



TOLLESBURY
PARISH
COUNCIL

Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday 21st December 2021, in The Centre 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

14th December 2021

Councillors: S Plater (Chairman), T Lowther (Vice-Chairman), M Bell,
V Chambers, R Clare, S Hawes, J Rogers, A St Joseph

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.

1. Apologies for Absence

To receive apologies for absence.

2. Declaration of Interest

Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and 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.

3. Public Forum

Members of the public will be given an opportunity to put forward their question(s) or statement to the Council. The Chairman will at his discretion then decide if he is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

4. County Councillor and District Councillors

To receive information from the County Councillor and District Councillors

5. Minutes

To receive and approve the minutes of the Parish Council Meeting held on 7th December 2021

6. Budget/Precept 2022/23

6.1 To receive the draft minutes of the Finance Committee meeting held on 8th December 2021

6.2 [To agree the proposed fees for 2022/23](#)

6.3 [To agree the budget and precept for 2022/23](#)

7. Planning Applications and Decisions

7.1 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 Maldon District Council's website (www.maldon.gov.uk).

To consider planning applications received from Maldon District Council including the following:

Application No: HOUSE/MAL/21/00982

Proposal: Single storey rear extension

Location: 20 Hunts Farm Close Tollesbury

Application No: HOUSE/MAL/21/01170

Proposal: Proposed outbuilding for multi-use of garden room, workshop/studio for applicant use

Location: 3 Station Road Tollesbury

Application No: HOUSE/MAL/21/01173

Proposal: Single storey side and rear extension and refurbishment of existing outbuilding.

Location: 60 West Street Tollesbury

Application No: HOUSE/MAL/21/01260

Proposal: Single storey side extension

Location: Whippletree 50 Church Street Tollesbury

7.2 Planning Decisions

[TCA/MAL/21/01036 – 12 Station Road - Approved](#)

[HOUSE/MAL/21/00661 – 49 North Road – Refused](#)

[HOUSE/MAL/21/00964 - Alma Cottage 1 The Chase – Approved](#)

[OUT/MAL/21/00900 - Land Adjacent To 31 Woodrolfe Road – Refused](#)

[HOUSE/MAL/21/01063 - Lavena 38 Woodrolfe Road – Refused](#)

7.3 Planning Appeals

To receive notification of Planning Appeals from Maldon District Council.

7.4 Planning Appeal Decisions

To note appeal decisions made by the Planning Inspectorate.

7.5 Tree Preservation Orders for information

To note TPOs made by Maldon District Council.

8. Administration

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

9. Community Concerns

To receive information only or note future agenda items.

10. Dates of the Next Meetings

Tuesday 11th January 2021 – Full Council Meeting – 7.30 pm

Agenda items for consideration at the Full Council Meeting to be sent to the Clerk by Monday, 3rd January 2021, at the latest.

Tuesday 18th January 2022 – Full Council Meeting – PLANNING ONLY – 7.30 pm

Tuesday 18th January 2022 – Environment and Amenity Committee – following Full Council Meeting

Agenda items for consideration at the Environment and Amenity Committee Meeting to be sent to the Clerk by Monday, 10th January 2022, at the latest.

Tuesday 1st February 2022 – Full Council Meeting – 7.30 pm

Agenda items for consideration at the Full council Meeting to be sent to the Clerk by Monday, 3rd January 2022, at the latest.

