



TOLLESHUNT D'ARCY PARISH COUNCIL



Notice is hereby given that the meeting of Tolleshunt D'Arcy Parish Council will be held on Tuesday 24th September 2024 in the Village Hall, Tollesbury Road, Tolleshunt D'Arcy 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

18th September 2024

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

A G E N D A

- 1. Apologies for Absence**
To receive apologies for absence.
- 2. Declarations of Interest**
To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)
- 3. County and District Councillors**
To receive information from County and District Councillors
- 4. Public Forum**
Public participation - Residents wishing to raise a matter in the public forum should inform the Parish Clerk of the topic by noon the previous working day. A maximum time of 15 minutes will be allowed.
- 5. Parish Working Group**
To receive a verbal update from the Parish Working Group.
- 6. Minutes**
To receive and approve the minutes of the Parish Council Meeting held on 27th August 2024.

7. Planning Applications

Applications are circulated to all Councillors with the agenda, for study before the meeting. Planning documents are also available for everyone to view on the Maldon District Council website (www.maldon.gov.uk).

7.1 Application No: 24/00698/HOUSE PP-13365729

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

Location: 25 Chapel Road Tolleshunt D'Arcy

7.2 Application No: 24/00697/WTPO PP-13382154

Proposal: (A1 on TPO 2/90) T1 Oak - Crown reduction by 4m. Crown lift to 4m.

Location: 23 D'Arcy Way Tolleshunt D'Arcy

7.3 Application No: 24/00524/TCA PP-13206679

Proposal: T1 - Oak - Crown reduce by 30%, removing up to 4m growth. H12 - Lawson Cypress Hedge - Remove 1 of 4 stems nearest the house. T8 - Holly - Continue to keep current size 0.5m below overhead telephone lines, by removing no more than 0.5m growth.

Location: The Grey House Chapel Road Tolleshunt D'Arcy

7.4 To consider any other planning applications received from Maldon District Council

8. Finance

8.1 To receive and approve the Monthly Financial Report as at 31st August 2024.

8.2 To receive and approve payments

9. Training

To consider any requests for training.

10. Website and Email Accounts

To consider the quotations from Phelan Barker to 1) change the website and emails from .org to .gov.uk and 2) to change the website and email hosts.

11. Pavilion

To consider quotations to replace the front and back doors on the Pavilion

12. Reverse Decision – Recreation Ground Path

In accordance with Standing Order 7a, three requests have been received to review the decision resolved on 27th August 2024 – agenda item 14 – Recreation Ground.

13. Recreation Ground

To discuss repairs needed to the outdoor gym equipment

14. Grant Application

To consider the application from the Community Speed Watch for a grant towards the replacement Dictaphone

15. Police

To receive the Police Reports (confidential)

16. Community Engagement Officers

To receive the CET Report for August 2024

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 – Cllr Henderson

18.2 Recreation Ground/Pavilion – Cllr Middleton

18.3 Public Rights of Way – Cllr Henderson

18.4 Road Safety/Highways – Cllr Denney

18.5 Village Hall Working Group – Cllr Evans

19. Community Matters

To receive information only or note future agenda items

20. Dates of the Next Meeting

Tuesday 29th October 2024 – Full Council Meeting – 7.30 pm

Chairman: John Smith - 07505 008891

Clerk: Michelle Curtis

Address: PO Box 13205, Maldon, Essex CM9 9FU

Tel: 07483 325853 **Email:** clerk@tolleshuntarcypc.org

Website: www.tolleshuntarcypc.org

Date: 08/09/2024

Tolleshunt Darcy Parish Council

Page 1

Time: 16:12

**Bank Reconciliation Statement as at 31/08/2024
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	31/08/2024		28,493.88
Unity Trust Instant Access Acc	31/08/2024		23,447.92
			51,941.80
 <u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			51,941.80
 <u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			51,941.80
		Balance per Cash Book is :-	51,941.80
		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	71.75		71.75
321 EMR Parish Improvements	905.78	2,000.00	2,905.78
322 EMR Recreation Ground	1,800.65	8,986.15	10,786.80
323 Unallocated	169.57		169.57
324 EMR Burial Ground	1,303.83		1,303.83
325 EMR Maypole	515.00		515.00
326 EMR Speed Reduction	4,500.00		4,500.00
	<u>9,266.58</u>	<u>10,986.15</u>	<u>20,252.73</u>

