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MINUTES

GREAT TOTHAM PARISH COUNCIL

Date: **Monday, 14th July 2025**

Place: **Village Hall, Great Totham, Maldon, Essex, CM9 8NH.**

Present:	Councillors	C.	Adams (Vice-Chair)
		C.	Atkinson (Chair)
		H.	Dundon
		F.	Delderfield BEM
		V.	Heaviside
		J.	Keyes
		B.	Marshall
	Parish Clerk	N.	Smith

38. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors T. Gregan and N. Snelling.

RESOLVED That the apologies be received.

39. INTERESTS

There were no interests declared at this time.

40. MINUTES

The Minutes of the Parish Council Meeting held 16th June 2025 were received.

RESOLVED That the Minutes of the Parish Council Meeting held 16th June 2025 be confirmed as a true record and signed by the Chairman.

41. QUESTIONS AND STATEMENTS FROM THE PUBLIC

There were no members of the press or public present.

42. POLICIES

Members received the policies ready for adoption.

RESOLVED That the council approve and adopt the Data Retention Policy as presented.

RESOLVED That the council approve and adopt the Scheme of Delegation as presented.

RESOLVED That the council approve and adopt the Biodiversity Policy as presented.

RESOLVED That the council approve and adopt the Co-Option Policy as presented.

43. ACTIONS FROM THE PREVIOUS MEETING

An update was given on the outstanding actions from the previous meeting-

Item	Action	Delegated To	Update
Speed Sign	Contact German Manufacturer	Cllr Atkinson	Cllr Atkinson to contact a PC specialist for further advice
Damage to Village Sign	Obtain a replacement invoice and quote	Cllr Gregan	Cllr Gregan has contacted contractor and is waiting on paperwork
Dog walking by-laws	Investigate with Maldon D.C	Clerk	Cllr Adams provided copy of PSPO, to be forwarded to Community Protection Team

Trees around the cricket boundary	Speak UKPN	Clerk	Chasing email sent as no response to first one
Connexin	Request on-site meeting	Clerk	Completed, waiting for response
Maypole Road Speeding Issues	Write to Councillor Durham asking for support with possible reduction	Clerk	Completed
Play equipment Jubilee Recreation Ground	Arrange to be moved to Bull Green	Councillor Gregan to liaise with Councillor Marshall	To be completed after the annual playground inspection
Payment to C Potter	Contact HMRC and ask for details and account to be changed	Clerk	Clerk spoke with C Potter who will change details at HMRC asap
Jubilee Recreation Ground	Arrange to be tidied up	Cllr Gregan	To be completed after the annual playground inspection
Fundraising for new equipment	Enquire as to how the funds are being held	Clerk	Completed, Clerk spoken with resident who is happy to send funds to GTPC asap
Bull Meadow security	Install a new drop-down post	Cllr Gregan	Purchased, waiting to be fitted
Unity Trust Bank	Open two new bank accounts	Clerk	Completed, waiting for Members' signatures

44. PARISH CLERK'S REPORT

Members received the Parish Clerk's Report.

45. CHAIRMAN'S ANNOUNCEMENTS, REPORTS FROM OTHER BODIES AND GENERAL CORRESPONDENCE

The Chairman stated that both he and the Clerk would be meeting with Connexin on Tuesday, 15th July 2025, along with Wickham Bishops Parish Council.

46. CORRESPONDENCE, APPEALS AND PLANNING DECISIONS

Members received details of previous planning decisions that had been considered by the Council.

47. PLANNING APPLICATIONS

(a) Members noted application 25/00552/LDP for information only.

(b) Members made the following comment on urgent planning applications received since the publication of the agenda

1.	25/00389/OUT PP-13847031 Outline planning permission for 7 no detached dwellings with details of associated vehicular access, layout, appearance and scale included, with the matter of landscaping reserved.	Land Rear of 53 and 55 Broad Street Green Road, Great Totham, Essex	Recommend Refusal on the following grounds- The proposed development lies outside the defined settlement boundary, contrary to the policies outlined in the Local Plan and Neighbourhood Plan. Overdevelopment of the site. The proposal conflicts with the policies and design principles adopted in the Great Totham Neighbourhood Plan and Design Statement. The proposal constitutes inappropriate backland development. The development is likely to generate additional demand for local school places in an area where current capacity is already under strain

48. <u>COMMUNITY POLICING, SAFETY AND REGULATIONS</u>

(a) Members discussed the report received from the Community Protection Team, with some raising concerns that the layout had more content than was necessary.

