

Those present:

Cllr Hawes (Chair)
Cllr Bartlett
Cllr Bell
Cllr Gilbert
Cllr Goldie
Cllr Page
Cllr Rogers
Michelle Curtis (Parish Clerk/Proper Officer/RFO)
District Councillor Stephens
District Councillor Thompson
3 members of the public

1. Apologies for Absence

Apologies were received and accepted from Cllrs Chamber, Clare and Marling.

2. Declarations of Interest

Cllr Bell declared interests as follows:

- Personal interest in relation to agenda item 18, Tollesbury Climate Partnership (TCP), as he is a member of TCP and has invested in the Tollesbury School project.

Cllr Gilbert declared interests as follows:

- Personal interest in relation to agenda item 18, Tollesbury Climate Partnership (TCP), as she is a member of TCP.

Cllr Goldie declared interests as follows:

- Personal interest in relation to agenda item 18, Tollesbury Climate Partnership (TCP), as she is a member of TCP.

Cllrs Bell, Gilbert and Goldie have all been granted dispensation on any matters relating to Tollesbury Climate Partnership.

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.

A resident raised the following question:

Regarding agenda item 21, Land North of North Road, HART has also received communication from Stanfords about the development on the Land to the North of North Road, requesting their views on the proposal. The proposal states 25 homes, but the call for sites indicated 15 homes for that parcel of land. Will the Parish Council be putting forward that this piece of land be used for Community Led Housing?

The Chair stated that the comments from the resident had been noted. The Parish Council has received an invitation to attend a meeting with Stanfords, which will be discussed under agenda item 21.

4. **County Councillor and District Councillors**

The report from Cllr Stephens was received and noted.

Cllr Stephens reported:

- Cllr Stephens serves on the Maldon District Council (MDC) Overview and Scrutiny Committee. If there are any issues the Parish Council wishes to raise with Essex Police, please let Cllr Stephens know.

5. **Minutes**

Resolved: The minutes of the Parish Council Meeting held on 2nd September 2025 be approved as a true and accurate record of the meeting. Proposed by Cllr Page, seconded by Cllr Rogers. Unanimously agreed by those who attended.

The Chair signed the Minutes.

6. **Planning Applications**

6.1 Application No: 25/00825/TCA PP-14328485

Proposal: T1 Sycamore - Reduce the height of the tree by 5m to previous pruning points and crown reduce by 2m.

Location: P F Michael And Co, 69 East Street Tollesbury

Resolved: Unanimously agreed to recommend approval of this application.

6.2 Planning applications from Maldon District Council received after publication of the agenda – None received.

7. **Planning Decisions**

7.1 25/00462/FUL – Rolls Farm 3 Prentice Hall Lane – Approved

7.2 25/00702/TCA - The Old Bakery 1 East Street – Approved

7.3 25/00703/TCA - 51 East Street – Approved

7.4 25/00412/PACUAR - Units 1 And 2 Old Hall Farm Old Hall Lane - Approved

8. **Planning Appeal Notice**

Appeal Ref: APP/X1545/D/25/3368878

Application Ref: 25/00162/HOUSE PP-13765745

Proposal: Two storey side extension including dormers to front and rear elevation.

Site Address: 1 Genesta Close Tollesbury

9. **Finance**

9.1 Monthly Financial Report

The Financial Reports as of the 30th September 2025 were presented to the Council (Appendix A).

Councillors received the following monthly financial reports:

Bank Reconciliation – The closing balance of £168,233.47

Expenditure to date – Budget £142,841 - Actual to date £73,409

Income to date – Budget £142,841 (including Precept £123,946) actual to date £141,169

Earmarked Funds – Closing balance £36,892.13 - Net movement -£1,172.09

The Clerk reported:

- £442.65 received from Unity Trust Bank for interest on the Instant Access Account.
- As reported at a previous meeting, Npower has been reviewing electricity accounts with unmetered supplies (streetlights). The last invoice received was for the electricity supply in December 2024. Npower has now finalised its review, and invoices have been received covering the period from January to August 2025. Compared to the previous year, electricity costs are lower; 2024 - £2,580.30, and 2025- £1,866.82.

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

9.2 Funds transferred within the Council's banking arrangements

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

The Chair and Cllr Page signed the schedule.

9.3 Payments

The items for payment totalling £15,016.78 were presented for approval (Appendix C).

