

Present: Cllrs Cook, Munson, Scott, Young

In the Chair: Cllr Smith

Clerk: Michelle Curtis

Also present: District Councillor Bamford
Five members 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.

There were also apologies for absence from District Councillor Thompson.

3. Declarations of Interest

The Chairman declared an interest as follows:

- Non-pecuniary interest in respect of agenda item 17, planning application, FUL/MAL/17/01417, as the applicant is his neighbour.

4. District Councillors

Cllr Bamford reported:

- Robert Long had been awarded an MBE in the Queen's New Year's honours list in recognition for his services to the community in Maldon.

5. Public Forum

A member of the public reported that Essex County Council are carrying out an informal consultation regarding public rights of way. The proposal would mean that Tolleshunt D'Arcy would lose approx. 900 metres of right of way. The resident stated that she felt the Parish Council should object to the proposal as this would be a significant loss of amenity. Members agreed with the comments made by the parishioner and agreed to discuss this at the next meeting.

Action: Parishioner and Cllr Cook to arrange to meet and put forward a proposal for consideration by the Council at the next meeting.

Louise Cook, Senior Consultant – Smart Planning, gave an overview of the planning application for the Barn, Tudwick Farm, Tudwick Road. The application is an amended proposal following planning permission granted in January 2017 to change the use and convert the barn to form a single dwelling house. It is the intention to demolish the outbuildings which were previously used as chicken sheds to build a one-bedroom annexe. It will not be used as a separate dwelling. The proposed buildings will have the same footprint but will be approx. 700mm higher than the existing buildings. The development would have no implications on other residential properties.

It was agreed to move to item 17 on the agenda.

17. Planning

Applications:

- FUL/MAL/17/01417 PP-06557864
Proposed change of use and conversion of existing barn to form single dwelling house, demolish outbuildings and erect detached annexe and garage (amended application following planning permission ref. FUL/MAL/16/01102)
Barn Tudwick Farm, Tudwick Road, Tolleshunt D'Arcy



It was stated that the applicant would be living in the house and his mother was going to live in the annexe. The annexe would have no separate kitchen facility.

Resolved: to recommend approval of this application.

Appeals:

None received.

There were no planning decisions from Maldon District Council.

There were no appeal decisions made by the Planning Inspectorate.

6. Minutes

Minutes of the Meeting held on 28th November 2017

Resolved: that the minutes of the Parish Council meeting held on 28th November 2017 be approved as a true account of the proceedings of the meeting and were signed by the Chairman. Proposed Cllr Young, seconded Cllr Scott. Unanimously agreed.

Minutes of the Meeting held on 18th December 2017

Resolved: that the minutes of the Parish Council meeting held on 18th December 2017 be approved as a true account of the proceedings of the meeting and were signed by the Chairman. Proposed Cllr Young, seconded Cllr Scott. Unanimously agreed.

7. Finance

a) Monthly Financial Report

The Financial Report was received and noted.

The forecast working balance as at 03/01/18 was £27,644.52.

The Chairman signed the report.

b) Payments and Sign Cheques (Appendix A)

The items for payment totalling £2,647.33 were presented for approval.

The Clerk reported following the last meeting she had contacted Allied Westminster to enter into a 3-year long term agreement for the insurance of the Village Hall. This reduced the annual premium from £1,847.09 to £1755.73, a saving of £91.36.

Resolved: to approve payments. Unanimously agreed.

8. Precept 2018/19

At the meeting held on 28th November 2017, the Parish Council had, in principle, set the 2018/19 budget at £20,223, this included £1,000 being set-side for the Village Hall rebuild project.

At the recent Village Hall Management Committee Meeting, there was no indication that such funds were required at this time.

Resolved: to remove the £1,000 allocated to the Village Hall project reducing the precept requirement to £19,223. This equates to a year on year increase of £94 (0.5%). Proposed Cllr Munson, seconded Cllr Cook. Unanimously agreed.

9. Henry Smith

a) Public Notice

The draft public notice notifying the Parish of the changes in the administration of the Henry Smith Funds was considered. There were some minor alterations to the draft notice. It was

agreed to display the notice on the Parish Council Facebook page, website, noticeboard and local newspaper.

b) Closure of Henry Smith Bank Account

Resolved: to close the Tollesbury D'Arcy Parish Council Henry Smith bank account and transfer the balance to Bright & Sons. Proposed Cllr Scott, seconded Cllr Cook. Unanimously agreed.

10. Parish Councillor Vacancy

The Clerk reported there had been one response to the advertisement for the Parish Councillor vacancy.

Resolved: to co-opt Maggie Henderson onto the Parish Council. Proposed by the Chairman, seconded Cllr Munson. Unanimously agreed.

11. Policies and Procedures

The following Policies and Procedures were reviewed and approved subject to some minor amendments:

- a) Standing Orders
- b) Financial Regulations
- c) Freedom of Information – Publication Scheme
- d) Compliments and Complaints Procedure
- e) Media Policy
- f) Grievance Procedure

All Policies and Procedures to be reviewed in January 2019.

12. Social Media and Email Policy

All members, with the exception of Cllr Barwick who was not present, signed to confirm that they had read and understood the Social Media and Email Policy.

Going forward, Members to sign at the Annual Statutory meeting (in May) that the policy has been read and understood.

Action: Clerk to arrange for Cllr Barwick to sign.

