



# Toppesfield Parish Council



## Minutes of the Meeting held on Thursday 10<sup>th</sup> January 2013 At The Village Hall, Toppesfield at 8.00pm

### **13/1. Attendance and Apologies for Absence:**

#### **The following Councillors were in attendance:**

Councillor Peter Moore – Chairman  
Councillor Andrew Bull  
Councillor John Levick  
Councillor Shaun Sheldrake  
Councillor Alan Collard  
Councillor David Bagnall

#### Also in attendance:

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

#### **Apologies were received from**

Councillor Clare Thompson

### **13/2. Declaration of Members Interest on Agenda items:**

Councillor Moore declared an interest in the Broadband item on the agenda.

### **13/3. Open Session for members of the Parish to address the Parish Council:**

A parishioner questioned the way complaints are dealt with and asked why they could not be conveyed directly rather than going through other agencies, as a more direct approach from the parish council could help improve the closeness of the village. Councillor Moore explained that in this case a complaint was received and was followed up appropriately but said that a more direct approach could be considered. Councillor Moore relayed that the Parish Council have held their first surgery for parishioners to come to speak to councillors in an informal way. A parishioner also mentioned that there is nothing in the village for ladies during the day and for the young children to do after school and this could lead to the children getting into trouble. It was suggested that a system similar to FreeCycle be set up in the village which everyone could benefit from. An offer of help was made if a group similar to the Friday club could be set up for the younger children of the village.

### **13/4. Minutes of the last meeting:**

The minutes of the meetings held on 6<sup>th</sup> December 2012 were approved and signed by the chair as being an accurate record of the meeting.

### **13/5. Matters Arising from the Minutes:**

No matters arising were raised.

### **13/6. Actions from Previous Meeting:**

13/6.1 Andrew Bull to prepare a programme management spread sheet for the next parish council meeting regarding the progress of the village plan. Andrew asked if this was still required – it was decided that it was and that a village plan focused meeting be set up with group leaders and councillors to come up with the next steps for the village plan projects.

13/6.2 Kaaren Berry to contact Sarah Burder to find out how long the parish council have to claim

the monies under section 106 and how to claim it. There is £6112.02 held for the parish of Toppesfield, the time limit to claim the monies is 10 years and certain criteria have to be met in order to qualify for the monies. Shaun reported that he has received a quote for tarmacking the entrance up to the Toppesfield Playing field from Church Lane - two further quotes to be obtained before the next meeting. The monies under section 106 could be used for this work.

- 13/6.3 Andrew Bull to report back re community group meeting / activities list for newsletter. Two meetings have been held and one of the objects is to avoid clashing of events held by different groups. This has resulted in additional articles for the newsletter as well as some comments regarding it. It was suggested that an additional notice board be placed by the salt bin next to the recycling bins as there is more traffic by it. This was followed by a suggestion of moving the one from Camoise Close – Andrew to look into costs of re-siting the board. There could be a change in format to the newsletter – Andrew will bring a proposal to the next parish council meeting.
- 13/6.4 Kaaren Berry to contact EALC re dates for the 2 Hour Short Course for March next year. Several dates were available and it was decided to book the course for the 12 March 2013. Modules to be circulated to Councillors and agreed upon at the next meeting.
- 13/6.5 Andrew Bull to supply costs of grass cutting following his meeting with Braintree District Council – there was no extra charge to cut the playing fields up to the perimeter. Councillor Moore requested a document detailing the area cut – Councillor Bull confirmed this is only for Toppesfield Playing Field. It was questioned who cuts Gainsford End playing field – Councillor Moore to find out.
- 13/6.6 Peter Moore to circulate Jonathan Birchall’s report on broadband – this was circulated to all.
- 13/6.7 Clare Thompson to bring ideas to the next parish council meeting on how to engage the school with the village – report was given and Councillor Moore to ask Councillor Thompson to liaise with the school re the Pack Lunch Plot competition being launched by Edible Essex.
- 13/6.8 Kaaren Berry to prepare a draft budget for next meeting – this has been circulated and will be discussed in 13/8.
- 13/6.9 Kaaren to contact other parishes regarding their internal auditor practices – one parish has stated they do not have an internal auditor and still waiting on another response. Councillor Bagnall to ask a parishioner if they would be interested in being an internal auditor.
- 13/6.10 Councillor Bull and Councillor Levick to report on the events and Communication meeting – already reported in 13/6.3.
- 13/6.11 Councillor Bull to confirm the position of works around the playing field and the leaning Holm Oak tree. Councillor Bull reported that authorization has been received from Braintree District Council and they have requested the work is carried out over half term. Councillor Bull to write to the school head regarding this and send a copy to the head of governors.
- 13/6.12 Kaaren Berry to ask one of the winter gritting volunteers if they would head the team – a parishioner was approached but did not want to head it. Kaaren will approach someone regarding this.
- 13/6.13 Peter Moore to speak to Andrew Bull regarding the Newsletter. Discussions have taken place and one of the issues is the timing of the newsletter. There have been offers of support and there is a possibility of a new format. Councillor Bull to put a proposal forward at the next Parish Council meeting.

