

TOLLESHUNT D'ARCY PARISH COUNCIL

www.essexinfo.net/tolleshuntarcyparishcouncil



Notice is hereby given that a meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on Wednesday 3rd January 2018, in The Village Hall, Tolleshunt D'Arcy commencing at 7.30pm, to which members of the Council are summoned for the transaction of the under-mentioned business.

Michelle Curtis – Clerk to the Council

27th December 2017

Councillors: J Smith (Chairman), L Barwick, D Cook, G Munson, R Scott, L Young

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THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted however the privacy of o f (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

AGENDA

1. **Chairman's welcome**
2. **Apologies for Absence**
Members are reminded that the LGA1972, s.85 states that apologies for absence must be received prior to a meeting.
3. **Declaration of Interest**
To declare any Disclosable Pecuniary, Pecuniary or Non-Pecuniary interests relating to items on the agenda.
4. **District Councillors**
To receive information from the District Councillors.
5. **Public Forum**
The Chairman will invite questions and observations from members of the public present. A maximum time of **15** minutes will be allowed.
6. **Minutes**
 - a) To confirm Minutes of the Meeting held on 28th November 2017.
 - b) To confirm Minutes of the Meeting held on 18th December 2017.
7. **Finance**
 - a) To receive Monthly Financial Report.
 - b) To approve payments.
8. **Precept 2018/19**
To agree precept for 2018/19.

Chairman: John Smith - 07505 008891

Clerk: Michelle Curtis, 4 Valkyrie Close, Tollesbury, Maldon, Essex CM9 8SL

Tel: 07835 866239

email: tdarcyclerk@gmail.com

9. Henry Smith Trust

a) Notice to be displayed in the Parish

To consider proposed notice to be displayed in the Parish regarding changes to the administration of the Henry Smith Fund.

b) Bank Account

To consider closure of the Tolleshunt D'Arcy Parish Council Henry Smith Bank Account held with Barclays Bank.

10. Parish Council Vacancy

To discuss Parish Council vacancy.

11. Policies and Procedures

To review the following Policies and Procedures:

- a) Standing Orders
- b) Financial Regulations
- c) Freedom of Information – Publication Scheme
- d) Compliments and Complaints Procedure
- e) Media Policy
- f) Grievance Procedure

12. Social Media and Email Policy

Members to sign to confirm that they have read and understood the Social Media and Email Policy.

13. Parish Council Foundation Award

a) To resolve that the Parish Council has achieved items 1-15 of the Foundation level and all documents can be found on the Parish Council website:

- Standing Orders and Financial Regulations
- Code of Conduct
- Publication Scheme
- The last Annual Return
- Transparent Information about Councils Payments
- A calendar showing all meetings
- Minutes
- Current Agendas
- The Budget and Precept Information
- Complaints Procedure
- Council Contact Details
- Action Plan
- Evidence of Consulting the Community
- Publicity Advertising Council Activities
- Evidence of Participating in Town and Country Planning

b) To confirm the following has been achieved:

- A Risk Management Scheme
- Register of Assets
- Contracts for all members of staff
- Disciplinary and Grievance Procedure
- A Training Policy
- A record of all training
- The Clerk has achieved 12 CPD points in the last year.

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14. **Wi-Fi**
To consider the installation of a Wi-Fi connection to the village hall.
15. **Tiptree Neighbourhood Forum**
To receive minutes of the Tiptree Neighbourhood Forum meeting held on 27th November 2017.
16. **Police**
To receive Police reports from Maldon District Council.
17. **Planning**
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 and at MDC's offices.
- To agree responses to applications received from Maldon District Council.
- Applications:
- FUL/MAL/17/01417 PP-06557864
Proposed change of use and conversion of existing barn to form single dwellinghouse, demolish outbuildings and erect detached annexe and garage (amended application following planning permission ref. FUL/MAL/16/01102)
Barn Tudwick Farm, Tudwick Road, Tolleshunt D'Arcy
- Appeals:
None received.
- To note decisions made by Maldon District Council.
- To note appeal decisions made by the Planning Inspectorate.
18. **Correspondence**
Tolleshunt D'Arcy St Nicholas School PTFA
To receive thank you letter from the PTFA for the £100 donation.
19. **Administration**
To receive information from the Clerk – update on current and ongoing matters.
20. **Representative Reports**
- a) Burial Ground
 - b) Recreation Ground – Cllrs Munson and Scott
 - i) To receive Monthly Inspection report – 5th December 2017
 - c) Highway matters – Cllr Cook
 - d) Website / Facebook Updates
21. **Community Concerns**
To receive information only or note future agenda items.
22. **Date of the next Meeting**
To be confirmed.

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