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MINUTES

GREAT TOTHAM PARISH COUNCIL

Date: **Monday, 8th June 2026**

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

Present:

Councillors	C.	Adams (Chair)
	F.	Delderfield BEM.
	T.	Gregan
	V.	Heaviside
	J.	Keyes
	N.	Snelling

County Councillor	S.	Clarke
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Parish Clerk	N.	Smith
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2 Members of the public

29. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Atkinson, Dundon and Marshall.

30. INTERESTS

Councillor Gregan declared a Disclosable Pecuniary Interest in Item 43 b. as the husband of the landowner and Councillor Keyes declared one in Item 43 a. as the landowner.

31. MINUTES

The Minutes of the Annual Meeting of the Parish Council, held on 11th May 2026 were received and approved.

RESOLVED That the Minutes of the Annual Meeting of the Parish Council, held 11th May 2026 be confirmed as a true record and signed by the Chairman.

32. QUESTIONS AND STATEMENTS FROM THE PUBLIC

Members of the public spoke about Item 43 b. 26/00356/HOUSE They stated that they believed the extension would fail the ‘daylight test’. They also registered their objection that the proposed plan would be significantly overbearing and visually dominant. Members were asked to consider the street scene, as they believed that the addition of a new front porch, combined with the overall increase in bulk and massing across the scheme, would significantly change how the property appears and alter the character of the street. Finally, they stated that the extension would cause a loss of sunlight to other properties. Members were asked to recommend to Maldon District Council that a full Building Research Establishment daylight and sunlight assessment be required before any decision is made.

Members thanked the members of the public for their contribution.

33. COUNTY AND DISTRICT COUNCILLOR REPORTS

Councillor Clarke, the newly elected County Councillor for Maldon Rural North thanked Members of the Parish Council for inviting him to attend the meeting. He informed Members that potholes had been a key issue for all parties during campaigning, and that the new administration was keen to address them.

He advised that each Member had been allocated three pothole repairs, with any additional reported potholes being placed on a waiting list. He further explained that any pothole deemed dangerous (posing a threat to life) would be attended to within 24 hours. He highlighted that this reporting mechanism should not be used for less urgent cases.

Councillor Clarke also spoke about the role he could play in relation to planning developments. While determination rests with the District Council, he advised that if the Parish Council had concerns regarding infrastructure or highways impacts arising from a proposed development, they should raise these matters with him.

34. ESSEX HIGHWAYS

Members discussed concerns regarding the unsuitability of rural lanes for large lorries and other freight vehicles, noting that their use was causing damage to road edges and creating hazards for cyclists and other road users.

Members also enquired whether roads would be subject to patch repairs or full resurfacing under the pothole repair scheme. The Essex County Councillor responded that the Council has a duty to balance the need for repairs with the inconvenience caused to residents, and that each situation would be assessed on a case-by-case basis.

Members highlighted Mountains Road as a concern, noting that it had previously been patched but was now deteriorating again in the same locations.

Members were also informed that officers would each be allocated a specific area to manage, which they considered to be a positive development.

Members thanked Councillor Clarke for attending and invited him to future meetings.

35. **ACTIONS FROM THE PREVIOUS MEETING**

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

Item	Action	Delegated To	Outcome
Speed gun	Approach organisations for sponsorship	Clerk	Carried over
Land Registry	Visit Essex Records Office	Clerk	Carried over
Monkey Climbing Wall Extension	Apply for grant in August	Clerk	Carried over
Dogs on Leads	Arrange meeting with MDC	Clerk	Carried over
Jubilee Recreation Ground Play Equipment	Contractor to move	Tom	Carried over
Memorial Bus Shelter	Find new contractor	Cllr Adams	Carried over
New ECC member	Write and invite to meeting	Clerk	Completed
Memorial Bus Shelter	Repair seat	Cllr Marshall	Carried over
EALC	Inform that council will not be renewing this year	Clerk	Completed
Braxted Lane Recreation Ground	Send photos of damaged rope bridge to Clerk	Cllr Gregan	Carried over
Braxted Lane Recreation Ground	Purchase baby swing	Amenities Committee	Completed
Braxted Lane Recreation Ground	Get quotes for repairs	Clerk	Carried over
Bull Green	Replace Bollard	Cllr Gregan	Completed
Meeting schedule	Inform village hall that new dates have been set for meetings	Clerk	Completed
Jubilee Recreation Ground	Register CCTV with ICO	Clerk	Carried over
Play equipment	Tape off and add signage to any dangerous equipment	Cllr Gregan	Completed
Jubilee Recreation Ground	Collect signage	Clerk	Carried over
Amenities committee	Arrange meeting regarding playground equipment	Amenities committee	Carried over

36. PARISH CLERK'S REPORT

The Clerk did not give a report

37. ANNUAL ACCOUNTS 2025/2026

The Draft Annual Accounts for the year ended 31st March 2026 were received.

RESOLVED That the Draft Annual Accounts for the year ended 31st March 2026 be received and adopted.

38. YEAR END INTERNAL AUDITOR'S REPORT

Members discussed the Internal Auditor's Report and thanked the Clerk for her work in ensuring that all documentation was now present and up to date. It was noted that there had been no adverse comments and that the report was comprehensive.

RESOLVED That the internal Audit Report for the financial year ended 31st March 2026 be received and noted.

39. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) – SECTION 1 GOVERNANCE STATEMENT

The Parish Council's Annual Governance Statement for the year ended 31st March 2026 was received.

RESOLVED That the Annual Governance Statement for the year ended 31st March 2026 be received, approved and signed by the Chair of the meeting.

40. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) – SECTION 2 ACCOUNTING STATEMENTS

The Parish Council's Section 2 Accounting Statements for the Year ended 31st March 2026 were received. Taking into consideration the Internal Auditor's Report, members were satisfied that they had met all their obligations.

RESOLVED That the Section 2 Accounting Statement for the year ended 31st March 2026 be received, approved and signed by the Chair of the meeting.

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

A report was read out on behalf of the Council Chairman. It stated that he had attended the Wickham Bishops monthly council meeting and thanked Councillor Bass for attending a Maldon District Council planning meeting on behalf of both parishes. The Chairman had also attended a meeting at Essex Fire Headquarters as it celebrated 20 years of Speed Watch, where he was presented with a certificate.

42. CORRESPONDENCE, APPEALS AND PLANNING DECISIONS

There were no appeals or decisions published after the agenda.

43. PLANNING APPLICATIONS

a) Members commented on the following decisions-

Having previously declared a Disclosable Pecuniary Interest, Councillor Keyes left the room at 8.04pm before 25/00732/FUL and 25/00733/ADV were discussed and returned at 8.07pm

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	Raise no objection as long as the sign is of a more appropriate size.
25/00733/ADV Installation of 1x non-illuminated painted timber fascia sign to front elevation	The Terrace 8 Colchester Road Great Totham Maldon	Raise no objection
26/00285/FUL Retrospective application for conversion of 2no. tennis courts to padel tennis courts with associated enclosure walls and fencing, turnstiles, ground works and parking	Forrester Park Golf And Tennis Club Beckingham Road Great Totham Maldon	Raise no objection
26/00297/HOUSE Two storey side extension, first floor rear extension, single storey front porch extension.	1 Staplers Heath Great Totham Maldon Essex CM9 8NG	Recommend refusal on the grounds of overdevelopment of the site and highway safety.

b) The following additional applications were commented on-

Councillor Gregan left the room at 8.13pm and returned at 8.15pm having declared a Disclosable Pecuniary Interest in 26/00365/PACUAR.

26/00365/PACUAR Change of use of agricultural building to one dwellinghouse (Class C3), including building operations reasonably necessary for the conversion	Agricultural Building At Redlands Farm Colchester Road Great Totham Essex	Recommend granting
26/00356/HOUSE Proposed demolition of existing conservatory, erection of single-storey and two-storey rear extensions, construction of side dormer window, erection of front porch, with associated alterations	15 Staplers Heath Great Totham Maldon Essex CM9 8NG	Recommend refusal on the grounds of the proposal's detrimental impact on neighbouring residential amenity, including loss of light, overbearing impact and

		harm to the character of the area.
Informal consultation- diversion of Footpath 4		That Councillor Heavyside speaks with the PROW Officer prior to the Clerk commenting under delegated authority

Full planning responses can be viewed online at www.maldon.gov.uk

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

- a) The April 2026 report was received and noted by Members.
- b) A statement was read out on behalf of the Chairman. It was reported that Speedwatch had completed 4 checks, of which one was at Prince of Wales Road after a request from a resident. 927 vehicles had passed them and 37 had been reported for speeding.

45. **AMENITIES**

- a) The Amenities Chair reported that he had cleared rubbish and removed abandoned equipment at the Jubilee Recreation Ground and had fitted two new seats to swings at Braxted Lane Recreation Ground.
- b) Members discussed the spreadsheet setting out outstanding works required to the parish council's play equipment. The Clerk queried whether the light at Braxted Recreation Ground was being treated as a priority and was informed that the contractor was removing it. The Clerk further checked that the play equipment at Braxted Recreation Ground had been taped off and was advised that this was in hand. Members stated that they had not undertaken checks at the Jubilee Recreation Ground, as this was being dealt with separately by Members of the Amenities Committee.
- c) The Clerk reported that a tree on parish council land had grown into power cables, which had been reported to UKPN. On previous occasions UKPN had carried out the work themselves, but it had now been suggested that the parish council might be responsible. If this were the case, the Clerk requested delegated authority to approve tree works so that these could be coordinated with UKPN switching off the power supply.

RESOLVED That the Clerk be given delegated authority to approve a contractor to undertake tree works behind Broad Street Green.

46. **FINANCE**

- a) The following payments were approved-

Payee	Payment For	Amount
Nikki Smith	June 2026 Salary	£629.84

Heelis and Lodge	Internal Audit 2025-2026	£245.00
Maldon District Council	Grounds Maintenance Apr-Jun 2026	£1,240.74
Tom's Farm Shop	Bollards & postcrete	£242.79

The MDC and Tom's Farm Shop invoices were presented after the agenda had been produced.

RESOLVED That the payments for June 2026 be approved with the additional payments to Maldon District Council and Tom's Farm Shop.

b) The VAT claim of £8,812.63 was noted.

c) Members discussed the current level of General Reserves and potential costs of new play equipment.

RESOLVED That the council open an EMR of £10,000 for play equipment.

47. **GREEN SPACE GAMES**

Members discussed the success of the session held in the Easter Holidays. It was felt that the children in the parish should be offered access to further session in the summer holidays.

RESOLVED That the council approve the funding of one Green Space Games session to be held during the summer holidays.

48. **POLICIES**

Members received the Hire of Open Spaces policy.

RESOLVED That the council approve and adopt the Hire of Open Spaces Policy as presented.

49. **ITEMS FOR FUTURE AGENDAS**

No items were suggested for future agendas.

There being no further business, the Chairman closed the Meeting at 8.45 p.m.

Councillor C. Adams
Chair of Meeting
NS/12.06.2026