

**Those present:**

Cllr Smith (Chair)  
Cllr Denney (7.40pm)  
Cllr Middleton  
Cllr Munson  
Michelle Curtis (Parish Clerk/RFO)  
Steve Howard - Parish Working Group  
1 Member of the public

**1. Apologies for Absence**

Apologies were received and accepted from Cllrs Ewing and Henderson.

Apologies were also received from District Councillor Thompson.

**2. Resignation**

The Chair reported that Cllr Evans, having moved from the parish, had to resign from the Parish Council.

Councillors expressed their thanks to Richard Evans for his exceptional hard work and significant commitment while serving on the Parish Council and wished him and his family well in their new home.

**Action:** Clerk to notify Maldon District Council of the casual vacancy.

**3. Declarations of Interest**

There were no declarations of interest disclosed.

**4. County and District Councillors**

Cllr Thompson was not present at the meeting.

**5. Public Forum**

There was no comment from the member of the public.

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

Steve advised there was no new information to report.

**7. Minutes**

**Resolved:** The Minutes of the Parish Council Meeting held on 25<sup>th</sup> November 2025 be approved as a true and accurate record of the meeting. Unanimously agreed by those who attended.

The Chair signed the Minutes.

**8. Planning Applications**

**8.1** Application No: 25/00951 PP-14272070

Proposal: Removal of existing porch to South West elevation, new brick paving path and changes to existing door.

Location: Oxley House Oxley Hill Tolleshunt D'Arcy

**Resolved:** Unanimously agreed to respond "no comment" to this application.

- 8.2** Application No: 25/01016/TCA PP-14491954  
 Proposal: T1, T2, T3 (Bx3 on plan) Holly trees - Reduce by 6m, T4 (C on plan) Pear Tree - Reduce by 5m, T5 (A on plan) Conifer - Fell  
 Location: Pantiles Salters Meadow Tolleshunt D'Arcy  
**Resolved:** Unanimously agreed to recommend approval of this application.
- 8.3** Application No: 25/00923/LDP PP-14072049  
 Proposal: Claim for lawful development certificate for a proposed new stable building which remains in the exact same spot as the current stable building.  
 Location: Dodo Mansion Kelvedon Road Tolleshunt D'Arcy  
**Resolved:** Unanimously agreed to respond "no comment" to this application.
- 8.4** Application No: 25/01062/TCA PP-14530336  
 Proposal: T1 Oak - Crown reduce by 2m. T2 Oak - Crown reduce to previous points (3m)  
 Location: Grass Verge Corner Of Church Street Tolleshunt D'Arcy  
**Resolved:** Unanimously agreed to recommend approval of this application.
- 8.5** Planning applications received from Maldon District Council after publication of the agenda – None received
- 9. Planning Decisions**
- 9.1** 25/00362/FUL - Land At 1 Oxley Cottage 1 Oxley Hill - Approved
- 10. Appeal Decision**
- 10.1** Appeal Reference: 6001051  
 Application Number: 25/00543/HOUSE  
 Proposal: Retrospective single storey rear extension  
 Location: 2 Festival Gardens  
 Decision: Appeal Allowed
- 11. Finance**
- 11.1** Monthly Financial Report  
 Councillors received the Monthly Financial Report as of 30<sup>th</sup> November 2025  
 Bank Reconciliation – a Closing balance of £47,773.03  
 Expenditure to date – Budget £36,430 – Actual £25,452  
 Income to date (including Precept (£25,730) £36,430 – Actual £35,452  
 Earmarked Funds – Closing Balance £20,043.85 – Net Transfers £6,470
- The Chair and Cllr Middleton signed the Reports.
- 11.3** Payments  
**Resolved:** Unanimously agreed to approve the payments for January 2026 (Appendix A) totalling £2,638.72.
- The Chair and Cllr Middleton signed the payment schedule.
- 12. Budget/Precept 2026/27**  
**Resolved:** Unanimously agreed to approve the proposed budget (Appendix B) of £26,890 for 2026/27, an increase of £1,160, which is 4.5% against 2025/26. Based on a Band D property, the cost per household has increased from £55.46 to £59.74 per annum.

### **13. Training**

There were no requests for training.

