

**Present:** Cllrs Barwick, Cook, Dent, Munson, Scott

**In the Chair:** Cllr Smith

**Clerk:** Michelle Curtis

**Also present** Two members of the public

**Chairman welcome**

The Chairman welcomed everyone to the meeting.

**1. Apologies for Absence**

There were apologies for absence from Cllr Birkin.

**2. Declarations of Interest**

Cllr Scott declared as interest as follows:

- personal in respect of item 8, Village Gardener, as Mr Aldridge stores his equipment on land owned by Cllr Scott.

**3. Public Forum**

A resident stated the Parish Council was doing a good job.

**4. District Councillors**

There were apologies of absence from District Councillors Bamford and Thompson.

**5. Minutes**

**a) Minutes 28<sup>th</sup> March 2017**

**Resolved:** that the minutes of the Parish Council meeting held on 28<sup>th</sup> March 2017 be approved as a true account of the proceedings of the meeting and were signed by the Chairman. Proposed Cllr Scott, seconded Cllr Barwick. Unanimously agreed.

**b) Minutes 21<sup>st</sup> April 2017**

**Resolved:** that the minutes of the Parish Council meeting held on 21<sup>st</sup> April 2017 be approved as a true account of the proceedings of the meeting and were signed by the Chairman. Proposed Cllr Cook, seconded Cllr Scott. Unanimously agreed.

**c) Matters arising from the Minutes**

The Chairman advised that he had sought a laptop for the Clerk from Dotcom as recommended by Councillors. All three quotations have been compared and the Dotcom quotation looks the best value. The Clerk to contact Dotcom to place order.

**6. Accounts 2016/17**

The Chairman stated he was disappointed that the previous Clerk had not completed the Annual Return, as agreed, for the 2016/17 accounts. As Responsible Financial Officers, Kevin Money was responsible for the 2016/17 accounts.

**Resolved:** to request that the Clerk prepares the Annual Return with the accounts/information that had been left by the previous Clerk. Proposed Cllr Munson, seconded Cllr Cook. Unanimously agreed.

**Resolved:** to appoint Jan Stobart as the Internal Auditor for the 2016/17. The cost being £150.00.

The Clerk had prepared some draft documents for the 2016/17 accounts, which were circulated, to members.

**Action:** Councillors to email any comments to the Clerk so the accounts can be finalised.

The Clerk advised there was no record of an Asset Register and she would prepare an Asset Register based on the information she has. The Asset Register will need to be agreed by the Council.

The Clerk also advised that the Council needed to adopt a Risk Assessment and Management document.

**Action:** Chairman to work with the Clerk to prepare document, which would be forwarded to Councillors upon completion.

**Resolved:** to hold an additional meeting on 9<sup>th</sup> May 2017 to agree the 2016/17 accounts and sign the Annual Return.

## 7. Finance

### a) Monthly Financial Report

The Financial Report was received and noted.

The Chairman signed the report.

### b) Payments and Sign Cheques (Appendix A)

The items for payment totalling £1,392.87 were presented for approval.

**Resolved:** to approve payment. Proposed Cllr Barwick, seconded Cllr Scott. Unanimously agreed.

## 8. Village Gardener

Following the declaration declared by Cllr Scott, he would not participate in discussion on this item.

### a) Emailed Report

The emailed report from Cllr Scott dated 06.04.17 was received and noted.

### b) Quotations for various work in the village

**Resolved:** to accept the quotation from Lenny Aldridge for £40 per month to maintain the area around the noticeboard. Proposed by the Chairman, seconded by Cllr Cook. Unanimously agreed.

**Resolved:** to accept the quotation from Lenny Aldridge for £70 to trim the perimeter of the play area and remove bramble roots. Proposed by the Chairman, seconded by Cllr Barwick. Unanimously agreed.

**Resolved:** subject to the completion of the roadwork's by BT, accept the quotation from Lenny Aldridge for £160 to clear the undergrowth/weed, rotavate and grass seed the area around the memorial bench. To also remove any dead wood. Proposed by the Chairman, seconded by Cllr Cook. Unanimously agreed.

