

Those present:

Cllr Plater (Chair)
Cllr Bell
Cllr Clare
Cllr Gilbert
Cllr Goldie
Cllr. Hawes
Cllr Inwood
Cllr Page
Cllr Rogers
Michelle Curtis (Parish Clerk/RFO)
District Councillor Stephens
4 members of the public

1. Apologies for Absence

Apologies were received and accepted from Cllr St Joseph and District Councillor Thompson.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. Public Forum

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

4. County Councillor and District Councillors

Cllr Stephens reported:

- The bus companies are still to trial carrying out a U-turn manoeuvre at The Square but currently cannot do so due to parked cars in the area. An onsite meeting has occurred with Cllrs Bell and St Joseph to review the buses turning and extending restrictions on the High Street. Further discussions are needed with Essex County Council.
- A response about the applications submitted to the Local Highways Panel has been received. They have carried out an assessment, and the schemes are not feasible and would therefore not be progressed.

The Chair advised that the NPPF had been published with new government guidance the previous week. The Chair asked Cllr Stephens if there was any update from Maldon District Council (MDC) on housing numbers.

Cllr Stephens advised that MDC will be expected to deliver on the increase in housing numbers; the final number has yet to be confirmed, but if based on the consultation document, it will mean that housing numbers would nearly double, and MDC would no longer have a 5-year land supply.

5. Minutes

Resolved: The minutes of the Parish Council Meeting held on 3rd December 2024 be approved as a true and accurate record of the meeting. Proposed Cllr Clare, seconded Cllr Gilbert. Unanimously agreed by those who attended.

The Chair signed the Minutes.

6. Planning Applications

Application No: 24/00951/HOUSE PP-13595220

Proposal: First floor extension with pitched roof and porch extension to the front. Part single, part two storey extension to the rear, including balcony and addition of rooflights. Alterations to fenestration including additional cladding. New car port to the front elevation and alterations to driveway.

Location: Waverley 39 Wycke Lane Tollesbury

Resolved: Unanimously agreed to recommend approval of this application.

The Chair reported that an application had been received and the consultation date would be before the next meeting of the Parish Council. The Clerk had emailed the Planning Officer to request an extension, but there was yet to be a response. Councillors, therefore, agreed to consider the application to ensure that a response was submitted to MDC within the consultation period.

Application No: 24/00875/FUL PP-13552235

Proposal: Conversion of an existing part workshop and storage area into rural workers accommodation.

Location: Land At 41 Woodrolfe Road Tollesbury

Resolved: Unanimously agreed to recommend approval of this application.

7. Planning Decisions

7.1 TCA/MAL/24/00775 - Oak House 5 Churchacre Hall Road - Approved

7.2 HOUSE/MAL/24/00553 - Gorwell Lodge Tollesbury Road - Approved

8. Finance and Policy

8.1 Draft Minutes

The draft minutes of the Finance & Policy Committee Meeting held on 4th December 2024 were received and noted.

8.2 Proposals from the Finance & Policy Committee:

8.2.1 Movement of Earmarked Reserves

Resolved: Unanimously agreed to the proposal from the Finance & Policy Committee to move Earmarked Reserves as follows:

Harbour Project – R Lankester EMR - To remove the committed expenditure of £250, agreed upon in 2023, for coir ropes. This project will no longer be going ahead. The donation from the late Roger Lankester will be held in the EMR until a suitable project comes along.

Pavilion Project - As there has been no further development with the Pavilion project, to transfer the funds of £2,000 to a new EMR for the Woodup Pool Toilet project.

8.2.2 Allocation of Unspent Funds

Resolved: Unanimously agreed to the proposal from the Finance & Policy Committee to allocate the unspent funds as follows:

Land Registry Woodup Pool – £1,000

Bus Shelter Repairs - £6,578

Toilet Exploratory Works - £3,500
Kickwall Painting - £250
Skate Park Removal - £3,360

Cllr Stephens asked about the proposed repair works to the bus shelter and suggested the Council reconsider removing the light on the top of the bus shelter as it will make the area very dark.

The Chair advised that this was the initial proposal, but it could be looked at.

Cllr Stephens also advised that should the manoeuvring around the bus shelter or the buses be able to complete a U-turn and provide a safer set-down area for passengers to embark/disembark safely, it may be necessary for the bus shelter to be moved.

Councillors noted the comment from Cllr Stephens but felt that the repair work on the bus shelter was required now and the possibility of moving the bus shelter could take several years as such a project would be costly. The Parish Council would, therefore, continue with the repair works.

