



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 6th October 2016 At The Village Hall, Toppesfield at 8.00pm

16/221. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Mike James
Councillor Linda Bowen
Councillor Andrea Chinery
Councillor Paul Thompson

Also in attendance:
2 Members of the Public
District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:
Councillor Dave Dyson – Vice chairman
Councillor Alan Preston

16/222. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

16/223. Open Session – opportunity for members of the Parish to address the Parish Council.

It was reported that the Tuesday evening petanque sessions have moved to 10.30am on a Sunday due to the darker evenings. There have also been two sessions of carpet bowls held in the village hall on Tuesday evenings, this will continue and more members would be welcomed.

It was asked if the state of the hedges in Gainsford End could be monitored as to progress of work being carried out.

A resident also reported the Cust Hall bridge restriction are causing a problem for residents of Gainsford End, delivery drivers and in the event of emergency, emergency vehicles. Contact has been made with Essex County Council and they have confirmed that no repair work is scheduled at present.

Also a personal opinion of not donating to the Essex Air Ambulance was given – Councillor Bull stated that the Parish Council do not tend to make financial contributions to charities but would invite them to events to carry out their own fundraising.

The position of the Defibrillator was questioned and can we adopt the telephone box in Gainsford End. Councillor Bull confirmed the defibrillator has been received but further work needs to be carried out before it can be installed and the adoption of the telephone box will be looked into.

Councillor Richard van Dulken mentioned that the draft local plan, which effects Toppesfield Parish will be heard at a District meeting on the 5th October. There are also changes to the constituencies and MP's, it looks as if though Yeldham and 3 fields are moving to Saffron Walden ward. Fixed penalties notices for fly tipping are up to £50,000 and for throwing rubbish out of a car up to £400. The planning issues in Great Yeldham were also spoke about (potential building off Butlers Way).

16/224. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 1st September 2016 were approved and signed as correct.

16/225. Matters Arising from last meeting - not dealt with below

Councillor Paul Thompson questioned if there were any monies available to plant plants along the school wall boarder of the playing field. Councillor Andrew Bull confirmed that it was agreed at the last meeting to allow the boarder to grass over.

16/226. Actions from previous meeting:

- 16/226.1 Councillor Andrew Bull to speak to a Gainsford End resident regarding the hedges around their Property from the pond to the pump. Councillor Bull reported he had spoken to the resident but a letter will be issued to follow up the matter.
- 16/226.2 Councillor Andrew Bull to speak to the Chair of the PCC re lighting up the Church each night. Councillor Bull has spoken to a member of the PCC and they are looking into LED lights and a timer.
- 16/226.3 Councillor Andrea Chinery to look into Safeguarding Policies for the Parish Council. Councillor Chinery provided draft copies of the policies for consideration. All Councillors to read, comment and amend as necessary before the next Parish Council meeting for discussion/adoption.
- 16/226.4 Councillor Andrew Bull too complete and return the Buckingham Palace Garden Party Award nomination forms. Councillor Bull confirmed this was completed and return, unfortunately our nomination was not successful.
- 16/226.5 Councillor Andrew Bull too complete and return the NHS Mid Essex Marvels of Mid Awards for the Doctors car service. Councillor Bull confirmed this was completed and return, unfortunately our nomination was not successful.
- 16/226.6 Councillor Andrew Bull to seek a list of locations for the memorial trees and who they represent. Also to draw up a proposal and costings for memorial benches. Information has been supplied regarding the memorial tree project and Alan Collard and Rob Sullivan are happy to continue with the project which will be completed by 2018, this being the 100th Anniversary of the end of WW1. It was agreed not to proceed with bench for placing at the memorial trees at this time.
- 16/226.7 Kaaren Berry to contact Braintree District Council re the change of call for site reference TOPP410 to TOPP1X. Braintree District Council confirmed that TOPP410 has not been put back in on the call for site list as far as they are aware and are unsure why the reference is showing TOPP1X.
- 16/226.8 Kaaren Berry to look into the community payback scheme for works on the playing field. A meeting was held today with 2 representatives from the community payback scheme, Councillor Paul Thompson and Kaaren Berry. The meeting was very successful and they are able to help with lots of work around the playing field and allotments. Further information and risk assessments are to follow before any work can commence. The community payback scheme feels they can also help the school and church and they will be contacting them directly about their services.
- 16/228.9 Kaaren Berry to contact Braintree District re the grass cutting behind the petanque pitch. Contact has been made with Braintree District asking them to confirm they will cut the area but no response has been received yet.

16/227. Internal Practices and management for the Parish Council:

- 16/227.1 Safeguarding – this was discussed under agenda item 16/226.3
- 16/227.2 Community Emergency Plan – this was discussed and approved for sending to Braintree District Council and all Parish Council members for use in event of an emergency.

