



# **Toppesfield Parish Council**



## **Minutes of the Parish Council Meeting held on Thursday 3<sup>rd</sup> March 2016 At The Village Hall, Toppesfield at 8.00pm**

### **16/48. Attendance and Apologies for Absence:**

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

Councillor Andrew Bull – Chairman  
Councillor Dave Dyson  
Councillor Mike James  
Councillor Alan Preston  
Councillor Linda Bowen  
Councillor Paul Thompson

#### **Also in attendance:**

1 parishioner was in attendance  
Councillor Richard Van Dulken – BDC Yeldham Ward  
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:  
Councillor Andrea Chinery

### **16/49. Declaration of Members' interests in agenda items:**

No declaration of Members interests were made at this point.

### **16/50. Open Session – *opportunity for members of the Parish to address the Parish Council.***

Richard Van Dulken reported that he has spoken with the RCCE regarding the Village of the Year Competition and they will be sending out entry forms to all Parish Councils shortly and encourages Toppesfield to enter. He has also contacted the school with regarding to setting up a meeting but has not yet had a response from them. He also confirmed that Braintree District Council are increasing their part of the Council Tax by 3.1% which is an increase of £5 per year for a Band d property. Richard also confirmed that the Mi Community will be affected by the cuts this year and District Councillors will be given an allowance to help projects within their District.

A member of the LARG group reported that three quotes have been received for the work to the entrance of the playing field. Also LARG have tried to engage with the school regarding the playing fields but they were not forthcoming and general support and enthusiasm has tailed off. However it was agreed that a listening event just for the progression of the playing fields was a good idea and could this be achieved in the next 6 weeks in order to progress projects on the playing field. Councillor Andrew Bull stated this would be discussed later on in the meeting.

### **16/51. Minutes of the last Parish Council Meeting (*previously circulated*)**

The minutes of the Parish Council meeting held on 4<sup>th</sup> February 2016 were approved and signed as correct.

### **16/52. Matters Arising from last meeting - not dealt with below**

Councillor Andrew Bull reported that there has been good feedback for the quick work which was carried out to the path outside the school and for the gathering of all the comments on the call for sites following the last listening event.

### **16/53. Actions from previous meeting:**

- 16/53.1 Councillor Paul Thompson to provide a copy of the Open Space Action Plan to Kaaren Berry. This has been passed to Kaaren Berry.
- 16/53.2 Councillor Mike James to provide Kaaren Berry a copy of the permission letter re access from Toppesfield Community Pub. This has been passed to Kaaren Berry. Concerns were raised as it does not say that access has been granted in perpetuity. Councillor Andrew Bull will speak to the Chairman of Toppesfield Community Pub Limited and ask for the wording of the letter be changed before sending this off to the solicitors to progress the purchase.
- 16/53.3 Councillor Mike James to seek information requested by EALC regarding Toppesfield Community Pub Ltd. This has been forwarded to Kaaren Berry. Kaaren Berry to forward this to the EALC.
- 16/53.4 Councillor Andrew Bull to put something in the Newsletter about the litter pick and Kaaren Berry to do notices to go out through the school. This has been done.
- 16/53.5 Kaaren Berry to revise the Risk Assessment for the village litter pick. This has been revised.
- 16/53.6 Councillor Alan Preston to provide a copy of the Handy Man Job Description to Kaaren Berry. A copy of the job description was given to Kaaren Berry.
- 16/53.7 Councillor Andrew Bull to speak to the village hall committee re the pre-schools hopes for a building of their own. Councillor Bull was unable to make the last village hall meeting but will be attending their next one in April.
- 16/53.8 Kaaren Berry to draft letter to Braintree District Council re call for sites. This has been written and sent to Braintree District Council.
- 16/53.9 Kaaren Berry to report loose cable to open reach on the road near junction of Great Yeldham Road and The Causeway. This was reported to open reach in February and they are looking into it.
- 16/53.10 Kaaren Berry to look into any changes re the NO 10 bus service to Braintree. This will be changing to a Demand Responsive Transport (DRT) service in April 2016.

