



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 2<sup>nd</sup> July 2015 At The Village Hall, Toppesfield at 8.00pm

### 15/139. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull - Chairman  
Councillor Dave Dyson – Vice Chairman  
Councillor Linda Bowen  
Councillor Andrea Chinery  
Councillor Mike James  
Councillor Alan Preston  
Councillor Paul Thompson

Also in attendance:

5 Members of the public  
Kaaren Berry – Clerk to the Parish Council

No Apologies were received.

### 15/140. Declaration of Members Interest on Agenda items:

Councillor Mike James and Councillor Dave Dyson declared an interest in agenda item 15/150.2.

### 15/141. Open Session for members of the Parish to address the Parish Council:

It was questioned why residents did not know about Braintree District Councils Call for Sites as two sites in Gainsford End and 3 in Toppesfield have been identified. Councillor Bull confirmed that notices had been issued in the noticeboards and the consultation period had ended. Councillor Dyson suggested that a public meeting is held and the planners from Braintree District Council are invited to attend. Councillor Dyson will contact Braintree District Council regarding this.

The driveway to a property in Park Lane was also raised as it is dangerous to the occupant. A vehicle assessment team from Essex County Council has been in the area over the last few weeks. Kaaren Berry to follow up with the assessment team to see if they have reported this.

### 15/142. Martin Render – Community Heartbeat Trust:

Shaun Sheldrake reported that the CREAMER Fund at Freshwell Health Centre in Finchingfield are willing to fund the purchase of two defibrillator machines for Toppesfield and Gainsford End as the parish comes under their catchment area. The cost to the Parish would be the installation costs and an ongoing cost of around £60 every 2 years for replace pads and approx. £200 for the battery every 4 – 5 years.

Martin Render confirmed that the Parish Council would own the equipment and therefore responsible for the checking of it on a weekly basis and completing reports. Training and public seminar will also be arranged and delivered by Community Heartbeat Trust. It was suggested that the best place to have the defibrillator machines would be in the telephone boxes and they can look into the adoption of this.

### 15/143. Minutes of the last Parish Council meeting and the Annual Parish Meeting:

The minutes of the Annual Parish meeting held on the 30<sup>th</sup> April 2015 and the minutes of the Parish Council meeting held on the 4<sup>th</sup> June 2015 were approved and signed by the chair as being an accurate record of the meeting.

### **15/144. Matters Arising:**

The nominations form for Buckingham Palace Garden Party has been looked into and Councillor Bull will complete and return the nomination.

### **15/145. Actions from previous meeting:**

- 15/145.1 Councillor Dyson to look further into the Public Works Loan Board guidance and procedures – Councillor Dyson reported this is ongoing.
- 15/145.2 Councillor Bull to seek a quote for repainting the Village Gates – Councillor Bull reported this is ongoing.
- 15/145.3 Councillor Preston to seek further quotes for the removal of the existing noticeboard at Camoise Close and the installation of the new noticeboard in its place. To be discussed under agenda item 148.2.
- 15/145.4 Kaaren Berry to supply national pay scale information for salary review. To be discussed under agenda item 148.4.
- 15/145.5 Kaaren Berry to provide ownership of land along The Causeway between Greenfields and Essex County Council. Information supplied and discussed. It was agreed to take no further action at present.
- 15/145.6 Kaaren Berry to contact Braintree District Council regarding the Dog Waste Bin post near Berwick Hall Drive. Braintree District Council will be looking at this shortly.
- 15/145.7 Councillor Dyson to look into grants and speak to the village hall committee re extending the village Hall. Councillor Dyson reported that the Village Hall Committee are positive about an extension so this can be taken further.
- 15/145.8 Kaaren Berry to look in the Parish Council office for any previous plans on extending the hall – no plans were found in the office regarding an extension.
- 15/145.9 Councillor Preston and Councillor Bowen to progress the Winter Gritting team and look into cost of purchasing snow shovels. 6 volunteers will be split into designated areas for snow clearing and gritting.
- 15/145.10 Councillor Chinery and Councillor Dyson to look into options for a self-contained area for Little Chestnuts Pre School – this is still being looked into.
- 15/145.11 Kaaren Berry to look over previous minutes to see what was agreed about the replacement tree along The Causeway. Information gained regarding consent conditions and Kaaren Berry to follow up with Braintree District Council.

### **15/146. Internal Practices and management for the Parish Council**

- 15/146.1 Proposal to adopt the Sub Committees and Working Groups paper previously presented. It was agreed that the Councillors Portfolios and Group Responsibilities are how the Parish Council duties would be distributed.
- 15/146.2 Feedback from the previous Parish Surgery. Councillor Dave Dyson reported that there was nothing to report follow the last Parish Surgery. Councillor Bull reported that he is working with a local supplier regarding the Gainsford End pump.

