

TOLLESHUNT D'ARCY PARISH COUNCIL

www.tolleshuntarcy.org

Chairman: John Smith - 07505 008891

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

Tel: 07483 325853 email: clerk@tolleshuntarcy.org



Notice is hereby given that the meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on **Wednesday 3rd January 2024**, in the **Village Hall, Tollesbury Road**, 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

27th December 2023

Councillors: J Smith (Chairman), R Evans, I Ewing, M Henderson, W Middleton,
G Munson,

.....

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. Vice-Chairman**
To appoint a Vice-Chairman for Tolleshunt D'Arcy Parish Council
- 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. Parish Working Group

To receive a verbal update from the Parish Working Group.

8. Minutes

To receive and approve the Minutes of the Meeting held on 28th November 2023.

9. Finance

9.1 To receive and approve Monthly Financial Report as at 30th November 2023

9.2 To receive and approve Payments

10. Planning Applications and Decisions

10.1 Planning Applications

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).

Application No: 23/01160/OUTM PP-12537071

Proposal: Outline planning application with all matters reserved except access for up to 159 residential dwellings (Use Class C3), including 40% affordable housing, pre-school (Use Class E(f) and F1(a)), a road link connecting West Street to North Road, ancillary infrastructure, public open space, play space, suitable alternative natural greenspace (SANG) and sustainable drainage.

Location: Land North Of West Street Tollesbury

10.2 Planning Decisions

To note decisions made by Maldon District Council

HOUSE/MAL/23/01047 – 25 Chapel Road – Approved

10.3 Appeals

To receive notification of Planning Appeals from Maldon District Council

10.4 Planning Appeal Decisions

To note decisions made by the Planning Inspectorate

10.5 Tree Preservation Orders (TPO)

To note TPOs made by Maldon District Council

11. Car Park – Recreation Ground

11.1 Correspondence from landowner

To receive correspondence from the car park landowner

11.2 Car Park Repairs/Expansion

To discuss car park repairs/expansion

12. Budget/Precept 2024/25

12.1 To receive letter from Maldon District Council - 2024/2025 Council Tax Base and request for 2024/2025 Parish/Town Council precept demand and information

12.2 To agree the Budget and Precept for 2024/25

13. Training

To consider any training requests from the Clerk or Councillors

14. Police/Community Protection Officers (CPO)

14.1 Police Reports

To receive Police Reports (confidential)

14.2 Community Protection Officers (CPOs)

To receive the CPO report for November 2023

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 Henderson

16.2 Recreation Ground/Pavilion

16.2.1 To receive a verbal update from Cllr Middleton

16.2.2 To consider the request from Blackwater Gymnastics for them to install an internet connection in the Pavilion at their expense

16.3 Public Rights of Way

16.3.1 To receive a verbal update from Cllr Henderson

16.4 Road Safety/Highway

16.4.1 To receive a verbal update

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 30th January 2024 – Full Council Meeting – 7.30 pm- Village Hall

Date: 27/12/2023

Tolleshunt Darcy Parish Council

Page 1

Time: 14:33

**Bank Reconciliation Statement as at 30/11/2023
for Cashbook 1 - Current Bank A/c**

User: MICHELLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank	30/11/2023		17,386.53
Unity Trust Instant Access Acc	30/11/2023		22,970.45
			40,356.98
 <u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			40,356.98
 <u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			40,356.98
		Balance per Cash Book is :-	40,356.98
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Elections	100.00	100.00	200.00
321 EMR Parish Improvements	1,005.78	-100.00	905.78
322 EMR Recreation Ground	4,675.65	2,500.00	7,175.65
323 Unallocated	296.57	-127.00	169.57
324 EMR Burial Ground	1,103.83	200.00	1,303.83
325 EMR Maypole	15.00	500.00	515.00
326 EMR Speed Reduction	0.00	4,500.00	4,500.00
	<u>7,196.83</u>	<u>7,573.00</u>	<u>14,769.83</u>

