

TOLLESHUNT KNIGHTS PARISH COUNCIL

tkpc.org.uk

Parish Clerk: V Banyard

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Minutes of the Annual Meeting held on 18.5.2026 in Tolleshunt Knights Village Hall

Present:

Chair – Councillor D Tungatt

Vice Chair – Councillor M Porter

Councillors G Cook, N Lewis, M Sullivan and M Thompson.

Parish clerk – V Banyard

No members of the public were present.

Public session No issues were raised.

With Councillor M Porter in the chair:

4021.01 To elect the Chair of the Parish Council for the year 2026 -2027

Councillor Mr Tungatt had announced his intention of standing down as Chair. There being no other nominations it was unanimously **RESOLVED** to appoint Councillor M Thompson as Chair of the Council for the above year.

4022.01 To receive the Chair's Declaration of Acceptance of Office. Councillor Mrs Thompson signed the Declaration of Acceptance of Office as above and took the chair for the remainder of the meeting.

Councillor Mr Tungatt was thanked for his many years of service and hard work as Chair of the Council, and he will continue as a Member.

4023.01 To appoint the Vice Chair of the Parish Council for the year 2026-2027.

There being no other nomination it was unanimously **RESOLVED** to appoint Councillor Mr Porter as Vice Chair as above.

4024.01 To receive apologies for absence, other announcements and Declarations of Interest in the Meeting's agenda items

There were no apologies for absence.

No Declarations of Interest were made.

4025.01 To approve the Minutes of the Ordinary Meeting held on 28.4.2026

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

4026.01 To receive items of information on the above Minutes.

No issues were raised.

4027.01 To consider co-option to fill the remaining vacancy on the Council.

There has been no further interest to date.

4028.01 To receive the resignation of Miss V Banyard (parish clerk). The clerk's resignation was formally noted. It was **RESOLVED** to compile a job description for a new clerk and to advertise it via the Council Wise website.

4029.01 To consider planning issues:

Decisions by Maldon District Council. None had been received. There is as yet no decision on the application to fell the oak trees in the playing field.

New applications. The following was considered:

26/00326/HOUSE	Treetops 11 Barnhall Road Tolleshunt Knights	Proposed one and a half storey front extension. Single storey rear extensions and rear facing roof dormers with alterations to fenestration and removal of chimney. It was RESOLVED to support this application which has addressed the issues from a previous application.
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Enforcement issues. No report or update has been received. The Parish Council is dissatisfied with the lack of progress but was informed that this is due to staff shortages.

Any other planning issues. No other matters were raised.

4030.01 To consider any report that the Clerk may make and correspondence received.
No issues were raised.

4031.01 To consider any Highways issues

The damaged road name sign at the junction of Top Road and Oxley Hill has been reported and is scheduled for repair.

Latest Trucam report.

April 2026. 4 patrols over a period of 2 hours and in 2 different locations – 17 captures of speeding vehicles with the highest recorded speed of 42mph in a 30mph limit.

Any other planning issues. No other matters were raised.

4032.01 Public rights of way.

Paths were reported to be in a good condition.

4033.01 Road Safety issues .

It was reported that some garden fences of properties in Barnhall Road were quite high and very close to the edge of the highway. This was causing visibility issues for some drivers attempting to leave their properties. Councillor Mrs Thompson will investigate.

4034.01 Press Officer's report A report of each meeting continues to be published on the Parish Council's website and notice board and is also sent to the Maldon Standard for publication.

4035.01 Report of the Village Hall Management Committee representative.

There was nothing to report as meetings are now held every other month only.

4036.01 To receive the financial reports for May and to approve payments.

The reports were received and noted.

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

V Banyard	Salary + expenses May	£ 347.84
HMRC	Clerk's tax May	£ 80.06
L & S M King	Refund of deposit for cycling event	£ 25.00
Clear Councils	Insurance renewal	£ 852.81
One.com	Website hosting	£ 119.84

The list of payments above has been examined by the Council's Responsible Financial Officer, verified and certified against the invoices presented.

Banking issues Given that the bank mandate will have to be changed due to the resignation of the clerk, and the considerable length of time that Barclays has taken in the past to make any alterations, it was **RESOLVED** to investigate moving the Parish Council's account to Unity Bank. This will be fully considered at the June meeting.

4037.01 Internal audit update.

The audit has now been completed and a report is awaited.

- a) The Income and Expenditure Summary and the final Bank Reconciliation for the year ended 31.3.2026 was received and it was **RESOLVED** to approve both documents.
- b) The AGAR Certificate of Exemption from external audit was considered and it was **RESOLVED** to approve this document, which will now be sent to the External Auditor.

4038.01 To consider subscribing to Council Wise instead of the EALC

It was **RESOLVED** not to renew the affiliation fee to the EALC but to subscribe instead to Council Wise.

It was therefore **RESOLVED** to make the following additional payments:

Council Wise	Subscription	£ 90.00
Council Wise	Assertion 10 training – Zoom course to be attended by the Chair	£ 30.00

4039.01 To consider any issues concerning the playing field, play area and car park

Defibrillator Checks on the equipment are made regularly.

Play area It was noted that the Council has been successful in obtaining a grant of £15,903 for the refurbishment of the play area. Given the current uncertainty regarding the oak trees, which could affect the ability to match fund, the Council will await the decision regarding the trees before planning the work to be done on the play area. Councillor Mr Porter will check the time scale required for completing the work.

Tree works in the playing field

As yet there is no date for the work to be carried out by the Essex Wildlife Trust Rangers.

Other issues No other matters were raised.

4040.01 To receive and approve the draft IT policy and the updated Data Protection policy.

It was **RESOLVED** that this should be revisited at the Council's June meeting after further amendments have been made.

4041.01 Update – insurance claim by TKVHMC against the Parish Council – subsidence of Hall.

The Parish Council has kept its insurers updated about the application to fell the trees. The advice is that nothing further can be done until Maldon District Council makes its decision.

4042.01 To consider other items of information for inclusion in a future agenda.

No further matters were raised.

As there was no other business the meeting was closed at 8.35 pm.

The above Minutes were approved at the meeting dated 15.6.2026 and recorded as Minute Ref: 40.44.01