



# **Toppesfield Parish Council**



## **Minutes of the Parish Council Meeting held on Thursday 5<sup>th</sup> June 2014 At The Village Hall, Toppesfield at 8.00pm**

### **14/107. Attendance and Apologies for Absence:**

#### **The following Councillors were in attendance:**

Councillor Andrew Bull – Chairman  
Councillor Alan Collard – Vice Chairman  
Councillor Shaun Sheldrake  
Councillor Sally Croft

Also in attendance:

Kaaren Berry – Clerk to the Parish Council  
7 members of the public was present

#### **Apologies were received from**

Councillor David Bagnall  
Councillor Clare Thompson

Before the meeting commenced the Chairman asked for 1 minutes silence in reflection of the 70 years of the D-Day landings.

### **14/108. Declaration of Members Interest on Agenda items:**

No declarations of interest were made at this time.

### **14/109. Open Session for members of the Parish to address the Parish Council:**

A parishioner raised the matter of the land for sale behind The Green Man and encouraged the parish council to purchase the land to secure it for the parish. It was mentioned that they feel there will be strong public support for this. Another parishioner pointed out there is no direct access to the land and also expressed the view that the parish council should purchase the land.

Dog fouling – was raised and it was suggested that a dog waste bin be located inside or near to the playing fields for people to use.

Ray Papworth presented his final internal report – the Chairman thanked Ray for his time and effort in putting this report together.

The Flower Show will be held on 13 September 2014 and the parish council were asked to take part again this year.

Wooden road signs have disappeared in several places around the village – Kaaren Berry to follow this up as some have been reported. Kaaren Berry also to find out progress on the village sign at the junction of The Causeway and Great Yeldham Road.

A parishioner also commented on items in 14/116 and asked if Gainsford End would be asked for their views regarding the Phone Box in Gainsford End – Councillor Bull confirmed there would be a consultation before any decisions are made. It was also requested if a litter bin could be placed by the notice board in Gainsford End.

Ann Read reported that the revised booklet about the Church will be on sale in the next few weeks.

#### **14/110. Minutes of the last meeting:**

The minutes of the meeting held on the 8<sup>th</sup> May 2014 were approved and signed by the chair as being an accurate record of the meeting.

#### **14/111. Matters Arising:**

Councillor Bull reported that a letter of resignation had been received from Councillor Thompson and regrettably accepted this. Councillor Bull expressed his thanks for Clare's hard work and commitment during her time as Councillor. Kaaren Berry to notify Braintree District Council in line with our statutory obligations.

#### **14/112. Actions from previous meeting:**

- 14/112.1 Kaaren Berry to write regarding the tree pruning/removal at the Toppesfield Playing field. A letter has been written and sent to BTS expressing concerns and inviting them to the parish council meeting. No response as yet – Kaaren Berry to follow this up.
- 14/112.2 Kaaren Berry to find out square footage insurance values for the village hall – this could not be obtained as a lot of companies do not seem to work on a square footage calculation. Enquires are to be made for rebuild prices.
- 14/112.3 Andrew Bull to seek price and design for housing of the no dog fouling signs – quotes to follow.
- 14/112.4 Kaaren Berry to circulate draft risk assessment for comment – see agenda point 14/114.6.
- 14/112.5 Kaaren Berry to check available dates with EALC for a Tuesday in September for training. EALC suggested 2nd September 2014. As there will hopefully be two new councillors soon it was agreed to set a training date in October or November. Kaaren Berry to find out dates.

