Toppesfield Parish Council

Minutes of the Parish Council Meeting held on Thursday 2nd October 2014 At The Village Hall, Toppesfield at 8.00pm

14/203. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Alan Collard – Vice chairman
Councillor David Bagnall
Councillor Sally Croft
Councillor Shaun Sheldrake
Councillor Gill Page

Also in attendance:
Kaaren Berry – Clerk to the Parish Council
Richard van Dulken
1 member of the public

No Apologies were received

Richard van Dulken introduced himself to the Councillors. Richard has been selected by Braintree Conservatives to stand for the new Yeldham Ward in the District Council elections next May. Richard lives in Castle Hedingham (and has lived in the Colne Valley for nearly 25 years) and has a great deal of experience of Parish Council affairs, having served on the Earls Colne PC for some years as Vice Chairman.

14/204. Declaration of Members Interest on Agenda items:

Councillor Croft declared an interest in agenda item 14/215 – the Bradfield's Planning Application.

14/205. Open Session for members of the Parish to address the Parish Council:

Following the response from Essex County Council regarding an issue in Park Lane, a parishioner disagrees with their decision and would like the parish council to make representation on his behalf. Kaaren Berry to follow this up.

14/206. Minutes of the last meeting:

The minutes of the Parish Council meeting held on the 4th September 2014 were approved and signed by the chair as being an accurate record of the meeting.

14/207. Matters Arising:

The village show was well attended and thanks to Sophie Osborn for doing the face painting this year.
It was agreed that the Parish Council would not run a stall next year but support the village hall with their stall.
A new litter bin and a dog waste bin have been erected in Toppesfield Playing Field and a dog waste bin has also been erected in the allotments. These will be emptied by Braintree District Council.
The area around the pump in Gainsford End has been cleared and the leaf fall/mulch has been cleared between the school and the Church wall.
The Newsletter was out in time this month and at a cheaper rate.
The proposed risk assessment needs to have added into it that copies of contractors insurance will be required as part of the tender process.

14/208. Actions from previous meeting:

14/208.1 Kaaren Berry to contact Greenbarnes regarding the purchase of a new notice board – this has been ordered and should arrive towards the end of October.
14/208.2 Councillor Bull to email all councillors and clerk with the communications plan – ongoing.
14/208.3 Kaaren Berry to purchase two heavyweight reversible notice boards from Chalkboards UK – boards have been purchased and delivered. At present they are stored in the parish council office.
14/208.4 Councillor Sheldrake to help with the grass cutting tender documentation – ongoing. To be advertised on Face book as well as direct approaches to companies when tender has been written.
14/208.5 Councillor Sheldrake to report back regarding the enquiry about the shape of the Gainsford End playing field – The deeds and land registry maps differ, it was agreed that if the new land owner wishes to change them they would have to bear the costs to do so.
14/208.6 Kaaren Berry and Councillor Bull to write an appeal letter re the pathway to the war memorial - ongoing but to work in conjunction with James Blackie regarding this matter.
14/208.7 Councillor Croft will confirm if the ferrets are available for the village show – they were not available.
14/208.8 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.
14/208.9 Kaaren Berry to approach Essex County Council for chippings for Church Lane – ongoing as Essex County Council do not show they are responsible for this road.
14/208.10 The Big Tree Plant Scheme – Kaaren Berry to gain more information regarding this – further information gained and Councillor Page will look into it further.
14/208.11 Councillor Bull to speak to Paul Thompson regarding the grant award, transferring the water bill and ask for a copy of their insurance certificate. The certificate is not available at present.
14/208.12 Councillor Croft to contact Braintree District Council re further activity days – contact has been made with Braintree District and they will be coming back to Councillor Croft to discuss this.
14/208.13 Kaaren Berry to approach the school about the choir performing in the Church at the Christmas tree exhibition. Kaaren has spoken to Mrs Hall and the school are happy to take part in the Christmas tree exhibition and to sing in the church on the 6th December.
14/208.14 Councillor Bull to look into obtaining a Christmas tree for this year. Solar trees have been looked into and this will be discussed at the next Christmas event planning meeting and reported back to at the next parish council meeting.

