

# Tolleshunt D'Arcy Parish Council

## Minutes of the Ordinary Meeting held on 31.1.2017 in the Village Hall Tolleshunt D'Arcy

PRESENT: Chairing the Meeting – Councillor J Smith (Acting Vice Chair)  
Councillors L Barwick, D Cook, G Munsen and R Scott.  
Councillor M Thompson (Ward Member), Miss V Banyard (Interim clerk) and two members of the public.

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1. Chairman's welcome

Councillor J Smith welcomed everyone to the meeting.

The Chair proposed that an additional item should be included in the agenda - Matters arising as 5a; that matters arising from the Minutes of the Additional Meeting held on 24.1.2017 should be dealt with at the February meeting; and that item 14d of the agenda should be dealt with after item 6.

2. To receive apologies for absence

Apologies for absence were received from Councillors R Dent (Chairman) and J Birkin (Vice Chair).

3. To receive Declarations of Interest

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

No Declarations of Interest were made.

4. Public Participation Session

The Chairman invited questions and observations from members of the public present.

Mrs C Saye was thanked for all her work in support of the play area. She was also thanked for her efforts in getting a defibrillator for use in the village; this has now been taken over by Councillor L Barwick.

5. To approve the Minutes of the Ordinary Meeting held on 6.12.2016

It was **RESOLVED** to approve the Minutes of the above Meeting.

5a. To deal with any items of information arising from the Minutes of 6.12.2016.

The Minutes of the October meeting are still not to hand – the clerk will try to trace these. The Chairman had obtained the Council's cheque book and the pavilion work has now been paid.

An interim burial clerk has now been appointed.

Issues concerning the play area were dealt with at the additional meeting on 24.1.2017.

A resident had requested a new dog waste bin to be located near Harvesters. It was **agreed** that Councillor Munsen will investigate the cost of such a bin, but if payment is required for its emptying the Parish Council will reconsider this issue.

Planters at the Maypole: Councillor J Birkin had consulted Highways who raised no objection to the planters, but it was **agreed** that they should be moved back slightly – Councillor D Cook to arrange this.

Councillor L Barwick is now managing the Council's web site.

It was noted that under the terms of the clerk's contract, Mr K Money will be paid in full until 31.3.2017.

Councillors Mr Munsen and Mr Smith are to meet Sue Sheppard of the RCCE to discuss the Village Hall.

6. The defibrillator was discussed. Signs and a case are required, and it is hoped to organise some first aid training to support its use. Mrs C Saye will look into the organisation of a public training session in first aid, using the Village Hall as a venue. Mrs Saye also undertook to organise a group of persons who will regularly check the defibrillator. It was **RESOLVED** that a case should be bought for the defibrillator and it should then be installed.

7. To approve the Minutes of the Additional Meeting held on 24.1.2017  
It was **RESOLVED** to approve the above Minutes.
8. To confirm the appointment of Mrs M Curtis as interim Burial Clerk  
It was unanimously **RESOLVED** to confirm the above appointment.
9. Planning Applications:  
It was unanimously **RESOLVED** to confirm the following decisions of the Parish Council  
(made between meetings)

|  |  |                  |
|--|--|------------------|
| TCA/MAL/16/01424<br>Badgers Salters Meadow<br>Tolleshunt D'Arcy        | T1 – Walnut (UI Regina) – reduce by approximately 3m. Remove deadwood and tidy to prevent excess shade to garden | <b>Supported</b> |
| TCA/MAL/16/01351<br>Mulberry House Salters Meadow<br>Tolleshunt D'Arcy | T1 Mulberry tree – reduce canopy of tree by 2m.<br>T2 –Mulberry tree – reduce canopy of tree by 1.5m             | <b>Supported</b> |

