

# **Toppesfield Parish Council**

## **Minutes of the Annual Parish Council Meeting held on Thursday 10<sup>th</sup> May 201 2 At The Village Hall, Toppesfield at 8.00pm**

### **1. Election of Chairman and Vice-Chairman**

Alan Collard nominated Peter Moore as chairman and Clare Condie seconded this. Peter Moore accepted the nomination and will continue as chairman.

Peter Moore nominated Andrew Bull as vice-chairman and Shaun Sheldrake seconded this. Andrew Bull accepted the nomination and will continue as vice-chairman.

### **2. Attendance and Apologies for Absence:**

#### **The following Councillors were in attendance:**

Peter Moore – Chairman  
Andrew Bull  
Alan Collard  
Clare Condie  
John Levick  
Shaun Sheldrake

Also in attendance:

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

#### **Apologies were received from:**

No apologies were received.

### **3. Declaration of Members Interest on Agenda items:**

No declarations of interest were made.

### **4. Open Session for members of the Parish to address the Parish Council:**

Paul Thompson from the allotments society confirmed that the paperwork for the water supply has been redirect to the parish clerk care of the village hall. Paul also confirmed that only allotment holders will hold keys for the water supply and that they expect the water bill to be approximately £80 to £100 per year. Peter asked the allotment society to complete a grant form as they wish to apply for monies towards the water bill. Peter also explained that there would also need to be a contribution from the allotment holders towards the bill. Paul Thompson hopes that the holders will pay for the bill without the parish council's assistance. Paul Thompson asked if the council had received a copy of the Oyster magazine as it has an article about the works at the allotments in Toppesfield – the magazine has been received and a request was made that a further 5 copies are obtained for circulation. Kaaren to obtain further copies of Issue 32.

Paul Thompson reported that there was a blessing of the allotments, chickens and vegetables by the Reverend Barbara Hume. There was a good turnout for the service.

A parishioner commented that the play areas are looking good but suggested that bark chippings could be placed over the entrance to Toppesfield recreational area due to the mud and the fact the grass would not be back prior to the Jubilee celebrations. The chairman stated that the area would be presentable for the Jubilee.

Another parishioner asked why the accounts for period ending 31<sup>st</sup> March 2012 and stated that the deadline for providing these is the 30<sup>th</sup> June 2012. The chairman responded by saying the problems we had last year are not an issue this year and the parish council are aware of the deadline and the accounts will be published when they have been signed off. The updated parish asset register was questioned as the figures have decreased from the figures declared in the last audit commission report and that they will need explaining. The chairman responded by saying they will be explained when the report to the audit commission is made.

## **5. Village Plan:**

Malcolm Braithwaite reported that the re-write of the draft plan is now in a more logical communication. The next meeting will be on Monday night were they are hoping to approve the draft plan. A quote of printing the plan has been received from P. Clark printing and it has come in under £1200 but they may apply to the Shop committee for funds towards the printing costs and towards the launch. Malcolm said that they have approximately £900 with the parish council left from the grants they have received. The launch is still set as 1<sup>st</sup> July 2012 and most projects are up and running.

The chairman stated that the plan cannot be signed off at the VANTAGE meeting on Monday as it needs to be done at a parish council meeting. Malcolm hopes to bring the final draft to the next parish council meeting. The chairman explained that copies of the final plan will need to go to Braintree District Council as funds are available if we can show activities are going on in our village. This could be paid to the parish under section 106.

## **6. Minutes of the last meeting:**

The minutes of the meetings held on 5<sup>th</sup> April 2012 were approved and signed by the chair as being an accurate record of the meeting.

## **7. Matters Arising from the Minutes:**

Peter confirmed that Dick Ruggles memorial bench has arrived.