Clerk: Michelle Curtis

Address: Tollesbury PC, PO Box 13205, Maldon CM9 9FU

Telephone: 01621 869039. **Email:** tollesburypc@btinternet.com

Review of Fees and Charges for 2022/2023

	Actual 2020/21	Actual 2021/22	2022/23
RECREATION GROUND			
<i>(to take effect from start of 2021/22 season)</i>			
Senior Football Clubs – per match	45.00	46.00	47.00
Junior Football Club – per match (full pitch)	24.00	25.00	26.00
(9-a-side pitch)	21.00	22.00	23.00
(mini-soccer pitch)	16.00	17.00	18.00
Football Training (Evenings – use of lights)	9.00	9.00	P.O.A
WOODROLFE HARD			
<i>(increases to take effect from 1st April 2021)</i>			
	<i>(all fees inclusive of VAT)</i>		
Annual Dinghy Mooring Fee	49.50	50.00	52.00
ALLOTMENTS			
<i>(increase to take effect from 1st October 2021)</i>			
Rent per year – Full Plot	32.50	35.00	36.50
Rent per year – Half Plot	22.50	25.00	26.50
PAVILION			
<i>(increases to take effect from 1st April 2021)</i>			
Per Session (morning, afternoon, evening)	25.00	25.00	25.00
Per Hour	10.00	10.00	10.00
Deposit (at Clerk's discretion)	50.00	50.00	50.00
Special Group Charge (on application)	P.O.A	P.O.A	P.O.A
WOODROLFE GREEN			
Annual Rent (Baden-Powell Headquarters)	3.00	3.00	3.00

	Actual	Actual	
	2020/21	2021/22	2021/22
BURIAL GROUND (Increases to take effect 1 st April 2019)			
PART 1 – INTERMENTS			
For any interment in a grave	403.00	412.00	450.00
For the interment of cremated remains in a grave	124.00	126.00	140.00
PART 2 - EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES			
Exclusive right of burial for 100 years in an earthen grave	663.00	676.80	680.00
Transfer of exclusive rights of burial	30.00	30.00	40.00
PART 3 - WALLED GRAVES AND VAULTS			
These are no longer allowed			
PART 4 - MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS			
To erect or place on grave in respect of which the exclusive right of burial has been granted			
A flat stone not exceeding 7 feet by 3 feet laid flush with the ground.	230.00	230.00	230.00
A headstone or a headstone and footstone not exceeding 4 feet in height maximum	247.20	247.20	247.20
A vase not exceeding 24 inches in height	83.20	83.20	83.20
A tablet on any grave	83.20	83.20	83.20
The fees indicated for the various heads of this Part include the first inscription			
For each inscription after the first	65.00	66.00	67.00
Kerb stones or border stones are not allowed			
PART 5 - GARDEN OF REMEMBRANCE			
For the interment of ashes in a plot 3 feet by 3 feet	151.00	151.00	235.00
For the purchase of a rose tree (with maintenance for 5 years)	58.00 plus VAT	58.00 plus VAT	168.00
For a plaque with inscription	90.00 plus VAT	P.O.A	P.O.A

BURIAL FEES FOR NON-RESIDENTS ARE DOUBLED

Agenda Item 6.3

TOLLESBURY PARISH COUNCIL ACCOUNTS ANALYSIS BUDGETS 2022/23
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Payments	2020/2021 Actual	2021/2022 Budget	Actual To Date	2022/2023 Budget
Admin	Audit Fees	700.00	700.00	700.00
	Bank Charges	97.00	100.00	100.00
	Insurance	2559.00	2650.00	3060.00
	Misc	807.00	500.00	424.00
	Office Allowance	780.00	780.00	520.00
	Photocopier	961.00	900.00	343.00
	Postage	39.00	40.00	16.00
	Stationery	56.00	60.00	13.00
	Subscriptions	1401.00	1425.00	1780.00
	Telephone	548.00	600.00	357.00
	Website Maintenance	775.00	1025.00	525.00
	Training	350.00	130.00	165.00
	ADMIN TOTAL	9073.00	8910.00	7950.00
Amenities	Allotments	443.00	500.00	197.00
	Allotment Maintenance	0.00	0.00	0.00
	Hasler Green	330.00	360.00	210.00
	Misc	666.00	700.00	131.00
	Rangers	923.00	1260.00	631.00
	Woodrolfe Green	550.00	600.00	350.00
	AMENITIES TOTAL	2912.00	3420.00	1519.00
Cemetery	Contract	6500.00	6500.00	3792.00
	Misc	255.00	100.00	31.00
	Skip Fees		0.00	0.00
	Water Rates	100.00	120.00	71.00
	Rates	275.00	0.00	241.00
	CEMETERY TOTAL	7130.00	6720.00	4135.00
Pavilion	Cleaning Items	6.00	50.00	10.00
	Electricity	233.00	300.00	332.00
	Maintenance	30.00	150.00	0.00
	Water/Sewage	187.00	250.00	91.00
	PAVILION TOTAL	456.00	750.00	433.00
Projects	Amenities	2455.00	5500.00	1150.00
	Bus Shelter Project	0.00	0.00	0.00
	Recreation Ground	6157.00	4000.00	3650.00
	Woodup Pool	7660.00	2000.00	0.00
	Neighbourhood Plan	487.00	250.00	0.00
	Website	2916.00	2660.00	940.00
	Woodrolfe Hard	1168.00	1000.00	0.00
	Streetlighting	0.00	0.00	419.00
	Unallocated Sum	1657.00	400.00	0.00
	PROJECTS TOTAL	22500.00	15810.00	6159.00
Rec Ground	Contract	7567.00	8355.00	4815.00
	Maintenance	2240.00	2200.00	998.00
	Pitch	500.00	500.00	0.00
	REC. GROUND TOTAL	10307.00	11055.00	5813.00

