

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

**In the Chair:** Cllr Smith

**Clerk:** Michelle Curtis

**Also Present:** 3 Members of the Public

**1. Welcome**

The Chairman welcomed everyone to the meeting.

**2. Apologies for Absence**

There were no apologies for absence; all Members were present.

There were apologies for absence from District Councillor Thompson.

**3. Declarations of Interest**

Cllr Scott disclosed interests as follows:

- Personal interest regarding agenda item 10, planning application COUPA/MAL/21/00619, as he has a personal relationship with the applicant's brother-in-law.

**4. County Councillor and District Councillors**

There were no County or District Councillors present.

**5. Public Forum**

A resident spoke regarding the planning application, reference COUPA/MAL/21/00619, and explained that they would like to turn the family barn into dwellings.

It was agreed to move to item 10 next on the Agenda.

**10. Planning**

**Planning Applications and Decisions**

The Chairman pointed out that this item on the Agenda contained the word "including" and asked if members objected to this or its implication. There was no objection.

- **Planning Applications:**

**Application No:** TCA/MAL/21/00570 PP-09875514

**Proposal:** T1 Common Ash - Fell to ground level and grind stump and replant with a suitable species

**Location:** The Studio Darcy House 1 South Street Tolleshunt D'Arcy

**Resolved:** Unanimously agreed to recommend refusal of this application:

- The tree is a feature of the village.
- It is considered that there is a lack of care for the tree, and the Parish Council would suggest that there a TPO is applied to the tree.

**Application No:** COUPA/MAL/21/00619 PP-09898618

**Proposal:** Change of use of 2No. agricultural buildings into 2No. dwelling houses

**Location:** Spital Farm Station Road, Tolleshunt D'Arcy

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

**Application No:** HOUSE/MAL/21/00563

**Proposal:** Replacement outbuilding to rear of garden to provide gym and workspace incidental to use of main dwelling house.

**Location:** 25 Chapel Road Tolleshunt D'Arcy

**Resolved:** to not comment further on this application. Agreed by the majority.

– **Planning Appeals:**

The Chairman reported that Cllr Thompson had confirmed that the applicant for the amenity land in Festival Gardens had appealed. The Parish Council will be formally notified when an Inspector has been appointed.

– **Planning Decisions:**

HOUSE/MAL/21/00244 – 25 Chapel Road – Refused

HOUSE/MAL/21/00380 - Grove Cottage Tudwick Road - Refused

– **Planning Appeal Decisions:** None received

The members of the public left the meeting.

## 6. Minutes

### Minutes 25<sup>th</sup> May 2021

**Resolved:** The Minutes of the Parish Council Meeting held on 25<sup>th</sup> May 2021 be approved as a true and accurate record of the meeting. Unanimously agreed.

The Chairman signed the Minutes.

## 7. Finance

### 7.1 Monthly Financial Report

The Financial Reports were presented to the Council.

Councillors received the following monthly Financial Reports as of 31<sup>st</sup> May 2021:

Bank Reconciliation – a Closing balance of £58,651.91

Expenditure to date – Budget £25,014 – Actual £3,172

Income to date (including Precept (£21,515) £25,015 – Actual £21,675

Earmarked Funds – Closing Balance - £9,665.07

The Chairman signed the Reports.

### 7.2 Payments

Items for payment totalling £16,088.22 were presented for approval.

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

## 8. Internal Audit

### 8.1 Internal Auditors Report and Recommendations

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

#### 1. Credit/Debit Card

Following the suggestion by the Internal Auditor, at the previous Council meeting, members had agreed to provide a Unity Corporate Multipay Card for the Clerk to make purchases for items for the Parish Council.

## 2. Contract of Employment

**Action:** Clerk's Contract of Employment to be updated.

## 3. Website

The Clerk confirmed that the website would be fully compliant by 1<sup>st</sup> July 2021 with the Parish Council's accounts uploaded.

## 4. Assets

Assets to be reviewed before March 2022 in line with new requirements.

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

## 8.2 Effectiveness of Internal Audit

Councillors reviewed the Effectiveness of Internal Audit as prescribed in the 'Governance and Accountability' manual (Appendix B).

## 9. Unity Corporate MultiPay Card

### 9.1 Monthly Credit Limit

**Resolved:** to set the monthly credit limit of the Unity Corporate Multipay Card to £500. Unanimously agreed.

**Action:** Transactions to be monitored for six months and reviewed.

**Action:** Clerk to update the Financial Regulations for the new Unity Corporate Multipay Card

### 9.2 Single Transaction Limit

**Resolved:** to set the single transaction limit of the Unity Corporate Multipay Card to £500. Unanimously agreed.

**Action:** Transactions to be monitored for 6 months and reviewed.

## 11. Training

No training requested.

