MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 14 MAY 2018 AT 7.30 PM AT THE VILLAGE HALL

Present: Chairman: Cllr. F A Delderfield.
Cllrs. Mrs C Adams, C L Atkinson, A J Gable, J C Gregan and B S Marshall,

Apologies were received from Cllrs. R L Bass, Mrs A V Heaviside and J V Keyes.

052.18 ELECTION OF CHAIRMAN
The Chairman, Cllr. F A Delderfield, asked for nominations for Chairman and Cllr. Mrs C Adams proposed that Cllr. F A Delderfield be re-elected and this was seconded by Cllr. A J Gable. The proposal was met with approval and there were no other nominations. Accordingly Cllr. F A Delderfield was elected as Chairman for the ensuing year.

053.18 CHAIRMAN'S STATUTORY DECLARATION
Cllr F A Delderfield made a Statutory Declaration of Acceptance of Office and thanked Members and the Clerk for their support.

054.18 APPOINTMENT OF VICE-CHAIRMAN.
It was proposed by Cllr. A J Gable that Cllr. Mrs C Adams be appointed Vice-Chairman and this was duly seconded. There were no other nominations and Cllr. Mrs Adams was duly appointed.

055.18 APPOINTMENT OF MEMBERS TO COMMITTEES
It was agreed that the Committees will comprise the following Members:
Amenities Committee: Cllrs. Mrs C Adams, C L Atkinson, F A Delderfield (ex-officio), B S Marshall and Mrs A V Heaviside.
Planning Committee: All members of the Council
Working Groups: Members form Finance Working Groups from time to time to advise the Council, usually when drawing up the estimates and finalising the accounts. Other Working Groups are formed when required.

056.18 APPOINTMENT OF CONTACTS AND LEAD MEMBERS:
Essex County Council:
Public Rights of Way Contacts: Cllrs. R L Bass and Mrs A V Heaviside
Public Transport Contact: Cllr. Mrs A V Heaviside.
Winter Salt-bag Organiser: Cllr J C Gregan.
Maldon District Council:
Emergency Planning Contacts: Cllrs. Mrs C Adams and A J Gable
Essex Police:
Community Speedwatch Co-ordinator: Cllr C L Atkinson.
Great Totham Village Hall:
Representative on Village Hall Council: Cllr. Mrs C Adams

(A list of Members' responsibilities is published under the Transparency Code)

057.18 MINUTES OF THE PREVIOUS MEETING
The minutes of the Meeting of the Council held on 9 April 2018 were confirmed and signed.

058.18 DISCLOSURES OF INTEREST
The Chairman reminded Members that, in common with other local authorities, this item is placed high on the agenda to give Members the earliest opportunity to declare known interests in items set out for later discussion; notwithstanding that they should also declare interests as soon as they become aware should the need arise throughout the meeting. There were no disclosures.

Members were also reminded to review and update if necessary their interests recorded in the Register of Interests and which they are required to declare under the Localism Act 2011 and the Council's Code of Conduct.

059.18 ADJOURNMENT FOR THE PUBLIC TO SPEAK
One member of the public was present. There were no questions.

060.18 CHAIRMAN'S ANNOUNCEMENTS, REPORTS OF OTHER BODIES AND GENERAL CORRESPONDENCE.
A flyer was received about the Maldon Festival on 23 June but otherwise there were no items to report.

061.18 MATTERS ARISING FROM THE MINUTES
Mid-Essex Hospital Services: Cllr A J Gable would check to see if he had received a response about parish council representation.

Other matters arising appear under agenda items below.

062.18 PLANNING POLICY AND STRATEGY:
Neighbourhood Plan Steering Group: The Steering Group met on 17 April and its report was noted.
Affordably Housing: A consultation by the Maldon District Council on the Affordable and Specialist Housing Supplementary Planning Document was received.

063.18 PLANNING APPLICATIONS
Planning Decisions: The Clerk reported on the latest planning decisions of the Maldon District Council.

Parish Council Representation: Following the deferral of a decision to the full Maldon District Council of MAL/17/00582 for the removal of a Section 52 Agreement at land opposite 34 Hall Road, the application will now be e by an Extraordinary Meeting of the Council on 17 May. The Chairman had made representations to the North Western Area Planning Committee and will now represent this Council at the new meeting.

Prior to the Committee meeting the Clerk had contacted all Members of the Committee to provide them with clearer and additional information. The information will be updated and sent to all Members of the District Council. (A copy of the updated submission is appended to these minutes.)

