



Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday, 4th March 2025, 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/RFO

25th February 2025

Councillors: S Plater (Chairman), M Bell, R Clare, P Gilbert, L Inwood, L Goldie, S Hawes, C Page, J Rogers, A St Joseph

Recording of Meetings

The meeting will be recorded to assist the Parish Clerk to compile the minutes. The recording will be deleted afterwards.

A G E N D A

1. Apologies for Absence

To receive apologies for absence.

2. Declarations 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

Public participation - Residents wishing to raise a matter in the public forum should inform the Parish Clerk of the topic by noon the previous working day.

4. County Councillor and District Councillors

To receive information from the County Councillor and District Councillors

5. Minutes

To confirm the minutes of the Parish Council Meeting held on 18th February 2025

6. Finance

6.1 To receive and approve the Monthly Financial Report as of 28th February 2025

6.2 To receive the schedule of funds transferred within the Council's banking arrangements

6.3 To approve payments

7. Planning Applications

To consider planning applications received from Maldon District Council.

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).

7.1 Application No: 25/00150/WTPO PP-13790102

Proposal: T1 (TPO 8/18) & T2 (T1 on TPO 11/17) Sycamore – Crown reduction by 2.5m.

Location: The Tollesbury Practice 25 High Street Tollesbury

7.2 Application No: 25/00149/LDP PP-13788925

Proposal: Claim for a lawful development certificate for the proposed change of use of dwellinghouse to children's care home C3(b)

Location: Mount Ash 1 Mell Road Tollesbury

8. Recreation Ground

8.1 To receive a verbal report from the Recreation Ground Committee

8.2 To consider the proposal from the Recreation Ground Committee for various works

8.3 To receive the Monthly Inspection Report

9. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)

To receive a verbal report from the Environment & Amenity Committee

10. Woodrolfe Hard

10.1 To receive the draft minutes of the Woodrolfe Hard Committee meeting held on 3rd February 2025

10.2 To consider the proposed amendments to the Rules and Regulations for Woodrolfe Hard

11. Woodup Pool

11.1 To receive the draft minutes of the Woodup Pool Committee meeting held on 24th February 2025

11.2 To consider the proposal from the Woodup Pool Committee to form a Working Party to progress the toilet project

11.3 To agree on the proposed date for the Woodup Pool Event 2025

11.4 To consider the quotations for the land registry of Woodup Pool

12. Personnel

To receive the draft minutes of the Personnel Committee meeting held on 11th February 2025

13. Policies and Procedures

To consider the proposed amendments to the following Policies:

13.1 Disciplinary Policy

13.2 Grievance Policy

14. Neighbourhood Plan Working Group (NPWG)

To consider the proposal from the NPWG to appoint Planning Direct to proceed with Stage One of their quotation for them to consult with Maldon District Council

- 15. Tollesbury Climate Partnership**
To consider the suggested amendments from TCP to the Licence Agreement for the use of the Cemetery for the Community Orchard
- 16. Police Reports**
To receive the Police Reports (confidential) and discuss policing matters within the village to report back to Essex Police
- 17. Maldon District Council Community Engagement Team (formerly the Community Protection Officers - CPOs)**
 - 17.1** To receive the CET Report for January 2025
 - 17.2** To receive notification of the cost for the services of the CET and agree on the requirements for 2025/26
- 18. Administration**
To receive information from the Clerk – update on current and ongoing matters
- 19. Community Matters**
To receive information only or note future agenda items
- 20. Public Bodies (Admission to Meetings) Act 1960**
Given the confidential personnel and contractual nature of the business to be transacted, consider excluding the press and public from the meeting
- 21. Recreation Ground**
To discuss matters relating to the Recreation Ground
- 22. Public Bodies (Admission to Meetings) Act 1960**
To consider permitting the press and public to return to the meeting.
- 23. Dates of the Next Meetings**
Full Council Meeting
Tuesday 18th March 2025 – 7.30pm – Pavilion

Committee Meetings

- Recreation Ground Committee – 5th March 2025 – 7.15pm - Pavilion
- Finance & Policy Committee – 24th March 2025 – 7pm – Pavilion
- Environment & Amenity Committee – 23rd April 2025 - 7pm – Pavilion
- Woodup Pool Committee – 28th April 2025 – 6.30pm – Woodup Pool
- Woodrolfe Hard Committee – 19th May 2025 – 7pm – Pavilion
- Personnel Committee – February 2026 – Date to be confirmed

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.

