

**Present:** Cllrs Brown, Ewing, Henderson, Munson

**In the Chair:** Cllr Smith – Chairman

**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 apologies for absence from Cllrs Barwick and Scott.

**3. Declarations of Interest**

There were no declarations of interest disclosed.

**4. County Councillor and District Councillors**

There was no new information from District Councillor Thompson.

**5. Public Forum**

A resident raised the following concerns:

- The traffic in the village has increased dramatically during his 20 years of living in the village which is a result of satellite navigation. Excess speed and bad driving have become a danger and annoyance to villagers, particularly to pedestrians. Several serious incidents have occurred during the last few months. Police patrols and traffic monitoring is at an all-time low. What are the Parish Council doing about this situation?

The Chairman explained that the Parish Council is aware of the issues concerning speeding in the village and although we have virtually no powers in this matter the following actions have been carried out:

- The Parish Council has an agreement with the MDC Community Protection Officers (CPOs) to carry out TruCam (Speeding) Patrols in the village. The Parish Council has been working with the CPOs for several years. A monthly report is submitted by MDC to the Parish Council and is received by the Parish Council at the monthly meetings. A copy of the report is circulated with the agenda and the results of the patrols are minuted. Both the agenda and minutes are available to view on the Parish Council website.
- There is a 20's Plenty Campaign. The Parish Council is supporting the campaign and has written to ECC to ask them to consider setting an authority-wide default of 20mph for urban and rural community roads. A letter has also been sent to neighbouring parishes asking them to support the campaign.
- The Parish Council has submitted an application to the Local Highways Panel (LHP) for the installation of village gateways which have proven to be successful in traffic calming.

The Clerk advised that she had received an update from Cllr Durham that day on the LHP application. The response was as follows:

“At the last LHP meeting, we were unable to agree funding for any new schemes due to those scheduled for 2022/23 had not been completed and are being carried over to this financial year. However it has been confirmed that any application that had funding agreed in 22/23 will be completed and the allocated funding will also be carried forwards. Unfortunately due to the way that budgets are agreed, the money won't be released until June. Therefore the panel agreed to meet in July to review where we are.

The biggest issue moving forward is that all LHP's have seen their budgets reduced as money is being diverted to maintenance instead of capital projects. As a result, the Maldon panel only has £170k this year to fund new schemes.

I am really sorry that there isn't more positive news, but I would hope that when the new panel meets in July, it will be able to bring some of the D'arcy applications onto the agenda.”

The Chairman advised that the Parish Council had also set aside funds in the precept should the application to the LHP be unsuccessful.

Permission would be required by ECC if the Parish Council installed their own gates.

- The Parish Council has also looked into Speed Indicator Devices which were very costly. It is still being explored and if the Parish Council were to proceed permission would be required by ECC.
  - Speeding is an ongoing issue and a few years ago the Parish Council worked with ECC Highways and managed to get the 30mph zone in Tollesbury Road extended.
- Following a vehicle accident 5 months ago, there is an unsightly mess outside his property on Church Street. A large wooden half barrel containing plants and the Margery Allingham nameplate were both damaged and a mess left behind. After several calls to Essex County Council (ECC) and Maldon District Council (MDC), the nameplate was eventually replaced but the damaged barrel and contents were left behind. ECC and MDC both deny responsibility for the removal of the waste. The resident explained that he had spoken to the Vice-Chairman of the Parish Council and he told him that it was the responsibility of the Parish Council to clear the mess and he would make the necessary arrangement. After several conversations with the Vice-Chairman, he explained to the resident that the Chairman would not sign off the required expenditure.

The Chairman responded as follows:

- The Chairman stated that the resident had indicated that the Vice-Chairman was a male. The Vice-Chairman for Tolleshunt D'Arcy Parish Council is Cllr Barwick who is a female. The resident had therefore spoken to a Councillor who was claiming to be the Vice-Chairman.
- The Chairman does not make decisions, all decisions are made by the Full Council, therefore the explanation given to the resident “The Chairman would not sign off the required expenditure” was incorrect.
- The issue was not the responsibility of the Parish Council, the information given again was incorrect. The public highway is the responsibility of ECC.
- At the last meeting of the Parish Council on 28<sup>th</sup> March 2023, the issue of the mess was raised and at that meeting, the Parish Council agreed to arrange for the mess to be removed.

The Clerk advised that she had spoken to the resident on one occasion and had reported the issue to Cllr Durham.

The Chairman apologised to the resident for the misleading information that he had been given by a Parish Councillor but was pleased to report that the issues raised by the resident were in hand and being addressed.

Cllr Ewing stated that it was concerning that a Parish Councillor was claiming to be the Vice-Chairman and giving residents incorrect information.

