



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 6<sup>th</sup> August 2015 At The Village Hall, Toppesfield at 8.00pm

### 15/161. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull - Chairman  
Councillor Dave Dyson – Vice Chairman  
Councillor Linda Bowen  
Councillor Mike James  
Councillor Alan Preston  
Councillor Paul Thompson

#### Also in attendance:

1 Members of the public  
Richard Van Dulken – District Councillor  
Kaaren Berry – Clerk to the Parish Council

#### Apologies were received from:

Councillor Andrea Chinery

### 15/162. Declaration of Members' interests in agenda items:

No declaration of members interests were made at this point.

### 15/163. Open Session – *opportunity for members of the Parish to address the Parish Council.*

Concerns were raised about the land at the end of the existing properties in Park Lane as people have been looking at the land and appear to be making notes. Councillor Bull confirmed nothing has been received by the Parish Council at present regarding building or planning permissions for additional properties in Park Lane.

Richard Van Dulken introduced himself to those present and reported that he will be having a meeting with some Councillors to talk about the Parish Councils ongoing projects. This meeting will be held on 12 August 2015 at 8pm at the Village Hall and is open to all councillors. He also reported that the first phase of properties has been granted for the Hunnables Estate in Great Yeldham.

### 15/164. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 2<sup>nd</sup> July 2015 were approved and signed as correct.

### 15/165. Matters Arising from last meeting - not dealt with below

Kaaren Berry to follow up on the position of the defibrillators with Martin Render.

The pole of the Dog Waste bin near 18 The Street has been replaced. Anglian Water has also replaced a missing stop tap cover on the corner of Park Lane.

### 15/166. Actions from previous meeting:

15/166.1 Councillor Dyson to contact Braintree District Council re the Call for Sites Programme – Councillor Bull reported that 5 sites – 2 in Gainsford End and 3 in Toppesfield have been put forward on the Braintree District Call for Sites. A public consultation is scheduled by Braintree District Council to be held early next year. Councillor Bull confirmed that the Parish Council will be holding their own public meeting nearer the time.

15/166.2 Kaaren Berry to contact Highways re the recent assessment teams visit and check if the driveway

along Park Lane was reported – the vehicle assessment team were around the parish on 6<sup>th</sup> June but no problems were reported along Park Lane. The problem with the driveway has been re-reported to Essex County Council and this has been inspected and it is not Essex Highways responsibility.

- 15/166.3 Councillor Bull to complete and send the nomination form for the Buckingham Palace Garden Party. Councillor Bull has completed this and will forward a copy to Kaaren Berry.
- 15/166.4 Councillor Dyson to look further into the Public Works Loan Board guidance and procedures. Councillor Dyson confirmed that the forms are not very specific and it is a weighty document. Consultations with the public and public meetings need to be held to resolve the proposal of seeking funding. Work must be started within 12 months of any loans given and there are several ways of paying the loan back. It was suggested that the Parish Council consult with the EALC to see if the Parish Council would be able to get a loan for help towards The Green Man. Councillor Thompson proposed that Councillor Dyson consult with the EALC and Councillor James seconded the proposal.
- 15/166.5 Councillor Bull to seek a quote for repainting the Village Gates – the work has been carried out.
- 15/166.6 Kaaren Berry to follow up on fit For Sport / Fusion hosting an activity day at the Village Hall – An activity day was held on the 6<sup>th</sup> August 2015 and 26 children attended. A thank you was received from a parent to the Parish Council for subsidising the event.
- 15/166.7 Kaaren Berry to query the bill for EALC again – enquires made but no response yet.
- 15/166.8 Kaaren Berry to speak to the market organisers re running boot sales or tombola's alongside the village markets to help raise funds for projects. No objections were raised to this but help with organising / advertising would be needed.
- 15/166.9 Kaaren Berry to forward the RoSPA report to Councillor Thompson for consideration – this was forward to Councillor Thompson who reported no problems but it is recommended the 'Toilet' block is removed. This will be monitored and vegetation growth near the area will be cut back.
- 15/166.10 Councillor Bull to find out the cost of an extra page to the Parish Council website for a list of local tradesmen and business's. Councillor Bull reported there would be no charge for this.
- 15/166.11 Councillor Bull to contact Alan Collard about the memorial saplings. There appears to have been a breakdown in communication but a group of people are looking after the trees now.

