

TOLLESHUNT KNIGHTS PARISH COUNCIL

Minutes of the **Annual Meeting** held on Monday 21st May 2018 in the Village Hall, Top Road, Tolleshunt Knights.

PRESENT:

Chairing the meeting – Councillor M Porter (Vice Chair)

Councillors Mr Cook, Mrs Dennis and Mrs Thompson.

Miss V Banyard (parish clerk). No members of the public.

TO RECEIVE QUESTIONS/ENQUIRIES FROM MEMBERS OF THE PUBLIC, TO RECEIVE AN ANSWER AT THE APPROPRIATE POINT IN THE MEETING

No issues were raised.

2434/01 TO ELECT THE CHAIR OF THE PARISH COUNCIL FOR THE YEAR 2018-2019

There being no other nominations, it was **RESOLVED** to appoint Councillor D Tungatt as Chair of the Council for the above year.

2435/01 TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

It was agreed that, as Councillor Mr Tungatt was absent from the meeting due to illness, he should sign the Declaration of Acceptance of Office at a later date.

2436/01 TO RECEIVE APOLOGIES FOR ABSENCE, OTHER ANNOUNCEMENTS AND DECLARATIONS OF INTEREST FROM MEMBERS

Apologies for absence were received from Councillors Mr Tungatt and Mr Long and the Ward Member Councillor Mrs Bamford .

No Declarations of Interest were received.

2437/01 TO ELECT THE VICE CHAIR OF THE PARISH COUNCIL FOR THE YEAR 2018-2019

This item was chaired by Councillor Mrs Thompson.

There being no other nominations, it was **RESOLVED** to appoint Councillor Mr M Porter as Vice Chair of the Council for the above year.

2438/01 TO RECEIVE THE VICE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Mr Porter then signed the Declaration of Acceptance of Office as Vice Chair of the Council for the year 2018-2019.

Councillor Mr Porter then resumed the Chair.

2439/01 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON 16th APRIL 2018

It was **RESOLVED** to approve the Minutes of the above Meeting.

2440/01 TO CONSIDER ANY ITEMS OF INFORMATION FROM THE ABOVE MINUTES

It was noted that the roadway is badly carved up outside 2 Barnhall Road, and the repairs outside 10 Brook Close and in Tolleshunt D'Arcy Road have been done very poorly.

Councillor Mr Cook will contact Highways about these issues.

2441/01 TO CONSIDER PLANNING APPLICATIONS WHICH MAY BE RECEIVED AND OTHER PLANNING ISSUES

The following decisions by Maldon District Council were noted:

FUL/MAL/18/00315	Erection of two stables, hay barn and construction of manege Land opposite Krissimon Farm Honeypot Lane Tolle;shunt Knights	Refused
FUL/MAL/18/00278	Alterations to FUL/MAL/17/00619. Plot 2 to include new stables to the rear garden with extended access drive to north east boundary. New dwelling 2 at 13 Barnhall Road Tolleshunt Knights.	Approved
NMA/MAL/18/00441	Application for Non Material Amendment following grant of planning permission FUL/MAL/14/00168 (replacement of five bedroom dwelling with annex and double garage, and new site entrance). Amendments sought: Clarification of materials and construction elements. Clarification of windows from casement to sash style. Clarification of elevations. Remove overhanging first floor structural detail to tile hanging element. Increase the number of windows to the south elevation B to ground and first floor. Change single storey day room from pitch roof to orangery style with glazed roof light. Merging two small windows from 2 to 1 to rear elevation associated with Bedroom 2. Enlargement of windows to annex front elevation. Addition of dormer to annex. Addition of Velux type roof windows to annex. Lowering of annex roof ridge height aligning with the front of the annex. Oakleigh Barnhall Road Tolleshunt Knights	Refused

2441/02 The following new application was considered:

FUL/MAL/18/00408	42 Top Road Tolleshunt Knights	Proposed side and rear extension, replacement garage and new roof over to provide additional bedrooms, together with a new highway access (Highways ref 2554668) and change of use of land to residential to allow for a new access. It was RESOLVED that the Council has no objections to this application.
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2441/03 Other planning issues: Chene View Park Lane - Development not in accordance with plans – change of roof to extension. It was noted that there is no breach of planning control that Maldon District Council can act upon.

It was also noted that at the same site there is a case open regarding changes to the landscaping at the front of the property (17/00382/OPCOMP).

2442/01 TO RECEIVE AND CONSIDER ANY REPORT THAT THE CLERK MAY MAKE, INCLUDING CORRESPONDENCE RECEIVED BY THE COUNCIL.

