



Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday, 2nd September 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

26th August 2025

Councillors: S Hawes (Chair), G Bartlett, M Bell, V Chambers, R Clare, P Gilbert, L Goldie, K Marling, 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**
To confirm the minutes of the Full Council Meeting held on 5th August 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: 25/00381/OUT PP-13872808
Proposal: Outline planning application, with all matters reserved except access for up to 159 residential dwellings (Use Class C3), a road link connecting West Street to North Road, ancillary infrastructure, public open space, play space, suitable alternative natural greenspace (SANG) and sustainable drainage
Location: Land North Of West Street, Tollesbury
- 6.2 Application No: 25/00702/TCA PP-14233477
Proposal: T1 - Holly - Crown redaction by 0.4m.
Location: The Old Bakery 1 East Street Tollesbury
- 6.3 Application No: 25/00703/TCA PP-14233517
Proposal: T1 - Walnut - Crown Reduction by 2m, Crown lift by 2.5m on the southern side of the tree.
Location: 51 East Street Tollesbury
- 6.4 Application No: 25/00685/HOUSE PP-14188030
Proposal: Addition of window to the first-floor side elevation, including insulation and cladding.
Location: The Old Bakehouse 15 North Road Tollesbury
- 6.5 To consider any other planning applications from Maldon District Council received after publication of the agenda

7. **Planning Decisions**

- 7.1 25/00437/HOUSE – Greenbank Woodrolfe Farm Lane – Refused
- 7.2 25/00653/NMA - Waverley 39 Wycke Lane – Approved
- 7.3 25/00370/HOUSE - Glebe House 17 Church Street – Approved
- 7.4 25/00371/LBC - Glebe House 17 Church Street – Approved
- 7.5 25/00602/TCA - Tollesbury Congregational Church East Street - Approved

8. **Community Led Housing**

To receive a presentation from Laura Atkinson from the RCCE on Community Led Housing

9. **Tollesbury Neighbourhood Plan**

To discuss the next steps for the Neighbourhood Plan

10. **Finance**

- 10.1 To receive and approve the Monthly Financial Report as of 31st August 2025
- 10.2 To receive the schedule of funds transferred within the Council's banking arrangements
- 10.3 To approve payments

11. **External Audit**

To receive Section 3 – External Auditor Report and Certificate 2024/25 of the Annual Governance and Accountability Return (AGAR)

- 12. Finance & Policy**
To receive the draft minutes of the Finance & Policy Committee held on 15th August 2025
- 13. Recreation Ground**
13.1 To receive a verbal report from the Recreation Ground Committee
13.2 To receive the Monthly Inspection Report
13.3 To agree upon the height of the trees to be felled as discussed at the previous Council meeting
- 14. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**
14.1 To receive the draft minutes of the Environment & Amenity Committee meeting held on 27th August 2025
14.2 To consider the proposed amendments to the Allotment Rules and Regulations
14.3 To consider the proposed amendments to the Cemetery Grounds Maintenance Work Specification
- 15. Woodrolfe Hard**
To receive a verbal report from the Woodrolfe Hard Committee
- 16. Woodup Pool**
16.1 To receive a verbal report from the Woodup Pool Committee
16.2 To consider the quotation form the Essex Records Office to carry our research with regards to ownership of Woodup Pool
- 17. Tollesbury Climate Partnership (TCP)**
To receive the invitation from TCP to attend their next Coordination Group meeting to be held on Thursday 25th September 2025 at 7.30pm
- 18. Police Reports**
To receive the Police Reports (confidential) and discuss policing matters within the village, to report back to Essex Police
- 19. Maldon District Council Community Engagement Team (formerly the Community Protection Officers - CPOs)**
To receive the CET Report for July 2025
- 20. Administration**
To receive information from the Clerk – update on current and ongoing matters
- 21. Community Matters**
To receive information only or to note future agenda items
- 22. 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
- 23. Employment Matters**
To review the remuneration for the Caretaker.
- 24. Public Bodies (Admission to Meetings) Act 1960**
To consider permitting the press and public to return to the meeting.

25. Dates of the Next Meetings

Full Council Meeting

Tuesday 7th October 2025 – 7.30pm – Pavilion

Committee Meetings

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

Woodup Pool Committee – 8th September 2025 – 7pm – Pavilion

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

Recreation Ground Committee – 29th September 2025 – 7pm – Pavilion

Personnel Committee – 14th October 2025 – 7pm – Pavilion

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

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