



# Toppesfield Parish Council

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27<sup>th</sup> October 2016

Toppesfield Parish Councillors

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

**Thursday 3<sup>rd</sup> November 2016 at 8.00 pm at Toppesfield Village Hall.**

Kaaren Berry

Clerk to Toppesfield Parish Council

*Kaaren Berry*

## **AGENDA**

**16/244. Attendance and Apologies for absence**

**16/245. 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).]*

**16/246. Open Session** – opportunity for members of the Parish to address the Parish Council.

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**16/247. Minutes of the last Parish Council Meeting** (*previously circulated*)

**16/248. Matters Arising from last meeting** - not dealt with below

**16/249. Actions from previous meeting:**

16/249.1 Councillor Andrew Bull to write to a Gainsford End resident regarding the hedges around their property.

16/249.2 All Councillors to read Safeguarding Policies for comment and amendment as necessary before the next Parish Council meeting for discussion/adoption.

16/249.3 Councillors to investigate the possible repair to the old sign at the end of Harrow Hill showing the very old properties along the lane.

16/249.4 Kaaren Berry to contact Braintree District Council re litter bins at Toppesfield playing field.

16/249.5 Kaaren Berry to contact Essex County Council re road markings at the junction of Great Yeldham Road and The Causeway.

**16/250. Internal Practices and management for the Parish Council:**

16/250.1 Safeguarding Policies to be discussed and approved

**16/251. Correspondence Received:**

- 16/228.1 Braintree District Council – Choice Based Lettings Breakfast Briefing – 9<sup>th</sup> November 2016 at Braintree District Council.
- 16/228.2 Braintree District Council – Rural Services Survey.
- 16/228.3 Essex County Council - DaRT 3 Working Group minutes from meeting 30<sup>th</sup> September 2016.
- 16/228.4 Mhp – domain based emails for members
- 16/228.6 EALC – updates and legal updates & BDVSA e-bulletin – previously circulated to all councillors.

**16/252. Financial Accounts:**

- 16/229.1 To receive the Clerk's Report indicating receipts and payments requiring approval

**16/253. Highways:**

- 16/253.1 Temporary Closure of the length of Wesley End, Stambourne, 7<sup>th</sup> November 2016 for twelve days.
- 16/253.2 Water Leak on Stambourne Road (Ice hazard for winter) (PT)
- 16/253.3 Harrow Hill signage (PT)
- 16/253.4 Footpath 51 - through from Camoise Close to the Church

**16/254. Planning:**

Application no:	Description	Location	Action
16/01723/FUL	Proposed single storey rear extension.	Sunrae Gainsford End Toppesfield CO94EH	Comments required by 11 <sup>th</sup> November 2016

**16/255. Land to the rear of The Green Man Public House**

- 16/255.1 Update from Councillor Andrew Bull

**16/256. Engagement with Toppesfield Community Pub Ltd (TCP)**

- Update from TCP

**16/257. Parish Plan Portfolio: Ecology & Environment**

- Update: Councillor Mike James

**16/258. Parish Plan Portfolio: Social and Community**

- Update: Councillor Dave Dyson & Councillor Linda Bowen

**16/259. Parish Plan Portfolio: Communications and Transport**

- Update: Councillor Andrew Bull

**16/260. Parish Plan Portfolio: Economy and Employment**

- Update: Councillor Alan Preston

**16/261. Parish Plan Portfolio: Youth**

- Update: Councillor Andrea Chinery

**16/262. Parish Plan Portfolio: Leisure & Recreation**

- 16/262.1 Community Payback Work Placements for Playing Field and other clear up. (PT)
- 16/262.2 Concrete Building on Playing Field (PT)
- 16/262.3 Multi use play nets (PT)
- 16/262.4 FOC Donation (PT)
- 16/262.5 Tree Planting – discuss areas for planting (AB)

**16/263. Parish Surgery:**

- The next Parish Surgery will fall on the 5<sup>th</sup> November 2016 from 10.30am – 12.30pm in the Village Hall. Councillor Linda Bowen will be in attendance.

**16/264. Network 5:**

Feedback from meeting held on 20<sup>th</sup> October 2016

**16/265. Christmas Celebrations:**

Further information/dates re Christmas Tree competition.

**16/266. Information exchange / Items for the next agenda:**

**16/267. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 1<sup>st</sup> December 2016 at 8pm at Toppesfield Village Hall.

**16/268. Close**



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 1<sup>st</sup> September 2016 At The Village Hall, Toppesfield at 8.00pm

### 16/198. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull – Chairman  
Councillor Dave Dyson – Vice chairman  
Councillor Mike James  
Councillor Alan Preston  
Councillor Linda Bowen  
Councillor Andrea Chinery

Also in attendance:  
5 Members of the Public  
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:  
Councillor Paul Thompson  
District Councillor Richard van Dulken

### 16/199. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

### 16/200. Open Session – opportunity for members of the Parish to address the Parish Council.

It was stated that the Flower Show and Cricket Match are being held on the 10<sup>th</sup> September and it was asked that people coming along to support the events.

