



Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday, 20th May 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

13th May 2025

Councillors: S Hawes (Chairman), M Bell, P Gilbert, L Goldie, 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 on the previous working day.

4. County Councillor and District Councillors

To receive information from the County Councillor and District Councillors

5. Minutes

5.1 To confirm the minutes of the Extra-Ordinary Parish Council Meeting held on 6th May 2025

5.2 To confirm the minutes of the Annual Statutory Meeting held on 6th May 2025

6. 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).

- 6.1** Application No: 25/00456/TCA PP-13998865
Proposal: T1 Yew tree - Crown Lift to 6m to allow clearance from highway as per instruction from Essex County Council.
Location: St Mary's Church, Church Street Tollesbury
- 6.2** Application No: 25/00412/PACUAR PP-13888431
Proposal: Prior approval for the change of use of two agricultural buildings to five dwellinghouses with building operations reasonably necessary for the conversion
Location: Units 1 And 2 Old Hall Farm Old Hall Lane Tolleshunt D'Arcy
- 6.3** To consider any other planning applications from Maldon District Council received after publication of the agenda

7. Planning Decisions

- 7.1** 24/00951/HOUSE - Waverley 39 Wycke Lane - Approved
- 7.2** 25/00162/HOUSE - 1 Genesta Close – Refused
- 7.3** 25/00150/WTPO - The Tollesbury Practice 25 High Street - Approved
- 7.4** 25/00149/LDP - Mount Ash 1 Mell Road - Approved
- 7.5** 25/00048/HOUSE - Mount Ash 1 Mell Road - Approved

8. Internal Audit

- 8.1** To receive the Internal Auditor's Report
- 8.2** To carry out a review of the Effectiveness of the Internal Audit

9. Accounts 2024/25

- 9.1** To approve the 2024/25 Accounts
- 9.2** To approve the Annual Governance and Accountability Return 2024/25

10. Finance

- 10.1** To receive the schedule of funds transferred within the Council's banking arrangements
- 10.2** To ratify the decision to approve the proposal from the Finance & Policy Committee to move some of the Parish Council funds into Deposit Accounts

11. Finance & Policy Committee

To receive the draft minutes of the Finance & Policy Committee meeting held on 30th April 2025

12. Recreation Ground

- 12.1** To receive a verbal report from the Recreation Ground Committee
- 12.2** To receive the Monthly Inspection Report

- 13. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**
 - 13.1 To receive the draft minutes of the Environment & Amenity Committee meeting held on 23rd April 2025
 - 13.2 To consider the proposal from the Environment and Amenity Committee to purchase a replacement dog bin at the Recreation Ground
- 14. Woodrolfe Hard**

To receive a verbal report from the Woodrolfe Hard Committee
- 15. Woodup Pool**
 - 15.1 To receive the draft minutes of the Woodup Pool Committee meeting held on 28th April 2025
 - 15.2 To receive an update regarding the land registry of Woodup Pool
 - 15.3 To consider the request from the Woodup Pool Event Organisers for the Parish Council to provide the toilets for the fundraising event on 21st June 2025
- 16. Standing Orders**

To adopt the updated Standing Orders V10.0
- 17. Website**
 - 17.1 To consider the proposal from the Finance and Policy Committee to accept the quotation from Phelan Barker for £1,200 + VAT to bring the website to compliance level WCAG 2.2AA
 - 17.2 To consider the proposal from the Finance and Policy Committee to only publish Agendas and Minutes for Full Council and Committee meetings on the website for 3 years
- 18. Taylor's Charity**

To receive the letter of resignation from Jeremy Heigham, Chair of the Taylor's Charity.
- 19. Public Space Protection Order**

To respond to the Public Space Protection Order survey
- 20. Police Reports**

To receive the Police Reports (confidential) and discuss policing matters within the village to report back to Essex Police
- 21. Maldon District Council Community Engagement Team (formerly the Community Protection Officers - CPOs)**

To receive the CET Report for April 2025
- 22. Administration**

To receive information from the Clerk – update on current and ongoing matters
- 23. Community Matters**

