

Those present:

Cllr Smith (Chair)
Cllr Denney
Cllr Ewing
Cllr Henderson
Cllr Middleton
Cllr Munson
Cllr Reeve
Michelle Curtis (Parish Clerk/RFO)
District Councillor Thompson
Steve Howard - Parish Working Group

1. Apologies for Absence

There were no apologies for absence; all members were present.

2. Declarations of Interest

There were no declarations of interest disclosed.

3. County and District Councillors

Cllr Thompson reported:

- The County Council elections would be held in May 2026.
- The government has announced that there will be five unitary authorities in Greater Essex. Maldon will be included in the Mid Essex Council, which includes Brentwood Borough Council, Chelmsford City Council, and Essex County Council.

4. Public Forum

There were no members of the public present.

5. Parish Working Group

Steve reported the following:

- A resident had raised concerns regarding the rubbish/recycling that is left outside Ruby's Restaurant. The area is very untidy.
Action: Clerk to write to the restaurant and the resident of the flat to bring to their attention.
- The area outside the school was very untidy, with twigs covering the footpath and large branches scattered around.
The Clerk stated that she had reported this to Maldon District Council.
Action: It was agreed to organise a working group to clear the area.
- When the footballers use the goals, they use tape to stick the goal nets to the goalposts. When the nets are taken down, the tape is left on the ground, leaving a mess on the Recreation Ground.
Action: Clerk to raise with the football team.
- What data is available from the SID?
Cllr Denney reported that data would be available at the next meeting.
- Is there any update on the planning application for Beckingham Road?
Cllr Thompson advised that due to the lack of staff at Maldon District Council, there was a delay in decisions being made on planning applications. At this

time, Cllr Thompson was unable to confirm a date when the application would be considered.

6. Minutes

Resolved: The Minutes of the Parish Council Meeting held on 24th February 2026 be approved as a true and accurate record of the meeting. Unanimously agreed by those who attended.

7. Planning Applications

7.1 Application No: 26/00171/LDE PP-14774030

Proposal: Claim for certificate of lawfulness for the existing building ancillary to 4 Oxley Hill and known as 'the Garage' comprising carport, games room with WC and two first-floor rooms with toilet and shower (unauthorised development/material departure from conditions to planning permission 08/01132/FUL)

Location: 4 Oxley Hill Tolleshunt D'Arcy Essex

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

7.2 Application No: 26/00206/TCA PP-14804711

Proposal: T1 & T2 Scots pine -Fell

Location: 6 Margery Allingham Place Tolleshunt D'Arcy

Resolved: Unanimously agreed to recommend refusal of this application due to insufficient information explaining why the felling of the trees is necessary.

8. Planning Decisions

8.1 25/00571/FUL - Mayfield Nurseries Tudwick Road - Approved

9. Finance

9.1 Monthly Financial Report

Councillors received the Monthly Financial Report as of 28th February 2026

Bank Reconciliation – a Closing balance of £36,59.56

Expenditure to date – Budget £36,430 – Actual £40,164

Income to date (including Precept (£25,730) £36,430 – Actual £38,785

Earmarked Funds – Closing Balance £13,244.85 – Net Transfers -329

The Chair and Cllr Middleton signed the Reports.

9.2 Earmarked Reserves

The Clerk advised that at the Parish Council meeting on 25th November 2025, the Parish Council agreed to reallocate £2,845 from the Speed Reduction Earmarked Reserve to the following Earmarked Reserves:

Parish Improvements - £500 – Anticipated Pavilion repairs

Burial Ground - £1,000 – Future purchase or maintenance

Maypole - £1,000 – Maypole Repairs

Streetlighting - £345 – Streetlight renewal/repairs

Since the resolution was made, there was additional expenditure on the data collector for the SID, which reduced the amount of funds available by £299 from £2,845 to £2,546.

The Clerk proposed that the funds to be reallocated to streetlighting be reduced by £299, so the amount transferred to streetlighting is £46.

Resolved: Unanimously agreed to reduce the balance to be transferred from Speed Reduction to Streetlighting to £46.

9.3 Payments

Resolved: Unanimously agreed to approve the payments for February 2026 (Appendix A) totalling £1,816.47.

The Chair and Cllr Middleton signed the payment schedule.

10. Training

Cllr Middleton confirmed he had completed the Data Protection training.

It was confirmed that Cllr Reeve was booked on the Councillor Training in May.

Councillors agreed for Cllr Ewing to attend the Permitted Development Training being held by Councilwise.

Action: Cllr Ewing to notify the Clerk of the date that they can attend.

11. Pavilion

11.1 Community SEND Facility

Cllr Middleton reported that he had spoken to SensoryFlex Community Occupational Therapy, and the following is proposed:

The monthly rent shall be the same as the previous tenant's, and all utilities shall be paid in addition to the fair usage amounts covered by the Parish Council.

