

TOLLESHUNT D'ARCY PARISH COUNCIL

www.tolleshuntdarcypc.org

Chairman: John Smith - 07505 008891

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

Tel: 07483 325853 email: clerk@tolleshuntdarcypc.org



Notice is hereby given that the meeting of **TOLLESHUNT D'ARCY PARISH COUNCIL** will be held on Tuesday 26th April 2022, 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

19th April 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

- Chairman's welcome**
- Apologies for Absence**
To receive apologies for absence.
- 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.
- County and District Councillors**
To receive information from County and District Councillors.
- Public Forum**
The Chairman will invite questions and observations from members of the public. A maximum time of **15** minutes will be allowed.
- Minutes**
To receive and approve the Minutes of the Meeting held on 29th March 2022.

7. Finance

7.1 To receive and approve [Monthly Financial Reports](#) as at the 31st March 2022

7.2 To receive and approve Payments

8. Asset Register

To carry out a review of the [Asset Register](#).

9. Risk Management

To carry out a review of the [Risk Management Document](#).

10. Accounts 2021/22

To approve the accounts and AGAR for 2021/22 subject to Internal Audit.

11. 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).

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

Application No: FUL/MAL/22/00090 PP-10539321

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

Location: Outbuilding 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

[HOUSE/MAL/22/00225 - 4 Margery Allingham Place - Approved](#)

- **Planning Appeal Decisions:** To note decisions made by the Planning Inspectorate.

[Appeal Ref: APP/X1545/W/21/3276774](#)

Application No: FUL/MAL/20/00493

Proposal: Erection of 13No. Business & General Industrial Units (Use Classes B1b, B1c and B2), Office Block (Use Class B1a) and Cafe (Use Class A3), complete with related infrastructure including road, parking spaces, drainage, landscaping and ecological area

Location: Land to the South of Beckingham Business Park - Beckingham Street, Tolleshunt Major

Decision: Appeal Allowed

- **Tree Preservation Orders (TPO):** To note TPO from Maldon District Council

12. Training

To consider any training requests from the Clerk or Councillors

13. Council Award

- a) To resolve that the Parish Council has achieved items 1-15 of the Foundation level and all documents can be found on the Parish Council website:
- Standing Orders and Financial Regulations
 - Code of Conduct
 - Publication Scheme
 - The last Annual Return
 - Transparent Information about Councils Payments
 - A calendar showing all meetings
 - Minutes
 - Current Agendas
 - The Budget and Precept Information
 - Complaints Procedure
 - Council Contact Details
 - Action Plan
 - Evidence of Consulting the Community
 - Publicity Advertising Council Activities
 - Evidence of Participating in Town and Country Planning
- b) To confirm the following has been achieved:
- A Risk Management Scheme
 - Register of Assets
 - Contracts for all members of staff
 - Disciplinary and Grievance Procedure
 - A Training Policy
 - A record of all training
 - The Clerk has achieved 12 CPD points in the last year.
- c) To resolve that the Parish Council has achieved items 24-33 for the [Quality Level](#) and all documents can be found on the Parish Council website:
- Draft minutes of all Council and committee meetings within four weeks of the last meeting
 - A Health and Safety policy
 - An Equality Policy
 - Councillor Profiles
 - A Community Engagement Policy facilitating two-way communication between the council and its community
 - Grant Awarding policy
 - Evidence showing how electors contribute to the Annual Parish Meeting
 - An Action Plan that clearly responds to community engagement and sets out a timetable for action including dates for reviewing the action plan
 - Evidence of community engagement
 - Council activities
 - Promotion of the democratic processes
 - Annual report, online material, at least four news bulletins a year
 - Evidence of helping the community plan for the future

- d) To confirm the following items have been achieved for Quality Standard Level:
- A Scheme of Delegation
 - Addressed complaints received in the last year
 - At least two thirds of its Councillors are elected
 - A printed Annual Report is distributed widely across the community
 - A qualified Clerk
 - A Clerk employed according to nationally agreed terms and conditions
 - A formal appraisal process for staff
 - A Training Policy
 - A record for all staff and Councillors

14. Parish Annual Assembly

To review comments raised at the Parish Annual Assembly held on 22nd April 2022.

