

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

In the Chair: Cllr Smith

Clerk: Michelle Curtis

Also Present: District Councillor Thompson

1. Welcome

The Chairman welcomed everyone to the Meeting.

The Chairman took the opportunity to reflect on the sad passing of Jeffery Andrews. Jeff had previously served as Chairman of Tolleshunt D'Arcy Parish Council and was very active in the community making significant contributions to the Parish and the Village. He will be sadly missed.

2. Apologies for Absence

There were apologies for absence from Cllr Barwick.

3. Declarations of Interest

There were no declarations of interest disclosed.

4. District Councillors

Cllr Thompson advised there was no new information to report.

5. Public Forum

A resident advised she was the Parish Clerk to neighbouring Parishes and was interested to hear what Tolleshunt D'Arcy Parish Council were doing regarding the website.

It was agreed to move to item 14.4.2 next on the agenda.

14. Website

14.4 Website / Facebook Updates

14.4.2 Parish Council Website

The Clerk reported following the last Meeting she had trialled the free website service provided by BT and would not recommend using the service for the Parish Council website. The system kept on freezing and it would not upload all the documents. The Clerk was unsure whether there were restrictions on uploads to the website as the service was free.

The Clerk advised she had attended the Maldon District Council Parish Clerk Forum and sought advice from other Clerks who were in the process of getting/looking for new websites to replace essexinfo.

Woodham Walter had created their own website using WordPress and had managed to get their hosting package, domain and email addresses for approx. £50 per annum. The GeneratePress Theme would also be required as this was compatible with Accessibility requirements. The Clerk at Woodham Walter advised that with some IT help from some Councillors she was able to get the website up and running and this took her approx. an additional 30 hours work.

The Clerk advised she had contacted TSOHost, provider used by Woodham Walter, and they advise the cost would be approx. £45 per annum for hosting, domain and email addresses. There would be an additional charge for the GeneratePress Theme of approx. £30.

The Clerk reported that she had contacted the EALC to ask if they would consider providing WordPress Training. The EALC advised they were looking into this.

Cllr Thompson reported that she had been in contact with the IT Department at Maldon District Council to see if they could provide WordPress Training and was awaiting a response.

Resolved: to proceed with TSOHost provider, provide the Clerk with adequate WordPress Training, GeneratePress Theme and pay the Clerk additional hours to set-up the website.

6. Minutes

Minutes 29th October 2019

Resolved: that the Minutes of the Parish Council Meeting held on 29th October 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 £28,514.85 as at 31st October 2019
Expenditure to date – Budget £30,159 – Actual £18,166
Income to date (including Precept (£20,530) £23,530 – Actual £22,853
Earmarked Funds – Closing Balance - £7,452.55

The Chairman signed the Reports.

7.2 Payments

Items for payment totalling £726.25 were presented for approval.

Resolved: to approve payments. Unanimously agreed.

8. Precept 2020/21

The Chairman presented the proposed budget for 2020/21.

Action: Councillors to submit any comments/suggestions regarding the proposed budget to the Clerk.

Action: Precept to be agreed at the first meeting in January.

9. Planning

9.1 Planning Applications and Decisions

– Planning Applications:

To consider Planning Applications from Maldon District Council including the following:

- **Application No:** FUL/MAL/19/00985 PP-08123928

Proposal: Proposed infill three bedroom dwelling

Location: Land Adjacent 41 D'Arcy Way Tolleshunt D'Arcy Essex

Resolved: Unanimously agreed to have no objection to the application but would like to raise the following concerns:

- Issues regarding parking in D'Arcy Way are an issue as raised the previous Planning Application for this site ref: FUL/MAL/18/00861.

– Appeals: None received.

– Planning Decisions: To note decisions made by Maldon District Council.

- TCA/MAL/19/00854 – 10 Kelvedon Road – **Approved**
- TCA/MAL/19/00891 – 21 Tollesbury Road – **Approved**



- FUL/MAL/19/00473 - Heath Farm Bungalow Grove Farm Road - **Refused**

– **Planning Appeals:** None received.

10. Training

There were no requests for training.

11. Tolleshunt D'Arcy Village Hall

As Cllr Barwick was not present at the Meeting, the Chairman reported the following:

- The Village Hall Management Committee (VHMC) had been successful in getting some funding towards replacement fire alarms.
- Volunteers had replaced the floor in the main hall and had also painted the reception area and back hall.

Cllr Dorman reported:

- The VHMC would be applying to the National Lottery for funding.

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

The Report for October was received and noted.

During the CPOs Patrols in October, a total of 18 drivers were captured with the TruCam for speeding.

13. Administration

Highways

The Clerk reported that Essex County Council had carried out Road Surveys on Tollesbury Road, Kelvedon Road, Chapel Road and Beckingham Road.

The survey requested for Maldon Road/Church Street had not been included and a request had been submitted to have this completed as soon as possible.

The Clerk advised that she once she has the reports from the surveys, she will distribute to the Road Safety Initiatives Working Group and the Parish Council.

14. Representative Reports

14.1 Burial Ground

14.1.1 Update from Cllrs Brown, Henderson and Scott

It was reported that the Burial Ground was looking good. The hedges had been cut back.

Cllr Henderson advised that she had scrubbed the gate but it will need attention/repainting in the Spring.

14.2 Recreation Ground

14.2.1 Update from Cllrs Brown, Dorman and Munson

There were no issues to report.

14.2.2 Monthly Play Equipment Inspection Report

The Monthly Inspection report dated 22/11/19 was received and noted.

The Chairman reported the following:

- The undergrowth around the trees is coming back.
- He was concerned with the ongoing maintenance to the fence around the play area. He had carried out a number of repairs replacing panels and suggested that the Parish Council may need to consider alternative fencing. The gate had also been broken again.

Cllr Dorman stated that he would be happy to help carry out checks of the play equipment.

Action: The Chairman and Cllr Dorman to arrange to meet at the Recreation Ground to run through the equipment checking procedure.

14.2.3 Request for use of Recreation Ground

a) VHMC Fundraising Event –Saturday 5th September 2020

Councillors considered the request to use the Recreation Ground for a Music Festival/Jam Session and were happy to support the event but would like to raise the following:

- Public Liability Insurance needs to be in place for the event and a copy given to the Parish Clerk.
- Should bouncy castles etc be used at the event, a copy of their Public Liability Insurance must also be given to the Parish Clerk.
- The VHMC would need to carry out a Risk Assessment, again a copy should be given to the Clerk.
- The VHMC to notify the neighbouring residents of the event.
- The Church Fete is also being held on 5th September 2020 and would the VHMC consider changing the date.

b) Open Gardens – 27th and 28th June 2020

Councillors considered the request to use an area of the Recreation Ground for additional parking for the Open Gardens and granted permission. Councillors would like to request that the Open Gardens Organisers liaise with Cllr Dorman who is hosting the 'Strawberry Teas' event on 27th June 2020 raising funds for the Church.

14.3 Highway/Footpaths

14.3.1 Update from Cllr Henderson

Cllr Henderson advised there were no issues to report.

14.3.2 Essex County Council Highways

The Essex County Council Highways Highlights October 2019 was received and noted.

14.4 Website / Facebook Updates

14.4.1 Website/Facebook

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

15. Community Concerns – Information Exchange/Next Agenda Items

There were no Community Concerns.

Next Agenda:

- Precept 2020/21

16. Employment Matters

Resolved: to increase the Clerk's salary to SCP 35 (New SCP 28) with effect from 1st December 2019. To be reviewed November 2020.

17. Date of the next Meeting

The next Parish Council Meeting will be held on:
Tuesday 7th January 2020 – Full Council Meeting - 7.30pm

The Chairman closed the Meeting at 8.31pm.

Signed.....

Date: 17 November 2019