



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 2nd November 2017 At The Village Hall, Toppesfield at 7.30pm

17/172. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Dave Dyson – Vice chairman
Councillor Alan Preston
Councillor Linda Bowen
Councillor Mike James
Councillor Paul Thompson
Councillor Andrea Chinery

Also in attendance:

7 members of the public attended
Kaaren Berry – Clerk to the Parish Council
District Councillor Richard van Dulken

Apologies were received from:

Councillor Andrew Bull – Chairman

17/173. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

17/174. Open Session – opportunity for members of the Parish to address the Parish Council.

An update on the Commemorative Elm Trees was given – the trees seem to be in good health but there are a couple of spares if any need to be replaced. Rob Sullivan and Alan Collard are working on a programme to take the project through to the 100year anniversary of WW1, this will include plaques for the trees but not so high tech as originally planned. Councillor Thompson stated the tree by Dick Ruggles bench has been re-staked as it was knocked over and has suffered rabbit damage – Alan Collard will keep an eye on the tree's health.

The Christmas lunch was raised and if it was for all over 65's as concerns were raised about tax payer's money being spent on people who do not need a free lunch. Councillor Thompson stated this is an initiative to bring the older community together.

The outline planning application was raised by a parishioner who stated they were not against it in principle but had reservations regarding the road. It was also stated that the road width on the planning map is misleading – it is not wide enough for cars to pass. The existing road is also breaking up and it was asked if it could be adopted by the council and what rights do we have to enforce Berwick Hall Farm to repair it. Another concern was where would the construction traffic park.

Response was made by Mr Page (one party of the planning application) to state that the road is a private road and as far as he was aware the repairs are down to Mr & Mrs Clark and Mr & Mrs Moody and he did not know if this would change. The map was a stock map and was not drawn up by the people who submitted the application. This is an outline planning application to see if Braintree District Council would consider this and if so a full application will go in and Highways would look this is a full application was made.

Other comments regarding the outline planning application were that the site is outside the village envelope and would this set a precedent. The field is enclosed by a natural road – could the whole field be developed. The application indicates that the homes are affordable but once they are built and occupied then they are housing

stock of the village therefore no longer affordable. Could some be affordable to rent/shared ownership to help young people of the village – more of this would be good to see. In 2015 the Parish Council commissioned a Housing Needs survey and the Parish Council need to look at this when considering the application.

Another parishioner echoed the need for affordable housing.

Mr Page stated that the application is putting in for plots not for housing and could the village or a housing trust get together to build this type of housing.

Another parishioner stated there is a need for more housing in the village and the school population is going up and for the academic year after next is projected to be at capacity. If the application did go ahead and breaks the village envelope what assurances would there be that it would stop at that.

The Chair of the Shop Committee stated that up to date CCTV is being installed in the shop later this month for the safety of the volunteers and that broadband in the shop has already been installed.

17/175. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 5th October were approved and signed as correct.

17/176. Matters Arising from last meeting - not dealt with below

Councillor Thompson stated the concrete blocks are still on the playing field. It was agreed that a notice should go up to state the blocks are free and to be removed by arrangement with Councillor Thompson or Councillor Preston.

17/177. Actions from previous meeting:

- 17/177.1 Councillor Bull to speak to Paul Clark Printing re bill for reprinting last year's newsletter – no update available.
- 17/177.2 Councillor Preston to review quote prices for the footpath and seek lead times for the work – see agenda item 17/181.2.
- 17/177.3 Kaaren Berry to speak to the Village Hall Committee re the upcoming salt delivery – see agenda item 183.5.

17/178. Internal Practices and management for the Parish Council:

17/178.1 Braintree District Council Funding Fair – Councillor James reported that he attended the event. The main areas of funding available were for enhancing people, assets and crowdfunding. However, if crowdfunding is being considered then smaller amounts are advised because if you do not reach your target you do not receive anything. Advice from the actual funders on completing the applications should be sort on completing forms correctly. There are funding opportunities for Parish Councils and community projects.

17/179. Correspondence Received:

- 17/179.1 Braintree District Council – Open space action plan – amendments to be submitted by 8th December 2017.
- 17/179.2 Mid Essex Clinical Commissioning Group – Seeking comments about plans for Home First and Braintree Community Hospital. Information about these changes can be found at: <http://bit.ly/2y9XYWC>
- 17/179.3 Parish Magazine Printing – introduction email received.
- 17/179.4 Essex County Council – Passenger Transport Meeting Notes from 2nd October 2017 received.
- 17/179.5 BDVSA – e-bulletin, EALC – county and legal updates – circulated to all Councillors prior to meeting. Notification of upcoming training courses from EALC.
- 17/179.6 Essex Heritage Trust – Grant Scheme and latest funding opportunities. Councillor Thompson to look into for funding potential projects.
- 17/179.7 RCCE Oyster Autumn 2017 publication received.
- 17/179.8 NHS Mid Essex CCG – October edition of Engage – available on the parish website or www.midessexccg.nhs.uk

Late correspondence:

Mh-p – Website Analytical report for October received.