Planning Committee: the report of the Committee meeting held on 17 April was received and adopted. For completeness the comments made on the following application is included below:

FUL/MAL/18/00176 Retrospective - alteration of access and erecting of gate pillars. Sheepcoates Hall, Sheepcoates Lane - The gateway is compatible with the dwelling extension and development in the locality and appears as a high quality design and good standard appearance. It is considered that the development would not have an adverse impact on the neighbouring residential properties or street-scene. The Council recommends approval.

Latest Applications: Comments on planning applications received up to week ending 11 May 2018 were as follows:

HOUSE/MAL/18/00440 Single storey rear extension. 70 Maldon Road – The proposal is considered acceptable and in accordance with the approved Local Development Plan and requirements of the National Planning Policy Framework. It is considered that the development would not have an adverse impact on the neighbouring residential properties or the rural area and is an acceptable use of the land. The Council recommends approval.

HOUSE/MAL/18/00451 Single storey front & rear extension. 8 Totham Hill Green - It is considered that the development would not have an adverse impact on the neighbouring residential properties or the rural area and is does not detract from the street-scene. The Council recommends approval.

OUT/MAL/18/00540 Erection of detached dwelling in connection with a rural business. Land South Of Wheelers Farm Plains Road - Although the site is outside of the Great Totham settlement boundaries, this long established rural business provides a successful and important service to the local community. The business deals with high value machinery and the proposed development will add to its greater security. The Council recommends approval.

HOUSE/MAL/18/00543 Conversion of carport into living space, 17 Beadle Place - It is considered that the development would not have an adverse impact on the neighbouring residential properties or the rural area and is an acceptable use of the building. The Council has no objection provided the loss of car parking space can be satisfied.

18/00557/HOUSE Proposed new bay window. Laurel Cottage 10 Walden House Road Great Totham Essex – It is considered that the development would be in proportion with the existing building and will not detract from the street-scene. The Council recommends approval.

(For Information Only) LDP/MAL/18/00518 Claim for lawful development certificate for proposed single storey rear extension, two rear facing dormer windows and roof light on front elevation. Applegrove House 62 Colchester Road – Noted.

(For Information Only) PDE/MAL/18/00537 Single storey rear extension which would extend beyond the rear wall of the original house by 4.5m maximum height of 3.4m and the maximum height to the eaves of 2.4m. 25 Foster Road – Noted.

(For Information Only) LDP/MAL/18/00388 Claim for lawful development certificate for proposed removal of rear conservatory to and reinstate a rear single storey extension. 26 Foster Road - Noted

064.18 FINANCE:
Confirmation of Payments: Payments were confirmed for:

Amount (£)	Payee	Service
500.00	R Clark	Cut overhanging branches, bushes and vegetation at Colchester Road side of Totham Hill Recreation Ground.
444.00	C R Potter	Salary/allowance £444.00

Accounts for 2017/18: The Council's accounts for 2017/18 were approved and a copy is appended to these minutes. The placing of the sum held against burial ground development into an earmarked reserve was confirmed.
Accounts and Audit Plan for 2017/18: Following changes and clarification of the order of events to complete the audit a revised plan was agreed and is appended to these minutes.

065.18 AMENITIES
Cllr C L Atkinson, Chairman of the Amenities Committee reported:
Playground Inspections: There were no urgent items raised in the annual safety inspections. The loose backing of the netball goal at THRG is not unsafe but will be monitored. The gate there has gaps which are too narrow. No emergency notices are displayed. He and Cllr B S Marshall are topping up the wood chip safety surface. Cllr Atkinson will study the reports in detail and report further at the next meeting.
Trimming back tree: A Rowen tree at the corner of School road has been cut back.
Dog and Litter Bins: Cllr Atkinson has met with the Maldon District Council representative to agree final locations for the new dog waste bins.
Cllr Atkinsons's report was received and adopted.

Grass Cutting: It was noted that grass cutting is not satisfactory or not carried out in some places and the Clerk will contact the Maldon District Council.
Heybridge Pit: An informal litter pick has been carried out. Some residents of Playle Chase have expressed concerns were reported and, in consultation with Cllr C L Atkinson, the Clerk had replied (attached). The matter was noted and Cllr Atkinson will continue to monitor it.

066.18 HIGHWAYS AND TRANSPORTATION
Localism Rangers Work: Vegetation at the crossroads of Walden Hose and Kelvedon Roads is obstructing vision.
Speed Indicators: The Clerk has a form for a formal request to have speed indicators to replace the existing speed signs. Cllr C L Atkinson will provide speed monitoring evidence to support the request.
Traffic Regulation Orders: A further road closure order was received for the B1022 through the Parish.
"Lay-by" in Maldon Road: It was noted that this unofficial lay-by has been closed and an enquiry will be made about whether it has public rights as it has been used publicly for a great number of years.

067.18 COMMUNITY POLICING, SAFETY AND REGULATION
Speedwatch Report: Cllr C L Atkinson gave a report on the latest Speedwatch sessions. He has been asked to check near the School and will do so.

