

**Present:** Cllrs Cook, Munson, Scott, Young

**In the Chair:** Cllr Smith

**Clerk:** Michelle Curtis

**Also present:** District Councillors Bamford and Thompson  
One member of the public present

**Chairman welcome**

The Chairman welcomed everyone to the meeting.

The Chairman took the opportunity to reflect on the sad passing of Andrew Christy who was the Parish Clerk for Tolleshunt D'Arcy for 16 years. Andrew was a good friend and servant to the Parish.

**1. Co-option**

**Resolved:** to co-opt Lynda Young as a Parish Councillor for Tolleshunt D'Arcy Parish Council. The Declaration of Acceptance of Office was duly signed by Lynda Young and the Proper Officer.

**2. Apologies for Absence**

There were apologies for absence from Cllrs Barwick and Birkin.

**3. Declarations of Interest**

The Chairman declared an interest on behalf of the Council as follows:

- Non-pecuniary interest in respect of agenda item 16, planning application, TCA/MAL/17/00487, as the application had been submitted on behalf of the Parish Council.

**4. District Councillors**

Cllr Thompson reported:

- Festival Gardens – Moat had taken the decision to cease cutting the grass in various areas around the district as they believed that the land did not belong to them but to and Highways. Upon further investigation, it has been established that Highways are only responsible for the land 1 metre from the road, the remainder of the land belongs to Moat. Cllr Thompson advised that Paul Gayler at Maldon District Council is in discussion with Moat.

**Action:** Cllr Thompson to forward a copy of the map confirming the land ownership to the Clerk for distribution to members.

**5. Public Forum**

There were no comments from the member of the public.

**6. Minutes**

**a) Minutes 23<sup>rd</sup> May 2017**

**Resolved:** that the minutes of the Parish Council meeting held on 23<sup>rd</sup> 2017 be approved as a true account of the proceedings of the meeting and were signed by the Chairman. Proposed Cllr Munson, seconded Cllr Cook. Unanimously agreed.

**b) Matters arising from the Minutes**

The Chairman advised that it was not good practice to have the item 'Matters arising from the Minutes' and going forward this would not be on the agenda. Any matters from a previous

meeting should be included as an agenda item at the following meeting or an update provided in the Clerk's report.

Cllr Young requested an update on the following items as they were not included on the agenda:

- Why were the Parish Council changing to Unity Bank?  
The Chairman explained that the account currently held with Barclays did not fit the needs of the Parish Council. Unity Trust Bank provided the levels of security to allow the Parish Council to make payments online. The accounts with Unity are tailored to meet the needs of Parish Councils.
- Burial Ground Contract, and who is the Burial Ground Clerk?  
The Chairman confirmed Michelle Curtis was the Parish Clerk and Burial Ground Clerk. Burial Ground Contract – to be included on the next agenda.
- Meeting with Sue Shephard at the RCCE, was this meeting held?  
The Chairman confirmed the meeting was held and would be discussed at the Village Hall Trustees meeting, as the meeting related to the Village Hall.
- Fencing – Did the working party take place?  
The Chairman advised the working party had not yet taken place but would be held in the near future.
- Play equipment replacement seats, had the seats been replaced?  
The Clerk advised she was having difficulty finding the correct supplier of the replacement parts and was seeking advice from Maldon District Council.
- Defibrillator – how were the Parish Council making residents aware that the defibrillator had been installed?  
The Clerk advised that the Defibrillator had only been installed the previous week. The defibrillator had been registered with the emergency services, who would direct anyone to the defibrillator if they felt it was required.  
**Action:** Clerk to notify residents that a defibrillator is available in the parish via the Parish Council website and Facebook.
- Why did no Councillors attend the Police Partnership Conference?  
The Chairman advised that members were unable to attend on the day.
- Was there any feedback from the Police following the graffiti at the Recreation Ground.  
The Chairman advised the information had been forwarded to the Police to take necessary action. There had been no feedback to the Parish Council.

## 7. Finance

### a) Monthly Financial Report

The Financial Report was received and noted.

