

Present: Cllrs Barwick, Cook, Henderson, Scott, Young

In the Chair: Cllr Smith

Clerk: Michelle Curtis

Also present District Councillor Thompson
6 members of the public

1. Welcome

The Chairman welcomed everyone to the meeting.

2. Apologies for Absence

There were apologies for absence from Cllr Munson.

There were also apologies for absence from District Councillor Bamford.

3. Declarations of Interest

The Chairman declared an interest as follows:

- Non-pecuniary interest in respect of agenda item 17, planning application HOUSE/MAL/18/000365, as the applicant is his neighbour.

It was agreed to move to item **14** next on the agenda.

14. Festival Gardens

Cllr Thompson reported:

- Festival Gardens – Following the Annual Assembly, Cllr Thompson had made enquiries at Maldon District Council regarding the status of the land in Festival Gardens behind the old Doctors Surgery. In the approved Local Development Plan, the land in question is identified as amenity land. It might be difficult to get planning permission for any change of use of this land.

If the purchase is completed, the new owner would have to apply for planning permission before any changes could be made. The Parish Council would then be consulted in the normal way.

4. District Councillors

Cllr Thompson reported:

- Mandatory planning training is due to take place at Maldon District Council. Those Members who do not attend will lose their vote.

5. Public Forum

There was general discussion regarding the area of land in Festival Gardens.

The Chairman confirmed that any changes in relation to the area of land would require planning permission and the Parish Council would be a consultee

It was suggested that the Parish Council could purchase the area of land in Festival Gardens. The Chairman advised that Moat would need to write to the Parish Council with a proposal for consideration.

A resident thanked Cllr Thompson for making further enquiries on behalf of the Parish.

6. Minutes of the Meetings held on 28th March 2018

Resolved: that the minutes of the Parish Council meeting on 28th March 2018 be approved as a true account of the proceedings of the meeting. The Chairman signed the minutes.
Unanimously agreed.

7. Accounts 2017/18

The accounts were presented to the Council.

The Chairman explained that in the 2018/19 budget funds had not been set aside for an external audit as it was not expected that the income or expenditure would be over £25,000. The return of the Henry Smith Funds to Bright and Sons increased the expenditure to £28,766.89.

Resolved: to approve the 2016/17 accounts. Unanimously agreed.

The Annual Return was completed as follows:

Section 1 – Annual Governance Statement

Was completed, approved by the Council and signed by the Chairman and the Clerk.

Section 2 – Account Statement

Was completed, approved and signed by the Clerk who is the Responsible Financial Officer and the Chairman.

8. Finance

a) Monthly Financial Report

The Financial Report was received and noted.

The forecast working balance as at 27/03/18 was £22,697.07.

The Chairman signed the reports.

b) Payments

The items for payment totalling £962.29 were presented for approval.

Resolved: to approve payments. Unanimously agreed.

9. Training

There were no requests from the Clerk or Councillors to attend any training courses.

Cllr Young advised that she had attended the Advanced Councillor Training course and was advised that the EALC provide onsite training for Parish Councils if requested.

10. Wi-Fi

Action: Cllr Barwick to make further enquiries regarding the Essex Superfast Broadband funding scheme and to report back at the next meeting.

11. Travel and Subsistence Policy

A draft policy was distributed to Councillors for consideration.

Action: Cllr Thompson to make further enquiries with Maldon District Council as to whether business car insurance was required for Parish Councillors before they could claim mileage.

12. Planters

Following the last meeting, the Clerk had arranged for the planters around the maypole to be removed and stored.

Action: Clerk to ask the Village Gardener to suggest alternative locations for the planters.

13. General Data Protection Regulations (GDPR)

The Clerk advised that the formal offer had been received from Maldon District Council to use the services of their Data Protection Officer. The cost would be £150 per annum, with an hourly rate for any DPO work or requests of £50.

Resolved: to accept the offer from Maldon District Council for use of the services of the Data Protection Officer.

The Clerk reported she was attending a meeting on 1st May 2018 at Maldon District Council regarding the GDPR.



The Clerk would prepare the necessary documents for discussion/adoption at the next meeting.

15. Parish Trigger

The letter sent to the EALC by Maldon Town Council was received and noted.

