



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 7<sup>th</sup> January 2016 At The Village Hall, Toppesfield at 8.00pm

### 16/1. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull – Chairman  
Councillor Dave Dyson – Vice Chairman  
Councillor Andrea Chinery (Arrived 8.15pm)  
Councillor Mike James  
Councillor Alan Preston  
Councillor Paul Thompson  
Councillor Linda Bowen

#### Also in attendance:

No members of the public were present  
Kaaren Berry – Clerk to the Parish Council

No Apologies were received

### 16/2. Declaration of Members' interests in agenda items:

Councillor Dave Dyson, Councillor Mike James and Councillor Paul Thompson declared an interest in agenda point 16/12.

### 16/3. Open Session – *opportunity for members of the Parish to address the Parish Council.*

No members of the public were present.

### 16/4. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 3<sup>rd</sup> December 2015 were approved and signed as correct.

### 16/5. Matters Arising from last meeting - not dealt with below

Councillor Mike James had a couple of questions but they were relating to actions to be addressed below.  
Kaaren Berry asked Councillor Paul Thompson – how he had progressed with the Open Space Action Plan.  
Councillor Thompson still to complete this.  
Kaaren Berry asked if Braintree District Council had been in contact re the inspection of the Changing Rooms/Pavilion – Councillor Dave Dyson to contact Braintree to ask them to come and inspect the Changing Rooms/Pavilion in order to progress the section 106 application.  
Kaaren Berry reported that the comments from the Community Listening Event have been collated and typed up – these are to be circulated to all councillors.

### 16/6. Actions from previous meeting:

- 16/6.1 Councillor Bull to forward copy of the Buckingham Palace nomination form to Kaaren Berry – Councillor Bull gave Kaaren Berry a copy of the application form.
- 16/6.2 Councillor Dyson and Kaaren Berry to complete Braintree District Council Emergency Planning Document – ongoing.
- 16/6.3 Kaaren Berry to contact Playquip for a new 'pin & bush' for one of the swings in Toppesfield Playing Field – ongoing.
- 16/6.4 Kaaren Berry to forward pavilion booking information to Councillor Thompson. This was forwarded

to Councillor Thompson and the terms of hire are to be reviewed.

- 16/6.5 Kaaren Berry to forward a copy of the Braintree District Council Planning Training evening to all Councillors – this was forwarded to all.
- 16/6.6 Kaaren Berry to copy and forward Transparency Code training notes to all Councillors – this was forwarded to all.
- 16/6.7 Kaaren Berry to write to the proprietors of footpath/road in Camoise Close and ask for them to repair it – not completed.
- 16/6.8 Councillor Dyson to write to Toppesfield Community Pub and ask them for general access to the land being purchased by Toppesfield Parish Council – ongoing.
- 16/6.9 Councillor Thompson to apply for trees for the boundary of the land being purchased – Councillor Thompson confirmed that he has secured 840 trees. 420 will arrive in March and the remainder in November. So volunteers will be needed for planting them.
- 16/6.10 Kaaren Berry to look into applying for further trees from the Woodlands Trust. Kaaren Berry reported that applications have closed but will be re-opening this month. An application will be made to the Woodlands Trust.

## **16/7 Internal Practices and management for the Parish Council**

No points for discussion were raised.

### **16/8. Correspondence Received:**

- 16/8.1 Braintree District Council – Mobile Infrastructure Project – a suitable location was not able to be found within the available time frame to continue this project.
- 16/8.2 Mid Essex Commissioning Group – Patient and Public Newsletter, December 2015. This has been published on the Parish Council website.
- 16/8.3 Councillor Richard Van Dulken – Finchingfield Bridge. A public information page has been set up at: <http://www.essexhighways.org/transport-and-roads/highway-schemes-and-developments/major-schemes/finchingfield-bridge.aspx>
- 16/8.4 Councillor David Finch – December 2015 Parish Update received – to be displayed on the Parish Council website.
- 16/8.5 Braintree District Council – Local Plan update 2 received. To be forwarded to all Councillors.
- 16/8.6 Thank you note & offer of help re Gainsford End Pump – offer of to for planting/taking care of plants to be accepted.
- 16/8.7 EALC – Legal update 9 received – forwarded to Councillors prior to meeting
- 16/8.8 BDVSA – E-Bulletin – December issued received & forwarded to Councillors prior to meeting
- 16/8.9 mh-p Website Analytical Report, December 2015 received.