13. Parish Council Foundation Award

Resolved that:

- a) the Parish Council has achieved items 1-15 of the Foundation Level and that all documentation relating to these items can be found on the Parish Council website:
 - 1) Standing Orders and Financial Regulations
 - 2) Code of Conduct
 - 3) Publication Scheme
 - 4) The last Annual Return
 - 5) Transparent Information about Councils Payments
 - 6) A calendar showing all meetings
 - 7) Minutes
 - 8) Current Agendas
 - 9) The Budget and Precept Information
 - 10) Complaints Procedure
 - 11) Council Contact Details
 - 12) Action Plan
 - 13) Evidence of Consulting the Community
 - 14) Publicity Advertising Council Activities
 - 15) Evidence of Participating in Town and Country Planning

- b) the following items of the Foundation Level have been achieved:
- 1) A Risk Management Scheme
 - 2) Register of Assets
 - 3) Contracts for all members of staff
 - 4) Disciplinary and Grievance Procedure
 - 5) A Training Policy
 - 6) A record of all training
 - 7) The Clerk had achieved 12 CPD points in the last year.

Proposed Cllr Scott, seconded Cllr Young. Unanimously agreed.

14. Wi-Fi

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

15. Tiptree Neighbourhood Forum

The minutes of the Neighbourhood Forum meeting held on 27th November 2017 were received and noted.

The Chairman advised the next meeting would be held in March.

Action: Item to be included on the agenda for the February meeting for members to suggest items that they would like the Chairman to raise on behalf of the Parish Council.

16. Police

Police Reports

The Police reports were received. It was noted there were two incidents reported for Tolleshunt D'Arcy:

- 02/12/17 – Maldon Road – Burglary
- 14/12/17 – Tollesbury Road – Attempted burglary

It was also noted there had been a number of thefts from vehicles in Tollesbury.

Action: Clerk to publish information on the Parish Council Facebook page to raise awareness.

18 Correspondence

Tolleshunt D'Arcy St Nicholas School PTFA

The letter of thanks from the PTFA for the £100 donation was received and noted.

19. Administration

Items outstanding from the previous meeting

Rookery (pavement cleaning/tree cutting) – The Clerk reported that she had received an email from Essex County Council regarding the trees. They have advised that an inspector visited the location on 27 August 2017, during this inspection the inspector did not note any safety issues with the Trees at the site. There Tree Team will only undertake works if there is a health and safety requirement and although they understand that trees can be viewed as a nuisance because of leaf fall, bird droppings, seed drop, shading, branch overhang and honeydew deposition (secretions from aphids feeding on foliage). Long term solutions for such perceived problems are difficult, if not impossible to remedy, short of removing a tree. With many tree species, problems can be exacerbated or worsened by pruning works e.g. the shading from subsequent denser regrowth can be worse than shading prior to pruning. If the Parish Council feels that the issue has deteriorated further since the last inspection, they are able to report this to ECC for an ad-hoc inspection to be carried out or it can be reported this via the online reporting tool.

Village Hall Survey – The Clerk advised she had emailed the final proof of the survey out to Councillors and if there are any concerns they should be raised by Friday 5th January 2018, otherwise the Clerk would instruct Sue Sheppard to proceed with the printing/distribution.

The surveys will be sent out on Thursday 18th January with the deadline date for responses Friday 2nd March 2018. The data can then be collated for a report to be available at the end of March.

Defibrillator – Meeting to be arranged between Cllr Young and the Clerk to discuss arranging fundraising events.

Dead Trees – Recreation Ground – Cllr Munson reported that he had not heard from Bonz and the Maldon District Council Tree Officer had now left.

Action: Clerk to chase up with Bonz.

20. Representative Reports

a) Burial Ground

Action: Clerk to carry out a review of the Burial Ground fees and submit proposal to the Council at the next meeting.

b) Recreation Ground

i) Monthly Inspection Report

The monthly inspection report dated 5th December 2017 was received.

The following items were noted:

- Damage to back fence. The Chairman advised the Clerk had written to the house owner but to date there had been no reply.

Action: Clerk to make further contact with the house owner.

- Play equipment – Clerk to chase Matt Wilson, Maldon District Council, to seek confirmation when the repairs were carried out and the structure was safe following the damage caused by their machinery when cutting the grass.

Cllr Munson reported the toilet door in the pavilion required rehangng and repairs to the frame.

Action: Cllr Munson to forward contact details of a tradesman who would be able to carry out the repairs.

Cllr Cook advised that the guttering required replacing on the Pavilion:

Action: Cllr Cook to obtain quotations for consideration by the Council.

Action: Clerk still to obtain quotation for an expander to be placed in the copper pipes.

c) Highways Matters

The following issues were raised:

- several potholes outside the Church
- a dip in Tollesbury Road
- Road sign knocked over – Beckingham Road

Action: Cllr Cook to report to Highways.

Cllr Munson stated that there was an issue with vehicles speeding on the five approach roads to the village and suggested that the signage was moved.

It was agreed that the services of the Community Protection Officers could be used to help identify the issue. It was suggested that the Community Protection Officers were invited to the Annual Parish Assembly to give a presentation.

Action: Clerk to contact Adrian Rayner, Maldon District Council.

d) Website/Facebook Updates

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

21. Community Concerns

Cllr Cook advised that the flooring which had been repaired in the Village Hall required painting.

Action: Clerk to contact Martin Smith who carried out the repairs.

Cllr Young advised that she would be attending a coffee morning organised by the RCCE.

Cllr Young asked for an update on the Four T's project.

Cllr Bamford advised that the project was progressing and would be amalgamating with Health and Wellbeing.



Items for the next agenda:
Annual Assembly
Co-option of New Member
Footpaths
Speed Limits
Village Consultation

22. Date of the next Meeting

The next Parish Council meeting will be held on:
Monday 29th 2018 - Full Council Meeting (7.30pm)

Action: Clerk to circulate meeting schedule for 2018.

The Chairman closed the meeting at 9.36pm.

Signed.....

Date: 1 Feb 2018.....