



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 1<sup>st</sup> October 2015 At The Village Hall, Toppesfield at 8.00pm

### 15/204. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull - Chairman  
Councillor Dave Dyson – Vice Chairman  
Councillor Linda Bowen  
Councillor Andrea Chinery  
Councillor Mike James  
Councillor Alan Preston

#### Also in attendance:

District Councillor Richard Van Dulken  
Kaaren Berry – Clerk to the Parish Council

#### Apologies were received from:

Councillor Paul Thompson

### 15/205. Declaration of Members' interests in agenda items:

No declaration of members interests were made at this point.

### 15/206. Open Session – *opportunity for members of the Parish to address the Parish Council.*

Richard Van Dulken questioned what happened to the village of the year application – Councillor Bull reported that nothing was heard and he will follow this up.

Richard Van Dulken confirmed that he is supporting the application from Toppesfield Community Pub to the Mii Community. He also stated that he is meeting with the chair of the Toppesfield Community Pub and is hoping to meet with Councillor Thompson regarding the work that LARG is progressing.

Richard Van Dulken asked when the next Network 5 meeting is – Kaaren Berry to follow up.

He also spoke about the Greater Essex Devolution and that the 333 bus service usage is disappointing.

Feedback from Councillors is that there are concerns over the timings of return journeys and may be routes could be changed to link to larger towns.

Essex County Council Bus Consultation – includes 15% of services funded by Essex County council and the proposal of the cessation of some services which may be replaced by a call service DRT (Demand Responsive Transport).

Richard Van Dulken reported that he is attending a Broadband information evening at Braintree District Council - Superfast Essex. Councillor Bull reported that County Broadband is available in the village and a receiver will be placed on the Church tower to boost the availability of the service.

Halstead Pool will be closed for 3 weeks from the 22 October 2015.

The Local Plan sub-committee (Tendering, Colchester and Chelmsford) are still talking about 850 houses in the Braintree District Council area over the next 24 years.

Richard Van Dulken also reported that Great Notley Park and the new Sky Ropes are very good.

### 15/207. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 3<sup>rd</sup> September 2015 were approved and signed as correct.

### 15/208. Matters Arising from last meeting - not dealt with below

No matters were arising.

### **15/209. Actions from previous meeting:**

- 15/209.1 Councillor Bull to forward copy of the Buckingham Palace nomination form to Kaaren Berry – ongoing.
- 15/209.2 Councillor Preston to organise the purchase of 8 snow shovels – this is in hand.
- 15/209.3 Kaaren Berry to follow up with Essex County Council and Greenfields regarding The Causeway drives and path – ongoing.
- 15/209.4 Kaaren Berry to find out who owns the ditch opposite no 51 The Causeway. Essex County Council confirmed that it is normally the land owners who own the ditches alongside the property.
- 15/209.5 Kaaren Berry to seek dates for Councillor training evening – this has been booked for the 3 November 2015.
- 15/209.6 Kaaren Berry to contact Martin Render re community defibrillators and progress – email sent and ongoing.
- 15/209.7 Councillor Dyson and Kaaren Berry to complete Braintree District Council Emergency Planning Document – ongoing.
- 15/209.8 Kaaren Berry to write to ask a local tradesman to repair the wet pour surface – letter has been sent.
- 15/209.9 Kaaren Berry to contact Playquip for a new ‘pin & bush’ for one of the swings in Toppesfield Playing Field – ongoing.
- 15/209.10 Councillor Preston to follow this up with the homeowners along the footpath re condition. Councillor Preston continuing to investigate.
- 15/209.11 Kaaren Berry to write to local resident re the condition of his garden wall – Councillor Preston has made the home owner aware of the concerns of the wall.
- 15/209.12 Kaaren Berry to ask Braintree District Council to ensure grass is cut around/between the trees behind Dick Ruggles bench – Braintree District Council contacted and the area has been cut.
- 15/209.13 Kaaren Berry to purchase 6 more ‘your dog has done his duty’ signs – signs have been received.
- 15/209.14 Councillor Bull to look into the purchase of 3 goal nets and corner posts – these have been ordered.
- 15/209.15 Councillor Bull to speak to the Church Trustees of the Charites re appointments – this is being discussed at the next PCC meeting and they will get back to the Parish Council.
- 15/209.16 Councillor Thompson to seek quotes for security lights for Church Lane playing fields – ongoing.

### **15/210 Internal Practices and management for the Parish Council**

- 15/210.1 Two Hour Short Course Training – booked for the 3<sup>rd</sup> November 2015 at 7.30pm. Training modules were agreed by those present.
- 15/210.2 Braintree District Council Planning Training events – 23<sup>rd</sup> October 2015 at Sible Hedingham Village Hall. Three spaces are available to the Parish Council – Councillor’s Dyson and James and the parish clerk will be attend.

