



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 1st February 2018 At The Village Hall, Toppesfield at 7.30pm

### 18/15. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Dave Dyson – Vice chairman  
Councillor Mike James  
Councillor Andrea Chinery  
Councillor Alan Preston

#### Also in attendance:

1 member of the public attended  
Kaaren Berry – Clerk to the Parish Council  
District Councillor Richard van Dulken (Arrived 8.10pm)

#### Apologies were received from:

Councillor Andrew Bull – Chairman  
Councillor Linda Bowen  
Councillor Paul Thompson

### 18/16. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

### 18/17. Open Session – opportunity for members of the Parish to address the Parish Council.

Mr Page attended the open session to discuss the observations made by the Parish Council to the District Council concerning the outline planning application in Park Lane and to report that the application was to be heard by the planning committee on the 13<sup>th</sup> February 2018 but this has been postponed as Braintree District Council will be conducting a further report as a result of a heritage report submitted by himself. The new date for the application to be heard is likely to be the 27<sup>th</sup> February 2018, but this is to be confirmed. Mr Page asked for a definitive opinion if the Parish Council are for or against the application.

Councillor Dave Dyson stated this would be discussed after the open session was closed. As there were no further representations the open session was closed and the outline application was discussed. It was agreed by those present that the Parish Council didn't believe they could endorse the outline planning application in circumstances where the development is outside the village envelope because it could have far wider implications than the development proposed.

### 18/18. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 11<sup>th</sup> January 2018 were approved and signed as correct.

### 18/19. Matters Arising not on the agenda – for report only

There were no matters arising.

### 18/20 Actions from previous meeting:

- 18/20.1 Kaaren Berry to arrange a meeting with Anne Thrussell re Youth Council – a date is still to be arranged.
- 18/20.2 Councillor Preston and Kaaren Berry to look into claiming the cut through from Camoise Close to the Church as a Public Right of Way. Following conflicting information received a meeting has been arranged with Essex County Council to visit the site on the 2<sup>nd</sup> February 2018 to discuss the best way forward.

- 18/20.3 Councillor Preston to looking into CPR training sessions. Councillor Preston reported this is progressing and hopefully a training session will take place in April.
- 18/20.4 Councillor Bull to write letter of support for the Toppesfield Vineyard grant application to LEADER. Councillor Bull responded to this on behalf of the Parish Council.
- 18/20.5 Councillor Bull to respond to Mr Page regarding his letter about the outline planning permission for the land at Park Lane - ongoing.
- 18/20.6 Councillor Preston to enquire of cost for Barn paint for the pavilion. The cost of the paint was £40 for 20 litres. It was agreed for Councillor Preston to source the materials for the pavilion repaint.
- 18/20.7 Councillor Preston to order new hinges for the noticeboard at Camoise Close. The hinges were purchased and Councillor Preston has repaired the noticeboard.

**18/21. Internal Practices and management for the Parish Council:**

- 18/21.1 Training for 2018/2019. It was agreed to hold a 2-hour training session for all Councillors and modules to be agreed.

**18/22 Correspondence Received:**

- 18/22.1 Basics Essex Accident Rescue Service – Funding request received – this was discussed and the funding requested was not agreed to.
- 18/22.2 Essex County Council – Passenger Transport meetings - Schedule of meetings in March 2018 received.
- 18/22.3 Essex County Council – Adult Cycle Training promotion advertised on the parish website.
- 18/22.4 Introduction from the new Rural Housing Enabler Officer at the Rural Community Council of Essex and services offered received. To be circulated to all Councillors.
- 18/22.5 Braintree District Council Housing Breakfast Briefings for 2018. Schedule of upcoming dated received.
- 18/22.6 Essex Parish Partnership – Making the Links, EALC updates, EALC County update – circulated to all Councillors prior to meeting. Funding for the parish handyman project to be looked into.
- 18/22.7 RCCE – Essex Warbler – January issue received.

**Late Correspondence:**

RCCE – Police, Fire & Crime Commissioner ‘Outstanding Contribution to Community Safety Awards’ 2018. It was proposed by Councillor Mike James that Councillor Alan Preston be nominated for the award for his work with the Neighbourhood Watch. This was seconded by Councillor Andrea Chinery. Councillor Dave Dyson and Kaaren Berry to complete the application form.

Braintree District Council – minutes of the last Local Highways Panel meeting are available on the District Council website.

Mhp – Web Analytical Report for January 2018 received.

Essex Shed Network – Promoting ‘Men in Sheds’ project – posters have been placed on the noticeboards. Information regarding the Maddi Thurgood fundraising appeal received.

**Report from District Councillor Richard van Dulken:**

The council tax is set to increase this year. The Braintree District Council proportion for a band D property will increase £5.20 per year – this is a 3% increase. The Essex County Council proportion will increase by 3% and 2% for Social Care.

The Councillor’s Community Fund will be available again in the next financial year from Braintree District Council.

Councillor Richard van Dulken also reported he has sort information regarding the position of Cust Hall Bridge and was informed that protection measures (width and weight restrictions) were put in place and Essex Highways have commissioned a study to review what options would be available in order to bring the structure up to current standards. Currently this report is due to be completed by March 2018. Funds should be allocated in this year’s (2018/19) capital works programme to progress the scheme into the detailed design stage with the possibility of construction works commencing in 2019-2020. However as with all highways works any programme of works will be subject to the constraints of what works can be undertaken and the availability of funding.

