

Those present:

Cllr Smith (Chair)
Cllr Denney
Cllr Evans
Cllr Ewing
Cllr Henderson
Cllr Middleton
Cllr Munson
Michelle Curtis (Parish Clerk/RFO)

1. Apologies for Absence

Apologies were received and accepted from District Councillor Thompson.

Apologies were also received from Steve Howard and Vanessa Reeve from the Parish Working Group.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. County and District Councillors

There were no County or District Councillors present.

4. Public Forum

There were no members of the public present.

5. Parish Working Group (PWG)

The Clerk reported the following on behalf of Vanessa:

- The overgrown hedge and brambles on the corner of Beckingham Road have not yet been cut back.

Action: Clerk to write to the resident to enquire when their contractor will carry out the works to their hedges. The overgrown hedge is blocking the vision, especially if you drive a lower vehicle, and is resulting in drivers having to edge out onto the road, which is dangerous.

6. Minutes

Resolved: The Minutes of the Parish Council Meeting held on 29th October 2024 be approved as a true and accurate record of the meeting. Unanimously agreed by those who attended.

The Chair signed the Minutes.

7. Planning Applications

7.1 Application No: 24/00853/WTPO PP-13525005

Proposal: (TPO 02/87) T1 - Ash - Fell

Location: Church House Church Street Tolleshunt D'Arcy

Resolved: Unanimously agreed to support the application subject to the Maldon District Council (MDC) Tree Consultant confirming that the tree needs to be felled. Should the decision be granted to fell the tree, the Parish Council would urge MDC to include a condition that a replacement tree is planted.

7.2 To consider any other planning applications received from Maldon District Council – None received

8. Planning Decisions

8.1 HOUSE/MAL/24/00620 and LBC/MAL/24/00621 - Oxley House Oxley Hill – Approved

8.2 WTPO/MAL/24/00697 – 23 D’Arcy Way – Approved

8.3 HOUSE/MAL/24/00698 – 25 Chapel Road - Approved

9. Finance

9.1 Monthly Financial Report

Councillors received the Monthly Financial Report as of 31st October 2024.

Bank Reconciliation – a Closing balance of £48,847.11

Expenditure to date – Budget £34,462 – Actual £15,084

Income to date (including Precept (£24,766) £34,462 – Actual £33,588

Earmarked Funds – Closing Balance £20,252.73 – Net Transfers £10,986.15

The Clerk reported:

- £426.85 received from HMRC for the VAT received between April and September 2024.
- £348.01 received from Gallagher Insurance for an overcharge.

The Chair and Cllr Middleton signed the Reports.

9.2 Payments

Resolved: Unanimously agreed to approve the payments (Appendix A) totalling £7,959.72.

10. Budget/Precept 2025/26

The budget (Appendix B) is proposed at £25,730 for 2025/26, an increase of £963.63, which is 3.89% against 2024/25. Based on a Band D property, the cost per household remains at £55.47 due to the increased tax base from Maldon District Council.

Resolved: Unanimously agreed to approve the proposed budget of £25,730 for 2025/26, subject to there being no new information which would require the Parish Council to change it. A final approval of the budget is to be made at the Parish Council meeting on 7th January 2025.

11. Training

There were no requests for training.

12. 20’s Plenty

The Parish Council agreed to continue supporting the 20’s Plenty campaign but only supporting it in specific areas, i.e., near the school and through the centre of the village.

13. Pavilion

13.1 Lease Agreement

Resolved: Unanimously agreed to update the agreement between Blackwater Gymnastics and Tolleshunt D'Arcy Parish Council to include use of the changing rooms, toilets and rear entrance Monday – Saturday and suitable arrangements are made to ensure footballers have access on Sundays. The monthly rental would increase from £600 to £650.

Action: Clerk to update the Rental Agreement.

13.2 Entry security system on the Pavilion

Blackwater Gymnastics has purchased an entry security system for the Pavilion and is requesting that the Parish Council pay for the installation.

