

# TOLLESHUNT D'ARCY PARISH COUNCIL

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

**Chairman:** John Smith - 07505 008891

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

Tel: 07483 325853 email: [clerk@tolleshuntarcy.org](mailto:clerk@tolleshuntarcy.org)



Notice is hereby given that the meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on Tuesday 31<sup>st</sup> August 2021, in the Village Hall 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

13<sup>th</sup> August 2021

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.

## **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 27<sup>th</sup> July 2021.

## 7. Finance

7.1 [To receive and approve Monthly Financial Report as at the 31<sup>st</sup> July 2021](#)

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 including the following:

**Application No:** AGR/MAL/21/00784 PP-10063650

**Proposal:** Prior notification for a new agricultural grain and straw building

**Location:** Land North Of Grove Farm Road Tolleshunt D'Arcy

**Application No:** FUL/MAL/21/00410 PP-09737884

**Proposal:** Erection of single storey dwelling and formation of new vehicular access

**Location:** Land Adjacent To Rosedean Tudwick Road Tolleshunt D'Arcy

- **Appeals:** To receive notification of Planning Appeals.
- **Planning Decisions:** To note decisions made by Maldon District Council [HOUSE/MAL/21/00563 – 25 Chapel Road - Refused](#)
- **Planning Appeal Decisions:** To note decisions made by the Planning Inspectorate.

## 9. Training

To consider any training requests from the Clerk or Councillors

## 10. Policies

### 10.1 Email Policy

To adopt Email Policy V1.0

### 10.2 Social Media Policy

To adopt Social Media Policy V1.0

## 11. Insurance

To consider quotations for the Parish Councils insurance

## 12. Grant Application

[To consider grant applications](#)

## 13. Road Safety

To consider the proposal from Cllr Munson

**14. Cemetery Files/Dropbox**

**14.1 Cemetery Files**

To consider transferring the hard copies of Cemetery documentation to digital.

**14.2 Dropbox**

To consider upgrading Dropbox to Dropbox Plus for £7.99 per month (paid annually) with 2TB of storage.

**15. Police/Community Protection Officers (CPO)**

**15.1 Police Reports**

To receive Police Reports (confidential)

**15.2 Community Protection Officers (CPOs)**

[To receive the July report.](#)

**16. Administration**

To receive information from the Clerk – update on current and ongoing matters.

**17. Representative Reports**

**17.1 Burial Ground**

17.1.1 To receive a verbal update from Cllr Brown.

**17.2 Recreation Ground**

17.2.1 To receive a verbal update from Cllr Dorman.

17.2.2 [To consider the proposal from Bee-Fit CM9 for works to the layout of the Pavilion](#)

**17.3 Highway/Footpaths**

17.3.1 To receive a verbal update from Cllr Henderson

**18. Community Concerns**

To receive information only or note future agenda items

**19. Date of the Next Meeting**

Next meeting to be held on:

Tuesday 28<sup>th</sup> September 2021 – Full Council Meeting – 7.30 pm- Village Hall

Date: 02/08/2021

Tolleshunt Darcy Parish Council

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Time: 17:31

**Bank Reconciliation Statement as at 31/07/2021  
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	30/07/2021		43,611.66
			<u>43,611.66</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
29/06/2021 ONLINE Maurice Howard		175.00	
27/07/2021 ONLINE Staines & Brights		55.49	
27/07/2021 ONLINE Adobe Systems software		15.17	
27/07/2021 ONLINE H M Revenue & Customs		108.40	
27/07/2021 ONLINE Lenny Aldridge		40.00	
27/07/2021 ONLINE Rialtas Buisness Solutions Ltd		148.80	
27/07/2021 ONLINE Essex Association Local Council		90.00	
27/07/2021 ONLINE Maldon District Council		252.43	
27/07/2021 ONLINE Maldon District Council		570.00	
27/07/2021 ONLINE RCCE		72.60	
27/07/2021 ONLINE Fellowship Afloat Charitable		13.57	
27/07/2021 ONLINE Michelle Curtis		9.10	
31/07/2021 SO Michelle Curtis		450.00	
31/07/2021 DD British Telecom		30.90	
			<u>2,031.46</u>
			41,580.20
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			41,580.20
		<b>Balance per Cash Book is :-</b>	<b>41,580.20</b>
		<b>Difference is :-</b>	<b>0.00</b>

