



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 6<sup>th</sup> November 2014 At The Village Hall, Toppesfield at 8.00pm

### 14/226. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull – Chairman  
Councillor Alan Collard – Vice chairman  
Councillor David Bagnall  
Councillor Gill Page

#### Also in attendance:

Kaaren Berry – Clerk to the Parish Council  
1 member of the public

#### Apologies were received from:

Councillor Sally Croft  
Councillor Shaun Sheldrake

### 14/227. Declaration of Members Interest on Agenda items:

Councillor Collard declared an interest in agenda item 14/237.1 – the Bradfield's Planning Application.

### 14/228. Open Session for members of the Parish to address the Parish Council:

No issues or comments were raised by the member of the public who was present at the meeting.

### 14/229. Minutes of the last meeting:

The minutes of the Parish Council meeting held on the 2<sup>nd</sup> October 2014 were approved and signed by the chair as being an accurate record of the meeting.

### 14/230. Matters Arising:

No matters were arising from the last meeting. However the structure on the private drive in Camoise Close was raised. Kaaren Berry to look into this.

### 14/231. Actions from previous meeting:

- 14/231.1 Kaaren Berry to contact Councillor Finch regarding an ongoing highways issue in Park Lane – this issue is continuing.
- 14/231.2 Councillor Bull to email all Councillors and clerk with the communications plan – ongoing.
- 14/231.3 Councillor Sheldrake to help with the grass cutting tender documentation – ongoing.
- 14/231.4 Councillor Collard to speak to James Blackie regarding an appeal letter re the pathway to the war memorial. Councillor Collard reported that James Blackie is looking into other options for a standing area around the memorial.
- 14/231.5 Councillor Sheldrake to contact BT and confirm that it has been agreed that the phone box in Gainsford End is to remain as a Phone Box – ongoing.
- 14/231.7 Kaaren Berry to approach Essex County Council for chippings for Church Lane – this has been logged with Essex County Council to look into. Councillor Bull reported that photos have been taken of the village sign on the corner of The Causeway and Gainsford End Road but no further progress as yet.
- 14/231.8 Councillor Page to look into The Big Tree Plant Scheme further. Councillor Page reported that this would need to be completed by March 2015, it would be a large community project and the tree warden has been spoken to regarding this.

- 14/231.9 Kaaren Berry to contact Braintree District Council re grass verge maintenance - where in the parish cutting takes place and how often. Contact has been made and a response has not yet been received.
- 14/231.10 Kaaren Berry to send all Councillors a copy of the EALC training calendar for 2015 – this was handed to Councillors at the meeting.
- 14/231.11 Kaaren Berry to register with the ICO for data protection – ongoing.
- 14/231.12 Kaaren Berry to contact the Parish Council insurance company for a quote for the village hall. Quote was sort and the village hall have used this to gain a revised price and have increased the value of the building insurance.
- 14/231.13 Councillor Sheldrake to go through the Draft Emergency Plan – ongoing.
- 14/231.14 Kaaren Berry to look into purchasing one of the poppies at the Tower of London – the poppies have sold out and therefore unable to purchase one.
- 14/231.15 Councillor Bull to speak to Dave Dyson regarding the purchase of a poppy wreath for Remembrance Sunday –this has been purchased by Dave Dyson on behalf of the Parish Council.
- 14/231.16 Kaaren Berry to look into the best kept village competition – information gained and to be looked at again next year.

**14/232. Correspondence:**

- 14/232.1 Braintree District Council - Localism Fund and Precept for 2015/2016 dates for budget submission and reduction of Council Tax Support grant.
- 14/232.2 Essex County Council – Community Computing - redundant computers are available if certain conditions are fulfilled – i.e. registered charities. Further information is available on the Essex County Council website.
- 14/232.3 Clerks & Councils Direct – November issue received.
- 14/232.4 EALC – Election Day training – next course is the 13<sup>th</sup> November 2014.
- 14/232.5 SLCC – Publication guide received.
- 14/232.6 Oil-Club.co.uk – leaflets for distribution for their oil club have been received.
- 14/232.7 SLCC – details of upcoming conferences, roadshows and training courses received.
- 14/232.8 mh-p – website analytical report for October 2104 received.
- 14/232.9 Braintree District Council – changes to permitted development rights has been received and was circulated to Councillors prior to the meeting.
- 14/232.10 Braintree District Council - information regarding the new Anti-Social Behaviour Crime and Policing Act 2014 has been received.
- 14/232.11 Braintree District Council - minutes of the Braintree Local Highways Panel, held on 9<sup>th</sup> October 2014.
- 14/232.12 mh-p – information on recording meetings has been received.
- 14/232.13 Braintree District Council – rough sleeper estimate questionnaire for completion has been received.

**Late Correspondence:**

- Mh-p – request for meeting dates and information on Lottery grant funds.
- Essex highways – new proposals for projects to be received by 31 December 2014.
- CPRE – Countryside Voice winter edition received.

**14/233. Financial Accounts:**

- 14/233.1 To receive the Clerk's Report indicating receipts and payments requiring approval. These were approved and signed.

**14/234. Internal auditors report:**

- 14/234.1 Risk Assessment – engaging an independent auditor was discussed – Kaaren Berry to find out who other parish councils use. This should be reviewed annually. A job description needs to be drawn up for the tree warden – Kaaren Berry to look into.  
The Risk Assessment for Toppesfield Parish Council was adopted at this meeting.
- 14/234.2 Communications plan for consideration – ongoing.

