



Toppesfield Parish Council

Minutes of the Parish Council Meeting held on Thursday 2nd August 2018 At The Village Hall, Toppesfield at 7.30pm

18/130. Attendance and Apologies for Absence:

The following Councillors were in attendance:

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

Also, in attendance:

There were 6 members of the public in attendance.
District Councillor Richard van Dulken
Jan Stobart – Rural Community Council of Essex
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Andrea Chinery

18/131. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

18/132. Open Session – opportunity for members of the Parish to address the Parish Council.

Mr Page read out a letter to the Parish Council detailing several questions he had for the Parish Council. The questions raised and responses from the Parish Council were:

- abandoned vehicles in the Park Lane Parish Car Park – are the Parish Council aware there are 3 abandoned vehicles, could a bye law be made to insure all vehicles parked there have current relevant documentation and could a sign be placed re parking time limits. Councillor Preston reported that the car blocking the gates should be removed this week following a conversation with its owner. The other points will be discussed under agenda point 138.7.
- Neighbourhood Plan – could the reasons for not producing a plan be given as it was reported in the October 2017 minutes not to produce one. Councillor Bull stated this was due to financial and other pressures at the time but Jan Stobart is present this evening to talk through the process and all are welcome to stay and listen to this.

- Land owned by the Parish Council – a request for a document detailing all the parish owned land was made and could the Parish Council do something with the common land along Church Lane. Councillor Bull stated that a list of parish owned land can be made and will consider what could be done with any common land.
- Parish Newsletter – is urgently required as not everyone uses or has access to Facebook and a lot of people do not look at the noticeboards.
- Parish Council notice board – could another board be placed near the shop. It was confirmed that a large pinboard will be put in front of the post office for use as a noticeboard.

It was asked if the walking maps are on sale in the village shop - it was confirmed that the maps are arriving at anytime and should be available by the end of the week.

The question of extending the doctors car service to assist vulnerable people to get the to Post Office in Yeldham was raised. Councillor Bull confirmed a letter regarding the opening hours of the Post Office outreach service, the use of the doctor's car service and the need for more shop volunteers was signed off today and will be delivered to household shortly.

The Post Office outreach service will be in Toppesfield Shop on Wednesdays from 10am – 1pm but it needs to be used or its service may be reduced.

It was reported that a quote has been received to supply fibre broadband to Toppesfield has been received – this was for £118,400.00. However, grants / subsidies towards the costs are available - £30,000 for the school, £3000 for business and £500 for residents. A flyer will be issued to all residents to seek people's interest in BT fibre broadband. People will need to sign up to take advantage of the government subsidies. Gainsford End is getting fibre broadband in the next few months. If the contracts are signed it could take up to a year for it to be installed.

District Councillor Richard van Dulken reported the Health Centre in Sible Hedingham is moving forward and a business plan should be ready by November 2018. The Manor Street development in Braintree is also moving ahead. Housing Development Co – is a new department of Braintree District Council and its purpose is to develop pieces of land belonging to Braintree District Council. The District Council are moving forward to create a centre of excellence to facilitate called IConstruct located at the Springwood Industrial Estate – this is to specialize in new ways of construction.

18/133. Minutes of the last Parish Council Meeting

A letter of resignation from Councillor Linda Bowen has been received. Councillor Andrew Bull thanked Councillor Bowen for her work and time on the Parish Council. The vacancy will be advertised to co-opt another councillor.

The minutes of the Parish Council meeting held on 7th July 2018 were approved and signed as correct.

18/134. Matters Arising not on the agenda – for report only

18/135. Jan Stobart – RCCE – Talk re producing a Neighbourhood Plan

Jan Stobart talked through how to prepare and produce a Neighbourhood Plan. It was explained that the Parish Plan is an action plan and the Neighbourhood Plan is a policy

document which runs alongside it. The Neighbourhood Plan is a legal planning document. Government funding is available to help fund the Neighbourhood Plan document.

Jan Stobart suggested a community workshop is run to start with and the RCCE would run this.

18/135.1 Consideration for the Parish Council to produce a Neighbourhood Plan. Discussions were held following the talk from Jan Stobart and Councillor Bull proposed the Parish Council move to produce a Neighbourhood Plan. This was seconded by Councillor Alan Preston and agreed by those present.

18/136. Actions from previous meeting:

18/136.1 Update on purchase of new bench (Thelma Bond) Councillor Bull to purchase and communicate

with Thelma Bond. The bench will be placed under the pump house.

18/136.2 Update on acquisition & installing new litter bin for Toppesfield Playing Field – Councillor Preston

reported the bin has been received and will be installed shortly.

