

**Those present:**

Cllr Hawes (Chair)  
Cllr Bartlett  
Cllr Goldie  
Andrew Eastham – Non-voting member  
Michelle Curtis (Parish Clerk/RFO)

**1. Apologies for Absence**

Apologies were received and accepted from Cllr Rogers.

**2. Declarations of Interest**

Cllr Goldie declared a personal interest as follows:

- Owner of Tollesbury Marina

Cllr Barlett declared a personal interest as follows:

- Membership of Tollesbury Sailing Club

Andrew Eastham declared a personal interest as follows:

- Membership of Tollesbury Sailing Club
- Mr Eastham works for Fellowship Afloat Charitable Trust (FACT) and is a director for Tollesbury Saltings.

**3. Minutes**

**Resolved:** The minutes of the Woodup Pool Committee Meeting held on 9<sup>th</sup> March 2026 be approved as a true and accurate record of the meeting. Proposed Cllr Goldie, seconded by the Chair and unanimously agreed by those who attended.

**4. Finances/Earmarked Reserves**

The Committee reviewed the Finances and Earmarked Reserves (Appendix A).

The Committee reviewed the Earmarked Reserves and agreed to reallocate the committed expenditure as follows:

- £2,000 for Weed control maintenance to be moved into sluice gate maintenance/replacement.
- £753 from the underspend on the replacement sluice gate grills and work on the handrail to be transferred to the depth markers.

The Chair reported that they had consulted the Risk Assessors about whether the depth markers were needed. The Risk Assessor advised that only one of the markers was required; the one in the deep end.

**Action:** Clerk to obtain quotations for removing two of the existing depth markers and replacing the depth marker in the deep end. Any work would be carried out in the closed season.

The Chair advised that the Finance and Policy Committee had been in discussions with Morley Riches, the managers responsible for the Crown Estate's tidal land across Norfolk, Suffolk, Essex, Kent, and the River Thames. The Crown Estate

agreed to sell the pool to the Parish Council for £1; however, the Crown Estate expects the Parish Council to pay the legal fees, which have been quoted at £4,850. The Chair reported that, due to legislative changes taking effect in 2025, the Crown Estate has been cancelling several projects. Morley Riches acknowledged the Parish Council's concern that the quoted legal fees of £4,850 were a significant burden, particularly as the Land Registry error relating to Woodup Pool was not caused by the Parish Council.

Morley Riches agreed to approach the Crown Estate to explore whether any negotiation over the legal fees is possible.

If the Crown Estate maintains its current position, the Parish Council could apply directly to the Land Registry to correct the error. However, this would be a lengthy process and would still require the Crown Estate's agreement.

The Committee agreed that it was important to proceed as soon as possible, as the pool is a valuable asset to the village.

The Chair agreed to provide an update once further information had been received from Morley Riches.

The Chair advised that, if it becomes necessary to pay all or part of the legal fees for transferring Woodup Pool from the Crown Estate, funds currently held in the EMR Toilet Project could be used. These funds would be replenished in the 2027/28 budget.

## **5. Risk Assessment**

### **5.1 Risk Assessment Report**

The Risk Assessment Report of the biennial inspection carried out on 27<sup>th</sup> March 2026 was received and noted.

### **5.2 Recommendations from the Risk Assessment Report**

The Committee discussed the recommendations in the Audit and Risk Assessment report. Most of the items had been addressed at the working party on 18<sup>th</sup> April 2026.

The Chair advised that the Clerk was in the process of obtaining quotations for some replacement signage.

## **6. Maintenance**

### **6.1 Current Maintenance Works**

The work on the replacement sluice gate grill had been completed.

The liner of the litter bin near the BBQ had been replaced.

### **6.2 Maintenance required prior to the start of the season.**

The Clerk confirmed that the toilets had been booked as follows:

One toilet will be booked from 22<sup>nd</sup> May 2026 until 30<sup>th</sup> September 2026.

One will be booked from 20<sup>th</sup> July 2026 until 1<sup>st</sup> September 2026.

At the working party on 18<sup>th</sup> April 2026, it was noted that the sand needed topping up.

The Clerk advised that she had obtained a quotation of £800 for 10 tonnes of washed sand.

The Committee agreed to proceed and to propose the expenditure to the Full Council for approval.

Toy Library – At the Woodup Pool Working Party, it was noted that the toy library had been put in place before the agreed time (the start of the season, at the end of May). The Clerk has raised this with TCP.

**7. Woodup Pool Toilet Project**

The Chair advised that, until the site visits to the Kazuba toilets have been conducted during the summer to assess whether the toilets emit odours in the heat, no progress can be made on the toilet project.

**Action:** Clerk to contact local companies who empty the toilets to see if they have any comments/feedback on the proposed toilet unit.

**8. Public Forum**

The Clerk advised that there were no requests from residents to address the Parish Council.

**9. Other Matters**

A Eastham advised that there was a slight trickle when the sluice gate was closed.

