

Those present:

Cllr Smith (Chair)
Cllr Denney
Cllr Evans
Cllr Ewing
Cllr Henderson
Cllr Middleton
Cllr Munson
Michelle Curtis (Parish Clerk/RFO)
Steve Howard – Parish Working Group

1. Apologies for Absence

Apologies were received and accepted from District Councillor Thompson.

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)

Steve reported:

- There were no Community Speed Watch patrols in December.
- Was the list of outstanding roadworks submitted to Cllr Durham?
This Clerk advised this was still to be done.
- Is there any update on the Speed Indicator Devices?
The Chair advised that funds had been set aside in the 2025/26 budget to progress this.
- Is there any update on the TruCam Patrols near the Church?
Cllr Munson said he would provide an update on agenda item 16.

Cllr Ewing asked for an update on the memorial garden outside the school.
Steve advised this would be done during the Spring.

6. Minutes

Resolved: The Minutes of the Parish Council Meeting held on 26th November 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: 24/00920/WTPO PP-13594890
Proposal: (TPO 07/12) T21 - Scots Pine - Retrospective felling of fallen tree
Location: The Old Rectory Church Street Tolleshunt D'Arcy

Resolved: Unanimously agreed to respond with no comment. Councillors were satisfied with the response from the Maldon District Council (MDC) Tree Consultant's suggesting that the applicant replace the fallen tree.

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

8. Planning Decisions

8.1 WTPO/MAL/24/00853 - Church House Church Street – Refused

9. Finance

9.1 Monthly Financial Report

Councillors received the Monthly Financial Report as of 30th November 2024.

Bank Reconciliation – a Closing balance of £40,550.32

Expenditure to date – Budget £34,462 – Actual £23,044

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

Earmarked Funds – Closing Balance £16,868.85 – Net Transfers £16,868.85

The Chair and Cllr Middleton signed the Reports.

9.2 Payments

Resolved: Unanimously agreed to approve the payments (Appendix A) totalling £2,260.58.

10. Grant Request

Councillors considered the Village Hall Management Committee (VHMC) request for a grant of £2,250pa for five years towards the running costs of the Village Hall. Councillors were very supportive of the VHMC and the work they had been doing to raise funds to improve the facility. However, the Council couldn't commit to 5 years of funding but would be happy to consider a request from the VHMC annually.

Resolved: Unanimously agreed that due to the short timescale of receiving the request and having provisionally set the Precept for 2025/26, a grant of £1,100 will be awarded for the next financial year. The VHMC Representative will then be asked to attend the Parish Council meetings annually in October to give a presentation to Councillors, providing information on the Village Hall and its finances. The Parish Council will then be able to consider the request for funding when setting the precept for that year.

11. Budget/Precept 2025/26

Resolved: Unanimously agreed to approve the proposed budget (Appendix B) of £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.

12. Policies and Procedures

12.1 Health and Safety Policy

Resolved: Unanimously agreed to the changes to the Health and Safety Policy.

12.2 Co-option Policy

Resolved: Unanimously agreed to the changes to the Co-option Policy.

12.3 Freedom of Information Act

Resolved: Unanimously agreed to the changes to the Freedom of Information Act Policy.

12.4 Publication Policy

Resolved: Unanimously agreed to the changes to the Publication.

12.5 Document and Data Retention Policy

Resolved: Unanimously agreed to the changes to the Document and Data Retention Policy. The policy will be renamed to the Records Retention Policy.

13. Training

The Clerk confirmed that she had circulated the EALC 2025 Training Calendar. The Chair and Cllr Middleton are to attend the Routine Playground Inspections Training.

Cllr Middleton to attend the Chairman Training – Cllr Middleton to confirm dates with the Clerk.

Cllr Denney to attend Councillor Training – Cllr Denney to confirm dates with the Clerk.

14. Pavilion

14.1 Tenancy Agreement

Resolved: Unanimously agreed to ratify the amendments to the Tenancy Agreement between Blackwater Gymnastics and Tolleshunt D'Arcy Parish Council

14.2 Heating

Resolved: Unanimously agreed To ratify the decision to accept the quotation (ref 2324) from SV Electrics for £2,920 + VAT to install a new heating system in the Pavilion. Blackwater Gymnastics has been awarded a grant of £2,500 towards the heating, and the Parish Council will pay the costs over and above the grant.

15. Police

The Police Reports were received and noted.

16. Community Engagement Officers

The CET Report for November 2024 was received and noted.

It was noted that during the CETs Patrols in November, there were 19 speeding offences, 2 on Kelvedon Road and 17 on Tollesbury Road, with the highest speed recorded at 47mph.

Cllr Munson reported that following the last meeting, he had spoken to a Member of the Church regarding their decision not to allow the speed patrols to be carried out. The Church Member advised this was due to the following:

- 1) They had not been asked permission to use their land to carry out the patrols
- 2) They could not support any activities involving law enforcement against the general public.

