



# Toppesfield Parish Council



## Minutes of the Meeting held on Thursday 7<sup>th</sup> March 2013 At The Village Hall, Toppesfield at 8.00pm

### 13/41. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Peter Moore – Chairman  
Councillor David Bagnall  
Councillor John Levick  
Councillor Shaun Sheldrake  
Councillor Alan Collard

#### Also in attendance:

Kaaren Berry – Clerk to the Parish Council

#### Apologies were received from

Councillor Clare Thompson  
Councillor Andrew Bull

### 13/42. Declaration of Members Interest on Agenda items:

No declarations of interest were made.

### 13/43. Open Session for members of the Parish to address the Parish Council:

No members of the public were present – no questions were received.

### 13/44. Minutes of the last meeting:

The minutes of the meeting held on 7<sup>th</sup> February 2013 were approved and signed by the chair as being an accurate record of the meeting.

### 13/45. Matters Arising from the Minutes:

No matters arising were raised.

### 13/46. Actions from Previous Meeting:

13/46.1 Councillor Moore to contact Highways re weight restriction signs at Cust Hall and the state of the brickwork. The weight restriction signs are still in place and there is cracking on the bridge, however further investigations will take place under the bridge before Highways are contacted.

- 13/46.2 All Councillors to let Kaaren Berry know their course modules by 15<sup>th</sup> February 2013 – module suggestions have been received. Kaaren Berry to work out modules for the training session prior to the next meeting.
- 13/46.3 Councillor Bull to contact Braintree District Council re quote for cutting the Gainsford End playing field – no information available.
- 13/46.4 Kaaren Berry to look at moving the National Savings Account into a Base Rate Reward account. This needs to be done through the account business manager but there are still problems with changing signatories and giving Kaaren Berry enquiry access on the account. This is being dealt with by Kaaren Berry.
- 13/46.5 Councillor Levick to look into Essex County Council's website hosting/creating. Councillor Levick has looked into this, essexinfo.net. This is a portal and costs will be incurred if someone was to run the site. Discussions followed regarding the website. Kaaren Berry to ask other parishes who maintains their websites and to check when our contact is up for renewal.
- 13/46.6 Kaaren Berry to do budget v's actuals, a cash flow and follow up on the overdue account to Braintree District Council – this will be discussed under the financial agenda point.
- 13/46.7 Councillor Sheldrake to enquire on progress following the meeting with Sue Sheppard regarding funding for the village hall. Councillor Sheldrake raised this at the last village hall meeting and it was felt the meeting was not beneficial as regards to funding. Councillor Sheldrake will contact Braintree District Council with regards to funding. The village hall committee will be looking at the use of the hall and how to increase the uptake of rentals.
- 13/46.8 Kaaren Berry to liaise with the other clerks re dates of the Community Issues group meeting and the terms of reference. No date as yet is set for the next Community Issues Meeting – the transport sub group are in the process of fixing a meeting date.
- 13/46.9 Kaaren Berry to enquire about shovels for gritting / snow shifting – prices obtained start from £9 and upwards. It was suggested that the shop could be approached for a donation of 4 shovels for the winter gritting team. Kaaren Berry to approach the shop committee.
- 13/46.10 Kaaren Berry to ask Essex County Council if we can get sponsors for grit bins, increase the number of bins and would they fill them. Essex County Council will not be supplying further bins at present but a response has not yet been received if the parish could purchase further bins and have them sponsored.
- 13/46.11 Kaaren Berry to check the Standing Orders regarding tenders for insurance. This comes under the Financial Regulations and usually 3 quotes are obtained for purchases. Kaaren Berry to check financial regulations as to the purchase figure for services/items where 3 quotes are required.
- 13/46.12 Councillor Moore to gain quotes to repair the First Aid shed roof. Councillor Moore has requested a quote for the shed roof in question but new felt and possible a new roof will be needed.