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.

10. Finance & Policy

The draft minutes of the Finance & Policy Committee held on 23rd September 2025 were received and noted.

11. Insurance

Resolved: Unanimously agreed to ratify the decision to enter into a 3-year long-term agreement, ending 30th September 2028, with Hiscox via Gallagher Insurance Broker for £4,233.21.

12. Policies and Procedures

12.1 Habitual or Vexatious Complainants Policy

Resolved: Unanimously agreed to the proposed amendments to the Habitual or Vexatious Complainants Policy. The new policy will be V2.0.

12.2 Recording at Parish Council Meetings and Parish Council Business Meetings Policy

Resolved: Unanimously agreed to the proposed amendments to the Recording at Parish Council Meetings and Parish Council Business Meetings Policy. The new policy will be V2.0.

12.3 Website Policy

Resolved: Unanimously agreed to the proposed amendments to the Website Policy. The new policy will be V3.0.

12.4 Website Accessibility Statement

Resolved: Unanimously agreed to the proposed amendments to the Website Accessibility Statement.

12.5 IT Policy

Resolved: Unanimously agreed to adopt the IT Policy, V1.0.

13. Recreation Ground

13.1 Verbal report from the Recreation Ground Committee

Cllr Gilbert reported:

- A resident previously enquired about organising a car show and family day at the Recreation Ground. They have made further contact and will no longer be holding the event.
- The Play Equipment Inspection Report has been received and will be reviewed by the Committee.
- A meeting was scheduled for 29th September 2025, but because it was not quorate, the meeting was cancelled. It has now been rescheduled for Tuesday, 21st October 2025.

13.2 Monthly Inspection Report

The Monthly Inspection Report dated 29/09/25 was received and noted. There were no new issues reported.

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

14.1 Verbal report from the Environment & Amenity Committee

Cllr Rogers reported:

- An inspection of the allotment took place on 25th September 2025.
- The allotment renewals have been sent out.
- Some tiles have slipped on the roof of the Lock Up.
Action: Cllr Rogers to speak with the landowner to seek permission for access.
Action: Clerk to obtain a quotation for the repairs.
- The lights on the bus shelter have been reset because they were not coming on.

14.2 Proposal from the Environment & Amenity Committee

Resolved: Unanimously agreed to proceed with the proposal (Appendix D) from the Environment & Amenity Committee for work as follows:

1) Litter Bin – Recreation Ground

Glasdon – Topsy Royale Black Bin £220.73 + VAT

Bonz Cairey - Removal of existing bin/installation of new bin £160.00

TOTAL £380.73 + VAT

Funds are available in the Recreation Ground Maintenance budget.

2) Noticeboard at the Recreation Ground

Bonz Cairey - Removal and disposal of the noticeboard £50.00 + VAT

Funds are available in the Recreation Ground Maintenance budget.

Cllr Gilbert advised that the noticeboard in the Square needed maintenance.
Action: Clerk to a quotation for the noticeboard to be painted.

- 3) Pothole – Cemetery
Bonz Cairey – Repair the pothole with cold tarmac - £110 + VAT

Funds are available in the Cemetery Maintenance budget.

15. Woodrolfe Hard

Verbal report from the Woodrolfe Hard Committee

Cllr Goldie reported:

- A Committee meeting is to be arranged.

16. Woodup Pool

16.1 Verbal report from the Woodup Pool Committee

The Chair reported:

- A Committee meeting was scheduled for Monday 13th October 2025.

16.2 Update on the ownership of Woodup Pool

The Chair reported that there had been no update from the Crown Estate regarding the ownership of Woodup Pool.

17. Neighbourhood Plan

Councillors considered the proposals (Appendix E) from the Neighbourhood Plan Working Group.

17.1 Planning Consultant

It was noted that only one quotation had been obtained, and this was from the consultant who had previously taken the Tollesbury Neighbourhood Plan to a draft stage. After a full discussion, it was considered to be the most cost-effective way of moving forward. To engage with an alternative provider would undoubtedly be costly, and the funds already invested in the draft plan would potentially go to waste.

