

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

In the Chair: Cllr Smith

Clerk: Michelle Curtis

Also present: District Councillors Bamford and Thompson
9 members of the public

1. Welcome

The Chairman welcomed everyone to the meeting.

2. Apologies for Absence

All members were present.

3. Declarations of Interest

The Chairman declared an interest as follows:

- Non-pecuniary interest in respect of agenda item 8, Planning Application HOUSE/MAL/18/01027, as the Applicant is his neighbour and he has submitted his own personal views on the Application to Maldon District Council.

4. District Councillors

District Councillor Thompson reported:

- Maldon District Council had rejected the proposed move to having one Planning Committee.

District Councillor Bamford reported:

- Maldon District Council are currently holding a consultation on the Livewell Strategy. Cllr Bamford to forward details of the consultation to the Clerk to circulate to Councillors.
- The 4T's has been successful with regular coffee mornings. The scheme recently won an award.

5. Public Forum

A resident advised that he lived in D'Arcy Way and was representing his neighbours regarding the Planning Application for the Land Adjacent to 41 D'Arcy Way. The resident asked what the procedure was for dealing with Planning Applications.

The Chairman explained the processes for both Parish and District Councils.

The resident asked if it was the duty of the Parish Council to display a public notice nearby to advise residents of Planning Applications?

The Chairman said that these notices are displayed by the MDC Planning Department.

The resident stated that Cllr Munson had not knocked on neighbours' doors to seek their opinions but had only contacted him via email and telephone over the last few days. The Parish Council had therefore made their decision before the residents were given the opportunity to object. The resident explained that he had reported Cllr Munson to the Monitoring Officer as he believed the Council had been misled. He had been told he would get a response by the end of October.

The Chairman advised that the Parish Council made their decision on the Application based on the information that was available to them at the time. It appears that the usual standards may not have applied in this case. As a recommendation has been made, it cannot be reconsidered

within 6 months unless three Councillors write to the Parish Clerk to request that the decision is reconsidered.

The resident advised that Cllr Munson had told him that the decision had been taken by the Parish Council to prevent the proposed developers of the 23 houses having a through road into D'Arcy Way.

The Chairman said that this was not the reason for the decision being made although it may be a side effect should the Application be approved.

Cllr Munson reported that he had spoken to the Applicant and was advised there was a neighbour dispute.

6. Minutes of the Meetings held on 29th August 2018

Resolved: that the Minutes of the Parish Council Meeting on 29th August 2018 be approved as a true record of the meeting. The Chairman signed the Minutes. Unanimously agreed.

7. Finance

7.1 Monthly Financial Report

The Financial Report were presented to the Council.

Councillors received the following monthly financial reports:

Bank Reconciliation – Closing balance of £32,786.94 as at 31st August 2018

Expenditures to date – Budget £22,423 – Actual £10,051

Income to date (including precept (£19,223) £22,423 – Actual £19,595

Earmarked Funds – Closing Balance - £1,805.64

The Clerk advised the forecast working budget as at today is £31,272.81.

The Chairman signed the Report.

7.2 Payments

The items for payment totalling £2,293.69 were presented for approval.

Resolved: to approve payments. Unanimously agreed.

7.3 Annual Governance and Accountability Return (AGAR)

The Clerk advised the AGAR had been received from the External Auditors PKF Littlejohn LLP.

The Auditors reported the following:

“On the basis of our review Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”.

The Clerk advised the “Notice of conclusion of audit, along with sections 1, 2 and 3 of the AGAR had been displayed in the noticeboard and on the Parish Council website.

8. Planning

a) Correspondence

The correspondence received from residents regarding the Planning Application for the Land Adjacent to 41 D'Arcy Way was received and noted.

The Chairman, again, stated that if the Parish Council would like this Application revisited, at least 3 Councillors need to write to the Parish Clerk.

b) Planning Applications and Decisions

Applications:

- TCA/MAL/18/01043
T1 Oak – Reduce crown by 4m
Corner of Church Street and Vicarage Close, Tolleshunt D’Arcy
Resolved: to recommend approval of this Application. Unanimously agreed.

