



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 8th January 2015 At The Village Hall, Toppesfield at 8.00pm

15/1. 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

15/2. Declaration of Members Interest on Agenda items:

No declaration of members interests were made at this point.

15/3. Open Session for members of the Parish to address the Parish Council:

No members of the public were present.

15/4. Minutes of the last meeting:

The minutes of the Parish Council meeting held on the 4th December 2014 were approved and signed by the chair as being an accurate record of the meeting.

15/5. Matters Arising:

The ICO certificate of registration has been received. Contact details for Councillors is not up to date on the Parish Council website – Councillor Croft and Councillor Page to provide details to Kaaren Berry.

15/6. Actions from previous meeting:

15/6.1 Councillor Sheldrake to help with the grass cutting tender documentation. Example tenders sent but to be drawn up. Councillor Croft reported that the Church yard grass had 10 cuts during the year. It was also mentioned that a Church member had requested that a member of the parish cuts the Church yard grass.

15/6.2 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 reported that BT have confirmed the payphone is operation – although a cashless payphone so only Freephone and emergency calls or debit/credit card calls can be made for the kiosk. Also that the payphone is not scheduled for removal. A fault with the door has been reported and a request for repainting has also been made.

15/6.3 Councillor Sheldrake and Kaaren Berry to go through the Draft Emergency Plan – ongoing.

15/6.4 Kaaren Berry to follow up on the contact for an internal auditor – contact has been made with a local auditor. It was agreed to ask the local auditor to carry out a midyear check and two spot checks. Also to retain the services of Karen Baker to do the end of year accounts and audit return form. Kaaren Berry to speak to the local auditor to confirm this.

- 15/6.5 Kaaren Berry to prepare a tree warden job description – ongoing.
- 15/6.6 Councillor Page to ask the Tree warden to look at tree around the parish which may need TPO's put on them. Councillor Page reported that this is being looked at and a report will follow.
- 15/6.7 Councillor Page to speak to another member of the parish to assist in the tree warden role – Councillor Page has spoken to a member of the parish and they are willing to assist the current tree warden.
- 15/6.8 Kaaren Berry to forward the RoSPA report to Councillor Bull and Councillor Sheldrake – this was forwarded to Councillor Bull and Councillor Sheldrake.
- 15/6.9 Kaaren Berry to report the leaning 30mph signs to Essex County Council – these have been reported: ref no 237718. The report of the fallen village sign on Essex County Council website shows 'At present this do not meet our criteria for immediate repair and we will continue to monitor the situation. As it did not meet our criteria for immediate repair it is unlikely any works will take place this financial year although this issue will be reviewed for inclusion in our 2015/16 repair schedule.'
The damaged salt bin along the Gainsford End road has also been reported to Essex County Council.
- 15/6.10 Councillor Bagnall to follow up regarding concerns raised about Gainsford End Pump. Councillor Bagnall reported his findings and it was agreed to bring the fence forward to cover the 'manhole' to make the area safe and the Stuart Hammond be asked to carry out the work.
- 15/6.11 Councillor Croft to follow up on the concerns about the hedge opposite Mallows Lane entrance – ongoing. Councillor Bagnall to take this action on.
- 15/6.12 Kaaren Berry to report to Essex County Council the collapsed road along Stambourne Road this has been reported to Essex County Council – reference no 2377149.

Councillor Bull reported that there have been a couple of thefts in the village in the last few weeks. It was agreed to publicize that people should be more vigilant and make sure property is locked to help deter further thefts. It was also agreed to invite the local PCSO to the next Parish Council meeting for further advice and who to call for reporting rural crime.

15/7. Correspondence:

