

Those present:

Cllr Hawes (Chair)
Cllr Bartlett
Cllr Bell
Cllr Clare
Cllr Gilbert
Cllr Goldie
Cllr Page
Cllr Rogers
Cllr St Joseph
Michelle Curtis (Parish Clerk/Proper Officer/RFO)
District Councillor Stephens
Laura Atkinson – Rural Community Council of Essex (RCCE)
3 members of the public

1. Apologies for Absence

Apologies were received and accepted from Cllrs Chambers and Marling.

There were also apologies for absence from District Councillor Thompson.

2. Declarations of Interest

Cllr Gilbert declared interests as follows:

- Personal interest with regard to agenda item 6.1, planning application 25/00381/OUT PP-13872808, as her husband is the chair of HART.

3. Public Forum

The Chair stated that members of the public are welcome to this meeting, but must remain silent throughout, unless they have given the Clerk prior notice of a public forum item. This is to avoid distracting councillors from the important business being conducted in the meeting.

The Chair reported that a resident had emailed us at a previous meeting. The resident had asked if the Parish Council could consider obtaining quotations for work, which would be advertised on Facebook and the website, allowing people to tender for jobs to be done in the village. It was agreed at that meeting that this matter would be discussed at the next meeting of the Finance & Policy Committee. A meeting of the Finance & Policy Committee was held on 15th August 2025, and the suggestion was not considered.

The Chair advised that the committee meeting held on 15th August 2025 was specifically to address insurance and the website. The request from the resident will be discussed at the next committee meeting, scheduled for 23rd September 2025.

Andrew Gilbert, Chair of HART, read a statement, summarised as follows:

- HART's Position: Strongly opposes Welbeck's proposed 159-home development north of West St., Tollesbury.
- Planning Policy Issues:
 - Maldon's Local Development Plan (LDP) is current; developments should be plan-led, not speculative.

- Large developments shouldn't be approved until infrastructure modelling and testing are completed under MDC Growth Options.
- Approving this would set a precedent for further overdevelopment.
- Quality of Application:
 - Contains inaccuracies and copied material.
 - No proper public engagement—relies on consultation from a previous, withdrawn application.
- Impact on the Village:
 - Would destroy a greenfield site and footpath, altering Tollesbury's character.
 - Higher density than village average; more suburban than linear in form.
 - Insufficient public transport—developer misrepresents bus service as “regular.”
 - Access via North Road conflicts with Active Travel England guidance.
- Community Response:
 - Over 700 objections filed; no recorded support.
 - Tolleshunt D'Arcy Parish Council oppose due to traffic, density, and strain on health services.
 - Public meetings show unanimous local resistance.

The development conflicts with planning policy, ignores local needs, and has overwhelming community opposition.

4. County Councillor and District Councillors

The report from Cllr Stephens was received and noted.

Cllr Stephens reported:

- The Clerk had emailed Patrick Daly at MDC with regards to the protected land and affordable/community housing in relation to the Welbeck application, and Cllr Stephens asked whether there had been any response. The Clerk advised that no response had been received.
Action: Cllr Stephens to chase up with MDC.
- The bus timetables have been updated, although Essex County Council did not hold a consultation. Thank you, Tollesbury Climate Partnership (TCP), for posting the new timetables in the bus shelter.
- MDC Officers were invited to visit the Lewis and Scott site earlier that day. Lewis and Scott are happy to show Parish Councillors around the site, if anyone wishes to see. There is an “Open Day” planned on the site this Saturday from 10am to 3pm.

5. Minutes

Resolved: The minutes of the Parish Council Meeting held on 5th August 2025 be approved as a true and accurate record of the meeting. Proposed by Cllr Goldie, seconded by Cllr Bell. Unanimously agreed by those who attended.

The Chair signed the Minutes.

6. Planning Applications

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

Resolved: Unanimously agreed to recommend refusal of this application, in line with the Parish Council's previous comments on the site (ref 23/01160). There has been no significant change compared to the last application, which was withdrawn. The only difference from the prior application was the moving of the entrance on West Street and the increase in the MDC housing figures.

Councillors continued to be concerned about the access point on North Road and the rising traffic through the village, neither of which has been addressed in this application.

The meetings have failed to show that the developers were listening to requests from the Parish Council, which relayed the needs and desires of the village.

