



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 1st August 2019 At The Village Hall, Toppesfield at 7.30pm

19/126. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard - Chair
Councillor Andrew Bull
Councillor Amanda Smith
Councillor Boyd Page

Also, in attendance:

6 members of the public were in attendance
Kaaren Berry – Clerk to the Parish Council

Apologies were received from

Councillor Andrea Chinery
Councillor Chris Neale
District Councillor Richard van Dulken

19/127. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

19/128. Open Session – opportunity for members of the Parish to address the Parish Council.

It was reported that a parishioner is considering setting up a 5-a-side football team and enquired if the Parish Council would agree to this in principle and if they could provide some funding for this. Councillor Collard stated that in principle this is something the Parish Council could do but costing, formal proposal and a plan for the group would need to be put before the Parish Council for full consideration.

It was asked when the weathervane on the Pump housing was changed – the exact date is unknown but the current one has been there for more than 10 years.

A request was made for an update on progress to the Gainsford End Playing field project – Councillor Collard confirm this is in hand and a playing field group is being set up to progress this. It was also mentioned that there are 3 Elm trees on the field to consider and a request was made for exercise equipment for adults to be considered.

It was also reported that the wire fencing and concrete posts around the playing field are no longer safe and an offer to replace was made by a member of the public. Councillor Page will look at the work involved and liaise with the resident and report back to the Parish Council.

It was also mentioned that a second lock has been placed on the doors of the pavilion on Toppesfield playing field and the padlock on the gate has been changed and this has now restricted use of the building to some users. Councillor Collard stated the Parish Council were unaware of this and will look into it.

Hedges in Gainsford End were mentioned and the state of them progressing into the road and height which obstructs vision. One resident has agreed to cut his hedges and Highways will be contacted regarding other hedges in Gainsford End.

The village hall hiring charges were reported to be increasing in September by £1.00 per hour. There has not been an increase in charges in two years and hiring charges now includes heating.

It was also reported that the Petanque group are not keen on moving to the land behind the Green Man and would like to stay at the playing fields.

The details/information about the water charges for the allotments will be passed to the parish council by the chairman of the allotment's society at the next parish council meeting.

19/129. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 4th July 2019 were approved and signed as correct.

19/130. Matters Arising not on the agenda – for report only

There were no matters arising.

19/131. Actions from previous meeting:

19/131.1 Kaaren Berry to follow up in enquiry with Braintree District Council about costs for a new dog waste bin for the bottom of the Toppesfield playing field – the person responsible for this has been way and will respond as soon as possible.

19/131.2 Kaaren Berry to seek available dates with the EALC for a 2-hour training session see item 132.5.

19/131.3 Councillor Andrea Chinery to forward notice with emergency contact details for display to clerk for completion and display. This has been passed over and logos added and will be displayed.

19/131.4 Councillor Boyd Page to update on position regarding works to common land and if there are any conditions on the common land in Church Lane. Councillor Page reported there is no registered owner therefore the local authority becomes its protector so this is now the responsibility for the Parish Council to manage and protect it. There are also no commoners' rights on the land. Advice will be sought from the Open Space advisor regarding this when a meeting is arranged with them.

19/131.5 Councillor Chris Neale to report on appeal to Essex County Council of the leaning 30mph signs – no update was available.

19/131.6 Kaaren Berry to write to Greenfields regarding the possibly unoccupied/not main residence Greenfield properties in Toppesfield. A letter was written and a response has been received stating the matter is in hand and the case will be reviewed again in a few weeks.

19/132. Internal Practices and management for the Parish Council:

19/132.1 Co-option of 7th Councillor to Toppesfield Parish Council. Councillor Andrew Bull proposed Robert-Stafford-Baker be co-opted as a Councillor to Toppesfield Parish Council. This was seconded by Councillor Boyd Page and agreed by all present.

The declaration of acceptance of office was signed by Robert Stafford-Baker.

19/132.2 Jan Stobart – RCCE – Neighbourhood Plan – Jan reported that the Steering Group has started its meetings and a Chair and Secretary have been appointed. The parish council need to set up a Neighbourhood Plan Committee and draw up its terms of reference and then the sub-committee which is the steering group will lead the project. Formally three members of the council are required for the Neighbourhood Plan Committee. Councillor Collard proposed Councillors Boyd Page, Robert Stafford-Baker and Chris Neale form the committee and this was seconded by Councillor Bull. Jan stated the minutes of the Neighbourhood Plan Committee are a matter of public record but the steering group minutes are not.

