TOLLESHUNT KNIGHTS PARISH COUNCIL

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Parish Clerk: V Banyard
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Minutes of the Ordinary Meeting held on 15.6.2026 in Tolleshunt Knights Village Hall

Present:
Chair – Councillor M Thompson
Vice Chair – Councillor M Porter
Councillors G Cook, N Lewis and D Tungatt.
Parish clerk – V Banyard
No members of the public were present.

Public session No issues were raised.

4043.01 To receive apologies for absence, other announcements and Declarations of Interest in the Meeting's agenda items
Apologies for absence were received from Councillor M Sullivan.
No Declarations of Interest were made.

4044.01 To approve the Minutes of the Annual Meeting held on 18.5.2026
It was **RESOLVED** to approve the above Minutes.

4045.01 To receive items of information on the above Minutes.
No issues were raised.

4046.01 To consider co-option to fill the remaining vacancy on the Council
No further interest has been shown in the vacancy to date.

4047.01 Vacancy for a new parish clerk – update.
One application has been received to date and an interview held. Further steps will be taken at a Extraordinary Meeting of the Council to be held shortly.

4048.01 To consider planning issues:

Decision by Maldon District Council. The following was noted:

26/00201/WTPO	Recreation Ground Top Road Tolleshunt Knights	(TPO 16/24) T1 -T3 Oak trees. Fell and treat stumps. **Refusal of permission to carry out work to preserved trees** **Date of decision: 19.5.2026** NOTE: The applicant can appeal this decision within 28 days from receipt of the decision notice (17th July)

New applications. None had been received.
Enforcement issues. No report or update has been received. .
Any other planning issues. No other matters were raised.

4049.01 To consider any report that the Clerk may make and correspondence received.
The Monastery Open Day will be held on Saturday 18th July 2026 from 2 pm to 5 pm.
Maldon District Conservation and Design Award. It was put forward that the new church at the monastery could be entered for this award. The entry forms will be circulated amongst members and sent off if appropriate.

4050.01 To consider any Highways issues
Issues to be reported to Highways:
The sign on Barnhall Road opposite Paternoster House has been damaged again.
No action has been taken to cut back the hedge at 1 D'Arcy Road, and a pothole on the opposite side of the road now means that traffic is swerving across the road to avoid these two hazards.
Latest Trucam report. No report was available.
Any other issues: No further matters were raised.

4051.01 Public rights of way.
Paths were reported to be in a good condition.

4052.01 Road Safety issues.
No issues were raised.

4053.01 Press Officer's report A statement regarding the oak trees had been given to BBC Essex but the subsequent report was very inaccurate. Councillor Mr Porter undertook to raise these concerns with the BBC Local News.

4054.01 Report of the Village Hall Management Committee representative.
It was noted that the Pre School group want to replace the fencing on their area outside the Hall and a second gate put in to improve safety and security. The Parish Council advised that this fence must not encroach upon the car park and must not have any advertising boards on it as these require planning permission.
Subsidence in the Hall is increasing and the VHMC is frustrated that no progress is being made to resolve this long standing problem.
The Parish Council has nominated the Village Hall for an award given by the Rural Community Council of Essex.

4055.01 To receive the financial reports for June and to approve payments.
The reports were received and noted.
It was **RESOLVED** to authorise the following payments:

V Banyard	Salary + expenses June	£ 343.34
HMRC	Clerk's tax June	£ 80.06
TKVHMC	Hall hire – Jan to Apr and 22.4.26	£ 72.00
Maldon DC	Grounds maintenance Q1	£ 1028.82
ROSPA Playsafety	Play area inspection	£ 114.00

The list of payments above has been examined by the Council's Responsible Financial Officer, verified and certified against the invoices presented.
Banking issues It was **RESOLVED** that the Parish Council's account should be moved to Unity Bank at a cost of £7 per month and an opening deposit of £50. Councillor Mrs Thompson will set this process in motion.

4056.01 Internal audit update.
The audit for the year ended 31.3.2026 has now been completed and the following actions taken to complete AGAR requirements:

a. The internal auditor's report was noted. Action has been taken or is in hand to deal with the issues raised.
b. It was **RESOLVED** to approve the AGAR Governance Statement in line with the auditor's findings.
c. It was **RESOLVED** to approve the AGAR Accounting Statement.
d. It was **RESOLVED** to approve the Explanation of Variances.

All necessary documents will now be placed on the Parish Council's website.

4057.01 To consider any issues concerning the playing field, play area and car park
Defibrillator Councillor Mr Porter advised that checks on the equipment are made regularly. The battery is now at 50% power and will need to be monitored. The defibrillator has not been deployed recently.
Renewing of white lining in the car park. Councillor Mr Tungatt will check if the recent quotes for the work still stand, and the VHMC will then be asked if they are prepared to pay half of the costs for this work.
Hire of the field by various organisations. Torquespeed FC's annual event is all arranged. It was **RESOLVED** to give permission to Tolleshunt Knights Pre School to hire the field on 23rd August 2026 for a summer fete. The fee will be £200 with a returnable deposit of £100 if the field hiring conditions are met. The clerk will compile the Hiring Agreement.
Tree issues Dead wooding of the oak trees (as recommended in the Tree Survey Feb 2026) was postponed until a decision was reached on the recent application to fell the trees. The application was refused but the applicant still has time to appeal the decision. It was therefore **RESOLVED** to defer the decision on dead wooding until the July meeting.
As yet there is no date for the work to be carried out by the Essex Wildlife Trust Rangers.
Play area Under the terms of the grant the Council has until 31.3.2027 to complete the works on the play area. It was noted that due to the passage of time and current conditions the prices have increased and will likely continue to do so if there are any further delays. It was therefore **RESOLVED** that Fourways and Playquip should be approached to see if current prices can be renegotiated and then tied down with a deposit. It was further **RESOLVED** that if this is possible a deposit of 50% of the latest quotes will be made straight away to each company.
Other issues No other matters were raised.

4058.01 To receive and approve the amended draft IT policy and the updated Data Protection policy. It was **RESOLVED** that these drafts should be approved and adopted by the Council and published on the website. This deals with one of the issues raised in the internal audit report.

4059.01 Update – insurance claim by TKVHMC against the Parish Council – subsidence of Hall.
The Parish Council has kept its insurers updated about the application to fell the trees. The advice is that nothing further can be done until Maldon District Council makes its decision and the appeal period has passed.

4060.01 To consider other items of information for inclusion in a future agenda.
No further matters were raised.

As there was no other business the meeting was closed at 9.15 pm.

The above Minutes were approved at the meeting dated 20.7.2026 and recorded as Minute Ref: 4062.01