6.2 Application No: 25/00702/TCA PP-14233477

Proposal: T1 - Holly - Crown reduction by 0.4m.

Location: The Old Bakery, 1 East Street Tollesbury

Resolved: Unanimously agreed to recommend approval of this application and would request that the applicant ensure that the shape of the tree is maintained.

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

Resolved: Unanimously agreed to recommend approval of this application.

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

Resolved: Agreed by the majority to recommend approval of this application.

6.5 Planning applications from Maldon District Council received after publication of the agenda

Application No: 25/00744/HOUSE PP-14250327

Proposal: Single storey rear extension. Rear roof dormer window to facilitate a loft conversion. Addition of porch and solar panels to front. Alterations to fenestration and external materials.

Location: 42 West Street Tollesbury

Resolved: Unanimously agreed to recommend approval of this application.

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

Laura Atkinson, Senior Rural Housing Enabler & Community Led Housing Advisor – RCCE, gave a presentation (Appendix A) on Community Land Trusts

9. Tollesbury Neighbourhood Plan

Councillors received the update (Appendix B) on the Tollesbury Neighbourhood Plan.

Action: The NPWG to take stock of the latest position and advise the Parish Council on:

- Appointing a consultant to help turn the existing framework into a draft plan
- Setting/monitoring a timetable for progress towards a referendum and adoption
- Methodology for establishing a Community Land Trust for Community Led Housing
- Communicating the latest situation and seeking new members for the NPWG

10. Finance

10.1 Monthly Financial Report

The Financial Reports as of the 31st August 2025 were presented to the Council (Appendix C).

Councillors received the following monthly financial reports:

Bank Reconciliation – The closing balance of £175,832.90

Expenditure to date – Budget £142,841 - Actual to date £63,492

Income to date – Budget £142,841 (including Precept £123,946) actual to date £138,506

Earmarked Funds – Closing balance £37,162.13 - Net movement -£902.09

The Clerk reported:

- The Clerk reported that she had contacted Npower, as no invoice for electricity had been received since January 2025. Npower advised that they are changing how electricity is charged for streetlights. The charges will now be calculated half-hourly. Npower stated that they aim to have this finalised by the end of September, and invoices will then be sent out.
- £1,000 received from Neighbourly via Gallagher Insurance for the maintenance of Woodup Pool. Thanks were expressed to Emma Field, who has secured two grants for the Parish Council.
- £226.75 received from Tollesbury Youth Club towards the materials to paint the youth shelter with anti-graffiti paint.
- £31.28 collected from the donation boxes at Woodup Pool.
- The Clerk reported that the National Joint Council (NJC) for Local Government Services has agreed on pay rates applicable from 1 April 2025 to 31 March 2026.

The Clerk advised that the increase has been applied to all employees on the SCP and backdated to April 2025 as recommended by NALC.

The Chair and Cllr Page signed the reports and bank statements.

10.2 Funds transferred within the Council's banking arrangements

The schedule of funds transferred within the Council's banking arrangements was received and noted (Appendix D).

The Chair and Cllr Page signed the schedule.

10.3 Payments

The items for payment totalling £10,379.05 were presented for approval (Appendix E).

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

The Chair and Cllr Page signed the payment schedule.

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

11. External Audit

The Clerk advised that Section 3 – External Auditor Report and Certificate 2024/25 had been received from PKF Littlejohn. The External Auditor reported the following:

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

Other matters not affecting our opinion which we draw to the attention of the authority: “None.”

The Clerk confirmed that she would prepare the Notice of Conclusion of the Audit and publish it along with the certified AGAR (Sections 1, 2 & 3) on the Parish Council's website and noticeboard, in line with statutory requirements.

The Chair, on behalf of the Council, gave a vote of thanks to the Clerk.

12. Finance & Policy

The draft minutes of the Finance & Policy Committee meeting held on 15th August 2025 were received and noted.

13. Recreation Ground

13.1 Verbal report from the Recreation Ground Committee

Cllr Gilbert reported:

- The basketball hoop had been installed.
- The litter bin in the play area was secured because it was reported to be loose at the base during the last meeting.
- The youth shelter was vandalised with graffiti. Anti-graffiti paint has been purchased, and Tollesbury Athletic Football Club will be applying it to the shelter.
- It appears that the resident's green wheelie bin on the Recreation Ground has been taken away.

