

Those present:

Cllr Smith (Chair)
Cllr Denney
Cllr Ewing
Cllr Henderson
Cllr Middleton
Cllr Munson
Cllr Reeve
Michelle Curtis (Parish Clerk/RFO)
Steve Howard - Parish Working Group
10 Members of the public

1. Apologies for Absence

Apologies were received from District Councillor Thompson.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. Co-Option

Resolved: Following a unanimous vote, Vanessa Reeve was co-opted as a Parish Councillor for Tolleshunt D'Arcy Parish Council.

The Declaration of Office was signed by Cllr Reeve and the Proper Officer.

Cllr Reeve joined the meeting.

4. County and District Councillors

Cllr Thompson was not present at the meeting.

5. Public Forum

A resident raised the following:

- There are several large potholes in the parish. The resident had reported them to Essex County Council.
- A pedestrian crossing warning sign is missing on Maldon Road. It was knocked over by a driver approximately two years ago and has not been replaced.
- Someone has tried to clean the 30mph signs as you enter the village, but in doing so has managed to remove the reflective coating.

The applicant for planning application 26/00016/HOUSE (PP-14598301) gave an overview of their application.

A resident attended the meeting and advised that they were speaking on behalf of themselves and neighbouring residents regarding planning application 26/00060/FUL (PP-14642782).

The resident outlined several concerns about the proposal, stating that it would have a detrimental impact on the local area. Key issues raised included:

- Noise and disturbance, particularly due to the close proximity of the proposed camping area to residential properties.

- Light pollution affecting nearby homes.
- Highway safety concerns, especially given the lack of pavements along Tudwick Road.
- The fact that Tudwick Road is a residential area makes the introduction of a campsite potentially incompatible with the existing character of the location.
- The likelihood of nuisance caused by campers using outdoor areas, given how close the site is to homes.
- Concerns that, as the landowners do not live within the village, camper behaviour may not be adequately supervised.
- A further concern is that the proposal may not be financially viable in its current form.

The resident requested that these concerns be taken into account when the application is considered.

The applicant for planning application 26/00060/FUL (PP-14642782) gave an overview of the application and addressed some of the concerns raised by the resident.

6. Parish Working Group

Steve advised there was no new information to report.

7. Minutes

Resolved: The Minutes of the Parish Council Meeting held on 27th January 2026 be approved as a true and accurate record of the meeting. Unanimously agreed by those who attended.

8. Planning Applications

8.1 Application No: 26/00063/FUL PP-14657334

Proposal: Construction of a new single-storey annex within the residential curtilage of Grouts Farm, to provide an accessible bedroom with open plan living accommodation.

Location: Grouts Farm Kelvedon Road Tolleshunt D'Arcy

Resolved: Unanimously agreed to recommend approval of this application.

8.2 Application No: 26/00060/FUL PP-14642782

Proposal: Change of use of land and siting of 3 no. glamping pods for overnight tourist accommodation with external timber decking areas, package treatment plant, associated landscaping and new vehicular access point

Location: Land Adjacent Maple Cottage Tudwick Road Tolleshunt D'Arcy

Resolved: Agreed by the majority to respond with no comment to this application.

8.3 Application No: 26/00016/HOUSE PP-14598301

Proposal: Conversion of the existing garage to living accommodation, including alterations to fenestration, together with the erection of a single-storey link extension to the main dwelling. Relocation of existing oil tank.

Location: Mulberry House Salters Meadow Tolleshunt D'Arcy

Resolved: Unanimously agreed to recommend approval of this application.

8.4 Application No: 25/00426/LDP PP-13860858

Proposal: Claim for lawful development certificate for a proposed erection of a steel framed building to the rear.

Location: 44 Tollesbury Road Tolleshunt D'Arcy

Resolved: Unanimously agreed to respond with no comment to this application.

- 8.5** To consider any other planning applications received from Maldon District Council after publication of the agenda – None received

Two residents left the meeting.

