



# Toppesfield Parish Council



## Minutes of the Meeting held on Thursday 1st August 2013 At The Village Hall, Toppesfield at 8.00pm

### 13/138. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Peter Moore - Chairman  
Councillor Andrew Bull – Vice Chairman  
Councillor David Bagnall  
Councillor Clare Thompson  
Councillor Shaun Sheldrake

#### Also in attendance:

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

#### Apologies were received from

Councillor Alan Collard

### 13/139. Declaration of Members Interest on Agenda items:

No declarations of interest were made at this time.

### 13/140. Open Session for members of the Parish to address the Parish Council:

It was reported that a further meeting with Essex County Council regarding the footpath along the New Road has been held and agreed where it should lie. Works are already underway to clear the footpath and markers will be put in place in due course.

The P3 team are meeting with an officer from Essex County Council later this week and will be replacing way markers on a few footpaths in the parish.

The organising of the village show is on track – stalls holders have confirmed attendance, a marquee is being borrowed from Tony at The Green Man and others are supplying their own gazebos'. The show will take place at the village hall and a cricket match will be held at Toppesfield recreational ground and a talent show will be held in the evening.

It was questioned if the five-a-side goal posts have been purchased – Councillor Moore stated this would be discussed later in the meeting.

Concerns were raised about mud on the Great Yeldham Road and that the problems caused last year are not repeated this year. Braintree District Council did come out last year to clear the road and the land owner was asked so ensure this did not happen again. No action can be taken yet but the situation will be monitored this year.

### 13/141. Minutes of the last meeting:

The minutes of the meeting held on 4<sup>th</sup> July 2013 were approved and signed by the vice chair as being an accurate record of the meeting.

### 13/142. Matters Arising from the Minutes:

There were no matters were arising.

### **13/143. Actions from Previous Meeting:**

- 13/143.1 Kaaren Berry to chase up Braintree District Council for hedge cutting quotation – contact has been made but before a quote can be given Braintree District Council will need to do a site visit, date to be arranged.
- 13/143.2 Kaaren Berry to report the pothole along the Yeldham Road to Essex County Council – the pot hole has been reported to Essex Council Council.
- 13/143.3 Kaaren Berry to draft letter for additional information for the progressing of the refurbishment of the changing room. Shaun Sheldrake to review letter. The letter was written, reviewed and sent to those who submitted quotations.
- 13/143.4 Kaaren Berry to approach the Village Warden to attend to the car park area to tidy it up. Kaaren Has spoken to the village warden and the area has been tidied up. It was questioned if a quote had been received for the car park – Peter Moore to contact Belinda Young and Essex County Council re the possibility of selling the car park.
- 13/143.5 Kaaren Berry to contact those interested in the vacant Councillor position. Two people have expressed an interest in the vacant position.
- 13/143.6 Kaaren Berry to look into applying for Tree Preservation Orders (TPO). Kaaren has contacted Braintree District Council and the trees with existing TPO's on them were confirmed and if additional trees are to be considered then a letter/email is required given details of the type of tree, full postal address of tree and detailing reasons for concerns of the tree. It was suggested that if a an application for a TPO was to be considered the landowners should be contacted prior to application. Alan Collard to follow up the current position regarding the hedge at Cust Hall.
- 13/143.7 Kaaren Berry to complete the second for the Land Registry to find ownership of the access road. Form has been completed, sent and unfortunately returned due to an error on the part of the Land registry – the form will be sent back to the Land Registry.

Outstanding actions not listed above:

- 13/125.2 Councillor Moore to contact land owners regarding the clearing of footpaths. No information available. Kaaren Berry to follow up with the landowners.
- 13/125.9 Kaaren Berry to progress the competition entry for the EALC Communication Award. In progress. Application completed and sent off.

### **13/144. Leisure and Recreation Group:**

Letters were sent to contractors asking for additional information and an additional quote. Information was received from one contractor as the others have pulled out. It was agreed to go ahead with the quote for £4570+vat subject to a check with Standing Orders.

Councillor Bull confirmed that goal posts have been ordered and should arrive this weekend – the cost of these was £347+vat – this is being paid out of the monies given to the LARG group by the Shop Committee. The Shop Committee donated £600 to the LARG group for their projects.

### **13/145. Financial Accounts:**

- 13/145.1 To receive the Clerk's Report indicating receipts and payments requiring approval. Payments listed in Appendix A were approved for payment.
- 13/145.2 Budget and Precept Course – 17<sup>th</sup> September 2013. It was agreed to that Kaaren Berry could apply to attend this course.

Kaaren Berry to review the Insurance Policy regarding sub-contractors.

### **13/146. Transport / Highways Issues:**

Councillor Moore to contact Essex County Council regarding the footpath along The Causeway.

### **13/147. Co-option of Casual Vacancy:**

Both applications were considered to be great candidates. Kaaren to contact Braintree District Council to find out if the number of councillors could be extended and both candidates be brought onto the parish council.

