

**Those present:**

Cllr Hawes (Vice-Chair)  
Cllr Bell  
Cllr Gilbert  
Cllr Goldie  
Cllr Page  
Cllr Rogers  
Cllr St Joseph  
District Councillor Stephens  
Michelle Curtis (Parish Clerk/RFO)  
4 members of the public

**1. Apologies for Absence**

No apologies were received; all members were present.

The Vice-Chair reported that Cllrs Clare and Plater had resigned from the Parish Council with immediate effect.

It was expressed that both Councillors were great village servants and would be greatly missed by the Parish Council.

**2. Declarations of Interest**

There were no declarations of interest disclosed.

**3. Public Forum**

The Vice-Chair proposed that, due to the limited time of the extraordinary meeting, the questions from a resident be considered at the Annual Statutory meeting, which followed the extraordinary meeting.

Councillors agreed with the proposal, and the resident who submitted the questions was in attendance and agreed this was acceptable.

A resident expressed thanks to Cllrs Plater and Clare for their outstanding service to the village as Councillors.

**4. County Councillor and District Councillors**

The report from Cllr Stephens was received and noted.

**5. Minutes**

**Resolved:** The minutes of the Parish Council Meeting held on 15<sup>th</sup> April 2025 be approved as a true and accurate record of the meeting. Proposed Cllr Page, seconded Cllr Goldie. Unanimously agreed by those who attended.

The Vice-Chair signed the Minutes.

**6. Finance**

**6.1 Payments**

The items for payment totalling £14,157.69 were presented for approval (Appendix A).

**Resolved:** Unanimously approved the payment schedule, including online payment.

The Vice-Chair and Cllr Page signed the payment schedule.

Cllr Bell signed to confirm that he had checked the invoices against the payment schedule.

- 6.2** Unspent funds for 2024/25 projects to Earmarked Reserves (EMRs)  
At the Finance & Policy Committee held on 30<sup>th</sup> April 2025, the Committee reviewed the unspent funds in 2024/25.  
The surplus funds are due to the increased burial ground income received in 2024/25. There is currently no work required at the burial ground.

It is proposed that the surplus funds be transferred to the Earmarked Reserves, for the following works that have been approved in the 2024/25 financial year but have not yet been completed.

**Resolved:** Unanimously agreed to approve the proposal from the Finance & Policy Committee and transfer the unspent funds to EMRs as follows:

#### Amenities

Land Registry Woodup Pool – £1,000

Bus Shelter Repairs - £6,578

Extension of water supply and tap - Allotments - £1120

Total £8,698

#### Recreation Ground

Skate Park Removal - £3,360

Kickwall Painting - £250

Painting of Youth Shelter - £430

New bin installation - £150

Total - £4,190

#### Toilet Project

Toilet Exploratory Works - £3,500

#### Woodup Pool

Depth Markers - £400

Total to be transferred to Earmarked Reserves - £16,788

## 7. Planning

- 7.1** Application No: 25/00370/HOUSE and 25/00371/LBC PP-13897197  
Proposal: Erection of a large greenhouse with cold frames within the grounds of Glebe House and minor alterations to the east elevation of Glebe House consisting of the removal of a ground floor window, introduction of a new door and steps and the enclosure of a small porch with new windows and a glass roof.  
Location: Glebe House, 17 Church Street, Tollesbury  
**Resolved:** Unanimously agreed to recommend approval of this application.

**7.2** Application No: 25/00394/TCA PP-13933495  
Proposal: T2 - Cypress - Crown lift to 6m. G1- Group of Cypress- Crown lift to 6m.  
Location: Tollesbury Hall, 15 Church Street, Tollesbury  
**Resolved:** Unanimously agreed to recommend approval of this application.

**8. Planning Application – Welbeck Strategic Land IV LLP**

Councillors discussed the suggestion of meeting with Maldon District Council (MDC) to discuss the planning application submitted by Welbeck Strategic Land IV LLP, reference 25/00381/OUT PP-13872808, on the Land North of West Street. Councillors agreed that a meeting with MDC would be useful to discuss S.106 monies or unilateral agreements if MDC were minded to approve the application.  
**Action:** Clerk to arrange a meeting with the MDC Planning Officer.

**9. Administration**

Councillor Session – The Clerk advised that Cllr Plater had attended the Meet Your Council session the previous weekend and has reported the following:

- A resident attended the session and reported that their slabs had been damaged during the recent works at the Allotments. The resident has replaced his broken slabs.
- Cllr Durham attended the session and advised that Essex County Council had received a letter from the government. There is a possibility that there could be two Unitary Authorities, North Essex and South Essex. Maldon could be included in North Essex, which would include Colchester, Tendring and Braintree. It is understood that the Mayoral elections will happen in May 2026, with the final Devolution happening in 2028

Football Club – Tollesbury Juniors would like to hold a fundraising event at the Recreation Ground on 22<sup>nd</sup> June 2025 between 10am and 3pm. The event is to raise money for the Football club. It will be a mini tournament between coaches, parents and the Sunday Team. They would like access to the pavilion for the toilets and an ice-cream van for the children.

Councillors were happy for the fundraising event to be held at the Recreation Ground.

Deposit Accounts – The Clerk reported that at the Finance & Policy Committee meeting on 30th April 2025, the Committee discussed transferring some Parish Council funds into Deposit accounts to benefit from the interest.