### **15/147. Correspondence:**

- 15/147.1 RCCE – Annual General Meeting – 8<sup>th</sup> July 2015, Writtle College 7.30pm and Annual Review.
- 15/147.2 Essex County Council – Winter Salt Scheme 2015. It was agreed to partaking again this year – Kaaren Berry to complete and ask for delivery to the Village Hall.
- 15/147.3 BDVSA – June Bulletin – including Funding Opportunities, Volunteering Opportunities at Mid Essex CCG and Summer Holiday activities at Braintree Museum.
- 15/147.4 Braintree District Council – Local Plan update. Work on the Draft Local Plan is underway. The update is available to view on their website:  
[http://www.braintree.gov.uk/info/200230/planning\\_policy/712/braintree\\_district\\_development\\_plan/2](http://www.braintree.gov.uk/info/200230/planning_policy/712/braintree_district_development_plan/2)
- 15/147.5 de Vere Primary School – Proposal to expand de Vere Primary School from a capacity of 140 place to a capacity of 210 place with effect from September 2017.
- 15/147.6 Essex County Council – Tender Rounds – results of the tenders and list of new operators.
- 15/147.7 Essex County Council – Joint Replacement Waste Local Plan – Revised Preferred Approach June 2015. Public Consultation 18<sup>th</sup> June – 30<sup>th</sup> July 2015. Consultation documents can be viewed at [www.essex.gov.uk/WLP](http://www.essex.gov.uk/WLP)

15/147.8 Fit For Sport – Invitation to host an activity day during the summer holiday. It was agreed to run this again and keep the cost the same as last year £2.50 per head. Kaaren Berry to follow up.

**Late Correspondence:**

July edition of Clerk & Councils Direct.

A Public meeting is being held Thursday 9<sup>th</sup> July at 6.30pm at Town Hall, Market Place, Braintree. The Police and Crime Commissioner for Essex, Nick Alston, and the Essex Police district commander, Chief Insp Richard Melton, will answer questions from the audience.

Mh-p website Analytical Report June 2015 received.

EALC – legal update no 6 received.

Braintree District Council are holding a Housing Options Breakfast Meeting on 21<sup>st</sup> July 2015 at 9.30am at their offices in Braintree.

**15/148. Financial Accounts:**

15/148.1 To receive the Clerk's Report indicating receipts and payments requiring approval. These were approved and signed except for the payment to EALC. Kaaren Berry to query this again.

15/148.2 Consideration of quotes to install new noticeboard on the corner of Camoise Close and remove the existing one. The quotes were opened, details of each read out anonymously and the works were awarded to Stuart Hammond.

15/148.3 Consideration of quote for repainting of the Village Gates – this is ongoing.

15/148 4 Clerks Salary Review – this was discussed and agreed to increase the clerks salary to SCP 24 with effect from 1<sup>st</sup> July 2015 on the NALC National Salary Award scales.

**15/149. Purchase of Land behind The Green Man, Toppesfield.**

15/149.1 Update on Purchase of Land behind The Green Man, Toppesfield. Councillor Bull confirmed that Birkett Long Solicitors have been engaged and the purchase is progressing.

**15/150. Planning:**

15/150.1 Planning Policy previously circulated was discussed and it was agreed that this will be adopted. This was proposed by Councillor Dyson and Seconded by Councillor Thompson.

15/150.2

Application No:	Description:	Location:	Comments By:
15/00768/FUL	Erection of side extension to link main dwelling with annexe with front entrance porch and veranda to rear elevation	7 Park Lane Toppesfield CO9 4DQ	15 <sup>th</sup> July 2015
15/00507/FUL	Application for the variation of condition number 3 to approved application 14/01350/FUL to remove the ancillary aspect of the micro-brewery, but include that there shall be no vehicular movements to, from or within the premises outside the following times:- Monday to Friday 0900 hours - 17hours Saturday 0900 hours -1300hours Sundays, Bank Holiday and Public Holiday - no vehicular movements. Deliveries/Distribution shall be made in a vehicle no greater than 305 tonnes (Gross) weight	The Green Man Church Lane Toppesfield CO9 4DR	4 <sup>th</sup> July 2015

The above applications were discussed and no objections were raised regarding either application.

**15/151. Parish Plan Portfolio: Ecology & Environment**

15/151.1 Councillor Mike James had nothing to report at present.

### **15/152. Parish Plan Portfolio: Social and Community**

15/152.1 Councillors Dave Dyson and Linda Bowen had nothing to report at present.

15/152.2 Feedback on meeting with Police & Crime Commissioner for Essex – Councillors Dave Dyson and Linda Bowen reported that this was a good meeting but due to financial constraints enforced upon them their services are being squeezed.

### **15/153. Parish Plan Portfolio: Leisure & Recreation**

15/153.1. Update on Changing Rooms Refurbishment – Councillor Thompson reported that works should commence during the first week of the school holidays and take approx. 2 – 3 weeks. Also the hedge behind the changing room will be cut again.

15/153.2 Update on playing equipment changes and funding – Councillor Thompson reported this is stage 2 of the project and they are looking at a hard standing area and improving the pathway to the playing fields. A public consultation will be held to see what the public would like at the playing field.

15/153.3 Discussion on funding for changes – Councillor Thompson reported they are looking for funding ideas for match funding as around £26,000 is required for projects on the playing field.

