

TOLLESHUNT D'ARCY PARISH COUNCIL

www.tolleshuntdarcypc.org

Chairman: John Smith - 07505 008891

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

Tel: 07483 325853

email: clerk@tolleshuntdarcypc.org



Notice is hereby given that the virtual meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on Tuesday 27th October 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

20th October 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

1. **Chairman's welcome**
2. **Apologies for Absence**
To receive apologies for absence.
3. **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.
4. **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 29th September 2020. #

7. **Finance**

7.1 To receive and approve Monthly Financial Report as at 30th September 2020. *

7.2 To receive and approve Payments. #

8. **External Audit**

To receive External Auditor Report and Certificate 2019/20. *

9. **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).

– **Planning Applications:**

To consider Planning Applications received from Maldon District Council including the following:

Application No: HOUSE/MAL/20/00651 and LBC/MAL/20/00652 – 00837690

Proposal: Replacement of all windows and doors on a like for like basis with the exception of using slimline double glazing instead of single glazing

Location: 10 Kelvedon Road, Tolleshunt D'Arcy

Application No: TCA/MAL/20/01008

Proposal: T1 Ash – Remove large limb heading north over notice board, remove limb heading west over footpath

Location: D'Arcy Shop, South Street. Tolleshunt D'Arcy

– **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.

10. **Campions Wood**

To consider request from a resident for the Parish Council to obtain protective status for Campions Wood.

11. **Training**

To consider any training requests from the Clerk or Councillors.

12. **COVID-19**

To receive an update on COVID-19 – Volunteers

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

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

13.4 Clearance of Ditch

To receive update on the emergency works required to the ditch.

14. Litter Bin

To consider quotation for the supply and installation of a litter bin near to the entrance of the footpath at The Harvesters.#

15. Bradwell B

To receive information on the Bradwell B Community Forum.

16. Payroll

16.1 To receive notification from DM Payroll Services of the price increase for 2021/22 *

16.2 To consider options for payroll services for 2021/22 #

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.

19.3 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 24th November 2020 – 7.30 pm (via Zoom)

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

Date: 21/10/2020

Tolleshunt Darcy Parish Council

Page 1

Time: 08:54

**Bank Reconciliation Statement as at 30/09/2020
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	30/09/2020		52,611.08
			<u>52,611.08</u>
<u>Unpresented Cheques (Minus)</u>			
		<u>Amount</u>	
30/09/2020 ONLINE H M Revenue & Customs		104.20	
30/09/2020 ONLINE Michelle Curtis		39.38	
30/09/2020 ONLINE Lenny Aldridge		40.00	
30/09/2020 ONLINE Kevin Lovell		590.44	
30/09/2020 DD British Telecom		30.02	
			<u>804.04</u>
			51,807.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			51,807.04
		Balance per Cash Book is :-	51,807.04
		Difference is :-	0.00

<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 & Payments by Budget Heading 30/09/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	21,515	21,315	(200)			100.9%	
1100 Grants & Donation Received	10,000	0	(10,000)			0.0%	
Income :- Receipts	<u>31,515</u>	<u>21,315</u>	<u>(10,200)</u>			147.9%	0
Movement to/(from) Gen Reserve	<u>31,515</u>						
<u>110 Administration</u>							
██████████	████	████	████		████	████	
██████████	████	████	████		████	████	
4030 PAYE & NI	641	1,350	709		709	47.5%	
4070 Payroll Processing	42	100	58		58	42.0%	
4080 Training	40	875	835		835	4.6%	
4090 Bank Charges	36	72	36		36	50.0%	
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	158	0	(158)		(158)	0.0%	
4170 Website	20	0	(20)		(20)	0.0%	
4180 Office Equipment	50	50	0		0	100.0%	
4190 Office Allowance	108	216	108		108	50.0%	
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	<u>5,006</u>	<u>15,700</u>	<u>10,694</u>	<u>0</u>	<u>10,694</u>	31.9%	0
Movement to/(from) Gen Reserve	<u>(5,006)</u>						
<u>130 Amenities</u>							
4300 Defibrillator	112	120	8		8	93.6%	
4310 Grass/Hedge/Tree cutting	715	4,000	3,285		3,285	17.9%	
Amenities :- Indirect Payments	<u>827</u>	<u>4,120</u>	<u>3,293</u>	<u>0</u>	<u>3,293</u>	20.1%	0
Movement to/(from) Gen Reserve	<u>(827)</u>						
<u>135 Burial Ground</u>							
1350 Burial Ground Income	1,814	3,000	1,186			60.5%	
Burial Ground :- Receipts	<u>1,814</u>	<u>3,000</u>	<u>1,186</u>			60.5%	0

