

# TOLLESHUNT D'ARCY PARISH COUNCIL

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

**Chairman:** John Smith - 07505 008891

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

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



Notice is hereby given that the meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on Tuesday 22<sup>nd</sup> February 2022, in the Village Hall 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

15<sup>th</sup> February 2022

Councillors: J Smith (Chairman), L Barwick (Vice-Chairman), J Brown, 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. Minutes

To receive and approve the Minutes of the Meeting held on 25<sup>th</sup> January 2022.

## 7. Finance

7.1 [To receive and approve Monthly Financial Reports as at the 31<sup>st</sup> January 2022](#)

7.2 To receive and approve Payments

## 8. Planning

### **Planning Applications and Decisions**

*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)).*

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

**Application No:** 22/00036/FUL PP-10543458

**Proposal:** Convert garage into an annexe, removal of external staircase and extend hard standing for additional car parking.

**Location:** Elder House 7 North Street Tolleshunt D'arcy

**Application No:** 22/00225/HOUSE PP-11017295

**Proposal:** Proposed single storey rear extension.

**Location:** 4 Margery Allingham Place Tolleshunt D'arcy

**Application No:** 22/00062/HOUSE PP-10544176

**Proposal:** Replacing conservatory with single storey rear extension and alterations to fenestration's to the side

**Location:** 15 Kelvedon Road Tolleshunt D'arcy

**Application No:** 22/00106/TCA

**Proposal:** T1 Ash - Remove branch overhanging the road and branch over the barn. T2 Leylandii - Remove north facing stem

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

- **Appeals:** To receive notification of Planning Appeals.
- **Planning Decisions:** To note decisions made by Maldon District Council
- **Planning Appeal Decisions:** To note decisions made by the Planning Inspectorate.
- **Tree Preservation Orders (TPO):** To note TPO from Maldon District Council

## 9. Training

To consider any training requests from the Clerk or Councillors

## 10. Parish Councillor Vacancy

10.1 To receive update on casual vacancy

10.2 [To adopt Co-Option Policy](#)

## 11. Bench outside the Noticeboard

To receive update on the replacement bench.

12. **Queens Jubilee**  
To consider purchasing a rose tree and plaque for the Queens Jubilee
13. **Electricity**  
To ratify decision to enter into a 2 year agreement with E.On Next for the electricity supply to the Pavilion.
14. **Road Safety**  
To receive information from Cllr Munson
15. **Newsletter**  
To agree 3<sup>rd</sup> Edition of the Parish Council newsletter.
16. **Annual Assembly**  
To agree date and format of the Annual Parish Assembly.
17. **Police/Community Protection Officers (CPO)**
  - 17.1 **Police Reports**  
To receive Police Reports (confidential)
  - 17.2 **Community Protection Officers (CPOs)**
    - 17.2.1 [To receive the January report](#)
    - 17.2.2 [To receive email from Maldon District Council regarding TruCam Patrols](#)
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 Brown.
  - 19.2 **Recreation Ground**
    - 19.2.1 To receive a verbal update
    - 19.2.2 To discuss damaged gate post
    - 19.2.3 To consider quotation to cut back vegetation on the school boundary
  - 19.3 **Highway/Footpaths**
    - 19.3.1 To receive a verbal update from Cllr Henderson
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 29<sup>th</sup> March 2022 – Full Council Meeting – 7.30 pm- Village Hall

## Parish Report. February 2022

February for local government is largely dominated by budget setting and establishing the council tax, reviews of fees and charges and any other changes that may be necessary to establish a balanced budget.

Local government at all levels has been asking central government for a three year settlement figure for their funding, so that they can plan ahead with some certainty for their future income. However, this has not been forthcoming and only a one year settlement has been provided for the current year ahead.

This places pressure on both the district council and Essex County Council and makes balancing the books a very difficult task. Many residents are not aware how their council tax is spent, or indeed who spends it on their behalf. They are of course rightly concerned that an increase in council tax places additional financial strains on the household budget along with increasing costs of living for food, fuels and other expenses.