15. Village Hall – Post Office

To consider the request from the [Tolleshunt D’Arcy Village Hall Trust](#) for a grant towards the running costs of the Outreach Post Office

16. Police/Community Protection Officers (CPO)

16.1 Police Reports

To receive Police Reports (confidential)

16.2 Community Protection Officers (CPOs)

16.2.1 To receive the [March report](#)

16.2.2 To review the [Service Level Agreement](#) for the for the Maldon District Council CPOs for 2022/23

17. Administration

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

18. Representative Reports

18.1 Burial Ground

18.1.1 To receive a verbal update from Cllr Brown.

18.2 Recreation Ground

18.2.1 To receive a verbal update

18.2.2 To receive email from [Bee-Fit](#) regarding the floor in the Pavilion

18.3 Highway/Footpaths

18.3.1 To receive a verbal update from Cllr Henderson

19. Community Concerns

To receive information only or note future agenda items

20. Date of the Next Meeting

Next meeting to be held on:

Tuesday 10th May 2022 – Full Council Meeting – 7.30 pm- Village Hall

Date: 08/04/2022

Tolleshunt Darcy Parish Council

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Time: 14:19

**Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022		29,572.46
			<u>29,572.46</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
29/03/2022 DC Adobe Systems software		15.17	
30/03/2022 DC Rawlins		115.39	
			<u>130.56</u>
			29,441.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,441.90
		Balance per Cash Book is :-	29,441.90
		Difference is :-	0.00

<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	-4,488.75	11.25
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>-6,367.15</u>	<u>2,352.43</u>

Detailed Receipts & Payments by Budget Heading 31/03/2022

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	3,600	0	(3,600)			0.0%	
Income :- Receipts	<u>25,115</u>	<u>0</u>	<u>(25,115)</u>				<u>0</u>
Net Receipts	<u>25,115</u>	<u>0</u>	<u>(25,115)</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	131	72	(59)		(59)	181.9%	
4100 Audit Fees	375	375	0		0	100.0%	
4120 Subscriptions & Memberships	803	500	(303)		(303)	160.7%	
4130 Insurance	1,444	1,400	(44)		(44)	103.1%	
4150 Postage	0	10	10		10	0.0%	
4160 Telephone & Broadband	309	360	51		51	85.9%	
4170 Website	158	150	(8)		(8)	105.5%	
4180 Office Equipment	60	0	(60)		(60)	0.0%	
4190 Office Allowance	286	312	26		26	91.7%	
4200 Grants & Donations Paid	2,780	2,500	(280)		(280)	111.2%	
4230 CPOs	961	800	(161)		(161)	120.1%	
4500 Hall Hire	100	700	600		600	14.3%	
4990 Sundries	188	100	(88)		(88)	188.1%	
Administration :- Indirect Payments	<u>14,817</u>	<u>13,904</u>	<u>(913)</u>	<u>0</u>	<u>(913)</u>	<u>106.6%</u>	<u>0</u>
Net Payments	<u>(14,817)</u>	<u>(13,904)</u>	<u>913</u>				
<u>130 Amenities</u>							
4300 Defibrillator	460	400	(60)		(60)	115.1%	
4310 Grass/Hedge/Tree cutting	2,380	4,000	1,620		1,620	59.5%	
4370 Maintenance	96	0	(96)		(96)	0.0%	
Amenities :- Indirect Payments	<u>2,937</u>	<u>4,400</u>	<u>1,463</u>	<u>0</u>	<u>1,463</u>	<u>66.7%</u>	<u>0</u>
Net Payments	<u>(2,937)</u>	<u>(4,400)</u>	<u>(1,463)</u>				
<u>135 Burial Ground</u>							
1350 Burial Ground Income	1,538	3,000	1,462			51.3%	
Burial Ground :- Receipts	<u>1,538</u>	<u>3,000</u>	<u>1,462</u>			<u>51.3%</u>	<u>0</u>

Detailed Receipts & Payments by Budget Heading 31/03/2022

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	1,476	2,830	1,354				
<u>140 Pavilion</u>							
4360 Water	405	200	(205)		(205)	202.4%	
4370 Maintenance	1,207	1,000	(207)		(207)	120.7%	
4400 Electricity	128	200	72		72	64.0%	
Pavilion :- Indirect Payments	1,739	1,400	(339)	0	(339)	124.2%	0
Net Payments	(1,739)	(1,400)	339				
<u>145 Rec Ground</u>							
1450 Pitch Fees	360	500	140			72.0%	
Rec Ground :- Receipts	360	500	140			72.0%	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	(9,149)	(3,000)	6,149				
<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	6,029	1,540	(4,489)		(4,489)	391.5%	6,029
4640 Unallocated	115	0	(115)		(115)	0.0%	115
4650 Burial Ground	896	0	(896)		(896)	0.0%	896
Projects :- Indirect Payments	7,907	1,540	(6,367)	0	(6,367)	513.5%	7,907
Net Payments	(7,907)	(1,540)	6,367				
6000 plus Transfer from EMR	7,907						
Movement to/(from) Gen Reserve	0						