As of 30<sup>th</sup> April 2025, the bank balances were as follows:

**Unity**

Unity Instant Access Account - £52,661.04

Unity Current Account - £32,283.40

**Total with Unity - £84,944.44**

**Co-operative Bank**

Current Account - £138,167.06

Deposit Account - £515.78

Account No. 2 - £3,115.23

**Total with Co-operative Bank- £141,798.07**

The reason we are holding so much money is due to Maldon District Council (MDC) paying the precept in one instalment. This was unexpected by Tollesbury Parish

Council and unexplained by MDC. There is no indication to suggest that any amount will be clawed back to bring the precept payment back in line with the normal due date at this stage. This now means that the funds held in the Parish Council accounts are over £85,000, which exceeds the FCS maximum for compensation.

To get the money moved and secured and to start earning interest, the Committee proposes to the Full Council that deposits are made as follows:

1. A further £25,000 be transferred into the Unity Trust Instant Access Saver Account.
2. To deposit £50,000 into a Local Council 90-Day Notice Deposit Account with Hinckley & Rugby Building Society, which is long-established and specialises in local council investment. Current interest rate 3.4%.

**Resolved:** Unanimously agreed to accept the proposal from the Finance & Policy Committee to transfer the funds as soon as possible.

**Action:** To agree on signatories for the account at the Annual Statutory meeting.

As this decision was not included on the agenda, it will be included on the agenda for the meeting on 20<sup>th</sup> May 2025 to ratify the decision.

#### 10. Dates of the Next Meetings

Full Council Meeting

Tuesday 6<sup>th</sup> May 2025 – Annual Statutory Meeting – 7.30pm – Pavilion

Committee Meetings

Woodrolfe Hard Committee – 19<sup>th</sup> May 2025 – 7pm – Pavilion

Recreation Ground Committee – 4<sup>th</sup> June 2025 – 7.15pm – Pavilion

Environment & Amenity Committee – 27<sup>th</sup> August 2025 - 7pm – Pavilion

Woodup Pool Committee – 8<sup>th</sup> September 2025 – 6.30pm – Woodup Pool

Finance & Policy Committee – September 2025 - Date to be confirmed

Personnel Committee – February 2026 – Date to be confirmed

The Chair closed the meeting at 7.29pm.

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

**TOLLESBURY PARISH COUNCIL  
PAYMENTS FOR APPROVAL**

**Appendix A**

**May 2025**

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
<b>CO-OPERATIVE BANK - CURRENT ACCOUNT</b>					
15.04.2025	D/D	A & J Lighting Solutions	39154	Monthly maintenance	£67.92
15.04.2025	D/D	Octopus	KI-C5266B98	Electricity Supply - Pavilion	£240.86
26.06.2025	D/D	BNP Paribas	B6078727	Quarterly charge photocopier	£119.40
30.04.2025	D/D	Utility Warehouse	233923681	Parish Phone	£55.16
01.05.2525	D/D	Maldon District Council		Non-Domestic Rates - Cemetery - May	£59.00
01.05.2025	D/D	A & J Lighting Solutions	39196	Annual Maintenance Visit	£57.60
15.05.2025	D/D	A & J Lighting Solutions	39220	Monthly maintenance	£67.92
25.05.2025	D/D	Evolve Business Solutions (EA) Ltd	10420	Photocopier	£235.79
<b>AMAZON</b>					
17.03.2025	D/C	Amazon		Understated on April pay schedule	£2.92
03.04.2025	D/C	Eyvevor		Rakes for Woodup Pool	£127.98
04.04.2025	D/D	Knowhow		Annual Subscription	£60.00
14.04.2025	D/C	Tesco		Stationary	£7.20
16.04.2025	D/C	Adobe	IEE2025004491389	Monthly subscription	£16.64
16.04.2025	D/C	Amazon		Cleaning materials	£29.99
06.05.2025	D/C	Amazon		Stationery	£6.49
<b>UNITY TRUST BANK - CURRENT ACCOUNT</b>					
02.04.2025	Online	Caloo	SI-008135	Nylon finger protectors - aerial runway	£38.40
06.05.2025	Online	Wages		Staff Wages	£3,339.75
	Online	HMRC		Tax & NI - April 25	£1,368.17
	Online	Essex County Council		Employee and Employer Contributions - April	£1,023.81
	Online	Essex County Council		Employee and Employer Contributions - May	£1,023.81
	Online	D W Maintenance	2725	Grounds Maintenance - Cemetery - April	£583.33
			2726	Grounds Maintenance - April	£912.08
	Online	Viking Skips Ltd	2173	Civic Amenity Skip	£186.00
			2185	Civic Amenity Skip	£186.00
			2194	Civic Amenity Skip	£186.00
	Online	Rialtas	SM32814	Annual Software Support & Licence	£243.60
			SM32815	Making Tax Digital Software	£139.20
			SM32816	Asset Management Software	£208.80
	Online	Essex Association Local Councils (EALC)		EALC & NALC Affiliation Fees 2025/26	£677.08
	Online	Rural Community Council of Essex (RCCE)		Annual subscription	£84.00
	Online	The Sign Shed	SI-191265	Signage - Road liable to tidal flooding with QR Code	£220.39
	Online	Bonz Cairey Ltd	5304	Aerial runway maintenance	£240.00
			5316	Remove frog bin / Install new litter bin	£180.00
			5319	Extension of water supply and tap	£1,134.00
			5332	New bushes installed on the swings	£96.00
	Online	Gamart Engineering Ltd	GAM-25-0510	Sluice gate - repairs	£264.00
	Online	Planning Direct	INV-25353142	NPWG - Phase 1 - Final payment	£660.00
31.05.2025	D/D	Unity Trust Bank		Bank Charges	£8.40
<b>TOTAL</b>					<b>£14,157.69</b>

<b>Payment Breakdown</b>	
Tollesbury Current Account	£903.65
Tollesbury A/c No. 2 Debit Card	£251.22
Unity Trust Bank	£13,002.82
<b>TOTAL</b>	<b>£14,157.69</b>