Cllr Munson asked about the works to the maypole and questioned the process for obtaining quotations from Contractors.

The Chairman advised the process for obtaining quotations would be as follows:

- 1) The Council are to agree a specification for any works to be carried out.
- 2) The Clerk would send out the specification to Contractors to invite them to quote for the work. Councillors can recommend Contractors that the Clerk may wish to contact.
- 3) All quotations are to be returned directly to the Clerk from the Contractor.
- 4) The Council will agree the chosen Contractor at a meeting.

**Action:** Cllr Munson to forward a copy of the work specification for the work on the maypole.

Cllr Munson stated that at the Annual Assembly, he was given the impression that Mr Andrews would carry out the works to the memorial bench – installation of a canopy.

The Chairman advised under section 11c of the Financial Regulations, Mr Andrews could carry out the work without going through the tender process.

As the canopy had been discussed and agreed over 6 months ago, it was agreed this would be discussed again.

**Action:** To include on the next agenda.

## 9. Recreation Ground

### a) Arrangements for tree works at the Recreation Ground.

Councillors had resolved to accept the quotation from Bonz to carry out the tree work at the Recreation Ground.

**Action:** Clerk to instruct Bonz to proceed with the work.

### b) Arrangements for grass cutting

Cllr Munson advised there is a contact in place with Maldon District Council, which is renewed annually.

**Action:** Clerk to request that the grass on the Recreation Ground is cut approx. a week before 3<sup>rd</sup> June 2017 in preparation for the village fete.

## 10. Village Hall

### a) Village Hall Rebuild

Councillors received a copy of the Village Hall rebuild proposal.

**Resolved:** to support the proposal. Proposed by the Chairman, seconded by Cllr Cook. Unanimously agreed.

### b) Councillor to Lead Proposal

**Resolved:** Cllr Dent would be the lead on the Village Hall rebuild programme. Proposed by the Chairman, seconded Cllr Cook. All in favour with one abstention.

## 11. Action Plan 2017

The Chairman had drafted an Action Plan for 2017. The Chairman explained the plan was needed for the accreditation of a good council award.

**Action:** Councillors to submit any comments/ideas to the Chairman.

**Action:** to include on the next agenda for further discussion.

## 12. Police Reports

The Neighbourhood Watch Data reports dated 10/0/17 – 18/03/17 and 17/03/17 – 25/03/17 were received and noted. It was noted there was a dwelling burglary in Tollesbury Road, Tolleshunt D'Arcy on 23/03/17.

**Action:** Clerk to upload reports to the Parish Council website.

## 13. Planning Applications and Decisions

Applications:

### – FUL/MAL/17/00331

Single storey rear extension, two story side extension and internal alterations.  
High View, Station Road, Tolleshunt D'Arcy

**Resolved:** to recommend approval the application. Unanimously agreed.

### – WTPO/MAL/17/00322

TPO 7/12 – Yew – Remove 1-2 metres from the crown. T19 – Yew = Remove 1-2 metres from the crown. T18 – Yew – Fell for the benefit of T19. T17 – Yew – Remove 1-2 metres from the crown. T7 – Oak – Remove 2-3 metres of the crown.

The Old Rectory, Church Street, Tolleshunt D'Arcy

**Resolved:** to recommend approval the application. Unanimously agreed.

Appeals:

- None received

The following decisions made by Maldon District Council were noted:

- TCA/MAL/17/00226 – 8 Vicarage Close, Tolleshunt D'Arcy – Approved
- FUL/MAL/17/00070 – Communication Station T-Mobile (68101, Greenfield at Limesbrook Farm, Kelvedon Road, Tolleshunt D'Arcy – Approved
- HOUSE/MAL/17/00082 – Longfield, Tudwick Road, Tolleshunt Major – Approved
- TCA/MAL/17/00129 – 10 North Street, Tolleshunt D'Arcy – Approved
- TCA/MAL/17/00142 – Rose House, 6 South Street, Tolleshunt D'Arcy – Approved
- TCA/MAL/17/00146 – Gannets, 8 Kelvedon Road, Tolleshunt D'Arcy – Approved

There were no appeal decisions made by the Planning Inspectorate.

