

**Present:** Cllrs Bell, Clare, Goldie, Hawes, Page, St Joseph

**In the Chair:** Cllr Plater - Chairman

**Clerk:** Michelle Curtis

**Also present:** District Councillor Thompson (7.35pm)  
2 members of the public

**1. Apologies for Absence**

There were apologies for absence from Cllrs Ferneyhough, Gilbert, Inwood and Rogers.

There were also apologies for absence from District Councillor Stephens.

**2. Declarations of Interest**

The Chairman declared interests as follows:

- Membership of Tollesbury Climate Partnership (TCP), a TCP Committee/Working Party member, has invested in the Tollesbury School project.

Cllr Clare declared interests as follows:

- Membership of Tollesbury Climate Partnership (TCP), a TCP Committee/Working Party member, has invested in the Tollesbury School project.

Cllr Bell declared interests as follows:

- Membership of Tollesbury Climate Partnership (TCP), a TCP Committee/Working Party member, has invested in the Tollesbury School project.

Cllr St Joseph declared interests as follows:

- Membership of Tollesbury Climate Partnership (TCP), a TCP Committee/Working Party member, has invested in the Tollesbury School project.

**3. Public Forum**

Cllr Thompson arrived at the meeting.

A resident reiterated the points raised in her letter to the Parish Council and added the following questions:

- Could the Parish Council explain the agreement with FACT for the pool usage?
- When the pool is emptied/filled, they seem to miss good tides, and the pool is sometimes not as full as it could be. The less water in the pool, the more weed.
- People are still taking dogs down to the pool. The current signage isn't big enough.

A resident stated that a bench at Woodrolfe Green was important for users of that area, and it is hoped a replacement would be installed as soon as possible.

Cllr Clare suggested that the resident start a campaign to raise funds for a replacement. A new bench and installation will cost approx. £800. The Parish Council intends to ask businesses/residents if they would consider sponsoring a replacement bench.

The resident advised that there were scrambler bikes on the seawall. The resident had reported this to Essex Police via 101.

**Action:** Resident to forward the police reference to the Clerk.

Councillors agreed to move item 10 on the agenda after item 6.

#### **4. County Councillors and District Councillors**

Cllr Clare asked Cllr Thompson whether there had been any update from Maldon District Council (MDC) regarding the housing land supply. A Planning Inspector recently challenged the MDC housing land supply and granted permission for an application in Burham. Cllr Stephens has circulated an email from MDC to advise that this was misinformation.

Cllr Thompson stated she did not understand the grounds on which the application was argued, but she knows that some developers are questioning the housing land supply.

Cllr Clare reported that MDC has indicated that they will challenge the Planning Inspector.

Cllr Thompson agreed to get some clarity on the situation and would report back to the Parish Council.

#### **5. Minutes of the Meeting held on the 7<sup>th</sup> November 2023**

**Resolved:** the Minutes of the Parish Council Meeting held on 7<sup>th</sup> November 2023 be approved as a true and accurate record of the meeting. Proposed Cllr Clare, seconded Cllr Hawes. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

#### **6. Planning**

##### **6.1 Planning Applications**

Application No: HOUSE/MAL/23/01084 PP-12595392

Proposal: Demolition of existing garage, car port and rear extension, erection of new side and rear extension and formation of extended parking area. Removal of chimney.

Location: 3 Woodrolfe Farm Lane Tollesbury

**Resolved:** Agreed by the majority to recommend approval of this application.

##### **6.2 Planning Decisions by Maldon District Council**

HOUSE/MAL/23/00726 - 7 East Street – Approved

WTPO/MAL/23/00938 - Graces 40 Church Street - Approved

##### **6.3 Planning Appeals – None received**

##### **6.4 Planning Appeal Decisions – None received**

##### **6.5 Tree Preservation Orders for information**

TREE PRESERVATION ORDER NO. 04/10

Title: 40 Church Street (now known as Graces) Tollesbury

## 10. Woodup Pool

The Chairman and Councillor Hawes clarified the role FACT plays in maintaining the pool. They have been using the pool for over ten years but took over responsibility for flushing the pool in 2016 when the previous volunteer retired. FACT staff are health and safety trained and have a vested interest in monitoring the water quality and water level. Staff often go above and beyond, at all times of the day and night, and in all weathers, to flush the pool, particularly when the tide and weather conspire against a good fill level on the first attempt.

