



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 6th September 2018 At The Village Hall, Toppesfield at 7.30pm

18/148. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Dave Dyson – Vice Chairman
Councillor Mike James
Councillor Alan Preston

Also, in attendance:

There were 5 members of the public in attendance.
District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Andrew Bull – Chairman
Councillor Paul Thompson
Councillor Andrea Chinery

18/149. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

18/150. Open Session – opportunity for members of the Parish to address the Parish Council.

It was requested by a parishioner that the Parish Council run another Defibrillator Training course – Clerk to contact Community Heartbeat Trust re this.

The applicants for planning at the Fishing Lakes in Great Yeldham gave the background to their application and issues that have arisen since the application was made. Councillor Dyson stated their application will be given consideration later in the meeting.

District Councillor Richard van Dulken received a reply from Essex County Council re Cust Hall - see agenda point 18/137.3. Leaflets from Braintree District Council are available re Keeping Warm – Clerk to request a supply for distribution. Richard van Dulken stated he was pleased to see the rocking horse has been installed at the playing fields and the Village Hall management committee have requested funds towards projects at the village hall but further details have been requested regarding the application.

18/151. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 2nd August 2018 and the extra ordinary meeting held on the were approved and signed as correct.

18/152. Matters Arising not on the agenda – for report only

A resident has approached the Chairman regarding the Councillor Vacancy. The vacancy has been advertised and a decision to be made at the October meeting.

18/153. Actions from previous meeting:

- 18/153.1 Communication with Thelma Bond and purchase of new bench – no update available.
- 18/153.2 Update on installation of new litter bin for Toppesfield Playing Field – Councillor Preston reported

- the bin has been purchased and installed.
- 18/153.3 Response to Village Hall Management Committee re their request for £5000 towards a project of the Parish Councils choice for the village hall – Councillor Bull sent in a report to say that he and Councillor Preston met with members of the Village Hall Management Committee (VHMC) to discuss heating proposals which have been endorsed. Councillor Preston stated to the VHMC the Parish Council do not have the amount of funds requested by the VHMC.
- 18/153.4 Purchase signs for Park Lane car park and issues of notices on the cars using the car park – Councillor Bull sent in a report to say the signs have been produced and fixed onto the walls of the carpark and that he understands cars have been removed.
- 18/153.5 Communicate with Brain Moody PCC re the NALC publication and the grant request from St Margaret’s Church – no update available.
- 18/153.6 Communication required with Stuart Hammond & tree warden Rob Sullivan re works required the the Cherry trees along The Causeway – No quote was received from Rob Sullivan but the work appears to have been carried out.
- 18/153.7 Research costs for a new swing set for Gainsford end playing field – no report available.
- 18/153.8 Retrieve quote for work to clear the area behind the pub – the previous quote was received in 2016 - Councillor Preston will seek new quotes to clear the area behind the pub.

18/154. Internal Practices and management for the Parish Council:

- 18/154.1 NALC – LO1 – Financial assistance to the Church – further details were received from the Essex Association of Local Councils and circulated to all councillors prior to the meeting. It was proposed by Councillor Mike James and this was seconded by Councillor Alan Preston not to support the grant application from St Margaret of Antioch Parish Church as it appears not to be legal at present.
- 18/154.2 Neighbourhood Plan – next steps – Dates to be sort from the RCCE to run a community event.
- 18/154.3 EALC upcoming training courses - Councillors informed of subject matter and dates.

18/155. Correspondence Received:

- 18/155.1 Essex Parish Partnership – Making the Links, EALC Legal and County Updates – circulated to all Councillors prior to meeting.
- 18/155.2 CPRE – Countryside Voice and Field Work Summer 2018 publications received.
- 18/155.3 RCCE – Essex warbler – August edition received and circulated to all Councillors prior to meeting.
- 18/155.4 RCCE – Oyster Publication for Summer 2018 received.
- 18/155.5 Braintree & Uttlesford Community Policing Team - seeking interest to hold a ‘Preventing Fraud how to spot it event’. A second request to hold an event was received.
- 18/155.6 RCCE – Annual review publication received.
- 18/155.7 Correspondence received relating to Park Lane Car Park – asking if the Parish Council has looked at the legality of the car park signage. This was discussed.
- 18/155.8 Essex Rural Skills Project – project governed by the RCCE with partner organisations to deliver rural employability and skills courses for the whole community – flyers to be placed in the shop and noticeboards.
- 18/155.9 EALC – invitation for their Annual General Meeting – to be held on 20th September 2018 received.
- 18/155.10 Orchards East School of History – Initial survey work aims to establish locations and conditions of surviving orchards – volunteers are required to carry out this work.
- 18/155.11 Uttlesford & Braintree Community Policing Team – Preventing Fraud event – offer for them to attend a village market is being discussed and the Parish Council will be informed of the outcome.
- 18/155.12 Invitation to the Chairman to attend the planting of commemorative trees to mark the centenary of the end of the First World War. Events to be held in Halstead Public Gardens, Witham Town Park and Marshalls Park, Braintree.
- 18/155.13 Essex County Council – details of works including works to the A120 and public consultation on Braintree Integrated Transport Package is scheduled to launch on Monday, 10 September 2018 and will be open for 7 weeks, closing 29 October 2018. Two consultation events will be held, these will provide details of the proposals and members of the project team will be on hand to answer questions - Saturday, 6 October (10am-4pm) - Council Chamber, Braintree Town Hall and Friday, 12 October (11am to 7pm) - Alec Hunter Academy.
- 18/155.14 Superfast Broadband - Superfast Essex Countywide Parish Engagement Event - Thursday 20th

