

TOLLESHUNT D'ARCY PARISH COUNCIL

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



Notice is hereby given that the meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on Tuesday 28th September 31st 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

21st September 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

- 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.
- 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 31st August 2021.
7. **Finance**
 - 7.1 [To receive and approve Monthly Financial Report as at the 31st August 2021](#)
 - 7.2 To receive and approve Payments
8. **Annual Governance & Accountability Return (AGAR)**
[To receive Section 3 – External Auditor Report and Certificate 2020/21 of the AGAR.](#)
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: LDP/MAL/21/00850 PP-10137296
Proposal: Claim for lawful development certificate for a proposed new outbuilding containing workspace and gym.
Location: 25 Chapel Road Tolleshunt D'arcy

Application No: HOUSE/MAL/21/00858 PP-10148993
Proposal: Two storey side and rear extension. Roof alterations to rear. Changes to fenestration.
Location: 1 Grouts Farm Cottage Kelvedon Road 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. **Training**
To consider any training requests from the Clerk or Councillors
11. **Grant Application**
[To consider grant application from Halstead Town FC \(Tolleshunt D'Arcy Sunday Football Team\) for a line marker](#)
12. **Traffic/Parking**
[To receive email from resident regarding traffic calming and parking issues in the village.](#)
13. **Pavilion**
[To ratify decision to proceed with the internal alterations to the Pavilion.](#)

14. Police/Community Protection Officers (CPO)

14.1 Police Reports

To receive Police Reports (confidential)

14.2 Community Protection Officers (CPOs)

[To receive the August report.](#)

15. Administration

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

16. Representative Reports

16.1 Burial Ground

16.1.1 To receive a verbal update from Cllr Brown.

16.1.2 To consider quotations and options for a replacement gate at the Burial Ground

16.2 Recreation Ground

16.2.1 To receive a verbal update from Cllr Dorman.

16.2.2 To consider options and quotations for replacement surfacing for the youth shelter

16.3 Highway/Footpaths

16.3.1 To receive a verbal update from Cllr Henderson

17. Community Concerns

To receive information only or note future agenda items

18. Date of the Next Meeting

Next meeting to be held on:

Tuesday 26th October 2021 – Full Council Meeting – 7.30 pm- Village Hall

Date: 08/09/2021

Tolleshunt Darcy Parish Council

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Time: 13:55

**Bank Reconciliation Statement as at 31/08/2021
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	31/08/2021		41,163.45
			<u>41,163.45</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
31/08/2021 ONLINE	H M Revenue & Customs	108.20	
31/08/2021 ONLINE	Lenny Aldridge	40.00	
31/08/2021 ONLINE	Oliver Rhodes	412.50	
31/08/2021 ONLINE	British Telecom	31.26	
31/08/2021 ONLINE	Came & Company	1,443.65	
			<u>2,035.61</u>
			39,127.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,127.84
		Balance per Cash Book is :-	39,127.84
		Difference is :-	0.00

<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	-1,898.75	2,601.25
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>-2,880.98</u>	<u>5,838.60</u>

Detailed Receipts & Payments by Budget Heading 31/08/2021

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	1,444	1,400	(44)		(44)	103.1%	
4150 Postage	0	10	10		10	0.0%	
4160 Telephone & Broadband	129	360	231		231	35.8%	
4170 Website	18	150	132		132	12.0%	
4190 Office Allowance	130	312	182		182	41.7%	
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	49	100	51		51	48.8%	
	<u>5,872</u>	<u>13,904</u>	<u>8,032</u>	<u>0</u>	<u>8,032</u>	<u>42.2%</u>	<u>0</u>
Administration :- Indirect Payments							
	<u>(5,872)</u>	<u>(13,904)</u>	<u>(8,032)</u>				
Net Payments	<u>(5,872)</u>	<u>(13,904)</u>	<u>(8,032)</u>				
<u>130 Amenities</u>							
4300 Defibrillator	169	400	231		231	42.2%	
4310 Grass/Hedge/Tree cutting	675	4,000	3,325		3,325	16.9%	
	<u>844</u>	<u>4,400</u>	<u>3,556</u>	<u>0</u>	<u>3,556</u>	<u>19.2%</u>	<u>0</u>
Amenities :- Indirect Payments							
	<u>(844)</u>	<u>(4,400)</u>	<u>(3,556)</u>				
Net Payments	<u>(844)</u>	<u>(4,400)</u>	<u>(3,556)</u>				
<u>135 Burial Ground</u>							
1350 Burial Ground Income	898	3,000	2,102			29.9%	
	<u>898</u>	<u>3,000</u>	<u>2,102</u>			<u>29.9%</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>865</u>	<u>2,830</u>	<u>1,965</u>				
Net Receipts over Payments	<u>865</u>	<u>2,830</u>	<u>1,965</u>				

