

Present: Cllrs Barwick, Brown, Dorman, Henderson, Munson, Scott

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. Apologies for Absence

There were no apologies for absence, all Councillors were presented.

There were apologies for absence from District Councillor Thompson.

3. Declarations of Interest

There were no declarations of interest disclosed.

4. District Councillors

There were no District Councillors present.

5. Public Forum

A resident whose property backs onto the Recreation Ground reported that the grass between the path and the boundary, which her property backs onto, was not being cut by the Contractor. The resident's husband had cut the grass and they had put down a small paved area outside their gate which gives access to the Recreation Ground. The resident would be happy to maintain this area going forward.

Action: Clerk to report to Contractor that the grass between the path and boundary is not being cut.

The resident's husband had also cut/strimmed around the car park area and reported there was a large pothole which required attention.

Action: Clerk to chase up the repairs to the pothole which had been agreed at a previous meeting.

The resident left the meeting.

A resident gave an overview of the planning application for 17 D'Arcy Way.

It was agreed to bring forward Agenda item 9, Planning Applications, next.

9. Planning

Applications:

- WTPO/MAL/19/00537 PP07840925

Lime (T6) - fell, Oak (T3) - Crown reduce by 3 metres and remove deadwood,

Elm Trees x 3 (TG2) - Fell, Horse Chestnut (T4) – Repollard

17 D'Arcy Way Tolleshunt D'Arcy Essex CM9 8UD

Resolved: to recommend approval of this Planning Application. Unanimously agreed.

Councillors expressed concern that a number of healthy trees were being approved for removal and would like clarification on the new Planning Policies for trees as this appears to be an issue throughout the District.

Action: Clerk to raise concerns with Maldon District Council.

The resident left the meeting.

- FUL/MAL/19/00594 PP-07852456
Change of use of land to accommodate four holiday lodges and associated operational development
Land at Venn Farm Tudwick Road Tiptree Essex
Resolved: by Majority to recommend refusal of this Application on the following grounds:

- Safety concerns regarding access to the site
- Doubts with viability of proposal (no evidence of market research to demonstrate a demand for this facility in this location) leading to concerns regarding the ultimate occupancy of the lodges
- Sustainability.
- Policies regarding building in the countryside.

6. Minutes

Minutes 23rd May 2019

Resolved: that the Minutes of the Parish Council Meeting held on 23rd May 2019 be approved as a true record of the Meeting. The Chairman signed the Minutes. Unanimously agreed.

7. Finance

7.1 Monthly Financial Report

The Financial Reports were presented to the Council.

Councillors received the following monthly Financial Reports:

Bank Reconciliation – Closing balance of £40,388.15 as at 31st May 2019

Expenditure to date – Budget £30,159 – Actual £5,297

Income to date (including Precept (£20,530) £23,530 – Actual £20,630

Earmarked Funds – Closing Balance - £7,642.11

The Clerk reported:

- Payment received from Maldon District Council for £20,530.24 for the 2019/20 precept.

The Chairman signed the Reports.

7.2 Payments

Items for payment totalling £1,870.81 were presented for approval.

Resolved: to approve payments. Unanimously agreed.

8. Internal Auditor

8.1 Internal Auditors Report and Recommendations

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

1. Annual Return

Resolved: to declare Tolleshunt D'Arcy Parish Council as exempt from a Limited Assurance Review. Unanimously agreed.

The Chairman signed the Certificate of Exemption on behalf of the Parish Council.

2. Clerk's Contract of Employment

Resolved: to amend the Clerk's Contract of Employment to include the duties of the Burial Clerk. Unanimously agreed.



3. Sole Trustees

The Parish Council confirmed they were the Sole Trustee of Tolleshunt D'Arcy Village Hall and had met its responsibilities as a Trustee for 2018/19. As at 1st April 2019, the Parish Council is no longer the Sole Trustee for Tolleshunt D'Arcy Village Hall.

Overall the Parish Council were pleased with the contents of the Report.

8.2 Effectiveness of Internal Audit

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

9. Planning

Planning Decisions

Planning Decisions received from Maldon District Council:

- FUL/MAL/19/00287 – Land Adjacent 86 Tollesbury Road – **Refused**

Planning Decisions from the Planning Inspectorate:

- None received.

10. Training

Following the last Meeting, the Clerk had recirculated the Training Calendar.

There were no requests for training.

11. Tolleshunt D'Arcy Village Hall

11.1 To receive update from Cllr Barwick on the Village Hall Rebuild Project

Cllr Barwick reported the following:

- The new bank accounts are to be opened.
- Surveys of the land are currently being carried out.
- The Big Picnic, fundraising event, is being held on Saturday 6th July 2019, after the Horticultural Show. Tickets are still available.

11.2 Ownership of Tolleshunt D'Arcy Village Hall

Cllr Munson reported that he had requested that ownership of the Village Hall was included on the Agenda as he felt that the Parish Council should support the Village Hall.

The Chairman reiterated his response from the two previous meetings, as Custodian Trustee the Parish Council only had responsibility to hold the deeds and were required to deal with them as required by the Managing Trustee. Following the last meeting, the Chairman had recirculated the documents providing information on the role of Custodian Trustees.

Cllr Munson made some suggestions regarding tracing the deeds of the Village Hall.

The Chairman stated the Village Hall is not the responsibility of the Parish Council and should Cllr Munson have any ideas or suggestions he should approach the Managing Trustees independently.

The Chairman stated that the Parish Council continues to be very supportive of the Village Hall.

11.3 Keys for Tolleshunt D'Arcy Village Hall

The Chairman reported that the Managing Trustees are happy for two keys to the back hall to be held by the Parish Council. The Chairman requested that should Parish Councillors hold any keys to the building they are to be returned to the Managing Trustees via the Parish Clerk.

12. Maldon District Council – Community Protection Officers (CPOs)

12.1 Service Level Agreement

Resolved: to enter into a Service Level Agreement with the Maldon District Council Community Protection Officers for 2 hours per months @ £32.44 + VAT per hour. The Service Level Agreement will run from 1st April 2019 – 31st March 2020. Unanimously agreed.

The Chairman signed the agreement on behalf of the Parish Council.

12.2 Community Protection Officers Reports

The Reports for April and May were received and noted.

During the CPOs Patrols in April and May, 26 drivers were captured with the TruCam for speeding.

13. Newsletter

The Chairman advised as part of the criteria to achieve the next level of the Local Council Awards, the Parish Council must produce a Newsletter and suggested that the Parish Council purchase the same software currently being used by Maldon District Council to produce their Newsletter.

Resolved: to purchase PagePlus X9 publishing software to produce a quarterly Tolleshunt D'Arcy Newsletter costing £19.30. Unanimously agreed.

14. Correspondence

14.1 Tiptree Parish Council – Neighbourhood Plan

Action: Clerk to respond to Tiptree Parish Council to advise that the Parish Council is supportive of their Neighbourhood Plan and were pleased to note that Tiptree wish to restrict development to the West and North-West of Tiptree.

15. Police

15.1 Police Reports

The were no Police Reports received from Maldon District Council

16. Administration

Good Councillors Guide – The updated Guide was distributed to Councillors.

17. Representative Reports

17.1 Burial Ground

17.1.1 Update from Cllrs Brown, Henderson and Scott

There were no issues to report. It was noted that the weeds on the path had been sprayed.

17.2 Recreation Ground

17.2.1 Update from Cllrs Brown, Dorman and Munson

Cllr Munson expressed thanks to Cllr Brown for carrying out temporary repairs to the lock on the Pavilion.

Resolve: Cllr Brown to purchase a replacement lock for £65.00. Unanimously agreed.

Cllr Dorman raised the issue of graffiti on the fence on the path leading to the Recreation Ground. The Chairman advised that this fence was not the responsibility of the Parish Council and the graffiti had been reported to the owner of the fence.

17.2.2 Monthly Play Equipment Inspection Report

The Monthly Inspection report dated 11/06/19 was received and noted.

17.2.3 Quotation – Horse Rider

Resolved: to accept the quotation from Playquip Leisure for £369.78 + VAT to carry out repairs to the Horse Rider play/gym equipment. Unanimously agreed.

17.2.4 Fencing between the Recreation Ground and Tolleshunt D’Arcy School

Tolleshunt D’Arcy School had responded to the Parish Council and advised that unfortunately they were not in a financial position to contribute to new fencing between the Primary School and the Recreation Ground.

Three quotations were received as follows:

	Gamart Engineering	Jackson Fencing	Danbury Fencing
1.2m High	£4,200.00	£3,625.96	£3,520.12
1.5m High		£3,742.44	£3,837.50
1.8m High		£4,082.01	£4,249.78

All prices exclusive of VAT.

The Clerk advised the quotations from Gamart Engineering and Danbury Fencing included the removal and disposal of the existing fence. Danbury also offer to remove rubbish/post hole spoils for an additional £80 plus VAT.

Resolved: to accept the quotation from Danbury Fencing for the 1.8m high fencing at £4,249.78 plus VAT plus an additional £80.00 + VAT for removal of rubbish/post hole spoils. Unanimously agreed.

17.2.5 Replacement/Repair of Patio Area – Pavilion

Resolved: to ratify decision to accept quotation from B Sayer for £105 to replace/repair patio area outside the Pavilion prior to the Village Fete. Unanimously agreed.

17.2.6 Strim/Tidy Around Play Area and Pavilion

Resolved: to ratify decision to accept quotation from L Aldridge for £90 to strim/tyd around the play area and Pavilion prior to the Village Fete. Unanimously agreed.

17.3 Highway/Footpaths

17.3.1 Update from Cllr Henderson

Cllr Henderson reported the issues raised at the previous meeting had been addressed with the exception of the Bridleway in Grove Farm Road.

Action: Clerk to write to property owner to request that visitors do not park their vehicles across the Bridleway restricting access for other users.

Cllr Henderson reported that the litter bin had not yet been installed at the Harvesters.

Action: Clerk to chase up with Maldon District Council.

17.3.2 Essex County Council Footway Repair Scheme

The email from Cllr Durham regarding the Essex County Council Footway Repair Scheme was received and noted.

Action: Cllr Henderson to submit information of Footways in need of repair to the Clerk by 1st July 2019.

17.4 Highways/Road Safety Initiative

Cllr Scott reported that Cllr Henderson, the Parish Clerk and Terry Young had met with Tom Eng, Assistant Highways Liaison Officer – Essex County Council, to discuss traffic/speeding issues in the Village.



Surveys of some of the roads leading in the Village will need to be carried out and an application will need to be submitted to the Local Highways Panel.

The goal is to extend the 30mph zones and reduce some roads from a 60mph to a 40mph then to 30mph. It is also hoped to extend the 30mph zone in Chapel Road beyond the Riding Stables.

The Parish Council confirmed they were in full support of the initiative.

17.5 Website / Facebook Updates

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

18. Community Concerns – Information Exchange/Next Agenda Items

Cllr Scott reported:

- A resident had indicated via Social Media that they would be able to install CCTV at the Pavilion at cost price.

Action: Cllr Barwick to obtain a quotation for consideration at the next meeting.

Cllr Brown reported:

- It has been brought to his attention that the planters on the grass area opposite Ruby's were in need of replacement.

Action: Cllr Henderson to look into further.

19. Date of the next Meeting

The next Parish Council Meeting will be held on:
Tuesday 30th July – Full Council Meeting – 7.30pm

The Chairman closed the Meeting at 9.15pm.

Signed.....

Date:.....30 July 2019