<u>RESOLVED</u> That the Chairman speak with the Community Protection Team concerning the layout of the report

(b) The Chair gave a report. He stated that two sessions had been held this month and 18 cars out of 391 had been speeding. He had also taken part in the Essex and Kent Blanket Coverage Day of Speedwatch.

(c) Members discussed the correspondence received from two different members of the public concerning the use of the lay-by in Walden House Road, one in support of restrictions and the other against.

<u>RESOLVED</u> That the Clerk contact Essex Highways to enquire as to whether they would consider a 30-minute time restriction and to then bring this back to the council for further discussions.

(d) Members discussed the types of roads in Great Totham which might be suitable for 20mph zones, although several stated concerns regarding the enforcement of such speed limits.

RESOLVED That a consultation is placed on the website, social media and in the village magazine asking for resident's views on 20mph zones.

49. AMENITIES

(a) In the absence of the Amenities Committee Chair, it was reported by other Members that a fire had occurred at the Pit, although details were scarce.

(b) The Chairman explained that he had been advised by the Clerk that when making weekly checks of the playground equipment owned by the Parish Council, a written log should be kept. Cllr Marshall offered to do this.

(c) The Clerk explained that she was still waiting to hear from UKPN regarding the trees around the cricket pitch that needed cutting back, but if she did not hear soon, then another contractor should be found.

The Clerk asked Members for permission to gather quotes for a survey for the Council's trees. She explained that this could be done in different stages if Members did not want it to be done at the same time, as this would be an unbudgeted cost. Members expressed concerns that this project could exceed the Parish Council's budget, depending on the results of the survey, and this would be unaffordable for a council of their size. Members requested evidence on how other councils managed their tree stock before making a definitive decision. The Clerk stated that she was aware that Braintree District Council renewed their tree surveys every two to three years and would expect all other districts to act in accordance with recommendations.

RESOLVED That the Clerk ask other comparable-sized parish councils, as well as Maldon District Council and Essex County Council, as to how they manage their tree stock.

50. HIGHWAYS AND TRANSPORTATION

There was no work identified; however, it was suggested that the Localism Rangers Scheme may no longer be in existence.

It was noted that a signpost had been removed at the junction of Captains Wood Road and Maypole Road but this had been reported by the Clerk to Essex Highways.

RESOLVED That the Clerk enquire as to whether the Localism Rangers Scheme is still in existence.

51. PAYMENTS

Members received the list of payments for July 2025 that required authorisation.

RESOLVED That the payments for July 2025 are approved.

52. ITEMS FOR FUTURE AGENDAS

There was no business that Members wished to add.

53. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960 S.1 (2), the press and public should be excluded from the remainder of the meeting due to the confidential nature of the business to be transacted.

54. COUNCIL WEBSITE AND EMAIL PROVIDER

Members received a report regarding the use of non-councillor email addresses and .gov.uk domains. Apart from one, all Members who spoke stated that they would not want to use another email address and felt it unnecessary. The Clerk reminded Members that if a FOI was received, then personal devices could be inspected, but the majority stated they would be willing to hand them over. Members stated that although the Smaller Authorities Proper Practices Panel recommended that all councils should have councillor emails and a .gov.uk domain, as this was merely advisory, they considered it an unnecessary expense. The Clerk advised that it was possible that they could receive an 'Except for' on the 2025/2026 AGAR for not complying with guidance.

The Clerk advised that a significant amount of work was needed on the current website, which would incur a cost, so if Members were to go against officers' advice and stay with the current domain, it would be necessary to make some updates.

RESOLVED That the Clerk be authorised to incur costs updating the current website and that the item be revisited at a later date.

There being no further business the Chairman closed the Meeting at 9.08 p.m.

Councillor C. Atkinson
Chairman

NS/18.07.2025