Councillor Alan Preston was thanked for organising the community board. It was reported that the petanque is going well and the playing field is looking good.

It was mentioned that those residents who are being asked to do things (this related to the July minutes where residents were going to be asked to look after certain areas in Gainsford End) that they should be spoken to directly or written to. Councillor Alan Preston confirmed that he has spoken to Mr & Mrs Daines who are happy to cut the grass around the notice board. He also stated that the noticeboard in Gainsford End and the bench next to it will be cleaned up and recoated, the handy man has been approached regarding this.

The progress of the pump in Gainsford End was questioned – Councillor Dave Dyson confirmed that the pump has been removed and new parts are being sort and then it will be replaced.

The state of the hedges by the mission hall and opposite Cherry Tree Cottage were raised in respect of them encroaching on the highway – Councillor Andrew Bull confirmed he will speak to the property owners.

### 16/201. Minutes of the last Parish Council Meeting (previously circulated)

The minutes of the Parish Council meeting held on 4<sup>th</sup> August 2016 were approved and signed as correct.

### 16/202. Matters Arising from last meeting - not dealt with below

There were no matters arising.

### 16/203. Actions from previous meeting:

16/203.1 Councillor Andrew Bull to speak to the Chair of the PCC re lighting up the Church each night. This is ongoing.

- 16/203.2 Kaaren Berry to report the repair of the driveways leading up to the access road along the Causeway to Essex County Council. This has been reported to Essex County Council but each drive had to be reported individually.
- 16/203.3 Councillor Alan Preston to do specification for the Gainsford End noticeboard and bench and contact the handyman. Councillor Alan Preston confirmed this has been done.
- 16/203.4 Councillor Paul Thompson to seek a quote for converting the brick building on the playing field to a safe storage area for the Cricket Clubs mower and roller. This has been acquired and will be discussed under item 16/206.1. It was also reported that the leak on the lawn mower has been fixed.
- 16/203.5 Councillor Andrew Bull to speak to the Cricket Club re the safe storage of the mower in the pavilion. Councillor Andrew Bull confirmed this was carried out.

**16/204. Internal Practices and management for the Parish Council:**

- 16/204.1 Proposed date for 'off site' planning session for the Parish Council in September to set strategy and plans for 2020. It was agreed to do this within a Parish Council meeting.
- 16/204.2 Safeguarding. This was discussed and suggested that policy for the Parish Council is considered to possibly include the village hall and cricket club. Councillor Andrea Chinery to look at other Council's policies and report back at the next meeting.
- 16/204.3 Village Hall Policy and Procedures. It was suggested that the village hall policies, procedures and accounts were placed onto the Parish Website for purposes of transparency. It was confirmed that the Village Hall is a registered charity and a Charity Commission return is filed each year.

**16/205. Correspondence Received:**

- 16/205.1 Essex County Council – Crackdown on illegal waste at recycling centres – changes take place 31<sup>st</sup> October 2016, about half of the county's site will no longer allow vans or multi-axle trailers in and will no longer offer any disposal facilities for DIY and construction waste. More details can be found on Essex County Council website or the Parish Council's website.
- 16/205.2 Essex County Council – free repair event for residents for small electrical and electronic equipment. Posters have been put up to advertise the events.
- 16/205.3 EALC – updates and legal updates & BDVSA e-bulletin – previously circulated to all councillors.
- 16/205.4 Braintree District Council – Vulnerable people information 2016 – list of vulnerable groups to be updated and returned.
- 16/205.5 CPRE – Countryside voice – summer edition received. Councillor Andrew Bull will read through this.
- 16/205.6 Braintree District Community Foundation CIC – request for financial contribution. It was agreed not to contribute to this fund.
- 16/205.7 EALC – Buckingham Palace Garden Party Award – application deadline 9<sup>th</sup> September 2016. Councillor Andrew Bull to complete and return.
- 16/205.8 RCCE – Oyster magazine Summer issue received

**Late Correspondence:**

- Marie Curie – request for financial contribution – this was discussed and it was agreed not to make a financial contribution at this time.
- Mid Essex Clinical Commissioning Group – Marvels of Mid Awards – nominations required. Councillor Andrew Bull to complete and return.
- Mh-p Website Analytical Report for August received.
- Essex County Council – Youth and Community Commissioner introduction letter.

**16/206. Financial Accounts:**

- 16/206.1 Storage for the Toppesfield Cricket Club mower, roller and equipment – to consider quotes received and decision required on type of building, cost and funding. The quotes were discussed and it was agreed to request drawings of how the redesign of the concrete building will look and request a fully costed price including labour. It was agreed at this stage this is the preferred option but due to financial constraints the project will be carried out next financial year.
- 16/206.2 To receive the Clerk's Report indicating receipts and payments requiring approval - these were approved and signed.
- 16/206.3 Suggestions on how to spend the £650 prize for the RCCE Village of the Year Competition. It was suggested that a bench be placed next to each memorial tree with inscriptions of who they represent on them. A list of locations and names to be sort. Councillor Andrew Bull to draw up a proposal and costings for the next Parish Council meeting.

