



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 2nd April 2015 At The Village Hall, Toppesfield at 8.00pm

15/63. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Alan Collard – Vice chairman
Councillor David Bagnall
Councillor Gill Page
Councillor Shaun Sheldrake

Also in attendance:

Kaaren Berry – Clerk to the Parish Council
11 members of the public

Apologies were received from:

Councillor Sally Croft

15/64. Declaration of Members Interest on Agenda items:

No declaration of members interests were made at this point.

15/65. Open Session for members of the Parish to address the Parish Council:

A representative from the LARG reported that they have had a meeting with the RCCE regarding projects and grant funding. It was asked if the Parish Council support a request to pay £48 to the RCCE on their behalf in order for the RCCE to help with grant applications for projects on the playing fields and could this be placed on the agenda at the next Parish Council meeting. It was also mentioned that the LARG group will be holding a public meeting for residents to give their views/suggestions when a plan has been drawn up.

A member of the parish said that their company would support this for the next 3 years – details were given to the clerk.

Questions were raised about Section 106 monies and if funds were available. Councillor Bull reported that monies have been allotted to the works on the pavilion project in Toppesfield Playing Field.

Paul Belton introduced himself as a Planning Consultant for Mr & Mrs Clark He reported that they are looking at possible development sites along The Causeway and Park Lane in Toppesfield. Paul Belton mentioned that previous schemes have raised concerns and they have registered two sites with Braintree District Council following their call for sites. They have re-appraised what could be delivered and possible ideas are 1) Continue the ribbon development along Park Lane. 2) Remove the farm buildings along Park Lane and redevelop and 3) along The Causeway have a smaller version of the previous plan for dwellings. Paul stated they are looking at how to engage with the Parish Council and find a way forward. A public meeting/drop in session will be arranged to seek public opinion when more information is available and strategies are in place. This will be presented to the Parish Council first and Paul Belton would like to know from the Parish Council what the need for property is and the size of properties required.

It was reported that Church Lane and the ditch along the new road is filling up with used Dog Waste Bags.

15/66. Minutes of the last meeting:

The minutes of the Parish Council meeting held on the 5th March 2015 were approved and signed by the chair as being an accurate record of the meeting after the spelling of Moira's name was corrected.

15/67. Matters Arising:

Community Speed Watch – three people attended the Training for Toppesfield. A site needs to be approved by Braintree Police before this can be progressed.

15/68. Actions from previous meeting:

- 15/68.1 Councillor Bull to confirm new start date of bus service 333 – this is due to start in early May 2015.
- 15/68.2 Councillor Bull and Kaaren Berry to complete the Parish Open Space and Recreational Facilities Consultation – this is still to be completed.
- 15/68.3 Councillor Bull to contact mh-p regarding the 5 year commitment needed for the website makeover Proposal – Councillor Bull confirmed that the Parish Council will not commit to 5 years at present.
- 15/68.4 Councillor Bull to devise a cover letter for grass cutting tenders – Councillor Bull has approved tenders to be sent out. The Church have asked a local resident to do the first cut the grass in the Churchyard.

15/69. Correspondence:

- 15/69.1 Braintree & Bocking Civic Society – Grant Funding Available towards heritage projects – further information available on their website www.bbcivsoc.org.uk
- 15/69.2 Campaign to find the UK's lost playing fields .
- 15/69.3 Braintree District Council – Choice Based Lettings Breakfast Briefing – Tuesday 7th April 2015.
- 15/69.4 EALC – Legal update received – circulated to all Councillors prior to the meeting.
- 15/69.5 BT Adopt a telephone box – information on how to adopt a telephone box received.
- 15/69.6 Essex Playing Fields Association Magazine – Spring Edition received. Councillor Bull has taken to read.
- 15/69.7 E.on – confirmation of renewal of supply to The Changing Rooms on Toppesfield Playing Field.
- 15/69.8 Clerk & Councils Direct magazine – March issue received.
- 15/69.9 SLCC – The Clerk Magazine – March issue received.
- 15/69.10 PKF Littlejohn LLP – Annual return paperwork received.
- 15/69.11 Essex County Council – Superfast Essex programme update.
- 15/69.12 Braintree District Council – Notice of Elections – Displayed on parish noticeboards.

Late Correspondence:

- Mh-p – Web Analytics report – March 2015 received.
- Neighbourhood Watch – AGM is to be held on 30th April 2015 and the Summer Newsletter received.
- Countryside Voice – Spring Issue Received.
- BALC – AGM is being held on 22 June 2015, 7.30pm at Braintree District Council.
- David Finch has arranged a meeting with Nick Alston, Police and Crime Commissioner for the 26th June 2015 at the reading rooms in Great Yeldham.
- Braintree Citizens Advice Bureau is moving to 17 Coggeshall Road, Braintree, CM7 9DB on the 20th April 2015.