The forecast working balance as at 27/06/17 was £39,748.40.

The Clerk advised she had submitted a claim to the HMRC for the VAT up to March 2017. Going forward the Clerk would claim VAT on a quarterly basis.

The Chairman signed the report.

### b) Payments and Sign Cheques (Appendix A)

The items for payment totalling £1,077.68 were presented for approval.

**Resolved:** to approve payments. Unanimously agreed.

**8. Maypole**

**Resolved:** to accept the quotations from Bonz for the works to the Maypole. Proposed Cllr Munson, seconded Cllr Cook. Unanimously agreed.

Specification 1 – Ref 4940 - £1925.00

Specification 2 – Ref 4941 - £ 340.00

Total £ 2265.00

The funds would be taken from the following accounts:

Earmarked funds Maypole - £1600.00

Earmarked funds Unallocated - £665.00

**9. Benches**

**a) Memorial Bench**

Cllr Scott advised he spoken with Dr Bozman regarding repositioning the memorial bench on the land owned by his family. Dr Bozman advised he would ask the land owners when they next visit.

It was suggested that the bench could be repositioned on the grassed area outside the Vicarage.

**Action:** Clerk to make further enquiries.

If agreed, the Parish Council would be happy to include the grass cutting in the contract as suggested in the correspondence item 17b.

**b) Bench outside shop**

It was reported the bench outside the shop was in need of repair. A number of the slats required replacing.

**Action:** Clerk to obtain a quotation from Bonz.

**10. Dog/Litter Bins**

**a) Proposed dog bin Harvesters**

The Clerk reported she had delivered a letter to the properties in Harvesters asking for feedback on the proposed installation of a dog bin.

Two residents had responded to the letter who were not in favour of a dog bin being installed in Harvesters.

Councillors agreed that working with the Community Protection Officers (Rangers) would be a better way to tackle the issue.

**Action:** Clerk to include information on website/Facebook Page asking residents to feedback information on offenders which can be forwarded to the Rangers.

**b) Quotation for Litter Bins – Recreation Ground**

**Resolved:** to purchase 3 replacement litters bins for the Recreation Ground (Broxap Mador Taffex Round High Security Bins @ £125.00 each) providing the Maldon District Council Conservation Officer confirms the bins are suitable.

Clerk to purchase litter bins and arrange installation within a budget of £500.00. The money would be used from the general fund – Recreation Ground Maintenance.

**11. Action Plan 2017**

To defer to the next meeting.

**12. Henry Smith Fund**

The Council discussed various options for how the Henry Smith fund could be distributed but due to the criteria of the fund, this was proving difficult.

Cllr Munson suggested that a notice was displayed to make residents aware that there were funds available if they were in need.

**Action:** Clerk to put together a notice, to be circulated to members for consideration.

### 13. British Telecom

**Resolved:** to adopt the telephone kiosk outside The Queens Head Public House, North Street. On behalf of the Parish Council, the Chairman signed the Agreement for the Sale and Purchase of Telephone Kiosk(s) to a Local Authority in England or Wales.

### 14. Essex County Council

#### a) Passenger Transport

The Clerk advised the tender process for the bus service was complete and Hedingham had been awarded the contract until July 2020. There will be some changes to the current timetable.

**Action:** Clerk to provide an update on the changes to the timetable.

#### b) Highways

Notification regarding the road closure of Grove Farm Road in July was received and noted.

### 15. Police

#### Police Reports

The Clerk reported on 22/05/2017, there had been two dwelling burglaries in Tudwick Road.

The Chairman advised that he had received feedback from the recent Police Partnership Conference and had been informed that Parish Councils could provide funding towards a local volunteer to become a 'Special'.

