



# **Toppesfield Parish Council**



## **Minutes of the Annual Parish Council Meeting held on Thursday 14<sup>th</sup> May 2015 At The Village Hall, Toppesfield at 8.00pm**

### **15/95. Election of Chairman and Vice-Chairman:**

Councillor Dyson proposed Councillor Bull as Chairman and Councillor Bowen seconded the proposal. Councillor Bull accepted the position as chair for the forthcoming year. Councillor Bull signed the declaration of office accepting the position of chairman.

Councillor Bull proposed Councillor Dyson as vice-chair and Councillor Bowen seconded the proposal. Councillor Dyson accepted the position as vice-chair for the forthcoming year.

### **15/96. Attendance and Apologies for Absence:**

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

Councillor Andrew Bull  
Councillor Linda Bowen  
Councillor Dave Dyson

Also in attendance:

Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Alan Collard

### **15/97. Declaration of Members Interest on Agenda items:**

No declaration of members interests were made at this point.

### **15/98. Open Session for members of the Parish to address the Parish Council:**

There were no questions or comments received from parishioners.

### **15/99. Minutes of the last meeting:**

The minutes of the Parish Council meeting held on the 2<sup>nd</sup> April 2015 were approved and signed by the chair as being an accurate record of the meeting.

### **15/100. Matters Arising:**

Councillor Dyson asked if the Parish Council would consider applying to the Public Works Loans Board to assistance with the redesign/renovation works for The Green Man and if this could be an agenda point next month. Councillor Dyson and Kaaren Berry to look into this.

### **15/101. Actions from previous meeting:**

15/101.1 Councillor Bull to seek quotes for the repair of the Gainsford End Pump. Councillor Bull reported that this is to be cosmetically repaired and will be done so free of charge.

## **15/102. Co-option of Councillors:**

Expressions of interest were received and voting papers were completed as there was more interest than vacancies. Parishioners who were co-opted on to Toppesfield Parish Council were Andrea Chinery, Mike James, Alan Preston and Paul Thompson.

## **15/103. Internal Practices and management for the Parish Council**

- 15/103.1 Adoption of Sub Committees and Working Groups – it was agreed to carry this over to the next Parish Council meeting when all councillors will be present.
- 15/103.2 Elect representatives for the Charities, Village Hall, Tree Warden, Communications, Village Plan and Allotments - it was agreed to carry this over to the next Parish Council meeting when all councillors will be present.
- 15/103.3 Proposal for Mike Henson to review website and recommend improvements to bring us into line with the latest legislation – it was agreed that Mike Henson should carry out a review of the Parish Council website.
- 15/103.4 Review of the Village Plan – it was agreed that at present the Parish Council are not ready to carry out a review of the village plan but will be by the summer.

## **15/104. Correspondence:**

- 15/104.1 Braintree District Council – Big Lottery Fund Webinars for its Awards For All Programme. Email [webinars@biglotteryfund.org.uk](mailto:webinars@biglotteryfund.org.uk) to join a webinar. These provide an introduction to this small grants programme, guidance on eligibility, programme criteria, examples of how best to evidence need for the project and top tips on achieving successful outcomes.
- 15/104.2 Rayne Against School Transport cuts – Changes to the Home to school transport services.
- 15/104.3 Meeting with Nick Alshton, Police and crime Commissioner – 26<sup>th</sup> June 2015 7pm Great Yeldham Reading Rooms. Councillors Bull, Dyson and Bowen said they will be attending.
- 15/104.4 Braintree District Council – Planning Application, 15/00347/LBC Hoses Farm. Application granted.
- 15/104.5 EALC – calendar of upcoming courses and details of the services they offer.
- 15/104.6 CPRE – Action Essex, spring edition received. Councillor Bull has taken this publication to read.
- 15/104.7 Clerk & Councils Direct – May issue received. It was suggested that a copy is purchased and sent to all Councillors – this was agreed by those present.
- 15/104.8 SLCC – Clerk Magazine May issue received.
- 15/104.9 Essex Heritage Trust – Essex Heritage News, Spring 2015 edition received – Councillor Bowen has taken this publication to read.
- 15/104.10 DOTS – Essex based printing company, introduction letter received.
- 15/104.11 EALC – Legal update No 4 received. It was agreed that these are emailed to all Councillors as received.
- 15/104.12 Mh-p website Analytical Report April 2015 received.

## **Late Correspondence:**

Essex County Council – Saver Tickets are increasing from Sunday 14<sup>th</sup> June 2015.  
Essex County Council – Statement of Community Involvement – Update 2015 (draft). Public Consultation from 14 May 2015 to 25<sup>th</sup> June 2105. This can be viewed at [www.essex.gov.uk/SCI](http://www.essex.gov.uk/SCI)

## **15/105. Financial Accounts:**

- 15/105.1 To receive the Clerk's Report indicating receipts and payments requiring approval. These were approved and signed – see appendix A.
- 15/105.2 Grass Cutting Tender Award – Tender forms were opened, discussed and awarded.  
Tender One – some areas of this are still to be clarified.  
Tender Two, Verge Cutting – This was awarded to Paul Chinery  
Tender Tree, Toppesfield Churchyard – This was awarded to Stuart Hammond
- 15/105.3 Award of Parish Grants to Toppesfield & Gainsford End Allotments of £500 and St Margaret's Church PCC of £500. This was discussed and agreed and to be paid in the June payments.
- 15/105.4 Quote for removal of vegetation to the right of the changing rooms in Toppesfield Playing Field – to be re-visited once scope of works revised.
- 15/105.5 Quote for repair of village sign – The quotes were opened & read and it was agreed to award the job to Stuart Hammond.

