

**Present:** Cllrs Barwick, Evans, Ewing, Henderson, Munson

**In the Chair:** Cllr Smith – Chairman

**Clerk:** Michelle Curtis

**Also Present:** District Councillor Thompson  
Steve Howard and Vanessa Reeve – Parish Working Group (PWG)

**1. Welcome**

The Chairman welcomed everyone to the meeting.

**2. Apologies for Absence**

There were apologies for absence from Cllr Middleton.

**3. Resignation**

The resignation from Cllr Barwick to end her service on 31<sup>st</sup> December 2023 was received and noted.

The Chairman thanked Cllr Barwick for her nine years of service to the Parish Council.

Cllr Barwick stated that she would be happy to continue to be the liaison between the Parish Council and Tolleshunt D'Arcy Primary School.

Over the last few years, the Parish Council has built a good relationship with the school and would be happy for Cllr Barwick to continue to be the liaison.

**4. Declarations of Interest**

There were no declarations of interest disclosed.

**5. County Councillor and District Councillors**

The email (Appendix A) from Councillor Durham was received and noted.

**6. Public Forum**

There were no members of the public present.

**7. Parish Working Group**

Vanessa reported:

- The Community Speed Watch (CSW) volunteers were trained on 11<sup>th</sup> November 2023.
- CSW has provided all of the equipment.
- Three areas have been approved for patrol: Church Street, North Street and Tollesbury Road.
- The volunteers have carried out 4 hours of patrol which resulted in 7 captures of speeding vehicles.

**8. Minutes**

**Minutes 31<sup>st</sup> October 2023**

**Resolved:** The Minutes of the Parish Council Meeting held on 31<sup>st</sup> October 2023 be approved as a true and accurate record of the meeting. Unanimously agreed by those who attended.

The Chairman signed the Minutes.

## **9. Finance**

### **9.1 Monthly Financial Report**

Councillors received the Monthly Financial Reports as of 31<sup>st</sup> October 2023.

Bank Reconciliation – a Closing balance of £41,823.38

Expenditure to date – Budget £31,971 – Actual £16,778

Income to date (including Precept (£22,721) £31,971 – Actual £26,046

Earmarked Funds – Closing Balance - £14,769.83 – Net Transfers £7,573

The Chairman signed the Reports.

### **9.2 Parish Mobile Phone**

The Clerk reported that since the last meeting, she had contacted BT regarding the mobile phone contract. BT confirmed that the mobile was no longer in contract and they had transferred their services to EE.

The Clerk advised she spoke to the business sector of EE and, with the permission of the Chairman, entered into a 24-month contract with EE for £13.50 per month.

### **9.3 Payments**

**Resolved:** Unanimously agreed to approve the payments totalling £3,926.12.

## **10. Planning**

### **10.1 Planning Applications**

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

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

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

### **10.2 Planning Decisions**

To note decisions made by Maldon District Council

HOUSE/MAL/23/00704 - 4 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 – None received

### **10.4 Planning Appeal Decisions**

To note decisions made by the Planning Inspectorate – None received

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

To note TPOs made by Maldon District Council – None received.

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

The proposed precept for 2024/25 is £22,721.40 and has been set absorbing an increase of 0.26% and the budget of £58.82 over the precept will be offset against the general reserves. The budget includes £7,000 which has been allocated to the Recreation Ground projects heading for a car park extension. It is estimated a car park project will cost in the region of £20,000 and it is proposed to realign the existing earmarked reserves to reflect the agreed priorities.

The proposed precept for 2024/25 is the same as the previous financial year 2023/24.

The tax base figure had not yet been received from Maldon District Council and at this stage, the cost per Band D property was not available.

**Resolved:** Unanimously agreed, in principle, to set the 2024/25 precept at £22,721.40. A final approval of the budget is to be made at the Parish Council meeting on 2<sup>nd</sup> January 2024.

### **12. Bank Signatories**

Following the resignation of Cllr Barwick, it was necessary to appoint a new signatory for the Unity Trust Bank.

**Resolved:** Unanimously agreed to appoint Cllr Evans as a signatory and remove Cllr Barwick as a signatory.

### **13. Training**

Cllr Evans reported that he had attended the first session of the Councillor Training at the EALC. He found the course very informative.

### **14. Car Park – Recreation Ground**

The Chairman reported that it was suggested by a resident that the Parish Council consider extending the car park to help address the parking issues in Tolleshunt D'Arcy. The Chairman advised that he had looked at the car park and there was potential to extend the car park into the Recreation Ground. The Chairman suggested a Working Party was formed to explore further and submit a proposal to the Full Council for consideration.

The Council felt this was a good way forward.

Cllr Ewing agreed to meet with the Chairman to progress.

### **15. Litter Bin – Harvesters**

The Chairman reported that following the complaint raised at the previous meeting, he and the Clerk had carried out checks of the litter bin at the Harvesters.

There does not currently appear to be an issue. The Chairman advised that there was an historical problem but this has been addressed.

Councillors agreed to take no further action at this stage.

Steve and Vanessa (PWG) left the meeting.

### **16. Poster Competition**

Councillors agreed that they would like to have a banner created with the four winning poster entries.

**Action:** Cllr Evans to obtain a quotation for a banner.



**17. Police/Community Protection Officers (CPOs)**

**17.1 Police Report**

The Police Reports were received and noted.

**17.2 Community Protection Officers (CPOs)  
CPO Report**

The CPO Report for October 2023 was received and noted.