FACT sessions provide water-safety training and water-confidence to children locally and further afield.

The Parish Council appreciates FACT's support, which takes a large degree of the workload off the volunteers on the Parish Council.

Councillors discussed the issue with dogs on the beach.

**Action:** To be discussed by the Woodup Pool Committee and to consider whether additional patrols were required at the pool.

**Action:** Clerk will remind residents via social media and the website that dogs are not allowed within the pool area confines.

Councillors thanked the Woodup Pool Committee for their hard work.

## 7. Meeting with the Deputy Monitoring Officer

The Chairman reported that on Wednesday, 15<sup>th</sup> November 2023, District Councillors Stephens and Thompson, Cllrs Bell, Gilbert, St Joseph, the Parish Clerk and himself had met with Emma Holmes, Deputy Monitoring Officer from Maldon District Council.

The Chairman gave an overview of the meeting with Emma. Emma advised that Councillors should declare membership of any groups, i.e., Tollesbury Climate Partnership (TCP), EWT, and RSPB, on their Register of Interest. Emma suggested that due to the number of Councillors having an involvement with TCP, the Parish Council may wish to write to Simon Quelch, Monitoring Officer – Maldon District Council. to apply for a dispensation for the Full Council and Parish Council Committees to ensure that meetings are quorate, and the Parish Council can function. If a dispensation is granted, this will allow all Councillors to participate in all discussions and decisions on TCP. A dispensation would be set for a period by the Monitoring Officer.

Councillors felt some questions still required answering and suggested a further meeting to discuss the matter with Simon Quelch, Monitoring Officer.

**Action:** Chairman to speak to Simon Quelch.

The Clerk reported that Emma had sent a copy of an Interests Flowchart, which she will circulate to Councillors.

## 8. Climate Change

### 8.1 Use of Store Shed by Tollesbury Climate Partnership

Councillors were happy for TCP to use half of the front storage area of the store shed.

Councillors felt that an agreement renewable annually should be put in place and a peppercorn rent paid for the use of the store shed.

**Action:** Chairman to speak to TCP.

## **8.2 Any issues relating to Climate Change**

There was no new information to report.

## **9. Amenities**

### **9.1 Allotments**

The Committee explained that this was a bespoke work and a continuation of the work previously carried out by Bonz earlier in the year.

**Resolved:** Unanimously agreed to accept the quotation from Bonz (Appendix A) for various works at the Allotments costing £1,310 + VAT.

**Resolved:** Unanimously agreed to transfer £1,310 from the Community Support/Minor Projects EMR to the Amenities EMR.

### **9.2 Hasler Green**

Councillors discussed the quotations (Appendix B).

**Resolved:** Unanimously agreed to accept the quotation from Wallace Arboriculture & Groundcare to pollard the ash tree and uplift and balance the field maple - costing £480 + VAT.

**Resolved:** Unanimously agreed to transfer £480 from the Community Support/Minor Projects EMR to the Amenities EMR.

Cllr Thompson left the meeting.

## **11. Woodrolfe Hard**

### **11.1 Woodrolfe Hard Committee**

**Resolved:** Unanimously agreed to accept the proposal from the Woodrolfe Hard Committee to transfer £500 from the Woodrolfe Hard EMR to the Community Support/Minor Projects EMR.

**Resolved:** Unanimously agreed to accept the proposal from the Woodrolfe Hard Committee to use the £250 held in the Harbour EMR, which was donated by the late Cllr Roger Lankester, for a coir rope enclosure, with the necessary permissions.

### **11.2 The Crown Estate**

The email from The Crown Estate advising that they had carried out a rent review was received and noted. A review is carried out every 5 years.

The rent for the lease of the foreshore at Bontings and Woodrolfe Green would increase from £429.70 to £572.33 per annum. The increase is effective from September 2023.

The Clerk reported that the shortfall of £142.63 will be included in the December payment run.

## **12. Royal British Legion (RBL) Club**

The report from the meeting between Tollesbury Parish Council and the RBL Club was received and noted.

