

TOLLESHUNT MAJOR PARISH COUNCIL

MINUTES OF THE ORDINARY REMOTE MEETING OF THE ABOVE COUNCIL HELD ON 21.7.2020

PRESENT:

Chair - Councillor A Payne
Vice Chair – Councillor T Deer
Councillor K Neath
Miss V Banyard – parish clerk.
One member of the public.

Prior to the commencement of the meeting- Public session.

To allow members of the public to ask or answer questions or give evidence or information on matters relevant to the business of the Council.

A resident expressed concern at the application by Stigs Grab Services Ltd for an HGV licence at Wicks Manor Farm in Witham Road. He pointed out his objections and has already written to the Traffic Commissioner asking that the licence be refused. This matter was discussed by the Council later in the meeting (see Planning below).

4270.20 To receive apologies for absence and Declarations of Interest in the Meeting's agenda items

Apologies for absence were received from Councillors M Coster, W Frost, A Taylor and N Wood.
There were no Declarations of Interest.

4271.20 To approve the Minutes of the Ordinary Meeting held on 26.5.2020.

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

4272.20 To receive information on items included in the above Minutes.

No issues were raised.

4273.20 To approve the Minutes of the Additional Meeting held on 6.7.2020.

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

4274.20 Planning

- a) To receive the latest planning decisions from Maldon District Council – There were none to consider.
- b) Latest planning applications. The following were discussed:

20/00493/FUL – Land south of Beckingham Busines Park Beckingham Street Tolleshunt Major
Erection of 13no business and general industrial units (use classes B1b, B1c and B2), office block (use class B1a) and cafe (use class A3), complete with related infrastructure including road, parking spaces, drainage, landscaping and ecology area.

This application had been discussed at the Council's additional meeting on 6.7.2020 and Councillor Ms Neath had prepared a response objecting to the proposal. It was noted that Liittle Totham Parish Council had also objected and the application has been called in for consideration by Maldon District Council's North West Planning committee. It was **RESOLVED** to approve the draft letter of response and Councillor Ms Neath was thanked for her work in putting this together.

Application for a Goods Vehicle Operator's Licence at Wicks Manor Witham Road Tolleshunt Major – Stigs Grab Services Ltd.

It was noted that the Parish Council is unable to make representations on such applications but a response will be sent to the Traffic Commissioner stating that although the Parish Council is not a consultee it feels that there are already enough large lorries coming in and out of the village and it would not welcome any more. It will also be pointed out that there is an application pending for an increase in the size of Beckingham Business Park which if successful will increase the amount of traffic using the local roads.

Enforcement issues. Penny Lodge – doors on cart lodge. Maldon District Council is investigating this breach of planning control.

Any other planning issues. No issues were raised.

4275.19 Finance

- a) The Council received the financial report and bank reconciliation for July.
- b) It was **RESOLVED** to authorise the following expenditure:

1.	£ 206.00	Miss V Banyard	Clerk's salary and allowance June
2.	£ 47.00	HMRC	Clerk's tax June
3.	£ 206.00	Miss V Banyard	Clerk's salary and allowance July
4.	£ 47.00	HMRC	Clerk's tax July
5.	£ 7.50	Miss V Banyard	Clerk's expenses June and July – internet
6.	£ 62.24	One.com	Annual domain fee for website
7.	£ 115.80	ROSPA Playsafety	Play area inspection
8.	£ 140.00	N Powell Davies	Internal audit of accounts for year ended 31.3.2020

c) Update on invoicing by Maldon District Council for playing field maintenance. The clerk reported that Maldon District Council has now issued a credit notice for this work, but it is still not clear how charges are being calculated. Councillors Mr Deer and Mr Payne will try to get a meeting with Maldon District Council's officer to discuss this issue.

d) The use of a Zoom upgrade for future remote and hybrid meetings will be discussed at the Council's September meeting.

4276.20 External audit of accounts year ended 31.3.2020.

- a) It was **RESOLVED** to approve the accounts for the year ended 31.3.2020.
- b) It was **RESOLVED** to approve the Certificate of Exemption – the Parish Council's gross income or total gross expenditure did not exceed £25,000.
- c) It was **RESOLVED** to approve the Annual Governance Statement.
- d) It was **RESOLVED** to approve the Annual Accounting Statement.
- e) The internal auditor's report for the year ended 31.3.2020 was received and the following matters were noted:

Standing Orders will be reviewed at the Council's September meeting.

A monthly check of the accounts will be carried out by Councillors Mr Deer and Mr Payne.

The Risk Assessment policies have now been reviewed.

Formal training for Councillors will be placed from time to time on the agenda of future meetings.

The approval of the Council's Assets Register will be included in the September agenda.

Reserves for various projects will be earmarked when further details of schemes are approved.

Arrangements for the review of the Council's staffing policies will be placed on the agenda of the September meeting.

4277.20 To receive a report on matters concerning the Covid-19 pandemic

There was nothing to report.

4278.20 To consider any issues concerning the playing field and play area – including:

- a) Matters arising from the play area inspection report. The work highlighted by the report could mainly be dealt with by a working party before the re-opening of the play area. Councillors will meet on site to discuss what is required.
- b) The re-opening of the play area following the lifting of government restrictions. It was **RESOLVED** that the repairs set out in the inspection report should be carried out first.
- c) Progress report on the application for grant funding – new equipment. Due to the absence of Councillors Mr Coster and Mr Frost this was deferred to the Council's next meeting.

- d) The resurfacing of the car park – update. This will be discussed at the Council’s next meeting.
- e) Any other issues concerning the playing field. Work on electricity pylons at Gate Farm will necessitate some trenches to be dug in the playing field. As yet there is no date for this work.

4279.20 To consider any Highways issues

- a) Application for parking restrictions outside Beckingham Business Park - to note that this application has been refused. The Parish Council was most disappointed by this decision and felt that insufficient visits were made to truly appreciate the problem at this site. A letter to this effect will be sent to Traffic Regulations. Councillor Ms Neath suggested that this issue could be taken to the Local Government Ombudsman as the wording in the original application for Beckingham Business Park had clearly stated that parking restrictions on Beckingham Street would be put in place. However it was noted that there already were plenty of parking spaces in the Park which were not being used as some employees chose to park on the road instead. It was therefore agreed to monitor this situation and take no further action for the time being.
- b) Trucam reports. The following was noted: May 2020 – 2 x half hour patrols – 9 offenders; June 2020 – 2 x half hour patrols – 1 offender.
- c) Local Highways Panel Scheme. It was noted that the application for a walkable verge from the playing field car park to St Nicholas Hall has been validated and will be included onto the list of schemes awaiting funding.
- d) Any other issues concerning Highways or public rights of way. It was noted that a large HGV has been parked in Beckingham Business Park for some time but it is not possible to ascertain whether it has a licence. As its status is unknown the Parish Council is unable to take any action.

4280.20 To note any other issues which may be raised.

No issues were raised.

4281.20 To set the date and frequency of future meetings.

The next remote meeting of the Parish Council will be held on Tuesday 1st September, with monthly meetings taking place thereafter.

4282.20 To consider other items for information or for inclusion on future agendas

No further issues were raised.

The meeting was then closed at 8.52 pm.

The above Minutes were approved at the remote meeting held on 1.9.2020 and recorded as Minute Reference 4284.20