#### 14. Administration

Training – A list of training courses being held by the EALC had been circulated to members. It was agreed the Chairman would attend the three Chairman courses.

The Chairman advised that the annual inspection of the play equipment was not adequate and the equipment should be inspected on a weekly basis and suggested that volunteers carried this out.

It was suggested that Claire Saye was contacted to ask if she would be willing to assist and attend the Volunteer Playground Inspection Course.

The Chairman stated he would also be happy to attend a course regarding the playground.

BT – Notification of a 42-day consultation being carried out by BT for the Parish Council to adopt the telephone box.

Festival Gardens – The Clerk advised it had been brought to her attention that the grass in front of the Moat Housing in Festival Gardens required cutting. Moat previously cut the grass but will no longer do it, as they do not own the land.

The Parish Council advised they were responsible for this land.

**Action:** Clerk to request this area is included on the grass-cutting contract.

#### 15. Representative Reports

##### a) Burial Ground

No issues to report.

##### b) Recreation Ground

Cllr Scott advised the seat on the leg press gym equipment requires replacing. Cllr Scott advised was in the process of trying to contact the supplier of the equipment.

Cllr Scott reported he had repaired one of the gates on the fences but the large gate does not have a proper catch.

**Action:** Chairman agreed to supply a suitable lock/catch for the gate.

Cllr Scott advised some panels need replacing and the Parish Council need to decide whether they are going to repair or replace the fencing.

**Action:** to include on the next agenda for further discussion.

##### c) Highways Matters

Cllr Cook advised that Essex Council had marked a number of potholes in the parish for repair.

The Chairman reported that he had circulated copies of correspondence from Mr Fallon regarding the issues raised at the previous meeting.

#### d) Website/Facebook Updates

Cllr Barwick advised the Clerk had taken responsibility of the website and Facebook page.

#### 16. Community Concerns

Cllr Cook reported there were ants getting into the village hall.

**Action:** Clerk to forward contact details of pest control to Cllr Cook.

Cllr Munson explained it was raised at the Annual Assembly that the shop had been asked to remove their illuminated "OPEN" sign by Maldon District Council, as the sign did not meet the criteria for the conservation area. Cllr Munson advised he had spoken with the owner and was concerned as the village would not want to lose the shop and the issue should be taken seriously.

**Action:** to include on the next agenda for further discussion with the District Councillors.

Cllr Munson stated that the Parish Council were asked by the Chairman to deliver leaflets for the Annual Assembly and was disappointed that no other members responded. The Annual Assembly is important to the village and needs to be promoted.

Cllr Munson advised there had recently been a sign on the village hall to advise that the Post Office was closed. Cllr Munson had made further enquiries and the Post Office was not closed as indicated. Cllr Munson had removed the sign from the village hall.

Cllr Munson stated at the Annual Assembly a member of the public had asked what income there was for the Pavilion. Cllr Munson stated that the football teams used the Pavilion and the fees required collecting.

Councillors were unsure if the team were still playing as it had previously been reported that the team had folded.

**Action:** Cllr Cook to make further enquiries.

Cllr Barwick suggested that the Parish Council submit a report to the local paper (i.e Maldon and Burnham, Tribune) to promote the activity of the Parish Council.

**Action:** Clerk to look into this further.

Items for the next agenda (23<sup>rd</sup> May 2017):

- Grievance Procedure – to be ratified
- Henry Smith Fund
- Maypole
- Tolleshunt D'Arcy Store – Signage
- Action Plan 2017
- Fencing
- Memorial Bench - Canopy

#### 17. Date of the next Meeting

The next Parish Council meeting will be held on:

Tuesday 9<sup>th</sup> May 2017 - Full Council Meeting (7.30pm)

Tuesday 23<sup>rd</sup> May 2017 – Full Council Meeting (7.30pm)

The Chairman closed the meeting at 9.05pm.

Signed.....

Date: 23 May 2017.