17. Administration

Town & Parish Council Forum—The Clerk and the Chair attended the Town & Parish Council Forum held on 5 December 2024 in Maldon. A copy of the meeting notes was circulated to Councillors.

Housing—The Clerk reported that following the recent government consultation, she had received confirmation from MDC that the district's housing numbers have increased to 569 homes per year. MDC will update the parishes in the coming weeks/months once they have a clear plan on how to move forward.

Pavilion – It was reported that the water heater in the Pavilion needed replacing.
Action: Clerk to purchase a new one for approx. £45 and arrange for a plumber to carry out the installation.

Pavilion – The Clerk reported that there was another issue with the fire alarm in the Pavilion. Alpha Fire Alarms has been contacted again, and the costs for the visit/repair will be as follows:

*Call out £184.00 + VAT (This covers a maximum of 3 hours)

Replace S65 Detector £74.00 + VAT

S65 Diode Base £10.00 + VAT.

*If the call out is under the hours, they will charge the attendance at an hourly rate of £55.00 per hour + VAT

Action: Clerk to arrange for the call out as soon as possible.

Action: The clerk will speak to Alpha Fire Alarms regarding an annual service agreement.

18. Representative Reports

18.1 Burial Ground – Cllr Henderson

Cllr Henderson advised there were no new issues to report.

18.2 Recreation Ground/Pavilion – Cllr Middleton

Cllr Middleton advised there were no new issues to report.

18.3 Public Rights of Way – Cllr Henderson

Cllr Henderson advised there were no new issues to report.

18.4 Road Safety/Highways – Cllr Denney

Cllr Denney reported:

- He will arrange to put together the list of outstanding highway issues.

18.5 Village Hall Working Group – Cllr Evans

Cllr Evans reported that there was no new information to report.

19. Community Matters

There were no matters raised.

20. Date of the Next Meeting

Tuesday 28th January 2025 – Full Council Meeting – 7.30 pm

The Chair closed the meeting at 8.08 pm.

TOLLESHUNT D'ARCY PARISH COUNCIL
PAYMENTS FOR APPROVAL

Appendix A

7th January 2025

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
UNITY TRUST ACCOUNT					
11.12.2024	Online	Alpha Fire Alarms		Emergency call-out - Fire Alarm Pavilion	£270.00
15.12.2024	D/D	EE	V02294539339	Parish Mobile	£17.47
19.12.2024	Online	HMRC		Tax & NI November 2024	£293.20
31.12.2024	D/D	Unity Trust Bank		Bank charges - November 2024	£6.00
07.01.2025	Online	Wages		Staff Wages	£471.70
	Online	HMRC		Tax & NI December 2024	£296.80
	Online	Mr L Aldridge		Maintenance - Area near village shop - Dec	£50.00
	Online	D W Maintenance	2678	Grounds Maintenance - November	£240.83
			2690	Grounds Maintenance - December	£275.83
	Online	Safe Fire Protection	2411119	Annual Service - Fire Extinguishers - Pavilion	£102.00
31.01.2025	Online	Tollesbury Parish Council	TPC/23/2024-25	Contribution towards PO Box Address	£79.70
	D/D	Unity Trust Bank		Bank charges - December 2024	£6.00
LLOYDS BANK - MULTIPAY CARD					
05.11.2024	D/C	Microsoft	G063772206	Monthly subscription	£12.36
07.11.2024	D/C	Microsoft	G065415683	Monthly subscription	£12.36
26.11.2024	D/C	Information Commissioners Office		Annual Fee	£40.00
27.11.2024	D/C	Tesco		Donation of sweets (Santa Visit) & Stationery	£43.60
29.11.2024	D/C	Adobe	IEN2024062789061	Monthly subscription	£19.97
29.11.2024	D/C	Inisev		Website Software	£19.76
04.01.2025	D/C	Lloyds Bank		Monthly fee	£3.00
TOTAL					£2,260.58

Signed: _____

Date: _____

**TOLLESHUNT D'ARCY PARISH COUNCIL
ACCOUNTS ANALYSIS
BUDGETS 2025/26**

	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	1100.00
Total of Estimated Recurring Expenditure	23479.22	26630.00
Income		
Burial Ground Fees	2000.00	500.00
Pitch Fees	250.00	200.00
Bank Interest	249.00	400.00
Pavilion Hire	7200.00	7800.00
Utilities Contribution	0.00	1800.00
Total of Estimated Income	9699.00	10700.00
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	1100.00
	S137 EXPEND TOTAL	2405.00	500.00	30.00	1100.00
TOTAL		32971.00	34465.37	14602.00	36430.00

**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	7800.00
Utilites Contribution	0.00	0.00	1718.00	1800.00
TOTAL	8314.00	9699.00	6818.00	10700.00
	31035.00			
BUDGET (Expenditure less Income)		24766.37		25730.00
PRECEPT (Expenditure less Income)		24766.37		25730.00