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MINUTES

GREAT TOTHAM PARISH COUNCIL

Date: **Monday, 15th September 2025**

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

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

70. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B. Marshall.

RESOLVED That the apologies be received.

71. INTERESTS

Councillor J. Keyes declared a Disclosable Pecuniary Interest in 79 (a) as the landlord of the property.

72. MINUTES

The Minutes of the Parish Council Meeting held on 18th August 2025 were received and approved.

RESOLVED That the Minutes of the Parish Council Meeting held 18th August 2025 be confirmed as a true record and signed by the Chairman.

73. QUESTIONS AND STATEMENTS FROM THE PUBLIC

There were no members of the press or public present.

74. POLICIES

Members received the policies ready for adoption. It was stated that when attending funerals of past and present members of the Parish Council, current members have formed a ‘Guard of Honour’ as the coffin passes into the church. It was requested that this be incorporated into the policy.

RESOLVED With the addition of the extra clause, that the council approve and adopt the ‘Protocol On the Death Of A Senior National Figure Policy’ as presented.

RESOLVED That the council approve and adopt the ‘Equality and Diversity Policy’ as presented.

75. 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 IT Company	Cllr Atkinson	Completed
Damage to Village Sign	Obtain a replacement invoice and quote	Cllr Gegan	Completed
Projector	Give PSPO to the Community Engagement Team	Clerk	Completed
Trees around the cricket boundary	Speak UKPN	Clerk	Two quotes received
Fundraising for new equipment	Ask for the funds to be donated to the parish council	Clerk	Waiting for funds to be sent to GTPC
Bull Meadow Security	Install a drop-down post	Councillor Gegan	Completed and keys given to the clerk
Unity Trust Bank	Members to provide ID	Clerk/Cllr Atkinson	ID given

20mph Zone	Gather Feedback	Clerk/Cllr Heaviside	Feedback received and residents in favour
Playground inspection	Design inspection forms and deliver to Cllr Marshall	Clerk	Completed
Playground inspection	Log inspections	Cllr Marshall	Not yet completed
Website	Update with new policies and financial information	Clerk	Training being held on 19 th September 2025

76. PARISH CLERK'S REPORT

The current arrangement with Beacon Hill Rovers and their use of the recreation ground was discussed. It was decided that the Chairman or another representative would be invited to a Parish Council meeting to discuss their plans for the pitches and use of the ground going forward.

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

The Chairman reported on a meeting both he and the Vice Chair had attended with Essex and Suffolk Water regarding the Connexin posts being installed in the parish. It was noted that although they had met with the council, many of the posts had been installed regardless, as was their statutory right.

The Chairman informed Members that he had planned to attend the Essex Association of Local Councils' AGM, but as it has been moved from in-person to online, he would not be doing so now.

78. CORRESPONDENCE, APPEALS AND PLANNING DECISIONS

The planning decisions up to the week ending 5th September 2025 were received and noted.

79. PLANNING APPLICATIONS

- (a) Members commented on the following planning applications-
Councillor J. Keyes left the meeting at 7.57pm, having previously declared a pecuniary interest.

1.	25/00732/FUL - Change of property from c3 residential to mixed use for acupuncture/general Chinese medical centre and c3 (retrospective)	The Terrace, 8 Colchester Road, Great Totham, Maldon	We raise no objection to this application; however, we wish to highlight that parking is already a significant concern at this location and may be further exacerbated by the proposed change of use.
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2.	25/00733/ADV - Installation of 1x non-illuminated painted timber fascia sign to front elevation	8 The Terrace, Colchester Road, Great Totham, Maldon	Support this application, provided the sign is of an appropriate nature and in keeping with its surroundings.
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Cllr Keyes returned to the meeting at 8.06pm.

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

1.	25/00720/WTPO T1 Ash Tree - Reduce height by up to 4m	37 Broad Street Green Road Great Totham Maldon Essex	Raise no objection, subject to the Tree Warden's advice.
2	25/00730/FUL Proposed self-build 4-bedroom detached house, garage and driveway.	Land West Of 8 Captains Wood Road Great Totham Essex	Recommends refusal for the following reasons- The land is outside the development boundary This would lead to overdevelopment of the site This would lead to increased traffic on a road that is already struggling to cope with the current volume of traffic.

80. COMMUNITY POLICING, SAFETY AND REGULATIONS

- (a) Members received the abbreviated report from the Community Protection Team. The additional speed checks held in Prince of Wales Road were welcomed.
- (b) The Chair gave a report. He stated that three sessions had been held this month and 28 cars out of 572 had been reported for speeding. He had received a complaint from a member of the public who had been nearly run over on the crossing by the Post Office in Totham South by a tractor. The resident was concerned that tractors were towing heavy loads, which made it difficult to bring them to a safe stop. It was noted that the minimum age to drive a tractor was 16.
- (c) Members discussed the response to the Safer Essex Roads Partnership request for support for a 20mph zone in villages in Essex. Although it was noted that the response had been positive, there were concerns that residents would be disappointed if this did not come to fruition when the Parish Council had no jurisdiction over this matter.

Members then discussed the ongoing problems at Five Corners and how the speeds here could be reduced. It was noted that Wickham Bishops Parish Council had contacted Essex County Councillor Tom Cunningham, the cabinet member for Highways, and requested further communication

regarding the lack of progress being made. Members reiterated their support for reducing the speed limit at this junction.

81. AMENITIES

- (a) The Amenities Chair reported that he had completed work on two dead trees at the recreation ground and on a hedgerow opposite. While at the ground, a resident in an adjoining property was noticed to be letting their dog roam off-leash without supervision. It was noted that this contravened Maldon District Council by-laws and the Clerk was asked to write a letter reminding the resident of their responsibilities as a dog owner.

RESOLVED That the Clerk write to the resident reminding them of their responsibilities as a dog owner.

82. FINANCE

The following payments were approved-

Payee	Payment For	Amount
Nikki Smith	April-September 2025 Salary	£5039.04
HMRC	April-September 2025 PAYE & National Insurance Contributions	£1830.66
Nikki Smith	Reimbursement for projector	£363.91 (£303.26 plus VAT)
Maldon District Council	July-September 2025 Grounds Maintenance Contract	£1195.32

RESOLVED That the payments for September 2025 be approved, including the additional payment of £1195.32 for Maldon District Council..

83. ITEMS FOR FUTURE AGENDAS

It was asked whether the addition of an additional village Yeomanry could be included on a future agenda.

84. 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.

85. TREE WORKS

Members were asked to consider two quotes for tree works on five trees around the cricket pitch. It was decided to use C J Wynn Tree Services, who had quoted £1,320 including VAT. The clerk was given permission to pay the invoice upon receipt, as there would potentially be a long gap between receiving it and the next council meeting.

RESOLVED That the quote for £1,320 from C J Wynn be accepted.

There being no further business, the Chairman closed the Meeting at 8.40 p.m.

Councillor C. Atkinson
Chairman

NS/19.09.2025