

**Those present:**

Cllr Smith (Chair)  
Cllr Denney  
Cllr Evans  
Cllr Ewing  
Cllr Henderson  
Cllr Munson  
District Councillor Thompson  
Michelle Curtis (Parish Clerk/RFO)  
Steve Howard and Vanessa – Parish Working Group

**1. Apologies for Absence**

Apologies were received and accepted from Cllr Middleton.

**2. Declarations of Interest**

There were no declarations of interest disclosed.

**3. County and District Councillors**

Cllr Thompson reported:

- Maldon District Council have appointed a new Chief Executive.

**4. Public Forum**

There were no members of the public present.

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

Steve reported:

- Is there any update on when the work outside the school will be carried out?  
The Clerk reported that Bonz has advised that the work will be carried out the following Wednesday.
- Is there any update on the planning appeal for 13 Church Street?  
The Chair advised that the appeal is with the planning inspector and we do not have any indication when a decision will be made.
- Amenity Land in Festival Gardens – This area is overgrown. Could the Parish Council write to the owner to request that something be done about it?  
**Action:** Clerk to write to the owner to ask if they can cut the grass.
- Shop – Tim Howson, Conservation Officer, has replied and suggested that the PWG obtain quotations from tradesmen to carry out the work required and to give the quotations to the shop owner to consider.  
**Action:** Cllr Evans to speak to Tim Howson.  
**Action:** Clerk to write to Tim Howson.
- 20's Plenty – Following the Transport Minister's new position that the government does not object to 20mph zones and that these decisions are best left to local authorities, the group organising 20s Plenty for Essex are stepping up their campaigning.
- Community Speed Watch – In August there have been 3 patrols and approx. 30 vehicles were captured speeding.

Vanessa reported:

- Beckingham Road – as you exit Festival Gardens onto Beckingham Road, on the right is a property with an overgrown hedge obstructing drivers' views to pull out of Festival Gardens safely.

Cllr Henderson advised that there are also overgrown brambles on the footpath at the same property.

**Action:** Clerk to write to the resident to ask them to cut the overgrown hedge and brambles and offer the services of the PWG if the resident requires assistance.

## 6. Minutes

**Resolved:** The Minutes of the Parish Council Meeting held on 30<sup>th</sup> July 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: 24/00632/TCA PP-13328965

Proposal: T1 Laurel - Fell

Location: The Old Bakery 11 North Street Tolleshunt D'Arcy

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

### 7.2 To consider any other planning applications received from Maldon District Council –

Application No: 24/00655/TCA PP-13348536

Proposal: T1 - Greengage & T2 - Cherry Blossom - Fell.

Location: 10 Kelvedon Road Tolleshunt D'Arcy

**Resolved:** The Parish Council were unable to decide on this application as there is insufficient information with the application as to why the trees need to be felled.

Application No: 24/00620/HOUSE and 24/00621/LBC

Proposal: Installation of solar panels to roof of garage/workshop and barn.

Location: Oxley House Oxley Hill Tolleshunt D'Arcy

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

## 8. Finance

### 8.1 Monthly Financial Report

Councillors received the Monthly Financial Report as of 31<sup>st</sup> July 2024.

Bank Reconciliation – a Closing balance of £52,587.46

Expenditure to date – Budget £34,462 – Actual £7,623

Income to date (including Precept (£24,766) £34,462 – Actual £30,204

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

The Chair and Cllr Evans signed the Reports.

### 8.2 Payments

**Resolved:** Unanimously agreed to approve the payments (Appendix A) totalling £1,672.86.

## 9. External Audit

The Clerk advised that Section 3 – External Auditor Report and Certificate 2023/24 had been received from the PKF Littlejohn. The External Auditor reported the following:

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

Other matters not affecting our opinion which we draw to the attention of the authority: “None.”

The Clerk confirmed that she had prepared the Notice of conclusion of the audit and had publicised the Notice along with the certified AGAR (Sections 1, 2 & 3) on the Parish Council website and noticeboard, in line with the statutory requirements.

## 10. Training

**Resolved:** Unanimously agreed for the Clerk to attend the Principles of Internal Auditing Local Councils for £120 + VAT.

## 11. Website and Email Accounts

The Clerk advised that since receiving the quotation, Fasthosts who have been suggested as the new host for the website and email accounts have reported that they will no longer be supporting .gov.uk domains.