16/228. Correspondence Received:

- 16/228.1 Braintree Area Foodbank – Harvest Festival Appeal for donations.
- 16/228.2 Aviva Community Fund Project Submissions for funding from £1,000 to £2,5000 for projects that will make a difference to the community – Councillor Paul Thompson to complete application for play equipment or benches for the playing field.
- 16/228.3 EALC – updates and legal updates & BDVSA e-bulletin – previously circulated to all councillors.
- 16/228.4 Braintree District Council – Resignation notice of Councillors Robert Bolton and Chris Bailey received.
- 16/228.5 Essex Air Ambulance – request for a financial contribution – this was discussed and agreed not to make a financial contribution but they can attend events to raise funds.
- 16/228.6 Fenland Leisure Products Ltd – Letter of introduction as Playground maintenance providers and inspectors.
- 16/228.7 Essex County Council – Bus and Train Map for Essex received.

- 16/228.8 SLCC – Notice of Annual General Meeting - 14th October 2016 in Leicestershire
- 16/228.9 SLCC and Clerk & Councils Direct magazines September Issues received.
- 16/228.10 Holmes & Hills – Commercial Property & Local Planning Guide for Parish Councils, 1st or 2nd November 2016. Councillor Mike James and Kaaren Berry to attend on 1st November 2016.
- 16/228.11 RCCE Village Halls & Community Buildings Conference 15th October 2016 and Neighbourhood Planning Information Event 8th October 2016.
- 16/228.12 Essex Police – Recruiting Active Citizens campaign – for more information on becoming an active citizen email active.citizen@essex.pnn.police.uk Posters have been placed in noticeboards.
- 16/228.13 EALC – Potential capping of the precept charge for Parish Councils – no action at present but to be kept a close eye on.
- 16/228.14 Essex County Council - Temporary Road Closure of Flooded Roads
- 16/228.15 Braintree District Council - Local Plan Sub Committee – 5th October 2016 will consider comments, sites submitted and other proposed changes at the following villages following the public consultation of the Draft Local Plan 2033 Document.

Late Correspondence:

- Braintree District Council – Local Plan subcommittee meeting agenda to be held on 5th October 2016 which includes recommendations for Toppesfield Parish.
- Mh-p Website Analytical Report for September received.
- Police and Crime Commissioner – open public meeting to be held 12th October 2016 at New Rickstones Academy, Witham. 6.30pm – 8.30pm.

16/229. Financial Accounts:

- 16/229.1 Suggestions on how to spend the £650 prize for the RCCE Village of the Year Competition – suggestion received from a parishioner to repair or old sign at the end of Harrow Hill showing the very old properties along the lane. This was discussed and Parish Council to investigate. Kaaren Berry to request another verge cut around the parish and to reclaim VAT up to the end of September 2016.
- 16/229.2 Annual Return for year ended 31 March 2016 – received back from external auditors with no concerns raised.
- 16/229.3 To receive the Clerk's Report indicating receipts and payments requiring approval – these were approved and signed.
- 16/229.4 Budget for 2017/2018 – meeting has been arranged for the 10th November 2016, to be held at the village hall from 7.30pm – 9.30pm.
- 16/229.5 Clerks salary review – this was discussed and agreed to increase the clerks pay to pay scale 26 and back date to 1st April 2016 as per the NALC national salary award scale.

16/230. Highways:

- 16/230.1 Cust Hall Bridge, Gainsford End Road – reports have been made to Essex County Council following a resident wrote their car off after hitting the barriers as they had been moved. Further petition to be made to Essex County Council re the bridge repairs.

- 16/230.2 Temporary Closure of the length of Stambourne Road, Great Yeldham – this will be closed for three days from the 17 October 2016.

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Experimental Prohibition of Motor Vehicles on Byway 52, Toppesfield – from its junction with the road at Thurstons Farm, generally east for a distance of approximately 1100 metres to the road at Burtons Green. For the period 1st November to 31 March. Further details – a copy of the Order, maps illustrating the proposal, a notice Statement of reasons may be examined at Causeway House, Braintree: Sible Hedingham Library or Essex Highways website: <http://www.essexhighways.org/Transport-and-Roads/Highways-Schemes-and-Developments/Traffic-Regulation-Orders-proposals.aspx> or a copy of these will be on the Parish Council website.

16/231. Planning:

Application no:	Description	Location	Action
16/01510/HHPA	Erection of single storey rear extension.	Sunrae Gainsford End Toppesfield CO94EH	None required as prior approval application
16/01547/FUL	Conversion of outbuilding into holiday accommodation	Cust Hall Gainsford End Road Toppesfield CO9 4EB	Comments required by 12 th October 2016

No objections were raised to application no 16/01547/FUL.

16/232. Land to the rear of The Green Man Public House

16/232.1 Councillor Andrew Bull reported the purchase of the land is still ongoing.

16/232.2 Trees/ and Shrubs around the New Land behind the Green Man – Councillor Andrew Bull stated that any planting cannot be done until the land purchase is complete. Also the memorial trees which were planted have to be moved as they are not on the piece of land which is being purchased. Councillor Paul Thompson reported that this is something the Community Payback Team can help with.

16/233. Engagement with Toppesfield Community Pub Ltd (TCP)

Councillor Mike James reported that a new kitchen is being installed at present and progressing well. Also a juke box has been installed however this has not been a popular decision with all.