Detailed Receipts & Payments by Budget Heading 30/11/2023

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	22,721	22,721	(0)			100.0%	
1090 Interest Received	249	0	(249)			0.0%	
1990 Other Income	4,200	7,000	2,800			60.0%	
Income :- Receipts	<u>27,171</u>	<u>29,721</u>	<u>2,550</u>			91.4%	0
Net Receipts	<u>27,171</u>	<u>29,721</u>	<u>2,550</u>				
<u>110 Administration</u>							
██████████	████	████	████		████	████	
██████████	█	█	█		█	█	
██████████	████	████	█		█	█	
4070 Payroll Processing	0	80	80		80	0.0%	
4080 Training	430	300	(130)		(130)	143.3%	
4090 Bank Charges	60	100	40		40	60.0%	
4100 Audit Fees	385	375	(10)		(10)	102.7%	
4120 Subscriptions & Memberships	1,052	1,000	(52)		(52)	105.2%	
4130 Insurance	1,900	1,800	(100)		(100)	105.6%	
4160 Telephone & Broadband	515	360	(155)		(155)	143.1%	
4170 Website	176	200	24		24	88.0%	
4180 Office Equipment	57	0	(57)		(57)	0.0%	
4190 Office Allowance	208	312	104		104	66.7%	
4200 Grants & Donations Paid	2,374	2,600	226		226	91.3%	
4230 CPOs	608	950	342		342	64.0%	
4500 Hall Hire	500	500	0		0	100.0%	
4990 Sundries	242	200	(42)		(42)	120.9%	
Administration :- Indirect Payments	<u>13,944</u>	<u>16,601</u>	<u>2,657</u>	0	2,657	84.0%	0
Net Payments	<u>(13,944)</u>	<u>(16,601)</u>	<u>(2,657)</u>				
<u>130 Amenities</u>							
4300 Defibrillator	223	400	177		177	55.8%	
4310 Grass/Hedge/Tree cutting	1,825	3,300	1,475		1,475	55.3%	
Amenities :- Indirect Payments	<u>2,048</u>	<u>3,700</u>	<u>1,652</u>	0	1,652	55.4%	0
Net Payments	<u>(2,048)</u>	<u>(3,700)</u>	<u>(1,652)</u>				
<u>135 Burial Ground</u>							
1350 Burial Ground Income	0	2,000	2,000			0.0%	
Burial Ground :- Receipts	<u>0</u>	<u>2,000</u>	<u>2,000</u>			0.0%	0

Detailed Receipts & Payments by Budget Heading 30/11/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Water	81	70	(11)		(11)	115.6%	
4370 Maintenance	0	50	50		50	0.0%	
Burial Ground :- Indirect Payments	81	120	39	0	39	67.4%	0
Net Receipts over Payments	(81)	1,880	1,961				
<u>140 Pavilion</u>							
4360 Water	0	450	450		450	0.0%	
4370 Maintenance	3,060	500	(2,560)		(2,560)	612.0%	
4400 Electricity	289	600	311		311	48.1%	
Pavilion :- Indirect Payments	3,349	1,550	(1,799)	0	(1,799)	216.0%	0
Net Payments	(3,349)	(1,550)	1,799				
<u>145 Rec Ground</u>							
1450 Pitch Fees	200	250	50			80.0%	
Rec Ground :- Receipts	200	250	50			80.0%	0
4370 Maintenance	222	500	278		278	44.4%	
4550 Play Equipment	0	1,000	1,000		1,000	0.0%	
Rec Ground :- Indirect Payments	222	1,500	1,278	0	1,278	14.8%	0
Net Receipts over Payments	(22)	(1,250)	(1,228)				
<u>155 Streetlighting</u>							
4370 Maintenance	0	100	100		100	0.0%	
Streetlighting :- Indirect Payments	0	100	100	0	100	0.0%	0
Net Payments	0	(100)	(100)				
<u>160 Projects</u>							
4600 Maypole	0	500	500		500	0.0%	
4610 Parish Improvements	600	500	(100)		(100)	120.0%	600
4620 Rec Ground	0	2,500	2,500		2,500	0.0%	
4640 Unallocated	227	100	(127)		(127)	227.0%	227
4650 Burial Ground	0	200	200		200	0.0%	
4660 Elections	0	100	100		100	0.0%	
4670 Speed Reduction	0	4,500	4,500		4,500	0.0%	
Projects :- Indirect Payments	827	8,400	7,573	0	7,573	9.8%	827
Net Payments	(827)	(8,400)	(7,573)				
6000 plus Transfer from EMR	827						
Movement to/(from) Gen Reserve	0						

