

Tolleshunt D'Arcy Parish Council

Minutes of the Tolleshunt D'Arcy Parish Council held on Tuesday 28th June 2016 at
7.30pm in the Village Hall

Present: Cllr R. Dent (Chairman)

Councillors: L. Barwick, R. Birkin, D. Cook, G. Munson, R. Scott
Kevin Money (Locum Clerk)

There were also present District Councillors E. Bamford and M. Thompson

There were 5 members of the public present

1. **Chairman welcomed**

The Chairman welcomed everyone to the meeting.

2. **To ratify Kevin B. Money as Clerk/RFO to Tolleshunt D'Arcy Parish Council**

Cllr R. Scott proposed and Cllr G. Munson seconded that Kevin B. Money be confirmed as the Clerk / RFO to the Council. **This was agreed unanimously.**

3. **To ratify the co-option of Mr. John Smith onto the Parish Council as agreed by Councillors at the 31st. May 2016 meeting**

Following the June meeting where John Smith was co-opted onto the Council, John Smith signed his Declaration of Acceptance of Office and completed his Register of Interest form. This was duly countersigned by the Clerk.

4. **Apologies for absence**

There were no apologies for absence.

5. **Declaration of Interest**

To declare any Disclosable Pecuniary, Pecuniary or non-pecuniary interests relating to items on the agenda.

Cllr R. Scott declared a non-pecuniary interest in Item 14(d)

6. **Public Participation Session**

The Chairman invited questions and observations from members of the public present. A maximum time of 15 minutes was allowed

- A resident asked about the use of the football pitch starting on 14th. July 2016 and the keys to the pavilion. Councillors agreed unanimously to allow Daniel use the football pitch but were concerned about the line marking equipment. Daniel agreed to keep the pavilion clean and tidy and to find an outside space for the line painting machine. Daniel agreed to a donation paid into Parish Council account of £20 per month x 12 months per year. The Councillors agreed unanimously for the use of the pitch and pavilion.
- Another resident mentioned about the removal of the Hedingham Buses. The village will be totally lost without buses serving the train station and hospitals. The Chairman informed the resident that this item is on the agenda for discussion.

7. **To approve the Minutes of the last meeting of Tolleshunt D'Arcy Parish Council**

To receive and agree the minutes of the last meeting held on Tuesday 31st May 2016.

Councillors asked for some amendments and after agreeing these the minutes were proposed by Cllr R. Scott and seconded by Cllr L. Barwick. This was agreed unanimously

8. **Matters arising from the minutes 31.05.16**

Claire Saye had spoken to Cllr L. Barwick about the successful grant application for the defibrillator. The Clerk was asked if the money of £400 could be authorised at this meeting. He said that with all Councillors approval it can be done. **This was agreed unanimously**

15.1 The Chairman asked Cllr G. Munson the status of the Chapel Road dog bin installation. Cllr G. Munson informed the meeting that it has not been put up yet and asked where is it being put. The Chairman stated that he already given Cllr G. Munson a contact at MDC and asked if it could be followed up. Cllr G. Munson agreed to make contact with MDC.

The Chairman asked Cllr G. Munson for an update on the recreational ground drainage and Play Area safety inspection. Cllr G. Munson had nothing to report so the Clerk was asked to place this on the July agenda.

The Clerk was asked about a computer and scanner from the Transparency grant. The clerk informed the meeting that until he can ascertain how much was claimed for he cannot go and purchase any equipment.

Regarding the car park Councillors agreed to put money aside for any remedial works.

9. **Clerk report and any Correspondence received**

- a) Report from External Auditor on the 2015/16 accounts. The RFO informed Councillors about the latest position on the 2015/16 Annual return which had errors on the return.
- b) Barclays Bank letter regarding the change of Clerk. The Clerk had supplied Councillors a copy of the letter he had delivered to Barclays Bank.
- c) Information on the New Proposed Internal Auditor. The Clerk informed Councillors that following the error on the 2015/16 return a new Internal Auditor be appointed and he would come to this later in the meeting
- d) Information regarding using a Payroll Administrator. The Clerk informed Councillors that he wished his salary be arranged by a competent payroll service provider. This again would be discussed later in the meeting.
- e) Parish Councillors email addresses. The clerk stressed that all Councillors should have a different email address for Parish Council works rather than using their own private email address. **This was agreed by all Councillors.**

10. **Hedingham Bus depot closure** – Councillors to decide what response TDPC will give.

