

**Present:** Cllrs Barwick, Brown, Dorman, Henderson, Munson, Scott

**In the Chair:** Cllr Smith

**Clerk:** Michelle Curtis

**Also Present:** District Councillor Thompson

**1. Welcome**

The Chairman welcomed everyone to the Meeting.

**2. Apologies for Absence**

All Members were present.

**3. Declarations of Interest**

There were no declarations of interest disclosed.

**4. District Councillors**

Cllr Thompson reported:

- Maldon District Council were looking to move to virtual meetings.

The Clerk asked, on behalf of a resident, if there was any update on the amenity land in Festival Gardens.

Cllr Thompson reported there was no update and she would make direct contact with the resident.

**5. Public Forum**

There were no members of the public present.

**6. Annual Statutory Meeting**

**Regulation 6(c) removes the requirement for a parish council to hold an Annual Meeting in May 2020 and Regulation 4 (2) carries the current appointment of chairman on until the Annual Meeting in May 2021** (although councils may elect a chairman at an earlier meeting should they wish to).

**Resolved:** Cllr Smith would remain the Chairman for Tolleshunt D'Arcy Parish Council until the Annual Meeting in May 2021. Unanimously agreed.

**7. Annual Parish Meeting**

Parish Councils in England are included within the definition of "local authority" in the 2020 Regulations (Reg. 3). **Parish meetings are not included within the definition and, as such, there is nothing permitting them to meet remotely.** In NALC's (the National Association of Local Councils) view, the current government guidance means that parish meetings should not take place in person, including the Annual Meeting of the electors.

It was agreed to review the situation in 3 months times.

**8. Minutes**

**Minutes 28<sup>th</sup> April 2020**

**Resolved:** that the Minutes of the Virtual Parish Council Meeting held on 28<sup>th</sup> April 2020 be approved as a true record of the Meeting. Unanimously agreed.

The Chairman to sign the Minutes as soon as possible.

## 9. Finance

### 9.1 Monthly Financial Report

The Financial Reports were presented to the Council.  
Councillors received the following monthly Financial Reports:  
Bank Reconciliation – a Closing balance of £46,270.06 at 30<sup>th</sup> April 2020  
Expenditure to date – Budget £25,340 – Actual £837  
Income to date (including Precept (£21,515) £24,315 – Actual £21,515  
Earmarked Funds – Closing Balance - £11,252.55

The Clerk reported the following:

- Payment received from Maldon District Council for £21,515.24 for the 2020/21 precept.
- Payment received from HMRC for £455.12 the VAT recovered between October 2019 – March 2020.

The Chairman to sign the Reports as soon as possible.

### 9.2 Payments

Items for payment totalling £1,328.95 were presented for approval.

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

## 10. Planning

### Planning Applications and Decisions

#### – Planning Applications:

**Application No:** TCA/MAL/20/00440

**Proposal:** T1 Pitospourium - Reduce height by 2m

**Location:** 2 Station Road Tolleshunt D'Arcy

**Resolved:** to recommend approval of this Application. Unanimously agreed.

**Application No:** TCA/MAL/20/00413 PP-08675735

**Proposal:** T1 Pinus sylvestris: Reduce over-extended lateral limb up to 5 meters. T2 Pinus sylvestris: remove lateral limbs back to main stem and Crown lift up to 6 meters.

**Location:** 6 Margery Allingham Place Tolleshunt D'Arcy

**Resolved:** to recommend approval of this Application. Unanimously agreed.

#### – Appeals: None received

#### – Planning Decisions:

**WTPO/MAL/20/00166** - Darcy House 1 South Street – **Approved**

**HOUSE/MAL/20/00201** – 25 Chapel Road - **Approved**

#### – Planning Appeals Decisions: None received.

## 11. Internal Audit

### 11.1 Internal Auditors Report and Recommendations

Councillors received the recommendations by the Internal Auditor and comments are as follows:

#### 1. Clerks Wages

It was noted that the Clerk was underpaid during the period of April – September 2019 by £64.80.

**Resolved:** to pay the Clerk the shortfall in her June wages.

#### 2. Assets

Assets to be reviewed before March 2021 in line with new requirements.