## 12. Code of Conduct

**Resolved:** to defer reviewing the Code of Conduct until the national template had been agreed. Unanimously agreed.

## 13. Anonymous Letter

Cllr Munson stated that the email he had personally received was unsigned, and the sender wished to remain anonymous, so the Parish Council should disregard the letter. Cllr Munson had circulated the body of the email to Councillors

**Resolved:** to accept that whilst not technically a complaint, the letter contained many serious and false accusations that members **refuted in the strongest possible terms**. Unanimously agreed.

## 14. Pavilion

**Resolved:** to agree on the proposed agreement between the Parish Council and Bee-Fit CM9 to rent the multi-purpose area for 3 years for £500 per month. The agreement will commence on Monday 5<sup>th</sup> July 2021, and due to the amount of work being carried out by Bee-Fit to bring the building up to spec, no rent would be charged for July and August. The Clerk would sign the agreement on behalf of Tolleshunt D'Arcy Parish Council. Unanimously agreed.

**Action:** Clerk to obtain a quotation for new doors at the front of the building.

## 15. Road Safety

Cllr Munson stated that there was concern from residents that there are speeding problems in the village and suggested that speed activated signs were installed.

**Action:** Cllr Munson to speak to neighbouring parishes who had these signs installed.

**Action:** Clerk to seek advice from Highways for the process and cost of such signs.

## 16. Police/Community Protection Officers (CPOs)

### 16.1 Police Report

There were no Police Reports received.

### 16.2 Community Protection Officers (CPOs)

The CPO Report for May 2021 was received and noted.

During the CPOs Patrols in May, there were a total of 9 drivers captured with the TruCam for speeding.

## 17. Administration

### 17.1 Maldon District Council

Received - Notification of consultation on the revised Statement of Community (SCI) Involvement 17<sup>th</sup> June – 29<sup>th</sup> July 2021.

### 17.2 Information from the Clerk

No new information to report.

## 18. Representative Reports

### 18.1 Burial Ground

#### 18.1.1 Update from Cllr Brown

Cllr Brown reported:

- The hedge needs a trim, and the weeds on the pathway need to be removed.

**Action:** Clerk to raise with MDC.

### 18.2 Recreation Ground

#### 18.2.1 Update from Cllr Dorman

Cllr Dorman reported:

- The wooden play structure requires treatment as it is deteriorating.

**Action:** Clerk to obtain a quotation for the wood to be treated.

- The Chairman reported that he had inspected the outdoor gym following the last meeting, and the equipment needs more attention than just a jet-wash. There are parts missing and rust on some of the equipment, and deterioration of the base.

**Action:** Quotation to be obtained for works to the gym equipment.

- The hedge on the path between the Village Hall and the Recreation Ground needs cutting back.

**Action:** Clerk to raise the concern with the resident.

**Action:** Clerk to obtain a quotation from Bonz to have the hedge cut back.

- From September, the Saturday team will no longer be playing their matches at the Recreation Ground.

- The Sunday team will consider changing their name to Tolleshunt D'Arcy, but this will not be possible for the coming season.

- During the previous week, MDC had cut the grass, but due to the grass's length, there were grass cuttings all over the pitch. The Chairman reported that he had raked some of the field the previous day, and the volunteers from the football team had been over at 7 am the next morning to help clear the area of grass cuttings ready for the horticultural show that weekend.  
Members expressed their gratitude to the Saturday footballers for their considerable efforts to remove the cuttings.  
**Action:** Clerk to find out when the next cut on the Recreation Ground is due. How many cuts are included in the contract and the cost for any additional cuts.

**18.3 Highway/Footpaths**

**18.3.1 Update from Cllr Henderson**

- Cllr Dorman reported that the vegetation was overhanging onto the footpath from the Rectory.  
**Action:** Clerk to raise with the resident.

**19. Community Concerns – Information Exchange/Next Agenda Items**

The Chairman reported:

- To achieve the next level of the Council Awards Scheme, the Parish Council is required to produce a newsletter. It is proposed that a newsletter is produced on a quarterly basis. Cllr Barwick had agreed to act as editor, and the first edition has been drafted.  
**Action:** Clerk to circulate a draft newsletter to Councillors for comment/approval before publishing.

**20. Date of the Next Meeting**

The next meeting of the Parish Council will be held on:  
**Tuesday 27<sup>th</sup> July 2021 – Full Council Meeting – 7.30 pm**

The Chairman closed the meeting at 8.50 pm.

Signed.....

Date:.....