**TOLLESBURY PARISH COUNCIL
ACCOUNTS ANALYSIS
BUDGETS 2022/23**

Payments		2020/2021 Actual	2021/2022 Budget	Actual To Date	2022/2023 Budget
Street Clean	Contract	4800.00	4800.00	2917.00	5000.00
	STREET CLEAN TOTAL	4800.00	4800.00	2917.00	5000.00
Street Light	Electricity	921.00	1000.00	675.00	1500.00
	Maintenance	738.00	700.00	396.00	700.00
	STREET LIGHT TOTAL	1659.00	1700.00	1071.00	2200.00
Wages					
	WAGES TOTAL	40198.00	40008.00	27280.00	41935.00
Woodrolfe Hard	Misc	565.00	350.00	275.00	350.00
	Rent	431.00	431.00	430.00	431.00
	WOODROLFE HARD TOTAL	996.00	781.00	705.00	781.00
Woodup	Contract	220.00	240.00	140.00	240.00
	Gen. Maintenance	456.00	750.00	720.00	1650.00
	Litter Collection		350.00	235.00	480.00
	Rangers		400.00	105.00	400.00
	Telephone	481.00	480.00	252.00	480.00
	Toilets		1100.00	550.00	1100.00
	WOODUP TOTAL	1157.00	3320.00	2002.00	4350.00
S137 Expend	Donations	600.00	600.00	2000.00	1350.00
	TCA				
	S137 EXPEND TOTAL	600.00	600.00	2000.00	1350.00
Other	Agency Services	2576.00	500.00	1960.00	500.00
	Advertising	180.00	180.00	70.00	180.00
	OTHER TOTAL	2756.00	680.00	2030.00	680.00
TOTAL		104544.00	98554.00	64014.00	101511.00

Receipts		2020/2021 Actual	2021/2022 Budget	Actual To Date	2022/2023 Budget
Amenities	Allotments	890.00	1000.00	980.00	1061.50
Cemetery	Fees	8884.00	5000.00	2111.00	5000.00
Pavilion	Hire Charge	0.00	50.00	75.00	50.00
Rec. Ground	Pitch Fees	730.00	1800.00	1375.00	2000.00
Woodrolfe Hard	Fees	743.00	800.00	675.00	800.00
Bank	Interest	2.00	2.00		0.00
Grants/Donations		10100.00	0.00	50.00	0.00
Agency Services			0.00		0.00
TOTAL		21349.00	8652.00	5266.00	8911.50
PRECEPT (Expenditure less Income)			89902.00		92599.50

TOLLESBURY PARISH COUNCIL ACCOUNTS ANALYSIS BUDGETS 2022/23
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2021/2022	2022/2023
Budget	Budget

