



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 10th January 2019 At The Village Hall, Toppesfield at 7.30pm

19/1. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Dave Dyson – Vice Chairman – Chaired the meeting
Councillor Mike James
Councillor Alan Preston
Councillor Paul Thompson
Councillor Andrea Chinery

Also, in attendance:

1 member of the public was in attendance.
District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Amanda Smith

19/2. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

19/3. Open Session – opportunity for members of the Parish to address the Parish Council.

It was questioned if a date for the neighbourhood plan meeting had been set as it was previously put off until February. Councillor Mike James stated this has not yet been set, Kaaren Berry to check availability of the RCCE. It was also asked if any of the councillors attended the RCCE Neighbourhood Plan coffee morning in December – no Councillors attended.

District Councillor Richard van Dulken reported that the new surgery in Sible Hedingham is progressing and the Surgeries in Castle and Sible are merging in April.

19/4. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 6th December 2018 were approved and signed as correct.

19/5. Matters Arising not on the agenda – for report only

No matters were reported.

19/6. Actions from previous meeting:

- 19/6.1 Andrew Bull to investigate the contract 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 report available but the project is progressing.
- 19/6.2 Councillor Preston to arrange the removal of the metal Christmas tree holder from the Green Man car park. This Christmas tree holder has been moved to the parish council land behind Post Cottage.
- 19/6.3 Councillor Paul Thompson to assist with updates to the Open Spaces Action Plan 2019. This was discussed and the amendment form completed.
- 19/6.4 Kaaren Berry to enquire about costs for a defibrillator for Gainsford End. Cost vary from £1400 – £2200. To be discussed next month in more detail when actual cost is known from Community Heartbeat Trust.

- 19/6.5 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 update available.
- 19/6.6 Councillor Alan Preston to seek quotes for the repair of the pump along Church Lane. Quote of £300 was received to remove, restore, fix and reinstate the pump and to clear the path to the pump position and lay paving slabs as path. It was proposed by Councillor Alan Preston and seconded by Councillor Paul Thompson that the quote is accepted. Agreed by all present and the work is to be carried out.
- 19/6.7 Councillor Andrew Bull to liaise with Toppesfield Cricket Club re the metal spikes on the Cricket Wicket – no update available.

19/7. Internal Practices and management for the Parish Council:

No matters were a raising.

19/8. Correspondence Received:

- 19/8.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/8.2 RCCE – Essex Village of the Year 2019 – application form and guidelines received – entry deadline is 8th March 2019. It was agreed enter the competition this year. Andrew Bull to provide a copy of the last application form for reference.
- 19/8.3 Essex County Council - Local Bus Consultation December 2018. Essex County Council is reviewing the way it supports local bus services which operate on evenings and Sundays and is carrying out a public consultation. The consultation also includes proposals regarding delivering ECC services differently and devolving ECC funded local bus services to communities. The consultation runs from 19 December until March 22nd 2019. The questionnaire is available from ECC libraries, or online at: www.essex.gov.uk/local-bus-consultation or by phoning: 03457 430430.
- 19/8.4. Norbert Kovacs – Woodland Management plan for MDP Wethersfield received for comment – no comments are to be forwarded from the Councillors.
- 19/8.5 Playground Projects Ltd – letter of introduction of services and products received.
- 19/8.6 Essex Rural Skills Project – Upcycling course – posters displayed on noticeboards.
- 19/8.7 RCCE – information of National Village Hall Week 2019 received – information passed to Councillor Andrea Chinery for the village hall committee.
- 19/8.8 Mh-p – Web Analytics Report – December 2018 received.

Late Correspondence

Clerk & Council Direct and SLCC The Clerk January editions received.

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

19/9. Financial Accounts:

- 19/9.1 To receive the Clerk's Report indicating receipts and payments requiring approval – the report was received. Councillor Alan Preston proposed the report and payments were accepted for approval and this was seconded by Councillor Andrea Chinery.
- 19/9.2 Discuss and set the precept for 2019/2020. The proposed budget was discussed and amended to £16300. Councillor Mike James proposed the budget for 2019/2020 was sent at £16300, this was seconded by Councillor Andrea Chinery and agreed by those present.

19/10. Highways:

- 19/10.1 Removal of cars from Park Lane – one car remains in the car park.
- 19/10.2 Update on Church Lane Pump – this was discussed under agenda item 19/6.6.

Update from Essex County Council re the state of the hedges at the Gainsford End mission Hall – this has been inspected but not yet resolved as liaising with a resident, landowner or other 3rd party who may have responsibility.

19/11. Planning:

Application No:	Description	Address	Action
18/02248/AGR	Application for prior notification of agricultural or forestry development - erection of portal frame steel barn and new road access.	Thurstons Farm, Robinhood End, Toppesfield CO9 4NN	Pending consideration by Braintree District Council

19/12. Toppesfield Village Hall

19/12.1 Update from Village Hall Management Committee - no report available as the village hall committee are not meeting until 18 January 2019.

19/13 Playing Fields & The Dick Ruggles Pavilion

19/13.1 Community Payback update on activities carried out/proposed activities. Councillor Thompson reported that no work is being carried out until the end of March if a team is available.

19/14 Communications

19/14.1 Parish Council website review – no report was available. It was agreed to looking into setting up a website from another provider.

19/15. Information exchange / Parish Surgery / Items for the next agenda

Next parish surgery is 2nd February 2019 - Councillors Paul Thompson or Alan Preston will be available to attend.

Councillor Paul Thompson to sort out the door to the meter cupboard at the pavilion.

19/16. Date of the next meeting:

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

19/17. Close

The meeting closed at 8.40pm

Signed:

Dated:

Action Summary:

Kaaren Berry to seek dates the RCCE are available to run 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 Alan Preston to seek quotes for the repair of the pump along Church Lane.

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

Appendix A

Accounts – 10 January 2019					
			£		£
National Savings Deposit Account:					
Balance as at 1st January 2018			<u>£2,606.67</u>		
Community Account					
Balance as at 31st December 2018				<u>£21,475.27</u>	
Subtotal:			<u>£2,606.67</u>		
All previous issued cheques cashed balance should be				<u>£21,152.39</u>	
Income Received (Included in above balance)					
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
09.01.19	Stuart Hammond - clearance of Christmas tree and disposal, remove tree stand and salt and clean site.		101852	£50.00	£0.00
31.12.18	Toppesfield Village Hall Committee - quarterly invoice and hall hire for meetings		101853	£289.50	£0.00
Dec-18	K Berry - Expenses - paper, stamps, stationary, expenses for defibrillator training		101854	£20.89	£0.00
31.12.18	K Berry - December wages		101851	<u>£272.18</u>	£0.00
				<u>£632.57</u>	
Balance			<u>£2,606.67</u>	<u>£20,519.82</u>	
Last bank statement received up to 31st December 2018					