



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 1st July 2021 at Toppesfield Village Hall at 7.30pm

21/104. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Chris Neale – Vice chair
Councillor Andrea Chinery
Councillor Boyd Page
Councillor Amanda Smith
Councillor Daisy Watson
Councillor Gemma Mackman

Also, in attendance:

1 member of the public was in attendance
District Councillor Richard van Dulken
County Councillor Peter Schwier
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:
Councillor Alan Collard – Chair

21/105. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

21/106. Open Session – opportunity for members of the Parish to address the Parish Council.

The applicant of the Toppesfield Hall planning application number 21/01602/FUL attended the parish council meeting to give an overview of the project. They are hoping to build 6 holiday lets within the garden area of the grounds. These will be self-built, natural looking, self-contained accommodation and work is hoped to be completed by December 2021. Councillor Neale thanked him for the information and the planning application is to be discussed later in the meeting.

County Councillor Peter Schwier introduced himself to the parish council and gave an overview of his job roles and commitments. He also gave a covid update stating that hospital admissions due to covid across Essex are low and this week no-one was in intensive care because of covid issues. There were 167 cases of the Delta variant reported in the last week and the vaccination programme is still rolling out well.

Essex Opportunities are holding an online job fair at www.essexopportunities.co.uk on 7th July from 10.30am – 12.30pm and 32 employers are looking for staff.

District Councillor Richard van Dulken reported:

- There are suggestions to honour David Finch for his work and service.
- Councillors Community Grant is open for applications – there is £1500 available to be used for good causes within his ward.
- There have been a few problems around the district with speculative prospective developers, which highlights the importance of having a local plan in place.
- Braintree District Council have two strategy consultations open for comment via their website until 4th July 2021. These are the Climate Change Strategy and Cycling Strategy.
- Sible Hedingham Medical Centre – a contractor has won the bid to develop the site on the Bloor Estate and it should be built within two years.

- Comments regarding the trial of leaving verges uncut were asked for. Toppesfield Parish Council are cutting their verges due to safety reasons for all road users. It was agreed where the surrounding villages are not cutting their verges this is not good for road safety as due to the amount of growth it obstructs users' views.
- The boundary commission is looking at constituency boundaries and they may be adjusted to consider the sizing of them according to population.

21/107. Minutes of the last Parish Council Meeting

The minutes from the Annual Parish Council meeting held on 3rd June 2021 were agreed and signed as a true record of the meeting.

21/108. Matters Arising not on the agenda – for report only

There were no matters arising.

21/109. Actions from previous meeting:

- 21/109.1 Clerk to follow up again with Anglian Water regarding the access road by the village hall – no further information has been received to date. Clerk to follow up.
- 21/109.2 Councillors Watson and Mackman to formalise objectives/ policy document with the Environment and Ecology group and to start compiling a list of local recycling points and the offerings each point has. Councillor Mackman reported the first draft had been circulated for comments and a few amendments have been suggested – once these are made the document will be circulated. A reuse Facebook page was suggested along the lines of Eco Colnes and Halstead page. It was agreed this could be set up and managed by the environmental group. Recycling bins and points for various products were also discussed – enquires to be made to progress this.
- 21/109.3 Councillor Collard to forward to all councillors details of structures for the charity/fund – this was circulated to all councillors prior to the meeting.
- 21/109.4 Clerk to progress with the booking of the Braintree District Council Amenity Vehicle Hire service – this has been booked for the 7th August and advertised in the July edition of the parish Newsletter.
- 21/109.5 Clerk to follow up with Braintree District Council regards to a dog waste bin along Church Lane and Harrow Hill. No response has been received from Braintree District Council regarding this as yet. Clerk to follow up.
- 21/109.6 Councillors to review products and prices and locations to be identified for new play equipment for Toppesfield Playing Field. The project and quotes were discussed – Councillor Page to progress and invite ESPplay to carry out a survey and confirm their quote. Enquiries regarding cost of shelters will also be made. *If the quote is confirmed it was agreed to proceed.*
- Liaison with the Cricket Club will take place regarding the placement of play equipment. Enquires to be made with the teenagers of the parish to see what facilities they would like, i.e. covered area or wi-fi connections.
- 21/109.7 Suggestions for the welcome packs to be emailed to the Clerk prior to the July parish council Meeting – see minute reference 21/110.3
- 21/109.8 Clerk to ask Braintree District Council if they will empty a litter bin at Gainsford End playing field – Braintree District Council will add this to their collection list once the parish council provide a location plan following installation of the litter bin.