14/209. Correspondence:

14/209.1 Essex Air Ambulance – request for donation – it was agreed not to make a donation but invite them to have a stall at the next village show.
14/209.2 CPRE – Annual General Meeting Invitation has been received for the 5th October 2014 being held in Maldon.
14/209.3 SLCC – Clerk Magazine – September issue received.
14/209.4 Mi Community – Round Four now open for applications. Information to be passed to Councillors.
14/209.5 Braintree District Council – grass verge maintenance. Kaaren Berry to enquire where in the parish cutting takes place and how often.
14/209.6 Essex County Council – School Crossing Patrol Officers required but not locally.
14/209.7 Essex County Council – Invitation to Community Emergency Planning workshop – 24th October 2014.
14/209.8 EALC – Data protection Obligations and consent form – it was agreed not to sign this at present as photos are not held on the Parish Council website.
14/209.9 Essex Police – changes in ways Essex Police will engage with local communities. It was suggested that the local PCSO is invited to attend the Parish Surgeries.
14/209.10 EALC – training calendar for 2015 received – copy to be sent to all Councillors.

Late Correspondence:
Mh-p – Analytical report for September 2014
Citizen Advice Bureau – invitation to their AGM on 17th October 2014.
Essex County Council invitation to the next Transport Representative meeting on 23rd October in Braintree.

14/210. Financial Accounts:

14/210.1 To receive the Clerk's Report indicating receipts and payments requiring approval – these were approved and signed.
14/210.2 Audit Commission report and satisfaction survey – the Annual Return has been received back with no

comments made by the auditors.

14/210.3 Budget – this needs to be look at for next year as well as projects for the forthcoming year. The village plan need to be looked at and ask other committee/groups what their plans are. As this may effect the precept. As well as the consideration of a Neighbourhood Plan.

14/211. Internal auditors report:

14/211.1 Risk Assessment – it was agreed to insert a line regarding insurance certificates for tenders and that someone needs to be nominated to inspect the assets of the Parish Council to include noticeboards and the consideration of storage of records. Designated officer should also be reporting back to the parish council and roles need to be clearly defined.

14/211.2 Update on other areas of the internal report – Data Protection – it was agreed that the Parish Council should be registered with the ICO – Information Commissioners Office. Kaaren Berry to register the Parish Council with the ICO, the charge for this is £35.00.

14/212. Internal Practices and management for the Parish Council:

14/212.1 Communications Plan for consideration – progress report on various aspects. This is ongoing.

14/213. 'Greene King Field' - Land for Sale:

14/213.1 Update of progress – there has been contact with the vendor and the response was 'Happy for the field to be cultivated'. The Parish Council will update people individually about the situation.

14/214. Report from the Leisure and Recreation Group:

14/214.1 Councillor Bull to report progress – Braintree District Council note our decision regarding the one quote received and would like a copy of the signed minutes and quote received regarding this. Kaaren Berry to forward this to Braintree District Council.

14/215. Planning:

Application No:	Description:	Location:	Action Required:
14/01092/FUL	Change of use of existing barn for functions and weddings	Hoses Farm Carters Hill Toppesfield, CO9 4LZ	Comments to be submitted by 8th October 2014
14/01265/AGR	Application for prior notification for an agricultural building - Erection of Agricultural Barn	Bradfields Harrow Hill Toppesfield CO9 4LX	Information only due to type of application

It was agreed to re-submit the comments as previously sent regarding the change of use at Hoses Farm for functions and weddings – minus the comments about car parking and noting concerns about the amount of traffic over Cust Hall Bridge and the surrounding roads.

14/216. Transport / Highways Issues:

14/216.1 The Causeway –Greenfields haven't allocated any budget towards the area for the coming financial year. They have looked into our request and researched the area; Greenfields will only look to do essential repairs on the area such as the large potholes which affect the access road. They will not be resurfacing the drive but will be looking at repairing and maintaining the access already there. They cannot confirm when repairs will be carried out on site at this time.

14/217. Village Hall Update report:

Councillor Sheldrake to report – village hall funds are low at this time, in part due to the delayed issue of invoices. The insurance is due but the renewal quote is higher than last year. Kaaren Berry to contact the Parish Council insurance company for a quote on behalf of the village hall.