### **Late Correspondence:**

Braintree District Council – application received to carry out tree works at Lavender House, The Street, Toppesfield. This was discussed and no objections were raised.

### **16/9. Financial Accounts:**

- 16/9.1 Budget & Precept for 2016/2017 – tax base, Localism fund update, discussion and approval. Tax base and Localism grant fund payment has been confirmed by Braintree District Council. The budget was discussed, Councillor Dave Dyson proposed the budget was accepted and Councillor Linda Bowen seconded this. All Councillors present agreed the budget figures discussed.
- 16/9.2 To receive the Clerk's Report indicating receipts and payments requiring approval. These were approved and signed.
- 16/9.3 New Audit regime 2017 – consideration of opting out. To be discussed at next month's Parish Council meeting.

### **16/10. Highways**

No issues were raised.

### **16/11. Land to the rear of The Green Man Public House**

- 16/11.1 Update on land purchase – Councillor Andrew Bull confirmed that information was required from Toppesfield Community Pub regarding assess was required before the purchase can progress further.

## **16/12. Engagement with Toppesfield Community Pub Ltd (TCP)**

- 16/12.1 How can the Parish Council engage with the TCP with their plans they have for the re-development of The Green Man and how can the PC ensure that proposed ideas for the Village Hall complement each other? This was discussed and it was proposed that Toppesfield Community Pub would be a regular item on the agenda in order for the Parish Council to be kept update with their plans. This was proposed by Councillor Thompson and seconded by Councillor Preston. TCP will also be asked to present the plans they have at the moment at the next parish council meeting.
- 16/12.2 The re-development plans require areas of finance to be sought, there is some vagueness if TCP can access funds from the Public Works Loans Board (PWLb). In principle will the Parish Council support the re-development of The Green Man, through applying for funding through the PWLB? Following discussions it was proposed that the parish council agree in principal to seeking funding through the Public Works loans board. Councillor Thompson proposed this and Councillor Preston seconded this. Kaaren Berry to find out the conditions for the Parish Council having General Power of Competence.

## **16/13. Parish Plan Portfolio: Ecology & Environment**

- 16/13.1 Update: Councillor Mike James had nothing to report.  
Councillor Bull asked if a litter pick could be arranged for the Saturday prior to the school Easter holidays. Councillor Mike James and Kaaren Berry to arrange.

## **16/14. Parish Plan Portfolio: Social and Community**

- 16/14.1 Update: Councillor Dave Dyson & Councillor Linda Bowen had nothing to report.
- 16/14.2 Update on Neighbourhood Plan project – progressing.
- 16/14.3 Discussion on poor state of Village Hall Car Parking area. (Rubbish, Damaged Bins etc). Councillor Bull mentioned that the plastic waste bin in the village hall carpark has become unsightly due to its state of disrepair. Kaaren Berry to enquire with Braintree District Council the cost and bin sizes for village hall use.

## **16/15. Parish Plan Portfolio: Leisure & Recreation**

- 16/15.1 Update: Councillor Paul Thompson reported that the base of the goal post at the far end of the playing field has rusted and needs removing.
- 16/15.2 Siting of Memorial trees on Toppesfield Playing Field. One of the memorial trees has been planted in an area that will in time cause problems for other users of the playing field and it was agreed that this is to be moved. A further 6 trees are still be to planted which are being kept on the allotments at present. Councillor Paul Thompson to liaise with the cricket club to move the tree.  
Councillor Paul Thompson reported that 860 saplings have been secured for the boundary around the land being purchased behind The Green Man – this will create a small hedge. It was suggested that the land behind the Green Man be turned into a nature walk / dog walking area and installing a bench on it.

## **16/16. Parish Plan Portfolio: Communications and Transport**

- 16/16.1 Update: Councillor Andrew Bull that no articles have come in for the newsletter this month so it will be delayed in going out. Also the 333 bus service to Toppesfield is stopping soon. Kaaren Berry to find out when the service will no longer be available in Toppesfield.

## **16/17. Parish Plan Portfolio: Economy and Employment**

- 16/17.1 Update: it was reported that a discussion with a parishioner has been had with regard to fly tipping on the common land in Church Lane. The Parish Council will investigate the cost of clearing this area once a year.
- 16/17.2 Update: Village Handyman – Councillor Alan Preston to draw up a job description for a village handy man but this will not include any electrician work.

