



Toppesfield Parish Council



Minutes of the Annual Parish Council Meeting held on Thursday 6th July 2017 At The Village Hall, Toppesfield at 7.30pm

17/106. 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

Also in attendance:
5 members of the public attended
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:
Councillor Alan Preston
Councillor Paul Thompson

17/107. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

17/108. Open Session

Councillor Bull reported that Terling had won the Essex Village of the Year Competition this year and congratulated them on behalf of our community for their achievement.

It was confirmed that our Essex Village of the Year will be celebrated at was not formally celebrated at this year's Harvest Festival Church Service which will also remember members of the parish who passed away this year. Nicholas Henshaw from the Chelmsford Diocese will be speaking, the School and other groups will also hopefully be taking part. This will be held on 1st October, late afternoon. As part of the village show events there will be an exhibition in the Church of memories from Toppesfield and Gainsford End.

A proposal for a grant towards the grass cutting and general upkeep of the Church yard was received – Councillor Bull confirmed that this will be discussed at the next Parish Council meeting as it needs to be placed on the agenda

The revised planning application for Orchard House in Gainsford End was brought to the Parish Council's attention.

It was reported that there are now 19 Petanque members and the new chippings on the pitch look good. It was stated that a large cable drum has appeared behind the pitch. Councillor Bull to look into this.

The village car park is being used well but as it is not marked out parking can be difficult – it was asked if bays could be marked out.

The Park Lane street name needs painting and repositioning as you have to be in Park Lane before you can see it – Kaaren Berry to report.

There is a dog along Park Lane which frequently escapes and 'goes' in other people's gardens – is there anything that can be done – Councillor Bull to follow up on this.

The village envelope was questioned as the dynamics of Park Lane is changing. It was asked if new buildings/conversions would be out in the village envelope and what considerations are there for more housing in Toppesfield. Councillor Bull confirmed that in the Housing Needs survey it did identify a need for small homes to be provided but as things are changing this may need to be revisited.

17/109. Minutes of the Annual Parish Meeting and the last Parish Council Meeting

(previously circulated)

The minutes of the Annual Parish Council meeting and the Parish Council meeting held on 1st June 2017 were approved and signed as correct.

17/110. Matters Arising from last meeting - not dealt with below

No matters were arising.

17/111 Actions from previous meeting:

17/111.1 **Councillor Preston update on quote for repairs to Gainsford End Pump** – to be held over to the next Parish Council meeting.

17/112. Internal Practices and management for the Parish Council:

17/112.1 Annual Salary Review for Parish Clerk – this was discussed and agreed to raise the salary to the SCP 27 and backdate to the 1st April 2017. This was proposed by Councillor James and seconded by Councillor Chinery.

17/113. Correspondence Received:

17/113.1 Barclays Bank - Barclays Branch in Halstead is closing on Friday 1st September 2017.

17/113.2 RCCE – Annual General Meeting to be held on 5th July 2017 at Chelmsford City Racecourse – agenda received.

17/113.3 Essex Heritage News – Spring Edition received. Councillor Bull to read.

17/113.4 Merchant Navy Day, 3rd September 2017 – raising public awareness. Councillor Bull to look at promoting through Facebook and possibly the newsletter.

17/113.5 BDVSA – e-bulletin, EALC – updates – circulated to all Councillors.

17/113.6 Braintree District Council – Housing Options Breakfast Briefing – Tuesday 15th August 2017.

17/113.7 Richard van Dulken – Councillors Community Grant Scheme, monies are still available.

17/113.8 Braintree District Council – Publication Draft Local Plan and Sustainability Appraisal/Strategic Environmental Assessment consultation ends 28th July 2017. The full document can be found at www.braintree.gov.uk/publicationdraftlp

17/113.9 Mh-p – Website Analytical report for June received.

17/113.10 Kent Blaxill & Co – All hands on Dec, Community based project.

Late Correspondence:

Clerk & Councils direct – July issue received.

Superfast Essex Countywide Parish Engagement Event - Tuesday 25th July 2017 – Councillor Bull to consider.

London Stanstead Airport – exhibition dates for plans for the airport – posters displayed with dates.

EALC – Neighbourhood Planning Briefings – 7th and 14th October 2017.

Letter from Thelma Brad & J Bedwell re the memorial bench at Camoise Close – Councillor Bull to respond with photos of the condition of the bench and ask if they have any memorabilia which could be used as part of the exhibition in the Church.