### **13/47. Financial Accounts**

- 13/47.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The Payments listed were approved and signed. The grass cutting invoice was originally sent

out in December but not received – a copy invoice has been issued for payment.

The budget v's actuals sheet was discussed and the account is healthy – how to spend some of the reserves needs to be looked at. Kaaren Berry to look into good practice as to reserve amounts for parish councils. A decision regarding a held reserve sum will be made at the next parish council meeting.

Kaaren Berry asked if the parish council would like to use the same accountant as last year for auditing the accounts. It was agreed to use Karen Baker again this year.

#### **13/48. Transport / Highways Issues:**

Councillor Moore is still exchanging information with Highways regarding The Causeway project and the issue is still on going.

#### **13/49. Village Hall Update report:**

No further information was giving other than that under 13/46.7.

#### **13/50. Recreational Areas / Open spaces:**

13/50.1 Gainsford End Swings – Councillor Moore has chased this up – the swings are out of stock at

present but should arrive shortly.

13/50.2 Removal of the Holm Oak – this was removed on the 20<sup>th</sup> February 2013.

13/50.3 Update on quotes for redressing the access road to the Toppesfield Playing Field – Councillor

Sheldrake is waiting on a 3<sup>rd</sup> quote for the works required – therefore nothing further to report at present.

#### **13/51. Planning:**

13/51.1 Application No: 13/00253/FUL Location: Weybridge Bungalow, Stambourne Rd,  
Great Yeldham

Description: Erection of single storey side extension.

No comments or objections were made in respect of this application.

#### **13/52. Community Issues Group / Network 5:**

No additional items for the agenda were raised other than those already being looked at.

#### **13/53. Correspondence:**

13/53.1 Essex County Council – Bus Passenger News Feb/Mar – confirms change of operator to Stephenson's of Essex.

- 13/53.2 Littlethorpe – trade leaflet for wooden bus shelters.
- 13/53.3 Braintree District Council – Grounds Maintenance Service Level Agreement – it was agreed that Braintree District Council should be contacted and asked if they would include the cutting of Gainsford End’s playing field in the contract for the same price. Kaaren Berry to contact Braintree regarding this.
- 13/53.4 HMRC – End of year dates, real time reporting and updates information.
- 13/53.5 Sovereign Play Equipment – trade leaflet for play equipment – to be passed to Andrew Bull.
- 13/53.6 RCCE – Essex Village of the Year and Best kept village competition. It was agreed not to enter this competition.
- 13/53.7 Braintree District Council – Bring Bank Sites – it was agreed that the parish did not require further recycling sites but the bottle bank near The Green Man could be less intrusive to the centre of the village – Kaaren Berry to reply to Braintree District Council.
- 13/53.8 mh-p – Website Analytical report for February received.
- 13/53.9 E.on- price plan renewal – it was agreed to continue with the price plan suggested by E.on.
- 13/53.10 Essex Heritage Trust – newsletter and funding information received. It was suggested that an article be placed in the newsletter regarding this as other groups within the village could apply for funding.
- 13/53.11 LexisNexis Confirmations Service – Advance ordering for publications – An email from EALC was received asking for this to be destroyed as sent out in error.

Late correspondence:

Braintree District Council information about ‘Pop up’ shops in the town centre – information to be published on the website.

Society of Local Council Clerks March Clerk’s magazine has been received.

Fenland Leisure – trade brochure for play equipment received.

EALC – February county update and upcoming training workshops received.

Clerk & Council’s direct - March issue received.

#### **13/54. Any Other Business:**

To discuss any other business / items for the next agenda

David Bagnall asked what the position was with the Village Plan as only one group seems active – LARG. Peter Moore will take Andrew’s timeline plan and follow up on group activities. Peter Moore will circulate a report on items actioned and/or in progress.

LARG have asked for a 30minutes slot at the April’s meeting to go through their proposed plan for the recreational area. Kaaren Berry to ask them to forward a copy for their presentation to all Councillors prior to the next meeting.