- 13.2 Monthly Inspection Report**
The Monthly Inspection Report dated 24/08/25 was received and noted.
- 13.3 Tree Work**
Following the last meeting, Cllr St Joseph discussed the height of the trees with Barney Reece and Cllr Gilbert.
Councillors agreed to cut the trees down to a height of 3ft.
- 14. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**
- 14.1 Draft Minutes**
The draft minutes of the Environment & Amenity Committee meeting held on 27th August 2025 were received and noted.
- 14.2 Allotment Rules and Regulations**
Resolved: Unanimously agreed to approve the proposed amendments to the Allotment Rules and Regulations V4.0.
- 14.3 Cemetery Grounds Maintenance**
Resolved: Unanimously agreed to approve the proposed amendments to the Cemetery Grounds Maintenance Work Specification.
- 15. Woodrolfe Hard**
Verbal report from the Woodrolfe Hard Committee
Cllr Clare reported:
- The meeting scheduled for 18th August 2025 was cancelled. A meeting is to be rearranged.
- 16. Woodup Pool**
- 16.1 Verbal report from the Woodup Pool Committee**
The Chair reported:
- The Woodup Pool Committee had attended an end-of-season site visit of the pool the previous evening.
 - Overall, it was a successful season.
 - Everything seems to be in good order.
 - One of the most significant issues at the pool has been the litter. The large green wheelie bin is provided, but some people are not using it and leave their rubbish beside the bins.
 - There have been some complaints about dogs on the beach and in the water. The Committee proposed implementing a Public Space Protection Order for the pool and beach area. This will be further discussed by the Environment and Amenity Committee when they meet the Community Engagement Team.
 - The drain jetting is scheduled for October. Once this work is finished, we can proceed with the next steps of the toilet project.
- 16.2 Land Registry**
The quotation has not yet been received from the Essex Records Office. To be deferred to the next meeting.
- 17. Tollesbury Climate Partnership (TCP)**
TCP invites Councillors to attend their next Coordination Group meeting on Thursday, 25th September 2025, at 7.30pm at the Royal British Legion. The Chair

and Clerk have agreed to attend the meeting. All other Councillors are welcome to join.

18. Police Reports

The Police Reports (confidential) were received and noted.

19. Maldon District Council Community Engagement Team (formerly the Community Protection Officers - CPOs)

The July 2025 report was received. It was noted that two Vehicle Move-ons (VMOs) and one Penalty Charge Notice (PCN) were issued.

The Clerk reported that she had spoken to the CET, who found it difficult to carry out parking patrols while also engaging with the public at the pool.

20. Administration

Where the Quality of Life Matters Fund – The Clerk advised that the fund is now active. A Teams meeting has been scheduled with MDC for Wednesday 1st October 2025 at 7pm, for MDC to provide further information on the fund.

Action: Clerk to publish the information briefing on social media, so other groups and organisations who may be interested in the fund are given the opportunity to attend.

21. Community Matters

There were no community matters raised.

22. Public Bodies (Admission to Meetings) Act 1960

Resolved: Due to the confidential personnel and contractual nature of the business to be transacted, the meeting would be closed to the press and the public.

23. Employment Matters

Councillors carried out an annual review for the Caretaker – (confidential report FC02-25/26).

24. Public Bodies (Admission to Meetings) Act 1960

Resolved: Open the meeting to the press and the public.

25. Dates of the Next Meetings

Full Council Meeting

Tuesday 7th October 2025 – 7.30pm – Pavilion

Committee Meetings

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

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

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

Woodup Pool Committee – 13th October 2025 – 7pm – Pavilion

Environment & Amenity Committee – 3rd November 2025 - 7pm – Pavilion

Woodrolfe Hard Committee – Date to be confirmed

The Chair closed the meeting at 9.53pm.

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

Community Led Housing & Community Land Trusts

What is Community Led Housing?

Community-led housing is housing which is built or brought back into use by local people.

- The 'community' can be the area of benefit or related to interest / values
- Properties built can be new or brought back into use/ renovated / re-purposed
- Projects managed by local people with democratic and open governance
- Applies in both rural and urban areas
- Involves active engagement from all areas of the community of benefit
- Self managed for the benefit of the community or partner with a Registered Provider
- Independent, not for profit organisations
- Can cover the whole range of affordable

Community Led Housing (CLH)

Community led housing projects share 3 common principles;

1. Open and meaningful community participation and consent takes place throughout the process.
2. The community group or organisation owns, manages or stewards the homes in whichever way they decide to.
3. The housing development is of true benefit for the local community, a specific group of people (an intentional community), or both. These benefits should also be legally protected in perpetuity.

