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MINUTES

GREAT TOTHAM PARISH COUNCIL

Date: **Monday, 14th September 2026**

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

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

80. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Atkinson.

81. INTERESTS

No declarations of interest were received.

82. MINUTES

The Minutes of the Parish Council Meeting, held on 17th August 2026 were received and approved.

RESOLVED That the Minutes of the Parish Council Meeting, held 17th August 2026 be confirmed as a true record and signed by the Chairman.

83. QUESTIONS AND STATEMENTS FROM THE PUBLIC

There were no questions or statements from the public.

84. COUNTY AND DISTRICT COUNCILLOR REPORTS

The County Councillor had hoped to attend however he had a previous engagement at County Hall. He had asked that members be made aware that he was available to meet with them at another time if they so wished.

85. ACTIONS FROM THE PREVIOUS MEETING

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

Item	Action	Delegated To	Outcome
Planning Decisions	Email District Councillors	Clerk	Completed
Land Registry	Check online records for Jubilee Recreation Ground	Clerk	Carried over
Monkey Climbing Wall Extension	Apply for grant in August	Clerk	Carried over
Electric Motor Bikes	Write article for magazine	Cllr Heaviside	Completed
Jubilee Recreation Ground Play Equipment	Contractor to move	Tom	Carried over
Memorial Bus Shelter	Find new contractor	Cllr Adams	Carried over
Jubilee Recreation Ground	Order new zipwire seat	Cllr Gregan	Completed
Tree surveys	Instruct Surveys	Clerk	Completed
Memorial Bus Shelter	Repair seat	Cllr Marshall	To be removed
Civic.ly	Accept quote	Clerk	Completed
Tree at Broad Street Green	Liaise with UKPN and if necessary appoint contractor	Clerk	To be removed
Bench Memorial Scheme	Give Clerk prices of benches and installation costs	Cllr Gregan	Completed
Bench Memorial Scheme	Design poster for magazine	Clerk	Carried over
Trees on the green and Totham Hill Recreation Ground	Ensure work is completed	Cllr Gregan	Completed

86. PARISH CLERK'S REPORT

Members received a report from the Clerk.

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

The Chairman wished to convey her thanks to the Gardening Club for holding another successful show in the village. It was noted how well supported an event it is by the

village and how much work is put into holding the day by the Chairman and committee. It was asked that the Clerk send their thanks to the Chairman on behalf of the Council and a message is placed within the parish magazine congratulating the group.

88. CORRESPONDENCE, APPEALS AND PLANNING DECISIONS

a) The planning decisions up to the week ending 4th September 2026 were received and noted.

b) Members also noted the below decision which were received after the agenda had been published-

26/00447/HOUSE Part single/part two storey rear extension	65 Broad Street Green Road, Great Totham	GTPC- Recommend granting MDC- Approved

89. PLANNING APPLICATIONS

a) Members commented on the following applications received up to the week ending 4th September 2026-

26/00568/HOUSE Single storey rear infill extension. Single storey side extension following the removal of garage	Lloret 42 Chapel Road Great Totham Maldon	Recommend granting permission
26/00564/FUL Construction of a purpose-built nursery building with associated parking and landscaping.	Nursery Building At Howells Farm Maypole Road Great Totham	Recommend granting permission

b) There were no additional planning applications to comment upon.

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

90. COMMUNITY POLICING, SAFETY AND REGULATIONS

a) The July 2026 report was received and noted by Members.

b) It was reported that Speed watch had completed 3 checks. Over these sessions 476 cars had been observed with 31 reported for speeding and the fastest speed having been 47 mph.

91. AMENITIES

a) The Amenities Chair reported that the tree work had been completed at Braxted Lane Recreation Ground and he was waiting for the contractor to be available for the works at the Jubilee Recreation Ground.

b) Members discussed the annual playground inspections received from Maldon District Council. It was decided to prioritise those issues that were highlighted as medium or high risk which were the surface below the basketball net, changing the seats of the swing set and repairing the roundabout at Braxted Lane Recreation Ground. If the quote to fix the surface below the basketball hoop was too expensive, it was suggested that it should be removed and a bench put across the damaged surface instead. It was also agreed that any parts on equipment where it was suggested a cap should be fitted would be investigated. This was delegated to the Amenities Committee Chair to arrange.

RESOLVED That the repairs highlighted as medium and high risk on the playground inspection be arranged by the Amenities Committee Chair and bolts requiring caps be attended to.

c) Members discussed the noticeboard in Great Totham North. It was decided that a quote would be sought for a similar noticeboard to the one opposite the Village Shop.

92. FINANCE

a) The following payments were approved-

Payee	Payment For	Amount
Nikki Smith	September 2026 Salary	£629.84
Nikki Smith	50% deposit invoice Playdale	£300.41
PKF Littlejohn	External Audit	£252.00

At the meeting an invoice was presented for £400.00 on behalf of A. Smythe for tree works at Braxted Lane Recreation Ground. This was also approved by council.

Members disputed the payment of £1240.74 to Maldon District Council for Grounds Maintenance from July to September 2026. Members queried whether any cuts would have taken place during that period of time due to the hot weather. It was agreed that the Clerk would not be authorised to pay more than 50% of the invoice total for this period.

RESOLVED That the payments for September 2026 be approved with the additional £400 for A. Smythe.

RESOLVED That the invoice from Maldon District Council for £1240.74 for grounds maintenance from July to September 2026 be disputed and the Clerk not be authorised to pay more than 50%

93. CONCLUSION OF AUDIT

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

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

94. TREE SURVEYS

A quote was received from Tracey Clarke to include a further area at the back of Heriot Way in the tree surveys.

RESOLVED that the quote is accepted and Tracey Clarke Tree Consultancy be instructed to complete the survey.

95. PARISH YEOMANRY

A recommendation was received from Councillor Delderfield that Helen Mutton should be appointed as an Yeoman of the Parish. It was agreed by members that due to her voluntary work with regards to having edited the parish magazine for over twenty years she was a suitable and commendable candidate. Members voted on her appointment and the decision was unanimous. It was agreed that a presentation would take place at the Christmas Volunteers Reception.

RESOLVED that Helen Mutton be awarded the title of Yeoman of the Parish in recognition for her work on the parish magazine.

96. ITEMS FOR FUTURE AGENDAS

No items for future agendas were suggested.

There being no further business, the Chairman closed the Meeting at 8.06 p.m.

Councillor C. Adams
Chair of Meeting
NS/15.09.2026