

**Present:** Cllrs Barwick, Brown (8.00 pm), Dorman, Henderson, Munson, Scott

**In the Chair:** Cllr Smith

**Clerk:** Michelle Curtis

**Also present:** District Councillor 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**

The Chairman declared an interest as follows:

- A personal interest in respect of agenda item 9, planning application HOUSE/MAL/20/00651, as he is an acquaintance of a resident at this property.

**4. County Councillor and District Councillors**

Cllr Thompson advised there was no new information to report.

- The Statutory Annual meeting at Maldon District Council (MDC) is being held on 5<sup>th</sup> November 2020.
- The structure in Tollesbury Road had to come down.  
Cllr Barwick confirmed that this had already happened.

**5. Public Forum**

The resident said that during the recent planning appeal for Champions Wood, it was stated that the site was of significant biodiversity interest and the habitat of rare birds and other wildlife. The resident suggested that an application is made to get the area protected by some form of official recognition of its importance.

It was agreed to move item **10** next on the Agenda.

**10. Champions Wood**

The Parish Council were supportive of the idea for the area to be protected and suggested that the resident be put in touch with another resident who may be interested in pursuing this idea which would be supported by the Council.

It was agreed that the group was independent of the Parish Council and that a Working Party was formed by residents to take this forward.

**Action:** Clerk to arrange for the two residents to be put in contact with each other.

**6. Minutes**

**Minutes 29<sup>th</sup> September 2020**

**Resolved:** that the Minutes of the Virtual Parish Council Meeting held on 29<sup>th</sup> September 2020 be approved as a true record of the Meeting. Unanimously agreed.

The Chairman to sign the Minutes as soon as possible.

## **7. Finance**

### **7.1 Monthly Financial Report**

The Financial Reports were presented to the Council.

Councillors received the following monthly Financial Reports as at 30<sup>th</sup> September 2020:

Bank Reconciliation – a Closing balance of £51,807.04

Expenditure to date – Budget £25,340 – Actual £6,892

Income to date (including Precept (£21,515) £24,315 – Actual £33,410

Earmarked Funds – Closing Balance - £11,252.55

The Clerk reported:

- £10,000 was received from Maldon District Council for the Small Business Rate Relief Grant.

The Chairman to sign the Reports as soon as possible.

### **7.2 Payments**

Items for payment totalling £4,413.31 were presented for approval.

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

## **8. Annual Governance and Accountability Return (AGAR) - External Audit**

The Clerk advised the AGAR had been received from the External Auditors PKF Littlejohn LLP. The Auditors reported the following:

“On the basis of our review 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 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”.

The Clerk advised the “Notice of conclusion of audit, along with sections 1, 2 and 3 of the AGAR had been displayed in the noticeboard and on the Parish Council website.

## **9. Planning**

### **Planning Applications and Decisions**

Cllr Brown joined the meeting.

- **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 slimlite double glazing instead of single glazing

**Location:** 10 Kelvedon Road, Tolleshunt D'Arcy

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

**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

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

- **Appeals:** None received
- **Planning Decisions:**
  - HOUSE/MAL/20/00745** – Casuarina, 58 Tollesbury Road – **Approved**
  - HOUSE/MAL/20/00788** – 25 Chapel Road - **Approved**
- **Planning Appeals Decisions:** None received

#### 11. **Training**

There were no requests for training.

#### 12. **COVID-19 – Update**

The Chairman advised the Volunteers are all ready to resume duties if called upon.

#### 13. **Recreation Ground**

##### 13.1 **Fencing**

All quotations had not been received. To be deferred to the next meeting of the Parish Council.

##### 13.2 **Rubber Matting**

One quotation was received for the removal of the rubber matting.

**Action:** Clerk to obtain additional quotations.

The Chairman suggested that instead of taking the rubber matting up, the area could be used for outdoor table tennis.

**Action:** to explore further.

The resident left the meeting.

##### 13.3 **Car Park**

All quotations had not been received. To be deferred to the next meeting of the Parish Council.

##### 13.4 **Clearance of Ditch**

**Resolved:** to accept the quotation from Cllr Brown for £760 to carry out the emergency works to the ditch in the Recreation Ground as it was considerably lower than the other quotations. Cllr Brown is carrying out the work voluntarily and would only charge for materials and use of equipment etc.

