

**Those present:**

Cllr Smith (Chair)  
Cllr Denney  
Cllr Ewing  
Cllr Middleton  
Cllr Munson  
Michelle Curtis (Parish Clerk/RFO)  
Steve Howard and Vanessa – Parish Working Group  
John Barber – Village Hall Management Committee

**1. Apologies for Absence**

Apologies were received and accepted from Councillors Evans and Henderson and District Councillor Thompson.

**2. Declarations of Interest**

There were no declarations of interest disclosed.

**3. County and District Councillors**

There were no County or District Councillors present.

**4. Public Forum**

There were no members of the public present.

**5. Parish Working Group (PWG)**

Vanessa reported:

- Has there been any update on the village shop?  
Steve said that he had emailed the conservation officer 10 days ago for an update, but there has been no reply.
- The private grassed area on the amenity land in Festival Gardens is overgrown and an eyesore.  
The Chairman advised that as this is private land, there is nothing the Parish Council can do.
- During a one-hour Community Speed Watch patrol on Tollesbury Road in July, 34 drivers were captured speeding, with the highest speed being 51mph.

**6. Minutes**

**Resolved:** The Minutes of the Parish Council Meeting held on 25<sup>th</sup> June 2024 be approved as a true and accurate record of the meeting. Unanimously agreed by those who attended.

The Chair signed the Minutes.

**7. Planning Applications**

**7.1** Application No: 24/00507/TCA PP-13184070

Proposal: T1- Leylandii, T2- sycamore - Fell

Location: 25 Chapel Road Tolleshunt D'Arcy

**Resolved:** Unanimously agreed to ratify the response to the above planning application. The following was agreed by the majority decision:

T1 - The Parish Council recommends approval of the felling of T1 Leylandii  
T2 – The Parish Council objects to the felling of T2 Sycamore. The Parish Council recommends that the tree be pruned/maintained.

The Clerk reported that since the publication of the agenda, she had received notification from Maldon District Council to advise that the application has been withdrawn.

**7.2** To consider any other planning applications received from Maldon District Council - No other applications have been received.

## **8. Planning Decisions**

**8.1** FUL/MAL/24/00299 - Land Adjacent 86 Tollesbury Road – Refused

**8.2** HOUSE/MAL/24/00283 – 52 Tollesbury Road - Approved

**8.3** LDP/MAL/24/00256 - 1 The Elms Tollesbury Road – Approved

**8.4** TCA/MAL/24/00443 - St Nicholas Cottage 15 Church Street - Approved

## **9. Finance**

**9.1** Monthly Financial Report

Councillors received the Monthly Financial Report as of 30<sup>th</sup> June 2024.

Bank Reconciliation – a Closing balance of £53,525.52

Expenditure to date – Budget £34,462 – Actual £6,213

Income to date (including Precept (£24,766) £34,462 – Actual £29,454

Earmarked Funds – Closing Balance £20,252.73 – Net Transfers £10,986.15

The Clerk reported:

- £1,575.76 received from HMRC for VAT recovered between September 2023 and March 2024
- £159.67 bank interest received from the Unity Trust Bank Instant Access Account
- The Clerk would be reviewing the Earmarked Reserves, but before she can do this the Council need to decide on the priorities. When the 2024/25 budget was approved, it was agreed to move all the reserves into the Recreation Ground to deal with the car park/path issues. Once the Council has agreed on the priorities, a review of the reserves can be carried out.

The Chair and Vice-Chair signed the Reports.

**9.2** Payments

**Resolved:** Unanimously agreed to approve the payments (Appendix A) totalling £1,379.16.

## **10. Pavilion**

The Clerk advised that the quotations had not been received. To be deferred to the next meeting.

## **11. Recreation Ground**

**11.1** New Path Recreation Ground

To be deferred to the next meeting when additional quotations have been received.

The Clerk advised that Blackwater Gymnastics had successfully obtained a grant of £10,000 for a path from the Village Hall to the Pavilion. The new path would allow the club to provide classes for those who require wheelchair access.

**Action:** Clerk to speak to Blackwater Gymnastics.

#### 11.2 Football – Pitch Hire

Councillors considered the request from Tiptree Heath FC to use the football pitch at the Recreation Ground.

**Resolved:** Unanimously agreed to allow the use of the Recreation Ground on the following conditions:

- 1) Changing Rooms – The football team will only access the changing rooms in the Pavilion. All other areas are out of bounds. Access to the changing rooms is at the back of the Pavilion.
- 2) The changing rooms are to be cleaned and left as they are found. The changing rooms will be inspected weekly.
- 3) The football club are responsible for marking the pitch and supplying the necessary marking paint.
- 4) No football equipment is to be stored in the Pavilion.
- 5) Parking – The football team is to use the car park at the Recreation Ground and not the Village Hall. If the car park is full, cars should park legally avoiding any inconvenience to residents.
- 6) Tiptree Heath FC to notify the Parish Clerk when games will be played.
- 7) The cost of using the Recreation Ground and changing facility is £25 per match. Fees are to be paid via bank transfer on the day of each match.
- 8) Failure to abide by the above conditions, will result in the use of the facility being withdrawn.

