

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

**In the Chair:** Cllr Smith

**Clerk:** Michelle Curtis

**Also present:** District Councillor Thompson  
One member of the public present

**1. Chairman welcome**

The Chairman welcomed everyone to the meeting.

**2. Apologies for Absence**

There were apologies for absence from Cllr Barwick.

**3. Declarations of Interest**

Cllr Cook declared an interest as follows:

- Non-pecuniary interest in respect of agenda item 16, planning application, TCA/MAL/17/01281, as the applicant is her neighbour.

**4. District Councillors**

The Chairman stated he was confused with the explanation as to why the 'parish trigger' had been removed. Of the applications considered by Tolleshunt D'Arcy over the last 4 years, 92% of the decisions, the Committee agreed with the Parish Council trigger.

Councillor Thompson stated Ward Members will have to work more actively with Parishes. At a review by the DGLA, Maldon District Council were told that the trigger should be removed. The Call-In areas for the North-Western Area Planning Committee are Area 1: Tollesbury, Tolleshunt D'Arcy and the Tothams. There are 28 days from the weekly planning list for applications to be 'Called-in'. Residents should also notify Ward Members if they wish to object against a planning application.

**Action:** Clerk to copy in the Ward Members with all planning responses to Maldon District Council.

District Councillors Thompson reported:

- She would be attending a pre-meeting on 29<sup>th</sup> November 2017 to discuss highways.
- She had attended the Four T's event on Saturday 25<sup>th</sup> November 2017. The project is moving forward slowly. Approx. 3 volunteers attended the event.

**5. Public Forum**

There were no comments from the member of the public.

**6. Minutes**

**Minutes of the Meeting held on 30<sup>th</sup> October 2017**

**Resolved:** that the minutes of the Parish Council meeting on 30<sup>th</sup> October 2017 be approved as a true account of the proceedings of the meeting subject to the following changes:

Item 6 to read:

Item 7d

**d) Donation to the PTFA**

**Resolved:** to donate the remaining funds of £63.50 from the fund raising for the play equipment and to give a further donation of £36.50 to the PTFA



Item 10 – 2<sup>nd</sup> Paragraph to read:

A majority of Councillors reaffirmed that they did not want to be put into a position of adjudicating claims.

**7. Finance**

**a) Monthly Financial Report**

The Financial Report was received and noted.

The forecast working balance as at 28/11/17 was £29,859.11.

The Clerk advised the Barclays Current Account had been closed. The Business Premium Account, however, had not been closed. Cllr Munson had spoken to Barclays who advised that a signatory would need to contact the Business Centre to discuss the account.

**Action:** Cllr Munson to contact the Business Centre on behalf of the Parish Council.

The Chairman signed the report.

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

The items for payment totalling £3,758.80 were presented for approval.

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

**c) NWG Business**

**Resolved:** to pay all future bills for the water supply to the Pavilion and the Burial Ground by NWG Business by direct debit.

**8. Precept 2018/19**

The Chairman explained the budget had been put together by the Clerk and himself and any comments received from Councillors were taken into consideration. The budget was distributed to Councillors prior to the meeting.

**Resolved:** to include an additional £500 in the proposed budget for the services of the Community Protection Officers (formerly the Rangers), who can help tackle issues such as dog fouling, parking offences/speeding, anti-social behaviour. Proposed Cllr Cook, seconded Cllr Young. All in favour, with one against.

**Resolved:** to set the precept for 2018/19 at £20,223, in principle, subject to any further information becoming available such as advice from Maldon District Council. This equates to a year on year increase of £1,094 which equates to a £1.68 increase per household (based on a Council Tax Band D property). Proposed Cllr Scott, seconded Cllr Young. All in favour, with one against.

**9. Audit 2017/18**

**a) Smaller Authorities Audit Appointments – Notification of external audit appointments for 2017/18 Financial Year.**

The letter from the Smaller Authorities Audit Appointment was received and noted.

The letter advised that where the higher of income or expenditure for the year was £25,000 or less, to declare themselves as 'exempt' from a limited assurance review by an external auditor if they meet the qualifying criteria.