To receive information only or note future agenda items
- 24. Dates of the Next Meetings**

Full Council Meeting
Tuesday 3rd June 2025 – 7.30pm – Pavilion

Committee Meetings

Woodrolfe Hard Committee – 19th May 2025 – 7pm – Pavilion

Recreation Ground Committee – 4th June 2025 – 7.15pm – Pavilion

Environment & Amenity Committee – 27th August 2025 - 7pm – Pavilion

Woodup Pool Committee – 8th September 2025 – 6.30pm – Pavilion

Finance & Policy Committee – 23rd September 2025 – 7pm – Pavilion

Personnel Committee – February 2026 – Date to be confirmed

Woodrolfe Hard Committee – 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

Tollesbury Parish Council
Agenda Item 7 - Planning Decisions

Agenda Item 7.1

24/00951/HOUSE Tollesbury East

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.

Waverley 39 Wycke Lane Tollesbury Maldon
(UPRN - 100090566564)
Mr and Mrs Payne

APPROVE subject to the following conditions:-

1 **CONDITION**

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

REASON

To comply with Section 91(1) of the Town and Country Planning Act 1990 (as amended).

2 **CONDITION**

The development hereby permitted shall be carried out in accordance with the approved plans and documents as detailed on the decision notice.

REASON

To ensure that the development is carried out in accordance with the details as approved.

3 **CONDITION**

Prior to first use of the first floor balcony, the 1.7m high glazed balustrade on the north elevation as shown on plan number 24.041.01.453 Rev B, received 13th January 2025, shall be fitted with a minimum obscuration level of 5 in the Pilkington Texture Glass Range and shall be retained as such thereafter.

REASON

To safeguard the privacy and amenity of the adjoining neighbour at no. 37 Wycke Lane in accordance with policy D1 of the approved Local Development Plan.

4 CONDITION

The materials used in the construction of the development hereby approved shall be as set out within the application form/plans.

REASON

In the interest of the character and appearance of the area in accordance with policy D1 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework and the Maldon District Design Guide.

POSITIVE AND PROACTIVE STATEMENT

Town and Country Planning (Development Management Procedure) (England) Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by identifying matters of concern within the application (as originally submitted) and negotiating, with the Applicant/Agent, acceptable amendments to the proposal to address those concerns. As a result, the Local Planning Authority has been able to grant planning permission for an acceptable proposal, in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Lucinda Blythe
Dated : 17/04/2025

Agenda Item 7.2

25/00162/HOUSE Tollesbury East

Two storey side extension including dormers to front and rear elevation.
1 Genesta Close Tollesbury Maldon Essex
(UPRN - 100090559484)
Mr A Birkin

REFUSE for the following reason:-

The development, by reason of its siting, design and scale would give rise to a dominant and incongruous addition which would be harmful to the character and appearance of the subject site and the surrounding area, contrary to policies D1 and H4 of the approved Local Development Plan 2017, the National Planning Policy Framework and the Maldon District Design Guide.

POSITIVE AND PROACTIVE STATEMENT

Town and Country Planning (Development Management Procedure) (England) Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by identifying matters of concern with the proposal and determining the application within a timely manner, clearly setting out the reason(s) for refusal, allowing the Applicant/Agent the opportunity to consider whether there is a way forward to seek a revision to the proposal.

Officer: Charlie Mumford
Dated : 15/04/2025

Agenda Item 7.3

25/00150/WTPO Tollesbury West

T1 (TPO 8/18) & T2 (T1 on TPO 11/17) Sycamore - Crown reduction by 2.5m.
The Tollesbury Practice 25 High Street Tollesbury Maldon
(UPRN - 100091455034)
Robert Cairey - Tollesbury Surgery

APPROVE subject to the following conditions:-

1 **CONDITION**

The works hereby permitted shall be carried out in accordance with the British Standard Recommendations for Tree Works (BS3998:2010).

REASON

In order to safeguard the health and appearance of the tree.

2 **CONDITION**

The works hereby permitted shall be carried out within 2 years from the date of this permission.