#### Outstanding actions:

- 12/96.1 Peter Moore to contact Essex County Council regarding the hedges opposite Mallows Lane Councillor Moore has spoken to the owner of the hedge and he will arrange to cut it. The speed limit for Gainsford End – Peter to follow up this with Essex County Council. Councillor Moore has spoken to Highways and it would not be possible to install a 30 mph speed limit through Gainsford End.

- 12/96.2 Peter Moore to speak to Will Kettley regarding the mud on the Toppesfield Road – Peter to speak to Mr Kettley as to what precautions can be made to avoid this happening again. This was discussed with one of his farm worker and he ensures Councillor Moore it was a one off and would pass to Will Kettley.
- 12/96.3 Peter Moore to meet with Village Plan group leader regarding how to progress the areas Identified – no progress as yet. Councillor Moore has asked Malcolm Braithwaite to follow this up.
- 12/96.14 Peter Moore to obtain an advertising figure from Andrew Bull and to verify maintenance Figures – to be discussed under the budget agenda point. Discussed with Andrew and he will bring along to Thursday meeting

### **13/7. Financial Accounts**

- 13/7.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The payments listed were approved and signed.

It was questioned why monies are held with the Post Office and could a better rate of interest be obtained elsewhere. Councillor Moore stated this account has been held for quite some time, interest rates were looked at last year and it was decided not to move the account. Kaaren Berry to contact Barclays regarding a savings account and interest rates payable.

### **13/8. Budget / Precept:**

The draft budget was discussed and figures amended as appropriate. Councillor Levick to review the price plan for the website when it comes up for renewal. It was agreed to split out the costs of the playing field refurbishment costs. It was agreed that a precept of £10819 be set for 2013/2014.

Kaaren Berry to draft a pro forma to detail expenses against budget figures and show what is left in the budgeted figures.

### **13/9. Standing Orders / Financial Regulations:**

These were agreed as previously circulated to Councillors.

### **13/10. Transport / Highways Issues:**

Essex County Council has advised the Parish Council that the number 10 bus service will be withdrawn from the 17<sup>th</sup> February 2013. This would reduce the bus service from Toppesfield to one per week. Councillor Collard has spoken to County Councillor David Finch and left a message for District Councillor Robert Bolton. Councillor Finch suggested that a strong letter of objection be sent to Essex County Council and that parishioners also write. Councillor Collard to draft a letter and Kaaren Berry to speak to Stambourne Parish Council regarding the bus service.

### **13/11. Village Hall Update report:**

Councillor Sheldrake reported that the new kitchen has been installed and there is some redecoration to be carried out in the kitchen area to finish off the work. Councillor Moore expressed his thanks on behalf of the Parish Council to Councillor Sheldrake for organising the new kitchen.

### **13/12. Broadband:**

Councillor Bagnall asked if County Broadband had a contract with the Parish Council – Councillor Moore stated the contract period is 18 months and there is an obligation on County Broadband to pay the Parish Council. The equipment is under the control of County Broadband and should it wear it would be theirs to replace.

Councillor Bagnall thanked Councillor Moore for the report and answered most questions.

### **13/13. Quality Status:**

The first Parish Council surgery was held on 8<sup>th</sup> December – there was one visitor to the surgery on this occasion. It was agreed to hold the surgeries on the 3<sup>rd</sup> Saturday of each month – giving people an opportunity to speak to Councillors between meetings. The next surgery will be held on 16<sup>th</sup> February 2013 from 10am – 11am with Councillor Sheldrake.

### **13/14. Events and Communication Update/Feedback:**

This was discussed under 13/6.3

### **13/15. Recreational Areas / Open spaces:**

13/15.1 Progression on works – Councillor Bull to report. The leaning Holm Oak will be removed during the school half term.

LARG have agreed that they will hold meetings on the 3<sup>rd</sup> Wednesday of each month.

Gainsford End swings – as previously discussed the swings are in need of replacing and Councillor Moore proposed that this is now carried out following receipt of a donation. Councillor Sheldrake seconded the motion – Councillor Moore to progress the replacement of the swings.

