



# Toppesfield Parish Council

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

Councillor Andrew Bull confirmed that Toppesfield and Gainsford End had won the Rural Community Council of Essex Village of the Year Competition and the shield and certificates were on show.

### 16/152. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

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

#### Also in attendance:

4 Members of the Public  
District Councillor Richard van Dulken  
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:  
Councillor Paul Thompson

### 16/153. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

### 16/154. Open Session – opportunity for members of the Parish to address the Parish Council.

A member of the Allotments group reported that their lawn mower is past its sell by date and will be purchasing another one but will struggle with its annual upkeep, approximately £250 per year. The grass on the allotments are currently being cut free of charge. The Allotments group are willing to purchase the lawn mower at a cost of £600 and requested that the Parish Council help with the upkeep. The lawn mower will then be stored at the back of the village hall in the lock up. Councillor Andrew Bull confirmed that the grant request will be considered later in the meeting.

The safety aspect of the new entrance at the gate end was raised and it was suggested that a handrail be fitted near the gate to slow bikes down coming out onto the road.

The Gainsford End pump progress was questioned. It was confirmed that the pump will be emptied out and refurbished and placed back in Gainsford end. A Gainsford End resident has volunteered to weed the area where the pump will stand.

The grass area around the noticeboard in Gainsford End was raised as it needs some attention – Councillor Alan Preston will speak to a Gainsford End resident to see if they are willing to cut the grass around the noticeboard.

The footpaths to the east of Gainsford End are not being kept up and therefore are at risk of being lost. Councillor Andrew Bull confirmed that the land owners are responsible for the upkeep of the footpaths and that reminders can be sent once the land owner can be identified.

A burnt out car has been dumped along Mallows Lane and has a 'police aware' notice on it. Richard van Dulken will report this to Braintree District Council.

Concerns were raised regarding the wood area known as 'the graveyard' in Gainsford End as 50 – 60 sheds have appeared. Councillor Andrew Bull confirmed this will be looked at.

Congratulations on winning the Village of the Year were given to the Parish Council by a Gainsford End resident.

Concerns regarding the hedges in Gainsford End and around the sign need addressing were also raised and that communications need improving and it was suggested that a 'Community Awareness Project' be carried out.

#### **16/155. Minutes of the last Parish Council Meeting** *(previously circulated)*

The minutes of the Parish Council meeting held on 2<sup>nd</sup> June 2016 were approved and signed as correct.

#### **16/156. Matters Arising from last meeting** - not dealt with below

Councillor Alan Preston reported that a request was made at the last parish surgery for a portable noticeboard so it could be put out at events to advertise other upcoming events/meetings. Councillor Alan Preston stated that he can put one together.

It was reported that 4x4's and motorbikes are using Church Lane as 'green lane' driving – unfortunately as it is a byway there is not much that can be done to stop this.

The building inspector has visited the Pavilion and has signed off the works and the Regularisation Certificate has been received – Kaaren Berry to contact Braintree District Council re Section 106.

Payment for the website was raised as items are not being uploading – Councillor Andrew Bull confirmed that payment for the website can be released and service will continue.

The commemorative medals for the Queens 90<sup>th</sup> birthday still to be given out to the children of the parish that do not attend the school or preschool and it was also agreed to give medals to the children of the Little Hedgehogs toddler group.

#### **16/157. Actions from previous meeting:**

16/157.1 Councillor Alan Preston presented the 'terms of work' for the handyman – these were discussed and Councillor Dave Dyson proposed that they were accepted and Councillor Linda Bowen seconded this.

Councillor Alan Preston will draw up the specification of works as they arise.

16/157.2 Councillor Andrew Bull to speak with Nick Hasler re the positioning of the tree near Dick Ruggles Bench. Councillor Andrew Bull confirmed that tree will be moved in consultation with other park users.

Councillor Andrew Bull suggested that a 'Park users' group be set up to meet quarterly but to be chaired by the Parish Council to discuss issues/projects. It was also proposed that Dick Ruggles bench is moved to the end of the Pavilion and that the pavilion/changing rooms are renamed as the 'Dick Ruggles Pavilion' as he was very involved in the football and cricket teams. This was proposed by Councillor Dave Dyson and Councillor Linda Bowen seconded this. All presented agreed with this proposal.

16/157.3 Councillor Andrew Bull to liaise with Nick Hasler re the siting of new play equipment on the Recreation field. This was carried out by another member of the parish on Councillor Bull's behalf and the siting of the new equipment agreed.

16/157.4 Kaaren Berry to enquire costs of skips and permit and availability of dates. Colne Valley skips were contacted and price for a 12 yard skip is £250 plus VAT and if it is on Highway land a permit needs to be obtained at a cost of £40 plus VAT. Skips are available most of the time. 7 Days' notice is required for permits.

