



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 4<sup>th</sup> September 2014 At The Village Hall, Toppesfield at 8.00pm

### 14/179. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull – Chairman  
Councillor Sally Croft  
Councillor Shaun Sheldrake  
Councillor Gill Page

#### Also in attendance:

Kaaren Berry – Clerk to the Parish Council  
3 members of the public were present

#### Apologies were received from:

Councillor Alan Collard  
Councillor David Bagnall

### 14/180. Declaration of Members Interest on Agenda items:

No declarations of interest were made at this time.

### 14/181. Open Session for members of the Parish to address the Parish Council:

A resident stated that the play equipment in the Toppesfield playing field was insufficient and children are having to wait a considerable length of time to access the existing equipment. They also asked what was happening with the pavilion. Councillor Bull reported that there are plans to make safe the pavilion and to make use of it. Discussions took place re the type of equipment for the playing field and that fundraising events would need to take place to help with the purchase of the equipment. LARG will look at fundraising events.

A member of the allotment society asked if their grant application could be discussed – Councillor Bull reported that this is on the agenda for discussion.

#### Open session was closed at 8.25pm

### 14/182. Minutes of the last meeting:

The minutes of the Parish Council meeting held on the 7<sup>th</sup> August 2014 were approved and signed by the chair as being an accurate record of the meeting.

### 14/183. Matters Arising:

Councillor Bull reported that Councillor Dyson has resigned from his position. Councillor Page will take on his portfolio and Councillor Bull will take on Councillor Page's previous portfolio in addition to his own.

### 14/184. Actions from previous meeting:

- 14/184.1 Kaaren Berry and Dave Dyson to work out a square metre figure of the village hall. This has been measured out and Councillor Sheldrake has worked out the square metre age is 212.75m squared. This is to be reported back to the village hall committee.
- 14/184.2 Kaaren Berry to contact the remaining householder adjoining the footpath to the allotments regarding a dog waste bin being placed at the end of the footpath. Kaaren Berry has spoken to the remaining household and their concerns have been taken into consideration.

- 14/184.3 Kaaren Berry to seek two quotes for a noticeboard with the same specification as that of the Gainsford End notice board. Also check the size with the existing one at Camoise Close – this was measured and two further quotes have been gained and it was decided by those present to ask Greenbarnes to undertake the work. Kaaren Berry to contact Greenbarnes regarding this.
- 14/184.4 Andrew Bull to email to Councillors Page and Dyson the communications plan. Councillor Bull to email this to all Councillors and Clerk.
- 14/184.5 Kaaren Berry to enquire about the wood used in the A frame boards – The wood is a quality pine. It was agreed by those present to purchase two Heavyweight Reversible A-Boards from Chalkboards UK. Kaaren Berry to arrange the purchase.
- 14/184.5 Kaaren Berry to follow up with RoSPA re the area at the bottom of the playing field – the inspector has been away and will look into this upon his return. The office have also been informed of the omission in the report.
- 14/184.6 Kaaren Berry to send out tender requests for grass cutting around the parish – ongoing. Councillor Sheldrake to help with the tender documentation.
- 14/184.7 Kaaren Berry to seek prices for litter bins – prices have been gained from several sources and it was agreed to purchase and ask Braintree District Council to install a litter bin for the playing field in Toppesfield.
- 14/184.8 Sally Croft to look at current signage in Toppesfield Playing field regarding dogs. There is not a sign at the playing field saying ‘no dogs’.
- 14/184.9 Shaun Sheldrake to do a site visit to Gainsford End Playing field and investigate the location. Councillor Sheldrake carried out a site visited and looked at the deeds/land registry – Councillor Sheldrake will go back to the enquirer regarding the shape of the playing field.
- 14/184.10 Kaaren Berry and Andrew Bull to write an appeal letter re the pathway to the war memorial – this is ongoing.
- 14/184.11 Sally Croft to enquire about the availability of ferrets and a table tennis table for the village show – Councillor Croft will confirm if the ferrets are available and it was agreed that the Parish Council will have a small table at the show for questions from parishioners.
- 14/184.12 Shaun Sheldrake to contact BT re the adoption of the BT telephone box in Gainsford End – Councillor Sheldrake to contact BT and confirm that it has been agreed that it is to remain as a Phone Box.
- 14/184.13 Dave Dyson to approach Essex County Council for chippings for Church Lane. Kaaren Berry to take up this action.