Action: Clerk to carry out an analysis of the planning applications for Tolleshunt D'Arcy for the last 5 years which would be included in a letter to the EALC to advise that the Parish Council support Maldon Town Council in opposing the removal of the Parish Trigger. Unanimously agreed.

16. Police

Police Reports

The Police reports were received and noted. There were no incidents reported for Tolleshunt D'Arcy.

17. Planning

Applications:

- HOUSE/MAL/18/00365 PP-06834469
Demolition of single storey extension and detached pool housing. Erection of link extension. Addition of first floor above Games room. New pool housing and changing facilities to the rear. Minor internal rearrangement.
Williams Farm, Grove Farm Road, Tolleshunt Major
Resolved: to recommend approval of this application.

- WTPO/MAL/18/00449
Magnolia (B1) – Reduce by 1-1.5 metres, lift crown to 2.5-3 metres and thin crown by 25%. Holly (B2) – Reduce by 2.5-3 metres. Copper Beach (B3) – Lift canopy to provide 3-4 metre clearance, thin crown by 20% and remove all deadwood. Box Tree (B4) – Prune smaller laterals to provide a 1 metre clearance. Bay Tree (B5) – Reduce height by 1 metre. Yew Tree (B6) – Thin crown by 25%.
Darcy House, 1 South Street, Tolleshunt D'Arcy.
Resolved: to recommend approval of this application.

- FUL/MAL/18/00123
Change of use of existing shop in barn to office accommodation
Venn Farm, Tudwick Road, Tolleshunt D'Arcy
Resolved: to recommend approval of this application.

Appeals:

- None received.

The following decisions made by Maldon District Council were noted:

- FUL/MAL/18/00225 - Land Adjacent Maple Cottage, Tudwick Road - Refused
- TCA/MAL/18/00293 – Tanglewood Cottage, 2 Kelvedon Road – Approved

The following appeal decision was made by the Planning Inspectorate.

- Appeal Ref: APP/X1545/D/18/3195846 – Planning Application Ref: HOUSE/MAL/17/01244 - Lennel House, Tudwick Hall Road – Allowed

18. Correspondence

Recreation Ground

The email requesting that the hedge situated to the right of the exit of the Recreation Ground to be trimmed was received and noted.

Action: Clerk to write to the owner of the hedge to ask if they would trim it back.

19. Administration

Outstanding items:

TruCam – Access to data of speed checks.

Action: Clerk to chase up with the Community Protection Officers.



20. Representative Reports

a) Burial Ground

It was raised at the Annual Assembly that the Burial Ground required attention. Cllr Scott advised that a request had been submitted to Maldon District Council to cut the grass which was overgrown.

Action: Cllr Scott to look at options to soften the screen fencing to the rear of the Burial Ground.

b) Recreation Ground

i) Monthly Inspection Report

The Monthly Inspection Report dated 18th April 2018 was received and noted.

There is a large indentation in the car park entrance and the surfacing is cracking up.

Action: Clerk to obtain 3 quotations for the area to be repaired.

In preparation for the Village Fete on 2nd June, it was requested that the grass is cut during the last week in May and the cuttings removed.

Action: Clerk to submit request to Maldon District Council.

c) Highways Matters

Cllr Cook reported a number of potholes had been repaired but there were still a number outstanding.

Cllr Smith suggested that the noticeboard in Tudwick Road was repositioned on the triangle outside Little Croft, at the junction of Tudwick Road and Tudwick Hall Road. The noticeboard, in its current position, is unusable as there is a ditch between the roadway and grass verge.

Action: Cllr Cook to make further enquiries with Essex County Council.

The Clerk advised she had swept the footpath clearing the twigs that were covering the footpath due to a nest falling from a tree.

d) Website/Facebook Updates

The Clerk advised she continues to update the website and Facebook page regularly.

21. Community Concerns – Information Exchange/Next Agenda Items

Cllr Young requested permission to advertise the Townswomen Guild in the Parish Council noticeboard.

Action: Cllr Young to forward poster to the Clerk to display.

Items for the next agenda:

- Wi-Fi
- Expenses Policy
- General Data Protection Regulations

22. Date of the next Meeting

The next Parish Council meetings will be held on:

Tuesday 22th May 2018 – Full Council Meeting – 7.30pm

The Chairman closed the meeting at 8.52pm.

Signed.....

Date:.....