



## Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on **Tuesday 19<sup>th</sup> March 2024**, in **The Pavilion, Tollesbury Recreation Ground, Elysian Gardens**, 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

12<sup>th</sup> March 2024

Councillors: S Plater (Chairman), S Hawes (Vice-Chairman), M Bell,  
R Clare, A Ferneyhough, P Gilbert, L Goldie, L Inwood, C Page,  
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**

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)

**3. Public Forum**

Members of the public will be given an opportunity to put forward their question(s) or statements 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 5<sup>th</sup> March 2024

**6. Planning Applications and Decisions**

**6.1 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](http://www.maldon.gov.uk)).

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

Application No: 24/00157/HOUSE PP-12827059 and 24/00258/LBC PP-12827083

Proposal: Replacement of windows and doors to the north and east elevations. Replacement of existing external cement render with new lime render.

Location: 17 West Street Tollesbury

**6.2 Planning Decisions**

To receive notification of planning decisions from Maldon District Council.

LBC/MAL/23/01200 - Building C Bouchiers Barn Back Road -  
Granted

**6.3 Planning Appeals**

To receive notification of Planning Appeals from Maldon District Council.

**6.4 Planning Appeal Decisions**

To note appeal decisions made by the Planning Inspectorate

**6.5 Planning Applications Withdrawn**

To receive notification of Planning Applications Withdrawn from Maldon District Council.

Application No: 23/00548/OUTM PP-12120649

Proposal: Outline planning application with all matters reserved except access, for up to 200no. dwellings (Use Class C3); new site access and internal access roads; a new community building (Use Class F2(b)); land for a community car park (Sui Generis); car and cycle parking; landscaping; sustainable urban drainage systems; public open space; Local Equipped Area for Play ('LEAP'); and associated infrastructure.

Location: Land Opposite Prentice Hall Farm Prentice Hall Lane Tollesbury

**6.6 Tree Preservation Orders for information**

To note TPOs made by Maldon District Council.

**7. Finance & Policy Committee**

To receive the draft minutes of the Finance & Policy Committee meeting held on 12<sup>th</sup> March 2024

**8. Asset Register 2023/24**

**8.1** To agree on the proposed Asset Register

**8.2** To consider the proposal from the Finance Committee for amendments to the insurance policy

**9. Risk Assessment**

To agree on the proposed Risk Assessment and Management document

**10. Policies and Procedures**

**10.1 Recruitment of Ex-Offenders Policy**

To approve the proposed amendments to the Recruitment of Ex-Offenders Policy

**10.2 Feedback, Compliments and Complaints Policy**

To approve the proposed amendments to the Feedback, Compliments and Complaints Policy

**10.3 Website Policy**

To approve the proposed amendments to the Website Policy

**10.4 Website Accessibility Statement**

To approve the proposed amendments to the Website Accessibility Statement

**10.5 Habitual or Vexatious Complainant Policy**

To adopt the Habitual or Vexatious Complainant Policy

**10.6 Attendance at Meetings Policy**

To adopt the Attendance at Meetings Policy

**10.7 Recording of Meetings Policy**

To adopt the Recording of Meetings Policy

**11. Earmarked Reserves**

To consider the proposal from the Finance & Policy Committee to use the unspent allocated EMR from the 20mph speed limit scheme towards purchasing a replacement defibrillator cabinet

**12. Website**

To consider the proposal from the Finance & Policy Committee to accept the quotation from Phelan Barker and proceed with some updates to the website.