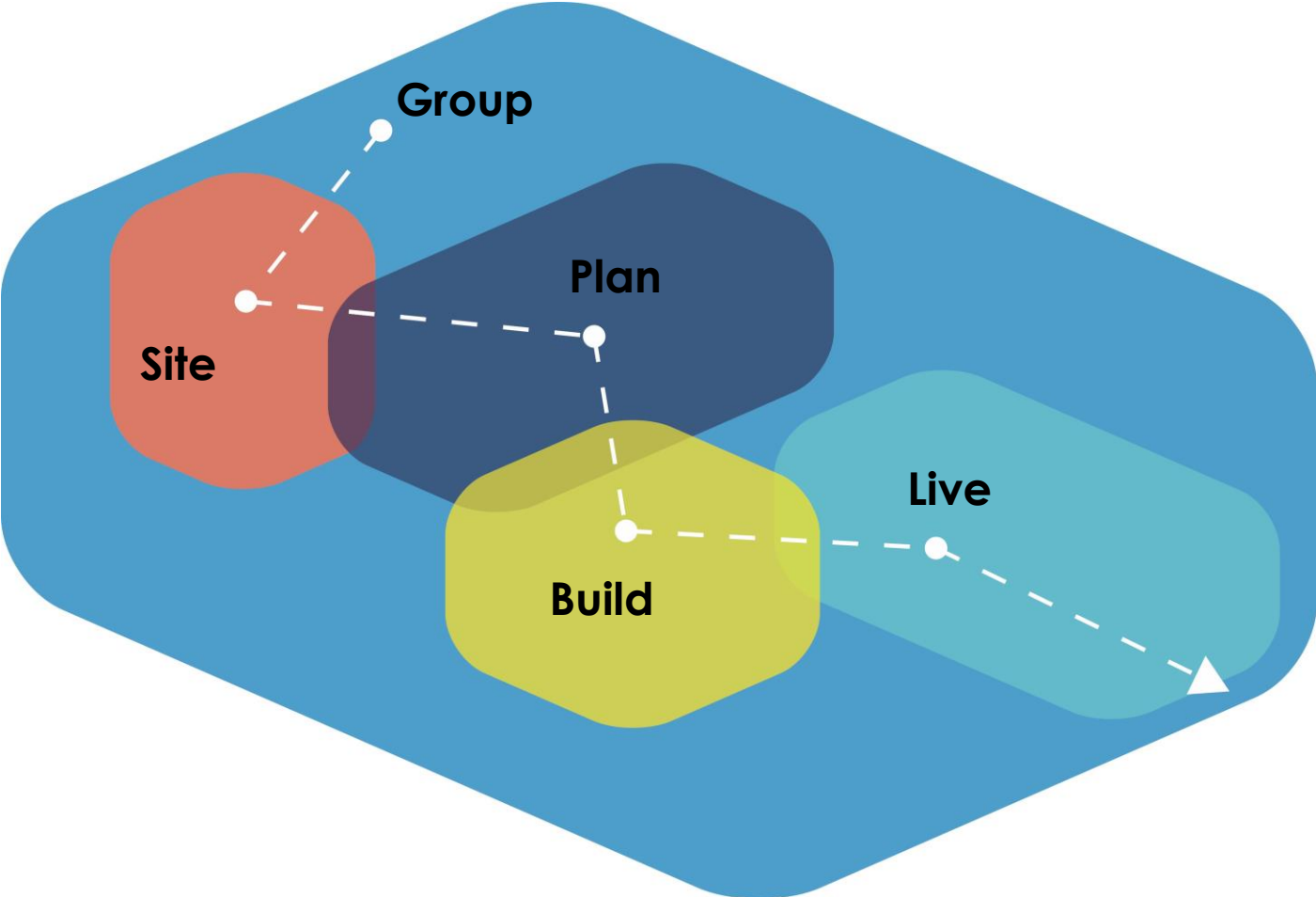
Community Land Trusts (CLT)

- A long-term steward of the housing development.
- CLTs range in size, can be rural or urban and provide a variety of housing tenures as well as other community facilities, including workspaces, energy generation, community food and farming.
- A CLT is a not-for-profit organisation, any profits goes back into the organisation, to be used for a new project for the CLT.
- Some of the most successful CLTs have benefited from partnering with a not-for-profit housing association to develop and manage their homes.



