



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 7th September 2017 At The Village Hall, Toppesfield at 7.30pm

17/139. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Dave Dyson – Vice chairman
Councillor Alan Preston
Councillor Linda Bowen

Also in attendance:

2 members of the public attended
Representative from the Rural Community Council of Essex
District Councillor Richard van Dulken (arrived 8.30pm)
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Mike James
Councillor Paul Thompson
Councillor Andrea Chinery

17/140. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

17/141. Open Session – opportunity for members of the Parish to address the Parish Council.

A complaint was made regarding human waste on the Toppesfield Playing field and the possibility that it may be linked to recent workers on the playing field. Councillor Bull assured those present he would notify the supervisor of the work group that this behaviour is unacceptable and on behalf of the Parish Council made apologies to those affected.

The signage near the pump has been turned around so some finger posts are pointing in the wrong direction. Councillor Preston confirmed this will be looked at and that the fixings will need to be tightened.

The following concerns were raised by a parishioner regarding the prior approval planning for the agricultural buildings at Berwick Hall Farm: 1) one of the units are already used by Braintree District Council for house clearance waste storage. There will be more vans using Park Lane. The application states vehicles will use the farm road. Can a notice to after Park View House to say, 'Mallards and Mortimer's Farm Only' as there is no turning area for vehicles. 2) additional waste could increase rat population. It was also stated that the original permission was to store corn and is there a possibility that two more barns could be used for storage if the change of use is accepted. Councillor Bull advised that parishioners can comment directly to Braintree District Council regarding planning applications but stated that the Parish Council will relay concerns.

Richard van Dulken thanked the Parish Council for the application to the Councillors Community Grant and that it was accepted by Braintree District Council. Councillor Bull confirmed the paperwork has been received and will be signed and returned.

Richard van Dulken stated he had attended a forum led by Roger Hirst, Police & Crime Commissioner and it was a busy vocal meeting. The main headline is that police numbers are reducing and more money is needed to increase policing. It was requested that people support the neighbourhood watch schemes and are vigilant.

Richard van Dulken asked if the people who were involved with the fire at the Ketley's farm were known would an intervention by a third party who has been involved in a fire be beneficial. Also Castle Hedingham are looking into purchasing the village shop as the current owners are wanting to sell and could he have details of the Plunket foundation.

17/142. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 3rd August 2017 were approved and signed as correct after the word 'Annual' was taken out of the heading.

17/143. Neighbourhood Planning Presentation

Jan Stobart sent her apologies as she was unable to attend and Sarah Sapsford attended on her behalf. Sarah gave a short presentation on Neighbourhood Plans, how to produce one, what evidence is required and the benefits of doing so. Information was left with Councillors to consider and this will be discussed at the next Parish Council meeting.

17/143. Matters Arising from last meeting - not dealt with below

Councillor Preston reported that the community pay back team arrived on Tuesday 5th September to start demolishing the concrete building on the playing field but following advice from Councillor Preston were unable to carry out the work. It was suggested that strimming work was carried out around the allotments and this was done.

Councillor Bull to write to the supervisor to make them aware of the recent waste problems at the playing fields.

Councillor Bull reported that there has been a change in contractor for the bus transport for pupils attending Hedingham school. Unfortunately, this has not gone smoothly and concerns include there is not enough room on buses for the number of children, buses not stopping to pick children up, the cost for 6th formers has doubled and no provision was made for them to travel on the buses. Councillor Bull to write to David Finch to voice concerns regarding the bus transport for the children of the parish.

17/.144 Actions from previous meeting:

- 17/144.1 Councillor Bull to re-report the dog issue in Park Lane to the dog warden – Councillor Bowen has spoken to the owner of the dog and no further issues have been reported at present.
- 17/144.2 Councillor Bull to seek quote to tarmac the village car park. Councillor Bull reported that no-one appears to be interested in quoting for the work.
Councillor Chinery to seek a source road planing's – ongoing.
- 17/144.3 Councillor Bull to reply to Thelma Bond re bench at Camoise Close – Councillor Bull confirmed this has been done and they are happy to pay for another bench. Kaaren Berry to acknowledge letter.
- 17/144.4 Councillor Bull to seek advice from Braintree District Council reports of a business being run from the village carpark. Councillor Bull confirmed that is the vehicle has tax, MOT and insurance there is not much the Parish Council can do and at present it is not a health hazard.
- 17/144.5 Councillor Bull to seek advice from environmental health regarding chemical toilets. Councillor Bull reported that he has spoken to someone from Planning and there advice is not to use chemical toilets and suggested moving the court to the pub.

17/145. Internal Practices and management for the Parish Council:

There were no items to be discussed under this agenda item.