## **8. Actions from Previous Meeting:**

- 8.1 Peter Moore to check hedges near Mallows Lane and contact Highways for advice. Peter has spoken to Highways and has looked at the hedge in question. Highways have stated that the hedge has always been there and it is a blind corner so no further action to be taken.
- 8.2 Peter Moore to speak to Will Kettley re bridge from playing fields allowing access to allotments. No progression – action on going.
- 8.3 Kaaren Berry to email P3 agreement to Adam Jenkins – P3 agreement emailed to Adam Jenkins.
- 8.4 Andrew Bull to find out if the bench on the hill is a memorial bench. Andrew confirmed that this is not a memorial bench and it was agreed that the bench will be removed.
- 8.5 Peter Moore to contact Braintree District Council re planning funding/levy. Peter has spoken to Sarah Birda and funds are available under section 106. The submitting of the village plan in due course will allow funds under the Open Space contribution scheme to be available to the parish council.
- 8.6 Kaaren Berry to copy and place Anglian Water letter into the notice boards. Notices have been displayed.
- 8.7 Kaaren Berry to pass information regarding Assets to Peter Moore. Information has been passed to Peter.
- 8.8 Peter Moore to compile asset register and send to VANTAGE. Peter has forwarded the asset register to VANTAGE.

- 8.9 Kaaren Berry to contact Braintree District Council re co-opting a new councillor. Kaaren has spoken to Braintree District Council regarding the councillor vacancy and the appropriate notices have been placed in the notice boards.
- 8.10 Kaaren Berry to contact AON insurance re water pipe cover. Kaaren has spoken to AON and the response was 'the water pipe is covered under your existing public liability section of your policy. A leak to the water pipe would not be covered however if it did result in material damage to property and there was negligence shown on your part then this would be covered.'

## 9. Councillors responsibilities:

Parish Council representatives were agreed as follows:

**Charities:** It was agreed that as a report is made each year and the current trustees are doing such a good job that the parish council will write to the current trustees and ask if they are happy to continue in their roles. Also clarification of how often the trustees are appointed needs to be sort. Are they appointed every year or every four years? Kaaren Berry to write to the charities.

**Tree Warden:** Fran Laskowski – wishes to remain in this role and all present agreed with this. It was questioned if there was a job description for this role. Peter thought he had seen something regarding this. It was also questioned what qualifications are required for the tree warden. Peter stated that the warden does not need to be qualified.

**Village Hall:** Shaun Sheldrake is happy to remain as the village hall representative.

**Village Plan:** Alan Collard is willing to remain as the link between VANTAGE and the parish council. However VANTAGE in it's current form disbands when the plan is launched.

**Director of Communications** – John Levick is happy to remain in this role.

**Allotments** – Clare Condie is willing to be the representative for the allotments.

## 10. Transport / Highways issues:

The 30 mph is still moving but has yet to get to the consultation stage.

The project for the footpath down The Causeway needs to give consideration to those living on The Causeway. This would not be an easy project and consultations would have to be held how it would be carried out and if driveways would also be put in. Nothing is fixed about the project as it is on the reserve list with Essex County Council. Peter Moore to contact Essex County Council to find out current position of the project and explain there is only 1 telegraph pole which could cause problems and not a 'significant number' as stated in the report.

## 11. Upcoming Events:

11.1 The Jubilee events start on Friday 1<sup>st</sup> June with the Red Barrows doing a charity cycle ride to Aldborough. They will be waved off from the Green Man about 11am. Saturday 2<sup>nd</sup> June will see their return about lunch time and welcomed back. A jubilee market is also being held on Saturday. The evening will host a family quiz night in the village hall, a bar will be available and a small charge will be made. Sunday will see a Church service and a Jubilee Walk. Monday events as are in Appendix B. This is subject to change at this point.

Andrew stated that it is all coming together and going well. Andrew provided an Income and expenditure sheet for the Jubilee celebrations and asked if the parish council could commit to £1320 but it could be a lot less than that depending on funds raised through the events. The parish council have previously agreed to match fund the event up to £1500. Funding for a Jubilee beacon has been pledged from a local landowner, the cost would be just over £1200. The beacon would be a 5 metre high post with a 1 metre basket on top. Suggestions on positioning of the beacon had been made and that it would be nice to leave a memento of the jubilee in the village. Questions were raised over safety issues, maintenance and whether planning permission would be needed. One of the suggestions was to place the beacon on the

corner of The Causeway near Andrew's house. A split decision on this 4 in favour and 2 against. Andrew Bull to draw up a plan, councillors to look at the site and Andrew will contact Braintree District Council with regards to planning permission.

