

Present: Cllrs Barwick, Evans, Ewing, Henderson, Munson

In the Chair: Cllr Smith – Chairman

Clerk: Michelle Curtis

Also Present: District Councillor Thompson
Steve Howard and Vanessa Reeve – Parish Working Group (PWG)

1. Welcome

The Chairman welcomed everyone to the meeting.

2. Apologies for Absence

There were apologies for absence from Cllr Middleton.

3. Resignation

The resignation from Cllr Barwick to end her service on 31st December 2023 was received and noted.

The Chairman thanked Cllr Barwick for her nine years of service to the Parish Council.

Cllr Barwick stated that she would be happy to continue to be the liaison between the Parish Council and Tolleshunt D’Arcy Primary School.

Over the last few years, the Parish Council has built a good relationship with the school and would be happy for Cllr Barwick to continue to be the liaison.

4. Declarations of Interest

There were no declarations of interest disclosed.

5. County Councillor and District Councillors

The email (Appendix A) from Councillor Durham was received and noted.

6. Public Forum

There were no members of the public present.

7. Parish Working Group

Vanessa reported:

- The Community Speed Watch (CSW) volunteers were trained on 11th November 2023.
- CSW has provided all of the equipment.
- Three areas have been approved for patrol: Church Street, North Street and Tollesbury Road.
- The volunteers have carried out 4 hours of patrol which resulted in 7 captures of speeding vehicles.

8. Minutes

Minutes 31st October 2023

Resolved: The Minutes of the Parish Council Meeting held on 31st October 2023 be approved as a true and accurate record of the meeting. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

9. Finance

9.1 Monthly Financial Report

Councillors received the Monthly Financial Reports as of 31st October 2023.

Bank Reconciliation – a Closing balance of £41,823.38

Expenditure to date – Budget £31,971 – Actual £16,778

Income to date (including Precept (£22,721) £31,971 – Actual £26,046

Earmarked Funds – Closing Balance - £14,769.83 – Net Transfers £7,573

The Chairman signed the Reports.

9.2 Parish Mobile Phone

The Clerk reported that since the last meeting, she had contacted BT regarding the mobile phone contract. BT confirmed that the mobile was no longer in contract and they had transferred their services to EE.

The Clerk advised she spoke to the business sector of EE and, with the permission of the Chairman, entered into a 24-month contract with EE for £13.50 per month.

9.3 Payments

Resolved: Unanimously agreed to approve the payments totalling £3,926.12.

10. Planning

10.1 Planning Applications

To consider Planning Applications received from Maldon District Council including the following:

Application No: 23/01047/HOUSE PP-12565205

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

Location: 25 Chapel Road Tolleshunt D'Arcy

Resolved: Unanimously agreed to recommend approval of this application.

10.2 Planning Decisions

To note decisions made by Maldon District Council

HOUSE/MAL/23/00704 - 4 TCA/MAL/23/00896 - 7 Kelvedon Road – Approved

HOUSE/MAL/23/00875 – 25 Chapel Road – Approved

HOUSE/MAL/23/00904 - Wellside Nurseries Tudwick Road – Approved

10.3 Appeals

To receive notification of Planning Appeals from Maldon District Council – None received

10.4 Planning Appeal Decisions

To note decisions made by the Planning Inspectorate – None received

10.5 Tree Preservation Orders (TPO)

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

11. Budget 2024/25

The proposed precept for 2024/25 is £22,721.40 and has been set absorbing an increase of 0.26% and the budget of £58.82 over the precept will be offset against the general reserves. The budget includes £7,000 which has been allocated to the Recreation Ground projects heading for a car park extension. It is estimated a car park project will cost in the region of £20,000 and it is proposed to realign the existing earmarked reserves to reflect the agreed priorities.

The proposed precept for 2024/25 is the same as the previous financial year 2023/24.

The tax base figure had not yet been received from Maldon District Council and at this stage, the cost per Band D property was not available.

Resolved: Unanimously agreed, in principle, to set the 2024/25 precept at £22,721.40. A final approval of the budget is to be made at the Parish Council meeting on 2nd January 2024.