Lavenham CLT, Suffolk
PEEK CLOSE DEVELOPMENT – COPYRIGHT
BRYAN PANTON

Total Process



How to start a CLH Project

Five steps you'll need to take, and it's really important to take your time and get this right:

- Form a steering group.
- Decide what your purpose is.
- Recruit more people.
- Develop a business plan.
- Incorporate your group.

Find like minded people!

- Anyone can begin and deliver a community-led housing project - you don't need to work in the housing industry.
- CLH groups are often run by dedicated volunteers with strong partnerships of professionals supporting all areas of the project

Define your community!

- Whichever form of community-led housing you choose to deliver, it is up to the members of the group to choose which group of people it will serve.
- Normally, this relates to an area in which people live and work. It is often a council boundary but can also apply to a neighbourhood.



CLH Group

Where might they come from?

- Grow organically from founder members
- Advertise in the community including employment and faith networks
- Approached for the specific skill required
- Housing or self/custom build registers

Community-led housing group needs



Your group is strong, energetic and makes consistent progress



You have clear shared vision and values reflected throughout your plans



You have a viable business case and financial plan for the project you want to deliver



Your level of organisation is robust enough to carry the project



You have a clear set of requirements for the property or land you are seeking

Vision, Objectives & Outcomes

Start writing down as a group your Vision & Objectives and considering your intended Outcomes.

- What does community mean to you?
- What does Tollesbury mean to you?
- Why community led housing?
- Who is this project for?
- Just housing or with something else?
- What are your 'red lines'?
- What skills do you still need to progress your project?
- What is affordable in this area?
- Are there any projects to take inspiration from?

Avoid assumptions!

Thank you!

Laura Atkinson

Rural Community Council of Essex

laura.atkinson@essexrcc.org.uk

TOLLESBURY PARISH COUNCIL – NEIGHBOURHOOD PLANNING UPDATE

BACKGROUND

The Localism Act 2011 created a range of measures to provide more power to local communities. This included allowing local communities to guide development within their local area through the production of a neighbourhood plan.

Neighbourhood plans provide the opportunity for local communities to play a greater role in determining the future of their area. A plan should conform with strategic planning policies and guidance at local and national levels. In principle, a plan should not be used to propose a lower level of housing growth to that in Maldon District's Local Development Plan (LDP).

A completed neighbourhood plan forms part of the LDP and would be considered alongside other local plan policies to guide a new development in the area.

The Maldon District LDP was first approved by the government in 2017 but failed to deliver and has been subject to review since 2021. Since then, the District has been unable consistently to demonstrate a sufficient five-year land supply. In turn, that has triggered the National Planning Policy Framework presumption in favour of sustainable development. In addition, the government has now set substantially higher targets for house building.

PROGRESS and CONTEXT

The pandemic and the ongoing review and uncertainties surrounding the LDP have caused delays to Tollesbury's neighbourhood planning process.

Progress was made. Surveys of housing needs were conducted, and the then Neighbourhood Plan Working Group (NPWG) gathered baseline information and created a framework plan, identifying areas to the northwest and southwest of The Square as preferred locations for future growth.

Earlier this year, the Parish Council published a Q&A [attached], updating residents on progress. Although the LDP is not yet made, the Parish Council decided to press ahead with drafting the neighbourhood plan. A letter to Maldon District [attached] received a response [attached] that encourages the village to proceed with the process.

Alongside other sustainable villages, Tollesbury will bear its share of future housing development in the District to meet targets set by government (Minutes of TPC Meeting 5 August 2025). Community Led Housing could deliver affordable homes as part of the mix.

RECOMMENDATION

The NPWG to take stock of the latest position and advise the Parish Council on:

- Appointing a consultant to help turn the existing framework into a draft plan
- Setting/monitoring a timetable for progress towards a referendum and adoption
- Methodology for establishing a Community Land Trust for Community Led Housing
- Communicating the latest situation, and seeking new members for the NPWG

Date: 01/09/2025

Tollesbury Parish Council Current Year

Page 1

Time: 17:56

**Bank Reconciliation Statement as at 31/08/2025
for Cashbook 1 - Tollesbury Bank Accounts**

User: MICHELLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account 1	31/08/2025		46,785.83
Deposit Account	31/08/2025		515.78
Coop Current Account 2	31/08/2025		232.58
Petty Cash	31/08/2025		2.59
Unity Current Account	31/08/2025		244.45
Unity Instant Access Saver Acc	31/08/2025		78,051.67
HRBS - 90 Notice Account	31/08/2025		50,000.00
			<u>175,832.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			175,832.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			175,832.90
		Balance per Cash Book is :-	175,832.90
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Amenities	8,672.60	-6,014.00	2,658.60
322 EMR Recreation Ground	9,770.71	-1,943.00	7,827.71
323 EMR Community Support/Minor Pr	1,620.00	-1,004.00	616.00
324 EMR Woodup Pool	6,388.94	4,158.91	10,547.85
327 EMR Neighbourhood Plan	4,309.01	1,900.00	6,209.01
329 EMR Woodrolfe Hard	1,552.96		1,552.96
333 Harbour Project - R Lankester	250.00		250.00
336 EMR Woodup Pool Toilets	5,500.00	2,000.00	7,500.00
	<u>38,064.22</u>	<u>-902.09</u>	<u>37,162.13</u>

Detailed Income & Expenditure by Budget Heading 31/08/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Wages</u>							
Wages :- Indirect Expenditure	26,496	69,221	42,725	0	42,725	38.3%	0
Net Expenditure	(26,496)	(69,221)	(42,725)				
<u>110 Administration</u>							
1076 Precept	123,946	123,946	0			100.0%	
1080 Bank Interest Received	394	1,500	1,106			26.3%	
1140 Agency Services Income	2,950	2,950	0			100.0%	
1150 Donations	296	0	(296)			0.0%	
1160 Other Income	1,597	0	(1,597)			0.0%	1,159
1200 Grants Received	2,000	0	(2,000)			0.0%	2,000
Administration :- Income	131,184	128,396	(2,788)			102.2%	3,159
4100 Audit Fees	300	750	450		450	40.0%	
4110 Bank Charges	36	100	64		64	35.7%	
4120 Insurance	100	4,200	4,100		4,100	2.4%	
4130 Miscellaneous	77	300	223		223	25.7%	
4140 Office Allowance	750	1,800	1,050		1,050	41.7%	
4150 Photocopier	545	1,200	655		655	45.4%	
4160 Postage	0	40	40		40	0.0%	
4170 Stationery	26	60	34		34	44.0%	
4180 Subscriptions	1,539	2,700	1,161		1,161	57.0%	
4190 Telephone	230	650	420		420	35.4%	
4200 Training	0	300	300		300	0.0%	
4210 Website	215	1,000	785		785	21.5%	
Administration :- Indirect Expenditure	3,818	13,100	9,282	0	9,282	29.1%	0
Net Income over Expenditure	127,366	115,296	(12,070)				
6001 less Transfer to EMR	3,159	0	(3,159)				
Movement to/(from) Gen Reserve	124,207	115,296	(8,911)				
<u>120 Amenities</u>							
1100 Allotments Income	0	1,553	1,553			0.0%	
Amenities :- Income	0	1,553	1,553			0.0%	0