19/132.3 Neighbourhood Plan – Resolve to make a grant application for funding towards the Neighbourhood Plan. Jan Stobart reported the applicant for funding needs to be the Parish Council and grant applications are to be made in sections and the clerk need to be authorised to liaise with the Neighbourhood Plan committee and steering group and submit grant applications when appropriate. This was agreed by those Councillors present.

19/132.4 Neighbourhood Plan – Parish Council's terms of reference to be discussed. These will be drawn up and considered at the next parish council meeting.

19/132.5 Parish Councillor training – dates were discussed and need to be confirmed with EALC and hall availability.

Specific
A-


- 19/132.6 Defibrillator located at The Street, Toppesfield – checks need to be completed on a regular basis and the kiosk is in need of a clean. Councillor Andrew Bull reported that he has arranged a deep clean of the kiosk and will speak to a couple of residents regarding the checks that need to be made and reported.
- 19/132.7 Consideration of working towards the Local Council Award Scheme – Foundation Level – Councillor feedback. This was discussed and Clerk to look at requirements.
- 19/132.8 Consideration on increasing clerks contracted hours. This was discussed and due to increase in workload it was proposed by Councillor Page that the clerk's hours are increased to 7 hours per week, this was seconded by Councillor Collard. This will take effect from 1st September 2019.

19/133. Correspondence Received:

- 19/133.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/133.2 Braintree Local Highways Panel - The Minutes of the last meeting which was held on 20th June 2019 have been published and are available to view on the Council's website at:
<https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/831/Committee/13/Default.aspx>
- 19/133.3 Toppesfield Village Hall – hiring charges are increasing to £9.00 per hour and will include heating costs. The increase in charges takes place from 1st September 2019.
- 19/133.4 EALC – Essex Future Library Services Strategy – the strategy is available at:
<https://libraries.essex.gov.uk/libraries-consultation> and click on the heading Essex Future Library Services Strategy 2019-2024.
- 19/133.5 RCCE – Annual Review 2018-2019 publication received.

Late correspondence:

Correspondence from two parishioners regarding the planning application 19/00968/OUT were received, discussed and noted.

Essex County Council – Think Fostering posters received and to be placed on noticeboards.

Braintree District Council – Rough Sleeper estimate form received for completion.

District Councillor Richard van Dulken – reported that no matters relating to Toppesfield were discussed at the Braintree Local Highways Panel in June but an update on Cust Hall Bridge is being sort.

EALC – Health and Wellbeing – EALC are looking for initiatives/activities run by local councils which are connected with Health and Wellbeing.

EALC – Celebrating Democracy – 125 years of the Parish Council – EALC are asking parish councils if they are planning events to celebrate this. Toppesfield Parish Council have no plans to organise a celebration event.

Councillor Collard confirmed that he has spoken to Joy Darby at the EALC regarding the Public Works Loan Board and she will forward the necessary documentation and that a meeting with EALC has been arranged for the 13 August for them to look at the community projects in the parish and discuss with members of the parish council matters relating to Health and Wellness.

19/134. Financial Accounts:

- 19/134.1 To receive the Clerk's Report indicating receipts and payments requiring approval – the report was received and payments approved – see Appendix A.
- 19/134.2 Proposal to purchase new pads for the defibrillator. This was approved along with the purchase of a 'rescue kit' which has gone missing from the cabinet.

19/135. Highways:

- 19/135.1 Cherry Trees along The Causeway, quote for works required – quotes are being sought.
- 19/135.2 Vehicle in Park Lane car park – Braintree District Council cannot help with the removal as the owner of the car is known. Councillor Collard will seek legal advice regarding this matter.



19/136. Planning:

Application No:	Description	Address	Action
19/01068/LBC	Installation of solar panels on the south facing roof of the tiled garage (previously stable block)	Brook House Robinhood End Toppesfield CO9 4NN	Comments to Braintree District Council by 8th August 2019
19/01304/HH	Erection of front and side extensions and associated internal alterations	Paps Harrow Hill Toppesfield CO9 4LX	Comments to Braintree District Council by 26th August 2019

The above applications were discussed and no objections were made to either application.