12. Bank Signatories

Following the resignation of Cllr Barwick, it was necessary to appoint a new signatory for the Unity Trust Bank.

Resolved: Unanimously agreed to appoint Cllr Evans as a signatory and remove Cllr Barwick as a signatory.

13. Training

Cllr Evans reported that he had attended the first session of the Councillor Training at the EALC. He found the course very informative.

14. Car Park – Recreation Ground

The Chairman reported that it was suggested by a resident that the Parish Council consider extending the car park to help address the parking issues in Tolleshunt D'Arcy. The Chairman advised that he had looked at the car park and there was potential to extend the car park into the Recreation Ground. The Chairman suggested a Working Party was formed to explore further and submit a proposal to the Full Council for consideration.

The Council felt this was a good way forward.

Cllr Ewing agreed to meet with the Chairman to progress.

15. Litter Bin – Harvesters

The Chairman reported that following the complaint raised at the previous meeting, he and the Clerk had carried out checks of the litter bin at the Harvesters.

There does not currently appear to be an issue. The Chairman advised that there was an historical problem but this has been addressed.

Councillors agreed to take no further action at this stage.

Steve and Vanessa (PWG) left the meeting.

16. Poster Competition

Councillors agreed that they would like to have a banner created with the four winning poster entries.

Action: Cllr Evans to obtain a quotation for a banner.

17. Police/Community Protection Officers (CPOs)

17.1 Police Report

The Police Reports were received and noted.

**17.2 Community Protection Officers (CPOs)
CPO Report**

The CPO Report for October 2023 was received and noted.

It was noted that during the CPOs Patrols in October, there were 22 speeding offences - 16 on Church Street, 1 on Kelvedon Road and 5 on Tollesbury Road.

18. Administration

The Clerk advised that in previous years the Parish Council had donated sweets to the Village Santa visit. The Clerk reported that this year's event is being planned and asked if the Parish Council wishes to donate some sweets.

Resolved: Unanimously agreed to donate sweets for the event up to the value of approx. £25.00.

19. Representative Reports

19.1 Burial Ground

19.1.1 Update on the Burial Ground

Cllr Henderson advised that there were no new issues to report.

19.2 Recreation Ground/Pavilion

19.2.1 Update on the Recreation Ground/Pavilion

An email had been received from a user of the Gymnastics Club regarding the condition of the car park.

Action: Chairman and Cllr Ewing to assess when they look at the car park area.

The hirer of the Pavilion had emailed to report the following:

- 1) There is the muddy/boggy grounds to access the Pavilion which is an issue for users of the facility.

Action: Chairman and Cllr Ewing to assess when they look at the car park area and consider options for a path to the Pavilion.

- 2) There is an issue with the rear door to the Pavilion.

Action: Clerk to obtain a quotation for replacement doors to the front and rear of the Pavilion.

19.3 Public Rights of Way

19.3.1 Update on Public Rights of Way

Cllr Henderson advised that there was still an issue with dog fouling at the Harvesters.

Action: Clerk to put a notice on social media.

19.4 Road Safety/Highways

19.4.1 Update on Road Safety/Highways

Cllr Barwick advised that there were no new issues to report.

Cllr Evans reported that he had recently seen Essex County Council vehicles suctioning the drains in the village.

20. Community Concerns – Information Exchange/Next Agenda Items

It was reported that the pub was due to re-open in the new year.

21. Public Bodies (Admissions to Meetings) Act 1960

Resolved: to close the meeting to the Public and Press.

The Clerk left the meeting.

22. Employment Matters

Councillors carried out an annual review for the Clerk (confidential report 01-23/24).

23. Public Bodies (Admissions to Meetings) Act 1960

Resolved: to open the meeting to the Public and Press.

The Clerk returned to the meeting.

24. Date of the Next Meeting

The next meeting of the Parish Council will be held on:
Tuesday 2nd January 2024 – 7.30 pm

The Chairman closed the meeting at 8.35 p.m.

Signed.....

Date:.....