

TOLLESHUNT D'ARCY PARISH COUNCIL

www.tolleshuntarcy.org

Chairman: John Smith - 07505 008891

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

Tel: 07483 325853 email: clerk@tolleshuntarcy.org



Notice is hereby given that the meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on **Tuesday 30th April 2024**, in the **Village Hall, Tollesbury Road**, commencing at **7.45 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

23rd April 2024

Councillors: J Smith (Chairman), J Denney, 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. 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 Planning Applications and Decisions

6.1 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).

Application No: 24/00299/FUL PP-12930515

Proposal: Erection of 5 dwellings and associated access road, parking and landscaping

Location: Land Adjacent 86 Tollesbury Road Tolleshunt D'Arcy

Application No: 24/00302/TCA PP-12919370

Proposal: T1 - Monkey Tree - Retrospective removal.

Location: The Old Rectory Church Street Tolleshunt D'Arcy

Application No: 24/00281/HOUSE PP-12928390

Proposal: Addition of porch canopy and cladding to front elevation of dwelling.

Location: 7 Kelvedon Road Tolleshunt D'Arcy

Application No: 24/00283/HOUSE

Proposal: Construction of new drop kerb vehicle crossover on public footpath. Erection of detached garage to the front elevation.

Location: 52 Tollesbury Road Tolleshunt D'Arcy

Application No: 24/00256/LDP

Proposal: Claim for lawful development certificate for proposed outbuildings

Location: 1 The Elms Tollesbury Road Tolleshunt D'Arcy

6.2 Planning Decisions

To note decisions made by Maldon District Council

HOUSE/MAL/24/00128 - 16 D'Arcy Way – Approved

TCA/MAL/24/00179 - The Old Bakery 11 North Street – Approved

FUL/MAL/23/01157 - Outbuilding Manor House 20 Kelvedon Road - Approved

6.3 Appeals

To receive notification of Planning Appeals from Maldon District Council

6.4 Planning Appeal Decisions

To note decisions made by the Planning Inspectorate

6.5 Tree Preservation Orders (TPO)

To note TPOs made by Maldon District Council

6.6 Alleged Breach of Planning Conditions

To discuss the complaint regarding the alleged breach of planning at 1 Oxley Hill

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 26th March 2024.
- 9. Finance**
 - 9.1** To receive and approve Monthly Financial Report as at 31st March 2024
 - 9.2** To receive and approve Payments
- 10. Asset Register**
To carry out a review of the Asset Register
- 11. Risk Management**
To carry out a review of the Risk Management Document
- 12. Attendance at Meetings Policy**
To adopt a new Attendance at Meetings Policy.
- 13. Training**
To consider any training requests from the Clerk or Councillors
- 14. Recreation Ground – Path**
To consider quotations for a path in the Recreation Ground
- 15. Grant**
To consider the request for a grant towards maintenance around the memorial garden.
- 16. Village Hall Refurbishment Project**
 - 16.1** To consider forming a Parish Working Party with members of the Village Hall Management Committee to progress the Village Hall refurbishment project
 - 16.2** To consider submitting an Expression of Interest to the Community Ownership Fund
- 17. Police/Community Protection Officers (CPO)**
 - 17.1 Police Reports**
To receive Police Reports (confidential)
 - 17.2 Community Engagement Team (CETs)**
 - 17.2.1** To receive the CET report for March 2024
 - 17.2.2** To review and approve the Service Level Agreement for 2024/25
- 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** receive a verbal update from Cllr Denney

20. Community Concerns

To receive information only or note future agenda items

21. Date of the Next Meeting

Next meeting to be held on:

Tuesday 14th May 2024 – Annual Statutory Meeting – 7.30 pm- Village Hall

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 12th April 2024



HOUSE/MAL/24/00128 Tolleshunt D'Arcy

Proposed single story side extension. Garage conversion and alterations to fenestration.

16 D'Arcy Way Tolleshunt D'Arcy Maldon Essex
(UPRN - 100090558227)

Mr S Miller

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: 0267 SS00, 0267 EX00, 0267 GA00.

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 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: Annie Keen
Dated : 11/04/2024

Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 12th April 2024



TCA/MAL/24/00179 Tolleshunt D'Arcy

G1 - Row of 8 Leylandii trees - Fell the 1st (most easterly) tree. Reduce the remaining trees by 5m including thinning the last (most westerly) tree by up to 50%.