19/137. Toppesfield Village Hall

19/137.1 Update from Village Hall Management Committee – see report from Toppesfield Village Hall – Appendix B.

19/138. Playing Fields & The Dick Ruggles Pavilion

19/138.1 Update on forming the playing fields working group. Councillor Bull reported that the Chair of Toppesfield Cricket Club will be joining the working group and other members are being sort and projects will be looked at including the project at Gainsford End playing field.

19/139. Communications

19/139.1 Parish Council Website – notice has been received from EssexInfo who host the website to say that the service will no longer be available from March 2020. Alternative providers need to be sought.

19/139.2 Newsletter Review and feedback. The feedback that has been received is positive and the new size is proving popular.

19/140. Information exchange / Parish Surgery / Items for the next agenda

Councillor Alan Collard will be at the Parish Surgery on the 3rd August 2019.

Councillor Boyd Page has a meeting with Ann Read who is the P3 officer and Essex County Council public rights of way officer next week regarding the parish footpaths.

The emergency plan needs updating with new councillor details.

Christmas event to be placed on the September agenda for discussion.

VE Day celebrations, 10th May 2020 to be placed on the September agenda for discussion.

19/141. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 5th September 2019 at 7.30pm at Toppesfield Village Hall.

19/142. Close

The meeting closed at 10.20 pm

Signed: 

Dated: 5/9/2019

Action Summary:

Kaaren Berry to follow up in enquiry with Braintree District Council about costs for a new dog waste bin for the bottom of the Toppesfield playing field.

Kaaren Berry to seek available dates with the EALC for a 2-hour training session.

Councillor Chris Neale to report on appeal to Essex County Council of the leaning 30mph signs.

Quotes for works to the cherry trees along The Causeway to be sort by Kaaren Berry.

Councillor Alan Collard to seek legal advice on the matter of the vehicle left in Park Lane car park.

Appendix A

Accounts – 1 August 2019				
		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2019		<u>£2,625.57</u>		
Community Account				
Balance as at 31st July 2019			<u>£21,067.97</u>	
Subtotal:		<u>£2,625.57</u>		
All previous issued cheques cashed balance should be		<u>£2,625.57</u>		<u>£21,015.17</u>
Income Received (Included in above balance)				
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
16.07.19	E.on - electric supply to The Pavilion - Toppesfield Playing Field		101888	£26.81
15.07.19	Braintree District Council - Unconstested Parish Election		101889	£60.29
31.07.19	K Berry - July wages		101887	£272.18
				<u>£359.28</u>
Balance		<u>£2,625.57</u>		<u>£20,655.89</u>
Last bank statement received up to 30th June 2019				

Appendix B

Toppesfield Village Hall

Update to The Parish Council August 2019

The work to fit the new heating system is complete and is proving to be economical and easily manageable via an app. on a phone. Work has been done that you cannot actually see, including rewiring and insulation.

During the spring no hirer paid for their heating in order for us to monitor use and estimate a fair cost. As from September 2019 the cost of hiring the hall will go up £1 per hour. We are pleased that the increase is small and it covers not only the charge for heating but also the increased cost of cleaning materials, maintenance, grounds and cleaning services.

In the past the hirer needed to put coins into meters, this was expensive and not efficient. There is now no extra cost and the hall is warm (or cool if the fans are used in summer) for users. The fabric of the building will be better preserved. All hirers have been informed and the rate is advertised on the hall boards.

Decorators are painting the white gloss paint and the hall walls during the week of the 5th August. Members of the committee have painted the halls and kitchen walls prior to the decorators doing the gloss. Our thanks go to the PC for their contribution towards the decorating. Stop press news-the shop has just given us a grant towards the toilet refurbishment.

We hire out a lot of equipment, tables and chairs. Instead of donations we have decided on a price per object. This will cover wear, tear and replacement.

The summer holidays are an opportunity to decorate and deep clean ready for a new start in September.

Some weeks ago, I met with Allan Collard. He asked us to consider our future 'big picture' ideas. The next step may well be to get together with all stakeholders and discuss where we jointly see things going, where our needs and aspirations overlap and can be shared. I have informally met with Trisha Roberts, discussing our and their need for a new roof and solar panels. We also need to insulate some walls and maybe extend. All very early thoughts as we start this new and exciting phase of working together for the good of the villagers.