Councillor Richard van Dulken also reported that the outline planning application which was to be considered at the planning committee meeting on the 13<sup>th</sup> February has been rescheduled for consideration. The revised date is likely to be the 27<sup>th</sup> February and he will be unable to attend the meeting.

### **18/23. Financial Accounts:**

- 18/23.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received and payments discussed. The payments were proposed for approval by Councillor Alan Preston and Seconded by Councillor Andrea Chinery - see appendix A.  
It was also agreed for Kaaren Berry to sign and return the village hall booking form at the rate of £12 per meeting.
- 18/23.2 Year end accounts – proposal to ask Karen Baker to finalise the end of year accounts. This was agreed – Kaaren Berry to contact her to arrange.
- 18/23.3 Precept for 2018/2019 – confirmation from Braintree District Council – the precept request from Toppesfield Parish Council has been approved. For a band D property this equates to a charge of £69.83 per year.

### **18/24. Highways:**

- 18/24.1 Temporary Traffic Regulation Order of Four Ash Hill, Birdbrook - intended closure of Four Ash Hill, due to commence on 14th February 2018 for 3 days. The closure is required for the safety of the public and workforce while BT undertakes spine cabling.
- 18/24.2 Cust Hall Bridge – see District Councillor Richard van Dulken's report.
- 18/24.3 Public Path Orders - Essex County Council has made Orders on 22<sup>nd</sup> January, 2018 to divert Footpaths 23, 24, 25, 26, 33 and 34 in the parish of Toppesfield. Also, to extinguish Footpath 22 as not needed for public use. In exchange the landowner will create 2 new footpaths in the parish of Toppesfield. The two new paths under a Creation Agreement (Section 25 of the Highways Act) will link Footpath 42 and Bridleway 27 along an existing track. Also, a new section of Footpath from the southern end of Footpath 33 running eastwards parallel to the highway, avoiding the need to use the road. The Public Path Orders are available on request to the parish clerk.

### **18/25 Parish Council Goal – 'Love where you live'**

- 18/25.1 Neighbourhood Watch Programme Update - Councillor Preston reported that the new window stickers are to be placed in the next newsletter along with an update from Essex Police and a reminder of the telephone numbers of the Neighbourhood watch representatives.
- 18/25.2 Community Payback Team – update on proposed plan for February. This was not available.
- 18/25.3 Update on bench from Thelma Bond. This was not available.
- 18/25.4 Update on Gainsford End Pump Project. Councillor Preston reported this is still being looked at and completion should be 4 – 6 weeks.
- 18/25.5 Speed of traffic along The Causeway and Church Lane. The speed of traffic and parking along Church Lane was discussed and it was agreed that the Parish Council will write a letter to the school to ask that they remind parents not to speed throughout the village and be mindful to both other road users and residents when parking along Church Lane. Also, to remind parents there is a car park in Park Lane which can be used. A letter to Essex Police regarding Community Speed Watch will also be sent.
- 18/25.6 Litter Pick – It was agreed to hold a Community Litter Pick on Saturday 21<sup>st</sup> April 2018 from 10am – 12pm.

### **18/26. Parish Council Goal – 'Bringing the Community Together'**

- 18/26.1 Report back on Christmas Lunch planning for our older residents – this was reported last month.
- 18/26.2 Village Hall Management Committee Update – the Village Hall Management Committee are not meeting until next week so no report available. The new windows and doors are being fitted the week commencing 12 February 2018 so the hall will be closed.
- 18/26.3 Update on Little Chestnuts Pre-School – Councillor Chinery reported that this is going well.
- 18/26.4 Update on Golden Chestnuts activities for January 2018 – Councillor Dyson reported that Golden Chestnuts are going well.
- 18/26.5 Update on St. Margaret's School – Councillor Chinery reported that all seems to be going well.

### **18/27. Parish Council Goal – 'Protecting our Heritage and Planning for the Future'**

No items were discussed under this heading.

### **18/28. Information exchange / February Parish Surgery / Items for the next agenda**

Councillor Alan Preston will be available for the February Parish Surgery.

**18/29. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 1<sup>st</sup> March 2018 at 7.30pm at Toppesfield Village Hall.

**18/30. Close**

The meeting closed at 9.20pm

Signed:

Dated:

**Action Summary:**

**Councillor Dave Dyson and Kaaren Berry to complete the nomination form for the 'Outstanding Contribution to Community Safety Awards' 2018.**

**Kaaren Berry to arrange a meeting with Anne Thrussell re Youth Council.**

**Appendix A**

Accounts – 01 February 2018		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2017		<u>£2,594.44</u>		
Community Account				
Balance as at 31st January 2018			<u>£11,090.75</u>	
Subtotal:		<u>£2,594.44</u>		
All previous issued cheques cashed balance should be			<u>£11,067.22</u>	
Income Received (Included in above balance)				
01.01.18	Interest on National Savings Account	£12.23		
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
				£0.00
17.01.18	Greenbarnes Ltd - Hinges for Camoise Close Noticeboard		101799	£43.10
01.01.18	Toppesfield Village Hall Committee - meetings & quarterley invoice		101800	£301.50
11.01.18	Campaign to Protect Rural England - membership renewal		101801	£36.00
16.01.18	E.ON - electricity supply to The Pavilion, Church Lane, Toppesfield		101802	£8.79
31.01.18	K. Berry - January wages		101798	£272.18
				<u>£661.57</u>
18.01.18	Bank Charges will be deducted on 5th February 2018			£5.00
Balance		<u>£2,606.67</u>		<u>£10,400.65</u>
Last bank statement received up to 29th December 2017				