### **15/211. Correspondence Received:**

- 15/211.1 Essex Association of Local Councils – Legal Update No 8 received – this was circulated to councillors prior to the meeting.
- 15/211.2 Society of Local Council Clerks – September issue of Clerks Magazine received.
- 15/211.3 E.on – Need to check the smart meter – appointment required. Key to be arranged for Kaaren Berry.
- 15/211.4 Citizens Advice Bureau, Annual General Meeting 15<sup>th</sup> October 2015, 3.30pm at URC Church, Kings Road, Halstead – agenda received.
- 15/211.5 Essex County Council – Local Bus Service Network Review Consultation September 2015. Information given to Councillor Dyson to speak to parishioners.
- 15/211.6 Braintree, Halstead & Witham Citizens Advice Bureau have a volunteering opportunity – Volunteer Research & Campaigns Co-ordinator – for more information contact Jennifer Hyde on tel: 01376 515235 or email [Jennifer.Hyde@bhwcab.org.uk](mailto:Jennifer.Hyde@bhwcab.org.uk)
- 15/211.7 Braintree District Council – Register of Interests – all received register of interests are now available on the Braintree District Council website.
- 15/211.8 [www.oil-club.co.uk](http://www.oil-club.co.uk) – leaflets received re their service.
- 15/211.9 Glasdon – Trade Brochure received.

### **Late Correspondence:**

- mh-p website analytical report for September was received.
- Braintree District Council – Launch of their £500,000 business growth fund. Capital loans are available of Between £5000 - £100,000 to growing local business. Further information available on request.

Essex County Council – Total Transport Project. Working with a company called FutureGov to deliver a project which examines how transport needs of rural communities can be better met in the future.

RCCE – Autumn issue of their Oyster Magazine has been received.

### **15/212. Financial Accounts:**

15/212.1 Barclays Bank – Changes to cheque processing. Barclays will not long be returning cashed cheques to the Parish Council but scanned copies of cheques can be sent on request.

15/212.2 Quote received from Braintree District Council for additional cutting on the Toppesfield Playing field between the trees on the long edge of the field. This was discussed and signed.

15/212.3 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was presented and payments approved and signed.

15/212.4 PKF Littlejohn LLP – Annual Return returned as approved from PFK Littlejohn with comments regarding one box that was not marked but completed over the phone and that the assets register only need to be completed with purchase price of assets and not changed to reflect market values.

Booking process of the Pavilion was discussed and Kaaren Berry to enquire with Stambourne Parish Council what their procedure is.

It was agreed that all project works sheets are displayed on the noticeboards detailing works to be quoted for. Councillor Bull will contact Environmental Health re residents complaint on the smell of dog waste and related issues.

There is no update from last month's request from Post Cottage regarding a soak away on their land which borders the piece the Parish Council are purchasing.

### **15/213. Highways**

Essex County Council – Temporary Closure of Wesley End Road, Stambourne from 5<sup>th</sup> October for a period of 5 days, weather permitting.

### **15/214. Planning:**

Application No:	Description:	Location:	Comments By:
15/00040/HHPA	Erection of single storey rear extension. Extension will extend beyond rear wall of the original house by 5.0m, with a maximum height of 4.0m and 2.1m to the eaves of the extension.	Oak House, Finchingfield Road, Robinhood End, Toppesfield	Information only due to type of application.

### **15/215. Parish Plan Portfolio: Ecology & Environment**

15/215.1 Update: Councillor Mike James

Councillor James reported that the verges will be cut within the next two weeks and that two potholes have been reported – one in Toppesfield Road and the other in Carters Hill.

The sinking of the road at the corner of Camoise Close following the recent works by Anglian Water is also to be reported. Kaaren Berry to report this.

### **15/216. Parish Plan Portfolio: Social and Community**

15/216.1 Update: Councillor Dyson & Councillor Bowen – Nothing to report expect a date is to be arranged to meet up with the Neighbourhood Watch co-ordinator.

15/216.2 Meeting Rooms at The Green Man – Councillor Thompson – to be held over to the next meeting.

Councillor Bull reported that he has passed information about Neighbourhood Plans to Councillor Dyson to look through and develop one for Toppesfield Parish Council.

## **15/217. Parish Plan Portfolio: Leisure & Recreation**

15/217.1 Tree Planting – Councillor Thompson – Volunteers are needed to help plant bulbs and hedging in November. Once a date is known this will be advertised.

15/217.2 Hedge Planting – Councillor Thompson - Volunteers are needed to help plant bulbs and hedging in November. Once a date is known this will be advertised.

Councillor Thompson forwarded information that donations have been made by Toppesfield Stores and the Flower Show and various applications for funding for the work LARG are progressing are also being made.

## **15/218. Parish Plan Portfolio: Communications and Transport**

15/218.1 Update: Councillor Andrew Bull

Councillor Bull reported that a Community Listening Event will be held at the Village Hall on 7<sup>th</sup> November 2015 from 2pm – 4pm. This will include information from LARG, the sites that have been submitted to Braintree District Council following their call for sites, the Village Hall re expanding and Councillor Bull to invite County Broadband if they wish to attend.

## **15/219. Parish Plan Portfolio: Economy and Employment**

15/219.1 Councillor Alan Preston reported that the list of service / tradesmen within the village is progressing.

15/219.2 Village Handyman – to be held over to next meeting.