The resident thanked the Parish Council for their time and asked whether consideration would be given to removing all the planters when the damaged barrel is removed. The Chairman advised a decision on this could not yet be made but would be explored by the Parish Council in the future.

The resident left the meeting.

## 6. Parish Working Group (PWG)

The Clerk advised that the members of PWG had sent their apologies for the meeting but had emailed a list of issues and requested updates if available:

- Safety of the trees by the school (Tollesbury Rd and Church Street). What can be done about this? Is there no way we can hire someone to trim the trees back and have a general tidy? Everyone is getting quite frustrated with this pathway.  
**Action:** Clerk to explore who is responsible for the trees.

- The tarmac of drains has raised its head again. We have suggested to all to keep complaining to the Essex Highways. What more can we do, any suggestions?

The Clerk reported that following the last meeting she had emailed Cllr Durham to take this forward on behalf of the Parish Council.

**Action:** Clerk to request an update from Cllr Durham.

- Grass verge update on Tollesbury Road is another several are asking for an update on as well, please.  
The Clerk advised an update on LHP applications given in item 5.

## 7. Minutes

### Minutes 28<sup>th</sup> March 2023

**Resolved:** The Minutes of the Parish Council Meeting held on 28<sup>th</sup> March 2023 be approved as a true and accurate record of the meeting. Unanimously agreed.

The Chairman signed the Minutes.

## 8. Finance

### 8.1 Monthly Financial Report

Councillors received the monthly Financial Reports as of 31<sup>st</sup> March 2023.

Bank Reconciliation – a Closing balance of £32,833.52

Expenditure to date – Budget £30,079 – Actual £28,681

Income to date (including Precept (£21,514) £29,764 – Actual £31,892

Earmarked Funds – Closing Balance - £7,196.83 – Net Transfers £4,844.40

The Chairman signed the Reports.

## 8.2 Rose Tree and Plaque

**Resolved:** Unanimously agree to ratify the decision to purchase a plaque and rose tree totalling £282.39 inclusive of VAT to commemorate the Coronation of King Charles III.

## 8.3 Payments

**Resolved:** Unanimously agreed to approve the payments totalling £1,316.10.

## 8.4 Unity Trust Account

**Resolved:** Unanimously agreed to transfer £21,721 (one year's precept) to the Unity Trust Instant Access Savings Account.

## 9. Asset Register

Councillors reviewed the Asset Register.

The value of the assets at the end of March 2023 was £223,502, an increase of £566.00 compared to March 2022 (purchase of a new laptop, bench and the removal of old laptop).

## 10. Risk Management

Councillors reviewed the Risk Assessment and Management Document.

**Resolved:** Unanimously agreed to accept the updated Risk Assessment and Management Document.

## 11. Accounts 2022/23

The Clerk presented the accounts for 2022/23.

**Resolved:** Unanimously agreed to approve the 2022/23 accounts, subject to internal audit.

The Annual Governance and Accountability Return was completed as follows:

Section 1 – Annual Governance Statement 2022/23

Section 1 was completed and approved by the Council. This was signed by the Chairman and the Clerk.

Section 2 – Account Statements 2021/22

Section 2 was completed and signed by the Chairman and the Clerk, as the Responsible Financial Officer.

## 12. Planning

### 12.1 Planning Applications

To consider Planning Applications received from Maldon District Council

Application No: HOUSE/MAL/23/00243 PP-11976028

Proposal: Erection of side and rear extension, new render to existing bungalow and replacement glazing, demolition and relocation of existing garage.

Location: Mardi Gras Chapel Road Tolleshunt D'arcy

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

Application No: OUT/MAL/23/00288 PP-12023192

Proposal: Outline planning application with all matters reserved except for layout and appearance for the construction of a convenience store.

Location: Darcy Stores 17 North Street Tolleshunt D'arcy

**Resolved:** Unanimously agreed to respond to the application as follows:

- We raise no objection but wish to make the following comment:
  - Concern there will be increased parking
  - Concern regarding the suitability of this proposal in the conservation area

Application No: FUL/MAL/22/00903 PP-11461507

Proposal: Demolition of outbuilding and erection of 7 bed dwelling for supported living

Location: Land At Dodo Mansion Kelvedon Road Tolleshunt D'arcy

**Resolved:** Unanimously agreed to respond to the application as follows:

- We raise no objection but wish to make the following comment:
  - Concern regarding sustainability given location, ie. access to facilities
  - If this is supported living, no provision has been made for carers/overnight staff

## 12.2 Planning Decisions:

To note decisions made by Maldon District Council

FUL/MAL/22/01225 - Land At The Wycke Pages Lane - Refused

## 12.3 Appeals

To note decisions made by the Planning Inspectorate – Non received

## 12.4 Planning Appeal Decisions

To note decisions made by the Planning Inspectorate – None received

## 12.5 Tree Preservation Orders (TPO)

To note TPOs made by Maldon District Council – None received.

