



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 7th February 2019 At The Village Hall, Toppesfield at 7.30pm

19/18. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull (arrived 8.40pm)
Councillor Mike James (Chaired the meeting until Councillor Bull arrived)
Councillor Alan Preston
Councillor Paul Thompson
Councillor Andrea Chinery
Councillor Amanda Smith

Also, in attendance:

3 members of the public were in attendance.
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Dave Dyson – Vice Chairman
District Councillor Richard van Dulken

19/19. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

19/20. Open Session – opportunity for members of the Parish to address the Parish Council.

The threat of the closure of Sible Hedingham library was raised and it was asked that people fill out the consultation paper either online or in paper format – the web link is www.essex.gov.uk/libraries-consultation. The consultation closes on the 20th February 2019. It was requested that the parish council write a strong response as an organisation and on an individual basis. It was mentioned that it is believed the data being used is from the 2011 census and is therefore out of date, there are only a few services/facilities in the area left and it is a crucial place for child to study and a source of books for children who do not have them at home. A demonstration is to be held on 9th February at 10.30am outside the library in Sible Hedingham. Councillor Mike James suggested better use of the mobile service could also be made – arriving at a time that is more accessible to a wider range of users. Councillor Mike James will draft a letter regarding this.

19/21. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 10th January 2019 were approved and signed as correct.

19/22. Matters Arising not on the agenda – for report only

The Keeping Warm and Well leaflets produced by Braintree District Council have been delivered.

19/23. Actions from previous meeting:

- 19/23.1 Kaaren Berry to seek dates the RCCE are available to run a community event for the Neighbourhood plan. Dates were discussed and agreed to arrange for the 9th March 2019.
- 19/23.2 Andrew Bull to investigate the contact for BT Open Reach Broadband and where the funding is to be held and to check with other villages as to what they have done – no information available.
- 19/23.3 Councillor Bull to speak to the owners of the glass in the cabinet at the pavilion to bring it up to safety standards and speak to the chairman of the Toppesfield Cricket Club as to how the grant made for training up a coach was spent – no information available.

- 19/23.4 Councillor Alan Preston to seek quotes for the repair of the pump along Church Lane – this is in hand and the work is to be carried out as agreed at last month's meeting.
- 19/23.5 Councillor Andrew Bull to liaise with Toppesfield Cricket Club re the metal spikes on the Cricket Wicket – no information available.

RCCE Village of the year competition – Councillor Andrew Bull is happy to talk through the process.
Purchase of new bench (Thelma Bond) – Councillor Paul Thompson to arrange.

19/24. Internal Practices and management for the Parish Council:

- 19/24.1 Neighbourhood Plan – meeting to be arranged for 9th March 2019.
- 19/24.2 Litter Pick – a date of 6th April 2019 at 10am was agreed. Clerk to book litter pick equipment from Braintree District Council.
- 19/24.3 Village Hall report, December 2018 – request for keys. This was discussed and agreed that the village hall treasurer will retain the third parish office key until the current work is completed and a smart meter installed and the clerk to hold a key to the village hall. Clerk to email the chair of the village hall management committee re this.
- 19/24.4 Elections – May 2019. Councillors were asked to consider if they will stand again for election and leaflets re process of nominations were handed out. Councillor Paul Thompson presented a letter to say that he will not be standing for re-election in May.

19/25. Correspondence Received:

- 19/25.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/25.2 Citizens Advice have changed to a phone first service. Phone 0344 499 4719 to speak to an advisor between 10am – 4pm and you will be given an appointment if you need face to face assistance. Posters issued for display.
- 19/25.3 Want to give home composting a go? A workshop is being held on Saturday 23rd February 2019 1.30pm – 3.30pm Great Notley Community Centre. Register by completing a survey at www.loveessex.org/compost-workshops posters to advertise this have been displayed.
- 19/25.4. Braintree District Council – Are publishing its revised Statement of Community Involvement for public consultation. The document is available at www.braintree.gov.uk/ConsultLP and can be viewed at Causeway House in Braintree. Consultation is open and runs until Monday 11th March at 5pm.
- 19/25.5 SLCC – potential devolution of certain highway services. Clerk to email Essex County Council re which services are being proposed for devolution.
- 19/25.6 Essex County Council – Local Bus consultation – are evening and Sunday local bus services important to you? Take part in the consultation at www.essex.gov.uk/local-bus-consultation
- 19/25.7 Essex County Council is reviewing ticket options, fares and opening days for Chelmsford Park and Ride services. You can have your say by taking part in the consultation at www.essex.gov.uk/Chelmsford-Park-and-Ride the consultation is open until 22 March 2019.
- 19/25.8 Mh-p – Web Analytics Report – January 2019 received.
- 19/25.9 Essex County Council – Too good to throw away? Passing on your old items is a hassle-free way of doing good in your community. Visit www.loveessex.org to find out more.
- 19/25.10 Braintree District Council – Housing Briefing dates of 2019 received.
- 19/25.11 Braintree District Council – volunteers required for their community transport scheme.
- 19/25.12 Essex County Council – energy switch 2019. Registrations are now open for the Essex Energy Switch - deadline for registering is 12th February 2019 more details can be found at www.essex.gov.uk/energyswitch
- 19/25.13 EALC & Essex County Council are organising training courses on Adult Mental Health First Aid Training.

Late Correspondence

Braintree Foodbank Shopping list received – available on the Parish Council website.

19/26. Financial Accounts:

- 19/26.1 To receive the Clerk's Report indicating receipts and payments requiring approval - the report was received. Payments were accepted for approval. Kaaren Berry reported a problem with the printer and the need for servicing or replacing as error messages suggested it. It was agreed to purchase another printer on a like for like basis if possible as servicing would cost as much as a new printer.
- 19/26.2 Precept 2019/2020 – confirmation from Braintree District Council received confirming the precept and it reflects as a 7.22% increase.
- 19/26.3 Grant request from Toppesfield Village Hall Committee – this was discussed. Councillor Andrew Bull proposed to grant £1000 to the village hall for the redecoration project, this was seconded by Councillor Paul Thompson and agreed by those present.
- 19/26.4 End of year accounts and independent check. It was agreed to ask Karen Baker to audit the accounts for the year ending 31 March 2019. Clerk to check Karen Baker's availability.
- 19/26.5 Defibrillator for Gainsford End – Community Heartbeat Trust have confirmed the cost a defibrillator to match the one in Toppesfield costs £1895 plus approx. £200 for fitting. Clerk to enquire about next steps to progress the project.

19/27. Highways:

- 19/27.1 Removal of cars from Park Lane – this was discussed and Councillor Andrew Bull to speak to the owner of the remaining vehicle and then look at a tidy up of the car park.
- 19/27.2 Toppesfield Road – the state of the road outside Toppesfield Hall was discussed as complaints have been received regarding the amount of mud on the road. Also, the damage to the verges by Lifestyles were raised and the hazards the lorries cause reversing into their yard. Councillor Andrew Bull to write to Mr Ketley and Lifestyles re this.
- 19/27.3 Gainsford End Mission Hall – Councillor Thompson has completed a land registry search and the Parish Council will write to the owners re the state of the hedge.

19/28. Planning:

| Application No: | Description | Address | Action |
|-----------------|--|---|---|
| 18/00293/TPOCON | Notice of intent to carry out works to tree in a Conservation | St Margaret's School Church Lane Toppesfield CO9 4DS | Application Granted |
| 18/00832/FUL | Proposed replacement outbuilding to serve as an annexe for an elderly relative | Woodley's Farm Gainsford End Toppesfield Essex CO9 4EJ | Revised drawing submitted to BDC |

19/29. Toppesfield Village Hall

- 19/29.1 Update from Village Hall Management Committee – the new heaters are being fitted and works are due to be completed over the half-term.

19/30. Playing Fields & The Dick Ruggles Pavilion

- 19/30.1 Responses from the Gainsford End Recreational Ground questionnaire – these were discussed and a budget of £3500 was agreed for Gainsford End playing field. Clerk to contact parishioner who offered to advise/help with the project.