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Elections	100.00		100.00
321 EMR Parish Improvements	1,208.50	-382.72	825.78
322 EMR Recreation Ground	4,500.00	-1,486.25	3,013.75
323 Unallocated	411.08	-114.51	296.57
324 EMR Burial Ground	2,000.00		2,000.00
325 EMR Maypole	500.00	-485.00	15.00
	<u>8,719.58</u>	<u>-2,468.48</u>	<u>6,251.10</u>

## Detailed Receipts &amp; Payments by Budget Heading 31/07/2021

## 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	0	(21,515)			0.0%	
	<u>21,515</u>	<u>0</u>	<u>(21,515)</u>				<u>0</u>
Income :- Receipts							
	<u>21,515</u>	<u>0</u>	<u>(21,515)</u>				
Net Receipts	<u>21,515</u>	<u>0</u>	<u>(21,515)</u>				
<u>110 Administration</u>							
██████████	████	████	████		████	████	
██████████	████	████	████		████	████	
██████████	████	████	████		████	████	
4070 Payroll Processing	74	75	1		1	98.7%	
4080 Training	75	0	(75)		(75)	0.0%	
4090 Bank Charges	18	72	54		54	25.0%	
4100 Audit Fees	175	375	200		200	46.7%	
4120 Subscriptions & Memberships	566	500	(66)		(66)	113.3%	
4130 Insurance	0	1,400	1,400		1,400	0.0%	
4150 Postage	0	10	10		10	0.0%	
4160 Telephone & Broadband	103	360	257		257	28.6%	
4170 Website	18	150	132		132	12.0%	
4190 Office Allowance	104	312	208		208	33.3%	
4200 Grants & Donations Paid	0	2,500	2,500		2,500	0.0%	
4230 CPOs	347	800	453		453	43.4%	
4500 Hall Hire	0	700	700		700	0.0%	
4990 Sundries	19	100	81		81	18.8%	
	<u>3,814</u>	<u>13,904</u>	<u>10,090</u>	<u>0</u>	<u>10,090</u>	<u>27.4%</u>	<u>0</u>
Administration :- Indirect Payments							
	<u>(3,814)</u>	<u>(13,904)</u>	<u>(10,090)</u>				
Net Payments	<u>(3,814)</u>	<u>(13,904)</u>	<u>(10,090)</u>				
<u>130 Amenities</u>							
4300 Defibrillator	169	400	231		231	42.2%	
4310 Grass/Hedge/Tree cutting	635	4,000	3,365		3,365	15.9%	
	<u>804</u>	<u>4,400</u>	<u>3,596</u>	<u>0</u>	<u>3,596</u>	<u>18.3%</u>	<u>0</u>
Amenities :- Indirect Payments							
	<u>(804)</u>	<u>(4,400)</u>	<u>(3,596)</u>				
Net Payments	<u>(804)</u>	<u>(4,400)</u>	<u>(3,596)</u>				
<u>135 Burial Ground</u>							
1350 Burial Ground Income	835	3,000	2,165			27.8%	
	<u>835</u>	<u>3,000</u>	<u>2,165</u>			<u>27.8%</u>	<u>0</u>
Burial Ground :- Receipts							
4360 Water	33	70	37		37	47.8%	
4370 Maintenance	0	100	100		100	0.0%	
	<u>33</u>	<u>170</u>	<u>137</u>	<u>0</u>	<u>137</u>	<u>19.7%</u>	<u>0</u>
Burial Ground :- Indirect Payments							
	<u>802</u>	<u>2,830</u>	<u>2,028</u>				
Net Receipts over Payments	<u>802</u>	<u>2,830</u>	<u>2,028</u>				

