



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 7<sup>th</sup> June 2018 At The Village Hall, Toppesfield at 7.30pm

### 18/91. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

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

#### Also in attendance:

There were 4 members of the public in attendance.  
District Councillor Richard van Dulken  
Kaaren Berry – Clerk to the Parish Council

#### Apologies were received from:

Councillor Andrew Bull – Chairman  
Councillor Paul Thompson  
Vanessa Thomas – St Margaret's School

### 18/92. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

### 18/93. Open Session – opportunity for members of the Parish to address the Parish Council.

A representative of the Allotments Society asked if the Parish Council would take on the responsibility to collect the subs on the allotment plots due to time constraints of the Allotment Committee. The water and petrol for the lawn mower are at present paid for by members of the allotment committee. If the Parish Council are in agreement a letter will be sent to all allotment holders stating this. Councillor Dave Dyson stated this will be discussed by the parish council. The Parish Council requested information as to how much the water and petrol costs are for the allotments – this will be provided by Rob Stafford-Baker.

A resident asked if the Parish Council were aware of the changes to the National Policy Framework – as reported in a recent newspaper. It was also stated that the CPRE are campaigning against some of the changes and have advised people to write to their MP's. The draft National Policy Framework is being worked on at present. It was requested if the Parish Council could write to the MP and the Secretary of State and possibly start a Facebook campaign to say 'we want a voice'.

It was reported that a couple from Gainsford End have tidied up the green in Gainsford End and it was asked if the verge/hedge cutting was going to be carried out soon. The parish council confirmed the verges are being cut at present. It was also asked if the Parish Council were aware of the telephone poles going up from Cust Hall into Gainsford End and do County Broadband communicate with the parish council regarding progress of superfast broadband. Councillor Dave Dyson stated that County Broadband do not directly communicate with the Parish Council but it is believed that Gainsford End will receive Superfast Broadband before Toppesfield. Councillor Dave Dyson to invite a resident who is campaigning for the broadband to be updates as to his progress.

The chairman of the village hall committee confirmed she has given councillor Bowen a letter to read out under agenda item 18/101.1 and they are asking for financial support as mentioned in a letter from the Chairman to

the village hall committee in March 2017 where help was offered. It was also reported that the cladding on the village hall is to be repaired shortly along with a few other jobs that need carrying out.

District Councillor Richard van Dulken reported that the Manor Street project in Braintree has been agreed. This is a regeneration project behind the Town Hall & Library. There are plans for a larger surgery with additional facilities in Sible Hedingham to incorporate both the existing Castle and Sible surgeries. The NHS are in principle in favour of this but both existing surgeries need to be in full support of the project. Also that the application for funding from the Councillors Community Fund to fund a new piece of play equipment is going through.

#### **18/94. Minutes of the last Parish Council Meeting**

The minutes of the Parish Council meeting held on 3<sup>rd</sup> May 2018 were approved and signed as correct.

#### **18/95. Matters Arising not on the agenda – for report only**

Kaaren Berry reported that the channel sweeping will be carried out on the 19<sup>th</sup> June in Toppesfield and 20<sup>th</sup> June in Gainsford End.

#### **18/96. Actions from previous meeting:**

- 18/96.1 Update on purchase of new bench (Thelma Bond) – no update available – ongoing.
- 18/96.2 Update on acquisition & installing new litter bin for Toppesfield Playing Field – Councillor Alan Preston reported a bin has been found at a cost of £59.99, plus a delivery charge of £10.50 and VAT. This was proposed by councillor Chinery for Alan Preston to purchase and progress this action and seconded by councillor Bowen.
- 18/96.3 Print prices for newsletter to be sort – Kaaren Berry stated that a quote has been received by St Margaret's school & Hedingham school but need councillor Bull to confirm the costs for Paul Clark Printing. (AB/KB)
- 18/96.4 Bank charges for the Parish Council – Kaaren Berry confirmed that the bank had been contacted but as she is not a signatory then they would not divulge any information. Councillor Mike James to follow this up.

#### **18/97. Internal Practices and management for the Parish Council:**

- 18/97.1 Appointment of representatives for the Charities, Village Hall and Tree Wardens. It was suggested that the current tree wardens of Fran Laskowski and Rob Sullivan be asked if they would like to retain this role. Alan Collard and Dusty Millar will be invited to stand again as the Parish Council representative for the Toppesfield Charities and Councillor Linda Bowen confirmed she was willing to stand again as the Parish Council representative for the village hall.
- 18/97.2 Outcome of meeting with Toppesfield Village Hall Committee re access to the hall and parish office – this is ongoing.
- 18/97.3 Training Sessions – no information has been received from the EALC regarding dates of availability.

