



29 Seagers | Great Totham | Maldon | CM9 8PB
07811400803
www.greattothamparishcouncil.uk

MINUTES

GREAT TOTHAM PARISH COUNCIL

Date: **Monday, 13th October 2025**

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

Present:	Councillors	C.	Adams	(Vice-Chair)
		C.	Atkinson	(Chair)
		H.	Dundon	
		J.	Keyes	
		B.	Marshall	
		N.	Snelling	
	Parish Clerk	N.	Smith	

86. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors T. Creegan, F. Delderfield BEM, and V. Heaviside.

RESOLVED That the apologies be received.

87. INTERESTS

No interests were declared.

88. MINUTES

The Minutes of the Parish Council Meeting held on 15th September 2025 were received and approved.

RESOLVED That the Minutes of the Parish Council Meeting held 15th September 2025 be confirmed as a true record and signed by the Chairman.

89. QUESTIONS AND STATEMENTS FROM THE PUBLIC

There were no members of the press or public present.

90. POLICIES

Members received the IT policy ready for adoption. It was explained that this was part of the new Assertion 10 compliance statement for the year ending 2025/2026 and would likely be checked by the auditor.

RESOLVED That the IT Policy be adopted as presented.

91. RISK REGISTER

Members received the Risk Register for adoption.

RESOLVED That the Risk Register be adopted as presented.

92. ACTIONS FROM THE PREVIOUS MEETING

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

Item	Action	Delegated To	Update
Jubilee Recreation Ground Grant Request	Invite Beacon Hill Rovers Chairman to attend GTPC meeting	Clerk	Chairman invited
EALC	Send Chair's apologies for EALC AGM	Clerk	Apologies sent
Damage to Village Sign	Send quote to insurance company	Clerk	£650 received from insurance company who

			will now claim excess back from driver
Trees around the cricket boundary	Accept quote	Clerk	Quote accepted, contractor booked and deadline extended with Essex Highways
Five Corners	Write to Councillor Tom Cunningham, reiterating support for a speed reduction	Clerk	Letter written for Chairman to sign
Jubilee Recreation Ground	Write to resident reminding them of their duties as a responsible dog owner	Clerk	Completed
Unity Trust Bank	Send off final application	Clerk	Unity requires further proof of address, given by Chairman this evening
20MPH Zone	Gather feedback	Cllr Heaviside/Clerk	Feedback received and residents in favour
Maldon District Council Maintenance Contract	Write and inform them of dissatisfaction with quality of work	Clerk	Completed, awaiting response
Playground Inspection	Log inspections	Cllr Marshall	Completed and now ongoing
Website	Update with new policies and financial information	Clerk	Training completed and work ongoing
Yeomanry	Investigate whether resident qualifies	Clerk	Clerk to investigate further

93. PARISH CLERK'S REPORT

Members noted the report.

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

The Vice-Chairman reported on a meeting she attended with Heybridge Parish Council about Heybridge Woods. The meeting provided information on how and by whom the woods were being managed. The Vice Chairman stated that she felt satisfied with the management of the woods.

Members discussed the new bypass between Maypole Road, Broadstreet Green and Langford Road. Concerns were raised about the road layout and the potential for accidents. The Clerk was asked to write to both Essex Highways and Maldon District Council to make them aware of Members' concerns.

RESOLVED That the Clerk write to Essex Highways as the Highways Authority and to Maldon District Council as the Local Planning Authority to share Members' concerns about the new road layout.

95. CORRESPONDENCE, APPEALS AND PLANNING DECISIONS

The planning decisions up to the week ending 3rd October 2025 were received and noted.

96. PLANNING APPLICATIONS

(a) Members commented on the following planning applications-

1.	25/00817/FUL- Conversion of outbuilding into an annexe ancillary to main dwelling	Land At Five Corners Maypole Road Great Totham	We raise no objection, subject to the condition that the proposed works remain within the curtilage of the property and do not encroach onto adjoining or open land.
2.	25/00853/VAR- Variation of condition 2 on approved planning permission 24/00653/FUL (Demolition of existing dwelling and replacement with a single chalet bungalow)	Westholme 20 Totham Hill Green Great Totham Maldon	We support this application
3.	25/00841/WTPO- Oak - Crown reduction by 2.5m, Lateral reduction by 2m on low limb overhanging the fence, Remove deadwood throughout the crown.	5 Mount Lodge Chase Great Totham Maldon Essex	We raise no objection, subject to the Tree Warden's advice.

(b) There were no further applications to comment upon.

97. **COMMUNITY POLICING, SAFETY AND REGULATIONS**

- (a) Members noted the report however, concerns were raised as to how often foot patrols were made by the Church.
- (b) The Chair gave a report. He stated that two sessions had been held this month, and 26 cars had been reported for speeding, with the fastest driver reaching 40mph.

Members discussed road signs throughout the parish that were missing or had been damaged. The Clerk was asked to report the patrol crossing sign near the zebra crossing in Great Totham South as not working.

- (c) Members discussed the response to the Safer Essex Roads Partnership request for support for 20mph zones throughout Essex. It was decided that, since the response from residents was overwhelmingly in favour of reducing to 20mph, the Safer Essex Roads Partnership would be contacted and informed accordingly.

RESOLVED That the Safer Essex Roads Partnership be informed that the council support a reduction to 20mph where feasible in the parish.

98. **AMENITIES**

The Amenities Chair was not present to give a report; however, the Parish Council Chairman stated that he had read the playground inspections and would be bringing them to the next meeting for councillors to discuss.

It was noted that the installation date of the Monkey Climbing Wall had been moved forward by a week. Members suggested that the installation and funding, achieved through a grant application, be advertised on social media and in the village magazine.

99. **FINANCE**

- (a) The following payments were approved-

Payee	Payment For	Amount
Nikki Smith	October 2025 Salary	£629.84
HMRC	October 2025 PAYE & National Insurance Contributions Interest	£515.11 £12.42
Finding Fitness Ltd	Monkey Climbing Wall	£9,540 (net amount received as grant, VAT to be claimed back)
PKF Littlejohn LLP	Completion of 2024/2025 external audit	£252.00

N Power	Streetlighting	£167.99
---------	----------------	---------

RESOLVED That the payments for October 2025 be approved, including the additional payment of £167.99 for N Power.

- (b) Members stated their frustrations regarding Barclays Bank's failure to allow payment for the Clerk's salary. It was explained that an internal investigation had been launched, but Barclays could only speak with current signatories, as Barclays were also unable to locate the change of mandate forms that had been previously sent. Members felt that, since the Clerk had not been paid since starting work in April 2025, they would allow Barclays a couple more weeks to remedy the situation. However, they would consider alternative action if this had not been resolved by the November 2025 meeting.

100. CONCLUSION OF AUDIT

A letter from PKF Littlejohn LLP and Section 3 of the External Auditor Report and Certificate were received.

Members noted the comments and where improvements would be made.

RESOLVED That the letter and Section 3 of the External Auditor Report and Certificate be received.

101. ITEMS FOR FUTURE AGENDAS

There were no other items for future agendas.

102. 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.

103. PENSION OBLIGATIONS

Members received a report regarding the Council's obligations to register the Clerk in a pension scheme. It was noted that she would then opt out immediately and close the scheme.

RESOLVED That the Clerk be given permission to set up a NEST pension scheme with a view to opting out and closing it as soon as possible.

There being no further business, the Chairman closed the Meeting at 8.20 p.m.

Councillor C. Atkinson
Chairman

NS/14/10/2025