REASON

To ensure that the works are carried out whilst they are still relevant to the condition of the tree.

INFORMATIVE

The applicant is advised that whilst consent is hereby granted to carry out works to the tree subject to a Tree Preservation Order from the Local Planning Authority, it is considered that this tree may offer wildlife habitat value. The applicant is advised that it is an offence to disturb, kill or injure protected species and their associated breeding site/s and/or resting place/s under the Wildlife and Countryside Act 1981 and The Conservation of Habitats and Species Regulations 2017. Should a protected species be found during the course of the works, the applicant should stop work and contact Natural England for further advice.

Officer: Charlie Mumford - Dated : 15/04/2025

Agenda Item 7.4

25/00149/LDP Tollesbury East

Claim for a lawful development certificate for the proposed change of use of dwellinghouse to children's care home C3(b)
Mount Ash 1 Mell Road Tollesbury Maldon
(UPRN - 100090562024)
John Barticel

APPROVE subject to the following condition:-

The proposal to use the application site as a dwellinghouse under Use Class C3 (b) would not result in a material change of use from that of a residential Class C3 (a) dwellinghouse, as such the proposed use would be lawful.

Officer: Charlie Mumford

Dated : 15/04/2025

Agenda Item 7.5

25/00048/HOUSE Tollesbury East

Erection of close boarded fence to boundaries
Mount Ash 1 Mell Road Tollesbury Maldon
(UPRN - 100090562024)
Mr Ionel Barticel

APPROVE subject to the following conditions:-

1 CONDITION

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

REASON

To comply with Section 91(1) of the Town and Country Planning Act 1990 (as amended).

2 CONDITION

The development hereby permitted shall be carried out in accordance with the approved plans as stated on the Decision Notice.

REASON

To ensure that the development is carried out in accordance with the details as approved.

3 CONDITION

The materials used in the construction of the development hereby approved shall be as set out within the application form/plans hereby approved.

REASON

In the interest of the character and appearance of the area in accordance with policy D1 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework and the Maldon District Design Guide.

POSITIVE AND PROACTIVE STATEMENT

Town and Country Planning (Development Management Procedure) (England) Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Charlie Mumford

Dated : 02/05/2025

Tollesbury Parish Council
Full Council Meeting 20th May 2024

Finance and Policy Committee Proposals

Agenda Item 10.2

To ratify the decision made at the Extra-Ordinary meeting on 6th May 2025, raised under item 9 - Administration

Deposit Accounts

At the Finance & Policy Committee meeting held on 30th April 2025, the Committee discussed transferring some Parish Council funds into Deposit accounts to make the money work by benefiting from interest.

As at 30th 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%

Agenda Item 17.1

Website

In October 2024, the government announced that the website accessibility compliance level had changed from WCAG2.1 AA to WCAG 2.2AA.

The Finance & Policy Committee explored the options, including getting a quotation from Aubergine for a new compliant website and meeting with Phelan Barker, the current website provider, to align the existing website with WCAG 2.2AA, as reasonably possible.

Considering both options, the Finance & Policy Committee would like to propose to the Full Council that the quotation from Phelan Barker, reference TPC/W/E29, for £1,200 + VAT be accepted to bring the existing website to compliance level WCAG 2.2AA.

The work to be funded from the Earmarked Reserve – Community Support/Minor Projects.

Agenda Item 17.2

At the Finance and Policy Committee meeting held on 30th April 2025, the Committee discussed the period of time for the Agendas and Minutes to be available on the Parish Council website.

The Finance & Policy Committee proposes that the Agendas and Minutes for Full Council and Committee meetings are available on the website for 3 years. All documents before this date are to be archived. The notes from the Neighbourhood Plan Working Group would remain on the website.

**Tollesbury Parish Council
Full Council Meeting 20th May 2024**

Environment & Amenity Committee Proposals

Agenda Item 13.2

Replacement Dog Bin

At the meeting of the Environment & Amenity Committee held on 23rd April 2025, the Committee reviewed the Litter/Dog Bin inspection report produced by the Amenities Officers.

