



Toppesfield Parish Council



Minutes of the Meeting held on Thursday 4th July 2013 At The Village Hall, Toppesfield at 8.00pm

13/120. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Vice Chairman
Councillor David Bagnall
Councillor Shaun Sheldrake
Councillor Alan Collard

Also in attendance:

Kaaren Berry – Clerk to the Parish Council
4 members of the public were present

Apologies were received from

Councillor Peter Moore
Councillor Clare Thompson

13/121. Declaration of Members Interest on Agenda items:

No declarations of interest were made at this time.

13/122. Open Session for members of the Parish to address the Parish Council:

A parishioner asked when Braintree District Council would finish off the edges of the Toppesfield Playing field. It was explained that if they do not return prior to the 15th July then they would return on the 16th July to finish off. Gainsford End playing field has also been cut and an area remains untouched for the orchids. It was also questioned if Braintree District Council had returned a quote for cutting the hedge between the playing field and the churchyard. This has not been received – Kaaren Berry to chase up. It was requested if a request from LARG would be discussed regarding the equipment for the playing field in particular a 5 a side pitch and goal posts to be place at the bottom of the field, so this could hopefully be in place prior to the school holidays. Councillor Bull stated this would be discussed later in the meeting.

A parishioner asked when the next newsletter is due out – Councillor Bull stated this would be out on the 9th July 2013 but he was waiting for one further article to be submitted. Councillor Bull agreed to distribute the schedules for the village show along with the newsletter.

It was questioned if the Parish Council would be holding a stall at the village show – Kaaren Berry has confirmed this with a member of the village show committee. It was mentioned that it would be good if there was something for the children to participate in.

It was mentioned that the footpath which runs alongside the New Road has been deemed to dangerous by Highways due to vehicular traffic. An inspector will be retuning look at where the footpath runs in the next few weeks. Discussions followed about footpaths in general and it was mentioned that there are some historic issues with a footpath route but the P3 team are looking at this.

It was also reported that there are a number of pot holes on the Yeldham Road as you approached Toppesfield – Kaaren Berry to report these to Essex County Council.

13/123. Minutes of the last meeting:

The minutes of the meeting held on 6th June 2013 were discussed and point 13/115 was amended to read David Bagnall or Kaaren Berry to contact Malcolm Braithwaite re the housing question in the village plan. They were then approved and signed by the vice chair as an accurate record of the meeting.

13/124. Matters Arising from the Minutes:

There were no matters were arising.

13/125. Actions from Previous Meeting:

- 13/125.1 Kaaren Berry to write to Essex County Council re programme of works for the roads around the parish. An email has been sent to Essex County Council but no response as yet.
- 13/125.2 Councillor Moore to contact land owners regarding the clearing of footpaths. No information available.
- 13/125.3 Kaaren Berry to ask County Broadband about the possible need to pass wording the community access point. Kaaren has emailed and spoken to County Broadband but no advice has yet been given.
- 13/125.4 Kaaren Berry to pass information onto Belinda Young about the parish car park in Park Lane – information has been passed on but no response as yet. David Bagnall has forwarded some historic information regarding the sale of the car park to Kaaren Berry and Peter Moore
- 13/125.5 Kaaren Berry to contact Ann Read about stalls for the village show and contact County Broadband to suggest they have a stall at the village show. County Broadband have been asked but no confirmation has been received yet.
- 13/125.6 Kaaren Berry to contact the Audit Commission and Ray Papworth regarding the annual return and assets – extension has been given to the 8th July to submit the Annual return. See 13/127.3 for other comments.
- 13/125.7 Councillor Moore to inform the Toppesfield Community Pub committee know about the suggestion of trying to join up the village hall and the pub. No report from Peter Moore re this but Alan Collard was informed during the meeting as the possibility of joining up and the need of car parking to be addressed. Alan Collard stated that a micro brewery is interested in the barns at the pub and access would be along the access road between the village hall and The Green Man so this would be difficult as the hard standing would be used for parking.
- 13/125.8 David Bagnall or Kaaren Berry to contact Malcolm Braithwaite re the housing question in the village plan. Contact was made and Malcolm provided information for the Parish Council to consider.
- 13/125.9 Kaaren Berry to progress the competition entry for the EALC Communication Award. In progress.

