



# **Toppesfield Parish Council**



## **Minutes of the Parish Council Meeting held on Thursday 4<sup>th</sup> December 2014 At The Village Hall, Toppesfield at 8.00pm**

### **14/248. Attendance and Apologies for Absence:**

#### **The following Councillors were in attendance:**

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

Also in attendance:

Kaaren Berry – Clerk to the Parish Council

No Apologies were received

### **14/249. Requests for and Consideration of Dispensation Requests:**

Three requests for dispensation were received regarding the planning application no 4/01350/FUL. These were discussed and dispensation was granted to those who had requested it.

### **14/250. Declaration of Members Interest on Agenda items:**

All Councillors declared an interest in agenda point 14/260.

### **14/251. Open Session for members of the Parish to address the Parish Council:**

No members of the public were present.

### **14/252. Minutes of the last meeting:**

The minutes of the Parish Council meeting held on the 6<sup>th</sup> November 2014 were approved and signed by the chair as being an accurate record of the meeting.

### **14/253. Matters Arising:**

No matters were arising from the last meeting

### **14/254. Actions from previous meeting:**

- 14/254.1 Kaaren Berry to look into the structure in Camoise Close on the private drive. Essex County Council have confirmed this is a private driveway and the structures do not encroach onto the public highway.
- 14/254.2 Councillor Bull to email all Councillors and clerk with the communications plan – this was emailed to all.
- 14/254.3 Councillor Sheldrake to help with the grass cutting tender documentation – this ongoing. Councillor Croft asked if the Church grounds could also be included in the tender – this was agreed.
- 14/254.4 Councillor Sheldrake to contact BT and confirm that it has been agreed that the phone box in Gainsford End is to remain as a Phone Box – ongoing.
- 14/254.5 Kaaren Berry to register with the ICO for data protection – registration has been completed.

- 14/254.6 Councillor Sheldrake and Kaaren Berry to go through the Draft Emergency Plan – ongoing.
- 14/254.7 Kaaren Berry to forward last year’s budget and precept figures to all Councillors for discussion at the next Parish Council meeting – this was emailed to all.
- 14/254.8 Kaaren Berry to find out who other parish councils use as their internal auditors information received from Ridgewell and Stambourne and Kaaren Berry to follow up. EALC are also in the process of setting up a database of internal auditors.
- 14/254.9 Kaaren Berry to look into a job description for the tree warden position. Job descriptions have been looked at and one for Toppesfield & Gainsford End needs to be prepared. Councillor Page to ask the Tree warden to look at tree around the parish which may need TPO’s put on them. Councillor Page will also speak to another member of the parish to assist the tree warden. Tree warden to report back at the next parish council meeting.
- 14/254.10 Councillor Bull to contact Sible Hedingham Parish Council regarding the New Minibus link to Sudbury. Councillor Bull reported Sible Hedingham Parish Council confirmed that no details are available yet but when they are they will be forwarded to Kaaren Berry.

**14/255. Correspondence:**

- 14/255.1 Braintree District Council - Election Recharges Estimates received.
- 14/255.2 Braintree District Council – Revised Recycling & Refuse Collections over the holiday period – posters have been displayed in notice boards and the shop.
- 14/255.3 Essex County Council – Superfast Broadband update received, information available at [www.superfastessex.org](http://www.superfastessex.org)
- 14/255.4 SLCC – Roadshows and Conferences information and play equipment flyer from HAGS received.
- 14/255.5 SLCC – Clerk Magazine, November issue received.
- 14/255.6 War Memorials Trust, Bulletin Magazine – no 63 issue received and given to Councillor Collard.
- 14/255.7 Braintree District Council – Councillor Vacancy advertised.
- 14/255.8 Anglian Water – Confirmation of change of address for billing received.
- 14/255.9 Braintree District Council – Community Games 2015, grant applications to be made by the 30<sup>th</sup> January 2015.
- 14/255.10 Braintree District Council – Press releases are being received via email.
- 14/255.11 Mrs Clark – Indian Horse Chestnut, a sapling has not been able to be sourced as yet due to a supplier letting Mrs Clark down.

**Late Correspondence:**

- Mhp – Website Analytical Report for November received.
- NALC – 2014 – 2016 National salary award scales received.
- Braintree District Council – Councillor Vacancy – no valid requested were received for the vacancy to be filled by election.
- Mhp – redesign of masthead – this will not be redesigned at present.

**14/256. Financial Accounts:**

- 14/256.1 To receive the Clerk’s Report indicating receipts and payments requiring approval. These were approved and signed, see Appendix A. A payment for the Christmas event expenses was also approved. A brief discussion was held about improving communications / relationships with the school.
- 14/256.2 Budget and project considerations for 2015/2016. Proposed figures were discussed and it was agreed to try to keep the poundage for a band D property the same, therefore keeping the precept level. Further figures need to be obtained before the budget can be agreed.
- 14/256.3 Quotes for installing the new noticeboard. Despite the advert on face book no quotes were received. It was agreed to wait until the brick work on the end of the barn has been completed before the new noticeboard is installed.

