



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 1<sup>st</sup> December 2016 At The Village Hall, Toppesfield at 8.00pm

### 16/269. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull – Chairman  
Councillor Mike James  
Councillor Linda Bowen  
Councillor Alan Preston  
Councillor Andrea Chinery  
Councillor Paul Thompson

#### Also in attendance:

1 Member of the Public  
Kaaren Berry – Clerk to the Parish Council

#### Apologies were received from:

Councillor Dave Dyson – Vice chairman

### 16/270. Declaration of Members' interests in agenda items:

Councillor Andrea Chinery declared an interest in agenda point 16/2756.5. No other declarations of interest were made.

**16/271. Open Session** – A resident of Park Lane enquired where the Essex County Council Highway works will end as the public notice states to house number 20. It was questioned if works will continue beyond all houses in Park Lane before the farm road. Kaaren Berry to speak with Essex County Council re this.

### 16/272. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 3<sup>rd</sup> November 2016 were approved and signed as correct.

### 16/273. Matters Arising from last meeting - not dealt with below

No matters were arising.

### 16/274. Actions from previous meeting:

- 16/274.1 Kaaren Berry to speak to District Council Richard van Dulken and Essex County Council regarding Cust Hall bridge and any updates. It was reported that new barriers have been put in place but no dates for any works are known.
- 16/274.2 Kaaren Berry to speak to the residents of Camoise Close who are effected by Footpath 51 going through their properties. One of the residents who the footpath effects stated it was the fault of Essex County Council that this was not sorted out at the time the properties were built. The other resident is yet to be spoken to. Kaaren Berry to follow up.
- 16/274.3 Councillor Alan Preston to investigate the protruding metal on the footpath near the salt bin in Church Lane. Councillor Alan Preston reported that this has now been rectified.
- 16/274.4 Councillor Paul Thompson to investigate the possibility of acquiring Multi use nets for Gainsford End playing field. Councillor Paul Thompson reported that a sizeable trailer is needed to transport the nets which will need to be take down and re-installed by volunteers.

- 16/274.5 Kaaren Berry to receive update regarding Adoption of Phone Box in Toppesfield for Defib. Equipment. The Gainsford End telephone box has been adopted rather than the one in Toppesfield. The adoption of the Toppesfield phone box is being looked at if it can be fast-tracked due to the error.
- 16/274.6 Dave Dyson to update the PC on Gainsford End Pump refurbishment and estimated date for completion. This is ongoing and Councillor Andrew Bull will follow up.
- 16/274.7 Paul Thompson to provide detailed drawings for potential Cricket Club Storage Facilities for discussion and approval and budget considerations. Councillor Paul Thompson to seek quotes for works ready for the budget meeting on 5<sup>th</sup> January 2017.

**16/275. Internal Practices and management for the Parish Council:**

- 16/275.1 Agree Meeting Dates for 2017/2018 including APM, APC and Village Hall AGM Meetings.  
It was agreed to hold a budget planning meeting on the 5<sup>th</sup> January 2017 at 7.30pm. Start time of the Parish Council meeting was also discussed and it was agreed to start future meetings at 7.30pm. Meeting dates for next year were agreed as 12<sup>th</sup> January 2017, 2<sup>nd</sup> February 2017, 2<sup>nd</sup> March 2017, 6<sup>th</sup> April 2017, 27<sup>th</sup> April 2017 for the Annual Parish Meeting and the 4<sup>th</sup> May 2017 for the Annual Parish Council Meeting.  
Councillor Andrew Bull will write to the Village Hall Committee to request a copy of their AGM minutes.
- 16/275.2 Parish Council Website- Proposal to refresh look, feel and content and remain with current supplier for a further five years. This was discussed and Councillor Andrew Bull proposed that Toppesfield Parish Council stay with the current supplier for a further 5 years and this was seconded by Councillor Mike James. It was agreed by those present to stay with mh-p for a further 5 years.

