



Toppesfield Parish Council

Minutes of the Parish Council Meeting held on Thursday 6th August 2020 Via Teams at 7.30pm



20/122. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard – Chair
Councillor Chris Neale – Vice chair
Councillor Boyd Page

Also, in attendance:

No members of the public joined the meeting
District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Andrew Bull
Councillor Andrea Chinery
Councillor Robert Stafford-Baker

20/123. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

20/124. Open Session – *opportunity for members of the Parish to address the Parish Council.*

District Councillor Richard van Dulken reported that the planning application for Toppesfield winery to have bed and breakfast accommodation has been approved. The leisure centre in Braintree is reopening slowly and Braintree are supporting Fusion in doing so. Fusion are a charitable company so have also suffered financially during the pandemic.

The Local Plan is continuing and the inspector has thrown out the planning for the garden villages in Sailing and West Tey as a lower target of housing has been proposed. A new planning regime is coming in from central government which should make it easier for developers to build. Details of this are still coming down from central government to Braintree. There is also talk of reorganising the unity authorities but this is still in the discussion stage. There are currently 12 unity authorities and this could be reduced to 3 or 4 – details of this are slowly coming out to Braintree District Council.

20/125. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 2nd July 2020 were signed as a true record of the meeting. This was agreed by those present.

20/126. Matters Arising not on the agenda – for report only

Councillor Page if the salt bin at the bottom of Harrow Hill has been reported. Clerk confirmed it had been but will follow this up.

20/127. Actions from previous meeting:

20/127.1 Councillor Page to provide a brief plan of the number of vulnerable and the help they may require after the Toppesfield & Gainsford End response group scales down. Councillor Page reported there are 43 people of the vulnerable list – this includes people over 70 yrs. These people would possibly need help again if another lockdown was to happen. It was felt some would benefit from technology knowledge for them to be able to register with an online prescription delivery service and online shopping. It was agreed to discuss this further at another meeting but the parish council are happy

to help further ways to develop a support network but help would be needed from volunteers in the parish. Councillors Collard and Page to progress.

- 20/127.2 Councillor Collard to speak to Alan Preston regarding the possibility of resurrecting his role with Neighbourhood Plan. Councillor Collard confirmed that Alan Preston is happy to resurrect his role with Neighbourhood watch.
- 20/127.3 Councillor Stafford-Baker to draft a plan for reduced verge cutting areas – to be held over to the next meeting.
- 20/127.4 Councillor Smith to contact County Broadband/contractors regarding recent works along The Causeway and concerns regarding the tarmac sealing – to be held over to the next meeting.

20/128. Internal Practices and management for the Parish Council:

- 20/128.1 Consideration of what continuing support is needed to help the vulnerable people that have been identified in the Parish. Councillor Page confirmed notes were circulated prior to the meeting regarding the response group. The local surgeries have been informed the response group will not be collecting prescriptions from the 1st August 2020. The surgeries have thanked Gill for her help.
- 20/128.2 Neighbourhood Plan Update – Councillor Page confirmed the Housing Needs Survey report has been received. There was a response rate of 33% which is above average.
- 20/128.3 Discussion on how the T&GE Response Group could be incorporated into the Emergency Plan and a big thank you to all the volunteers. Councillor Page stated that how the response group was put together/services they carried out could be used in the emergency plan. The volunteers involved with the response group were discussed and a thank you article will be published in the next newsletter.
- 20/128.4 Proposal to use one of the phones obtained for the T&GE Response Group solely for parish council use by the Clerk and the parish council to take on the responsibility for the payment of the phone. Councillor Page reported the phones used for the response group are no longer active in the community and proposed the telephone number ending 219 becomes a dedicated parish council phone and for the clerk to look after it and use it for parish council work. The phone is on a rolling £5 per month sim only contract. This proposal was seconded by Councillor Collard.
- 20/128.5 Report from Project Working Group. Councillor Collard reported that he had met with Councillors Chinery and Neale with a view looking at ‘redesigning the village centre’. Other organisations within the village will be asked to join to find out their views/ideas to progress the project.

20/129. Correspondence Received:

- 20/129.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 20/129.2 Braintree Local Highways Panel – minutes of the meeting held on 25th June can be found at: <https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/835/Committee/13/Default.aspx> The next meeting of the Panel is scheduled for Thursday, 17th September 2020
- 20/129.3 Stop Stanstead Expansion – summary of the main developments in the last six months and request for funding received.
- 20/129.4 Letter received regarding the cars left in Park Lane car park – this matter was discussed in detail along with the commercial vehicle that is parked in the car park and the length of time rubbish is held in it. District Councillor Richard van Dulken will seek advice on this and speak to North East Parking Partnership to see if they can help. It was also suggested that legal advice should be sought and the parish council could consider creating a by-law for the car park. A suggestion of selling the plot for building was also raised and the monies received could be used for parish council projects. It was proposed by Councillor Page and seconded by Councillor Collard that the Clerk makes enquires with the solicitors regarding abandoned vehicles and to the EALC regarding by-laws

20/130. Financial Accounts:

- 20/130.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received and payments approved except for the payment to E.on as there is some dispute with this and EDF taking the supply over – Clerk to follow this up.
- 20/130.2 Grant request from Toppesfield Community Shop for help towards funding continued support for deliveries and services for the vulnerable in the parish during the ongoing covid-19 pandemic. This was discussed. Councillor Collard proposed that grant application is accepted and Councillor Page seconded the proposal.