Local government faces similar problems as the services they procure are also subject to inflation and the recent increase in borrowing costs has compounded the situation. This creates a dilemma for councils as in the main, their income is fixed. This means that councils have few choices open to them to produce a balanced budget. They can either increase their income by raising council tax, reduce costs by cutting services, find efficiencies within their existing services or use their reserves to fill the gap between income and expenditure.

Out of the total council tax paid by the residents approximately 75% is spent by the county council and the remainder is split between the district councils, parish councils and the Police & Fire Service. It is best explained by taking £1 of council tax and showing how much is spent and who by.

Each pound of council tax is divided approximately as follows:

- 74p to Essex County Council
- 12p to Maldon District Council
- 1p to Parish Councils
- 13p to Police & Fire Services

Clearly the largest amount is spent by the county council and this pound is split as follows:

- 43p for Health & Social Care. (older people, mental health, learning disabilities etc)
- 13p for Children's Services and Early Years
- 11p for Highways and Sustainable Transport
- 8p for Waste Reduction & Recycling
- 9p for Support Services
- 11p for Capital Finance Costs, Insurance, Reserves, Loan Interest etc.
- 5p for Other Front Line Services

The costs of health and social care are way higher than any other commitment for the county council, but it is arguably the most important. It accounts for £470m every year but is a service only used by 17,300 residents. However it is arguably the most crucial responsibility that the county council currently has. Children's services spend £136m annually which includes £60m expenditure on its looked after children. In total 82% of council tax received by ECC is spent on front line services.

Like all levels of local government, ECC has been obliged to look hard at its spending in recent years to balance the drop in central government funding. In the last ten years, ECC has had to cut spending by £600m per year and it currently has an annual budget of nearly £1.1b.

This is funded by £770m council tax receipts, £19m revenue support grant, £170m non domestic rates and £123m central government grant.

As we are all acutely aware, the last two years have been difficult for everyone, including local government. The pressures imposed by Covid and increased costs resulting from changes in working practices, loss of income, demands to support businesses etc. have been significant. Although these have been offset by additional grants from government, these are 'one offs' and do not fully make up for the funding gap.

Essex County Council is one of the most financially stable in the UK and it currently has the lowest tax level of all Shire Counties. It is significantly lower than Kent, Suffolk, Norfolk and Hertfordshire. **BUT** for some of the reasons already mentioned, after balancing the books for 2022/23 there remains a significant gap that will need to be met by 2025/26 of approximately £119m.

The formal budget for ECC will be debated and agreed at its full council meeting on February 10<sup>th</sup>.

From a local perspective, my post bag is generally occupied with matters concerning highways and potholes. One of the reasons why I have gone into the details above is to highlight that the money available for highways is both modest and finite. Given the financial constraints that the council has to work under, it is only right and proper that all expenditure is prioritised. Whereas the roads and the transport network are used by the majority of residents, I doubt that anyone would argue against the costs incurred to look after the most vulnerable people in our community being placed ahead of filling potholes. Inevitably with 5,000 miles of roads in the county, there is simply not sufficient money to fill every defect or to carry out works that are not absolutely essential. I totally accept that parishes may get frustrated when a particular defect isn't fixed immediately or that some are simply not deemed bad enough to warrant a repair at that time. However highways officers have to assess each and every reported defect and prioritise to ensure that the money is spent as wisely as possible. I also appreciate that they don't always get this right, but on the whole, they do an excellent job with the resources available to them.

We are expecting the long awaited white paper concerning 'Levelling Up' to be published tomorrow 2<sup>nd</sup> February. This is likely to lay out the blueprint for the possible reorganisation of local government as well as initiatives to put government funding behind those areas that

are in the most need. It is premature to predict what will be in the white paper, but there are ongoing talks across the county to look at potential ways we can follow whatever is directed in the document. There is a distinct possibility that it will herald the change from county councils and district councils to unitary authorities, but we will have to wait and see!