Detailed Receipts & Payments by Budget Heading 31/03/2022

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	27,013	3,500	(23,513)			771.8%	
Payments	37,046	25,014	(12,032)	0	(12,032)	148.1%	
Net Receipts over Payments	<u>(10,033)</u>	<u>(21,514)</u>	<u>(11,481)</u>				
plus Transfer from EMR	7,907						
Movement to/(from) Gen Reserve	<u>(2,126)</u>						

Agenda Item 8

TOLLESHUNT D'ARCY PARISH COUNCIL - ASSETS

	Policy Code	Assets - Closing	Assets - Closing	Variance	Value as per	Value as per	Variance	Comments
		Balance as at 31 March 2021	Balance as at 31 March 2022		Assets 2021 -v- 2022	Insurance Policy Effective October 2020		
ASSETS								
Gate and Fences								
Gates and Fences	GF	5570.27	5570.27	0.00	6391.11	6391.11	0.00	
Fencing - R/Grnd	GF	4329.78	4329.78	0.00				New Fencing around Pavilion (July 2019)
Fencing - Recreation Ground	GF	9200.00	9200.00	9200.00	0.00	9200.00	9200.00	Gamart Engineering - Purchased 31/05/21
TOTAL GATES AND FENCES		9900.05	19100.05	9200.00	6391.11	15591.11	9200.00	
Buildings								
Sports Pavilion	B	94867.23	94867.23	0.00	108846.98	112112.39	3265.41	
TOTAL BUILDINGS		94867.23	94867.23	0.00	108846.98	112112.39	3265.41	
Street Furniture								
Maypole	SF	7478.57	7478.57	0.00	8580.62	8580.62	0.00	
Bus Shelter	SF	5983.84	5983.84	0.00	6865.62	6865.62	0.00	
Youth Shelter	SF	12206.96	12206.96	0.00	14005.78	14005.78	0.00	
2 Public Seats	SF	1323.28	1323.28	0.00	1518.29	1518.29	0.00	
2 Noticeboards	SF	496.54	496.54	0.00	569.71	569.71	0.00	
6 External Lights	SF	1114.47	1114.47	0.00	1278.7	1278.7	0.00	
6 Litter Bins	SF	831.47	831.47	0.00	1429.00	1429.00	0.00	Removal of 2 Litter Bins - £414 (1 x Rec and 1 x Memorial Bench)
Bench	SF	1238.30	1238.30	0.00	1420.78	1420.78	0.00	
Meter Box	SF	581.54	581.54	0.00	667.24	667.24	0.00	
Defibrillator		400.00	400.00	0.00				British Heart Foundation - Purchased 28/06/16
Defibrillator Case		400.00	400.00	0.00				Community Heartbeat - Purchased 28/02/17
New Benches	SF	747.00	747.00	0.00	857.07	857.07	0.00	NBB Recycled Furniture - Purchased 06/06/16
Dog Bin	SF	126.69	126.69	0.00	145.36	145.36	0.00	MDC - Purchased 12/08/16
Litter Bin	SF	152.34	152.34	0.00	174.81	174.81	0.00	MDC - Purchased 12/08/16
Litter Bins (x2)		240.00	240.00	0.00				Broxap - Purchased 14/07/17 (Rec Gnd)
Litter Bin		120.00	120.00	0.00				Broxap - Purchased 08/11/17 (Memorial Bench)
Litter Bin		120.00	120.00	0.00				Broxap - Purchased 17/01/18 (Rec Gnd)
Memorial Bench		444.00	444.00	0.00				Marmax Products - Purchased July 18 (Burial Gnd)
Picnic Benches (x2)		1033.20	1033.20	0.00				Marmax Products - Purchased Aug 18 (Rec Gnd)
Defibrillator		1440.00	1440.00	0.00		1806.48		Defibshop - Purchased Nov 20
Noticeboard		1718.65	1718.65	0.00				Greenbarnes - Purchased Jan 2021
Noticeboard - Burial Ground		0.00	896.17	896.17				Greenbarnes - Purchase Dec 2022
TOTAL STREET FURNITURE		38196.85	39093.02	896.17	37512.98	39319.46	0.00	
Playground Equipment								
Roundabout	PE	4578.68	4578.68	0.00	5253.4	5411	157.60	
Gym Equipment	PE	24544.06	24544.06	0.00	28160.9	29005.73	844.83	
Swings and Cradle Seats	PE	1246.00	1246.00	0.00	1429.62	1472.51	42.89	
Swings with Flat Seats	PE	1685.59	1685.59	0.00	1933.98	1992.00	58.02	
Small Climbing Frame	PE	3426.50	3426.50	0.00	3931.41	4049.35	117.94	Playdale Playgrounds - Purchased 26/07/15
Zip Wire	PE	3779.75	3779.75	0.00	4336.74	4466.84	130.10	Playdale Playgrounds - Purchased 26/07/15
Twin Rider	PE	1238.30	1238.30	0.00	1420.79	1463.41	42.62	Playdale Playgrounds - Purchased 26/07/15
Gravity Rider	PE	584.50	584.50	0.00	670.63	690.75	20.12	Playdale Playgrounds - Purchased 26/07/15
Play Equipment (Multi-Unit)	PE	15000.00	15000.00	0.00	17210.43	17726.75	516.32	Lars Laj - Purchased 28/03/17
TOTAL		56083.38	56083.38	0.00	64347.90	66278.34	536.44	