Data Protection Regulations: The Clerk reported about compliance with the new proposed General Data Protection Regulations following a workshop he attended at the EALC. He has a checklist to use to test compliance.
Records Retention Policy: A Records Retention Policy was agreed and can be used to comply with the above. A copy is attached to these minutes.

068.18 ANY URGENT BUSINESS AND FUTURE AGENDA ITEMS
There was no urgent business.

The meeting closed at 9.30 pm.

Copy of e-mail to all Members of the Maldon District Council 15 May 2018

Dear Chairman and Members of the Maldon District Council,

Planning Application MAL/17/00582. Land Opposite 34 Hall Road, Great Totham – Section 52 Agreement

The Great Totham Parish Council has asked me to contact you with some information about the above application which is on the agenda for Thursday's 17 May 2018 Council (Extraordinary) Meeting.

Following the North Western Area Committee meeting on 5 February, at which a decision was deferred, the Great Totham Parish Council wrote to the Chief Executive expressing its concerns about the application and giving some essential background information. Our letter appears on the District Council's website under the planning application but was not included in the Officer or Committee reports for the Committee meeting on 3 April when it was next considered. Whilst our local members had a copy, we thought that other members of the Committee would want to be aware of our letter so we sent them a copy. I have attached it to this e-mail and you will see that our letter also includes a copy of our original comments on the application which do not appear in full in the Officer's report. The meeting of the Committee again deferred a decision to the full Council and since the revised public report still does not fully reflect what we have said, we thought that all Members of the Council would wish to be appraised of this information in an unedited form.

As well as explaining the background to the Section 52 Agreement we highlighted a case about which we thought Members would also want to be aware considered in June 2015 by Wiltshire Council where an historic Section 52 Agreement affected some land in its Melksham South Ward: Although the Melksham case failed its test it sets out some important principles which equally apply to the Great Totham case. The Melksham Committee report advised:

…….. it is necessary for the Local Planning Authority to consider whether the obligation continues to serve a useful purpose. In the event that it is concluded on an objective basis that the obligation no longer serves a useful purpose then the obligation is required to be discharged. Alternatively, if it is considered by the Local Planning Authority that the obligation does continue to serve a useful purpose then the planning obligation should continue to remain in force with or without modification. When considering if a useful purpose is being served by the obligation, case law indicates that issues to be taken into account include current planning policies and whether the overall planning circumstances of an area have changed since the obligations were first imposed.

In the Melksham case planning permission was given for a piece of land outside of the development limits providing a S52 Agreement was made between the planning authority and landowner preventing any further development on land outside of the development limits; thus the purpose was to protect the development limits. Several years later the then District Council revised its local plan to include both the developed and S52 land. Thus when applying the test set out above the S52 Agreement the obligation no longer continued to serve a useful purpose and the S52 agreement was voluntarily removed by the planning authority.

In the Great Totham case planning permission was also given for a piece of land outside of the development limits providing a S52 Agreement was made between the planning authority and landowner preventing any further development on land outside of the development limits; thus the purpose was also to protect the development limits. In this case the District Council in revising its local plans has included the developed land in the development limits but consistently excluded the S52 land over all generations of local plans so the overall circumstance of the area have not changed. Thus when applying the test set out above the S52 Agreement continues to serve a useful purpose and **should not be voluntarily removed or modified** by the planning authority.

We are concerned that the report before you advises "The circumstances of the Wiltshire case do not appear to be directly comparable to this case and is therefore given little weight". We believe that the test applied in Wiltshire and described above *……if it is considered by the Local Planning Authority that the obligation does continue to serve a useful purpose then the planning obligation should continue to remain in force with or without modification* is directly comparable and should be given great weight.

The Chairman and Members of the Great Totham Parish Council are confident that you will take our additional information into account when making your decision.

Yours Sincerely,

Clive Potter
Clerk to the Council
Great Totham Parish Council

GREAT TOTHAM PARISH COUNCIL

C R Potter, Clerk to the Council
19 Mill Road, Great Totham, Maldon, Essex, CM9 8DH

Telephone: Maldon (01621) 891474 Email:
greattothamparishcouncil@btinternet.com
Website www.essexinfo.net/great-totham-parish-council

Date: 20 February 2018 **Your Ref:**

Fiona Marshall
Chief Executive
Maldon District Council
Prices Road
Maldon, Essex
CM9 5DL

Dear Fiona,

MLA/MAL/17/00582 Application to the part relinquishing of Section 52 Agreement (MAL/408/084) dated 10/10/1984 relating to land at the rear of Seagers and Millways. Land Opposite 34 Hall Road