### **13/16. Community Issues Group:**

A draft terms of reference has been issued for all Councillors to read and comment on for the next Parish Council meeting. Councillor Moore has agreed to join the energy saving sub group and Councillor Collard has agreed to join the transport sub group.

All Councillors to suggest topics which could be taken forward to the Community Issues group meetings. Initial suggestions are: group purchasing and group training.

### **13/17. Planning:**

Application No:12/01657/LBC      Location: Cust Hall, Gainsford End Road, Toppesfield  
Description: Repair of roof.

Application No:12/01695/FUL & 12/01696/LBC      Location: The Windmill, Gainsford End, Toppesfield

Description: Erection of two storey extension.

No objection or comments have been received or were made about Application No's: 12/01657/LBC, 12/01695/FUL & 12/01696/LBC.

### **13/18. Winter Gritting Team:**

Not many people have signed up to help – a team leader is still being sort. A parishioner was suggested and Kaaren Berry to ask them if they would head the team.

### **13/19. Correspondence:**

13/19.1 Essex County Council – Bus Passenger News Nov/Dec issue – no changes to Toppesfield service

13/19.2 EALC County Update for November/December 2012 and details of training courses – Councillor Bagnall is interested in attending one of the courses – Kaaren Berry to enquire about spaces on it.

13/19.3 CPRE- Field Work Winter 2012 issue received – Councillor Moore retained the issue to read.

13/19.4 Braintree Arts Theatre Spring/Summer programme – will be placed in the shop for reference.

13/19.5 Braintree District Council – Site Allocation and Development Management Plan – details of Community information events – notices to be placed in the parish notice boards.

Late correspondence:

Confirmation from Quinn Insurance that they will re-imburse the Parish Council for replacement Christmas lights which were damaged in the pump house accident.

Braintree District Council stating planning application number 12/01458/FUL – Land adjacent Chestnut House, 1 The Street, Toppesfield has been withdrawn.

**13/20. Any Other Business:**

To discuss any other business / items for the next agenda

No further matters were raised for discussion but Councillor Moore, on behalf of the Parish Council, expressed thanks to the Steering Group of Toppesfield Community Pub Limited for securing the sale of The Green Man and for all their work and effort in doing so.

**13/21. Date of the next meeting:**

The next Parish Council meeting will be held on the 7<sup>th</sup> February 2013 at 8pm at Toppesfield Village Hall.

**13/22. Close**

The meeting was closed at 10.20pm

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Chairman

.....  
Date

**Action Summary:**

**Councillor Bull to prepare a programme management spread sheet for the village plan.**

**Kaaren Berry to circulate course modules to all Councillors.**

**Councillor Moore to find out who cuts the Gainsford End playing field.**

**Councillor Moore to ask Councillor Thompson to liaise with the school regarding the Packed Lunch Plot.**

**Councillor Bagnall to ask a parishioner regarding being an internal auditor for the Parish Council.**

**Councillor Bull to put together a proposal regarding the newsletter for the next Parish Council meeting.**

**Kaaren Berry to reply to a Gainsford End parishioner who questioned the speed limit in Gainsford End.**

**Kaaren Berry to raise invoices for adverts in the December issue of the parish newsletter.**

**Kaaren Berry to contact Barclays re savings accounts and interest rates available.**

**Councillor Levick to review the website price plan at renewal.**

**Kaaren Berry to draft pro forma for budget figures v's expenses.**

**Kaaren Berry to ask a parishioner about heading the winter gritting team.**

**Kaaren Berry to enrol Councillor Bagnall on the EALC course – How to Raise the profile of your Parish Council.**

## Appendix A

### Accounts – 10<sup>th</sup> January 2013

National Savings Deposit Account:	£	£
Balance as at 5 March 2012	2508.27	
Community Account Statement Balance as at 31 December		14,015.55
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Subtotal:	2508.27	14,015.55

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

	Total	13,590.55
Income Received		
Essex County Council – Grass Cutting Payment (Should have been paid in on 2/01/13)		1,958.54

Payments to be approved:

Chq No:

101422	S. Sheldrake - Christmas Event Expenses	405.14
101423	E.on – supply to changing rooms	25.00
101424	Paul Clark Printing – December Newsletter	360.00
101425	K. Berry – postage, ink and sign	17.89
101426	Toppesfield Village Hall Committee – quarterly invoice	283.50
101427	Toppesfield Village Hall Committee – Broadband meeting	10.00
101428	mh-p website update – newsletter	18.00
101421	K. Berry December's wages	198.47
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		1318.00

Bank Charges will be deducted on 9<sup>th</sup> January 2013

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Balance	2508.27	14221.09
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Last bank statement received up to 30<sup>th</sup> November 2012.