TOLLESHUNT D'ARCY PARISH COUNCIL - ASSETS

ASSETS	Policy Code	Assets -	Assets -	Variance	Value as per	Value as per	Variance	Comments
		Closing	Closing		Insurance	Insurance		
		Balance as at	Balance as at	Assets 2021	Policy	Policy	Value 2020	
		31 March	31 March	-v- 2022	Effective	Effective	-v- 2021	
		2021	2022		October 2020	October 2021		
Other Surfaces								
Other surfaces	OS	9391.78	9391.78	0.00	10775.76	10775.76	0.00	
Table Tennis Base	OS	0.00	1080.00	1080.00	0.00	1080.00	1080.00	
Youth Shelter Base	OS	0.00	2590.00	2590.00				
TOTAL		9391.78	13061.78	3670.00	10775.76	11855.76	1080.00	
Office Contents								
Office Contents	OC				806.16	830.34	24.18	
Laptop		330.00	330.00	0.00				DotCom Computer Services - Purchased 22/05/2017
TOTAL		330.00	330.00	0.00	806.16	830.34	24.18	
Goal Posts								
Goal Posts	SE	396.85	396.85	0.00	455.33	455.33	0.00	
Table Tennis Unit	SE	0.00	1466.25	1466.25	0.00	1466.25	0.00	Universal Services via O Rhodes - Purchased 04/06/21
TOTAL		396.85	396.85	0.00	455.33	1921.58	0.00	
Land								
Burial Ground		1.00	1.00	0.00				
Recreation Ground		1.00	1.00	0.00				
Grove Farm Road (Woodland)		1.00	1.00	0.00				
Area around Noticeboard		1.00	1.00	0.00				
TOTAL		4.00	4.00	0.00	0.00	0.00	0.00	
TOTAL ASSETS		209170.14	222936.31	13766.17	229136.22	247908.98	14106.03	

**TOLLESHUNT D'ARCY
PARISH COUNCIL
RISK ASSESSMENT AND MANAGEMENT**

Area	Risk level H (High) M (Medium) L (Low)	Measures to Mitigate Risk	Review Period	Additional Comments	Next Review Date	Last Review Date		
FINANCE AND ADMINISTRATION								
Banking	L	Reputable, long established companies chosen for banking, risk free investments. Three accounts held with Barclays Bank. 1) Community Account (20677034) 2) Premium Account (Henry Smith - 20441619) 3) Premium Account - (40017826) 4) Unity Trust Account	As Required As Required As Required As Required	Account Closed Account Closed Account Closed	Ongoing			
Non payment of Precept	L	RFO (Responsible Financial Officer) to check bank statement in May to ensure requested amount has been received.	Annually		Apr-22	Apr-21	Apr-20	Apr-19
Loss of income (Burial Ground, Recreation Ground Hire)	M	Payments normally made by cheque Receipts issued for all payments received All cash and cheques banked promptly via local town branch or local post office.	Financial Regulations reviewed annually		Ongoing			
Theft or Dishonesty	L	Fidelity Guarantee currently £150,000	Annually		Oct-22	Oct-21	Oct-20	Oct-19
Financial controls and records	L	Internal auditor to check records against receipts	Annually		May-22	May-21	May-20	May-19
	L	All cheque payments signed by two signatories. All payments to be approved in advance unless under emergency procedures.	Financial Regulations reviewed annually	Listing prepared by RFO for approval by Council at meeting	Ongoing			
	L	Monthly financial report prepared by RFO and reported to Council via regular monthly meetings.	Monthly		Ongoing			
	L	Monthly bank reconciliation prepared by RFO and reported to Council via regular monthly	Monthly		Ongoing			
	L	VAT payments and claims by RFO.	Annually	Checked by Internal Auditor	May-22	May-21	May-20	May-19
	L	Financial Regulations and Internal Audit Procedures updated in line with new legislation	Annually		May-22	May-21	May-20	May-19
	L	Council will provide training when requested.	As Required		Ongoing			
Sound budgeting and periodic scrutiny of payments and receipts	L	RFO works on estimates and draft budgets with Council Budgets presented to Council for approval. Precept derived directly from these figures. Checked by Internal Auditor	Annually		Nov-22	Nov-21	Nov-20	Nov-19
	L	Checked by Internal Auditor	Annually		May-22	May-21	May-20	May-19
Submission of Annual Return to HM Revenue and Customs	L	Maintain up-to-date Real Time Information (RTI) & VAT advisory documentation in the office for ready reference purposes. Checked by Internal Auditor	As Required Annually	Prepared and submitted via Payroll Bureau	Ongoing			
	L	Moneysoft, payroll software, used for calculation of pay and deductions and maintenance of PAYE records. Regular advice and updates received from Inland Revenue Checked by Internal Auditor	As Required As Required Annually		Ongoing Ongoing May-22	May-21	May-20	May-19
Complying with borrowing restrictions	L	No previous borrowing, nor anticipated at present.	As Required					
Robustness of Insurance Cover	L	Regular review of cover and choice of reputable company via Came & Company by way of a group scheme. Reviewed by Internal Auditor	Annually		Oct-21	Oct-20	Oct-19	Oct-19
Internal Audit	M	Independent Internal Auditor appointed annually to carry out checks as per the requirements of the Accounts and Audit Regulations.	Annually		May-22	May-21	May-20	May-19
Standing Orders and Financial Regulations	L	Standing orders and financial regulations guide the procedures and decisions of the Council	Annually	Standing Orders Jan 18 Financial Regs adopted Jan 18	May-22	May-21	May-20	May-19
Loss of computer records	L	All word processing documents and spreadsheets backed up daily.	Monthly	Stored in safe in Clerks office.	Ongoing			
	L	System passwords changed every six months	Twice Annually		Apr-22	Oct-21	Apr-21	Oct-20
	L	Ensure suitable computer security is in place			Ongoing			
Document Control	M	Classify document type and retention period according to council guidelines. Dispose of documents appropriately at end of retention period.	As Required		Ongoing			
General Data Protection Regulations (GDPR)	L	Ensure compliance with relevant GDPR legislation in accordance with adopted policy and systems in place. Data Officer appointed via Maldon District Council	As Required		Ongoing			

Area	Risk level H (High) M (Medium) L (Low)	Measures to Mitigate Risk	Review Period	Additional Comments	Next Review Date	Last Review Date		
ASSETS								
Assets	L	Buildings and play areas insured. Value increased annually by review. All community assets, buildings and infrastructure valued over £2000 insured via Came & Company.	Annually	Asset register updated May 17	May-22	May-21	May-20	May-19
Security of Buildings, equipment etc.	H	All windows and doors locked on Pavilion - three key holders	Ongoing		Ongoing			
	M	Alarm installed and maintained by Bee-Fit CM9 (Pavilion Hirer)	Ongoing		Ongoing			
	M	Annual inspection of fire precautions - e.g. extinguishers in Pavilion and fire blanket in kitchen.	Annually		Oct-22	Oct-21	Oct-20	Oct-19
Play Area	M	Annual inspections and recommendations taken into consideration.	Annually		Oct-22	Oct-21	Oct-20	Oct-19
LIABILITY								
Risk to third party, property or individuals	M	Public liability insurance in place.	Annually		Oct-22	Oct-21	Oct-20	Oct-19
		All complaints thoroughly investigated and appropriate action taken.	Ongoing		Ongoing			
		Ensure formal risk assessment of all public areas/events is completed.	Ongoing		Ongoing			
Employers Liability	L	Certificate of Employers' Liability Insurance is displayed	Annually		Oct-22	Oct-21	Oct-20	Oct-19
Safety of staff and visitors	L	Personal accident insurance cover for Council members and Clerks.	Annually		Ongoing			
		Regular checks on Pavilion, including annual fire extinguisher check.	Annually		Oct-22	Oct-21	Oct-20	Oct-19
Contractors - Insurance	H	To be provided by Contractors with a copy of Public Liability Insurance, to be checked upon commencement of contract and then annually.	Ongoing		Mar-22	Mar-21	Mar-20	Mar-19
Legal liability as consequence of ownership	M	Annual inspection of play area and recommendations considered.	Annually		Apr-22	Apr-21	Apr-20	Apr-19
LEGAL OBLIGATIONS								
Comply with all current relevant Employment Law	L	Membership of SLCC and EALC.	Ongoing		Ongoing			
Proper and timely reporting via the minutes	L	Monthly check of all play equipment.	Ongoing		Ongoing			
Document Control	L	Legal documents are stored in fireproof document storage. Records held in committee room	Ongoing		Ongoing			
Councillor's Propriety - All declarations of interest completed and register of hospitality in place.	L	Register of Interest kept and stored in committee room	Ongoing		Ongoing			
Comply with all current relevant legislation for General Data Protection Regulations	L	Appointment to Data Officer via Maldon District Council.	Ongoing					