The Council has asked me to write to you about its concerns over the District Council's consideration of the above planning application, and to make you aware of the background to the present Section 52 Agreement. The application was on the agenda for the North Western Planning Committee Meeting of 5 February and one of our parishioners who attended the meeting informed us that a decision on the application has been deferred

We were invited to attend the meeting by a letter received on 31 January as we had commented on the application but at short notice we were unable to find anyone to attend due to other commitments. I looked for the report and Committee agenda on the District Council's website but neither were to be found on-line at the time. Councillor David Sismay said the report had been in place but appears to have disappeared and asked for it to be reinstated, which indeed it was. Several of our parishioners from Seagers and Hall Road attended the meeting and described their experience as "chaotic"

After finding the Committee report we noted that it recommends that the District Council voluntarily agrees the application and varies the Section 52 Agreement but no sound reasons for doing so are clearly stated. There is mention of a possible future cost if the case goes to a Land Tribunal and reference to testing the original purpose of the S 52 Agreement if the Council tried to enforce it.

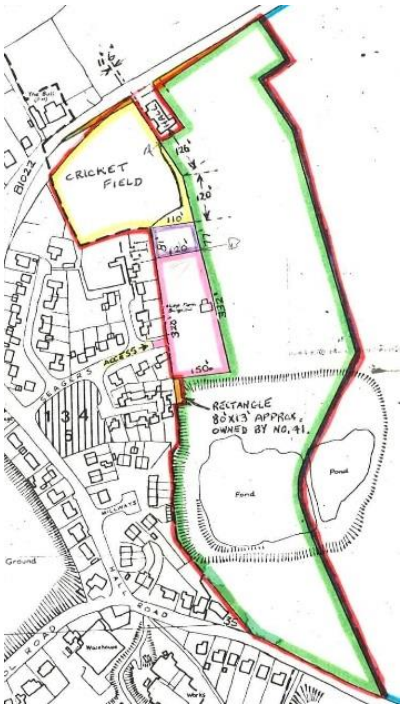
The former is laudable on the one hand but surely not a planning issue and the latter did not appear to be an issue with the Inspector in determining MAL/16/00289 who noted that the land is bound by the 1984 Section 52 Agreement.

The Committee report also mentions that, after research, the reason for the Section 52 agreement is not documented; and paragraph 3.1.2 seems to infer that its removal is simply a matter of process.

In order to clarify and understand the position it is necessary to examine the background to the case: The modern development limits for the three main settlements of Great Totham were set in 1981 following extensive consultation including with parishioners and the Parish Council, and published as part of the Great Totham District Plan. They followed the old Village Development Limits set in 1968 by Essex County Council based on population targets.

The new Development Boundaries included matters of physical boundaries, landscape setting and the character of the Village. At Great Totham South part of the boundary was tightly drawn from Maldon Road to Hall Road around the developing Seagers estate and the earlier built Millways and bungalows in Hall Road to prevent any further spread of housing development to the east. The Great Totham District Plan was approved for publication in January 1981 with the foreword: *The Maldon District Council will have regard to the contents of the Approved Plan as a basis for the control of future development*.

The Seagers development was built on land forming part of Ally's Farm and abutted the Village Cricket Ground (then privately owned) on its west and partly on its east sides. The Farm, Cricket Ground and the surrounding open land outside of the development boundary was under single ownership.



In October 1981 the landowner submitted an outline planning application (MAL/889/81), upon which the Parish Council was consulted, for a further 0.52 Hectare of land containing old farm buildings, at the rear of the already completed parts of Seagers and abutting the remaining eastern part of the Cricket Field boundary. The application site abutted but was outside of the newly approved development boundary and, in return for planning permission, the applicant offered to pass the ownership of the Cricket Field to the Parish Council as a planning gain.

After careful consideration the Parish Council agreed to support the application subject to the layout of the new houses sealing off the whole estate from any further development. The disadvantages of this development would be outweighed by the advantages of public ownership of the Cricket Field. It could be argued that had the proposal been made during the Plan consultation period it would have been incorporated.

The Parish Council entered into discussion with the Maldon District Council. For the application to succeed the Great Totham Plan needed amendment and Parishioners were consulted on the proposal to modify the Plan through the Annual Parish Assembly and public sessions at Parish Council meetings over a year and finally tested through a referendum of registered electors in Great Totham. This produced a response from 38.32% of registered electors of whom 437 agreed with the proposed change and planning gain and 314 were against.

The development limits were revised in detail and the application was approved subject to the remaining area of land being protected by the Section 52 Agreement, which the landowner voluntarily entered in to and which remains in force.