8.2.3 Tollesbury Football Club

Resolved: Unanimously agreed to give Tollesbury Football Club free pitch hire for three matches in recognition of the 125 years that the club has been running

9. Budget/Precept 2025/26

9.1 Proposed fees for 2025/26

Resolved: to approve the Fees for 2025/26 as proposed by the Finance & Policy Committee (Appendix A). Proposed Cllr Hawes seconded Cllr Inwood and unanimously agreed.

9.2 Proposed budget and precept for 2025/26

The Full Council agreed to the proposed Precept of £123,946 for 2025/26 (Appendix B), an increase of £5,689, 4.811% against 2024/25. Based on a Band D property, the cost per household is £121.12, which is an increase of £6.42, 5.59% against 2024/25 which includes the reduction in the tax base from MDC.

Resolved: to approve the Budget/Precept for 2025/26 as proposed by the Finance & Policy Committee. Proposed Cllr Hawes, seconded Cllr Inwood, unanimously agreed.

10. Policies and Procedures

10.1 Financial Regulations

Resolved: Unanimously agreed to accept the proposed changes made by the Finance & Policy Committee and adopt the Financial Regulations Policy V7.0.

10.2 Equality and Diversity Policy

Resolved: Unanimously agreed to accept the proposed changes made by the Finance & Policy Committee and adopt the Equality and Diversity Policy V3.0.

10.3 Publication Policy

The Chair advised that the Finance and Policy Committee has reviewed the Publication Policy, and there were no amendments.

10.4 Document and Data Retention Policy

Resolved: Unanimously agreed to the proposed amendments made by the Finance & Policy Committee to the Document and Data Retention Policy. The policy would be renamed Records Retentions Policy V3.0.

10.5 Freedom of Information Policy

The Chair advised that the Finance and Policy Committee has reviewed the Freedom of Information Policy, and there were no amendments.

10.6 Memorial Bench Policy

The Chair advised that the Finance and Policy Committee has reviewed the Memorial Bench Policy, and there were no amendments.

11. Woodup Pool

11.1 Overgrown Brambles at Woodup Pool

Resolved: Unanimously agreed to accept the quotation from DW Maintenance for £640 to cut back the overgrown brambles at Woodup Pool.

11.2 Quotations/Option for sluice to the drainage system through Woodrolfe Park

This will be deferred to the next meeting, as the Parish Council were awaiting an additional quotation from Gamart Engineering.

12. Electricity – Streetlights

The Clerk reported that notification had been received from NPower to advise that the price of the electricity for streetlights will be increasing from 1st January 2025 as follows:

Unit charge - 41.8086 to 40.039
Fixed daily charges 183.04 to 279.73

Based on the last bill, the charge would increase from £318.12 to £369.43, just over £51 per month, which would equate to about £615 per annum.

The Clerk advised that contact had been made with NPower, and they can offer the following:

UMS tariff price - 50.188p/KWh and 0.00775£/KWh for CCL
There is no standing charge with this tariff

This is a UMS tariff, so there is no end date. Should the Parish Council wish to leave at any point, we would be free to leave if our account is up to date. Should there be any changes to the tariff, NPower will notify us prior.

Based on the last invoice, approx. costs would be £265.

NPower does not offer any fixed-term contract on this tariff.

Resolved: Unanimously agreed to move to the new UMS tariff price at 50.188p/KWh and 0.00775£/KWh for CCL.

13. Local Highway Panel (LHP) Applications

The Chair reported that Cllr Durham had advised that the Validation Team had provided a comprehensive report on the LHP applications submitted for Tollesbury:

- LMAL222014 - pedestrian crossing improvements on East Street
- LMAL222005 - Dove Cottage, 11 East Street, Tollesbury - Request to install a build-out / priority system outside Dove Cottage.
- LMAL222006 - Kings Head, High Street, Tollesbury - Requested build-out due to restricted walkway between the Bakery at 12 High Street and the King's Head at 1 High Street

The Validation Team have analysed the problems and assessed potential mitigations, but the projects do not appear feasible.

14. Administration

Recreation Ground Gate Key – The Clerk advised that a request had been received from the Tollesbury First Responders to have a key to the gate at the Recreation Ground so they could gain access should there be an emergency. Councillors were happy for the First Responders to hold a gate key to the Recreation Ground.

Training – The Clerk confirmed that she had circulated the EALC Training Calendar 2025.

Roadworks – The Clerk reported that a resident had provided her with a copy of a letter (Appendix C) they had received from UK Power Solutions regarding planned roadworks in Woodrolfe Road between 6th and 17th January 2025.

15. Community Matters

Cllr Hawes reported:

- Due to the recent roadworks on Thurstable Road, the recycling was not collected on Waterworks Road and Genesta Close that day.
Action: Cllr Hawes to report to MDC.