16/157.5 Kaaren Berry to find out what effect the storage of the petrol mower in the pavilion has on the insurance. The storage of petrol mowers in the pavilion will not affect the Parish Council insurance as it is the property of the Cricket Club but proper training of the use of and turning off /storage of the mower needs to be given and the appropriate risk assessments need to be in place as they have a duty of care. However the building needs to be listed separately on the Parish Councils insurance policy – the rebuild cost need to be sort before this can be done. Kaaren Berry to find this out and inform the insurance company.

16/157.6 Kaaren Berry to find out key holders for the pavilion – five sets of keys have been identified. Kaaren Berry to hold two sets at present.

## **16/158. Internal Practices and management for the Parish Council:**

16/158.1 Proposal for 'off site' planning session for the Parish Council in July to set strategy and plans for 2020. This was discussed and it was agreed to meet on the 16<sup>th</sup> July in Belchamp St Paul Community Hall – Councillor Andrew Bull to check availability.

## **16/159. Correspondence Received:**

16/159.1 Essex County Council – waste busters campaign posters displayed – more information can be found at [www.recycleforessex.com](http://www.recycleforessex.com)

16/159.2 RCCE – Annual General Meeting – Chelmsford Race Course, 6<sup>th</sup> July 2016 7pm.

16/159.3 EALC – updates and legal updates & BDVSA e-bulletin – previously circulated to all councillors.

16/159.4 Essex County Council and Southend-on-Sea Borough Council Joint Replacement Waste Local Plan – Submission June 2016. Submission documents can be viewed at [www.essex.gov.uk/WLP](http://www.essex.gov.uk/WLP)

16/159.6 Essex County Council - Footpath diversion – it was confirmed that the application will not be considered until next year.

16/159.7 Braintree District Council – Local Plan Consultation – draft Housing Strategy has been published for consultation which closes on 20<sup>th</sup> August 2016. The documents and form for comments can be found at [https://www.braintree.gov.uk/info/200248/housing/371/housing\\_policies\\_research\\_and\\_strategies/2](https://www.braintree.gov.uk/info/200248/housing/371/housing_policies_research_and_strategies/2)

16/159.8 Braintree District Council – Local Plan, public exhibitions. Plans can be viewed online at [www.braintree.gov.uk/consultlp](http://www.braintree.gov.uk/consultlp)

16/159.9 Essex County Council – Superfast Broadband – Countywide Superfast Essex Parish Engagement Event, Wednesday 13<sup>th</sup> July, 7pm – 9pm at the Essex Records Office, Chelmsford

## **Late Correspondence:**

Mh-p Website Analytical Report for June received.

Clerk & Councils Direct – July issue received.

Network Rail crossing closure consultation – details can be found at

<http://www.networkrail.co.uk/anglialevelcrossings/>

Streetscape – funding service to help with applications for outdoor equipment.

Report from Ann Read P3 officer regarding some of the footpaths around the parish was received.

## **16/160. Financial Accounts:**

16/160.1 Grant application from Toppesfield and Gainsford End Allotments – this was discussed and it was proposed by Councillor Mike James and seconded by Councillor Dave Dyson that there would be a promise to pay up to £250 on next years' service of the Allotments new lawn mower. This was agreed by those present.

16/160.2. Transparency Code Application for funds and possible further funding – a funding application has been made for a new laptop and scanner/printer. Further funding is available as needs arise. It was proposed and agreed that the village hall are to have the old laptop for their use.

16/160.3 To receive the Clerk's Report indicating receipts and payments requiring approval – these were approved and signed.

16/160.4 Training - CiLCA two day summer intensive course. It was agreed that Kaaren Berry can apply for the course.

## **16/161. Highways:**

Flooding - what can be done in respect of flooding at the top of Great Yeldham Road, by the Green Man barn and in the Village Hall car park. The above areas were discussed and it was agreed that the plans for the village hall need to be sort to find out where the drains go and invite a highways engineer to the village to have a look at the problem area by the Green Man barn and on the Great Yeldham Road.

## 16/162. Planning:

Agenda No	APPLICATION NO:	DESCRIPTION :	LOCATION :
16/162.1	16/00893/FUL & 16/00894/LBC	Conversion of outbuilding into residential accommodation	Cust Hall Gainsford End Road Toppesfield CO9 4EB

This application was discussed and no objections were raised.

### 16/163. Land to the rear of The Green Man Public House

16/163.1 Update – Councillor Andrew Bull confirmed that the purchase is progressing.

16/163.2 Planting of hedge trees that have been donated for hedging on the land behind the Green Man – this was discussed and it was agreed that the ‘meadow look’ is enchanting to the village and it was agreed that wooden stakes at intervals along the border were placed to retain the view.

### 16/164. Engagement with Toppesfield Community Pub Ltd (TCP)

Update from TCP – members from Power to Change were in the village today to help with the application for funding. The interview process for a new tenant will be next week and a visit from HMRC has taken place to look through the working of the Brewery and TCP and all was found to be okay.