#### **14/113. Correspondence:**

- 14/113.1 Letter for grant funding from Paul Thompson on behalf of the Allotment Society - to be discussed under agenda item 114.5.
- 14/113.2 Greenfields Community Housing Local Area Inspections – Toppesfield's inspection will take place on 24<sup>th</sup> July at 10am, meeting outside Dordell Court.
- 14/113.3 NHS England – Application for Steeple Bumpstead Surgery to provide pharmaceutical dispensing services. No objections were raised regarding this.
- 14/113.4 Braintree District Council – Further changes to the Pre Submission Site Allocations and Development Management Plan have been made and can be viewed on the Braintree Website.
- 14/113.5 Mike Henson – Free website Makeover – to be considered at the next parish council meeting.
- 14/113.6 NHS – North East Clinical Commissioning Group – is commissioning a new model of care based at the community hospitals in Harwich and Clacton.
- 14/113.7 Public consultation regarding Ramsden Hall School in Billericay & Langham – to establish a new special school on the Langham site and reduce the continuing Ramsden Hall School to the Billericay site with effect from 1 April 2015. This can be viewed at <http://tinyurl.com/EssexCCConsultations>
- 14/113.8 Essex County Council – Superfast Essex – their new website is live: [www.superfastessex.org](http://www.superfastessex.org)
- 14/113.9 Essex County Council – Invitation to the Parish Transport Representatives Meeting on 12 June 2014.

#### **Late Correspondence:**

Mhp – Analytical Report for May has been received.

Letter of resignation from Councillor Thompson.

Braintree District Council – Confirming vacancy to be filled by co-option (1<sup>st</sup> vacancy)

Braintree District Council – Littering Campaign Poster

#### **14/114. Financial Accounts:**

- 14/114.1 To receive the Clerk's Report indicating receipts and payments requiring approval. These were approved and signed – see Appendix A.
- 14/114.2 Barclays – signing arrangements. It was proposed by Councillor Collard and Seconded by Councillor Bull that Councillor Croft be added as a signatory on the bank account.
- 14/114.3 Annual Return – this has been completed and sent off.
- 14/114.5 Grant Application from the Allotment Committee – this was discussed and it was agreed that the Parish Council would pay up to £150 in any given year, with the allotment committee to pay any excess charges. This will be reviewed in June 2015. The parish council has already paid £260 over the past 2 years.

14/114.6 Risk Assessment – this was circulated prior to the meeting. Councillors to review the document for the next parish council meeting.

#### **14/115. Land for Sale:**

Discussion and vote concerning the current land within the parish for sale – Gainsford End and Toppesfield. The land for sale behind The Green Man Pub is approx. 7 acres and has an asking price of £90,000. Discussions followed and it was agreed to pursue the possibility of purchasing the land.

A unanimous vote was taken to pursue further information on the sale of the land.

Councillor Collard to research this with Councillor Bull to find out timescales for purchasing and actual price. It was also agreed to hold a public meeting on 24<sup>th</sup> June at 7.30pm to gain the views of parishioners.

Councillor Croft will canvass the homeowners whose properties back onto the land for their views .

It was noted that two lots of land in Gainsford End have now been sold.

#### **14/116. Items raised by parishioners prior to meeting:**

14/116.1 Neighbourhood Watch – there is not an active group at present but it was agreed to have an article in the next newsletter about this.

14/116.2 Gainsford End Phone Box is up for adoption by BT – this was discussed and it was agreed to seek the views of the residents in Gainsford End before any further discussions.

14/116.3 Post Box in Gainsford End in a poor state – Kaaren Berry to report this.

14/116.4 The Pump in Gainsford End in a poor state – could it be restored. Councillor Bull to look into the state of the pump before further discussion.

14/116.5 Decaying Bench near Hill Farm – repair, replace or remove? Discussions were held and Kaaren Berry to research prices. Possible seeking of funding/donation from the Community Shop.

#### **14/117. Report from the Leisure and Recreation Group:**

Councillor Bull has spoken to Fran Laskowski who would love to continue in the role of tree warden. No bids have been received for the work at the changing rooms on the playing field. Councillor Bull to extend the date for bids and will contact those who previously showed interest. Building regs have been done and Braintree have agreed in principle.

#### **14/118. Refurbishment of War Memorial:**

Councillor Collard reported the stone cleaning quotes ranged from £719 - £1253 and the landscaping from £3612 - £8146. It was questioned if the work has to be regulated by the Church. James Blackie is following up with the Diocese to get the memorial work done. Councillor Collard to follow up with James Blackie.