- 15/7.1 mhp – parish polls consultation. Information forwarded to Councillors prior to meeting. The Department of Communities and Local Government are carrying out a consultation on the Governments intentions to modernise parish poll regulations.
- 15/7.2 Essex County Council – Essex Energy Switch, possible savings on gas and electricity bills. Further information at www.essex.gov.uk/energyswitch
- 15/7.3 NHS North East Essex CCG - Public consultation on local NHS improvement proposals. Local people can give their views between Monday 1st December and 31 January 2015 via: www.surveymonkey.com/s/BigCare Decision, requesting a paper copy by emailing neeccg.enquiries@NHS.net or emailing needdg.haveyoursay@nhs.net. Public meeting dates are available upon request.
- 15/7.4 NHS Mid Essex Clinical Commissioning Group 111 Campaign – request to publicize the service.
- 15/7.5 Braintree District Council – Tax Base for 2015/2016 received
- 15/7.6 Braintree District Council – Localism Grant entitlement for 2015/2016 received.
- 15/7.7 Braintree District Council – Section 106 application. See agenda point 15/11.
- 15/7.8 Section 137 grant increased figure for 2015/2016 has been received.
- 15/7.9 Braintree District Council – Open Spaces Action Plan – updates required by 31st January 2015. It was agreed there was not any further to add to the action plan at this time.
- 15/7.10 mh-p and the David Sheldrake Wildlife Trust. It was agreed not to sponsor the project.
- 15/7.11 Braintree District Council – Call for sites 2014. A list of sites can be viewed at www.braintree.gov.uk/callforsites
- 15/7.12 Essex County Council – Flooding Priorities – request for potential problem areas within the parish.
- 15/7.13 Braintree District Council – Permitted Development and National Planning Policy Framework – details forwarded to Councillors.
- 15/7.14 Communication Questionnaire report from mh-p. Not many people completed the questionnaire but it was suggested that the areas which could be improved is to provide a planning page and actively publish more local news and events on the website.
- 15/7.15 Braintree District Council – Emergency Planning Leaflets. Copies have been received and a copy of each will be placed in the shop for viewing.
- 15/7.16 mhp – Web Analytics report – December 2014 received.
- 15/7.17 RCCE – Oyster Magazine issue no 137 received.

Late Correspondence:

Braintree District Council – planning application, Change of use of existing barn for functions and wedding and associated parking. Location – Hoses Farm, Carters Hill, Toppesfield. This was discussed and no objections were raised.

Mhp- Referendum Principles for Larger Parishes.

Request for sponsorship from Katie Landon – this was discussed but the Parish Council are unable to support individuals. It was suggested that Katie approach the shop to see if they could make a donation.

Glasdon Trade Brochure received.

Clerk & Councils Direct – January issue received.

15/8. Financial Accounts:

15/8.1 To receive the Clerk's Report indicating receipts and payments requiring approval – these were approved and signed. See appendix A.

15/8.2 Budget discussion and approval 2015/2016. The budget figures were circulated prior to the meeting and using the updated tax base rate and Localism Fund budget figures were agreed. This will mean the poundage for a band D property remains at 53.7.

15/8.3 New padlock for the gate to Toppesfield Playing Field. It was reported that a new lock is required. It was agreed for Kaaren Berry to purchase a new lock for the gates.

15/9. Internal Practices and management for the Parish Council:

15/9.1 First meeting dates for Sub Committees for the Parish Council. The first meeting of the finance sub-committee will be on 19 January 2015 at 7.30pm.

15/10. Community Relations:

It was agreed that relations with St Margaret's School are not ideal in terms of communication and co-ordination. Councillor Croft will endeavour to meet with the Headmistress regarding this before the next Parish Council meeting. It was also agreed that Councillor Bull arrange an informal meeting with the chairs/heads of organisation's within the village such as the St Margaret's School, Toppesfield stores, Little Chestnuts Pre-school, Toppesfield Community Pub and Pump house Brewery Ltd to see where they can help each other and find out fundraising dates to minimize clashes.

15/11. Report from the Leisure and Recreation Group:

Councillor Bull reported that Braintree District Council have agreed that the section 106 monies can be used for the project for the changing rooms in Toppesfield Playing field with the Parish Council responsible for the balance. S Amerio Contracts Ltd has been awarded the contract for this work. Councillor Bull to contact S Amerio regarding a starting date.

An approach has been made to the Parish Council by Yeldham Athletic FC if they could play regularly on the football pitch in Toppesfield. This was discussed and agreed that they could play this coming Sunday and a formal proposal would need to be made to the Parish Council regarding future games. It was also suggested and agreed a charge of £15 be made for the use of the pitch.

15/12. Defibrillator Machines:

Councillor Sheldrake reported that no further information has been received yet but he will chase this up.

15/13. Transport / Highways Issues:

Kaaren Berry to follow up with Greenfields re works along the access road on The Causeway as the pot holes are increasing. Also to contact the estates department to see if they would be willing to sell the strip of land to the Parish Council.

15/14. Village Hall Update report:

Councillor Sheldrake reported that there was nothing to report at this time.