Resolved: Unanimously agreed to accept the quotation from HSG Security for £483 + VAT to install the security entry system to the Pavilion, subject to Blackwater Gymnastics confirming that the equipment will become part of the infrastructure of the building and will not be removed should either party terminate the Rental Agreement.

13.3 Heating

Councillors supported contributing towards the costs, over and above potential funding, to upgrade the heating system in the Pavilion. The Council suggested alternative options (air-conditioning units) that may be more cost-effective.

Action: Parish Council to work with Blackwater Gymnastics to look at alternative heating options.

Councillors were mindful that the electrics would require testing before installing new heaters.

Cllr Evans left the meeting.

14. Police

The Police Reports were received and noted.

15. Community Engagement Officers

The CET Report for October 2024 was received and noted.

It was noted that during the CETs Patrols in October, there were 33 speeding offences. All offences were on Tollesbury Road, with the highest speed recorded at 44mph.

The Clerk reported that she had recently met with a member of the CET and was advised that they were no longer able to carry out the TruCam patrols in Church Street, as the Church Car Park was chained off, and they had been advised that they could not access it.

The Council were disappointed as vehicles were regularly speeding on Church Street.

Action: Cllr Munson to speak to an organiser at the Church

16. Administration

Santa Visit – The Clerk advised that the village Santa Visit was being held on 12th December 2024, and the organisers are requesting donations of sweets.

Resolved: Unanimously agreed to purchase sweets for the village event for approx. £30.

Emails – The Clerk advised that the .org email addresses would shortly be unavailable, and Councillors should archive any emails they think are necessary to keep.

17. Representative Reports

17.1 Burial Ground – Cllr Henderson

Cllr Henderson advised there were no new issues to report.

17.2 Recreation Ground/Pavilion – Cllr Middleton

Cllr Middleton reported:

- He was in the process of obtaining quotations, which would be presented in due course. Due to the age of the gym equipment, it wasn't proving easy to obtain replacement parts.

Cllr Munson reported:

- The perimeter of the Recreation Ground required cutting back to the ditch.
Action: Clerk to ask the Contractor to cut the overgrowth around the perimeter.

17.3 Public Rights of Way – Cllr Henderson

Cllr Henderson advised there were no new issues to report.

17.4 Road Safety/Highways – Cllr Denney

Cllr Denney reported:

- There were large potholes on Beckingham Road.
Action: Cllr Denney will provide the Clerk with a list of highway issues, including the broken school sign on Tollesbury Road, potholes in Beckingham Road and the drains in Chapel Road. Once received, the Clerk will forward the list to Cllr Durham.

17.5 Village Hall Working Group – Cllr Evans

Before leaving the meeting on item 13.3, Cllr Evans advised that there was no update on the Village Hall.

18. Community Matters

To receive information only or note future agenda items

19. Public Bodies (Admission to Meetings) Act 1960

Resolved: to close the meeting to the public and press.

The Clerk left the meeting.

20. Employment Matters

Councillors carried out an annual review for the Clerk (confidential report 01-24/25).

21. Public Bodies (Admission to Meetings) Act 1960

Resolved: to open the meeting to the public and press.

The Clerk returned to the meeting.

22. Date of the Next Meeting

Tuesday 7th January 2025 – Full Council Meeting – 7.30 pm

The Chair closed the meeting at 8.40 pm.