## **16/18. Parish Plan Portfolio: Youth**

- 16/218.1 Update: Councillor Andrea Chinery reported that she would like to organise a trip out nearer the summer.

**16/19. Christmas Event Review:**

Councillor Andrew Bull reported that this was the busiest one so far and expressed his thanks to all those who helped. The lights and tree baubles were disposed of due to the wear and tear on them and they will need to be replaced before next Christmas.

**16/20 Little Chestnuts Ofsted Report**

16/20.1 How can the PC support the team in their Improvement Plans?

Councillor Andrea Chinery reported that Little Chestnuts recent Ofsted inspection came out as inadequate but this was due to a committee administration error and all other aspects were rated as good. It was also reported that Little Chestnuts are seeking their own building as this would allow them to offer longer hours and be more competitive with other local pre-schools. This was discussed along with possible locations. Councillor Chinery to find out prices of porta cabins and set up costs.

**16/21. Parish Surgery:**

16/21.1 Report on Parish Council surgery 5th December 2015 – Councillor Linda Bowen and Councillor Alan Preston stated that the market was busy but no visitors for the surgery.

16/21.2 The next Parish Surgery will be held on 6<sup>th</sup> February 2016 from 10.30am – 12.30pm in the Village Hall. Councillor will be in attendance.

**16/23. Any Other Business:**

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

Agenda item for February meeting – Queens 90<sup>th</sup> birthday celebrations – suggestions for an event to be put forward at the next parish council meeting.

**16/24. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 4<sup>th</sup> February 2016 at 8pm at Toppesfield Village Hall.

**16/25. Close**

The meeting was closed at 9.35pm.

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Chairman

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Date

**Action Summary:**

**Councillor Paul Thompson to complete the Open Space Action Plan.**

**Councillor Dave Dyson to contact Braintree District Council to inspect the changing rooms / pavilion in order to progress the Section 106 application.**

**Kaaren Berry to contact Playquip for a new ‘pin & bush’ for one of the swings in Toppesfield Playing Field.**

**Councillor Paul Thompson to review the terms of hire for the Pavilion.**

**Kaaren Berry to write to the proprietors of footpath/road in Camoise Close and ask for them to repair it.**

**Councillor Dyson to write to Toppesfield Community Pub and ask them for general access to the land being purchased by Toppesfield Parish Council.**

**Kaaren Berry to find out the conditions for the Parish Council having General Power of Competence.**

**Councillor Mike James and Kaaren Berry to arrange village litter pick.**

**Kaaren Berry to enquire with Braintree District Council the cost and bin sizes for village hall use.**

**Councillor Thompson to liaise with the cricket club to replant one of the memorial trees on the playing field.**

**Kaaren Berry to find out when the 333 service will no longer be available in Toppesfield.**

**Councillor Preston to draw up job description for village handy man.**

**Councillor Chinery to investigate the cost of a porta cabin and costs to make it suitable for pre-school use.**

# Appendix A

Accounts – 7th January 2016		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2015		2559.74		
Community Account				
Statement	Balance as at 31st December 2015		£28,713.34	
Subtotal:		£2,559.74		
All previous issued cheques cashed balance should be			£27,572.36	
Income Received (included in balance figure at 31 December 2015)				
11.12.15	Toppesfield Community Shop - LARG Donation		£500.00	
Payments to be approved:				
Date of invoice		Chq No:		Unrecoverable VAT
03.12.15	Stuart Hammond - Work on site of Gainsford End Pump	101648	£727.20	£0.00
14.12.15	e.on - electricity supply at the Changing Rooms, Toppesfield	101649	£25.80	£0.00
17.11.15	C Dore - Refreshments at Community Listening Event	101650	£75.00	£0.00
01.12.15	P Thompson - Security Lights for the Changing Rooms	101651	£123.52	£0.00
31.12.15	K. Berry - December wages	101647	£242.48	£0.00
			£1,194.00	
17.12.15	Bank Charges will be deducted on 7th January 2016		£5.00	£0.00
Balance		£2,559.74	£26,873.36	
Last bank statement received up to 31st December 2015				
05.10.15	Stuart Hammond - Noticeboard removal and replacement	101626	£350.00	£0.00
	Cheque has gone astray - so cancelled and replacement cheque required.	101652	£350.00	£0.00