Detailed Receipts & Payments by Budget Heading 30/11/2023

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	27,371	31,971	4,600			85.6%	
Payments	20,470	31,971	11,501	0	11,501	64.0%	
Net Receipts over Payments	<u>6,901</u>	<u>0</u>	<u>(6,901)</u>				
plus Transfer from EMR	827						
Movement to/(from) Gen Reserve	<u>7,728</u>						



Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 22.12.2023

HOUSE/MAL/23/01047 Tolleshunt D'Arcy

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

25 Chapel Road Tolleshunt D'Arcy Maldon Essex

(UPRN - 100091455057)

Mr Nigel Lempiere

APPROVE subject to the following conditions:-

1 **CONDITION**

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON

To comply with Section 91(1) The Town & Country Planning Act 1990 (as amended).

2 **CONDITION**

The development hereby permitted shall be carried out in accordance with the following approved plans and documents: A20625A Rev A, A20625A-PL01D RevD, PL-02 RevB, BR01 Rev B, BR02 Rev B, BR03 Rev B, BR04 Rev B.

REASON

To ensure that the development is carried out in accordance with the details as approved.

3 **CONDITION**

The materials used in the construction of the development hereby approved shall be as set out within the application form/plans hereby approved.

REASON

In the interest of the character and appearance of the area in accordance with policies D1 and H4 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

4 **CONDITION**

The outbuilding hereby approved shall only be used for purposes incidental to the residential use of the dwelling known as 25 Chapel Road, Tolleshunt D'Arcy, CM9 8TL and shall not at any time be converted or used as living accommodation.

REASON

To ensure that the development is carried out in accordance with the details as approved and in the interests of the amenity of the area in accordance with policies D1 and H4 of the approved 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 assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Lisa Greenwood
Dated : 21/12/2023

From: [REDACTED]
Sent: 19 December 2023 14:31
To: clerk@tolleshuntarcycpc.org
Subject: Re: Car Park

Dear Councillors.

Following on from our email of 15th December 2023, and not having heard from the Parish Council, we are cordoning off the land we own in the car park temporarily as of tomorrow, 20th December 2023.

Kind regards.

[REDACTED]

> On 15 Dec 2023, at 13:15, [REDACTED] wrote:
>
>
>
>
> Dear Councillors.
>
> After careful consideration and risk assessing we feel we need to close the car park temporarily, and imminently, due to health and safety issues. The ground is saturated and is being churned up in parts where cars are wheel spinning in the mud. Parts of it, we feel, are unsafe. The ground needs to dry out considerably before cars can start using it again.
>
> If you don't want to shut the whole area we will cordon off the land we own to prevent an accident happening and the surface getting any worse than it is now.
> However, baring in mind how bad the entrance to the car park is you might want to consider closing it completely for the time being.
>
> Also, we can not secure the gates due to debris falling in and blocking the hole the gate pin slots into. Please can this be looked in to?
>
> This is a matter urgency so please advise as soon as possible.
>
> Kind regards.
>
> [REDACTED]

7th November 2023

Clerk to Tolleshunt D’Arcy Parish Council
4 Valkryie Close
Tollesbury
Essex
CM9 8SL

MALDON DISTRICT
COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



Email: clerk@tolleshuntarcy.org



Enquiries to: Kate Roast
Email: kate.roast@maldon.gov.uk

Dear Parish Clerk

Tolleshunt D’Arcy Parish Council - 2024/2025 Council Tax Base and request for 2024/2025 Parish/Town Council precept demand and information

2024/2025 Council Tax Base

Maldon District Council has set the tax base for 2024/2025 at the Council meeting on 29 November 2023, and I am writing to inform you the tax base for your Parish is 446.5

2024/2025 Parish/Town Council precept information

The Parish/Town precept is set by your Council and it should represent the Parish/Town net budget requirement for 2024/2025, as approved by your committee or Council as a whole. This precept will be divided into the above 2024/2025 tax base to determine the band D equivalent level of Parish/Town Council’s Council Tax.

In order that I can include your precept in the overall calculation of Council Tax, I would be grateful if you could complete and return the attached Parish Precept form by **5 January 2024**.

The signed completed precept form will be deemed as the official notification of your Parish/Town Council’s precept demand for 2024/2025.

