

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

**In the Chair:** Cllr Smith

**Clerk:** Michelle Curtis

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

**1. Chairman welcome**

The Chairman welcomed everyone to the meeting.

The Chairman took the opportunity to reflect on the sad passing of Jack Birkin who was a Parish Councillor for Tolleshunt D'Arcy for a number of years. Jack was a good friend and servant to the Parish.

**2. Apologies for Absence**

There were no apologies for absence.

**3. Declarations of Interest**

The Chairman advised that two planning applications in Tudwick Road that were not on the agenda would be considered by the Parish Council that evening.

The Chairman declared interests as follows:

- Non-pecuniary interest in respect of agenda item 18, planning applications, FUL/MAL/17/01001 and FUL/MAL/17/01040, as he is neighbours with the applicants.

**4. District Councillors**

Cllr Bamford reported:

- There is a monthly District Councillors surgery held in the Queens Head. At the last meeting two residents attended who advised that they would be willing to help with the memorial bench and would be happy to assist with the road litter etc. Cllr Bamford suggested that they attend a meeting of the Parish Council.

**5. Public Forum**

A resident stated that he liked the new layout of the agenda.

The applicant for application no. FUL/MAL/17/01001, The Rowans, Tudwick Road, advised that Maldon District Council had granted planning permission for a replacement three-bedroom bungalow. It has been discovered that the original position of the proposed bungalow would run over the existing drain and therefore a new application to reposition the bungalow had been submitted.

**6. Minutes of the Meeting held on 25<sup>th</sup> July 2017**

**Resolved:** that the minutes of the Parish Council meeting held on 25<sup>th</sup> July 2017 be approved as a true account of the proceedings of the meeting and were signed by the Chairman. Proposed Cllr Barwick, seconded Cllr Young. Unanimously agreed.

**7. Finance**

**a) Monthly Financial Report**

The Financial Report was received and noted.

The forecast working balance as at 26/09/17 was £34,729.47.

The Chairman signed the report.



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

The items for payment totalling £15,646.09 were presented for approval.

The Clerk advised the cheque to the value of £10,619.36 to Unity Bank, was to transfer the funds held in the Barclays current account to the new Unity account

**Resolved:** to approve payments. Unanimously agreed.

## **c) Annual Return 2016/17**

The Clerk advised that the Annual Return had been received from the Audit Commission. The Auditors reported the following:

On the basis of our review of the annual return, in our option the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

The Clerk confirmed she would display the "Notice of Conclusion of audit" alongside the Annual Return in accordance with The Accounts and Audit Regulations 2015.

## **d) Donation to the TPA**

**Resolved:** to donate the remaining funds of £63.50 from the fund raising for the play equipment and to give a further donation of £36.50 to the TPA.

## **8. General Data Protection Regulations**

The law for General Data Protection will be changing on 25<sup>th</sup> May 2018.

The following documents were received from the EALC:

- NALC – Legal Briefing LO3-17 – Reform of data protection legislation and introduction of the General Data Protection Regulation.
- NALC – Agenda Item 4 – Policy Committee – Tuesday 20<sup>th</sup> June 2017
- Information Commissioners Office (ICO) – preparing for the General Data Protection Regulation (GDPR) – 12 Steps to take now

The Clerk advised the EALC were holding a number of courses should any members wish to attend. The Clerk would be attending a course in November 2017.

## **9. Insurance**

The insurance policy is due for renewal on 1<sup>st</sup> October 2017 costing £1,098.39 with Came and Company.

**Resolved:** to proceed with the insurance renewal. Proposed Cllr Scott, seconded Cllr Cook.

## **10. Memorial Bench**

The Clerk reported that the Chairman and herself had met with the Reverend to ask if it would be possible to reposition the bench outside the Vicarage. The Reverend had no objection to have the bench and litter bin installed on the grassed area outside the Vicarage.

The Clerk reported that she had contacted Essex County Council, Maldon District Council and the Diocese of Chelmsford who all confirmed that the land in front of the Vicarage was not owned by them. The Parish Council continue to find out who owns the land.

**Action:** Clerk to obtain a quotation to reposition the bench and litter bin.

The Clerk confirmed that she had approached Essex County Council with regards to cleaning the footpath beneath the trees and had also requested that the overhang from the trees was cut back.

## **11. Maypole**

### **a) Report and Recommendations for repairs to the Maypole**

Whilst Bonz was carrying out maintenance works to the Maypole, it was noticed that the base support of the pole was rotting and an amount of timber had fallen away.

Bonz suggested that the pole was looked at and arranged for an inspection to be carried out. Anthony Harrington carried out the inspection and provided a report and recommendations for repair.

The report was received by members.

**b) Quotation for repair**

Anthony Harrington had provided an estimate to carry out the repairs works to the Maypole. It is estimated the works will cost £2,340.00.

Alternative options for the Maypole were discussed including reducing the height of the Maypole.

**Action:** Cllr Munson to look at alternative options to repair the Maypole and to forward quotations to the Clerk.

**Action:** Clerk to contact the Conservation Officer at Maldon District Council to see if planning permission would be required for work to the Maypole.

**12. Henry Smith Fund**

It was agreed to defer this item to the next meeting.

**Action:** Councillors to submit any suggestions to the Chairman prior to the next meeting.

**13. Post Office**

It was reported the Post Office would be open Monday, Wednesday and Friday with effect from 2<sup>nd</sup> October 2017.

Cllr Cook advised that the option of a mobile service or relocating to an alternative premise would only become an option if it was decided that it would no longer be operated from the Village Hall.

**14. Community Protection Team**

The letter from Adrian Rayner, Community Protection Officer – Maldon District Council, regarding Trucam speed cameras was received and noted.

The Parish Council requested that Tollesbury Road, Kelvedon Road, North Road and Church Street be registered and be included for speed patrols.

The Clerk advised there would be a charge for the Community Protection Officers to carry out this service.

Cllr Munson stated that a number of the speed limit signs were covered by vegetation and some signs needed replacing.

**Action:** Cllr Munson to submit a proposal for consideration by the Parish Council.

**15. Tiptree Neighbourhood Forum**

The meeting of the Tiptree Neighbourhood Forum meeting held on 31<sup>st</sup> July 2017 were received and noted.

The Chairman advised that he had attended the meeting on behalf of the Parish Council. Tiptree is a focal point for surrounding villages and provided a useful opportunity to see what is going on with schools, transport etc.

**Action:** Councillors to forward any feedback to the Chairman to take forward to the next Forum meeting.

**16. Village Hall**

**a) Consultation Cost**

The original quotation for the RCCE for the village consultation was £520.60. This was incorrect, the cost should have been £468.10.



## b) Survey

The Clerk confirmed she had amended the survey as per the comments from Cllr Young. The Clerk had asked Sue Shepherd, RCCE, if there was a covering letter to accompany the survey and provided details of the proposed changes for the Village Hall. The Clerk was waiting for Sue to respond.

**Action:** Clerk to forward final survey and letter to Councillors for approval.

## c) Distribution of Survey

**Action:** Clerk to contract the Tribune to find out how much it would cost to deliver the surveys with their newspaper to every household in the parish and to identify any roads that do not receive the Tribune.

## 17. Police

### Police Reports

The Police reports were received and noted.

## 18. Planning Applications and Decisions

Applications:

- HOUSE/MAL/17/00897 PP-06298475  
Removal of 9" red brick buttressed privacy wall to front garden area  
The Studio, Darcy House, 1 South Street, Tolleshunt D'Arcy  
**Resolved:** to recommend approval of this application.
  
- HOUSE/MAL/17/00998  
Single storey rear extension to replace conservatory. New enlarged roof with accommodation including dormers to front and rear.  
21 Chapel Road, Tolleshunt D'Arcy  
**Resolved:** to recommend approval of this application.
  
- COUPA/MAL/17/00980  
Notification for prior approval for a proposed change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development.  
Barn at Tolleshunt Farm, Maldon Road, Tolleshunt D'Arcy  
**Resolved:** to recommend approval of this application.
  
- FUL/MAL/17/01001  
Repositioning of development previously approved under application 17/00165/FUL  
The Rowans, Tudwick Road, Tolleshunt D'Arcy  
**Resolved:** to recommend approval of this application.
  
- FUL/MAL/17/01040 PP-06377116  
Erection of equestrian stables and storage building  
Land North East of Harley, Tudwick Road, Tolleshunt D'Arcy  
**Resolved:** to recommend refusal of this application on the following grounds:
  - Concern is raised regarding the height of the proposed building.

Appeals:

- None received

The following decisions made by Maldon District Council were noted:

- TCA/MAL/17/00791 – The Maypole, The Square North Street – Approved
- TCA/MAL/17/00734 – Darcy Hall, Church Street – Approved
- TCA/MAL/17/00837 – The Studio, Darcy House 1 South Street - Approved

There were no appeal decisions made by the Planning Inspectorate.

## 19. Correspondence

### Maggie Smith – Tower Correspondent

**Action:** to invite Maggie Smith to the next meeting to provide further information on the repairs to the frame to the bells.

## 20. Administration

Library Service – The Clerk reported there was a public consultation on proposed changes to the Mobile Library Service. The consultation runs from 19<sup>th</sup> September – 6<sup>th</sup> November 2017.