Finally, I would like to mention the Maldon Local Highways Panel again. My reports wouldn't be complete without an appeal for schemes! Most projects that were allocated funding in the current financial year have been completed or will be done soon. Due to Covid, I have agreed that a couple can be carried over into next year, but the funding is secured from last year's budget. The LHP meeting in March is when the panel will agree the schemes that will be funded in 2022/23. These are taken from the list of projects that are currently sitting on the 'schemes awaiting funding' list. Those applications that have been received recently or have not been validated will be assessed whether they go onto the next list which will make them eligible for 2023/24. This highlights one of the shortcomings of the LHP system in that it is entirely possible that an application could take anything up to and over three years before it is carried out. The LHP system is currently being reviewed and I am expecting an update in the coming months. This financial year we also had a boost to our budget of an extra £200,000. At this stage, I am unable to forecast whether this will be available next year, but I am advised that unspent money can be carried over.

The LHP is also sitting on a number of schemes that concern new or amended speed restrictions. The Cabinet Member for Highways has been reviewing the Essex Speed Management Strategy which has meant that we have held over all such schemes until this is published. Therefore we will hold back some funds to allocate to speeding projects when this strategy is published.

It now looks like the pandemic is in decline and things are gradually getting back to a 'new normal'. There is no doubt that we are unlikely to return to the same ways of working as we did pre-covid, but I would like to congratulate everyone for the fantastic way that you adapted to ensure that the important roles you hold were maintained. Parish councils are often overlooked, but you are a vital cog in the machinery of local government.

Cllr. MFL Durham  
01/02/2022

Date: 16/02/2022

Tolleshunt Darcy Parish Council

Page 1

Time: 11:57

**Bank Reconciliation Statement as at 31/01/2022  
for Cashbook 1 - Current Bank A/c**

User: MICHELLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	31/01/2022		34,361.26
			<u>34,361.26</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
31/01/2022 DD British Telecom		30.90	
			<u>30.90</u>
			34,330.36
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			34,330.36
		<b>Balance per Cash Book is :-</b>	<b>34,330.36</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
321 EMR Parish Improvements	1,208.50	-382.72	825.78
322 EMR Recreation Ground	4,500.00	-1,898.75	2,601.25
323 Unallocated	411.08	-114.51	296.57
324 EMR Burial Ground	2,000.00	-896.17	1,103.83
325 EMR Maypole	500.00	-485.00	15.00
	<u>8,719.58</u>	<u>-3,777.15</u>	<u>4,942.43</u>

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2022

## 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	21,515	0	(21,515)			0.0%	
1990 Other Income	2,500	0	(2,500)			0.0%	
Income :- Receipts	<u>24,015</u>	<u>0</u>	<u>(24,015)</u>				<u>0</u>
Net Receipts	<u>24,015</u>	<u>0</u>	<u>(24,015)</u>				
<u>110 Administration</u>							
██████████	████	████	████		████	████	
██████████	████	████	████		████	████	
██████████	████	████	████		████	████	
4070 Payroll Processing	74	75	1		1	98.7%	
4080 Training	75	0	(75)		(75)	0.0%	
4090 Bank Charges	107	72	(35)		(35)	148.6%	
4100 Audit Fees	375	375	0		0	100.0%	
4120 Subscriptions & Memberships	766	500	(266)		(266)	153.1%	
4130 Insurance	1,444	1,400	(44)		(44)	103.1%	
4150 Postage	0	10	10		10	0.0%	
4160 Telephone & Broadband	258	360	102		102	71.6%	
4170 Website	158	150	(8)		(8)	105.5%	
4180 Office Equipment	60	0	(60)		(60)	0.0%	
4190 Office Allowance	234	312	78		78	75.0%	
4200 Grants & Donations Paid	2,780	2,500	(280)		(280)	111.2%	
4230 CPOs	768	800	32		32	96.0%	
4500 Hall Hire	100	700	600		600	14.3%	
4990 Sundries	88	100	12		12	88.1%	
Administration :- Indirect Payments	<u>13,080</u>	<u>13,904</u>	<u>824</u>	<u>0</u>	<u>824</u>	<u>94.1%</u>	<u>0</u>
Net Payments	<u>(13,080)</u>	<u>(13,904)</u>	<u>(824)</u>				
<u>130 Amenities</u>							
4300 Defibrillator	169	400	231		231	42.2%	
4310 Grass/Hedge/Tree cutting	1,825	4,000	2,175		2,175	45.6%	
Amenities :- Indirect Payments	<u>1,994</u>	<u>4,400</u>	<u>2,406</u>	<u>0</u>	<u>2,406</u>	<u>45.3%</u>	<u>0</u>
Net Payments	<u>(1,994)</u>	<u>(4,400)</u>	<u>(2,406)</u>				
<u>135 Burial Ground</u>							
1350 Burial Ground Income	1,336	3,000	1,664			44.5%	
Burial Ground :- Receipts	<u>1,336</u>	<u>3,000</u>	<u>1,664</u>			<u>44.5%</u>	<u>0</u>