There is no rental charge for the first two months.

Half the monthly rental charge for the next two months.

Resolved: Councillors agreed with the proposal regarding the rent.

Cllr Middleton advised that the new tenant hoped to begin using the Pavilion from 1st May 2026. This would be subject to their receiving funding.

Action: Cllr Middleton to confirm the start date with SensoryFlex Community Occupational Therapy.

11.2 Alpha Fire Alarms for Routine Fire Alarm and Emergency Light System Maintenance

Resolved: Agreed by the majority to accept the quotation from Alpha Fire Alarms for Routine Fire Alarm and Emergency Light System Maintenance at the Pavilion.

The costs are as follows:

Bi-Annual Fire Alarm Maintenance - £178 + VAT

Annual Emergency Lights Maintenance - £178 + VAT

11.3 Flooring Repairs

Due to the urgency to complete the floor repairs before the new tenant occupies the building, it has only been possible to obtain one quotation.

Resolved: Unanimously agreed to accept the quotation from OR Maintenance for £5,050 to carry out the repairs to the flooring in the Pavilion. This is subject to SensoryFlex Community Occupational Therapy taking over the building on 1st May 2026. If there is a delay, additional quotations will be obtained for consideration. The work will be funded from the Recreation Ground earmarked reserve.

12. Grounds Maintenance Contract

Councillors considered the seven quotations received for the Grounds Maintenance Contract.

Resolved: Unanimously agreed to accept the quotation from Wallace Arboriculture and Groundcare for £4,860 per annum. The contract period is from 1st April 2026 – 31st March 2029.

13. Replacement Bench – Burial Ground

Resolved: Unanimously agreed to proceed with the purchase of a replacement bench for the Burial Ground. The costs are as follows:

Bench – Marmax Products - £474 + VAT

Installation of new bench and disposal of old bench – Bonz Cairey Ltd - £285 + VAT

Total cost: £759 + VAT

The cost of the bench would be funded from the Burial Ground earmarked reserves.

14. Horticultural Show

Councillors considered the request from the organisers to use the Recreation Ground on 4th July 2026 for the annual Horticultural Show.

Resolved: Unanimously agreed for the Horticultural Show to be held on the Recreation Ground on 4th July 2026, subject to a risk assessment. The risk assessment needs to be submitted for consideration by the Full Council at the meeting in May.

15. Community Engagement Officers

The CET report for February 2026 was received and noted.

It was noted that during the CET patrols in February, 2 speeding offences were recorded, 1 on Kelvedon Road and 1 on Tollesbury Road, with the highest speed recorded at 49mph on Kelvedon Road and 36mph on Tollesbury Road.

16. Administration

Annual Assembly – Councillors agreed to hold the Annual Parish Assembly on Friday 29th May 2026.

17. Representative Reports

17.1 Burial Ground

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

17.2 Recreation Ground/Pavilion

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

17.3 Public Rights of Way

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

17.4 Road Safety/Highways

Cllr Denney reported:

- There are a number of signs around the village which are faded or broken. Cllr Denney to put together a list of the signs which require attention.

17.5 Defibrillators

Cllr Middleton advised that the defibrillators had been checked that day and there were no issues to report.

18. Community Matters

No information or future agenda items were raised.

19. Dates of the Next Meeting

Tuesday 28th April 2026 – 7.30 pm

The Chair closed the meeting at 8.28pm.

Signed:.....

Date:.....

**TOLLESHUNT D'ARCY PARISH COUNCIL
PAYMENTS FOR APPROVAL**

March 2026

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail		Amount
UNITY TRUST ACCOUNT						
16.03.2026	D/D	EE	V02447829837	Parish Mobile		£15.60
29.03.2026	Online	Wages		Staff Wages		£518.20
	Online	Mr L Aldridge		Maintenance - Area near village shop - March		£50.00
	Online	D W Mintenance	2799	Grounds Maintenance - February 2026	£240.83	
			2802	Grounds Maintenance - March 2026	£240.83	£481.66
31.03.2026	Online	Tollesbury Parish Council	TPC/32/2025-26	Hire of Projector		£100.00
	Online	HMRC		Tax & NI March 2026		£388.94
	Online	Dunmow Training Ltd t/a Councilwise		CouncilWise Subscription 2026/27		£180.00
	D/D	Unity Trust Bank		Bank charges - February 2026		£7.00
LLOYDS BANK - MULTIPAY CARD						
04.02.2026	D/C	Hobbycraft		Plastic storage boxes		£40.00
07.02.2026	D/C	Microsoft	GB-T12601115081	Monthly subscription		£12.10
01.03.2026	D/C	Adobe	IEN2026012214606	Monthly Subscription - February		£19.97
02.03.2026	D/C	Lloyds Bank		Monthly fee		£3.00
TOTAL						£1,816.47

Signed: _____

Date: _____

Signed: _____

Date: _____