



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 5th October 2017 At The Village Hall, Toppesfield at 7.30pm

17/156. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Alan Preston
Councillor Linda Bowen
Councillor Mike James
Councillor Paul Thompson

Also in attendance:

No members of the public attended
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Dave Dyson – Vice chairman
Councillor Andrea Chinery
District Councillor Richard van Dulken

17/157. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

17/158. Open Session – opportunity for members of the Parish to address the Parish Council.

No members of the public were present.

17/159. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 7th September 2017 were approved and signed as correct.

17/160. Matters Arising from last meeting - not dealt with below

Councillor Bull reported that he has received complaints regarding the debris of the demolished concrete building on the playing fields. Councillor Thompson stated that the blocks were stacked up and had obviously been pushed over and that their removal was supposed to be arranged by another Councillor but as yet this has not been actioned.

17/.161 Actions from previous meeting:

- 17/161.1 Councillor Bull to write to the community payback team supervisor to make them aware of the recent incident of human waste at the Toppesfield Playing field. This matter was discussed.
- 17/161.2 Councillor Bull to write to David Finch to voice concerns for the children of the parish regarding problems encountered following the award of a new bus contractor for Hedingham School transport. Councillor Richard van Dulken has written to David Finch and the head of Hedingham School regarding this.

17/162. Internal Practices and management for the Parish Council:

- 17/162.1 Terms & conditions of hire & Booking form for consideration and signing for the hire of Toppesfield Village Hall for parish council meetings. It was agreed that Kaaren Berry should complete the booking forms on behalf of the parish council.

17/162.2 **Consideration of producing a Neighbourhood Plan**

This was discussed and Councillor James proposed that the Parish Council does not proceed with a Neighbourhood Plan and this was seconded by Councillor Thompson. This was agreed by those present.

17/163. **Correspondence Received:**

- 17/163.1 SLCC – Clerk Magazine – September issue received.
- 17/163.2 Pinpoint Create – introduction for a storytelling consultant received.
- 17/163.3 Braintree District Council – Planning application no 17/00658/FUL – letter confirming the application has been granted.
- 17/163.4 Countryside Alliance Awards – nominations are open until 13 November 2017. Information can be found on their website www.countryside-alliance.org
- 17/163.5 BDVSA – e-bulletin, EALC – county and legal updates – circulated to all Councillors prior to meeting.
- 17/163.6 Braintree District Council – Choice Based Breakfast Briefing, 11 October 2017 to be held at Causeway House, Braintree.
- 17/163.7 Essex County Council – Public Consultation on proposed changes to the Mobile Library Service – open until 6th November 2017. For more information about the proposals and to complete the survey please go to www.essex.gov.uk
- 17/163.8 Essex Association of Local Councils – Local Services Fund now open. For projects that are designed to support communities by adding value to services or introducing new services.
- 17/163.9 Rural Services Network – Growing a Rural Community Survey for Essex, information given and Kaaren Berry to complete survey on behalf of the Parish Council.
- 17/163.10 RCCE – Warbler September issue received and circulated to Councillors.

Late correspondence:

Mh-p – Website Analytical report for September received

Braintree District Compact Consultation – documents received, discussed – it was felt that there was nothing further to add and the structure detailed was sufficient. Kaaren Berry to complete and return survey on behalf of the Parish Council.

Braintree District Council – Funding Fair – 19 October 2017, 2pm – 7pm at Braintree District Council. The fair gives community and voluntary groups the opportunity to see what funding streams are available and discuss potential projects with funders.

Braintree District Council – The Art of the Possible festival want to celebrate the good things that happen in communities across Essex. To find out more about events or to put forward your ideas please visit www.artofthepossiblefestival.com

Essex Youth Bus – Apologies for not attending the Village Show and offering assistance in setting up a youth council.

Ridgewell Parish Council – are advertising for a new Clerk.

17/164. **Financial Accounts:**

- 17/164.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was discussed and payments approved. The payment to Paul Clark printed from September was discussed as he has stated that he would accept £160 for printing last year's newsletter as he feels the mistake was not down to him. Councillor Bull to speak with Paul Clark Printing re this.
- 17/164.2 Annual Return for year ended 31 March 2017 – was returned as being complete with no comments from the auditors.
- 17/164.3 Financial Support for the Village Show 2017 – The bill from Falconry UK was larger than expected. £250 of the bill was covered by sponsorship and the Parish Council were asked to cover the balance. This was discussed and approved by those present. The additional cost came to £179.90.

