



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 1<sup>st</sup> November 2018 At The Village Hall, Toppesfield at 7.30pm

### 18/181. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull – Chairman  
Councillor Dave Dyson – Vice Chairman  
Councillor Mike James  
Councillor Alan Preston  
Councillor Paul Thompson  
Councillor Andrea Chinery  
Councillor Amanda Smith

Also, in attendance:

There were 4 members of the public in attendance.  
Kaaren Berry – Clerk to the Parish Council

No Apologies were received.

### 18/182. Declaration of Members' interests in agenda items:

Councillors Mike James and Dave Dyson declared an interest in agenda item no 18/192.1.

### 18/183. Open Session – opportunity for members of the Parish to address the Parish Council.

The date of the Christmas tree light event was asked and an offer to cook the chestnuts on the oil drum BBQ was made. The event will take place on 1<sup>st</sup> December and the offer of cooking the chestnuts was gratefully received.

Chris Neale reported that there had been responses from 45-50% of the village regarding the BT Open reach broadband project. A revised quote has been received at a slightly reduced figure and it was asked if the Parish Council could be the legal entity to sign the contract as a business is needed to hold this. Chris Neale reported that Gainsford End should be live from December for fibre broadband. Discussions followed regarding the County Broadband meeting and what BT are offering – it is down to the individual as to which service provider they enter into a contract with. Chris Neale also reported that there is a wider market available to people who sign up with BT open reach than County Broadband and it is believed there will be less disruption to the village when it is installed.

The contact was discussed and the Parish Council agreed that the obligations need to be looked at and more information is required, details of where the funding is held and how much the parish council would be liable for before going ahead with this. Councillor Andrew Bull to look into this further and to check with other villages as to what they have done.

The contract/arrangement with County Broadband also needs to be checked.

### 18/184. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 4<sup>th</sup> October 2018 were approved and signed as correct.

### 18/185. Matters Arising not on the agenda – for report only

The Keeping Warm and Well leaflets from Braintree District Council have been received and the leaflets regarding their Handyman scheme will follow.

**18/186. Actions from previous meeting:**

- 18/186.1 Enquires to be made re a defibrillator training course with the Community Heartbeat Trust and the First Responders availability for training sessions. Community Heartbeat Trust will charge £175 + VAT and the Community First Responders will provide a training session free of charge. It was agreed to ask the First Responders to carry out a training session on 24<sup>th</sup> November 2018.
- 18/186.2 Contact EALC for additional Guidance regarding financial assistance to the Church and James Cleverly MP for comment. Guidance from the EALC has been received to confirm that the Parish Council cannot give funds to the Church for Church maintenance or general work on the church grounds. No response has been received from James Cleverly MP.
- 18/186.3 Communication with Thelma Bond and purchase of new bench – no further progress has been made. It was agreed the new bench will be sited under the Pump and Councillor Thompson to seek quotes.
- 18/186.4 Communicate with Brian Moody PCC re the NALC publication and the grant request from St Margaret's Church. Councillor Andrew Bull to write to Brian Moody regarding this.
- 18/186.5 Additional quotes for a new swing set for Gainsford end playing field to be sort. Quotes are been received at a cost of £2699 + vat and £1959 + vat depending on style. However, it was agreed to ask Gainsford End residents what they would like at the playing field. Councillor Paul Thompson to draft a questionnaire. The existing swing set needs removing – quotes to do this will be sort by Councillor Paul Thompson.
- 18/186.6 Purchase of new 5 aside goal nets and repair posts – Councillor Thompson reported the nets have been purchased and the posts repaired.
- 18/186.7 Update on removal of concrete blocks from the playing fields – the blocks have now been removed.
- 18/186.8 Update on the storage of items on the pavilion and the question of whether the glass in the cabinet in the pavilion is safety glass. There are no kite safety markings on the glass cabinet. Councillor Andrew Bull to speak to the owners of the cabinet to bring it up to safety standards and speak to the Chairman of the Toppesfield Cricket Club as to how the grant for training up a coach has been spent.
- 18/186.10 Quote to be sort from Braintree District Council for grass cutting for the path from the playing fields to the allotments. An email was sent but no response has been received yet.

**18/187. Internal Practices and management for the Parish Council:**

- 18/187.1 Christmas lunch Planning – an event such as last year will not take place due to time constraints of previous volunteers. Councillor Amanda Smith to liaise with the school to see if they can help this year.
- 18/187.2 Christmas event and Christmas Tree – a Christmas tree will be sort by either Councillor Bull or Councillor Chinery. The event will take place on 1<sup>st</sup> December at 6.30pm.
- 18/187.3 Annual update of emergency planning information – this is to be updated by Kaaren Berry.