Resolved: Unanimously agreed to approve the proposal from the NPWG to appoint Planning Direct to update the draft Tollesbury Neighbourhood Plan as follows

Update the draft Neighbourhood Plan incorporating:

- Housing Needs Survey
- Design section
- RAMS (Recreational Avoidance and Mitigation Strategy)
- Expanded detail on the Green Gap
- Additional elements, including SFRA (Strategic Flood Risk Assessment), Rural Facilities, and Employment

Cost

Initial Update - £4,950 + VAT

Housing numbers revision (once confirmed) - £1,100-£1,650 + VAT (2-3 days additional work)

The NP Earmarked Reserves currently stand at £6209, which may not be sufficient to cover the costs. In an endeavour to achieve best value, it was agreed that we

should approach Planning Direct to ask for a breakdown of update costs and make them aware that our budget is tight.

17.2 Community Led-Housing and establishing a Community Land Trust

Resolved: Unanimously agreed to proceed with establishing a Community Land Trust.

Action: NPWG to progress.

17.3 To consider the proposed amendments to the Terms of Reference V3

Resolved: Unanimously agreed to approve the amendments to the Terms of Reference for the NPWG.

18. Tollesbury Climate Partnership (TCP)

Councillors approved TCP's request to install benches and a bike rack at the Community Orchard, provided that the bikes do not impact the car park.

Action: Clerk to find out when it is likely that the benches and bike rack will be installed.

19. Application to the South Essex Parking Partnership (SEPP)

19.1 Residents Comments

Resident comments on the proposal for parking restrictions and the marking of a bay in Church Street were received and noted.

19.2 Application to SEPP

Resolved: Agreed by the majority to apply to SEPP for parking restrictions around the corners of East Street/Station Road, Station Road/High Street, Church Street/East Street, and Church Street/High Street during bus operating hours, as well as a bay marked on Church Street stating no parking except for the Market Stallholder during specified periods.

20. Royal British Legion

The information and risk assessment for the Remembrance Service on Sunday, 9th November 2025, were received and accepted in accordance with the Memorandum of Understanding dated 18th April 2021.

The Chair agreed to attend and lay the wreath on behalf of the Parish Council.

Resolved: Unanimously agreed to donate £100.00 towards the wreath.

21. Land North of North Road

The invitation to attend a meeting with Stanfords to discuss their proposed development on the Land North of North Road was received and noted.

Councillors agreed to meet with Stanfords to gather more information on their proposal.

22. Police Reports

The Police Reports (confidential) were received and noted.

Action: Clerk to find out whether the reports were for villages or wards.

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

The August 2025 report was received. It was noted that there was one Vehicle Move-ons (VMOs).

24. Administration

Welbeck – The Clerk confirmed that the response to the Welbeck application had been submitted to MDC (Appendix F).

Vacancy – MDC has confirmed that they have not received any requests for an election, so the Parish Council may proceed with co-option.

Action: Clerk to advertise the vacancy.

A resident reported that motorbikes were being ridden on the seawall. The resident has informed Essex Police.

“Where Quality of Life Matters” Fund – The Chair, Cllrs Page and Gilbert, and the Clerk had attended a briefing with MDC to receive information on the funding. A copy of the information has been circulated to Councillors.

An application will be submitted for the Woodup Pool Toilet Project.

Action: Clerk to arrange a meeting of the Woodup Pool Toilet Working Party.

Community Initiatives Fund (CIF) – Notification has been received to advise that CIF is available. Information has been circulated to Councillors.

Bus Companies – Go East Anglia has been purchased by the Transport Made Simple Group, meaning that Konectbus (Norfolk) and Konectbuses (Suffolk and Essex) will become part of our group, alongside their existing brands Central Connect and Simonds that operate in this region. The company would be happy to attend a meeting with the Parish Council and residents.

Action: Clerk to arrange a meeting early in the new year.

Committees – The Clerk reported that there were vacancies on the Recreation Ground and Woodrolfe Hard Committees.

Cllr Bartlett agreed to join the Woodrolfe Hard Committee.

25. Community Matters

Cllr Rogers reported:

- At the recent Meet Your Councillor session, a resident expressed concern about the speed of vehicles on East Street/High Street leaving the industrial area at the end of the working day.

Action: Clerk to write to the local businesses to bring this to their attention.

Cllr Goldie reported:

- The Heras fencing at the entrance to the Lewis & Scott development extends approximately 2 feet into the road, obstructing the way for large boat transporters.

Action: Clerk to contact Lewis & Scott to request that the fence be moved back to the boundary of the development.

The Chair asked:

- Has there been any further information on the next opening day for the Lewis & Scott development?