Detailed Receipts & Payments by Budget Heading 31/08/2021

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	3,439	1,540	(1,899)		(1,899)	223.3%	3,439
4640 Unallocated	115	0	(115)		(115)	0.0%	115
Projects :- Indirect Payments	<u>4,421</u>	<u>1,540</u>	<u>(2,881)</u>	<u>0</u>	<u>(2,881)</u>	<u>287.1%</u>	<u>4,421</u>
Net Payments	<u>(4,421)</u>	<u>(1,540)</u>	<u>2,881</u>				
6000 plus Transfer from EMR	4,421						
Movement to/(from) Gen Reserve	<u>0</u>						
Grand Totals:- Receipts	22,573	3,500	(19,073)			645.0%	
Payments	21,147	25,014	3,867	0	3,867	84.5%	
Net Receipts over Payments	<u>1,427</u>	<u>(21,514)</u>	<u>(22,941)</u>				
plus Transfer from EMR	4,421						
Movement to/(from) Gen Reserve	<u>5,848</u>						

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **TOLLESHUNT D'ARCY PARISH COUNCIL – EX0255**

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 2021; 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 2020/21

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:

None

3 External auditor certificate 2020/21

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 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

14/09/2021

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

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	Halstead Town FC - Sunday
2.	Name, Address and Position of Contact in Organisation	[Redacted] Manager & Secretary
3.	Telephone number of Contact	[Redacted]
4.	Is the Organisation a Registered Charity? If Yes, Charity number	Yes No
5.	Amount of Grant requested	£200
6.	For what purpose or project Is the grant requested? Please use a separate sheet of paper if necessary	Football pitch line marking machine.
7.	What will be the total cost?	£250
8.	When will the money be Spent?	ASAP
9.	Who will benefit from the Project?	Team who next year will be Tolleshunt D'Arcy FC - any locals that wish to use the pitch.
10.	Approximately how many of those who will benefit are Tolleshunt D'Arcy parishioners?	4 people live in Tolleshunt D'Arcy. 10 live in tideree

Signed .. [Redacted] Date 02/09/2021

Name (In capitals) JOHN ROSE

*It is our hope with the support of the parish council to involve more ~~total~~ local adults & teenagers to join our team. I have had the idea to post an advert in the parish times (Newsletter) and in the tolleshunt D'Arcy community page on facebook. Perhaps even at the local PH!
 Any support on this would be greatly appreciated.

From: [REDACTED]
Sent: 16 September 2021 09:01
To: clerk@tolleshuntarcypc.org
Cc: [REDACTED]
Subject: Next Parish Council meeting

Hi Michelle,

At the next meeting I would like to discuss parking restrictions on the shop bend (and traffic calming in general).

Our family was struck two days ago by a car speeding around the shop corner as we exited our drive.