15/70. Financial Accounts:

- 15/70.1 To receive the Clerk's Report indicating receipts and payments requiring approval. These were approved and signed.
- 15/70.2 Grass Cutting Tender – tenders are to be sent back by 13 May 2015 for consideration on the 14th May.
- 15/70.3 Quote for removal of vegetation to the right of the changing rooms in Toppesfield Playing Field. Only one quote was received – it was therefore agreed to award this contract the Stuart Hammond.
- 15/70.4 Quote for repair of village sign – 2 tenders received however these need to be revisited to match the quotes.
- 15/70.5 Proposal to reserves to be agreed on accrual for projects: Playing Fields £10,000, World War 1 Commemorations £5,000 and Purchase of Land behind TGM £10,000. This was discussed and monies Amount for the purchase of the Land Behind The Green Man was agreed to be reduced to £7500. Councillor Page proposed that the monies are reserved for the above project is accepted and Councillor Collard seconded the proposal.
- 15/70.6 RoSPA – Annual Play area safety inspection due in May 2015.

15/71. Planning:

Ref No:	Location:	Description:	Comments By:
15/00347/LBC	Hoses Farm, Carters Hill Toppesfield Essex CO9 4LZ	Construction of new entrance steps, internal partitions for fire escape, moving a door on the south elevation, construction of fireproof partition in adjoining stable building, installation of disabled access provisions.	16 th April 2015
15/00240/FUL	Bradfields, Harrow Hill Toppesfield CO9 4LX	Display of 108 no. panel domestic solar array.	30 th April 2105

No comments were made regarding either of the above applications.

15/72. Internal Practices and management for the Parish Council

Nothing to report at this time.

15/73. Report from the Playing Fields Group:

Councillor Bull reported that he has stepped down from this group. Paul Thompson, Rob Stafford-Baker and Nick Hasler are keen to continue and progress with projects on the playing fields.

15/74. Defibrillator Machines:

Councillor Sheldrake is looking at progress the securement of two defibrillator machines.

15/75. Transport / Highways Issues:

No issues were raised.

15/76. Village Hall Update report:

Nothing to report but the village hall committee are looking for more volunteers as numbers are dwindling.

15/77. WWI Commemoration Project:

Councillor Collard confirmed that Kings have the 20 native elms available. It is hoped to have them planted ready for Remembrance Sunday. Rob Sullivan has agreed to help with the project. It was agreed that the trees should be purchased.

The cost of renewing the lettering on the war memorial is still to be confirmed.

15/78. Field Behind the Green Man:

The Parish Council have been asked if they would like to purchase a piece of land running from behind the houses up to the boundary of the land which has already been purchased. This piece runs behind The Green Man and the village hall. The asking price is £7500. Councillor Page proposed the Parish Council purchase the land and Councillor Collard seconded the proposal. It was however agreed that this would be subject to advice from the District Valuation Officer.

15/79. Toppesfield Community Pub planned renovation of Green Man:

The plans for this are moving forward and Power to Change Trust will be approached for funding. Councillor Collard asked if the new Parish Council would consider applying for a loan from the Public Works Loan Board for a loan for Toppesfield Community Pub to use.

15/80. Pumphouse Community Brewery Update:

Planning permission for the brewery has been sought and at present beer will not be sold to other pubs or independent customers. The share issue will be closing shortly. A £10,000 grant from Mii Community has been received. The brewing equipment is now stored within the parish and local tradesmen will hopefully be starting work shortly to fit out the brewery and repaint the barn doors.

15/81. Network 5:

The next Network 5 meeting is Tuesday 14th April 2015 at 7.30pm. Councillor Bull and Councillor Bagnall stated they will be attending. Items to be submitted for the agenda from Toppesfield are: Development Plans, Village Halls and Playing Fields.

15/82. Parish Surgery:

The next parish surgery will be held on 4th April 2015 from 10.30am – 12.30pm in the village hall. Councillor Bagnall will be in attendance.

15/83. Any Other Business:

To discuss any other business / items for the next agenda

Councillor Bull to look into quotes for the Gainsford End Pump and bring to the next meeting. Road signs are in need of attention around the parish.

Councillor Bull thanked Councillor Shaun Sheldrake for his 12 years' service on the Parish Council.

It was also noted that the new Parish Council need to elect representatives for the Charities, Village Hall, Tree Warden, Communications, Village Plan and Allotments.

15/84. Dates of the next meeting, the Annual Parish Meeting and the Annual Parish Council Meeting.

The next Parish Council Meeting is scheduled for 14 May 2015 at 8pm at Toppesfield Village Hall, this will be the Annual Parish Council Meeting with the Annual Parish Meeting being held on 30th April 2015 at 7.30pm.

15/85. Close

Meeting was closed at 10.15pm

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Chairman

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Date

Action Summary:

Councillor Bull to seek quotes for the repair of the Gainsford End Pump.

Appendix A

Accounts –2nd April 2015		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2015		2559.74		
Community Account				
Online	Balance as at 31st March 2015		<u>£26,326.58</u>	
Subtotal:		£2,559.74		
All previous issued cheques cashed balance should be			<u>£26,273.58</u>	
Income Received			£0.00	
Payments to be approved:				
Date of invoice		Chq No:		Unrecoverable VAT
02.03.15	Mh-p - Recompress & Upload Newsletter	101577	£18.00	£0.00
14.03.15	E.on - Electricity Supply to The Changing Rooms	101578	£25.52	£0.00
31.03.15	K. Berry - March wages	101576	£223.20	£0.00
			<u>£266.72</u>	
19.03.15	Bank Charges will be deducted on 8th April 2015		£5.00	
Balance		<u>£2,559.74</u>	<u>£26,001.86</u>	
Last bank statement received up to 28th February 2015.				