17/146. Correspondence Received:

- 17/146.1 RCCE – Community Network Events – Dates and venues of upcoming events received.
- 17/146.2 Essex County Council – Transport Representative Meetings – next round of meeting to be held in March 2018.
- 17/146.3 Braintree District Council – Campaign to tackle menace fly tipping in Essex – details on the Parish Council website.
- 17/146.4 City of London Police – are holding a Cyber Security UK Roadshow at Colchester United Football Club on Wednesday 27th September 2017.
- 17/146.5 BDVSA – e-bulletin, EALC – county and legal updates received – circulated to all Councillors prior to meeting.
- 17/146.6 Essex County Council – Fostering in Essex – raising awareness campaign.
- 17/146.7 CPRE – Countryside Voice summer edition received – to be passed to Councillor Thompson.

- 17/146.8 RCCE – Essex Warbler – August edition received and circulated to Councillors prior to meeting.
 17/146.9 Mh-p – Website Analytical report for August received.

Late correspondence:

Essex & Herts Air Ambulance – request for a donation.

Clerk & Councils Direct – September edition received.

Braintree District Council – Apprentice Summit enrichment day to be held at Braintree Council Offices on 15th September at a cost of £60 per delegate.

RCCE – village hall conference to be held on 14th October 2017 – details to be passed to the Chair of the Village Hall committee.

Essex County Council – Passenger Transport – the next Working Group Meeting will be held on 2nd October 2017 at The Mill House, Halstead Town Council.

17/147. Financial Accounts:

17/147.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was discussed and payments approved except for the payment to Paul Clark Printing for the Sept/Oct News issue as this is in dispute.

17/148 Highways:

17/148.1 Footpath 51 diversion update – Kaaren Berry reported that Essex County Council have has an engineer review the footpath and his recommendations was to Extinguish and remove Footpath 51 from the Definitive map. This was discussed but no decision could be reached at this time.

17/149 Planning:

| Application no: | Description | Location | Action |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 17/01452/COPUA | Notification for prior approval for a proposed change of use of agricultural building to a flexible use within shops, financial and professional services, restaurants and cafes, business, storage or distribution, hotels or assembly or leisure – agricultural barn to flexible units Class B | Agricultural Buildings Berwick Hall Farm Park Lane Toppesfield | |
| 17/01570/LBC | Re-thatch of roof and replacement of existing windows | 1 Stambourne Road Toppesfield CO9 4DG | Comments to be sent to Braintree District Council by 19 th September 2017. |
| 17/00658/FUL | Change of roof to existing garage with two storey front porch extension and single storey rear extension. | Orchard House Mallows Lane Gainsford End | For consideration by the Planning committee of 12 th September 2017 at Causeway House, Braintree. |

- Application: 17/01452/COPUA – was discussed and concerns to be noted to Braintree District Council are: Increased traffic though the village particularly in Park Lane and Increased noise through the village due to increased traffic. Also inadequate access.
- Application 17/01570/LBC – was discussed and no objections were raised to this application.

17/150 Parish Council Goal – ‘Love where you live’

- 17/150.1 Neighbourhood Watch Programme Update – Councillor Preston reported that there should be an Autumn Newsletter from the Neighbourhood Watch Scheme available soon and will be sent out via the parish newsletter. Also one on the benches at the playing field has received some slight damage.
- 17/150.2 Community Payback Team – Report on August & Proposed Plan for September. No report available.
- 17/150.3 Update on quotes for benches – no quotes available.
- 17/150.4 Councillor Chinery to speak to a contact regarding porta toilets – no report available.

17/151. Parish Council Goal – ‘Bringing the Community Together’

- 17/151.1 Update on proposed Christmas Lunch planning for our older residents – Councillor Preston reported that so far 51 residents are wishing to attend. Food is expected to cost £225 plus hall hire and sundries. Volunteers are being enlisted to help prior to and on the day.
- 17/151.2 Village Hall Management Committee Update - Councillor Bowen gave her report – see Appendix B.

- 17/151.3 Update on Little Chestnuts Pre-School – Councillor Chinery stated there was nothing to report.
17/151.4 Update on Golden Chestnuts activities for July/August 2017 – Councillor Dyson stated there was nothing to report.
17/151.5 Update on St. Margaret’s School - Councillor Chinery stated there was nothing to report.
17/151.6 Village Show 2017 Update – Councillor Bull confirmed this is coming together. The show will be held in the school this year on the 16th September 2017.

17/152. Parish Council Goal – ‘Protecting our Heritage and Planning for the Future’

There were no items to be discussed under this agenda item.

