

# Minutes of the Parish Council Meeting held at The Pavilion on 28<sup>th</sup> January 2025 at 8pm

## Present:

Councillor R Collins, (Chairman), Councillor L Holt, Councillor E Miles, the Clerk and 2 members of the public

The Chairman welcomed everyone to the meeting.

## 24/75 Apologies for Absence

Apologies were received from Cllrs C Knapman and M Davis.

## 24/76 Minutes of the Parish Council Meeting

**Resolved:** that the minutes of the meeting held on the 12<sup>th</sup> November 2024 were agreed as a correct record and signed by the Chairman.

## 24/77 Declarations of Interest

None declared.

## 24/78 Maldon District Councillor Update

Cllr Siddall was unable to attend the meeting.

**Resolved:** that the Clerk will ask Cllr Siddall for a written report to distribute to councillors.

## 24/79 Public Participation Session

A member of the public advised hedge plants and been planted to fill in the gaps in the hedge on Tiptree Road and in the field. In addition, several flowering cherries saplings were planted.

## 24/80 Planning

### 24/81 Planning Applications

Members noted the Parish Council response to planning applications considered outside of a meeting and circulated via email (in accordance with Council Resolution 20/15.2):

24/81/1 24/00904/HOUSE PP-13572913 Single story side and front extension with addition of porch and alterations to fenestration including bay window. Shrub Hill Farm, Maldon Road, Tiptree. **No objection.**

## 24/82 Planning Decisions Made by Maldon District Council

24/82/1 HOUSE/MAL/24/00694 Single storey side extension. Alterations to fenestration. Buck House Tiptree Road Great Braxted Witham.  
**Approved.**

## 24/83 Environment

### 24/83/1 Annual Spring Clean

The Council discussed holding the annual spring clean and suggested dates of the 8<sup>th</sup>, 16<sup>th</sup> or 22<sup>nd</sup> March. It was suggested the 22<sup>nd</sup> March would be the preferred date.

**Resolved:** that the Clerk will enquire about the availability of the Pavilion on ask the Pavilion Secretary Sarah.

**Resolved:** that the Clerk will obtain litter picking equipment from Maldon District Council.

### 24/83/2 Grass Cutting Contract

The Council received a report from the current contractor advising they would be happy to continue their contract with the council for a further three-year period at the following costs:

Year 1 - £190/visit

Years 2 and 3 – £200/visit

**Resolved:** that the Council would renew the Grounds Maintenance contract with DW Maintenance at the above costs to the 31<sup>st</sup> March 2028.

### 24/83/3 Speed Survey

The Council was provided with the statistics from the speed survey which was completed between the 5<sup>th</sup> and the 11<sup>th</sup> December 2024.

A member of the public advised he had studied the data and suggested that using average speed figures doesn't account for cars driving dangerously at speeds in excess of 60 miles/hour.

A member of the public asked if the council could purchase and install a Vehicle Activated Sign (VAS).

**Resolved:** that the Clerk will ascertain what funding streams are available and include this matter on the agenda in July.

Cllr Holt gave an update on a potential new site for a Trucam patrol advising the suggested sites did not meet the criteria of being 150m from a speed sign.

**Resolved:** The Clerk will ask Cllr Durham if another speed survey could be undertaken outside number 4 High Ridge.

## 24/84 Finance

### 24/84/1 Accounts for Payment

The Council approved the following payments made between the 31<sup>st</sup> January 2025:-

07/11/2024	D R Wallace	October grass cutting	£ 185.00
07/11/2024	Cllr Craig Knapman	Expenses	£ 260.35
08/11/2024	Cllr Craig Knapman	Expenses	£ 94.95
19/11/2024	Little Braxted PC	Remembrance Sunday costs	£ 146.23
20/11/2024	Little Braxted PC	War Memorial maintenance costs	£ 92.07
24/11/2024	ID Mobile	November mobile phone bill	£ 6.00
02/12/2024	Mrs L Townend	November expenses	£ 113.99
02/12/2024	Mrs L Townend	November Salary	£ 402.60
02/12/2024	Skippers GM	Hedge trimming	£ 480.00
28/11/2024	HMRC	November PAYE costs	£ 100.60
11/12/2024	Will Teasel	Pavilion tap replacement	£ 200.00
22/12/2024	ICO -	Data Protection Fee	£ 35.00
24/12/2024	ID Mobile	December mobile phone bill	£ 6.00
27/12/2024	Mrs L Townend	December salary	£ 262.00
27/12/2024	HMRC	December PAYE costs	£ 65.40
31/12/2024	Unity Trust Bank	Service Charge - Dec 2024	£ 6.00
07/01/2025	Cllr Craig Knapman	Expenses	£ 7.99
22/01/2025	Cllr Craig Knapman	Expenses	£ 59.00
24/01/2025	ID Mobile	December mobile phone bill	£ 6.00
28/01/2025	Mrs L Townend	January salary	£ 261.80
28/01/2025	HMRC	January PAYE costs	£ 65.60
28/01/2025	Mrs L Townend	January expenses	£ 44.00
31/01/2025	Unity Trust Bank	January service charge	£ 6.00
<b>TOTAL:</b>			<b>£2,906.58</b>

