

TOLLESHUNT KNIGHTS PARISH COUNCIL
Minutes of the Ordinary Meeting held on 20.6.2022 in the Village Hall Top Road Tolleshunt
Knights

PRESENT:

Chair – Councillor D Tungatt
 Vice Chair – Councillor M Porter
 Councillors Mr Cook, Mrs Dennis and Mrs Thompson
 V Banyard (Parish Clerk)
 One member of the public.

To receive questions/enquiries from members of the public, to receive an answer at an appropriate time in the agenda.

A member of the public gave information on the application by Tiptree Monarchs FC to use the field for the 2022-2023 season.

3333/01 To receive apologies for absence, other announcements and Declarations of Interest from Members on any of the agenda items set out below.

Apologies for absence were received from Councillors Mr Browning and Mr Long.
 No declarations of interest were made.

3334/01 To approve the Minutes of the Annual Meeting held on 16.5.2022.

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

3335/01 To receive items of information on the above Minutes.

No issues were raised.

3336/01 To consider planning issues:

a. Decisions by Maldon District Council – the following were noted:

22/00408/HOUSE	Lower and Middle Farm Blind Lane Tolleshunt Knights	Demolish triple garage, blocking up access and erection of a double garage. Approved
HOUSE/MAL/22/00467	Oxley House D'Arcy Road Tiptree	Single storey extension to form an annex and first floor extension to the rear Refused

b. New applications – the following were considered:

22/00181/COUPA	Gobolts Farm Barnhall Road Tolleshunt Knights	Prior notification for the change of use of agricultural buildings to 5no. dwelling houses (class C3) <i>Decision taken between meetings</i> It was RESOLVED to make no comment on this application as it meets the legal requirement for a change of use (prior approval) although there is some concern that 5 dwellings on this site would be over development.
----------------	---	---

22/00513/FUL	Barn Hall Farm Barnhall Road Tolleshunt Knights	Full planning application for the demolition of the existing detached dwelling and the erection of a new residential dwelling, landscaping and associated parking. <i>Decision taken between meetings</i> It was RESOLVED to make no comment on this application which is noticeably bigger than the existing bungalow but on a large plot and surrounded by trees. The existing building is at least 50 years old, a concrete prefab of no architectural merit. The ecology report shows that the new build would do very little damage to the wildlife or environment.
22/00564/HOUSE	Brook Meadows 22 Brook Road Tolleshunt Knights	Single storey porch to primary structure, with single storey rear extension. Addition of Velux roof windows and changes to fenestration of existing primary structure. <i>Decision taken between meetings</i> It was RESOLVED to make no comment on this application.
22/00593/HOUSE	Redcot D'Arcy Road Tolleshunt Knights	Single storey side extension. It was RESOLVED to object to this application on the grounds that the proposed extension was of a poor and contrived design that was out of character with both the existing dwelling and the street scene.

c. Enforcement issues – progress report. No update was available.

d. To note that the following Appeal has been made to the Planning Inspectorate:

APP/X1545/D/22/3297050 21/01270/HOUSE The Appeal will be determined on written representations.	Oxley House D'Arcy Road Tiptree	Single storey rear annex extension
---	---------------------------------	------------------------------------

e. Any other planning issues. Evershot Hall Park Lane – It was noted that the recent application for Non-Material amendment had been refused but the work is still going ahead.

Furthermore, there is a breach of an earlier planning application that the gym on the site should not be used for commercial purposes.

3337/01 To consider any report that the Clerk may make.

Essex Police is holding a free bike security marking and Coffee with Cops on 11th August between 10am and 1pm at the Tollesbury Recreation Ground. This information will be placed on the village facebook.

3338/01 To consider any Highways issues

Trucam. The May patrols made a total of 67 captures over a period of 2 hours.

3339/01 Public rights of way report.

There was nothing to report.

3340/01 Road Safety report.

There was nothing to report.

3341/01 Press Officer's report.

Reports of each meeting continue to be published on the Parish Council's website and in the Maldon Standard newspaper.

3342/01 Report of the Village Hall Management Committee representative.

Councillor Mr Porter was unable to attend the last VHMC meeting.

The clerk has passed on to the Parish Council's insurers the latest e mail from the VHMC regarding the insurance claim for possible subsidence. It is not clear what the current position is regarding the claim.

3343/01 To receive the financial statement and to authorise accounts for payment.

The financial reports for June were received.

It was **RESOLVED** to authorise the following payments:

V Banyard	Clerk's salary and expenses June	£ 249.36
HMRC	Clerk's tax June	£ 59.71
St Lukes Tiptree PCC	Grant for T Knights cemetery	£ 200.00
one.com	Annual website domain fee	£ 83.84
Ryman Ltd	New paper shredder	£ 86.93
The Cheap Shop	Replacement keys	£ 8.97

It is noted that although Councillor Tungatt (a signatory to the accounts) was present he was unable to sign cheques due to recent hand surgery.

It was noted that the internal audit report raised the issue of the legality of making a grant to the PCC for cemetery maintenance. It was **RESOLVED** that the Council continues to pay this grant as it is felt that the upkeep of the cemetery is of benefit to all or some of the residents of the parish.

There are a number of uncashed cheques from the previous financial year. This matter will be dealt with at the Council's July meeting.

It was noted that Tiptree Heath Football Club has still not paid for matches played previously. They will be sent a reminder or further action will be taken to recover these fees.

The Council considered the internal auditor's report for the year ending 31.3.2022, and it was **RESOLVED** that the clerk complies a draft Internal Financial Controls policy to bring to a future meeting.

3344/01. Audit of accounts for the year ended 31.3.2022:

- a. To approve the audited accounts for the year ended 31.3.2022. It was **RESOLVED** to approve these accounts.
- b. To receive the internal auditor's report for the year ended 31.3.2022. The report was received and a number of recommendations made to comply with issues raised.
- c. To approve the AGAR Governance Statement. It was **RESOLVED** to approve the Governance Statement.
- d. To approve the AGAR Accounting Statement. It was **RESOLVED** to approve the Accounting Statement.

Documents relating to the audit of accounts for the year ended 31.3.2022 will now be published on the Parish Council's website.

3345/01 To review the parish clerk's salary for the forthcoming year.

It was **RESOLVED** to maintain the clerk's salary at the current rate but to adopt a monthly office allowance fee of £18 per month (non taxable) and to backdate this to April 2022.

3346/01 To consider any issues concerning the playing field and play area, Village Hall car park and CCTV systems.

It was noted that there has been a lot of rubbish left by the play area recently, and that the driveway gate had not been opened on one occasion.

3346/02 The formal order for the defibrillator has now been made with the Community Heartbeat Trust. The VHMC will be advised of this and the date of its installation.

3346/03 Councillors considered the following applications to hire the playing field. It was **RESOLVED** to agree to all three with various conditions and fees made which will be set out in the Hire Agreements.

Sundae Cycle/Scoff Your Face – 22nd July from 1700 to 2000.

Tiptree Monarchs Youth FC under 13s – for the season 2022-2023. Saturdays training 1000-1100 approx and various Sundays for matches 1000-1100 approx. £20 per match.

Dog Confidence dog training – commencing 16.7.2022 in blocks – Saturday mornings and one weekday evening for two-hour sessions. £20 per hour.

3347/01 To review the Council's Standing Orders and Financial Regulations

It was **RESOLVED** to adopt the above documents as presented.

3348/01 To consider other items of information for inclusion on a future agenda.

No issues were raised.

As there was no further business the meeting was closed at 9.56 pm.

The above Minutes were approved at the meeting dated 18.7.2022 and recorded as Minute Reference 3334/01