop-in party will be 6-8pm on Friday 11th November at the Congregational Hall (The Centre).

They'll be local wines and food to taste and the chance to help create a community map of Tollesbury. Please pass the word around - everyone is welcome!





**Plant a tree for Tollesbury!** Coming up soon is our second tree-planting event on Saturday 3rd December - a great day for all the family to get out and plant a tree or two! To find out more about the TCP please follow their Facebook page: [Tollesbury Climate Partnership | Maldon | Facebook](#)

**Heybridge Climate Action Partnership – Inaugural meeting Wednesday, 30th November at Plantation Hall in Colchester Road, Heybridge.** Residents of Heybridge are being called to action at the launch of the village's new Climate Action Partnership – a community group for everyone interested in helping to ensure that the fight against climate change is taken up locally. The first meeting of this new group will take place on Wednesday, 30th November at Plantation Hall, Heybridge. All are welcome to attend and doors will open at 7pm, for a 7.30pm start (more details attached).

**Dengie Earth Matters – North Sector Meeting 26 January 2023 at Bradwell Village Hall from 7.00 – 9.00pm (free entry)** Dengie Earth Matters is a new environmental initiative, which is open to anyone interested in taking climate action in the Dengie peninsular. An initial public meeting for the North Sector will take place at Bradwell village hall on the 26th January 2023. The event will include information desks (manned or take away leaflets) on diverse green issues and stalls for people to browse and/or buy (more details attached).

Dengie Earth Matters is looking for volunteers and supporters to make its launch successful and run various initiatives in across the Dengie. If you would like to help please contact [CAF@maldon.gov.uk](mailto:CAF@maldon.gov.uk) with your contact details and an idea of what you want to do.

If you would like to get involved with any of these groups or are interested in setting up your own Climate Action Partnership, please email us at [CAF@maldon.gov.uk](mailto:CAF@maldon.gov.uk) and we will provide further details, support, and guidance.

Please get in touch if you would like to share any local climate action events, get involved in any Climate Action activities or would like to set up a group locally. If you know of any residents, friends, family in the Maldon district who would like to join the Climate Action Friends group, please ask them to email [CAF@maldon.gov.uk](mailto:CAF@maldon.gov.uk).

Kind regards

**Claire Williamson | Climate Action Lead Officer | Service delivery**  
Maldon District Council, Princes Road, Maldon, Essex, CM9 5DL  
Normal working days Monday – Friday



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Maldon District Council

Our Vision: Sustainable Council, Prosperous Future

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Climate Action Lead Officer - Emma Johnson  
Maldon District Council, Priory Road, Maldon, Essex, SA9 8JL  
Normal working days Monday - Friday

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## DENGIE EARTH MATTERS

Email: [CAF@maldon.gov.uk](mailto:CAF@maldon.gov.uk)

Dengie Earth Matters is a new environmental initiative, which is open to anyone. It's grass roots, but supported by the local authorities, including Maldon District Council, Solar Together, Essex Forest Initiative and commercial organisations to encourage people to consider green alternatives and to take small and affordable action to improve the environment.

The Dengie Peninsular is a large geographical area, so it has been divided into sectors for ease of managing meetings, information sharing, etc. The groupings are:

### **NORTH SECTOR**

Asheldham  
Bradwell-on-sea  
Dengie  
Mayland  
St Lawrence  
Steeple  
Tillingham

### **WEST SECTOR**

Cold Norton  
Fambridge  
Latchingdon  
Mundon  
Purleigh  
Stow Maries  
Woodham Mortimer  
Woodham Walter

### **SOUTH SECTOR**

Althorne  
Burnham-on-Crouch  
Creeksea  
Southminster

On the agenda is:

**26 January 2023** at Bradwell Village Hall from 7.00 – 9.00pm (free entry)

A public meeting for the North Sector to introduce Solar Together - an Essex County Council project - that reduces the price of solar panels using bulk buying based on demand from Essex residents, business owners and other premises, such as Village Halls, Sports Pavilions and other community buildings. The event will include information desks (manned or take away leaflets) on diverse green issues and stalls for people to browse and/or buy.

**February 2023** (exact dates to be advised) Public meetings separately for the West and South Sectors.

Our aims include:

- Running awareness campaign of steps, underpinned by facts and statistics, about insulation and draught exclusion, rainwater harvesting, alternative domestic products and transport and planting trees, shrubs and plants to improve our ecosystems
- Recruiting people across the Dengie to volunteer for various tasks to develop a rolling programme of projects that address Dengie specific issues, such as installing electric vehicle charging points in community car parks, planting shrubs and trees in public and domestic spaces and:
  - Researching the cost, benefits and drawbacks of installing bio-digestion plants to manage human and animal waste. The benefits are that bio-digesters take sewerage, slurry and plant matter and turn it into electricity (via methane gas driving turbines), fertiliser and water, which relieve the pressure on old and failing sewers and pumping stations
  - Opening and operating a Big Green Shed, which is upcycling and refurbishing household items by community members to be sold to cover costs and for donating to charities and individuals in need (a cross between the Man Shed idea and the Repair Shop), if premises can be found
  - Suggesting new projects

We look forward to seeing you at the appropriate meeting.

# NEWS RELEASE

MALDON DISTRICT COUNCIL, Princes Road, Maldon Essex CM9 5DL



**11 November 2022**

## **New Heybridge Climate Action Partnership To Launch**

RESIDENTS of Heybridge are being called to action at the launch of the village's new Climate Action Partnership – a community group for everyone interested in helping to ensure that the fight against climate change is taken up at a local level.