**18/188. Correspondence Received:**

- 18/188.1 Essex Parish Partnership – Making the Links, EALC Legal and County Updates – circulated to all Councillors prior to meeting.
- 18/188.2 Essex Police – Rural Crime Advice Day – this event aims to provide members of the farming, Business's and rural community with information regarding crime prevention measures in respect to security and personal safety. On 14<sup>th</sup> November 2018 from 10am – 3pm at Slamseys Farm, Blackley Lane, Great Notley. Braintree. Information is on the parish website.
- 18/188.3 Braintree District Council - Overview and Scrutiny Committee - Highways Enquiry – comments to Braintree District Council by 5<sup>th</sup> November 2018.
- 18/188.4 Police, Fire and Crime Commissioner's Public Engagement Event – Do you care about the way your neighbourhood is policed? Do you want to learn more about crime in your area? Do you want to have your say in making your community safer? You can have your say at Roger Hirst's public meeting on 6<sup>th</sup> November 2018, 6.30pm – 8pm at Braintree Town Hall, Market Place, Braintree.
- 18/188.5 Armistice Day Bell Ringing - Her Majesty's Government's ambition is for bells to ring out at 12.30pm on 11<sup>th</sup> November to commemorate the centenary of the Armistice which signalled the end of the First World War. The Department for Digital, Culture, Media & Sport wants bells - of any sort and in any location - across the country and worldwide to join in, as is appropriate, to mark this historic occasion. The DCMS would be interested in hearing about any bell ringing plans to mark this historic occasion and has developed a webmap so that people can very quickly and easily add their bell ringing and Armistice day events.

- 18/188.6 Request as to whether the village sign is the first or has it replaced a previous one. Councillor Dyson confirmed the village sign currently in place is the first one.
- 18/188.7 Pump along Church Lane is in a delapidated state – can the parish council repair it? This will be investigated for further discussion. Councillor Bull to locate the pump.

### Late Correspondence

Mhp – Web Analytical Report for October received.

EALC – Strategic Plan questionnaire received for completion by 7<sup>th</sup> December 2018.

Braintree District Council – seeking locations to hold a composting workshop in Spring 2019.

### 18/189. Financial Accounts:

- 18/189.1 To receive the Clerk's Report indicating receipts and payments requiring approval - the report was received and all payments were approved.  
Councillor Mike James asked if the verges are to be cut again – this was agreed and Councillor James to arrange this.
- 18/189.2 Request for funding for the water supply to the allotments – Councillor Paul Thompson proposed that the Parish Council pay for the water to the allotments. It was agreed that a grant application should be submitted along with supporting documentation for consideration.

### 18/190. Highways:

- 18/190.1 Car park signage – Councillor Preston confirmed he has taped over the 24hour period on the signage.
- 18/190.2 Removal of cars from Park Lane – there is one car left in the car park. Councillor Andrew Bull to place a sticker on the remaining car to say it will be removed in 28 days if it still remains in the car park.
- 18/190.3 Hedge at Cust Hall, in need of cutting back – complaint received from a parishioner. This matter will be looked into.

### 18/191. Planning:

Application No:	Description	Address	Action
18/01800/FUL	Proposed Oak Framed Cart lodge with storage over	The Windmill Gainsford End Toppesfield CO9 4EG	Comments to Braintree District Council by 6 <sup>th</sup> November 2018
18/00293/TPOCON	Notice of intent to carry out works to tree in a Conservation Area - Fell Walnut tree	St Margaret's C Of E Primary School Church Lane Toppesfield CO9 4DS	Comments to Braintree District Council by 15 <sup>th</sup> November 2018
18/00746/FUL	Planning application for the enlargement of two existing fishing lakes to create one larger fishing lake; the creation of a parking area; the change of use of land for siting four mobile units to provide anglers' toilets, a tea room, a tools shed; office with family cabin. Retention of new electricity supply and enclosure.	Fishing Lakes Great Yeldham Hall Toppesfield Road Great Yeldham Essex	Being taken to planning committee – Date to be confirmed

Applications 18/01800/FUL and 18/00293/TPOCON were discussed and no objections were raised. Application 18/00746/FUL will be discussed at Braintree District Councils planning committee on 6<sup>th</sup> November 2018.

### 18/192. Pumphouse Community Brewery

- 18/192.1 Request for the parish councils support for the brewery's application for a Community Investment grant. Councillor Mike James asked on behalf of Pumphouse Community Brewery if the Parish Council would support their application to the Community Investment Fund to refurbish the central section of the barn. The Parish Council agreed to support the application.

**18/193. Toppesfield Village Hall**

- 18/193.1 Update from Village Hall Management Committee was received and read out – see Appendix B. Councillor Chinery will liaise with the school to see if they are participating in the events on the 1<sup>st</sup> December 2018 again this year.
- 18/193.2 Parish Office problems and security of information. (DD)
- 18/193.3 Key codes for the village hall and parish office – who holds them. Key codes and access to the village hall was discussed and it was thought the key codes would be held by the suppliers. It was agreed for Councillor Chinery to ask the village hall management committee for the key codes to be held by the parish council and that a village hall key be made available for the parish clerk to hold to allow access to the hall.

