



Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday, 7<sup>th</sup> April 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

31<sup>st</sup> March 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. Co-Option**

To consider applications and co-opt a member to the Parish Council

### **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 3<sup>rd</sup> March 2026

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

- 6.2** Application No: 26/00066/OUTM  
Proposal: Outline planning application for a residential development of up to 149 dwellings (including affordable housing) with public open space, landscaping, sustainable drainage systems and vehicle access point from Mell Road (following the demolition of no. 6 Mell Road), All matters reserved except for means of access.  
Location: Land Rear of 6 To 108 Mell Road, Tollesbury
- 6.3** Application No: 26/00184/HOUSE  
Proposal: Addition of a chimney stack to the front elevation  
Location: Alpha House 15 North Road Tollesbury
- 6.4** Application No: 26/00203 PP-14801775  
Proposal: Internal conversion of a cupboard into an ensuite to the master bedroom with extractor fan to side elevation and addition of window to the rear elevation.  
Location: Rolls Farm 3 Prentice Hall Lane Tollesbury
- 6.5** Application No: 26/00161/OUT PP-13502199  
Proposal: Outline application with all matters reserved for up to 24 residential units with public open space, enhanced vehicular access and new pedestrian link.  
Location: Land At North Road Tollesbury
- 6.6** To consider any other planning applications from Maldon District Council received after publication of the agenda

## **7. Planning Decisions**

- 7.1** 26/00076/TCA – 19 North Road – Approved
- 7.2** 25/00763/HOUSE- Greenbank Woodrolfe Farm Lane – Refused
- 7.3** 25/00873/FUL - The Yacht Harbour Woodrolfe Road - Approved

## **8. Finance**

- 8.1** To receive and approve the Monthly Financial Report as of 31<sup>st</sup> March 2026
- 8.2** To receive the schedule of funds transferred within the Council's banking arrangements
- 8.3** To approve payments

## **9. Finance & Policy Committee**

- 9.1** To receive the draft minutes of the Finance & Policy Committee meeting held on 24<sup>th</sup> March 2026
- 9.2** To consider the proposal from the Finance & Policy Committee to transfer £1,900 into the Amenities earmarked reserves for works at the Cemetery.

## **10. Asset Register**

To agree on the proposed Asset Register

## **11. Risk Assessment**

To agree on the proposed Risk Assessment and Management document

## **12. Policies and Procedures**

To consider the proposed amendments to the following Policies:

**12.1** Recruitment of Ex-Offenders Policy

**12.2** Dignity at Work Policy

**12.3** Attendance at Meetings Policy

**12.4** Investment Policy

**12.5** Health and Safety Policy

To consider the adoption of a new policy

**12.6** Establishing Tollesbury Community Land Trust (TCLT)

## **13. Gift and Hospitality**

Councillors to confirm whether they have received any gifts or hospitality during the 2025/26 financial year

## **14. Recreation Ground**

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

**14.2** To receive the Monthly Inspection Report

**14.3** To consider the request from Gigaclear for access to an existing UK Power Networks pole and to install an additional pole at the Recreation Ground

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

**15.1** To receive the draft minutes of the Environment & Amenity Committee meeting held on 16<sup>th</sup> March 2026

**15.2** To consider the quotation for repairs to the Lock-Up

**15.3** To consider quotations for the Saturday morning skip at Woodrolfe Green

**15.4** To consider the proposed amendments to the Cemetery Rules & Regulations

## **16. Woodrolfe Hard**

To receive the draft minutes of the Woodrolfe Hard Committee meeting held on 2<sup>nd</sup> March 2026

## **17. Woodup Pool**

To receive the draft minutes of the Woodup Pool Committee meeting held on 9<sup>th</sup> March 2026

## **18. Maldon District Council - Community Engagement Team (CET)**

To receive the CET Report for February 2026

## **19. Administration**

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

## **20. 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.

## **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

**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 5<sup>th</sup> May 2026 – Annual Statutory Meeting - 7.30pm – Pavilion

Committee Meetings

Recreation Ground Committee – 13<sup>th</sup> April 2026 – 7.30pm – Pavilion

Finance & Policy Committee – 20<sup>th</sup> April 2026 – 7pm – Pavilion

Environment & Amenity Committee – 15<sup>th</sup> June 2026 - 7pm – Pavilion

Woodrolfe Hard Committee – 22<sup>nd</sup> June 2026 - 7pm – Pavilion

Personnel Committee – 13<sup>th</sup> October 2026 – 7pm – Pavilion

Woodup Pool Committee – TBC

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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