Clerk: Michelle Curtis

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

Telephone: 01621 869039 **Email:** clerk@tollesburyparishcouncil.gov.uk

**Report for Tollesbury Parish Council meeting
on 4th March 2025** (report written 24th February 2025)

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



Cllr.Emma.Stephens@Maldon.gov.uk
01621 869415 / 079 069 44443

**MALDON DISTRICT
COUNCIL**

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



1. PLANNING

Next planning meetings: North Western (5Mar25 cancelled); 2Apr25: District 26Feb25.

2. NEWS

Maldon District Council news

- ❖ **"Levelling Up" Culture Fund:** Maldon had hoped to get £5m from this, but the new Government has reduced the total budget, and is spending the revised fund mainly in northern cities such as Leeds and Liverpool.
- ❖ **UK Shared Prosperity Fund:** the Council is on track to receive its allocation from the Government of £327,146. This will be for capital projects, and must be spent within one year on Communities and Place; Supporting Local Business; or People and Skills. MDC is offering to match-fund this though, from reserves, and the Council's element will not be restricted to one year, or to capital. Details are to follow on how Parish Councils can apply.
- ❖ **MDC's Rural England Prosperity Fund:** the Council's £430,328 allocation from the Rural England Prosperity Fund (REPF) has been fully distributed, including:
 - Small-scale investments in micro and small enterprises:
 - Temprd, artisan chocolate makers - funding for new equipment to help expand their business and reduce manual processes. www.temprd.co.uk/
 - Datum Attitude Brewing, microbrewery and tap room – funding for mechanised canning equipment. www.datumattitude.co.uk/
 - Impactful volunteering and social action projects:
 - Maldon Archaeological & Historical Group – funding to update their old equipment to attract new people in gaining experience of archaeological and research approaches. www.mahg.org.uk/
 - Friends of St George's Church, Heybridge Basin – funding for roof repairs and construction of footpath and patio area. www.achurchnearyou.com/church/6408/
- ❖ **Dredging of Hythe Quay and Visitor Pontoon in Maldon:** Members have agreed that his major project shall go ahead, enabling vessels, including the town's famous Thames Sailing Barges, which are moored at the Quay, to manoeuvre safely and continue to use the Quay and Pontoon area.
- ❖ **Skatepark work underway:** Using "section 106 contributions" from developers, building a skatepark at West Maldon Community Centre has begun; the Burnham-on-Crouch site will follow that; and the one at Promenade Park is subject to planning permission.

- ❖ **Social Supermarket:** This offers residents an opportunity to carry out a weekly shop for a fraction of the price of commercial supermarkets. A successful pilot in Maldon is now expanding to the Dengie. Naturally I am asking if and when it might extend to Tollesbury.
- ❖ **MDC's 2025/26 Budget agreed:** The council has again agreed a balanced budget, and to help achieve this, there will be a 2.99% increase in MDC's element of the council tax bill. Therefore, for an average Band D property, MDC's part will be £232.01 for the year, or approximately £4.46 a week.

Other news

- ❖ **Young would-be entrepreneurs invited to the Fast Track Challenge:** a 6-week online "Earnability" course for 13 to 19 year olds, from March to May 2025. The course covers how to earn some money, and how to become successful while still young. See information at the North Essex Economic Board (NEEB) website: tinyurl.com/3euaytk2
- ❖ **Essex Local Offer Roadshows:** a chance for parents and carers to come and ask questions about special educational needs and disabilities, including workshops. See Essex County Council's website at tinyurl.com/mwxmfmr9
- ❖ **Devolution:** District Councils throughout Essex are considering what will be the most effective configuration of Unitary Authorities for the county. For example, Maldon, Chelmsford and Braintree might form a Unitary Authority. This is only one of several possibilities, and nothing has been agreed yet.

The Ministry of Housing, Communities and Local Government has launched a survey on the proposal, to seek views particularly from interested parties, including those who live and work here, on the effect of having a Mayoral Combined County Authority.

To take part please go to tinyurl.com/3bxva6vy

- ❖ **Bus safety at the Square:** c/f
- ❖ **St Peter's Hospital:** The NHS has announced next steps for Community Hospital Services, which I am assuming includes St Peter's Hospital:
 - Mar: Consultation group concludes
 - May: ICB board to review recommendations and inform "Decision-Making Business Case"
 - Jul: Final stage, formal decision
 - Jul+: Implementation



Recreation Ground

At the Recreation Ground Committee meeting on 29th January 2025, the Committee discussed various works required at the Recreation Ground and propose the following to the Full Council for consideration.

1. Replacement Litter Bin

The frog bin in the children's play area was purchased in 2013.

The back of the frog litter bin has been damaged and needs to be replaced. A replacement back will cost £147.65 + £12.50 delivery + VAT.