#### **15/167 Internal Practices and management for the Parish Council:**

- 15/167.1 Consideration of and proposal to adopt the Policy on Travel Expenses for Parish Councillors. This was previously circulated to all Councillors and was adopted at the meeting as signed by Councillor Bull.
- 15/167.2 Feedback from the previous Parish Surgery – it was reported that the hedge just past the Mission Hall in Gainsford End is becoming a problem for road users. This has been reported to Highways – reference number 2412039.

#### **15/168. Correspondence Received:**

- 15/168.1 Braintree District Council – Planning Application no 15/00507/Ful – variation of condition no 3 has been granted.
- 15/168.2 Coggeshall Food & Drink festival – posters received for display.
- 15/168.3 Letter confirming a donation to LARG from a parishioner.
- 15/168.4 J Parker – wholesale catalogue received. Councillor Thompson reported that more bulbs have been Donated this year for planting around the village.
- 15/168.5 SLCC – Clerk Magazine – July edition received.
- 15/168.6 Braintree District Council – Age UK - Staying Cool in a heatwave booklets – Councillor Preston will distribute these.
- 15/168.7 Braintree District Council – Broadband Business Guide from Superfast Essex received. Copies were given out and will also be placed in the Toppesfield Stores and The Green Man.
- 15/168.8 EALC – Legal Update 7 received, this was circulated to Councillors.
- 15/168.9 Halstead Area crime Prevention Panel – invitation for new panel members. Contact Kaaren Berry if you are interested in joining.
- 15/168.10 BDVSA – July newsletter – detailing funding opportunities, volunteering matters, training and Local news and events – this was circulated to Councillors.
- 15/168.11 Braintree District Council – Local Plan information – more information and timetable can be found at: [https://www.braintree.gov.uk/info/200230/planning\\_policy/701/new\\_local\\_plan/2](https://www.braintree.gov.uk/info/200230/planning_policy/701/new_local_plan/2) and [http://www.braintree.gov.uk/info/200230/local\\_development\\_framework\\_and\\_planning\\_policy/701/new\\_local\\_plan](http://www.braintree.gov.uk/info/200230/local_development_framework_and_planning_policy/701/new_local_plan)
- 15/168.12 EALC – County Update No 129 received.

15/168.13 Essex County Council – Bus and Passenger Transport consultation findings and information on Area Review meeting and presentations can be viewed at [www.essex.gov.uk/busreview](http://www.essex.gov.uk/busreview)

It was reported that the 333 is not well supported from Toppesfield but Councillor Bull will ask for statistics of its use from Sible Hedingham Parish Council.

15.168.14 Essex County Council – Notes of the Meeting on 26 June 2015 with Nick Alston were received.

#### **Late Correspondence:**

mh-p website analytical report for July was received.

Countryside Voice – summer edition received – Councillor Thompson took this to read.

Essex Playing Field – summer issue received – Councillor Thompson took this to read.

Local Plan Progress – this will be circulated to all Councillors.

BDVSA – E-bulletin no48 received and forwarded to Councillors.

#### **15/169. Financial Accounts:**

15/169.1 Proposal to accept the charging schedule from Birkett Long to pursue the purchase of a piece of land behind The Green Man PH. This was proposed by Councillor Dyson and Seconded by Councillor Thompson.

15/169.2 Consideration of Parish Grant application from Toppesfield Cricket Club. This was discussed and it was agreed to award a grant of £500. This was proposed by Councillor Thompson and seconded by Councillor Bowen.

15/169.3 To receive the Clerk's Report indicating receipts and payments requiring approval – the payments report was accepted and signed. Proposed by Councillor Dyson and seconded by Councillor James.

15/169.4 Consideration of quote for repainting of the Village Gates – the work has been carried out.

15/169.5 Proposal to set a price for purchasing snow shovels for the winter gritting teams and general use – Councillor Preston reported that the snow shovels are £9.00 each and it was recommended 8 are purchased. It was proposed by Councillor Thompson that 8 snow shovels are purchased costing a total of £72.00 and this was seconded by Councillor James.

#### **15/170. Highways**

15.170.1 Driveways on The Causeway and general state of repair. Councillor Thompson reported that the driveways along The Causeway to the old council houses are in need of repair and a couple of residents have fallen on them. Kaaren Berry to follow up with Essex County Council and Greenfields re all the driveways and the path along The Causeway re repairs.