**16/276. Correspondence Received:**

- 16/276.1 Braintree District Council - Business boost after Council announced free parking in its town centre car parks for Small Business Saturday (this applies to BDC run town centre pay and display car parks).
- 16/276.2 Braintree District Council – Active Essex – Community Games 2017 – grants available to help host a multi-sport community event. Council Andrew Bull has completed the online grant application.
- 16/276.3 Superfast Essex Countywide Parish Engagement Event – Wednesday 7<sup>th</sup> December, 7pm – 9pm at Essex Record Office. More information about Superfast Essex can be found at [www.superfastessex.org](http://www.superfastessex.org)  
It was also reported that County Broadband is the provider for our region and that Castle Hedingham now have fibre broadband and Great Yeldham is next.
- 16/276.4 David Finch – Parish Update November 2016 received. This will be uploaded to the Parish Website.
- 16/276.5 Little Chestnuts Pre-School – Safeguarding Issues. Councillor Andrew Bull stated that he will conduct an investigation and interview the Chair from the Little Chestnuts Preschool and the Village Hall Committee and request copies of the minutes from their committee meetings. Kaaren Berry will take notes of the meetings and the findings will be brought back to the Parish Council in January in order to resolve the issues raised.
- 16/276.6 EALC – updates & BDVSA e-bulletin – previously circulated to all councillors.
- 16/276.7 EALC – training courses available. Kaaren Berry to investigate a group training session for all Councillors.
- 16/276.8 Hedingham School Proposed Changes to Admissions Policy 2018 – information from Hedingham School, Catherine Moffat and Richard van Dulken. Proposed changes could disadvantage those living in north Essex who do still qualify for free transport but the School Governors will not proceed with the proposed changes as they stand. Hedingham School are exploring with Essex Admissions Authority how they can best address the changes to the school Transport Policy.
- 16/276.9 Information from Great Yeldham Parish Council re Plane Flights from Stanstead Airport, a newspaper article from the [dunmowbroadcast.co.uk](http://dunmowbroadcast.co.uk) dated 27 October 2016 was received. This was discussed and it was agreed that more flights and the aeroplanes are lower.
- 16/276.10 War Memorials Trust Bulletin – November 2016 received.

**Late Correspondence:**

- CPRE Countryside Voice and Fieldwork winter editions received – Councillor Paul Thompson took to read through.
- RCCE – request for information on village signs and the history around them. Councillor Andrew Bull has information regarding the village signs.
- SLCC – Clerk magazine – November edition received.

### **16/277. Financial Accounts:**

- 16/277.1 To receive the Clerk's Report indicating receipts and payments requiring approval.  
The report was received and payments approved as per Appendix A.
- 16/277.2 Insurance for the Pavilion – this was discussed and Councillor Alan Preston will seek a second quote.
- 16/277.3 Budget 2016 / 2017 – projects for consideration and dates for return. Budget planning meeting will take place on 5<sup>th</sup> January 2017 and the precept form needs to be returned to Braintree District Council by 27<sup>th</sup> January 2017.
- 16/277.4 Work Place Pensions and payroll system may need to be considered if the Basic Tools wages system is no longer available.

### **16/278. Highways:**

- 16/278.1 Cust Hall Bridge Update – new barriers have been installed on the bridge but information received indicates that no repairs will be carried out for at least 24 months.
- 16/278.2 Water Leak on Stambourne Road – repairs will be carried out shortly and Anglian Water have undertaken to grit the road until this leak is fixed.
- 16/278.3 Footpath 51 - through from Camoise Close to the Church – Councillor Dave Dyson will take this up with Councillor David Finch.

### **16/279. Parish Council Goals and Community Action Plan [CAP]**

- 16/279.1 Adoption of new goals and plan. The plan was discussed and all agreed to adopt it.