Action: Clerk to ask Lewis & Scott.

26. Dates of the Next Meetings

Full Council Meeting

Tuesday 4th November 2025 – 7.30pm – Pavilion

Committee Meetings

Woodup Pool Committee – 13th October 2025 – 7.30pm – Pavilion

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

Recreation Ground Committee – 21st October 2025 – 7pm – Pavilion

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

Finance & Policy Committee – 3rd December 2025 – 7pm – Pavilion

Woodrolfe Hard Committee – Date to be confirmed

The Chair closed the meeting at 8.43pm.

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

Date: 01/10/2025

Tollesbury Parish Council Current Year

Page 1

Time: 11:55

**Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025		37,032.75
Deposit Account	30/09/2025		515.78
Coop Current Account 2	30/09/2025		231.04
Petty Cash	30/09/2025		2.59
Unity Current Account	30/09/2025		1,956.99
Unity Instant Access Saver Acc	30/09/2025		78,494.32
HRBS - 90 Notice Account	30/09/2025		50,000.00
			<u>168,233.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			168,233.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			168,233.47
		Balance per Cash Book is :-	168,233.47
		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	-2,213.00	7,557.71
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>-1,172.09</u>	<u>36,892.13</u>

Detailed Income & Expenditure by Budget Heading 30/09/2025

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	32,472	69,221	36,749	0	36,749	46.9%	0
Net Expenditure	(32,472)	(69,221)	(36,749)				
<u>110 Administration</u>							
1076 Precept	123,946	123,946	0			100.0%	
1080 Bank Interest Received	837	1,500	663			55.8%	
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	131,626	128,396	(3,230)			102.5%	3,159
4100 Audit Fees	720	750	30		30	96.0%	
4110 Bank Charges	45	100	55		55	44.9%	
4120 Insurance	360	4,200	3,840		3,840	8.6%	
4130 Miscellaneous	77	300	223		223	25.7%	
4140 Office Allowance	900	1,800	900		900	50.0%	
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	1,556	2,700	1,144		1,144	57.6%	
4190 Telephone	276	650	374		374	42.4%	
4200 Training	0	300	300		300	0.0%	
4210 Website	215	1,000	785		785	21.5%	
Administration :- Indirect Expenditure	4,720	13,100	8,380	0	8,380	36.0%	0
Net Income over Expenditure	126,906	115,296	(11,610)				
6001 less Transfer to EMR	3,159	0	(3,159)				
Movement to/(from) Gen Reserve	123,748	115,296	(8,452)				
<u>120 Amenities</u>							
1100 Allotments Income	143	1,553	1,411			9.2%	
Amenities :- Income	143	1,553	1,411			9.2%	0

Detailed Income & Expenditure by Budget Heading 30/09/2025

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	167	400	233		233	41.7%	
4270 Rangers	389	1,600	1,211		1,211	24.3%	
4280 Woodrolfe Green	304	670	366		366	45.4%	
4420 Maintenance	0	1,000	1,000		1,000	0.0%	
Amenities :- Indirect Expenditure	3,181	6,270	3,089	0	3,089	50.7%	0
Net Income over Expenditure	(3,039)	(4,717)	(1,678)				
<u>130 Cemetery</u>							
1110 Fees	6,883	8,250	1,367			83.4%	
Cemetery :- Income	6,883	8,250	1,367			83.4%	0
4130 Miscellaneous	270	350	81		81	77.0%	
4310 Contract	2,892	6,860	3,968		3,968	42.2%	
4330 Water/Sewage Rate	168	300	132		132	55.9%	
4340 Rates	350	500	150		150	70.1%	
Cemetery :- Indirect Expenditure	3,679	8,010	4,331	0	4,331	45.9%	0
Net Income over Expenditure	3,203	240	(2,963)				
<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	51	75	24		24	67.9%	
4410 Electricity	592	1,600	1,008		1,008	37.0%	
4420 Maintenance	0	300	300		300	0.0%	
Pavilion :- Indirect Expenditure	793	2,325	1,532	0	1,532	34.1%	0
Net Income over Expenditure	(723)	(2,250)	(1,527)				
<u>150 Projects</u>							
4500 Amenities	8,618	1,500	(7,118)		(7,118)	574.5%	8,618
4530 Recreation Ground	6,793	4,000	(2,793)		(2,793)	169.8%	7,213
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	17,161	13,800	(3,361)	0	(3,361)	124.4%	18,131
Net Expenditure	(17,161)	(13,800)	3,361				
6000 plus Transfer from EMR	18,131	0	(18,131)				
Movement to/(from) Gen Reserve	970	(13,800)	(14,770)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

