

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

**In the Chair:** Cllr Smith

**Clerk:** Michelle Curtis

**Also present:** District Councillors Bamford and Thompson  
1 member of the public

**1. Welcome**

The Chairman welcomed everyone to the Meeting.

**2. Apologies for Absence**

There were no apologies for absence.

**3. Declarations of Interest**

There were no declarations of interest disclosed.

**4. District Councillors**

Cllr Bamford reported the following:

- She would not be standing for election in May for Tolleshunt D'Arcy and would be representing the Conservative Party in Tollesbury East. Cllr Bamford stated she would however continue to support Tolleshunt D'Arcy.
- Maldon District Council had agreed a 2.3% increase in the Council Tax for 2019/20.
- Unfortunately, due to other commitments, the Essex Fire, Police and Crime Deputy was unable to attend the Annual Assembly.

**5. Public Forum**

There were no comments from the member of the public.

**6. Minutes**

**Minutes 29<sup>th</sup> January 2019**

**Resolved:** that the Minutes of the Parish Council Meeting held on 29<sup>th</sup> January 2019 be approved as a true record of the Meeting. The Chairman signed the Minutes. Unanimously agreed.

**7. Finance**

**a) Monthly Financial Report**

The Financial Report were presented to the Council.

Councillors received the following monthly Financial Reports:

Bank Reconciliation – Closing balance of £26,317.27 as at 31<sup>st</sup> January 2019

Expenditure to date – Budget £22,423 – Actual £17,330

Income to date (including Precept (£19,223) £22,423 – Actual £20,155

Earmarked Funds – Closing Balance - £1,642.11

The Chairman signed the Reports.

**b) Payments**

Items for payment totalling £659.87 were presented for approval.

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



## 8. Planning Planning Applications and Decisions

### Applications

- WTPO/MAL/19/00074 PP-07566338  
5 x Conifer trees, one Holly and one Lime tree to be removed, 6 x lime trees to be crown lifted 4 metres from ground and cut back all the suckers.  
Campions Lodge North Street Tolleshunt D'Arcy Essex  
**Resolved:** to object to this Application, as there is no justification for the loss of this amenity. Unanimously agreed.
  
- LDP/MAL/19/00133 - PP-07600552  
Claim for Lawful Development Certificate for the removal of a rear extension, boundary wall and covered side access and new side/rear extension constructed.  
27 Chapel Road Tolleshunt D'Arcy Essex CM9 8TL  
**Resolved:** to recommend approval of this Application. Unanimously agreed.
  
- HOUSE/MAL/19/00147  
Extend existing first floor dormers, replace windows/doors with new, addition of juliett balcony to the rear elevation. Apply horizontal board cladding to first floor. Rooflights to existing side projection.  
1 Chapel Road Tolleshunt D'Arcy Essex CM9 8TL  
**Resolved:** to recommend approval of this Application but with the suggestion that obscure glass be used on the West elevation as concern was raised for the privacy of the neighbouring property. Unanimously agreed.

### Appeals:

- None received.

### Planning Decisions received from Maldon District Council:

- LBC/MAL/18/01355 – 2 Station Road - Approved

### Planning Decisions from the Planning Inspectorate:

- None received.

A resident has emailed the Parish Council expressing his concerns regarding the 'hammerhead' in D'Arcy Way and also the trees which are overhanging his property.  
**Action:** Clerk to write to the resident to reiterate what had been pointed out in previous correspondence, that the Parish Council has no power to address these matters.

The Clerk reported that the resident had also raised his concerns with District Councillor Thompson at the Monthly District Councillor Surgery and Cllr Thompson had agreed to take this matter up with the relevant authority on behalf his behalf.

The resident also advised that the plot adjacent to 41 D'Arcy Way which had been granted planning permission for a new dwelling was now up for sale.

## 9. Training Clerk/Councillor Training

There were no requests for training.

## 10. Policies and Procedures

The Parish Council reviewed the following Policies and Procedures:

- a) Compliments and Complaints Procedure

**Resolved:** to adopt the revised Compliments and Complaints Procedure.

- b) Grievance Procedure  
Reviewed – no changes.

**Action:** Clerk to produce a Disciplinary Procedure to be adopted at the next meeting.

**11. Annual Parish Meeting**

The Chairman and the Clerk will prepare the presentation for the Annual Assembly.

**12. Traffic/Speeding – Working Group (WG) Update**

Cllr Scott, Chairman of the WG, gave an update of the WG Meeting held on 12<sup>th</sup> February 2019.

The WG is made up of Cllrs Scott, Henderson, the Parish Clerk and 3 members of the public.

The WG discussed a number of options and based on the information supplied by Jon Simmons, Essex Highways, the WG would apply for a speed survey to be carried out on the roads coming into the village.