There was nothing to consider.

2443/01 TO CONSIDER ANY HIGHWAYS ISSUES

Tiptree Parish Council has reported pavement and highways defects on Factory Hill. It was noted that boulders have been placed on the verge outside 12 Barnhall Road.

2444/01 PUBLIC RIGHTS OF WAY

There was no report due to the absence of Councillor Mr Long.

2445/01 REPORT OF THE ROAD SAFETY OFFICER

There was nothing to report.

2446/01 REPORT OF THE PRESS OFFICER

There was nothing to report due to the absence of Councillor Mr Long.

2447/01 REPORT OF THE REPRESENTATIVE ON THE VILLAGE HALL MANAGEMENT COMMITTEE

It was noted that Tiptree Heath Football Club is currently carrying out work on the changing rooms in the Hall.

There has been some damage to the fence by the play area caused by a person driving a car through the fence.

Two new trustees have been appointed.

The VHMC has agreed to contribute £2,000 towards car park repairs.

2448/01 TO RECEIVE AND CONSIDER ANY REPORT THAT THE RFO MAY MAKE AND TO AUTHORISE THE SIGNING OF ORDERS FOR PAYMENT.

It was **RESOLVED** to approve the financial statement and bank reconciliation dated 21.5.18.

2448/02 It was **RESOLVED** to authorise the following payments.

Miss V Banyard	Clerk's salary May and expenses	£ 219.78
HMRC	Clerk's tax May	£ 52.69
Tiptree St Lukes PCC	Cemetery grant	£ 200.00
N Powell Davies	Internal audit	£ 120.00
BHIB Ltd	Insurance renewal	£ 515.05
Maldon District Council	Play area inspection	£ 67.20
Safety Signs 4 Less	CCTV signage	£ 45.18

2449/01 TO APPROVE THE ACCOUNTS AND BANK RECONCILIATION STATEMENT FOR THE YEAR ENDED 31.3.2018

It was **RESOLVED** to approve the accounts and bank reconciliation statement as above.

2450/01 EXTERNAL AUDIT OF ACCOUNTS FOR THE YEAR ENDED 31.3.2018

- a. To note the Internal Audit Report for the above year. This was noted.
- b. To complete the Certificate of Exemption from audit for the above year.
It was **RESOLVED** to approve the Certificate of Exemption.
- c. To complete and approve the Annual Governance Statement.
It was **RESOLVED** to approve the Annual Governance Statement.
- d. To approve the Annual Accounting Statement.
It was **RESOLVED** to approve the Annual Accounting Statement.

The clerk reported that all documents required by the External Auditor will now be published on the Parish Council's website.

2451/01 TO RECEIVE A REPORT ON THE INSTALLATION OF CCTV IN THE VILLAGE HALL CAR PARK

It was **RESOLVED** to approve the CCTV policy as presented. The system is now compliant with the new General Data Protection Regulations as the required signs have been put up.

2452/01 TO CONSIDER ANY MATTERS CONCERNING THE PLAYING FIELD

It was **agreed** that Torquespeed FC should be given permission to use part of the playing field for its presentation day on 7th July. A hire charge of £50 will be made.

2452/02 Bonz Garden Maintenance will be asked to quote for various minor works in the playing field.

2452/03 The hire agreement for the use of the playing field will now be sent to Tiptree Heath FC following various amendments. It will include a clause that the Parish Council reserves the right to cancel the use of the pitch if it thinks fit ie weather conditions etc. The Club will pay pitch fees at the end of each calendar month (in arrears).

2452/04 The Play Area inspection report was noted. Councillor Mr Porter undertook to carry out any minor works and Councillor Mr Tungatt will contact Playquip on larger issues. It was noted that the report does not highlight any urgent issues.

2453/01 TO REVIEW THE PARISH COUNCIL'S FINANCIAL REGULATIONS AND STANDING ORDERS

It was **RESOLVED** that the above should be adopted – Councillor Mr Porter to make minor amendments.

2454/01 TO CONSIDER ANY ISSUES CONCERNING NEW DATA PROTECTION REGULATIONS

Maldon District Council's template for the Privacy Statement has now been posted on the Parish Council's website.

2455/01 TO CONSIDER ANY OTHER INFORMATION OR ITEMS FOR A FUTURE AGENDA

At the next meeting the Parish Council will consider and adopt the Data Protection Policy. Standing Orders will be reviewed as the National Association of Local Councils has issued a new model (2018).

As there was no further business the Meeting was closed at 10.01 pm.