

# TOLLESHUNT D'ARCY PARISH COUNCIL

[www.tolleshuntarccy.org](http://www.tolleshuntarccy.org)

**Chairman:** John Smith - 07505 008891

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

Tel: 07483 325853 email: [clerk@tolleshuntarccy.org](mailto:clerk@tolleshuntarccy.org)



Notice is hereby given that the meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on **Tuesday 28<sup>th</sup> November 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

21<sup>st</sup> November 2023

Councillors: J Smith (Chairman), L Barwick (Vice-Chairman), R Evans, I Ewing,  
M Henderson, W Middleton, G Munson,

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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. Resignation**  
To receive a letter from Cllr Barwick giving notice of resignation from Tolleshunt D'Arcy Parish Council\*
- 4. 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.
- 5. County and District Councillors**  
To receive information from County and District Councillors.

## **6. Public Forum**

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

## **7. Parish Working Group**

To receive a verbal update from the Parish Working Group.

## **8. Minutes**

To receive and approve the Minutes of the Meeting held on 31<sup>st</sup> October 2023.

## **9. Finance**

**9.1** To receive and approve Monthly Financial Report as at 31<sup>st</sup> October 2023

**9.2** To receive information on new mobile phone contract with EE.

**9.3** To receive and approve Payments

## **10. Planning Applications and Decisions**

### **10.1 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](http://www.maldon.gov.uk)).

Application No: 23/01047/HOUSE PP-12565205

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

### **10.2 Planning Decisions**

To note decisions made by Maldon District Council

TCA/MAL/23/00896 - 7 Kelvedon Road – Approved

HOUSE/MAL/23/00875 – 25 Chapel Road – Approved

HOUSE/MAL/23/00904 - Wellside Nurseries Tudwick Road – Approved

### **10.3 Appeals**

To receive notification of Planning Appeals from Maldon District Council

### **10.4 Planning Appeal Decisions**

To note decisions made by the Planning Inspectorate

### **10.5 Tree Preservation Orders (TPO)**

To note TPOs made by Maldon District Council

## **11. Budget/Precept 2024/25**

To agree the Budget and Precept for 2024/25

## **12. Bank Signatories**

To agree on a new bank signatory for the Unity Trust account.

## **13. Training**

To consider any training requests from the Clerk or Councillors

- 14. Car Park – Recreation Ground**  
To agree to investigate the viability of extending the car park at the Recreation Ground
- 15. Litter Bin – The Harvesters**  
To receive feedback from the Chairman and to consider whether any further action is required
- 16. Poster Competition**  
To decide whether to have the winning entries made into posters/banners.
- 17. Police/Community Protection Officers (CPO)**
  - 17.1 Police Reports**  
To receive Police Reports (confidential)
  - 17.2 Community Protection Officers (CPOs)**  
To receive the CPO report for October 2023
- 18. Administration**  
To receive information from the Clerk – update on current and ongoing matters
- 19. Representative Reports**
  - 19.1 Burial Ground**
    - 19.1.1** To receive a verbal update from Cllr Henderson
  - 19.2 Recreation Ground/Pavilion**
    - 19.2.1** To receive a verbal update from Cllr Middleton
  - 19.3 Public Rights of Way**
    - 19.3.1** To receive a verbal update from Cllr Henderson
  - 19.4 Road Safety/Highway**
    - 19.4.1** To receive a verbal update from Cllr Barwick
- 20. Community Concerns**  
To receive information only or note future agenda items
- 21. Public Bodies (Admission to Meetings) Act 1960**  
In view of the confidential personnel and contractual nature of the business to be transacted, to consider excluding the press and public from the meeting.
- 22. Employment Matters**  
To carry out a review of the numeration and office allowance for the Parish Clerk.
- 23. Public Bodies (Admission to Meetings) Act 1960**  
To consider permitting the press and public to return to the meeting
- 24. Date of the Next Meeting**  
Next meeting to be held on:  
Tuesday 2<sup>nd</sup> January 2024 – Full Council Meeting – 7.30 pm- Village Hall

Date: 03/11/2023

Tolleshunt Darcy Parish Council

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Time: 12:17

**Bank Reconciliation Statement as at 31/10/2023  
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	31/10/2023		20,906.82
Unity Trust Instant Access Acc	31/10/2023		22,970.45
			<u>43,877.27</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
30/09/2023 ONLINE DW Maintenance		300.83	
31/10/2023 ONLINE Michelle Curtis		531.00	
31/10/2023 ONLINE H M Revenue & Customs		126.20	
31/10/2023 ONLINE Lenny Aldridge		40.00	
31/10/2023 ONLINE Wave		47.42	
31/10/2023 ONLINE Maldon District Council		437.72	
31/10/2023 ONLINE Maldon District Council		78.12	
31/10/2023 ONLINE PMF Electrics		360.00	
31/10/2023 ONLINE RCCE		72.60	
31/10/2023 ONLINE Tollesbury Parish Council		60.00	
			<u>2,053.89</u>
			41,823.38
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			41,823.38
		<b>Balance per Cash Book is :-</b>	<b>41,823.38</b>
		<b>Difference is :-</b>	<b>0.00</b>

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Elections	100.00	100.00	200.00
321 EMR Parish Improvements	1,005.78	-100.00	905.78
322 EMR Recreation Ground	4,675.65	2,500.00	7,175.65
323 Unallocated	296.57	-127.00	169.57
324 EMR Burial Ground	1,103.83	200.00	1,303.83
325 EMR Maypole	15.00	500.00	515.00
326 EMR Speed Reduction	0.00	4,500.00	4,500.00
	<u>7,196.83</u>	<u>7,573.00</u>	<u>14,769.83</u>

## Detailed Receipts &amp; Payments by Budget Heading 31/10/2023

## 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	22,721	22,721	(0)			100.0%	
1090 Interest Received	249	0	(249)			0.0%	
1990 Other Income	3,000	7,000	4,000			42.9%	
Income :- Receipts	<u>25,971</u>	<u>29,721</u>	<u>3,750</u>			<u>87.4%</u>	<u>0</u>
Net Receipts	<u>25,971</u>	<u>29,721</u>	<u>3,750</u>				
<u>110 Administration</u>							
██████████	████	████	████		████	████	
██████████	█	█	█		█	█	
██████████	████	████	█		█	████	
4070 Payroll Processing	0	80	80		80	0.0%	
4080 Training	240	300	60		60	80.0%	
4090 Bank Charges	57	100	43		43	57.0%	
4100 Audit Fees	385	375	(10)		(10)	102.7%	
4120 Subscriptions & Memberships	995	1,000	5		5	99.5%	
4130 Insurance	1,900	1,800	(100)		(100)	105.6%	
4160 Telephone & Broadband	225	360	135		135	62.5%	
4170 Website	176	200	24		24	88.0%	
4180 Office Equipment	57	0	(57)		(57)	0.0%	
4190 Office Allowance	182	312	130		130	58.3%	
4200 Grants & Donations Paid	100	2,600	2,500		2,500	3.8%	
4230 CPOs	608	950	342		342	64.0%	
4500 Hall Hire	500	500	0		0	100.0%	
4990 Sundries	242	200	(42)		(42)	120.9%	
Administration :- Indirect Payments	<u>10,473</u>	<u>16,601</u>	<u>6,128</u>	<u>0</u>	<u>6,128</u>	<u>63.1%</u>	<u>0</u>
Net Payments	<u>(10,473)</u>	<u>(16,601)</u>	<u>(6,128)</u>				
<u>130 Amenities</u>							
4300 Defibrillator	223	400	177		177	55.8%	
4310 Grass/Hedge/Tree cutting	1,604	3,300	1,696		1,696	48.6%	
Amenities :- Indirect Payments	<u>1,827</u>	<u>3,700</u>	<u>1,873</u>	<u>0</u>	<u>1,873</u>	<u>49.4%</u>	<u>0</u>
Net Payments	<u>(1,827)</u>	<u>(3,700)</u>	<u>(1,873)</u>				
<u>135 Burial Ground</u>							
1350 Burial Ground Income	0	2,000	2,000			0.0%	
Burial Ground :- Receipts	<u>0</u>	<u>2,000</u>	<u>2,000</u>			<u>0.0%</u>	<u>0</u>

## Detailed Receipts &amp; Payments by Budget Heading 31/10/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Water	81	70	(11)		(11)	115.6%	
4370 Maintenance	0	50	50		50	0.0%	
Burial Ground :- Indirect Payments	81	120	39	0	39	67.4%	0
Net Receipts over Payments	(81)	1,880	1,961				
<u>140 Pavilion</u>							
4360 Water	0	450	450		450	0.0%	
4370 Maintenance	3,060	500	(2,560)		(2,560)	612.0%	
4400 Electricity	289	600	311		311	48.1%	
Pavilion :- Indirect Payments	3,349	1,550	(1,799)	0	(1,799)	216.0%	0
Net Payments	(3,349)	(1,550)	1,799				
<u>145 Rec Ground</u>							
1450 Pitch Fees	75	250	175			30.0%	
Rec Ground :- Receipts	75	250	175			30.0%	0
4370 Maintenance	222	500	278		278	44.4%	
4550 Play Equipment	0	1,000	1,000		1,000	0.0%	
Rec Ground :- Indirect Payments	222	1,500	1,278	0	1,278	14.8%	0
Net Receipts over Payments	(147)	(1,250)	(1,103)				
<u>155 Streetlighting</u>							
4370 Maintenance	0	100	100		100	0.0%	
Streetlighting :- Indirect Payments	0	100	100	0	100	0.0%	0
Net Payments	0	(100)	(100)				
<u>160 Projects</u>							
4600 Maypole	0	500	500		500	0.0%	
4610 Parish Improvements	600	500	(100)		(100)	120.0%	600
4620 Rec Ground	0	2,500	2,500		2,500	0.0%	
4640 Unallocated	227	100	(127)		(127)	227.0%	227
4650 Burial Ground	0	200	200		200	0.0%	
4660 Elections	0	100	100		100	0.0%	
4670 Speed Reduction	0	4,500	4,500		4,500	0.0%	
Projects :- Indirect Payments	827	8,400	7,573	0	7,573	9.8%	827
Net Payments	(827)	(8,400)	(7,573)				
6000 plus Transfer from EMR	827						
Movement to/(from) Gen Reserve	0						

## Detailed Receipts &amp; Payments by Budget Heading 31/10/2023

## 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	26,046	31,971	5,925			81.5%	
Payments	16,778	31,971	15,193	0	15,193	52.5%	
Net Receipts over Payments	<u>9,268</u>	<u>0</u>	<u>(9,268)</u>				
plus Transfer from EMR	827						
Movement to/(from) Gen Reserve	<u>10,095</u>						



**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 03 November 2023**



**TCA/MAL/23/00896**      **Tolleshunt D'Arcy**  
T1 - Prunus - Fell  
7 Kelvedon Road Tolleshunt D'Arcy Maldon Essex  
(UPRN - 100090560748)  
Mrs Rebecca Rasmussen

**ALLOWED TO PROCEED**

Officer: Juliet Kirkcaldy  
Dated : 27/10/2023

**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 03 November 2023**



**HOUSE/MAL/23/00875 Tolleshunt D'Arcy**

Replacement outbuilding to rear of garden to provide car garaging, gym and workspace incidental to use of main dwelling house  
25 Chapel Road Tolleshunt D'Arcy Maldon Essex  
(UPRN - 100091455057)  
Mr Nigel Lempiere

**APPROVE** subject to the following conditions:-

1 **CONDITION**

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

**REASON**

To comply with Section 91(1) The Town & Country Planning Act 1990 (as amended).

2 **CONDITION**

The development hereby permitted shall be carried out in accordance with the following approved plans and documents: A20625A-PL01D Rev D - Location plan, PL02, BR01, A20625A - Existing outbuilding Rev A, BR05, BR02, BR04, BR03.

**REASON**

To ensure that the development is carried out in accordance with the details as approved.

3 **CONDITION**

The materials used in the construction of the development hereby approved shall be as set out within the application form/plans hereby approved.

**REASON**

In the interest of the character and appearance of the area in accordance with policies D1, D3 and H4 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

4 CONDITION

The outbuilding hereby approved shall only be used for purposes incidental to the residential use of the dwelling known as 25 Chapel Road, Tolleshunt D'Arcy, CM9 8TL and shall not at any time be converted or used as living accommodation.

REASON

To ensure that the development is carried out in accordance with the details as approved and in the interests of the amenity of the area in accordance with policies D1 and H4 of the approved Local Development Plan and guidance contained within the National Planning Policy Framework.

**POSITIVE AND PROACTIVE STATEMENT**

Town and Country Planning (Development Management Procedure) (England) Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Lisa Greenwood  
Dated : 01/11/2023



**Town and Country Planning Act 1990**  
**Weekly List Of Decisions**  
**Week Ending 17<sup>th</sup> November 2023**

**HOUSE/MAL/23/00904 Tolleshunt D'Arcy**  
 Single storey rear extension replacing existing conservatory  
 Wellside Nurseries Tudwick Road Tolleshunt D'Arcy Essex  
 (UPRN - 100091259429)  
 Mr Kruse

**APPROVE** subject to the following conditions:-

**1      CONDITION**

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

**REASON**

To comply with Section 91(1) The Town & Country Planning Act 1990 (as amended).

**2      CONDITION**

The development hereby permitted shall be carried out in accordance with the following approved plans and documents:

- 000\_S1/06 'Site Location Plan'
- 000\_S1/01 'Existing Plans Ground, First & Roof'
- 000\_S1/03 'Existing Elevations'
- 000\_S2/01 'Proposed Plans Ground, First & Roof'
- 000\_S2/03 'Proposed Elevations'
- 000\_S2/06 'Site Block Plan'

**REASON**

To ensure that the development is carried out in accordance with the details as approved.

**POSITIVE AND PROACTIVE STATEMENT**

Town and Country Planning (Development Management Procedure) (England) Order 2015 - Positive and Proactive Statement:

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development, as set out within the National Planning Policy Framework.

Officer: Lauren Kitson  
Dated : 10/11/2023

Parish/Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	October	3
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
5	3	22

Officer	Parish	Date	Start	Finish	Total	Speed Enforcement Patrol (TRUCAM)	Drivers caught speeding	Comments/Any other duties
DR/LF	Tolleshunt D'Arcy	06/10/2023	10:40	11:10	00:30	M018	2	
AR/BC	Tolleshunt D'Arcy	10/10/2023	11:05	12:05	01:00	M018 x5 T496 x1	6	
AR/LF	Tolleshunt D'Arcy	12/10/2023	14:40	15:25	00:45	M018	9	
LF/BC	Tolleshunt D'Arcy	19/10/2023	09:20	10:05	00:45	M060	5	
					<b>3:00:00</b>		<b>22</b>	