15/153.4 Decision on donation made by a Parishioner. – Councillor Thompson will write a letter to the parishioner asking where they would like their donation to go.

15/153.5 Proposal for the Parish Council to subsidise travel for the Toppesfield coach Trip to the Kent Show – Councillor Thompson has spoken to Turners who will advertise the trip as well to help fill the seat so there is nothing for the Parish Council to consider at this time.

15/153.6 Consideration of a local Tombola or Boot sale alongside the village markets for funding for village Projects – Councillor Thompson suggested that a tombola or boot sale is run alongside the village markets to help raise funds for projects. Kaaren Berry to speak to the market organisers re this.

15/153.7 ROSPA Report – Kaaren Berry to forward this to Councillor Thompson.

### **15/154. Parish Plan Portfolio: Communications and Transport**

15/154.1 Councillor Andrew Bull reported that he is looking into purchasing a small mini bus for the village to use – more details will follow as received.

### **15/155. Parish Plan Portfolio: Economy and Employment**

15/155.1 Councillor Alan Preston suggested that the Parish Website includes a page of local services. Councillor Bull will enquire as to the cost of an extra page on the website.

### **15/156. Parish Plan Portfolio: Youth**

15/156.1 Councillor Andrea Chinery reported that the feedback she has received so far is that the youth would like somewhere to hang out and listen to music. Invitations will be sent out to a casual meeting to find out what the youth would like.

### **15/157. Parish Surgery:**

The next Parish Surgery will be held on 11<sup>th</sup> July 2015 from 10.30am – 12.30pm in the Village Hall. Councillor Bull will be in attendance.

### **15/158. Any Other Business:**

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

It was agreed to ask Martin Render to look into adopting the telephone boxes but ask if this means losing the telephone facility if a defibrillator is placed there.

Councillor Bowen reported that she had problems with her control panel for the heating and hot water since the planned power cut and has managed to gain some compensation from Network Power. Councillor Bull will ask on Facebook if anyone else has experienced problems to contact Kaaren Berry so a joint response could be put forward to Network Power.

It was also reported that the memorial saplings are in need of attention – Councillor Bull will speak to Alan Collard regarding this.

The Parish Council have been asked if they would run a stall at the village show and Councillor Bull stated that the Parish Council will not run their own stall but will help the village hall out with their stalls.

**15/159. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 6<sup>th</sup> August 2015 at 8pm at Toppesfield Village Hall

**15/160. Close**

The meeting was closed at 10.35pm

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Chairman

.....  
Date

**Action Summary:**

**Councillor Dyson to contact Braintree District Council re the Call for Sites and inviting them to a public meeting.**

**Kaaren Berry to contact Highways re the recent assessment teams visit and check if the driveway along Park Lane was reported.**

**Councillor Bull to complete and send the nomination form for the Buckingham Palace Garden Party.**

**Councillor Dyson to look further into the Public Works Loan Board guidance and procedures.**

**Councillor Bull to seek a quote for repainting the Village Gates.**

**Kaaren Berry to follow up on fit For Sport / Fusion hosting an activity day at the Village Hall.**

**Kaaren Berry to query the bill for EALC again.**

**Kaaren Berry to speak to the market organisers re running boot sales or tombola's alongside the village markets to help raise funds for projects.**

**Kaaren Berry to forward the RoSPA report to Councillor Thompson for consideration.**

**Councillor Bull to find out the cost of an extra page to the Parish Council website for a list of local tradesmen and business's.**

**Councillor Bull to contact Alan Collard about the memorial saplings.**

## Appendix A

Accounts –2nd July 2015					
			£		£
National Savings Deposit Account:					
Balance as at 1st January 2015			2559.74		
Community Account					
Online	Balance as at 30 June 2015				£30,060.87
Subtotal:			£2,559.74		
All previous issued cheques cashed balance should be					<u>£28,430.22</u>
Income Received (included in above figure)					
Braintree District Council - Street Scene Partnership					£1,074.65
Payments to be approved:					
Date of invoice				Chq No:	Unrecoverable VAT
05.06.15	Paul Clark Printing Ltd - Newsletter			101594	£256.00 £0.00
08.06.15	EALC - Good Councillor Guides			101595	£44.50 £0.00
12.06.15	Playsafety Limited - RoSPA Inspection & Reports			101596	£156.00 £0.00
14.06.15	E.ON - Changing Room Supply			101597	£26.08 £0.00
Jun-15	RCCE - Annual Membership			101598	£48.00 £0.00
29.06.15	Stuart Hammond - Toppesfield sign, repair, install and clear site			101599	£495.00 £0.00
Jul-15	CommuniCorp - Clerks & Councils Direct - for all Councillors			101600	£60.00 £0.00
30.06.15	K. Berry - June wages			101593	£223.20 £0.00
					<u>£1,308.78</u>
18.06.15	Bank Charges will be deducted on 6th July 2015				£5.00 £0.00
Balance			<u>£2,559.74</u>		<u>£28,191.09</u>
Last bank statement received up to 29th May 2015					