## **12. Recreational Areas:**

- 12.1 Playing Fields maintenance quotations – Andrew has received quotes for tree works. The tree by the school entrance is leaning and it has been recommended that it is removed. Andrew will speak to the school officially regarding any safety issues and restriction of access. Alan will speak to the church regarding the removal of the tree for their views. It was agreed that all councillors meet on Sunday morning to discuss the tree works needed around / near the playing fields so the trees in question can be identified by all.
- 12.2 Dick Ruggles memorial bench – the bench will be placed on the far side of the playing field so you can sit and look back at the village. Exact location to be decided on Sunday. Sall Croft and Brian Moody will confirm a date for a blessing of the bench. Kaaren to purchase brackets to secure the bench in place.

## **13. Financial Accounts:**

- 13.1 The clerks report indicating receipts and payments requiring approval was received and approved, (Appendix A). The payment to Paul Clark was not approved and Andrew will challenge the invoice as the last Parish Magazine was a slimmer edition. The second village hall payment will be held back until June as it is an advance bill. Peter requested that an actual v's budget sheet is provided at each meeting. Peter also requested a figure of how many hours Kaaren is working each week on parish work. Fran will needs to be removed as a signatory and another councillor added. Kaaren to organise this.
- 13.2 Quote from Mr Chinery needs to be explained in more detail.
- 13.3 Budget savings meeting with other clerks – Kaaren reported that there were not any areas of joint savings but information was exchanged where savings could be made i.e. cheaper insurance companies and auditors.
- 13.4 Councillor vacancy – notices published and one person has shown interest in the position  
however this cannot be filled until Braintree DC have written to the parish council after the 18<sup>th</sup> May.
- 13.5 Printer purchase – it was agreed that Kaaren is to purchase an All in one printer and inks  
for the parish council office.

## **14. Correspondence:**

- 14.1 Essex County Council – Bus and Train Map and comprehensive bus timetable – it was agreed to put the timetable in the shop.
- 14.2 Birkett Long – Schedules relating to Toppesfield Parish Council
- 14.3 EACH – let them eat cake poster – poster to be placed in the noticeboards.
- 14.4 Essex works – Bus Passenger news, April/May – no changes to Toppesfield routes.
- 14.5 Zurich Municipal – insurance enquiry. It was agreed to stay with AON this year due to the  
impending claim but to look into this for next year.
- 14.6 Big Lottery Fund – re VANTAGE grant application. Unfortunately this application was not  
successful.

- 14.7 Essex Works – Guidance notes on the Big society fund & Hard copy of May’s edition of Making the Links.
- 14.8 CPRE – Field work – spring edition – Peter has taken this to read.
- 14.9 Clerks and Councils Direct – May edition - Peter has taken this to read.
- 14.10 EALC – April’s county update and upcoming training courses. Alan reported that if the parish council has competency status we would have more powers and access to funding. Certain requirements need to be met such as a qualified clerk and 2/3<sup>rds</sup> of councillors need to be elected. Councillor training would also need to be looked at. Alan will look into the criteria for the competency status.
- 14.11 Commercial brochures from – furniture@work and Blueton street furniture.

Late arrivals:

Braintree District Council - we were unsuccessful in our application for the Activity days to be held in Toppesfield Village Hall as they base their decisions on how many people attended last year.

Braintree District Council - Heritage Lottery Fund Workshop is being held on 14<sup>th</sup> June.

**15. Any Other Business:**

- 15.1 Update on welcome pack – Alan provided a draft welcome pack, there were not many responses for advertising in it. The welcome pack will be passed amongst the councillors for comment.
- 15.2 Community Issues Meeting – the next date has been set for 25<sup>th</sup> October 2012 at 7.30pm and will be held at Ridgewell Village Hall.
- 15.3 Green Man update – there will be a meeting on 15<sup>th</sup> May 2012, 7.30pm in the village hall. Alan asked if the parish council can encourage people to come along and see how the pub could be secured for the village. There will be no cost to the parish council but asked if they could be supportive.
- 15.4 Pump House – following the recent accident at the pump house the insurance companies have been informed and quotes need to be obtained. Peter to organise the necessary quotes for the repairs.
- 15.5 Shaun asked if the village hall could be a regular spot on the agenda so he can report back to the parish council. This was agreed. However Shaun stated that there is nothing to report at the moment.