Councillor Andrew Bull also reported that the Toppesfield Telephone Box Adoption is going through and should be completed in 30 days. This will allow the next stage of getting a defibrillator placed in the telephone box to progress.

### **16/54. Internal Practices and management for the Parish Council:**

No matters were raised.

### **16/55. Correspondence Received:**

- 16/55.1 Braintree District Council – additional payment. Braintree is allocating surplus on the Council Tax Collection Fund to a share is being paid to parish and town councils. Toppesfield Parish Council will receive £132.00 in April along with the first precept payment.
- 16/55.2 EALC – February Legal update – previously circulated to all Councillors
- 16/55.3 BDVSA – E- Bulletin 16<sup>th</sup> February 2016 – previously circulated to all Councillors
- 16/55.4 Essex County Council – Proposal for Strategic development (transportation) and Community Infrastructure Pre-Application Advice and Developer Contribution Enquiry Charges. The draft pre-application proposals are available until 14<sup>th</sup> March 2016 through the following portal: [Proposal for Strategic Development \(transportation\) and Community Infrastructure Pre-application Consultation Page](#)

### **Late Correspondence:**

mh-p website analytical report for February 2016 was received.

Society of Local Council Clerks – AGM 17<sup>th</sup> March 2016 at Springfield Parish Centre, Chelmsford.

Essex County Council – are in the process of redesigning the current service offer for Children's Centres and Healthy Child Programme – tell them what you think by completing an online survey at

<http://surveys.essexinsight.org.uk/childrenscentresconsultation2016> until 10<sup>th</sup> April 2016.

Essex County Council – Public Engagement re Essex and Southend-on-Sea Replacement Waste Local Plan – the draft plan can be viewed at [www.essex.gov.uk/wlp](http://www.essex.gov.uk/wlp) until 14 April 2016. Posters have been placed on the noticeboards.

Clerk & Councils Direct – March issue has been received.

Braintree District Council – Timetable of meetings for 2016 /2017 for all committees, groups and boards has been received.

## **16/56. Financial Accounts:**

16/56.1 Grounds Maintenance Service Agreement for discussion and approval.

The grounds maintenance agreement from Braintree District Council for grass cutting at Toppesfield Playing field, with cuts at Gainsford end Playing field to be invoiced separately. This was discussed and proposed by Councillor Dyson to be accepted and it was seconded by Councillor Thompson. Councillor Andrew Bull as chairman signed the contract.

16/56.2 e.on – Renewal Offer – this was discussed and it was proposed by Councillor Thompson to accept the renewal offer and this was seconded by Councillor Dyson

16/56.3 To receive the Clerk's Report indicating receipts and payments requiring approval. These were approved and signed.

16/56.4 New Audit regime 2017 – consideration of opting out. Toppesfield Parish Council are under the turn over threshold but further clarification to be sort from EALC.

Kaaren Berry asked if the Parish Council would agree to the accounts being checked again this year by Karen Baker and to her completing the audit return forms. This was agreed by those present.

## **16/57. Highways**

The footpath from Camoise Close to the Church is causing concern as to its state. Kaaren Berry reported that she had heard back from Tanner & Wicks and they have confirmed that the land is registered to George Tanner & P.O. Wicks Limited which is a company that was dissolved and therefore no longer exists and any assets within the company at the time of dissolution become bona vacantia or the property of the crown. Kaaren Berry has contacted Essex County Council re the position of the footpath and to see if any responsibility would be theirs. The public rights of way officer suggested that the residents apply for a diversion of the footpath then Essex County Council would be responsible. Councillor Dave Dyson to contact Essex County Council re this matter.

It was mentioned that grass Crete is being put down in areas of Silver end to stop the grass verges being churned up from vehicles driving/parking on them. Councillor Paul Thompson has requested the information be sent to him to look into further.

## **16/58. Land to the rear of The Green Man Public House**

16/58.1 Update on land purchase – Councillor Andrew Bull reported that a letter has been received from Toppesfield Community Pub Ltd giving permission to access the land. This was discussed under item no 16/53.2.