Apart from being damaged, the locking mechanism at the back of the bin does not secure very well, and the back is often left loose.

The Committee considered replacing the back of the frog bin and thought that, due to its cost and age, purchasing a new bin would be the most cost-effective option. Therefore, the Committee is proposing that the novelty frog bin be removed and replaced with a black bin to match the other bins used by the Parish Council.

It is hoped that a new black bin, unlike the frog bin, will discourage children from climbing on it and damaging it.

Costs are as follows:

Glasdon – Topsy Royale Black Bin	£233.23
<u>Bonz Cairy - Removal of frog bin/installation of new bin</u>	<u>£150.00</u>
TOTAL	£383.23

2. Aerial Runway

The tension of the cable needs tightening, the seat needs to be reinstated, and nylon inserts for the traveller to be installed.

Quotation as follows:

Bonz - Maintenance	£200.00
<u>Caloo – Nylon inserts for traveller</u>	<u>£ 32.00</u>
TOTAL	£232.00



TOLLESBURY
PARISH
COUNCIL

3. Tree Survey

The last tree survey was carried out in June 2020. The Committee feels it is now time for another survey.

Quotation as follows:

Kirsten Bowden £510.00

4. Tree Work

To fell the dead sycamore near the Parish Rooms

Quotation as follows:

Bonz Cairey £420.00

Please note, all costs do not include VAT

TOTAL Expenditure

Item 1	Bin	£ 383.23
Item 2	Aerial Runway	£ 232.00
Item 3	Tree Survey	£ 510.00
Item 4	Tree Work	£ 420.00

TOTAL EXPENDITURE £1,545.23

Items 1 (£383) and 2 (£232)

Funds available in the 2024/25 Maintenance Budget £ 615.23

Item 3

£1,000 set aside in the 2025/26 EMR for survey £ 510.00

Item 4

Funds Available in the EMR for Tree Work £ 420.00

Clerk: Michelle Curtis

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

Telephone: 01621 869039. **Email:** clerk@tollesburyparishcouncil.gov.uk

TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

Agenda Item 8.3

DATE OF INSPECTION: 23/02/2025

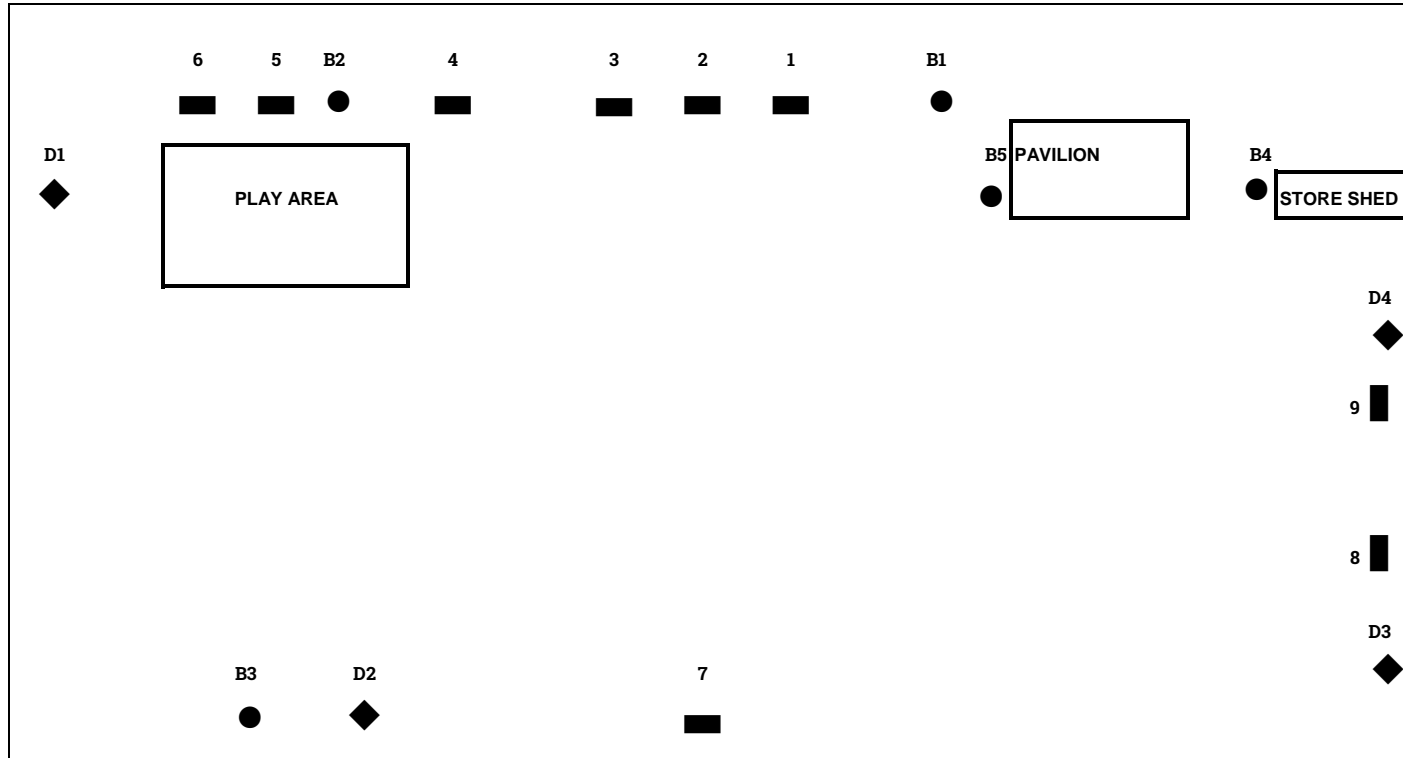
	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	Seats need replacing
Toddler Swing	√	Middle post (leg divider) split - Seats need replacing
Snake Slide	√	
Tower and Slide	√	
Spinning Seasaw	√	Deep scratch to seat (previously reported)
Igloo Climber	√	Paint coming off in places and some bent bars at the bottom
Roundabout	√	
Zip Wire	√	Zip-wire seat removed. New seat to be installed
Playship	√	
Chicken and Cow Springer	√	
Youth Shelter	√	Graffiti
Skate Park	√	Graffiti.
Surfer Springer	√	
Fire Engine	√	
Fence	√	Two gates do not close properly - previously reported - Gates have been oiled.
Football Goal Posts		These are the responsibility of the football clubs