17/153. Information exchange / August/September Parish Surgery / Items for the next agenda

Councillor Dave Dyson to attend the next Parish Surgery on the 9th September 2017.

17/154. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 5th October 2017 at 7.30pm at Toppesfield Village Hall.

17/155. Close

The meeting was closed at 10.10pm.

Signed:

Dated:

Action Summary:

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.

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 Chinery to seek a source of road plainings for the village car park.

Appendix A

| Accounts –7th September 2017 | | £ | £ | |
|------------------------------------------------------|-----------------------------------------------------------|------------------|------------------|-------------------|
| National Savings Deposit Account: | | | | |
| Balance as at 1st January 2017 | | <u>£2,594.44</u> | | |
| Community Account | | | | |
| Balance as at 31st August 2017 | | | <u>£9,395.01</u> | |
| Subtotal: | | <u>£2,594.44</u> | | |
| All previous issued cheques cashed balance should be | | | <u>£4,017.20</u> | |
| Income Received | | | | |
| 29.08.17 | HMRC - VAT Reclaim (Included in balance figure) | | £5,364.61 | |
| Payments to be approved: | | | | |
| Date of invoice | | Chq No: | | Unrecoverable VAT |
| Jul-17 | Toppesfield Cricket Club - grant | 101765 | £500.00 | £0.00 |
| Jul-17 | Toppesfield PCC - Grass cutting& Church Yard upkeep grant | 101766 | £1,250.00 | £0.00 |
| Aug-17 | B Hammond - repair and refresh to 5 pairs of parish gates | 101767 | £264.90 | £0.00 |
| 21.08.17 | Paul Clark Printing Ltd - Sept/Oct News | 101768 | £320.00 | £0.00 |
| 01.09.17 | mh-p - Parish Council Hosting 27.10.17 - 26.10.18 | 101769 | £108.00 | £0.00 |
| 31.08.17 | K. Berry - August Wages | 107764 | £272.18 | £0.00 |
| 06.09.17 | S Hammond - Gainsford End Sign Repair | 101770 | £495.00 | £0.00 |
| | | | <u>£3,210.08</u> | |
| 17.08.17 | Bank Charges will be deducted on 5th September 2017 | | £5.00 | £0.00 |
| Balance | | <u>£2,594.44</u> | <u>£6,166.73</u> | |
| Last bank statement received up to 31st July 2017 | | | | |

Appendix B

Toppesfield Village Hall

Report to Parish Council -Thursday 7th September 2017

All of the Committee have worked together to make a lot of progress in many areas.

The community

Posters are around the village advertising Daphne as the new booking secretary with contact details. We have a new booking for a karate club. All 'old' and new bookings have been given an updated booking form and paperwork including risk assessments, health and safety policy, terms and conditions and a 2017 price list.

We thank Andrew (PC Chair) for updating our Facebook presence!

An article has been written for the next community newsletter.

A new black bin, a green bin (which will be used to house small recycling bags) and a food bin have been obtained. As suggested by A.Preston, The Green Man Committee will be asked if they will rehouse the grit from ours to their car park. This will free the shelter to house recycling awaiting collection. It appears that our neighbours use the Village Hall area to leave their recycling on. Whilst this is acceptable we would like to keep the car park tidy.

Financial Audit.

We have just received our books back from the auditor. As agreed Zoe has now stepped down from the role of Treasurer, giving the task to Francis.

Projects.

We applied, received..... and spent! the grant from Braintree District Council. The money covered replacing two new running man lights, a new sensitive entrance safety light, all not working and a heater in the kitchen, now compliant with health and safety. As requested evidence of the quotations, photographs of the installation and advertising has been sent to Braintree District Council along with our thanks. Thanks also go to our Parish Council.

Charity Commission

The C.C. now has details of us as trustees. We have been awaiting the return of the audit to complete and update the annual C.C. return.

Health and Safety

We have started work on a health and safety policy.

The fire service have visited to assess our fire safety and provision and deliver new forms of paperwork. Whilst visiting us we asked them to also visit the shop. We are working closer with the shop and looking forward to also working with the Green man.

We have put some necessary check systems in place i.e. monthly checking of fire exits, weekly checking of first aid and a new accident book.

Wildlife

This year house martins have raised two sets of babies in a nest on the halls entrance light which now does not work. Whilst the nest has its attractions it also causes a germ and dirt problem. Bird soil is walked into the hall from the dirty mat. We have contacted the RSPB who say it is completely acceptable to move the nest when the birds have flown in September. This will be done, the current light removed and placed in a quiet, safe place where the birds can find it next year and two other boxes added nearby to further encourage wildlife. Netting will be put up over a replacement light and new matting bought. We have a quote for £280 to do this. We would like to replace the old entrance mat.