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4360 Water	62	70	8		8	88.0%	
4370 Maintenance	0	100	100		100	0.0%	
Burial Ground :- Indirect Payments	62	170	108	0	108	36.3%	0
Net Receipts over Payments	1,275	2,830	1,555				
<u>140 Pavilion</u>							
4360 Water	405	200	(205)		(205)	202.4%	
4370 Maintenance	603	1,000	397		397	60.3%	
4400 Electricity	37	200	163		163	18.5%	
Pavilion :- Indirect Payments	1,045	1,400	355	0	355	74.6%	0
Net Payments	(1,045)	(1,400)	(355)				
<u>145 Rec Ground</u>							
1450 Pitch Fees	260	500	240			52.0%	
Rec Ground :- Receipts	260	500	240			52.0%	0
4370 Maintenance	309	500	191		191	61.9%	
4550 Play Equipment	9,200	3,000	(6,200)		(6,200)	306.7%	
Rec Ground :- Indirect Payments	9,509	3,500	(6,009)	0	(6,009)	271.7%	0
Net Receipts over Payments	(9,249)	(3,000)	6,249				
<u>155 Streetlighting</u>							
4370 Maintenance	75	100	25		25	75.2%	
Streetlighting :- Indirect Payments	75	100	25	0	25	75.2%	0
Net Payments	(75)	(100)	(25)				
<u>160 Projects</u>							
4600 Maypole	485	0	(485)		(485)	0.0%	485
4610 Parish Improvements	383	0	(383)		(383)	0.0%	383
4620 Rec Ground	3,439	1,540	(1,899)		(1,899)	223.3%	3,439
4640 Unallocated	115	0	(115)		(115)	0.0%	115
4650 Burial Ground	896	0	(896)		(896)	0.0%	896
Projects :- Indirect Payments	5,317	1,540	(3,777)	0	(3,777)	345.3%	5,317
Net Payments	(5,317)	(1,540)	3,777				
6000 plus Transfer from EMR	5,317						
Movement to/(from) Gen Reserve	0						

## Detailed Receipts &amp; Payments by Budget Heading 31/01/2022

## 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	25,611	3,500	(22,111)			731.8%	
Payments	31,082	25,014	(6,068)	0	(6,068)	124.3%	
Net Receipts over Payments	<u>(5,470)</u>	<u>(21,514)</u>	<u>(16,044)</u>				
plus Transfer from EMR	5,317						
Movement to/(from) Gen Reserve	<u>(153)</u>						

# TOLLESHUNT D'ARCY PARISH COUNCIL

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



# Co-option Policy V1.0

Clerk: Michelle Curtis, PO Box 13205, Maldon, Essex CM9 9FU  
Tel: 078483 325853 e-mail: [clerk@tolleshuntarcypc.org](mailto:clerk@tolleshuntarcypc.org)

# TOLLESHUNT D'ARCY PARISH COUNCIL CO-OPTION POLICY

## 1. Introduction

This policy sets out the procedures to ensure compliance with legislation and continuity of Co-option of members to Tolleshunt D'Arcy Parish Council.

## 2. Co-Option

The Co-option of a Councillor at Tolleshunt D'Arcy Parish Council occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called. A casual vacancy occurs when:

- A Councillor fails to make their declaration of acceptance of office on time;
- A Councillors resigns;
- A Councillor dies;
- A Councillor fails for 6 months to attend meetings of a council, committee or sub-committee or to attend as a representative of the Council at a meeting of an outside body.

Tolleshunt D'Arcy Parish Council has to notify the District Council of a casual vacancy and then advertise the vacancy and give electors the opportunity to request an election.