Detailed Income & Expenditure by Budget Heading 31/08/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4130 Miscellaneous	181	800	619		619	22.7%	
4250 Allotments	2,140	1,800	(340)		(340)	118.9%	
4260 Hasler Green	133	400	267		267	33.3%	
4270 Rangers	389	1,600	1,211		1,211	24.3%	
4280 Woodrolfe Green	248	670	422		422	37.1%	
4420 Maintenance	0	1,000	1,000		1,000	0.0%	
Amenities :- Indirect Expenditure	3,092	6,270	3,178	0	3,178	49.3%	0
Net Income over Expenditure	(3,092)	(4,717)	(1,625)				
<u>130 Cemetery</u>							
1110 Fees	5,068	8,250	3,182			61.4%	
Cemetery :- Income	5,068	8,250	3,182			61.4%	0
4130 Miscellaneous	270	350	81		81	77.0%	
4310 Contract	2,333	6,860	4,527		4,527	34.0%	
4330 Water/Sewage Rate	168	300	132		132	55.9%	
4340 Rates	350	500	150		150	70.1%	
Cemetery :- Indirect Expenditure	3,121	8,010	4,889	0	4,889	39.0%	0
Net Income over Expenditure	1,947	240	(1,707)				
<u>140 Pavilion</u>							
1120 Hire Charge	70	75	5			93.3%	
Pavilion :- Income	70	75	5			93.3%	0
4330 Water/Sewage Rate	151	350	199		199	43.1%	
4400 Cleaning Items	42	75	33		33	56.4%	
4410 Electricity	592	1,600	1,008		1,008	37.0%	
4420 Maintenance	0	300	300		300	0.0%	
Pavilion :- Indirect Expenditure	785	2,325	1,540	0	1,540	33.7%	0
Net Income over Expenditure	(715)	(2,250)	(1,535)				
<u>150 Projects</u>							
4500 Amenities	8,618	1,500	(7,118)		(7,118)	574.5%	8,618
4530 Recreation Ground	6,523	4,000	(2,523)		(2,523)	163.1%	6,943
4540 Woodup Pool	0	3,000	3,000		3,000	0.0%	
4560 Neighbourhood Plan	550	3,000	2,450		2,450	18.3%	1,100
4610 Unallocated Sum	1,200	1,300	100		100	92.3%	1,200
4660 Woodup Pool - Toilet Project	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	16,891	13,800	(3,091)	0	(3,091)	122.4%	17,861
Net Expenditure	(16,891)	(13,800)	3,091				
6000 plus Transfer from EMR	17,861	0	(17,861)				
Movement to/(from) Gen Reserve	970	(13,800)	(14,770)				

Detailed Income & Expenditure by Budget Heading 31/08/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Rec Ground</u>							
1130 Pitch Fees	377	2,500	2,123			15.1%	
Rec Ground :- Income	<u>377</u>	<u>2,500</u>	<u>2,123</u>			15.1%	0
4310 Contract	3,202	9,610	6,408		6,408	33.3%	
4420 Maintenance	2,304	3,500	1,196		1,196	65.8%	
4710 Pitch	0	500	500		500	0.0%	
Rec Ground :- Indirect Expenditure	<u>5,505</u>	<u>13,610</u>	<u>8,105</u>	0	8,105	40.4%	0
Net Income over Expenditure	<u>(5,128)</u>	<u>(11,110)</u>	<u>(5,982)</u>				
<u>170 Street Clean</u>							
4310 Contract	200	500	300		300	40.0%	
Street Clean :- Indirect Expenditure	<u>200</u>	<u>500</u>	<u>300</u>	0	300	40.0%	0
Net Expenditure	<u>(200)</u>	<u>(500)</u>	<u>(300)</u>				
<u>180 Street Light</u>							
4130 Miscellaneous	40	0	(40)		(40)	0.0%	
4410 Electricity	(720)	4,000	4,720		4,720	(18.0%)	
4420 Maintenance	331	1,000	669		669	33.1%	
Street Light :- Indirect Expenditure	<u>(349)</u>	<u>5,000</u>	<u>5,349</u>	0	5,349	(7.0%)	0
Net Expenditure	<u>349</u>	<u>(5,000)</u>	<u>(5,349)</u>				
<u>190 Woodrolfe Hard</u>							
1110 Fees	1,808	2,067	259			87.5%	
Woodrolfe Hard :- Income	<u>1,808</u>	<u>2,067</u>	<u>259</u>			87.5%	0
4130 Miscellaneous	324	350	26		26	92.5%	
4730 Rent	0	585	585		585	0.0%	
Woodrolfe Hard :- Indirect Expenditure	<u>324</u>	<u>935</u>	<u>611</u>	0	611	34.6%	0
Net Income over Expenditure	<u>1,485</u>	<u>1,132</u>	<u>(353)</u>				
<u>200 Woodup</u>							
4270 Rangers	0	480	480		480	0.0%	
4310 Contract	90	270	180		180	33.3%	
4420 Maintenance	620	1,500	880		880	41.3%	
4700 Toilet	1,287	1,800	513		513	71.5%	
4760 Litter Collection	217	500	283		283	43.5%	