**Resolved::** The accounts for payment listed above be approved for payment.

### 24/84/2 Bank Reconciliation

Cllr Holt verified and signed the bank statements and reconciliation to the 31<sup>st</sup> December 2024.

**Resolved:** that the Council note the bank statement was reconciled to the 31<sup>st</sup> December 2024.

### 24/84/3 Budget Comparison

The Council received the budget comparison to the 31<sup>st</sup> December 2024.

**Resolved:** that the Council note the budget comparison to the 31<sup>st</sup> December 2024.

#### **24/84/4 Transfers to Earmarked Reserves**

The Council received a report recommending the following sums were transferred to Earmarked Reserves:

£225 Election costs

£300 Grants

£900 Field and Playground Maintenance

**Resolved:** that the Council transfer the above sums to earmarked reserves.

#### **24/85 Draft Budget 2025/26**

Councillors considered the draft budget and precept for 2025/26.

**Resolved:** that the council agreed a budget of £14, 222.24 with a precept demand of £13,997.24 being requested from Maldon District Council. This gives a Band D council tax cost of £75.25 per resident.

#### **24/86 Policies and Procedures – Appraisal Policy**

The Council considered adopting an Appraisal Policy, ensuring the correct procedure was in place.

**Resolved:** that the council adopt the Appraisal Policy.

#### **24/87 Schedule of Meetings**

Members received a calendar of dates for the Civic year.

**Resolved:** that the council agree the schedule of meeting from April 2025 to March 2026.

#### **24/88 VE Day 80 – 8<sup>th</sup> May 2025**

The Council considered holding an event to commemorate the 80<sup>th</sup> anniversary of VE Day, which takes place on Thursday the 8<sup>th</sup> May 2025.

**Resolved:** that this item be deferred to the next meeting and to discuss in conjunction with organising an official launch or the refurbished Pavilion.

## 24/89 Updates

### 24/89/1 Openreach/Wi Fi Connection to the Pavilion

The Clerk advised Openreach have confirmed installing Wi Fi to the Pavilion would require the Council to sign up to Openreach's Essentials Package, which offers a maximum speed of 32MB at a cost of £29.99 for a 24-month contract. In addition to the monthly fee there would be a £20 activation fee and £11.99 for delivery of the BT Smart hub 2 router. Openreach confirmed there would not be any other costs such as installation of the line

During the installation process Openreach will conduct a survey which will confirm the actual speeds available.

This comes with a 14-day cooling off period, so if after the engineer had visited, they advised there was no other option the council could cancel the order.

Cllr Collins advised he has a contact at Openreach who may be able to support the installation of fibre to the building.

**Resolved:** That Cllr Collins will advise the Clerk of the direct contact at Openreach to progress the matter.

### 24/89/2 Sole Trustee Status of the Pavilion

Cllr Collins advised the Secretary of the Pavilion had been working on the matter but was unable to confirm the details.

**Resolved:** that the Clerk will invite the Pavilion Secretary to the next Council meeting to provide a progress update.

### 24/89/3 Pavilion Refurbishment Project

Cllr Collins advised the project is now complete, bar the cage for the battery storage.

The final report has been submitted to the Government and another report will be sent to Essex County Council with copies of invoices to confirm grant funding was spent. The charities have been written to and thanked for their support, which enabled further grants to be received.

### 24/89/4 Gate and Fences

It was reported the gate has been repositioned and the fences have now been repaired.

A member of the public advised work would be needed to repair wiring on the fences in the near future.

## 24/90 General Announcements

No General announcements were made.

## 24/91 Items to be Included on the Next Agenda

The following items will be added to the next council agenda:

- An update on the Sole Trustee Status.
- VE Day 80 and Pavilion opening.
- The purchase and installation of a vehicle activated sign will be included on the July agenda.

**Resolved:** that Members will send information for future agenda items to the Clerk.

## 24/92 Date of Next Meeting

The Clerk advised the next meeting will be held at 20.00 on the 11<sup>th</sup> March 2025.

## 24/93 Chairman Closed the Meeting

There being no further business the Chairman closed the meeting at 21.00

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Cllr R Collins

Chairman