18/136.3 Contact Essex County Council re footpath along Church Lane – this has been reported again –

reference no 2579898 and is awaiting inspection.

18/136.4 Check insurance policy re land behind the Green Man and extra play equipment – The insurance

company confirmed the extra piece of play equipment being purchased (the rocker) will be covered

at no extra charge for the remainder of the year. The land the Parish Council own behind the Green

Man is covered under the Public Liability insurance but the area needs to be maintained and a risk

assessment needs to be completed for the area.

18/136.5 Response to Village Hall Management Committee re their request for £5000 towards a project of

the Parish Councils choice for the village hall. Councillor Andrew Bull to respond to the village hall committee.

18/136.6 Research costs and types of play equipment for older children – Councillor Paul Thompson reported

the costs would be roughly £2500 for a piece of climbing equipment.

However, the children of the

village should be asked what they would like.

18/137. Internal Practices and management for the Parish Council:

18/137.1 NALC – LO1 – Financial assistance to the Church – All councillors have seen the document and will be

discussed under agenda item 18/139.2.

18/137.2 Training – EALC are running a planning training session on 15th September.

18/138. Correspondence Received:

18/138.1 Essex Parish Partnership – Making the Links, EALC Legal and County Updates – circulated to

all Councillors prior to meeting.

18/138.2 RCCE – Invitation to a Community Led Housing Event being held in Ely

on Wednesday 8th

August.2018 received.

18/138.3 Community Heartbeat Trust – request to keep the kiosk which houses the defib is kept clean. 18/138.4 Essex County Council – following last month Superfast Essex events about the Phase 3

broadband rollout planned in the Central North area of Essex which is going to bring

superfast broadband to more than 3,700 homes and businesses. You may have seen

Gigaclear surveying your area already and physical work has now started in some

communities. The entire rollout will be ongoing through to December 2019. The full rollout

schedule is available at: www.gigaclear.com/superfast-essex-rollout-schedule.

18/138.5 Braintree & Uttlesford Community Policing Team - seeking interest to hold a 'Preventing Fraud

how to spot it event'. It was suggested they are invited to a village market.

18/138.6 RCCE – Annual review publication received.

18/138.7 Correspondence received relating to Park Lane Car Park – several pieces of correspondence were

received and discussed. It was agreed to erect a sign in the carpark and notices will be placed on the

windcreens of the cars to state the sign comes into force 28 days after its erection. Councillor

Andrew Bull to organise purchase of sign and place notices on the cars in the carpark.

Late Correspondence

Mhp – Web Analytical Report for July received.

Braintree Foodbank – the summer shopping list in on the parish website.

Highways Highlights publication for July 2018 received and forwarded to all Councillors.

Support for Sight – request for funding. This was discussed and it was agreed not to donate at this time.

Braintree District Council – Park life publication received – article on considerate parking– this is available on the parish website.

Essex County Council – Passenger Transport – dates and venues of upcoming meetings received.

Creative Play – trade brochure received.

Letter from Mr B Page – questions for the Parish Council – discussed in the open session.

Letter of resignation from Councillor Linda Bowen.

18/139. Financial Accounts:

18/139.1 To receive the Clerk's Report indicating receipts and payments requiring approval – the report was received and payments approved. See appendix A.

18/139.2 Grant request for Churchyard grass cutting and general upkeep. This was discussed and Councillor

Andrew Bull will speak to Brian Moody from the PCC regarding the

publication from NALC and will

report back at the next parish council meeting.

18/139.3 Quote for works to the cherry trees along The Causeway – The quote was discussed and Councillor

Paul Thompson to speak to Stuart Hammond and Councillor Mike James to speak

to tree warden Rob Sullivan re the work required to the Cherry trees.

18/140. Highways:

18/140.1 Footpath along Church Lane – Reference no. 2579898 – awaiting inspection by Highways.

18/140.2 Gainsford End pump update – Councillor Alan Preston reported that this is now complete and

installed and good feedback has been received regarding the pump.

The paint for the pavilion has been purchased and Councillor Paul Thompson to enquire if the

community payback team could paint the outside of the pavilion.

18/140.3 Park Lane Car Park – this was discussed under agenda item 138.7.

18/141. Planning:

18/141.1

| Application No: | Description | Address | Action |
|------------------------|---|---|--|
| 18/01052/FUL | Erection of conservatory to rear | 15 Church Lane Toppesfield Essex CO9 4DS | Comments to Braintree District Council by 14 th August 2018 |
| 18/01356/FUL | Erection of front and side extensions and associated internal alterations | Paps, Harrow Hill Toppesfield Essex CO9 4LX | Comments to Braintree District Council by 23 rd August 2018 |

The above two applications were discussed and there were no objections to either application.