Overall the Parish Council were pleased with the contents of the Report.

#### **11.2 Effectiveness of Internal Audit**

Councillors carried out a review of the Effectiveness of Internal Audit as prescribed in the 'Governance and Accountability' manual (Appendix B).

#### **12. Training**

There were no requests for training.

#### **13. COVID-19**

##### **13.1 Update on COVID19 – Volunteers**

The Chairman reported that there had been 37 assist to residents which included shopping, collection medication, collection food parcels from the Salvation Army. The Volunteers had also provided assistance to residents in neighbouring parishes.

##### **13.2 Signage**

Due to COVID19, it was necessary to purchase signage for the public open spaces which the Parish Council were responsible for to remind people of the 2m social distancing.

It was agreed to make the path to the Recreation Ground next to the Village Hall one way with the entrance being on the road side.

**Resolved:** that the Clerk should order signs as follows:

Burial Ground

x 1 (observe the 2m distancing)

Recreation Ground

x 2 (observe the 2m distancing)

x 1 (one way entry)

x 1 (no entry, use exit via the car park)

#### **14. Police/Maldon District Council – Community Protection Officers (CPOs)**

##### **14.1 Police Reports**

The Police Report was received.

The Clerk reported that the CPO's had resumed TruCam patrols.

The Clerk advised that she had been contacted by a resident regarding speeding of motorcycles in Station Road during the weekends.

**Action:** Clerk to ask if Station Road can be added to the CPO TruCam Patrols.

The Clerk advised that a resident had reported that there is dog fouling on the footpath between Festival Gardens and Frame Farm.

**Action:** Clerk to arrange for the CPO's to carry out dog fouling patrols.

#### **15. Administration**

Footpaths – The Clerk reported she had updated the website providing a link to the Essex County Council website which can provide users with information of footpaths in the parish.

Community Initiatives Fund (CIF) – The Clerk advised that the CIF Fund for 2020/21 had been launched.

**Action:** to submit an application for funding for a second defibrillator.

**16. Representative Reports**

**16.1 Burial Ground**

**16.1.1 Update from Cllrs Brown, Henderson and Scott**

Cllr Scott reported that the weeds on the footpath had not been sprayed.

**Action:** Clerk to chase up with Maldon District Council.

**16.2 Recreation Ground**

**16.2.1 Update from Cllrs Brown, Dorman and Munson**

Cllr Dorman reported that there were a number of weeds around the Pavilion.

**Action:** Clerk to ask Maldon District Council to spray back.

Cllr Dorman reported that there are a number of trees which are overhanging the footpath to the Recreation Ground.

**Action:** Clerk to ask resident if they would cut back their trees or whether they would be happy for the Parish Council to cut them back.

**16.3 Highway/Footpaths**

**16.3.1 Update from Cllr Henderson**

Cllr Henderson advised that she had reported the damaged road sign, which has been raised at the previous meeting, to Essex County Council and had been advised that this was the responsibility of Maldon District Council.

The Clerk advised she had reported it online to Maldon District Council.

Cllr Munson reported that there are a number of missing fingerposts.

**Action:** Cllr Munson to provide the Clerk with a list of missing fingerposts so she could report it to Essex County Council.

**16.4 Website / Facebook Updates**

**16.4.1 Website/Facebook**

The Clerk continues to update the website/Facebook.

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

Cllr Scott reported:

- That there were a number of weeds around the Maypole which required spraying off.

**Action:** Clerk to ask Contrator to spray them off.

- The Maypole looked untidy and required some attention. Some of the cage needs replacing and it needs to be repainted.

**Action:** Clerk to obtain quotations for maintenance works to be carried out.

Cllr Munson reported:

- There had been no update on the progress of the Village Hall and felt information should be fed back to the Parish Council.

Cllr Barwick agreed to get an update for the next meeting. Cllr Barwick advised that the application for funding to the National Lottery had been unsuccessful and this was mainly due to the current circumstances.

**18. Date of the Next Meeting**

The next Parish Council Meeting will be held on:

**Tuesday 30<sup>th</sup> June 2020 – Full Council Meeting – 7.30 pm**

The Chairman closed the Meeting at 8.37pm.

Signed.....

Date:.....