

**Those present:**

Cllr Smith (Chair)  
Cllr. Denney  
Cllr Evans  
Cllr Ewing  
Cllr Henderson  
Cllr Middleton  
Michelle Curtis (Parish Clerk/RFO)  
District Councillor Thompson

**1. Apologies for Absence**

Apologies were received and accepted from Cllr Munson.

**2. Declarations of Interest**

There were no declarations of interest disclosed.

**3. County and District Councillors**

Cllr Thompson advised that there was no new information to report.

**4. Public Forum**

There were no members of the public present.

**5. Parish Working Group (PWG)**

There were no members of the PWG present.

**6. Minutes**

**Resolved:** The Minutes of the Parish Council Meeting held on 29<sup>th</sup> July 2025 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** Planning applications received from Maldon District Council after publication of the agenda – None received

**8. Planning Decisions**

**8.1** 25/00532/TCA - 7 South Street – Approved

**8.2** 25/00583/HOUSE - Crantock 3 Chapel Road - Approved

**9. Finance**

**9.1** Monthly Financial Report

Councillors received the Monthly Financial Report as of 31<sup>st</sup> August 2025

Bank Reconciliation – a Closing balance of £57,77.57

Expenditure to date – Budget £36,430 – Actual £13,056

Income to date (including Precept (£25,730) £36,430 – Actual £32,507

Earmarked Funds – Closing Balance £23,218.85 – Net Transfers £9,645

The Chair and Cllr Middleton signed the Reports.

## 9.2 Payments

**Resolved:** Unanimously agreed to ratify the payments for August 2025 (Appendix A) totalling £1,944.52.

**Resolved:** Unanimously agreed to approve the payments for September 2025 (Appendix B) totalling £6,289.89.

It was agreed to hold the payment to Universal Services Ltd until the issue with the goal posts had been rectified.

The Chair and Cllr Middleton signed the payment schedule.

## 10. External Audit

The Clerk advised that Section 3 – External Auditor Report and Certificate 2024/25 had been received from the PKF Littlejohn. The External Auditor reported the following:

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

Other matters not affecting our opinion which we draw to the attention of the authority: “None.”

The Clerk confirmed that she had prepared the Notice of conclusion of the audit and had publicised the Notice along with the certified AGAR (Sections 1, 2 & 3) on the Parish Council website and noticeboard, in line with the statutory requirements.

## 11. Insurance

**Resolved:** To ratify the decision to continue the insurance arrangements with Hiscox via Gallagher, costing £2,334.15. This is the final year of the long-term agreement.

## 12. Training

There were no requests for training.

## 13. Recreation Ground Annual Inspection

To be deferred to the next meeting.

## 14. IT Policy

**Resolved:** Unanimously agreed to adopt a new IT Policy V1.0.

## 15. Website

**Resolved:** Unanimously agreed to accept the quotation from Phelan Barker, Job reference: TDPC/W/E4, for between £960 and £1320 + VAT to bring the website into compliance with WCAG 2.2AA.

**16. Dog Bin – Harvesters**

The Clerk reported that she was still awaiting a response from Maldon District Council regarding the proposal to relocate the dog bin at Harvesters. To be deferred to the next meeting.

**17. Police**

The Police Reports were received and noted.

**18. Community Engagement Officers**

CET Reports

The CET reports for July and August 2025 were received and noted.

It was noted that during the CET patrols in July, there were 15 speeding offences, 1 on Kelvedon Road and 14 on Tollesbury Road, with the highest speeds recorded at 54mph on Kelvedon Road and 47mph on Tollesbury Road.

It was noted that during the CET patrols in August, there were 7 speeding offences, 3 on Kelvedon Road and 4 on Tollesbury Road, with the highest speeds recorded at 49mph on Kelvedon Road and 38mph on Tollesbury Road.

**19. Administration**

There was no new information to report.

**20. Representative Reports**

**20.1 Burial Ground**

Cllr Henderson reported that there were no new issues to report.

**20.2 Recreation Ground/Pavilion**

The Chair reported:

- Earlier that day, Blackwater Gymnastics had advised that they would be moving premises as they had outgrown the Pavilion. Blackwater Gymnastics would soon be sending notice to terminate the rental agreement. It has been indicated that someone may be interested in continuing with the SEN part of the business, and the Clerk had asked them to make contact.
- Following the last meeting, a contractor had looked at the door of the toilet in the changing room of the Pavilion, and it seems there may be an issue with the floor.

