



Toppesfield Parish Council

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4th May 2017

Toppesfield Parish Councillors

You are hereby summoned to the Annual Parish Council meeting of Toppesfield Parish Council to be held on

Thursday 11th May 2017 at 7.30pm at Toppesfield Village Hall.

Kaaren Berry

Clerk to Toppesfield Parish Council

Kaaren Berry

AGENDA

- 17/71. Attendance and Apologies for absence**
- 17/72. Declaration of Members' interests in agenda items**
[Members of the Council are subject to the Local Authorities (Model Code of Conduct) Order 2007(SI. 2007/1159) (The Revised Code) with the additional non-mandatory section 12(2).]
- 17/73. Open Session – opportunity for members of the Parish to address the Parish Council.**
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- 17/74. Election of Chair and Vice-Chair for 2017-2018.**
- 17/75. Minutes of the last Parish Council Meeting** (*previously circulated*)
- 17/76. Matters Arising from last meeting - not dealt with below**
17/76.1 Parish Council Chalkboards – donation to The Green Man, location of other Board.
17/76.2 Defibrillator Installation Update (AB)
- 17/77. Actions from previous meeting:**
17/77.1 Councillor Dyson to resolve repair project to the Gainsford End pump.
17/77.2 Kaaren Berry to enquire who Stambourne Parish Council received their grant from for the war Memorial
- 17/78. Internal Practices and management for the Parish Council:**
17/78.1 Election of Parish Council Representative for the Parish Charities and Parish Tree Warden.
- 17/79. Correspondence Received:**
17/79.1 Norris & Fisher Insurance Brooker – introduction letter.
17/79.2 HACS – Trade Brochure, play, sports and fitness equipment.
17/79.3 RCCE Community Action Conference – 13th May 2017, 9.30pm – 3pm at Wickham Bishops Village Hall.

- 17/79.4 Essex County Council Transport Representative Meeting 14 June 2017 , Braintree Town Hall, 10am – 12pm.
- 17/79.5 BDVSA – e-bulletin, EALC – updates – circulated to all Councillors
- 17/79.6 Essex County Council - reporting of highways issues.
- 17/79.7 Braintree Association of Local Councils – AGM will be held on 31st July 2017 at Braintree District Council at 7.30pm
- 17/79.8 NHS Mid Essex - NHS Mid Essex CCG – April edition of the Engage is available on the parish council website.
- 17/79.9 NHS Mid Essex – Die Well Essex online campaign.
- 17/79.10 Great Yeldham Neighbourhood Plan consultation open until 19th May 2017, https://www.braintree.gov.uk/info/200230/planning_policy/458/neighbourhood_planning/9 representations concerning this designation should be sent in writing to Planning Policy at Braintree District Council.
- 17/79.11 Braintree District Council – upgrading the Public Access System 11th and 12th May 2017.
- 17/79.12 Braintree District Council – Do it online campaign launched – encouraging customers to use their online services.
- 17/79.13 Mh-p – Website Analytical report for April received.

17/80. Financial Accounts:

- 17/80.1 To receive the Clerk's Report indicating receipts and payments requiring approval
- 17.80.2 Grant application from Toppesfield Cricket Club
- 17/80.3 Quotes for new electric price plans for the Dick Ruggles Pavilion.
- 17/80.4 Quotes for weed killing in Park Lane Car Park and Verge Cutting.
- 17/80.5 Proposal to accept the end of year accounts

17/81. Highways:

- 17/81.1 Footpath 51 diversion

17/82. Planning:

Application no:	Description	Location	Action
17/00658/FUL	Extensions above existing garage and porch and single storey extension to rear	Orchard House, Mallows Lane, Gainsford End, CO9 4EH	11 th May 2017
17/00779/FUL	Conversion of barn to dwelling	Locksmiths Farm Barn, Robinhood End Toppesfield	5 th June 2017

17/83 Parish Council Goal – ‘Love where you live’

- 17/83.1 Neighbourhood Watch Programme Update [AP]
- 17/83.2 Update on application for grant for cleaning/works to the War Memorial [AB]
- 17/83.3 Quotes for grass cutting on the land behind The Green Man quotes [AP]
- 17/83.4 Community Payback Team – Report on April/Proposed Plan for May [PT]
- 17/83.5 Condition and maintenance of petanque terrain (AB)

17/84. Parish Council Goal – ‘Bringing the Community Together’

- 17/84.1 Detailed plans and costings for Cricket Club Storage Facility proposal [PT]
- 17/84.2 Quotes for full size goal net [AB]
- 17/84.3 Update on proposed Christmas Lunch planning for our older residents [AP]
- 17/84.4 Village Hall Update and AGM details (DD)
- 17/84.5 Plan for May Pop Up-Pop In Event [AB]
- 17/84/6 Proposal for June Pop-Up, Pop-In Event (AB)
- 17/84.9 Update on Little Chestnuts Pre-School activities for April 2017 [AC]
- 17/84.10 Update on Golden Chestnuts activities for April 2017 [DD]
- 17/84.11 Update on St. Margaret’s School activities for April 2017 [AC]
- 17/84.12 Update on Community Broadband Review Project [AB]
- 17/84.13 Update on Web Site refresh [AB]

- 17/85** **Parish Council Goal – ‘Protecting our Heritage and Planning for the Future’**
17/85.1 Update on Toppesfield Sign repair proposal, The Causeway. (PT)
- 17/86.** **Information exchange / May Parish Surgery / Items for the next agenda**
17/86.1 Councillor Bowen to feedback information from the last surgery and Councillor
required for the Parish Surgery on 3rd June 2017.
- 17/87.** **Date of the next meeting:**
The next Parish Council Meeting is proposed to be held on 1st June 2017 at 7.30pm at
Toppesfield Village Hall.
- 17/88.** **Close**



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 2nd March 2017 At The Village Hall, Toppesfield at 7.30pm

17/35. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Linda Bowen
Councillor Alan Preston
Councillor Paul Thompson
Councillor Mike James
Councillor Andrea Chinery

Also in attendance:

2 members of the parish
District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Dave Dyson – Vice chairman

17/36. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

17/37. Open Session

An enquiry was made by two residents as to the cost of them purchasing a piece of the land from the Parish Council. Councillor Andrew Bull confirmed this would be discussed under agenda item 17/48.3 and the decision will be conveyed to them.

District Councillor Richard van Dulken reported that the district part of the council tax is increasing by 3.1% which equates to a 10p a week rise for a band D property on their council tax. Yeldham ward is now in with the Uttlesford constituency. The green wheelie bin collections will start again on 6th March – a saving of £50,000 was made in withdrawing the service over the winter months. He also mentioned the Braintree District Councils Chairman's Rural Business Reception and that the Councillor's grant scheme is still available.

17/38. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 02 February 2017 were approved and signed as correct.

17/39. Matters Arising from last meeting:

Councillor Andrew Bull reported that an electrician will shortly be fitting the defibrillator and training is being organised.

17/40. Actions from previous meeting:

17/40.1 Councillor Dave Dyson to follow up re position of the works to the Gainsford End Pump project. No update available - Councillor Andrew Bull to follow this up with Councillor Dave Dyson.

17/41. Internal Practices and management for the Parish Council:

17/41.1 Plan for Annual Parish Meeting – this will be held on 27th April 2017 at 7.30pm. Kaaren Berry to send out invitations to all the village groups and organisations.

17/41.2 Plan for Annual Parish Council Meeting – this will be held on the 11th May 2017 due to Essex County Council elections being held on the 4th May 2017. The first order of business of this meeting will be to

elect a chairman. Parish Council representatives on the Charities group need to be appointed as well as the election of a tree warden for the parish.

17/42. Correspondence Received:

- 17/42.1 Braintree District Council Job Fair – Saturday 4th March, 10am – 2pm at Causeway House, Braintree.
- 17/42.2 ELAC – Police and Crime Commissioners public consultation ends 10th May 2017. To give views please visit www.essex.pcc.police.uk/LocalCaseForChange
- 17/42.3 Essex County Council – DaRT 3 Working Group minutes of meeting held on 6th February 2017.
- 17/42.4 Citizens Advice – Change in openings times and closure of the Ramsey Academy advice centre from 21 March 2017.
- 17/42.5 RCCE – Essex Village of the Year 2017 – entries to be submitted by 7th April 2017 – It was agreed by the Parish Council not to enter in this year’s competition.
- 17/42.6 Essex County Council – Bus Passenger News for February/March 2017 received.
- 17/42.7 SLCC – Ensure your council is compliant in 2017 and beyond – Regional Training Seminars.
- 17/42.8 BDVSA – e-bulletin, EALC – County Update & Legal Newsletter – circulated to all Councillors
- 17/42.9 Braintree District Council – Open Spaces Action Plan Update 2017.
- 17/42.10 Braintree District Council – Tesco Grant Scheme for open Spaces.
- 17/42.11 RCCE – Oyster magazine issue 40 received

Late Correspondence:

Mh-p analytical report for February 2017 received.
 Braintree District Council – Local plan update no 4 received.
 Braintree District Council – Community Governance review and questionnaire to be completed.
 Essex County Council - Superfast Essex has been working to improve the interactive rollout map at www.superfastessex.org/maps
 Braintree District Councils Invitation to the Chairman’s Rural Business Reception on 17th March 2017 received.
 Braintree and Uttlesford Community Policing team will be available to meet on 15th March at Braintree Freepport Management office from 3pm – 4pm.
 New service is available from the website suppliers should the Parish Council wish to take it up – this is for Community forms to be available.

17/43. Financial Accounts:

- 17/43.1 To receive the Clerk's Report indicating receipts and payments requiring approval – report received and payments approved, see Appendix A.
- 17/43.2 Insurance for the Pavilion proposal – Councillor Alan Preston reported that the Pumphouse is insured for £37,000 and play equipment for £6,000. It was agreed the play equipment insured level be increased to £15,000. The increased insurance would be £950 with the rebuild cost for the pavilion at an estimated cost of £100,000. Councillor Alan Preston to re-approach the insurance company with the revised play equipment figure and a lower rebuild cost for the pavilion and report back at the next meeting.
- 17/43.3 E.on – new price plan as current plan ends on 30 May 2017 – the renewal figures were discussed and it was agreed to shop around for competitive prices. Kaaren Berry to do this.

17/44. Highways:

- 17/44.1 Footpath 51 diversion and width of footpath – the proposed revision for footpath 51 was discussed and agreed. The width of the footpath varies from 1 metre 14cm to 1 metre 40cm due to the edging along the driveways. Kaaren Berry to write to Essex County Council.

17/45. Planning:

Application no:	Description	Location	Action
17/00132/FUL & 17/00133/LBC	Proposed single storey rear extension.	Woodleys Farm Gainsford End Toppesfield CO9 4EJ	Comments required by 8 th March 2017

No objections or comments were raised regarding the above application.

17/46 Parish Council Goal – ‘Love where you live’

- 17/46.1 Neighbourhood Watch Programme Update – Councillor Alan Preston reported that an article is going out in the newsletter and he will see what response comes from it.

- 17/46.2 Confirmation of March Community Tidy Up Event/ Confirmation of Skip costings. Kaaren Berry reported that the litter pick equipment will arrive from Braintree District Council on the 24th March and all rubbish and equipment will be collected on the 27th March 2017. Councillor Andrew Bull confirmed the skip will cost around £200.
- 17/46.3 Repair and relocation of Village Sign – Councillor Paul Thompson reported that the sign is rotting slightly because of the pointing holding water. Therefore, it needs chiselling out, the rot cut out and a plate put in and paint with wood preserve. Councillor Alan Preston reported that he has had a quote to move the post of £750 and a new oak post would cost £460 = £1400. It was agreed not to move the sign now and for Councillor Alan Preston to speak to the handyman re a short-term repair.
- 17/46.4 Feedback from Braintree District Council’s Chairman’s visit. Councillor Andrew Bull reported the visit went well – Braintree’s chairman Frankie Ricci visited the shop, pub and brewery as well as talking about the village of the year award.
- 17.46.5 Community Payback Team – Report on February/Proposed Plan for March. Councillor Paul Thompson reported they will sweep the entrance to the playing field and during February they completed works for the school. The team will continue to tidy up in the playing fields and works on the car park in Park Lane will commence on the 3rd April for 2 – 3 weeks. Councillor Andrew Bull to speak to the resident behind the car park to advise them of works commencing. It was agreed to put road plainings down rather than gravel on the car park.
- 17/47. Parish Council Goal – ‘Bringing the Community Together’**
- 17/47.1 Detailed plans and costings for Cricket Club Storage Facility proposal - this is still ongoing. Councillor Paul Thompson to seek quotes for the next meeting.
- 17/47.2 Proposed Christmas Lunch planning for our older residents – Councillor Alan Preston to provide costings, numbers and volunteer list for who will cook the lunch.
- 17/47.3 Confirmation of Village Hall Committee request for funds for heating replacement – it was reported that a subcommittee has been formed by the village hall to look at replacing doors, windows, skirting boards and double doors at the back to open on a decked area.
- 17/47.4 Councillor Andrew Bull has received a quote for electric radiators for the village hall for £4000. It was agreed that the Parish Council would fund the works for the electric radiators, subject to discussion with the Village Hall Committee.
- 17/47.4 Confirmation of Village Hall Committee request for funds to repair windows and doors – no response has been received from the village hall committee at this time re this point. Councillor Andrew Bull stated that the windows and doors need replacing as soon as possible and will arrange for this to be passed to Councillor Alan Preston.
- 17/47.5 Confirmation of Village Hall Committee request for funds to repair gate – no response has been received from the village hall committee re this point – Councillor Andrew Bull stated that he has received a quote of £600 to replace the village hall gates. It was proposed by Councillor Chinery that the Parish Council replace the gates and Councillor Linda Bowen seconded the proposal.
- 17/47.6 Confirmation of Village Hall Committee decision on trade waste collection - no response has been received from the village hall committee now re this point. Councillor Andrew Bull has sorted price of trade waste collection of £300 from one company and from Braintree District Council £400. It was agreed other prices are obtained.
- 17/47.7 Confirmation of nomination from Village Hall Committee for new VH Facebook Page - no response has been received from the village hall committee at this time re this point. We await a further response from the Village Hall Committee.
- 17/47.8 Update on Little Chestnuts Pre-School activities for March 2017 – Councillor Andrea Chinery reported they have their ‘Spring Swing’ on 25th March at the White Hart and tickets are still available. They will be holding Cheeky Chimps sessions and their Easter celebrations are on the 31st March 2017. There are 24 children on the books and more are due to start after Easter
- 17/47.9 Update on Golden Chestnuts activities for March 2017 – no report available
- 17/47.6 Update on St. Margaret’s School activities for March 2017. Essex County Council are running a course for parents entitled ‘Understanding Children’ at St Peters School in Sible Hedingham on 19th April 2017 for 7 weeks. For more information or to book a place call 01787 460362 or 0345 603 7635. The school is holding a Science week from the 13th – 17th March 2017 and an inclusion week from the 12th – 16th June 2017 for anyone who wishes to go into the school and talk to the children. Their end of term Easter Service will be in the Church at 1.30pm on the 31st March 2017.
- 17/47.7 Update on Community Broadband Review Project – Councillor Andrew Bull reported that Rob Sullivan has agreed to lead this project. He will look to see if County Broadband are doing as they promised and into other options for broadband in the parish.

