

Present: Cllrs Barwick, Cook, Munson

In the Chair: Cllr Smith

Clerk: Michelle Curtis

Also present: One member of the public present

Chairman welcome

The Chairman welcomed everyone to the meeting.

1. Chairman

Cllr Munson nominated Cllr Smith of Tolleshunt D'Arcy Parish Council for the ensuing municipal year. Cllr Barwick seconded the nomination. The nomination was unanimously agreed. Cllr Smith was declared to be Chairman for Tolleshunt D'Arcy for the ensuing municipal year. The Chairman and the Proper Office duly signed the Declaration of Acceptance of Office.

2. 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.

3. Apologies for Absence

There were apologies for absence from Cllrs Birkin and Scott.

The Chairman advised that Cllr Dent had sent a letter of Resignation from the Parish Council and Village Hall Committee with immediate effect.

4. Declarations of Interest

The Chairman declared an interest as follows:

- Personal interest in respect of agenda item 20, planning application, HOUSE/MAL/17/00511, as he is a neighbour of the applicant.

5. District Councillors

There were no District Councillors present.

6. Public Forum

A resident stated the he was concerned regarding the absence of District Councillors at the meetings.

The comments were noted.

7. Representatives

Election of representatives for the forthcoming year:

- a) Highways, road safety and public rights of way representative – Cllr Cook
- b) Working group to the Henry Smith Trust Fund – Cllrs Barwick and Scott
- c) Member responsible for 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 Scott
- g) Burial group working group – Cllrs Barwick and Scott
- h) Village hall management committee – All Councillors



- i) Personnel committee – Cllrs Barwick, Cook and Scott
- j) Local Council Award Scheme – Cllr Barwick

8. Minutes

a) Minutes 25th April 2017

Resolved: that the minutes of the Parish Council meeting held on 25th April 2017 be approved as a true account of the proceedings of the meeting subject to the following amendment:

Item 10b – to be amended to read:

Resolved: Cllr Dent would be the lead on the Village Hall rebuild programme. Proposed by Chairman, seconded by Cllr Cook. All in favour with one abstention and one against.

The minutes were signed by the Chairman. Unanimously agreed.

b) Minutes 9th May 2017

Resolved: that the minutes of the Parish Council meeting held on 9th May 2017 be approved as a true account of the proceedings of the meeting and were signed by the Chairman. Unanimously agreed.

c) Matters arising from the Minutes

Any matters arising from the previous meetings had been included as agenda items.

9. Finance

a) Monthly Financial Report

The Financial Report was received and noted.

The Clerk confirmed the precept totalling £19,129 had been received from Maldon District Council.

The Clerk advised when she had arranged for additional funds of £5,000 to be transferred into the current from the premium account, she had made an error and the funds had been transferred from the Henry Smith Account.

Resolved: to transfer £5,000 from the Current Account into the Henry Smith Account.

Resolved: to notify Barclays Bank that there had been a change of Clerk and the Clerk is authorised, upon proof of identity, to obtain copies of bank statements.

The Chairman signed the report.

b) Payments and Sign Cheques (Appendix A)

The items for payment totalling £2,899.50 were presented for approval.

Resolved: to approve payments. Unanimously agreed.

c) Banking Arrangements

Resolved: to open a new Current Account and Deposit Account with Unity Trust Bank.

There would be a charge of £6 per month for use of the Unity Current Account.

The money in the Barclays Current Account would be moved into the Unity Current Account and the funds held in the Premium Account would be moved into the Unity Deposit Account.

Resolved: All Councillors with the exception of the Chairman would be signatories.

Two signatories would be required to authorise payments.

There would be no change to the Henry Smith Account.

Action: Clerk to submit necessary documentation to open the new accounts with Unity.

Action: The Accounts held with Barclays to be closed once the new accounts had been opened and the funds transferred.

10. Internal Auditor

The Internal Audit was carried out 16th May 2017. The report from the Internal Auditor was received and the recommendations were discussed and agreed as follows:

Standing Orders and Financial Regulations

It was agreed to increase the thresholds at which tendering is required from £2,000 to £50,000.

Internal Controls

Agreed additional internal control checks were required and this would be carried out going forward.

Assets

It was agreed the asset register would be reviewed on the 1st March (or nearest working day) annually and an inspection of the assets would be carried out by a Councillor and the Clerk.

Risk Assessment

It was agreed the Council would approach the Internal Auditor for Tollesbury who carries out checks in line with the Risk Assessment and Management document.

Burial Clerk

It was agreed that there should be a separate contract for the Burial Clerk.

Action: Clerk to prepare a new contract for Burial Clerk.

Henry Smith Fund

The Chairman advised there had been a misunderstanding of the Parish Councils role regarding the Henry Smith Fund. Therefore, no further action was required.

Village Hall

The Auditor advised that it is understood the Parish Council, as sole trustees, can recover VAT on behalf of the Village Hall.

Action: Clerk to arrange meeting with Sue Shepherd from the RCCE.

11. Insurance

Resolved: to include all the additional assets owned by the Parish Council totalling £34,383.12 to the insurance policy, which will increase the premium by approx. £162.63 per annum. Proposed Cllr Munson, seconded Cllr Cook. Unanimously agreed.

12. Grievance Policy

Resolved: to adopt the Grievance Policy dated May 2017.

Proposed Cllr Barwick, seconded Cllr Munson. Unanimously agreed.