**14/257. Internal Practices and management for the Parish Council:**

- 14/257.1 Communications plan for consideration – this has been circulated to all Councillors and agreed. The chalkboards are being used – Councillor Bull has one which is used at the end of The Causeway and the other is located in the Village Hall for use in the centre of the village.
- 14/257.2 Set up Sub Committees for the Parish Council. It was agreed to set up a Development & Finance Committee and a Personnel Committee. Councillor Sheldrake, Councillor Bagnall and

Councillor Croft are heading the Development & Finance Committee and Councillor Bull, Councillor Collard and Councillor Page will head the Personnel committee.

**14/258. 'Greene King Field' - Land for Sale:**

14/258.1 Update of progress – Councillor Croft is to inform those residents who showed an interest in purchasing some of the land behind their properties to contact the vendor directly.

**14/259. Report from the Leisure and Recreation Group:**

14/259.1 Report of update from Section 106 application. No information has been received from Braintree District Council.

14/259.2 RoSPA Inspection Report – the missing part of the report has now been undertaken and the report received. Kaaren Berry to forward to Councillor Bull and Councillor Sheldrake.

**14/260. Planning:**

14/260.1

<b>Application No:</b>	<b>Description:</b>	<b>Location:</b>	<b>Action Required:</b>
4/01350/FUL	Alterations and extension and conversion of outbuilding	The Green Man Church Lane Toppesfield CO9 4DR	Comments to Braintree District Council

The application was discussed and it was agreed that the Parish Council strongly support the application.

**14/261. Transport / Highways Issues:**

14/261.1 Report on any highway issues – the 30mph signs as you enter the village are leaning – Kaaren Berry to report this to Essex County Council.

The finger posts at the pump need to be repainted – it was agreed to ask Mr Stevenson to repaint the sign and the post.

**14/262. Village Hall Update report:**

Councillor Sheldrake to report – nothing to report as no meeting has been held since the last Parish Council meeting.

**14/263. Housing Needs Survey:**

The surveys have nearly all been delivered and a drop-in session will be held on Thursday 11<sup>th</sup> December from 3pm – 7pm at the Village Hall for any concerns to be discussed. Moria Groborz from RCCE will be in attendance along with several Councillors.

**14/264. Winter Planning:**

Councillor Bull will put an article in the next newsletter asking people to check on their neighbours during any adverse weather conditions.

Volunteers list for the gritting team have been put up in the shop and the pub for people to sign up.

**14/265. Councillor to attend next Parish Surgery and report from the last Surgery:**

14/265.1 Report of concerns/points raised at the last Parish Surgery: –

Gainsford End Pump – nearby manhole requires securing and pump needs refurbishing. Councillor Bagnall to follow up.

Gainsford End Road – the hedge opposite Mallows Lane still obscures the line of sight along the road.

Councillor Croft to follow this up with the landowners.

Mallows Lane has been resurfaced to a good standard.

Along Stambourne Road the road has collapsed and has left a relatively deep hole. Kaaren Berry to report this to Essex County Council.

The structures in Camoise Close were raised and it was also asked if the footpath from Camoise Close to the Church could be repaired. The structures are not on Highways property and Essex County Council have reported that the footpath is not an official one and therefore they are not responsible for its upkeep. This has highlighted that a footpath runs from The Street through Camoise Close to the Church and it goes through 3 properties. An official diversion would need to be sorted and gained before Essex County Council would take on any responsibility for it.

14/265.2 Surgery to be held on 6<sup>th</sup> December 2014, 10.30am – 12.30pm at Toppesfield Village Hall. Councillor Bull and Councillor Collard will be in attendance.

**14/266. Any Other Business:**

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

The acquiring of Defibrillator machines – Councillor Sheldrake to provide details at the next Parish Council meeting.

**14/267. Date of the next meeting:**

The next Parish Council Meeting will be the 8<sup>th</sup> January 2015 at 8pm at Toppesfield Village Hall

**14/268. Close**

The meeting was closed at 10.20pm.

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Chairman

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Date

**Action Summary:**

**Councillor Sheldrake to help with the grass cutting tender documentation.**

**Councillor Sheldrake to contact BT and confirm that it has been agreed that the phone box in Gainsford End is to remain as a Phone Box.**

**Councillor Sheldrake and Kaaren Berry to go through the Draft Emergency Plan.**

**Kaaren Berry to follow up on the contact for an internal auditor.**

**Kaaren Berry to prepare a tree warden job description.**

**Councillor Page to ask the Tree warden to look at tree around the parish which may need TPO's put on them.**

**Councillor Page to speak to another member of the parish to assist in the tree warden role.**

**Kaaren Berry to forward the RoSPA report to Councillor Bull and Councillor Sheldrake.**

**Kaaren Berry to report the leaning 30mph signs to Essex County Council.**

**Councillor Bagnall to follow up regarding concerns raised about Gainsford End.**

**Councillor Croft to follow up on the concerns about the hedge opposite Mallows Lane entrance.**

**Kaaren Berry to report to Essex County Council the collapsed road along Stambourne Road.**