Recurring Expenditure

Admin	8910.00	10355.00
Amenities	3420.00	3560.00
Cemetery	6720.00	7400.00
Pavilion	750.00	1050.00
Rec Ground	11055.00	11500.00
Street Clean	4800.00	5000.00
Street Light	1700.00	2200.00
Wages	40008.00	41935.00
Woodrolfe Hard	781.00	781.00
Woodup Pool	3320.00	4350.00
S137 Expenditure	600.00	1350.00
Other - Agency - Advertising	680.00	680.00
Total of Estimated Recurring Expenditure	82744.00	90161.00

Income

Amenities - Allotments	1000.00	1061.50
Cemetery - Fees	5000.00	5000.00
Pavilion - Hire Charge	50.00	50.00
Rec Ground - Pitch Fees	1800.00	2000.00
Woodrolfe Hard - Fees	800.00	800.00
Agency Service	0.00	0.00
Grants	0.00	0.00
Bank Interest	2.00	0.00
Total of Estimated Income	8652.00	8911.50

Recurring Expenditure Less Income

74092.00 81249.50

Non-Recurring Expenditure

Amenities	5500.00	1000.00
Bus Shelter Project	0.00	1000.00
Recreation Ground	4000.00	4000.00
Woodup Pool	2000.00	4260.00
Neighbourhood Plan	250.00	200.00
Website	2660.00	0.00
Woodrolfe Hard	1000.00	0.00
Streetlighting	0.00	0.00
Unallocated Sum	400.00	890.00
Total of Estimated Non-Recurring Expenditure	15810.00	11350.00

Net Precept Sum

89902.00 92599.50

Council Tax - 2021/2022 - Band D
(Precept divided by Tax Base /981.3)

91.62

Council Tax - 2022/2023 - Band D
(Precept divided by Tax Base /998.9)

92.70

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 26th November 2021



TCA/MAL/21/01036 Tollesbury East
H1 - Viburnum hedge - Remove
12 Station Road Tollesbury Essex CM9 8RA
(UPRN - 100090564563)
Mr Reynolds

ALLOWED TO PROCEED

Officer: Sophie Mardon
Dated : 19/11/2021

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 03 December 2021



HOUSE/MAL/21/00661 Tollesbury West

Two storey rear extension, single storey front extension and addition of timber weatherboarding at first floor level.

49 North Road Tollesbury Essex CM9 8RQ

(UPRN - 100090562906)

Mr Peter Thompson

REFUSE for the following reason: -

The proposed rear extension, due to its height, depth and proximity to the boundary of the site, would have an overbearing impact on and result in a loss of outlook for the neighbouring occupiers to the south, No.47 North Road.

Therefore, the proposed development would be an unneighbourly form of development which would cause material harm to the amenity of the occupiers of this neighbouring property, contrary to policies D1 and H4 of the Maldon District Local Development Plan and the guidance contained within the National Planning Policy Framework.

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 identifying matters of concern with the proposal and determining the application within a timely manner, clearly setting out the reason(s) for refusal, allowing the Applicant/Agent the opportunity to consider the harm caused and whether or not it can be remedied by a revision to the proposal. The Local Planning Authority is willing to liaise with the Applicant/Agent to discuss the best course of action and is also willing to provide pre-application advice in respect of any future application for a revised development.

Officer: Hayley Sadler

Dated: 29/11/2021

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 03 December 2021



HOUSE/MAL/21/00964 Tollesbury East

Demolition of existing garden room, construction of a new two storey rear extension, new conservation-style rooflights to existing roof and new boundary treatment to the front.

Alma Cottage 1 The Chase Tollesbury Essex
(UPRN - 100090564861)

Mrs Christine Harrington-Smith

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;

- 19.020.01.101 rev.A
- 19.020.01.400 rev.A
- 19.020.01.401
- 19.020.01.402 rev.B
- 19.020.01.403
- 19.020.01.150 rev.B
- 19.020.01.151 rev.A
- 19.020.01.152

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/plans (except for the boundary treatment proposed which shall be a painted timber picket fence).