Signed: [REDACTED]

Amenities Officer

TOLLESBURY PARISH COUNCIL
BENCHES AND BINS

DATE OF INSPECTION: 23/02/2025



Benches

- 1 Ok
- 2 Ok
- 3 Ok
- 4 Ok
- 5 Ok
- 6 Ok
- 7 Ok
- 8 Ok
- 9 Ok

Dog Bins (D*)

- 1 Ok
- 2 Ok
- 3 Ok
- 4 Ok

Litter Bins (B*)

- 1 Plastic split at base
- 2 Ok
- 3 Ok
- 4 Ok
- 5 Ok

Signed [redacted] Amenities Officer

Community Engagement Tollesbury

[View in Power BI](#) ↗





TOLLESBURY
PARISH
COUNCIL

Other Patrols

Tollesbury Parish Council

Filter Date

01/01/2025



31/01/2025



Hours Patrolled

3.25

Sites Visited

Site	Occurence
Recreation Ground	4
Station Road	3
Total	7

Number of Patrols

4

FPN's Issued

0

VMO's

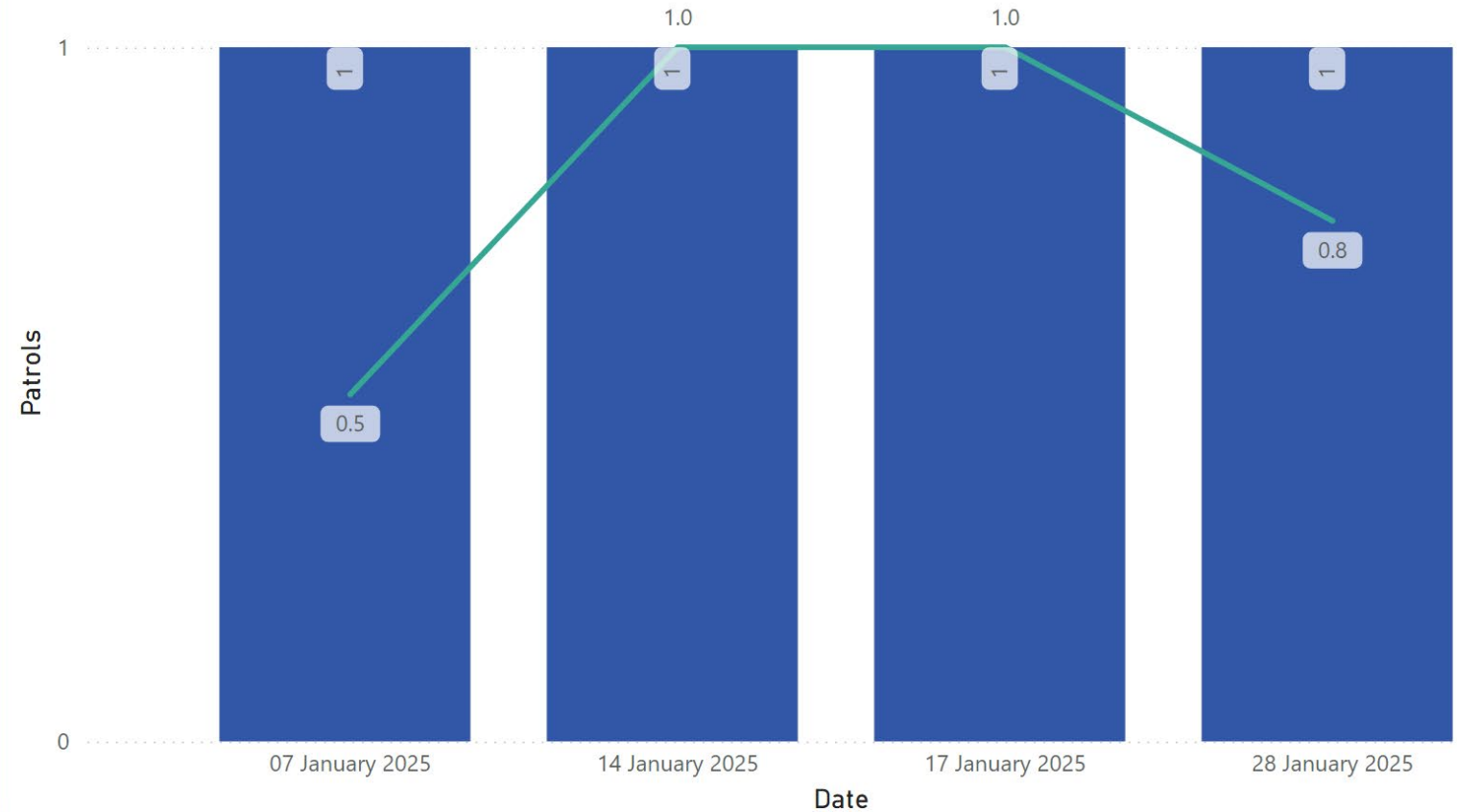
0

PCN's Issued

0

Patrol Time

PM Hours Patrolled





Speed Patrol Detail

Dates filter effects this visual

Summary of patrol	Start	Date	Duration of patrol (mins)
Station road patrolled, there was only one sign of dog fouling but didn't see anyone in the area.	03:00 PM	07 January 2025	30
Station Road was bad for dog fouling.	02:40 PM	14 January 2025	60
Foot patrolled area, checking for signs of dog fouling	02:30 PM	17 January 2025	60
Foot patrolled recreation area. No issues to report	02:20 PM	28 January 2025	45

Community Engagement Contracts 2025/26

From Jackie Drummond [redacted]
Date Tue 2025-02-18 2:18 PM
Cc Adrian Rayner [redacted]; Ben Chapman [redacted]

1 attachment (71 KB)
Parish Council Service Request April 2025.docx;

Good afternoon

We are looking at Community Engagement service contracts for 2025/26 and advise the charge for the new financial year will be £43.24 per hour.