**18/194 Playing Fields & The Dick Ruggles Pavilion**

- 18/194.1 Update on Playing Fields User Group. Councillor Bull reported there is no energy for this from the associations to join this and the Parish Council will continue to manage the playing fields.
- 18/194.2 Community Payback update on activities carried out/proposed activities. During October the team cleared the avenue of tree and trimmed back hedges were necessary. They are keeping the playing fields tidy. The team are supervised at all times and will carry out tasks as requested. A request was made for the team to clear the leaves from the access road to the playing field.
- 18/194.3 Metal spikes on Cricket Pitch – complaint received from parishioner. Councillor Thompson reported the spikes are around the cricket wicket and are at child eye height. Flexible posts were suggested –Councillor Andrew Bull will liaise with Toppesfield Cricket Club regarding this.
- 18/194.4 Marking out of the 5 aside pitch – volunteers needed. Councillor to ask for volunteers to do this. A suggestion was also made that the Community Payback team could do this.
- 18/194.5 Cutting of pathways behind allotments and the rear of The Causeway dwellings – Councillor Thompson mentioned this is being carried out.

**18/195 Communications**

- 18/195.1 Update on Communications for the Community – Councillor Bull reported the newsletter will be out next week.
- 18/195.2 Parish Council website review – Councillor Andrew Bull to speak to the current supplier re this.
- 18/195.3 Broadband – the proposal from Chris Neale in the open session was discussed and further information is required before progressing.

**18/196. Information exchange / Parish Surgery / Items for the next agenda**

Councillor Thompson will be attending the November Parish Surgery.  
Agenda items – budget for 2019/2020.

**18/197. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 6<sup>th</sup> December 2018 at 7.30pm at Toppesfield Village Hall.

**18/198. Close**

The meeting closed at 10.25pm

Signed:

Dated:

## Action Summary:

**Andrew Bull to investigate the contact for BT Open Reach Broadband and where the funding is to be held and to check with other villages as to what they have done.**

**Councillor Thompson to seek quotes for a bench for under the Pump.**

**Councillor Bull to write to Brain Moody re the grant request from the Church.**

**Councillor Thompson draft questionnaire to Gainsford End residents as to what they would like at the playing field and to obtain quotes to remove the existing swing set.**

**Councillor Bull to speak to the owners of the glass in the cabinet at the pavilion to bring it up to safety standards and speak to the chairman of the Toppesfield Cricket Club as to how the grant made for training up a coach was spent.**

**Councillor Andrew Bull to locate the pump along Church Lane.**

**Councillor Andrea Chinery to liaise with the school re Christmas Event.**

**Councillor Andrea Chinery to request key codes for the village hall and parish office from the village hall management committee and for a key to the village hall for the parish clerk to hold.**

**Councillor Andrew Bull to liaise with Toppesfield Cricket Club re the metal spikes on the Cricket Wicket.**

## Appendix A

Accounts – 01 November 2018		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2018		<u>£2,606.67</u>		
Community Account				
Balance as at 31st October 2018			<u>£22,720.67</u>	
Subtotal:		<u>£2,606.67</u>		
All previous issued cheques cashed balance should be			<u>£22,696.67</u>	
Income Received (Included in above balance)				
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
05.10.18	Paul Thompson - Nuts & Bolts, Drill Bit to repair Goal Posts		101841	£10.08 £0.00
16.10.18	E.on - electricity supply to The Pavilion, Toppesfield Playing Field		101842	£29.20 £0.00
21.10.18	Information Commissioner - Data Protection Fee		101843	£40.00 £0.00
31.10.18	K Berry - October wages		101840	£272.18 £0.00
				<u>£351.46</u>
Balance		<u>£2,606.67</u>		<u>£22,345.21</u>
Last bank statement received up to 28th September 2018				

## Appendix B

### ***Toppesfield Village Hall***

***We have sent the 'advertisement' below to Andrew as copy for the next news letter.***

***It's never too early to think about.....***

***Christmas!***

***Following on from the success of last year when we opened up the village hall for a children's craft event, we intend to extend this year with something for all ages.***

***5.00 doors open***

***- craft tables for children***

***- tea, coffee, mince pies, social natter for adults of all ages***

***- juice and cakes for children ( of all ages! )***

***- - tombola***

***- - lucky dip***

***- - and more***

***6.15 doors close so everyone can join in the-***

***Village Tree Lighting Event.***

As you can see we are thinking ahead!

In the last month we have completed two large grant requests and are awaiting their outcome. Cllr. Richard Van Dulken has kindly granted us the money to pay for the outside, car park safety light. This enables us to keep intact the sum of money that we have said is our contribution to the heating project.

As you can see around you we have had a 'committee paint in' and freshened up the hall whilst having fun and a good natter.

We are maintaining and expanding hires. There is now a regular child's dance group and one off hires are increasing. we are rolling along to....  
Christmas!