**13. Tree Planting – Recreation Ground**

To discuss proposed tree planting at the Recreation Ground and agree on whether to plant trees in an area on the boundary between St John's and the skate park

**14. Tollesfest**

To consider a request for use of the Recreation Ground for Tollesfest on Saturday 13<sup>th</sup> July 2024

**15. Lewis & Scott**

To receive correspondence from Lewis & Scott replying to the Parish Council's letter dated 28<sup>th</sup> February 2024

**16. Administration**

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

**17. Community Matters**

To receive information only or note future agenda items

**18. Dates of the Next Meetings**

Tuesday 2<sup>nd</sup> April 2024 - Full Council Meeting – 7.30pm – Pavilion

Tuesday 9<sup>th</sup> April 2024 – Woodup Pool Committee – 7.00pm – Pavilion -  
CANCELLED

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

Tuesday 16<sup>th</sup> April 2024 – Environment & Amenity Committee – To be  
rescheduled

Tuesday 7<sup>th</sup> May 2024 – Annual Statutory Meeting – 7.30pm – Pavilion

Friday 10<sup>th</sup> May 2024 – Parish Annual Assembly – 7.00pm – The Centre

If you would like an item on the agenda at any Full Parish Council or  
Committee Meeting, you should write your request to the Parish Clerk at least  
a week before the meeting.

**Clerk:** Michelle Curtis

**Address:** PO Box 13205, Maldon, Essex CM9 9FU

**Telephone:** 01621 869039 **Email:** [clerk@tollesburyparishcouncil.gov.uk](mailto:clerk@tollesburyparishcouncil.gov.uk)

**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 1<sup>st</sup> March 2024**



**LBC/MAL/23/01200      Tollesbury West**

Repair of brick building for use as a farm office and training room  
 Building C Bouchiers Barn Back Road Tolleshunt D'Arcy  
 (UPRN - 010094637017)  
 Mr Basil Golding - JD & DJ Golding

**GRANT LISTED BUILDING CONSENT** subject to the following conditions:-

**1      CONDITION**

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

**REASON**

To comply with Section 18(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended).

**2      CONDITION**

The works hereby permitted shall be carried out in complete accordance with approved drawings:

A - 205-2312 REV A Proposed Elevations & Sections  
 A - 204 - 2312 REV A Existing Elevations & Sections  
 A - 206 - 2312 REV A Proposed Floor and Layout Plan and Elevations  
 A - 102 - 2312 REV A Building C Existing Block Plan  
 A - 101 - 2312 REV A Building C Location Plan  
 A - 103 - 2312 REV A Building C Proposed Block Plan  
 TG01 REV A Barn C Existing Drawings

**REASON**

To ensure that the works are carried out in accordance with the details as approved.

**3      CONDITION**

Repointing of the brickwork shall be carried out using lime mortar containing no cement.

**REASON**

In the interest of the character and appearance of the Listed building in accordance with policies D1 and D3 of the approved Local Development

Plan and guidance contained within the National Planning Policy Framework.

4 **CONDITION**

The roof shall be finished with clay pantiles matching those on existing buildings on the site.

**REASON**

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

5 **CONDITION**

Rainwater goods shall be metal painted black.

**REASON**

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

**INFORMATIVE**

This application relates only to Listed building consent and is not confirmation that planning permission is required/granted.

Officer: Juliet Kirkcaldy

Dated : 29/02/2024

12 March 2024

# MALDON DISTRICT COUNCIL

Princes Road  
Maldon  
Essex CM9 5DL

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



Clerk to Tollesbury Parish Council  
PO Box 13205  
Maldon  
Essex  
CM9 9FU

Enquiries to: Fiona Bradley  
Email: [dc.planning@maldon.gov.uk](mailto:dc.planning@maldon.gov.uk)

Dear Sir/Madam

**Application No:** 23/00548/OUTM PP-12120649  
**Proposal:** Outline planning application with all matters reserved except access, for up to 200no. dwellings (Use Class C3); new site access and internal access roads; a new community building (Use Class F2(b)); land for a community car park (Sui Generis); car and cycle parking; landscaping; sustainable urban drainage systems; public open space; Local Equipped Area for Play ('LEAP'); and associated infrastructure.  
**Location:** Land Opposite Prentice Hall Farm Prentice Hall Lane Tollesbury Essex

Further to our recent correspondence on the above application I can inform you that the applicant has decided to withdraw the application. The application will therefore no longer be considered by the Council and the application file has been closed.

