



# Toppesfield Parish Council



## Minutes of the Annual Parish Council Meeting held on Thursday 1<sup>st</sup> June 2017 At The Village Hall, Toppesfield at 7.30pm

### 17/89. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

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

#### Also in attendance:

No members of the public attended

#### Apologies were received from:

Kaaren Berry – Clerk to the Parish Council

### 17/90. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

### 17/91. Open Session

No members of the public were in attendance.

### 17/92. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 11<sup>th</sup> May 2017 were approved and signed as correct.

### 17/93. Matters Arising from last meeting:

The electricity supplier for the pavilion was due to be changed but as they required direct debit payments which the Parish Council were unable to provide the decision was made to stay with the current provider.

### 17/94. Actions from previous meeting:

17/94.1 Councillor Bull to resolve repair project to the Gainsford End pump – after speaking to Chris Barnard it was decided that the Parish Council would arrange for the pump to be restored. Councillor Preston has spoken to Barry Hammond and has asked him to look at the pump and quote for fixing and mounting it back in place.

### 17/95. Internal Practices and management for the Parish Council:

17/95.1 Agree and sign off for Parish Council Meeting dates for 2017/2018 – it was agreed by those present that the Parish Council meetings would continue to be held on the first Thursday of each month at 7.30pm.

17/95.2 Annual Salary Review for Parish Clerk – held over to the next Parish Council Meeting.

### 17/96. Correspondence Received:

17/96.1 Essex County Council Superfast Essex: BT Delivery Update – it was agreed to discuss broadband at the next Parish Council meeting.

- 17/96.2 Essex County Council DaRT3 Working Group Meeting – Monday 17<sup>th</sup> July 2017 at Halstead Town Council Offices. It was suggested this was passed to Mr P Meider to see if he was interested in attending.
- 17/96.3 Braintree District Council - Chairman's Charity Golf Day – Wednesday 19<sup>th</sup> July 2017
- 17/96.4 Anglian Water – locating Private Pumping Stations within the Parish – information will be issued in the parish magazine.
- 17/96.5 BDVSA – e-bulletin, EALC – updates – circulated to all Councillors
- 17/96.6 Braintree District Council – Local Plan consultation exhibition dates received.
- 17/96.7 Essex County Council – Salt Bag Partnership 2017/2018 Season – it was agreed to take part this year with a delivery to be stored at Harrow Hill. Kaaren Berry to arrange.
- 17/96.8 Volunteers being sort for Victim Support in Essex and for Essex Police – for more information on volunteering for Victim Support in Essex please email [essexvolunteering@victimsupport.org.uk](mailto:essexvolunteering@victimsupport.org.uk) or for volunteering for Essex Police please email [active.citizen@essex.pnn.police.uk](mailto:active.citizen@essex.pnn.police.uk)
- 17/96.9 Mh-p – Website Analytical report for May received.
- 17/96.10 Essex County Council – Bus Passenger News May/June edition received.
- 17/96.11 Mid Essex CCG patient and public newsletter – May Issue of Engage – available on the website

**17/97. Financial Accounts:**

- 17/97.1 To receive the Clerk's Report indicating receipts and payments requiring approval - report received and payments approved, see Appendix A.
- 17.97.2 Grant application from Toppesfield Cricket Club – held over to next month.
- 17/97.3 Insurance renewal – the renewal quote was agreed by those present,
- 17/97.4 Annual Return agreed and signed off by Councillor Andrew Bull.

**17/.98 Highways:**

- 17/98.1 Footpath 51 diversion – Kaaren Berry has written to Braintree District Council outlining the situation and asked for a response. As yet no reply has been received.

**17/99. Planning:**

Application no:	Description	Location	Action
17/00939/FUL	Erection of detached building forming garage/playroom/music room on site of previous building destroyed by fire.	Houghton's Farm Gainsford End CO9 4EH	20 <sup>th</sup> June 2017

No objections were raised to the above planning application.

