



# Toppesfield Parish Council



## Minutes of the Annual Parish Council Meeting held on Thursday 16<sup>th</sup> May 2013 At The Village Hall, Toppesfield at 8.00pm

### 13/84. Election of Chairman and Vice-Chairman

Councillor Sheldrake proposed Councillor Moore as Chairman and Councillor Bagnall seconded the proposal. Councillor Moore accepted the position as chair for another year.

Councillor Moore proposed Councillor Bull as vice-chair and Councillor Bagnall seconded the proposal. Councillor Bull accepted the position as chair for another year.

### 13/85. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Peter Moore – Chairman  
Councillor Clare Thompson  
Councillor Andrew Bull  
Councillor David Bagnall  
Councillor Shaun Sheldrake  
Councillor Alan Collard  
Councillor John Levick

Also in attendance:

Kaaren Berry – Clerk to the Parish Council  
15 members of the public were present

**No apologies were received.**

### 13/86. Declaration of Members Interest on Agenda items:

Councillor Bull declared an interest in agenda item 13/97.1 and will not take part in any discussion on this matter.

### 13/87. Open Session for members of the Parish to address the Parish Council:

Following on from the Annual Parish Meeting a parishioner asked if it would be possible to get a broadband connection in the Parish Office with a Wi-Fi point in the hall for users. Councillor Moore reported that a broadband meeting had been held the previous week and a point will be put in but cannot say when this would be at present. Councillor Moore will contact County Broadband regarding a community broadband access point.

Paul Thompson from the Allotments committee reported that the allotments are now full and stated that it is the Parish Councils responsibility to provide allotments and could they increase the number of plots. Councillor Moore will have a look at the allotment site with view to possibly clearing further space. Discussions followed as to where the additional plots could go. It was suggested that the Charity Trustees are approached to take some of the charity land for allotments and reduce the amount of rent charged. Paul Thompson will put a proposal forward to the Parish Council.

A parishioner asked if a rumour which has been heard is correct – that a local farmer is burying asbestos on their land. Councillor Moore confirmed that this has not been heard by the Parish Council and if action is to be taken further information would need to be provided.

It was questioned whether the Ash tree which was removed along The Causeway had a preservation order on it – Councillor Condie reported that the Ash tree did have a preservation order on it but Braintree District Council

granted permission for its removal. However the consent had several conditions on it, one being a proposal for a replacement tree for that to be felled, T5, including size, species and location, agreed in writing within 6 months and planted within 9 months of felling. Kaaren Berry to write to land owner regarding the replacement tree.

A parishioner stated that there were a lot of views expressed at the village consultation meeting about the village envelope extension and then asked what the Parish Councils view was. Councillor Moore stated that the Parish Council will discuss the application at the appropriate point on the agenda and it will be voted on then. It was mentioned that the village plan stated that 48% are for further housing and 51% against and there is a low interest in creating new housing developments.

Councillor Moore stated that the village plan is about the future of the village and all decisions which are made are of a balanced view to maintain the village. Councillor Moore stated that his personal view is that there is a requirement for a small amount of housing and as a parish council we have the role and duty to ensure we have some retirement and lower cost housing but Councillor Moore did not state whether or not he supported the applications. Councillor Collard added that it is a duty of the Parish Council to reflect the views of the village.

Another parishioner stated that the proposed sites seem to be disproportionately large and if the Ash tree was replanted that this would prevent access to one of the plots.

It was also mentioned that the parish council have been asked to consider the extension of the village envelope and that was what the meeting last Tuesday was for – to get the views of the village.

### **13/88. Minutes of the last meeting:**

The minutes of the meeting held on 4<sup>th</sup> April 2013 were approved and signed by the chair as being an accurate record of the meeting.

### **13/89. Matters Arising from the Minutes:**

No matters were arising.

