



Toppesfield Parish Council



Minutes of the Meeting held on Thursday 3rd April 2014 At The Village Hall, Toppesfield at 8.00pm

14/58. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Peter Moore - Chairman
Councillor Andrew Bull – Vice Chairman
Councillor Alan Collard
Councillor David Bagnall
Councillor Clare Thompson
Councillor Sally Croft

Also in attendance:

Kaaren Berry – Clerk to the Parish Council
3 members of the public was present

Apologies were received from

Councillor Shaun Sheldrake

14/59. Declaration of Members Interest on Agenda items:

Councillor Moore declared an Interest in Agenda point 14/67.3.

14/60. Open Session for members of the Parish to address the Parish Council:

A request for Dog waste Bins along the footpath to the allotments was made by a parishioner – point of location for the bin to be provided to Kaaren Berry. Kaaren Berry to contact Braintree District Council to ask if they would empty the bin.

Following the interim audit report Ray Papworth asked the parish council a few further questions – the issues raised were discussed and further work is to be carried out by Kaaren Berry on the issues raised.

14/61. Minutes of the last meeting:

The minutes of the meeting held on the 6th March 2014 were approved and signed by the chair as being an accurate record of the meeting.

14/62. Matters Arising:

There were no matters arising.

14/63. Actions from previous meeting:

- 14/63.1 Kaaren Berry to make enquires regarding the position of the replacement tree along The Causeway. The re-planting of a tree is still in hand and a sapling is being sort.
- 14/63.2 Andrew Bull to copy/resize grass cutting map with Paul Clark – this is still at the printers.
- 14/63.3 Kaaren Berry to look for positive no pooing signage in relation to dog fouling – it was agreed to purchase 3 signs.
- 14/63.4 Kaaren Berry to write to BDC re the Site Allocation and Development Management Plan – letter was written and sent to Braintree District Council.

- 14/63.5 Councillor Sheldrake to speak to RCCE re disaster plans – no progress available.
- 14/63.6 Councillor Bull to contact Braintree District Council regarding equipment for a litter pick – Braintree District Council are supplying the equipment and will collect the collect rubbish on the 7th April. Councillor Bull to re-advertise the litter pick on Facebook.
- 14/63.7 Kaaren Berry to contact the insurance company regarding insurance cover for a litter pick – the litter pick on the 5th April 2014 will be covered under the public liability insurance the parish council already have in place.
- 14/63.8 Councillor Croft to speak to the P3 officer and progress a walking pathway map – this is to be progressed once the footpath diversions have been passed by Braintree District Council.

14/64. Leisure and Recreation Group:

Discussions are still being held with Braintree District Council regarding the plans for the pavilion on the Toppesfield playing field. Braintree District Council have begun the grass cutting of the play areas. The LARG group are looking at ways to make the entrance to the playing field safer and more attractive.

14/65. War Memorial:

A design for the works has been drawn up by James Blackie and this will be going out to tender shortly. The Community Shop will be donating £380 towards the project and Reptile Dysfunction have donated £250 towards the works.

14/66. Financial Accounts:

- 14/66.1 To receive the Clerk's Report indicating receipts and payments requiring approval – these were approved and signed, appendix A. Newsletter advertising costs to be reviewed at the next parish council meeting.
- 14/66.2 Letter from Barclays – further information was requested form completed for returning.
- 14/66.2 Street Cleaning Agreement – it was agreed to continue with this scheme and the agreement was signed.
- 14/66.3 Anglian Water – a credit bill has been received as the meter has been read. The amounts of previous bills to be provided at the next parish council meeting so a contribution from the allotment committee can be agreed.
- 14/66.4 Instructing Accountant to finalize accounts – it was agreed that Karen Baker be asked to finalize the end of year accounts for the year 2013/2014.
- 14/66.5 RoSPA report due May 2014 – it was agreed to instruct RoSPA to carried out the inspections of the play areas again this year.

14/67. Transport / Highways Issues:

- 14/67.1 Update on The Causeway project – a footfall camera was placed along The Causeway. Kaaren Berry to write to Essex County Council to express disappointment that the cameras were only there for 6 hours and therefore not an indicative report of pedestrian footfall along The Causeway.
- 14/67.2 Diversion of Footpath 2 & 46 Reference: ESH/PI/DMS/APR/12.135/377 – no comments were made.
- 14/67.3 Diversion of Footpath 8 Reference: ESH/PI/DMS/APR/12.135/376 – no comments were made.
- 14/67.4 The Causeway – land ownership progress. Enquires have shown the Greenfields own part of the land and they are contacting Essex County Council regarding some areas. Greenfields are looking at state of the road surface outside the houses. Kaaren Berry to monitor progress.