**17/100 Parish Council Goal – 'Love where you live'**

- 17/100.1 Neighbourhood Watch Programme Update – Councillor Preston reported that he will push the neighbourhood watch through the next village market and the Trisha Roberts has had no response from Gainsford End residents.
- 17/100.2 Quotes for grass cutting on the land behind The Green Man quotes – a quote had been received from D. Mason for cutting the of grass outside of the shop and village hall and the land behind The Greene Man. This was proposed by Councillor Thompson and Seconded by Councillor Dyson and agreed by those present.
- 17/100.3 Community Payback Team – Report on May/Proposed Plan for June – Councillor Thompson reported that the community payback team have been working at the allotments and have finished digging up the roots in the far corner of the playing field. They have not started work on the village carpark as the weeds need killing and equipment (road plainings) need to be sourced. They will paint the fencing in the car park if required but paint and brushes need to be supplied. Councillor Thompson has received concerns that rubbish had been left in the pavilion, he has written to the community payback people to ask that all rubbish is taken away.
- 17/100.4 Quotes for additional benches on the playing field – to be held over to the next meeting.
- 17/100.5 Consideration of new nets for the five aside goals and quotes – to be held over to the next meeting. A large goal net was purchased by Councillor Bull for £22.00

**17/101. Parish Council Goal – ‘Bringing the Community Together’**

- 17/101.1 Detailed plans and costings for Cricket Club Storage Facility proposal – Councillor Thompson has asked several builders to give quotes but not as yet have supplied them. Councillor Chinery to contact Ian Playle, a builder from Stambourne, for a quote. RoSPA inspection is due will see what they recommend.
- 17/101.2 Update on proposed Christmas Lunch planning for our older residents – Councillor Preston has set the date as Tuesday 19<sup>th</sup> December at 1pm. Arrangements are in progress and Vicky from the pub has said that the Parish Council should be able to use the pub cookers.
- 17/101.3 Village Hall Update and AGM details – there was nothing to share.
- 17/101.4 Plan for June Pop Up-Pop Event – this will be moved from June to July due to several other events happening in the village on the same day.
- 17/101.5 Proposal for July Pop-Up, Pop-In Event - the jubilee books will be on show.
- 17/101.6 Update on Little Chestnuts Pre-School activities for May 2017 – Councillor Chinery reported that 35 families are now registered with the preschool.
- 17/101.7 Update on Golden Chestnuts activities for May 2017 – nothing to report.
- 17/101.8 Update on St. Margaret’s School activities for May 2017 – nothing to report.
- 17/101.9 Update on Web Site refresh – this is ongoing.
- 17/101.10 Request to open Playing Field for overflow car parking on 17<sup>th</sup> June 2017 – Alan Collard has asked to use the hard standing at the playing field as car parking for the TCP event on the 17<sup>th</sup> June. Councillor Bull to speak to him about the possibility of using the school carpark or the village hall car park and grass area.
- 17/101.11 Proposal to form Playing Field User Group – this is ongoing.
- 17/101.12 Village Show 2017 Update – Ann Read has suggested that the Parish Council take in the finances of the village show, this was discussed and proposed by Councillor Dyson and seconded by Councillor Chinery. The village show will be held at the school this year to provide more space.

**17/102 Parish Council Goal – ‘Protecting our Heritage and Planning for the Future’**

- 17/102.1 Update on Toppesfield Sign repair proposal, The Causeway. Quotes to be considered – B Hammond has looked and suggested taking brickwork off and repair. A rough quote is £100 - £150, quote to follow.

**17/103. Information exchange / June Parish Surgery / Items for the next agenda**

- 17/103.1 Councillor Chinery and Councillor Preston to attend the village market for the Parish Surgery on 3<sup>rd</sup> June 2017.

**17/104. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 6<sup>th</sup> July 2017 at 7.30pm at Toppesfield Village Hall.

**17/105. Close**

The meeting was closed at 8.45pm

Signed:

Dated:

# Appendix A

Accounts – 1st June 2017		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2017		<u>£2,594.44</u>		
Community Account				
Balance as at 31st May 2017			<u>£8,362.83</u>	
Subtotal:		<u>£2,594.44</u>		
All previous issued cheques cashed balance should be			<u>£8,344.83</u>	
Income Received				
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
31.05.17	Zurich Municipal - Insurance Renewal		101747	£860.16    £0.00
31.05.17	K. Berry -May wages		101746	£260.88    £0.00
				<u>£1,121.04</u>
18.05.17	Bank Charges will be deducted on 6th June 2017			£5.00    £0.00
Balance		<u>£2,594.44</u>		<u>£7,218.79</u>
Last bank statement received up to 28th April 2017				