



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 7<sup>th</sup> March 2019 At The Village Hall, Toppesfield at 7.30pm

### 19/35 Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull  
Councillor Mike James  
Councillor Alan Preston  
Councillor Paul Thompson

Also, in attendance:

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

Apologies were received from:

Councillor Dave Dyson – Vice Chairman  
Councillor Andrea Chinery  
Councillor Amanda Smith

### 19/36. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

### 19/37. Open Session – opportunity for members of the Parish to address the Parish Council.

It was mentioned that minutes are not being published quick enough onto the website for public viewing. It was discussed and agreed that draft minutes could be uploaded once the new website was operational. An offer of a trailer was received to collect the rubbish after the litter pick was made – Councillor Bull accepted and thanked the resident on behalf of the council for this offer.

A resident from Gainsford End attended the meeting to give details of possible play equipment for the Gainsford End playing field and to offer help with this project. Councillor Paul Thompson stated all equipment need to meet British Safety Standards and be approved by RoSPA. Details of possible equipment were left with the parish council for consideration.

An update of the broadband project was requested – Councillor Bull confirmed the parish council are expecting a contract for consideration shortly and he is keen not to pass any liability onto the parish council. There is a possibility the parish council could get a loan to cover the cost of the project and they could sign the contract as a legal entity. It also appears the school are not tied to a specific supplier and they would benefit from the Open reach offer. The parish council are still looking at this project.

### 19/38. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 7<sup>th</sup> February 2019 were approved and signed as correct.

### 19/39. Matters Arising not on the agenda – for report only

The Network 5 meeting planned for April has been postponed until June – date is to be confirmed.

**19/40. Actions from previous meeting:**

- 19/40.1 Mike James to draft a letter to Councillor Bentley at Essex County Council regarding the library closures. The letter was drafted and sent to Essex County Council – no response has been received.
- 19/40.2 Kaaren Berry to confirm with the RCCE availability on 9<sup>th</sup> March and book the village hall for a community event for the Neighbourhood plan. This has now been booked for the 11<sup>th</sup> May 2019 as the March dates were no longer available.
- 19/40.3 Andrew Bull to investigate the contact for BT Open Reach Broadband and where the funding is to be held and to check with other villages as to what they have done. The contact has not yet been received – if it is time critical an extraordinary meeting may need to be called.
- 19/40.4 Councillor Bull to speak to the owners of the glass in the cabinet at the pavilion to bring it up to safety standards and speak to the chairman of the Toppesfield Cricket Club as to how the grant made for training up a coach was spent. This is being dealt with by the chair of the Toppesfield Cricket Club. It was suggested a safety film be placed over the glass.
- 19/40.5 Councillor Andrew Bull to liaise with Toppesfield Cricket Club re the metal spikes on the Cricket Wicket – this is ongoing.
- 19/40.6 Councillor Paul Thompson to arrange purchase and delivery of the new bench. The new bench has been delivered and needs to be installed.
- 19/40.7 Kaaren Berry to book litter pick equipment from Braintree District Council. This has been booked for the 6<sup>th</sup> April 2019.
- 19/40.8 Kaaren Berry to email Essex County Council re which services are being proposed for devolution. Email sent and a response received – it was agreed to take no further action at present.
- 19/40.9 Kaaren Berry to confirm if Karen Baker is available to carry out the independent audit of the accounts for year ending 31 March 2019. Karen Baker has agreed to carry out the audit for year ending 31<sup>st</sup> March 2019.
- 19/40.10 Kaaren Berry to enquire about next steps for progressing the defibrillator project – response has been received from Community Heartbeat trust and it was agreed to go ahead with this as a parish council.
- 19/40.11 Councillor Andrew Bull to speak to the owner of the remaining vehicle and then look at a tidy up of the car park. A conversation with the vehicle owner has been had. This will now be followed up in writing.
- 19/40.12 Councillor Andrew Bull to write to Mr Ketley and Lifestyles re the amount of the mud on the road and the damage to verges and the hazards the lorries reversing into Lifestyles yard. Councillor Bull reported that he has spoken to Lifestyles who will look at the issue but Mr Ketley is still to be approached.
- 19/40.13 Councillor Andrew Bull to write to owners of the Mission Hall regarding the state of the hedges – this is ongoing.
- 19/40.14 Kaaren Berry to contact parishioner who offered to advise/help with the project at Gainsford End playing field – parishioner contacted and attended this meeting.
- 19/40.15 Councillor Mike James to speak to Chris Neale regarding the contract with Open Reach – communications have been made.