13. Action Plan 2017

The Chairman stated the Action Plan 2017 (Version 4) required updating.

Action: Chairman to produce Action Plan 2017 (Version 5) for consideration at the next meeting.

14. Henry Smith Fund

Action: to be deferred to the next meeting.

15. Memorial Bench

The Parish Council had previously agreed to have a canopy built over the memorial bench. Alternative options were considered by the Council and it was agreed that repositioning the bench would be a more suitable option.

Action: Chairman to notify Jeff Andrews of the Council decision to reposition the bench.

Action: to seek permission from the Bozman family to reposition the bench on the land they own.

Action: Cllr Munson to explore cutting the trees back.

Action: Cllr Cook to explore implications for Health and Safety and what action can be taken.

16. Maypole

The work specification for the Maypole was agreed.

Action: Clerk to submit to Contractors. Quotations to be received by Friday 23rd June 2017 to be considered by the Council at the meeting on Tuesday 27th June 2017.

17. Fencing

Action: to hold a working party to carry out repairs to the fencing whilst the Parish Council decide on a long-term plan.

The Chairman advised that the inspection report for the play equipment had been received from Maldon District Council. All items were reported, very low or low risk. Cllr Scott and himself would look at the items raised and where possible carry out the repairs.

The Clerk advised she had contacted the company who supplied the gym equipment for replacement seats on the leg press and chest press and was waiting for a quotation.

18. Defibrillator

Resolved: to accept the quotation from ABCO totalling £186.00 to install the defibrillator and cabinet on the external wall of the village hall.

19. Police

a) Police Reports

The Neighbourhood Watch Data reports dated 13/03/17 – 18/03/17, 28/03/17 – 02/04/17 and 10/04/17 – 18/04/17 were received and noted.

b) Police Partnership Conference

Details of the Police Partnership Conference to be held on 7th June 2017 were received and noted.

20. Planning Applications and Decisions

Applications:

- HOUSE/MAL/17/00511

Two storey pitched roof extension to existing annexe/garage, incorporating internal alterations plus garage, cloakroom, utility and additional bedroom.

Lennel House Tudwick Road, Tolleshunt D'Arcy

Resolved: to recommend refuse the applications on the following grounds:

- If this were allowed to proceed, it would in effect be creating a separate dwelling and independent property, unrelated to the main residence.

Appeals:

- None received

The following decisions made by Maldon District Council were noted:

- HOUSE/MAL/17/00311 – High View, Station Road – Approved
- HOUSE/MAL/17/00119 – 4 Oxley Hill – Approved
- TCA/MAL/17/00322 – The Old Rectory, Church Street – Part Approved – Part Refused

There were no appeal decisions made by the Planning Inspectorate.

21. Administration

BT – The public consultation has now been completed and Maldon District Council received no objections from the public to the adoption of the Tolleshunt D'Arcy red telephone kiosk situated in North Road.

Festival Gardens – The Clerk advised she had spoken with Moat regarding the grass outside their properties which is no longer being cut. Moat advised they were not responsible for the land and were approaching Maldon District Council and Essex County Council.

Parish Council Report – The Clerk advised the Parish Council could send reports to the

Tribune and Maldon and Burnham for no charge.

Action: Clerk to send reports to the newspapers

22. Representative Reports

a) Burial Ground

No issues to report.

b) Recreation Ground

There had been a recent incident of vandalism at the Recreation Ground with youths spray painting obscene images on the equipment/fencing. The Clerk advised this had been reported to the Police.

c) Highways Matters

No issues to report.

d) Website/Facebook Updates

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

23. Community Concerns

The following concerns/questions were raised:

- Dog Bin – Harvesters
Action: Clerk to send a note to residents to advise that the Parish Council are considering installing a dog bin in Harvesters and would request feedback from residents.
- Litters bins with lids at the Recreation Ground
Action: Clerk to obtain price for dome shaped litter bins from Maldon District Council.
- Parish Council Vacancy following the resignation of Cllr Dent.
Action: Clerk to notify Maldon District Council and advertise vacancy.

Items for the next agenda (27th June 2017):

- Henry Smith Fund
- Maypole – consider quotations
- Tolleshunt D'Arcy Store – Signage
- Action Plan 2017
- Memorial Bench – Update
- Dog Bin (Harvesters) – feedback from residents
- Litter Bins – Quotations
- Village Hall – feedback on meeting with Sue Shepherd
- Bench – outside shop

24. Public Forum

The Chairman advised he had attended a training course that day and it is not best practice to adjourn the meeting for the public at the end of the meeting. Members of the public should only be given the opportunity (15 minutes) to address the Council at the beginning of the meeting.

As this item was on the agenda, it was agreed to allow the resident the opportunity to address the Council.

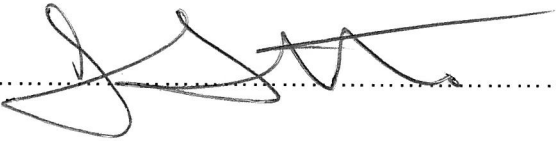
The resident advised that the bench near the noticeboard required attention



25. Date of the next Meeting

The next Parish Council meeting will be held on:
Tuesday 27th June 2017 - Full Council Meeting (7.30pm)

The Chairman closed the meeting at 9.33pm.

Signed.....

Date: 27 June 2017.