

Toppesfield and Gainsford End Parish Council

Minutes of the Annual General Meeting held on Thursday 12th May 2011 At The Village Hall, Toppesfield at 7.30pm

1. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Peter Moore - Chairman
Andrew Bull – Vice Chairman
Fran Laskowski
Shaun Sheldrake
John Levick
Alan Collard

Also in attendance:

Kaaren Berry – Clerk to the Parish Council
Clare Condie
5 Members of the public

Apologies were received from:

Malcolm Braithwaite

Peter welcomed Alan Collard as a new parish councillor. There are 7 places for parish councillors in Toppesfield and Gainsford End and as only 6 people applied to be Parish Councillors they are elected without the need for an election. This leaves one place available which will be filled by co-opting a seventh parish councillor.

Clare Condie has approached Peter regarding being co-opted onto the council. Fraser would be agreeable to be co-opted on to the council again if the position was not filled.

2. Open Session for members of the Parish to address the Parish Council:

- Peter Moore reported that he has looked at the swings and other recreational equipment on the playing field and is in full agreement with Brian Hammond that the matting is in need of repair and the swings need to be resealed and repainted. Shaun previously received 2 quotes for the play area and these will be passed to Peter and this matter needs to be addressed as soon as possible.
- Mary-Anne reported that the feedback following the Royal Wedding Celebrations were on the whole positive and thanked the parish council for funding the event. There was wonderful participation and support, be it behind the scenes or on the day. Mugs are still on sale through the shop and so monies from these are still coming in. Peter thanked the organising committee for all their planning and hard work in putting on the celebrations. The newsletter is going out tomorrow as a Royal Wedding Celebration Special Edition.

3. Election of Chairman:

Andrew proposed Peter as chairman and Shaun seconded this.
It was resolved to elect Peter Moore as Chairman for the year 2011/2012.

4. Election of Vice-Chairman:

Peter proposed Andrew as Vice-Chairman and Fran seconded this.
It was resolved to elect Andrew Bull as Vice-Chairman for the year 2011/2012.

5. Co-option:

Clare Condie was co-opted on as the seventh parish councillor for Toppesfield and Gainsford End.

6. Membership of Committees / Allocation of responsibilities:

Parish Council representatives were agreed as follows:

Charities: Alan Collard – proposed by Andrew and seconded by Peter

Tree Warden: Fran Laskowski – proposed by Peter and seconded by John

Village Hall: Shaun Sheldrake – proposed by Peter and seconded by Andrew

Village Plan: Alan Collard agreed to do this on a temporary basis until a further councillor was co-opted and them being allocated the role.

Director of Communications – John Levick

Allotments – Fran Laskowski

7. Minutes of the last meeting:

The minutes of the meeting held on 7th April 2011 were approved and signed by the Chairman, as being an accurate record of the meeting.

8. Matters Arising from the minutes:

Bulbs – it was agreed that a working party be arranged for September to plant daffodil bulbs. Prior to planting permission would need to be gained from Mr Clarke as some areas for planting are his land.

Water at the allotments – nothing further at present – ongoing enquiries.

Speed Humps – Peter is waiting to hear back from Olive (Highways) hopefully this week. We are still waiting for funding and then which scheme is most appropriate will be looked at.

Andrew reported that there had been no response from Essex County Council regarding the pot holes in Mallow Lane.

Broadband – it has been suggested that 'microwave' is the better way to go but there are some concerns over this. It was agreed that John Birchall would be contacted again regarding this. Peter will also write to BT regarding broadband speeds and Kaaren will write to Debbie Hilliard and other councils re broadband.

School sign – Andrew has spoken to St Margaret's School with respect to purchasing a further sign to indicate where the school is but they are happy with the signs as they stand. It was agreed not to purchase a further sign.

Visit to Steve Marshall has not been achieved and so Andrew will formally write to Steve for the accounts etc. he still holds for Toppesfield.

Steve Amerio reported that planning applications are no longer available to view online. Peter will speak to the planning office at Braintree District Council regarding the lack of accessible information.

Andrew is still waiting final figures for the royal wedding celebrations so at present is unable to do the spreadsheet of final costs.

Peter and Andrew have a meeting on the 24th June with St Margaret's to discuss funds for the rebuilding of the school wall which was damaged due to tree roots.

Kaaren contacted Braintree District Council and has received a current full electoral register.

John has been unable to publish the accounts on the website as he has not got the information to do this with. Kaaren to get hold of last years accounts, scan and pass onto John for publishing.

9. Planning Issues:

A planning application has been received from 1 Berkley Cottages, Stambourne Road, Toppesfield. Peter will look at this and bring it up at the next meeting as the information is now electronic and not in paper form.

10. Transport/Highways Issues:

Peter will contact Highways regarding the property 'Doghouse' regarding the hedging and signs. Peter reported that a request can be made to the highways department for repainting signs. It was also mentioned that the sign near Froyz Hall needs re-doing.

Frazer Croft commented that the village looked colourful with all the flags and the flagpole at the pump for the recent celebrations. It was suggested the flagpole be left by the pump and used for different occasions. Peter will contact highways as to any issues with erecting a flagpole near the pump.

It was reported that a hedge on the roadside by Cust Hall is thick and high and as such obscures the view when coming round the corner. Alan will seek the owner of the hedge and then see what action can be taken.

11. Financial Accounts:

The clerk's report indicating receipts and payments requiring approval was received and approved.

Andrew will speak to HMRC as all parish council clerks now have to be paid through the PAYE system.

Kaaren to write to the bank re change of address and signatories, Peter to sign the letter.

12. A.O.B.

Shaun thanked Paul Thompson for the stones and planting the area around the salt bin. Shaun asked if the parish council were looking into purchasing the pub – Peter reported that Mr Clark has put in an offer but there has been no formal news as to the outcome.

Fran reported the allotments were going well with 11 plots being used and 1 vineyard.

Andrew asked whether or not the parish council should re-instate someone to collect litter as the bin near the playing field is often overflowing. The decision was made last year to stop someone local from doing this. Andrew will contact Braintree District Council regarding the litter bins and litter down Yeldham Road.

13. Date of Next Meeting and Close:

The next parish council meeting will be held on Thursday 19th May 2011 at 7.30pm, at the Village Hall, this will be the Annual Parish Meeting. The meeting was closed at 8.50pm.

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Chairman

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Date

Action Summary:

Peter Moore to write to BT regarding broadband speeds.

Kaaren Berry to write to Debbie Hilliard regarding broadband.

Andrew Bull to write to Steve Marshall for accounts etc.

Peter Moore contact Braintree District Council information of planning applications.

Andrew Bull to do spreadsheet of costs for the Royal Wedding Celebrations.

Kaaren Berry get hold of last years accounts for John to publish.

Peter Moore to contact Highways re sign and hedges outside 'Doghouse' and possible erection of a flag pole by the pump.

Alan Collard to seek owner of hedge by Cust Hall and look at appropriate action.

Andrew Bull to speak to HMRC.

Kaaren Berry to write to Barclays Bank.

Andrew to contact Braintree District Council re litter.

Appendix A

Accounts - 12 May 2011

National Savings Deposit Account:	£	£
Balance as at 12 July 2010	2498.26	
Community Account Balance as at 28 April 2011		11808.33
Cheques received		0.00
Subtotal:		----- 11808.33
Uncashed cheques issued since 13 th March 2011 to 28 th April 2011 Total		462.03
Payments to be approved:		
Toppesfield Village Hall		273.50
E.ON		49.41
mh-p 4 invoices totalling		432.00
Balance	----- 2498.26 =====	----- 10591.39 =====