14/68. Village Hall Update report:

No report was available.

14/69. Disaster Planning:

No report was available.

14/70. Parish Litter Pick:

This will be held on Saturday 5th April from 10am – 1pm. Braintree District Council will deliver the equipment on Friday 4th and collect the rubbish on Monday 7th April. Councillor Collard has carried out and drawn up a risk assessment, produced notes for volunteers and split the parish into areas for volunteers to cover. Councillor Croft agreed to supply refreshments for the volunteers after the litter pick. Mr Mortlock will drop volunteers off at the start points and collect the filled bags.

14/71. Parish Surgeries

The next surgery is to be held on 12th April and Councillor Bull will be in attendance. The surgery will be held in the Village Hall from 10.30am – 12.30pm to coincide with the village market.

14/72. Network 5

An update was given by Councillor Bull and Councillor Collard. It was suggested that Councillor Finch and Councillor Bolton are invited to the Annual Parish Meeting on the 1st May 2014.

14/73. Correspondence:

- 14/73.1 SLCC – Clerks Magazine March 2014 issue received.
- 14/73.2 E.on – Changes to their Terms & Conditions received.
- 14/73.3 HMRC – Information on paying PAYE electronically received.
- 14/73.4 PKFLITTLEJOHN – Annual Return received for completion.
- 14/73.5 Essex Heritage News
- 14/73.6 Glasdon trade brochure received.
- 14/73.7 CRPE – increase in membership fees & Save our Countryside Campaign – membership rising to £38 per year. Posters about the Countryside campaign to be put up.
- 14/73.8 EALC – training for Councillors – information received on the Short courses they offer – dates to be looked at for a training session.
- 14/73.9 Essex County Council - Essex Replacement Minerals Local Plan, Notification of Proposed Main Modifications, Public consultation from 13 March to 24 April 2014.

Late Correspondence:

Mh-p website Analytical report for March 2014 has been received
Countryside Voice
Invitation to the Village Hall AGM on the 29th April 2014.

14/74. Any Other Business

To discuss any other business / items for the next agenda

Councillor Croft has been asked by a parishioner if County Broadband could be promoted more in the Newsletter. Councillor Bull to follow this up.
Councillor Croft suggested that a village event chalk board be purchased and place at the pump to remind people about upcoming events. It was agreed that Councillor Croft to look at prices of chalk boards.
The clerks salary to be reviewed at the next parish council meeting – Councillor Moore to look into pay scales.
Risk Assessments for the parish council – Kaaren Berry to look into.

14/75. Date of the next meeting, Annual Parish Meeting and Annual Parish Council Meeting

The next Parish Council Meeting will be The Annual Parish Meeting on 1st May 2014 and the Annual Parish Council Meeting on the 8th May 2014.

14/76. Close

The meeting was closed at 9.55pm

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Chairman

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Date

Action Summary:

- Kaaren Berry to contact Braintree District Council to ask if they would collect from a Dog Waste Bin if one was located along the footpath to the allotments.**
- Kaaren Berry to progress items from the internal interim report.**
- Kaaren Berry to purchase three no dog fouling signs.**
- Kaaren Berry to supply amounts of all Anglian Water bills for the allotments for the next meeting.**
- Kaaren Berry to contact Karen baker regarding the end of year accounts.**
- Kaaren Berry to contact RoSPA regarding the safety inspection reports.**
- Councillor Croft to research chalk board sign prices.**
- Councillor Moore to look at pay scale structures.**
- Kaaren Berry to look at risk assessments for the parish council.**

Appendix A

Accounts – 3rd April 2014

	£	£
National Savings Deposit Account:		
Balance as at 1st January 2014	2540.68	
Community Account		
Statement Balance as at 31 st March 2014		<u>23740.90</u>
Subtotal:	2540.68	23740.90
All previous issued cheques cashed balance should be		<u><u>23722.90</u></u>
Income Received (Included in the above figure)		
Toppesfield Community Shop - Donation for LARG Group		600.00
Newsletter Advertising		50.00
Reptile Dysfunction - Donation for War Memorial Project		250.00
Payments to be approved:		
Chq No:		
101505 RCCE – Membership		48.00
101506 Eon – Changing Rooms		24.38
101504 K. Berry March wages		<u>198.47</u>
		270.85
Bank Charges will be deducted on 4th April 2014		5.00
Balance	<u>2540.68</u>	<u><u>23447.05</u></u>

Last bank statement received up to 31st March 2014.