Should the applicant decide to submit a further application it would be publicised in the normal way and consultations will be undertaken on the new application.

Yours faithfully



Michael Johnson  
Head of Development Management & Building Control

Please note this application has been withdrawn.

Kind regards  
Planning Services;





## **Finance Committee – Proposal**

At the Finance Committee Meeting on 12<sup>th</sup> March 2024, the Committee discussed various items and would like to propose the following for approval by the Full Council:

### **Earmarked Reserves (EMR)**

Regarding the Community Support/Minor Projects EMR, the Parish Council committed £500 to the 20mph speed limit on East Street. Of the £500, £140 was donated by a resident to this scheme. The resident will be contacted to ask if he would like the £140 donated refunded.

As the committed funds to the 20mph scheme are no longer required, the Finance & Policy Committee would like to propose that these funds, £360, be used towards the purchase of a replacement defibrillator cabinet. The cost of the replacement cabinet is £555 + VAT and installation. The shortfall would come from the available balance in the Community Support/Minor Projects EMR

## **Insurance**

Proposed amendments to the insurance policy:

Lifebuoys to be added to the policy - £1449.99.

## **Policies**

Recruitment of Ex-Offenders Policy – Amended and recommended adoption by the Full Council

Dignity at Work – Reviewed. No changes are recommended.

Website Policy– Amended and recommended adoption by the Full Council

Website Accessibility Statement – Amended and recommended approval by Full Council

Compliments and Complaints Policy – Amended and proposed that the policy be renamed to Feedback, Compliments and Complaints. It is recommended adoption by the Full Council

Habitual or Vexatious Complainant Policy - Recommend adoption by the Full Council





**TOLLESBURY**  
PARISH  
COUNCIL

Attendance at Meetings Policy - Recommend adoption by the Full Council

Recording of Meetings Policy - Recommend adoption by the Full Council

### **Website**

The Committee reviewed the quotation from Phelan Barker. At a recent meeting of the Parish Council, it was agreed to proceed with the Who We Are Page and Email Accounts.

The Finance & Policy Committee would propose to the Full Council to consider continuing with the following:

- Contributors page
- Personnel Committee page
- Page adjustments – all items except item no. 8 – clubs and association directory

This would cost £400 for the website upkeep, which is within budget.

**Clerk:** Michelle Curtis

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

**Telephone:** 01621 869039. **Email:** [clerk@tollesburyparishcouncil.gov.uk](mailto:clerk@tollesburyparishcouncil.gov.uk)

**From:** John Hill [REDACTED]  
**To:** Tollesbury pc <tollesburypc@btinternet.com>  
**Date:** Mar 11, 2024 6:49:15 PM  
**Subject:** Re: Tollsfest

Hi  
Is it ok to do Tollsfest this summer  
July 13th 12 til 6.30

Many thanks

Sent from my iPhone

[www.lewisandscott.co.uk](http://www.lewisandscott.co.uk)



[hello@lewisandscott.co.uk](mailto:hello@lewisandscott.co.uk)

Michelle Curtis  
Clerk to the Council  
Tollesbury Parish Council  
PO Box 13205  
Maldon  
CM9 9FU

12 March 2024

Dear Michelle,

Further to your letter on 28<sup>th</sup> February 2024, I can confirm that there are welfare facilities on our site on Woodrolfe Road. Also, in addition to implementing wheel washing facilities, we have added a temporary concrete drive on the site to minimise the possibility of mud being carried out of the site. This appears to be working well.

We currently have sufficient parking on our site, and have instructed all visiting trades not to park in the public car park – if this does happen despite our request, our site manager will speak to the driver and ensure the vehicle is moved. We also have an agreement to use the field opposite as well if this becomes needed.

Yours sincerely,

A handwritten signature in blue ink that reads 'H. Tidswell'.

Helen Tidswell  
Managing Director.

(CC. Maldon District Council)