#### **18/98. Correspondence Received:**

- 18/98.1 Essex Parish Partnership – Making the Links, EALC updates – circulated to all Councillors prior to meeting.
- 18/98.2 Superfast Essex - Further to the Superfast Essex update shared about the Phase 3 – Lot2 rollout planned by Gigaclear in Central North (including parts of Braintree District, Chelmsford City and Colchester Borough), an event has been organised to give the opportunity to find out more and ask questions, invitation to attend a meeting on Tuesday 12<sup>th</sup> June, 7.30pm to 9pm – Gosfield Village Hall.
- 18/98.3 Councillor Richard van Dulken – Green Waste Special Collection – costs supplied but start from £216.30 for two hours.
- 18/98.4 Essex County Council - Invitation to participate in the 2018/19 Winter Salt Bag Partnership Scheme – it was agreed not to take part this year as the parish still have stocks of salt.
- 18/98.5 EALC – National Rural Crime Survey – Closes 10<sup>th</sup> June 2018. Responses are being sort from individuals, organisations and businesses. For more information and to complete the survey please visit: <http://www.nationalruralcrimenetwork.net/research/internal/2018survey/> - this was forwarded to all Councillors for completion.
- 18/98.6 Toppesfield Cricket Club – damage to practice nets following strimming/grass cutting – this has been relayed to Braintree District Council who will steer clear of the nets and the Cricket Club will take on the cutting of the grass around the nets.

- 18/98.7 Superfast Essex News – May Update available on the Superfast website:  
<http://www.superfastessex.org>
- 18/98.8 Seafarers UK – Merchant Navy Day 3<sup>rd</sup> September 2018 information received to promote this, Councillor Dave Dyson to look at this.

**Late Correspondence**

Mhp – Web Analytical Report for May received.

Braintree Foodbank – June shopping list request is available on the website.

**18/99. Financial Accounts:**

- 18/99.1 To receive the Clerk's Report indicating receipts and payments requiring approval - reported received and payments were approved. See appendix A.
- 18/99.2 Proposal to accept the Accounts for year ending 31<sup>st</sup> March 2018 and to sign the Annual return. The accounts were accepted and signed along with the annual return.
- 18/99.3 Street Cleaning Agreement – the renewal was accepted and signed.

**18/100. Highways:**

- 18/100.1 Abandoned vehicles in the parish & Park Lane Car Park – this was discussed and Councillor Alan Preston stated that he has spoken to a couple of the owners of the cars and some are declared SORN with DVLA. No further action is to be taken at this time.

**18/101. Toppesfield Village Hall**

- 18/101.1 Update from Village Hall Management Committee – Councillor Linda Bowen read out a letter from the management committee requesting support for projects at the village hall. This was discussed and quotes for individual projects are required. Councillor Preston will enquire as to what other funding the village hall management committee are applying for.

**18/102 Playing Fields & The Dick Ruggles Pavilion**

- 18/102.1 Management of Playing Fields and Pavilion – no report available – ongoing.
- 18/102.2 Councillors Community Grant Scheme - funding award. Suitable unit has been located within the £400 budget and it has a footprint no bigger than a small bin. Request for this to be sited by the end of June (PT) - no further information available.  
A request for play equipment for the older children has been requested – councillor Thompson to look into this and costs.
- 18/102.3 Community Payback will be tidying around the Allotments in June. Colchester District are now our new district. Rob Stafford-Baker is to supervise. (PT) – no further information available.

**18/103. Village Plan 2012-2027**

- 18/103.1 Update on progress to date (AB) – no update available.

**18/104 Communications**

- 18/104.1 Update on Communications Plan for the Community – no update available from Councillor Bull.

**18/105. Information exchange / Parish Surgery / Items for the next agenda**

The white lines along Church Lane have not all been reinstated following the resurfacing. District councillor Richard van Dulken will follow this up.

**18/106. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 5<sup>th</sup> July 2018 at 7.30pm at Toppesfield Village Hall.

**18/107. Close**

The meeting closed at 9.25pm

Signed:

Dated:

## Action Summary:

**Councillor Bull to progress purchase of new bench (Thelma Bond).**

**Councillor Preston to purchase and arrange installing of new litter bin on the playing field.**

**Print prices for newsletter to be sort – Councillor Bull.**

**Councillor James to find out why the Parish Council pay Bank Charges.**

**Councillor Thompson to look at costs and types of play equipment for older children.**

## Appendix A

Accounts – 07 June 2018		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2018		<u>£2,606.67</u>		
Community Account				
Balance as at 30th April 2018			<u>£15,640.18</u>	
Subtotal:		<u>£2,606.67</u>		
All previous issued cheques cashed balance should be			<u>£15,616.65</u>	
Income Received (Included in above balance)				
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
08.05.18	Clerk & Councils Direct Subscription 2018/2019		101815	£84.00 £0.00
31.05.18	K Berry - May wages		101814	£272.18 £0.00
				<u>£356.18</u>
19.05.18	Bank Charges will be deducted on 5th June 2018			£5.00 £0.00
Balance		<u>£2,606.67</u>		<u>£15,255.47</u>
Last bank statement received up to 29 March 2018				