The WG also suggested working with the Primary School to hold a poster competition. The Parish Council agreed to support the competition and would be willing to support the project by providing a prize for the competition winner.

**Action:** WG to discuss this further with the Primary School.

A suggestion was made that the Parish Council should purchase some stickers to be given to residents to place on their wheelie bins to remind drivers of the speed limits on the various roads coming into the Parish.

**Action:** Clerk to look into further.

**13. Devolution**

It has been brought to the attention of the Parish Council that Essex County Council intend to approach all Parishes, towards the end of 2019, with proposals to devolve certain services.

Cllr Bamford advised she had been in contact with Cllr Bentley as Tollesbury Parish Council had raised concerns and Cllr Bentley would be happy to attend a meeting to discuss the proposals further.

Councillors requested that Cllr Bamford arrange a meeting for the issue to be discussed further.

**14. Police**

**Police Reports**

The Police reports were received and noted.

The Clerk reported that a meeting had been arranged with a representative from Essex Police to discuss Special Constables. The Meeting will be held on Monday 25<sup>th</sup> March 2019 commencing at 11.30am.

The December Report from the Community Protection Officers was received. It was noted that they had carried out 2 TruCam patrols and 3 speeding fines had been issued.

**Action:** Clerk to confirm locations where the patrols were carried out.

**15. Administration**

Year End – The Clerk reported it may be necessary to have an Extra-ordinary Meeting in April to approve the Accounts ready for the internal audit.



## 16. Working Group Reports

### 16.1 Burial Ground

#### 16.1.1 Working Group Report – Cllrs Henderson and Scott

Cllr Henderson reported that Maldon District Council had commenced work on the hedge at the Burial Ground.

Cllr Henderson advised that the large pothole outside the Burial Ground had not yet been repaired although it was noted that the road was scheduled for closure the following day for roadworks.

### 16.2 Recreation Ground

#### 16.2.1 Monthly Inspection Report

The Monthly Inspection Report dated 20/02/19 was received and noted.

#### 16.2.2 Pavilion

Cllr Munson stated that he felt that the Pavilion was underused and needed to attract more users. Cllr Munson suggested a road and a car park be put in to make it more attractive to prospective users.

The Chairman advised that when the initial Pavilion project was being designed, consideration was given to providing a road and car park but the costs were in excess of £40k and a decision was taken not to proceed.

Access to the building was discussed and it was suggested that users of the Pavilion could, with the permission of the Primary School, use the school car park out of school hours.

The Chairman advised it was the intention to use the Pavilion when the Village Hall works were being carried out and a discussion with the Primary School would be needed at some stage.

The Council agreed that more could be done to encourage use of the Pavilion and the Chairman suggested that the Working Group put together a business case plan to encourage increased usage of this facility.

### 16.3 Highway/Footpaths

#### 16.3.1 Working Group Report – Cllr Cook

It was reported that Beckingham Road and Tollesbury Road were scheduled for closure for roadworks to be carried out.

A public meeting is being held in September to discuss the proposed footpath diversions which the Parish Council had previously objected to. Cllr Cook requested that she be given the opportunity to raise this matter at the Annual Assembly.

**Action:** Cllr Cook to submit a statement to the Clerk.

#### 16.3.2 Footpath Diversion Order – Footpath 11

Notification of the Footpath Diversion Order – Footpath 11 was received and noted.

### 16.4 Website / Facebook Updates

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

## 17. Community Concerns – Information Exchange/Next Agenda Items

Cllr Young reported the following:

- Post Office - There had been a number of reports of the Outreach Post Office not being open and also there have been occasions when they have run out of money.

**Action:** Cllrs to advise residents to contact the Postmistress at Great Totham to express their concerns.



- Defibrillator – Cllr Young had started to complete the necessary forms for the Awards for All Funding. The Application Form requires the contact details of two people. Financial and other information is also required for the Application.  
**Action:** Cllr Young to include Cllr Barwick as the additional contact.  
**Action:** Cllr Young to submit a list of the items required for the Application to the Clerk.

Cllr Munson reported the following:

- The Parish Council has very little coverage in the local newspapers and suggested this was addressed.

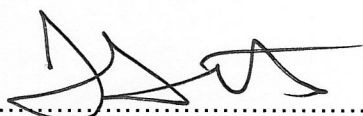
The following items suggested for the next Agenda:

- Disciplinary Procedure
- Pavilion

**18. Date of the next Meeting**

The next Parish Council Meeting will be held on:  
Tuesday 26<sup>th</sup> March – Full Council Meeting – 7.30pm

The Chairman closed the Meeting at 8.59pm.

Signed.....

Date:..... 26 MARCH 2019