### 13/148. Village Hall Update report:

The documents previously mentioned on management and checklists have not yet been received. The table top sale was not well attended. It was suggested that the cream tea and table top sale could have been combined as the two events were fairly close together. Quotes are being gained for rendering the wall by the patio area. The meeting table has been donated to the village hall by the school.

### 13/149. Planning:

Minute No:	Application No:	Description:	Location:	Comments/ objections
13/149.1	13/00778/FUL	Erection of agricultural livestock building used over-winter housing of beef cattle	Toppesfield Hall Great Yeldham Road Toppesfield CO9 4LS	No objections were made regarding this application
13/149.2	13/00822/FUL	Erection of two storey side extension and single storey rear extension	8 Park Lane Toppesfield CO9 4DQ	It was agreed that a provision for off road parking must be shown – no objections were made regarding this application
13.149.3	13/00849/LBC	Amendment to Listed Building Consent 10/01439/LBC relating to revised fenestration details to be implemented as part of consented residential conversion of Unit 2	Berwick Hall Farm Park Lane Toppesfield CO9 4DQ	No objections were made regarding this application

### 13/150. Village Plan:

A report was sent to all councillors prior to the meeting – report attached in appendix B.

Councillor Moore to speak to Essex County Council re point 4E.

It was agreed to advertise for a chair to drive the village plan to the next level and report back to the parish council monthly meetings. It was also suggested that the parish council should have a representative at the meetings.

### 13/151. Parish Surgeries:

The last surgery was held on the 20 July 2013. Liz Bickers attended the surgery to say that she had painted the road signs near her home. It was agreed that Liz has done a great job in painting the signs and that others in the parish now need doing. The next surgery will be on the 24<sup>th</sup> August 2013.

### 13/152. Renewable Energy:

Councillor Sheldrake has arranged a meeting with a representative to see if there is anything that could be considered as a community for local amenities and if there is any financial help available.

Toppesfield is focused on Energy conservation and sustainable development and believe green energy has to play a part in the future of the Village.

Installing environmental systems in small well designed domestic locations would be encouraged by the Parish Council, however these installations can have a serious detrimental visual impact on the character of the village. Therefore domestic wind turbines, solar panels and photovoltaic cells should be carefully sited to reduce their impact on the character of our village.

Larger scale schemes such as solar fields and large wind turbines again could have a serious visual impact on our beautiful village, therefore these developments would have to have serious benefit to the Village and Community to be supported by the Parish Council.

**13/153. Correspondence:**

- 13/153.1 Local Government Boundary Commission – Electoral Review – start of consultation on new ward Boundaries – posters have been put up.
- 13/153.2 Braintree District Council – confirmation received stating that planning application no 13/00268/FUL has been granted. This is for the erection of detached dwelling at Land Adjacent to 1 The Street, Toppesfield.
- 13/153.3 SLCC – Clerk magazine – July Issue received & Booking form for their 39<sup>th</sup> National Conference.
- 13/153.4 Essex County Council - Essex Replacement Minerals Local Plan Submission to the Secretary of State for independent examination
- 13/153.5 County Broadband – response to enquiry about the village show and passwords. They would like to attend the village show and a password would be supplied which can be changed from time to time and they install filters to prevent access to inappropriate material.
- 13/153.6 Braintree District Council Site Allocations and Development Management Plan – Consideration by Council 23<sup>rd</sup> September 2013.
- 13/153.7 Braintree District Council - Changes to Permitted Development. Kaaren to forward to all councillors.
- 13/153.8 Braintree District Council – superfast broadband - looking at way to get better broadband in rural areas.
- 13/153.9 Consultation: Braintree DC - Draft Homelessness Strategy and Review 2013 to 2018.

Late Correspondence:

Braintree District Council – Economic Development Prospectus Consultation in progress.  
Web Site Analytic Report for July received.  
Countryside voice – August issue – Peter Moore took this to read.  
Invite to Saltex National event

**13/154. Any Other Business:**

To discuss any other business / items for the next agenda

It was suggested that emails received should be entered as correspondence.

Agenda for next month – Christmas events.

A Toppesfield finger post was collected from Braintree Police Station – Kaaren asked if anyone know where it came from – it was suggested that it was from the junction near Froyz Hall and Kaaren to seek a quote for refitting it.

**13/155. Date of the next meeting:**

The next meeting of Toppesfield Parish Council will be held on the 5<sup>th</sup> September 2013 at 8pm at Toppesfield Village Hall.