**Action:** To be monitored.

**10. Date of the Next Meeting**

Monday 21<sup>st</sup> September 2026 – 7.00pm - Pavilion

The Chair closed the meeting at 8.00pm.

Signed.....

Date:.....

## Appendix A

|   |
|---|
| <b>Woodup Pool Finances</b><br><b>As At 27th April 2026</b> |
|---|

|  | Expenditure<br>to Date | 2026/27<br>Budget | Balance       |                              |
|--|------------------------|-------------------|---------------|------------------------------|
| Contract                               | £0                     | £270              | £270          | Currently £22.50 per month   |
| Gen Maintenance                        | £0                     | £1,500            | £1,500        | Sluice gate maintenance £160 |
| Litter Collection                      | £0                     | £500              | £500          |                              |
| CET                                    | £0                     | £480              | £480          |                              |
| Toilets                                | £0                     | £1,800            | £1,800        |                              |
| Water Testing                          | £0                     | £400              | £400          |                              |
| <b>TOTAL</b>                           | <b>£0</b>              | <b>£4,950</b>     | <b>£4,950</b> |                              |
| <b>Earmarked Funds</b>                 |                        |                   |               |                              |
| W/Pool c/f from 2025/26                |                        | £12,548           |               |                              |
| Budget 2026/27                         |                        | £4,000            |               |                              |
| Transfer to EMR Professional Fees      |                        | -£2,000           |               | Land registry                |
| Replacement sluice grill/handrail work |                        | -£1,420           |               |                              |
| <b>TOTAL</b>                           |                        | <b>£13,128</b>    |               |                              |
| Less Committed Expenditure:            |                        |                   |               |                              |
| Audit Assessment 2026                  |                        | -£2,070           |               |                              |
| Audit Assessment 2028                  |                        | -£1,000           |               |                              |
| Sluice gate maintenance                |                        | -£5,000           |               |                              |
| Weed control maintenance               |                        | -£2,000           |               |                              |
| Funds left - underspend sluice grill   |                        | -£753             |               |                              |
| Depth Markers                          |                        | -£400             |               |                              |
| <b>TOTAL</b>                           |                        | <b>£1,905</b>     |               |                              |

Earmarked Reserves  
Woodup Pool

| Committed Project Description                          | Other information   | Expected completion period | Total Project Cost | Budgeted Cost           | EMR Balance             | Additional comments |
|--|---|----------------------------|--------------------|-------------------------|-------------------------|---------------------|
| <b>Opening Balance 01.04.26</b>                        |   |                            |                    |                         | <b>12,548</b>           |                     |
| Transfer from General Reserves                         | Budget 2026/27 - Risk Assessment<br>Budget 2026/27 - Sluice gate/weed control maintenance<br>Replacement Grills |                            |                    | 1,000<br>2,000<br>1,000 | 1,000<br>2,000<br>1,000 |                     |
| Transfer to EMR Professional Fees                      | Land Registry - Woodup Pool   |                            |                    | -2000                   | -2000                   | Completed           |
| Replacement grill for sluice gate and work on handrail |   | 2026-27                    |                    | -1420                   | -1420                   | Completed           |
|  |   |                            |                    |                         |                         |                     |
| <b>Current balance per accounts</b>                    |   | <b>0</b>                   | <b>0</b>           | <b>580</b>              | <b>13,128</b>           |                     |

Working Information

| Committed Expenditure              | Other information   | Expected completion period | Total Project Cost | Budgeted Cost To Date | Committed EMR Expenditure | Additional comments                                     |
|------------------------------------|---|----------------------------|--------------------|-----------------------|---------------------------|---|
| Weed control maintenance           | Future Project/Works  | Ongoing                    |                    | 2,000                 | -2,000                    | Provision for any future works                          |
| Sluice gate maintenance            | Future Project/Works  | Ongoing                    |                    | 5,000                 | -5,000                    |   |
| Risk Assessment 2026               | Cost of project spread over two years - total cost estimated at £2000 | 2025-26                    | 2,000              | 2,070                 | -2,070                    |   |
| Risk Assessment 2028               | Cost of project spread over two years - total cost estimated at £2000 |                            |                    | 1,000                 | -1,000                    | £1,100 to be budgeted in 2027/28                        |
| Woodup Pool Event 2025             | Funds funds carried forward from 2025 event                           | 2026-27                    |                    | 1,173                 |                           | Replacement grill on sluice and work on set of railings |
| Sluice Gate Replacement Grill      | Sluice Grill/Handrail   | 2026-27<br>2026-27         |                    | 1,000<br>-1,420       |                           | Completed   |
|                                    |   |                            |                    | 753                   | -753                      |   |
| Depth Markers                      | Carried forward from 2025/26  | 2026-27                    |                    | 400                   | -400                      | Work expected at close of season                        |
| <b>Total Committed Expenditure</b> |   |                            |                    | <b>0</b>              | <b>-11,223</b>            |   |

**CURRENT BALANCE LESS COMMITTED EXPENDITURE**

**1,905**