



Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday, 16th December 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

9th December 2025

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

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. County Councillor and District Councillors

To receive information from the County Councillor and District Councillors

4. Minutes

To confirm the minutes of the Full Council Meeting held on 2nd December 2025

5. 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).

5.1 Agents, applicants, and residents will be invited to give their representation on the planning applications to be discussed.

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

6. Finance and Policy

6.1 To receive the draft minutes of the Finance & Policy Committee Meeting held on 3rd December 2025

6.2 To consider the proposals from the Finance & Policy Committee:

6.2.1 Movement of Earmarked Reserves

6.2.2 Allocation of Unspent Funds

7. Budget/Precept 2026/27

7.1 To agree on the proposed fees for 2026/27

7.2 To agree on the proposed budget and precept for 2026/27

8. Policies and Procedures

To consider the proposed amendments from the Finance Committee to the following Policies:

8.1 Co-option Policy

8.2 Equality and Diversity Policy

8.3 Freedom of Information Policy

8.4 Memorial Bench Policy

8.5 Publication Policy

8.6 Records Retention Policy

To consider adopting the following policy:

8.7 Public Spaces Usage Policy

9. Fellowship Afloat Charitable Trust – Tolfish Hump

To receive the renewed licence agreement for Tolfish Hump and consider entering into an agreement for 2026

10. Woodrolfe Hard

To consider the proposal from the Woodrolfe Hard Committee to purchase safety signage

11. Woodup Pool

11.1 To consider the quotation to repair a set of railings, replace the sluice grill and install a replacement spigot for the sluice gate

11.2 Update on the ownership of Woodup Pool

11.3 To consider quotations for a Solicitor to deal with the transfer of Woodup Pool to the Parish Council and the land registry

12. Neighbourhood Plan

To receive a verbal update on the Neighbourhood Plan

13. Obsidian

To receive a verbal update on the meeting with Obsidian held on 15th December 2025

14. Local Government Reorganisation (LGR)

To respond to the LRG Consultation

15. Committees

To appoint Cllr Vigar to the Recreation Ground Committee

16. Annual Assembly 2026

To agree on the date of the Annual Assembly for 2026

17. Administration

To receive information from the Clerk – update on current and ongoing matters

18. 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.

19. Community Matters

To receive information only or to note future agenda items

20. Dates of the Next Meetings

Full Council Meeting

Tuesday 13th January 2026 – 7.30pm – Pavilion

Committee Meetings

Personnel Committee – 20th January 2026 – 7pm – Pavilion

Finance & Policy Committee – 26th January 2026 – 7pm – Pavilion

Recreation Ground Committee – 28th January 2026 – 7.30pm – Pavilion

Woodrolfe Hard Committee – 2nd March 2026 - 7pm – Pavilion

Woodup Pool Committee – 9th March 2026 – 7.30pm – Pavilion

Environment & Amenity Committee – 16th March 2025 - 7pm – 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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