

TOLLESHUNT D'ARCY PARISH COUNCIL

www.tolleshuntdarccy.org

Chairman: John Smith - 07505 008891

Clerk: Michelle Curtis, PO Box 13205, Maldon, Essex CM9 9FU

Tel: 07483 325853 email: clerk@tolleshuntdarccy.org



Notice is hereby given that the meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on Tuesday 29th March 2022, 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

22nd March 2022

Councillors: J Smith (Chairman), L Barwick (Vice-Chairman), J Brown, 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. **Co-Option**
To Co-opt a Parish Council for Tolleshunt D'Arcy Parish Council.
3. **Apologies for Absence**
To receive apologies for absence.
4. **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.
5. **County and District Councillors**
To receive information from County and District Councillors.

6. **Public Forum**

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

7. **Minutes**

To receive and approve the Minutes of the Meeting held on 22nd February 2022.

8. **Finance**

8.1 [To receive and approve Monthly Financial Reports as at the 28th February 2022](#)

8.2 To receive and approve Payments

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/22/00383 PP-11087899

Proposal: Proposed outbuilding comprising garage, store and hobby room.

Location: Greengates Tudwick Road Tiptree

Application No: WTPO/MAL/22/00148

Proposal: Ash tree - Fell

Location: The Studio Darcy House 1 South Street Tolleshunt D'arcy

- **Appeals:** To receive notification of Planning Appeals.
- **Planning Decisions:** To note decisions made by Maldon District Council
[FUL/MAL/21/01278 - Heath Farm Barn Grove Farm Road – Refused](#)
[TCA/MAL/22/00106 - Manor House 20 Kelvedon Road - Approved](#)
- **Planning Appeal Decisions:** To note decisions made by the Planning Inspectorate.
- **Tree Preservation Orders (TPO):** To note TPO from Maldon District Council

10. **Training**

To consider any training requests from the Clerk or Councillors

11. **Policy**

[To adopt the Equal Opportunities Policy V1.0](#)

12. **Action Plan 2022/23**

[To adopt the Parish Action Plan for 2022/23](#)

13. **Village Hall – Post Office**

[To consider the request from the Tolleshunt D'Arcy Village Hall Trust for a grant towards the running costs of the Outreach Post Office](#)

14. **Parking**
[To receive letter from resident regarding parking issues in and around Church Street](#)
15. **Parish Improvements Working Group**
To consider forming a Parish Improvements Working Group
16. **Road Safety**
[To receive information from the Parish Clerk on the process for the installation of Speed Device Indicators](#)
17. **Bench Near Noticeboard**
 - 17.1 To ratify decision to proceed with the bench suggested by the Proprietors of Station Way and the wording of the plaque
 - 17.2 To consider quotation from Bonz to remove/dispose existing bench and install new bench.
18. **Police/Community Protection Officers (CPO)**
 - 18.1 **Police Reports**
To receive Police Reports (confidential)
 - 18.2 **Community Protection Officers (CPOs)**
 - 18.2.1 [To receive the February report](#)
 - 18.2.2 [To agree service requirements from the Maldon District Council CPOs for 2022/23](#)
19. **Administration**
To receive information from the Clerk – update on current and ongoing matters.
20. **Representative Reports**
 - 20.1 **Burial Ground**
 - 20.1.1 To receive a verbal update from Cllr Brown.
 - 20.2 **Recreation Ground**
 - 20.2.1 To receive a verbal update
 - 20.2.2 To consider quotation to cut back vegetation on the school boundary
 - 20.2.3 [To receive email from Bee-Fit regarding various works required at the Pavilion and consider quotations for repair works.](#)
 - 20.3 **Highway/Footpaths**
 - 20.3.1 To receive a verbal update from Cllr Henderson
21. **Community Concerns**
To receive information only or note future agenda items
22. **Date of the Next Meeting**
Next meeting to be held on:
Tuesday 26th April 2022 – Full Council Meeting – 7.30 pm- Village Hall

Date: 09/03/2022

Tolleshunt Darcy Parish Council

Page 1

Time: 12:49

**Bank Reconciliation Statement as at 28/02/2022
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	28/02/2022		31,192.63
			<hr/> 31,192.63
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			31,192.63
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			31,192.63
		Balance per Cash Book is :-	31,192.63
		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	-4,488.75	11.25
323 Unallocated	411.08	-114.51	296.57
324 EMR Burial Ground	2,000.00	-896.17	1,103.83
325 EMR Maypole	500.00	-485.00	15.00
	<u>8,719.58</u>	<u>-6,367.15</u>	<u>2,352.43</u>