17/114. Financial Accounts:

17/114.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

Report received, see Appendix A. and payments approved after the following discussions.

The cost of the village newsletter was raised and discussed – All Councillors to collect other village newsletters for comparison in preparation of our newsletter being reviewed.

The payment for the village hall gates will be paid once a rivet has been replaced and holes to hold the gates open have been created. The village hall gate costs were paid for from the prize money from the village of the year competition.

17/114.2 Grant application from Toppesfield Cricket Club (AB) – further information needs to be gained before this can be considered.

17/114.3 **Confirmation of available funds for urgent Toppesfield Village Hall Improvements in this financial year.**

No additional funds are available this year as the Parish Council's budget was kept tight to keep the precept down this year.

17/.115 Highways:

17/115.1 Footpath 51 diversion update – no response as yet – Kaaren Berry to chase up.

17/116 Parish Council Goal – ‘Love where you live’

17/116.1 Neighbourhood Watch Programme Update – no report available.

17/116.2 Community Payback Team – Report on June/Proposed Plan for July – no report available. Councillor Bull to ensure that the playing fields are not used for vehicles especially over the summer period.

17/116.3 Consideration for a rubbish bin to be sited at the bottom of the playing field near the goalposts – Kaaren Berry to look for bins and quotes.

17/117. Parish Council Goal – ‘Bringing the Community Together’

17/117.1 RoSPA findings re the concrete building in Toppesfield Playing Field – the recommendation is to remove the old concrete building. Discussion planned for next Council Meeting.

17/117.2 Update on proposed Christmas Lunch planning for our older residents – no update available.

17/117.3 Village Hall Management Committee Update – Councillor Bowen gave her report – see Appendix B.

17/117.4 Proposal for July Pop-Up, Pop-In Event – the Jubilee books will be available for viewing. 10.30pm – 12.30pm.

17/117.5 Update on Little Chestnuts Pre-School activities for May 2017 – Councillor Chinery reported that they are busy working on the provision for the 30 hours care in September and our hours have changed to accommodate this. The parents will benefit from the additional hours. 25 are registered for September.

17/117.6 Update on Golden Chestnuts activities for June/July 2017 – Councillor Dyson confirmed he had not been recently so nothing to report.

17/117.7 Update on St. Margaret's School activities for June/July 2017 – Councillor Chinery reported that the new head teacher has been appointed and interviews for the class 2 teacher are taking place. £690 was raised from the fashion show which the school hosted and £140 was raised at sports day by selling refreshments. The school is having a talent show and open afternoon on 12th July. 10 new children are due being going into reception in September and 6 are finishing their final year.

17/117.8 **Proposal for formulation of Playing Field User Group** – Councillor Bull summarised that LARG has now closed and a new user group to be made up of parents, Cricket Club, Petanque and the Parish Council is formed to advise the Parish Council on requirements and agree a purpose for the pavilion. A formal proposal is to be brought to the next parish council meeting.

17/117.9 Village Show 2017 Update – The next meeting is to be held on 10th July. A competition was held though the school for posters to advertise the show and there will be an arts & crafts event to make entries for the competitions on 1st September 2017.

17/118.10 Celebrating the best of Toppesfield & Gainsford End Event – October 2017 – Councillor Bull confirmed this will be the exhibition in the Church on the village show day. Memorabilia to be sought.

17/118.11 Agree date for Christmas Tree Lighting Event – it was agreed this will be the Saturday 2nd December 2017.

17/118 Parish Council Goal – ‘Protecting our Heritage and Planning for the Future’

17/118.1 Update on quotes for Toppesfield Sign repair proposal, The Causeway. To be held over to the next parish council meeting.

17/118.2 **Discussion on proposal to adopt a Neighbourhood Plan.**

Councillor Bull suggested that Braintree District Council are invited to articulate why the Parish Council should produce a Neighbourhood Plan. Councillor Bull to arrange.

17/118.3 Confirmation of appointment of Alan Collard and Dusty Miller as Parish Council Representatives to

Parish Charities Trust Group for 2017/2018.

The appointed was proposed by Councillor Dyson and seconded by Councillor James. Councillor Bull to formally write to the Parish Charities and Alan Collard to confirm the appointment.

17/119. Information exchange / July Parish Surgery / Items for the next agenda

Parish Surgery – the village hall gates were discussed as to indents in the concrete to keep them open and the missing rivet.

No items for information exchange or items for the next agenda were reported.

