

Toppesfield and Gainsford End Parish Council

Minutes of the Meeting held on Thursday 1st March 2012 At The Village Hall, Toppesfield at 8.00pm

1. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Peter Moore – Chairman
Andrew Bull
Alan Collard
John Levick
Clare Condie

Also in attendance:

Kaaren Berry – Clerk to the Parish Council
4 Members of the public

Apologies were received from:

Shaun Sheldrake and Fran Laskowski.

2. Open Session for members of the Parish to address the Parish Council:

A parishioner reported that a public bench in Gainsford End is broken and therefore needs removing which they have offered to do. The bench is in memory of Stanley Patrick from the 1970's. Kaaren Berry to look at costs for a new bench. It was also reported that the bench in Toppesfield playing field also need replacing. Kaaren Berry and Peter Moore to qualify how many benches are around the village and update the asset register.

Andrew Colley updated the parish council of the progress of the Quicksilver Event. Tickets are beginning to sell but a push is needed. The temporary event licence has been applied for. Peter Moore has arranged the accommodation at Mr Blackie's which totals £125. Posters have been put up in surrounding villages.

3. Village Plan:

Malcolm expressed this thanks for the efforts in getting the pot holes Mallows Lane repaired. The village plan is now at the stage of writing the plan and draft structures are in place. Peter Moore was asked to write an introduction piece for the plan. There will also be a historic piece and an asset register included in the plan. Groups for the main areas are forming and progressing. The youth section is struggling a little but Alan Collard has offered to liaise and head this group. Next village plan meeting is the 12th March 2012 where a first draft of the plan will be put together along with realistic time scales. David Oxman has agreed to write the plan up by the end of April. It is estimated that £2000 will be needed to finish the plan; Malcolm stated that they have approximately £800 left from the original funding and the RCCE have not yet been approached for additional funding. The accounts need to be agreed on and funding for individual projects/groups needs to be looked into.

Peter reported that the safety issues of the play area are being looked at by the parish council and a grant has been applied for and an award provisionally made. This should be progressed within the next 6 to 8 weeks.

Malcolm raised the business directory as part of the village plan as there is some concern that there could be an overlap with parish website. It has been suggested that the website is improved or the welcome pack is used as a back-up.

4. Minutes of the last meeting:

The minutes of the meetings held on 2nd February 2012 were approved and signed by the chair as being an accurate record of the meeting.

5. Matters Arising from the Minutes:

Alan has spoken to Dolly Ruggles regarding the memorial bench for Dick Ruggles. £184.30 has been raised towards its purchase. Once the inscription has been confirmed the bench will be ordered.

6. Actions from Previous Meeting:

- Kaaren Berry to contact Highways re the iced puddle just before the corner of Great Yeldham Road and The Causeway - Kaaren has contact made and an initial visit made but it's a bigger job than first thought. Essex County Council has it in hand.
- Peter Moore to speak to Mr Kettley regarding the increasing mound of cow dung- Peter has spoken to Mr Kettley and he is aware of the concern and will try to minimise it but it will be spread on his fields. The dung should break down fairly quickly. Also as far as Mr Kettley is concerned the arrangements for the allotments will not change.
- Kaaren Berry to contact Braintree District Council re litter bin emptying - the bin by the playing field will be added to the weekly bin collection.
- Peter Moore to contact Essex County Council re 30mph progression and consultation - this should be in the papers on Monday as part of the consultation.
- Peter Moore to speak to Mr Blackie re accommodation for the Quicksilver performers - this has been arranged with Mr Blackie.
- Peter Moore to write to the Village Hall Committee re the setting up of an entertainment fund - it has been agreed that the parish council will hold the entertainment fund. Kaaren Berry to write a letter of confirmation to the village hall regarding this.
- Kaaren Berry to prepare poster for 'winter gritting team' volunteers. Posters were put up in the shop and the Green Man. Volunteers have signed up to help. Kaaren Berry to speak to Fran Laskowski with reference to putting a team together.
- Andrew Bull to speak to Paul Clark re producing the sign and Paul Thompson re position of sign. Andrew has spoken to Paul and the position of the sign has been agreed.
- Kaaren Berry to write to BDC to support tree works for St Margaret's School. A letter of support for the tree works has been sent.
- Peter Moore to speak to BDC re other sources of funding for tree works - no other funding was available for the tree works.
- Alan Collard and Kaaren Berry to progress the budget formulation. This has been progressed and a copy sent round to councillors for consideration.
- Kaaren Berry to write to BDC re activity days. Forms completed and sent in support of the activity days.
- Kaaren Berry to write to Ridgewell, Stambourne and Birdbrook re courses and cost sharing. Contact made but Ridgewell clerk is away at present, Stambourne do not feel they would benefit but the clerk for Birdbrook parish council will ask the councillors.
- Kaaren Berry to do notices for boards for National Grid information. Posters have been placed in the notice boards.