#### **14/119. Transport / Highways Issues:**

Essex County Council have confirmed the orders to divert Footpaths 8 and Footpaths 2 & 46.

Graham Berry has produced a map showing the area for grass cutting.

Kaaren Berry to follow up with Essex County Council progress of the repair to the village sign near the junction of The Causeway and Gainsford End Road.

Kaaren Berry to follow up with Councillor Finch re the progress of the road defect along Park Lane reported at the Annual Parish Meeting.

Following discussions it was agreed to formally invite Councillor Finch to the parish meeting on a quarterly basis and Councillor Bolton each month.

#### **14/120. Village Hall Update report:**

Councillor Sheldrake stated that there was nothing to report at this time.

#### **14/121. Disaster Planning:**

Councillor Sheldrake stated that there was nothing to report at this time.

It was agreed to change Disaster Planning to Contingency Planning.

#### **14/122. Parish Surgeries**

Councillor Sheldrake will be in attendance at the surgery on 7<sup>th</sup> June 2014. Councillor Bull will be in attendance at the surgery on the 5<sup>th</sup> July 2014. The surgeries will be held in the Village Hall from 10.30am – 12.30pm to embrace our support for the village market.

#### **14/123. Proposal to start future Parish Council Meetings at 7.30pm**

It was agreed to continue meeting at 8pm for now. This will be reviewed once the vacancies are filled.

#### **14/124. Any Other Business**

To discuss any other business / items for the next agenda

- a) Newsletter and Website Strategy.
- b) Data Cleansing for the PC.
- c) Charities Liaison
- d) Village show participation
- c) Dog Bin prices and location
- d) Village Chalk notice board
- e) Email from a parishioner regarding the potential of farm buildings and their use at Berwick Hall Farm – Councillor Bull to draft a response.

#### **14/125. Date of the next meeting**

The next Parish Council Meeting is scheduled for 3<sup>rd</sup> July 2014 at 8pm at Toppesfield Village Hall

#### **14/126. Close**

The meeting was closed at 10.35pm

.....  
Chairman

.....  
Date

#### **Action Summary:**

- Kaaren Berry to follow up on letter sent to BTS regarding tree/hedge cutting near the power lines.**
- Kaaren Berry and Shaun Sheldrake to enquire about rebuild prices for the village hall.**
- Kaaren Berry to contact EALC re training dates in October / November 2014.**
- Councillors to review the risk assessment document for the next parish council meeting.**
- Councillor Collard to research this possibility of purchasing the land behind The Green Man Pub.**
- Councillor Bull to find out timescales for purchasing and actual price.**
- Councillor Croft to canvass homeowners whose properties back onto the land for their views .**
- Councillor Bull to organise and deliver leaflets for the public meeting.**
- Kaaren Berry to report the state of the post box in Gainsford End to Royal Mail.**
- Kaaren Berry to research bench costs.**
- Kaaren Berry to contact Essex County Council re the village sign and the progress on repairing it.**
- Kaaren Berry to follow up with Councillor Finch re the progress of the road defect along Park Lane reported at the Annual Parish Meeting.**

## Appendix A

### Accounts – 5th June 2014

	£	£
National Savings Deposit Account: Balance as at 1st January 2014	2540.68	
Community Account Statement Balance as at 31st May 2014	<u>                    </u>	<u>31887.16</u>
Subtotal:	2540.68	
All previous issued cheques cashed balance should be		<u><u>31597.95</u></u>
Income Received Newsletter advertising (unbanked)		120.00
Payments to be approved:		
Chq No:		
101515 Paul Clark Printing - Community News edition 152		270.00
101514 K. Berry May wages		<u>217.50</u>
		487.50
Bank Charges will be deducted on 5th June 2014		10.00
Balance	<u><u>2540.68</u></u>	<u><u>31220.45</u></u>

Last bank statement received up to 30th May 2014.