14/218. Emergency Planning Information:

Draft plan previously circulated – details have to be completed and returned to Braintree District Council by the 17th November 2014. Councillor Sheldrake to look at the plan.

14/219. Councillor Training:

This is booked for the 14th October 2014 – all Councillors will be in attendance and the modules confirmed as Powers and Duties, Roles and Responsibilities, The Localism Act and Handling Complaints.

14/220. Councillor to attend next Parish Surgery:

Surgery to be held on 4th October 2014, 10.30am – 12.30pm at Toppesfield Village Hall. Councillor Sheldrake will be in attendance.

14/221. Toppesfield & Gainsford End Village Show:

The village show was well attended and thanks to Sophie Oswald for doing the face painting this year.
It was agreed that the parish council will not run a stall next year but support the village hall with their stall.

14/222. Network 5:

Next meeting 23rd October 2014 at The Reading Rooms, Great Yeldham. Councillor Bull and Councillor Collard confirmed they will be attending. Agenda items to be put forward are community speed watch and are the meetings worth continuing.

14/223. Any Other Business:

To discuss any other business / items for the next agenda

Feeding positive news to the Halstead Gazette for Toppesfield and Gainsford End.
1st World War memorial – low maintenance and lasting. Possibly resistant Elms and groups/parishioners adopting then and have a name plaque for each of the fallen servicemen. Kaaren Berry to look into the Tower of London poppies and purchasing one.
The Nancy Salmon Trust has secured a Lymphedema Clinic at Halstead Hospital
Councillor Bull to speak to Dave Dyson regarding the purchase of a poppy wreath for Remembrance Sunday.
Kaaren Berry to look into the best kept village competition.

14/224. Date of the next meeting:

The next Parish Council Meeting will be held on Thursday 6th November 2014 at 8pm at Toppesfield Village Hall.

14/225. Close

The meeting was closed at 10.40pm.

…….. ……

Chairman Date

Action Summary:

Kaaren Berry to contact Councillor Finch regarding an ongoing highways issue in Park Lane.
Councillor Bull to email all Councillors and clerk with the communications plan.
Councillor Sheldrake to help with the grass cutting tender documentation.
Councllor Collard to speak to James Blackie regarding an appeal letter re the pathway to the war

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 approach Essex County Council for chippings for Church Lane
Councillor Page to look into The Big Tree Plant Scheme further.
Kaaren Berry to contact Braintree District Council re grass verge maintenance - where in the parish cutting takes place and how often.
Kaaren Berry to send all Councillors a copy of the EALC training calendar for 2015.
Kaaren Berry to register with the ICO for data protection.
Kaaren Berry to contact the Parish Council insurance company for a quote for the village hall.
Councillor Sheldrake to go through the Draft Emergency Plan.
Kaaren Berry to look into purchasing one of the poppies at the Tower of London.
Councillor Bull to speak to Dave Dyson regarding the purchase of a poppy wreath for Remembrance Sunday.
Kaaren Berry to look into the best kept village competition.

Appendix A

Accounts – 2nd October 2014

		£	£
National Savings Deposit Account:			
Balance as at 1st January 2014		2540.68	
Community Account			
Statement	Balance as at 29th August 2014		33274.48
Subtotal:		2540.68	
All previous issued cheques cashed balance should be			32774.48
Income Received - included in above figure			
Precept - 2nd instalment			5538.00
Activity Day			37.50
Income Received - not included in above figure			
Advertising			30.00
Payment not included in September List but payment issued at September Meeting: (Included in figure of £32774.48)			
Chq No 101529	Toppesfield & Gainsford End Allotment Society		500.00
Payments to be approved:			
Chq No:			
101531	PKF Littlejohn LLP		120.00
101532	Paul Clark Printing - September/October Newsletter		195.00
101533	e.on - Changing Room electricity supply		26.08
101534	Fit for Sport Ltd - Activity Day		270.00
101535	Toppesfield Village Hall Committee - office hire and meetings		577.00
101536	Stuart Hammond - maintenance		150.00
101537	mh-p - domain renewal		91.18
101538	A. Bull stationery expenses		21.75
101530	K. Berry September wages		223.20
			1674.21
Bank Charges will be deducted on 6th October 2014			5.00
Balance		2540.68	31155.27

Last bank statement received up to 30th September 2014.