The report identified the dog bin near the Recreation Ground entrance at St John's Court as being in very poor condition.



The Environment & Amenity Committee proposes to the Full Council that the bin be replaced.

Replacement bin to be purchased from Glasdon.



Cost of bin

Glasdon UK - £242.00 + £12.50 delivery + VAT

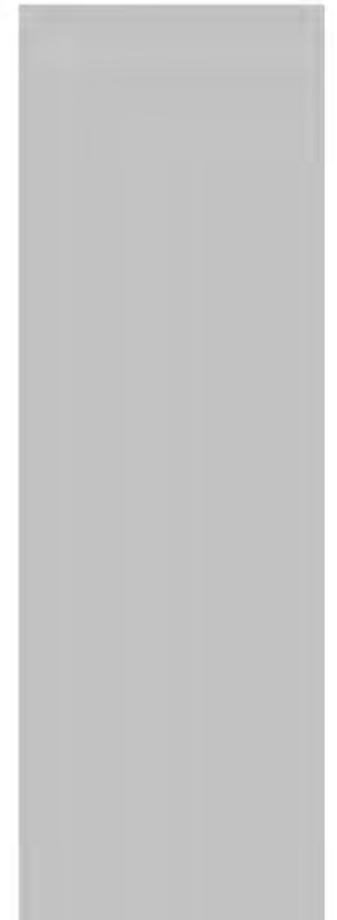
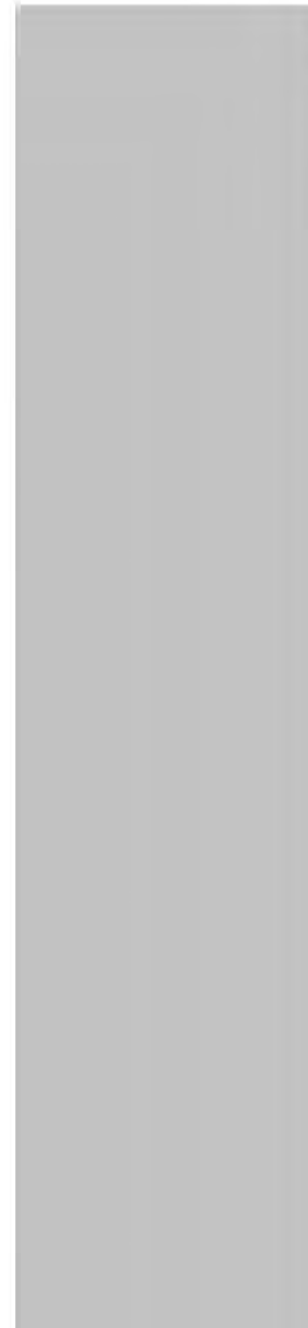
[Retriever 60™ Dog Waste Bin with Free Delivery - Glasdon UK](#)

Installation of a new bin and the removal and disposal of the existing bin - TBC

Funds are available in the Recreation Ground Maintenance budget.

Community Engagement Tollesbury

[View in Power BI](#) ↗





TOLLESBURY
PARISH
COUNCIL

Other Patrols

Tollesbury Parish Council

Filter Date

01/04/2025



30/04/2025



Hours Patrolled

3.00

Sites Visited

Site	Occurence
On-Street	4
Recreation Ground	4
Station Road	1
Woodup Pool	1
Total	10