#### **14/185. Correspondence:**

- 14/185.1 Councillor Dyson – letter of resignation has been received.
- 14/185.2 Essex County Council – Tender Round Results table has been received.
- 14/185.3 Essex County Council – outcome of consultation on service 17, a revised timetable has been issued.
- 14/185.4 Essex County Council – outcome of consultation on service 383 this service will cease from end of August 2014.
- 14/185.5 Mrs Clark – Cultivation of the Greene King Field – this field will be left alone at present.
- 14/185.6 The Big Tree Plant Scheme – Kaaren Berry to gain more information regarding this.
- 14/185.7 BT Telephone Box – Residents comments: to keep the Phone box as it is.
- 14/185.8 Society of Local Council Clerks – Notice of Annual General Meeting, 10<sup>th</sup> October 2014.
- 14/185.9 Braintree District Council – Emergency Plan received.
- 14/185.10 EALC – County update received.
- 14/185.11 Glasdon – trade brochure received.

#### **Late Correspondence:**

- Mh-p – Analytical report for August 2014
- Clerk & Councils Direct – September Issue received.
- Ridgewell Parish Council – notice of upcoming events.
- RCCE conference Invitation for the 18<sup>th</sup> September 2014.
- Barclays Bank – confirming new signing arrangements.

#### **14/186. Financial Accounts:**

- 14/186.1 To receive the Clerk's Report indicating receipts and payments requiring approval. These were approved and payments signed.
- 14/186.2 Dog waste bins – it was agreed to ask Braintree District Council to install a dog waste bin at the allotments.

- 14/186.3 The Pump at Gainsford End – a quote has been received for clearing the well at Gainsford End and to leaf clear the entrance to Toppesfield playing field. It was agreed by those present to accept this.
- 14/186.4 Request from the Allotment Society for funding to clear the remnants from the tree cutting at the allotments. The application was reviewed and the Parish Council recognise the contribution the allotments make to the community. It was agreed by those present to award the Allotment Society £500 per year (but to be reviewed each year) to use on projects and the water bill for the allotments. It was proposed by Councillor Bull and seconded by Councillor Croft that payment be made at this Meeting – payment was drawn up and signed. Councillor Bull to speak to Paul Thompson regarding this, transferring responsibility for the payment of water services to the allotment society and understand their insurance responsibilities.

**14/187. Activity Days:**

Councillor Croft reported that 15 children attended, £37.50 received and to be banked. It was agreed that the event went well and those present agreed that it should be put on again. Councillor Croft to contact Braintree District Council re further events.

**14/188. Update on internal auditors report:**

- 14/188.1 Risk Assessment – additional amendments to be made and document re-issued. In the hope to adopt at the next Parish Council meeting.
- 14/188.2 Update on other areas of the internal report – ongoing.

**14/189. Internal Practices and management for the Parish Council:**

- 14/189.1 Communications Plan for consideration – progress report on various aspects. A questionnaire has been received from the website providers regarding communications – it was agreed this should be added to the website.
- 14/189.2 New Risk Assessment Log for consideration. (Will be circulated prior to meeting) – this is included on the internal report notes.

**14/190. 'Greene King Field' - Land for Sale:**

- 14/190.1 Update of progress.  
No further updates are available at present despite communications with the vendor.

**14/191. Chapel Field Purchase:**

See actions point 14/184.9.

**14/192. Report from the Leisure and Recreation Group:**

- 14/192.1 Councillor Bull to report progress – no further progress to report at present.
- 14/192.2 Tenders for works on the changing rooms to be opened and discussed.  
One tender was received and opened at this point of the meeting. It was proposed by Councillor Croft and Seconded by Councillor Sheldrake to progress with the tender from S. Amerio Contracts Ltd. This was agreed by those present. Councillor Bull to contact Braintree District Council to progress this matter.

**14/193. War Memorial:**

WW1 Commemoration ideas/suggestions.