Outstanding actions not listed above:

- 13/108.12 Councillor Collard to bring ideas on how to move forward with liaison with the shop about grants. Councillor Collard had sent this response as he was unable to make the last meeting but it was not received: As requested at the last PC meeting, I spoke to Trisha Roberts about the possibility of the PC and the Shop coordinating their grant making. She thought this was worth exploring and I will arrange to discuss the topic in more detail over the coming weeks. One benefit is that both the PC and the Shop could support a wider range of village groups and activities from the same sized pots of money. It is also likely that TCP will get to the position in the future where it will also be able to put some money back into the community so we could then see some reasonably sizeable amounts being available. I will report back further next month.

13/126. Leisure and Recreation Group:

Quotes for Pavilion Refurbishment – decision required.

3 quotes have now been received – LARG have reviewed the quotes and indicated which quote they would favour. Following discussions it was agreed that references should be taken up as to previous works carried out, method statement for the project, duration of works and a further quote for weatherboard on all facades. Kaaren Berry to draft a letter and Councillor Sheldrake to review for technical wording. It was agreed that a special meeting be held once the responses are received.

13/127. Financial Accounts:

- 13/127.1 To receive the Clerk's Report indicating receipts and payments requiring approval. Payment agreed for paying except for RoSPA's which will be sent when the report has been received. There was a vote of thanks to Kaaren Berry for her efforts with the accounts which has resulted in lower accountancy charges.
- 13/127.2 Signing of the Grounds Service Level agreement with Braintree District Council 1st April 2013 to 31st March 2016. Councillor Alan proposed the agreement was signed and Councillor Bull

seconded the proposal. The agreement was then signed.

13/127.3 Completion of the Audit commission form and signing required. The form was completed, Councillor Bagnall proposed it's signing and Councillor Collard seconded this. Ray Papworth has suggested that the assets are reviewed over the coming year to see if they are really assets and their value. Kaaren Berry to meet with Ray to progress this.

13/128. Transport / Highways Issues:

An email from Essex County Council has been received to say the potholes adjoining the car park in Park Lane have been repaired. Upon inspection of the area it has been noted that it is in need of some attention. Kaaren Berry to approach the village warden to attend the area.

13/129. Co-option of Casual Vacancy:

There has been some interest shown for filling the vacancy. Kaaren Berry to follow up with interested parties.

13/130. Village Hall Update report:

Councillor Sheldrake has spoken with the Village Hall Committee, the suggestion of moving the stage and opening up the back wall were raised. The hall will be measured to see if carpet bowls could be played. The village hall committee are purchasing documents on management and checklists. The table top sale is booked for the 6th July – not many have signed up for it at present. The committee are looking at the possibilities of a false ceiling in the hall and solar panels. Councillor Sheldrake is also looking into energy projects for the village communities.

13/131. Planning:

13/131.1 Application No:13/00735/LBC Location: The Windmill, Gainsford End, CO9 4EG
Description: Relocation of existing window into approved scheme 12/01696/LBC and moving approved rooflight.

13/131.2 Application No: 13/00739/FUL Location: 1 Church Lane, Toppesfield, CO9 4DR
Description: Conversion of existing stable block into an annexe, with bathroom and lobby side extensions

No objections were made to either application.

However there were concerns that application no 13/00739, the stable block conversion could be turned into a separate dwelling/holiday let. Also concerns were raised about it's proximity to the neighbouring properties.

Discussions followed about tree preservation orders and a few trees were identified which may qualify for having a tree preservation order put on them. Kaaren Berry to follow up. In due course a full audit of the trees within the parish is to take place regarding any further trees to be identified for tree preservation orders.