### **13/90. Actions from Previous Meeting:**

- 13/90.1 Kaaren Berry to complete the report for the Street Cleaning Agreement and bring to next meeting for consideration - this was completed and Councillor Moore signed the agreement.
- 13/90.2 Peter Moore to review village plan projects and achievements and prioritise projects – this has not yet been completed.
- 13/90.3 Peter Moore to review letter to landowners re footpaths – letter has been written and sent. Some footpaths have already been cleared.
- 13/90.4 Peter Moore to write to County Broadband regarding the lack of progress/communication. There has been a meeting with County Broadband and 14 people are now connected with 100+ interested. There have been challenges with communications but the service is very good.
- 13/90.5 Peter Moore to arrange site visit with Essex County Council regarding The Causeway footpath. Councillor Moore is working with Essex County Council on this and is pushing it forward.
- 13/90.6 Shaun Sheldrake to ask the village hall committee for their long term plan for the village hall – there has not been a village hall meeting since the last parish council meeting but a meeting is planned for the 21<sup>st</sup> May where this will be on brought up.
- 13/90.7 Shaun Sheldrake to follow up on outstanding quotes for the tarmac area in the playing field. Councillor Sheldrake has struggled to get a third quote but a company should be submitting a quote next Tuesday.
- 13/90.8 Kaaren Berry to supply figures for the last two years for grass/verge cutting. These were supplied and it was agreed to ask Essex County Council to increase their cutting to include the Gainsford End playing field. Kaaren Berry to write to Mr Mortlock to thank them for their hard work but Braintree District Council will be cutting the grass now. Braintree DC will need a key to the post to allow access to the playing field. All Councillors agreed with this.
- 13/90.9 Kaaren Berry to update the welcome pack – still to be updated.
- 13/90.10 Kaaren Berry to obtain agenda for the Community Issue Meeting – obtained and sent out.
- 13/90.11 Kaaren Berry to ask Essex County Council re the replacement of old salt bins – request made but no response as yet.

### **13/91. Proposal for Consideration from the Leisure and Recreation Group:**

The proposal is in line with that presented to the Parish Council in April. Councillor Bull stated that monies have been granted by the shop towards the project and this has been banked in a separate account. Councillor Collard mentioned if all costs go through the parish council then the VAT would be reclaimable. Councillor Bull will speak to the LARG committee regarding this.

2 quotes have been received - £3570 & £5718, the third person to quote has withdrawn and Andrew will seek a third quotation. Plans need to be drawn up and benefits to be stated. Discussion on whether a slate roof for the 'shelter' would be better but this was rejected on safety grounds.

Kaaren Berry to find out if the section 106 monies are still available and state we will be putting an application in for funds.

All present agreed to progress the project.

### **13/92. Proposal for Verge Cutting 2013:**

It was agreed that the current provider of the service carry on for this year but a specific tender including where the cutting takes place, frequency and cost must be submitted. However next year quotes would be sort from other sources. Kaaren Berry to ask for tender/report.

### **13/93. Financial Accounts:**

13/93.1 To receive the Clerk's Report indicating receipts and payments requiring approval – these were approved and the cheques signed. Discussions followed about the website renewal – it was agreed to update the Plan we are on with the provider from E to F which should save money throughout the year as more uploads are included. The insurance renewal was discussed and after David looking through the information on a like for like basis it was agreed to change to Zurich.

13/93.2 Street Cleaning Agreement –Channel Sweeping dates, agreement and Activity report – decision and signing. This was agreed and signed.

### **13/94. Support for the Charities Group:**

Further to Tony's report at the Annual Parish Meeting about the Charities Councillor Bull stated that he thought that the Parish Council should be more involved and someone needs to work with Tony and gain the knowledge he has about the charities and how they came about. Councillor Thompson will take on this role and work with Tony Davison. Kaaren Berry to contact Tony and pass Councillor Thompson's details on.

### **13/95. Transport / Highways Issues:**

Highways have sent details of the closure of Gainsford End road for 2 days from the 20th May 2013 – notices have been displayed in the notice boards and in the Halstead Gazette.