- HOUSE/MAL/18/01027 PP-07236188
Demolition of single storey side extension and detached pool housing. Addition of first floor above games room. New pool housing and changing facilities to the rear. Minor internal rearrangements
Williams Farm, Grove Farm Road, Tolleshunt Major
Resolved: to recommend approval of this Application. Unanimously agreed.

District Cllr Thompson advised that this Application would be considered by the NW Planning Committee.

- TCA/MAL/18/01128
T1 Oak – Crown lift by 2.5m
Corner between Vicarage Road and Margery Allingham Place, Church Street, Tolleshunt D’Arcy
Resolved: to recommend approval of this Application. Unanimously agreed.

Appeals:

- None received.

There were no Planning decisions received from Maldon District Council

9. Insurance

The Clerk advised the Parish Council annual insurance was due for renewal on 1st October 2018. The premium was £1,142.33 with Came and Company - Hiscox. This was a 4% increase on the previous year.

Cllr Young had attended the EALC AGM and picked up information on BHIB Insurance Brokers and suggested a quotation was obtained.

Action: Clerk to obtain a comparable quote from BHIB.

Resolved: to accept the quotation from Came and Company subject to be it being cheaper than a quotation from BHIB.

10. RCCE

Resolved: for the Parish Council to become members of the RCCE. This would cost £60.50 + VAT per annum. Unanimously agreed.

11. Defibrillator

11.1 Update from Cllr Young

Cllr Young reported she had attended a Defibrillator Training Course at the EALC. The trainer recommended that defibrillators were in lockable cabinets.

11.2 Second Defibrillator

Cllr Young advised at the course she had received information on purchasing new equipment:

- Outright purchase
- Lease
- Managed solution

Action: Cllr Young to look into the Managed Solution option and report back at the next meeting.

It was reported that the refurbished telephone kiosk was displaying signs for a defibrillator.
Action: The Chairman to cover the signs until the new equipment is installed.

12. Grounds Maintenance

12.1 Update on meeting with Maldon District Council

The Chairman reported that the Clerk and himself had met with Peter Clark from Maldon District Council. The meeting was very positive and some areas which required attention had now been addressed.

Peter had put together a package for all the grounds maintenance works and this will be considered early next year before the new contract starts in March.

12.2 Grounds Maintenance – Additional Areas

Resolved: to accept the quotation to cut outside the Vicarage – one off tidy £40.00 + VAT then 2 visits; 1 in December and 1 in March @ £24.00 + VAT. Unanimously agreed.

Resolved: to accept the quotation for the Burial Ground to reduce the three sides of the hedges around the site from approximately 3 meters down to 1.8 metres in height - £650 + VAT. Unanimously agreed.

Action: Clerk to write to Richard Holmes, Maldon District Council, to recognise the positive and effective response from Peter Clark.

13. Electricity

The Clerk reported that the Electricity Contract with E.on for the electricity supply to the Pavilion was due for renewal on 13th November 2018. The Clerk had obtained a quotation from E.on which is as follows:

	Current Rate	1 Year	2 Year	3 Year
Standing Charge	27p per day	27p per day	27p per day	27p per day
kWh	14.65p	21.83p	24.14p	23.29p
Estimated Annual Cost Based on 899kWh usage	£214.13	*£274.16	*£293.48	*£286.38

*Includes a 7% discount for paying via direct debit – current direct debit discount 4%

Action: Clerk to obtain quotations from alternative energy suppliers for consideration at the next meeting.

14. Soldier Silhouette and Centenary Arrangements

14.1 Location and Decoration of the Silhouette Soldier

The Chairman reported he had recently visited the school and had taken the Silhouette in to show the children. The children were excited to be involved in the centenary arrangements. Each class will come up with an idea to create poppy based memorials to be displayed on the Maypole cage.

The Chairman advised the Silhouette had been returned to the Maypole but it had been suggested that it could be displayed at the Church. A majority of members favoured the current position.

14.2 Centenary Arrangements

Currently there are no centenary arrangements for Tolleshunt D'Arcy as most people travel to Tollesbury or Tiptree.

Cllr Young suggested having a permanent memorial in the village. Councillors agreed this was a good idea but because of the timescale, this would have to be considered in the future.