Detailed Receipts & Payments by Budget Heading 28/02/2022

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%	
1990 Other Income	3,050	0	(3,050)			0.0%	
Income :- Receipts	<u>24,565</u>	<u>0</u>	<u>(24,565)</u>				<u>0</u>
Net Receipts	<u>24,565</u>	<u>0</u>	<u>(24,565)</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	110	72	(38)		(38)	152.8%	
4100 Audit Fees	375	375	0		0	100.0%	
4120 Subscriptions & Memberships	778	500	(278)		(278)	155.6%	
4130 Insurance	1,444	1,400	(44)		(44)	103.1%	
4150 Postage	0	10	10		10	0.0%	
4160 Telephone & Broadband	284	360	76		76	78.8%	
4170 Website	158	150	(8)		(8)	105.5%	
4180 Office Equipment	60	0	(60)		(60)	0.0%	
4190 Office Allowance	260	312	52		52	83.3%	
4200 Grants & Donations Paid	2,780	2,500	(280)		(280)	111.2%	
4230 CPOs	768	800	32		32	96.0%	
4500 Hall Hire	100	700	600		600	14.3%	
4990 Sundries	88	100	12		12	88.1%	
Administration :- Indirect Payments	<u>13,716</u>	<u>13,904</u>	<u>188</u>	<u>0</u>	<u>188</u>	<u>98.6%</u>	<u>0</u>
Net Payments	<u>(13,716)</u>	<u>(13,904)</u>	<u>(188)</u>				
<u>130 Amenities</u>							
4300 Defibrillator	169	400	231		231	42.2%	
4310 Grass/Hedge/Tree cutting	1,865	4,000	2,135		2,135	46.6%	
Amenities :- Indirect Payments	<u>2,034</u>	<u>4,400</u>	<u>2,366</u>	<u>0</u>	<u>2,366</u>	<u>46.2%</u>	<u>0</u>
Net Payments	<u>(2,034)</u>	<u>(4,400)</u>	<u>(2,366)</u>				
<u>135 Burial Ground</u>							
1350 Burial Ground Income	1,538	3,000	1,462			51.3%	
Burial Ground :- Receipts	<u>1,538</u>	<u>3,000</u>	<u>1,462</u>			<u>51.3%</u>	<u>0</u>

Detailed Receipts & Payments by Budget Heading 28/02/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Water	62	70	8		8	88.0%	
4370 Maintenance	0	100	100		100	0.0%	
Burial Ground :- Indirect Payments	62	170	108	0	108	36.3%	0
Net Receipts over Payments	1,476	2,830	1,354				
<u>140 Pavilion</u>							
4360 Water	405	200	(205)		(205)	202.4%	
4370 Maintenance	1,062	1,000	(62)		(62)	106.2%	
4400 Electricity	128	200	72		72	64.0%	
Pavilion :- Indirect Payments	1,594	1,400	(194)	0	(194)	113.9%	0
Net Payments	(1,594)	(1,400)	194				
<u>145 Rec Ground</u>							
1450 Pitch Fees	260	500	240			52.0%	
Rec Ground :- Receipts	260	500	240			52.0%	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	9,509	3,500	(6,009)	0	(6,009)	271.7%	0
Net Receipts over Payments	(9,249)	(3,000)	6,249				
<u>155 Streetlighting</u>							
4370 Maintenance	75	100	25		25	75.2%	
Streetlighting :- Indirect Payments	75	100	25	0	25	75.2%	0
Net Payments	(75)	(100)	(25)				
<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	6,029	1,540	(4,489)		(4,489)	391.5%	6,029
4640 Unallocated	115	0	(115)		(115)	0.0%	115
4650 Burial Ground	896	0	(896)		(896)	0.0%	896
Projects :- Indirect Payments	7,907	1,540	(6,367)	0	(6,367)	513.5%	7,907
Net Payments	(7,907)	(1,540)	6,367				
6000 plus Transfer from EMR	7,907						
Movement to/(from) Gen Reserve	0						

Detailed Receipts & Payments by Budget Heading 28/02/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	26,363	3,500	(22,863)			753.2%	
Payments	34,898	25,014	(9,884)	0	(9,884)	139.5%	
Net Receipts over Payments	<u>(8,535)</u>	<u>(21,514)</u>	<u>(12,979)</u>				
plus Transfer from EMR	7,907						
Movement to/(from) Gen Reserve	<u>(628)</u>						

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 18.03.2022



FUL/MAL/21/01278 Tolleshunt D'Arcy

Conversion of outbuilding to Form Annex Incidental to Main House
 Heath Farm Barn Grove Farm Road Tiptree Essex
 (UPRN - 010014000296)
 Mr D Purdy - C/O Agent

REFUSE for the following reasons:-

1. The application fails to demonstrate that the proposal would fall within the annexe criteria as detailed within the Specialist Housing Needs SPD. The proposal would not amount to residential annex accommodation ancillary to the main dwelling house due to a lack of a functional link between the development and the main dwelling and which would facilitate a full suite of activities for day to day living and the level of facilities would allow for a totally independent form of development from the main dwelling. Therefore, the development is contrary to policy H4 of Maldon District Local Development Plan and guidance contained within the National Planning Policy Framework.
2. As a result of this de facto change of use, the application would increase the amount of domestic paraphernalia on the site, encroaching into a currently undeveloped area and a spread and an intensification of the domestic use at the site into the surrounding area, to the detriment of the character and appearance of the area, which is characterised by the intrinsic beauty of the open countryside. Furthermore, the proposed outbuilding would be disproportionately large compared to the subject dwellinghouse and would not reflect the pattern of development in the area, to the detriment of the area's character and appearance. Therefore, the development is contrary to policies D1, S8 and H4 of Maldon District Local Development Plan and guidance contained within the National Planning Policy Framework.
3. The proposed outbuilding as a result of its design, siting, outlook, would not be considered to provide a high-quality living environment as the main windows and doors would face accesses and driveways, leading to potential noise and disturbances from vehicles coming and goings, idling engines, shutting of vehicle doors and people gathering. In addition, the scope of opening windows is limited and would exacerbate the situation and would not provide a high-quality living arrangement. Therefore, the development is contrary to policies D1 and H4 of Maldon District 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, allowing the Applicant/Agent the opportunity to consider the harm caused and whether or not it can be remedied by a revision to the proposal. The Local Planning Authority is willing to liaise with the Applicant/Agent to discuss the best course of action and is also willing to provide pre-application advice in respect of any future application for a revised development.

