



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 3<sup>rd</sup> November 2016 At The Village Hall, Toppesfield at 8.00pm

### 16/244. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull – Chairman  
Councillor Mike James – Chairman until the arrival of Councillor Andrew Bull at 8.10pm  
Councillor Alan Preston  
Councillor Andrea Chinery  
Councillor Paul Thompson

Also in attendance:  
3 Members of the Public  
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:  
Councillor Dave Dyson – Vice chairman  
Councillor Linda Bowen  
District Councillor Richard van Dulken

### 16/245. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

### 16/246. Open Session – opportunity for members of the Parish to address the Parish Council.

Tony Davison reported that the Charites will be having their annual meeting in approximately 6 weeks' time and he will be handing in his notice as treasurer. Therefore, the Parish Council must appoint another representative. Dusty Millar will stay on with the Charities for another year for a period of continuity. Councillor Andrew Bull thanked Tony Davison for his 34years of service to the Charities group.

The condition of the war memorial was raised – disappointment was expressed about the work which was previously carried out. It was asked if the names could be redone so they are clear and cleaning. It was also mentioned that Stambourne Parish Council had received a grant for the work carried out on their war memorial.

The bridge at Cust Hall was mentioned and that the blocks are still being hit and moved slightly, adding to the problems. It was asked if the blocks at the side could be made of something more solid or a height restriction which would in turn restrict the weight of vehicles using the bridge. Kaaren Berry to speak to District Council Richard van Dulken and Essex County Council regarding the Cust Hall bridge and any updates.

It was reported that the hedges in Gainsford End remain a safety issue and it was asked what the current position was. Councillor Andrew Bull confirmed that Essex Highways will be writing with an improvement notice to the owners.

Other matters raised were the request for a dog waste bin at the Telephone Box in Gainsford End, support was shown for the planning application on this month's agenda and transport issues from Gainsford End and car parking in the centre of Toppesfield. It was also stated that the Park Lane car park is not used as it is a walk to the village amenities, there is not many spaces and its state of repair.

**16/247. Minutes of the last Parish Council Meeting** (*previously circulated*)

The minutes of the Parish Council meeting held on 6<sup>th</sup> October 2016 were approved and signed as correct.

**16/248. Matters Arising from last meeting:**

The grass verges around the parish have been cut again and Braintree District Council have confirmed that they will be cutting the grass behind the Petanque Pitch whilst they cut the main field.

**16/249. Actions from previous meeting:**

- 16/249.1 Councillor Andrew Bull to write to a Gainsford End resident regarding the hedges around their property. This has been reported to Essex County Council and they will be following this up.
- 16/249.2 All Councillors to read Safeguarding Policies for comment and amendment as necessary before the next Parish Council meeting for discussion/adoption. To be discussed under agenda item 16/250.1.
- 16/249.3 Councillors to investigate the possible repair to the old sign at the end of Harrow Hill showing the very old properties along the lane. Councillor Paul Thompson reported that he has made a sign for Harrow Hill. Councillor Paul Thompson also agreed to make a further sign showing the house names along Harrow Hill.
- 16/249.4 Kaaren Berry to contact Braintree District Council re litter bins at Toppesfield playing field. Braintree District Council have been contacted but no response received yet.
- 16/249.5 Kaaren Berry to contact Essex County Council re road markings at the junction of Great Yeldham Road and The Causeway. This has been reported using the online reporting service. Reference number 2492466.

**16/250. Internal Practices and management for the Parish Council:**

16/250.1 The safeguarding policy, Recruitment Policy and Social Media Policy had been previously circulated to all Councillors. These were discussed and approved by those present.