15. Car Park – Recreation Ground

The Clerk reported there had been no update from the landowner following them instructing a new solicitor.

Action: Clerk to pursue and update at the next meeting.

16. Training

Cllr Young requested to attend the Elections training at the EALC.

Councillors considered the request and felt this would not be beneficial and therefore did not support the request.

17. Police

Police Reports

The Police reports were received and noted.

18. Administration

Community Protection Officers – The Clerk advised she had met with Adrian Rayner and they would be happy to enter into a Service Level Agreement (SLA) for the services of the Maldon District Council Community Protection Officers to provide an hour's service per month.

Parish Magazine – The Clerk reported the Tollesbury Parish Magazine would be happy to include Tolleshunt D'Arcy in their publication but currently they are looking for a new Editor and if someone is not found by the end of December, the Parish Magazine will stop.

Community Fire Safety Event – The Clerk reminded Councillors the Fire Safety and Defibrillator Awareness Event was being held on Saturday 29th September 2018 between 10.30am and 1.30pm.

Cllr Young agreed to attend the event in support of the defibrillator presentation.

ACE Management Project – They are still looking for Volunteers to hold the 'drop-in' clinics.

The Tribune and Maldon and Burnham – The Clerk reported the recent articles she had submitted to the newspapers had both been published.

19. Working Group Reports

19.1 Burial Ground

19.1.1 Working Group Report – Cllrs Henderson and Scott

It was reported that the grass cutting had improved and the sign on the gate to advise no parking had been successful.

19.2 Recreation Ground

19.2.1 Monthly Inspection Report

The Monthly Inspection report dated 5th September 2018 was received and noted.

19.2.2 Working Group Report – Cllrs Munson and Young

Cllr Munson reported that he had obtained a quotation from Bonz to bring the Recreation Ground back to spec. However, most of the work has since been carried out by Maldon District Council as part of their normal contract following the meeting with the Clerk.

Cllr Munson reported that he had met with Martin Smith regarding the works required to the Pavilion and was waiting for the quotation.

Action: Cllr Munson to chase up.

19.3 Highway/Footpaths

19.3.1 Working Group Report – Cllr Cook

There were no new issues to report.

19.3.2 Signage

The Chairman reported that he had been approached by a resident to ask if the Parish Council could arrange for a road sign to be installed in Chapel Road giving warning of horse riders.

The Clerk had contacted Essex County Council Highways and was advised that new signage would need to be requested via the Local Highways Panel and for a validation exercise to be completed.

Action: As the sign and bracket only cost £15 + VAT, it was **Resolved** that the Clerk purchased a sign and pursue the validation.

19.4 Website / Facebook Updates

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

20. Community Concerns – Information Exchange/Next Agenda Items

Cllr Young reported the following:

- She had attended the EALC AGM
- Cllr Young suggested that the Parish Council put themselves forward for the Village of the Year Award.

Action: to be discussed further at the next meeting.

Items for the next agenda:

- Car Park – Recreation Ground
- Parking
- Village of the Year Award

21. Performance

The Chairman reported that it had been brought to his attention that Cllr Munson had voiced concerns to parishioners over his ability to fulfil his role of Chairman. The Chairman explained that he had therefore emailed Cllr Munson to seek information on how his performance could/should be improved some months ago. As he had not received any reply he was now seeking clarification on the problems.

Cllr Munson stated that he had always been very supportive of the Chairman and thinks he does a great job for the Parish Council. Any comments that had been brought to the Chairman's attention were untrue.

In addition, negative comments regarding the Clerk's performance were alleged to have been made by Cllr Munson. Cllr Munson stated this was also untrue.

The Chairman thanked Cllr Munson for this clarification and hoped that if there were ever any concerns with his or the Clerk's performance, they would be raised with the Council so they could be addressed.

22. Date of the next Meeting

The next Parish Council meetings will be held on:
Tuesday 30th October 2018 – Full Council Meeting – 7.30pm

If a Special Meeting is called in relation to the Planning Application for the Land Adjacent to 41 D'Arcy Way, the Clerk will arrange as necessary.

The Chairman closed the meeting at 9.25pm.

Signed.....

Date: 30 OCT 18.....