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	640	2,500	1,861			25.6%	
Rec Ground :- Income	640	2,500	1,861			25.6%	0
4310 Contract	4,002	9,610	5,608		5,608	41.6%	
4420 Maintenance	2,314	3,500	1,186		1,186	66.1%	
4710 Pitch	0	500	500		500	0.0%	
Rec Ground :- Indirect Expenditure	6,316	13,610	7,294	0	7,294	46.4%	0
Net Income over Expenditure	(5,677)	(11,110)	(5,433)				
<u>170 Street Clean</u>							
4310 Contract	200	500	300		300	40.0%	
Street Clean :- Indirect Expenditure	200	500	300	0	300	40.0%	0
Net Expenditure	(200)	(500)	(300)				
<u>180 Street Light</u>							
4410 Electricity	(720)	4,000	4,720		4,720	(18.0%)	
4420 Maintenance	388	1,000	612		612	38.8%	
Street Light :- Indirect Expenditure	(332)	5,000	5,332	0	5,332	(6.6%)	0
Net Expenditure	332	(5,000)	(5,332)				
<u>190 Woodrolfe Hard</u>							
1110 Fees	1,808	2,067	259			87.5%	
Woodrolfe Hard :- Income	1,808	2,067	259			87.5%	0
4130 Miscellaneous	363	350	(13)		(13)	103.8%	
4730 Rent	572	585	13		13	97.8%	
Woodrolfe Hard :- Indirect Expenditure	936	935	(1)	0	(1)	100.1%	0
Net Income over Expenditure	872	1,132	260				
<u>200 Woodup</u>							
4270 Rangers	0	480	480		480	0.0%	
4310 Contract	113	270	158		158	41.7%	
4420 Maintenance	620	1,500	880		880	41.3%	
4700 Toilet	1,674	1,800	126		126	93.0%	
4760 Litter Collection	328	500	172		172	65.5%	
4770 Water Testing	0	400	400		400	0.0%	
Woodup :- Indirect Expenditure	2,734	4,950	2,216	0	2,216	55.2%	0
Net Expenditure	(2,734)	(4,950)	(2,216)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	0	(1,000)	(1,000)				
<u>220 Other</u>							
4850 Agency Services	1,550	3,720	2,170		2,170	41.7%	
4860 Advertising	0	400	400		400	0.0%	
Other :- Indirect Expenditure	1,550	4,120	2,570	0	2,570	37.6%	0
Net Expenditure	(1,550)	(4,120)	(2,570)				
Grand Totals:- Income	141,169	142,841	1,672			98.8%	
Expenditure	73,409	142,841	69,432	0	69,432	51.4%	
Net Income over Expenditure	67,760	0	(67,760)				
plus Transfer from EMR	18,131	0	(18,131)				
less Transfer to EMR	3,159	0	(3,159)				
Movement to/(from) Gen Reserve	82,732	0	(82,732)				

TOLLESBURY PARISH COUNCIL
 SCHEDULE OF FUNDS TRANSFERRED WITHIN THE COUNCIL'S BANKING ARRANGEMENTS
 TRANSFERS BETWEEN 2ND SEPTEMBER AND 6TH OCTOBER 2025

Appendix B

Sep-25

Date	Amount Transferred	From	To	Detail
02.09.25	£5,000	Co-operative Current Account	Unity Trust Bank	Top up account to cover online payments
22.09.25	£350	Co-operative Account No. 2	Co-operative Current Account	To reduce the balance of funds held in the debit card account
07.10.25	£5,000	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 C