It has also been requested that the contractors who carried out the works along The Causeway return to make good now they have finished. Councillor Bull to forward contractor details to Kaaren who will write to them to ask that they return.

### **13/96. Village Hall Update report:**

As reported earlier no meeting has been held yet. Upcoming fundraising events are 1<sup>st</sup> June – Cream Teas at the village hall and on the 6<sup>th</sup> July a Car boot/table top sale also at the village hall.

### **13/97. Planning:**

13/97.1 Site Allocation- additional sites submitted in Toppesfield:  
Decision required for application TOP1X – Land west of The Causeway, Toppesfield and TOP2X Land East of The Causeway, Toppesfield

A letter requesting an extension has been received from the developers – following discussions it was agreed by all that no further extension is requested from Braintree District Council.

Councillor Moore reiterated that this is a difficult decision to make, however the information is quite clear and we are here to protect the village's future.

Discussions followed and it was pointed out that there are errors in the original submission by the developers – the current use of land is agricultural and not housing, and that there was no prior conversations with the Parish Council. Councillor Collard suggested that the Parish Council needs its own strategic plan. The process of the late application from the landowners was questioned, it was clear that this is not what the parishioners want.

It was agreed by all Councillors not to support the extension of the village envelope to take into account the applications known as TOP1X and TOP2X.

Councillor Moore and Kaaren Berry to formulate a response to Braintree District Council.

It was also suggested that the Parish Council ask the EALC what other councils do with planning consultants – do they have one. Kaaren to speak to Emma Goodings from Braintree District Council and ask their advice.

Councillor Sheldrake thanked Councillor Moore for doing a very good job of chairing the public meeting regarding this application.

13/97.2 Application No:13/00430/FUL Location: 10 The Street, Toppesfield  
Description: Change of use of agricultural land to domestic garden, retention and alteration of ancillary outbuilding

No objections were raised regarding this application.

13/97.3 Application No: 13/00428/FUL Location: 12 The Street, Toppesfield  
Description: Change of use of agricultural land to domestic garden

No objections were raised regarding this application.

### **13/98. Grant Awarding Policy:**

Councillor Bagnall suggested that the Parish Council establish a criteria on awarding grants and to let the public know. Councillor Collard suggested that possible the Parish Council could liaise with the shop to enable a larger pot of monies could be available. Councillor Sheldrake asked if the Charities could increase the monies they receive.

Councillor Bagnall will review the grant application form, Kaaren Berry to contact other Parish Councils to ask about their schemes & forms and Councillor Collard to bring ideas on how to move forward with liaison with the shop about grants.

### **13/99. Correspondence:**

- 13/99.1 Essex County Council – Invitation to Choral Evensong. No Councillors wanted to accept the invitation
- 13/99.2 EALC – re short course held April 2013 - hoping it was helpful and giving the date of the EALC AGM
- 13/99.3 Glasdon trade brochure received.
- 13/99.4 Clerks & Councils Direct – May issue received.
- 13/99.5 SLCC Clerk Magazine – Vol 44 received.
- 13/99.6 Essex County Council - Temporary Road Closure – Gainsford End Road – notices displayed.
- 13/99.7 Mh-p - website analytical report for April 2013
- 13/99.8 Essex County Council – Transport Meetings Invitation and dates.
- 13/99.9 RCCE – Community Led Planning Network – The new shape of Public Health and Wellbeing Provision – course details received.
- 13/99.10 CPRE – transport toolkit – Councillor Moore took this to read.
- 13/99.11 CPRE – Action Essex – Spring Edition – Councillor Moore took this to read.
- 13/99.12 EALC – County Update April 2013 received including upcoming training dates.

### **13/100. Any Other Business:**

To discuss any other business / items for the next agenda

It was suggested that a thank you letter be sent to Emma Goodings for attending the public meeting. Kaaren Berry to write this.