Cllr Clare confirmed that the RBL Branch and RBL Club are separate.

Cllr Clare stated that the Remembrance Service organised by the RBL Branch was a success.

**Action:** Clerk to send a letter to Malcolm Cousens thanking him for his hard work organising the Remembrance Parade.

Cllr Clare gave an overview of the meeting held between Tollesbury Parish Council and the RBL Club. Since the meeting, a letter from the Parish Council has been sent to the RBL Club suggesting they communicate with their members and seek professional advice.

Cllr Clare reported that Cllr Rogers is currently working with the Chairman of the RBL Club.

The Chairman confirmed that the Parish Council cannot provide any financial assistance but can give moral support.

### **13. Administration**

Parish Magazine – The Clerk advised that the payment to the Parish Magazine for advertising the Pavilion in the Parish Magazine was required before the Parish Council meeting on 5<sup>th</sup> December 2023.

Councillors gave permission for the payment to be made. The Clerk would include the payment on the December payment schedule.

Photocopier – The Clerk advised that she had added the photocopier to the Parish Council's insurance policy. The leasing company requires the equipment to be insured. Gallagher has advised that there is no additional premium for this change.

South Essex Parking Partnership (SEPP) – The Clerk reported that she had circulated an application to SEPP (Appendix C), prepared by Cllr Stephens, for an assessment to be carried out on West Street. The assessment would be to see if switching parking to the other side of the road would improve safety. Cllr Stephens had requested that the Parish Council sign the petition to accompany the application.

The Parish Council were happy to sign the petition for an assessment only, and should the scheme progress, residents must be consulted.

Working Party – The Clerk reported that the working party to paint the youth shelter was scheduled for Saturday, 25<sup>th</sup> November 2023. The equipment needs cleaning before painting, and due to the weather, it would not dry out properly before applying the paint. Councillors agreed to postpone spraying the youth shelter until the spring.

Road Closure, Tollesbury Road – The Clerk had circulated the response from Cllr Durham regarding the recent closure of Tollesbury Road. The Clerk advised she had written to Cabinet Member Cllr Cunningham, who acknowledged receipt of the letter and would reply in due course.

Village Gateway – The Chairman reported that Cllr Durham has advised that he has heard that Network Assurance and Road Safety have raised concerns about LMAL202021 - West St. Tollesbury, Gateways. It has been suggested that the street lighting/repeater signage system is incorrect, and as such, this would need to be reviewed in the first instance. As a result, this scheme cannot be delivered this year, but it may be possible to reapply for the next financial year.

The Clerk advised that Cllr Stephens had responded to Cllr Durham.

Councillors were very disappointed to learn that it is likely that the scheme will not progress as they were only told a few weeks ago that it was going ahead. Councillors agreed to let Cllr Stephens continue pursuing this project.

**14. Community Matters**

There were no matters to report.

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

**Resolved:** Due to the confidential personnel and contractual nature of the business to be transacted, the meeting would be closed to the press and the public.

The Clerk left the meeting.

**16. Employment Matters**

Councillors carried out an annual review for the Clerk – (confidential report 02-23/24).

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

**Resolved:** to open the meeting to the press and public

The Clerk returned to the meeting.

**18. Dates of the Next Meetings**

Tuesday 5<sup>th</sup> December 2023 - Full Council Meeting – 7.30pm – Pavilion

Wednesday 6<sup>th</sup> December 2023 – Finance & Policy Committee – 7.30pm – Pavilion

Tuesday 19<sup>th</sup> December 2023 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 9<sup>th</sup> January 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 16<sup>th</sup> January 2024 - Full Council Meeting – 7.30pm – Pavilion

The Chairman closed the meeting at 9.30pm.

Signed.....

Date .....