October 2025

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
CO-OPERATIVE BANK - CURRENT ACCOUNT					
30.09.25	D/D	Utility Warehouse	242971754	Parish Phone	£55.16
01.10.25	D/D	Maldon District Council		Non-Domestic Rates - Cemetery	£59.00
	D/D	Npower	IN13999073	Electricity Streetlights - January 2025	£335.50
			IN13999076	Electricity Streetlights - February 2025	£291.26
			IN13999078	Electricity Streetlights - March 2025	£283.51
			IN13999077	Electricity Streetlights - April 2025	£235.03
			IN13999079	Electricity Streetlights - May 2025	£207.15
			IN13999080	Electricity Streetlights - June 2025	£181.81
			IN13999081	Electricity Streetlights - July 2025	£197.19
			IN13999082	Electricity Streetlights - August 2025	£228.71
14.10.25	D/D	Octopus Energy	K1-C5266B98-003	Electricity Supply - Pavilion	£151.65
15.10.25	D/D	A & J Lighting Solutions	39537	Monthly maintenance	£67.92
CO-OPERATIVE ACCOUNT - ACCOUNT No. 2					
08.09.25	D/C	Tesco		Cleaning materials	£10.40
16.09.25	D/D	Adobe	IEE2024010574541	Adobe Monthly Subscription	£16.64
22.09.25	D/C	B&Q		Padlock	£12.50
23.09.25	D/C	Imperative Training (Defib Shop)	1000289749	Replacement case & pads	£312.00
07.10.25	D/C	Imperative Training (Defib Shop)	1000292053	Defibrillator - Rescue Kit	£29.94
UNITY TRUST BANK - CURRENT ACCOUNT					
07.10.25		Wages		Staff Wages	£3,301.23
	Online	HMRC		Tax & NI September 2025	£1,461.43
	Online	Essex Pension Fund		Correction -August	£20.68
	Online	Essex Pension Fund		Employee and Employer Contributions - October	£1,056.50
	Online	D W Maintenance	2765	Grounds Maintenance - Cemetery - September	£583.33
			2766	Grounds Maintenance - September	£912.08
	Online	S Curtis		Amenities Officer - Holiday Cover	£100.00
	Online	Viking Skips	2318	Civic Amenity Skip	£186.00
			2325	Civic Amenity Skip	£186.00
			2337	Civic Amenity Skip	£186.00
	Online	Green Recycling	458669	Wheeie Bin - Woodup Pool	£558.00
	Online	Gallagher Insurance	548893853	Annual Insurance Premium	£106.70
31.10.25	D/D	Unity Trust Bank		Bank Charges	£4,233.21
					£8.25
TOTAL					£15,016.78

Payment Breakdown	
Tollesbury Current Account	£2,293.89
Tollesbury A/c No. 2 Debit Card	£381.48
Unity Trust Bank	£12,341.41
TOTAL	£15,016.78

Signatory 1:

Name: Signed: Date:

Signatory 2:

Name: Signed: Date:

**Tollesbury Parish Council
Full Council Meeting 7th October 2025**

Environment & Amenity Committee Proposals

Agenda Item 14.2

Replacement Litter Bin

At the meeting of the Environment & Amenity Committee held on 27th August 2025, the Committee reviewed the Litter/Dog Bin inspection report produced by the Amenities Officers.

The report identified the litter bin near the entrance to the Recreation Ground as being in poor condition. It is split at the base.



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

Costs are as follows:

Glasdon – Topsy Royale Black Bin £220.73 + VAT

Bonz Cairey - Removal of existing bin/installation of new bin £160.00

TOTAL £380.73 + VAT

Funds are available in the Recreation Ground Maintenance budget.

Noticeboard

The report also identified the noticeboard on the side of the Pavilion in need of repair.



The Clerk obtained quotations as follows from Greenbarnes:

- 1) Replacement doors - £517.29 + VAT
- 2) Replacement noticeboard - £1,349.80 + VAT

The Committee discussed whether the noticeboard was being used and if it was a good use of public funds to repair or replace it. The Committee concluded that the noticeboard was rarely used and proposes to the Full Council that it be removed.

Costs are as follows:

Bonz Cairey - Removal and disposal of the noticeboard £50.00 + VAT

Funds are available in the Recreation Ground Maintenance budget.

Cemetery

There is also a pothole in the Cemetery.



Costs are as follows:

Bonz Cairey – Repair the pothole with cold tarmac - £110 + VAT

Proposal to Tollesbury Parish Council from the Neighbourhood Plan Working Group**Date:** 7th October 2025**Agenda Item 17: Neighbourhood Plan**

The Neighbourhood Plan Working Group (NPWG) respectfully submits the following proposals for consideration by the Parish Council:

17.1 Appointment of Planning Direct

Following recent developments, including a significant increase in the Government's housing allocation for the Maldon District (from 276 to 582 homes per year), the NPWG recommends appointing Planning Direct to update the draft Tollesbury Neighbourhood Plan to Regulation 14, excluding housing numbers until confirmed by Maldon District Council (MDC).