RCCE – Essex Warbler – Volume 3 received.

Braintree District Council – Getting ready for winter and planning ahead - information circulated to councillors.

17/180. Financial Accounts:

- 17/180.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received and payments discussed. Councillor James proposed the payments were approved and Councillor Preston seconded the proposal.
- 17/180.2 Village Hall Insurance – to be held over to the next Parish Council meeting.
- 17/180.3 Asset Register – a draft register was circulated for comments. Additional items were advised to be added. Kaaren Berry to update and recirculate for comment.

17/181 Highways:

- 17/181.1 Footpath consultation on Footpath 24, 25, 26, 33 and 51. The footpath amendments were discussed and no objections to Footpath 24, 25, 26 and 33 were raised. However, a comment was received regarding footpath 24 where it meets the Great Yeldham Road and whether a traffic warning sign could be placed to advise motorists that the footpath is there. No objections were raised regarding the extinguishment of footpath 51 but as Braintree District Council say the existing footpath from Camoise Close to the Church is not their responsibility whose would it be. Kaaren Berry to write to Essex County Council regarding this.
- 17/181.2 Footpath 51 lead times for resurfacing – Councillor Preston reported that this is 4 to 6 weeks and would cost approximately £1300.00. It was agreed not to go ahead until a response was received from Essex County Council.

The signpost at the pump needs tightening up as the finger signs have been moved around again – Councillor Preston will look at this.

The footpath along Church Lane has been reported and inspected by Essex County Council who state that immediate action is not required at this this but will be considered for inclusion in future planned works.

17/182 Planning:

Application No:	Description	Location	Action
17/01863/OUT	Application for outline planning permission with all matters reserved - Erection of 7no. self-build dwellings	Land At Park Lane Toppesfield Essex	Comments to Braintree District Council by 20th November 2017

The application was discussed at the Parish Council meeting and the key points raised by Councillors and parishioners were that the development is outside the village envelope. The width of the road as at its narrowest is 3 metres wide, affordable housing need and the maintenance of the road and the possibility of Essex County Council adopting it.

17/183 Parish Council Goal – ‘Love where you live’

- 17/183.1 Neighbourhood Watch Programme Update – Councillor Preston reported that the winter issue of Watchword and an article will be placed in the next newsletter. There have been a few burglaries recently locally and he will attend the next village market to promote the neighbourhood watch.
- 17/183.2 Community Payback Team – Report on October & Proposed Plan for November – Councillor Thompson stated that in half term the team cleared the leaves on the approach to the playing fields between the Church and the school and burnt the stumps at the bottom of the field. They have also cleared between the old gravestones in the Church yard. The Community Payback team will be asked to clear the leaves again in November and clear the area behind Post Cottage and remove the rubbish to the allotments.
- 17/183.3 Update on bench from Thelma Bond – no information available – hold over to next meeting.
- 17/183.4 Update on Gainsford End Pump Project – this is underway and research into what the pump should look like is being carried out.
- 17/183.5 Salt Delivery & Storage – delivery has arrived. The village hall committee did not want anymore salt stored in the carpark or grounds so the pub was approached and they have agreed to hold it there but if it has not been used then it is to be removed before the summer. It was agreed that there

should be a stock of salt along Harrow Hill for use.

- 17/183.6 Village Hall Plaque & Lady Plummer Memories – a researcher has made contact to see if there is a plaque in the village hall kitchen to state it was dedicated to Lady Plummer and to see if anyone has any memories of her.

17/184. Parish Council Goal – ‘Bringing the Community Together’

- 17/184.1 Update on proposed Christmas Lunch planning for our older residents – Councillor Preston reported that this is progressing and a meeting is being held for those volunteering on the 11 November.
- 17/184.2 Village Hall Management Committee Update – Councillor Bowen gave her report – see Appendix B.
- 17/184.3 Update on Little Chestnuts Pre-School – Councillor Chinery stated there was nothing to report.
- 17/184.4 Update on Golden Chestnuts activities for September/October 2017 - Councillor Dyson stated there was nothing to report as he had not attended.
- 17/184.5 Update on St. Margaret’s School- Councillor Chinery stated there was nothing to report.