Cllr Gilbert reported:

- Cllr Gilbert had recently attended a NALC event – Empowering the Young Councillors of Tomorrow - and would welcome the opportunity to discuss this further with Cllrs Clare and Rogers.
Action: Cllrs Clare, Gilbert and Rogers to arrange to meet to discuss further.

Cllr Goldie reported:

- Tollesbury Marina would be happy to remove the brambles at Woodup Pool if a small working party could assist. The funds the Parish Council had agreed to spend on agenda item 11.1 with a contractor could then be used for the toilet exploratory works.

Councillors were very grateful to Tollesbury Marina for offering to assist with the work. The Parish Council would, therefore, no longer require the contractor's services.

Action: A working party is to be arranged for January 2025.

Cllr Clare reported:

- There has been regular contact with the bus companies, and there has been an improvement in the service.
- The Neighbourhood Plan Q&A has been published as a presentation on social media, and there has been positive feedback from residents.

16. Dates of the Next Meetings

Full Council Meeting

Tuesday 14th January 2025 – 7.30pm – Pavilion

Committee Meetings

Finance & Policy Committee – 20th January 2025 – 7pm – Pavilion

Recreation Ground Committee – 29th January 2025 – 7.15pm - Pavilion

Woodrolfe Hard Committee – 3rd February 2025 – 7pm – Pavilion

Personnel Committee – 11th February 2025 - 7pm – Pavilion

Woodup Pool Committee – 24th February 2025 – 7pm in the Pavilion

Environment & Amenity Committee – 23rd April 2025 - 7pm – Pavilion

If you would like an item on the agenda at any Parish Council or Committee Meeting, please submit your request in writing to the Parish Clerk at least a week before the meeting.

The Chair closed the meeting at 9.00pm.

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

Review of Fees and Charges for 2025/2026

	Actual 2023/24	Actual 2024/25	2025/26
RECREATION GROUND			
<i>(to take effect from start of 2025/26 season)</i>			
Senior Football Clubs – per match	49.00	51.00	52.50
Junior Football Club – per match (full pitch)	27.00	28.00	29.00
(9-a-side pitch)	24.00	25.00	26.00
(mini-soccer pitch)	19.00	20.00	21.00
Football Training (Evenings – use of lights)	P.O.A	P.O.A	P.O.A
WOODROLFE HARD			
<i>(increases to take effect from 1st April 2025)</i>			
	<i>(all fees inclusive of VAT)</i>		
Annual Dinghy Mooring Fee	60.00	75.00	77.50
ALLOTMENTS			
<i>(increase to take effect from 1st October 2025)</i>			
Rent per year – Full Plot	42.00	46.50	52.50
Rent per year – Half Plot	30.50	34.00	37.50
PAVILION			
<i>(increases to take effect from 1st April 2025)</i>			
Per Session (morning, afternoon, evening)	30.00	35.00	36.00
Per Hour	12.00	13.00	13.50
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	
	2023/24	2024/25	2025/26
BURIAL GROUND (Increases to take effect 1st April 2025)			
PART 1 – INTERMENTS			
For any interment in a grave	600.00	660.00	726.00
For the interment of cremated remains in a grave	190.00	209.00	230.00
PART 2 - EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES			
Exclusive Right of Burial for 100 years in an earthen grave	900.00	990.00	1,089.00
Transfer of exclusive rights of burial	56.00	61.60	68.00
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.	305.00	335.50	369.00
A headstone or a headstone and footstone not exceeding 4 feet in height maximum	330.00	363.00	399.00
A vase not exceeding 24 inches in height	110.00	121.00	133.00
A tablet on any grave	110.00	121.00	133.00
The fees indicated for the various heads of this Part include the first inscription			
For each inscription after the first	90.00	99.00	109.00
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	315.00	346.50	381.00
For the purchase of a rose tree (with maintenance for 5 years)	228.00 plus VAT	250.80 plus VAT	276.00 plus VAT
For a plaque with inscription	90.00 plus VAT	P.O.A	P.O.A

