

**TOLLESHUNT KNIGHTS PARISH COUNCIL**

Minutes of the **Annual Meeting** held on Monday 15<sup>th</sup> May 2017 in the Village Hall, Top Road, Tolleshunt Knights.

**PRESENT:** Chair - Councillor D Tungatt  
Vice Chair – Councillor M Porter  
Councillors Mr Cook and Mr Long.  
Miss V Banyard (parish clerk). No members of the public were present.

**TO RECEIVE QUESTIONS/ENQUIRIES FROM MEMBERS OF THE PUBLIC, TO RECEIVE AN ANSWER AT THE APPROPRIATE POINT IN THE MEETING**

No issues were raised.

**2245/01 TO ELECT THE CHAIR OF THE PARISH COUNCIL FOR THE YEAR 2017-2018**

There being no other nominations, it was **RESOLVED** to appoint Councillor D Tungatt as Chair of the Council for the year 2017-2018.

**2246/01 TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor D Tungatt signed the Declaration of Acceptance of Office as Chair of the Council for the above year.

**2247/01 TO RECEIVE APOLOGIES FOR ABSENCE, OTHER ANNOUNCEMENTS AND DECLARATIONS OF INTEREST FROM MEMBERS**

Apologies for absence were received from Councillors J Dennis and M Thompson and the Ward Member Councillor E Bamford.  
No Declarations of Interest were made.

**2248/01 TO ELECT THE VICE CHAIR OF THE PARISH COUNCIL FOR THE YEAR 2017-2018**

There being no other nominations it was **RESOLVED** to appoint Councillor M Porter as Vice Chair of the Council for the year 2017-2018.

**2249/01 TO RECEIVE THE VICE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor M Porter signed the Declaration of Acceptance of Office as Vice Chair of the Council for the above year.

**2250/01 TO APPROVE THE MINUTES OF THE ORDINARY MEETING HELD ON 25<sup>th</sup> APRIL 2017**

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

**2251/01 TO CONSIDER ANY ITEMS OF INFORMATION FROM THE ABOVE MINUTES**

It was **RESOLVED** to give Torquespeed FC permission to use the playing field as part of its event on 10<sup>th</sup> June. The Club will be required to sign the Playing Field Hire Agreement, but no charge will be made for the use of the field.

**2251/02** Keith Berriman was given permission to allow the Eagles FC to use the playing field for training purposes. The Club will be required to sign the Playing Field Hire Agreement.

**2251/03** Tiptree Heath FC will discuss at its committee meeting the offer to use the playing field for its matches at a hire fee of £60 per game.

**2252/01 TO CONSIDER PLANNING APPLICATIONS WHICH MAY BE RECEIVED AND OTHER PLANNING ISSUES**

The following decision from Maldon District Council was noted:

FUL/MAL/17/00243 Paternoster Lodge Barnhall Road Tolleshunt Knights	Temporary permission for static caravan during construction works	<b>Approved</b>
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**2252/02** New applications:

No new applications had been received.

2252/03 Other planning issues: It was noted that a second mobile home has now appeared at Green Cottage Tolleshunt D'Arcy Road. This will be reported to enforcement.

2253/01 TO RECEIVE AND CONSIDER ANY REPORT THAT THE CLERK MAY MAKE, INCLUDING CORRESPONDENCE RECEIVED BY THE COUNCIL.

A letter received from Keith Berriman re the use of the field for football practice was noted but the issue raised had now been resolved.

2254/01 TO CONSIDER ANY HIGHWAYS ISSUES

No issues were raised.

2255/01 PUBLIC RIGHTS OF WAY

All are in good order.

2256/01 REPORT OF THE ROAD SAFETY OFFICER

There was nothing to report.

2257/01 REPORT OF THE PRESS OFFICER

There was nothing to report.

2258/01 REPORT OF THE REPRESENTATIVE ON THE VILLAGE HALL MANAGEMENT COMMITTEE

Recycling sacks can now be obtained from the Village Hall as required.

Plans are being made for the Annual Fete.

Tiptree Heath FC has not yet approached the VHMC for permission to use the Hall's changing rooms. The VHMC would like repairs to be made to the Village Hall driveway. Councillor Mr Cook undertook to obtain a quote from Andersons for the repair of the potholes. This work will have to take place in the school holidays to allow the driveway to be closed.

2259/01 TO RECEIVE AND CONSIDER ANY REPORT THAT THE RFO MAY MAKE AND TO AUTHORISE THE SIGNING OF ORDERS FOR PAYMENT.

It was **RESOLVED** to approve the financial statement and bank reconciliation dated 15.5.2017.

2259/02 It was **RESOLVED** to authorise the following payments.

Miss V Banyard	Clerk's salary May and expenses	£ 181.54
HMRC	Clerk's tax May	£ 44.76
N Powell Davies	Internal audit	£ 120.00
AON UK Ltd	Insurance renewal	£ 590.31

2260/01 TO RECEIVE AND APPROVE THE PARISH COUNCIL ACCOUNTS FOR THE YEAR ENDED 31.3.2017

It was **RESOLVED** to approve the accounts as presented.

2261/01 TO ADOPT THE ANNUAL RETURN FORM FOR THE EXTERNAL AUDIT

- a) Annual Governance Statement: It was **RESOLVED** to approve the Annual Governance Statement.
- b) Annual Statement of Accounts: It was **RESOLVED** to approve the Annual Statement of Accounts.

2262/01 CCTV ISSUES A branch needs to be cut from one of the trees so as not to impede the CCTV camera's view.

2262/02 Councillor Mr Porter has identified the driving school that is using the car park for driving practice, and he will contact them to ask that this does not happen again.

2263/01 TO CONSIDER ANY MATTERS CONCERNING THE PLAYING FIELD AND VILLAGE HALL CAR PARK

Following a report of wasps in the play area, Councillors Mr Tungatt and Mr Porter investigated and various holes in the play equipment were sealed.

2263/02 Councillor Mr Cook will look at possible ways to put in an additional path to the play area.

2263/03 The new dog waste station is still to be installed. Councillor Mr Cook will look into this.

2264/01 TO CONSIDER ANY OTHER INFORMATION OR ITEMS FOR A FUTURE AGENDA

It was noted that there appears to be someone living in a caravan in the garden of the timber cottage next to Oak Park. Following discussion it was agreed to take no action at present.

As there was no other business the Meeting was closed at 9.00 pm.