**16/251. Correspondence Received:**

- 16/251.1 Braintree District Council – Invitation to the Choice Based Lettings Breakfast Briefing on 9<sup>th</sup> November 2016 at Braintree District Council received.
- 16/251.2 Braintree District Council – Rural Services Survey received. This was discussed and Kaaren Berry to completed and return.
- 16/251.3 Essex County Council - DaRT 3 Working Group minutes from meeting 30<sup>th</sup> September 2016 received.
- 16/251.4 Mhp – domain based emails for members. Councillor Andrea Chinery and Paul Thompson expressed an interest in this.
- 16/251.5 EALC – updates and legal updates & BDVSA e-bulletin – previously circulated to all councillors.

**Late Correspondence:**

Mh-p Website Analytical Report for October was received.

Essex County Council – Notification of improved new county council highways reporting and tracking tool.

**16/252. Financial Accounts:**

16/252.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received and payments approved as per Appendix A.

**16/253. Highways:**

- 16/253.1 Notice received giving notice of Temporary Closure of the length of Wesley End, Stambourne, 7<sup>th</sup> November 2016 for twelve days.
- 16/253.2 Water Leak on Stambourne Road – Kaaren Berry reported that Anglian Water are to complete an impact plan prior to any works being carried out. The impact plan should be completed shortly.
- 16/253.3 Harrow Hill signage – this as discussed/reported on in agenda item 16/249.3.
- 16/253.4 Footpath 51 - through from Camoise Close to the Church. A site visit has been made by Essex County Council and confirmed that the cost should be split between 2 residents, who are effected by the path running through their properties and the Parish Council. It is then proposed the first part of the footpath would be removed and the second diverted along the existing footpath. Kaaren Berry to speak to the residents concerned.

It was also mentioned that there is a piece of metal protruding from the pavement on the footpath near the salt bin in Church Lane which could become a trip hazard. Councillor Alan Preston to investigate.

Essex County Council also sent notice of Temporary Prohibition of Traffic to various roads in the Braintree District starting from 14 November 2016. Residents and users will be notified of works dates and time two weeks prior to the commencement of works via letter, leaflet or signs paced on the network. Information will also be available on <http://roadworks.org>

**16/254. Planning:**

Application no:	Description	Location	Action
16/01723/FUL	Proposed single storey rear extension.	Sunrae Gainsford End Toppesfield CO94EH	Comments required by 11 <sup>th</sup> November 2016

No objections or comments were raised regarding the above application.

Councillor Mike James reported that the Planning seminar that he and Kaaren Berry had attended was informative and suggested that the Parish Council look into whether the land they own has been registered as prior to 1984 land purchases were not required to be registered. Also, Common Land had to be registered by 1970 – checking with the Local Authoring needs to be done to see if any common land has been registered within the parish.

**16/255. Land to the rear of The Green Man Public House**

16/255.1 Councillor Andrew Bull reported that he has been informed that the exchange will take place on Friday 4<sup>th</sup> November 2016.

**16/256. Engagement with Toppesfield Community Pub Ltd (TCP)**

Councillor Mike James reported that the kitchen has been refurbished and food is now being served. Also, the work on the upstairs kitchen and bathroom are progressing. The funding from the Power to Change grant application was unsuccessful but further funding is being sort.

**16/257. Parish Plan Portfolio: Ecology & Environment**

Councillor Mike James stated there was nothing to report.

**16/258. Parish Plan Portfolio: Social and Community**

Councillor Linda Bowen stated there was nothing to report.

**16/259. Parish Plan Portfolio: Communications and Transport**

Councillor Andrew Bull stated that the newsletter is out. He also reported that there is government funding available to purchase a Rural Community Minibus and he is looking into this further.

**16/260. Parish Plan Portfolio: Economy and Employment**

Councillor Alan Preston stated there was nothing to report.

**16/261. Parish Plan Portfolio: Youth**

Councillor Andrea Chinery stated there was nothing to report.

**16/262. Parish Plan Portfolio: Leisure & Recreation**

16/262.1 Community Payback Work Placements for Playing Field and other clear up. Councillor Paul Thompson reported that the Community Payback Team will commence work on the 7<sup>th</sup> November 2016 on the playing fields. The workers will be based at the playing fields and supervised at all times.