BURIAL FEES FOR NON-RESIDENTS ARE DOUBLED
NO CHARGE FOR UNDER 18's

TOLLESBURY PARISH COUNCIL ACCOUNTS ANALYSIS BUDGETS 2025/26
--

	2024/2025 Budget	2025/2026 Budget
Recurring Expenditure		
Admin	12237.00	13100.00
Amenities	5220.00	6270.00
Cemetery	7400.00	8010.00
Pavilion	2210.00	2325.00
Rec Ground	13585.00	13610.00
Street Clean	5000.00	500.00
Street Light	5000.00	5000.00
Wages	57403.00	69221.00
Woodrolfe Hard	935.00	935.00
Woodup Pool	5360.00	4950.00
S137 Expenditure	1500.00	1000.00
Other - Agency - Advertising	4070.00	4120.00
Total of Estimated Recurring Expenditure	119920.00	129041.00
Income		
Amenities - Allotments	1333.00	1553.00
Cemetery - Fees	5155.00	8250.00
Pavilion - Hire Charge	75.00	75.00
Rec Ground - Pitch Fees	3000.00	2500.00
Woodrolfe Hard - Fees	1700.00	2067.00
Agency Service	2950.00	2950.00
Grants	0.00	0.00
Bank Interest	250.00	1500.00
Total of Estimated Income	14463.00	18895.00
Recurring Expenditure Less Income	105457.00	110146.00
Non-Recurring Expenditure		
Amenities	1500.00	1500.00
Recreation Ground	4000.00	4000.00
Woodup Pool	3000.00	3000.00
Neighbourhood Plan	2000.00	3000.00
Woodrolfe Hard	0.00	0.00
Woodup Pool Toilets	1000.00	1000.00
Unallocated Sum	1300.00	1300.00
Total of Estimated Non-Recurring Expenditure	12800.00	13800.00
Net Precept Sum	118257.00	123946.00
Council Tax - 2024/2025 - Band D (Precept divided by Tax Base /1031.0)	114.70	
Council Tax - 2025/2026 - Band D (Precept divided by Tax Base /1023.3)		121.12
Precept 2024/25	£ 118,257.00	
Precept 2025/26	£ 123,946.00	
Difference	£ 5,689.00	
% Difference	4.811	
Council Tax - 2024/2025 - Band D	£ 114.70	
Council Tax - 2025/2026 - Band D	£ 121.12	
Difference	£ 6.42	
% Difference	5.599	

**TOLLESBURY PARISH COUNCIL
ACCOUNTS ANALYSIS
BUDGETS 2025/26**

Payments		Cost Centre	2023/2024 Actual	2024/2025 Budget	Actual To Date as at 30/11/24	Forecast Expenditure 2024/25	2025/2026 Budget	
Admin - 110	Audit Fees	4100	720.00	750.00	720.00	720.00	750.00	
	Bank Charges	4110	101.00	100.00	-15.00	16.05	100.00	
	Insurance	4120	4087.00	4087.00	4128.00	4128.00	4200.00	
	Misc	4130	619.00	300.00	152.00	187.00	300.00	
	Office Allowance	4140	1500.00	1600.00	1067.00	1600.32	1800.00	
	Photocopier	4150	773.00	700.00	799.00	1187.02	1200.00	
	Postage	4160	24.00	40.00	3.00	28.00	40.00	
	Stationery	4170	52.00	60.00	26.00	26.00	60.00	
	Subscriptions	4180	2362.00	2500.00	1973.00	2580.71	2700.00	
	Telephone	4190	552.00	600.00	368.00	572.00	650.00	
	Training	4200	729.00	500.00	33.00	33.00	300.00	
	Website Maintenance	4210	1115.00	1000.00	175.00	760.00	1000.00	
	ADMIN TOTAL			12634.00	12237.00	9429.00	11838.10	13100.00
	Amenities - 120	Allotments	4250	583.00	750.00	74.00	280.96	1800.00
Maintenance		4420	114.00	1000.00	0.00	1120.00	1000.00	
Hasler Green		4260	367.00	400.00	233.00	399.62	400.00	
Misc		4130	437.00	750.00	867.00	827.00	800.00	
CPOs		4270	1459.00	1650.00	818.00	1582.00	1600.00	
Woodrolfe Green		4280	633.00	670.00	391.00	685.15	670.00	
AMENITIES TOTAL			3593.00	5220.00	2383.00	4894.73	6270.00	
Cemetery - 130	Contract	4310	6700.00	6700.00	3933.00	6724.65	6860.00	
	Misc	4130		100.00	34.00	34.00	350.00	
	Skip Fees	4320		0.00		0.00	0.00	
	Water Rates	4330	145.00	150.00	158.00	158.00	300.00	
	Rates	4340	435.00	450.00	382.00	478.00	500.00	
CEMETERY TOTAL			7280.00	7400.00	4507.00	7394.65	8010.00	
Pavilion - 140	Cleaning Items	4400	65.00	60.00	35.00	75.00	75.00	
	Electricity	4410	1433.00	1500.00	347.00	1097.00	1600.00	
	Maintenance	4420	181.00	300.00	104.00	104.00	300.00	
	Water/Sewage	4330	304.00	350.00	154.00	308.00	350.00	
PAVILION TOTAL			1983.00	2210.00	640.00	1584.00	2325.00	
Projects - 150	Amenities	4500	5013.00	1500.00	925.00	1705.00	1500.00	
	Recreation Ground	4530	8211.00	4000.00	900.00	900.00	4000.00	
	Woodup Pool	4540	3437.00	3000.00	282.00	1026.00	3000.00	
	Neighbourhood Plan	4560	2364.00	2000.00	0.00	0.00	3000.00	
	Woodrolfe Hard	4590		0.00	0.00	0.00	0.00	
	Woodup Pool Toilets	4600		1000.00	0.00	0.00	1000.00	
	Unallocated Sum	4610	2647.00	1300.00	0.00	0.00	1300.00	
PROJECTS TOTAL			21672.00	12800.00	2107.00	3631.00	13800.00	
Rec Ground - 160	Contract	4310	8789.00	9585.00	5603.00	9605.20	9610.00	
	Maintenance	4420	1093.00	3500.00	892.00	1572.00	3500.00	
	Pitch	4710	78.00	500.00	0.00	300.00	500.00	
REC. GROUND TOTAL			9960.00	13585.00	6495.00	11477.20	13610.00	