7. Financial Accounts:

- The clerks report indicating receipts and payments requiring approval was received and approved, (Appendix A).
- Budget Planning – discussions about the budget we held and it was agreed that a wages review date of October should put in place. Other figures were discussed and amended within the meeting and a final budget was agreed upon. This will be circulated to all councillors.
- Certificate in Local Council Administration training bursary – Peter Moore signed the application for this and the training course starts 26th April 2012.

8. Planning Applications:

12/00230 - 1 Berkley Cottages - Installation of bunded oil tank to rear garden for new central heating supply

12/00250 - 22 Park Lane - Erection of side extension with accommodation in roof space and internal and external alterations (existing garage and car port to be demolished)

12/00262 - 2 Berkley Cottages - Installation of bunded oil tank to rear garden for new central heating supply

12/00266 - Woodlands, 22 Park Lane - Change of use of agricultural land to residential garden

12/00272 - Berwick Hall Farm, Park Lane - Amendments to the previously approved application, 10/01438/FUL, consisting of fenestration changes and internal alterations to unit 3, including the creation of a first floor within the building.

No objections were made to any of the five applications above.

9. Transport / Highways issues:

No reported issues.

10. Recreational Areas:

Peter Moore handed out information regarding the work needed to make the areas safe and the removal of some equipment. After discussing the option it was agreed to go ahead with the med range solution, however further quotes are required for the ground works. A grant has been applied for towards the works but one final bit of information is required before any award can be confirmed. The works on the playground areas are being carried out from a safety perspective by the parish council and additional works / expanding the equipment is a secondary issue which will be covered by the VANTAGE group following the completion of the village plan.

Maintenance Quotation – Andrew Bull reported that some of the trees need attention in the playing fields. One quote for the works has been received but further quotes need to be obtained for the tree and hedge works needed around the playing fields.

11. Correspondence:

- Clerk & Councils Direct - The March Edition has been received.
- Essex County Council - Bus Passenger News - no changes from Toppesfield
- National savings - the account will be changing to postal account only from May 2012.
- E.on -price plan changes - agreed to go with the recommended change to the tariff.
- EALC - county update and training dates received.
- HAGS - A folder showing the playground equipment they supply has been received.
- A letter has been received from a parishioner regarding the planting of daffodils

and the problems this will cause to grass cutting. Kaaren Berry to draft a reply to this.

12. Any Other Business:

- Parish Council - Goals and Ways of Working. Andrew Bull gave a presentation on how the parish council could move forward and the ethos behind our goals. Discussions followed and it was agreed this a good way forward. The presentation will be given to the councillors who were unable to make this meeting.
- RCCE - Essex Village of the Year & Best Kept Village Competition - it was agreed that there are sections in this competition that our parish are not up to standard with and so use this as a template with a view to enter next year.
- Peter Moore has spoken to Alan Preston regarding a maintenance contract for Toppesfield and Gainsford End. Areas which need looking after have been looked at and the parish council are waiting for a quotation before this can be progressed.

13. Date and Time of the next meeting:

The next parish council meeting will be held on Thursday 5th April 2012 at 8.00pm, at the Village Hall.

14. Close:

The meeting was closed at 10.25pm.

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Chairman

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Date

Action Summary:

Kaaren Berry to look at cost for a new bench in Gainsford End.

Peter Moore and Kaaren Berry to qualify how many public benches are in the parish.

Peter Moore to write an introduction for the village plan.

Kaaren Berry to write a letter of confirmation to the village hall regarding the entertainment fund.

Kaaren Berry to speak to Fran Laskowski regarding the emergency gritting team.

Kaaren Berry to circulate final budget to all councillors.

Kaaren Berry to draft a reply to the regarding the daffodils and grass cutting.

Andrew Bull to circulate the Goals and Ways of Working presentation.

Appendix A

Accounts – 2 February 2012

National Savings Deposit Account:

£

£

| | | |
|--|---------|----------|
| Balance as at 15 November 2011 | 2503.26 | |
| Community Account | | |
| Statement Balance as at 30 December 2011 | | 19417.37 |
| | ----- | ----- |
| Subtotal: | 2503.26 | 19417.37 |

If all previously issued cheques cashed / receipts cleared balance should be;

| | |
|-------|-----------------|
| Total | <u>16329.74</u> |
|-------|-----------------|

Payments to be approved:

Chq No:

| | | |
|------|--|--------|
| 1335 | Toppesfield Parochial Church Council | 320.00 |
| 1336 | The Toppesfield Community Shop Association Ltd | 60.00 |
| 1337 | K. Berry January wages | 198.47 |
| | | ----- |
| | | 578.47 |

| | | |
|---------|---------|----------|
| Balance | ----- | ----- |
| | 2503.26 | 15751.27 |
| | ===== | ===== |

Last bank statement received up to 30th December 2011.