

# TOLLESHUNT D'ARCY PARISH COUNCIL

[www.tolleshuntdarcypc.org](http://www.tolleshuntdarcypc.org)

**Chairman:** John Smith - 07505 008891

**Clerk:** Michelle Curtis, 4 Valkyrie Close, Tollesbury, Maldon,  
Essex CM9 8SL

Tel: 07483 325853

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Notice is hereby given that the virtual meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on Tuesday 29<sup>th</sup> September 2020, via Zoom commencing at 7.30 pm, to which members of the Council are summoned for the transaction of the under-mentioned business.



*M. Curtis*

Michelle Curtis – Clerk to the Council

22<sup>nd</sup> September 2020

Councillors: J Smith (Chairman), L Barwick (Vice-Chairman), J Brown, B Dorman,  
M Henderson, G Munson, R Scott

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## THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted however the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

**Meetings are virtual and are being held via Zoom. If you wish to attend the virtual meeting, please contact the Parish Clerk who will email you joining information.**

## AGENDA

- Chairman's welcome**
- Apologies for Absence**  
To receive apologies for absence.
- Declaration of Interest**  
Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.
- District Councillors**  
To receive information from the District Councillors.

**5. Public Forum**

The Chairman will invite questions and observations from members of the public. A maximum time of **15** minutes will be allowed.

**6. Minutes**

To receive and approve the Minutes of the Meeting held on 25<sup>th</sup> August 2020. #

**7. Finance**

7.1 To receive and approve Monthly Financial Report as at 31<sup>st</sup> August 2020. \*

7.2 To receive and approve Payments. #

**8. Planning**

**Planning Applications and Decisions**

*Applications are circulated to all Councillors with the agenda, for study ahead of the meeting. Planning documents are also available for everyone to view on the Maldon District Council website ([www.maldon.gov.uk](http://www.maldon.gov.uk)).*

– **Planning Applications:**

To consider Planning Applications received from Maldon District Council.

– **Appeals:** To receive notification of Planning Appeals.

– **Planning Decisions:** To note decisions made by Maldon District Council.

– **Planning Appeal Decisions:** To note decisions made by the Planning Inspectorate.

**9. Planning Consultation**

To consider responding to the NALC Planning Consultation on the reform of our planning system.

**10. Training**

To consider any training requests from the Clerk or Councillors.

**11. COVID-19**

To receive an update on COVID-19 – Volunteers

**12. Parish Council Insurance**

To consider quotations for the Parish Councils insurance. \*

**13. Recreation Ground**

**13.1 Fencing**

To consider quotations for replacement fencing. #

**13.2 Rubber Matting**

To receive quotation to remove unused rubber matting make surface good. #

**13.3 Car Park**

**13.3.1** To consider quotation to face and tidy up hedge. #

**13.3.2** To consider quotation to repair the pothole at the entrance to the car park. #

- 13.4 Football**  
To discuss concerns raised by residents regarding the football at the Recreation Ground.
- 14. Parking – Chapel Road**  
To discuss parking issues in Chapel Road.
- 15. Bradwell B**  
To receive information on the Bradwell B Community Forum.
- 16. Donation**  
To consider making a donation to the village sewing group, who are making face masks, towards the purchase of a new sewing machine.
- 17. Police/Community Protection Officers (CPO)**  
To receive Police Reports (confidential) and CPO Reports.\*
- 18. Administration**  
To receive information from the Clerk – update on current and ongoing matters.
- 19. Representative Reports**
- 19.1 Burial Ground**
- 19.1.1** To receive an update from Cllrs Brown, Henderson and Scott in relation to the Burial Ground.
- 19.2 Recreation Ground**
- 19.2.1** To receive an update from Cllrs Brown, Dorman and Munson in relation to the Recreation Ground.
- 19.2.2** To receive Monthly Inspection Report. \*
- 19.3 Highway/Footpaths**
- 19.3.1** To receive an update from Cllr Henderson
- 19.4 Website / Facebook Updates**
- 19.4.1** To receive update from Parish Clerk
- 20. Community Concerns**  
To receive information only or note future agenda items.
- 21. Date of the next Meeting**  
Next meeting to be held on:  
Tuesday 27<sup>th</sup> October 2020 – 7.30 pm (via Zoom)

*(Key - \* = attached - #to follow)*

Date: 04/09/2020

Tolleshunt Darcy Parish Council

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Time: 16:04

Bank Reconciliation Statement as at 31/08/2020  
for Cashbook 1 - Current Bank A/c

User: MICHELLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	31/08/2020		42,919.50
			<u>42,919.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
25/08/2020 SO Michelle Curtis		415.00	
25/08/2020 ONLINE British Telecom		30.02	
			<u>445.02</u>
			42,474.48
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			42,474.48
		Balance per Cash Book is :-	42,474.48
		Difference is :-	0.00