However, all authorities, even if they declare themselves 'exempt' will still need to fully complete and publish an annual return and must still have a named appointed auditor to deal with questions from local electors about the accounts.

The auditor appointed by the Smaller Authorities Audit Appointments is PKF Littlejohn LLP.

**b) Internal Auditor 2017/18**

**Resolved:** to appoint Maurice Howard as the Internal Auditor for the 2017/18 accounts



## 10. Telephone Kiosk

Councillors agreed the preferred use for the telephone kiosk was to house an additional defibrillator for the Parish.

A defibrillator was installed on the outside of the Village Hall earlier in the year and Councillors would like to have another defibrillator for the Parish.

As funds were unavailable to purchase the new equipment, it was agreed that fundraising events could be held and residents could be asked to make a donation.

**Action:** Cllr Young and the Clerk to work together to raise funds for the purchase of the new equipment.

## 11. Wi-Fi

As Cllr Barwick was not present at the meeting, it was agreed to defer this item to the next agenda.

## 12. Tiptree Neighbourhood Forum

The Chairman reported that he had attended the meeting of the Tiptree Neighbourhood Forum the previous evening.

The following was reported:

- Work will now go ahead to build 126 houses at the top of Factory Hill
- New dental practice is not going ahead instead four affordable houses will be built.
- Ground has been set aside in Tiptree for NHS England to consider building a new medical centre.
- Tiptree to continue with Marshals.
- Little Totham looking to agree voluntary 20mph speed limit for HGVs passing through their village.
- The cost to have a Special Police Officer has reduced from £3,000 to £1,000 per annum.
- When a parish is asked to take responsibility for a full churchyard there is a 6 month opportunity to pass on to district.
- Interest is being gauged for a bus link from Tiptree - Gt Braxted – Gt Totham- Lt Totham – T/Major – T/D'Arcy – T/Knights - Tiptree for example.
- Surrounding villages were asked to support some form of traffic management systems to address traffic issues at the top of Factory Hill and also at the junction of Maldon Road/Braxted Road.

**Action:** Clerk to include information on the Parish Councils Facebook/website to ask if the residents support it.

## 13. Highways Briefing

Cllr Young attended the Highways Briefing meeting held on Friday 3<sup>rd</sup> November 2017.

Cllr Young gave an overview of the briefing. A copy of the presentation had been distributed to Councillors.

## 14. Policies

### a) Document and Records Retention Policy

**Resolved:** to adopt the Document and Records Retention Policy. To be reviewed in November 2018. Proposed Cllr Munson, seconded Cllr Scott. Unanimously agreed.

### b) Social Media and Email Policy

**Resolved:** to adopt the Social Media and Email Policy. To be reviewed in November 2018. All members to sign that they have read and understood the policy at the next meeting in January, and then annually at the Annual Statutory Meeting (May). Proposed Cllr Scott, seconded Cllr Young. Unanimously agreed.

## 15. Police

### Police Reports

The Police reports dated 13/11/17 and 20/11/17 were received and noted. There were no incidents reported for Tolleshunt D'Arcy.

## 16. Planning

### a) Maldon District Council – District Council Governance Changes

The letter from Fiona Marshall, Chief Executive – Maldon District Council, regarding a number of amendments to the existing governance arrangements with the Authority was received and noted.

With effect from 1<sup>st</sup> April 2018, paper copies of applications, including forms and plans to Parish Councils will no longer be available. Parish Councils need to undertake the necessary arrangements to facilitate a smooth transaction.

The Chairman reported that the Parish Council will need to consider purchasing a projector. A sum had been set aside in the precept for the purchase of new equipment. The Chairman advised that he would be purchasing a low cost projector for himself and if it is suitable for the Parish Council needs, would be happy for the Parish Council to have it.

### b) Applications and Decisions

Applications:

- TCA/MAL/17/01281  
T1 Prunus - fell  
Manor House, Kelvedon Road  
**Resolved:** to recommend approval of this application.
  
- HOUSE/MAL/17/01330  
Single storey rear extension to replace conservatory. New enlarged roof with accommodation including dormers to front and rear.  
**Resolved:** to make no further comment on this application.