### **14. Policies and Procedures**

#### **14.1 Health and Safety Policy**

Councillors reviewed the Health and Safety Policy. There were no changes.

#### **14.2 Co-option Policy**

**Resolved:** Unanimously agreed to the changes to the Co-Option Policy.

#### **14.3 Freedom of Information Policy**

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

#### **14.4 Publication Policy**

Councillors reviewed the Publication Policy. There were no changes.

#### **14.5 Records Retention Policy**

Councillors reviewed the Records Retention Policy. There were no changes.

### **15. Recreation Ground Annual Inspection**

**Resolved:** Unanimously agreed to accept the quotation from Bonz Cariey for £120 + VAT to tension the zip-wire.

Quotations for other repairs/works to the play equipment are still to be obtained.

### **16. Dog Bin – Harvesters**

The Clerk reported that she had met with the resident who had requested that the dog bin be relocated. The resident was shown the proposed position for the dog bin.

The resident has since emailed, as they do not feel the proposed location is suitable. The resident has suggested moving the dog bin to the kissing gate across the field. This would allow the contractor to access it easily from the farm side. The pond also has fishermen there, and both bins might be better placed, as there is quite a lot of dog poo/rubbish left.

Councillors did not feel that moving the dog bin to the opposite side of the field was a suitable option, as this could lead to bags of dog poo being left on the footpath and surrounding area.

Councillors agreed to take no further action at this stage and to monitor the situation.

### **17. Local Government Reorganisation (LGR)**

Councillors agreed not to respond to the LGR consultation.

### **18. Police**

No Police reports were received.

**Action:** Clerk to find out why the reports were no longer being distributed.

### **19. Community Engagement Officers**

The CET report for November 2025 was received and noted.

It was noted that during the CET patrols in November, 3 speeding offences were recorded, all on Tollesbury Road, with the highest speed recorded at 49mph.

**20. Administration**

Planning – The Clerk reported that a planning application for up to 200 homes in Tollesbury is currently out for consultation.

**Action:** Clerk to include on the next agenda.

**21. Representative Reports**

**21.1 Burial Ground**

Cllr Henderson was not present at the meeting but had advised that there were no new issues to report.

**21.2 Recreation Ground/Pavilion**

Cllr Middleton reported that there were no new issues.

**21.3 Public Rights of Way**

Cllr Henderson was not present at the meeting but had advised that there were no new issues to report.

**21.4 Road Safety/Highways**

Cllr Denney reported:

- The drain cover located in the middle of the road near the Church requires attention.

**Action:** Clerk to report to Essex County Council.

The Clerk reported:

- A resident reported a large pothole in Festival Gardens. The pothole had deteriorated, and the Clerk had obtained photographs. The Clerk emailed Cllr Durham, asking him to chase this up on behalf of the Council. Cllr Durham has updated Essex County Council, and the potholes will be reassessed.
- The post for the Speed Indicator Device is due to be collected by the Contractor this week, ready for installation.

**21.5 Defibrillators**

Cllr Middleton reported:

- The defibrillators had been checked earlier that evening and were both ok.

**22. Community Matters**

To receive information only or note future agenda items

**23. Dates of the Next Meeting**

Tuesday 27<sup>th</sup> January 2026 – 7.30 pm

The Chair closed the meeting at 8.02pm.

Signed:.....

Date:.....