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Elections	0.00	100.00	100.00
321 EMR Parish Improvements	2,814.98	200.00	3,014.98
322 EMR Recreation Ground	2,500.00	2,000.00	4,500.00
323 Unallocated	137.57	1,000.00	1,137.57
324 EMR Burial Ground	2,000.00		2,000.00
325 EMR Maypole	0.00	500.00	500.00
	<u>7,452.55</u>	<u>3,800.00</u>	<u>11,252.55</u>

## Detailed Receipts &amp; Payments by Budget Heading 31/08/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1076 Precept	21,515	21,315	(200)			100.9%	
Income :- Receipts	<b>21,515</b>	<b>21,315</b>	<b>(200)</b>			<b>100.9%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>21,515</b>						
<u>110</u> <u>Administration</u>							
██████████	████	████	████		████	████	
██████████	████	████	████		████	████	
4030 PAYE & NI	537	1,350	813		813	39.7%	
4070 Payroll Processing	42	100	58		58	42.0%	
4080 Training	40	875	835		835	4.6%	
4090 Bank Charges	18	72	54		54	25.0%	
4100 Audit Fees	175	175	0		0	100.0%	
4120 Subscriptions & Memberships	301	450	149		149	66.8%	
4130 Insurance	0	1,300	1,300		1,300	0.0%	
4150 Postage	0	10	10		10	0.0%	
4160 Telephone & Broadband	133	0	(133)		(133)	0.0%	
4170 Website	20	0	(20)		(20)	0.0%	
4180 Office Equipment	50	50	0		0	100.0%	
4190 Office Allowance	90	216	126		126	41.7%	
4200 Grants & Donations Paid	0	2,500	2,500		2,500	0.0%	
4230 CPOs	315	800	485		485	39.4%	
4240 Special Officers	0	2,000	2,000		2,000	0.0%	
4500 Hall Hire	500	500	0		0	100.0%	
4990 Sundries	56	450	394		394	12.5%	
Administration :- Indirect Payments	<b>4,432</b>	<b>15,700</b>	<b>11,268</b>	<b>0</b>	<b>11,268</b>	<b>28.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,432)</b>						
<u>130</u> <u>Amenities</u>							
4300 Defibrillator	112	120	8		8	93.6%	
4310 Grass/Hedge/Tree cutting	675	4,000	3,325		3,325	16.9%	
Amenities :- Indirect Payments	<b>787</b>	<b>4,120</b>	<b>3,333</b>	<b>0</b>	<b>3,333</b>	<b>19.1%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(787)</b>						
<u>135</u> <u>Burial Ground</u>							
1350 Burial Ground Income	1,325	3,000	1,675			44.2%	
Burial Ground :- Receipts	<b>1,325</b>	<b>3,000</b>	<b>1,675</b>			<b>44.2%</b>	<b>0</b>
4360 Water	21	70	49		49	30.5%	

## Detailed Receipts &amp; Payments by Budget Heading 31/08/2020

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4370 Maintenance	27	100	73		73	27.5%	
Burial Ground :- Indirect Payments	<u>49</u>	<u>170</u>	<u>121</u>	<u>0</u>	<u>121</u>	<u>28.7%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>1,276</b></u>						
<u>140 Pavilion</u>							
4360 Water	137	150	13		13	91.3%	
4370 Maintenance	0	500	500		500	0.0%	
4400 Electricity	71	400	329		329	17.7%	
Pavilion :- Indirect Payments	<u>208</u>	<u>1,050</u>	<u>842</u>	<u>0</u>	<u>842</u>	<u>19.8%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(208)</b></u>						
<u>145 Rec Ground</u>							
4370 Maintenance	188	500	312		312	37.7%	
Rec Ground :- Indirect Payments	<u>188</u>	<u>500</u>	<u>312</u>	<u>0</u>	<u>312</u>	<u>37.7%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>(188)</b></u>						
<u>160 Projects</u>							
4600 Maypole	0	500	500		500	0.0%	
4610 Parish Improvements	0	200	200		200	0.0%	
4620 Rec Ground	0	2,000	2,000		2,000	0.0%	
4640 Unallocated	0	1,000	1,000		1,000	0.0%	
4660 Elections	0	100	100		100	0.0%	
Projects :- Indirect Payments	<u>0</u>	<u>3,800</u>	<u>3,800</u>	<u>0</u>	<u>3,800</u>	<u>0.0%</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u><b>0</b></u>						
Grand Totals:- Receipts	<b>22,840</b>	<b>24,315</b>	<b>1,475</b>			<b>93.9%</b>	
Payments	<b>5,664</b>	<b>25,340</b>	<b>19,676</b>	<b>0</b>	<b>19,676</b>	<b>22.4%</b>	
<b>Net Receipts over Payments</b>	<u><b>17,176</b></u>	<u><b>(1,025)</b></u>	<u><b>(18,201)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>17,176</b></u>						