## Detailed Receipts &amp; Payments by Budget Heading 31/07/2021

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Pavilion</u>							
4360 Water	417	200	(217)		(217)	208.4%	
4370 Maintenance	46	1,000	954		954	4.6%	
4400 Electricity	37	200	163		163	18.5%	
Pavilion :- Indirect Payments	<u>500</u>	<u>1,400</u>	<u>900</u>	<u>0</u>	<u>900</u>	<u>35.7%</u>	<u>0</u>
Net Payments	<u>(500)</u>	<u>(1,400)</u>	<u>(900)</u>				
<u>145 Rec Ground</u>							
1450 Pitch Fees	160	500	340			32.0%	
Rec Ground :- Receipts	<u>160</u>	<u>500</u>	<u>340</u>			<u>32.0%</u>	<u>0</u>
4360 Water	(33)	0	33		33	0.0%	
4370 Maintenance	309	500	191		191	61.9%	
4550 Play Equipment	9,200	3,000	(6,200)		(6,200)	306.7%	
Rec Ground :- Indirect Payments	<u>9,476</u>	<u>3,500</u>	<u>(5,976)</u>	<u>0</u>	<u>(5,976)</u>	<u>270.7%</u>	<u>0</u>
Net Receipts over Payments	<u>(9,316)</u>	<u>(3,000)</u>	<u>6,316</u>				
<u>155 Streetlighting</u>							
4370 Maintenance	0	100	100		100	0.0%	
Streetlighting :- Indirect Payments	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0.0%</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(100)</u>	<u>(100)</u>				
<u>160 Projects</u>							
4600 Maypole	485	0	(485)		(485)	0.0%	485
4610 Parish Improvements	383	0	(383)		(383)	0.0%	383
4620 Rec Ground	3,026	1,540	(1,486)		(1,486)	196.5%	3,026
4640 Unallocated	115	0	(115)		(115)	0.0%	115
Projects :- Indirect Payments	<u>4,008</u>	<u>1,540</u>	<u>(2,468)</u>	<u>0</u>	<u>(2,468)</u>	<u>260.3%</u>	<u>4,008</u>
Net Payments	<u>(4,008)</u>	<u>(1,540)</u>	<u>2,468</u>				
6000 plus Transfer from EMR	4,008						
Movement to/(from) Gen Reserve	<u>0</u>						
Grand Totals:- Receipts	22,510	3,500	(19,010)			643.1%	
Payments	18,636	25,014	6,378	0	6,378	74.5%	
Net Receipts over Payments	<u>3,874</u>	<u>(21,514)</u>	<u>(25,388)</u>				
plus Transfer from EMR	4,008						
Movement to/(from) Gen Reserve	<u>7,882</u>						

**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 30 July 2021**



**HOUSE/MAL/21/00563 Tolleshunt D'Arcy**

Replacement outbuilding to rear of garden to provide gym and workspace incidental to use of main dwelling house.

25 Chapel Road Tolleshunt D'Arcy Essex CM9 8TL

(UPRN - 100091455057)

Mr Nigel Lempiere

**REFUSE** for the following reason:-

The proposed outbuilding, due to its scale, bulk and design would result in an overly large form of development that is disproportionate and incongruous in relation to the original dwelling. Therefore, the proposed development would detrimentally impact and detract from the existing character and appearance of the application site, contrary to policies S1, H4 and D1 of the 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 identifying matters of concern with the proposal and determining the application within a timely manner, clearly setting out the reason(s) for refusal. The Local Planning Authority is willing to provide pre-application advice in respect of any future application for a revised development.

Officer: Sophie Mardon

Dated : 23/07/2021

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**From:** Charles Clark  
**Sent:** 29 July 2021 10:58  
**To:** 'Tolleshunt Darcy'  
**Subject:** FW: Grant Application from Tolleshunt D'Arcy Village Hall Committee

Dear Michelle,

Please find attached a Grant Application to the Parish Council from the Tolleshunt D'Arcy Village Hall Committee for a sum of £500 to repair the damage caused to the Village Hall following the break in last weekend. The repairs will permit the hall to fully open to provide recreational facilities to the whole local community and beyond.