Training – Cllr Young would like to attend Councillor Training courses being run by the EALC in 2018. The Clerk had booked Cllr Young a place on the 2-day course.

Council Awards – Cllr Barwick advised the application form had been completed. The following documents were required:

- Councillors Training Schedule
- Copy of the Clerk's certificate of her CiLCA qualification

**Action:** Clerk to provide the required information to Cllr Barwick.

Cllr Barwick reminded Councillors that an initial fee had been paid for the Council Awards but there would be a further fee to accompany the application form. This had previously been agreed by the Parish Council.

Defibrillator – The Clerk advised she had given a sign to the local shop asking them to display it in their window. If the sign is not displayed, a sign will be put in the Parish Council noticeboard.

Coffee Morning – Cllr Young advised that she had spoken to the WI and they would be willing to hold monthly coffee mornings providing they were provided with tea, coffee etc.

**Action:** To be put forward to the Four T's project for further consideration.

Newsletter – The Four T's project had considered a newsletter for the four parishes

**Action:** To be discussed further by the Four T's project team.

## 21. Representative Reports

### a) Burial Ground

i) **Resolved:** to accept the quotation from K M Hodben for £110.00 to carry out maintenance works to the noticeboard. Proposed Cllr Scott, seconded Cllr Barwick. Unanimously agreed.

ii) **Resolved:** to accept the quotation from Bonz for £60.00 to carry out repairs to the bench. Proposed Cllr Cook, seconded Cllr Scott. Unanimously agreed.

### b) Recreation Ground

The Chairman advised that he had received a complaint from a resident whose garden backs onto the Recreation Ground. The area of grass near her property is not being cut, there is a mound outside her property.

**Action:** Cllr Munson to look into this issue.

Cllr Young reported there were two dead trees on the left-hand side as you enter the Recreation Ground (car park entrance).

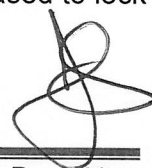
**Action:** Cllr Munson to look into this issue.

Cllr Young reported that whilst the football pitch was being used on Thursday evenings, there was very bad language being used by the players which is unacceptable.

**Action:** Clerk to write to the football team to bring this to their attention.

The Chairman advised that Cllr Cook, Mr Cook, Trish Heard, the Parish Clerk and himself had attended a working party to clear the Pavilion.

The Chairman advised that the fence around the play area had been repaired, two seats had been replaced on the gym equipment by Cllr Scott who would now replace two further seats. He had the catch to refit to the fence gate and a new padlock had been purchased to lock the Contractors gate.



The Chairman advised that the Parish Council's insurers, Came & Company, require weekly visual checks of the play equipment, all checks are to be documented. The Chairman agreed to carry out a monthly check and Cllr Barwick agreed to carry out weekly visual checks.

**Action:** Clerk to create an inspection form for the weekly checks.

### c) Highways Matters

Cllr Cook advised that the issues raised at the last meeting had been reported to Essex County Council.

Cllr Young stated that the parking in Kelvedon Road was dangerous and suggested that yellow lines were installed.

The Council did not feel that yellow lines were appropriate as the properties in Kelvedon already had very limited parking.

It was agreed there would be no further action by the Parish Council but should Cllr Young wish to pursue this further, she should make representation to Essex County Council as an individual.

### d) Website/Facebook Updates

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

## 22. Community Concerns

Cllr Munson reported:

- During August two planning applications were received and as there was no meeting were not considered by the Parish Council. Cllr Munson stated that planning applications should not be ignored and if necessary additional meetings called to deal with the applications.  
Councillors agreed with the comments by Cllr Munson and agreed to address this matter going forward.
- He felt that the Parish Council should be aware of matters regarding the play equipment and not responding to complaints.  
The new inspection system in place should help identify any issues.

Cllr Young reported:

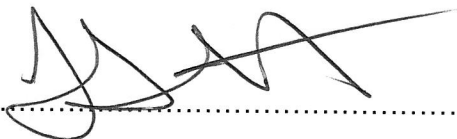
- The WI would like to plant a D'Arcy Spice tree near 'Chubby's bench'.  
Councillors were happy for the tree to be planted in the proposed location.
- What are the plans for the adopted telephone kiosks. The likelihood of getting further funding for a defibrillator were very slim.  
**Action:** Councillors to consider ideas for the use of the telephone kiosk. To be included on the next agenda for consideration.

## 23. Date of the next Meeting

The next Parish Council meeting will be held on:  
Monday 30<sup>th</sup> October 2017 - Full Council Meeting (7.30pm)

The Chairman closed the meeting at 9.31pm.

Signed.....



Date:.....

30 Oct 2017