

<p><b>TOLLESHUNT KNIGHTS PARISH COUNCIL</b>  <b>Minutes of the Ordinary Meeting held on 25.7.2022 in the Village Hall Top Road Tolleshunt Knights</b></p>
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**PRESENT:**

Chair – Councillor D Tungatt  
 Vice Chair – Councillor M Porter  
 Councillors Mr Browning, Mrs Dennis, Mr Long and Mrs Thompson (arrived 8.19 pm)  
 V Banyard (Parish Clerk)  
 No members of the public.

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

**3349/01 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 Councillor Mr Cook.  
 No declarations of interest were made.

**3350/01 To approve the Minutes of the Ordinary Meeting held on 20.6.2022.**

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

**3351/01 To receive items of information on the above Minutes.**

No issues were raised.

**3352/01 To consider planning issues:**

a. Decisions by Maldon District Council. The following were noted:

HOUSE/MAL/22/00564 Brook Meadows 22 Brook Road Tolleshunt Knights	Single storey porch and single storey rear extension. Addition of Velux roof windows and changes to fenestration of existing dwelling	<b>Refused</b> <b>29/6/2022</b>
FUL/MAL/22/00531 Community of St John the Baptist The Old Rectory Rectory Road Tolleshunt Knights	New chapel building	<b>Approved</b> <b>13/7/2022</b>
FUL/MAL/22/00007 Manifold Wick Rectory Lane Tolleshunt Knights	Change of use from occupied residential annex to dwelling house	<b>Refused</b> <b>18.7.2022</b>

b. New applications – the following was considered:

22/00790/HOUSE	Little Oak 63 Brook Road Tolleshunt Knights	Single storey side and rear extensions. Changes to fenestration. Demolition of garage and new fence. It was <b>RESOLVED</b> to make no comment on this application.
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c. Enforcement issues – progress report (if any). No updates have been received.

d. It was noted that the following Appeal has been made to the Planning Inspectorate:

APP/X1545/D/22/3300031 22/00467/HOUSE	Oxley House D'Arcy Road Tiptree	Single storey extension to form an annexe and first floor extension to the rear.
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e. It was noted that the following decisions have been made by the Planning Inspectorate:

APP/X/1545/D/22/3297050 HOUSE/MAL/21/01270	Oxley House D'Arcy Road Tiptree Single storey rear annexe extension	<b>Appeal allowed</b> 27.6.2022
APP/X1545/W/21/3280861 FUL/MAL/21/00267	Meadow Nursery Park Lane Tolleshunt Knights Retention of the existing dwelling	<b>Appeal allowed</b> 6.7.2022

e. Any other planning issues No other issues were raised.

**3353/01 To consider any report that the Clerk may make.**

A letter was received from Councillor Mr Porter advising that he will be travelling abroad for six months from October 2022 and as a consequence will be missing some meetings. Councillors unanimously agreed that Mr Porter's absences would be accepted and he will remain as a member of the Council for the time that he is away.

**3354/01 To consider any Highways issue**

Trucam. The June patrols made a total of 69 captures over a period of 2 hours. Tiptree Parish Council will be asked to arrange for the verges and vegetation along the Factory Road pedestrian footway to be cut back. Currently the vegetation is so overgrown that the path has become very narrow in places and difficult to use.

**3355/01 Public rights of way report.**

It was noted that some paths are overgrown, but Essex County Council is due to make its annual grass cutting rounds at some time in July or August.

**3356/01 Road Safety report.**

There was nothing to report.

**3357/01 Press Officer's report.**

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

**3358/01 Report of the Village Hall Management Committee representative.**

Councillor Mr Porter was unable to attend the last VHMC meeting. As Councillor Mr Porter will be unable to attend the VHMC meetings during the winter months a new representative will need to be appointed. The VHMC will be asked to send the minutes of its meeting to the parish clerk in order to keep the Council informed.

**3359/01 To receive the financial statement and to authorise accounts for payment.**

The financial reports for July were received.

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

Memorial Benches UK	Plaques for the Hillen and French benches	£ 90.00
Maldon District Council	Trucam April – June 2022	£ 258.77

Printerland	New printer for Council	£ 245.90
Community Heartbeat Trust	Defibrillator	£ 2,928.00
Mr S C Arrowsmith	Park bench on concrete foundation	£ 930.00
V Banyard	Clerk's salary, office allowance and expenses July	£ 247.52
HMRC	Clerk's tax July	£ 56.11

It was noted that THFC Seniors FC has still not paid the invoice for matches played in April. Councillor Mr Porter will investigate how to make a claim via the Small Claims Court. It was **RESOLVED** that cheques authorised in the last financial year (2021-2022) but not yet cashed will be cancelled at the next meeting and replacement cheques issued. Due to the absence of Councillor Mr Porter over the winter period, Councillor Mr Browning will be added to the signatories for the Council's bank account.

**3360/01 To consider any issues concerning the playing field and play area, Village Hall car park and CCTV systems.**

It is hoped that the defibrillator will be installed before the end of the summer holidays. The following persons will join a rota to carry out the weekly check of the machine – the clerk to oversee the rota:  
Councillors Mr Tungatt, Mr Porter, Mr Browning, Mr Cook and Mrs Thompson.

3360/02 Councillor Mr Cook is to carry out repairs to the play area gate.

3360/03 It was **RESOLVED** to give permission to Tiptree Monarchs Youth FC to make holes in the pitch for the goalposts, but these must be capped when the pitch is not in use.

3360/04 The Parish Council's insurers have advised that the claim by the VHMC against the Parish Council for subsidence in the Hall has been closed as it is not clear what is actually causing the problem.

3360/05 The clerk presented a summary of the current hiring of the playing field by various organisations and individuals.

**3361/01 To review the Council's Risk Assessment policy**

It was **RESOLVED** to adopt the above draft document as presented.

**3362/01 To adopt the Model Code of Conduct as set out by the National Association of Local Councils**

It was **RESOLVED** to adopt the Code as presented.

**3363/01 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 9.10 pm.

**The above Minutes were approved at the meeting held on 15.8.2022 and recorded as Minute Reference 3365/01**