Advice from the Insurance Company has suggested it would be cost effective to carry out the permanent repairs without involving them.

As you would expect, temporary repairs have been carried out to make the hall secure and also to enable the door to the post office from the foyer to be temporarily put back but there will be a need for a new front door and inner door, new locks, and the cost of labour for fitting etc.



We intend to move forward with the repairs so that the hall can fully function as we move out of lockdown but it is hoped that the Parish Council will recognise the need to support the cost of these repairs.

On behalf of the TD Village Hall Trustees I look forward to hearing from you.

Kind regards  
Charles  
**Charles Clark OBE QPM DL**  
**Vice Chair of TDVH Management Committee**

**Tolleshunt D'Arcy Parish Council**  
**Application for Grant for Voluntary Organisations**

Whenever possible new applications should be accompanied by the most recent set of accounts of the organisation applying. Should none be available an explanation must be provided, if possible with substantiating evidence, to enable the Council to make a judgement as to the viability of the applying organisation  
 You may use a separate sheet of paper to submit any other information which you feel will support this application.

1.	Name of Organisation	TOLLESHUNT D'ARCY VILLAGE HALL
2.	Name, Address and Position of Contact in Organisation	CHARLES CLARK 
3.	Telephone number of Contact	
4.	Is the Organisation a Registered Charity?	<input checked="" type="radio"/> Yes / No
	If Yes, Charity number	301424
5.	Amount of Grant requested	£ 500
6.	For what purpose or project Is the grant requested? Please use a separate sheet of paper if necessary	SEE ATTACHED SHEET
7.	What will be the total cost?	£ 500
8.	When will the money be Spent?	WITHIN NEXT 6 WEEKS
9.	Who will benefit from the Project?	THE WHOLE COMMUNITY OF T D'ARCY
10.	Approximately how many of those who will benefit are Tolleshunt D'Arcy parishioners?	ALL.

Signed .....  ..... Date..... 28<sup>th</sup> July 2021

Name (In capitals) ..... CHARLES CLARK .....

## **Tolleshunt D'Arcy Parish Council – Application for Grant**

### **For what purpose or project in the grant requested?**

The Tolleshunt D'Arcy Village Hall (TDVH) was broken into on the night of Friday 23<sup>rd</sup>/Saturday 24<sup>th</sup> July 2021. The front doors were forced causing damage to both doors and the lock was levered out of the door, bent and left lying in the foyer. In addition, the locked door from the foyer to the post office was forced causing damage to the door, the doorframe, the handle and lock.

Temporary repairs have been carried out to secure the village hall and temporary repairs have been made to the doors, door frames and the locking mechanisms.