15/15. WWI Commemoration Project:

Councillor Collard suggested that the parish purchase 20 native elm trees for planting along a specific walk. Groups within the parish would adopt a tree and maintain it for the first 5 years. It was agreed that Councillor Collard would progress the plan and Councillor Bull to put an article in the newsletter about this suggestion.

15/16. Winter Gritting:

More volunteers are required as there has only been one person sign up so far. Further promotion is needed. Kaaren Berry to ask a parishioner to co-ordinate any activity required.

15/17. Network 5 Meeting:

Next meeting is booked for the 15th January 2015, Toppesfield Parish Council will be hosting the meeting. Agenda items to be raised: petty crime and mini bus. Councillors Bull, Page and Bagnall will be attending.

15/18. Any Other Business:

To discuss any other business / items for the next agenda

Councillors Bull and Sheldrake to look at the fallen village sign to see what repairs are required. The new noticeboard will not be installed until the brick on the end barn have been repaired. Kaaren Berry to email James Blackie re progress regarding this. Councillor Bull to email vendor details for the Greene King Field to Councillor Croft and Councillor Collard. Kaaren Berry to forward details of groups within the village with their contact details to Councillor Croft. Kaaren Berry to write a letter of thanks to Bridget Sheldrake and Richard Webb for their help at and prior to the Christmas event.

Councillor Collard reported that the Pumphouse Community Brewery Ltd has been set up. Grants are being applied for and some have been received, pledges have been coming in to the tune of £10,000 so far, pledge forms are still available. The brewer will be Phil Snowdon and the project is moving forward.

15/19. Date of the next meeting:

The next Parish Council Meeting is scheduled for 5th February 2015 at 8pm at Toppesfield Village Hall

15/20. Close

The meeting was closed at 10.25pm.

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Chairman

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Date

Action Summary:

- Councillor Croft and Councillor Page to provide details for the parish council website to Kaaren Berry.**
- Kaaren Berry to speak to local auditor re mid-year and 2 spot checks for the accounts.**
- Councillor Bagnall to follow up on the concerns about the hedge opposite Mallows Lane entrance.**
- Kaaren Berry to purchase new combination lock for the gates leading to Toppesfield Playing Fields.**
- Councillor Croft to meet with Mrs Hall from St Margaret's School re communications.**
- Councillor Bull to contact S Amerio regarding a starting date for works on the changing rooms.**
- Kaaren Berry to follow up with Greenfields re works along the access road on The Causeway as the pot holes are increasing. Also to contact the estates department to see if they would be willing to sell the strip of land to the Parish Council.**
- Councillor Collard to progress the plan for a permanent WW1 Centenary Memorial.**

Councillor Bull to put an article in the newsletter regarding the WW1 Centenary Memorial.

Kaaren Berry to ask a parishioner to co-ordinate any activity required on winter gritting.

Councillors Bull and Sheldrake to look at the fallen village sign to see what repairs are required.

Kaaren Berry to email James Blackie re progress regarding the repair of brick on the barn.

Councillor Bull to email vendor details for the Greene King Field to Councillor Croft and Councillor Collard.

Kaaren Berry to forward details of groups within the village with their contact details to Councillor Croft.

Kaaren Berry to write a letter of thanks to Bridget Sheldrake and Richard Webb for their help at and prior to the Christmas event.

Appendix A

Accounts –8th January 2015

	£	£
National Savings Deposit Account:		
Balance as at 1st January 2014	2540.68	
Community Account		
Statement Balance as at 31 December 2014		<u>£29,142.41</u>
Subtotal:	£2,540.68	
All previous issued cheques cashed balance should be		<u>£26,879.23</u>
Income Received - included in above end of month balance figure		
Essex County Council - verge cutting		£1,958.54
A Barnard - Advertising		£75.00
Payments approved and made - included in above end of month figure		
101555 S. Sheldrake - Chrstmas event (Authorised in November 2014)		£234.11
Income Received to be banked		£0.00
Payments to be approved:		
Chq No:		
101557 RCCE - Housing Needs Survey		£33.12
101558 K. Berry - Data Protection Registration		£35.00
101559 S. Sheldrake - Christmas event balance		£359.64
101560 E.on - Changing rooms supply		£25.80
101556 K. Berry December wages		<u>£223.20</u>
		£676.76
Bank Charges will be deducted on 8th January 2015		£10.00
Balance	<u>£2,540.68</u>	<u>£27,991.90</u>

Last bank statement received up to 31st December 2014.