TOLLESHUNT D'ARCY PARISH COUNCIL  
PAYMENTS FOR APPROVAL

7th January 2026

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail	Amount
<b>UNITY TRUST ACCOUNT</b>					
15.12.2025	D/D	EE	V02416117792	Parish Mobile	£13.75
31.12.2025	D/D	Unity Trust Bank		Bank charges - November 2025	£6.00
07.01.2026	Online	Wages		Staff Wages	£505.00
	Online	HMRC		Tax & NI December 2025	£376.84
	Online	Mr L Aldridge		Maintenance - Area near village shop - Dec	£50.00
	Online	D W Maintenance	2784	Grounds Maintenance - November	£240.83
			2784	Tree Work at Recreation Ground	£220.00
			2790	Grounds Maintenance - December	£240.83
	Online	Tolleshunt D'Arcy Village Larder		Grant as agreed at the meeting on 25.11.25	£701.66
	Online	SLCC	MEM257478-2	Annual membership	£250.00
	Online	Tolleshunt D'Arcy Village Hall	TDVH2025	Rental of Village Hall for PC Meetings 2025	£92.40
31.01.2026	D/D	Unity Trust Bank		Bank charges - December 2025	£550.00
					£6.00
<b>LLOYDS BANK - MULTIPAY CARD</b>					
07.11.2025	D/C	Microsoft	G122349144	Monthly subscription	£12.10
24.11.2025	D/C	Information Commissioners Office		Annual Fee	£52.00
28.11.2025	D/C	Adobe	IEN2025064736983	Monthly subscription	£19.97
02.12.2025	D/C	Lloyds Bank		Monthly fee	£3.00
<b>TOTAL</b>					<b>£2,638.72</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

<b>TOLLESHUNT D'ARCY PARISH COUNCIL</b> <b>ACCOUNTS ANALYSIS</b> <b>BUDGETS 2026/27</b>
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	2025/2026 Budget	2026/2027 Budget
<b>Recurring Expenditure</b>		
Admin	6655.00	8320.00
Amenities	3900.00	5400.00
Burial Ground	170.00	170.00
Pavilion	3760.00	3150.00
Rec Ground	1700.00	1700.00
Wages	9345.00	11000.00
Streetlighting	0.00	0.00
S137 Expenditure	1100.00	3000.00
<b>Total of Estimated Recurring Expenditure</b>	<b>26630.00</b>	<b>32740.00</b>
<b>Income</b>		
Burial Ground Fees	500.00	1000.00
Pitch Fees	200.00	250.00
Bank Interest	400.00	500.00
Pavilion Hire	7800.00	7800.00
Utilities Contribution	1800.00	1800.00
<b>Total of Estimated Income</b>	<b>10700.00</b>	<b>11350.00</b>
<b>Recurring Expenditure Less Income</b>	<b>15930.00</b>	<b>21390.00</b>
<b>Non-Recurring Expenditure</b>		
Election	0.00	0.00
Maypole	0.00	1000.00
Parish Improvements	0.00	1000.00
Rec Gnd	4800.00	2500.00
Speed Reduction	5000.00	0.00
Unallocated	0.00	0.00
Village Hall	0.00	1000.00
<b>Total of Estimated Non-Recurring Expenditure</b>	<b>9800.00</b>	<b>5500.00</b>
<b>Net Precept Sum</b>	<b>25730.00</b>	<b>26890.00</b>
Council Tax - 2025/2026 - Band D (Precept divided by Tax Base /463.9)	55.46	
Council Tax - 2026/2027 - Band D (Precept divided by Tax Base /450.1)		59.74

