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## MINUTES OF A MEETING OF TOPPESFIELD PARISH COUNCIL HELD ON THURSDAY 20 MAY 2010 AT 20.00. AT THE VILLAGE HALL, TOPPESFIELD

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### 1 MEMBERSHIP, ATTENDANCE AND APOLOGIES FOR ABSENCE.

## The following Councillors were in attendance:

Steve Amerio Fran Laskowski

Peter Moore Chairman

Shaun Sheldrake

#### Also in attendance:

Steve Marshall Clerk to the Parish Council 9 members of the public

#### Apologies were received from:

Frazer Croft John Levick

1.2. There were no Councillors declarations of interest.

#### 2 ELECTION OF CHAIRMAN

It was resolved to elect Peter Moore as Chairman for the year 2010/2011.

#### 3 ELECTION OF VICE-CHAIRMAN

It was resolved to elect Andrew Bull as Vice-Chairman for the year 2010/2011.

## 4 MEMBERSHIP OF COMMITTEES / ALLOCATION OF RESPONSIBILITIES

## 4.1. Membership of Committees.

It was agreed that all Councillors would be members of the Planning Committee.

## 4.2. Parish Council representatives were agreed as follows:

Charities: Tony Davison, Dusty Miller

Allotments: Fran Lakowski
Tree Warden: Fran Lakowski
Play / Recreation Ground: Shaun Sheldrake
Village Hall Committee: Dave Dyson

#### 5 OPPORTUNITY FOR PUBLIC / PRESS TO ADDRESS THE MEETING

#### 5.1. Notice of meeting

It was noted that the meeting date had been changed at the request of the Chairman due to the lack of adequate notice.

Notice and agenda to be displayed on the following boards:

Camoise Close Gainsford End Village Hall / Post Office / Shop

#### 5.2. Garden Refuse Collection

List of dates to be displayed.

#### 5.3. Finances

Alan Collard complained that the Council's administration costs equates to 59% of income. He was advised that this was due to the clerk being paid NALC / SLCC rates and that the precept so low. Tony Davison stated that this has always been the case. Shaun Sheldrake stated that the precept is too low so any administration costs are bound to be a higher proportion.

#### 5.4. Street Cleaning Agreement

In answer to Ann Reed's question it was noted that the PC partakes in the BDC Streetscene Partnership and receives £970 per annum towards this project. Part of this income is used to finance litter picking.

It was noted that the Village Warden's monthly reports indicate a very low level of litter incidents.

#### 6 ESSEX COUNTY COUNCILLOR'S REPORT

There was no report from the ECC Councillor.

#### 7 DISTRICT COUNCILLORS REPORT

There was no report from the BDC Councillor.

#### 8 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 01/03/10 were approved and signed by the Chairman, as being an accurate record of the meeting.

#### 9 MATTERS ARISING FROM THE MINUTES / OUTSTANDING ACTIONS

It was noted that the following actions were still outstanding:

FC to confirm price to erect new gate to playing field.

JL to write to BT regarding village broadband.

PM to pursue 30 mph speed limit funding with ECC.

PM to liaise with ECC regarding flooding.

PM to liaise with EC regarding gritting of paths and roads.

SA to grass area outside PO / Shop and place large stones to prevent parking. SA to erect "No Kite Flying" sign on playing field gate. (sign has been purchased, awairing gate to erect)

SA & SS to obtain quotes to repair play equipment.

TPC to form Playing Fields Working Group.

#### 10 PLANNING

There was no report from the Planning Committee.

#### 11 HIGHWAYS

## 11.1. 30 mph Speed Limit

It was noted that the Chairman would be meeting ECC Highways on 21/05/10.

ACTION: PM to meet ECC Highways on 21/05/10.

#### 12 PLAYING FIELDS / RECREATION GROUNDS

It was noted that the next RoSPA inspection is due during May and very little has been achieved since the last inspection in May 29009.

#### 13 WEBSITE

The Chairman reported that the TPC website is now live at;

http://www.toppesfieldparishcouncil.org.uk

#### 14 VILLAGE PLAN

It was agreed to hold a public meeting on 14/06/10 at 20.00 to start the Village Plan process.

ACTION: PM to arrange Village Plan meeting on 14/06/10.

## 15 CORRESPONDENCE RECEIVED

The Clerk reported on correspondence received.

## 16 ACCOUNTS

- 16.1. The Clerk's Report indicating receipts and payments requiring approval was received and approved. (Appendix A)
- 16.2. The Council approved the preparation of the accounts to 31/03/10 by Karen Baker.

### 17 DATE AND TIME OF THE NEXT MEETING

The following previously agreed schedule of dates for the year 2010/2011 was noted:

```
Mon
      07/06/10 20.00
Mon
                20.00
      05/07/10
Mon
      06/09/10
                20.00
Mon
      04/10/10
                20.00
      08/11/10
Mon
                20.00
Mon
      06/12/10
                20.00
Mon
       10/01/11
                20.00
Mon
      07/02/11
                20.00
Mon
      07/03/11
                20.00
Mon
      09/05/11
                20.00 APM & AGM
      06/06/11
Mon
                20.00
Mon
      04/07/11 20.00
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#### 18 ANY OTHER BUSINESS

There being no further business the meeting closed.

Chairman	Date	
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#### **ACTION SUMMARY**

FC to confirm price to erect new gate to playing field.

JL to write to BT regarding village broadband.

PM to liaise with ECC regarding flooding.
PM to liaise with ECC regarding gritting of paths and roads.
PM to meet ECC Highways on 21/05/10 regarding 30 mph speed limit
PM to arrange Village Plan meeting on 14/06/10.

SA to grass area outside PO/ Snop and place large stones to prevent parking. SA to erect "No Kite Flying" sign on playing field gate. (sign has been purchased, awaiting gate to erect)

SA & SS to obtain quotes to repair play equipment.

**TPC to form Playing Fields Working Group.** 

## **APPENDIX A**

## **ACCOUNTS 20 MAY 2010**

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National Savings Deposit account:		

Balance as at 02-03-10 2,498.26

Balance from 30/04/10 15,607.65

Subtotal: 15,607.65

## Cheques issued since 01/03/10 to be approved:

101215 Mr B Stevenson - sign painting

120.00

# Payments to be approved:

101216 Marshall Whittaker – clerks fees & expenses	505.25
101217 B Sewell – litter picking	30.00
101218 E-On – changing room standing charge for power	11.12
101219 Braintree District Council – grass cutting – playing field	840.40
101220 EALC – subscription	131.21
101221 Audit Commission – 2009 Audit fee	158.63
101222 Paul Clarke Printing Ltd - 2 x newsletters + calendar advert	999.50
101223 Topesfield Village Hall – meeting costs.etc	557.00
101224 Steve Amerion – "No Kite Flying" signs	36.17
101225 V Turner – ink for 2 x newsletters	119.96
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Balance 2,498.26 12,098.41

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