Detailed Income & Expenditure by Budget Heading 31/08/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4770 Water Testing	0	400	400		400	0.0%	
Woodup :- Indirect Expenditure	2,214	4,950	2,736	0	2,736	44.7%	0
Net Expenditure	<u>(2,214)</u>	<u>(4,950)</u>	<u>(2,736)</u>				
<u>210 S137 Expenditure</u>							
4800 Donations	0	1,000	1,000		1,000	0.0%	
S137 Expenditure :- Indirect Expenditure	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
<u>220 Other</u>							
4850 Agency Services	1,395	3,720	2,325		2,325	37.5%	
4860 Advertising	0	400	400		400	0.0%	
Other :- Indirect Expenditure	1,395	4,120	2,725	0	2,725	33.9%	0
Net Expenditure	<u>(1,395)</u>	<u>(4,120)</u>	<u>(2,725)</u>				
Grand Totals:- Income	138,506	142,841	4,335			97.0%	
Expenditure	63,492	142,841	79,349	0	79,349	44.4%	
Net Income over Expenditure	<u>75,015</u>	<u>0</u>	<u>(75,015)</u>				
plus Transfer from EMR	17,861	0	(17,861)				
less Transfer to EMR	3,159	0	(3,159)				
Movement to/(from) Gen Reserve	<u>89,717</u>	<u>0</u>	<u>(89,717)</u>				

TOLLESBURY PARISH COUNCIL
 SCHEDULE OF FUNDS TRANSFERRED WITHIN THE COUNCIL'S BANKING ARRANGEMENTS
 TRANSFERS BETWEEN 2ND AUGUST AND 1ST SEPTEMBER 2025

Sep-25

Date	Amount Transferred	From	To	Detail
05.08.25	£6,000	Co-operative Current Account	Unity Trust Bank	Top up account to cover online payments
01.09.25	£6,500	Co-operative Current Account	Unity Trust Bank	Top up account to cover online payments

Signatory 1:

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

Signatory 2:

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

TOLLESBURY PARISH COUNCIL
PAYMENTS FOR APPROVAL

Appendix E

September 2025

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT					
14.08.25	D/D	Octopus Energy	KI-C5266B98-0030	Electricity Supply - Pavilion	£91.44
29.08.25	D/D	Utility Warehouse	241095552	Parish Phone	£55.16
31.08.25	D/D	Maldon District Council		Non-Domestic Rates - Cemetery	£59.00
15.09.25	D/D	A & J Lighting Solutions	39483	Monthly maintenance	£67.92
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2					
12.08.25	D/C	Rawlins Paint		Anti-graffiti paint & materials - Youth Shelter	£272.11
15.08.25	D/D	Adobe	IEE202511578123	Adobe Monthly Subscription	£16.64
19.08.25	D/C	Screwfix	A22724336845	Replacement padlock for double gates in the play area	£16.89
27.08.25	D/C	Amazon		Paint for youth shelter	£12.43
UNITY TRUST BANK - CURRENT ACCOUNT					
03.09.25	Online	Wages		Staff Wages	£3,401.94
	Online	HMRC		Tax & NI - August 2025	£1,666.78
	Online	Essex Pension Fund		Employee and Employer Contributions - September	£1,056.50
	Online	D W Maintenance	2757	Grounds Maintenance - Cemetery - August	£558.33
			2758	Grounds Maintenance - August	£912.08
	Online	Viking Skips	2301	Civic Amenity Skip	£186.00
	Online	The Crown Estate		Rent - Bontings & Woodrolfe Creek	£572.33
	Online	Green Recycling Ltd	456242	Large Wheelie Bin - Woodup Pool	£132.17
	Online	Euroloos	455742	Toilet - Woodup Pool	£138.44
			459353	Toilet - Woodup Pool	£252.44
			459462	Toilet - Woodup Pool	£73.30
	Online	PKF Littlejohn	SB20250990	External Audit 2024/25	£504.00
	Online	Bonz Cairey Ltd	5391	Installation of basketball hoop	£324.00
30.09.25	D/D	Unity Trust Bank		Bank Charges	£9.15
TOTAL					£10,379.05

Payment Breakdown	
Tollesbury Current Account	£273.52
Tollesbury A/c No. 2 Debit Card	£318.07
Unity Trust Bank	£9,787.46
TOTAL	£10,379.05

Signatory 1:

Name: Signed: Date:

Signatory 2:

Name: Signed: Date:

Invoices checked against the payment schedule by:

Name: Signed: Date: