



Toppesfield Parish Council

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1st July 2017

Toppesfield Parish Councillors

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

Thursday 6th July 2017 at 7.30pm at Toppesfield Village Hall.

Kaaren Berry

Clerk to Toppesfield Parish Council

Kaaren Berry

AGENDA

- 17/106. Attendance and Apologies for absence**
- 17/107 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).]
- 17/108. Open Session** – opportunity for members of the Parish to address the Parish Council.

17/109. Minutes of the Annual Parish Meeting and the last Parish Council Meeting
(previously circulated)

17/110. Matters Arising from last meeting - not dealt with below

17/111 Actions from previous meeting:
17/111.1 Councillor Preston update on quote for repairs to Gainsford End Pump.

17/112. Internal Practices and management for the Parish Council:
17/112.1 Annual Salary Review for Parish Clerk

17/113. Correspondence Received:
17/113.1 Barclays Bank - Barclays Branch in Halstead is closing on Friday 1st September 2017.
17/113.2 RCCE – Annual General Meeting to be held on 5th July 2017 at Chelmsford City Racecourse – agenda received.
17/113.3 Essex Heritage News – Spring Edition received.
17/113.4 Merchant Navy Day, 3rd September 2017 – raising public awareness.
17/113.5 BDVSA – e-bulletin, EALC – updates – circulated to all Councillors
17/113.6 Braintree District Council – Housing Options Breakfast Briefing – Tuesday 15th August 2017.
17/113.7 Richard van Dulken – Councillors Community Grant Scheme.

- 17/113.8 Braintree District Council – Publication Draft Local Plan and Sustainability Appraisal/Strategic Environmental Assessment consultation ends 28th July 2017. The full document can be found at www.braintree.gov.uk/publicationdraftlp
- 17/113.9 Mh-p – Website Analytical report for June received.
- 17/113.10 Kent Blaxill & Co – All hands on Dec, Community based project.
- 17/114. Financial Accounts:**
- 17/114.1 To receive the Clerk's Report indicating receipts and payments requiring approval
- 17/114.2 Grant application from Toppesfield Cricket Club (AB)
- 17/114.3 ***Confirmation of available funds for urgent Toppesfield Village Hall Improvements in this financial year. (KB)***
- 17/115. Highways:**
- 17/115.1 Footpath 51 diversion update (KB)
- 17/116. Parish Council Goal – ‘Love where you live’**
- 17/116.1 Neighbourhood Watch Programme Update [AP]
- 17/116.2 Community Payback Team – Report on June/Proposed Plan for July [PT]
- 17/116.3 Consideration for a rubbish bin to be sited at the bottom of the playing field near the goalposts [AP]
- 17/117. Parish Council Goal – ‘Bringing the Community Together’**
- 17/117.1 RoSPA findings re the concrete building in Toppesfield Playing Field [KB]
- 17/117.2 Update on proposed Christmas Lunch planning for our older residents [AP]
- 17/117.3 Village Hall Management Committee Update (LB)
- 17/117.4 Proposal for July Pop-Up, Pop-In Event (AB)
- 17/117.5 Update on Little Chestnuts Pre-School activities for May 2017 [AC]
- 17/117.6 Update on Golden Chestnuts activities for June/July 2017 [DD]
- 17/117.7 Update on St. Margaret's School activities for June/July 2017 [AC]
- 17/117.8 ***Proposal for formulation of Playing Field User Group (AB)***
- 17/117.9 Village Show 2017 Update (AB/AC)
- 17/118.10 Celebrating the best of Toppesfield & Gainsford End Event – October 2017 (AB)
- 17/118.11 Agree date for Christmas Tree Lighting Event (AB)
- 17/118. Parish Council Goal – ‘Protecting our Heritage and Planning for the Future’**
- 17/118.1 Update on quotes for Toppesfield Sign repair proposal, The Causeway. [AP]
- 17/118.2 ***Discussion on proposal to adopt a Neighbourhood Plan. (AB)***
- 17/118.3 Confirmation of appointment of Alan Collard and Dusty Miller as Parish Council Representatives to Parish Charities Trust Group for 2017/2018. (AB)
- 17/119. Information exchange / July Parish Surgery / Items for the next agenda**
- 17/120. Date of the next meeting:**
- The next Parish Council Meeting is proposed to be held on 3rd August 2017 at 7.30pm at Toppesfield Village Hall.
- 17/121. Close**

#Critical/Important items highlighted in bold/italics



Toppesfield Parish Council



Minutes of the Annual Parish Council Meeting held on Thursday 11th May 2017 At The Village Hall, Toppesfield at 7.30pm

17/71. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Dave Dyson – Vice chairman
Councillor Linda Bowen
Councillor Alan Preston
Councillor Andrea Chinery
Councillor Paul Thompson

Also in attendance:

2 members of the parish
Jayne Laken – Community Agent
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Mike James and District Councillor Richard van Dulken

17/72. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

17/73. Open Session

Jayne Laken introduced herself as the Community Agent for the parish and gave a short report of what the Community Agents do and how she can help. Jayne's report is in Appendix B.

Two residents were in attendance to voice their concerns regarding a planning application that is being considered by Braintree District Council. Their concerns were the proposed building is a very large construction with an 'over bearing presence'. Other concerns included were the impact to the surrounding area, the scale of the building and it is out of character with other buildings in the area.

17/74. Election of Chair and Vice-Chair for 2017 - 2018

Councillor Paul Thompson proposed Councillor Andrew Bull as Chairman and Councillor Linda Bowen seconded the proposal. Councillor Andrew Bull accepted the position as chair for the forthcoming year.

Councillor Andrew Bull proposed Councillor Dave Dyson as vice-chair and Councillor Andrea Chinery seconded the proposal. Councillor Dave Dyson accepted the position as vice-chair for the forthcoming year.

17/75. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 6th April 2017 were approved and signed as correct following a word change in item 17/60.8.

17/76. Matters Arising from last meeting:

17/76.1 Parish Council Chalkboards – Councillor Andrew Bull suggested the chalkboards are donated to The Green Man for their use. He also questioned the location of the second other board – this is located in the village hall. It was agreed by those present that both boards are donated to The Green Man as they

have not been used as intended when they were purchased. It was also suggested that if the Parish Council or the Village Hall needed to use one that they could borrow them back – this was also agreed.

17/76.2 Defibrillator Installation Update – Councillor Bull confirmed the power has been restored to the telephone box and the electrician will install the defibrillator shortly. A training session is arranged for the 20th May 2017 from 10am – 12pm.

17/77. Actions from previous meeting:

17/77.1 Councillor Dyson to resolve repair project to the Gainsford End pump – nothing to report, hold over to next meeting.

17/77.2 Kaaren Berry to enquire who Stambourne Parish Council received their grant from for the war Memorial – Stambourne Parish Council received their grant from the War Memorials Trust and Councillor Bull has applied to them for a grant for the proposed works to 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. Councillor Bull confirmed that Tony Davison has stepped down from the Toppesfield Charities due to his impending move from the village. It was proposed that Alan Collard be nominated to be one of the Parish Council representatives on the Charities Group – this nomination was proposed by Councillor Dyson and seconded by Councillor Preston.

Both Fran Laskowski and Rob Sullivan were nominated to remain as the parish tree wardens – this nomination was proposed by Councillor Bull and seconded by Councillor Thompson.

17/79. Correspondence Received:

17/79.1 Norris & Fisher Insurance Brooker – introduction letter received.

17/79.2 HAGS – Trade Brochure, play, sports and fitness equipment received.

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 – were circulated to all Councillors.

17/79.6 Essex County Council - reporting of highways issues. These can now be reported online using Essex County Council's 'Tell us' and 'Check a query' web tools. To report a new highway issue you should complete the online form to [tell us](#). To review the status of a previously reported highway issues, by either a reference number or searching the location, use [check a query](#). Highways have also produced a 'how to' video to help people who may not be too familiar using the web tools.

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. People across Essex are being encouraged to celebrate life by sharing their favourite images of friends, family or pets that have died in order to start conversation about why dying matters. See <http://www.dyingmatters.org/> for more information.

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. Improvements are being made to their systems.

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.

Late correspondence:

War Memorials Trust Bulletin – May edition received

Clerk & Councils Direct and SLCC The Clerk Magazines – May editions received.

Braintree District Council – Choice Based Letting Breakfast Briefing – Wednesday 21st June 2017 to be held at Braintree District Council Offices at 9.30am.

Birkett Long Solicitors – copy of the Title Deeds for the land purchased behind The Green Man received.

Councillor Bull also mentioned that the number of homes to be placed on the Hunnable's site in Toppesfield Road is to be reduced from 53 to 23. Also, the The Red barrows won this year's Braintree District Council Volunteer Awards.

17/80. Financial Accounts:

- 17/80.1 To receive the Clerk's Report indicating receipts and payments requiring approval - report received and payments approved, see Appendix A.
- 17.80.2 Grant application from Toppesfield Cricket Club – Councillor Bull to speak to the Cricket Club for more information before this application can be discussed fully. The question of moving Dick Ruggles bench to be discussed at the next parish council meeting.
- 17/80.3 Quotes for new electric price plans for the Dick Ruggles Pavilion – quotes received and it was agreed to use Energy Extra on a year's contract.
- 17/80.4 Quotes for weed killing in Park Lane Car Park and Verge Cutting – two quotes were received for the weed killing in the Car Park in Park Lane. These were discussed and Stuart Hammond was successful obtaining this job. Kaaren Berry to confirm this to Stuart Hammond but to carry out the works after liaising with Councillor Alan Preston for a date to carry out the work.
The verge cutting quote was received and agreed that Paul Chinery will carry out the work again this year. Councillor Bull to contact Paul Chinery when the verges are needed to be cut.
- 17/80.5 Proposal to accept the end of year accounts – the end of year accounts were presented and signed by Councillor Bull.

17/81. Highways:

- 17/81.1 Footpath 51 diversion – the response from Richard van Dulken was discussed and Kaaren Berry to contact Braintree Planning as to why the footpath was not diverted when Camoise Close was built.

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

Application: 17/66658/FUL – was discussed and the parish council will respond with the following concerns: overdevelopment of the site, adverse visual impact on the character of the area, impedes the enjoyment of the garden of Mallows Cottage and general overbearing presence.

Application: 17/00779/FUL – was also discussed and no objections were raised to this application.

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

- 17/83.1 Neighbourhood Watch Programme Update – Councillor Preston reported that he will be raising the profile of the Neighbourhood Watch scheme over the next few months.
- 17/83.2 Update on application for grant for cleaning/works to the War Memorial – Councillor Bull confirmed he has made a grant application to the War Memorials Trust for the proposed works.
- 17/83.3 Quotes for grass cutting on the land behind The Green Man – it was agreed that this area should be cut once in year to give the meadow effect and Councillor Preston to gain a quote for cutting the area.
- 17/83.4 Community Payback Team – Report on April/Proposed Plan for May – Councillor Thompson reported that the team have dug out roots around the concrete structure in the corner of the playing field and planted hedging just behind the full-size goal post. One allotment has been strimmed as it was overgrown. The team will also be cleaning up the car park area behind the pub and will tidy up the corner area and remove the waste to the allotments. The team will also help to tidy up the car park and paint the fence if required. Councillor Bull mentioned that concerns have been raised regarding the team working on the playing fields during the school holidays.
- 17/83.5 Condition and maintenance of petanque terrain – Councillor Thompson reported that the pitch could do with a ‘top dress’. Councillor Preston to speak to the handyman to weed kill and top dress the area as a regular contract. Further benches for the area to be discussed at the next Parish Council meeting.

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

- 17/84.1 Detailed plans and costings for Cricket Club Storage Facility proposal – Councillor Thompson to speak to a contractor re quote. A plan/drawing of proposed work is required, Councillor’s Thompson and Preston to liaise re this. It was agreed by those present that it is the preferred option to retain the concrete structure and turn it into a storage facility. Harris fencing quotes to be sort by Councillor Thompson to secure the area prior to works.
- 17/84.2 Quotes for full size goal net – Councillor Bull confirmed the quote was £44.11 – it was agreed to purchase a net for this price. New nets for the 5 aside goal to be discussed at the next Parish Council meeting.
- 17/84.3 Update on proposed Christmas Lunch planning for our older residents -Councillor Preston confirmed so far numbers are up to 30 residents would attend the lunch and others are being engaged to help out. The date is to be confirmed but possibly Thursday 21st December 2017. Further volunteers are still required.
- 17/84.4 Village Hall Update and AGM details – No action this month.
- 17/84.5 Plan for May Pop Up-Pop In Event. Councillor Bull will advertise this event further and purchase the refreshments for the event.
- 17/84/6 Proposal for June Pop-Up, Pop-In Event – Councillor Bull stated at this event the Millennium Books, slides and possibly other photos of the village will be on show.
- 17/84.7 Update on Little Chestnuts Pre-School activities for April 2017 – Councillor Chinery confirmed they will be holding their AGM is to be held on 12 June 2017 and the number of children attending is increasing.
- 17/84.8 Update on Golden Chestnuts activities for April 2017 – Councillor Dyson stated there was nothing to report.
- 17/84.9 Update on St. Margaret’s School activities for April 2017 – Councillor Chinery confirmed interviews for the head teacher position will be taken place shortly and Martyn Fall is stepping down from the board of governors. There are approximately 72 children in the school and 5 will be finishing this July. Councillor Chinery also confirmed the village show is to be held at the school this year with Acoustic Music in the village hall in the evening.
- 17/84.10 Update on Community Broadband Review Project – Councillor Bull confirmed that the parishioner approached has now completed his review. Councillor Bull also reported that Stambourne are due to receive BT Fibre and he will be lobbying to get Toppesfield relooked at for the service.
- 17/84.11 Update on Web Site refresh – Councillor Bull confirmed that a redesign is still progressing.

17/85 Parish Council Goal – ‘Protecting our Heritage and Planning for the Future’

- 17/85.1 Update on Toppesfield Sign repair proposal, The Causeway. Councillor Thompson stated that the post is rotting and Councillor Preston will seek a quote for repair from the Handyman.

17/86. Information exchange / May Parish Surgery / Items for the next agenda

- 17/86.1 Councillor Bowen reported the point raised at the parish surgery was the planning application for Orchard House in Gainsford End. Councillor Chinery will be available for the Parish Surgery on 3rd June 2017.

17/87. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 1st June 2017 at 7.30pm at Toppesfield Village Hall.

17/88. Close

The meeting was closed at 10.05pm

Signed:

Dated:

Action Summary:

Councillor Dyson and Councillor Bull to follow up position of works for the Gainsford End pump. Councillor Bull to speak to Toppesfield Cricket Club for more information regarding their grant application.

Appendix A

Accounts – 11th May 2017		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2017		<u>£2,594.44</u>		
Community Account				
Balance as at 31st March 2017			<u>£3,687.18</u>	
Subtotal:		<u>£2,594.44</u>		
All previous issued cheques cashed balance should be			<u>£1,782.80</u>	
Income Received				
28.04.17	Braintree District Council - 1st Instalment of precept and localism fund		£7,954.00	
28.04.17	J Stafford-Baker		£10.00	
Payments to be approved:				
Date of invoice		Chq No:		Unrecoverable VAT
01.04.17	EALC - Affiliation Fees 2017/2018	101740	£162.08	£0.00
25.04.17	Braintree Association of Local Councils - subscription 2017/18	101741	£18.00	£0.00
03.04.17	E.on - electricity supply to the Pavilion	101742	£31.01	£0.00
05.05.17	CommuniCorp - Clerk & Councils Direct subscription	101743	£84.00	£0.00
13.04.17	B J Hammond - Cleaning, repairs & painting of parish gates, 5 pairs	101744	£325.00	£0.00
27.03.17	mh-p - updating plan F - toppesfieldparishcouncil.org.uk	101745	£516.00	£0.00
30.04.17	K. Berry - April wages	101739	£260.88	£0.00
			<u>£1,396.97</u>	
21.04.17	Bank Charges will be deducted on 10th May 2017		£5.00	£0.00
Balance		<u>£2,594.44</u>	<u>£8,344.83</u>	
Last bank statement received up to 28th April 2017				

Community Agent Parish Council Report

As Community Agents Service in Essex, we are a dynamic team, with an abundance of information at our fingertips and we believe we have made a positive impact on peoples' lives in Essex.

A partnership of 4 Voluntary and Community sector organisations including Rural Community Council of Essex, British Red Cross, Age UK Essex and Essex Neighbourhood Watch who come together working with Essex County Council to support older people find and develop their own solutions to their issues from within their own networks and community.

In 2016 we saw 3,550 customers – 30% were over the age of 70 and an additional 23% were over the age of 85, with an added 2% over the age of 94. Of all of these, 43 % had one presenting need, with an additional 58% having 2, 3 or more presenting needs for referrals and activities which we were able to provide a, person centre approach, designed to help older people rebuild their confidence and support them with independent living.

Community Agents continues to build upon the strengths of the communities it serve and provide a countywide network of 41 agents (working part-time) plus volunteers who support vulnerable older people and informal carers in both rural and urban areas. We enable a person to deal with issues such as home adaptations, mobility difficulties, benefit entitlements, social isolation, etc. which in turn help to reduce the demand on health and social care services, to support older people across Essex to remain independent for as long as possible.

We regularly find people who are feeling isolated and lonely, often as a result of transitions in our life, such as retirement, failing health, sight or hearing loss or after suffering bereavement. However, relatively simple solutions can offer people the choice to meet new friends and play a more active role in their community. As they gain confidence they often end up supporting one another to develop new social networks and to date, the Community Agent service continues to thrive in our communities!

For more information about our Community Agents service or the opportunity to meet a Community Agent then please call us on 01376 574341, free on 0800 9775858 or visit www.communityagentsessex.org.uk. You can contact me direct on: 07540720607 or email me at: jayne.laken@caessex.org.uk