#### 12. Car Park – Recreation Ground

The emailed response from the landowners dated 29<sup>th</sup> July 2024 was received and noted.

**Action:** Clerk to ask Blackwater Gymnastics if they can close the gate if they finish after 8.30pm.

It was reported that the repair works had been completed in the car park, however, the landowners had left cones out restricting access to a section of the car park.

**Action:** Clerk to write to the landowner to ask them to remove the cones/restrictions to allow full access to the car park.

#### 13. Village Hall Project

**Resolved:** Unanimously agreed to adjourn the meeting at 8.04pm to discuss the funding application for improvement works to the Village Hall with John Barber.

**Resolved:** Unanimously agreed to reconvene the meeting at 8.17pm.

**Action:** Councillors are to send written comments to the Clerk within one week if they have any comments on the funding application to the Community Ownership Fund.

#### 14. Dog Bin Relocation

Councillors discussed the proposed new location, at the edge of the layby near 1 Chapel Road, for the dog bin.

**Action:** Clerk to obtain costs for a new post and installation.

**15. Police**

The Police Reports were received and noted.

**16. Community Engagement Officers**

The CET Report for June 2024 was received and noted.

It was noted that during the CETs Patrols in June, there were 10 speeding offences; 7 on Tollesbury Road and 3 on Church Street.

**17. Administration**

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

**18. Representative Reports**

To receive a verbal update from Parish Council Representatives

**18.1 Burial Ground**

The following was reported on behalf of Cllr. Henderson:

- The Burial Ground is in good order.
- There is overnight parking in the gateway.

**18.2 Recreation Ground/Pavilion**

Cllr Middleton reported the following:

- He was in the process of obtaining quotations for the work highlighted in the Play Equipment Inspection Report.
- A piece of the gym equipment (arm rotation) had been condemned.  
**Action:** Cllrs Middleton and Denney to remove the section from the frame.
- Cllrs Middleton and Denney would be clearing the guttering on the Pavilion.

**18.3 Public Rights of Way**

The following was reported on behalf of Cllr. Henderson:

- There is a lot of dog mess on the footpath from The Harvesters onto the field.
- Cyclists are using the footpaths.
- Due to the increased number of vehicles in Festival Gardens, drivers are using the amenity land to park on.

**18.4 Road Safety/Highways**

Cllr Denney reported:

- There is a water leak at the bottom of Kelvedon Road  
**Action:** Cllr Denney to report.
- A section of the road is collapsing on the left-hand side from Oxley Hill to Kelvedon Road.  
**Action:** Cllr Denney is to report to Essex County Council.

**18.5 Village Hall Working Group – Cllr Evans**

No information as Cllr Evans was not present at the meeting.

**19. Community Matters**

To receive information only or note future agenda items

**20. Dates of the Next Meeting**

Tuesday 27<sup>th</sup> August 2024 – Full Council Meeting – 7.30 pm

Tuesday 24<sup>th</sup> September 2024 – Full Council Meeting – 7.30 pm

The Chair closed the meeting at 8.37pm.

TOLLESHUNT D'ARCY PARISH COUNCIL  
PAYMENTS FOR APPROVAL

July 2024

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
<b>UNITY TRUST ACCOUNT</b>					
25.06.2024	Online	Lenny Alridge		Understated on June payment schedule	£10.00
30.06.2024	D/D	Unity Trust Bank		Service Charge	£18.00
15.07.2024	D/D	EE		Parish Mobile	£18.23
30.07.2024	Online	Wages		Staff Wages	£441.90
	Online	HMRC		Tax & NI July 2024	£276.80
	Online	Mr L Aldridge		Maintenance - Area near village shop	£50.00
	Online	Maldon District Council	TOL28790988	CPOs Apr - Jun 2024	£305.78
	Online	MG Howard	1635	Internal Audit 2023/24	£175.00
	Online	RCCE		Annual Membership	£59.70
<b>LLOYDS BANK - MULTIPAY CARD</b>					
19.06.2024	D/C	Wave		Utilities	£45.48
29.06.2024	D/C	Adobe		Monthly Subscription	£19.97
30.06.2024	D/C	Sainsbury		Stationery	£15.00
03.07.2024	D/C	Lloyds Bank		Monthly fee	£3.00
<b>TOTAL</b>					<b>£1,438.86</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_