9. Planning Decisions

- 9.1** 25/00923/LDP - Dodo Mansion Kelvedon Road - Refused

- 9.2** 25/01062/TCA - Grass Verge Corner Of Church Street – Approved

10. Finance

10.1 Monthly Financial Report

Councillors received the Monthly Financial Report as of 31st January 2026

Bank Reconciliation – a Closing balance of £45,535.44

Expenditure to date – Budget £36,430 – Actual £29,954

Income to date (including Precept (£25,730) £36,430 – Actual £37,185

Earmarked Funds – Closing Balance £20,043.85 – Net Transfers £6,470

The Clerk reported:

- The Financial Services Compensation Scheme (FSCS) increased its deposit protection limit from £85,000 to £120,000 per eligible person.
- Notification had been received from Unity Trust Bank advising that their fees would increase, effective from 1st February 2026. The monthly account fee has increased from £6 to £7. There has also been a small increase in the cost per transaction.

The Chair and Cllr Middleton signed the Reports.

10.2 Speed Indicator Device (SID)

Resolved: Unanimously agreed to ratify the expenditure of £770 for the data collector for the SID

10.3 Payments

Resolved: Unanimously agreed to approve the payments for February 2026 (Appendix A) totalling £10,159.44.

The Chair and Cllr Middleton signed the payment schedule.

11. Data Protection

11.1 Data Protection Policy

Resolved: Unanimously agreed to adopt the new Data Protection Policy V1.0.

11.2 Data Audit Document

Resolved: Unanimously agreed to approve the new Data Audit Document

12. Training

Resolved: Unanimously agreed to the expenditure for Cllr Reeve to attend Councillor training.

Action: Cllr Reeve to liaise with the Clerk to arrange the training.

13. Pavilion

13.1 Blackwater Gymnastics

The notification from Blackwater Gymnastics regarding termination of the Rental Agreement for the Pavilion was received and noted. The notice was dated 15th February, and three months' notice is required.

Councillors agreed to accept the three months' notice and to waive the rental payment for the last two months. It was recognised that Blackwater Gymnastics had been a good tenant and had made significant improvements to the building.

Some repair work to the flooring was required before a new tenant could occupy the building, and it was agreed that the work would be carried out as soon as Blackwater Gymnastics had left the premises.

Action: Clerk to obtain quotations for an inspection and repairs to the floor.

13.2 Pavilion – Lease Agreement

Councillors considered the proposal from SensoryFlex Community Occupational Therapy to lease the Pavilion.

Resolved: Councillors unanimously agreed to rent the Pavilion SensoryFlex Community Occupational Therapy from 1st May 2026, subject to agreement regarding the cost of rent and utilities.

Action: Cllr Middleton to discuss the rental and utility fees with SensoryFlex Community Occupational Therapy and report back to Councillors with a proposal for monthly payments.

13.3 Fire Alarms for Routine Fire Alarm and Emergency Light System Maintenance

Councillors reviewed the quotation for the Fire Alarms for Routine Fire Alarm and Emergency Light System Maintenance

Action: Clerk to seek clarification on the costs.

14. Grounds Maintenance Contract

Councillors reviewed the work specification for the Grounds Maintenance Contract and made some minor amendments.

Action: Clerk to publish details of the Contract with quotations to be considered at the next meeting of the Parish Council.

15. Green Space Games

Resolved: Unanimously agreed to pay for one session of a Green Space Games event in Tolleshunt D'Arcy Recreation Ground during the summer holiday. The cost is £360 a session.

If the event is successful, consideration will be given to future events, and funds will be budgeted for them.

16. CouncilWise

Resolved: Unanimously agreed to subscribe to CouncilWise Training and Support costing £150. The annual subscription fee is £150, and the subscription runs from 1st April 2026 to 31st March 2027.

17. Community Engagement Officers

17.1 CET Report

The CET report for January 2026 was received and noted.