Detailed Receipts & Payments by Budget Heading 31/08/2024

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	24,766	24,763	(3)			100.0%	
1090 Interest Received	160	249	89			64.1%	
1990 Other Income	34	0	(34)			0.0%	
Income :- Receipts	<u>24,960</u>	<u>25,012</u>	<u>52</u>			<u>99.8%</u>	<u>0</u>
Net Receipts	<u>24,960</u>	<u>25,012</u>	<u>52</u>				
<u>110 Administration</u>							
██████████	████	████	████		████	████	
██████████	█	█	█		█	█	
██████████	████	████	█		█	█	
4070 Payroll Processing	82	80	(2)		(2)	102.5%	
4080 Training	0	300	300		300	0.0%	
4090 Bank Charges	33	108	75		75	30.6%	
4100 Audit Fees	385	400	15		15	96.3%	
4120 Subscriptions & Memberships	681	1,100	419		419	61.9%	
4130 Insurance	0	1,900	1,900		1,900	0.0%	
4140 Stationery	18	0	(18)		(18)	0.0%	
4160 Telephone & Broadband	75	173	98		98	43.5%	
4170 Website	20	350	330		330	5.6%	
4180 Office Equipment	0	50	50		50	0.0%	
4190 Office Allowance	130	312	182		182	41.7%	
4200 Grants & Donations Paid	0	500	500		500	0.0%	
4230 CPOs	255	1,100	845		845	23.2%	
4500 Hall Hire	500	500	0		0	100.0%	
4990 Sundries	35	200	165		165	17.5%	
Administration :- Indirect Payments	<u>5,677</u>	<u>15,897</u>	<u>10,220</u>	<u>0</u>	<u>10,220</u>	<u>35.7%</u>	<u>0</u>
Net Payments	<u>(5,677)</u>	<u>(15,897)</u>	<u>(10,220)</u>				
<u>130 Amenities</u>							
4300 Defibrillator	235	400	165		165	58.8%	
4310 Grass/Hedge/Tree cutting	1,263	3,400	2,137		2,137	37.2%	
Amenities :- Indirect Payments	<u>1,499</u>	<u>3,800</u>	<u>2,301</u>	<u>0</u>	<u>2,301</u>	<u>39.4%</u>	<u>0</u>
Net Payments	<u>(1,499)</u>	<u>(3,800)</u>	<u>(2,301)</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>			<u>0.0%</u>	<u>0</u>

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Water	52	90	38		38	58.3%	
4370 Maintenance	0	50	50		50	0.0%	
Burial Ground :- Indirect Payments	52	140	88	0	88	37.5%	0
Net Receipts over Payments	(52)	1,860	1,912				
<u>140 Pavilion</u>							
1550 Pavilion Rental Income	3,000	7,200	4,200			41.7%	
1560 Utilities Contribution	1,418	0	(1,418)			0.0%	
Pavilion :- Receipts	4,418	7,200	2,782			61.4%	0
4360 Water	0	240	240		240	0.0%	
4370 Maintenance	873	1,000	128		128	87.3%	
4400 Electricity	881	600	(281)		(281)	146.8%	
Pavilion :- Indirect Payments	1,753	1,840	87	0	87	95.3%	0
Net Receipts over Payments	2,665	5,360	2,695				
<u>145 Rec Ground</u>							
1450 Pitch Fees	0	250	250			0.0%	
Rec Ground :- Receipts	0	250	250			0.0%	0
4370 Maintenance	65	500	435		435	13.0%	
4550 Play Equipment	0	1,200	1,200		1,200	0.0%	
Rec Ground :- Indirect Payments	65	1,700	1,635	0	1,635	3.8%	0
Net Receipts over Payments	(65)	(1,450)	(1,385)				
<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>							
4610 Parish Improvements	0	2,000	2,000		2,000	0.0%	
4620 Rec Ground	0	8,985	8,985		8,985	0.0%	
Projects :- Indirect Payments	0	10,985	10,985	0	10,985	0.0%	0
Net Payments	0	(10,985)	(10,985)				