David Bagnall also asked if the parish council should place a view from the parish council about the proposed branch surgery in Great Yeldham or should this be done by individuals. It was agreed that the Parish Council would write to confirm the Parish Council's support for the building on Whitlock Drive and for it to go ahead as soon as possible. Kaaren Berry to write on behalf of the parish council.

David Bagnall also mentioned about the amount of litter around the village and whether or not the parish council paid someone to litter pick. The parish council did pay someone to litter pick around the village but this stopped some time ago. Kaaren Berry to contact Braintree District Council to ask them to litter pick on the approach roads into the village.

Shaun Sheldrake asked on the about the possible moving of the notice board – no further update available.

Shaun Sheldrake reported that no-one attended the last surgery – the next one is due on the 16<sup>th</sup> March and David Bagnall will be in the office for this one.

Shaun Sheldrake also question who owns the access road to the Anglian Water pump station – Kaaren Berry to research this.

It was also asked if the welcome pack could be placed on the agenda for next time to discuss how it would be produced and circulated to newcomers to the parish.

Clare Thompson sent in a message to say that the course was very beneficial and the Allotment Association now have a better idea as to drawing up tenancy agreements which will be passed to all Allotment holders and they are considering a £20 per year charge.

The dates for the Annual Parish Meeting and the Annual Parish Council Meeting were confirmed as the 9<sup>th</sup> and 16<sup>th</sup> May 2013.

**13/55. Date of the next meeting:**

The next Parish Council meeting will be held on the 4<sup>th</sup> April 2013 at 8pm at Toppesfield Village Hall.

**13/56. Close:**

The meeting was closed at 9.48pm

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Chairman

.....  
Date

**Action Summary:**

**Peter Moore to contact Highways following further investigation of Cust Hall bridge.**

**Kaaren Berry to work out the training modules for the two hour short course.**

**Kaaren Berry to contact other parishes who maintains their websites and to check when our contact is up for renewal.**

**Kaaren Berry to contact the shop committee regarding the donation of shovels for the winter gritting team.**

**Kaaren Berry to check the financial regulations as to the purchase figure for services/items where 3 quotes are required.**

**Kaaren Berry to check with EALC as to best practice figures for a reserve amount for parish councils.**

**Kaaren Berry to contact Braintree District Council re grass cutting contract and the inclusion of Gainsford End playing field.**

**Kaaren Berry to write to Braintree District Council re the 'Bring Bank Sites'.**

**Peter Moore to report on items actioned and/or in progress which were highlighted in the village plan.**

**Kaaren Berry to ask LARG to forward a copy of their presentation to all Councillors prior to the next parish council meeting.**

**Kaaren Berry to write to the NHS group regarding the proposed doctors surgery at Whitlock Drive.**

**Kaaren Berry to contact Braintree District Council re litter picking on the approach roads into the village.**

**Kaaren Berry to research who owns the access road to the Anglian Water pump station.**

## Appendix A

### Accounts – 7<sup>th</sup> March 2013

National Savings Deposit Account:	£	£
Balance as at 5 March 2012	2508.27	
Community Account Statement Balance as at 31 January		14,952.62
Subtotal:	2508.27	14,952.62

If all previously issued cheques cashed / receipts cleared balance should be;

	Total	14,952.62
Income Received		
Interest (National Savings Acc)	13.50	
Cheques Received – not yet banked		
Advertising		70.00
EALC Training Bursary repayment		288.75

Payments to be approved:

Chq No:

101432	Braintree District Council	927.60
101433	Paul Clark Printing – Jan/Feb Newsletter	270.00
101434	CPRE – membership renewal	29.00
101435	mh-p – newsletter uploaded onto website	18.00
101436	K.Berry – stamps & inks	24.98
101431	K. Berry February's wages	198.47
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		1468.05

Bank Charges will be deducted on 7<sup>th</sup> March 2013

10.00

Balance

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2521.77  
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13,833.32  
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Last bank statement received up to 28<sup>th</sup> February 2013.