Appeals:

- None received

The following decisions made by Maldon District Council were noted:

- FUL//17/00609 – Grove Farm Stables, Grove Farm Road – Refused
- TCA/MAL/17/01178 – Tolleshunt D’Arcy C of E Primary School Tollesbury Road – Approved
- FUL/MAL/17/01001 – The Rowans, Tudwick Road – Approved

There were no appeal decisions made by the Planning Inspectorate.

## 17. Administration

Items outstanding from the previous meeting

Rookery (pavement cleaning/tree cutting) – The Clerk reported she was still chasing this up.

Village Hall Survey – Clerk still to submit list of addresses for the Village Survey to the RCCE.

Grant to Church – The Clerk confirmed she had contacted the EALC who advised money can be granted to a church if it is a listed Church. The Clerk had spoken with Canon Daulty, who confirmed it was a listed Church.

Recreation Ground – The Clerk had on a number of occasions tried to contact Matt Wilson, Countryside and Coast Manager- Maldon District Council, to seek confirmation when the repair works were carried out to the damaged play equipment and that the structure is safe. Clerk to continue to chase Matt Wilson.

Coffee Morning

**Action:** Cllr Young and Chairman to meet to discuss organising coffee mornings.  
Cllr Young asked how residents may get to these coffee mornings?

Cllr Thompson advised that she attended the Four T's event held the previous Saturday, and a company called Community 360 provide a transport service at a small charge. This could be an option.

**Action:** Cllr Young to look into this further.

## 18. Representative Reports

### a) Burial Ground

No issues to report.

### b) Recreation Ground

#### i) Monthly Inspection Report

The monthly inspection report dated 10<sup>th</sup> November 2017 was received and noted.

#### ii) Litter Bin

**Resolved:** to purchase a replacement litter bin for the Recreation Ground. As there had been some confusion with the installation of the previous bins, Bonz has agreed to install the bin free of charge. Proposed Cllr Munson, seconded Cllr Young. Unanimously agreed.

Cllr Munson reported the following:

- The dead trees had not been moved by Bonz as Bonz was waiting for the tree inspection from Maldon District Council to look at the trees to inspect why the trees had died.
- He had put the fence back into position and tightened up the strainer.  
**Action:** Cllr Munson to monitor.
- The Pavilion originally had 5 heaters and there are now only 2. There is damp down the 'weather-side' of the building. This is also due to the guttering which is not adequate as water is cascading down the side of the building. The guttering requires upgrading.  
**Action:** Cllr Cook to obtain a quotation to replace the guttering.  
**Action:** Clerk to obtain a quotation for an expander to be placed in the copper pipes to prevent them from freezing up.

### c) Highways Matters

The Chairman reported that in November a list was distributed to Councils advising of proposed roadworks over the next 18 months. Recently road markings were made in Tudwick Road and Grove Farm Road which would seem to indicate that roadworks were to be carried out. Neither Tudwick Road nor Grove Farm Road were included on the list of roadworks.

**Action:** Cllr Cook to investigate further.

### d) Website/Facebook Updates

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

Details of the last meeting were included in the last edition of The Tribune.

## 19. Community Concerns

Cllr Munson stated that he felt there was disconnect between the Parish Council and the village.

**Action:** Cllr Munson to put together a proposal to address this concern.

It was **resolved** that having regard to the confidential nature of the business about to be transacted, the meeting be closed to the public and press, pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

## 20. Employment Matters

The Clerk left the meeting.

**Resolved:** to pay the Clerk's salary by standing order with any variances being paid online quarterly.

**Resolved:** to amend the Financial Regulations to reflect the changes in the way the Clerk is paid.

It was **resolved** that the meeting be reopened to the public and press, pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

The Clerk returned to the meeting.

**21. Date of the next Meeting**

The next Parish Council meeting will be held on:  
Wednesday 3<sup>rd</sup> January 2018 - Full Council Meeting (7.30pm)

The Chairman closed the meeting at 9.35pm.

Signed.....

Date: 3 January 2018