Late Correspondence

Mhp – Web Analytical Report for August received.

Request for a dog waste bin in Church Lane near the common land – Clerk to follow up with Braintree District Council.

18/156. Financial Accounts:

- 18/156.1 To receive the Clerk's Report indicating receipts and payments requiring approval – the report was received and all except one was approved. The payment to Mh-p is not yet due therefore was not approved this month.
- 18/156.2 Grant request for Churchyard grass cutting and general upkeep – this was discussed under agenda item 18/154.1.
- 18/156.3 Quote for works to the cherry trees along The Causeway – this was discussed under agenda item 18/153.6.

18/157. Highways:

- 18/157.1 Park Lane Car Park – Signs have been placed in the carpark re length of stay.
- 18/157.2 Footpath 51 update – witness statements have been completed. The application needs to be completed before signing off.
- 18/157.3 Cust Hall Bridge – update from District Councillor Richard van Dulken – the latest update is that this structure is in very poor condition. An option study carried out in ECC's 17/18 financial year concluded that the structure needs to be replaced. Funds have been allocated in this years (2018/19) capital works programme to progress the scheme into the detailed design stage with the possibility of construction works commencing in 2019-2020. However as with all highways works any programme of works will be subject to the constraints of what works can be undertaken and the availability of funding.

Kaaren Berry stated that a resident saw a lorry hit the barriers and that they have been pushed again – this has been reported to Essex County Council and their website states it is 'awaiting inspection'.

The footpath along Church Lane by the Church wall was previously reported and Essex County Council have updated their website to say 'in process of scheduling works'.

18/158. Planning:

Application No:	Description	Address	Action
18/01052/FUL	Erection of conservatory to rear	15 Church Lane Toppesfield Essex CO9 4DS	Application refused by Braintree District Council
18/01356/FUL	Erection of front and side extensions and associated alterations	Paps, Harrow Hill Toppesfield Essex CO9 4LX	Application Granted by Braintree District Council
18/00746/FUL	Planning application for the enlargement of two existing fishing lakes to create one larger fishing lake; the creation of a parking area; the change of use of land for siting four mobile units to provide anglers' toilets, a tea room, a tools shed; office with family cabin. Retention of new electricity supply and enclosure.	Fishing Lakes Great Yeldham Hall Toppesfield Road Great Yeldham Essex	Comments to Braintree District Council by 10 th September 2018
18/01572/FUL	Proposed demolition of existing single storey rear extensions and latter additions and erection of 2 no. single storey rear extension with associated alterations and landscaping.	Church Farm House Toppesfield CO9 4DR	Comments to Braintree District Council by 3 rd October 2018

The planning application 18/00746/FUL was discussed and all aspects of the application were discussed and the application was supported.

The planning application 18/01572/FUL as above was discussed and no objections were raised.

18/159. Toppesfield Village Hall

18/159.1 Update from Village Hall Management Committee – a report from the VHMC was received and read Out – see Appendix B.

18/160 Playing Fields & The Dick Ruggles Pavilion

18/160.1 Update on Playing Fields User Group – no report available.

18/160.2 Update on purchase and installation of new rocker play equipment – this has been installed.

18/160.3 Community Payback update on activities carried out/proposed activities – it was reported the team will be in the village on the 13th September to tidy Toppesfield Park and trim. Councillor Paul Thompson is not available to supervise Councillor Alan Preston will do this. The team are also booked for the 11th October 2018.

18/160.4 New nets for 5 aside goal posts required – it was agreed to look at the cost of purchasing new nets.

18/160.5 Blocks need removing from the playing fields – Councillor Andrew Bull to follow this up.

18/160.6 White Poplar trees are sprouting – it was reported that they have been cut.

18/160.7 Pavilion - is the glass in the cabinet safety glass and storage of items in the pavilion – Councillor Andrew Bull to follow this up.