## **16/59. Engagement with Toppesfield Community Pub Ltd (TCP)**

16/59.1 Councillor Mike James reported that TCP are looking at priorities for the pub. Councillor Andrew Bull asked, on behalf of a parishioner, if the brewery were looking at making a brew for the Queens 90<sup>th</sup> Birthday. Councillor Mike James will relay this to the Pumphouse Brewery to see if there will be one.

## **16/60. Planning:**

<b>APPLICATION NO:</b>	<b>DESCRIPTION :</b>	<b>LOCATION :</b>
16/00257/FUL	Conversion of garage to living accommodation	1 Gainsford End, Toppesfield,CO9 4EH

## **Late planning applications received:**

<b>APPLICATION NO:</b>	<b>DESCRIPTION :</b>	<b>LOCATION :</b>
16/00172/FUL	Conversion of barn to dwelling	Locksmiths Farm Barn Robinhood End Toppesfield Essex
16/00313/FUL	Fenestration changes to barn to facilitate the conversion permitted under prior approval 15/00038/COUPA and installation of car parking and refuse storage	Agricultural Buildings Berwick Hall Farm Park Lane Toppesfield Essex

All three applications were discussed and no objections were raised regarding these applications.

### **16/61. Parish Plan Portfolio: Ecology & Environment**

16/61.1 Councillor Mike James stated there was nothing to report at this time.

### **16/62. Parish Plan Portfolio: Social and Community**

16/62.1 Councillor Dave Dyson & Councillor Linda Bowen stated there was nothing to report at this time.

16/62.2 Update on Neighbourhood Plan project – there was no update on this project.

### **16/63. Parish Plan Portfolio: Leisure & Recreation**

16/63.1 Councillor Paul Thompson reported on the following items:

16/63.2 Quotes for pathway to the playing fields, hard standing area and Play Equipment. The quotes were presented and considered. It was agreed before the project is taken forward the views of the community are sort. It was agreed a listening event purely for the playing fields is held on the 2<sup>nd</sup> April 2016 in the village hall.

16/63.3 Quotes for fencing of play area – no quotes have been received and the possibility of fencing a play area will be put forward at the listening event.

16/63.4 Elm trees – Councillor Paul Thompson stated that there are still trees to be planted and one on the playing field will be moved shortly. Councillor Andrew Bull will speak to Alan Collard re planting of the remaining trees and Councillor Dave Dyson will speak to a Gainsford End resident re placing trees.

16/63.5 Coach Trip to Blenheim Palace – Councillor Paul Thompson reported that this is nearly all booked up.

### **16/64. Parish Plan Portfolio: Communications and Transport**

16/64.1 Councillor Andrew Bull reported that the newsletter will be out next week and that it needs to be looked at as the content is not forthcoming.

### **16/65. Parish Plan Portfolio: Economy and Employment**

16/65.1 Councillor Alan Preston reported only on the village handyman applications.

16/65.2 Village Handyman – two letters of application were received and it was agreed that both candidates be interviewed. Councillor Alan Preston will interview them with Councillor Paul Thompson and report back at the next Parish Council meeting.

Councillor Andrew Bull asked Kaaren Berry to look into lanyard for both Councillors and contractors.

### **16/66. Parish Plan Portfolio: Youth**

16/66.1 Councillor Andrea Chinery sent in the following report: pre-school building, we are looking for and applying for grants, and have begun to complete planning application.

I attended the last village hall meeting, I asked for some pots and flowers to be planted for outside the main entrance to make it look more inviting and visually nice. the committee agreed and asked if pre-school would like to do this, I said and will do so as soon as this cold weather passes. the next meeting is 12th April, which I will attend and speak to them about pre-school possibly having their own building, with plans and ideas.

Several parents have spoken to me about the park, general consensus is that they would like to see a climbing frame, and obstacle course and a smaller climbing frame for the younger children/toddlers. they would prefer to see grass and not black tarmac around equipment. but are looking forward to a safer better entrance path. when I spoke about an area enclosed for the toddlers, they said this wasn't necessary as the children would all play together, and that the most important part of any improvements would be that the equipment was together in one area so that they could supervise their children easily.