The driveway along Park Lane which is becoming dangerous for the occupant it is not the responsibility of Essex County Council. This was discussed and Councillor Bull proposed that the Parish Council make a contribution to remedy his access problem up to a value of £500. Kaaren Berry to write to the resident to confirm the Parish Council will make a contribution towards getting the driveway 'top dressed'.

#### **15/172. Planning:**

15/172.1

Application No:	Description:	Location:	Comments By:
15/00853/FUL	Conversion of 1 bay of garage to home office and erection of stables at Unit 3, Berwick Hall Farm	Berwick Hall Farm Park Lane Toppesfield CO9 4DQ	7 <sup>th</sup> August 2015

The above application was discussed and no objections were raised.

#### **15/172.2 Proposal on Engagement and Consultation Strategy for Local Call for Sites Programme**

Councillor Andrew Bull suggested that a public meeting is held regarding this. To take the form of a mini exhibition to be held October showing the proposed sites to gain public feedback and will run alongside an exhibition Leisure and Recreation Group for the public to vote / give suggestions for playing field equipment.

#### **15/173. Parish Plan Portfolio: Ecology & Environment**

15/173.1 Councillor Mike James reported that pot holes near Cust Hall have been identified by white circles. Councillor James also reported that BT wires are now exposed due to erosion at the corner of the Great Yeldham Road due to flooding. Councillor Bull stated that this has been reported each time it floods. Councillor Thompson also stated that the ditch opposite 51 The Causeway needs to be cleared out. Kaaren Berry to find out who owns the ditch. Kaaren Berry to ask for the verges to be cut again.

#### **15/174. Parish Plan Portfolio: Social and Community**

15/174.1 Update from Councillors Dave Dyson and Linda Bowen – Councillor Bowen has been looking into the Neighbourhood watch scheme and Councillor Dyson has contacted Clive Stewart and is looking to organise a meeting to discuss this.

15/174.2 Winter Gritting Team update – Councillor Preston reported that the team is now 8 strong and the health and safety forms and disclaimer forms have been printed ready to issue to all volunteers. Designated gritting area will be created for members of the team.

#### **15/175. Parish Plan Portfolio: Leisure & Recreation**

15/175.1. Update on Changing Rooms Refurbishment – Councillor Thompson stated that work has commenced and is progressing well. Braintree District Council (building regs) will be visiting the site on 7<sup>th</sup> August 2015.

15/175.2 Proposal, Discussion and Vote on Toppesfield & Gainsford End Playing Field Plans – Councillor Thompson proposes that this year a Boules pitch will be established to the right of the changing rooms and the cost will be for 5 bags of limestone chippings and a few sets of boules costing up to £400. The pitch will be a 14 x 3 metres pad. Councillor Thompson proposed this and Councillor Bowen seconded this. Kitchen units and paint have been donated for the inside of the changing rooms. It was also suggested that a plaque of for the old football club are put up to the left of the doors “Toppesfield United” approx. A4 size and costing up to £100. This was proposed by Councillor Dyson and seconded by Councillor James.

Councillor Thompson also reported that Axa insurance has made a donation of £150 to the projects LARG are running and grant applications have been made to various other organisations. An offer play equipment for an enclosed play area has been received from a local contractor and he will install it. This was agreed by those present in principal subject to further details.

Councillor Thompson also reported that a hardstanding area & path way needs to be sorted out so the area can be used in the winter. Approximate costs for this would be £26,000 and hopefully this can be sort through funding.

15/175.3 Local Footpaths Maintenance – Councillor Thompson has spoken to Mr Kettley regarding the maintenance of local footpaths. Once the harvest is in Councillor Thompson and the P3 co-ordinator will talk to Mr Kettley again.

15/175.4 Tombola / Lucky Number Game for funding – Councillor Thompson suggested that the Parish Council run a lottery type game for fund raising. Councillor Bull confirmed that the Parish Council are unable to do this and other ways of fundraising needs to be looked at.

15/175.5 Proposal to purchase replacement nets for 5 A Side Goalposts - Councillor Thompson reported that new nets are needed for the goal posts, and one for a goal post in Gainsford End is needed also that 4 corner posts are purchased. This was proposed by Councillor James and seconded by Councillor Thompson.

#### **15/176. Parish Plan Portfolio: Communications and Transport**

15/176.1 Councillor Bull reported that the newsletter will be out next week. Articles are slow in coming in for the newsletter and how it runs may need addressing as communication trends are changing.