**Action:** Clerk to obtain an updated quotation from Phelan Barker.

## 12. Microsoft

**Resolved:** Unanimously agreed to pay for a Microsoft 365 subscription for £10.30 per month if paid annually.

## 13. Pavilion

The quotations received were higher than expected.

**Action:** Additional quotations are to be obtained.

## 14. Recreation Ground

Councillors considered the three quotations for a new path at the Recreation Ground:

Lakeland Design - £9,511 + VAT

E King - £9,300 + VAT

MG Groundworks - £14,024

The Clerk advised that Blackwater Gymnastics has emailed to advise that they have received a grant of £10,000 towards the path. A separate invoice will be needed for Blackwater Gymnastics.

**Resolved:** Unanimously agreed to accept the quotation from E King for £9,300 + VAT.

**Action:** Upon completion of the work, two separate invoices to be requested from E King as follows:

Blackwater Gymnastics for £8,333 + VAT – Total £10,000  
Tolleshunt D'Arcy Parish Council for £967 + VAT – Total £1,160

## **15. Village Hall Project**

Cllr Munson provided a copy of a structural report of the Village Hall. The report is dated 25<sup>th</sup> March 2016.

**Action:** Cllr Evans to provide a copy of the report to the Village Hall Working Group.

The Clerk advised that at the last meeting, Councillors were asked to forward any comments on the Community Ownership Fund grant application documents. No comments were received besides Cllr Munson's statement that he had a structural report.

**Resolved:** Unanimously agreed to approve the Community Ownership Fund grant application documents.

## **16. Dog Bin Relocation**

**Resolved:** Unanimously agreed to purchase a post for the bin from Glasdon for £90.00 and £12.50 delivery + VAT for the bin in Chapel Road to be relocated.

## **17. Police**

The Police Reports were received and noted.

It was reported that a resident in North Street had been firing arrows and one had landed in the garden of a property in Chapel Road. This has been reported to Essex Police but was not showing on any of the police reports.

**Action:** Clerk to write to the resident to raise concern regarding this incident.

## **18. Community Engagement Officers**

The CET Report for July 2024 was received and noted.

It was noted that during the CETs Patrols in July, there were 16 speeding offences; 7 on Tollesbury Road and 9 on Kelvedon Road.

## **19. Administration**

There was no new information to report.

## **20. Representative Reports**

### **20.1 Burial Ground**

Cllr Henderson advised there were no new issues to report.

### **20.2 Recreation Ground/Pavilion – Cllr Middleton**

Cllr Denney reported:

- Cllr Middleton and himself had cleared the gutters and downpipe on the Pavilion.
- The piece of gym equipment leaking oil has been removed and Cllr Middleton is obtaining quotations to have the equipment repaired.

Councillors thanked Cllrs Denney and Middleton for their work.

### **20.3 Public Rights of Way – Cllr Henderson**

- There is dog fouling on the footpath across the field from the Harvesters.

### **20.4 Road Safety/Highways – Cllr Denney**

Cllr Denney reported:

- Quotations had been received for SIDs but until a review of the Earmarked Reserves has been completed, this is on hold.

**20.5 Village Hall Working Group**

Cllr Evans advised there was no additional information to report.

**21. Community Matters**

No new information was reported.

**22. Dates of the Next Meeting**

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

The Chair closed the meeting at 8.40 pm.

TOLLESHUNT D'ARCY PARISH COUNCIL  
 PAYMENTS FOR APPROVAL

Appendix A

August 2024

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
<b>UNITY TRUST - CURRENT ACCOUNT</b>					
15.08.2024	D/D	EE	V02254351453	Parish Mobile	£18.98
20.08.2024	D/D	E.on Next	KI-F334E675-0016	Electricity Pavilion	£363.38
27.08.2024	Online	Wages		Staff Wages	£447.50
	Online	HMRC		Tax & NI August 2024	£277.20
	Online	Mr L Aldridge	2613	Maintenance - Area near village shop	£50.00
	Online	D W Maintenance		Grounds Maintenance - July	£240.83
	Online	PKF Littlejohn	SB20240452	External Audit 2023/24	£252.00
<b>LLOYDS BANK - MULTIPAY CARD</b>					
29.07.2024	D/C	Adobe		Monthly Subscription	£19.97
02.08.2024	D/C	Lloyds Bank		Monthly fee	£3.00
<b>TOTAL</b>					<b>£1,672.86</b>

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

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