Please confirm if you intend to continue with this service by completing the attached service request document, and if you would like to make any adjustments to the current arrangements?

If you would like to discuss the contract further, please do not hesitate to contact Adrian Rayner or Ben Chapman.

Kind regards
Jackie



JACKIE DRUMMOND
Technical Support Officer
Service Delivery Directorate

✉ [redacted]
🌐 www.maldon.gov.uk
🏠 [Council Offices, Princes Road, Maldon, Essex, CM9 5DL](#)
📱



Maldon District Council accepts no liability for the content of this email, or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. Any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company.

This email (including any attachments) is intended only for the recipient(s) named above. It may contain confidential or privileged information and should not be read, copied or otherwise used by any other person unless express permission is given. If you are not a named recipient, please contact the sender and delete the email from your system. It is the recipient's responsibility to ensure that appropriate measures are in place to check for software viruses. All communications sent to or from the Council may be subject to recording and / or monitoring in accordance with relevant legislation.

Community Engagement Team

Request for Service

April 2025 to March 2026



Please select the service and how many hours you require each month.

Service	Required Y/N	Please list the areas / facilities you would like included in our Patrol
TRUCAM		Sites designated by Essex Police Please list the number of hours
Community Patrols		
Total hours per month		

Any other comments:

Please return your completed request to
Jackie.drummond@maldon.gov.uk by 21st March 2025