**13/156. Close:**

The meeting was closed at 10.25pm

.....  
Chairman

.....  
Date

**Action Summary:**

**Peter Moore to contact Belinda Young and Essex County Council re the possibility of selling the car park.**

**Alan Collard to follow up the current position regarding the hedge at Cust Hall.**  
**Kaaren Berry to follow up on the clearing of footpaths with landowners.**  
**Kaaren Berry to review the Insurance Policy regarding sub-contractors.**  
**Peter Moore to contact Essex County Council regarding the footpath along The Causeway.**  
**Kaaren Berry to contact Braintree District Council regarding extending the number of councillors.**  
**Councillor Moore to speak to Essex County Council re point 4E.**  
**Kaaren Berry to write a letter of thanks to Liz Bickers.**  
**Kaaren Berry to seek quote for refitting finger post.**

## Appendix A

Accounts – 1st August 2013

	£	£
National Savings Deposit Account:		
Balance as at 31st March 2013	2521.77	
Community Account		
Statement Balance as at 28th June 2013	<u>                    </u>	<u>18701.34</u>
Subtotal:	2521.77	18701.34
All previous issued cheques cashed balance should be		<u><u>18580.89</u></u>
Income Received		0.00
Payments to be approved:		
Chq No:		
101466	Toppesfield Village Hall committee - quarterly invoice	303.50
101467	Paul Clark Printing	270.00
101465	K. Berry July's wages	<u>198.47</u>
		771.97
Bank Charges will be deducted on 5 <sup>th</sup> August 2013		5.00
Balance	<u><u>2521.77</u></u>	<u><u>17803.92</u></u>

Last bank statement received up to 28th June 2013.

## Appendix B

### **Toppesfield Parish Council Meeting to review Village Plan Wednesday 17<sup>th</sup> July, 19:30pm at Green Man**

#### **Present:**

David Bagnall  
Alan Collard  
Kaaren Berry (Clerk)

#### **Apologies**

Peter Moore  
Shaun Sheldrake  
Clare Condie  
Andrew Bull

1. Those present discussed the Village Plan and drew up a set of recommendations for consideration at the next full Parish Council meeting.
2. It was felt that after 12 months there was a very positive story to communicate regarding the recommendations set out in the Village Plan, viz.
  - a. The Leisure & Recreation Group has been established and is in the process of developing a full plan for the recreation grounds in the village. The first action, to transform the shelter and surrounding area is underway with quotes being requested from contractors;
  - b. There is a new broadband provider to the village, County Broadband. The offered service is much faster than the fixed line ADSL offerings previously available. There have been some problems with the speed of the roll-out but this is being addressed;
  - c. There has been a community purchase of the Green Man, which secures that amenity for the parish and also secures under community ownership (Parish Council and TCP) all the land between Church Farm and Post Cottage;
  - d. The 30mph speed limit zone in the village has been created;
  - e. A footpaths group has been established and has joined the ECC Parish Paths Partnership ('P3'). The group is handling issues related to access and is working towards undertaking work on paths and the provision of maps of local walks;
  - f. Under the leadership of Toppesfield Stores there is a series of 'Farmers' Markets' during the summer of 2013;
  - g. A collective purchasing group for heating oil is in place.
3. A summary review covering the actions in 2 above could be included in the next Village Newsletter. We are only 12 months into a 15 year plan and it was felt that the progress thus far has been good and should be communicated.
4. With regard to topics that could be next addressed, the following were thought to be appropriate:
  - a. **Youth Council.** The school has a council and is likely to support the creation of a Village Youth Council. When we seek to achieve Quality Council (or equivalent) status a Youth Council would be a strong positive for us. If successful, the creation of such a group would also act as a conduit for young people to get their views through to the Parish Council. Other parishes and towns

where there is a Youth Council or equivalent also tend to see a greater interest from young people in becoming Parish Councillors when they reach 18. The key thing is to determine how to generate interest from this age group (10-17). There is plenty of guidance on how to set up and run a Youth Council.

- b. **Website.** Consider establishing a website for the whole village and groups within it. Each organisation can have its own page(s) and there could be included information about the village, the services provided by tradesmen in the parish and so on. Consideration should be given to sharing the cost of such a website between the main groups in the village (e.g. PC, Toppesfield Stores, TCP).
  - c. **Transport.** A perennial issue, we should consider establishing a Transport group. We believe that Richard Evers, who worked on the transport input to the plan may be willing to pick this up. A number of areas were highlighted for consideration in the Plan. As the average age in the Parish increases and fuel and motoring costs rise transport will increasingly be an issue for rural communities. Having basic services, as we fortunately do, helps but this needs to be complemented by some views and aspirations on transport.
  - d. **Speed Limit Monitoring.** Satisfaction with achieving the creation of a speed limit within Toppesfield is tempered by the at times flagrant breaking of that limit. We should explore ways of monitoring traffic at certain points in the village.
  - e. **Church Lane 20mph limit.** There was support in the Plan for a possible 20mph limit in Church Lane. Given the concentration of amenities along the road (pub, village hall, shop & post office, church and school) this is clearly a high risk area for accidents. We should look carefully at what residents of Church Lane, the school and parents of school children would like and explore thoroughly what could be done.
  - f. **Highways Monitoring.** After last winter a large number of potholes appeared in and around the village. Perhaps we should consider seeking a (volunteer) monitor of roads in the parish who could co-ordinate approaches to ECC Highways. In addition this could be linked in to organising gritting teams when we have snow and ice.
5. It was felt that consideration should be given by the Parish Council to the establishing of a sub-committee to monitor the progress of implementing the recommendations of the Plan.

AC  
23<sup>rd</sup> July 2013