It was agreed that this should be put out to parishioners for suggestions. Councillor Collard suggested that 100 trees could be planted in commemoration of the 100 years or 19 trees – one for each fallen member of the parish and one to commemorate the 100 years.

**14/194. Remembrance Sunday:**

Councillor Croft reported that the Remembrance Service will be on 9<sup>th</sup> November 2014 at 10.45am in Toppesfield Church. It was suggested that the Parish Council attend and service hot drinks afterwards. Also to publicise the service.

**14/195. Transport / Highways Issues:**

14/195.1 The Causeway – A routine safety inspection of The Causeway is due to take place within the next month and Councillor Finch has requested that this matter be escalated to a senior engineer to be reviewed.

14/195.2 Park Lane – the request for the road to be repaired outside Mr Allen’s property has been investigated and Highways are not willing to make good the damage caused by contractors storing heavy resources on the area concerned.

**14/196. Village Hall Update report:**

Councillor Sheldrake reported that the village hall have their meeting next week so nothing to report at present.

**14/197. Christmas Tree Exhibition:**

This will be held on 6<sup>th</sup> December 2014 alongside the Christmas tree lighting up event. It was suggested that the school choir attend to sing – Kaaren Berry to approach the school about this. It was also suggested a that a tree be placed in Gainsford End (possibly a solar powered one). Councillor Bull to look into obtaining a Christmas tree for this year.

**14/198. Councillor to attend next Parish Surgery:**

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

**14/199. Toppesfield & Gainsford End Village Show:**

Councillor Croft will see if the ferrets are able to attend again this year and it was agreed that the Parish Council will have a stall/table for parishioners to talk to them about matters arising/concerns.

**14/200. Any Other Business:**

To discuss any other business / items for the next agenda

Councillor Bull will contact Braintree District Council to ask if they could cut the grass in the playing field as near as possible to the village show/cricket match – 13<sup>th</sup> September 2104.

Councillor Bull to write to Councillor Finch regarding the fallen village sign and the 30mph signs which are leaning.

Councillor Training has been booked for the 14<sup>th</sup> October 2014 – modules to be agreed upon at the next meeting.

**14/201. Date of the next meeting:**

The next Parish Council Meeting will be held on 2<sup>nd</sup> October 2014 at 8pm at Toppesfield Village Hall

**14/202. Close**

The meeting was closed at 11.15pm

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Chairman

.....  
Date

**Action Summary:**

**Kaaren Berry to contact Greenbarnes regarding the purchase of a new notice board.**

**Councillor Bull to email all councillors and clerk with the communications plan.**

**Kaaren Berry to purchase two heavyweight reversible notice boards from Chalkboards UK.**

**Councillor Sheldrake to help with the grass cutting tender documentation.**

**Councillor Sheldrake to report back regarding the enquiry about the shape of the Gainsford End playing field.**

**Kaaren Berry and Councillor Bull to write an appeal letter re the pathway to the war memorial**

**Councillor Croft will confirm if the ferrets are available for the village show.**

**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.**

**The Big Tree Plant Scheme – Kaaren Berry to gain more information regarding this.**

**Councillor Bull to speak to Paul Thompson regarding the grant award, transferring the water bill and ask for a copy of their insurance certificate.**

**Councillor Croft to contact Braintree District Council re further activity days.**

**Kaaren Berry to approach the school about the choir performing in the Church at the Christmas tree exhibition.**

**Councillor Bull to look into obtaining a Christmas tree for this year.**

## Appendix A

Accounts – 4th September 2014

£

National Savings Deposit Account

Balance as at 1st January 2014

2540.68

Community

Account

£

Statement Balance as at 29th August 2014

28587.18

Subtotal:

2540.68

All previous issued cheques cashed balance should be

28617.18

Income Received

Advertising Income still to be banked

but included in above figure (£30.00)

Payments to

be approved:

Chq No:

101528 Valuation Office Agency

660.00

101527 K. Berry August wages

223.20

883.20

Bank Charges will be deducted on 5th September 2014

5.00

Balance

2540.68

27728.98

Last bank statement received up to 29th August 2014.