

## TOLLESHUNT MAJOR PARISH COUNCIL

Dear Councillor

You are summoned to attend the Annual Meeting of the above Council to be held on Tuesday 16th May 2023 in St Nicholas Hall Tolleshunt Major. Please note that this is one week later than usual due to election regulations. The meeting will be preceded by the Annual Parish Assembly which will begin at 7.30 pm.

V Banyard

V Banyard  
Clerk to the Council  
9.5.2023

### AGENDA FOR THE ANNUAL PARISH ASSEMBLY

1. To receive apologies for absence.
2. To receive and approve the Minutes of the Annual Parish Assembly in April 2022.
3. To receive the report of the Chair of the Parish Council for the year 2022-2-23.
4. To consider any matters arising from the Chair's report.
5. To consider any other matters relevant to the business of the Council.

### AGENDA FOR THE ANNUAL MEETING OF THE PARISH COUNCIL

**Councillors are required to fill in a Declaration of Acceptance of Office as members of Tolleshunt Major Parish Council prior to the commencement of this meeting (clerk to provide forms on the evening)**

**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.

**4650.23 To elect the Chair of the Parish Council for the year 2023-2024.**

**4651.23 To receive the Chair's Declaration of Acceptance of Office.**

**4652.23 To elect the Vice Chair of the Parish Council for the year 2023-2024.**

**4653.23 To receive the Vice Chair's Declaration of Acceptance of Office.**

**4654.23 To receive apologies for absence and Declarations of Interest in the Meeting's agenda items**

**4655.23 To approve the Minutes of the Ordinary Meeting held on 11.4.2023.**

**4656.23 To make a co-option to fill the vacancy on the Council following the recent uncontested election.**

**4657.23 Planning**

a) To receive any planning decisions from Maldon District Council – including:

|                        |  |   |
|------------------------|--|---|
| HOUSE/MAL/<br>23/00146 | 23 Sawyers Road Tolleshunt Major<br>Single storey rear extension and alterations to existing house. Demolition of existing outbuilding, erection of a new outbuilding, a new oil tank and new tarmac driveway. | <b>Approved<br/>Date of decision<br/>6.4.2023</b> |
|------------------------|--|---|

|  |  |   |
|--|--|---|
| AGR/MAL/23/00367<br>Land west of Witham Road<br>Witham Road Tolleshunt Major | Prior notification for an<br>agricultural grain, crop and<br>machinery store | <b>Prior approval not required</b><br><b>Date of decision</b><br><b>28.4.2023</b> |
|--|--|---|

- b) Latest planning applications – to comment on any planning applications received before the date of the meeting – including:

|                |   |   |
|----------------|---|---|
| 23/00404/HOUSE | Saffron Cottage Witham Road<br>Tolleshunt Major | Proposed side extension and partly to<br>demolish the existing porch. |
|----------------|---|---|

- c) Enforcement issues. Any updates.  
d) To consider any other planning issues.

#### **4658.23 Finance**

- a) To receive a financial report, bank statement and bank reconciliation for May.  
b) To authorise the following expenditure:

|    |              |        |                   |   |
|----|--------------|--------|-------------------|---|
| 1. | £            | 252.63 | Miss V Banyard    | Clerk's salary and office allowance May |
| 2. | £            | 58.65  | HMRC              | Clerk's tax May                         |
| 3. | £            | 5.07   | Miss V Banyard    | Clerk's expenses May– internet          |
| 4. | £            | 706.15 | BHIB              | Insurance renewal                       |
|    | <b>Total</b> |        | <b>£ 1,022.50</b> |   |

#### **4659.23 To update the Parish Council's Register of Assets – depreciation basis.**

#### **4660.23 Audit of accounts – year ended 31.3.2023**

- a) To formally approve the accounts for above year.  
b) To approve the AGAR Governance Statement for the above year.  
c) To approve the AGAR Accounting Statement for the above year.

#### **4661.23 To consider any issues concerning the playing field and play area – including:**

- a) Play area – rust proofing and painting work. Update.  
b) Purchase of a further tree using money left over from the sponsored trees – update.  
c) To note that ROSPA Playsafety will carry out the play area inspection in May – date to be confirmed.  
d) Any other issues concerning the playing field.

#### **4662.23 To consider any Highways issues**

- a) Trucam report – if available.  
b) Community Speedwatch report.  
c) Reported Highways faults – update.  
d) To consider any issues on public rights of way.  
e) Any other issues concerning Highways.

#### **4663.23 To report on the King's Coronation celebrations.**

#### **4664.23 To note any other issues or information which may be raised.**

#### **4665.23 To consider other items for information or for inclusion on future agendas.**

**The next Ordinary Meeting of the Parish Council will take place on Tuesday 13<sup>th</sup> June 2023.**