It was noted that during the CPOs Patrols in October, there were 22 speeding offences - 16 on Church Street, 1 on Kelvedon Road and 5 on Tollesbury Road.

**18. Administration**

The Clerk advised that in previous years the Parish Council had donated sweets to the Village Santa visit. The Clerk reported that this year's event is being planned and asked if the Parish Council wishes to donate some sweets.

**Resolved:** Unanimously agreed to donate sweets for the event up to the value of approx. £25.00.

**19. Representative Reports**

**19.1 Burial Ground**

**19.1.1 Update on the Burial Ground**

Cllr Henderson advised that there were no new issues to report.

**19.2 Recreation Ground/Pavilion**

**19.2.1 Update on the Recreation Ground/Pavilion**

An email had been received from a user of the Gymnastics Club regarding the condition of the car park.

**Action:** Chairman and Cllr Ewing to assess when they look at the car park area.

The hirer of the Pavilion had emailed to report the following:

- 1) There is the muddy/boggy grounds to access the Pavilion which is an issue for users of the facility.

**Action:** Chairman and Cllr Ewing to assess when they look at the car park area and consider options for a path to the Pavilion.

- 2) There is an issue with the rear door to the Pavilion.

**Action:** Clerk to obtain a quotation for replacement doors to the front and rear of the Pavilion.

**19.3 Public Rights of Way**

**19.3.1 Update on Public Rights of Way**

Cllr Henderson advised that there was still an issue with dog fouling at the Harvesters.

**Action:** Clerk to put a notice on social media.

**19.4 Road Safety/Highways**

**19.4.1 Update on Road Safety/Highways**

Cllr Barwick advised that there were no new issues to report.

Cllr Evans reported that he had recently seen Essex County Council vehicles suctioning the drains in the village.

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

It was reported that the pub was due to re-open in the new year.

**21. Public Bodies (Admissions to Meetings) Act 1960**

**Resolved:** to close the meeting to the Public and Press.

The Clerk left the meeting.

**22. Employment Matters**

Councillors carried out an annual review for the Clerk (confidential report 01-23/24).

**23. Public Bodies (Admissions to Meetings) Act 1960**

**Resolved:** to open the meeting to the Public and Press.

The Clerk returned to the meeting.

**24. Date of the Next Meeting**

The next meeting of the Parish Council will be held on:  
Tuesday 2<sup>nd</sup> January 2024 – 7.30 pm

The Chairman closed the meeting at 8.35 p.m.

Signed.....

Date:.....

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**From:** Cllr Mark Durham - Member CC

**Sent:** 27 November 2023 11:15

**To:** [REDACTED]

**Cc:** Cllr. Emma Stephens; Cllr. Maddie Thompson; Cllr.Clive.morley@maldon.gov.uk; Cllr. Paula Spenceley; Cllr. Nick Spenceley; Cllr. Nikki Swindle; Cllr.Richard.Siddall@maldon.gov.uk; Cllr. Jade Hughes; Cllr. Simon Morgan  
**Subject:** ECC Update. LHP's

Dear Parish Councils,

I am aware that there has been some conjecture and concern regarding the Local Highways Panels recently and I wanted to provide as much information as I am able regarding this important matter. There is no doubt that the panels have grown well beyond what they were set up to do which has been a contributory factor to the issues that we have faced. The panels have been slow to deliver projects and in several cases, applications have taken in excess of three years to deliver schemes.

The panels were originally formed to devolve small highway jobs to a district level which would be decided by a panel of local members. However the scale of projects being applied for has grown in complexity and cost which has led to where we are today. Most panels across the county are now sitting on a large number of schemes with estimated costs in excess of £100,000 which is not what the panels were designed to deliver.

It is fair to say that panel members as well as parish councils and residents have become disillusioned with the LHP's which has prompted a root and branch review of the service. This work is nearing completion and the new panel operation will be launched at the next ECC full council meeting in December. At the moment I am unable to give further details, but I am confident that the new LHP's will have clearer criteria and a more robust delivery system which should see successful applications delivered in a much more timely manner. There is little doubt however that the majority of schemes already listed with each LHP will need to be removed pending the new panel inception. When we know the scope of the new panels, I intend to visit each parish council so that the way forward can be explained in more detail. In the meantime, please do not submit any new applications. When we know the type and scale of new LHP schemes, parish councils will be asked to submit new applications as long as they comply with the new criteria. However, ALL applications will have to be submitted by the ECC division members. In the same vein, residents, parish councils and district councillors will not be able to engage with ECC Highways officers directly and all correspondence will have to be directed through the ECC member.

Clearly the LHP's are an important devolved power to district level to enable minor highway projects to be determined and delivered locally. I am sure that we all want to see a more robust and efficient way to deliver such schemes for the benefit of residents.

Finally, I still have some priority pothole repair allocation, but this offer closes very soon. We have seen a dramatic increase in repairs across the summer, but if there are any defects that are of concern, please

identify these as soon as possible. To save time, please provide the exact location, defect type, photograph, report reference number, what3Words reference.

I will provide a draft report regarding the LHP review as soon as it is in the public domain and I will then schedule attendance at parish council meetings.

Very best regards

MFLD



**Cllr Mark FL Durham CC.**

Cabinet Member for The Arts, Heritage and Culture

Chairman of Visit Essex

Division Member for Heybridge & Tollesbury

Board Member Arts Council England SE.

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