



Toppesfield Parish Council



Minutes of the Meeting held on Thursday 6th March 2014 At The Village Hall, Toppesfield at 8.00pm

14/36. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Peter Moore - Chairman
Councillor Andrew Bull – Vice Chairman
Councillor Alan Collard
Councillor Sally Croft
Councillor David Bagnall
Councillor Shaun Sheldrake

Also in attendance:

Kaaren Berry – Clerk to the Parish Council
2 members of the public was present

Apologies were received from

Councillor Clare Thompson.

14/37. Declaration of Members Interest on Agenda items:

No Declarations of Interests were made at this time.

14/38. Open Session for members of the Parish to address the Parish Council:

An update was requested on the replacement for the felled Ash Tree along The Causeway, it was reported that this is in hand and a sapling is in the process of being sort. Kaaren Berry to find out the latest position regarding the tree replacement.

Parking in the village was raised; why people park on the road when they have empty driveways and therefore taking up road space for those without driveways. It was agreed that parking in general is becoming more of an issue as there are now more cars in the village.

14/39. Minutes of the last meeting:

The minutes of the meeting held on 9th January 2014 were approved and signed by the chair as being an accurate record of the meeting. The minutes of the meeting held on the 6th February 2014 were approved and signed by the vice-chair as being an accurate record of the meeting.

14/40. Matters Arising:

There were no matters arising.

14/41. Actions from previous meeting:

- 14/41.1 Kaaren Berry to write to the allotment committee regarding their contribution to the water charges and re do a map of the village to identify the verges cut. Letter and follow up email have been sent but no response as yet. A map has been put together and Andrew to pass this to Paul Clark reprinting for resizing/copying.
- 14/41.2 Kaaren Berry to report the broken entrance sign to Essex County Council and to remind them about

the 30mph signs that are leaning. These have been reported to Essex County Council.

14/41.3 Councillor Bull to confirm the date of the next village market – the next village markets were confirmed as 8th March and the 12th April 2014.

14/41.4 Kaaren Berry to contact Essex County Council regarding who owns the land along The Causeway between the houses and the road. Emails sent to Essex County Council – no response as yet.

14/42 Leisure and Recreation Group:

Braintree District Council have requested the quoting process for the pavilion works is redone. They are in possession of information required regarding the work and they should supply the LARG group with the necessary information for the seeking of new quotes within 14 days.

14/43. Dog Fouling:

Discussion were held and Kaaren Berry to look for/cost positive no pooing signage.

14/44. War Memorial:

Councillor Collard has had discussions with the Churchwarden and they are looking at what would be required and then quotes for the works can be sort.

14/45. Financial Accounts:

14/45.1 To receive the Clerk's Report indicating receipts and payments requiring approval for February and March 2014. These were approved and signed (Appendix A).

14/45.2 Barclays – signatories and name changes – it was agreed that Councillor Collard should be a signatory for the account and Kaaren Berry is to have viewing/telephone enquiry rights only. Forms were completed to request this and to be sent to Barclay Bank.

14/45.3 Asset Register valuations and internal audit progress – interim report from Ray Papworth was discussed by those present and Kaaren Berry to report back to Ray and progress areas identified for further action.

14/45.4 Eon renewal plan – it was agreed to remain with Eon at this time.

14/46. Transport / Highways Issues:

14/46.1 Update on The Causeway project – this has been passed as a project but a pedestrian survey will be carried out.

14/46.2 Parking along Stambourne Road - this was discussed but no further action to be taken.

14/46.3 Pot holes can be reported to Essex County Council – these can be reported to Essex County Council via telephone or their website. It was also mentioned that the following websites are reported in the Telegraph as being effective in achieving a speedy response/repair – fixmystreet.co.uk and potholes.co.uk. The potholes also need to be reported to Essex County Council.

14/47. Local Development Framework:

The Site Allocation and Development Management Plan has been published by Braintree District Council for public consultation and there is no change for Toppesfield. The document will be reviewed on a regular basis but Braintree District Council were unable to confirm any timescales regarding this. It was suggested that Kaaren Berry write to confirm that the parish council have seen the plan and that this reflects the views of the village and to include the barn opposite the Church in the village envelope as agreed sometime ago.

14/48. Village Hall Update report:

No report was available.

14/49. Disaster Planning:

Councillor Sheldrake to approach the RCCE regarding putting together a disaster plan.

14/50. Village Spring Clean:

It was agreed to organise a village litter pick – Councillor Bull to contact Braintree District Council regarding equipment for litter picking and Kaaren Berry to contact the insurance company regarding insurance cover for the activity.

14/51. Walking Maps

Pathway map for a 10 to 20 mile radius of Toppesfield. This was discussed and agreed to progress – Councillor Croft to speak to the P3 officer and progress.

14/52. Parish Surgeries

These next two surgeries will be 8th March and Councillor Collard will be in attendance and the 12th April where Councillor Bull will be in attendance. It was also suggested that the surgery be held in the village hall during the village markets.

14/53. Network 5

The next meeting is to be held on Wednesday 26th March 2014 at 7.30pm, at Stambourne Village Hall. Any agenda items need to be passed to Kaaren Berry by the 14th March 2014.