Councillor Paul Thompson reported that he has, as an act of goodwill, made a temporary opening in for access to the electric meter.

**19/41. Internal Practices and management for the Parish Council:**

- 19/41.1 Neighbourhood Plan – A community event is booked for the 11<sup>th</sup> May and the RCCE have suggested a programme for the afternoon.
- 19/41.2 Litter Pick – equipment is booked for the 6<sup>th</sup> April 2019. Event to be advertised.
- 19/41.3 Elections – May 2019 – nomination papers need to be hand delivered to Braintree District Council by 4pm on Wednesday 3<sup>rd</sup> April 2019.

**19/42. Correspondence Received:**

- 19/42.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/42.2 Braintree District Council's timetable of meetings for 2019 to 2023 has been published on their website: [https://www.braintree.gov.uk/download/183/committee\\_meetings\\_timetable](https://www.braintree.gov.uk/download/183/committee_meetings_timetable) this is subject to updates which will also be published on their website.

- 19/42.3 RCCE – Neighbourhood Planning training session – 11 March 2019 10am – 12.30pm – Feering.
- 19/42.4. Clerks & Councils Direct March edition received.
- 19/42.5 Braintree District Council – Elections & Voter ID requirements – posters displayed and information will be displayed on the website and Facebook page.
- 19/42.6 Mark Finbow - The Keeper's Daughter's A Christmas Carol – enquiry to host a production – it was agreed to ask for further information regarding this.
- 19/42.7 The Creamer Fund – request for funding towards a defibrillator to be presented at their AGM.
- 19/42.8 Village Hall Management Committee – response to the Parish Council communication regarding keycodes, keys and windows. This was read out and discussed and placed on the May 2019 agenda.
- 19/42.9 Minutes from the last meeting of Braintree Local Highways Panel are available to view on the district council's website at <https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/799/Committee/13/Default.aspx> The next meeting of the Panel will be on 28th March 2019 at Causeway House, Braintree at 6.00pm.
- 19/42.10 Mh-p – Web Analytics Report – February 2019 received.

#### **Late correspondence:**

Update from Essex Police regarding patrols. An invitation will be sent to attend a village market so residents have an opportunity to talk to an officer.

Essex County Council - dates of upcoming meetings have been received.

#### **19/43. Financial Accounts:**

- 19/43.1 To receive the Clerk's Report indicating receipts and payments requiring approval – the report was received and payments approved.
- 19/43.2 Defibrillator for Gainsford End – it was agreed to progress with this.
- 19/43.3 Proposal to professionally clean and restore the War Memorial, including reinstatement of the letters and recording on the IWM Database of War Memorials. Quote to be presented for discussion – Councillor Bull reported the quote is £1500 for the cleaning of the memorial, and re-lettering the names where needed. If agreed work could be started in April. This was proposed to be accepted by Councillor Andrew Bull and seconded by Councillor Paul Thompson. This was agreed by those present.
- 19/43.4 Grounds Maintenance Service Level Agreement – this was agreed and signed by the chairman.

#### **19/44. Highways:**

- 19/44.1 Refurbishment of the Pump along Church Lane – the refurbishment has been carried out and works complete.
- 19/44.2 Siting of bench - Councillor Thompson reported that there are cobble stones under the pump therefore the new bench cannot be placed there. This was agreed and discussed. It was agreed to place it on the parish land behind The Green Man overlooking the view. It was also agreed the bench should be placed on a hard standing. Councillor Thompson to seek quotes for this.
- 19/44.3 Footpath 51 – this is ongoing and further advice being sort.