Version	Date of Changes	Date	Approver
1.0	Risk Assessment and Management Document Created.	24/04/2017	
	Reviewed and adopted by the Full Parish Council	09/05/2017	
2.0	Reviewed by the Full Parish Council	27/03/2019	
3.0	Reviewed and Amended by the Full Parish Council	26/03/2019	
3.0	Reviewed - no changes	14/04/2020	
3.0	Reviewed - no changes	27/04/2021	
4.0	Reviewed and Amended by the Full Parish Council	26/04/2022	
	Next Review March 2022		



Town and Country Planning Act 1990
Weekly List Of Decisions
Week Ending 8th April 2022

HOUSE/MAL/22/00225 Tolleshunt D'Arcy

Proposed single storey rear extension.

4 Margery Allingham Place Tolleshunt D'arcy Essex CM9 8SJ
(UPRN - 010000234371)

Ms Amy Simpson

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: 21-0046-001, 21-0046-002 and 21-0046-003

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 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 flat roof area of the extension hereby approved shall not be used as a storage area, balcony, roof garden or similar amenity area.

REASON

In order to safeguard the amenities of neighbouring residents and the locality in accordance with policy D1 of the Local Development Plan and 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: Jade Elles
Dated : 04/04/2022

**Weekly List of Appeal Decisions
Week Number 13
Week Ending 1 April 2022**



20/00493/FUL (Appeal Ref: APP/X1545/W/21/3276774)

Land to the South of Beckingham Business Park - Beckingham Street - Tolleshunt Major

Erection of 13No. Business & General Industrial Units (Use Classes B1b, B1c and B2), Office Block (Use Class B1a) and Cafe (Use Class A3), complete with related infrastructure including road, parking spaces, drainage, landscaping and ecological area

Area: NW

Decision Level: NW Committee (overturned Officer recommendation to approve)

APPEAL ALLOWED

28 MARCH 2022

APPLICATION FOR FULL AWARD OF COSTS MADE BY APPELLANT REFUSED

28 MARCH 2022

 LOCAL COUNCIL AWARD SCHEME	
Council Name	TOLLESHUNT D'ARCY PARISH COUNCIL
Contact Name for Award	MICHELLE CURTIS
Contact Details – Phone number	07483 325853
Contact Details – email address	clerk@tolleshuntarcypc.org
Contact Details – web site address	www.tolleshuntarcypc.org
NALC – The Council has advised NALC of its application and the fee has been paid	Date fee paid
EALC – The application fee to EALC will be invoiced on a successful application	Date fee paid

Instructions –

Please complete the form and return to the Essex County Accreditation Panel Co-ordinator, via email to amanda.brown@ealc.gov.uk.

Providing a web link (hyperlink) to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. There are also comment boxes below each numbered section to add further information if a hyperlink to a particular webpage does not prove to give enough evidence.

If you are applying for - **Quality Standard level:** Don't forget to read the full criteria in the Local Council Award Scheme Guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/library/our-work/lcas/1855-local-council-award-scheme-guide-2016-pdf/file>

Check that you have completed the correct forms dependant on the level the Council is applying for.

Quality Standard Level	
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Required Documentation for Quality Standard Level	Tick when completed	EALC Coordinator
Council resolution indicating required documents for Foundation level and Quality Standard level are on the Council web site		
Council resolution to confirm documents required for Foundation level and Quality Standard level exist		
Tick list check for information on website for Foundation and Quality Standard levels		
Tick list check for information that is required and confirmed by resolution Foundation and Quality Standard level		

The Quality Standard Award:

To achieve the **Quality Standard** a council demonstrates that it meets all requirements of the **Foundation Standard** and has additional documentation and information in place for good governance, effective community engagement and council improvement.

The criteria shown in blue have been chosen to demonstrate **good governance** in managing the business and finances of the council.

The criteria in green have been chosen to represent the council’s role in the community. This includes community engagement, activities that serve the community, **community leadership** and promotion of the democratic process.

The criteria in red have been chosen to represent **council improvement** through the management and development of staff and councillors

Council Resolution for Quality Award

_____ Council

Confirmed at a meeting of the full Council that the following documentation (items 1-15 for Foundation level and 24-33 for Quality level, each item should be listed in the minute reference) has been achieved and are on the Council's website.

