



Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday, 4<sup>th</sup> November 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

28<sup>th</sup> October 2025

Councillors: S Hawes (Chair), G Bartlett, M Bell, V Chambers, R Clare, P Gilbert, L Goldie, K Marling, C Page, J Rogers

### **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 7<sup>th</sup> October 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](http://www.maldon.gov.uk)).

**6.1** Application No: 25/00889/HOUSE PP-14374484  
Proposal: Demolition of single storey rear extension and to be replaced with part single, part two storey extension with the addition of window on the first floor side elevation.  
Location: 13 North Road Tollesbury

**6.2** Application No: 25/00872/FUL PP-14329861  
Proposal: Proposed self-build 2-bedroom detached house, garage and driveway  
Location: Land West Of Great Downs Farm Station Road

**6.3** To consider any other planning applications from Maldon District Council received after publication of the agenda

## **7. Planning Decisions**

**7.1** 25/00685/HOUSE - The Old Bakehouse 15 North Road – Approved

**7.2** 25/00734/NMA – 19 North Road – Approved

## **8. Planning Appeal Notice**

Appeal Ref: APP/X1545/D/25/3373404

Application Ref: 25/00466/HOUSE PP-13882081

Site Address: Mount Ash 1 Mell Road

Proposal: Part two storey, part single storey side/rear extension

## **9. Finance**

**9.1** To receive and approve the Monthly Financial Report as of 31<sup>st</sup> October 2025

**9.2** To consider the proposal from the Recreation Ground Committee to reallocate £250 for the kickwall painting to tree work in the Recreation Ground Earmarked Reserves.

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

**9.4** To approve payments

## **10. Recreation Ground**

**10.1** To receive the draft minutes of the Recreation Ground Committee held on 21<sup>st</sup> October 2025

**10.2** To receive a verbal report from the Chair/Vice-Chair of the Recreation Ground Committee

**10.3** To receive the Monthly Inspection Report

**10.4** To consider the proposal from the Recreation Ground Committee for work to be carried out on the trees identified as low risk in the tree survey

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

**11.1** To receive a verbal report from the Chair/Vice-Chair of the Environment & Amenity Committee

**11.2** To consider the quotation for maintenance work on the noticeboard at the bus shelter

**11.3** To consider the proposal from the Environment & Amenity Committee for various works

- 12. Woodrolfe Hard**  
To receive a verbal report from the Chair/Vice-Chair of the Woodrolfe Hard Committee
- 13. Personnel**
  - 13.1** To receive the draft minutes of the Personnel Committee meeting held on 14<sup>th</sup> October 2025
- 14. Woodup Pool**
  - 14.1** To receive the draft minutes of the Woodup Pool Committee meeting held on 13<sup>th</sup> October 2025
  - 14.2** To consider the proposal from the Woodup Pool Committee for the winter closure
  - 14.3** To agree on the usage programme of Woodup Pool by FACT
  - 14.4** Update on the ownership of Woodup Pool
- 15. Woodup Pool Toilet Project**
  - 15.1** To ratify the decision to proceed with the quotation from Dial-A-Jet for further drain work
  - 15.2** To receive an update on the toilet project
  - 15.3** To consider applying to the Community Initiatives Fund for funding towards the toilet facility at Woodup Pool.
- 16. Parish Magazine**  
To consider re-advertising the Pavilion in the Parish Magazine
- 17. Land Adjacent to West Street**  
To receive an invitation to attend a meeting with Obsidian to discuss their proposed development on the Land Adjacent to West Street
- 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 September 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**  
Employment Matters – Parish Clerk
- 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 2<sup>nd</sup> December 2025 – 7.30pm – Pavilion

Committee Meetings

Environment & Amenity Committee – 3<sup>rd</sup> November 2025 - 7pm – Pavilion

Woodrolfe Hard Committee – 27<sup>th</sup> November 2025 - 7pm – Pavilion

Finance & Policy Committee – 3<sup>rd</sup> December 2025 – 7pm – Pavilion

Personnel Committee – 20<sup>th</sup> January 2026 – 7pm – Pavilion

Recreation Ground Committee – 28<sup>th</sup> January 2026 – 7.30pm – Pavilion

Woodup Pool Committee – 9<sup>th</sup> March 2026 – 7.30pm – 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.

**Clerk:** Michelle Curtis

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