Officer: Amit Patel
Dated : 15/03/2022

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 18.03.2022



TCA/MAL/22/00106 Tolleshunt D'Arcy

T1 Ash - Remove branch overhanging the road and branch over the barn.

T2 Leylandii - Remove north facing stem

Manor House 20 Kelvedon Road Tolleshunt D'arcy Essex

(UPRN - 100090560759)

Mr Michael Smee

ALLOWED TO PROCEED

Officer: Jade Elles

Dated : 14/03/2022

**TOLLESHUNT D'ARCY
PARISH COUNCIL**

www.tolleshuntdarccpc.org



**Equal
Opportunities
Policy
V1.0**

Clerk: Michelle Curtis, PO Box 13205, Maldon, Essex CM9 9FU
Tel: 078483 325853 e-mail: clerk@tolleshuntdarccpc.org

TOLLESHUNT D'ARCY PARISH COUNCIL EQUAL OPPORTUNITIES POLICY

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1. Policy Statement

- 1.1 Tolleshunt D’Arcy Parish Council recognises the diversity of its local community and the value which this diversity brings to community life. The Council will aim to provide each member of the community with fair and equal treatment in all its activities.
- 1.2 Tolleshunt D’Arcy Parish Council is committed to pursuing an equal opportunities approach in the employment of its staff and the way in which services are provided for the public.
- 1.3 Tolleshunt D’Arcy Parish Council recognises its statutory duties under legislation in terms of service provision and employment and is committed to meet them by complying with this policy.
- 1.4 Tolleshunt D’Arcy Parish Council is committed to promoting equal access to services and facilities and equal treatment for all employees or job applicants irrespective of the protected characteristics under the Equality Act 2010 and that this commitment is managed in such a way that Tolleshunt D’Arcy Parish Council complies with Equal Opportunities legislation and Codes of Practice. The Equality Act 2010 states that protective characteristics are:
 - Age
 - Disability
 - Gender reassignment
 - Race
 - Religion/belief
 - Sex
 - Sexual orientation
 - Marriage/civil partnership
 - Pregnancy/maternity

2. Links with other Council Policies and Strategies

- 2.1 This policy is one of Council’s most important policies and underpins other policies, Procedures and strategies, therefore providing a strong foundation for Equality of Opportunity in the Council and the services it provides.
- 2.2 This policy links to the Council’s other Human Resources Policies and should be read in conjunction with them.

3. Equality of Opportunity in Service Delivery

- 3.1 Tolleshunt D’Arcy Parish Council is committed to equality of opportunity in the provision of services and access to its facilities.
- 3.2 The Council will achieve this by:
 - Recognising and accepting that individuals or groups are denied equality through direct or indirect discrimination either intentional or unintentional.
 - Providing regular training for all Councillors and employees, so that they have a good understanding of the diverse needs of different people.

- Delivering services which are relevant, of the highest possible quality and accessible.
- Providing clear information about our services and facilities and where necessary making them available in a variety of formats.
- Ensuring that our complaints and feedback procedures are accessible and effective.
- Assessing the impact of and monitoring our services to ensure that they do not discriminate and identify where improvements can be made.
- Ensuring that all employees understand what their roles and responsibilities are in relation to equality in service provision.

4. Equality of Opportunity in Employment, Training and Organisational Development

- 4.1. Tolleshunt D’Arcy Parish Council is committed to providing equality of opportunity. All employees will have a part to play in achieving this and the Council will ensure that individuals are aware of their personal responsibility to follow and support the Equal Opportunities Policy.
- 4.2. All employees, whether full-time, part-time, fixed term contract, agency workers or temporary staff, and all job applicants. This policy has relevance to those concerned with recruitment, training and promotion.
- 4.3. No employee or prospective employee should receive unfair or unlawful treatment due to age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership, and pregnancy/maternity. Tolleshunt D’Arcy Parish Council will seek to identify and act upon all unlawful discrimination which denies individual opportunity on any of the criteria mentioned above. Employees and applicants have the right to complain about unfair discrimination through the appropriate procedures.
- 4.4. The Council will achieve this by:
 - Ensuring that its recruitment and selection policies and procedures are equitable and fair so that the best people are appointed to deliver its services.
 - Only considering applicants for jobs based on their relevant experience, skills and abilities unless a genuine occupational qualification exists for specific posts.
 - Ensuring that all employees receive fair and equal treatment in relation to their employment, regardless of whether they are part-time, full-time, or employed on a temporary basis.
 - Recognising and accepting that individuals or groups are denied equality through direct or indirect discrimination either intentional or unintentional.
 - Providing regular training for all Councillors and employees, so that they have a good understanding of the diverse needs of different people.
 - Delivering services which are relevant, of the highest possible quality and accessible.