- **Scope of Work:**
 - Update the draft Neighbourhood Plan incorporating:
 - 2023 Housing Needs Survey
 - Design section
 - RAMS (Recreational Avoidance and Mitigation Strategy)
 - Expanded detail on the Green Gap
 - Additional elements including SFRA (Strategic Flood Risk Assessment), Rural Facilities, and Employment
- **Cost Estimate:**
 - Initial update: £4,950 + VAT
 - Housing number revisions (once confirmed): £1,100–£1,650 + VAT (2–3 days additional work)
- **Next Steps:**
 - If approved, Planning Direct will proceed with the update.
 - Upon completion, the NPWG will communicate progress to the village and propose a timetable toward referendum and adoption.

17.2 Community Led-Housing and Community Land Trust (CLT)

The NPWG recommends progressing Community Led-Housing initiatives and forming a Community Land Trust (CLT) to support affordable housing and community stewardship.

- **Rationale:**
- A CLT would enable the village to develop housing that meets local needs and remains affordable in perpetuity.
- Establishing a CLT ahead of land availability ensures the structure and governance are in place to act swiftly when opportunities arise, including responding to landowner offers or funding windows.

- A CLT can also serve as a vehicle to retain and manage other community assets such as green spaces, community buildings, or heritage sites, ensuring they remain in public stewardship and benefit future generations.
- **Proposed Actions:**
 - Issue a public notice inviting residents to join the CLT
 - Organise an informational public event
 - Request RCCE to contact residents who expressed interest in Community Led Housing in the 2023 Housing Needs Survey
 - Attend RCCE's free network event in November

17.3 Amendments to Terms of Reference V3

The NPWG has reviewed and proposes amendments to the Terms of Reference (Version 3) to reflect current priorities, roles, and responsibilities. These updates aim to ensure clarity and alignment with the evolving scope of the Neighbourhood Plan and associated initiatives.

- **Next Steps:**
 - Council to review and approve the revised Terms of Reference V3.

We welcome the Parish Council's support and look forward to progressing these initiatives in partnership with the community.

Submitted by: Tollesbury Neighbourhood Plan Working Group

Chair: Jolene Rogers Vice-Chair: Roy Clare

Supporting Information

Context

Tollesbury is a long-established rural farming and maritime community, at the end of a peninsula, bounded on three sides by water. The character and distinctiveness are reflected in the historic waterfront, the central conservation area, and the surrounding agricultural land. The village's remoteness has led to a strong sense of community and intergenerational connection. The Parish Council is sensitive to residents' desire to see Tollesbury evolve sustainably in an integrated way, maintaining the unique identity of the village and its people.

Decision

It is the informed and considered judgement of the Parish Council that 159 houses would represent over-development, contradicting Policies S1, S3, S7, S8 and T2, creating significant and demonstrable harms to the community's health, social and cultural well-being and increasing waste and pollution.

We acknowledge that your assessment of the suitability of this proposal will focus on the legislation around the NPPF, specifically the social, economic and environmental impacts. This is the reason we are structuring our response around these headings:

Social impact:

- Despite professing to have consulted with the Parish Council and community, there has been no profound or meaningful engagement or consultations; no fostering of inclusivity and democracy; no promoting trust and transparency; no enhancing of social value; and, no collaborative approach.
- A 12% surge in the number of homes, in addition to two recent developments of 17 and 25 dwellings, risks unravelling the social fabric that makes Tollesbury more than a postcode. The Parish Council has engaged with Welbeck twice. It was made clear on both occasions that the primary objection to the proposals centred on the scale of the proposed development. Two Housing Needs Surveys (conducted by the RCCE in 2017 and 2023) have indicated that development in the village should not exceed 50 houses.
- The proposed location in the north-west quadrant of the village is consistent with the draft Tollesbury Neighbourhood Plan. However, the scale of the development is not.
- No provision has been made for Community-Led Homes, despite it being the stated intention of the Parish Council to instigate a Community Land Trust for the purpose. This was shared with Welbeck at both meetings and also with Maldon District Council's Planning and Housing Department.
- A further concern for the scale of a development in that location is that the primary school children would need to be transported to school either in Tollesbury or Tolleshunt D'Arcy, as stated in Essex County Council's education consultation.
- A development of this scale and pace puts at risk the social cohesion of a harmonious and long-established local community.