16/262.2 Concrete Building on Playing Field – Councillor Andrew Bull confirmed that drawings/a sketch plan of the new building needs to be received before this project can be considered further.

16/262.3 Multi use play nets – Councillor Paul Thompson to investigate the possibility of acquiring the nets and potentially placing them on the Gainsford End playing field.

16/262.4 FOC Donation – Councillor Paul Thompson reported that a leaf blower has been donated.

16/262.5 Tree Planting – Councillor Paul Thompson reported that a delivery of trees are arriving in the spring and suggestions are required as to where to plant them.

**16/263. Parish Surgery:**

The next Parish Surgery will fall on the 5<sup>th</sup> November 2016 from 10.30am – 12.30pm in the Village Hall. Councillor Linda Bowen will be in attendance.

**16/264. Network 5:**

Councillor Andrew Bull reported that the issues raised by Great Yeldham Parish Council were planning and for both Great Yeldham and Ridgewell Parish Councils was the amount of low flying aircraft. It was felt that there were more night flights and the planes are lower than previous. Toppesfield Parish Council agreed to join in signing a letter regarding this.

**16/265. Christmas Celebrations:**

It was confirmed the tree lighting up event will be held on Saturday 3<sup>rd</sup> December 2016 at 6pm. It was stated that the Christmas tree will be no higher than the weather vane and salt bags will be used to hold the tree in place rather than the concrete blocks used last year.

The Christmas tree competition will be themed this year – Countries from Europe. Invitation letters and Christmas trees will be issued to the village groups and organisations shortly.

**16/266. Information exchange / Items for the next agenda:**

Kaaren Berry reported that information about Energy saving Grants has been received, information about the schemes available can be found from the Energy Saving Advice Service.

**16/267. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 1<sup>st</sup> December 2016 at 8pm at Toppesfield Village Hall.

**16/268. Close**

The meeting was closed at 10.34pm

**Action Summary:**

**Kaaren Berry to speak to District Council Richard van Dulken and Essex County Council regarding the Cust Hall bridge and any updates.**

**Kaaren Berry to speak to the residents of Camoise Close who are effected by Footpath 51 going through their properties.**

**Councillor Alan Preston to investigate the protruding metal on the footpath near the salt bin in Church Lane.**

**Councillor Paul Thompson to investigate the possibility of acquiring Multi use nets for Gainsford End playing field.**

# Appendix A

Accounts – 3rd November 2016					
			£		£
National Savings Deposit Account:					
Balance as at 1st January 2016			£2,578.94		
Community Account					
Statement	Balance as at 31st October 2016				£8,400.16
Subtotal:			£2,578.94		
All previous issued cheques cashed balance should be					£8,157.68
Income Received (Not yet banked)					
31.10.16	EALC - Training Bursary				£247.50
01.11.16	Donations for Memorial Trees (from pennies round bottle in The Green Man)				£50.31
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
14.09.16	Toppesfield Village Hall Committee - hall hire, Talentless Night		101709	£30.00	£0.00
21.10.16	Information Commissioner - Data Protection Registration		101710	£35.00	£0.00
27.10.16	The Royal British Legion Poppy Appeal - Poppy Wreath		101711	£20.50	£0.00
Sept/Oct 16	B J Hammond - Gainsford End Bench & Noticeboard refurb. Leaf clearing of access road to playing fields		101712	£136.00	£0.00
01.11.16	mh-p - upload Annual Return to Website		101713	£18.00	£0.00
01.11.16	Paul Clark Printing - newsletter		101714	£320.00	£0.00
31.10.16	K. Berry - October wages and back pay		101708	£389.68	£0.00
					£949.18
19.10.16	Bank Charges will be deducted on 4th November 2016			£5.00	£0.00
Balance			£2,578.94		£7,501.31
Last bank statement received up to 31 October 2016					