17/185. Parish Council Goal – ‘Protecting our Heritage and Planning for the Future’

There were no items discussed under this heading.

17/186. Information exchange / November and December Parish Surgery / Items for the next agenda

It was asked if anything further was known about the Bridge at Cust Hall – there have been no further updates. The next Network 5 meeting is to be held on 30th November at Toppesfield Village Hall. Councillor’s Preston and Thompson confirmed they would attend the November Parish Surgery and Councillor Bowen will attend the December Surgery.

17/187. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 7th December 2017 at 7.30pm at Toppesfield Village Hall.

17/188. Close

The meeting closed at 9.50pm.

Signed:

Dated:

Action Summary:

**Councillor Bull to speak to Paul Clark Printing re bill for reprinting last year’s newsletter.
Kaaren Berry to update Asset register and circulate for comment.**

Appendix A

Accounts –2nd November 2017		£	£		
National Savings Deposit Account:					
Balance as at 1st January 2017		<u>£2,594.44</u>			
Community Account					
Balance as at 31st October 2017					
Subtotal:		<u>£2,594.44</u>			
All previous issued cheques cashed balance should be			<u>£14,003.80</u>		
Income Received (Included in above balance)					
26.10.17	Grant from Sainsburys Trust for Medical aids shed and installation		£2,051.00		
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
Nov-17	Toppesfield Village Hall Committee - Hall Hire for Chirstmas lunch - 19.12.17		101781	£30.00	£0.00
24.10.17	Paul Clark Printing - Invitations for Christmas Lunch		101782	£30.00	£0.00
01.11.17	Margaret Dyson - New Medical aids shed and installation		101783	£1,860.76	£0.00
01.11.17	Margaret Dyson - New Medical aids shed and installation		101784	£190.24	£0.00
30.10.17	The Royal British Legion Poppy Appeal		101785	£20.50	£0.00
22.10.17	Information Commissioner - Data Protection Registration renewal		101786	£35.00	£0.00
31.10.17	K. Berry - October Wages		107780	£272.18	£0.00
Sep-17	Falconary Uk - Village show display (agreed to & paid at the October PC Meeting)		107779	£179.90	£0.00
				<u>£2,618.58</u>	
19.10.17	Bank Charges will be deducted on 6th November 2017			£5.00	£0.00
Balance		<u>£2,594.44</u>		<u>£13,431.22</u>	
Last bank statement received up to 29th September 2017					

Appendix B

Toppesfield Village Hall

Report to the Parish Council October 2017

Six months have passed since we formed the new Village Hall Committee. I would like to take this opportunity to summarise what we are working on and what we have achieved.

The team is pleased to tell you that the Village Hall received a 5-star Health and Safety rating from Braintree Council on 25th October.

At our first meeting we agreed that our aim is to provide a secure, safe and inviting environment for the whole community, offering a venue suitable for a range of activities. To this end, we initially looked at the safety of the Village Hall and the insurance. We had the electric system reviewed and have replaced or repaired some vital equipment to ensure the safety of users. This included the kitchen heater, emergency exit lights and a new entrance hall light. We obtained a grant from Braintree Council to cover these costs. The gates were completed, the outside entrance light is being replaced, and a new mat is coming for the entrance. More rubbish bins were obtained from the council. Whilst these latter things may sound small, they are all examples of ensuring that The Hall works well and correctly for the people who use it.

The previous years' accounts have been audited by an independent accountant who confirmed that the books balance. There are seven on our committee. Frances Winter is our treasurer. Andrea Chinery is the secretary. Jean Bagnall and Daphne Jude work on health and safety issues, Linda Bowen and Kim Stevens work on premises related issues. Linda is also our liaison member on the Parish Council and provides monthly reports to it.

Daphne Jude is the Bookings Manager. We are keen to encourage new activities in the Village Hall. The karate is popular and we have some interest from new groups for bookings for the new year.

We have had a fire inspection and acted on the advice given. We have also agreed a health and safety policy. The electrical and fire equipment is tested when required and monthly checks are made and recorded on the safety of lights and fire practices. We have a system to ensure that we know what minor repairs need to be undertaken. Certain problems with the drainage and plumbing have been repaired. We have reviewed and modified our paperwork for bookings. We are working on making booking available both in paper form and on-line.

Our plans for the future include work towards achieving an inviting environment. Our application for a grant to cover the enormous cost of replacing the windows and doors has got through the first round. We are looking into replacing the heating system. We aim to offer a warm and appealing environment. We intend to continue to develop necessary paperwork by looking at risk assessments and other vital policies.

As a committee, we work well together. We have differing strengths to offer and have the Village Hall's development as our shared goal.

Sheila Braithwaite
Chairman