17/165 **Highways:**

- 17/165.1 Footpath 51 diversion – Braintree District Council have confirmed that they would not have been responsible for diverting the footpath or have control over. No further response has been received from Essex County Council as to who would take ownership of the footpath if it were not adopted by themselves.

Councillor Preston has received a quote to lay tarmac along the footpath from Camoise Close to the Church path boundary. The quote totals £1325 +VAT. This was discussed and Councillor Preston to

review price with contractor and seek lead times.

The footpath along Church Lane has been reported to Essex County Council as it has become uneven and is breaking up. Reference number 2536432.

17/166 Parish Council Goal – ‘Love where you live’

- 17/166.1 Neighbourhood Watch Programme Update. Councillor Preston confirmed the winter newsletter from Neighbourhood watch should go out in the next newsletter along with an article.
- 17/166.2 Community Payback Team – Report on September & Proposed Plan for October – Councillor Thompson confirmed no work is planned at present. It was suggested that leaf clearing is carried out over half term on the entrance to the playing field and there is further work to carry out in the allotments.
- 17/166.3 Update on quotes for benches – Councillor Chinery supplied quotes which were discussed and Councillor Bull retained for further consideration of style of bench.
- 17/166.4 Councillor Chinery to speak to a contact regarding porta toilets – Councillor Chinery spoke to her contact who is unfortunately unable to help.
- 17/166.5 The village gate at Gainsford End – Councillor Preston confirmed that the work to the gate at Gainsford End has been completed.
- 17/166.6 Toppesfield Village Sign – Councillor Preston confirmed that the work to the sign has been completed.
- 17/166.7 Update on Gainsford End Pump Project – Councillor Preston reported that Barry Hammond is to rebuild a new box to house the pump.
- 17/166.8 Park Lane Car Park – Councillor Chinery has received a quote for £250 per load of road plainings – a more accurate quote for 25 cubic metres is required.

Councillor Bull will arrange removal of the rubble from demolished concrete building on the playing fields as Councillor Chinery’s source is unable to help on this occasion.

17/167. Parish Council Goal – ‘Bringing the Community Together’

- 17/167.1 Update on proposed Christmas Lunch planning for our older residents – Councillor Preston reported that the team progressing and those to be invited has risen to approximately 72 residents. Costs are expected to be £730 for the event. St Margaret’s School children are also hoping to attend to sing carols.
- 17/167.2 Village Hall Management Committee Update - Councillor Bowen gave her report – see Appendix B. The next delivery of salt was discussed and Kaaren Berry to ask the Village Hall Committee if this could be place at the back of the hall.
- 17/167.3 Update on Little Chestnuts Pre-School – Councillor Chinery sent in a report to say that they continue to grow with another 3 children joining before the end of term. They have renewed the fencing in the village hall garden and are planning a Christmas fundraising event, more details on this to follow.
- 17/167.4 Update on Golden Chestnuts activities for July/August 2017 – no report available.
- 17/167.5 Update on St. Margaret’s School – Councillor Chinery sent in a report to say that the new head has joined, changes have been made such as more sports activities and a mile run for everyone every morning. They have held a spelling bee competition and interviews have been held for the head girl and boy for each house team. Music lessons have been introduced and after school sports clubs. Mrs Thomas was present for the village show and the church harvest celebration held last weekend, she organised for some children to sing in the choir and do readings. All positive that the school is becoming more involved with the village.
- 17/167.6 Village Show 2017 Review - Councillor Chinery sent in a report to say there was a great atmosphere even though it rained. Worked well in the school and people stayed longer to have tea, a burger or a beer.
There has been good feedback about the display’s in the Church of parish memorabilia and there was a good feeling at the harvest celebration.

17/168. Parish Council Goal – ‘Protecting our Heritage and Planning for the Future’
There were no items discussed under this heading.

17/169. Information exchange / September Parish Surgery / Items for the next agenda

The Zombie Parade will take place this year on the 28th October.

The Christmas Lighting up event is to be held on the 2nd December 2017.
Councillor Thompson requested that an article showing the positive work of the Community Payback team is placed in the next newsletter and volunteered to write this.
Councillor Bull confirmed more articles are required for the newsletter.
The website revisions are still in progress.