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>999 VAT Data</u>							
115 VAT on Receipts	1,576	0	(1,576)			0.0%	
VAT Data :- Receipts	<u>1,576</u>	<u>0</u>	<u>(1,576)</u>				<u>0</u>
515 VAT on Payments	250	0	(250)		(250)	0.0%	
VAT Data :- Indirect Payments	<u>250</u>	<u>0</u>	<u>(250)</u>	<u>0</u>	<u>(250)</u>		<u>0</u>
Net Receipts over Payments	<u>1,326</u>	<u>0</u>	<u>(1,326)</u>				
Grand Totals:- Receipts	30,954	34,462	3,508			89.8%	
Payments	9,296	34,462	25,166	0	25,166	27.0%	
Net Receipts over Payments	<u>21,658</u>	<u>0</u>	<u>(21,658)</u>				
Movement to/(from) Gen Reserve	<u>21,658</u>						

Estimate

Tolleshunt D'Arcy Parish Council
Domain Set-up and Hosting Move

Date: 30 August 2024
Job reference: TDPC/W/E2
Client: Tolleshunt D'Arcy
Parish Council

Description	£
<p>IT support Due to ownership changes at TSO, assist the Parish Clerk with email configuration and set-up.</p>	90.00
<p>.gov.uk set-up Due to the current .GOV internet security regulations, all domain suppliers must be Cyber Essentials Plus qualified. The current domain provider (to be 123 Reg) does not comply, meaning the TDPC domain will require a verified supplier.</p> <ol style="list-style-type: none"> 1. Identify verified domain supplier. 2. Set-up domain with Easyspace.com (new supplier). 3. Complete first stage compliance verifications. 4. Liaise with JISC (.gov agent managing domain ownership) 5. Confirm with domainmanagement@digital.cabinet-office.gov.uk 6. Set-up verification process with all parties (JISC, Fasthosts and TDPC Secretary) 7. Set-up and confirm. 	270.00
<p>Website transfer and email account set-up Further to the .gov.uk set-up and verification the current website can be transferred to the new url.</p> <ol style="list-style-type: none"> 1. Back-up and copy all current code, theme and plug-ins from the TSO account. 2. Set-up hosting package on Easyspace.com, including any .gov.uk requirements. 3. Upload website on server. 4. Test all functionality. 5. Transfer all content, upload and test. 6. Liaise with Parish Clerk to check all content is present and correct. 7. Set-up CMS access and test with Parish Clerk. 8. Complete and handover full access to Parish Clerk. 9. Set-up required email accounts (number tbc). 10. Test accounts and verify. 	450.00
<p>.org domain move 1. Further to completion of the above, transfer the current .org url to Easyspace.com. 2. Set-up re-direct of website domains from .org to .gov.uk.</p>	120.00
<p>.org domain move 1. Further to completion of the above, transfer the current .org url to Easyspace.com. 2. Set-up re-direct of website domains from .org to .gov.uk.</p>	180.00
<p>Total (VAT to be included @ 20%)</p>	£1,110.00

Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. VAT will be charged at 20%. All design concepts and artwork remain the copyright © Phelan Barker Limited until payment is made in full.



Estimate

Tolleshunt D'Arcy Parish Council Annual Hosting and Domains

Date: 30 August 2024
Job reference: TDPC/W/E2
Client: Tolleshunt D'Arcy
Parish Council

Description	£
To be set-up, managed and invoiced directly by Easyspace.com to TDPC.	
Annual Hosting Easyspace.com Package	
1. Wordpress Hosting: WP Plus, 50Gb storage, gzip compression, automatic back-ups.	
2. Security: SSL certificate, full SSD Cache engines, unlimited bandwidth, daily backup and restore, Intel Xeon Gold Servers, 2-factor authentication, 24/7 support. 100 x IMAP email accounts included.	132.00
3. Domain: tolleshuntarcypc.gov.uk (2 years)	169.98
4. Domain: tolleshuntarcypc.org	15.99
Total (VAT to be included @ 20%)	£317.97

Please note

Easyspace.com request that .gov.uk domains are bought for a period of 2 years.

Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. VAT will be charged at 20%. All design concepts and artwork remain the copyright © Phelan Barker Limited until payment is made in full.

Tolleshunt D'Arcy Parish Council Annual Hosting

Date: 19 August 2024
Job reference: TDPC/W/E1
Client: Tolleshunt D'Arcy
Parish Council

Description	£
<p>Fasthosts Package Due to ownership changes at TSO, assist the Parish Clerk with email configuration and set-up.</p>	90.00
<p>.gov.uk set-up Due to the current .GOV internet security regulations, all domain suppliers must be Cyber Essentials Plus qualified. The current domain provider (to be 123 Reg) does not comply, meaning the TDPC domain will require a verified supplier.</p> <ol style="list-style-type: none"> 1. Identify verified domain supplier. 2. Set-up domain with Fasthosts (new supplier). 3. Complete first stage compliance verifications. 4. Liaise with JISC (.gov agent managing domain ownership) 5. Confirm with domainmanagement@digital.cabinet-office.gov.uk 6. Set-up verification process with all parties (JISC, Fasthosts and TDPC Secretary) 7. Set-up and confirm. 	270.00
<p>Website transfer Further to the .gov.uk set-up and verification the current website can be transferred to the new url.</p> <ol style="list-style-type: none"> 1. Back-up and copy all current code, theme and plug-ins from the TSO account. 2. Set-up hosting package on Fasthosts, including any .gov.uk requirements. 3. Upload website on server. 4. Test all functionality. 5. Transfer all content, upload and test. 6. Liaise with Parish Clerk to check all content is present and correct. 7. Set-up CMS access and test with Parish Clerk. 8. Complete and handover full access to Parish Clerk. 	450.00
<p>Email account set-up 1. Set-up required email accounts (number tbc). 2. Test accounts and verify.</p>	120.00
<p>.org domain move 1. Further to completion of the above, transfer the current .org url to Fasthosts. 2. Set-up re-direct of website domains from .org to .gov.uk.</p>	120.00
<p>Total (VAT to be included @ 20%)</p>	£1,050.00

Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. VAT will be charged at 20%. All design concepts and artwork remain the copyright © Phelan Barker Limited until payment is made in full.



Estimate

Tolleshunt D'Arcy Parish Council Domain Set-up and Hosting Move

Date: 30 August 2024
Job reference: TDPC/W/E3
Client: Tolleshunt D'Arcy
Parish Council

Description	£
IT support Due to ownership changes at TSO, assist the Parish Clerk with email configuration and set-up.	90.00
.org domain move 1. Transfer the current .org url to Easyspace.com.	120.00
Website transfer and email account set-up Further to the .org transfer and verification move to new hosting package. 1. Back-up and copy all current code, theme and plug-ins from the TSO account. 2. Set-up hosting package on Easyspace.com. 3. Upload website on server. 4. Test all functionality. 5. Transfer all content, upload and test. 6. Liaise with Parish Clerk to check all content is present and correct. 7. Set-up CMS access and test with Parish Clerk. 8. Complete and handover full access to Parish Clerk.	360.00
9. Set-up required email accounts (number tbc). 10. Test accounts and verify.	120.00
Total (VAT to be included @ 20%)	£690.00

Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. VAT will be charged at 20%. All design concepts and artwork remain the copyright © Phelan Barker Limited until payment is made in full.



Estimate

Tolleshunt D'Arcy Parish Council Annual Hosting and Domains

Date: 30 August 2024
Job reference: TDPC/W/E3
Client: Tolleshunt D'Arcy
Parish Council

Description	£
To be set-up, managed and invoiced directly by Easyspace.com to TDPC.	
Annual Hosting Easyspace.com Package	
1. Wordpress Hosting: WP Plus, 50Gb storage, gzip compression, automatic back-ups.	
2. Security: SSL certificate, full SSD Cache engines, unlimited bandwidth, daily backup and restore, Intel Xeon Gold Servers, 2-factor authentication, 24/7 support. 100 x IMAP email accounts included.	132.00
3. Domain: tolleshuntarcypc.gov.uk (2 years)	169.98
4. Domain: tolleshuntarcypc.org	15.99
Total (VAT to be included @ 20%)	£317.97

Please note

Easyspace.com request that .gov.uk domains are bought for a period of 2 years.

Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. VAT will be charged at 20%. All design concepts and artwork remain the copyright © Phelan Barker Limited until payment is made in full.

Tolleshunt D'Arcy Parish Council
Annual Hosting

Date: 19 August 2024
Job reference: TDPC/W/E1
Client: Tolleshunt D'Arcy
Parish Council

Description	£
<p>Fasthosts Package Due to ownership changes at TSO, assist the Parish Clerk with email configuration and set-up.</p>	90.00
<p>.gov.uk set-up Due to the current .GOV internet security regulations, all domain suppliers must be Cyber Essentials Plus qualified. The current domain provider (to be 123 Reg) does not comply, meaning the TDPC domain will require a verified supplier.</p> <ol style="list-style-type: none"> 1. Identify verified domain supplier. 2. Set-up domain with Fasthosts (new supplier). 3. Complete first stage compliance verifications. 4. Liaise with JISC (.gov agent managing domain ownership) 5. Confirm with domainmanagement@digital.cabinet-office.gov.uk 6. Set-up verification process with all parties (JISC, Fasthosts and TDPC Secretary) 7. Set-up and confirm. 	270.00
<p>Website transfer Further to the .gov.uk set-up and verification the current website can be transferred to the new url.</p> <ol style="list-style-type: none"> 1. Back-up and copy all current code, theme and plug-ins from the TSO account. 2. Set-up hosting package on Fasthosts, including any .gov.uk requirements. 3. Upload website on server. 4. Test all functionality. 5. Transfer all content, upload and test. 6. Liaise with Parish Clerk to check all content is present and correct. 7. Set-up CMS access and test with Parish Clerk. 8. Complete and handover full access to Parish Clerk. 	450.00
<p>Email account set-up 1. Set-up required email accounts (number tbc). 2. Test accounts and verify.</p>	120.00
<p>.org domain move 1. Further to completion of the above, transfer the current .org url to Fasthosts. 2. Set-up re-direct of website domains from .org to .gov.uk.</p>	120.00
<p>Total (VAT to be included @ 20%)</p>	£1,050.00

Subject to our standard terms and conditions, payment is due 30 days following the receipt of payment request. VAT will be charged at 20%. All design concepts and artwork remain the copyright © Phelan Barker Limited until payment is made in full.

**Tolleshunt D'Arcy Parish Council
Application for Grant for Voluntary Organisations**

Whenever possible new applications should be accompanied by the most recent set of accounts of the organisation applying. Should none be available an explanation must be provided, if possible with substantiating evidence, to enable the Council to make a judgement as to the viability of the applying organisation

You may use a separate sheet of paper to submit any other information which you feel will support this application.

1.	Name of Organisation	COMMUNITY SPEED WATCH
2.	Name, Address and Position of Contact in Organisation	[REDACTED]
3.	Telephone number of Contact	[REDACTED]
4.	Is the Organisation a Registered Charity? If Yes, Charity number	Yes <input checked="" type="radio"/> No
5.	Amount of Grant requested	£ 29.98
6.	For what purpose or project is the grant requested? Please use a separate sheet of paper if necessary	REPLACE AN OLD DICTAPHONE
7.	What will be the total cost?	£ 29.98
8.	When will the money be Spent?	ALREADY HAS
9.	Who will benefit from the Project?	TOLLESHUNT DARCY
10.	Approximately how many of those who will benefit are Tolleshunt D'Arcy parishioners?	ALL OF THEM?

Signed [REDACTED] Date 16/9/24

Name (In capitals) ... [REDACTED]

Parish/Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	August	2
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
4	2	22

Officer	Date	Start	Finish	Speed Enforcement Patrol (TRUCAM)	Drivers caught speeding	Comments/Any other duties
BC/JC	01/08/2024	15:35	00:30	M060/LCT512	8	
AR/JD	05/08/2024	11:40	00:30	M060/LCT512	5	
AR	08/08/2024	11:40	00:30	T496/LCT228	1	
AR/SA	15/08/2024	11:50	00:30	M060/LCT512	8	
			2:00:00		22	