13/132. Grant Application:

Councillor Bagnall has made some changes to the existing forms and explored other parish council' conditions. Councillor Bagnall recommended that the grant forms be accepted as per the change version presented at the meeting. This was agreed by those present.

13/133. Parish Surgeries:

The last surgery was held on the 22 June 2013. No members of the public attended.

The next surgery will be held on 20th July 2013 – this will be held by either Councillor Moore or Councillor Bagnall.

13/134. Correspondence:

13/134.1 each – letter requesting funding & poster advertising the Colchester Abseil – agreed to place poster up about the abseiling. The Parish Council agreed that it would not be making a regular donation to this charity.

- 13/134.2 HAGS SMP – product information & prices for playground equipment – Councillor Bull retained this.
- 13/134.3 National grid – information regarding the next forum meetings has been received.
- 13/134.4 EALC – County update & upcoming courses has been received.
- 13/134.5 RCCE – Invitation to their Annual General meeting 10th July 2013
- 13/134.6 Land Registry re access road to pump station – report received to say they have found the title deed but a further form needs completing to find out who owns the road – Kaaren to progress this.
- 13/134.7 J.Parker Wholesale Catalogue – Dutch bulbs – agreed to pass to the allotment committee.
- 13/134.8 Village Show – stall information – reply to say that a table required but not a gazebo.

Late Correspondence:

Clerk and Councils Direct – July Issue

Braintree District Council – Allotment & Open Space Plan – information required – Kaaren to complete and return.

13/135. Any Other Business:

To discuss any other business / items for the next agenda

Councillor Bagnall suggested that a separate informal meeting was held to discuss progressing the village plan and – it was agreed to make the first meeting on Wednesday 17th July at 7.30pm.

A map of the parish’s verge cutting has been received and circulated to those present.

Kaaren reported that the Energy Saving Workshop Ridgewell Parish Council put on was very informative and Braintree District Council should be able to the Village Show to give advice on devices and grants available.

13/136. Date of the next meeting:

The next meeting of Toppesfield Parish Council will be held on the 1st August 2013 at 8pm at Toppesfield Village Hall.

13/137. Close:

The meeting was closed at 10.25pm

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Chairman

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Date

Action Summary:

- Kaaren Berry to chase up Braintree District Council for hedge cutting quotation.**
- Kaaren Berry to report the pothole along the Yeldham Road to Essex County Council.**
- Kaaren Berry to draft letter for additional information for the progressing of the refurbishment of the changing room. Shaun Sheldrake to review letter.**
- Kaaren Berry to approach the Village Warden to attend to the car park area to tidy it up.**
- Kaaren Berry to contact those interested in the vacant Councillor position.**
- Kaaren Berry to look into applying for Tree Preservation Orders.**
- Kaaren Berry to complete the second for the Land Registry to find ownership of the access road.**

Appendix A

Accounts – 4th July 2013

	£	£
National Savings Deposit Account:		
Balance as at 31st March 2013	2521.77	
Community Account		
Balance as at 28 th June 2013	<u> </u>	<u>18701.34</u>
Subtotal:	2521.77	18701.34
All previous issued cheques cashed		
Income Received & Paid in but not included in above figure:		
Advertising £40		40.00
Street Scene payment - BDC		1045.38
Payments to be approved:		
Chq No:		
101459	P Chinery - verge cutting	537.60
101460	RCCE Membership	48.00
101461	Playsafety Limited - RoSPA report	156.00
101462	Anglian Water - allotment supply	51.64
101463	e.on - changing rooms	24.12
101464	KBOS - Karen Baker Accountant	180.00
101458	K. Berry June's wages	<u>198.47</u>
		1195.83
Bank Charges will be deducted on 5 th July 2013		10.00
Balance	<u>2521.77</u>	<u>18580.89</u>

Last bank statement received up to 28th June 2013.