In considering the robustness of the Development Limits it is important to note that although the Great Totham District Plan of 1981 is now of course superseded the development limits for this part of Great Totham have stood the test of time to become part of the Settlement Boundary in the current Local Development Plan. During this time the boundary has been scrutinised and subjected to public examination and approval through the Maldon District Local Plan and its Review, the Maldon District Replacement Local Plan as well as the current Local Development Plan. The current settlement boundary is identical to that for which the agreement not to develop outside of it was made on 10 October 1984.

In reflecting the above background account and messages from our parishioners the Parish Council made the comments, attached to this letter, on the application now under consideration, an edited version of which appears in the North Western Planning Committee report.

With regard to the application MAL/16/00289, allowed on appeal, the Maldon District Local Development Plan had not been approved so the Planning Inspector tested against the Maldon District Replacement Local Plan (2005). He records that he gave only limited weight to the emerging LDP which sets out the extensive future housing supply plans; thus his conclusions were that the housing mix proposed would help meet the housing needs of the District.

However he qualified his approval by saying in his report:

My attention has been drawn to a Section 52 Planning Agreement dating from 1984 which places a covenant on the appeal land, preventing the erection of permanent buildings or structures on it. Procedures for the modification or discharge of planning obligations are set out in the Town and Country Planning (Modification and Discharge of Planning Obligations) Regulations 1992. No such application or appeal is before me and, therefore, the land would be bound by the 1984 irrespective of my decision. It would be for the decision maker in any subsequent application or appeal to determine whether the requirements of the 1984 Agreement remain valid.

The Parish Council had drawn it to his attention and provided a copy of the Agreement. With regard to the last sentence, the District Council is now the decision maker and the requirements of the 1984 Agreement remain valid since its terms continue to uphold the present Settlement Boundary shown in Map 10 of the Approved Maldon Local Development Plan.

I hope this letter helps to clarify the position and assists Members in making their decision.

Yours sincerely

Clive Potter
Clerk to the Council

(Attachment)

Parish Council Comments on:

MLA/MAL/17/00582 Application to the part relinquishing of Section 52 Agreement (MAL/408/084) dated 10/10/1984 relating to land at the rear of Seagers and Millways. Land Opposite 34 Hall Road

"The Council strongly objects to any relinquishment, in part or otherwise, of this Section 52 Agreement.

The agreement was entered into by both parties (The Maldon District Council and the then landowners) willingly following a contentious application (initially MAL/889/81) to further develop the Seagers estate by placing six additional dwellings on land abutting Seagers but outside of the development limits defined in the Great Totham Plan. The landowner modified the application to include the transfer of ownership of the Cricket Field, also abutting Seagers, to the Great Totham Parish Council as a planning gain; and to covenant *not to erect or permit to be erected, or apply for planning permission to erect, any permanent buildings or structures at any time* on a defined band of land from Maldon Road to Hall Road. For the application to succeed the Great Totham Plan needed amendment and Parishioners were consulted on the proposal to modify the Plan through the Annual Parish Assembly and public sessions at Parish Council meetings over a year and finally tested through a referendum of registered electors in Great Totham. This produced a response from 38.32% of registered electors of whom 437 agreed with the proposed change and planning gain and 314 were against.

To agree to now relinquish in part the agreement, made under the seal of the Maldon District Council, would appear to ignore the valid democratic process of a referendum and its outcome and betray those parishioners who took part in it. Some of those who participated in the referendum attended the last Parish Council meeting and asked at what level a decision on this application will be made and the Council requests that it is considered by Committee.
There is also the question of what enforcement action is being taken against the present landowner who has infringed the Agreement by applying for permission to erect."

Great Totham Parish Council Accounts 2017/18

Statement of Accounts at 31 March 2018

	2016/17	2017/18
1. Balances brought forward	42,123	44,246
2. (+) precept	15,206	19,036
3. (+) other receipts	2,663	4,773
4. (-) staff costs	6,595	5,330
5. (-) loan interest/capital repayments	0	0
6. (-) other payments	9,151	11,030
7. (=) Balances carried forward	44,246	51,695

8. Total cash	44,246	51,695
9. Total fixed assets & long term investments of which:	70,960	70,960
Total long term assets (investments)	6,975	6,975
Total fixed assets	63,985	63,985
10. Total borrowings	0	0

Notes:

The above Statement mirrors that of the Department of Communities and Local Government's Annual Governance and Accountability Return 2017/18 Part 2 for local councils with the addition of box 9 clearly identifying long term investments and fixed assets.