**TOLLESBURY PARISH COUNCIL
ACCOUNTS ANALYSIS
BUDGETS 2025/26**

Payments			2023/2024 Actual	2024/2025 Budget	Actual To Date as at 30/11/24	Forecast Expenditure 2024/25	2025/2026 Budget
Street Clean - 170	Contract/Holiday cover	4310	5000.00	5000.00	300.00	500.00	500.00
STREET CLEAN TOTAL			5000.00	5000.00	300.00	500.00	500.00
Street Light - 180	Electricity	4410	3659.00	4000.00	2486.00	3686.00	4000.00
	Maintenance	4420	829.00	1000.00	605.00	831.40	1000.00
STREET LIGHT TOTAL			4488.00	5000.00	3091.00	4517.40	5000.00
Wages - 100			53982.00	57403.00	40023.00	62942.24	69221.00
Woodrolfe Hard - 190	Misc	4130	298.00	350.00	381.00	403.60	350.00
	Rent	4730	583.00	585.00	572.00	583.00	585.00
WOODROLFE HARD TOTAL			881.00	935.00	953.00	986.60	935.00
Woodup - 200	Contract	4310	245.00	270.00	158.00	270.50	270.00
	Gen. Maintenance	4420	2945.00	1500.00	341.00	1141.00	1500.00
	Litter Collection	4760	316.00	500.00	425.00	425.00	500.00
	CPOs	4270	61.00	440.00	0.00	0.00	480.00
	Water Testing	4770	0.00	400.00	0.00	400.00	400.00
	Toilets	4700	1913.00	2250.00	1151.00	1151.00	1800.00
WOODUP TOTAL			5480.00	5360.00	2075.00	3387.50	4950.00
S137 Expend - 210	Donations	4800	630.00	1500.00	350.00	380.00	1000.00
S137 EXPEND TOTAL			630.00	1500.00	350.00	380.00	1000.00
Other - 220	Agency Services	4850	3450.00	3720.00	2170.00	3410.00	3720.00
	Advertising	4860	285.00	350.00	85.00	285.00	400.00
OTHER TOTAL			3735.00	4070.00	2255.00	3695.00	4120.00
TOTAL			131318.00	132720.00	74608.00	117228.42	142841.00

Receipts			2023/2024 Actual	2024/2025 Budget	Actual To Date as at 30/11/24	Forecast Income 2024/25	2025/2026 Budget
Amenities - 120	Allotments	1100	1214.00	1333.00	1197.00	1347.00	1553.00
Cemetery - 130	Fees	1110	9356.00	5155.00	14411.00	16127.00	8250.00
Pavilion - 140	Hire Charge	1120	170.00	75.00	105.00	105.00	75.00
Rec. Ground - 160	Pitch Fees	1130	3574.00	3000.00	1403.00	2533.00	2500.00
Woodrolfe Hard - 190	Fees	1110	1493.00	1700.00	1938.00	1938.00	2067.00
Bank	Interest		1280.00	250.00	718.00	1318.00	1500.00
Grants/Donations			4202.00	0.00	219.00	398.70	0.00
Agency Services			2950.00	2950.00	2950.00	2950.00	2950.00
TOTAL			24239.00	14463.00	22941.00	26716.70	18895.00

PRECEPT (Expenditure less Income)

118257.00

123946.00