

Present: Cllrs Brown, Ewing, Munson, Scott

In the Chair: Cllr Smith – Chairman

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 apologies for absence from Cllrs Barwick and Henderson.

3. Declarations of Interest

There were no declarations of interest disclosed.

4. County Councillor and District Councillors

There were no County or District Councillors present.

5. Public Forum

There were no comments from the members of the public.

6. Minutes

Minutes 29th March 2022

Resolved: The Minutes of the Parish Council Meeting held on 29th March 2022 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 monthly Financial Reports as of 31st March 2022.

Bank Reconciliation – a Closing balance of £29,441.90

Expenditure to date – Budget £25,014 – Actual £37,046

Income to date (including Precept (£21,515) £25,015 – Actual £27,013

Earmarked Funds – Closing Balance - £2,352.43 – Net Transfers -£6,367.15

The Chairman signed the Reports.

7.2 Payments

Items for payment totalling £1,780.26 were presented for approval.

Resolved: To approve payments. Unanimously agreed.

8. Asset Register

Councillors reviewed the Asset Register.

The value of the assets at the end of March 2022 was £222,936.31, an increase of £13,766.17 compared to March 2021 (purchase of a new table tennis unit, fencing around the play area, surfacing, noticeboards and defibrillator).

Resolved: to add any new items purchased to the insurance policy.

9. Risk Management

Councillors reviewed the Risk Assessment and Management Document.

The Clerk confirmed she had updated the review dates.

The only other change was as follows:

Assets – Play Area

Monthly safety checks had been removed. The Chairman explained that his qualification had expired during the Covid period. Monthly inspections will be added to the Risk Management Documents once they resume

Resolved: To accept the revised Risk Assessment and Management Document.
Unanimously agreed.

10. Accounts 2021/22

The Clerk presented the accounts for 2021/22.

Resolved: to approve the 2021/22 accounts, subject to internal audit. Unanimously agreed.

The Annual Governance and Accountability Return was completed as follows:

Section 1 – Annual Governance Statement 2021/22

Section 1 was completed and approved by the Council. This was signed by the Clerk.
To be signed by the Chairman as soon as possible.

Section 2 – Account Statements 2021/22

Section 2 was completed and signed by the Clerk, as the Responsible Financial Officer. To be signed by the Chairman as soon as possible.

11. Planning

Planning Applications and Decisions

– Planning Applications:

Application No: FUL/MAL/22/00090 PP-10539321

Proposal: Subdivision of the plot to create a new dwelling.

Location: Outbuilding Manor House 20 Kelvedon Road Tolleshunt D'arcy

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

– Planning Appeals: None received

FUL/MAL/21/01278 - Heath Farm Barn Grove Farm Road – Refused

TCA/MAL/22/00106 - Manor House 20 Kelvedon Road - Approved

– Planning Decisions:

HOUSE/MAL/22/00225 - 4 Margery Allingham Place - Approved

– **Planning Appeal Decisions:**

Appeal Ref: APP/X1545/W/21/3276774

Application No: FUL/MAL/20/00493

Proposal: Erection of 13No. Business & General Industrial Units (Use Classes B1b, B1c and B2), Office Block (Use Class B1a) and Cafe (Use Class A3), complete with related infrastructure including road, parking spaces, drainage, landscaping and ecological area

Location: Land to the South of Beckingham Business Park - Beckingham Street, Tolleshunt Major

Decision: Appeal Allowed

– **Tree Preservation Order:** None received

12. Training

There were no requests for training.

13. Council Award

The Clerk had circulated the requirements for the next level of the Local Council Award Scheme. All documentation is now in place and Cllr Barwick and the Clerk were congratulated for their hard work.

a) **Resolved:** that the Parish Council has achieved items 1-15 of the Foundation level and all documents can be found on the Parish Council website:

- Standing Orders and Financial Regulations
- Code of Conduct
- Publication Scheme
- The last Annual Return
- Transparent Information about Councils Payments
- A calendar showing all meetings
- Minutes
- Current Agendas
- The Budget and Precept Information
- Complaints Procedure
- Council Contact Details
- Action Plan
- Evidence of Consulting the Community
- Publicity Advertising Council Activities
- Evidence of Participating in Town and Country Planning

b) **Resolved:** that the following items of the Foundation Level have been achieved:

- A Risk Management Scheme
- Register of Assets
- Contracts for all members of staff
- Disciplinary and Grievance Procedure
- A Training Policy
- A record of all training
- The Clerk has achieved 12 CPD points in the last year.

- c) **Resolved:** that the Parish Council has achieved items 24 - 33 (below) of the Quality Standard Level and that all documentation relating to these items can be found on the Parish Council website:
- Draft minutes of all Council and committee meetings within four weeks of the last meeting
 - A Health and Safety policy
 - An Equality Policy
 - Councillor Profiles
 - A Community Engagement Policy facilitating two-way communication between the council and its community
 - Grant Awarding Policy
 - Evidence showing how electors contribute to the Annual Parish Meeting
 - An Action Plan that clearly responds to community engagement and sets out a timetable for action including dates for reviewing the action plan
 - Evidence of community engagement
 - Council activities
 - Promotion of the democratic processes
 - Annual report, online material, at least four news bulletins a year
 - Evidence of helping the community plan for the future
- d) **Resolved:** that the following items have been achieved for Quality Standard Level:
- A Scheme of Delegation
 - Addressed complaints received in the last year
 - At least two-thirds of its Councillors are elected
 - A printed Annual Report is distributed widely across the community
 - A qualified Clerk
 - A Clerk employed according to nationally agreed terms and conditions
 - A formal appraisal process for staff
 - A Training Policy
 - A record for all staff and Councillors

Proposed by Cllr Scott, seconded Cllr Ewing. Unanimously agreed.

14. **Parish Assembly**

Items raised at the Annual Assembly:

- First Responders
- Grass verge Tollesbury Road
- Gates to the entrance of the village
- Speeding

Councillors considered the items and responded as follows:

First Responders - The Parish Council would be happy to facilitate a meeting with the volunteers who had come forward and a member of Mersea First Responders who had indicated they would be happy to talk through the process. The Parish Council would bring the group together but if progressed Tolleshunt D'Arcy First Responders would be independent of the Parish Council.

Action: Clerk to invite volunteers and the representative from Mersea to the Parish Council meeting on 31st May 2022.

Grass verge – As suggested by County Councillor Durham at the Annual Assembly, the Parish Council would apply to the Local Highways Panel to have the verge levelled off and tarmacked.

Action: Clerk to apply to the Local Highways Panel.

Gates – Councillors considered the suggestion and agreed that this would be explored further by the Parish Improvements Working Group.

Speeding – Several issues had been raised by residents. At the meeting County Councillor Durham had advised that Essex County Council are currently reviewing their Speeding Strategy. Councillors agreed that they would hold off submitting any applications to the Local Highways Panel with regards to speeding until the new strategy was in place.

15. Village Hall – Post Office

Resolved: Agreed by the majority to increase the grant for 2022/23 only from £2,000 to £2,500 to help cover the costs for the Outreach Post Office Facility.

The Parish Council would urge that the Village Hall Management Committee collect the £200 per annum rent from the Post Office which they previously agreed to pay.

16. Police/Community Protection Officers (CPOs)

16.1 Police Report

The Police Reports were received and noted.

16.2 Community Protection Officers (CPOs)

16.2.1 Patrol Reports

The CPO Report for March 2022 was received and noted.

During the CPOs Patrols in March, there were 7 speeding offences.

Maldon District Council had submitted a report for the outcome of TruCam patrols carried out between April 2021 and March 2022.

Conditional Offer – 5
Speed Awareness Course - 72
Court - 8
Total - 85

The Clerk reported that she had requested additional TruCam patrols on Kelvedon Road following the last meeting. When the CPOs went to carry out their patrols, they were unable to do so due to a large van being parked in the way. The CPOs have some concerns over the Kelvedon Road site with regards to its position and being too close to the start of the zone for the purposes of enforcement and the CPOs will review this with Essex Police. The Clerk had therefore requested that the CPOs return to their usual 2 hour monthly patrols and the patrols in Kelvedon Road will be reconsidered once the review had been carried out by the CPOs and Essex Police.

16.2.2 CPO Service Level Agreement 2022/23

Resolved: Unanimously agreed to enter into a Service Level Agreement 2022/23 for the services of the Maldon District Council CPOs at a rate of £35.94 per hour.

17. Administration

No new information to report.

18. Representative Reports

18.1 Burial Ground

18.1.1 Update from Cllr Brown

No issues to report.

18.2 Recreation Ground

18.2.1 Update on the Recreation Ground

It was reported:

- A tree on the school side boundary had fallen and was being held up by the trees in the Recreation Ground.
Action: Clerk to bring to the attention of the school.
- It was reported that the clearance of the vegetation of the boundary between the Recreation Ground and the School had been completed.
Action: Clerk to request that Maldon District Council keep the area cut back.
- The grass in the play area seems longer than the grass on the field.
Action: Clerk to find out whether both areas are cut at the same time.
- Halstead FC would no longer be playing at the Recreation Ground for the football new season (September 2022).

18.2.2 Pavilion

The email from Bee-Fit CM9 was received and noted.

Action: Clerk to seek clarification on when the proposed works were being suggested (Summer 2022 or Summer 2023) and confirmation of the costs for the work including labour.

18.3 Highway/Footpaths

18.3.1 Update from Cllr Henderson

Cllr Henderson was not present at the meeting.

19. Community Concerns – Information Exchange/Next Agenda Items

No issues were raised.

20. Date of the Next Meeting

The next meeting of the Parish Council will be held on:

Tuesday 10th May 2022 – Annual Statutory Meeting – 7.30 pm

The Chairman closed the meeting at 8.48 pm.

Signed.....

Date:.....