I certify that for the year ended 31 March 2018 these accounting statements properly present the receipts and payments of the Council

C R Potter, Clerk to the Council and Responsible Financial Officer

I confirm that these accounting statements were approved by the Council on 14 May 2018

Cllr. F A Delderfield, Chairman

GREAT TOTHAM PARISH COUNCIL
C R Potter, Clerk to the Council
19 Mill Road, Great Totham, Maldon, Essex, CM9 8DH

Tel: Maldon (01621) 891474 Email: greattothamparishcouncil@btinternet.com

Summary General Accounts 2017/18			
	2016/17	**2017/18**	
Balances Brought Forward	**(£)**	**(£)**	
General Balance	13,796	18,823	
Reserve Balance	28,327	25,423	
Total	**42,123**	**44,246**	
ADD RECEIPTS			
Precept	15,206	19,036	
Other Receipts:			
Rents & Wayleaves	27	12	
Interest	183	185	
Grants - Transparency Code **I** Neighbourhood Plan	1,359	3,069	
Other	0	0	
Total Receipts excluding VAT	**16,775**	**22,301**	
VAT Reclaimed	1,094	1,508	
Total Receipts	**17,869**	**23,809**	
DEDUCT PAYMENTS			
General Administration			
Clerk's Salary/allowance	5,330	5,330	
Clerk - Transparency Code Implementation	1,265	0	
Chairman's Allowance	85	100	
Insurances	947	781	
Election Expenses	0	0	
Other	1,962	1,968	
	9,590	**8,179**	
Amenities			
Mowing	3,101	2,681	
Other	699	584	
	3,800	**3,266**	
Non-Recurring			
Neighbourhood Plan	500	356	
Neighbourhood Plan (Grant Funded)	0	490	
Neighbourhood Plan (Grant Returned)	0	2,579	
Beacon & HM the Queen Birtyhday Events	255	0	
Speedwatch Indicator Equipment	852	0	
Community Protection Team	0	201	
Bull Green improvements	0	165	
	1,607	**3,791**	
Total Payments excluding VAT	**14,996**	**15,236**	
VAT Paid	749	1,123	
Total Payments	**15,746**	**16,360**	
General Balance	18,823	16,949	
Reserve Balance	25,423	34,747	
Balances Carried Forward **Total**	**44,246**	**51,696**	
Notes:			
1. A detailed breakdown can be found in the estimates/end of year report.			
2. The amount of VAT paid and received in any one year does not balance due to the timing of claims.			
3. Automatic rounding of items may cause apparent inaccuracy in totals.			

RESERVE ACCOUNTS AND ASSETS (AT YEAR END)

REVENUE RESERVE

	2016/17	2017/18
Opening Balance	28,327	25,423
Transfers In	0	9,324
Transfers Out	2,904	0
Closing Balance	**25,423**	**34,747**

"Earmarking"	2016/17	2017/18
Balance of Changing Hut Insurance Claim	504	504
Burial Ground	20,000	29,324
General - Not Earmarked	4,919	4,919
Closing Balance	**25,423**	**34,747**

The general reserve includes provision for the replacement of items such as computer/office equipment, mowing equipment etc, although not specifically earmarked amounts, as well as for emergency expenditure. In 2017/18 £9,324 was transferred to the revenue reserve and earmarked for the new burial ground

LONG TERM RESERVE AND INVESTMENTS

Long Term Reserve	2016/17	2017/18
Opening Balance	6,975	6,975
Redeemed Investments	0	0
Closing Balance	**6,975**	**6,975**

Long Term Investments at Year End	2016/17	2017/18
Treasury Stock	3,975	3,975
Nat Savings Inc Bond	3,000	3,000
Consols	0	0
Total (to agree with Long Term Reserve)	**6,975**	**6,975**

The Long Term Reserve fund is derived from the sale of Council land and supports the Council's revenue expenditure thus reducing Council Tax within the Parish. The fund is invested in Gilts and NS & I Bonds.

FIXED ASSETS

	2016/17	2017/18
Opening Value	63,133	63,985
Additions	852	0
Removals	0	0
Closing Value	**63,985**	**63,985**

Assets are recorded at purchase cost where possible and some also have an indexed insured value not shown here. Purchase of Speedwatch Indicator Equipment in 2016/17 resulted in an increase of £852 in value.

BANK RECONCILIATION

BARCLAY'S BANK			
Balance on bank statements on 31 March 2018		£	£
Barclays Deposit Account		26,090.98	
Barclays Current Account		28,331.15	
			54,422.13
Less: uncleared cheques:			
RCCE	101819	50.00	
C R Potter	101822	2,578.75	
	101823	98.00	
Add: unbanked receipts		0.00	
Net bank balances at 31 March 2018			**51,695.38**

CASH BOOK

REVENUE ACCOUNT	
Opening cash balance (brt fwd from 31 March 2017)	44,245.70
Add: Receipts for year	23,809.46
Less: Payments for year	16,359.78
Closing balance as cash book at 31 March 2018	**51,695.38**