REASON

For the avoidance of doubt and in the interest of the character and appearance of the area in accordance with policies D1 and D3 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

4 CONDITION

Photographs of the bricks to be used in the rear extension shall be submitted to and approved in writing by the local planning authority prior to their use on site. The proposal shall be carried out in accordance with the approved details and shall be retained as such thereafter.

REASON

In the interest of the character and appearance of the area in accordance with policies D1 and D3 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

5 CONDITION

The first floor bedroom window proposed on the southern elevation of the extension hereby permitted shall be provided with obscure glazing and shall be fixed closed below a height of 1.7m above internal floor level prior to the occupation of the extension. The window shall be retained as such thereafter.

REASON

In order to protect the privacy of the occupiers of the neighbouring dwelling, in accordance with Policy D1 of the approved Local Development Plan and the guidance contained within the National Planning Policy Framework.

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: 02/12/2021

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 03 December 2021



OUT/MAL/21/00900 Tollesbury East

Outline planning permission with the matters of access, appearance, layout and scale for determination for the erection of 1 no. detached three bedroom chalet style dwelling. Land Adjacent To 31 Woodrolfe Road Tollesbury Essex (UPRN - 010094634611)
Ms J Hay & Mr I Pettican

REFUSE for the following reasons: -

- 1 The proposed dwelling would form an unduly visually prominent and disjointed addition to the site and streetscene, which would be out of keeping with the existing grain of development located along Woodrolfe Road and Thurstable Road. The harm of the proposal is exacerbated by the layout and appearance of the proposed dwelling, which would contrast poorly with the existing development observed within the area. As such, the proposal would have a significantly detrimental impact on the character and appearance of the site and surrounding area, contrary to policies S1, D1 and H4 of the LDP.
- 2 The proposed development would result in insufficient usable provision of private amenity space, which would result in unacceptable living conditions for future occupiers of the dwelling, contrary to policies D1 of the Maldon District Local Development Plan and the guidance contained within the National Planning Policy Framework.
- 3 In the absence of a completed legal agreement pursuant to Section 106 of the Town and Country Planning Act 1990, the necessary financial contribution towards Essex Coast Recreational disturbance Avoidance and Mitigation Strategy has not been secured. As a result, the development would have an adverse impact on the European designated nature conservation sites, contrary to Policies S1, D1, N1 and N2 of the Maldon District Local Development Plan and the NPPF.

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 identifying matters of concern with the proposal and determining the application within a timely manner, clearly setting out the reason(s) for refusal, allowing the Applicant/Agent the opportunity to consider the harm caused and whether or not it can be remedied by a revision to the proposal.

Officer: Hannah Bowles Dated: 02/12/2021

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 03 December 2021



HOUSE/MAL/21/01063 Tollesbury East

One and a half storey side extension incorporating dormer windows to match existing.

Lavena 38 Woodrolfe Road Tollesbury Essex
(UPRN - 100091259603)

Chrissie Hitchins

REFUSE for the following reasons: -

- 1 The proposal, given its height, design and proximity to the neighbouring property would result in harm to the amenities of that neighbouring property by way of overbearingness, loss of light and outlook to a habitable room. The proposal is therefore in conflict with policies. D1 and H4 of the Maldon District Local Development Plan 2017, the Maldon District Design Guide, and the National Planning Policy Framework 2021
- 2 The, proposal, given its height, design and proximity to the neighbouring property, would jar uncomfortably through a clash of roof forms and scale, resulting in an anomalous relationship to the detriment of the streetscene in this part of Woodrolfe Road. The proposal is therefore in conflict with policies. D1 and H4 of the Maldon District Local Development Plan 2017, the Maldon District Design Guide, and the National Planning Policy Framework 2021.

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 identifying matters of concern with the proposal and discussing with the Applicant/Agent. However, the issues are so fundamental to the proposal that it has not been possible to negotiate a satisfactory way forward and due to the harm which has been clearly identified within the reason(s) for the refusal, approval has not been possible.

Officer: Jade Elles

Dated: 02/12/2021