### **16/280 Goal 1 – 'Love where you live'**

- 16/280.1 Agree a maintenance programme for 2017/2018 for grass cutting at both playing fields, Village Hall, Church and Verge Cutting. It was agreed to budget for 4 cuts per year for the verges. Braintree District Council to continue cutting both playing fields and to continue to grant money to the Church for grass cutting. It was also agreed that the grass cutting around the village hall was not in the Parish Councils remit so they will continue to be responsible for its upkeep.
- 16/280.2 Appoint a PC Lead for the quality assurance and delivery to programme. Councillor Mike James agreed to be lead for quality assurance and deliver programme.
- 16/280.3 Agree a programme for 2017/18 for 1] Bi Annual Litter Pick and Community Skip – it was agreed to budget for a village skip on the 11<sup>th</sup> March 2017 and 25<sup>th</sup> November 2017 at a cost of £300 each time. 2] Village Hall Waste Collection. Councillor Paul Thompson to investigate cost of a wooden box for waste bags in the village hall grounds. Also, the village hall to look into a bigger bin for the premises.
- 16/280.4 Appoint a PC Lead for the quality assurance and delivery to programme. Councillor Andrea Chinery agreed to be lead for the quality assurance and delivery of this programme.
- 16/280.5 Agree a maintenance programme for 2017/2018 for 1] Community Gate Signs; 2] Community Notice Boards. For both these items it was agreed to budget for maintenance once a year and Councillor Alan Preston to provide costings.
- 16/280.6 Appoint a PC Lead for the quality assurance and delivery to programme. Councillor Alan Preston agreed to be lead for quality assurance and delivery of this programme.
- 16/280.7 Agree a refresh programme for 2017/2018 for the Community Car Park in Park Lane. To include Signage, Repainting of Fences and Re Gravel and treatment for weeds. It was suggested that the Community Payback scheme is used to help with this and budget £275 for materials.
- 16/280.8 Appoint a PC Lead for this project. Councillor Paul Thompson agreed to lead this project.
- 16/280.9 Launch the Village Handyman Service for our vulnerable residents and appoint a PC Lead to manage this including payment and quality assurance. It was agreed to launch this in the January 2017 newsletter.
- 16/280.10 Implement a Community Winter Emergency Plan to ensure that the Community Hub of Village Shop and Post Office, Village Hall and School can remain open. The gritting team has 9 members at present who have received their Health and Safety information and shovels. Kaaren Berry to report damaged salt bin on the Gainsford End Road between Harrow Hill and The Causeway.
- 16/280.11 Appoint a PC Lead to ensure that Plan is effective and able to deploy within short notice. Councillor Alan Preston agreed to be lead on this.
- 16/280.12 Neighbourhood Watch Programme Update  
Councillor Alan Preston reported that the noticeboard is up at Parish Surgeries with information from Braintree re Neighbourhood Watch.

## **16/281. Goal 2 – ‘Bringing the Community Together’**

- 16/281.1 Toppesfield Playing Field – Groundworks by Community Payback Project  
Councillor Paul Thompson reported that the project is going well and the supervisory team are pleased with the work. However more/better toilet facilities are needed as the church are not really suitable.
- 16/281.2 Aviva Funding Submission Outcome – Councillor Paul Thompson reported that this application was not successful.
- 16/281.3 Appoint PC representation on 1] Village Hall Management Committee; 2] Village Shop Committee; 3] Village Show Committee; 4] Church Fete; 5] Friends of St. Margaret’s School; 6] Little Chestnuts School; 7] Golden Chestnuts; 8] Toppesfield Community Pub Ltd. This will be held over to the January Parish Council meeting.
- 16/281.4 Update on Christmas Tree Lighting Up Activities. Councillor Andrew Bull reported that the Christmas tree competition will be in the Church at 6pm followed by the lighting up of the parish Christmas tree and Carols in The Green Man.
- 16/281.5 Agree to replace the Village Hall Gate Notice Board with similar Boards in the Community and resite to the right of the gates on the grass. Budget for this if approved in 2017/2018 budget. VH PC Rep to take ownership for this project. Kaaren Berry to look up how much the new noticeboard at Camoise Close was as it was suggested a new one be placed outside the village hall and remove the one on the gates.
- 16/281.6 PC rep required for Christmas Village Market on 10/12/2016 – Councillor Paul Thompson agreed to be the Parish Council representative at the Christmas Village Market.