**14. Litter Bin**

The Clerk reported that she had requested a quotation from Maldon District Council for the supply and installation of a litter bin at the entrance to the footpath at The Harvesters.

Cllr Henderson advised that she had seen the Contractor measuring up the area for a new bin. The Contractor had suggested a few positions for the bin and Cllr Henderson suggested that the preferred location for the bin would be to the entrance of the footpath near to the dog bin.

**Action:** Clerk to confirm with MDC that the preferred location would be as suggested by Cllr Henderson.

**15. Bradwell B**

The Chairman gave an overview of the Community Forum that he had attended regarding Bradwell.

**16. Payroll**

**16.1 DM Payroll Services**

The notification from DM Payroll Services to advise that the fee would increase from £84 to £120 per annum from 1<sup>st</sup> April 2021 was received and noted.

**16.2 Payroll 2021/22**

**Resolved:** from 2021/22 to use the Payroll Package Moneysoft. The current cost is £74.00 + VAT per annum. The system will be operated by the Clerk. Unanimously agreed.

**17. Police/Community Protection Officers (CPOs)**

There were no Police Reports received.

The CPO Report for September was received and noted.

During the CPOs Patrols in September, there were a total of 11 drivers captured with the TruCam for speeding.

**18. Administration**

Maypole – The Clerk reported that following the last meeting she had contacted the Contractor who is doing the refurbishment works to the Maypole and they have confirmed they will delay the work until the Spring.

Community Initiatives Fund – The Clerk reported that the application to the Community Initiatives Fund for a Community defibrillator had been successful. The Parish Council had been awarded £1,315 towards the purchase of the equipment.

**Action:** Clerk to ask the resident who manages the book swap in the telephone kiosk to remove and store the books until at least the new defibrillator was installed.

**Resolved:** to purchase the defibrillator as per the grant application. Unanimously agreed.

**Action:** Clerk to obtain a quotation for the installation of the defibrillator.

## 19. Representative Reports

### 19.1 Burial Ground

#### 19.1.1 Update from Cllrs Brown and Henderson

It was reported that a black Mini is parking in the layby near the Burial Ground. This area is for parking for the visitors to the Burial Ground.

**Action:** Notice to be put onto the car to advise that the parking area is for visitors to the Burial Ground.

### 19.2 Recreation Ground

#### 19.2.1 Update from Cllr Brown and Munson

The Clerk reported that that hedge on the car park had been cut back.

The Chairman reported that the previous Saturday there was an issue with water in and around the Pavilion. Water was coming up through the sink. Cllr Brown carried out some emergency works in clearing the ditch to allow the water to flow. A major inlet from the school playing field was also uncovered.

Councillors expressed thanks to Cllr Brown for doing the work required.

Cllr Brown advised that he had checked the ditch that day and there was still a flow of water and suggested that there may be a split water main.

**Action:** Clerk to obtain a reading of the water meter.

### 19.3 Highway/Footpaths

#### 19.3.1 Update from Cllr Henderson

Cllr Dorman reported complaints of missing signage on footpaths. He agreed to ascertain where it was missing and inform Cllr Henderson who would report as necessary.

Cllr Munson again reminded members that the footbridge on the footpath in Kelvedon Road was still not suitable for mobility scooters and that he was receiving complaints from mobility scooter users. He said that the Parish Council had a responsibility to ensure the disabled had access to the countryside.

Cllr Henderson pointed out that she had negotiated with the landowner to widen the footbridge when Cllr Munson had previously raised this issue. Cllr Munson stated that the footbridge was still not suitable for motor scooters and said this had been raised with him by a user. In answer to the Chairman, he said this happened a week ago.

When asked by the Chairman who the complainant was, Cllr Munson declined to disclose their identity and said it had been raised with him in confidence.

### 19.4 Website / Facebook Updates

#### 19.4.1 Website/Facebook

The Clerk continues to update the website/Facebook.

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

### – Precept

**Action:** Councillors to submit any ideas/suggestions for the Precept to the Parish Clerk by Friday 13<sup>th</sup> November 2020.

**21. Date of the Next Meeting**

The next Parish Council Meeting will be held on:

**Tuesday 24<sup>th</sup> November 2020 – Full Council Meeting – 7.30 pm**

The Chairman closed the Meeting at 8.49 pm.

Signed.....

Date:.....