20/131. Highways:

- 20/131.1 Temporary closure of B1053 at Finchingfield Bridge for essential parapet repairs. The works are scheduled to begin on Monday 17 August 2020 and require a full closure of Finchingfield Bridge on the B1053 from 5am on first day, continuing 24 hours a day until works complete on Thursday 27 August 2020.
- 20/131.2 Temporary closure of Birdbrook Road for 3 days from 5th August 2020. The closure is required for the safety of the public and workforce whilst Anglian Water undertakes install double boundary box. More information can be found at <https://one.network/?tm=117877707>
- 20/131.3 Proposal to attempt the adoption/purchase/ gaining of permissive rights of the access way to the pumping station next to the Village Hall. This was discussed and it was felt that Anglian water had been contacted in the past regarding this. Clerk to check archives for any correspondence.

20/132. Planning:

20/132.1

Application No:	Description	Address	Action
20/01083/HH	Erection of detached ancillary domestic outbuilding	Houghtons Farm Gainsford End CO9 4EH	Comments to Braintree District Council by 18 th August 2020
20/01222/HH	Construction of detached, 2-bay, single-storey, oak-framed Cartlodge and demolition of existing garage.	16 The Street Toppesfield CO9 4DJ	Comments to Braintree District Council by 31 st August 2020

The above applications were discussed, no objections were raised and the parish council are in support of these applications.

20/133. Playing Fields & The Dick Ruggles Pavilion

- 20/133.1 Procedures for re-opening the playing field equipment. Councillor Page reported that 2 swings will be removed to maintain social distancing and notices will be displayed to state people use the equipment at their own risk and they responsible for cleaning hands after use and manging their own risks. It was agreed to re-open the play equipment once the minor repairs are carried out and the signs are in place.
- 20/133.2 Proposal to agree signage and materials to make good play equipment. Councillor Page reported the refurbishment costs and theses were agreed at a cost of £207.89. The options for the signs were discussed and it was agreed to purchase the shorter posted sign at a cost of £493.18 + VAT for three signs and for cement to be purchased to install the signs at the park entrances.
- 20/133.3 Discuss weekly park equipment checks and written records for Health & Safety ad insurance purposes. It was agreed that the weekly checks carried out on a rota basis and a monthly more in depth check is also carried out.

20/134. Communications

- 20/134.1 Update on the BT Implementation Plan and timetable for completion for fibre. Councillor Neale confirmed there has been no change since his report last month. Full completion is expected in September or October. 50% of the vouchers applied for have been claimed so far and there still remains a gap in the funding. A couple of people are interested and Councillor Neale has mentioned the voucher scheme to them and is still waiting for confirmation how to claim under new voucher schemes.
- 20/134.2 Website - information from some councillors is still required to update the website.

20/135. Information exchange / Parish Surgery / Items for the next agenda

Councillor Page asked if a letter could be sent to the parishioner who raised concerns about the car park – clerk to write to them.

No parish surgeries are being held at present due to there being no village markets as a result of the covid-19 restrictions.

20/136. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 3rd September 2020 at 7.30pm – this may be via Teams or at Toppesfield Village Hall depending on government advice at the time.

20/137. Close

The meeting closed at 10.00pm

Signed:

Dated:

Action Summary:

Clerk to follow up with Essex County Council for progress on the reported salt bin at the bottom of Harrow Hill.

Councillors Collard and Page to progress a plan on how to help the vulnerable in the future, Councillor Stafford-Baker to draft a plan for reduced verge cutting areas.

Councillor Smith to contact County Broadband/contractors regarding recent works along The Causeway and concerns regarding the tarmac sealing.

Clerk to make enquires with the solicitors regarding abandoned vehicles and to the EALC regarding by-laws.

Appendix A

Accounts - 6th August 2020		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2020		£2,646.58		
Community Account				
	Balance as at 31st July 2020		£26,718.68	
Subtotal:		£2,646.58		
All previous issued cheques cashed balance should be		£2,646.58	£25,447.34	
Income Received (included in the balance figure of 31st July 2020)				
02.07.20	Katrina O'Brien - advert in 3 Parish Magazine editions		£15.00	
13.07.20	Donation towards Dave Dyson's memorial bench		£50.00	
20.07.20	Braintree District Council - Street Cleaning Agreement 20/21		£1,196.34	
			£1,261.34	
Jul-20	Further donations for Dave Dyson's memorial bench not yet banked		£30.00	
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
Jul-20	Toppesfield PCC - grant towards new bell ropes		101958	£350.00 £0.00
27.07.20	R J Stafford-Baker - 2 benches for Gainsford End		By Bacs	£579.50 £0.00
24.07.20	Paul Clark Printing - A4 leaflets - covid-19 update no 5		By Bacs	£23.00 £0.00
27.07.20	Cyan/Jati Ltd - memorial bench for D Dyson		By Bacs	£249.99 £0.00
Jul-20	Toppesfield & Gainsford end Allotment - water bill		By Bacs	£41.40 £0.00
Jul-20	Toppesfield Community Store - food parcels		By Bacs	£38.56 £0.00
16.07.20	E.on - electric supply to pavilion		By Bacs	£29.48 £0.00
31.07.20	K Berry - July wages		By Bacs	£380.94 £0.00
				£1,692.87
				£25,055.81