

Present: Cllrs Barwick, Cook, Henderson, Munson, Scott, Young

In the Chair: Cllr Smith

Clerk: Michelle Curtis

Also present: 2 members of the public

1. Welcome

The Chairman welcomed everyone to the meeting.

2. Election of Chairman

Cllr Henderson nominated Cllr Munson of Tolleshunt D'Arcy Parish Council for the ensuing municipal year. There being no seconder Cllr Henderson nominated Cllr Smith of Tolleshunt D'Arcy Parish Council for the ensuing municipal year. Cllr Barwick seconded the nomination. The nomination was agreed by majority. Cllr Smith was declared to be Chairman for Tolleshunt D'Arcy for the ensuing municipal year. The Chairman and the Proper Officer duly signed the Declaration of Acceptance of Office.

3. Vice-Chairman

The Chairman nominated Cllr Barwick of Tolleshunt D'Arcy Parish Council for the ensuing municipal year. Cllr Cook seconded the nomination. The nomination was unanimously agreed. Cllr Barwick was declared to be Vice-Chairman for Tolleshunt D'Arcy for the ensuing municipal year.

4. Apologies for Absence

All members were present.

5. Declarations of Interest

There were no declarations of interest declared.

6. District Councillors

There were no District Councillors present.

7. Public Forum

There were no comments from the members of the public.

8. Minutes of the Meetings held on 24th April 2018

Resolved: that the minutes of the Parish Council meeting on 24th April 2018 be approved as a true account of the proceedings of the meeting. The Chairman signed the minutes. Unanimously agreed.

9. Representatives

Election of representatives for the forthcoming year:

- a) Highways and road safety representative – Cllr Cook
- b) Planning matters & trees – Cllr Munson
- d) Public rights of way representative – Cllr Cook
- e) Emergency Committee representatives – All Councillors
- f) Recreation ground and pavilion working group – Cllrs Munson and Young
- g) Burial group working group – Cllrs Henderson and Scott
- h) Village hall management committee – All Councillors
- i) Personnel committee – Cllrs Barwick, Cook and Young
- j) Local Council Award Scheme – Cllr Barwick

10. Planning

Applications:

- HOUSE/MAL/18/00525
Single storey extension to the rear
9 Kelvedon Road, Tolleshunt D'Arcy
Resolved: to recommend approval of this application.

Appeals:

- None received.

The following decisions made by Maldon District Council were noted:

- HOUSE/MAL/18/00260 – 17 North Street – Approved

11. Finance

a) Monthly Financial Report

The Financial Report was received and noted.

The forecast working balance as at 22/05/18 was £39,180.58.

The Clerk reported that the precept of £19,223 had been received from Maldon District Council.

The Chairman signed the reports.

b) Payments

The items for payment totalling £2,753.45 were presented for approval.

Resolved: to approve payments. Unanimously agreed.

12. Internal Audit

a) Audit Report

Councillors received the recommendations by the Internal Auditor and comments are as follows:

1. A review its accounting arrangements with consideration given to the acquisition of a computerised accounting system.
Action: Clerk to obtain a quotation from RBS for a computerised accounting system.
2. Ensuring that when it's completed its annual governance statement the authority did ensure that it had complied with the external auditor's requirements including the new Practitioners Guide and this is clear in its Minutes.
3. A review of its asset register and insurance cover, including appropriate documentation, as advised giving due consideration to the latest 'Practitioners Guide'.
Action: to carry out a review.
4. The Risk Assessment and Management document approved by the Council in March with regard to the issues of compliance with Data Protection requirements.
Action: to update the Risk Assessment and Management document to include Data Protection.
5. Clarify whether reference to Sole Trustee is for Village Hall Charity.
Action: Ask Internal Auditor for clarification.

b) Effectiveness of Internal Audit

Councillor carried out a review of the Effectiveness of Internal Audit as prescribed in the 'Governance and Accountability' manual. (Appendix B).

13. Council Award

Notification of Tolleshunt D'Arcy achieving the Foundation Level Council Award was received and noted.