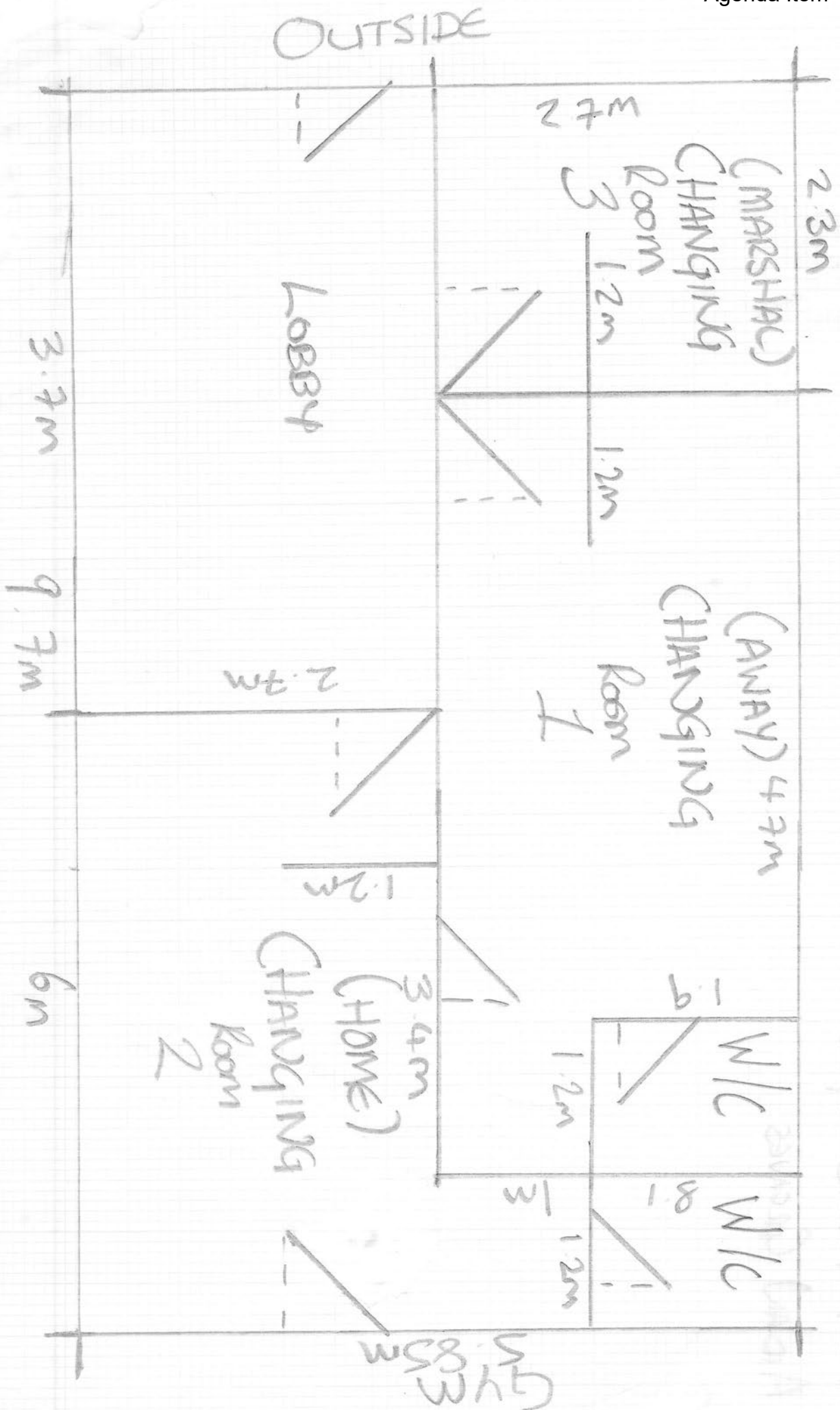
In the 12 months before the Covid lockdown TDVH had a footfall of local people of over 10,000 people of all ages. Thus enabling recreational facilities to all parishioners and those in neighbouring parishes. The break in or burglary took place on the eve of the village hall being opened to the public in line with the latest Government Covid advice.

This grant application is to provide exceptional recreational facilities to the whole community of Tolleshunt D'Arcy by enabling the necessary repairs to be carried out and making the temporary repairs permanent.