## 3. Eligibility of Candidates

Tolleshunt D'Arcy Parish Council is able to consider any person to fill a vacancy provided that they are a qualifying UK, Commonwealth or Republic of Ireland citizen, over the age of 18 and:

- On the day the candidate is a Parish Council elector; or
- They have for the past 12 months rented/tenanted land or other premises in the Parish; or
- Their principal place of work during those 12 months is in the Parish; or
- They have lived either in the Parish or within 3 miles of it during the whole of those 12 months.

There are certain disqualifications for Co-option, of which the main are:

- Holding a paid office under the local authority;
- Being the subject of a bankruptcy restrictions order;
- Having been sentenced to a term of imprisonment (whether suspended or not) of no less than 3 months, without the option of a fine during the 5 years preceding the election; and
- Having been disqualified under any enactment relating to corrupt or legal practices.

#### 4. Confirmation of Co-Option

To ensure that a fair and transparent process is undertaken, the procedure below will be followed by Tolleshunt D'Arcy Parish Council.

- 4.1 On receipt, of written confirmation, from the Electoral Service of the District Council, the casual vacancy can be filled by means of Co-option, in this instance the Clerk will:
  - a. Advertise the vacancy for two weeks on the Councils noticeboards and website;
  - b. Advise the Council that the Co-option policy has been instigated by sending an email to all Councillors.
- 4.2 Applicants for Co-option will be asked to
  - a. Provide information about themselves by way of a letter of introduction.
  - b. Confirm their eligibility for the position of Councillor within the statutory rules.
- 4.3 Copies of the candidate's details from 4.2(a) will be circulated to all Councillors by the Clerk at least 7 days prior to a meeting of the full council where the Co-option will be considered. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.
- 4.4 Voting must not be undertaken "in Committee" and will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting. If there are more than two candidates for one vacancy and no one, at the first count, receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to vote again; this process must, if necessary, be repeated until an absolute majority is obtained. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote. (it is not possible to vote without the press & public in attendance)
- 4.5 The first candidate to receive an absolute majority of those present and voting will be duly elected.
- 4.6 After the vote has been concluded, the Chairman will declare that the successful candidate is duly elected. The successful candidate is then declared co-opted to the council.
- 4.7 The Clerk will advise the monitoring officer of Maldon District Council of the names of anyone co-opted to the council.
- 4.8 Before the successful candidate can participate in council business, they must sign the declaration of acceptance of office and deliver it to the Clerk.
- 4.9 The Register of Interests must be provided within 28 days.

Version	Details of Changes	Date	Approver
V1.0	Adopted	22/02/22	TDPC
	<b>Next Review February 2025</b>		

Parish/Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	January	1.5
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
3	1.5	10

Officer	Parish	Date	Start	Finish	Total	Speed Enforcement Patrol (TRUCAM)	Drivers caught speeding	Comments/Any other duties
JB	Tolleshunt D'Arcy	10/01/2022	09:50	10:20	00:30	M019	0	
BC	Tolleshunt D'Arcy	14/01/2022	11:05	11:35	00:30	M018	1	
AR	Tolleshunt D'Arcy	17/01/2022	14:30	15:00	00:30	M018	9	
					<b>1:30:00</b>		<b>10</b>	

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**From:** Jim Brunt

**Sent:** 01 February 2022 15:43

**To:** Nicola Syder; Althorne Parish Council; Bradwell Parish Council; Cold Norton Parish Council; Great Braxted Parish Council; Great Totham Parish Council; Heybridge Parish Council; Little Totham Parish Council; Maldon Town Council; Mundon Parish Council; North Fambridge Parish Council; Purleigh Parish Council; Tillingham Village Council; Tollesbury Parish Council; Tolleshunt Darcy Parish Council; Tolleshunt Knights Parish Council; Wickham Bishops Parish Council; Woodham Walter Parish Council; Lee Williams; Jim Brunt

**Cc:** Jackie Drummond; Sue Green

**Subject:** RE: TRUCAM patrols - Suspended close of business today

Afternoon All.

We have received confirmation that Trucam patrols can start running again as from the 1st February 2022.

If you need to discuss any issues regarding Trucam please contact @Jim Brunt & @Lee Williams

Kind regards

Jim

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