Councillors would like to apply for the Quality Award but due to not meeting the requirement for the number of elected members, this would be delayed until next year.

Action: Cllr Barwick and the Clerk to start working on the requirements for the Quality Award.

14. Travel and Subsistence Policy

Resolved: to adopt the Travel and Subsistence Policy V1.0.

15. General Data Protection

Maldon District Council – Data Protection Officer

The Clerk reported that MPs accepted the Government amendment to exempt all parish and town councils and parish meeting in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. The Bill now enters 'Ping Pong' with the House of Lords considering amendments made during the House of Commons Stage.

Maldon District Council are continuing to offer the services of their DPO should the Parish Council wish to use them.

Resolved: to continue to use the services being offered by Maldon District Council at a cost of £150 per annum and £50 per hour for any DPO work or requests.

b) Data Protection Policy

Resolved: to adopt the Data Protection Policy V1.0.

c) Privacy Notice

Action: Clerk to display the Privacy Notice on the Parish Council website.

d) Parish Breech Notice

Guidance document – this was received and noted.

e) Data Audit

Resolved: to accept the Data Audit document.

16. Action Plan 2018/19

The Chairman had drafted an Action Plan which had been circulated to Councillors.

Action: Councillors to submit their ideas to the Chairman within the next two weeks so a list can be circulated for further consideration at the meeting in June.

17. Training

Cllr Young suggested some in-house training sessions for the Parish Council.

Action: Clerk to make further enquiries with the EALC.

Resolved: for Cllr Young to attend Defibrillator Training on 28th July 2018 costing £55.00

Cllr Munson requested that he attends Chairman's training as he had been on the Parish Council for 28 years and had never attended any training course.

Resolved: to oppose the request for Cllr Munson to attend Chairman's training but Councillors would be happy to consider requests to attend the basic training as Cllr Munson had stated he had not attended any training during his time on the Parish Council.

18. Wi-Fi

Cllr Barwick reported that the Community Initiatives Fund would only fund the installation costs for Wi-Fi.

The cheapest broadband supplier was Sky which would cost £18 per month.

Action: Cllr Barwick to make further enquiries to report back at the next meeting.

The Chairman suggested that the Parish Council pays for the Wi-Fi for the first year. For consideration at the next meeting.

19. Grassed Area – Festival Gardens

A number of complaints had been received regarding the grassed areas in Festival Gardens which are owned by Moat but had not been cut.

Cllr Henderson advised she had spoken with Jackie Storey at Moat and was advised that the grass should be cut by their contractors. Cllr Henderson had tried to contact Jackie again for an update but unfortunately Jackie is on annual leave.

Action: Clerk to write to Moat Head Office to bring to their attention.

20. Defibrillator

Resolved: to accept the quotation from Balen Limited for £112.27 for the insurance of the defibrillator.

21. Police

Police Reports

The Police reports were received and noted. There were 3 incidents reported for Tolleshunt D'Arcy (2 dwelling burglaries and 1 theft of a lawn mower).

22. Administration

Laptop - The Clerk reported that the anti-virus/security software for the laptop was due for renewal.

Resolved: Clerk to renew the licence for £40.00

TruCam – Access to data of speed checks.

The Clerk advised she had spoken to Adrian Rayner, Community Protection Officer – Maldon District Council, regarding the data for the speed checks. Adrian advised that the data is fed straight to Essex Police.

Action: to include item on next agenda for working with the Community Protection Officers.

4Ts – The Clerk advised leaflets had been produced by Maldon District Council regarding the 4Ts meetings. Cllr Cook had agreed to distribute leaflets at the Village Fete. The Clerk advised she had uploaded the information onto the Parish Council Facebook Page and website.

Planters – The Clerk reported that a Councillor had expressed concern that the recent incident with a Parishioner tripping on a planter around the Maypole had not been dealt with correctly. The Clerk advised she had recorded the information of the incident.

Action: Clerk to make further enquiries with the Parish Councils insurance provider to see if such incidents should be reported to them.

Outstanding items:

Lime Trees - Cllr Young advised the Lime Trees on Tollesbury Road had not been cut back. The Clerk confirmed she had written to the owner requesting they were cut back.