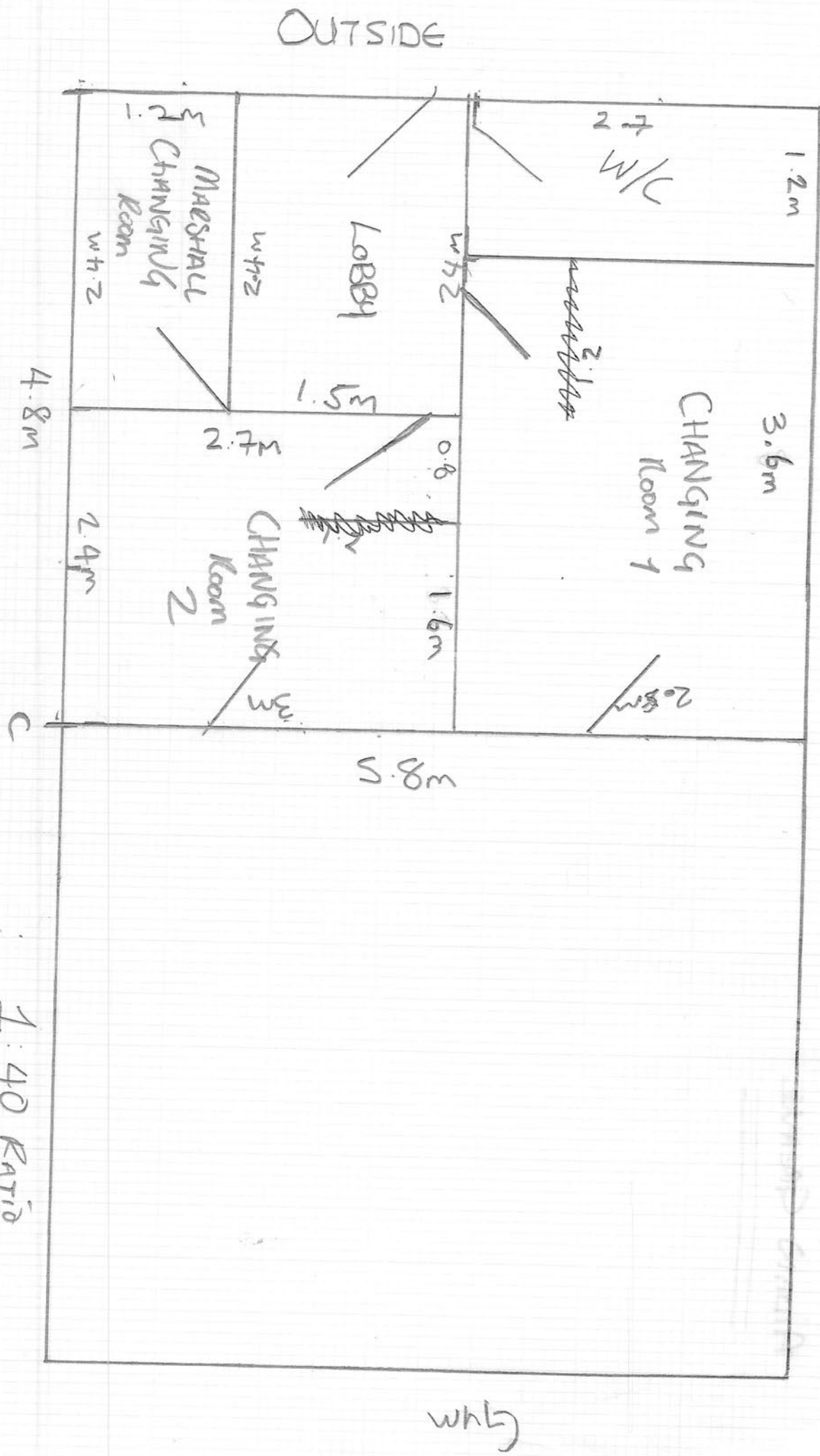
Parish/Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	Jul-21	2
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
4	2	0

Officer	Parish	Date	Start	Finish	Total	Speed Enforcement Patrol (TRUCAM)	Drivers caught speeding	Comments/Any other duties
BC	Tolleshunt D'Arcy	13/07/21	11:45	12:15	00:30	M018	0	
BC	Tolleshunt D'Arcy	15/07/21	10:25	10:55	00:30	M018	0	
JB	Tolleshunt D'Arcy	23/07/21	15:35	16:05	00:30	M018	0	
JB	Tolleshunt D'Arcy	27/07/21	08:40	09:10	00:30	M020	0	
					<b>2:00:00</b>		<b>0</b>	

Original layout



# Proposed layout



1:40 Ratio  
cm