10. Councillors considered the following new applications:

|                    |   |   |
|--------------------|---|---|
| HOUSE/MAL/16/01498 | Salters Lodge 5 South Street Tolleshunt D'Arcy              | Proposed two storey and single storey rear extension and garage/store, plus relocation of wall and gates, following demolition of conservatory and sheds. It was <b>RESOLVED</b> to support this application subject to the Conservation Area officer at Maldon District Council being satisfied with the materials to be used. |
| HOUSE/MAL/16/01272 | 1 Lauriston Bungalows<br>Lauriston Farm Chase<br>Goldhanger | Extension to existing bungalow adding bedroom and garden room.<br>It was <b>RESOLVED</b> to support this application.   |

11. Councillors noted the following decisions made by Maldon District Council:

|  |  |                           |
|--|--|---------------------------|
| TCA/MAL/16/01424<br>Badgers Salters Meadow<br>Tolleshunt D'Arcy        | T1 – Walnut (UI Regina) – reduce by approximately 3m. Remove deadwood and tidy to prevent excess shade to garden | <b>Allowed to proceed</b> |
| TCA/MAL/16/01351<br>Mulberry House Salters Meadow<br>Tolleshunt D'Arcy | T1 Mulberry tree – reduce canopy of tree by 2m.<br>T2 –Mulberry tree – reduce canopy of tree by 1.5m             | <b>Allowed to proceed</b> |
| FUL/MAL/16/01102<br>Barn Tudwick Road Tolleshunt<br>D'Arcy             | Change of use and conversion of barn to form single dwelling house (renewal of FUL/MAL/13/00689)                 | <b>Approved</b>           |

|                                      |                                    |                                 |
|--------------------------------------|------------------------------------|---------------------------------|
| Tree Preservation Order No.<br>10/16 | 13 Church Street Tolleshunt D'Arcy | T1 – Oak tree – in front garden |
|--------------------------------------|------------------------------------|---------------------------------|

It was noted that the fence at 13 Church Street exceeded the allowed height. Councillor Mrs Thompson is already looking into this. It was also noted that the owner of 13 Church Street had made enquiries about the ownership of the green area behind his property in Festival Gardens – apparently Moat Housing and Maldon District Council do not own it. It was **RESOLVED** that the Parish Council should investigate the ownership with the Land Registry and make a claim of its ownership by the Parish Council

12. Councillors noted the following decision by the Planning Inspectorate:

|   |  |   |
|---|--|---|
| OUT/MAL/15/01061<br>APP/X/1545/W/16/3147983<br>Beckingham Road Tolleshunt<br>D'Arcy | Outline planning application with all matters reserved for the construction of 10 dwellings with associated off-street parking | <b>Appeal dismissed 2.12.16</b><br><b>Partial costs allowed 2.12.16</b> |
|---|--|---|

### 13. Finance:

a) It was **RESOLVED** To authorise the following payments:

| Ch no | Payee                   | Details   | Amount                       |
|-------|-------------------------|---|------------------------------|
| 559   | Mr K Money              | Clerk's salary Nov-Dec-Jan  | £ 839.60                     |
| 560   | HMRC                    | Clerk's tax Nov-Dec-Jan   | £ 209.80                     |
| 561   | Mr K Money              | Clerk's expenses  | £ 22.05                      |
| 562   | Bonz Garden Maintenance | Monthly work outside D'Arcy Stores<br>Invoices 4908 (1.10.16), 4923 (1.11.16),<br>4928 (1.12.16), 4942 (1.1.17) @ £36.00 each | £ 144.00                     |
| 563   | Essex & Suffolk Water   | Scout Hut – current balance   | £ 52.21                      |
| 564   | Essex & Suffolk Water   | Burial Ground – current balance   | £ 24.67                      |
| 565   | Diane Malley MAAT       | Payroll services second half year   | £ 34.00                      |
| 566   | e-on                    | Scout Hut electricity charges   | £ 125.12                     |
| 567   | Wicksteed Leisure Ltd   | Playground inspection   | £ 72.00                      |
|       | <b>Total payments</b>   |   | <b>£1,523.45<br/>Inc VAT</b> |

It was noted that the Council had previously made a resolution to terminate the contract with Bonz Garden Maintenance (as above) but this had not been done. It was **agreed** that formal notice of the termination of the contract should be given and that Councillor Barwick will seek a quote from another contractor with insurance cover to do the work.