- Providing clear information about our services and facilities and where necessary making them available in a variety of formats.
- Ensuring that our complaints and feedback procedures are accessible and effective.
- Assessing the impact of and monitoring our services to ensure that they do not discriminate and identify where improvements can be made.
- Ensuring that all employees understand what their roles and responsibilities are in relation to equality in service provision.
- Making sure that equal consideration is given to people's needs and develop flexible and responsive employment opportunities to tackle those needs.
- Encouraging and supporting employees to reach their full potential within the resources the Council has available to it.
- Taking appropriate action against incidents of harassment, bullying or discrimination and offering support and advice to victims or witnesses to incidents.
- Taking disciplinary action against employees who discriminate against people who work for the Council or who seek employment with the Council.

5. Contractors and Suppliers

- 5.1. Tolleshunt D'Arcy Parish Council will ensure, so far as is reasonably practicable, that all contractors and suppliers carrying out work on behalf of the Council have the appropriate policies and working practices in place to ensure Equality of Opportunity and to comply with the requisite equality legislation and guidance.
- 5.2. The Council will ensure, so far as is reasonably practicable, that:
 - Contractors and providers have employment policies, procedures and practices that do not discriminate.
 - Monitor whether contracts and commissioning arrangements meet these equality commitments.

6. Management and Supervision of this Policy

- 6.1 Council and Committees Strong leadership is essential to ensure that this policy is embedded at both strategic and service delivery levels of the Council. Whilst the Full Council will be ultimately responsible for implementation of this policy, ongoing review of the policy will be the responsibility of the Personnel Sub-Committee with day to day implementation, management and monitoring being the responsibility of the Clerk.
- 6.2 Councillors Councillors as a corporate body have overall responsibility for the direction and scrutiny of this policy and will ensure that the principles of fairness and equality guide the decision-making process.
- 6.3 Line Managers It is the responsibility of line managers to:

- i. Ensure that within their areas of responsibilities, the standards established within this policy are followed.
- ii. Contribute to the development of equal opportunities action plan.
- iii. Review the effectiveness of the policy and all related action plans and communicate their views to the Clerk.

6.4 Employees All employees must:

- i. Co-operate with any measures introduced to ensure equal opportunity
- ii. Report any suspected discriminatory acts or practices.
- iii. Not persuade or attempt to persuade others to practice unlawful discrimination.
- iv. Not victimise anyone because of them having reported or provided evidence on discrimination.
- v. Not harass, abuse or intimidate others because of their race, gender etc.
- vi. Not pressurise job applicants in an attempt to discourage them from applying or taking up a post

6.5 Breaches of Policy

Any breach of the Equal Opportunities Policy will be dealt with through the disciplinary procedure. Serious offences, such as harassment and victimisation, will be treated as gross misconduct.

7. Complaints

7.1. Any employee who has a concern regarding the application of this policy should make use of the Council's grievance procedure.

7.2 Existing Employees

Employees wishing to raise a grievance alleging unlawful discrimination during an internal selection procedure should discuss this with the Clerk in the first instance. An appeal, where necessary, should be made via Council's adopted Grievance Procedure.

7.3 Prospective Employees

Any prospective employee wishing to raise a complaint should do so, in writing, to the Clerk within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted in accordance with the Council's adopted Grievance Procedure. A report will then be submitted to the Council for consideration and the ruling will be final. The individual will receive written notification as to the outcome of the investigation.

8. Information and Training

8.1. Employees will be provided with appropriate training regardless of age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership, and pregnancy/maternity.

8.2. The Council will:

- Seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational needs.
- Provide training that complies with the Council’s Equal Opportunities Policy.
- Include a copy of the Council’s Equal Opportunities Policy as part of the induction programme.
- Provide equalities awareness training as part of its corporate learning and organisational development programme.
- Include equalities training as part of its Member development programme.

9. Monitoring Arrangements

- 9.1. The Clerk will establish appropriate information and monitoring systems to assist the effective implementation of this Policy. Where monitoring identifies an under-representation of a particular group(s), the Clerk will advise Council of the need to develop an action plan to address the imbalance.
- 9.2. Committee responsibility for monitoring is detailed in paragraph 6.1 above.

10. Alternative Formats

10.1. The Equality Act 2010 – copies of this document in large print or font size, can be made available for those with sight impairment on request by emailing clerk@tolleshuntarcy.org or telephoning 07483 325853.

11. Freedom of Information

11.1 In accordance with the Freedom of Information Act 2000, copies of this document will be available for inspection and posted on the Council website.

12. Review

12.1 This Policy and these Procedures will be regularly monitored and reviewed in accordance with legislation, following any issues or concerns and at least every three years

Version	Details of Changes	Date	Approver
V1.0	Adopted	29/03/22	TDPC
	Next Review March 2025		

TOLLESHUNT D'ARCY PARISH COUNCIL

www.tolleshuntدارىpc.org

Chairman: John Smith - 07505 008891

Clerk: Michelle Curtis, PO Box 13205, Maldon, Essex CM9 9FU

Tel: 07483 325853

email: clerk@tolleshuntدارىpc.org



TOLLESHUNT D'ARCY PARISH COUNCIL - ACTION PLAN 2022/23

TDPC = Tolleshunt D'arcy Parish Council - ECC = Essex County Council - MDC = Maldon District Council

CPOs = Community Protection Officers

1. Environment Issues						
	Objective and Action	Timescale	Responsible	Outcome	Budget	Progress
1.1	Bus Shelters improve facilities and start a rolling programme of maintenance on the current bus shelter.	Ongoing	Full Council	Providing better facilities for the residents and improve the street scene	Budget – Parish Improvements	Repainting by Councillor in progress
1.2	Improve the street scene keeping Tolleshunt D'Arcy clean	Ongoing	Volunteer Litter Pickers	Keep the village looking clean and tidy	Equipment already acquired	Continuous
1.3	Upgrade of litter bins owned by the Parish Council	Ongoing	Full Council	Providing more suitable litter bins (closed top) for the residents	Budget – Parish Improvements	Continuous