Detailed Receipts & Payments by Budget Heading 30/09/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Water	21	70	49		49	30.5%	
4370 Maintenance	27	100	73		73	27.5%	
Burial Ground :- Indirect Payments	49	170	121	0	121	28.7%	0
Movement to/(from) Gen Reserve	1,766						
<u>140 Pavilion</u>							
4360 Water	137	150	13		13	91.3%	
4370 Maintenance	590	500	(90)		(90)	118.1%	
4400 Electricity	71	400	329		329	17.7%	
Pavilion :- Indirect Payments	798	1,050	252	0	252	76.0%	0
Movement to/(from) Gen Reserve	(798)						
<u>145 Rec Ground</u>							
1450 Pitch Fees	80	0	(80)			0.0%	
Rec Ground :- Receipts	80	0	(80)				0
4370 Maintenance	211	500	289		289	42.2%	
Rec Ground :- Indirect Payments	211	500	289	0	289	42.2%	0
Movement to/(from) Gen Reserve	(131)						
<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	0	3,800	3,800	0	3,800	0.0%	0
Movement to/(from) Gen Reserve	0						
Grand Totals:- Receipts	33,410	24,315	(9,094)			137.4%	
Payments	6,892	25,340	18,448	0	18,448	27.2%	
Net Receipts over Payments	26,518	(1,025)	(27,543)				
Movement to/(from) Gen Reserve	26,518						

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Tolleshunt D'arcy Parish Council – EX0225**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

15/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 2nd October 2020



HOUSE/MAL/20/00745 Tolleshunt D'Arcy

Two storey and single storey rear extension, first floor addition over existing attached garage, and addition of open timber front porch.
Casuarina 58 Tollesbury Road Tolleshunt D'Arcy Essex
(UPRN - 100090565050)
Mr Mark Crocker - Mark Crocker Architect

APPROVE subject to the following conditions:-

1 **CONDITION**

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON

To comply with Section 91(1) The Town & Country Planning Act 1990 (as amended).

2 **CONDITION**

The development hereby permitted shall be carried out in accordance with the following approved plans and documents: WELLEN/01/7, WELLEN/01/6, WELLEN/01/5, WELLEN/01/4, WELLEN/01/3, WELLEN/01/2, WELLEN/01/1, Block Plan, Site Location Plan

REASON

To ensure that the development is carried out in accordance with the details as approved.

3 **CONDITION**

The materials used in the construction of the development hereby approved shall be as set out within the application form/plans hereby approved.

REASON

In the interest of the character and appearance of the area in accordance with policy D1 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

POSITIVE AND PROACTIVE STATEMENT

Town and Country Planning (Development Management Procedure) (England)
Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Hannah Dungate
Dated : 29/09/2020

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 2nd October 2020



HOUSE/MAL/20/00788 Tolleshunt D'Arcy

Single storey side and rear extension
25 Chapel Road Tolleshunt D'Arcy Essex CM9 8TL
(UPRN - 100091455057)
Mr Nigel Lempriere

APPROVE subject to the following conditions:-

1 **CONDITION**

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON

To comply with Section 91(1) The Town & Country Planning Act 1990 (as amended).

2 **CONDITION**

The development hereby permitted shall be carried out in accordance with the following approved plans and documents: 1815-01A, 1815-02A, 1815-03A, 1815-04A, 1815-05B and 1815-06B.

REASON

To ensure that the development is carried out in accordance with the details as approved.

3 **CONDITION**

Prior to their use in the development hereby approved, samples or details of the bricks to be used shall be submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved details.

REASON

In the interest of the character and appearance of the area in accordance with policy D1 and D3 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

4 CONDITION

The materials used in the construction of the development hereby approved shall be as set out within the application form/plans hereby approved unless otherwise agreed in compliance with condition 3.

REASON

In the interest of the character and appearance of the area in accordance with policy D1 and D3 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

5 CONDITION

The flat roof of the rear extension hereby permitted shall not be used as a storage area, balcony, roof garden or other type of amenity area at any time.

REASON

In order to protect the privacy of the occupiers of neighbouring properties, in accordance with Policy D1 of the Maldon District Approved Local Development Plan and the NPPF.

POSITIVE AND PROACTIVE STATEMENT

Town and Country Planning (Development Management Procedure) (England) Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Sophie Mardon
Dated : 29/09/2020

From: Diane Malley
Sent: 15 October 2020 15:03
To: clerk@tolleshuntarcypc.org
Subject: Advance notice to increase fees from April 2021

Good afternoon

I write to give advance notice of my intention to increase the fees for payroll services from 1st April 2021. I have not increased the fees for a few years and the new fees better reflect the time taken in processing the payroll.

The new fee for a monthly payroll for one employee will be £120 a year. This equates to £10 a month and includes a monthly payroll process with Full Payment Submission (FPS) to HMRC and year end p60.

I would be grateful if you can notify me before 31st March 2021 if you wish to cancel the payroll service for 2021/22.

Kind regards

Diane Malley M.A.A.T.
7 New Road
Far Forest
Kidderminster
Worcestershire
DY14 9TQ
Tel: 01299 269188

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Parish / Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	Sep-20	02 00
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
4	2	11
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
02/09/2020	Tolleshunt D'Arcy	9:10	9:40	0:30:00								M018	4						JB	quiet
09/09/2020	Tolleshunt D'Arcy	09:10	09:40	0:30:00								M020	1						MF	all ok
15/09/2020	Tolleshunt D'Arcy	8:40	9:10	0:30:00								M020	5						JB	ok
23/09/2020	Tolleshunt D'Arcy	10:30	11:00	0:30:00								M018	1						JB	quiet
				02 00									11							