TOLLESHUNT D'ARCY PARISH COUNCIL
PAYMENTS FOR APPROVAL

Appendix A

November 2024

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
UNITY TRUST ACCOUNT					
01.11.2024	Online	SLCC	QL206141-3	Clerk Training	£144.00
15.11.2024	D/D	EE	V02284618611	Parish Mobile	£17.47
19.11.2024	D/D	E.On	KI-F334E675-0017	Electricity Supply - Pavilion	£247.13
26.11.2024	Online	Wages		Staff Wages	£465.80
	Online	Mr L Aldridge		Maintenance - Area near village shop - Nov	£50.00
	Online	D W Maintance	2662	Grounds Maintenance	£240.83
	Online	Phelan Barker	INV-4951	Website and email changeover from .org to .gov.uk	£1,260.00
	Online	Abco Electric Service Ltd	2009584	Replacement streetlight - Kelvedon Road	£358.90
	Online	NWG Business	14349370	Water Supply - Pavilion	£45.10
	Online	NWG Business	14350505	Water Supply - Burial Ground	£49.38
	Online	Stone Forest Construction	62101260	Replacement doors - Pavilion	£4,060.66
	Online	Tolleshunt D'Arcy Village Hall		Rent for usgae of Village Hall for PC meetings	£550.00
30.11.2024	D/D	Unity Trust Bank		Bank charges - October	£6.00
LLOYDS BANK - MULTIPAY CARD					
05.10.2024	D/C	Microsoft	G060990541	Monthly subscription	£12.36
17.10.2024	D/C	Easyspace	221877615	Website: Domain, Hosting	£429.12
29.10.2024	D/C	Adobe	IEN2024056780116	Monthly subscription	£19.97
04.11.2024	D/C	Lloyds Bank		Monthly fee	£3.00
TOTAL					£7,959.72

Signed: _____

Date: _____

Signed: _____

Date: _____

**TOLLESBURY PARISH COUNCIL
ACCOUNTS ANALYSIS
BUDGETS 2025/26**

Appendix B

	2024/2025 Budget	2025/2026 Budget
Recurring Expenditure		
Admin	6574.00	6655.00
Amenities	3800.00	3900.00
Burial Ground	140.00	170.00
Pavilion	1840.00	3760.00
Rec Ground	1700.00	1700.00
Wages	8825.22	9345.00
Streetlighting	100.00	0.00
S137 Expenditure	500.00	500.00
Total of Estimated Recurring Expenditure	23479.22	26030.00
Income		
Burial Ground Fees	2000.00	500.00
Pitch Fees	250.00	200.00
Bank Interest	249.00	400.00
Pavilion Hire	7200.00	7200.00
Utilities Contribution	0.00	1800.00
Total of Estimated Income	9699.00	10100.00
Recurring Expenditure Less Income	13780.22	15930.00
Non-Recurring Expenditure		
Election	0.00	0.00
Maypole	0.00	0.00
Parish Improvements	2000.00	0.00
Rec Gnd	8986.15	4800.00
Speed Reduction	0.00	5000.00
Unallocated	0.00	0.00
Village Hall	0.00	0.00
Total of Estimated Non-Recurring Expenditure	10986.15	9800.00
Net Precept Sum	24766.37	25730.00
Council Tax - 2024/2025 - Band D (Precept divided by Tax Base /446.5)	55.47	
Council Tax - 2024/2025 - Band D (Precept divided by Tax Base /463.9)		55.46