1. Environment Issues Continued						
	Objective and Action	Timescale	Responsible	Outcome	Budget	Progress
1.4	Improve the street scene including the Maypole in the centre of the village by maintaining current services and liaise with other agencies	Ongoing	Full Council / ECC Highways / MDC	Reports made to ECC Highway Rangers. Upkeep of some grassed areas which are the responsibility of the Parish Council.	Cost contained within current contractor hours Budget - Maypole Improvement	Continuous
1.5	Work to ensure new developments are sustainable	Ongoing	Full Council	Maintain the parish's character		Continuous
1.6	Work to protect open spaces and wildlife corridors	Ongoing	Full Council	Maintain the Parish's character		Continuous
1.7	Monitor tidyness of village and involve CPOs where appropriate	Ongoing	Full Council	Keep the village looking clean and tidy	Budget - Administration CPOs	Continuous

2. Improve Road Safety						
	Objective and Action	Timescale	Responsible	Outcome	Budget	Progress
2.1	Road and Footpath improvements – maintaining pressure on Essex Highways to improve surfaces, areas of concern are monitored and reported to the appropriate agencies	Continuous	TDPC Lead Councillor Highways / Essex Highways	Improved road and path safety	Cost contained within current staff hours	Continuous
2.2	Investigate the possibility of installing Speed Device Indicators	2022-2024	Full Council	Improved road safety	TBC	Continuous

2. Improve Road Safety Continued						
	Objective and Action	Timescale	Responsible	Outcome	Budget	Progress
2.3	Maintain regular speed checks at problem locations using the services of the CPOs	Ongoing	Full Council	Improved road safety	Budget - Administration CPOs	Continuous

3. Manage Councils Assets						
	Objective and Action	Timescale	Responsible	Outcome	Budget	Progress
3.1	Recreation Ground - Replacement roundabout and install new piece of equipment (community consultation to see what is needed)	2022-24	Full Council	Improving the area for the residents	To be partially funded from income from Pavilion hire plus Parish Improvement budget	
3.2	Recreation Ground - Explore drainage options to help surface water run away	2022-24	Full Council	To improve the Recreation Ground drainage so it can use for many years to come		
3.3	Recreation Ground - Installation of new footpath	2022-24	Full Council	Improving the area for residents	To be partially funded from income from Pavilion hire plus Parish Improvement budget	
3.4	Burial Ground - Explore drainage options (left-hand corner of the Burial Ground) to help surface water run away	Mar-23	Clerk/Full Council	To improve the Burial Ground drainage so it can use for many years to come	Budget – Parish Improvements	
3.5	Burial Ground - Installation of new noticeboard	Jun-22	Full Council	To engage with Burial Ground users providing up to date information.	In progress Budget – Parish Improvements	

3. Manage Councils Assets Continued						
3.6	Burial Ground - Carry out an assessment on land availability in the Burial Ground	Ongoing	Full Council	To assess availability and consider options for the future	Cost contained within current staff hours	

4. Build on Community Engagement						
	Objective and Action	Timescale	Responsible	Outcome	Budget	Progress
4.1	Noticeboards to improve communications.	Ongoing	Full Council/Clerk	To engage with residents by providing up to date information on the parish council and community events at increased sites	Cost contained within current staff hours	Continuous
4.2	Regular committee meetings which public, press, County and District Councillors are invited to. A list of the meetings can be found on the website and Facebook. Agendas and minutes are placed on notice boards and our website	Regularly all year round	Clerk	Raises awareness of the parish council and encourages community engagement	Budget - Administration costs	Continuous
4.3	Annual Report to promote council activities for the past year which is included in the Annual Assembly Community Meeting.	Annually Mar/April	Full Council/Clerk	Raises awareness of the council and its activities	Cost contained within current staff hours	Continuous

4. Build on Community Engagement Continued						
	Objective and Action	Timescale	Responsible	Outcome	Budget	Progress
4.4	Safety and securely continue to communicate via the website, Facebook to all residents promoting awareness	Ongoing	Full Council/Clerk	To help provide a safe and secure environment	No cost to TDPC	Continuous
4.5	Quarterly Parish Newsletter produced	Ongoing	Councillors/Clerk	Good communication with the residents keeping them up to date and providing local information	Budget - Administration costs	Continuous
4.6	Grant Scheme to encourage local groups to apply for the funding in October each year by advertising this on our website, Facebook and notice boards	Oct annually	Clerk/Council	Supports local associations financially providing directly for the residents	Budget - £2,500 (£2,000 earmarked for running of Village Hall)	Continuous
4.7	Promote local elections to encourage democracy and new councillors by advertising on notice boards.	Relevant Election years	Full Council/Clerk	Better communication to the residents to make them aware of how they can contribute and become involved.	No budget for 2022/23	Continuous
4.8	Creation of a Community Parish Improvement Working Group	May/June 2022	Chair and Vice- Chair to liaise with group	Improving the area for residents	No cost to TDPC	
4.9	Create welcome pack for new residents	July 2022	Full Council	To welcome new residents to the Parish and provide them with local information	TBC	

5. Future Considerations						
5.1	Investigate and formulate a contingency plan for when the Village Hall is not available for meetings	2023/24		Have ready contingency arrangements		



Tolleshunt D'Arcy Village Hall Trust
 25 Tollesbury Road
 Tolleshunt D'Arcy
 Maldon
 Essex
 CM9 8UB

14 March 2022

FAO John Smith

Tolleshunt D'Arcy Parish Council
 PO Box 13205
 Maldon
 Essex
 CM9 9FU

Dear John,

As you are aware the Post Office has occupied the Committee Room of the Village Hall for the last eight years, during that period I am informed that the Village Hall has received no revenue at all.

As a charitable Trust we are obliged to balance our books so cannot allow the current situation to continue.

We know that the Post Office is an asset to the Village, particularly for the elderly, and would like it to continue running out of the Hall. Consequently, we request that the Parish Council funds this operation.

We have broken down the costs as follows bearing in mind that the PO occupies just over 7% of the floor space.

Electricity (at current rates Heating uses just over £1.00/hr) Used 3/4 of year	£234.00
Electricity Standing Charge (7% share)	£7.92
Fire Alarm system service (7% share)	£15.96
Fire extinguisher maintenance (1 extinguisher)	£19.50
Insurance (7% share)	£127.26
Foyer cleaning £2/week	£104.00
Total	£508.64

This does not include a charge for the hire of the room which we would suggest should be at least £5 per week.

Cont'd



Tolleshunt D’Arcy Village Hall Trust

25 Tollesbury Road
Tolleshunt D’Arcy
Maldon
Essex
CM9 8UB

We, therefore, request that the Parish Council awards us a grant of £750 this year. This will have to be recalculated every year as costs continue to rise.

We look forward to receiving your reply.

Robert Morgan
Chair, Tolleshunt D’Arcy Village Hall Trust

[REDACTED]
Sent: 03 March 2022 16:11

To: clerk@tolleshuntarcy.org

Subject: Church Street, Tolleshunt D'Arcy Parking issues

Good afternoon,

I hope this email find you well.

My name is [REDACTED] and I live along Church Street in Tolleshunt D'Arcy. Me and my girlfriend purchased the property back in April of last year.

The reason for my email is that recently we are having been facing a real issue with the parking at the property, I have been in contact with the council, South Essex Parking Partnership, Moat Housing and the local church but so far have had no luck in resolving it. Below is the letter that I originally sent to the council regarding the parking at my property:

Hi there, I am writing to see if I can get any help or guidance on the parking issues me and my partner have been facing at our property, 29 Church Street Tolleshunt D'Arcy. We purchased the house back in April of 2021 knowing that it had no parking spaces but were informed by the estate agent that there were various places near to the property where we would be able park. Unfortunately we have come to find that this is not the case, we cannot find any regular parking nearby and have had incidents with various different neighbours complaining quite aggressively about us parking on their roads etc.

We started off by parking in some spaces in Festival Gardens but after various angry notes left on our vehicles and being confronted by a neighbour we have been informed that these are Moat Housing spaces but I can't see any evidence of this and would like confirmation that this is the case. The Church opposite used to let residents park in there, it almost always has an empty car park but we have been told that they stopped this a couple of years ago and after a phone conversation with the vicar we were told very strongly that it was a flat no to any parking there. We had of course offered to make donations to the church. The most consistent place we can park is in Vicarage Close but this is regularly taken by other residents and also is technically too near to the junction to be legal.

Church Street is a single white line so we could just park right outside of the property but have refrained from doing this as it would cause quite a lot of traffic along the road. It is also quite a narrow section of road outside the property so before you know it I'm sure someone would crash into our stationary vehicles. We feel that we are being considerate by doing this so it would be nice for local residents to make our lives a little easier but clearly they don't think like this. I'd imagine their argument is that we shouldn't have bought a property without parking but I'd like to know how in this day and age anyone could live at a property like ours in a small remote village without at least one vehicle.

There are new residents moving in next door to our property in numbers 27 and 25 which is likely to bring another 4 cars that will be fighting for spaces around the local area and causing more havoc. This is because previously the current owner had a deal to park on private land behind but this will no longer be the case. This is unfortunately becoming a very stressful situation for me and my partner and we do not want to cause any arguments with neighbours but it is becoming ridiculous.

I am writing to the council because I'd like to know what they advise us to do? We have previously posted on the local Facebook group saying we would be happy to pay someone to park on their land but had no luck.

I have a proposal which would be to convert the empty grass area opposite the properties into parking bays. This land is currently doing nothing and this would transform the houses along the road back into the 21st century and make them far more liveable. I'm sure residents along the road would be willing to pay for something like this as it would add value to the properties.

Please find attached a map of all of the locations discussed.

I wanted to know how I could go about trying to apply to convert the land opposite our property into some kind of resident parking? The South Essex Parking Partnership informed me it was my local councillor who I should contact to go about doing this.

Since writing this letter to the council a couple of things have happened. Firstly our new neighbours have moved in and there are now 8 cars without any form of parking. Secondly I have been in contact with Moat Housing who have confirmed that the spaces in Festival Gardens do indeed belong to them. Finally I have received another angry letter about my parking, this time in Vicarage Close. I am starting to come to the end of my tether with this issue and will be forced to park along Church Street itself causing a lot of traffic and havoc.

Apologies for the incredibly long winded email!