Minute reference:

Date of Council Meeting:

_____ Councils website address:

31. An action plan and related budget that clearly responds to community engagement and sets out a timetable for action.		12-TDPC-Action-Plan-2022-23-V2.0.pdf (tolleshuntdarcypc.org)
Additional Information:		

32. Evidence of community engagement, council activities and the promotion of the democratic processes in an annual report, online material and regular news bulletins.		https://tolleshuntdarcypc.org/parish-council-newsletters/
Additional Information: A quarterly newsletter is published and available to view on the Parish Council website, Facebook page, Parish Council noticeboard and is available in prime locations in the parish.		
33. Evidence of helping the community plan for the future.		0-Agenda-February-22nd-2022-with-supporting-documents.pdf (tolleshuntdarcypc.org)
<p>Additional Information:</p> <p>Parish Council meetings are all open to the residents. They are given the opportunity under the Public Form to raise any concerns about planning applications in the parish or other matters.</p> <p>The Lead Councillor for planning visits each location, consults nearby residents and invites them to attend the relevant Parish Council meeting when the application is considered.</p> <p>In 2018, there was a proposal for a development causing concern in the community. At the community's request, the Parish Council arranged a public meeting (a copy of the poster advertising the meeting is available if required).</p>		

Panel Comments on Application section 24-33	
Panel Members make observations and comments on the application about the evidence produced or the website. Comments will be provided to the Council at the end of the accreditation process with the result of the application.	
Observations & Comments:	

Quality Standard Resolution	
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<p style="text-align: right;">_____ Council</p> <p>confirmed at the meeting of the full Council that the following items (34-41, each item should be listed in the minute reference) have been achieved.</p> <p>Minute reference:</p>	<p>Date of Council Meeting:</p>
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Criteria	Achieved	Hyperlink to the document
34. A scheme of delegation	✓	https://tolleshuntarcy.org/wp-content/uploads/2022/02/Scheme-of-Delegation-Policy-V1.0-November-2021.pdf
Additional Information:		
35. Addressed complaints received in the last year	✓	
Additional Information:		
36. At least two-thirds of its councillors are elected	✓	Total of 7 Councillors 6 x Elected 1 x Co-opted
Additional Information:		
37. A printed annual report is distributed widely across the community	✓	www.tolleshuntarcy.org/parish-council-newsletters/
Additional Information:		
38. A qualified clerk	✓	Clerk is CILCA qualified
Additional Information:		
39. A clerk, and if relevant a deputy or assistant clerk, employed according to nationally agreed terms and conditions	✓	The Clerk has a contract using the model Contract of Emplotment.
Additional Information:		
40. A formal appraisal process for all staff	✓	The Council has an appraisal process in place.
Additional Information:		

41. A training policy and record for all staff and councillors		https://toleshunt.darcvpc.org/wp-content/uploads/2022/02/TDPC-Training-Policy-v2.0.pdf
Additional Information:		

Panel Comments on sections 34-41
Panel Members make observations and comments on the application about the evidence produced or the website. Comments will be provided to the Council at the end of the accreditation process with the result of the application.
Observations & Comments:

The following are notes on the criteria for the status for the use of the Council and Panel Members.

	The Quality Standard Award	Yes achieved	Not achieved
24 Minutes	Draft Minutes (marked draft)		
	Must be of all council and committee meetings and should be posted up as soon as possible. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.		
28 Community Engagement	A community engagement policy		
	This demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The Council also gives grants to community organisations and publishes a grant awarding policy.		
27 Councillor Profiles	Councillor profiles		
	These normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.		
25, 26, 29 Policies	Health and Safety		
	Equality		
	A grant awarding policy		
	The council is required to publish its Health and Safety policy which includes its duty of care to staff and promoting equality (Equality Act 2010 and the obligations of the Public Sector Equality Duty in section 149) in compliance with legislation.		
30 Annual Meeting	Annual Parish or Town Meeting		
	Evidence that electors can contribute; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.		
31 Action Plan	Action plan (or a similar forward plan)		
	That sets out aims and objectives, summarises findings from community engagement and shows clearly how the council's objectives respond to those findings. The action plan also includes a timetable for actions to be completed in the short, medium and long term with target dates and dates for reviewing the plan. The Council's budget shows how the action plan is put into practice and manages risks to public money.		
32 Annual Report, web material, news bulletins, social media	Annual report		
	Web material		
	News bulletins		
	The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as FaceBook or Twitter, this will be evident from the council's website. The accreditation panel will read the annual report, web material and news bulletins on the council's website to find evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways and engages with other organisations including community groups and the principal authority(ies). It will look for at least three positive outcomes for the community in the last		

