

TOLLESHUNT D'ARCY PARISH COUNCIL

www.tolleshunt-darcypc.org

Chairman: John Smith - 07505 008891

Clerk: Michelle Curtis, PO Box 13205, Maldon, Essex CM9 9FU

Tel: 07483 325853 email: clerk@tolleshunt-darcypc.org



Notice is hereby given that the meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on **Tuesday 3rd January 2023**, in the **Village Hall, Tollesbury Road**, commencing at **7.30 pm**, to which members of the Council are summoned for the transaction of the under-mentioned business.

M. Curtis

Michelle Curtis – Clerk to the Council

28th December 2022

Councillors: J Smith (Chairman), L Barwick (Vice-Chairman), J Brown, I Ewing,
M Henderson, G Munson, R Scott

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THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted however the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

AGENDA

1. Chairman's welcome

2. Apologies for Absence

To receive apologies for absence.

3. Declaration of Interest

Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests or Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

4. County and District Councillors

To receive information from County and District Councillors.

5. Public Forum

The Chairman will invite questions and observations from members of the public. A maximum time of **15** minutes will be allowed.

6. Parish Working Group

To receive a verbal update from the Parish Working Group.

7. Minutes

To receive and approve the Minutes of the Meeting held on 30th November 2022.

8. Finance

8.1 To receive and approve Monthly Financial Report as at 30th November 2022

8.2 To receive and approve Payments

9. Planning Applications and Decisions

9.1 Planning Applications

Applications are circulated to all Councillors with the agenda, for study ahead of the meeting. Planning documents are also available for everyone to view on the Maldon District Council website (www.maldon.gov.uk).

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

Application No: HOUSE/MAL/22/01233 PP-11756823

Proposal: Proposed erection of a two storey rear extension and reduction of the depth of the existing detached garage to suit.

Location: 20 Festival Gardens Tolleshunt D'arcy

Application No: HOUSE/MAL/22/01169 PP-11707922

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

Application No: HOUSE/MAL/22/01186 & LBC/MAL/22/01187 PP-11717405

Proposal: Single storey rear extension with addition of rooflights, a new canopy porch, internal alterations, erection of outbuilding and new gates to driveway.

Location: Darcy Cottage 3 South Street Tolleshunt D'arcy

9.2 Planning Decisions

To note decisions made by Maldon District Council

LDP/MAL/22/01068 - 20 Festival Gardens - Refused

TCA/MAL/22/01143 - 43 Church Street - Approved

9.3 Appeals

To receive notification of Planning Appeals from Maldon District Council

Appeal Ref: APP/X1545/W/22/3305866

Application Ref: 22/00090/FUL PP-10539321

Site Address: Outbuilding Manor House 20 Kelvedon Road Tolleshunt D'arcy

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

9.4 Planning Appeal Decisions

To note decisions made by the Planning Inspectorate

9.5 Tree Preservation Orders (TPO)

To note TPO's made by Maldon District Council

10. Training

10.1 To receive the 2023 Training Calendar from the EALC

10.2 To consider any training requests from the Clerk or Councillors

11. Community Initiatives Fund (CIF)

To receive the decision on the funding application to the CIF

12. External Audit

To receive notification of external auditor appointment for 2022/23 financial year for the 5 year period until 2026/27

13. 20s Plenty Speed Reduction Campaign

13.1 20s Plenty Campaign

To receive a verbal update from Cllr Scott on the 20's Plenty Campaign.

13.2 20s Plenty Promotion

To consider purchasing items (banners and stickers) for the 20s Plenty Campaign

14. Grounds Maintenance

To consider a quotation from Maldon District Council for the grounds maintenance in the parish commencing April 2023

15. Local Council Award

To receive notification of the Parish Councils application for the Quality Standard Local Council Award

16. Renaming of the Recreation Ground or Pavilion

To consider renaming the Recreation Ground or Pavilion after Queen Elizabeth II.

17. Dog Fouling

To receive a letter of complaint from a resident regarding dog fouling near the bottom of Harvesters

18. Police/Community Protection Officers (CPO)

18.1 Police Reports

To receive Police Reports (confidential)

18.2 Community Protection Officers (CPOs)

To receive the CPO report for November 2022

19. Administration

To receive information from the Clerk – update on current and ongoing matters

20. Representative Reports

20.1 Burial Ground

20.1.1 To receive a verbal update from Cllr Henderson

20.2 Recreation Ground/Pavilion

20.2.1 To receive a verbal update from Cllr Brown

20.3 Public Rights of Way

20.3.1 To receive a verbal update from Cllr Henderson

20.4 Road Safety/Highway

20.4.1 To receive a verbal update from Cllr Munson

21. Community Concerns

To receive information only or note future agenda items

22. Date of the Next Meeting

Next meeting to be held on:

Tuesday 31st January 2023 – Full Council Meeting – 7.30 pm- Village Hall

Date: 14/12/2022

Tolleshunt Darcy Parish Council

Page 1

Time: 16:00

**Bank Reconciliation Statement as at 30/11/2022
for Cashbook 1 - Current Bank A/c**

User: MICHELLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Bank	30/11/2022		39,746.60
			<u>39,746.60</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/11/2022 ONLINE Michelle Curtis		474.70	
30/11/2022 ONLINE H M Revenue & Customs		117.20	
30/11/2022 ONLINE Lenny Aldridge		40.00	
30/11/2022 ONLINE Tollesbury Parish Council		60.00	
30/11/2022 ONLINE British Telecom		32.41	
			<u>724.31</u>
			39,022.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,022.29
		Balance per Cash Book is :-	39,002.29
		Difference is :-	20.00

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Elections	100.00		100.00
321 EMR Parish Improvements	825.78	180.00	1,005.78
322 EMR Recreation Ground	11.25	5,000.00	5,011.25
323 Unallocated	296.57		296.57
324 EMR Burial Ground	1,103.83		1,103.83
325 EMR Maypole	15.00		15.00
	<u>2,352.43</u>	<u>5,180.00</u>	<u>7,532.43</u>

Detailed Receipts & Payments by Budget Heading 30/11/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	21,514	21,514	0			100.0%	
1990 Other Income	4,550	6,000	1,450			75.8%	
Income :- Receipts	<u>26,064</u>	<u>27,514</u>	<u>1,450</u>			<u>94.7%</u>	<u>0</u>
Net Receipts	<u>26,064</u>	<u>27,514</u>	<u>1,450</u>				
<u>110 Administration</u>							
4070 Payroll Processing	0	80	80		80	0.0%	
4080 Training	75	300	225		225	25.0%	
4090 Bank Charges	60	72	12		12	83.3%	
4100 Audit Fees	375	375	0		0	100.0%	
4120 Subscriptions & Memberships	938	770	(168)		(168)	121.8%	
4130 Insurance	1,607	1,500	(107)		(107)	107.1%	
4140 Stationery	12	0	(12)		(12)	0.0%	
4150 Postage	0	10	10		10	0.0%	
4160 Telephone & Broadband	217	360	143		143	60.2%	
4170 Website	20	200	180		180	10.2%	
4180 Office Equipment	622	0	(622)		(622)	0.0%	
4190 Office Allowance	208	312	104		104	66.7%	
4200 Grants & Donations Paid	60	2,500	2,440		2,440	2.4%	
4210 Section 137 Expenditure	100	0	(100)		(100)	0.0%	
4230 CPOs	431	880	449		449	49.0%	
4500 Hall Hire	250	700	450		450	35.7%	
4990 Sundries	207	100	(107)		(107)	206.5%	
Administration :- Indirect Payments	<u>10,021</u>	<u>15,409</u>	<u>5,388</u>	<u>0</u>	<u>5,388</u>	<u>65.0%</u>	<u>0</u>
Net Payments	<u>(10,021)</u>	<u>(15,409)</u>	<u>(5,388)</u>				
<u>130 Amenities</u>							
4300 Defibrillator	261	400	139		139	65.1%	
4310 Grass/Hedge/Tree cutting	1,270	3,000	1,730		1,730	42.3%	
Amenities :- Indirect Payments	<u>1,531</u>	<u>3,400</u>	<u>1,869</u>	<u>0</u>	<u>1,869</u>	<u>45.0%</u>	<u>0</u>
Net Payments	<u>(1,531)</u>	<u>(3,400)</u>	<u>(1,869)</u>				

Detailed Receipts & Payments by Budget Heading 30/11/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>135 Burial Ground</u>							
1350 Burial Ground Income	2,140	2,000	(140)			107.0%	
Burial Ground :- Receipts	<u>2,140</u>	<u>2,000</u>	<u>(140)</u>			<u>107.0%</u>	<u>0</u>
4360 Water	55	70	15		15	78.0%	
4370 Maintenance	2,391	100	(2,291)		(2,291)	2390.9%	
Burial Ground :- Indirect Payments	<u>2,446</u>	<u>170</u>	<u>(2,276)</u>	<u>0</u>	<u>(2,276)</u>	<u>1438.5%</u>	<u>0</u>
Net Receipts over Payments	<u>(306)</u>	<u>1,830</u>	<u>2,136</u>				
<u>140 Pavilion</u>							
4360 Water	437	400	(37)		(37)	109.1%	
4370 Maintenance	264	1,000	736		736	26.4%	
4400 Electricity	1,173	600	(573)		(573)	195.5%	
Pavilion :- Indirect Payments	<u>1,874</u>	<u>2,000</u>	<u>126</u>	<u>0</u>	<u>126</u>	<u>93.7%</u>	<u>0</u>
Net Payments	<u>(1,874)</u>	<u>(2,000)</u>	<u>(126)</u>				
<u>145 Rec Ground</u>							
1450 Pitch Fees	0	250	250			0.0%	
Rec Ground :- Receipts	<u>0</u>	<u>250</u>	<u>250</u>			<u>0.0%</u>	<u>0</u>
4370 Maintenance	420	500	80		80	84.0%	
4550 Play Equipment	2,700	3,000	300		300	90.0%	
Rec Ground :- Indirect Payments	<u>3,120</u>	<u>3,500</u>	<u>380</u>	<u>0</u>	<u>380</u>	<u>89.1%</u>	<u>0</u>
Net Receipts over Payments	<u>(3,120)</u>	<u>(3,250)</u>	<u>(130)</u>				
<u>155 Streetlighting</u>							
4370 Maintenance	0	100	100		100	0.0%	
Streetlighting :- Indirect Payments	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0.0%</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(100)</u>	<u>(100)</u>				
<u>160 Projects</u>							
4610 Parish Improvements	320	500	180		180	64.0%	320
4620 Rec Ground	0	5,000	5,000		5,000	0.0%	
Projects :- Indirect Payments	<u>320</u>	<u>5,500</u>	<u>5,180</u>	<u>0</u>	<u>5,180</u>	<u>5.8%</u>	<u>320</u>
Net Payments	<u>(320)</u>	<u>(5,500)</u>	<u>(5,180)</u>				
6000 plus Transfer from EMR	320						
Movement to/(from) Gen Reserve	<u>0</u>						

Detailed Receipts & Payments by Budget Heading 30/11/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	28,204	29,764	1,560			94.8%	
Payments	19,311	30,079	10,768	0	10,768	64.2%	
Net Receipts over Payments	<u>8,893</u>	<u>(315)</u>	<u>(9,208)</u>				
plus Transfer from EMR	320						
Movement to/(from) Gen Reserve	<u>9,213</u>						

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 9th December 2022



LDP/MAL/22/01068 Tolleshunt D'Arcy

Claim for lawful development certificate for a proposed erection of a two storey rear extension and reduction of the depth of the existing detached garage to suit.

20 Festival Gardens Tolleshunt D'arcy Essex CM9 8TX

(UPRN - 100090559195)

Mr and Mrs L Burgess

REFUSE for the following reason:-

The works to the garage would not fall within the tolerances of Class E of Part 1, of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), and therefore would be permitted development.

Officer: Jade Elles

Dated : 08/12/2022

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 23rd December 2022



TCA/MAL/22/01143 Tolleshunt D'Arcy
T1 Oak (Quercus robur) - Whole crown reduction by 2-3m.
43 Church Street Tolleshunt D'arcy Essex CM9 8TS
(UPRN - 010000234367)
Miss Emily Wood - Place Services - ECC

ALLOWED TO PROCEED

Officer: Jade Elles
Dated : 16/12/2022

1 December 2022



Owner/Occupier

Reference: 22/00090/FUL
Planning Officer: Lisa Greenwood

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 78**

Site Address: Outbuilding Manor House 20 Kelvedon Road Tolleshunt D'arcy
Proposal: Subdivision of the plot to create a new dwelling.
Application Ref: 22/00090/FUL PP-10539321
Appellants Name: Mr and Mrs Smee
Appeal Ref: APP/X1545/W/22/3305866
Appeal Start Date: 28 November 2022

I refer to the above details. An appeal has been made to the Secretary of State against the Council's decision to refuse to grant planning permission.

The appeal will be determined on the basis of **written representations**. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to make comments, or modify/withdraw your previous representation, you can do so on the Planning Inspectorate website at <https://acp.planninginspectorate.gov.uk> or by emailing **east1@planninginspectorate.gov.uk**. If you do not have access to the internet, you can send **three** copies to:

Stephen Bartle
The Planning Inspectorate
Room 3B Eagle Wing
Temple Quay House
2 The Square
Bristol
BS1 6PN

All representations must be received by 2 January 2023. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

The appeal documents are available to view on our website www.maldon.gov.uk.



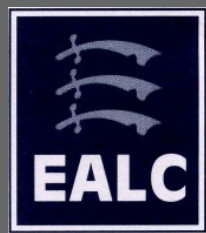
Guidance on taking part in planning appeals is available from
<https://www.gov.uk/topic/planning-development/planning-permission-appeals>

When made, the decision will be published on the Planning Inspectorate website
<https://acp.planninginspectorate.gov.uk>.

Yours faithfully

A handwritten signature in black ink, appearing to read 'ML', is positioned above the printed name.

Matt Leigh
Lead Specialist Place



ESSEX ASSOCIATION OF LOCAL
COUNCILS

2023 Training Calendar

Courses, Briefings,
Workshops & Forums

Date		Month	Half/Whole	Tutor	Course Location	Price + VAT
		January 2023 *Courses, Briefings, Workshops & Forums*				
19 th	Thursday 2023	Clerk Forum	10.00am – Midday	Charlene Slade & Pearl Willcox	Zoom	FREE
24 th	Tuesday	Election Briefing – please see flyer for booking instructions on website	10.00am – Midday	Phil Hardy	Zoom	£45.00
26 th	Thursday	Evening Election Briefing – please see flyer for booking instructions on website	7.00am – 9.00pm	Phil Hardy	Zoom	£45.00
		February 2023 *Courses, Briefings, Workshops & Forums*				
2 nd	Thursday	Council Finance	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	£70.00
8 th	Wednesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£90.00
9 th	Thursday	Understanding the Annual Meetings & Annual Report & Newsletter Course	10.00am – 3.30pm	Karen Kuderovitch	Office	£90.00
20 th	Monday	Councillor Training Day 2 Modules 3&4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£90.00
21 st	Tuesday	Election Briefing – please see flyer for booking instructions on website	10.00am – Midday	Phil Hardy	Zoom	£45.00
21 st	Tuesday	Evening CiLCA Introductory Stand Alone Compulsory Module – Commencement of Group 5	7.00pm – 9.00pm	Kelly Holland	Zoom	£25.00
22 nd	Wednesday	Roles & Responsibilities Core Course required for new Clerks & CiLCA	10.00am – 1.00pm	Sarah Gaeta	Office	£70.00

		qualification				
23 rd	Thursday	Introduction to Planning Briefing Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Adriana Jones	Zoom	£70.00
27 th	Monday	Evening Election Briefing – please see flyer for booking instructions on website	7.00pm – 9.00pm	Phil Hardy	Zoom	£45.00
28 th	Tuesday	**New Course for 2023** Function of Committees & Delegated Powers	10.00am – 1.00pm	Suzanne Walker	Office	£70.00
		March 2023 *Courses, Briefings, Workshops & Forums*				
		Evening CiLCA – Commencement of Group 5 Session dates to be confirmed with tutor on Compulsory Stand Alone Module	Evening Sessions	Kelly Holland	Zoom	£650.00
4 th	Saturday	Chairman's Day 1 Modules 1 & 2	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£100.00
9 th	Thursday	Financial Regulations Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Ann Wood	Office	£70.00
11 th	Saturday	Chairman's Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£100.00
18 th	Saturday	Chairman's Day 3 Modules 5 & 6	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£100.00
22 nd	Wednesday	Allotment Webinar – Session 1 Tenancy Agreements & Policies	2.00pm – 3.30pm	National Allotment Society	Zoom	£150.00 for 3 sessions
22 nd	Wednesday	Safeguarding – Level 2	9.30am – 1.00pm	Alan Smart	Zoom	£70.00

28 th	Tuesday	New Clerks Course - Now a full day course Joined by the Essex Branch of the SLCC	10.00am – 3.30pm	Suzanne Walker	Office	£90.00
29 th	Wednesday	Allotment Webinar – Session 2 Site Facilities and Health & Safety	2.00pm – 3.30pm	National Allotment Society	Zoom	£150.00 for 3 sessions
30 th	Thursday	Council Finance Course Core Course required for new Clerks & CiLCA qualification	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	£70.00
		From the 1st April 2023 the course fees will be increased. New rates will be advised in due course.				
		April 2023 *Courses, Briefings, Workshops & Forums*				
5 th	Wednesday	Allotment Course – Session 3 Self-Management for Allotment Associations/Local Authorities	2.00pm – 3.30pm	National Allotment Society	Zoom	£150.00 for 3 sessions
6 th	Thursday	Code of Conduct Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kuderovitch	Office	TBC
25 th	Tuesday	Minutes & Agendas Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	Office	TBC
		May 2023 *Courses, Briefings, Workshops & Forums*				
4 th	Thursday	Risk Assessment – Level 2 Including cost of Exam Paper & Course Book	9.30am – 4.30pm	Alan Smart	Office	TBC

9 th	Tuesday	ICCM – Garden of Remembrance Course	9.30 – 1.00pm	ICCM Mathew Crawley	Office	TBC
11 th	Thursday	Introduction to Planning Briefing Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Adriana Jones	Office	TBC
16 th	Tuesday	Standing Orders Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kudrovitch	Office	TBC
18 th	Thursday 2023	Clerks Forum	10.00am – Midday	Charlene Slade & Pearl Willcox	Zoom	FREE
22 nd	Monday	Funding & Applications Workshop	10.00am – 1.00pm	RCCE Danielle Frost	Office	TBC
23 rd	Tuesday	**New Course for 2023** How to design a Playground	10.00am – 1.00pm	Louisa Hill	Office	TBC
24 th	Wednesday	Routine Playground Inspection Course	9.30am – 4.00pm	Louisa Hill	Office	TBC
24 th	Wednesday	Routine Playground Inspection Exam Cost of Exam & Certificate included	To follow on from course	Louisa Hill	Office	TBC
		June 2023 *Courses, Briefings, Workshops & Forums*				
6 th	Tuesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Judith Farr & Clare Milligan	Office	TBC
7 th	Wednesday	**New Course for 2023** Rural Affordable Housing – Exploring your options	7.30pm – 9.30pm	Laura Atkinson RCCE	Zoom	TBC
8 th	Thursday	**New Course for 2023** Rural Affordable Housing – Exploring your options	7.30pm – 9.30pm	Laura Atkinson	Office	TBC
13 th	Tuesday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	TBC

14 th	Wednesday	Village Halls	10.00am – 3.30pm	RCCE Danielle Frost	Office	TBC
15 th	Thursday	Law & Procedures Course Core Course required for new Clerks & CiLCA qualification	10.00am – 3.30pm	Abi Wood	Office	TBC
17 th	Saturday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Adriana Jones	Office	TBC
20 th	Tuesday	Chairman's Day 1 Modules 1 & 2	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	TBC
24 th	Saturday	Councillor Training Day 2 Module 3 & 4	10.00am – 3.30pm	Stephanie Gill & Adriana Jones	Office	TBC
26 th	Monday	Councillor Training Day 1 Module 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	TBC
27 th	Tuesday	Chairman's Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	TBC
		July 2023 *Courses, Briefings, Workshops & Forums*				
3 rd July	Monday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	TBC
4 th	Tuesday	Chairman's Day 3 Modules 5 & 6	9.30am – 3.30pm	Judith Farr & Clare Milligan	Office	TBC
5 th	Wednesday	Health & Safety Certificated Course – Level 2 Including cost of Exam Paper & Course Book	9.30am – 4.30pm	Alan Smart	Office	TBC
6 th	Thursday	Councillor Training Evening Module 1	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
12 th	Wednesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	TBC

13 th	Thursday	Councillor Training Evening Module 2	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
15 th	Saturday	Councillor Training Day 1 Modules 1 & 2	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	Office	TBC
19 th	Wednesday	*New Course for 2023* Understanding Neighbourhood Plans	10.00am – 3.30pm	David Kaiserman	Office	TBC
20 th	Thursday	Councillor Training Evening Module 3	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
22 nd	Saturday	Councillor Training Day 2 Modules 3 & 4	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	Office	TBC
25 th	Tuesday	*New Course for 2023* Function of Committees & Delegated Powers	10.00am – 1.00pm	Suzanne Walker	Office	TBC
26 th	Wednesday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	TBC
27 th	Thursday	Councillor Training Evening Module 4	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
		September 2023 *Courses, Briefings, Conferences & Forums*				
2 nd	Saturday	Councillor Training Day 1 Modules 1 & 2	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	Office	TBC
4 th	Monday	CILCA Introductory Stand Alone Compulsory Module – Commencement of Group 6	9.30am – 11.30am	Abi Wood	Zoom	TBC
16 th	Saturday	Councillor Training Day 2 Modules 3 & 4	9.30am – 3.30pm	Stephanie Gill & Michelle Harper	Office	TBC
21 st	Thursday	EALC 79th AGM – Venue to be announced	All Day Event			
23 rd	Saturday	Chairman's Day 1 – Modules 1 & 2	10.00am – 3.30	Judith Farr &	Office	TBC

				Clare Milligan		
27 th	Wednesday	Fire Safety Certificated Course – Level 2 Including cost of Exam Paper & Course Book	9.30am – 4.30pm	Alan Smart	Office	TBC
28 th	Thursday	Financial Regulations Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Ann Wood	Office	TBC
28 th	Thursday	Budget & Precept Course Core Course required for new Clerks & CiLCA qualification	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	TBC
30 th	Saturday	Chairman's Day 2 – Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	TBC
		October 2023 *Courses, Briefings & Forums*				
5 th	Thursday	First Aid – Level 3 Including cost of Exam Paper & Course Book	9.30am – 4.00pm	Alan Smart	Office	TBC
7 th	Saturday	Chairman's Training Day 3 Modules 5 & 6	10.00am – 3.30pm	Judith Farr Clare Milligan	Office	TBC
10 th	Tuesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Adriana Jones	Office	TBC
11 th	Wednesday	Allotment Course – Session 1 Tenancy Agreements & Policies	2.00pm – 3.30pm	National Allotment Society	Zoom	£ for 3 sessions
12 th	Thursday	Introduction to Planning Briefing Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Adriana Jones	Office	TBC
12 th	Thursday	Code of Conduct Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kuderovitch	Zoom	TBC

17 th	Tuesday	Exclusive Right of Burial & Cemetery Customer Care	9.30pm – 4.00pm	ICCM Mathew Crawley	Office	TBC
18 th	Wednesday	Allotment Course – Session 2 Site Facilities and Health & Safety	2.00pm – 3.30pm	National Allotment Society	Zoom	£ for 3 sessions
19 th	Thursday	New Clerks Course – Now a full days course Joined by the Essex Branch of the SLCC.	10.00am – 3.30pm	Suzanne Walker	Office	TBC
24 th	Tuesday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Adriana Jones	Office	TBC
		November 2023 *Courses, Briefings & Forums*				
1 st	Wednesday	Allotment Course – Session 3 Self-Management for Associations/Local Authorities	2.00pm – 3.30pm	National Allotment Society	Zoom	£ for 3 sessions
2 nd	Thursday	Budget & Precept Course Core Course required for new Clerks & CiLCA qualification	1.30pm – 4.30pm	Anne-Marie Bates	Zoom	TBC
7 th	Tuesday	Roles & Responsibilities Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	Office	TBC
8 th	Wednesday	Councillor Training Evening Module 1	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
9 th	Thursday	Village Halls	10.00am – 3.30pm	RCCE Danielle Frost	Office	TBC
13 th	Monday	Standing Orders Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Karen Kuderovitch	Zoom	TBC
14 th	Tuesday	Minutes & Agendas Course Core Course required for new Clerks & CiLCA qualification	10.00am – 1.00pm	Sarah Gaeta	Office	TBC

15 th	Wednesday	*New Course for 2023* Function of Committees & Delegated Powers	10.00am – 1.00pm	Suzanne Walker	Office	TBC
15 th	Wednesday	Councillor Training Evening Module 2	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
21 st	Tuesday	Law & Procedures Course Core Course required for new Clerks & CiLCA qualification	10.00am – 3.30pm	Abi Wood	Office	TBC
22 nd	Wednesday	Councillor Training Evening Module 3	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
29 th	Wednesday	Councillor Training Evening Module 4	7.00pm – 9.00pm	Tutors to be advised	Zoom	£ for 4 modules
		December 2023 *Courses, Briefings & Forums*				
5 th	Tuesday	Advanced Councillor Training The Next Steps Day 1	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	TBC
12 th	Tuesday	Advanced Councillor Training The Next Steps Day 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	TBC
		January 2024 *Courses, Briefing, Conferences & Forums*				
Feb 2024		Evening CiLCA Introductory Stand Alone Module – Group 7	Evening TBA	Kelly Holland	Zoom	TBC
March 2024		Evening CiLCA – Commencement of Group 7 Session dates to be confirmed with tutor on Compulsory Stand Alone Module	Evening TBA	Kelly Holland	Zoom	TBC

The Essex Association of Local Councils wishes to thank Essex County for the continued support and financial commitment to subsidise the EALC training strategy and courses run for the parish sector councils in Essex. The courses on this calendar are greatly reduced in price thanks to a Training Grant supplied to EALC.

Clerks in the County with a precept of less than 80k may make an application twice a year to the Essex Clerks Bursary fund to pay the cost of 75% of the training up to £500 in anyone financial year. Application must be made to EALC.



Essex County Council

All booking forms to be sent to

pearl.willcox@ealc.gov.uk



**Essex Association
of Local Councils**

42 B High Street,
Great Dunmow,
CM6 1AH

Tel: 01371 879722

Email: info@ealc.gov.uk

Website: www.ealc.gov.uk

Chairman: Cllr Peter Davey

1st December 2022

Dear Michelle Curtis,

Community Initiatives Fund Application Decision – Tolleshunt d'Arcy Parish Council

Thank you for applying to the Essex County Community Initiative Fund, which this year has attracted a record number of applications with total requests amounting to £749,137.

This presented the judging Panel, which was made up of representatives from Essex County Council, Parish Councils, Independent Members and other local Community Organisations, with a very difficult challenge as the amount available for disbursement to worthy projects was therefore heavily over subscribed.

After careful consideration of your application by the Panel, I regret to advise that the decision was made not to fund your request.

I do appreciate that this will be a disappointment to you, however you may wish to consider accessing alternative funding advice and other funding opportunities in Essex. Your local infrastructure organisation and a link to the Essex Association of Community and Voluntary Services is listed below:

<https://essexcvs.org.uk/>

You may also like to consider if your project might be suitable for funding through the Essex Community Foundation, the link to ECF is below:

<https://www.essexcommunityfoundation.org.uk/>

For applicants representing Village Halls & Community Shops, you may wish to contact the Rural Community Council of Essex, the link to RCCE is below:

<https://www.essexrcc.org.uk>

Community Challenge Fund

Essex County Council have launched a £500,000 fund to help people improve their local area. Residents know their communities best and have great ideas for what they need. We want to help them bring those ideas to life and make the most of what their area has to offer.

Bids to the fund can be made now with grants of between £300 and £2,000 will be available. It covers Tendring, Basildon, Colchester, Canvey Island, Harlow and rural Braintree. These are the six areas of priority identified in our Levelling Up strategy.