The clearing around the trees on The Causeway was questioned – as far as the Parish Council are aware the trees are on private land and the land owners have tidied the area. It was suggested that the Parish Council pay attention to the area as the trees have TPO's on them.

The next Parish Council surgery will be held on Saturday 25<sup>th</sup> June 2013 and Councillor Bull will be in attendance.

Councillor Levick handed in his resignation and that this would be his last meeting as a Councillor. Councillor Moore thank Councillor Levick for all his hard work over the last 4 years. The appropriate notices will be placed to advertise the vacancy.

Councillor Moore has approached the resident of 7 Park Lane if they would be interested in purchasing the car park area if this was an option. Kaaren Berry to pass any information regarding the car park to Belinda Young with regard to costing a sale.

**13/101. Date of the next meeting:**

The next meeting of Toppesfield Parish Council will be held on the 6<sup>th</sup> June 2013 at 8pm at Toppesfield Village Hall.

**13/102. Close:**

The meeting was closed at 10.15pm

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Chairman

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Date

**Action Summary:**

- Councillor Moore to contact County Broadband re community broadband access point.**
- Councillor Moore to view the allotment site with regard to further clearance to increase the number of plots.**
- Kaaren Berry to write to Mr & Mrs Clark regarding the replacement of the felled ash tree on The Causeway.**
- Andrew Bull to speak to LARG re grant monies and if costs go through the Parish Council VAT is reclaimable.**
- Kaaren Berry to find out if Section 106 monies are still available and state an application will be being made.**
- Kaaren Berry to write to Mr Chinery about the verge cutting and for a formal tender.**
- Kaaren Berry to contact Tony Davison re Councillor Thompson working on the Charities with him.**
- Andrew Bull to pass details of contractor's of the work in The Causeway to Kaaren so that a letter requesting them to return can be sent.**
- Peter Moore and Kaaren Berry to formulate a response to Braintree District Council regarding the application to extend the village envelope.**
- Councillor Bagnall to review the grant application form.**
- Kaaren Berry to contact other Parish Councils to ask about their grant schemes & forms.**
- Councillor Collard to bring ideas on how to move forward with liaison with the shop about grants.**
- Kaaren Berry to write to Emma Goodings thanking her for attending the public meeting on 14<sup>th</sup> May.**
- Kaaren Berry to inform Braintree District Council of Councillors resignation and display the appropriate notices.**
- Kaaren Berry to pass information about the car park to Belinda Young.**

## Appendix A

### Accounts – 16<sup>th</sup> May 2013

	£	£	
National Savings Deposit Account: Balance as at 31st March 2013	2521.77		
Community Account Statement		21008.34	
Balance as at 30th April 2013	<u>2521.77</u>	<u>21008.34</u>	
Subtotal:	2521.77	21008.34	
All previous issued cheques cashed / receipts cleared - balance should be:		20724.84	
Income Received:			
Advertising – banked in May 2013		140.00	
Precept paid in 24th April (included in above figure)		8369.00	
Payments to be approved:			
Chq No:			
10144 9	Second Nature Tree Services	250.00	250.00
101450	EALC How to Raise your profile Training	43.00	43.00
101451	EALC Short Course Training	275.75	275.75
101452	mh-p Updating Plan E /F	372.00	444.00
101453	CommuniCorp - Clerks & Councils Direct Subscription	12.00	12.00
101454	Aon Insurance / Zurich	581.72	379.31
101455	K. Berry Expenses - stationery & APM refreshments	72.50	72.50
101448	K. Berry April's wages	198.47	198.47
		<u>1805.44</u>	<u>1675.03</u>
Bank Charges will be deducted on 7 <sup>th</sup> May 2013		10.00	10.00
Balance	<u><u>2521.77</u></u>	<u><u>19049.40</u></u>	<u><u>19179.81</u></u>

Last bank statement received up to 30th April 2013.