### **16/207. New Grant Schemes:**

Community Initiatives Fund – village hall projects may be eligible for grant funding from this fund.

### **16/208. Planning:**

It had been brought to the Parish Councils attention that there was a change of reference for the Call for Site listing for the site numbered TOPP410 to TOPP1X and it was questioned what the change signified. Kaaren Berry to contact Braintree District Council to enquire about the change.

### **16/209. Land to the rear of The Green Man Public House**

16/209.1 The contract was signed at the Parish Council meeting and completion should be within a couple of weeks.

16/209.2 Decision required when to instruct Stuart Hammond to clear the piece of land behind the Green Man the Parish Council are purchasing. This was discussed and it was agreed there was no requirement to carry this out at present and the previous quote is also out of date.

16/209.3 Tree/hedging planting along boundary. Unfortunately, planting cannot be carried out until purchase is complete.

### **16/210. Engagement with Toppesfield Community Pub Ltd (TCP)**

It was confirmed that the new landlords are now in place and they are looking at extending the current opening hours.

### **16/211. Parish Plan Portfolio: Ecology & Environment**

Councillor Mike James stated there was nothing to report.

### **16/212. Parish Plan Portfolio: Social and Community**

Councillor Dave Dyson and Councillor Linda Bowen stated there was nothing to report.

### **16/213. Parish Plan Portfolio: Communications and Transport**

Councillor Andrew Bull confirmed the next edition of the newsletter is due out next week.

### **16/214. Parish Plan Portfolio: Economy and Employment**

Councillor Alan Preston stated there was nothing to report other than those mentioned in his action report.

### **16/215. Parish Plan Portfolio: Youth**

No update was available.

### **16/216. Parish Plan Portfolio: Leisure & Recreation**

16/216.1 Plants for borders along the school wall, suggested cost of £150.00 – this was discussed and it was agreed to leave the border to nature and there is no funding for this at present.

16/216.2 Fundraising event to build up funds for the new storage for Toppesfield Cricket Club. It was agreed that any fundraising that Toppesfield Cricket Club need to do it was their responsibility to organise.

16/216.3 Working party to clear stones from the borders around the new play surface – this was discussed and Kaaren Berry to look into the Community Pay Back Scheme to assist with this and cut back the vegetation around the bottom left corner of the playing field.

16/216.4 Grass cutting behind the petanque pitch – Kaaren Berry to contact Braintree District Council re this.

### **16/217. Parish Surgery:**

It was agreed that there would be no formal parish surgery on the 10<sup>th</sup> September due to the flower show but Councillors would be available to speak to during the show.

### **16/218. Information exchange / Items for the next agenda:**

Councillor Dave Dyson reported that Toppesfield was included in BBC Essex's Quest in August.

Councillor Andrew Bull asked for views of whether an artificial Christmas tree should be purchased, costing around £2000 (pre-lit) or to remain with a real one. The general feeling was to remain with a real tree.

### **16/219. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 6<sup>th</sup> October 2016 at 8pm at Toppesfield Village Hall.

### **16/220. Close**

The meeting was closed at 10.05pm

**Action Summary:**

**Councillor Andrew Bull to speak to a Gainsford End resident regarding the hedges around their property.**

**Councillor Andrew Bull to speak to the Chair of the PCC re lighting up the Church each night.**

**Councillor Andrea Chinery to look into Safeguarding Policies for the Parish Council.**

**Councillor Andrew Bull too complete and return the Buckingham Palace Garden Party Award nomination forms.**

**Councillor Andrew Bull too complete and return the NHS Mid Essex Marvels of Mid Awards for the Doctors car service.**

**Councillor Andrew Bull to seek a list of locations for the memorial trees and who they represent. Also to draw up a proposal and costings for memorial benches.**

**Kaaren Berry to contact Braintree District Council re the change of call for site reference TOPP410 to TOPP1X.**

**Kaaren Berry to look into the community payback scheme for works on the playing field.**

**Kaaren Berry to contact Braintree District re the grass cutting behind the petanque pitch.**

# Appendix A

Accounts – 01 September 2016		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2016		£2,578.94		
Community Account				
Online	Balance as at 31st August 2016		£32,831.61	
Subtotal:		£2,578.94		
All previous issued cheques cashed balance should be			£25,956.64	
Income Received (included in figure as at 31.08.16)				
02.08.16	Braintree District Council - Section 106		£6,204.16	
31.08.16	EALC - Transparency grant		£428.33	
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
Aug-16	Birkett Long - Balance for purchase of land		101697	£0.00
15.07.16	Paul Thompson - Basketball Backboard and chain net		101698	£0.00
05.08.16	Paul Thompson - 2 x treated patio garden pub picnic bench seat		101699	£0.00
01.09.16	mh-p - Parish Council Hosting - toppesfieldparishcouncil.org.uk (27/10/2016 - 26/10/2017)		101700	£0.00
31.08.16	K. Berry - August wages		101696	£0.00
				£7,465.47
18.08.16	Bank Charges will be deducted on 6th September 2016			£0.00
Balance		£2,578.94		£25,113.66
Last bank statement received up to 29 July 2016				