**16. Date and Time of the next meeting:**

The next Parish Council meeting on the 7<sup>th</sup> June 2012 at 8.00pm, at Toppesfield Village Hall. It was agreed that the parish council meetings will normally be held on the 1<sup>st</sup> Thursday of the month however August’s meeting will be on the 2<sup>nd</sup> Thursday.

**17. Close:**

The meeting was closed at 10.02pm.

.....  
Chairman

.....  
Date

## **Action Summary:**

**Kaaren Berry to obtain 5 copies of Issue 32 of the Oyster magazine.**

**Peter Moore to speak to Will Kettley re bridge from playing fields allowing access to allotments.**

**Kaaren Berry to write to charities trustees if they are happy to continue in their roles and clarify how often trustees are voted on.**

**Peter Moore to contact Essex County Council re the footpath down The Causeway and the number of telegraph poles.**

**Andrew Bull to draw up a plan for the Jubilee Beacon and contact Braintree District Council re planning permission.**

**Andrew Bull to speak to the School regarding the leaning tree by the school entrance and the Church wall.**

**Alan Collard to speak to the Church regarding the leaning tree by the Church wall and the school entrance.**

**All councillors to meet on Sunday 13<sup>th</sup> May, 10am at the playing fields to walk through the tree work quotes / recommendations.**

**Kaaren Berry to purchase brackets for the memorial bench.**

**Andrew Bull to challenge invoice from Paul Clark Printing.**

**Kaaren Berry to arrange change of signatories.**

**Peter Moore to arrange quotes for repairs to the pump house.**

Appendix A

Accounts – 10 May 2012

National Savings Deposit Account:	£	£
Balance as at 5 March 2012	2508.27	
Community Account		
Statement Balance as at 30 April 2012		30630.17
Subtotal:	----- 2508.27	----- 30630.17

If all previously issued cheques cashed / receipts cleared balance should be;

Total	30290.17
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Income Received (included in above figure)

20 <sup>th</sup> April – Grant Funding for playground refurbishment	8256.00
Braintree DC – precept 1 <sup>st</sup> instalment & parish support grant	7712.00

Payments to be approved:

Chq No:

101354	Mr M Braithwaite - village plan expenses	64.58
101355	Mrs S Amerio – Doctors Car Service	7.80
101356	Toppesfield Village Hall Committee. Jan - March	283.50
101357	E.on – changing rooms	7.46
101358	mh-p, Plan E for 18/05/2012 – 17/05/2013	372.00
101359	mh-p, village plan documents uploaded	18.00
101360	Paul Clark Printing – Parish Magazine	512.00
101361	Mr P Thompson – Ernest Doe – chainsaw equipment	73.75
101362	K. Berry – meeting expenses, stationery and postage	49.67
101363	K. Berry April wages	198.47
101364	Toppesfield Village Hall Committee. April - June	293.50
		----- 1880.73

Bank Charges will be deducted on 8 <sup>th</sup> May 2012	10.00
monies paid in – bench donation, quicksilver monies & advertising	171.00

Balance	----- 2508.27 =====	----- 28570.44 =====
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Last bank statement received up to 30<sup>th</sup> April 2012.

Appendix B



**Toppesfield & Gainsford End**  
**Queen's Diamond Jubilee Celebrations**  
**Monday 4<sup>th</sup> June 2012**

**Timeline (Version 3)**

- 13.30** TGM Bar opens / Candy Floss Stall /Ice Cream Van /PA/Toilets open
- 14.30** Church Bells Sound  
Fairground Stalls open
- 14.45** Live Music 'Reptile Dysfunction' play set in The Jubilee Marquee  
Matinee Cinema 'Queen's Coronation Film' in the Village Hall
- 15.00** 'Jubilympics' start in Sports Arena
- 16.30** Afternoon Jubilee Tea is served in The Jubilee Marquee  
Fairground Stalls close  
Candy Floss Stall/Ice Cream Van close
- 1800** Barn Dance starts in Jubilee Marquee/Sports Arena
- 19.30** BBQ available
- 19.30** Live Music 'Emma & Jaap' play set in The Jubilee Marquee  
PA closes
- 21.00** BBQ closes
- 22.30** Live Music 'Emma & Jaap' finish set in The Jubilee Marquee  
'DJ Set' in The Jubilee Marquee
- 23.30** Bar Closes  
Marquee/Toilets close.