It was noted that during the CET patrols in January, 3 speeding offences were recorded, 1 on Kelvedon Road and 2 on Tollesbury Road, with the highest speed recorded at 41mph on both roads.

17.2 Community Engagement Officers 2026/27

The cost for the CEOs' TruCam patrols in 2026/27 will increase to £44.91 per hour plus VAT (£43.24 in 2025/26).

Resolved: Unanimously agreed to continue with the services of the CEOs in 2026/27 for 2 hours per month.

18. Administration

The Clerk reported:

- A resident had raised concerns regarding the pavement area outside the school. There are broken twigs and debris.
Action: Clerk to report to Maldon District Council.
- A resident had raised a concern about the footballers' parking when using the recreation ground.
Action: Clerk to suggest to the footballers that they contact the Village Hall to see if they are allowed to use the Village Hall car park when the venue is not being hired potentially with a payment similar to the previous agreement with the school.

19. Representative Reports

19.1 Burial Ground

Cllr Henderson reported:

- The bench in the Burial Ground had rotted and needed to be removed.
Action: Clerk to obtain quotations for a replacement bench and for the disposal/installation costs for the new bench.

19.2 Recreation Ground/Pavilion

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

19.3 Public Rights of Way

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

19.4 Road Safety/Highways

Cllr Denney reported:

- The SID was installed along with the data collector.
Councillors agreed that the data would be collected monthly and reported back at each meeting.
- Cllr Denney continues to report potholes via the Essex County Council online portal.
- Cllrs Denney and Middleton agreed to look at the signage around the village.

19.5 Defibrillators

Cllr Middleton advised that he would inspect the defibrillators and would notify the Clerk once this had been done.

20. Community Matters

No information or future agenda items were raised.

21. Date of the Next Meeting

Tuesday 31st March 2026 – 7.30 pm

The Chair closed the meeting at 9.02pm.

Signed:.....

Date:.....

TOLLESHUNT D'ARCY PARISH COUNCIL
 PAYMENTS FOR APPROVAL

Appendix A

February 2026

| Date | Cheque No. | Payee | Invoice No/Ref | Expenditure Detail | Amount |
|------------------------------------|------------|-------------------------|------------------|---|-------------------|
| UNITY TRUST ACCOUNT | | | | | |
| 02.02.2026 | Online | OR Property Maintenance | INV0005 | Excavation and installation og SID Support Post | £1,760.00 |
| 16.02.2026 | D/D | EE | V02437607825 | Parish Mobile | £15.60 |
| 17.02.2026 | D/D | E.On Next | KI-F334E675-0022 | Electricity Supply - Pavilion | £843.30 |
| 24.02.2026 | Online | Wages | | Staff Wages | £505.00 |
| | Online | HMRC | | Tax & NI Feb 2026 | £376.84 |
| | Online | Mr L Aldridge | | Maintenance - Area near village shop - Feb | £50.00 |
| | Online | D W Maintance | 2794 | Grounds Maintenance | £240.83 |
| | Online | Safe Fire Protection | | Annual Service - Fire Extinguishers - Pavilion | £120.00 |
| | Online | Westcotec | 17499 | SID with Solar Kit | £5,122.80 |
| | | | 17575 | SID Data Collector | £924.00 |
| 28.02.2026 | D/D | Unity Trust Bank | | Bank charges - January 2026 | £6,046.80 |
| | | | | | £6.00 |
| LLOYDS BANK - MULTIPAY CARD | | | | | |
| 08.01.2026 | D/C | Microsoft | GB-T12600614032 | Monthly subscription | £12.10 |
| 12.01.2026 | D/C | The Computer Guys | | Replacement Laptop Battery | £160.00 |
| 28.01.2026 | D/C | Adobe | IE2026005626588 | Monthly Subscription | £19.97 |
| 02.02.2026 | D/C | Lloyds Bank | | Monthly fee | £3.00 |
| TOTAL | | | | | £10,159.44 |

Signed: _____

Date: _____

Signed: _____

Date: _____