TOLLESHUNT KNIGHTS PARISH COUNCIL
tkpc.org.uk
Parish Clerk: clerk@tkpc.org.uk
Minutes of the Extraordinary Meeting held on 20/7/26 in Tolleshunt Knights Village Hall

Present:
Chair – Cllr M Thompson
Vice chair – Cllr M Porter
Cllrs Cook, Lewis, Sullivan and Tungatt
Acting Parish Clerk – Mrs M Thompson

Public session No matters were raised.

4061.01 To receive apologies for absence, other announcements and Declarations of Interest in the Meeting's agenda items.

All Cllrs were present. There were no declarations of interest.

4062.01 To approve the Minutes of the Meetings held on 15.6.2026 and 23.6.2026

It was RESOLVED to accept both sets of minutes.

4063.01 To receive items of information on the above Minutes

No matters were raised.

4064.01 To consider co-option to fill the remaining vacancy on the Parish Council.

Cllr Cook had made contact with someone who might be interested, however nothing definite had been said.

4065.01 To consider the vacancy for a new Parish Clerk, updating the advert and appointing Cllr Maddie Thompson as Acting Clerk and RFO.

It was RESOLVED to appoint Mrs Thompson as Acting Parish Clerk.

4066.01 To consider paying a minute-taker for Council meetings.

MT would look further into this and ask her contact if she would be interested.

4067.01 To consider planning issues:

a. Decisions by Maldon District Council – The following were noted

26/00261/VAR	Conversion of a Chicken Shed at the Monastery	Approved
26/00011	Erection of a new single-storey bookshop and library building with basement and associated site works, following demolition of existing greenhouse at the Monastery	Approved
25/00494/FUL	Demolition of the existing chalet bungalow and erection of a replacement dwelling and cart lodge	Approved
26/00326/HOUSE	One and a half storey front extension. Single storey rear extensions and rear facing roof dormer with alterations to fenestration including removal of a chimney	Approved

b. New applications to include any received after publication of the agenda – None received to date.

None had been received.

c. Enforcement issues – progress report (if any).

None had been received

d. To consider any other planning issues which may arise.

No matters were raised.

4068.01 To consider any correspondence received.

None had been received.

4069.01 To consider any Highways issues, including:

a. Latest Trucam report for June 2026 – 4 patrols, 51 captures, highest speed 47mph

The 'Trucam report was noted.

b. To consider any other highways issues/reports which may be received.

Broken 40mph sign at the end of Top Road (1 Oxley Hill), and the broken bend sign at the top of Seven Acres Lane (77 Barnhall Road) – MT would write to Stuart Clark CC, ECC Member for Maldon Rural North.

4070.01 Public rights of way report.

These had been cut since the last meeting.

4071.01 Road Safety report.

Road signs as above. No other issues.

4072.01 Press Officer's report.

IT was RESOLVED to circulate MP's reply to Lewis Adams of the BBC and send it out if agreed.

4073.01 Report of the Village Hall Management Committee representative.

Unfortunately, the VHMC did not win the award for which the Parish Council put them forward. They had asked if a CCTV camera could be put up in the VH porch. MP suggested putting that and an additional two cameras around the hall to make seven cameras in all. Item to be on the next agenda.

4074.01 To receive the financial reports for July 2026 and to approve payments.

It was RESOLVED to pay the following:

Hostinger	Web Hosting for new web site	£53.85
CouncilWise	Internal Audit fee	£144.00
St Luke's PCC	Cemetery grant	£200
Torquespeed FC	Return of deposit	£100
Maldon District Council	Trucam	£323.35
Starboard Systems - Scribe	Accounts package startup	£298.80

4075.01 To consider any issues concerning the playing field, play area and car park, including:

a. Defibrillator – update.
Battery down to 50% but hasn't been deployed. MP doing regular checks.

b. Hire of the field by various organisations/individuals.
Pre school had cancelled their fete. Torquespeed had cleared the field per their agreement and would get their 100 back

c. Tree issues. Following the decision to refuse permission to fell the oak trees, to consider whether the dead wooding mentioned in the recent tree survey should now

be carried out.

MT to ask Bonz to carry out the work in one month. MT to let Planning know and put up signs.

d. To consider the refurbishment of the play area:
To receive and confirm the updated costs for the play area fence (Fourways) and the works to the play area equipment (Playquip).
The deposit had been paid to Fourways to secure the quoted price, and the contractor would inform DT when the materials were received.

4076.01 To consider the adoption of a new Assertion 10 compliant website for the Parish Council.

It was RESOLVED to adopt the new website written by MT.

4077.01 To consider the formation of a local community group to repair damaged road signs.

It was RESOLVED not to take part as there were concerns over insurance etc.

4078.01 To consider purchase of an accounting package to replace the current spreadsheet accounts

It was RESOLVED to purchase Scribe at an initial cost of £249 plus £33pcm excl VAT. MP as well as MT to have training (included in the package).

4079.01 To consider purchase of Moneysoft for future payroll at a cost of £95 +VAT pa.

This was deferred until a Clerk could be taken on.

4080.01 To consider the white lining of the car park and any response from TKVH Management Ctte.

No response had been received. It was understood that the VHMC would not commit to this before the issue with the Oak Trees was resolved.

4081.01 To consider the Cemetery grant to St Luke's PCC of £200

It was RESOLVED to pay £200 to St Luke's PCC.

4082.01 Update – insurance claim by TKVHMC against the Parish Council – subsidence of Hall. To note any further developments.

There had been no further developments.

4083.01 To consider other items of information for inclusion in a future agenda.

Additional CCTV cameras

Acquisition of a debit card for the Parish Council.

As there was no further business the meeting was closed at 8.25 pm

The above Minutes were approved at the meeting dated 17.08.2026 and recorded as Minute Ref: 4085.01