**Action:** Clerk to obtain further information.

### 16. Planning Applications and Decisions

Applications:

#### - TCA/MAL/17/00487

T1 Maple – 2.5m crown uplift on the west side to balance the crown. T2 Laburnham – Fell and replace with alternative species. T3 Hawthorn – 1m reduction to the lowest branches on the west and east side of the tree. T4 Sycamore – take off various stuns left by the last tree company and 2.3m crown uplift. T5 Hawthorn – Fell. T6 Hawthorn - Fell and replace with 12-14 containerised similar. T7 Hawthorn – 2.5m uplift. T9 Horse Chestnut – 2.5m uplift. T11 Hawthorn – 2.5m uplift and remove 1m of the crown all around. Ensure pruning clears T10.

Recreation Ground, Tollesbury Road – Tolleshunt D'Arcy Parish Council.

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

Appeals:

- None received

The following decisions made by Maldon District Council were noted:

- FUL/MAL/17/00165 – The Rowans, Tudwick Road - Approved

There were no appeal decisions made by the Planning Inspectorate.

### 17. Correspondence

#### Tolleshunt D'Arcy Parochial Church Council

##### a) Church Tower

The letter thanking the Parish Council for their donation towards the repairs to the Church Tower was received and noted.

##### b) Grass Cutting

The Parish Council would be happy to include the grass outside the boundary of the Vicarage to the grass cutting contract on the proviso that the memorial bench can be installed on the grassed area.

## 18. Administration

Tiptree Parish Council – Tiptree Parish Council would like to establish a regular forum with neighbouring parishes (including those in the Maldon and Braintree District), so when considering new projects/infrastructure, they can be sure these meets the needs of residents who use the facilities in Tiptree. The forum will meet 3-4 times per year.

Councillors were happy to join the forum.

Coffee Morning – Maldon District Council have identified pockets in the District where there are areas of loneliness and social isolation that are above the national average. Maldon District Council are holding a coffee morning on 5<sup>th</sup> July 2017 to meet with neighbouring parishes to discuss ideas and suggestions to identify ways of addressing this. The Chairman and Cllr Scott have agreed to attend on behalf of the parish.

Cllr Young also expressed an interest in attending.

**Action:** Clerk to ask Chris Rust if a place was available for Cllr Young.

The Chairman asked Councillors to forward any suggestion to Cllr Scott or himself to raise at the coffee morning.

## 19. Representative Reports

### a) Burial Ground

The Clerk reported she had written to person who owns the Exclusive Right on Burial on grave space P4 as the rose bush had overgrown and required cutting back. The letter was returned 'no longer at this address'. The Clerk explained she had sought advice from the Institute of Cemetery Management who advised that the Parish Council can arrange for the rose bush to be cut back as it is encroaching on adjacent grave owners' rights. A copy of the correspondence and photographs of the rose bush should be kept on file.

**Action:** Clerk to obtain a quotation from Lenny Aldridge to cut back the rose bush.

Cllr Scott advised that the notice in the Burial Ground noticeboard required updating.

**Action:** Clerk to replace notice.

### b) Recreation Ground

Cllr Munson congratulated Cllr Cook on a successful fete.

Cllr Munson advised that there were a number of issues with the pavilion which had come to his attention:

- Paint in the kitchen  
This has now been moved.
- There are number of items in the corridors blocking the emergency exits.  
**Action:** Clerk to ask football teams to remove their belongings.  
**Action:** to look at alternative storage options.
- The side door is not locking, the door needs adjusting.  
**Action:** Clerk to arrange for door to be repaired.
- The manhole covers are full of mud.  
**Action:** Clerk to obtain quotation to have manholes cleared and replacement covers with lockable lids.

### c) Highways Matters

Cllr Cook reported she had obtained information regarding Rooks which are defecating on the footpath near the memorial bench.

**Action:** Cllr Cook to circulate a copy of the information she has obtained to members.

### d) Website/Facebook Updates

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

**20. Community Concerns**

Items for the next agenda (25<sup>th</sup> July 2017):

- Henry Smith Fund
- Action Plan 2017
- Memorial Bench – Update
- Rooks

**21. Date of the next Meeting**

The next Parish Council meeting will be held on:  
Tuesday 25<sup>th</sup> July 2017 - Full Council Meeting (7.30pm)

The Chairman closed the meeting at 9.09pm.

Signed.....

Date: 25 July 2017