Economic impact:

- Despite Thurstable School being identified in Essex County Council's education consultation as the closer secondary school, the Plume School in Maldon is prioritised, as it has more available space, is

in the process of expansion and offers the option of further education (which Thurstable does not). However, children attending the Plume School do not benefit from funded transport, placing the financial burden on parents.

- The capacity of the local sewage treatment works is widely acknowledged to be under stress, as evidenced by numerous untreated discharges and leaks into nearby creeks. This is detrimental to public health and contrary to national policy. Anglian Water is already committed to substantial investment in the network to eliminate these discharges but is known not to have the resources to do so.
- There are limited employment opportunities in the village, and nothing in the proposal would create sufficient additional jobs within the locality for those relocating. Therefore, people moving into such a development would be commuting, causing negative impacts on the environment and the surrounding infrastructure.
- The proposed number of homes would be out of scale with the historically steady and sustainable growth of the village. When a rapid and substantial increase in the number of residents is not matched by investment, it puts pressure on local infrastructure and services. Overdevelopment without infrastructure investment is not growth—it's added strain.

Environmental impact:

- Tollesbury is known as the 'Land of the plough and sail' and is set in the beautiful and valued coastal landscape of the Blackwater Estuary, surrounded by renowned National Nature Reserves, SSSIs and the King Charles III coastal footpath. This site is located at the entrance to the village, outside the development boundary, and proposes irreversible destruction of farmland. Once this farmland is paved over, biodiversity in that location will not bounce back.
- In the current economic uncertainty and with the perilous state of world affairs, sustainable food production has never been more essential. Once farmland is given over to development, we lose a valuable source of local food production, contrary to our climate change agenda.
- Unlike other larger villages in the District identified for growth, Tollesbury is at the end of a peninsula, bounded on three sides by water, with corresponding access issues. The reality of living in such a uniquely remote location is that there are constraints on travel. The centre of the village is regularly gridlocked, compromising the conservation area; there is no scope to accommodate further demands on the limited road network.
- The Parish Council has repeatedly expressed concerns about the impact and added risks of increased traffic on all three roads to Colchester (Back Road, Chapel Road and Colchester Road; a protected lane). It is the Parish Council's intention to seek Highways' support for width restrictions in addition to the existing 7.5 tonne weight restrictions.
- Whilst it is admirable to encourage sustainable transport methods, given the paucity of public transport and inadequate cycleways and footpaths, this is impractical in Tollesbury. The ancient design of the village within the conservation area means that pavements are narrow and risky for pedestrians, especially children and the elderly. They are already a safety concern for pushchairs, wheelchairs and mobility scooters. The Parish Council and our District Councillors have invested significant time in negotiating with local bus companies to improve the public transport network, with negligible benefits for passengers. The situation is unlikely to improve until we have an effective strategy for rural transport.

- The proposed development would obliterate the entire Romano/British archaeological site on the eastern side, where more is waiting to be discovered. The desecration of this historical and culturally significant site would be a huge loss to the existing rich heritage of Tollesbury and our nation.
- Damage to the natural, built and historic environment would compromise the unique identity and character of Tollesbury, particularly in the conservation area.

Community View

It is relevant that without prompting from the Parish Council, Tollesbury's residents have made clear their opposition to the scale of the proposals, lodging with MDC over 700 hundred letters of objection. The community is democratically opposed to over-development.

Tollesbury as a community is not against development. However, it should be intentional development, to scale, based on local needs and community-authored growth.

In the view of Tollesbury Parish Council, a more favourable application would:

- Align with the Tollesbury Housing Needs Survey, which indicated a requirement for only 50 homes, not 159, raising concerns about overdevelopment and misaligned resource allocation.
- Include a community-led development vision that honours scale and sustainability.
- Involve a phased approach: smaller clusters, co-designed with residents.
- Include parallel investment in healthcare, education, and utilities, without which the influx will stretch existing systems.
- Advocate for regenerative design: homes that serve ecology, not just economy.

We welcome development that listens before it builds. Welbeck have not demonstrated that they have truly engaged with the community, listened to the lived experience of residents, or taken on board the recommendations of the Parish Council.

Tollesbury Parish Council strongly recommends refusal of the development at the scale proposed.