The Old Bakery 11 North Street Tolleshunt D'Arcy Maldon

(UPRN - 200000913231)

Tim Langdon

ALLOWED TO PROCEED

Officer: Charlie Mumford

Dated : 09/04/2024



Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 19th April 2024

FUL/MAL/23/01157 Tolleshunt D'Arcy

Erection of front and side extensions to dwelling (conversion of outbuilding approved under 22/00090/FUL allowed at appeal) and extension to parking area

Outbuilding Manor House 20 Kelvedon Road Tolleshunt D'Arcy

(UPRN - 010094635435)

Mr and Mrs Smee

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) of the Town and Country Planning Act 1990 (as amended).

2 **CONDITION**

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

- 0244_slp Location Plan
- 0244_GA_BP Existing and Proposed Block Plan
- 0244_GEstreet Proposed Street Elevation
- 0244)_GA Existing and Proposed Floor, Roof Plans
- 0244_GE Existing and Proposed Elevations

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.

REASON

In the interest of the character and appearance of the area in accordance with policy D1 of the approved Local Development Plan and guidance

contained within the National Planning Policy Framework and the Maldon District Design Guide.

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: Juliet Kirkcaldy

Dated : 16/04/2024

Date: 02/04/2024

Tolleshunt Darcy Parish Council

Page 1

Time: 15:09

**Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024		6,910.18
Unity Trust Instant Access Acc	31/03/2024		23,288.25
			<u>30,198.43</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
26/03/2024 ONLINE	H M Revenue & Customs	151.90	
26/03/2024 ONLINE	Lenny Aldridge	40.00	
			<u>191.90</u>
			30,006.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			30,006.53
		Balance per Cash Book is :-	30,006.53
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Elections	100.00	-28.25	71.75
321 EMR Parish Improvements	1,005.78	-100.00	905.78
322 EMR Recreation Ground	4,675.65	-2,875.00	1,800.65
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>2,069.75</u>	<u>9,266.58</u>

Detailed Receipts & Payments by Budget Heading 31/03/2024

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	567	0	(567)			0.0%	
1990 Other Income	6,600	7,000	400			94.3%	
Income :- Receipts	<u>29,889</u>	<u>29,721</u>	<u>(168)</u>			<u>100.6%</u>	<u>0</u>
Net Receipts	<u>29,889</u>	<u>29,721</u>	<u>(168)</u>				
<u>110 Administration</u>							
██████████	████	████	████		████	████	
██████████	████	████	████		████	████	
██████████	████	████	████		████	████	
4070 Payroll Processing	0	80	80		80	0.0%	
4080 Training	430	300	(130)		(130)	143.3%	
4090 Bank Charges	108	100	(8)		(8)	108.0%	
4100 Audit Fees	385	375	(10)		(10)	102.7%	
4120 Subscriptions & Memberships	1,119	1,000	(119)		(119)	111.9%	
4130 Insurance	1,900	1,800	(100)		(100)	105.6%	
4160 Telephone & Broadband	570	360	(210)		(210)	158.3%	
4170 Website	321	200	(121)		(121)	160.7%	
4180 Office Equipment	57	0	(57)		(57)	0.0%	
4190 Office Allowance	312	312	0		0	100.0%	
4200 Grants & Donations Paid	2,405	2,600	195		195	92.5%	
4230 CPOs	1,337	950	(387)		(387)	140.8%	
4500 Hall Hire	500	500	0		0	100.0%	
4990 Sundries	352	200	(152)		(152)	175.9%	
Administration :- Indirect Payments	<u>18,438</u>	<u>16,601</u>	<u>(1,837)</u>	<u>0</u>	<u>(1,837)</u>	<u>111.1%</u>	<u>0</u>
Net Payments	<u>(18,438)</u>	<u>(16,601)</u>	<u>1,837</u>				
<u>130 Amenities</u>							
4300 Defibrillator	462	400	(62)		(62)	115.4%	
4310 Grass/Hedge/Tree cutting	3,098	3,300	202		202	93.9%	
Amenities :- Indirect Payments	<u>3,560</u>	<u>3,700</u>	<u>140</u>	<u>0</u>	<u>140</u>	<u>96.2%</u>	<u>0</u>
Net Payments	<u>(3,560)</u>	<u>(3,700)</u>	<u>(140)</u>				
<u>135 Burial Ground</u>							
1350 Burial Ground Income	927	2,000	1,073			46.3%	
Burial Ground :- Receipts	<u>927</u>	<u>2,000</u>	<u>1,073</u>			<u>46.3%</u>	<u>0</u>

