

## TOLLESHUNT D'ARCY PARISH COUNCIL

Minutes of the ANNUAL MEETING held on MAY 31<sup>ST</sup> 2016 in the Village Hall Back Room.

Present

CHAIRMAN: COUNCILLOR R. DENT  
VICE CHAIRMAN: COUNCILLOR R. BIRKIN

Councillors: Mrs L. Barwick, Mrs D. Cook, G. Munson and R. Scott.  
Ward members Councillors Mrs M. Thompson and E. Bamford.  
Seven members of the public.

Prior to the commencement of the meeting, Councillor R. Birkin announced that he was making an audio recording of the meeting.

### 1. ELECTION OF CHAIRMAN

Councillor R. Birkin proposed and Councillor D. Cook seconded that Councillor R. Dent be elected Chairman for the year 2016-2017.  
On being put to the vote, there were five in favour and one against. It was requested that the names of councillors and how they voted were recorded.  
For: Councillors R. Birkin, R. Scott., Mrs L. Barwick and Mrs D. Cook.  
Against: Councillor G. Munson.  
Councillor R. Dent was duly elected as Chairman for the coming year. He completed the Declaration of Acceptance of Office.

### 2. CO-OPTION OF A PARISH COUNCILLOR.

There were two candidates. Mrs L. Young and Mr J. Smith. Mrs L. Young addressed the meeting, but Mr J. Smith was on holiday. Councillor G. Munson proposed and Councillor R. Birkin seconded Mr J. Smith. By five votes to nil with one abstention Mr Smith was elected to the vacant parish council seat. He will sign the declaration of office at the earliest opportunity.  
Mrs Young was thanked for her interest and in view of her keenness to serve the village was told she may be involved as a non-councillor in specific roles.

### 3. APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 4. DECLARATIONS OF INTEREST WITH REGARD TO AGENDA ITEMS

No declarations of interest were declared.

### 5. ELECTION OF THE VICE CHAIRMAN

Councillor R. Birkin was proposed by Councillor Mrs D. Cook and seconded by Councillor R. Scott and unanimously elected as vice chairman for the year 2016-2017.

### 6. ELECTION OF OFFICERS

The following were elected:

Highways, road safety and public rights of way: Councillors Mrs D. Cook (Lead) and R. Scott.

Henry Smith Trust Fund representatives: Councillors R. Birkin (Lead) and R. Scott.

Planning and trees: Councillors J. Smith (Lead) and G. Munson.

Emergency Committee Representatives: The whole council.

Recreation ground & pavilion representatives: G. Munson (Lead) and R. Scott.

Burial ground working group: Councillor R. Birkin (lead) and non-councillor Mrs L. Young.

Personnel committee: Councillors: Mrs D. Cook, Mrs L. Barwick and R. Scott.

Neighbourhood plan working group: Councillor J. Smith (Lead)

Local council award scheme working group: Councillor Mrs L. Barwick (Lead).

## 7. PUBLIC PARTICIPATION WITH RESPECT TO ITEMS ON THE AGENDA

1. Annual return. It was raised that the agenda item to approve the year end accounts should include a specific reference to the Annual Return.

2. Planning. Proposed solar farm at High Hall, Farm Oxley Hill. This is small scale and about 20 times the average private house installation and for farm use mainly. The stated area of the installation does not include the spaces between which bring the total area to 1,500 square metres. There was concern that the panels would shade the pond to the detriment of great crested newts that may live there. The surround buildings are closer than shown on the plans. There is no scheme for hedgerow management, nor any reference to listed buildings. The wind farm application on the same site is still under appeal.

3. Playground. There is still £10,000 of grant money to be spent before March 2017. The recreation ground committee will discuss how to spend it.

4. Tollesbury Road lime trees. These causing concern again and need trimming.

## 8. MINUTES OF THE ORDINARY MEETING ON APRIL 26<sup>TH</sup> 2016 AND SPECIAL MEETING ON MAY 17<sup>TH</sup> 2016

The ordinary meeting minutes were approved and signed.

The special meeting minute 178 was altered. In the first line the word 'had' was deleted and replaced with 'met and'. The minutes were then agreed and signed.

## 9. TO RECEIVE INFORMATION ON MATTERS INCLUDED IN THE ABOVE MINUTES

164. 144. 135.1 Dog bin. Correspondence from Maldon District Council was passed to Councillor G. Munson. It was considered Maldon District Council be asked to erect the bin in the most appropriate place.

167.4 Transparency grant. Further expenditure will take place when the new clerk is in place.

168.3 Recreation ground drainage. Discussions are proceeding with a neighbouring farmer.

171 Burial ground path surface. The path has been tested and found to be in order.

168.5 Hiring out the pavilion. The building is in no fit state to hire in view of the mess therein. Councillors G. Munson and R. Scott will coordinate on this.

178 Appointment of new parish clerk. The candidate Miss V. Banyard has decided not to take the job. Another applicant will be considered by the personnel committee and in the meantime he will act as locum clerk.

10. PLANNING

1. Planning responses. Maldon district Council have introduced a new system which is to be used to enable the parish trigger to operate. Training by them is to be arranged.

2. Planning results. Extension and garage & garage 2 Oxley Hill; tree 37 D'Arcy Way both allowed. 5 dwellings land adjacent Dalkeith, Kelvedon Road refused.

3. New applications.

FUL/MAL/16/00485.

Installation of an 80kw ground mounted photovoltaic array.

High Hall Farm,

Oxley Hill,

Tolleshunt D'Arcy

Councillors considered the application contained misleading technical information as presented. However, there is no visual intrusion although concern was expressed over future development of the scheme. Councillors unanimously supported the application.

HOUSE/MAL/16/00525

Side and rear combined extension

46 Strawberry Lane,

Tiptree

This application has been submitted for comment even though it is just outside the parish boundary. Councillors had not comment to make.

4. Receive information on planning appeals. None have been received.

11. CORRESPONDENCE

1. Play area safety inspection. This will receive consideration and comment with a view to repair will be requested from a play equipment company.

2. Fly the flag on Armed Forces Day. There are no local events.

3. Salt bag scheme. Councillor Mrs L. Barwick will see what is involved.

12. FINANCE

1. The financial statement was approved and the following payments authorised:

To clerk:

|            |         |  |
|------------|---------|--|
| Salary May | £335.70 |  |
|------------|---------|--|

|             |        |  |
|-------------|--------|--|
| Burial fees | £77.00 |  |
|-------------|--------|--|

|                     |           |  |
|---------------------|-----------|--|
| Retirement gratuity | £1,248.13 |  |
|---------------------|-----------|--|

|                  |                  |  |
|------------------|------------------|--|
| Total before tax | <u>£1,660.83</u> |  |
|------------------|------------------|--|

|                  |           |  |
|------------------|-----------|--|
| Total net of tax | £1,328.63 |  |
|------------------|-----------|--|

|                 |               |  |
|-----------------|---------------|--|
| Mileage 36 @45p | <u>£16.20</u> |  |
|-----------------|---------------|--|

|         |  |  |
|---------|--|--|
| To HMRC |  |  |
|---------|--|--|

£1,344.83

£332.20 PAYE

|                                  |         |  |
|----------------------------------|---------|--|
|                                  | 4       |  |
| Bonz Garden Maintenance Ltd      | £840.00 | Balance of a/c for BG                  |
| improvements                     |         |  |
| “ “ “ “                          |         | £36.00 Maintenance O/S shop            |
| EALC                             |         | £75.00 Course fee. Chairmans Day 3.    |
| “                                |         | £49.99 'Local Councils Explained' book |
| Rural Community Council of Essex |         | £60.00 Membership fee                  |
| PAB Accountancy Services         |         | £180.00 Internal audit fee             |
| E.ON                             |         | £64.79 Pavilion electric               |
| Essex & Suffolk Water            |         | £24.65 Pavilion water                  |
| “ “ “ “                          |         | <u>£20.15</u> Burial ground water      |
|                                  | Total   | <u>£3,027.61</u>                       |

2. Approve the accounts for the year ended March 31<sup>st</sup> 2016

a) Section one of the Annual Return was approved by the casting vote of the Chairman as three councillors abstained.

b) Section two of the annual return was approved.

3. Invoices relating to the village hall. Councillors approved the payment made by the parish council to RCCE for annual membership.

4. EALC courses. Expressions of interest was made for courses later in the year on planning and also burial ground administration.

5. Transparency grant funded equipment. This will be put off until the new clerk is appointed.

13. RECREATION GROUND & PAVILION

1. Car park. The owner of the land clarified that the gift is in the form of a long term lease at a peppercorn annual rent to be paid to charity. Restrictions will be applied so it can only be used as a car park. Councillors unanimously approved the terms of the gift.

14. DIFFIBRULATER

It is proposed the parish council are required to pay £400 towards the cost of the unit with British Heart Foundation paying the balance. In addition the parish council will pay £500 for a case. It will be mounted on the front wall of the village hall and training will be given. It was proposed by Councillor R. Birkin and seconded by Councillor Mrs L. Barwick and unanimously agreed to go ahead.

15. HIGHWAYS

1. Memorial bench canopy. Parishioner Mr J. Andrews addressed the council. He contended that regular cleaning of the bench or its relocation were not enough to prevent the build-up of bird droppings. It is therefore proposed to build a canopy over it subject to planning permission if required. He offered to build and erect it for £750. Mr Andrews also volunteered to clear and keep tidy the area around the bench. It was proposed by Councillor R. Dent and seconded by Councillor R. Birkin to spend up to £750 for the structure and its installation. This was unanimously agreed.

2. Maintenance of area outside the shop. Mr Andrews also volunteered to maintain the area outside the shop and around the notice board. Councillors agreed to this also. Bonz Garden Maintenance Ltd will be informed that their services in this area are no longer required.

16. HENRY SMITH WORKING GROUP

Efforts are continuing to arrive at a solution which will satisfy the trustees and the parish council.

17. DRAFT COMPLAINTS PROCEDURE

The draft was unanimously ratified by councillors.

18. ADJOURNMENT OF THE MEETING FOR PUBLIC PARTICIPATION

The meeting was closed and re-opened.

19. ITEMS FOR INFORMATION OR INCLUSION ON A FUTURE AGENDA

No items were raised

As there was no further business, the Chairman closed the meeting at 9.20pm.