Many thanks,



Parking in Vicarage Close

Vicarage Cl

Our property +
other 4 properties with no parking

B1026

Church St

Church St

Church St

Spaces in Festival Gardens

Public land with potential
to build parking on

Church car park

St Nicholas's Church

Irch St

Google

ns

Welcome to the Highways Service Information Centre

[Home](#) > [Applications](#) > VAS or SID illuminated sign

Apply to install a VAS or SID illuminated sign

Vehicle Activated Signs (VAS) and Speed Indicator Devices (SID) are signs with illuminated messages that flash when vehicles are travelling above a set trigger speed.

The Local Highway Panels will only install VAS/SID where there is a significant speeding issue or where there is a personal injury collision pattern related to speed. Parishes, District, Borough or the City may however now buy and install their own sign through a licencing process giving more flexibility on installation locations.

If the Parish would like to buy a new sign for installation on the highway then the following information needs to be included within the licence: -

- An application form need to be completed for the licence application process, a link is available at the bottom of this webpage.
- Please gain written support from your County Councillor for your application.
- Name of the requestor and the name of the overall authority responsible for the sign going forward needs to be included.
- The sign is to be placed at least 70m within the speed limit.
- The sign is to be either solar powered or battery powered but not mains powered.
- Each application must include a street map of the proposed location for the sign.
- The sign must be installed so the edge of the sign is 450mm min from edge of carriageway.
 - For a 450mm wide sign erected, the verge must be a minimum of 1.0m
 - For a 450mm wide sign erected, the footway must be a minimum of 1.6m to allow buggies and wheelchairs to pass.
 - For a 600mm wide sign erected, the verge must be a minimum of 1.2m
 - For a 600mm wide sign erected, the footway must be a minimum of 1.8m to allow buggies and wheelchairs to pass.
 - No sign larger than 600mm wide should be erected.
- Sign should be placed in locations where it will be easy to access, maintain or move.
- The existing speed limit should be in place for at least 12 months for a VAS/SID to be considered.
- Please include the size of the sign, the material the sign is made of and the details of the foundations to be used.
- The applicant must state if the sign will be on an existing post or new post.
- Mounting height needs to be either 2.4m on a cycleway, 2.1m on a footway or 1.5m on a verge where people do not tend to walk.
- The device should not be within close proximity of another VAS sign, neither should it be close to any other flashing equipment such as a Pedestrian crossing or wig wag unit due to safety reasons.
- The sign roundel must be no larger than 600mm and should display either the 30mph roundel with or without 'slow down' message. It can be a SID which either shows the 'face' or the actual speed of drivers however this is to be set at a maximum activation speed of 45mph to prevent drivers using it to record their speed for racing purposes.



30mph VAS Sign

Consideration should be given to: -

- As no parish funded sign will be mains powered the following needs to be considered.
 - The size of the VAS in terms of LEDs (the more LEDs used the more power required).

- The amount of 'on time' per activation, longer display periods will consume more power or battery life.
- The number of activations in a 24 hours period - more activations require more battery power.
- Physical site location - open area, under trees, shady, near buildings for solar or wind.
- Additional battery packs.
- Consideration for insuring the equipment in the event of theft or damage.
- Consideration needs to be given to the location of the sign to prevent visibility obstruction to junction and driveways.
- The sign must not be placed on a bend or where it does not achieve sufficient forward visibility to function correctly.
- Training by the manufacturer for the correct use of the sign installation and calibration in the case of use within different posted speed limit sites.
- The manufacturers guarantee period and whether an option is available to purchase an extended warranty.
- Equipment should be installed by a qualified competent person with the required public liability insurance to work on the highway.

Please see the [documents](#) section below for an example of the design for a VAS.

Please see list of highway approved suppliers for a VAS/SID: -

- Telent - <https://telent.com/contact>
- Westcotec - sales@westcotec.co.uk
- Solagen - enquiry@solagen.com
- Swarco - <https://www.swarco.com/contact>

All information should be recorded on the application for a licence.

[Apply to install a VAS or SID illuminated sign](#)

Once installed please inform Local.HighwayPanels@essexhighways.org, so it can be added to the Highways System to get electrically tested as appropriate.

Parish/Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	February	2
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
4	2	3

Officer	Parish	Date	Start	Finish	Total	Speed Enforcement Patrol (TRUCAM)	Drivers caught speeding	Comments/Any other duties
AR	Tolleshunt D'Arcy	03/02/2022	13:15	13:45	00:30	M018	0	
AR	Tolleshunt D'Arcy	08/02/2022	10:05	10:35	00:30	M018	2	
BC	Tolleshunt D'Arcy	10/02/2022	11:45	12:15	00:30	M018	0	
BC	Tolleshunt D'Arcy	25/02/2022	10:50	11:20	00:30	M018	1	
					2:00:00		3	

Community Engagement Parish Council Contracts Definition of Service



Maldon District Council Community Engagement Team

The Community Engagement Team are members of the Community Safety Accreditation Scheme.

This is defined as “An accredited person who is a person employed by an organisation (other than a police force) in a community safety role, who has been accredited by a Chief Officer of Police under Sec.41 of the Police Reform Act 2002” Officers have undertaken the necessary training, exam and Police vetting to obtain their accreditation with Essex Police.

