

Those present:

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

1. Apologies for Absence

Apologies were received and accepted from Cllrs Evans.

Apologies were also received from District Councillor Thompson.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. County and District Councillors

Cllr Thompson was not present at the meeting.

4. Public Forum

There were no members of the public present.

5. Parish Working Group (PWG)

Steve reported:

- A resident reported overgrown vegetation on Tollesbury Road. Steve checked, and the area near Champions Wood, which was usually overgrown, had been cut back.
- Regarding the planning application for Beckingham Road, it has been noted that there is a covenant on the land stating that it is for agricultural use only. The Chair suggested that any concerns be raised with Maldon District Council.

6. Minutes

Resolved: The Minutes of the Parish Council Meeting held on 28th October 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 Application No: 25/00810/WTPO PP-14313128

Proposal: T1 - Oak - Pollard by 5.5m

Location: 11 D'Arcy Way Tolleshunt D'Arcy

Resolved: Unanimously agreed to recommend approval of this application providing there is no harm to the tree.

Application No: 25/00964/TCA PP-14429492

Proposal: T1 - Ash Tree - Remove the southwest facing ivy covered limb to main trunk. Reduce the rest of the remaining tree by 3m in height.

Location: Manor House 20 Kelvedon Road Tolleshunt D'Arcy

Resolved: Unanimously agreed to recommend approval of this application providing there is no harm to the tree.

8. Appeal Notification

- 8.1 Appeal Reference: 6001051
Application Number: 25/00543/HOUSE
Proposal: Retrospective single storey rear extension
Location: 2 Festival Gardens

9. Finance

- 9.1 Monthly Financial Report
Councillors received the Monthly Financial Report as of 31st October 2025
Bank Reconciliation – a Closing balance of £47,585.36
Expenditure to date – Budget £36,430 – Actual £23,936
Income to date (including Precept (£25,730) £36,430 – Actual £33,593
Earmarked Funds – Closing Balance £20,043.85 – Net Transfers £6,470

The Chair and Cllr Middleton signed the Reports.

- 9.2 Earmarked Reserves
Resolved: Unanimously agreed to reallocate £2,845 from the Speed Reduction Earmarked Reserve to the following Earmarked Reserves as follows:

Parish Improvements - £500 – Anticipated Pavilion repairs
Burial Ground - £1,000 – Future purchase or maintenance
Maypole - £1,000 – Maypole Repairs
Streetlighting - £345 – Streetlight renewal/repairs

- 9.3 Payments
Resolved: Unanimously agreed to approve the payments for November 2025 (Appendix A) totalling £2,030.15.

The Chair and Cllr Middleton signed the payment schedule.

10. Grant Request

- 10.1 Village Larder
Resolved: Unanimously agreed to award a grant of £250 to the Village Larder for running costs and heating.

- 10.2 Village Hall Management Committee
Resolved: Unanimously agreed to award a grant of £2,500 to the Village Hall Management Committee towards the running costs of the Village Hall in 2026/27.

11. Budget/Precept 2026/27

Councillors discussed the draft budget.

Action: Councillors to review the budget, with final approval to be made at the Parish Council meeting on 5th January 2026.

12. Training

There were no requests for training.

13. Recreation Ground Annual Inspection

Cllr Middleton had prepared a list of works required.

Action: Clerk to obtain quotations for the work required.

14. Dog Bin – Harvesters

The Clerk reported that she had met with the landowner and agreed on the most suitable location for the dog bin. The residents of The Harvesters were also written to, asking them to send any comments or concerns regarding this proposal by Friday, 21st November 2025; no comments were received.

Resolved: Unanimously agreed to relocate the dog bin at a cost of £180. The installation will be carried out by Appletons/MDC.

15. Speed Device Indicator (SID)

The Clerk reported that two Contractors had been approached to provide a quotation for the installation of the post for the SID. Only one of the quotations had the necessary licences to carry out works on a highway.

Resolved: Unanimously agreed to accept the quotation from OR Maintenance for £1,760 to install the post in accordance with the requirements of Essex County Council and Westcotec, the SID supplier.

16. Police

No Police reports were received.

17. Community Engagement Officers

The CET report for October 2025 was received and noted.

It was noted that during the CET patrols in October, 5 speeding offences were recorded, all on Tollesbury Road, with the highest speed recorded at 41mph.

18. Administration

The Clerk reported the following:

- IT Policy – NALC has designed a new IT Policy to assist parish and town councils meet the requirements set out in paragraph 1.54 of the proper practices. Compliance with this requirement is tested under Assertion 10 of the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return). The template policy helps parish and town councils to set expectations for appropriate use of equipment and systems, raise awareness of risks associated with IT use, safeguard the council's data and digital assets, clarify what constitutes acceptable and unacceptable use, and outline the consequences of policy breaches.

NALC is hosting a free online event on Tuesday, 2nd December 2025, from 12pm to 1.15pm to provide information about their new resources that aim to make compliance easier, clearer, and more achievable for every parish and town council.

The Clerk confirmed that she had booked a place at the event.

- Local Government Reorganisation (LGR) - Essex County Council has arranged two webinars to present their response to the LGR Consultation. There will be a 30-minute presentation, "Three new Councils – One Bright Future", followed by 30 minutes for questions and answers. The webinars will

take place on Tuesday, 2nd December 2025, from 5.30pm to 6.30pm, and on Wednesday, 3rd December 2025, from 9.30am to 10.30am.

19. Representative Reports

19.1 Burial Ground

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

19.2 Recreation Ground/Pavilion

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

19.3 Public Rights of Way

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

19.4 Road Safety/Highways

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

19.5 Defibrillators

Cllr Middleton reported:

- The replacement pads had been put in for both defibrillators.

20. Community Matters

There were no matters raised.

21. Public Bodies (Admission to Meetings) Act 1960

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

The Clerk left the meeting.

22. Employment Matters

Councillors carried out an annual review for the Clerk (confidential report 01-25/26).

23. Public Bodies (Admission to Meetings) Act 1960

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

The Clerk returned to the meeting.

24. Dates of the Next Meeting

Tuesday 6th January 2026 – 7.30 pm

The Chair closed the meeting at 8.36pm.

Signed:.....

Date:.....