**Action:** To be investigated further when the building is vacant.

**20.3 Public Rights of Way**

Cllr Henderson reported that there were no new issues to report.

**20.4 Road Safety/Highways**

Cllr Denney reported:

- The post for the SDI needs to be installed.

**Action:** Working party to install the post as per the specification required by Essex County Council.

**20.5 Defibrillators – Cllr Middleton**

Cllr Middleton reported:

- The defibrillators had been inspected, and two new sets of pads are required.

**Action:** Clerk to order replacement pads.

**21. Community Matters**

To receive information only or note future agenda items

**22. Dates of the Next Meeting**

Tuesday 28<sup>th</sup> October 2025 – 7.30 pm

The Chair closed the meeting at 8.44pm.

Signed:.....

Date:.....

TOLLESHUNT D'ARCY PARISH COUNCIL  
PAYMENTS FOR APPROVAL

Appendix A

August 2025

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
<b>UNITY TRUST - CURRENT ACCOUNT</b>					
15.08.2025	D/D	EE	V02254351453	Parish Mobile	£18.59
19.08.2025	D/D	E.on Next	KI-F334E675-0020	Electricity Pavilion	£188.19
26.08.2025	Online	Wages		Staff Wages	£485.40
	Online	HMRC		Tax & NI August 2025	£359.18
	Online	Mr L Aldridge		Maintenance - Area near village shop	£50.00
	Online	D W Maintenance	2753	Grounds Maintenance - July	£320.83
	Online	AJH Plumbing & Heating	178458	Installatin of water heater - Pavilion	£150.00
	Online	Gamart Engineering	GAM-25-0875	Post for Speed Indicator Device	£186.00
	Online	OR Property Maintenance Services	INV0001	Alterations and repairs to inspection chambers - Rec Gnd	£145.00
31.08.2025	Online	Unity Trust Bank		Bank Charges	£6.00
<b>LLOYDS BANK - MULTIPAY CARD</b>					
07.07.2025	D/C	Microsoft	GB-T12502568963	Monthly subscription	£12.36
29.07.2025	D/C	Adobe		Monthly Subscription	£19.97
04.08.2025	D/C	Lloyds Bank		Monthly fee	£3.00
<b>TOTAL</b>					<b>£1,944.52</b>

Name:.....

Signed: .....

Date:.....

Name:.....

Signed: .....

Date:.....

TOLLESHUNT D'ARCY PARISH COUNCIL  
PAYMENTS FOR APPROVAL

Appendix B

September 2025

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
<b>UNITY TRUST BANK - CURRENT ACCOUNT</b>					
15.09.2025	D/D	EE	V02385931150	Parish Mobile	£18.59
30.09.2025	Online	Wages		Staff Wages	£485.80
	Online	HMRC		Tax & NI September 2025	£358.78
	Online	Mr L Aldridge		Maintenance - Area near village shop	£50.00
	Online	Arthur J Gallagher	548449664	Annual Insurance Premium	£2,334.15
	Online	D W Maintance	2761	Grounds Maintenance	£240.83
	Online	Maldon District Council		Annual Play Equipment Inspection	£78.12
	Online	Universal Services (Sports Equipment) Ltd	SIN106944	New goal posts	£1,470.00
	Online	OR Property Maintenance Services	INV00002	Repairs to the Maypole	£1,200.00
30.09.2025	Online	Unity Trust Bank		Bank Charges	£6.00
<b>LLOYDS BANK - MULTIPAY CARD</b>					
07.08.2025	D/C	Microsoft	GB-T12503021267	Monthly subscription	£12.36
23.08.2025	D/C	Amazon		Laptop Equipment	£12.29
29.08.2025	D/C	Adobe	IEN2025045951884	Monthly Subscription	£19.97
02.09.2025	D/C	Lloyds Bank		Monthly fee	£3.00
<b>TOTAL</b>					<b>£6,289.89</b>

Name: ..... Signed: ..... Date: .....

Name: ..... Signed: ..... Date: .....