Cllr E. Bamford stated that ECC passenger transport is reviewing its transport arrangements and a meeting was set up before Tollesbury bus depot informed ECC the closure of their depot. ECC is the transport authority and an impact assessment is being carried out. The Impact Assessment should finish this week. Tollesbury Parish Council may set up a meeting with other parishes if a representative from ECC passenger transport agrees to attend. Cllr Bamford advised that Hedingham bus depot in Tollesbury was scheduled to close on 24th July 2016 and it was understood bus services 91, 92 and 95 would cease then. Parishes needed to consider what services were needed for shopping, work and hospital visits and Maldon Community Transport may be in a position to help. Maldon District Council, although not the transport Authority, would be willing to facilitate and organise any meetings parishes consider necessary but funding assistance would need to be agreed by ECC. Cllr Maddie Thompson who attended a recent meeting of ECC passenger transport advised that the Free school transport would not be affected

The Chairman thanked Cllr E. Bamford for the update and asked Councillors what the Parish Council should do. It became evident that a letter be sent from the Parish Council to ECC, MP Priti Patel, ECC Cllr R. Bass and Richard Holmes at MDC. The letter should look similar to the Tollesbury Parish Council letter. The Clerk was instructed to send the letter out.

A resident asked if any notification of the closure could go into the PC noticeboard. This was agreed. Cllrs R. Birkin and R. Dent to attend any future meetings on behalf of the Parish Council. The Councillors were informed that Heybridge PC subsidises a bus route.

11. **Planning Applications:** No applications had been received at the time of producing the agenda. However, 3 applications were received after agenda was published namely:

TCA/MAL/16/00699 T1 Conifer – Remove at 52 D’Arcy Way CM9 8UD

TPC decision was to support this application

FUL/MAL/16/00563 Continued use of building as a dwelling at 45 Chapel Road CM9 8TL

TPC decision was to support this application

FUL/MAL/16/00635 Erection of single detached dwelling with garage at Land West of Telephone Exchange Tollesbury Road

TPC decision was to support this application

12. **Decisions made by MDC**
HOUSE/MAL/16/00367 – 13 Church Street CM9 8TS

Single storey side extension and new car port. **Approve with conditions** – see website for full conditions

WTPO/MAL/16/00375 – Champions Lodge North Street. Crown lift to 4m from ground level and reduction of overhanging limbs to 2m from fence line – up to a height of 6m.

Approve with conditions – see website for full conditions

APPEAL DISMISSED 22nd. June 2016

FUL/MAL/14/00830 Land at Hall Farm Oxley Hill

13. **Three Wishes** - Reaction and way forward after receiving completed forms back. Cllr R. Dent was delighted with the responses. There were 82 in total and these have already been circulated to Councillors. Cllr R. Dent wants the PC to be a caring Council and asked Councillors to start implementing the following points

The Priorities being:

1. Their main concern was the untidy state of the village and lack of ‘*prettiness*’. These issues can be immediately addressed and should be our first priority.
Immediate hits:
 - complete the project around the Memorial bench
 - sort of the area around the bench adjacent to the notice board
 - organize litter collecting parties
 - organize cutting of hedges, cutting back or removal of plants encroaching on footpaths, cutting back overhanging trees and shrubs.
 - costing and purchase of pots/ tubs and appropriate plants
 - identify a part-time gardener to maintain key areas with the village
2. Making improvements to the recreation area:
 - Cost and purchase two picnic benches
 - Cost and purchase a barbecue
 - Research the installation of a canopy for the children’s play area
3. Progress the enhancement of the PC website and implement a PC Facebook page.
4. Start a project to design and implement a Village Sign.