- 17/47.8 Update on Web Site refresh – Councillor Andrew Bull reported this is moving ahead and some looking into what can be removed from the existing website. A hyperlink will be put onto the new website to Braintree District Councils planning section.
- 17/48.9 Proposal for Parish Council ‘Pop Up Café’ on Saturdays. Councillor Andrew Bull proposed that the Parish Council hold a pop up café in village hall from 10am – 12pm on the third Saturday of each month. It was suggested that bacon rolls are sold but tea and coffee would be free of charge. Alongside this ‘show & tell’ sessions could be held by the village groups to advertise what they do and encourage new members i.e. carpet bowls and art club. This was agreed in principal by those present. Councillor Bull will draw up a formal proposal.

17/48 Parish Council Goal – ‘Protecting our Heritage and Planning for the Future’

- 17/48.1 Plan to replace Chestnut Tree in front of Chestnut House, The Street in line with TPO guidelines. Councillor Andrew Bull confirmed that the Chestnut tree must be replaced in the next planting window and the tree that fell in the storm had a TPO on it. Councillor Bull to speak to the residents of Chestnut House regarding this.
- 17/48.2 Plan for fencing in newly purchased Parish Council land located behind The Green Man – Councillor Alan Preston reported that Mr & Mrs Nye have fenced the border of the piece of land they purchased behind their property and the question if the border of the land purchased by the Parish Council needs hedging – All Councillors to look at the area to decide if hedging is required. Councillor Preston also stated that the area behind Post Cottage needs tidying up but this could be carried out by the Community Payback team.
- 17/48.3 Discussion regarding potential rental of Parish Council land to resident in Stambourne Road – following a request to purchase a piece of land from the Parish Council it was agreed that an area would be rented to Mr J & Mrs J Stafford-Baker for the time they own the property at a rent of £10 per year. This was proposed by Councillor Andrew Bull and seconded by Councillor Mike James. Councillor Andrew Bull will write to Mr & Mrs Stafford-Baker confirming the area of land for rental.

17/49 Recommendations from investigation of a complaint from Little Chestnuts Pre-School regarding Village Hall

- 17/49.1 Proposal to refresh constitution of Village Hall Committee. Councillor Andrew Bull thanked Councillor Dave Dyson for the deeds for the village hall and proposed that the Village Hall Management Committee constitution is refreshed to bring it back in line with the Deeds of Ownership. Councillor Bull to report back at the next Parish Council meeting.

17/50. Information exchange / February’s Parish Surgery / Items for the next agenda

- 17/50.1 Councillor Alan Preston to feedback information from the last surgery – there was one enquiry about Neighbourhood Watch and recycling bags were given out. Councillors Andrea Chinery and Paul Thompson will be available at the next Parish Surgery on 4th March 2017. Councillor Andrea Chinery has spoken to Ann Read and has confirmed that this year’s flower show will be held on Saturday 16th September.

17/51. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 6th April 2017 at 7.30pm at Toppesfield Village Hall.

17/52. Close

The meeting was closed at 10.25pm

Signed:

Dated:

Action Summary:

Councillor Andrew Bull to follow up position of works for the Gainsford End pump with Councillor Dave Dyson.

Kaaren Berry to seek competitive prices for electricity to the Pavilion.