17/120. Date of the next meeting:

The next Parish Council Meeting is to be held on 3rd August 2017 at 7.30pm at Toppesfield Village Hall.

17/121. Close

The meeting was closed at 10.05pm.

Signed:

Dated:

Action Summary:

Councillor Bull to investigate the appearance of the cable drum on the Toppesfield playing field.

Kaaren Berry to report the Park Lane street name – relocating and painting.

Councillor Bull to follow up on the dog issue in Park Lane.

Councillor Bull to seek quote to tarmac the village car park.

Kaaren Berry to look for bins and quotes for the playing field near the goal posts.

Councillor Bull to invite Braintree District Council to present to the Parish Council regarding the work entailed to produce a Neighbourhood Plan.

Appendix A

Accounts – 6th July 2017		£	£		
National Savings Deposit Account:					
Balance as at 1st January 2017		<u>£2,594.44</u>			
Community Account					
Balance as at 30th June 2017			<u>£7,236.79</u>		
Subtotal:		<u>£2,594.44</u>			
All previous issued cheques cashed balance should be			<u>£7,218.79</u>		
Income Received					
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
30.05.17	Harper Fencing - Village Hall Gates		101749	£718.80	£0.00
29.05.17	D. R. Greenway - Install & Connect Defibrillator unit in Toppesfield Telephone Box		101750	£66.00	
31.05.17	Positive Products Ltd - Audit Accounts up to 31.03.17		101751	£180.00	
05.06.17	B E Stevenson - prepare & paint one goal post		101752	£90.00	
15.06.17	E.on - electricy supply to the Pavilion, on Toppesfield Playing field		101753	£20.70	
16.06.17	Paul Clark Printing - Newsletter June/July 2017		101754	£320.00	
19.06.17	Braintree District Council - grass cutting - Toppesfield Playing field		101755	£1,023.60	
19.06.17	P Chinery - Verge cutting		101756	£570.00	
20.06.17	RoSPA - Annual Inspection of both playing fields		101757	£159.60	
30.06.17	RCCE - Annual Membership Renewal		101758	£52.80	
03.07.17	Toppesfield Village Hall Committee - Quartley rent and meeting charges		101759	£318.50	
03.07.17	Mh-p - uploading newsletter x 2		107760	£36.00	
30.06.17	K. Berry -May wages		101748	£260.88	£0.00
				<u>£3,816.88</u>	
19.06.17	Bank Charges will be deducted on 5th July 2017			£5.00	£0.00
Balance		<u>£2,594.44</u>		<u>£3,396.91</u>	
Last bank statement received up to 30th June 2017					

Appendix B

Toppesfield Village Hall – report to Parish Council – Thursday 6th July 2017

The AGM of the Village Hall took place on Monday 5th June 2017. A new committee was elected. It met on the 6th June to allocate roles within the committee, including new trustees and identify initial tasks. These were allocated and given specific time frames.

A further committee meeting took place on 30th June.

To date we have discussed and acted upon –

Updating the community

We have written a summary of committee members and first intention. This will go on the village hall website when we receive access to it (action AB/KB).

Financial Audit

We will aid clarity by having a full independent audit of the finances of the village hall. It has been booked to hand the books over to Karen Baker on 7th August.

Electrics.

We have had a thorough survey of the system. The report indicates that there are several major issues which cause some elements of the current provision to be unsafe. These are now marked as such and the installer has been contacted urgently.

Trustee Insurance / Premises Insurance

We have had the VH insurance checked by an insurance provider. We are awaiting a report and quotation for enhanced provision regarding events but verbally we are informed that the premises and trustee insurance is adequate. However it is recommended that there are elements of events insurance which will need further enhancement.

Charity Commission

As we are now trustee-insured we will complete the necessary paperwork for the handover from the previous committee to the current members. The password has been obtained to enable us to do this.

Bookings

A committee member will be taking over the booking role from 1st September. Before that date, it will be ensured that the booking form is updated, reflecting and updating the aspects of insurance, fire, health and safety, and cost to hire the hall. A risk assessment form will also be devised. The Parish website and Village Hall websites will need to be updated with the new contact details etc.

Action Plan.

We are devising an action plan to plot our work and monitor effectiveness. The headings are: Health and Safety, Finances, Community and Parish Council and Health and Safety. Committee meetings are planned to be monthly and will be fully minuted. In addition, there are many 'subcommittee meetings' occurring!