15/105.6 Update on progress of purchase of a piece of land behind The Green Man, Toppesfield – Councillor Bull reported that the piece of land is just under an acre and the District Valuation Office will be coming out to survey the land next week.

15/105.7 Street Cleaning Agreement 2015/2016 – this was signed by the Chairman.

15/105.8 Annual Return – The accounts were accepted and signed and the Annual return form was signed by the Chairman.

#### **15/106. Planning:**

15/106.1

Ref No:	Location:	Description:	Comments By:
15/00507/FUL	The Green Man Church Lane Toppesfield	Application for the removal of condition no. 3 relating to approved application 14/01350/FUL - Alterations and extension and conversion of outbuilding	27th May 2015

No objections were made to this application.

15/106.2 Planning Policy - Councillor Dyson to report

Councillor Dyson suggested that a planning policy for the Parish Council is established – suggestions were made but it was agreed to hold this over to the next meeting as all Councillors will be present.

#### **15/107. Playing Fields:**

Discussion and proposal to permanently remove goal posts from the Toppesfield Playing Fields and potential relocation of one to Gainsford End Playing Field. It was agreed to hold this over to the next meeting for discussion/decision by all Councillors.

#### **15/108. Transport / Highways Issues:**

No issues were raised. Kaaren Berry reported that the pot hole along Church Lane have been filled in by Essex County Council.

#### **15/109. Village Hall Update report:**

The village hall committee have held their AGM and the new committee has been elected.

#### **15/110. WWI Commemoration Project:**

The Parish Council has paid for the trees at a cost of £1,944.00, including ties and stakes.

The trees are due to be delivered on 9<sup>th</sup> June and will be stored at the allotments until planting in October. Rob Sullivan is organising a small group to prepare a trench for the trees to be kept. Rob Sullivan and Alan Collard are looking for sites for the trees and there will be an article in the next newsletter asking for suggestions.

#### **15/111. Welcome Points of the Village:**

Proposal on improvements to 'Welcome' points to the Community, including Notice Board changes and Village Sign changes at Camoise Corner.

It was agreed to seek quotes for repainting the Village Gates – Councillor Bull to seek a quote for this.

The noticeboard at Camoise Close was discussed and it was also proposed by Councillor Dyson to replace the existing noticeboard with the one that was purchased last year. Councillor Bull seconded the proposal. Kaaren Berry to seek a quote for the work.

#### **15/112. Parish Surgery:**

The next parish surgery will be held on 6<sup>th</sup> June 2015 from 10.30am – 12.30pm in the village hall. The Councillor in attendance will be confirmed at the next Parish Council meeting.

**15/113. Any Other Business:**

*To discuss any other business / items for the next agenda*

Birdbrook were to hold the next Network 5 meeting until mid-September onwards – it was agreed by those present that Toppesfield would offer to host the meeting in July.

**15/114. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 4<sup>th</sup> June 2015 at 8pm at Toppesfield Village Hall

**15/115. Close**

The meeting was closed at 10.30pm

**Action Summary:**

**Councillor Dyson and Kaaren Berry to look into the Public Works Loan Board guidance and procedures.**

**Councillor Bull to seek a quote for repainting the Village Gates.**

**Kaaren Berry to seek a quote for the removal of the existing noticeboard at Camoise Close and the installation of the new noticeboard in its place.**

## Appendix A

Accounts –14th May 2015					
			£		£
National Savings Deposit Account:					
Balance as at 1st January 2015			2559.74		
Community Account					
statement	Balance as at 30th April 2015				<u>£33,937.86</u>
Subtotal:			£2,559.74		
All previous issued cheques cashed balance should be					<u>£26,016.86</u>
Income Received (included in above figure)					£7,901.00
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
13.04.15	Kings & Co - English Elms		101579	£1,944.00	£0.00
30.04.15	K. Berry - April wages		101580	£223.20	£0.00
01.04.15	EALC - Affiliation fees		101581	£153.94	£0.00
09.04.15	Zurich Municipal - Insurance		101582	£379.31	£0.00
06.05.15	CommuniCorp - Clerks & Councils direct subscription		101583	£12.00	£0.00
13.04.15	Stuart Hammond - vegetation works behind the changing rooms		101584	£580.00	£0.00
11.05.15	B. Sheldrake - Hanging Baskets on the Pumphouse		101585	£56.00	£0.00
22.04.15	mh-p - Website updating plan 22/05/2015 - 21/05/2016		101586	£516.00	£0.00
12.05.15	K Berry - APM expenses, postage & stationery		101587	£54.99	£0.00
				<u>£3,919.44</u>	
19.04.15	Bank Charges will be deducted on 5th May 2015			£10.00	£0.00
Balance			<u>£2,559.74</u>	<u>£29,988.42</u>	
Last bank statement received up to 30th April 2015					