Action: Clerk to chase up.

Overgrown vegetation – Cllr Young advised that the vegetation which had overgrown onto the footpath had not been cut back.

The Clerk confirmed she had submitted a request to Essex County Council via their online reporting.

Action: Clerk to chase up.

Grassed area under the rookery – Cllr Young asked when the work to this area was due to be carried out.

The Clerk advised Lenny Aldridge had been appointed to do the work and she would chase it up with him.

Barclays – Cllr Young asked if Barclays had replied to the letter requesting compensation. The Clerk advised there had been no response.

23. Representative Reports

a) Burial Ground

Cllr Scott advised he had looked at the fencing to the rear of the Burial Ground and suggested that the fencing and concrete posts could be painted the same colour as the gate which may soften the appearance.

Cllr Young suggested that a climbing plant could be planted to grow up the fence. It was agreed that Cllrs Henderson and Scott would initially paint the fence and a climbing plant would then be considered.

b) Recreation Ground

i) Monthly Inspection Report

The Monthly Inspection Report dated 19th May 2018 was received and noted.

ii) Annual Safety Inspection Report

The Annual Safety Inspection Report was received and noted.

Councillors were pleased to note that items were low risk or very low risk.

The Chairman stated that he would spend a day in the Recreation Ground in June to carry out most of the repairs raised in the report and would appreciate the assistance of Councillors. The other items raised in the report were due to changes in standards and, therefore, no repairs would be carried out to those items.

It was suggested that a new roundabout could be purchased as the existing roundabout was aging and required a new bearing and replacement seats. This would require funding to be applied for. The provider of the Sea Robber would be approached for an example of the costs involved.

iii) Soakaway/s – Pavilion

Quotations had been received from Bonz for the installation of soakaways.

As there were no issues with flooding around this area, Councillors discussed whether soakaways were required.

It was reported that the weatherboarding on the corner of the Pavilion was loose and required attention.

The tap in the Pavilion was also leaking.

Action: Cllr Munson to repair.

After discussion, it was agreed that some general maintenance works to the Pavilion were required.

Action: Cllrs Munson and Young to submit a proposal of works to the Council for consideration.

iv) Repairs to Car park

The Clerk had obtained quotations from Bonz and E King for repairs to the entrance to the car park of the Recreation Ground.

The quotations were incomparable as the areas quoted for were different.

Action: Clerk to obtain a further quotation from E King for the same dimensions as Bonz.

Resolved: to accept the lowest quote up to a maximum of £300.00.

c) Highways Matters

Cllr Cook reported repairs had been carried out to the pot holes in Kelvedon Road and Tollesbury Road.

Cllr Cook was asked to report the following pot holes: Beckingham Road, D'Arcy Way and Tollesbury Road.

Cllr Cook to make further enquiries regarding repositioning the noticeboard in Tudwick Road.

d) Website/Facebook Updates

The Clerk advised she continues to update the website and Facebook page regularly.

24. Community Concerns – Information Exchange/Next Agenda Items

Cllr Munson stated he was unable to attend the Village Hall Sole Trustee meeting on 23rd May 2018 and requested that consideration was given to have risk assessments carried out in the Village Hall.

Cllr Young enquired about the Fire Safety Event.

The Clerk confirmed the event was being held on 29th May in the Village Hall and she was waiting for posters to become available so she could advertise the event.

The Chairman suggested as this was an event for the Parish, the Parish Council could pay for the hire of the Village Hall.

Action: to be considered at the next meeting.

Cllr Munson requested that the draft minutes are circulated to Councillors as soon as possible after the meeting rather than with the agenda.

Action: Clerk to circulate draft minutes to Councillors as soon as possible after the meeting.

Items for the next agenda:

- Wi-Fi
- Community Protection Officers
- Action Plan

25. Date of the next Meeting

The next Parish Council meetings will be held on:

Tuesday 26th June 2018 – Full Council Meeting – 7.30pm

The Chairman closed the meeting at 9.31pm.

Signed.....

Date: 26 June 2018