Prepared by C R Potter, Clerk to the Council and Responsible Financial Officer

GREAT TOTHAM PARISH COUNCIL - LONG TERM INVESTMENTS & ASSETS REGISTER 2017/18

Long Term Investments at 31 March 2017

Type and Certificate No.	Purchase Date	Redemption Date	Redemption Value £	Purchase Cost (£)	Notional Value at 6 June 2017	Value in Accounts
National Savings CN117800	19 7 89	3 mths notice	3,000.00	3,000.00	3,000.00	3,000.00
3.75% Treasury Gilt 2019 N1000206	25 11 10	07 09 19	3,773.15	3,975.04	4,086.32	3,975.04
		Total	**6,773.15**	**6,975.04**	**7,086.32**	**6,975.04**

Fixed (Non-Current) Assets at 31 March 2018	Valuation Basis	Value (£) of Asset	
Land			
Jubilee Recreation Ground	(a)	1	
Cricket Field	(a)	1	
Bull Green	(c)	2,500	
Woodland opposite Jubilee Recreation Ground	(a)	1	
The Pond Land, Broad Street Green	(a)	1	
Totham Hill Recreation Ground	(a)	1	
Woodland at Totham Hill Recreation Ground	(a)	1	
Buildings			Insured Value
War Memorial bus shelter, Maldon Road	(b)		
Colchester Road Bus Shelter	(b)	7,966	
Telephone Kiosk at Green near the Compasses PH	(a)	1	12,342
Equipment, fixtures and fittings			
Village signs at Bull Green and Green near Compasses PH	(b)	2,627	
Seat at end of School Road (Purchased 2008)	(c)	539	
Playground equipment at Jubilee Recreation Ground (Purchased 2009)	(c)	26,758	47485
Playground equipment at Totham Hill Recreation Ground (Purchased 2011)	(c)	19,796	
brushcutters (2)	(b)	818	1,530
Mower (Hayter Harrier)	(b)	552	
Computer equipment	(c)	1,094	1,122
Speedwatch Indicator Equipmement (Purchased 2016)	(c)	852	852
Road closure and diversion signs	(c)	476	
Total		**63,985**	

Valuation Basis: (a) Notional Value Community Asset (b) Insured Value as Proxy at 2 April 2011 (c) Purchase Cost

Total Long Term Investments & Fixed Assets	**70,960.04**

Updated: 31 March 2018

Great Totham Parish Council

2017/18 Accounts and Audit Programme.

Date	*Event*	*Notes*
12 Mar 2018 Council	Council to review risks and insurance cover	Reviewed at Council meeting
28 March 2018	**Receipt of Notice from Audit Commission**	Reported to Council 9 April
9 April 2018	• Finalise ledger & reconcile with bank accounts at 31 March • Prepare end of year finance report	Complete & reported to Council 9 April
10 April 2018 Council	• Review new regulations • Decide on exemption or external audit • Approve & sign exemption certificate • appoint internal auditor	Noted Exemption decided Signed Mr P Wrigley has agreed
28 April – 3 May	• Update Assets Register • Prepare Draft Accounts and Bank Reconciliation • Complete Accounting Statements for Annual Return • Prepare detailed variance report	
14 May 2018 Council	• approve accounts	
Prior to internal audit	Assemble papers for Internal Audit	Agree date with internal auditor
From 15 May	Internal audit & discuss findings	
18 June 2018 Council	• Internal Audit Report to Council • review internal financial controls & complete Statement of Governance • Approve & sign Accounting Statement	
19 June 2017	• Publish notice of public inspection • Publish all papers on website in accordance with transparency Code	Must be 1 day prior to first day Must be by 2 July .
20 June 2017	First day of public inspection - Must run for 30 working days and include first 10 working days of July	
31 July 2017	Last day of public inspection	
13 August 2018 Council	Report any objections to accounts to Council	

C R Potter
Responsible Financial Officer
1 May 2018

Note By e-mail to: Mr and Mrs Willmot, 4 Playle Chase, Great Totham

Dear Mr and Mrs Willmot,

I said I would contact you by e-mail after I had consulted Cllr, .Colin Atkinson who is Chairman of our Amenities Committee. I will also raise your concerns again at the next Parish Council meeting on 14 May. From our telephone conversations my understanding is that you have the following three areas of concern.

Work going on in the Pit and use of the cycle track: The concern is that there are people are cutting down trees and branches and further excavating a track. They are causing damage and create disturbance and noise.

I have already confirmed that we own the pit and are aware of an informal cycle track which young people have permission to use. The track was put there and used at least 15 years ago although it has not been used much until recently. The current users are clearing and improving the track. You mentioned that these appear to be adults.