21/110. Internal Practices and management for the Parish Council:

- 21/110.1 Neighbourhood Plan Update and drop-in meeting/display, consideration of printing costs for Posters and flyers for the open day up to £250. The open day is scheduled for the 31st July. A budget was set aside for Neighbourhood Plan costs at the beginning of the year therefore printing costs for the leaflets will come under this.
- 21/110.2 Discuss sending letters to utility companies enquiring about their systems and how much more capacity they have. Especially sewage in Toppesfield and water pressure in Gainsford End. Councillor Page questioned if more houses were built in the parish what impact this would have on the already pressured sewage systems and how could these pressures be elevated. It was also questioned how the systems work and where does the sewerage go. Councillors Page and Neale and the clerk to write to Anglian Water and UK Power networks regarding this.

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- 21/110.3 Welcome Park – ideas have been received – clerk to compile a list of suggested content and circulate to all councillors.
- 21/110.4 Discuss the draft Environmental Policy for Toppesfield Parish Council – this was a very comprehensive draft policy, a few points were made and once amended this will be circulated to all councillors for consideration.
- 21/110.5 Proposal to adopt updated Standing orders, previously circulated to all Councillors. Councillor Neale proposed the updated Standing orders be adopted and this was seconded by Councillor Page.
- 21/110.6 Update on proposed purchase of the Green Man barn – Councillor Neale confirmed the consultation document had been sent to each household and Toppesfield Community Pub have informed their shareholders.

21/111. Correspondence Received:

- 21/111.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 21/111.2 Letter received regarding cars on the grass along The Causeway – the letter was noted and it was reported several of the cars in question will be removed in the coming weeks and a car business is not in operation.
- 21/111.3 Braintree District Council – a consultation is being undertaken by their Planning colleagues in Development Management relating to a proposed update to the Local Development Order (LDO) for the creation of a Business and Innovation Park at Horizon 120, South of A131, Great Notley, south of Braintree. Representations about the proposed local development order should be submitted online via the Development Management website (by the 15th July 2021)
https://www.braintree.gov.uk/info/200227/comment_on_a_planning_application
- 21/111.4 Braintree, Halstead and Witham Citizens Advice – Have vacancies for Disability Benefits and Warm Homes Volunteer Roles – please see the parish website for details.
- 21/111.5 Braintree District Council - places are still available on the Choice Based Lettings Briefing being held on Wednesday 14th July 2021, at 9.30 a.m., via Microsoft Teams.
- 21/111.6 Essex County Council, working in partnership with the NHS, have launched a new website to help people find a suitable care home for themselves or a loved one. The new website is www.essexcaresearch.org
Guidance and an easy step by step video to guide you through the website, can be found at <https://www.essexcaresearch.org/Home/About>
- 21/111.7 Essex County Council - A12 Chelmsford to A120 widening statutory consultation – 22 June to 16 August 2021 – Their virtual exhibition can be viewed at [A12 \(virtualeventspace.io\)](http://A12.virtualeventspace.io)
Responses/comments can be made by the following methods:
 - Online via the response form at www.highwaysengland.co.uk/A12
 - Complete the consultation response form available from the pick-up points listed below and return the form to FREEPOST A12 WIDENING
 - Email your response to A12ChelmsfordA120wide@highwaysengland.co.uk
 - Write to us at FREEPOST A12 WIDENING

Late correspondence

Essex Highways – Salt bag partnership 2021/22 – it was agreed not to take another salt delivery this year as the parish still holds stock from previous years.

21/112. Financial Accounts:

- 21/112.1 To receive the Clerk's Report indicating receipts and payments requiring approval - The report was received. Councillor Neale proposed this was approved and Councillor Chinery seconded this. See Appendix A.
- 21/112.2 Proposal to consider quotes received for new play equipment for the playing fields – see agenda item 21/109.6

21/97. Highways:

- 21/113.1 Update on inventory of Village Road Name signs and requirements to smarten them up. Councillor Page reported there are 30 signs of which 5 do not need attention. Other signs need cleaning, painting or clearing so they can be seen clearer. It was agreed to wait to see what the feedback is from the Newsletter article for volunteers.