18/161 Communications

18/161.1 Update on Communications for the Community – the new style newsletter has been printed and will be distributed on the 7 September 2018. The cost of this was £25.00. The newsletter contains advertising for this weekend's events and also the Post Office message again for those who had missed the previous one.

18/161.2 Parish Council website review – this is ongoing.

18/162. Information exchange / Parish Surgery / Items for the next agenda

Parish Surgery – Kaaren Berry will be in attendance.

18/163. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 4th October 2018 at 7.30pm at Toppesfield Village Hall.

18/164. Close

The meeting closed at 9.25pm

Signed:

Dated:

Action Summary:

Kaaren Berry to enquire about defibrillator training courses with the Community Heartbeat Trust.

Kaaren Berry to request a supply of Keeping Warm leaflets from Braintree District Council.

Councillor Bull to purchase bench and communicate with Thelma Bond.

Councillor Bull to speak to Brain Moody re the NALC publication and the grant request from the Church.

Councillor Thompson to seek costs for a new swing set at Gainsford End.

Councillor Preston to seek new quotes for work to clear the area behind the pub.

Councillor Thompson to seek prices of new 5 aside goal nets.

Councillor Bull to follow up on the removal on the concrete blocks which need removing from the playing field.

Councillor Bull to follow up on the question of the glass in the cabinet at the pavilion is safety glass and items being stored in the pavilion.

Appendix A

Accounts – 06 September 2018		£	£		
National Savings Deposit Account:					
Balance as at 1st January 2018		<u>£2,606.67</u>			
Community Account					
Balance as at 31st August 2018			<u>£17,356.68</u>		
Subtotal:		<u>£2,606.67</u>			
All previous issued cheques cashed balance should be			<u>£16,353.65</u>		
Income Received (Included in above balance)					
10.08.18	Refund of bank charges		£535.00		
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
31.05.18	KBOAS - Audit accounts to March 2018 - replacement for cheque no 101821		101830	£150.00	£0.00
14.08.18	Concept Signs - Supply & fit Car Park signs		101831	£120.00	£0.00
22.08.18	P Thompson - Spring animal Scooty the Scooter - play equipment		101832	£374.94	£0.00
26.08.18	mh-p - domain renewal - toppesfieldparishcouncil.org.uk - 21.10.18-20.10.20		101833	£19.18	£0.00
03.09.18	Stuart Hammond - install spring animal play equipment & litter bin		101834	£120.00	£0.00
31.08.18	K Berry - August wages		101829	£272.18	£0.00
				<u>£906.30</u>	
Balance		<u>£2,606.67</u>		<u>£15,447.35</u>	
Last bank statement received up to 29th June 2018					

Appendix B

Toppesfield Village Hall

Update to The Parish Council September 2018

The review below has been posted on our notice boards so that we can update the community about The Hall, as well as yourselves. Could we also ask for an update on the insurance of the hall? We are almost up for renewal and you indicated that you were looking into including us in yours last year.

Can I ask again about updating the information under the amenities section of the website. Several booking secretaries have replaced Sue Packer, the mobile library at G. End. and WI ceased almost 8 years ago. Kaaren and I have discussed it, but it does seem to be rumbling on a long time.

September.....and it's been a busy summer at The Hall!

We have had some repairs done and I'm sure you have noticed the painting and repair of the entrance area. The cladding has been replaced and a big external light added which will give light and safety to the car park. Disappointingly the cladding has already been dented by a car in the daylight! Our protective flower troughs had been moved.

Behind the cladding and therefore out of sight, is thick insulation. Some wiring has been replaced and the electrics enhanced in preparation for a new heating system in the future.

Heating in the Hall.

We have been working on this for 12 months. It has been a regular agenda item. We have taken advice and discussed various systems and finally decided on electric oil-fired radiators in every room to ensure the whole building has sufficient heat to keep it dry and as warm as each area needs to be. We requested and have received a detailed 'scope of work' from which we could go out to invite quotations against to ensure a fair degree of comparison. Recently we have received three out of the four requested quotations. In August 2018 the Village Hall Chairman and Treasurer met with the Parish Council Chairman and a Councillor to discuss our progress. We asked for the Parish Council's advice and explained our process and the quotations. Using the 'scope of work' we had a detailed debate and came to a decision on which of the three similar quotations we felt was closest to our needs, aims and objectives.

We have been striving, to raise money towards the cost. We are looking to raise £7.000 on top of this for the quotation that fits our needs. We have written letters to the Parish Council and Preschool asking them to consider a donation/ grant. We are also looking at other sources, our Braintree Councillor, the CIF fund and any other form of funding suitable for our type of need.

As trustees we know and understand that we cannot order the new system until we have the funding, in full, in our bank account; this may take some time but we will get there!