## **15/220. Parish Plan Portfolio: Youth**

15/220.1 Update: Councillor Andrea Chinery

Councillor Chinery reported that a letter will be sent out to the children of St Margaret's School and hand out at the bus stop to the children as they return from Hedingham asking for their ideas of what they would like in the village. Also a drop in session on 23<sup>rd</sup> October will also be held for the children to come and give their ideas.

## **15/221. Parish Surgery:**

The next Parish Surgery will be held on 3<sup>rd</sup> October 2015 from 10.30am – 12.30pm in the Village Hall.

Councillor Linda Bowen and Councillor Preston will be in attendance.

## **15/222. Any Other Business:**

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

Projects for next year need to be identified and brought to the next meeting in preparation on setting the budget.

Halloween – the current organisers of the village event are stepping back. This year the Zombie March will take place on Friday 30<sup>th</sup> October 2015 and then back to the village hall for fun & games – this will be open to children under 12 years. Councillor Chinery to speak to the Toppesfield School Association and ask for help in running the games at the hall. Councillor Bull to speak to Bernie Stevenson regarding the organisation of the event and then confirm to all.

Councillor Dyson has been asked by the Toppesfield Community Pub Ltd if the Parish Council would support an application to the Public Works Loan Board on their behalf. Councillor Dyson stated that he has spoken to the EALC and as the pub is not owned by the Parish Council it wouldn't qualify for a loan. However he is seeking a second opinion. It was agreed to advertise the share issue for Toppesfield Community Pub Ltd on the Facebook page and the website once information is passed on regarding this. Also would the Parish Council write a letter of support for the application to the Mi Community from the Toppesfield Community Pub Ltd to renovate the barns. Kaaren Berry to write this.

Councillor Preston reported that he is still to see Essex Air Ambulance but The Green Man is raffling a Rugby Ball in order to raise funds for them.

It was also agreed that a budget meeting will need to be held in November.

**15/223. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 5<sup>th</sup> November 2015 at 8pm at Toppesfield Village Hall

**15/224. Close**

The meeting was closed at 10.40pm.

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Chairman

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Date

**Action Summary:**

**Kaaren Berry to follow up when the next Network 5 meeting is to be held.**

**Councillor Bull to forward copy of the Buckingham Palace nomination form to Kaaren Berry.**

**Kaaren Berry to follow up with Essex County Council and Greenfields regarding The Causeway drives and path.**

**Councillor Dyson and Kaaren Berry to complete Braintree District Council Emergency Planning Document.**

**Kaaren Berry to contact Playquip for a new 'pin & bush' for one of the swings in Toppesfield Playing Field.**

**Councillor Preston to follow this up with the homeowners along the footpath re condition.**

**Councillor Thompson to seek quotes for security lights for Church Lane playing fields.**

**Kaaren Berry to speak to Stambourne Parish Council re their booking procedure regarding their pavilion.**

**Councillor Bull to contact Environmental Health re residents complaint on the smell of dog waste and related issues.**

**Kaaren Berry to report the sinking road at the corner of Camoise Close following the work by Anglian Water.**

**Councillor Bull to invite County Broadband to attend the Community Listening Event.**

**Councillor Chinery to speak to the Toppesfield School Association and ask for help in running the games at the hall for Halloween event.**

**Councillor Bull to speak to Bernie Stevenson regarding the zombie march.**

**Kaaren Berry to write a letter of support to Braintree's Mi Community for the Toppesfield Community Pub application to renovate the barns.**

# Appendix A

Accounts – 1st October 2015		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2015		2559.74		
Community Account				
Online	Balance as at 30 September 2015		<u>£33,228.23</u>	
Subtotal:		£2,559.74		
All previous issued cheques cashed balance should be			<u>£26,544.23</u>	
Income Received (Included in Balance at 30.09.15)				
Braintree District Council - Precept, 2nd Instalment			£5,534.00	
Cash Donation for the LARG projects			£150.00	
Donation to LARG from Toppesfield Community Stores			£500.00	
Payments to be approved:				
Date of invoice		Chq No:		Unrecoverable VAT
24.08.15	P. Thompson - Space set of Keys for the Pavillion	101618	12.00	£0.00
17.08.15	S Amerio Contracts Ltd - Refurbishment of the outside of the Changing Rooms	101619	8670.00	£0.00
31.08.15	Fit For Sport Ltd - Activity Day in August 2015	101620	324.00	£0.00
14.09.15	E.on - electricity supply to the changing rooms	101621	27.63	£0.00
09.09.15	Braintree District Council - Toppesfield Playing field Cutss for 2015/2016	101622	927.60	£0.00
18.09.15	PKF Littlejohn LLP - Annual Return	101623	120.00	£0.00
29.09.15	mh-p - parish council hosting (27/10/15-26/10/16)	101624	72.00	£0.00
30.09.15	K. Berry - September wages	101617	£242.48	£0.00
			<u>£10,395.71</u>	
17.09.15	Bank Charges will be deducted on 5th October 2015		£10.00	£0.00
Balance		<u>£2,559.74</u>	<u>£22,322.52</u>	
Last bank statement received up to 28th August 2015				