It was **RESOLVED** to confirm the following payment approved between meetings:

| Ch no  | Payee                                     | Details                           | Amount   |
|--------|---|-----------------------------------|----------|
| 101558 | Allied Westminster Insurance Services Ltd | Renewal of Village Hall insurance | £1780.98 |

It was noted that the renewal of the insurance should be on the clerk's "To Do" list for the year in order that cover is continued without delay. It was further noted that the insurer had made an electrical inspection a condition of cover and it was **RESOLVED** that Cllr. Munsen would get quotes for such a check and inform councillors by email.

b) To receive and approve the Financial Statement (Bank Reconciliation) for Jan 2017. Councillors felt that the new layout of the financial statement was easily understandable and **RESOLVED** that future reports should follow this format.

### 14. To receive reports from the following Representatives:

a) Burial Ground: It was noted that Mrs M Curtis is reorganising the way in which the burial ground is administered, modelling procedures on those used by Tollesbury Parish Council. In the agenda for the next meeting a proposal will be made to rename the burial ground as a cemetery.


b) Recreation Ground. Councillors noted the work put in by Councillor Mr Smith and Mrs C Saye to improve the play area equipment. It was felt that there is a need for a screening fence to be put in between the play area and the adjacent property to cover the area where the hedge has been removed. As the owner of this property had indicated that he wished to put up a fence, Councillor R Scott will liaise with him over this issue. The Parish Council can then take action if nothing is done.

Councillor G Munsen reported that during the recent cold weather he had put on and regularly checked some radiators in the Scout Hut to ensure that the pipes did not freeze. It is not known if the football club who used the field are still in operation as they have not been seen for some time.

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- c) Highways matters. The planters at the Maypole will be moved back slightly (item 6 above). It was noted that money is in the budget for refurbishing the Maypole in the spring, and that hanging baskets could be used at that time.
- d) Website / Facebook update. Councillor L Barwick reported that the minutes and agendas have been put on the website, and Transparency and Grievance policies will also be put on when ratified by the Council. Residents have used Facebook to express concern at a number of potholes in the village.
- e) To consider the following items:
- The use of the telephone box outside the Queen's Head. It was felt important to retain the phone box as it is part of the street scene. The clerk will make enquiries as to its adoption by the Parish Council.
  - The holding of a Summer Ball on the Recreation Ground. Councillor Munsen put forward the idea of a summer ball to be held in the marquee after the Horticultural Society Flower Show in July. This could be organised by the Parish Council with funds raised going towards a chosen charity and the Village Hall. It was **agreed** in principle to consider this idea, and Councillor Munsen will circulate information in the form of a business case to be discussed at the Council's February meeting.
  - To discuss whether the Parish Council or the Village Hall committee should be responsible for paying the lighting and electricity costs in the Village Hall car park. Councillor Munsen expressed concern at the recent electrical work at the Village Hall which had proved to be expensive, and queried whether the VHMC should pay the bill and also why the front floodlight was coming on for a long period of time each night. It was **RESOLVED** that the current invoice should be paid by the Parish Council, but any running costs should not be paid. It was also **agreed** that the front of the Hall should only be illuminated whilst it is in use, and Councillor Munsen undertook to ask ABCO Electrics to look into this.
  - To receive an update on the provision of a defibrillator and casing for the village. It was **agreed** that the defibrillator case should be ordered and delivered to Councillor Mr Munsen, who will speak to the electrician about having it wired in.
15. To set the date for the next meeting and to consider items for the agenda. It was **RESOLVED** that, due to the absence on holiday of the acting Chair, the next meeting of the Parish Council should be held on Tuesday 21<sup>st</sup> February 2017.

As there was no further business the Meeting was closed at 9.12 pm.

  
21 February 2017