**BONZ CAIREY LTD**

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

**ADDRESS**

Tollesbury parish council

**Estimate 1197**
**DATE** 04/10/2023

**EXPIRATION DATE** 04/10/2023

DATE		QTY	RATE	AMOUNT
04/10/2023	<b>Sales</b> Cut front hedge down to 8ft . Trim the south side hedge following the natural line . Remove ivy clump. Cut down the small hedge row to greenhouse height near Mr Lewis's allotment. Face back the north side hedge . Scrap flat with out digger the path leading to Mr Lewis's and lay grass seed . Strim the two grass areas . Create a path 600mm between the newly split allotment . Lay mulch onto the black clothed areas' . Dispose of all waste and leave site clean and tidy .		1,310.00	1,310.00

SUBTOTAL 1,310.00

VAT TOTAL 262.00

**TOTAL £1,572.00**



11 Mashbury Road Great Waltham Chelmsford Essex CM3 1EN  
*Damon Wallace Mobile No. 07812475656*  
*E mail : wallace.aagc@gmail.com*

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

16th November, 2023

Dear Michelle,

**Re: Tree Work at Hasler Green**

Thank you for asking me to provide a quotation for tree work at Hasler Green. I've today had a look at both trees, and would provide the following quote for consideration :

To pollard Ash tree and to lift and balance Field Maple

For the sum of £480.00 plus VAT which includes all labour, equipment and waste away leaving site clean and tidy.

Blackwater Tree Specialists will again assist me with the work. If my quotation is acceptable then BTS will invoice the Parish Council in view of the VAT element.

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

I look forward to hearing from you.

Yours sincerely,

Damon

**BONZ CAIREY LTD**

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

**ADDRESS**

Tollesbury parish council

**Estimate 1198****DATE** 04/10/2023**EXPIRATION DATE** 04/10/2023

DATE		QTY	RATE	AMOUNT
04/10/2023	<b>Sales</b> Pollard the Ash on Hasler green and shape the Sycamore as discussed .			650.00
SUBTOTAL				650.00
VAT TOTAL				130.00
TOTAL				<b>£780.00</b>

Accepted By

Accepted Date

## Application form for requesting a parking restriction

This document sets out how you can apply for a parking restriction. All requests are thoroughly investigated and are subject to a democratic process before determining if the request can proceed formally. Details of the process are set out below.

### What you need to do:

- Please complete the attached form with as much detail as possible.
- It is recommended that you gather sufficient support for your request. It is also important that a high percentage of people affected by the request are also in full support of a proposal. A petition is included with the attached form if you wish to canvass your neighbours and other residents living in the road.
- Support from your local Ward Councillor and/or your Essex County Council (ECC) Councillor is also advisable.
- Once you have completed the form, send it to:

**Post:** Traffic Regulation Order Team  
South Essex Parking Partnership  
Chelmsford City Council  
Duke Street  
Chelmsford  
Essex, CM1 1JE

**Email:** [trafficreg@chelmsford.gov.uk](mailto:trafficreg@chelmsford.gov.uk)

### What happens next:

- The South Essex Parking Partnership (SEPP) Technicians will send it to ECC in the first instance for assessment against their safety and congestion policy criteria.
- If the request meets the ECC safety and congestion policy criteria, ECC will take the necessary action to implement a parking scheme (subject to available funding).
- If ECC Officers decide that the request for a parking restriction has no safety or congestion implications, they will decline the request and advise the SEPP accordingly.
- A SEPP Technician will then be assigned to investigate the request and gather information. This may include site visits and an informal consultation with local interest groups.
- The Technician will produce a report with a recommendation to accept or decline the request. The report will be discussed with the relevant Parking Partnership lead officers and elected Member representative for a local decision on whether to proceed with the scheme. You will be advised of the outcome.
- All schemes agreed locally to progress will then be costed for submission to the SEPP Joint Committee or a relevant Sub Committee to approve the necessary funding to proceed with a proposed Traffic Regulation Order.

## Request for parking restrictions

**Please use BLOCK CAPITALS when completing this form and send it to:**

**Post:** Traffic Regulation Order Team  
South Essex Parking Partnership  
Chelmsford City Council  
Duke Street  
Chelmsford  
Essex, CM1 1JE

**Email:** [trafficreg@chelmsford.gov.uk](mailto:trafficreg@chelmsford.gov.uk)

**Applicant's name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Telephone no.:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please state which Ward Councillor(s)/ECC Councillor(s) are in support of your proposal:**

**Councillor(s):** \_\_\_\_\_

**Ward:** \_\_\_\_\_

**Town:** \_\_\_\_\_

<p><b>What is the problem which has resulted in this request?</b> <i>Describe the issues being faced and the causes of the problem.</i></p>

**Have you read the South Essex Parking Partnership policy on implementing new parking restrictions?**

The policy can be found at: <http://www.chelmsford.gov.uk/sepp>

☐

**Yes**

☐

**No**

**How does your request meet the policy criteria?**

**What is your suggested solution?\***

Please tick one box only to indicate the type of restriction.