The accreditation allows these officers to exercise certain powers given to them by Essex Police, which are:

- Power to require giving name and address for committing a relevant offence
- Power to issue penalty notices for dog fouling
- Power to issue penalty notices for drinking in a designated public area
- Power to issue penalty notices for graffiti and fly-posting
- Power to deal with begging
- To enforce surrender of alcohol/seize tobacco from person under 16
- Power to stop cycles
- Power to issue FPN for disorder by throwing fireworks

We also have the ability, to request data from the Police national computer such as registered keeper details using a vehicles registration number.

The service that the team provides to parish and town council's provides opportunity for the team to exercise these powers whilst on patrol in the community.

They work proactively to improve the quality of life within the community, by investigating and addressing issues such as, fly tipping, dog fouling (dog control) and illegal parking.

Community Engagement Parish Council Contracts Definition of Service



TRUCAM Speed Enforcement Patrol

We work in partnership with Essex Police and Safer Roads Partnership to carry out Community Speed Enforcement Patrols. Essex Police are the agency responsible for assessing the designated sites for these patrols, which are in areas of up to 40mph. The primary aim is to reduce the speed of vehicles travelling through our communities, by raising awareness and educating drivers around the dangers of speeding. Patrols are carried out using the TRUCAM laser device that records the speed of moving vehicles as well as being able to identify the driver at the time of the offence. Following all patrols, the data captured is then sent securely to Essex Police, who are the data holders, and have overall responsibility for any subsequent enforcement action.

Community Patrol

Our Community Patrol would typically consist of either a foot or vehicular patrol, focusing on specified locations as requested by the town or parish council. These patrols enable our team to gather evidence and intelligence for any anti-social behaviour, which is then referred to the relevant agency or council department. Issues such as dog fouling (control), littering, fly tipping, graffiti, illegal parking are also addressed as part of our patrol, our officers are authorised and can issue Fixed Penalty Notices or Penalty Charge Notices, where applicable. We can also provide and install a range of signs to inform and educate the public. Our reassuring presence in the community whilst engaging with residents, businesses and stakeholders, gives us a unique opportunity to improve the quality of life for all.

If your parish / town council has CCTV our officers are authorised to review any footage. We are also trained to deploy mobile covert surveillance equipment to detect any criminal activity in relation to the issues mentioned within the community patrol. Deployment of such equipment will be subject to a site assessment and will be carried out at the discretion of Maldon District Council. Our officers wear body worn cameras and all our GPS tracked vehicles are equipped with dashcams to capture any evidence whilst on patrol.

Parish/Town Council Site Checks

Whilst in your community we can carry out a visual check of your community building/s and facilities and report back any issues found in addition to the Community Patrol as above.

Community Engagement Parish Council Contracts Definition of Service



On Street Parking Patrol

We work in partnership with South Essex Parking Partnership to patrol and enforce on-street parking restrictions, such as double and single yellow lines, school zig zag lines and resident permit zones. Any drivers witnessed to have parked illegally will be issued a Penalty Charge Notice ticket or will be given advice.

The on-street parking patrol monitors and enforces on parking restrictions where applicable, such as;

- Double/Single yellow line
- No waiting zones
- No loading zones
- Bus stops
- Resident permit parking
- Parking on zig zags at a crossing
- Parking on a pavement where a yellow line exists
- Taxi ranks
- School Patrol*
- Disabled bays
- Any other defined restriction

*This patrol targets the roads around a school, where parking within a restricted area is a concern to parents, resident's and the school.

Typically, this patrol would be carried out at the beginning or end of the school day and can also be used to educate drivers about the dangers of parking illegally.

The lead agency for this activity is South Essex Parking Partnership, any contractual arrangement between the Maldon District Council Community Engagement team and your parish / town council will be for additional parking patrols.

Our core working hours are 8am to 10pm, 7 days per week, this may be subject to change depending on unforeseen circumstances.

Any duties in addition to the above, which the parish / town council may request will need to be provided in writing and will be considered but may not necessarily be agreed, this will depend on our resources and the request aligning with our core activities/priorities.

Community Engagement Team

Request for Service

April 2022 to March 2023



Please select the service and how many hours you require each month.

Service	Required Y/N	Please list the areas / facilities you would like included in our Patrol
TRUCAM		Sites designated by Essex Police
Community Patrols		
Parish/Town site checks		
On Street Parking Patrol (monitoring of parking restrictions)		
Total hours per month		

Any other comments:

Please return your completed request to
Jackie.drummond@maldon.gov.uk by 11th March 2022

From: Tarran Townsend
Sent: 21 March 2022 14:46
To: Tolleshunt Darcy
Subject: Building maintenance

Hi Michelle,

Hope all is well.

A few things on the building, the front door lock is getting looser and looser the more it's used. The leak in the toilet, will need a plumber to look at it and the hole in the floor at the back of the gym needs boarding. Do I sort all this and send you the invoices? Do you wait for your meeting before anything.

Also, can I get a small skip in the recreation car park for bits please? Grass isn't great.

Could you let me know what action is allowed now please, so I can get a move on with things.

Tazz

Get [Outlook for Android](#)

ASG Plastering**23/03/2022****Quotation****Tazz at Beefit CM9 Gym**

Following the inspection of the sub floor for the damage that is there, it appears to be water damage from the old pipework that used to be installed in that location before.

To fix this problem I shall cut out (approx 2m) section around the damaged floor, add supporting joists, and reinstall floor board.

Materials & Labour comes £150

Aidan

T&Cs: This Quote is only Valid for 30 days.