If we can do 1-4 this Summer, we will be able to show real progress. We can look at other wishes/ issues over the next few months. Cllr J. Smith proposed and Cllr L. Barwick seconded that up to £1000 go towards point 1 raised in the 3 wishes list. **This was agreed unanimously**

Cllr R. Dent asked if a working party could be set up to liaise the works. This was agreed and Councillors suggested that Councillors R. Scott, J. Smith, R. Dent and Jeff Andrews be on the working party. Cllr L. Barwick was asked to do some costings. Cllr R. Scott was asked to approach school for a village sign design.

14. **Finance:**

Credit Received					
Chq No	Inv. No	Payee	Cost	VAT	Total
101529		Kevin Money Locum Clerk salary (30 hrs @ £15 per hr)	£450.00	£0	£450.00
101530	4172	Bonz Garden Maintenance Ltd June maintenance	£ 36.00	£0	£ 36.00
		Total:	£486.00	£0	£486.00

- The Councillors also agreed unanimously to the payment to the British Heart Foundation of £400 for the defibrillator.
- The above cheques for payment was proposed by Cllr J. Smith and seconded by Cllr R. Birkin **This was agreed unanimously**
- The Clerk was instructed to send a letter to the Internal auditor asking why the annual return was completed and submitted wrong. **Councillors voted F6 Ab1 Ag0**
- a) RFO to supply Councillors with current Bank reconciliation. The RFO supplied Councillors with the latest agreed bank reconciliation statement
- b) Councillors to agree new 2016/17 Internal Auditor – Mrs. Jan Stobart
Cllr J. Smith proposed and Cllr R. Birkin seconded that Mrs Jan Stobart be appointed as the Internal Auditor for 2016/17. **This was agreed unanimously**
- c) Councillors to discuss and agree on the introduction of a New Payroll Administrator – Diane Malley
Cllr J. Smith proposed and Cllr R. Birkin seconded that Diane Malley be appointed as the Payroll administrator for 2016/17. **This was agreed unanimously.**
- b) Councillors to discuss the approach from the School PTA for a donation towards the summer fete on 1st. July 2016
- Cllr R. Dent had received a request from the school asking for a donation for the school fete. Cllr R. Dent proposed donating £100 to the school PTA this was seconded by Cllr J. Smith. **This was agreed unanimously**

15. **Representative reports**

a) **Burial Ground report**

The Clerk asked Councillors if the Parish Council were having a handyman for the village if this task could also include the Burial Ground. This would help to keep the area clean, tidy and looking fresh. The Councillors agreed in principle to this suggestion.

b) **Highways matters.**

Cllr D. Cook had received an email from Mr. Bell with 5 pictures attached regarding pot holes, footpath littered with stones around the village. She has sent these photographs onto Clive at Highways department. Cllr L. Barwick informed Councillors that the lime trees have been cut down. Arising from the Three Wishes campaign, councillors asked the District Councillor if the Local Highways Panel (LHP) be approached to have a Vehicle Activated Sign (VAS) in the village? DC M. Thompson agreed to look into this matter. A pedestrian crossing at the school was muted but the District Councillors thought that as this would not be accepted.

c) **Website progress**

The website is still being updated from its previous poor design and information but it is now looking a lot better. However, there is still a lot of work needed to bring it up to standard.

d) **Recreation Ground**

Cllrs R. Scott and G. Munson have looked around the recreation ground and especially as the football club will be using it. The football club is to remove the white lining equipment. The gutters are full of rubbish and needs clearing. Cllr L. Barwick stated that a youth club could use it but this must not compromise the village hall rental. Questionnaires for the village hall are being circulated to various points around the village.

16) **Councillors to agree training courses at EALC for:**

Cllr L. Barwick– Social Media 11.10.16. Cost to PC £50 and Kevin B. Money Clerk – Gardens of Remembrance 15.09.16 & Cemetery Management & Compliance Course 04.10.16 cost to PC £25.00p. The above courses were proposed by Cllr R. Dent and by seconded Cllr R. Birkin. **This was agreed unanimously**

17) **Items for next agenda:**

Defibrillator
Playdale Playgrounds invoices
Grant money for playground
Planning applications not on agenda
3 wishes

Date of next meeting Tuesday 26th. July 2016 at 7.30pm in the Village Hall

There being no further business the Chairman closed the meeting at 9pm and thanked everyone for attending the meeting

Signed.....26th. July 2016

R. Dent