16/234. Parish Plan Portfolio: Ecology & Environment

Councillor Mike James stated there was nothing to report.

16/235. Parish Plan Portfolio: Social and Community

Councillor Linda Bowen stated there was nothing to report.

16/236. Parish Plan Portfolio: Communications and Transport

Councillor Andrew Bull stated that the newsletter will be out next week.

16/237. Parish Plan Portfolio: Economy and Employment

16/237.1 Refurbishment for the bench and noticeboard in Gainsford End – Councillor Alan Preston sent a report in to say the refurbishment of the bench and noticeboard in Gainsford End has been carried out.

16/238. Parish Plan Portfolio: Youth

Councillor Andrea Chinery stated that there was nothing to report.

16/239. Parish Plan Portfolio: Leisure & Recreation

16/239.1 Potential working party to tidy the verge of the new hard play area at the park. Councillor Paul Thompson reported that the Community Payback team can help with this.

16/239.2 Litter bins inadequate at the park (complaints received from Parishioners) – Kaaren Berry to speak to Braintree District Council to see if they will install a bigger bin or allow a key to be issued so the bin bag can be changed when full. Also to see if it can be moved away from dog waste bin and to seek costings of a second bin near to the swings.

Councillor Paul Thompson also stated that he has received complaints that the road marking at the junction of Great Yeldham Road and The Causeway have faded/disappeared and can they be repainted. Kaaren Berry to follow this up with Essex County Council.

16/240. Parish Surgery:

Comments from the Parish Surgery held on 1st October 2016. A parishioner advised the Parish Council of unruly behaviour of youths in the village and the Parish Council will keep an eye on it. Also the amount of dog mess through the Church and around the allotments are increasing again.

The next Parish Surgery will be held on 5th November 2016 from 10.30am – 12.30pm in the Village Hall and Councillor Linda Bowen will be in attendance.

16/241. Network Work:

Date of the next meeting is 20th October 2016 7.30pm, to be held at The Reading Rooms, Great Yeldham. Items for the agenda to be passed to Kaaren Berry by 11th October 2016.

16/242. Christmas Celebrations:

The Christmas tree lighting up event will be held on Saturday 3rd December 2016. Shaun Sheldrake has agreed to organise the event again this year. A budget of £500.00 was agreed. The Christmas tree will be donated to the parish again this year.

The Christmas tree competition which has been previously held in the Church is still to be confirmed.

The Christmas village market is to be held on the 10 December 2016 and the School Christmas Faye on the 9 December 2016.

16/241. Information exchange / Items for the next agenda:

Kaaren Berry reported that a newsletter from the school governors was sent to all parents of the children currently at the school which stated 'until recently we were concerned that we could be forced into an academisation process, but the latest government position would suggest that this need not happen unless we become a failing school. But Essex County Council is forcing the pace by effectively withdrawing support from schools from September 2017'. Any changes are likely to mean some upheaval in the way St Margaret's is administered.

16/242. Date of the next meeting:

The next Parish Council Meeting is scheduled for 3rd November 2016 at 8pm at Toppesfield Village Hall.

16/220. Close

The meeting was closed at 10.35pm

Action Summary:

Councillor Andrew Bull to write to a Gainsford End resident regarding the hedges around their property.

All Councillors to read Safeguarding Policies for comment and amendment as necessary before the next Parish Council meeting for discussion/adoption.

Councillors to investigate the possible repair to the old sign at the end of Harrow Hill showing the very old properties along the lane.

Kaaren Berry to contact Braintree District Council re litter bins at Toppesfield playing field.

Kaaren Berry to contact Essex County Council re road markings at the junction of Great Yeldham Road and The Causeway.

Appendix A

Accounts – 6th October 2016					
			£		£
National Savings Deposit Account:					
Balance as at 1st January 2016			£2,578.94		
Community Account					
Statement	Balance as at 30th September 2016				£31,917.13
Subtotal:			£2,578.94		
All previous issued cheques cashed balance should be					£25,113.66
Income Received (included in figure as at 30.09.16)					
30.09.16	Braintree District Council - 2nd installment of precept				£6,196.00
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
15.09.16	e.on - electricity supply to the Pavilion		101702	26.82	£0.00
21.08.16	Colne Contracts Ltd - tarmac access road to the playing fields and hard standing area		101703	£22,320.00	£0.00
23.09.16	mh-p - Domain renewal - toppesfieldparishcouncil.org.uk (21/10/2016 - 20/10/2018)		101704	£19.18	£0.00
16.09.16	PKF Littlejohn LLP - Annual Return fee		101705	£240.00	£0.00
03.10.16	Toppesfield Village Hall Committee - quarterly charge		101706	£283.50	£0.00
12.08.16	Paul Clark Printing - A3 Laminated leaflets		101707	£15.00	£0.00
30.09.16	K. Berry - September wages		101701	£242.48	£0.00
				£23,146.98	
19.09.16	Bank Charges will be deducted on 5th October 2016			£5.00	£0.00
Balance			£2,578.94	£8,157.68	
Last bank statement received up to 30 September 2016					