#### **14/235. 'Greene King Field' - Land for Sale:**

14/235.1 Update of progress – the Parish Council have now been advised by the vendor that 45% of the land has been sold to a local resident. Local negotiations of residents backing onto the field should continue with the current land owner.

#### **14/236. Report from the Leisure and Recreation Group:**

14/236.1 Councillor Bull to report progress – no further updates are available at this time.

#### **14/237. Planning:**

14/237.1

<b>Application No:</b>	<b>Description:</b>	<b>Location:</b>	<b>Action Required:</b>
14/01265/FUL	Erection of Agricultural Barn	Bradfields, Harrow Hill, Toppesfield	Comments to be submitted by 7 <sup>th</sup> November 2014

No objections were made regarding the above application.

14/237.2 Call for Local Sites – the Parish Council have received correspondence from a local agent concerning development proposals for Park Lane and The Causeway.

#### **14/238. Transport / Highways Issues:**

14/238.1 Report on any highway issues – no issues were reported.

14/238.2 New Minibus link to Sudbury – Councillor Bagnall to report. Reports that a new service will be run following the building of the new estate in Sible Hedingham. Councillor Bull to contact Sible Hedingham Parish Council to seek further information on this.

#### **14/239. War Memorial:**

Grants for war memorials – Councillor Bagnall to report. Funds could be available from the War Memorial Trust but a proposal for a scheme for renovations is needed. Councillor Collard to pass information onto James Blackie.

#### **14/240. Village Hall Update report:**

Councillor Sheldrake to report – no report available.

#### **14/241. Network 5:**

Feedback and next meeting – the meeting went well and the next meeting will be hosted by Toppesfield Parish Council in January 2015.

#### **14/242. Neighbourhood Planning/Housing Needs Survey:**

Councillor Collard to report – Councillors Collard and Bagnall met with Moria Groborz from the RCCE to discuss the possibility of a housing needs survey. This will be a questionnaire to complete by residents to find out what the community's views are on housing needs.

It was agreed by those present that a Housing Needs Survey should be carried out. Councillor Collard to contact Moria to progress this matter.

#### **14/243. Emergency Planning Information:**

Draft plan previously circulated – Kaaren Berry to look at this. Discussions were held and it was felt that people checking on their neighbours and those known to be at risk was the best plan.

**14/244. Councillor to attend next Parish Surgery:**

Surgery to be held on 8<sup>th</sup> November 2014, 10.30am – 12.30pm at Toppesfield Village Hall and Councillor Bagnall will be in attendance.

**14/245. Any Other Business:**

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

The Standards of Practice Scheme replaces the Quality Council Status and should be finalised in January 2015. The Lymphedema Clinic in Halstead will formally open on the 24<sup>th</sup> November 2014 and is open one day a week at present.

Setting up of subcommittees to be scheduled for next month’s meeting.

Winter Planning for next month’s meeting.

**14/246. Date of the next meeting:**

The next Parish Council Meeting will be the 4<sup>th</sup> December 2014 at 8pm at Toppesfield Village Hall

The Parish Council Meeting for January 2015 is scheduled for 1<sup>st</sup> January – proposal to move this to the 8<sup>th</sup> January 2015. It was agreed to move the meeting in January to the 8<sup>th</sup> January 2015.

**14/247. Close**

The meeting was closed at 10.47pm.

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Chairman

.....  
Date

**Action Summary:**

**Kaaren Berry to look into the structure in Camoise Close on the private drive.**

**Councillor Bull to email all Councillors and clerk with the communications plan.**

**Councillor Sheldrake to help with the grass cutting tender documentation.**

**Councillor Sheldrake to contact BT and confirm that it has been agreed that the phone box in Gainsford End is to remain as a Phone Box.**

**Kaaren Berry to register with the ICO for data protection.**

**Councillor Sheldrake to go through the Draft Emergency Plan.**

**Kaaren Berry to forward last year’s budget and precept figures to all Councillors for discussion at the next Parish Council meeting.**

**Kaaren Berry to find out who other parish councils use as their internal auditors.**

**Kaaren Berry to look into a job description for the tree warden position.**

**Councillor Bull to contact Sible Hedingham Parish Council regarding the New Minibus link to Sudbury.**

## Appendix A

Accounts – 6<sup>th</sup> November 2014

	£	£
National Savings Deposit Account:		
Balance as at 1st January 2014	2540.68	
Community Account		
Statement Balance as at 31 <sup>st</sup> October 2014		<u>31147.02</u>
Subtotal:	2540.68	
All previous issued cheques cashed balance should be		<u>31125.27</u>
Income Received		0.00
Payments to be approved:		
Chq No:		
101539	EALC - Training	10.00
101541	A Collard – Expenses WW1 Exhibition	20.00
101542	EALC - Training	274.40
101543	Braintree District Council – Supply & Install Litter Bin	138.00
101544	Braintree District Council –Grass Cutting, Playing Field 2014/2015	927.60
101545	Greenbarnes Ltd - Noticeboard	1314.48
101546	P Chinery – Verge Cutting	506.40
101547	K Berry - Chalkboards	310.94
101548	D. Dyson – Poppy Wreath	18.50
101540	K. Berry October wages	223.20
		<u>3733.52</u>
Bank Charges will be deducted on 3 <sup>rd</sup> November 2014		10.00
Balance	<u>2540.68</u>	<u>27371.75</u>

Last bank statement received up to 31<sup>st</sup> October 2014.