**TOLLESHUNT DARCY PARISH COUNCIL  
ACCOUNTS ANALYSIS  
BUDGETS 2026/27**

Payments		2024/2025 Actual	2025/2026 Budget	Actual To Date (Oct 25)	2026/2027 Budget
Admin - 110	Audit Fees - 4100	385.00	400.00	175.00	400.00
	Bank Charges - 4090	107.00	108.00	63.00	108.00
	Data Officer Expenses				
	Hall Hire - 4500	1050.00	500.00	0.00	550.00
	Insurance - 4130	1942.00	2000.00	2334.00	3000.00
	CPOs - 4230	764.00	1200.00	752.00	1400.00
	Special Officers				
	Sundries - 4990	215.00	200.00	74.00	200.00
	Office Allowance - 4190	312.00	312.00	182.00	312.00
	Office Equipment - 4180	0.00	50.00	21.00	50.00
	Payroll - 4070	82.00	85.00	86.00	90.00
	Postage - 4150				
	Stationery	39.00	20.00	9.00	20.00
	Subscriptions - 4120	979.00	1100.00	1052.00	1300.00
	Telephone - 4160	182.00	180.00	108.00	190.00
	Training - 4080	120.00	300.00	0.00	200.00
	Website - 4170	1538.00	200.00	1080.00	500.00
	<b>ADMIN TOTAL</b>	<b>7715.00</b>	<b>6655.00</b>	<b>5936.00</b>	<b>8320.00</b>
Amenities - 130	Defib - 4300	235.00	400.00	235.00	400.00
	Grass/Hedge/Tree Cutting - 4310	4175.00	3500.00	2991.00	5000.00
	Maintenance - 4370	102.00	0.00	0.00	0.00
	<b>AMENITIES TOTAL</b>	<b>4512.00</b>	<b>3900.00</b>	<b>3226.00</b>	<b>5400.00</b>
Burial Gnd - 135	Maintenance - 4370	0.00	50.00	0.00	50.00
	Water Rates - 4360	102.00	120.00	47.00	120.00
	Sundries	0.00	0.00	0.00	0.00
	<b>BURAL GROUND TOTAL</b>	<b>102.00</b>	<b>170.00</b>	<b>47.00</b>	<b>170.00</b>
Pavilion - 140	Electricity - 4400	1918.00	2520.00	921.00	2500.00
	Maintenance - 4370	2141.00	1000.00	1074.00	500.00
	Water - 4360	45.00	240.00	87.00	150.00
	<b>PAVILION TOTAL</b>	<b>4104.00</b>	<b>3760.00</b>	<b>2082.00</b>	<b>3150.00</b>
Projects - 160	Election		0.00		0.00
	Maypole		0.00	1200.00	1000.00
	Parish Improvements - 4610		0.00		1000.00
	Rec Gnd - 4620	6679.00	4800.00	1225.00	2500.00
	Speed Reduction		5000.00	155.00	0.00
	Contingency Projects		0.00		0.00
	Burial Ground		0.00	750.00	1000.00
	<b>PROJECTS TOTAL</b>	<b>6679.00</b>	<b>9800.00</b>	<b>3330.00</b>	<b>5500.00</b>
Rec Gnd - 145	Maintenance - 4370	65.00	500.00	740.00	500.00
	Play Equipment - 4550	0.00	1200.00	0.00	1200.00
	<b>REC. GROUND TOTAL</b>	<b>65.00</b>	<b>1700.00</b>	<b>740.00</b>	<b>1700.00</b>
Wages - 110	<b>WAGES TOTAL</b>	<b>8437.00</b>	<b>9345.00</b>	<b>5911.00</b>	<b>11000.00</b>
Streetlighting - 155	Maintenance - 4370	299.00	0.00	299.00	0.00
	<b>STREETLIGHTING TOTAL</b>	<b>299.00</b>	<b>0.00</b>	<b>299.00</b>	<b>0.00</b>
S137 Expend - 110	Donations - 4200	58.00	1100.00	1100.00	3000.00
	<b>S137 EXPEND TOTAL</b>	<b>58.00</b>	<b>1100.00</b>	<b>1100.00</b>	<b>3000.00</b>
<b>TOTAL</b>		<b>31971.00</b>	<b>36430.00</b>	<b>22671.00</b>	<b>38240.00</b>

**TOLLESHUNT DARCY PARISH COUNCIL  
 ACCOUNTS ANALYSIS  
 BUDGETS 2026/27**

<b>Receipts</b>	<b>2024/2025 Actual</b>	<b>2025/2026 Budget</b>	<b>Actual To Date (Oct 24)</b>	<b>2026/2027 Budget</b>
Admin Misc		0.00	0.00	0.00
Burial Ground - 135 Fees - 1350	2016.00	500.00	480.00	1000.00
Rec Gnd - 145 Pitch Fees - 1450	175.00	200.00	175.00	250.00
Donations/Grants		0.00	0.00	0.00
Other - 100 Bank Interest	630.00	400.00	276.00	500.00
Other	3284.00	0.00	0.00	0.00
Pavilion Hire - 1990	7350.00	7800.00	3900.00	7800.00
Utilites Contribution	2468.00	1800.00	900.00	1800.00
<b>TOTAL</b>	<b>15923.00</b>	<b>10700.00</b>	<b>5731.00</b>	<b>11350.00</b>
<b>BUDGET (Expenditure less Income)</b>		<b>25730.00</b>		<b>26890.00</b>
<b>PRECEPT (Expenditure less Income)</b>		<b>25730.00</b>		<b>26890.00</b>