Number of Patrols

4

FPN's Issued

0

VMO's

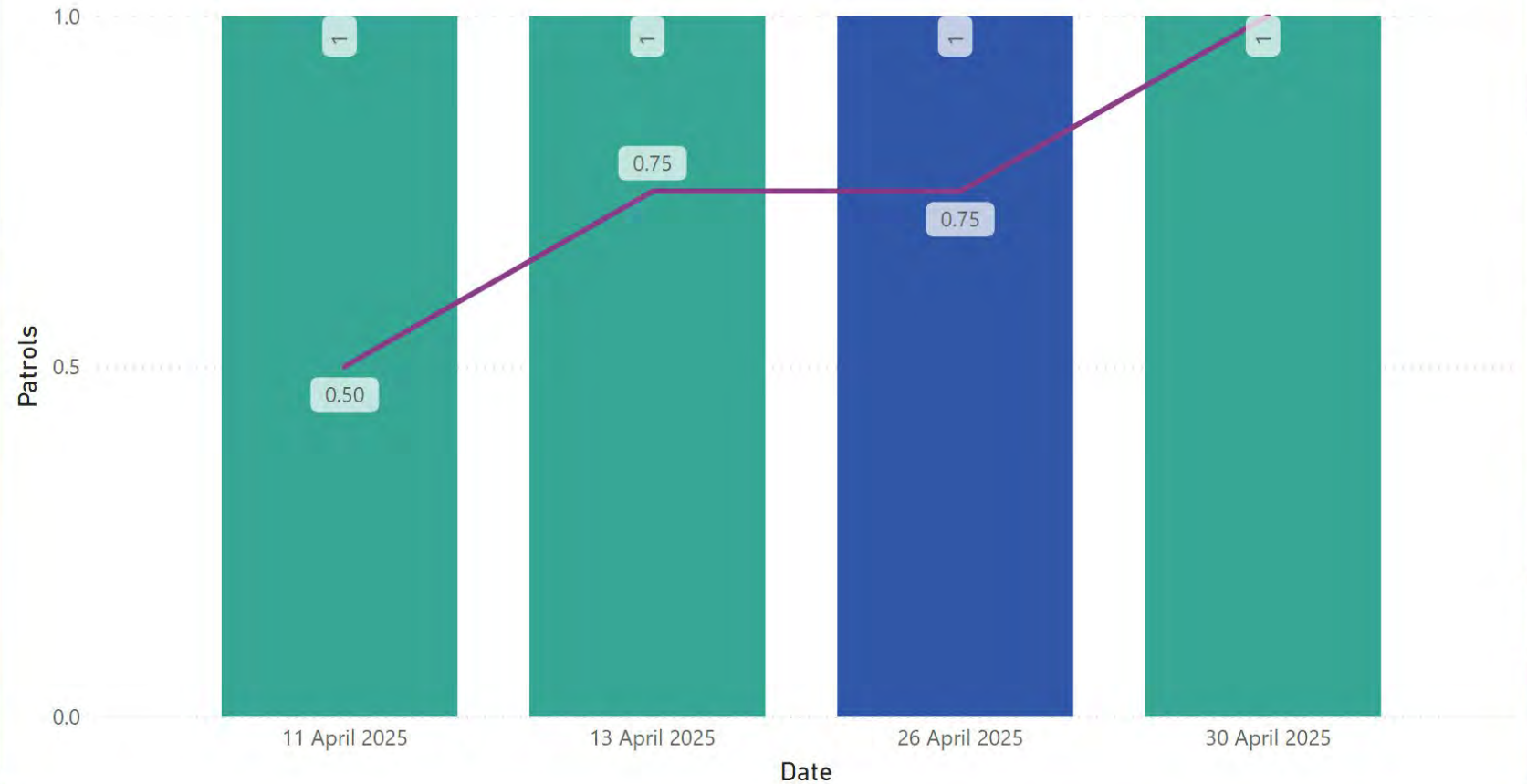
1

PCN's Issued

0

Patrol Time

● AM ● PM ● Hours Patrolled





Speed Patrol Detail

Dates filter effects this visual

Summary of patrol	Start	Date	Duration of patrol (mins)
Patrol of town, took photos of square for SEPP. All ok.	05:55 PM	11 April 2025	30
Patrol of village checking enforcement lines. Check of Rec ground, no dog walkers seen. All appeared correct nothing to report.	02:45 PM	13 April 2025	45
Patrol of village, check enforcement lines at saltpool and patrol of recreation ground, spoke to youths at skate ramps. All ok nothing to report.	11:45 AM	26 April 2025	45
Patrolled recreation ground, had a long conversation with [REDACTED] who is concerned about the amount of litter being left around	03:30 PM	30 April 2025	60