



Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday, 3rd February 2026, 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

27th January 2026

Councillors: S Hawes (Chair), G Bartlett, M Bell, V Chambers, R Clare, P Gilbert, L Goldie, 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 13th January 2026

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** Application No: 26/00013/FUL PP-14466273
 Proposal: Proposed change of use of dwelling to a SEMH residential establishment for children (age 11-18yrs old)
 Location: Guisnes Lodge Back Road Tolleshunt D'Arcy
- 5.3** Application No: 26/00035/TCA PP-14632691
 Proposal: T1 Ash - Height reduction by 4m, T2 Oak - Crown reduce by 3m and remove deadwood, T3- Cherry - Fell, T4 Ash – Height reduction by 5m, T5 Field Maple - Height reduction by 4m.
 Location: 14 West Street Tollesbury
- 5.4** Application No: 25/01085/FUL PP-14531706 and 25/01086/LBC
 Proposal: Change of use of an existing art studio associated with Glebe Cottage to a self contained two bedroom house. Works include internal layout amendments and external fabric alterations.
 Location: Stables At Glebe Cottage Church Street Tollesbury
- 5.5** To consider any other planning applications from Maldon District Council received after publication of the agenda
- 6. Finance**
- 6.1** To receive and approve the Monthly Financial Report as of 31st January 2026
- 6.2** To receive the schedule of funds transferred within the Council's banking arrangements
- 6.3** To approve payments
- 7. Finance & Policy Committee**
- 7.1** To receive the draft minutes of the Finance & Policy Committee meeting held on 26th January 2026
- 7.2** To consider the recommendation from the Finance & Policy Committee for the expenditure for the recently approved works at the Allotments
- 7.3** To consider the recommendation from the Finance & Policy Committee for the expenditure for "Green Space Games" events in 2026/27
- 8. Recreation Ground**
- 8.1** To receive the draft minutes of the Recreation Ground Committee meeting held on 28th January 2026
- 8.2** To receive the Monthly Inspection Report
- 8.3** To receive an update on the Tollsfeest event
- 9. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**
- 9.1** To receive a verbal report from the Chair/Vice-Chair of the Environment & Amenity Committee
- 9.2** To consider a quotation for a replacement bin on East Street
- 10. Woodrolfe Hard**
 To receive a verbal report from the Chair/Vice-Chair of the Woodrolfe Hard Committee
- 11. Woodup Pool**
- 11.1** To receive a verbal report from the Chair/Vice-Chair of the Woodup Pool Committee
- 11.2** To consider quotations for the transfer of ownership of Woodup Pool from the Crown Estate to Tollesbury Parish Council

- 12. Personnel**
To receive the draft minutes of the Personnel Committee meeting held on 20th January 2026
- 13. Policies and Procedures**
To review the following Policies:
 - 13.1** Disciplinary Policy
 - 13.2** Grievance Policy
To consider adopting a new Policy
 - 13.3** Meeting with Developers
- 14. Neighbourhood Plan**
To review and consider approving the Tollesbury Draft Neighbourhood Plan
- 15. Community Land Trust (CLT)**
To receive a verbal report on CLT
- 16. RSPB**
To receive a verbal report from Cllr Bell on the Tollesbury Wick and Beneficial Use of Dredge Sediment (BUDS) project
- 17. Maldon District Council Community Engagement Team (formerly the Community Protection Officers - CPOs)**
To receive the CET Report for December 2025
- 18. Administration**
To receive information from the Clerk – update on current and ongoing matters
- 19. 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.
- 20. Community Matters**
To receive information only or to note future agenda items
- 21. 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
- 22. Employment Matters**
Employment Matters
- 23. Public Bodies (Admission to Meetings) Act 1960**
To consider permitting the press and public to return to the meeting.
- 24. Dates of the Next Meetings**
Full Council Meeting
Tuesday 3rd March 2026 – 7.30pm – Pavilion

Committee Meetings
Recreation Ground Committee – 28th January 2026 – 7.30pm – Pavilion
Woodrolfe Hard Committee – 2nd March 2026 - 7pm – Pavilion
Personnel Committee – 9th March 2026 – 7pm – Pavilion

Woodup Pool Committee – 9th March 2026 – 7.30pm – Pavilion
Environment & Amenity Committee – 16th March 2025 - 7pm – Pavilion
Finance & Policy Committee – 24th March 2026 – 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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