Area of Cover		Sums Insured/Limits		
		Pen Underwriting Limited via Axa	Hiscox	Ecclesiastical
<b>Public Liability</b>		£10,000,000	£10,000,000	£10,000,000
Including	Hirers Liability	£5,000,000	£5,000,000	£2,000,000
	Libel & Slander	£500,000	£500,000	£250,000
	Motor No claims Excess & Bonus	£250 each	£250 each	n/a
<b>Employers' Liability</b>		£10,000,000	£10,000,000	£10,000,000
<b>Officials &amp; Trustees Liability</b>		£500,000	£500,000	£500,000
<b>Employee Dishonesty</b>		£150,000	£150,000	£150,000
<b>Legal Expenses</b>		£500,000	£100,000	£250,000
<b>Personal Accident</b>		£100,000/£500pw	£100,000/£500pw	£50,000/£250pw
<b>Property Damage</b>				
Including	Defibrillators & Cabinets	£5,000	£5,000	£5,000
<b>Business Interruption</b>				
Including	Loss of Revenue	£10,000	£10,000	£10,000
	Increased Cost of Working	£10,000	£10,000	£10,000
	Key Person Cover	£250pw up to max £2,500 pa	£250pw up to max £2,500 pa	£400pw up to 26 weeks
<b>Contents (away from premises)</b>		£5,000	£5,000	£5,000
<b>Money</b>		£2,500	£1,000	£1,000
<b>Internet &amp; Email</b>		£500,000	£50,000	n/a
<b>Crisis Management</b>		£500,000	£25,000	n/a



## Agenda Item 17

Parish / Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	Aug-20	02:00
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
4	02:00	18
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
0	0	0
ASB Issues	VMO (Vehicle Moved On)	
0	0	
Any Other Details		

Date	Parish	Start	Finish	Total	Patrol Area	Assets	On Street	Off Street	Dog Fouling	School Patrol	Playsite Inspection	TRUCAM	CAPS	PCN	FPNS	VMO	ASB	ISSUES	RANGER	COMMENTS ON PATROL
05/08/2020	Tolleshunt D'Arcy	10:25	10:55	0:30:00								M020	1						MF	all ok
13/08/2020	Tolleshunt D'Arcy	08:45	09:15	0:30:00								M018	4						MF	all ok
18/08/2020	Tolleshunt D'Arcy	14:45	15:15	0:30:00								M018	7						JB	ok
20/08/2020	Tolleshunt D'Arcy	08:00	08:30	0:30:00								M020	6						JB	ok
				<b>02:00</b>										<b>18</b>						

<b>Parish / Town Council</b>	<b>Month</b>	<b>Total Number of Hours</b>
Tolleshunt D'Arcy	Jul-20	02 00
<b>Number of Tru Cam Patrols</b>	<b>Hours Spent on Tru Cam</b>	<b>Number of Offenders</b>
4	02 00	6
<b>PCNs Issued</b>	<b>FPNs Dog Fouling</b>	<b>FPNs Litter Fouling</b>
0	0	0
<b>ASB Issues</b>		<b>VMO (Vehicle Moved On)</b>
0		0
<b>Any Other Details</b>		

Date	Parish	Start	Finish	Total	Patrol Area	Assets	On Street	Off Street	Dog Fouling	School Patrol	Playsite Inspection	TRUCAM	CAPS	PCN	FPNS	VMO	ASB	ISSUES	RANGER	COMMENTS ON PATROL
09/07/2020	Tolleshunt D'Arcy	10:15	10:45	00:30								M018	0						MF	all ok
10/07/2020	Tolleshunt D'Arcy	09:10	09:35	00:30								M020	1						MF	All ok
22/07/2020	Tolleshunt D'Arcy	11:00	11:30	00:30								M020	1						JB	quiet
28/07/2020	Tolleshunt D'Arcy	9:45	10:15	00:30								M018	4						JB	ok removed cov 19 banner
				02 00									6							

# TOLLESHUNT D'ARCY PARISH COUNCIL

www.essexinfo.net/tolleshuntarcyparishcouncil



## RECREATION GROUND MONTHLY INSPECTION

**Date:** 21 August 2020

**Inspection carried out by:** John Smith

**Car Park** Entrance still requires attention clerk seeking more quotes.

Low risk

**Paths and grass** Satisfactory. The grass looks in good condition.

**Fences.** The new latch and backstop installed by Cllr. Dorman has lasted a bit longer than my attempts but has failed. The hinges need painting/replacing as per annual inspection. As mentioned before consideration should be given to replacing fence with no/low maintenance type.

**Outside Gym** Satisfactory the Chest Press seat has been replaced by Cllr. Scott

**Play equipment** All equipment satisfactory with minor issues identified by annual inspection outstanding. Small amount of litter cleared.

**Pavilion.**

No significant risk.

**Goal Posts** Showing signs of rusting. Needs rubbing down and repainting. No/Low risk

**General** It would appear that the footballers that train on a Thursday evening have completely cleared all litter from the recreation ground most of which was clearly nothing to do with them. Thank You.

**Covid 19** All signage satisfactory.

**Chairman:** John Smith - 07505 008891

**Clerk:** Michelle Curtis, 4 Valkyrie Close, Tollesbury, Maldon, Essex CM9 8SL  
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