Councillor Linda Bowen will attend the Parish Surgery on the 7th October 2017.

17/170. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 2nd November 2017 at 7.30pm at Toppesfield Village Hall.

17/171. Close

The meeting was closed at 9.50pm.

Signed:

Dated:

Action Summary:

Councillor Bull to speak to Paul Clark Printing re bill for reprinting last year's newsletter.
Councillor Preston to review quote prices for the footpath and seek lead times for the work.
Kaaren Berry to speak to the Village Hall Committee re the upcoming salt delivery.

Appendix A

Accounts –5th October 2017					
			£		£
National Savings Deposit Account:					
Balance as at 1st January 2017			<u>£2,594.44</u>		
Community Account					
Balance as at 30th September 2017					<u>£16,059.47</u>
Subtotal:			<u>£2,594.44</u>		
All previous issued cheques cashed balance should be					<u>£6,166.73</u>
Income Received (Included in above balance)					
08.09.17	Essex County Council - Grass/Verge Cutting 2017/2018				£1,958.54
29.09.17	Braintree District Council - 2nd Instalment of Precept				£6,506.00
01.09.17	Braintree District Council - Councillors Community Grant				£553.00
Payments to be approved:					
Date of invoice					
				Chq No:	Unrecoverable VAT
Aug/Sept	A Read - copying/framing of old photographs			101772	£59.99 £0.00
15.09.17	E.on - electricity supply to The Pavilion on Toppesfield Playing Field			101773	£26.27 £0.00
Jul-17	A Bull - Pop up café expenses and Padlock for gate to playing fields			101774	£23.53 £0.00
20.09.17	PKF Littlejohn LLP - Annual Return fees			101775	£240.00 £0.00
14.09.17	Paul Clark Printing Ltd - September 2017 Newsletter			101776	£240.00 £0.00
Sep-17	Toppesfield Village Hall Committee - Hire of Hall for The Red Barrow's Charity Event			101777	£30.00 £0.00
03.10.17	Toppesfield Village Hall Committee - Quarterley Bill and Hire of hall			101778	£283.50 £0.00
30.09.17	K. Berry - September Wages			107771	£272.18 £0.00
					<u>£1,175.47</u>
19.09.17	Bank Charges will be deducted on 5th October 2017				£5.00 £0.00
Balance			<u>£2,594.44</u>		<u>£14,003.80</u>
Last bank statement received up to 29th September 2017					

Appendix B

Toppesfield Village Hall

Report to Parish Council -Thursday October 5th, 2017

The financial accounts have been completed and thanks given to Zoe for her work on the committee. Zoe had stated at the AGM that she would step down when the accounts had been independently audited. This is now completely finished.

We are establishing new robust systems in the areas of the management of the premises and systems concerning bookings and finance.

The bookings system is established with clear procedures in place. The current users have all been issued with up to date booking details and booking forms which they are requested to complete and return thus ensuring that our insurance is in place. We intend to make the paperwork more concise and will make as much as possible 'paperless', whilst understanding that we will always need to have 'hard copy' available.

The committee has four groups working on;

- 1) Premises Issues
- 2) Health and Safety
- 3) Finance and Projects
- 4) Parish Council and Community Links

These four groups report back each committee meeting along with an update from the Bookings Manager and a detailed report from the Treasurer.

Premises.

Have been concentrating on setting up a system of ensuring that problems identified by people working and using the premises are dealt with. This has led to the drains being cleaned, blockages cleared and plumbing problems addressed.

Health and Safety.

The group is looking at implementing the advice from the fire inspection and ensuring that the health and safety policy is agreed. There is now a system for ensuring we carry out and record annual, monthly and weekly inspections.

Finance and Projects.

We are in the second phase of applying for the CIF grant and the first round of another. Aiming to achieve a grant of £14,000 towards the replacement windows and doors.

Parish Council and Community Links.

We are awaiting comments from the PC regarding the car park signage, the Facebook update and the removal of the grit from the car park to the car park of the Green Man.

We are pleased to have received positive comments from the community about the Hall and our work to date.

We are awaiting an inspection from Braintree Council in October and we are working on our 'Hallmark' qualification.