Detailed Receipts & Payments by Budget Heading 31/03/2024

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	846	1,880	1,034				
<u>140 Pavilion</u>							
4360 Water	0	450	450		450	0.0%	
4370 Maintenance	3,145	500	(2,645)		(2,645)	629.0%	
4400 Electricity	1,137	600	(537)		(537)	189.5%	
Pavilion :- Indirect Payments	4,282	1,550	(2,732)	0	(2,732)	276.3%	0
Net Payments	(4,282)	(1,550)	2,732				
<u>145 Rec Ground</u>							
1450 Pitch Fees	220	250	30			88.0%	
Rec Ground :- Receipts	220	250	30			88.0%	0
4370 Maintenance	282	500	218		218	56.4%	
4550 Play Equipment	0	1,000	1,000		1,000	0.0%	
Rec Ground :- Indirect Payments	282	1,500	1,218	0	1,218	18.8%	0
Net Receipts over Payments	(62)	(1,250)	(1,188)				
<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	5,375	2,500	(2,875)		(2,875)	215.0%	5,375
4640 Unallocated	227	100	(127)		(127)	227.0%	227
4650 Burial Ground	0	200	200		200	0.0%	
4660 Elections	128	100	(28)		(28)	128.3%	128
4670 Speed Reduction	0	4,500	4,500		4,500	0.0%	
Projects :- Indirect Payments	6,330	8,400	2,070	0	2,070	75.4%	6,330
Net Payments	(6,330)	(8,400)	(2,070)				
6000 plus Transfer from EMR	6,330						
Movement to/(from) Gen Reserve	0						

Detailed Receipts & Payments by Budget Heading 31/03/2024

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	31,035	31,971	936			97.1%	
Payments	32,972	31,971	(1,001)	0	(1,001)	103.1%	
Net Receipts over Payments	<u>(1,937)</u>	<u>0</u>	<u>1,937</u>				
plus Transfer from EMR	6,330						
Movement to/(from) Gen Reserve	<u>4,393</u>						

Parish/Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	March	3
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
5	3	17

Officer	Parish	Date	Start	Finish	Total	Speed Enforcement Patrol (TRUCAM)	Drivers caught speeding	Comments/Any other duties
AR/SC	Tolleshunt D'Arcy	04/03/2024	14:20	14:50	00:30	M060	4	
BC/SC	Tolleshunt D'Arcy	05/03/2024	13:40	14:10	00:30	M060	2	
BC/SC	Tolleshunt D'Arcy	08/03/2024	14:00	14:45	00:45	M060	6	
SA/SC	Tolleshunt D'Arcy	14/03/2024	15:00	15:45	00:45	M060	3	
BC/AR	Tolleshunt D'Arcy	15/03/2024	10:20	10:50	00:30	T496	2	
					3:00:00		17	



MALDON DISTRICT COUNCIL

Service Level Agreement April 2024

1. Introduction

This Service Level Agreement is between Maldon District Council and Tolleshunt D'Arcy Parish Council

Period of Agreement

This agreement will commence from 1st April 2024 and continue until 31st March 2025, unless otherwise specified.

2. Financial Arrangements

2.1 The Council will be charged £42.47 per hour for 2 hours per month.

2.2 Payment will be made on production of an invoice from Maldon District Council, on a quarterly basis.

3. Services to be provided

3.1 To provide TRUCAM speeding patrols in partnership with Essex Police, Safer Roads Partnership.

4. Monitoring and Evaluation

4.1 The Community Engagement Co-ordinators will maintain communication with the council in a variety of ways; phone, email, video calls, in person, the frequency may vary depending on the season and needs of the council.

4.2 The Agreement will be monitored, and reports will be sent to the council on a monthly - basis.

4.3 The Community Engagement Co-ordinators will meet with the council to discuss any improvements to the Service Level Agreement as and when required.

5.1 Contractual Arrangements

5.1 Any alterations or changes to this agreement, which can be requested by either party, will need to be proposed in writing and a minimum of 1 months- notice given.

5.2 In the event of either party breaching this agreement, both parties will meet to discuss the breach and reach an agreement on the action to be taken.



Service Level Agreement April 2024

6. Complaints

6.1 Complaints regarding the service will be dealt with by the Community Engagement Co-ordinator/s.

6.2 Maldon District Council have a complaints procedure in place, and this is accessible to all service users and can be accessed via our website www.maldon.gov.uk

7. Insurance

Maldon District Council has a maximum of £5 million Public Liability Insurance.

8. Statement of Good Practice

Maldon District Council shall ensure that:

- Any advice and/or information given is not biased in any way
- All services provided are delivered in a manner which reflects an awareness of differing racial, cultural, political, or religious wishes and/or beliefs.

Maldon District Council will ensure that it works on behalf of the entire community and actively challenges disadvantage and promotes equality of opportunity within the local community.

9. Authorisation

Authorised Signatory: for Maldon District Council

Name:

Date:

Authorised Signatory:Parish / Town Council

Name:

Date: