

MINUTES of the Tolleshunt D'Arcy Parish Annual Assembly held in the village hall on Friday 15th March 2019 commencing at 7.30 p.m.

Present: Parish Councillors - Cllr. J Smith (Chairman, Tolleshunt D'Arcy Parish Council), Barwick, Cook, Henderson, Munson, Scott, Young
District Councillors – E Bamford, M Thompson
Michelle Curtis - Clerk to Parish Council
Adrian Rayner – Maldon District Council - Community Protection Officer
29 Members of the public

1. Introduction

Cllr Barwick, Vice-Chairman, welcomed the parishioners to the assembly.

Cllr Barwick, introduced the Parish Councillors and their roles within the Parish Council.

TOLLESHUNT D'ARCY PARISH ANNUAL ASSEMBLY

Welcome to the Parish Annual Assembly

With us we have:

Lynda Young	looks after the Recreation Ground
Maggie Henderson	looks after the Burial Ground and is member of the Village Road Safety Working Group
Gerry Munson	leads on Planning and looks after Recreation Ground
Diane Cook	looks after Highways, Footpaths and Bridleways.
Richard Scott	looks after the Burial Ground and chairs the Village Road Safety Working Group.
John Smith	Chairman
Lyndsey Barwick	Vice Chair

Also welcome to our ward members:

Maddie Thompson	MDC Deputy Leader and Chairman of NW Planning Committee
Elaine Bamford	MDC Vice Chairman of the Audit and North Western Planning Committee



2. Apologies for Absence

There were no apologies for absence.

3. Minutes of the Annual Assembly 23rd April 2018

Minutes

Printed copies of the Minutes of the Annual Assembly held on 23rd April 2018 were available for persons present at the meeting.

The Chairman signed the minutes.

4. Chairman's Report

The Chairman gave a PowerPoint Presentation to the assembly giving an overview of the Parish Council's work over the last year.

The Chairman reported following the traumatic events of the previous 12 months, it has been about consolidation and structuring. The Council has adopted a number of new

policies, and the reorganisation resulted in the Parish Council being awarded the Local Council Awards Scheme Foundation Level. We are the first Parish Council in the District to have achieved this and the award was formally presented by Henry Bass who acknowledge the hard work and professionalism of our Clerk.

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In the last 12 months



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TOLLESHUNT D'ARCY PARISH ANNUAL ASSEMBLY

From the last 12 months:

- ❖ **Consulted on 30 planning applications including the controversial plan for 23 dwellings in Champions Wood. In all cases we were satisfied by the support we received from MDC.**
- ❖ **As recommended by our Internal Auditor we introduced proprietary accounting software**
- ❖ **Entered into a trial Service Level Agreement with MDC Community Protection Officers (CPOs)**
- ❖ **Arranged a Community Fire Safety Event in the Village Hall**
- ❖ **Installed a bench in the Burial Ground in memory of Jack Birkin**
- ❖ **Installed 3 extra picnic benches in the play area**



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The Chairman advised it had been brought to his attention that morning that a new application for 23 dwellings in Champions Wood had been received. This application will be considered by the Parish Council at their meeting on 26th March 2019.

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From the last 12 months:

- ❖ Following the Rural Community Council of Essex (RCCE) analysis of the parish survey, formed a Working Group for the Village Hall who produced a design brief and selected a Lead Architect for the project. Robert Morgan will be giving more information later.
- ❖ Telephone kiosk renovated by volunteers supported by Councillors.
- ❖ The PC joined the RCCE
- ❖ Together with School marked the Armistice Centenary.
- ❖ Created a Road Safety Working Group of 2 councillors and 3 residents supported by the Clerk – More information from Cllr Richard Scott later.
- ❖ Funded a Christmas Lunch for Senior Citizens
- ❖ Objected to closure of local footpath – More information from Cllr Diane Cook later



TOLLESHUNT D'ARCY PARISH ANNUAL ASSEMBLY

Financial Statement and Report

- ❖ The 2017/18 Annual Audit was submitted and returned with no adverse comments.
- ❖ The 2018/19 Internal Audit will commence in April 2019.
- ❖ Income and expenditure for 2018/19:
 - Income - £20,550 (includes £19,223 precept)
 - Expenditure - £18,900
 - Earmarked Reserves - £1,650
 - Estimated Closing Balance as at 31st March 2019 - £25,300
- ❖ Precept for 2019/20 - £20,530.24





Village Hall

- ❖ **At the end of this month, the Management of the Village Hall will be restructured.**
- ❖ **We are moving from having the Parish Council as the Sole Trustee.**
- ❖ **The Parish Council will become the Custodian Trustee.**
- ❖ **Seven Villagers will become the Managing Trustees.**
- ❖ **A more conventional arrangement with increased grant availability.**



The Chairman introduced Robert Morgan to address the assembly.

5. Village Hall Refurbishment Programme

Robert Morgan, Chairman of the Village Hall Working Group, gave a PowerPoint Presentation for the new Village Hall.

Rob reported that the Working Group had visited a number of local recently refurbished Village Halls and displayed some pictures to give ideas of what the design of the Tolleshunt D'Arcy Village Hall could look like. It is estimated the cost of the new Village Hall will be approx. £700k.



New Village Hall Project



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New Village Hall Project



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New Village Hall Project

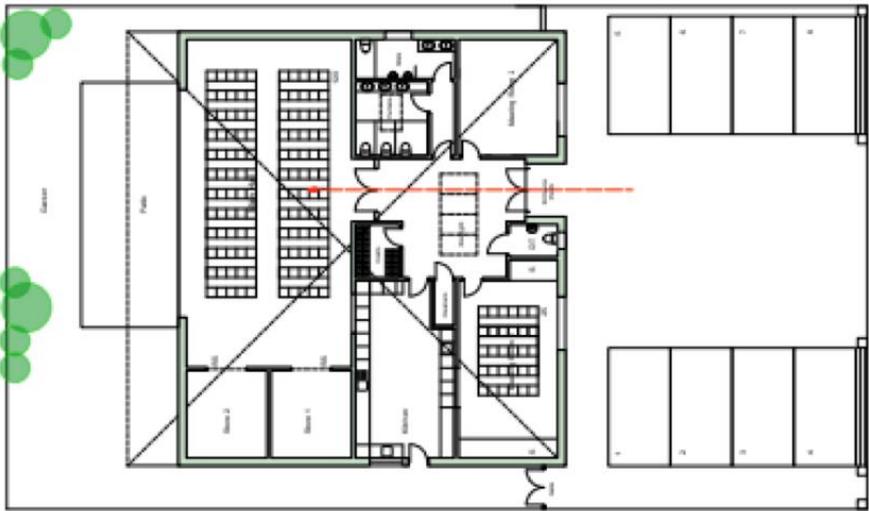




New Village Hall Project



Robert explained that Plater Claibourne had been appointed as the Architect for the project and presented the proposed layout for the Village Hall at Tolleshunt D'Arcy. Robert explained the large hall will have a capacity for 120 people.



Ground Floor Plan - As Proposed



Cllr Young expressed concern regarding the lack of parking and there being no marked disabled bays.

Robert explained they were still in the early stages of the design and parking needed to be discussed further.

It was suggested that the Village Hall Committee could work with the School to see if they would allow use of their car park for large functions.

Robert advised the Committee had been busy with the project and had organised a number of fundraising events, which have been successful.

The assembly were supportive of the proposed Village Hall Management Restructure and the proposed design.

6. **Community Protection Officers (CPOs)**

Adrian Rayner, Maldon District Council – Community Protection Officers, gave an overview of the CPO team and the services they can offer to Parishes. The CPOs also work closely with Essex Police.

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Working with the Community Protection Officers (CPOs)

- ❖ **The CPOs can deal with dog fouling, littering, anti-social behaviour, parking offences and TruCam (speed patrols).**
- ❖ **It is important that residents support the scheme and feed any relevant information through to the CPOs or to the Parish Clerk.**
- ❖ **The CPOs can be contacted direct on 01621 852475 or by email adrian.rayner@maldon.gov.uk**
- ❖ **The Clerk can be contacted on 07835 866239 or email tdarcyclerk@gmail.com . All information given to the Clerk or the CPOs will be kept in confidence.**



The CPOs are working with Tolleshunt D'Arcy Parish Council with the main focus being TruCam. Adrian explained TruCam is aimed to deter drivers from speeding. Maldon District Council do not receive any money from the TruCam captures.

Cllr Thompson thanked the CPOs for the work they do for all the Parishes.

7. **Best Kept Village**

Cllr Barwick advised that a number of Parishioners had expressed an interest in entering the Village of the Year Competition.

Cllr Barwick reported that it had been suggested that a Working Group was formed to take the project forward. If anyone wishes to be involved, can they please contact the Parish Clerk.

8. **Road Safety Scheme**

Cllr Scott reported following concern raised by residents regarding the issue of speeding in the Village, a Road Safety Working Group has been formed to look at options to address the issue.

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Road Safety Scheme

- ❖ A new Working Group has been formed to look at options to deal with the speeding issues and poor driving through the Village
- ❖ Two meetings have been held and the first step to is to arrange a comprehensive road traffic survey conducted by Essex County Council Highways.
- ❖ Once the results of the survey are in we will then be in a position to commence the process of making changes.
 - ❖ extending the 30 mph zones further along Tollesbury Road, Chapel Road and Beckingham Road
 - ❖ Introducing a new 40 mph buffer zones between the 60 mph and the 30 mph zones where they don't currently exist
 - ❖ Introduce a new 20 mph zone around the primary school
 - ❖ Install "Village Gates" on Maldon Road entering the village
 - ❖ Encourage the children at the school and their families to participate in a poster campaign to encourage safer driving in the village.



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Proposed changes to current speeds.

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Road Safety Scheme



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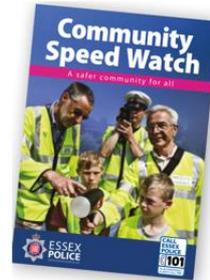


Road Safety Scheme – What we can do now?

- ❖ **The Parish Council has purchased 100 stickers for residents to display on their wheelie bins.**



- ❖ **Operate our own Community Speed Watch. This will need Volunteers to commit and agree to be part of the group to carry out the Speed Watch Patrols.**



Should any Parishioners wish to join the Working Group, they should contact the Parish Clerk.

A resident stated that parking is an issue in the Parish and suggested that yellow lines were installed in certain area.

Adrian advised that residents can report offending vehicles to South Essex Parking Partnership and suggest that photographic evidence is also submitted with any information reported.

9. Henry Smith Trust Fund

Cllr Munson advised that the Henry Smith Trust Fund is available to those of any age living in the Parish of Tolleshunt Darcy who may be in need of financial assistance.

The Henry Smith Trust is managed by Trustees independent to the Parish Council.

Leaflets will be distributed to all homes in the Parish to provide further information on the fund.

10. Footpaths and Appeals

Cllr Cook advised there have been a number of changes/diversions to footpaths during the year.

However, the Parish Council took the decision to object to the proposed changes illustrated on the map below:

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Proposed Footpaths to be Closed in Tolleshunt D'Arcy

You may have noticed in the papers that Footpaths are disappearing and Tolleshunt D'Arcy is no exception.

This map shows you the Footpaths Essex County Council want to remove from the Network,

As shown on the Map in Blue. Frame Farm and Limesbrook Farm, Footpaths 2, 4 and 5.

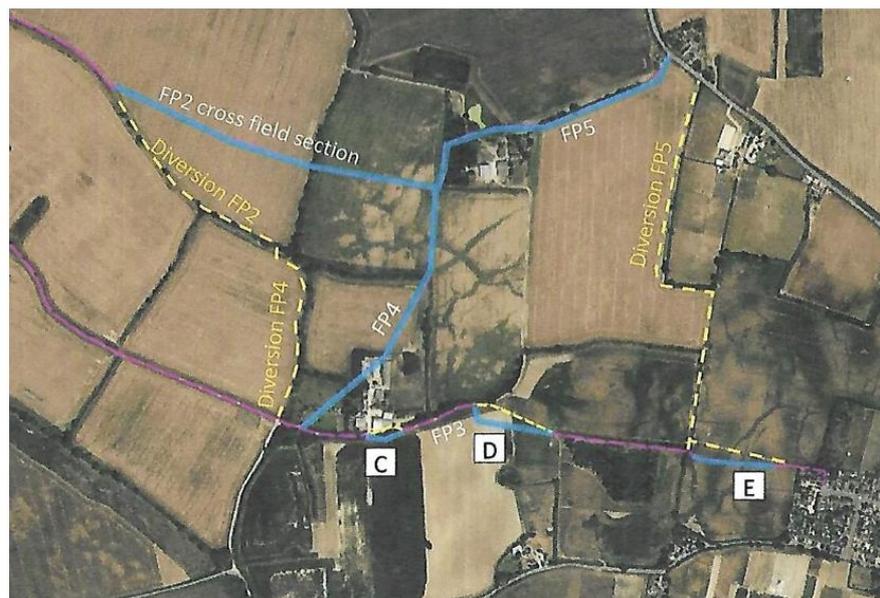
The Yellow line shows how they wish to replace Footpaths 2, 4 and 5.

The Pink line is just existing Footpaths.

The Public Inquiry will be on Wednesday 18th September 2019, in the Village Hall, time to be announced.



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Cllr Cook advised there is a public meeting being held 18th September 2019, time to be confirmed.

11. Open Forum

Planning

Parishioners requested that a public meeting was arranged to discuss the proposal. The Chairman stated that the Parish Council would be happy to facilitate a public meeting.

Cllr Thompson advised this is a new application and any comments submitted regarding the previous application on this site will not be taken into consideration.

Highways

Following the recent high winds, there are lots of twigs on the footpath outside the school and it was requested that the area was swept on a regular basis.

Action: Clerk to report to Essex Highways to request that the area is cleared.

There is a tree outside the school and the roots are coming through the pavement.

Action: Clerk to report to Essex County Council.

Annual Assembly

A resident explained that she was unaware of the Annual Assembly and felt more could be done to publicise the event.

Action: To be taken into considered when advertising the Annual Assembly for 2020.

Post-Office

A resident expressed concern regarding the lack of security for the Post-Office.

The Chairman explained that the set-up is very common for Outreach Post-Office facilities

There was also concern regarding the opening of the Post-Office as when residents go to use the facility it is closed without any notice.

The Clerk reported the Post Office Clerk had resigned and the Post-Office would be re-opening on Monday 25th March on a Monday and Wednesday.

Highways

The grass verges in Festival Gardens had not been cut.

It was explained that the grass verges were the responsibility of Essex Highways and not the Parish Council.

Cllr Young raised the following on behalf of a resident who was unable to attend:

Recreation Ground

The newly installed benches were installed in the wrong position as they are near a tree which means they are covered in bird droppings.

The Chairman advised the position of the benches was agreed with the resident.

The resident also asked when the Parish Council would be getting parasols, shading for the Recreation Ground.

The Chairman advised that the resident had attended a Parish Council Meeting and had requested that some form of shading was provided. At the meeting, the resident agreed to join the Recreation Ground Working Group to put together a proposal for shading in the Recreation Ground. To date no proposal has been received for consideration by the Parish Council.

Cllr Young stated that the Telephone Kiosk has signs that it has a defibrillator, no defibrillator has been installed and felt that the signs should be removed as they were misleading.

The Chairman stated that he had covered the signs previously and if the covering had come off, then he would arrange for them to be re-covered.

Elections

The Chairman advised that the Elections would be held in May 2019 for Ward Members for Tolleshunt D'Arcy Parish Council. Anyone wishing to be a Parish Councillor can find information on the Maldon District Council website.

Cllr Bamford thanked the Parish Council on behalf of the residents for all their hardwork.

The Chairman thanked everyone for attending. The Parish Council will consider the comments made and any action necessary will be taken.

There being no other business for discussion, the Chairman closed the assembly at 8.57pm.

Signed.....

Date:.....