#### **19/45. Planning:**

<b>Application No:</b>	<b>Description</b>	<b>Address</b>	<b>Action</b>
18/02165/FUL	Enlargement of two existing fishing lakes to create one larger fishing lake, creation of a parking area, and change of use of the land for siting of two mobile units to provide anglers' toilets and tools shed	Fishing Lakes Great Yeldham Hall Toppesfield Road Great Yeldham	Decision pending by Braintree District Council
18/02248/AGR	Application for prior notification of agricultural or forestry development - erection of portal frame steel barn and new road access	Thurstons Farm Robinhood End Toppesfield CO9 4NN	Revised Drawings submitted to Braintree District Council

**19/46. Toppesfield Village Hall**

19/46.1 Update from Village Hall Management Committee – no report received. Work in the village hall continues.

**19/47 Playing Fields & The Dick Ruggles Pavilion**

19/47.1 Litter Bin at the bottom of Toppesfield Playing field – Councillor Preston reported that the bin is mainly being used for dog waste. This was discussed and it was agreed to remove the bin.

**19/48 Communications**

19/48.1 Broadband project Openreach – the project is ongoing,

19/48.2 Parish Council website – this was discussed and Councillor Andrew Bull to write to the current provider to give notice.

**19/49. Information exchange / Parish Surgery / Items for the next agenda**

It was questioned what was happening to the newsletter & it should contain dates of events and important phone numbers. Councillor Bull confirmed he will not be doing it anymore and is in the stages of talking to someone about taking it on. It was agreed that some form of newsletter is needed.

**19/50. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 4<sup>th</sup> April 2019 at 7.30pm at Toppesfield Village Hall.

**19/51. Close**

The meeting closed at 9.50pm

Signed:

Dated:

**Action Summary:**

**Councillor Bull to speak to the chairman of the Toppesfield Cricket Club as to how the grant made for training up a coach was spent.**

**Councillor Andrew Bull to liaise with Toppesfield Cricket Club re the metal spikes on the Cricket Wicket.**

**Councillor Andrew Bull to write to the owner of the remaining vehicle and then look at a tidy up of the car park.**

**Councillor Andrew Bull to write to Mr Ketley re the amount of the mud on the Toppesfield Road.**

**Councillor Andrew Bull to write to owners of the Mission Hall regarding the state of the hedges.**

**Councillor Paul Thompson to seek quotes for the hardstanding for the new bench.**

# Appendix A

Accounts – 7 March 2019					
			£		£
National Savings Deposit Account:					
Balance as at 1st January 2019			<u>£2,625.57</u>		
Community Account					
	Balance as at 28 February 2019				<u>£20,153.09</u>
Subtotal:			<u>£2,625.57</u>		
All previous issued cheques cashed balance should be			<u>£2,625.57</u>		<u>£20,083.21</u>
Income Received (Included in above balance)					
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
07.02.19	Grant to Toppesfield Village Hall Committee towards redecoration		101861	£1,000.00	£0.00
11.02.19	Paul Chinery - Verge cutting		101863	£360.00	£0.00
Feb-19	K Berry - Expenses - New printer, stamps, envelopes & Ink for new printer		101864	£107.58	£0.00
08.02.19	Paul Thompson - Balmoral Park Bench & fixings		101865	£407.49	£0.00
02.03.19	S Hammond - Restore pump in Church Lane		101866	£300.00	£0.00
Feb-19	M Dyson - Doctor Car Service - phone top-up		101867	£20.00	£0.00
28.02.19	K Berry - February wages		101862	£272.18	£0.00
				<u>£2,467.25</u>	
Balance			<u>£2,625.57</u>		<u>£17,615.96</u>
Last bank statement received up to 28th February 2019					