#### **15/177. Parish Plan Portfolio: Economy and Employment**

15/177.1 Councillor Alan Preston reported that he is looking into apprentices and how they can be taken on. He will be talking to local business and the school. More details will follow as this progresses.

#### **15/178. Parish Plan Portfolio: Youth**

15/178.1 Councillor Andrea Chinery sent in the following report:  
This summer holidays I have opened Little Chestnuts pre-school to families with children aged 0-8 years for a morning stay and play session, the first held on Wednesday 5th august and the second to be held on Wednesday 26th August, the sessions run for two hours 10-12 and a £2 fee per family, we

had 8 children at the first session and the children enjoyed meeting up with friends. This is open to families outside of the village and not just those attending pre-school and was advertised through Facebook and the Acorns children's centre.

This week Natalie Murton from the Elizabeth school of dance, held a summer dance school, in the primary school hall, on Monday Tuesday and Wednesday 9.30-1.30 with a performance on the last day, the children had lots of fun making crowns and backdrops for the performance and learning four dances! A second dance school is taking place on the 19th, 20th and 21st of August all children welcome and costs £40 for the three days.

I will be arranging a meeting with the teenagers of the village to discuss more about the area they would like to meet, chat and listen to music, and discuss where they would like this to be in the village, I will arrange this once we return to school as many are on their holidays and busy with friends.

**15/179. Parish Surgery:**

The next Parish Surgery will be held on 8<sup>th</sup> August 2015 from 10.30am – 12.30pm in the Village Hall and Councillor Thompson will be in attendance.

**15/180. Any Other Business:**

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

Kaaren Berry reported that the EALC are not able to carry out their 2 hour training sessions until late October as they are booked up. Dates to be sort.

**15/181. Date of the next meeting:**

The next Parish Council Meeting will be held on the 3<sup>rd</sup> September 2015 at 8pm at Toppesfield Village Hall

**15/182. Close:**

The meeting was closed at 10.20pm.

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Chairman

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Date

**Action Summary:**

**Councillor Bull to forward copy of the Buckingham Palace nomination form to Kaaren Berry.**

**Kaaren Berry to write a letter of thanks for the donation to LARG.**

**Councillor Bull to gain statistics of the use for the 333 bus service.**

**Councillor Preston to organise the purchase of 8 snow shovels.**

**Kaaren Berry to follow up with Essex County Council and Greenfields regarding The Causeway drives and path.**

**Kaaren Berry to write to a Park Lane resident regarding their access problems on their driveway.**

**Kaaren Berry to find out who owns the ditch opposite no 51 The Causeway.**

**Kaaren Berry to ask for the verges to be cut again.**

**Kaaren Berry to seek dates for Councillor training evening.**

## Appendix A

Accounts –6th August 2015				
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National Savings Deposit Account:				
Balance as at 1st January 2015		2559.74		
Community Account				
Statement Balance as at 31 July 2015			<u>£30,694.13</u>	
Subtotal:		£2,559.74		
All previous issued cheques cashed balance should be			<u>£28,191.09</u>	
Income Received (included in above statement figure)				
Essex County Council - Grass Cutting			£1,958.54	
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
01.05.15	Paul Clark Printing - Bus Timetables		101602	28.80
29.06.15	King & Co - Tree compost for memorial trees		101603	25.00
09.07.15	Braintree district Council - Election costs		101604	59.00
14.07.15	Birkett Long - payment on account		101605	£250.00
Jul-15	Toppesfield Cricket Club - grant application		101606	£500.00
Jul-15	CommuniCorp - Clerk & Councils Direct		101607	£12.00
17.07.15	Valuation Office - Land to rear of The Green Man - report		101608	£1,034.64
17.07.15	P Chinery - May verge cutting		101609	£540.00
18.07.15	Toppesfield Village Hall committee - quartley invoices x 2		101610	£577.00
31.07.15	K. Berry - July wages		101601	£242.48
03.08.15	mh-p - Councillor updates and contact form		101611	£36.00
03.08.15	B E Stevensons - Repainting Village Signs		101612	£585.00
				<u>£3,889.92</u>
16.07.15	Bank Charges will be deducted on 3rd August 2015			£10.00
Balance		<u>£2,559.74</u>		<u>£26,249.71</u>
Last bank statement received up to 31st July 2015				