**TOLLESHUNT DARCY PARISH COUNCIL
ACCOUNTS ANALYSIS
BUDGETS 2025/26**

Payments		2023/2024 Actual	2024/2025 Budget	Actual To Date (Oct 24)	2025/2026 Budget
Admin - 110	Audit Fees - 4100	385.00	400.00	385.00	400.00
	Bank Charges - 4090	108.00	108.00	62.00	108.00
	Data Officer	0.00	0.00	0.00	0.00
	Expenses	0.00	0.00	0.00	0.00
	Hall Hire - 4500	500.00	500.00	500.00	500.00
	Insurance - 4130	1900.00	1900.00	1942.00	2000.00
	CPOs - 4230	1337.00	1100.00	510.00	1200.00
	Special Officers	0.00	0.00	0.00	0.00
	Sundries - 4990	352.00	200.00	35.00	200.00
	Office Allowance - 4190	312.00	312.00	182.00	312.00
	Office Equipment - 4180	57.00	50.00	0.00	50.00
	Payroll - 4070	0.00	80.00	82.00	85.00
	Postage - 4150	0.00	0.00	0.00	0.00
	Stationery	0.00	0.00	18.00	20.00
	Subscriptions - 4120	1119.00	1100.00	794.00	1100.00
	Telephone - 4160	570.00	174.00	109.00	180.00
	Training - 4080	430.00	300.00	0.00	300.00
	Website - 4170	321.00	350.00	74.00	200.00
	ADMIN TOTAL	7391.00	6574.00	4693.00	6655.00
Amenities - 130	Defib - 4300	462.00	400.00	235.00	400.00
	Grass/Hedge/Tree Cutting - 4310	3098.00	3400.00	2686.00	3500.00
	Maintenance - 4370	0.00	0.00	102.00	0.00
	AMENITIES TOTAL	3560.00	3800.00	3023.00	3900.00
Burial Gnd - 135	Maintenance - 4370	0.00	50.00	0.00	50.00
	Water Rates - 4360	81.00	90.00	52.00	120.00
	Sundries	0.00	0.00	0.00	0.00
	BURAL GROUND TOTAL	81.00	140.00	52.00	170.00
Pavilion - 140	Electricity - 4400	1137.00	600.00	881.00	2520.00
	Maintenance - 4370	3145.00	1000.00	873.00	1000.00
	Water - 4360	0.00	240.00	0.00	240.00
	PAVILION TOTAL	4282.00	1840.00	1754.00	3760.00
Projects - 160	Election	128.00	0.00	0.00	0.00
	Maypole	0.00	0.00	0.00	0.00
	Parish Improvements - 4610	600.00	2000.00	0.00	0.00
	Rec Gnd - 4620	5375.00	8986.15	0.00	4800.00
	Speed Reduction	0.00	0.00	0.00	5000.00
	Contingency Projects	227.00	0.00	0.00	0.00
	Burial Ground	0.00	0.00	0.00	0.00
	PROJECTS TOTAL	6330.00	10986.15	0.00	9800.00
Rec Gnd - 145	Maintenance - 4370	282.00	500.00	65.00	500.00
	Play Equipment - 4550	0.00	1200.00	0.00	1200.00
	REC. GROUND TOTAL	282.00	1700.00	65.00	1700.00
Wages - 110					
	WAGES TOTAL	8640.00	8825.22	4985.00	9345.00
Streetlighting - 155	Maintenance - 4370	0.00	100.00	0.00	0.00
	STREETLIGHTING TOTAL	0.00	100.00	0.00	0.00
S137 Expend - 110	Donations - 4200	2405.00	500.00	30.00	500.00
	S137 EXPEND TOTAL	2405.00	500.00	30.00	500.00
TOTAL		32971.00	34465.37	14602.00	35830.00

TOLLESHUNT DARCY PARISH COUNCIL
ACCOUNTS ANALYSIS
BUDGETS 2025/26

Receipts	2023/2024 Actual	2024/2025 Budget	Actual To Date (Oct 24)	2025/2026 Budget
Admin Misc	0.00	0.00	0.00	0.00
Burial Ground - 135 Fees - 1350	927.00	2000.00	144.00	500.00
Rec Gnd - 145 Pitch Fees - 1450	220.00	250.00	100.00	200.00
Donations/Grants	0.00	0.00	300.00	0.00
Other - 100 Bank Interest	567.00	249.00	322.00	400.00
Other	0.00	0.00	34.00	0.00
Pavilion Hire - 1990	6600.00	7200.00	4200.00	7200.00
Utilites Contribution	0.00	0.00	1718.00	1800.00
TOTAL	8314.00	9699.00	6818.00	10100.00
	31035.00			
BUDGET (Expenditure less Income)		24766.37		25730.00
PRECEPT (Expenditure less Income)		24766.37		25730.00