[Essex Partnership \(essexfuture.org.uk\)](https://essexfuture.org.uk)

Find your active Fund

A new strategic funding partnership between Active Essex, Active Essex Foundation and London Marathon Charitable Trust (LMCT). As part of Active Essex's successful Find Your Active campaign, LMCT is powering a small grants programme to support Essex-wide projects that help residents lead active and healthy lives.

Any organisation from Essex, Southend, Thurrock can apply for this funding and the money can be used to start up new activities or increase the numbers attending existing activities, all with the aim of getting more people active.

Please note that grants over £3,000 will be an exception. Most of the grants will be for projects that can start quickly, requiring money for coaches, instructors, venue hire, equipment, and promotion. In light of the growing cost-of-living crisis, we're offering this funding to clubs and groups who can help get residents to be active in these challenging times and welcome organisations to inform us of the support they need. We cannot fund major capital projects such as facilities, floodlighting, gyms, or multi-use games areas.

[Find Your Active Fund - Active Essex](#)

The Essex Association of Local Councils is administering this fund on behalf of ECC who have made funds available for communities to enhance the lives of Essex residents. In Financial terms these are extremely challenging times for ECC yet none the less County Councillors have attached great importance to enhancing local communities through the creation of the Community initiatives Fund.

Yours sincerely

A handwritten signature in blue ink that reads "Peter Davey". The signature is written in a cursive, flowing style.

Cllr Peter Davey – Chairman EALC

From: admin@saaa.co.uk
Sent: 30 November 2022 11:26
To: clerk@tolleshuntarcypc.org
Subject: Notification of external auditor appointment

Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27

Tolleshunt D'arcy Parish Council, Essex,

Dear Clerk/RFO/Chairman, Tolleshunt D'arcy Parish Council,

Smaller Authorities Audit Appointments (SAAA) is the independent, sector led organisation responsible for the appointment and contract management of external auditors to smaller authorities since the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

This communication is to notify you that SAAA has appointed an external auditor to the authority for the 5-year appointing period from 2022-23 until 2026-2, following a procurement exercise to appoint auditors to each contract area from 1 April 2022.

Your current appointed auditor will conclude any outstanding work on the 2021-22 Annual Governance and Accountability Returns and the new appointed auditor (if changed) will be responsible for the arrangements in respect of the 2022-23 AGAR process onwards.

The contact details of your appointed external auditor and fee scales are shown in the appendix to this letter and can also be found on the SAAA website: www.saaa.co.uk.

The audit firms all have previous experience of conducting limited assurance reviews for smaller authorities and have dedicated support personnel. SAAA will monitor the performance of the appointed firms in providing the audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

Since 2017-18, authorities where the higher of income or expenditure for the financial year was £25,000 or less and who meet all the qualifying criteria have been able to declare themselves as 'exempt' from a limited assurance review by an external auditor. However, all authorities, even if they declare themselves 'exempt', still need to fully complete, agree and publish an annual return (AGAR).

All authorities require an external auditor appointment even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the

external auditor and a named auditor must be in place to deal with questions or objections from local electors about the accounts.

Annual Governance and Accountability Return (AGAR)

The Annual Governance and Accountability Return (AGAR) needs to be completed in accordance with "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with any applicable Transparency Code.

Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail; whilst an authority may request paper copies this may incur an administration charge.

Advice and assistance are available from the various sector membership organisations:

National Association of Local Councils and County Associations - www.nalc.gov.uk

Society of Local Council Clerks - www.slcc.co.uk

Association of Drainage Authorities - www.ada.org.uk

Yours faithfully,

Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2022-23 to 2026-27

SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms on 30 November 2021.

Responsibilities under the new contracts will relate to accounts for the financial year beginning on **1 April 2022**. The details of your specific appointment by contract (County) area are listed below.

Your Authority's Audit Appointment for 2022-23 to 2026-2027

Your appointed auditor will be **PKF Littlejohn LLP**.

Their contact details are:

PKF Littlejohn LLP,
SBA Team,
15 Westferry Circus,
Canary Wharf,
London E14 4HD
Email: sba@pkf-l.com
Tel.: [020 7516 2200](tel:02075162200)

All auditor appointments are listed by contract (County) area and all the Auditor contact details are listed on our website on the Audit Appointments page.

Scales of Fees 2022-23 to 2026-27

The following fees have been determined by SAAA following consultation for the Audit Years 2022-23 to 2026-27.

Scales of audit fees

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their AGAR fully and accurately within the required timescales and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Table1 - Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)	
0 - 25,000	0	(if a Certificate of Exemption is submitted)
0 - 25,000	210	(if a LAR review is required)
25,001 - 50,000	210	
50,001 - 100,000	315	
100,001 - 200,000	420	
200,001 - 300,000	630	
300,001 - 400,000	840	
400,001 - 500,000	1,050	
500,001 - 750,000	1,365	
750,001 - 1,000,000	1,680	
1,000,001 - 2,000,000	2,100	
2,000,001 - 3,000,000	2,520	
3,000,001 - 4,000,000	2,940	
4,000,001 - 5,000,000	3,360	
5,000,001 - 6,500,000	3,780	

Note: An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable is £210.

Reminder letters

Where the auditor is required to send a reminder to any authority that has failed to submit either an AGAR or Certificate of Exemption to the external auditor by the statutory submission deadline will be charged £40 + VAT for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier

will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged in other circumstances, for example where auditors are required to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Table 2 - Maximum hourly rates for additional work at smaller authorities

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Value Added Tax

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

SAAA – Smaller Authorities' Audit Appointments Limited

77 Mansell Street, London E1 8AN www.saaa.co.uk

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13/12/2022

MALDON DISTRICT COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



Michelle Curtis
Tolleshunt D'arcy Parish Council
PO Box 13205
Maldon
Essex
CM9 9FU

Email: clerk@tolleshuntarcypc.org



Enquiries to: Joe Poole
Email: joe.poole@maldon.gov.uk

Dear Michelle,

We are currently carrying out a review of all our contracts ahead of the new financial year. As part of this process, we would like to provide you with an updated ground maintenance quotation for works in Tolleshunt D'arcy. If you choose to accept this quotation, this will become effective from April 2023.

All works will be carried out by our approved certificated operatives. Grass cutting will be carried out with rotary mowers and will be cut and flied. All other waste will be removed to an approved facility.

Item 1: Recreation ground and play area

We will attend on a 16+4 schedule to cut the grass at the recreation ground. This includes fortnightly visits from March to October and visits once a month from November to February. The field will be cut with tractor towed rotary mower. The boundary of the field and play site will be cut via ride on mower and all obstacles strimmed. Any hard standing around play equipment will be blown clear of loose grass cuttings.



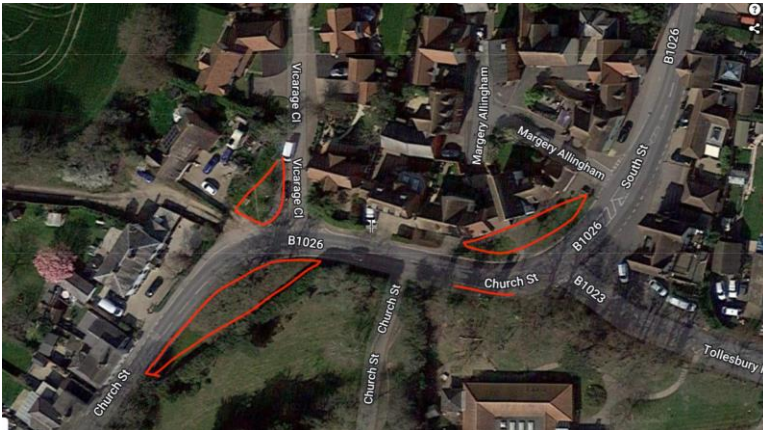
Item 2: Burial ground

We will attend on a 16+4 schedule to cut the grass at the burial ground. All gravestones will be strimmed around. As before this is just the one side of the burial ground as pictured below marked in red. We will also attend once per annum to cut the hedge around the perimeter. This will be done with a side arm flail and usually around September time to enable access from the neighbouring farmer's field. The small hedges inside this area will also be cut by hand. The wheelie bin will be emptied once per week.



Item 3: Verges

On the same dates we cut the burial ground and recreation ground we will cut and strim the verges marked on the map below. I believe recently there has been some ECC responsibility found on some of these verges, therefore if you would not like us to cut these moving forwards please let me know and I will remove this item from the quote.



Total cost per annum: £2,675 +VAT

Please advise if you would like to proceed with the above quotation. In the meantime if you have any queries please do not hesitate to contact me.

Yours sincerely

Joe Poole
Maldon District Council
07432 734493

Parish/Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	November	4
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
6	4	15

Officer	Parish	Date	Start	Finish	Total	Speed Enforcement Patrol (TRUCAM)	Drivers caught speeding	Comments/Any other duties
AR/BC	Tolleshunt D'Arcy	01/11/2022	10:25	10:55	00:30	T496	1	
BC/DR	Tolleshunt D'Arcy	10/11/2022	14:20	15:05	00:45	T496	6	
BC/LF	Tolleshunt D'Arcy	16/11/2022	13:10	13:55	00:45	T496	4	
AR/BC	Tolleshunt D'Arcy	25/11/2022	11:50	12:20	00:30	T496	2	
DR/LW	Tolleshunt D'Arcy	28/11/2022	11:30	12:00	00:30	T496	0	
BC/AR	Tolleshunt D'Arcy	29/11/2022	11:00	12:00	01:00	T496	2	
					4:00:00		15	