Cllr Atkinson frequently visits the site and advised that no trees have been cut down. He will try to visit when users are present and speak to them about your concerns. It would be helpful if you phoned him on 01621 891846 when you next see them there.

Vehicles parking in Playle Chase and the occupants walking through to the Pit: I explained that the road is a public highway and there are no parking restrictions in place. It is an offence though to park too close to junctions, or cause obstructions.

We understand that parking becomes illegal if a parked vehicle causes an obstruction on the carriageway preventing egress from a property or on a footway preventing pedestrian or wheelchair use. If this is the case it is a police matter. The Parish Council has no powers to deal with it.

Motorbikes might use the public foot path and the cycle track: I explained that we would not allow motorbikes to use the track within the Pit.

I explained that motorbikes using the drive are a different matter as we do not own it. The private drive provided access to the Chase (house) over which vehicles passed as well as being a public right of way on foot. I believe cyclists also use it. When the house and surrounding land was sold for development and the houses sold on we do not know to whom, if anyone, the title of the former private drive passed.

You confirmed you had not actually seen any motor bikes in the Pit or on the drive but have a fear of it.

This e-mail will be reported to the Council when it meets. Is there anything about your concerns that I have misunderstood, or that you would like added or changed?

Regards, Clive Potter, Clerk to the Council

Great Totham Parish Council
Records Retention and Management Policy

Documented information is an important public asset and a key resource to accountability so careful document management is therefore required to ensure the long-term usability of information and also the protection of historical information.

In the course of carrying out its activities the Parish Council collects a variety of information from individuals and organisations most of which, with the notable exception of periodicals and advertising material, is at present retained permanently. Some of the information is never accessed following its initial use, some is rarely accessed and some frequently used.

The position has now become unsustainable with paper records due to lack of storage space and the volume making it difficult to find those records which are needed. This report considers both paper and electronic records; information is increasingly transmitted and stored electronically and the possibility of converting some paper documents to electronic media can be considered.

The Council's records can be broadly placed into four categories:

1. Those formal records produced by or on behalf of the Council in the course of its administration such as minutes, financial records and deeds. These records usually have the most historic value.

2. Records produced specifically by or for the Parish Council in connection with its duties and functions and usually on specific topics for example; an exchange of letters with the Maldon District Council about an alleged planning contravention or the exchange of letters Essex County Council about a new speed limit. Some of these records may have infrequent longer term value; for example evidence of a public right of way dispute.

3. Published records or those with many copies produced by third parties. Examples of these might include the published Essex County Council Minerals Policy or copies of planning applications sent by the Maldon District Council for consultation. These records are usually available from their originators, probably electronically.

4. Periodicals, advertising material and "junk mail" This information may refer to specific topics which are useful to follow up and generally are time limited. These records have the least historic value.

Some records have legally defined retention limits but generally speaking a policy covering the above groups would allow for most primary documents in group 1 to be retained permanently and most in group 4 to be destroyed as soon as their usefulness is over or judged to be not required at all. Records in groups 2 and 3 would have a considered and defined limit. Inevitably there is crossover between the groups and considerations for retention or destruction of records should include those needed:

- To fulfil statutory or other regulatory requirements.
- To evidence events/agreements in the case of dispute(s).
- To meet operational needs.
- To ensure the preservation of documents of historic or other value.

Conversely, the permanent retention of ***all*** documents is undesirable and to be discouraged. Disposal, where appropriate, is to be encouraged for the following reasons:

- Under the Data Protection Act 1998 and subsequent regulations "personal data" can be processed only for the intended purpose must not be kept for longer than is necessary for that purpose, hence retention which is no longer necessary may be unlawful.
- The sheer volume of paper records otherwise retained can mean that physical access is difficult and that there is an increased fire risk.
- To promote 'good housekeeping' and make best use of limited physical and electronic storage space whilst ensuring information is easily retrieved.
- Searching for information is increased.
- To provide clarity as to what documents are or are not held by the Council, as required by Freedom of Information Act 2000.

Retention Periods (examples)

Class of Document	Description	Author or Source	Retention Period
Administrative	Minute Books	Parish Council	Permanently
	Annual Financial Statement	Parish Council	Permanently
	Bills & Receipts		Six years after financial year to which they relate
Deposited Document	Definitive Map of Public Rights of Way	Essex County Council	As directed by statute
Consultation	Planning Applications	(Usually) Maldon District Council	Paper - one year after consultation *
Consultation	Planning Applications	(Usually) Maldon District Council	Electronically - Permanently
Policy & Guidance	Local Development Plan	Maldon District Council	For life of policy
Advisory	Notice of Road Closure Order	(Usually) Essex County Council	After Closure has taken place
General Correspondence			Three years after last used

- Electronically available on Maldon District Council website.

(14 May 2018)