## 13. Training

There were no requests for training.

## 14. Dignity At Work Policy

**Resolved:** Unanimously agreed to adopt the Dignity At Work Policy.

## 15. Recreation Ground CCTV

The email from a resident concerned about the CCTV overlooking the Recreation Ground was received and noted.

The Parish Council had previously raised this concern with Essex Police, MDC and the Information Commissioners Office (ICO) and to date are unaware of any action being taken.

**Action:** Clerk to respond to the resident to suggest that if they are concerned they report it to Essex Police.

## 16. Area Outside the School

### 16.1 Clearance Works

**Resolved:** Unanimously agreed to ratify the decision to proceed with the quotation from The Wooden Fence Post for £600 to clear the area outside the school.

## 16.2 Grant towards flowers

**Resolved:** Unanimously agreed to give a grant of up to a maximum of £100 towards the flowers for the planters in the area outside the school for the King's Coronation. Payment to be made upon receipt of the invoice/receipt for the flowers.

## 17. First Responders

Councillors considered the request from the First Responders to fund repairs or replacements for the kit bag in the future.

The Parish Council is unable to pre-agree possible future funding but would be happy to consider grant requests as and when repairs/replacements were required.

## 18. Police/Community Protection Officers (CPOs)

### 18.1 Police Report

The Police Reports were received and noted.

### 18.2 Community Protection Officers (CPOs)

#### 18.2.1 CPO Report

The CPO Report for March 2023 was received and noted.

It was noted that during the CPOs Patrols in March, there were 27 speeding offences all in Church Street.

#### 18.2.2 Service Level Agreement 2023/24

**Resolved:** Unanimously agreed to enter into a Service Level Agreement 2023/24 for the services of the Maldon District Council CPOs at a rate of £40.53 per hour.

## 19. Administration

Amenity Land Festival Gardens - The Clerk reported following the previous meeting of the Parish Council, the fence on the amenity land in Festival Gardens had been taken down. The fence has been removed however the fence posts are yet to be removed.

**Action:** Cllr Thompson to raise with MDC Enforcement.

A resident reported that the grass on the land also requires cutting.

It was confirmed that the land on the inner fence line is the responsibility of the land owner and the grass on the outer fence line is the responsibility of Moat Housing.

Ride London – The Clerk reported that the Ride London event will be back in Essex and there will be road closures in place on Saturday 27<sup>th</sup> May 2023. The Clerk had circulated information to Councillors.

## 20. Representative Reports

### 20.1 Burial Ground

#### 20.1.1 Update from Cllr Henderson

Cllr Henderson advised that there was no new information to report.

The Clerk reported that she had put notices on the green bin in the Burial Ground as it was reported that a resident is disposing of his dog poo bags in the bin.

**20.2 Recreation Ground/Pavilion**

**20.2.1 Update from Cllr Brown**

Cllr Brown advised that there was no new information to report.

**20.2.2 Pavilion**

The Chairman reported that since the last meeting, Cllr Thompson had forwarded an email from Michael Johnson, Lead Specialist Development Manager – MDC, clarifying that the Parish Council does not need to submit a planning application for change of use for the Pavilion

**Resolved:** Unanimously agreed that based on the new information received from Michael Johnson, to reverse the decision to submit a planning application to Maldon District Council for a change of use for the Pavilion.

**20.2.3 Astroturf**

**Resolved:** Unanimously agreed to ratify the decision to allow Bee-Fit CM9 to lay a 16m long, 1.3m wide Astroturf strip down the side of the Pavilion.

**20.3 Public Rights of Way**

**20.3.1 Update from Cllr Henderson**

Cllr Henderson advised there were no new issues to report.

**20.4 Road Safety/Highways**

**20.4.1 Update from Cllr Munson**

Cllr Munson reported:

- The potholes in Tollesbury Road and Beckingham Road had been repaired.

**21. Community Concerns – Information Exchange/Next Agenda Items**

It was noted that there was an uncontested election for Tolleshunt D’Arcy. There are three vacancies to fill. The Clerk would advertise the vacancies and the co-option of the new Councillors would be after the elections.

**22. Date of the Next Meeting**

The next meeting of the Parish Council will be held on:

**Wednesday 17<sup>th</sup> May 2023 – Annual Statutory Meeting – 7.30 pm**

The Chairman closed the meeting at 9.05 pm.

Signed.....

Date:.....