The new group will give residents who take part the chance to find out more about and work with other members of their local community on a variety of climate-friendly projects and schemes including:

- energy-saving at home
- tree planting
- flood protection for individual homes
- sustainable travel options and choices. For example, the recently launched Travel Essex App which has environmentally friendly travel options for short and long journeys
- solar power for homes and public buildings
- recycling best practice and minimising waste
- ‘grow your own’ projects and using local produce
- a range of other eco-friendly local projects.

The idea is that with initial support and guidance on funding opportunities from local authorities, organisations and experts, the new Climate Action Partnership will be run by and for Heybridge residents and businesses.

The launch meeting of the new group will take place on **Wednesday, 30<sup>th</sup> November at Plantation Hall in Colchester Road, Heybridge**. All are welcome to attend, and doors will open at **7pm for a 7.30pm** start.

As well as information on how to join the partnership, there will be a discussion on ‘What Climate Change Means for Heybridge’ following a talk by Special Guest Speaker, Professor Jules Pretty of the University of Essex, Chair of the Essex Climate Change Action Commission.

Tea, coffee and a small selection of refreshments will be provided free of charge at the end of the meeting.

**For more information contact the climate action friends at [CAF@maldon.gov.uk](mailto:CAF@maldon.gov.uk)**

<b>Parish/Town Council</b>	<b>Month</b>	<b>Total Number of Hours</b>
Tolleshunt D'Arcy	October	1
<b>Number of Tru Cam Patrols</b>	<b>Hours Spent on Tru Cam</b>	<b>Number of Offenders</b>
2	1	5

Officer	Parish	Date	Start	Finish	Total	Speed Enforcement Patrol (TRUCAM)	Drivers caught speeding	Comments/Any other duties
BC/DR	Tolleshunt D'Arcy	04/10/2022	11:30	12:00	00:30	T496	0	
AR/LF	Tolleshunt D'Arcy	06/10/2022	10:15	10:45	00:30	M018	5	
					<b>1:00:00</b>			

# Cart

Customer matched zone "Mainland UK"

Shipping costs updated.

## Shopping Basket

	PRODUCT	PRICE	QUANTITY	SUBTOTAL
x	Traditional Seat - Brown	£329.00	- 1 +	£329.00

Coupon code

## Basket totals

Subtotal £329.00

Shipping Shipping: £50.00

Shipping to Tolleshunt D'Arcy, Essex, CM9 8UB.

Change address



Search

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BASKET

sales@marmaxproducts.co.uk | 01207 283 442

Total

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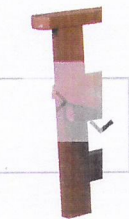
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### Short Description

Perfect for any type of environment, and suitable for adults and children aged 7 years and over, our Recycled Plastic Traditional Seat can sit up to 3 people at any one time. Made from 100% recycled plastic, the product is maintenance free, does not rot, corrode or splinter and comes with a 25 year

be left outdoors all year round. The Recycled Plastic Traditional Seat is also one of our most popular commemorative seats, and a plaque can be added at an additional cost. Please visit Commemorative Plaque – Marmax Recycled Plastic Products (marmaxproducts.co.uk) for more information.

### Description

#### Traditional Seat

Traditional Seat is perfect for any type of environment

Suitable for adults and children aged 7 years and over

Sits 3 people at any one time

Available in our full colour range

Made from 100% recycled plastic

Maintenance free

Does not rot, corrode or splinter

Leave outdoors for 365 days of the year

No staining or varnishing

Wash down using a jet wash  
or wipe down with a cloth

25 year construction  
guarantee

Delivered fully assembled

Free certificates to show how  
many milk containers you  
have saved from landfill and  
our oceans can be provided  
upon request

### Additional information

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### Delivery Information

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### Reviews (0)

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SKU: TRADITIONAL THREE  
Categories: Benches,  
Commemorative Seating,  
Garden Benches, Seating, Street  
Furniture

## You may also like...



**From:** Cllr Mark Durham - Member CC

**Sent:** 17 November 2022 11:10

**To:** Wickham Bishops PC; Little Braxted Parish Council; greatbraxtedpc@gmail.com; greattothamparishcouncil@btinternet.com; Heybridge Parish Council; heybridgebasinpc@gmail.com; Jane Clemo; Tollesbury Parish Council; 'Clerk Goldhanger Parish Council'; Vysian Banyard; 'Rowena Collins'; clerk@tolleshuntarcy.org

**Cc:** Cllr. Simon Morgan; Cllr. Paula Spenceley; Cllr.Richard.Siddall@maldon.gov.uk; Cllr. Bruce Heubner; Cllr. Emma Stephens; Cllr. Maddie Thompson; Cllr.john.keyes@maldon.gov.uk; Cllr.Clive.morley@maldon.gov.uk; cllr.michael.edwards@maldon.gov.uk; 'Cllr. Anne Beale'

**Subject:** Potholes

Dear Parish Council,

The member led pothole scheme closes on 15th December and I still have some allocation remaining.

If there are any severe defects that are either dangerous or deep enough to cause damage, please let me know as soon as possible.

Ideally I need a What3Words reference and a photo so that Highways can locate them easily.

This is likely to be the last opportunity this year to get serious potholes fixed ahead of the routine maintenance programme.

Members have been advised that if qualifying defects are not added to the scheme by 15/12 the money will be lost.

I do not want to be put in the position of not using my full allocation, so I would be grateful if parishes could submit their most urgent cases as soon as possible.

MFLD

Cllr. Mark FL. Durham CC

Deputy Cabinet Member for Devolution, The Arts, Heritage & Culture.

Member for Heybridge & Tollesbury Division

Chairman of Visit Essex

Prince II Certified Practitioner

**Cllr.Mark.Durham@essex.gov.uk**

**07850 967239**

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