18/142. Toppesfield Village Hall

18/142.1 Update from Village Hall Management Committee – report from the village hall committee:

We are waiting for the final date for the cladding and insulation to be installed. This will be done in the preschool summer holiday.

We have now got three comparable quotations for the replacement of the heating system. These are based on a comprehensive specification.

At our last meeting the V H committee were fully updates on the quotations. We discussed ‘next steps’ regarding a funding source. We cannot pay for the project completely from our own funds.

I hope to have a meeting next week with Alan, Andrew and Frances to discuss our intentions in detail and also have the ‘catch up’ requested by Andrew.

Sheila Braithwaite – Chair of the Village Hall Management Committee.

Councillor Dave Dyson asked for an update on his letter regarding keys to the village hall and the parish office – Councillor Andrew Bull will speak to the Chair of the VHMC

regarding this.

18/143 Playing Fields & The Dick Ruggles Pavilion

18/143.1 Update on Playing Fields User Group – this is ongoing.

18/143.2 Update on purchase and installation of new rocker play equipment.

Councillor Paul Thompson

stated this has been ordered and installation will be arranged once received.

18/143.3 Community Payback update on activities carried out/proposed activities.

Councillor Paul Thompson

reported that they have been asked to clear the ditch behind the goal post at the bottom of the

playing field and a general tidy up of the area. The team have not been asked to clear up behind The

Green Man. (quote to clear the area to be retrieved - KB). The works required to the Gainsford End

play area are being looked at by the Community Payback team. Prices for a new swing set for

Gainsford End to be sort.

The concrete blocks at the bottom corner of the playing field are still to be removed – a quote of £100 to remove these has been received by Councillor Bull. It was agreed this be approved to remove the blocks.

18/144 Communications

18/144.1 Update on Communications Plan for the Community – Councillor Andrew Bull reported the next

newsletter will go out in the last week of August and the November/December. Copy needs to be sent Andrew Bull for publication.

18/144.2 Parish Council website review – discussions regarding the website took place.

18/145. Information exchange / Parish Surgery / Items for the next agenda

Parish Surgery – Kaaren Berry will be in attendance.

The Christmas event will take place on 1st December 2018.

Items for the next agenda – review of the Car Park, Cust Hall Bridge, Doctor Car Service and Post Office service.

18/146. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 6th September 2018 at 7.30pm at Toppesfield Village Hall.

18/147. Close

The meeting closed at 10.20pm

Signed:

Dated:

Action Summary:

Councillor Bull to purchase bench and communicate with Thelma Bond.

Councillor Preston to update on installation of new litter bin on the playing field.

Councillor Bull to respond to the village hall management committee re their request for £5000 towards a project of the Parish Councils choice for the village hall.

Councillor Bull to arrange purchase of sign for the Park Lane car park and placing notices for the cars in the car park.

Councillor Bull to speak to Brian Moody re the NALC publication and the grant request from the Church.

Councillor Thompson to speak to Stuart Hammond and Councillor James to speak to tree warden Rob Sullivan re works required to the Cherry Trees along the Causeway.

Councillor Thompson to seek costs for a new swing set at Gainsford End.

Kaaren Berry to retrieve quote for work to clear the area behind the pub.

Appendix A

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|---|---|--|------------------|
| Accounts – 02 August 2018 | | | |
| | | | £ |
| National Savings Deposit Account: | | | |
| Balance as at 1st January 2018 | | | <u>£2,606.67</u> |
| Community Account | | | |
| | Balance as at 31st July 2018 | | |
| Subtotal: | | | <u>£2,606.67</u> |
| All previous issued cheques cashed balance should be | | | |
| Income Received (Included in above balance) | | | |
| 17.07.18 | HMRC - VAT refund | | |
| 27.07.18 | Essex County Council - Grass Cutting contribution 2018/2019 | | |
| Payments to be approved: | | | |
| Date of invoice | | | Chq No |
| 30.06.18 | Toppesfield Village Hall Committee - quartely invoice & meetings | | 101824 |
| 16.07.18 | E.on - electricity supply to The Pavilion - Toppesfield Playing Field | | 101825 |
| 04.07.18 | Kingfisher Direct Ltd - Bin Shop - Litter bin for Toppesfield Playing Field | | 101826 |
| 17.07.18 | B J Hammond - Remove, Rebuild, make new and re-install Gainsford End Pump | | 101827 |
| 23.07.18 | P Chinery - verge cutting inv no 25Q | | 101828 |
| 31.07.18 | K Berry - July wages | | 101823 |
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| Balance | | | <u>£2,606.67</u> |
| Last bank statement received up to 29th June 2018 | | | |