☐

**Resident Permit Zone** (No-one is allowed to park unless they are a resident and have a permit. This can be at certain times of the day)  
(complete 'Times of operation detail' box)

☐

**Waiting prohibited at certain times (single yellow line)** (No-one is allowed to park at certain times of the day)  
(complete 'Times of operation detail' box)

☐

**Waiting prohibited at all times** (No-one is allowed to park)  
(double yellow lines)

☐

**Other type of restriction**  
Please state:

**Times of operation details:**

**Days:**

**Mon**

☐

**Tues**

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**Wed**

☐

**Thurs**

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**Fri**

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**Sat**

☐

**Sun**

☐

**Hours:**

**Between**

**to**

**and**

**to**

**What are the full details of your suggestion solution?**

*Please write full details of your solution. You may include a detailed sketch or plan*

**What is to be achieved by the suggested solution?**

*(Describe how your solution will alleviate the issues described above and what the result that you wish to achieve is.)*

**What local support can you demonstrate for the proposal?**

*(Please provide copies of correspondence or petitions that you have received in relation to this location.)*

\*Traffic technicians will consider the proposal and suggested solution against the problems being experienced and the evidence, including supporting documents provided, to assess the appropriateness. They may recommend an alternative solution as part of this process.

**Data Protection Declaration:** Chelmsford City Council is a Data Controller for the purposes of data protection legislation. All personal information is held and processed in accordance with this. Please refer to our Privacy Notices published on our website at <https://www.chelmsford.gov.uk/your-council/our-website/privacy-policy/> for details. Please contact us if you need the privacy notice in an alternative format.