Queen's birthday celebration the TSA is arranging a fun day and children's 'bake off' on Friday 10th June, more details to follow.

### **16/67. Queens 90<sup>th</sup> Birthday Celebrations:**

Types of events were discussed and as there are other events already planned in the village it was agreed to support the Church events being held in April 2016. It was also suggested that a flagpole be put at the pump for such occasions. It was also suggested that commemoration medals be purchased for the children and it was agreed that 100 are purchased.

### **16/68. Litter Pick:**

Confirmed for 19<sup>th</sup> March 2016, 10am – 2pm. Braintree District Council are supplying the equipment.

Volunteers to meet at the Village hall at 10am to be issued with equipment, safety briefing and routes. It was

agreed that tea, coffee and a bacon roll will be made available in The Green Man for volunteers following the litter pick.

**16/69. Future Meeting Dates:**

16/69.1 Dates for Annual Parish Meeting, Annual Parish Council Meeting and monthly Parish Council Meetings for 2016/2017. The Annual Parish Meeting will take place on the 28<sup>th</sup> April 2016 with the Annual Parish Council Meeting on the 12<sup>th</sup> May 2016. The monthly meetings will continue being the first Thursday on the month at present.

**16/70 Parish Surgery:**

16/70.1 The next Parish Surgery will be held in 5<sup>th</sup> March 2016 from 10.30am – 12.30pm in the Village Hall and Councillor Dave Dyson and Councillor Andrew Bull will be in attendance.

**16/71. Any Other Business:**

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

Agenda items for next Parish Council meeting: Community Mini Bus .

Agenda items for Network 5 meeting were asked for but no items were raised. However Councillors Andrew Bull, Dave Dyson and Linda Bowen will speak to Martyn Fall (Chair of the School Governors) following the next Network 5 meeting regarding the school and its relationship with the village.

**16/72. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 7<sup>th</sup> April 2016 at 8pm at Toppesfield Village Hall

**16/73. Close**

The meeting was closed at 10.20pm.

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Chairman

.....  
Date

**Action Summary:**

**Kaaren Berry to contact the EALC regarding the Public Works Loan Board and the information supplied by Toppesfield Community Pub.**

**Councillor Andrew Bull to contact Toppesfield Community Pub Limited with regard to revising the wording of the access permission letter.**

**Kaaren Berry to find out when the Website contract is due for renewal.**

**Kaaren Berry to clarify position of possible opting out under the new Audit Regimes.**

**Kaaren Berry to confirm if Karen Baker is willing to continue to check the Parish Council accounts and complete the audit return again this year.**

**Councillor Dave Dyson to contact Essex County Council re Camoise Close and the footpath.**

**Councillor Andrew Bull to speak with Alan Collard re remaining trees to be planted and Councillor Dave Dyson to speak with a Gainsford End resident re placing some of the trees.**

**Kaaren Berry to look into lanyard for both Councillors and contractors.**

**Kaaren Berry to purchase 100 commemoration medals for the queens 90<sup>th</sup> Birthday.**

# Appendix A

Accounts – 3rd March 2016			£	£	
National Savings Deposit Account:					
Balance as at 1st January 2016			£2,578.94		
Community Account					
Statement	Balance as at 29th February 2016			£27,089.46	
Subtotal:			£2,578.94		
All previous issued cheques cashed balance should be				£26,583.67	
Income Received					
UK Power	reinforcement	(Included in statement balance)		£76.10	
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
11.02.16	CPRE - Membership Renewal		101658	£36.00	£0.00
18.01 & 18.02.16	Toppesfield Village Hall Committee - 2 x quarterly invoices & meetings		101659	£587.00	£0.00
23.02.16	Stuart Hammond - Area outside St Margarets school & the Church Wall		101660	£300.00	£0.00
May - March	K Berry - Stationery, inks, stamps & Dog Fouling Signs		101661	£119.83	£0.00
29.02.16	K. Berry - February wages		101657	£242.48	£0.00
				£1,285.31	
18.02.16	Bank Charges will be deducted on 7th March 2016			£10.00	£0.00
Balance			£2,578.94	£25,364.46	
Last bank statement received up to 29th February 2016					