Councillor Page also reported there is one set of village gates in Gainsford End which is need of replacing.

21/113.2 Repositioning of the Stambourne Road, road sign as it is currently not fixed – clerk to enquire about repositioning this sign.

21/114. Planning:

Application No:	Description	Address	Action
21/01557/HH	Proposed first floor balcony and roof alterations	Jubilee Cottage, Gainsford End, Toppesfield CO9 4EH	Comments to Braintree District Council by 6 th July 2021
21/01602/FUL	Erection of 6No. identical timber holiday lodges.	Toppesfield Hall Great Yeldham Road Toppesfield CO9 4LS	Comments to Braintree District Council by 13 th July 2021
21/01935/LBC	Removal of existing interior gas boiler and exterior calor gas tank. Installation of new free standing exterior air source heat pump. Replacement of all interior radiators.	59 The Causeway Toppesfield CO9 4DZ	Comments to Braintree District Council by 29 th July 2021

The above applications were discussed:

Application number: 21/01557/HH – there were no objections raised to this application by the parish council.

Application number: 21/01602/Ful – the parish council were in support of this application.

Application number: 21/01935/LBC - there were no objections raised to this application by the parish council.

21/115. Communications:

21/115.1 Broadband project update – Councillor Neale reported the project is now complete and the last few vouchers are going through. At this point there could be a shortfall of £7500 – final figures are to be confirmed.

21/116. Playing Fields & The Dick Ruggles Pavilion

21/116.1 Signage for the basketball net as per RoSPA report, quotes to be received. Councillor Page provided a quote for the signage required. Councillor Chinery proposed the quote be accepted and the sign purchased. This was seconded by Councillor Watson. Councillor Page to progress.

21/117. Information exchange / Items for the next agenda

The next village market will be held on 10th July 2021 where the parish surgery will be available.

Councillor Page will follow up on the ditch clearance at the bottom of the playing field.

Agenda items – Review of the Doctors Car Service.

21/118. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 12th August 2021 at 7.30pm at Toppesfield Village Hall.

21/119. Close

The meeting closed at 9.41pm

Signed: 

Dated: 12-8-21

Action Summary:

Clerk to follow up again with Anglian Water regarding the access road by the village hall.
Councillors Mackman to make amendments to the Environmental Policy before circulating it for final comments.

Clerk to follow up with Braintree District Council regards to a dog waste bin along Church Lane and Harrow Hill.

Councillor Page to invite ESPplay to carry out a survey of the playing fields regarding play equipment, obtain their final quote and enquire about cost of shelters.

Councillors Page and Neale and the clerk to write to Anglian Water and UK Power networks regarding sewerage and power pressures within the parish.

Clerk to circulate list of suggested content for the welcome packs to all Councillors.

Councillor Mackman to make amendments to the Environment Policy and circulate to all councillors for consideration.

Clerk to enquire about the repositioning of the Stambourne Road road sign.

Appendix A

Accounts - 1 July 2021			£	
Community Account				
	Balance as at 30 June 2021		£32,222.84	
All previous issued cheques cashed balance should be			<u>£32,223.84</u>	
Income Received				
			<u>£0.00</u>	
Direct Debits				
01.07.21	EDF Energy - The Pavilaion electricity supply		£1.00	£0.00
01.06.21	EDF Energy - The Pavilaion electricity supply		<u>£1.00</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
30.06.21	Paul Clark Printting -July/August Newsletter	By Bacs	£210.00	£0.00
10.06.21	Braintree District Council - Grounds maintenance 2021/22	By Bacs	£1,162.80	£0.00
21.06.21	Rural Community Council of Essex - Membership 01.07.21 - 30.06.22	By Bacs	£52.80	£0.00
30.06.21	K Berry - JuneWages	By Bacs	£380.94	£0.00
			<u>£1,806.54</u>	
			<u>£30,416.30</u>	