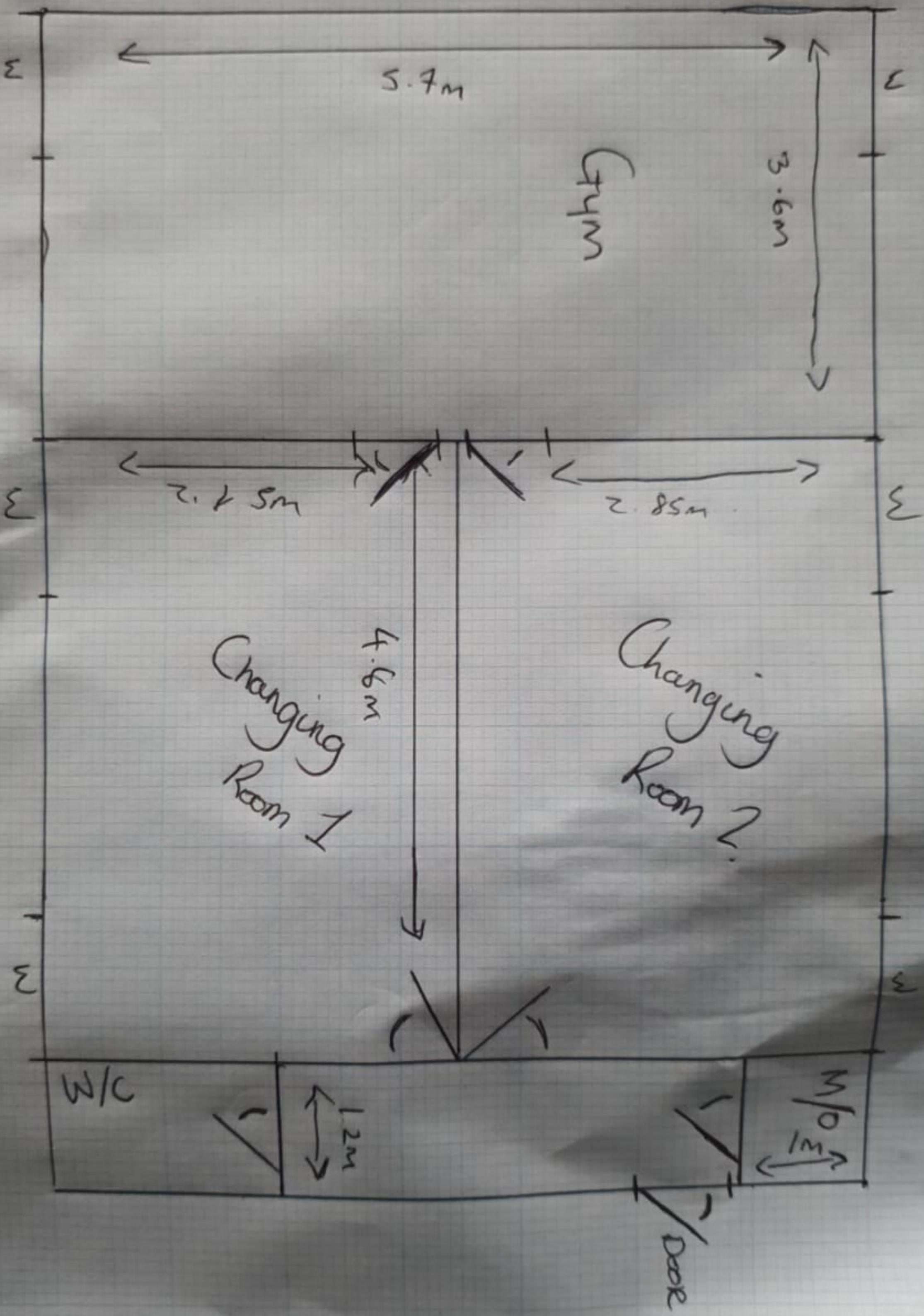
There is a solid white line to prevent parking on this bend but it is ignored. Parked cars turn this into a blind corner and led to the accident as we cannot see pulling out of D'arcy House.

I propose in the strongest terms to the council that single yellow lines are put there to avoid serious incidents in the near future. It is also a hazard as the exact same spot is used for children crossing during the school run.

Please send me the details for the september meeting.

Best regards,

[REDACTED]



Agenda Item 14.2

Parish/Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	Aug-21	2
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
4	2	27

Officer	Parish	Date	Start	Finish	Total	Speed Enforcement Patrol (TRUCAM)	Drivers caught speeding	Comments/Any other duties
JB	Tolleshunt D'Arcy	03/08/21	14:40	15:10	00:30	M018	6	
JB	Tolleshunt D'Arcy	16/08/21	09:30	10:00	00:30	M018	7	
JB	Tolleshunt D'Arcy	17/08/21	09:15	09:45	00:30	M020	11	
JB	Tolleshunt D'Arcy	18/08/21	08:30	09:00	00:30	M020	3	
					2:00:00		27	