I am required to determine the timing of the payment of the precept to the Parish/Town Council in accordance with regulations and to consult with the Parish/Town Council on my proposals. The existing arrangements are as follows:

1. Precepts under £50,000 – payment will be received by the Parish/Town Council on the last working day in April;
2. Precepts of £50,000 or more – 50% will be received Parish/Town Council on the last working day in April and 50% will be received on the last working day in August.

Unless I hear from you within 21 days of this letter, I will assume that this arrangement is satisfactory.

Your precept will be paid into your bank account in 2024/2025. Please let us know if there has been any change to the name and address of your bank, sort code number or account number.

2022/23 and 2023/24 Parish/Town Council precept adjustment

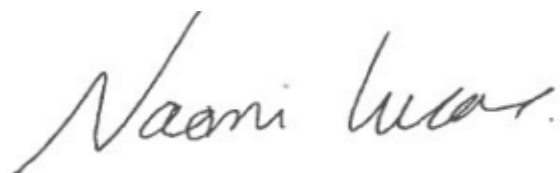
It has recently come to our attention that the council tax base position notified to you in 2022/23 and 2023/24 financial years requires an amendment. The previously notified tax base, revised tax base and financial impact for these years is set out in the table below. (This does not affect the 2024/25 tax base position notified to you above).

	A	B	C (B-A)	D	E (CxD)	F	G	H (G-F)	I	J (HxI)	K (E+J)
Town/Parish Council	2022/23 Reported Tax Base	2022/23 Corrected Tax Base	2022/23 Tax Base Difference	Town/Parish Band D 2022/23 £	2022/23 Precept Adjustment required	2023/24 Reported Tax Base	2023/24 Corrected Tax Base	2023/24 Tax Base	Town/Parish Band D 2023/24 £	2023/24 Precept Adjustment required	Total Historical Adjustment required
Tolleshunt D'Arcy	450.7	447.9	-2.8	47.7	-£135.84	449.4	450.1	0.7	50.6	£35.06	-£100.78

Overall, your parish/town council has received £100.78 more income than it would have been due for these years. We are not proposing to reclaim this income, as we recognise that you may have set a different Band D equivalent rate if you had been in possession of the amended tax base figures when you agreed the council tax rate for these years. However, this amendment means that your 2024/25 council tax base may look lower than you were expecting based on the 2022/23 and 2023/24 figures notified to you previously.

We apologise for any inconvenience caused by these amendments.

Yours faithfully,



Naomi Lucas
Chief Finance Officer (Section 151)

NAME OF PARISH / TOWN COUNCIL: Tolleshunt D'Arcy Parish Council

PARISH PRECEPT 2024/2025 FORM

The total amount of 2024/2025 precept to be issued by the above parish / town council will be:

£

(The same figure as box C below)

Using the tax base outlined in this letter, the amount of 2024/2025 Band D precept per property to be issued by the above Parish/Town Council will be:

£

(The same figure as box D below)

If your precept is equal to or exceeds £140,000 please also provide the following supportive budgetary information, as we are required to publish this information in our council tax leaflet.

	2023/24	2024/2025
	£	£
Total Expenditure		A
Total Income		B
Total Precept (Box A - Box B)		C
Band D per property (Box C ÷ 446.5)		D

A more detailed breakdown of the Parish/Town Council's financial accounts is available by writing to (please supply contact name and address below):

Signed _____

Date _____

Designation _____

Person authorised to sign on behalf of the Parish/Town Council

Please return to: Kate Roast, by 5 January 2024.

Parish/Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	November	3
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
5	3	16

Officer	Parish	Date	Start	Finish	Total	Speed Enforcement Patrol (TRUCAM)	Drivers caught speeding	Comments/Any other duties
BC/NS	Tolleshunt D'Arcy	06/11/2023	09:55	10:40	00:45	M018	3	
BC/LF	Tolleshunt D'Arcy	07/11/2023	10:10	11:10	01:00	T496 x1 M060 x8	9	
DR/LF	Tolleshunt D'Arcy	10/11/2023	10:00	10:30	00:30	M018	1	
AR/LF	Tolleshunt D'Arcy	14/11/2023	10:40	11:25	00:45	M018	3	
					3 00 00		16	