### 16/165. Parish Plan Portfolio: Ecology & Environment

The question of sustainability was raised during the visit by the judges from the Rural Community Council of Essex (RCCE) for the Essex Village of the year competition. It was agreed that this needs to be considered.

### 16/166. Parish Plan Portfolio: Social and Community

16/166.1 Councillor Dave Dyson & Councillor Linda Bowen stated there was nothing to report.

16/166.2 Neighbourhood Watch – signs have been placed on the village gates and an article will be placed in the newsletter.

### 16/167. Parish Plan Portfolio: Communications and Transport

Councillor Andrew Bull stated there was nothing to report.

### 16/168. Parish Plan Portfolio: Economy and Employment

16/168.1 Councillor Alan Preston confirmed the two applicants for the position of Handyman were considered and proposed that Barry Hammond be given the position. This was seconded by Councillor Dave Dyson.

### 16/169. Parish Plan Portfolio: Youth

The question of a youth club was raised by the RCCE on their visit – this needs to be looked into / discussed if there is a need for one.

### 16/170. Parish Plan Portfolio: Leisure & Recreation

16/170.1 Discussion on seating requirements for the Petanque Court. It was agreed by that the Petanque users should say where seating is required.

16/170.2 Playing Fields Improvement Plan Update – Councillor Bull reported that he and Councillor Alan Preston have checked improvements are on target and the bottom half of the access to the playing field will be completed once the school has broken up for the summer holidays.

16/170.3 Feedback from Toppesfield Cricket Club Meeting. Councillor Andrew Bull stated that the Cricket Club would like a separate building to store the mower / roller in. Quotes for a shed/container for storage purposes and the rebuilding of the building in the bottom corner of the playing field to be sort and brought to the next Parish Council meeting.

### 16/171. Parish Surgery:

Report any issues reported at the previous parish surgery – these were dealt with under matters arising. The next Parish Surgery will be held on 6<sup>th</sup> August 2016 from 10.30am – 12.30pm in the Village Hall and Councillor Alan Preston will be in attendance.

**16/172. Any Other Business:**

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

The amount of traffic along Church Lane at school drop off time was raised as inappropriate parking and stopping in no stopping areas is the norm. Suggestions to reduce problems are needed.

The state of the hedge outside the barn opposite the Church was raised – Kaaren Berry to contact Highways. Richard van Dulken stated that the local plan is online for viewing. He also spoke about the police and the neighbourhood watch scheme, the possible surgery on the new Sible Hedingham housing site and congratulated the parish council on winning the village of the year competition.

**16/173. Date of the next meeting:**

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

**16/174. Close**

The meeting was closed at 10.20pm.

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Chairman

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Date

**Action Summary:**

**Councillor Alan Preston to speak to a Gainsford End resident to see if they are willing to cut the grass around the noticeboard.**

**Councillor Andrew Bull to look at the ‘the graveyard’ in Gainsford End re the amount of sheds placed there.**

**Kaaren Berry to contact Braintree District Council re Regularisation Certificate and Section 106.**

**Kaaren Berry to seek the rebuild cost of the pavilion and inform the insurance company.**

**Councillor Andrew Bull to check availability of Belchamp St Paul’s community hall for an offsite planning session on 16<sup>th</sup> July 2016.**

**Kaaren Berry to contact Highways re the flooding issues along the Great Yeldham Road and outside the barns at the Green Man.**

**Kaaren Berry to contact Highways re the hedge opposite the church to cut it back from the road.**

# Appendix A

Accounts – 07 July 2016					
			£		£
National Savings Deposit Account:					
	Balance as at 1st January 2016		£2,578.94		
Community Account					
Statement	Balance as at 31st May 2016				£28,014.30
Subtotal:			£2,578.94		
	All previous issued cheques cashed balance should be				£27,420.30
Income Received					
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
Jun-16	RCCE - Membership renewal		101684	48.00	£0.00
13.06.16	Braintree District Council - Toppesfield Playing Field 2016/17 Grass cutting		101685	£1,023.60	£0.00
15.06.16	e.on - electricity supply to the changing rooms on Toppesfield Playing field		101686	£26.08	£0.00
20.06.16	P Chinery - Verge Cutting		101687	£570.00	£0.00
28.06.16	D Dyson - Computer, Printer and software		101688	£493.98	£0.00
29.06.16	Sovereign Design Play Systems Ltd - balance due for equipment/installation		101689	£3,524.66	£0.00
01.07.16	EALC - Transparency Fund Application day		101690	£20.00	£0.00
01.06.16	Toppesfield & Gainsford End Allotments		101691		
01.07.16	K. Berry - June wages		101683	£242.48	£0.00
				£5,948.80	
16.06.16	Bank Charges will be deducted on 4th July 2016			£5.00	£0.00
Balance			£2,578.94	£21,466.50	
Last bank statement received up to 29 April 2016					