14/54. Correspondence:

- 14/54.1 NHS England – Rurality Consideration – Toppesfield has been determined as rural in character and therefore should be determined as controlled.
- 14/54.2 mh-p – Website Analytical reports for January and February 2014 have been received.
- 14/54.3 M D Landscapes – Introduction letter has been received.
- 14/54.4 Essex County Council – Minerals & Waste Planning have a new website and are requesting responses are carried out by email as this is now their preferred method of communication.
- 14/54.5 Barcham Tree Specialists I Introduction letter has been received.
- 14/54.6 SLCC – Clerk Magazine – January issue received.
- 14/54.7 Local Government Boundary Commission – draft recommendations – posters have been displayed in the notice boards regarding this.
- 14/54.8 Glasdon Trade Brochure received.
- 14/54.9 Braintree District Council – Details of the Public Engagement on the Braintree Council Pre Submission Site Allocations and Development Management Plan.
- 14/54.10 Essex County Council – Choral Evensong invitation received.
- 14/54.10 Braintree District Council – Plans to re-route domestic refuse collections from February 2015, information being sort for potential collection issues.
- 14/54.11 RCCE – details of the Essex Village of the Year and best kept competition and best kept Churchyard competition received.
- 14/54.12 Essex County Council – Bus and Train map for Essex this will be placed in Toppesfield Stores.
- 14/54.13 Braintree District Council – Publication of the Pre Submission Site Allocations and Development Management Plan - details of exhibitions/displays for public viewing.

14/55. Any Other Business

To discuss any other business / items for the next agenda

Councillor Sheldrake reported that a new set of Christmas lights have been received as one was faulty. Councillor Sheldrake asked about the hanging baskets on the pump house and if Plants that Grow are maintain them and if an advertisement was received. No advertisement received for publication in the Newsletter and it would appear they have not maintained the baskets. Councillor Sheldrake to approach Sturmer Nurseries' if they would like to maintain the baskets in return for a advert in the Newsletter.

No volunteers have come forward for the speed watch campaign as yet. It was suggested that a wheelie bin sticker

14/56. Date of the next meeting, Annual Parish Meeting and Annual Parish Council Meeting

The next Parish Council Meeting will be 3rd April 2014 at 8pm at Toppesfield Village Hall. The Annual Parish Meeting will be held on 1st May 2014 and the Annual Parish Council Meeting on the 8th May 2014.

14/57. Close

The meeting was closed at 9.50pm

.....

Chairman

.....

Date

Action Summary:

Kaaren Berry to make enquires regarding the position of the replacement tree along The Causeway.

Andrew Bull to copy/resize grass cutting map with Paul Clark.

Kaaren Berry to look for positive no pooing signage in relation to dog fouling.

Kaaren Berry to write to BDC re the Site Allocation and Development Management Plan.

Councillor Sheldrake to speak to RCCE re disaster plans.

Councillor Bull to contact Braintree District Council regarding equipment for a litter pick.

Kaaren Berry to contact the insurance company regarding insurance cover for a litter pick.

Councillor Croft to speak to the P3 officer and progress a walking pathway map.

Appendix A

Accounts – 6th February 2014

	£	£
National Savings Deposit Account:		
Balance as at 31st March 2013	2521.77	
Community Account		
Statement Balance as at 31st January 2014	<u> </u>	<u>24686.46</u>
Subtotal:	2521.77	24686.46
All previous issued cheques cashed balance should be		<u><u>24452.49</u></u>
Income Received		
Advertising payment (included in above figure)		200.00
Insurance re-imburement (include in above figure)		150.90
HMRC VAT repayment (include in above figure)		2942.57
Essex County Council - Grass Cutting Payment (included in above figure)		1958.54
Interest	18.91	
Payments to be approved:		
Chq No:		
101497 Mrs S Croft - Christmas event expenses		27.15
101498 Mr B Stevenson - wooden village sign post works		320.00
101496 K. Berry January's wages		<u>198.47</u>
		545.62
Bank Charges will be deducted on 3rd February 2014		5.00
Balance	<u><u>2540.68</u></u>	<u><u>23901.87</u></u>

Last bank statement received up to 31st January 2014.

Accounts – 6th March 2014

	£	£
National Savings Deposit Account:		
Balance as at 1st January 2014	2540.68	
Community Account		
Statement Balance as at 28th February 2014	<u> </u>	<u>24447.49</u>
Subtotal:	2540.68	24447.49
All previous issued cheques cashed balance should be		<u><u>23901.87</u></u>
Income Received		
Payments to be approved:		
Chq No:		
101500 Paul Clark Printing - February & March/April Magazine		540.00
101501 Toppesfield Village Hall Committee - Quarterly Invoice		283.50
101502 Society of Local Council		18.00
101503 CPRE - membership fee		29.00
101499 K. Berry February's wages		<u>198.47</u>
		1068.97
Bank Charges will be deducted on 7th March 2014		10.00
Balance	<u><u>2540.68</u></u>	<u><u>22822.90</u></u>

Last bank statement received up to 28th February 2014.