19/31. Communications

- 19/31.1 Consideration of proposed contract with Openreach re broadband. This was discussed and Councillor Mike James to speak to Chris Neale regarding the contract.
- 19/31.2 Parish Council website review – the website was discussed and a new one approved. Style, content and creation to be looked at.

19/32. Information exchange / Parish Surgery / Items for the next agenda

The next parish surgery will be held on 2nd March – Councillor Paul Thompson should be available to attend. Councillor Paul Thompson confirmed he is working on the meter cover in the pavilion and asked if there were any free trees available from the woodland trust or similar providers.

19/33. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 7th March 2019 at 7.30pm at Toppesfield Village Hall.

19/34. Close

The meeting closed at 10.05pm

Signed:

Dated:

Action Summary:

**Mike James to draft a letter to Councillor Bentley at Essex County Council regarding the library closures.
Kaaren Berry to confirm with the RCCE availability on 9th March and book the village hall for a community event for the Neighbourhood plan.**

Andrew Bull to investigate the contact for BT Open Reach Broadband and where the funding is to be held and to check with other villages as to what they have done.

Councillor Bull to speak to the owners of the glass in the cabinet at the pavilion to bring it up to safety standards and speak to the chairman of the Toppesfield Cricket Club as to how the grant made for training up a coach was spent.

Councillor Andrew Bull to liaise with Toppesfield Cricket Club re the metal spikes on the Cricket Wicket.

Councillor Paul Thompson to arrange purchase and delivery of the new bench.

Kaaren Berry to book litter pick equipment from Braintree District Council.

Kaaren Berry to email Essex County Council re which services are being proposed for devolution.

Kaaren Berry to confirm if Karen Baker is available to carry out the independent audit of the accounts for year ending 31 March 2019.

Kaaren Berry to enquire about next steps for progressing the defibrillator project.

Councillor Andrew Bull to speak to the owner of the remaining vehicle and then look at a tidy up of the car park.

Councillor Andrew Bull to write to Mr Ketley and Lifestyles re the amount of the mud on the road and the damage to verges and the hazards the lorries reversing into Lifestyles yard.

Councillor Andrew Bull to write to owners of the Mission Hall regarding the state of the hedges.

Kaaren Berry to contact parishioner who offered to advise/help with the project.

Councillor Mike James to speak to Chris Neale regarding the contract with Open Reach.

Appendix A

| Accounts – 7 February 2019 | | | | | |
|--|---|--|------------------|------------------|-------------------|
| | | | £ | | £ |
| National Savings Deposit Account: | | | | | |
| Balance as at 1st January 2018 | | | <u>£2,606.67</u> | | |
| Community Account | | | | | |
| | Balance as at 31st January 2019 | | | | <u>£20,893.20</u> |
| Subtotal: | | | <u>£2,606.67</u> | | |
| All previous issued cheques cashed balance should be | | | | | <u>£20,569.82</u> |
| Income Received (Included in above balance) | | | | | |
| 01.01.19 | Interest on Natioanl Savings Account | | £ 18.90 | | |
| Payments to be approved: | | | | | |
| Date of invoice | | | Chq No: | | Unrecoverable VAT |
| 14.01.19 | CPRE - Membership renewal | | 101856 | £36.00 | £0.00 |
| 16.01.19 | e.on - electricity supply for the Pavilion | | 101857 | £26.29 | £0.00 |
| Jan-19 | K Berry - Expenses - stamps & Ink for printer | | 101858 | £66.14 | £0.00 |
| 06.02.19 | mh-p internet - updaated 2 website pages | | 101859 | £36.00 | £0.00 |
| 09.01.19 | replacemnet chq- S Hammond | | 101860 | £50.00 | £0.00 |
| 31.01.19 | K Berry - January wages | | 101855 | £272.18 | £0.00 |
| | | | | <u>£486.61</u> | |
| Balance | | | | <u>£2,625.57</u> | <u>£20,083.21</u> |
| Last bank statement received up to 31st January 2019 | | | | | |