**If you need assistance to complete this form, please contact the Traffic Regulation Orders Team on 01245 606710.**

## Request for parking restrictions – Petition form

This request for parking restrictions is being collated by: \_\_\_\_\_

Address on request form: \_\_\_\_\_

Location: \_\_\_\_\_

Type of scheme requested: \_\_\_\_\_

By signing this form, you are giving support for the proposed parking restrictions as detailed on the request form attached. All entries must be completed in full, otherwise they will be disregarded from this petition.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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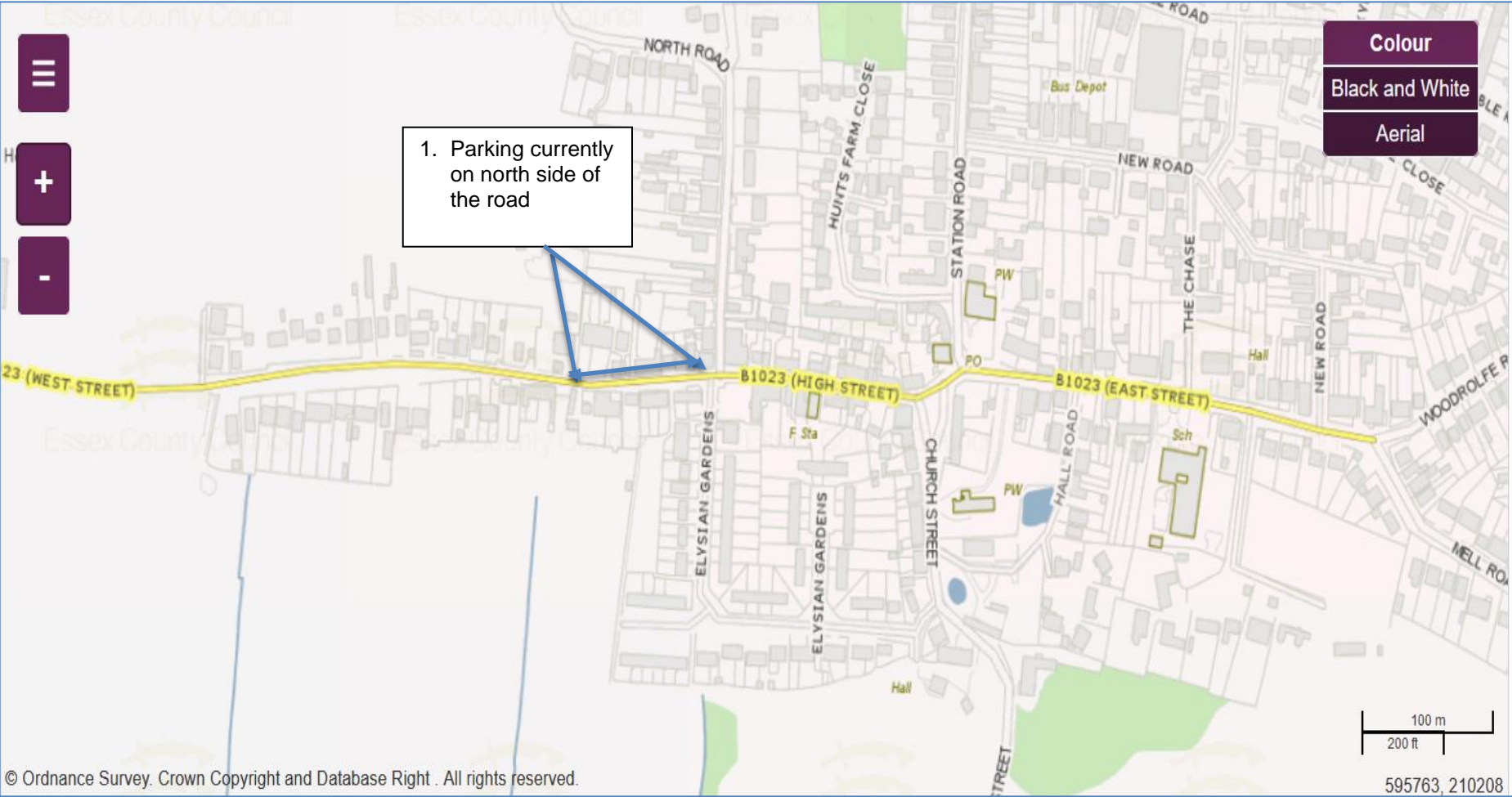
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Name:	_____
Address:	_____
Signature:	_____

# Application to SEPP for assessment of street parking issue in West Street, Tollesbury

Figure 1: map showing location of issue



# Application to SEPP for assessment of street parking issue in West Street, Tollesbury

**Figure 2: Photo of West Street looking west, showing cars parked on the inside of the bend on the north side, obscuring oncoming traffic**



**Figure 3: As above but looking east**



# MALDON DISTRICT COUNCIL

Princes Road  
Maldon  
Essex CM9 5DL

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



Cllr Simon Plater, chair of Tollesbury Parish Council  
PO Box 13205  
Maldon  
Essex  
CM9 9FU

19<sup>th</sup> November 2023

Dear Simon

## **Re: Parking arrangements on West Street, Tollesbury**

I am concerned about road safety on part of the B1023, along West Street, where it passes between Palmer's Garage and the junction with North Road.

This section is on a slight bend, and cars are customarily parked on the inside of the bend, on the north side of the road, where they block the view for drivers from both directions. This results in vehicles being reversed and driven along the pavement among pedestrians and cyclists. As it is the main (priority2) route towards the industrial estate, such vehicles include HGVs, car transporters, articulated lorries, buses, and vans.

If parking were to switch to the opposite side of the road, then I believe it would improve sight lines, allowing drivers from both directions to see the oncoming traffic. This could remove or minimise the dangers currently posed, while not reducing the number of parking spaces.

For this reason, I support your application to the South Essex Parking Partnership for an assessment of the proposal to switch parking to the opposite side of the road.

Yours sincerely

*Emma Stephens*

**Councillor Emma Stephens**  
**Maldon District Councillor for Tollesbury (Independent)**

[Cllr.Emma.Stephens@Maldon.gov.uk](mailto:Cllr.Emma.Stephens@Maldon.gov.uk)  
01621 869415 / 079 069 44443