## **16/282 Goal 3 – ‘Protecting our Heritage and Planning for the Future’**

- 16/282.1 Support the VH Management Committee in resolving heating and roof leak issues as soon as practically possible. PC VH Rep to be key liaison with VH Chairman. Councillor Andrew Bull agreed to do this.
- 16/282.2 To remove the heightened risk of Village Hall vulnerability, to support the VH Management Committee in moving to heating costs paid within rental costs. PC VH Rep to liaise with VH Chair – Target February 2017. Councillor Andrew Bull agreed to do this.
- 16/282.3 To submit the Village Hall for RCCE Hallmark Accreditation that will support future funding submissions for development. Councillor Andrew Bull agreed to do this.
- 16/283.4 To plan a maintenance programme for the upkeep of The Dick Ruggles Pavilion [External] and Pump House. Councillor Paul Thompson agreed to talk to the Community Payback Scheme re this.
- 16/283.5 To appoint a PC lead for this work to ensure quality and adherence to programme. Councillor Paul Thompson agreed to be lead on this project.

## **16/284. Information exchange / Feedback from Parish Surgery/ Items for the next agenda**

At the last parish surgery, it was reported there was a pot hole at the junction of Camoise Close and The Street. It has also come to the Parish Councils attention that there is a drain cover loose on opposite no 51 The Causeway. The new sign at the bottom of Harrow Hill was replaced by Essex County Council.

## **16/285. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 12<sup>th</sup> January 2017 at 7.30pm at Toppesfield Village Hall. A Budget planning meeting will also be held on the 5<sup>th</sup> January 2017 at 7.30pm at Toppesfield Village Hall.

## **16/286. Close**

The meeting was closed at 10.45pm

Signed:

Dated:

## **Action Summary:**

**Kaaren Berry to speak to Essex County Council as to where the work in Park Lane will finish.**

**Kaaren Berry to follow up with a resident of Camoise Close re footpath 51.**

**Kaaren Berry to follow up with Community Heartbeat Trust re adoption of the Toppesfield Phone Box.**

**Councillor Andrew Bull to follow up re position of the Gainsford End Pump project.**

**Councillor Paul Thompson to seek quotes for work for the Cricket Club Storage Facilities for the budget meeting.**

**Kaaren Berry to look into group training sessions for all Councillors.**

**Councillor Alan Preston to seek second insurance quote for the Pavilion.**

**Councillor Alan Preston to provide costings for maintenance to village noticeboards and community gate signs.**

**Kaaren Berry to report damaged salt bin between Harrow Hill and The Causeway to Essex County Council.**

**Kaaren Berry to look up the cost of the noticeboard which was purchased for Camoise Close.**

## Appendix A

Accounts – 1st December 2016				
			£	£
National Savings Deposit Account:				
	Balance as at 1st January 2016		£2,578.94	
Community Account				
Online	Balance as at 30th November 2016			£7,238.31
Subtotal:			£2,578.94	
All previous issued cheques cashed balance should be				£7,501.31
Income Received (Not yet banked)				
Payment made prior to this meeting in order to complete land purchase				
11.11.16	Birkett Long (Payment made to complete land purchase)		101715	£429.00
Payments to be approved:				
Date of invoice			Chq No:	
05.11.16	Paul Thompson - Petrol for Community Payback use for tools		101717	£25.00
16.11.16	Society Local Council Clerks - Subscription renewal		101718	£78.00
various	K Berry - Expenses - Stamps, Stationery, Inks, Annual Parish Meeting Expenses and car parking for course		101719	£169.15
30.11.16	K. Berry - November wages		101716	£260.88
01.12.16	mh-p - newsletter twice		101720	£36.00
various	S Shel Drake - christmas event expenses		101721	£586.62
				£1,155.65
17.11.16	Bank Charges will be deducted on 5th December 2016			£5.00
Balance			£2,578.94	£5,911.66
Last bank statement received up to 31 October 2016				