	twelve months.
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33 Planning	Community Planning															
	The panel seeks evidence from council documents and information on the website that it supports these for its future. This can include contributions to creating, implementing or reviewing a parish or town plan, a design statement or a neighbourhood plan, holding community planning events or facilitating debate in the community about planning applications or registering community assets.															
32 Elections	Promoting elections															
	Evidence that the Council values of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.															
36 Electoral Mandate	Councillors who stood for election															
	At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic process. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.															
Total council seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Two thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14
37 Annual Report	Annual report															
	It is accepted that this report cannot always be distributed to all households, copies of the report can be left at prime locations in a community including a library, doctors' surgeries, schools, pubs, shops or residential homes.															
34, 35 Scheme of Delegation	Scheme of Delegation															
	Complaints Procedure															
Complaints Procedure	The panel may wish to check that a council properly operates the delegation of decision making to committees, sub-committees and officers. Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation. Evidence must be given that formal complaints received by the council during the year have been properly addressed.															
38 Qualified Clerk	Qualified Clerk															
	Defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 . The Clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.															
40, 41 Staff Management	Appraisal process															
	Training policy															
	Record of all training															
	The panel can ask to see the document setting out the formal appraisal															

	<p>process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last twelve months. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 Continuous Professional Development points every year.</p>
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Tolleshunt D’Arcy Village Hall Trust

25 Tollesbury Road
Tolleshunt D’Arcy
Maldon
Essex
CM9 8UB

14 March 2022

FAO John Smith

Tolleshunt D’Arcy Parish Council
PO Box 13205
Maldon
Essex
CM9 9FU

Dear John,

As you are aware the Post Office has occupied the Committee Room of the Village Hall for the last eight years, during that period I am informed that the Village Hall has received no revenue at all.

As a charitable Trust we are obliged to balance our books so cannot allow the current situation to continue.

We know that the Post Office is an asset to the Village, particularly for the elderly, and would like it to continue running out of the Hall. Consequently, we request that the Parish Council funds this operation.

We have broken down the costs as follows bearing in mind that the PO occupies just over 7% of the floor space.

Electricity (at current rates Heating uses just over £1.00/hr) Used 3/4 of year	£234.00
Electricity Standing Charge (7% share)	£7.92
Fire Alarm system service (7% share)	£15.96
Fire extinguisher maintenance (1 extinguisher)	£19.50
Insurance (7% share)	£127.26
Foyer cleaning £2/week	£104.00
Total	£508.64

This does not include a charge for the hire of the room which we would suggest should be at least £5 per week.

Cont’d



Tolleshunt D'Arcy Village Hall Trust

25 Tollesbury Road
Tolleshunt D'Arcy
Maldon
Essex
CM9 8UB

We, therefore, request that the Parish Council awards us a grant of £750 this year. This will have to be recalculated every year as costs continue to rise.

We look forward to receiving your reply.

Robert Morgan
Chair, Tolleshunt D'Arcy Village Hall Trust

Parish/Town Council	Month	Total Number of Hours
Tolleshunt D'Arcy	March	2
Number of Tru Cam Patrols	Hours Spent on Tru Cam	Number of Offenders
4	2	7

Officer	Parish	Date	Start	Finish	Total	Speed Enforcement Patrol (TRUCAM)	Drivers caught speeding	Comments/Any other duties
AR	Tolleshunt D'Arcy	04/03/2022	11:15	11:45	00:30	M018	2	
AR/BC	Tolleshunt D'Arcy	08/03/2022	09:05	09:35	00:30	M018	0	
AR/BC	Tolleshunt D'Arcy	17/03/2022	09:10	09:40	00:30	M018	1	
AR/SC	Tolleshunt D'Arcy	25/03/2022	11:50	12:20	00:30	M018	4	
					2:00:00		7	



Service Level Agreement April 2022

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 2022 and continue until 31st March 2023, unless otherwise specified.

2. Financial Arrangements

2.1 The Council will be charged £35.94 per hour for 4 hours per month for April, May and June and 2 hours per month July – March.

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

3. Services to be provided (Please see appendix 1 for “Definition of Service”)

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

3.2 To provide a Community Patrol and On Street Parking Patrol when requested by the Parish Council.

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 2022

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:

From: Tolleshunt Darcy
Sent: 20 April 2022 17:12
To: clerk@tolleshuntarcy.org
Subject: Pavilion

Aiden is doing the work on the floor today, I've given him your email for the invoice

Speaking to him, he said the way the building is constructed, it could be a regular thing. Where the underneath is open, the wood underneath gets damp and rots away.
There's another 1 or 2 areas I will do off my own back soon.

Book I spoke to him and may next summer about double boarding the whole floor. It'll cost around £1000 plus his labor. This will give it double strength and would protect it from future issues

He said if ignored, I would get continued issues and look elsewhere where these issues won't be a thing. Obviously I don't want that as it's a perfect place for what I do

Kind regards

Michelle Curtis
Parish Clerk
Tolleshunt D'Arcy Parish Council

Tel: 07483 325853