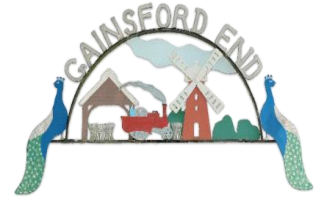




Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 11th January 2018 At The Village Hall, Toppesfield at 7.30pm

18/1. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Alan Preston
Councillor Linda Bowen
Councillor Paul Thompson

Also in attendance:

1 member of the public attended
Kaaren Berry – Clerk to the Parish Council
District Councillor Richard van Dulken

Apologies were received from:

Councillor Dave Dyson – Vice chairman
Councillor Mike James
Councillor Andrea Chinery

18/2. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

18/3. Open Session – opportunity for members of the Parish to address the Parish Council.

A letter was presented to the Parish Council by Mr Page asking them to write to Braintree District Council to support the outline planning application for land at Park Lane as it was felt that the Parish Council were not supportive of the application in their comments previously made. Mr Page commented on points from the November meeting minutes; clearer maps showing the width of Park Lane were submitted to support the application at the time the application was made to Braintree District Council and information gained from the Essex County Council website states that the school will be reducing to 71 children by 2021 and not at capacity as stated by a parish member in the minutes.

District Councillor Richard van Dulken stated he will attend the planning committee meeting on 13 February 2018 and speak to the planners prior to the meeting regarding his views. Councillor Bull also stated that he will attend the planning committee meeting at Braintree District Council when the application is heard.

18/4. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 7th December 2017 were approved and signed as correct.

18/5. Matters Arising not on the agenda – for report only

Councillor Bull thanked Councillor Alan Preston and his A team for their work before and during the Christmas lunch for the older residents.

18/6 Actions from previous meeting:

- 18/6.1 Kaaren Berry to arrange a meeting with Anne Thrussell re Youth Council – no date has been arranged as yet.
- 18/6.2 Councillor Preston and Kaaren Berry to look into claiming the cut through from Camoise Close to the Church as a Public Right of Way – this is ongoing.
- 18/6.3 Councillor Preston to looking into CPR training sessions – this is ongoing.

18/4. Internal Practices and management for the Parish Council:

No items were discussed under this heading.

18/5 Correspondence Received:

- 18/5.1 Toppesfield Vineyard – request for letter of support received – this was discussed and Councillor Bull to reply on behalf of the Parish Council to support Toppesfield Vineyard’s grant application to ‘LEADER’.
- 18/5.2 Essex County Council - DaRT Working Group Meeting - the January Working Group Meeting has been postponed Monday 5 February 2018 at 10.00 – 12.00 at the new venue: Courtauld's Sports Ground, Colchester Road, Halstead.
- 18/5.3 Essex County Council - Superfast Essex Countywide Parish Engagement Event -on Monday 22nd January, 7.30pm to 9pm at ANGLIA RUSKIN UNIVERSITY, in Chelmsford.
- 18/5.4 Essex County Council - Essex County Council (ECC) and Southend-on-Sea Borough Council have both adopted their joint prepared Waste Local Plan. ECC formally adopted the Plan on 11 July and SBC on 19 October 2017. The Plan sets out the Councils’ strategy and policies for waste development until 2032. The Plan forms part of the Development Plan in Essex and now officially replaces the Waste Local Plan adopted in 2001
- 18/5.5 RCCE Warbler – December edition received and circulated to all Councillors.
- 18/5.6 Essex Parish Partnership – Making the Links, EALC updates, EALC County update – circulated to all Councillors prior to meeting.
- 18/5.7 The Pensions Regulator – automatic enrolment pension contributions.
- 18/5.8 Mh-p Website Analytical report for December received.
- 18/5.9 Clerks & Councils Direct and The Clerk publications for January 2018 received.
- 18/5.10 Essex County Council – Promoting a new campaign which the Southend, Essex and Thurrock Domestic Abuse Board recently launched to empower victims of domestic abuse, aged 55 and over to seek support. More information about the campaign can be found at www.livingwellessex.org/55-plus

Late Correspondence:

Braintree District Council – the Agenda for the next Braintree Local Highways Panel can be viewed at <http://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/740/Committee/13/Default.aspx>

18/6. Financial Accounts:

- 18/6.1 To receive the Clerk’s Report indicating receipts and payments requiring approval - The report was received and payments discussed. The payments were approved – see appendix A.
- 18/6.2 Discuss and set the precept for 2018/2019. The budget was proposed for 2018/19, discussed and approved. The precept was then proposed and approved at £14731 for the financial year 2018/19. The village hall management committee had requested a £5000 grant towards the cost of new windows and doors for the village hall unfortunately in order to award this the precept would need to increase by the same amount so the request was refused at this time.
- 18/6.3 Quote received for new bin post for Toppesfield Playing Field – the quote was discussed and Councillor Alan Preston to liaise with Stuart Hammond and Nick Hasler regarding the placement of the bin.

18/7. Highways:

Councillor Andrew Bull stated that the repairs to the bridge at Cust Hall are budgeted for 2019. District Councillor will endeavour to get a response regarding an update on the bridge.

18/8. Planning:

Application No:	Description	Location	Action
17/02171/FUL & 17/02172/LBC	Change of use from agricultural land to equestrian - creation of manege arena	Grass Green Farm Stambourne Road Toppesfield CO9 4NB	Comments to Braintree District Council by 16 th January 2018

Application numbers 17/02171/FUL & 17/02172/LBC were discussed and no objections were raised.

Councillor Bull will respond to the letter submitted by Mr Page regarding the outline planning permission for the land at Park Lane.

18/9. Parish Council Goal – ‘Love where you live’

- 18/9.1 Neighbourhood Watch Programme Update – Councillor Alan Preston confirmed a new supply of window stickers have been received and these will be distributed with the next Newsletter.
- 18/9.2 Community Payback Team – Report on November/ December and proposed plan for January -Councillor Paul Thompson reported that works had been carried out in the Church Yard in December. No works is planned for January but in February the Village Hall Committee as asked if they will carry out some decorating in the hall and emptying the compost bins.
- 18/9.3 Update on bench from Thelma Bond – to be held over to the next meeting.
- 18/9.4 Update on Gainsford End Pump Project. Councillor Alan Preston stated that this should be completed in the springtime.
- 18/9.5 Allotments in Toppesfield – Councillor Paul Thompson confirmed there are three allotments laying fallow and he is looking for people to take them on. The Community Payback team have been strimming the vacant plots.
- 18/9.6 Maintenance of the Pavilion – Councillor Paul Thompson reported that the pavilion needs a coat of barn paint on the outside. Councillor Alan Preston to enquire about cost of paint.
- 18/9.7 Toppesfield Gate in need of repair – Councillor Alan Preston has repaired this. One of the noticeboard doors at Camoise Close has come off – details of supplier need to be sort and hinges purchased to repair the noticeboard.

18/10. Parish Council Goal – ‘Bringing the Community Together’

- 18/10.1 Report back on Christmas Lunch planning for our older residents – all the feedback has been good and the feeling was it was a worthwhile event. The school children signing was also a success with everyone. Councillor Alan Preston stated that he will have a meeting with the ‘A team’ and get their feedback.
- 18/10.2 Village Hall Management Committee Update – Councillor Linda Bowen gave the report from the village hall management committee.
- 18/10.3 Update on Little Chestnuts Pre-School – no report was available.
- 18/10.4 Update on Golden Chestnuts activities for November/December 2018 – no report was available.
- 18/10.5 Update on St. Margaret’s School – no report was available.

18/11. Parish Council Goal – ‘Protecting our Heritage and Planning for the Future’

There were no items discussed under this heading.

18/12. Information exchange / February Parish Surgery / Items for the next agenda

No agenda items were raised for the next meeting.

18/13. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 1st February 2018 at 7.30pm at Toppesfield Village Hall.

18/14. Close

The meeting closed at 9.10 pm.

Signed:

Dated:

Action Summary:

Kaaren Berry to arrange a meeting with Anne Thrussell re Youth Council.

Councillor Preston and Kaaren Berry to look into claiming the cut through from Camoise Close to the Church as a Public Right of Way.

Councillor Preston to looking into CPR training sessions.

Councillor Bull to write letter of support for the Toppesfield Vineyard grant application to LEADER.

Councillor Bull to respond to Mr Page regarding his letter about the outline planning permission for the land at Park Lane.

Councillor Preston to enquire of cost for Barn paint for the pavilion.

Councillor Preston to order new hinges for the noticeboard at Camoise Close.

Appendix A

Accounts – 11 January 2018		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2017		<u>£2,594.44</u>		
Community Account				
Balance as at 31st December 2017			<u>£12,555.51</u>	
Subtotal:		<u>£2,594.44</u>		
All previous issued cheques cashed balance should be			<u>£11,781.04</u>	
Income Received (Included in above balance)				
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
21.08.17	Paul Clark Printing - reissue of cheque no 101768 following dispute		101793	£160.00 £0.00
Various	A Preston - Christmas Lunch for the Older Residents of the Parish		101794	£233.48 £0.00
01.12.17	Paul Clark Printing - Newsletter - December 2017		101795	£200.00 £0.00
09.01.18	The Society of Local Council Clerks - membership renewal		101796	£84.00 £0.00
15.12.17	E.ON - electricity supply to The Pavilion, Church Lane, Toppesfield		101797	£26.36 £0.00
31.12.17	K. Berry - November Wages		101792	£272.18 £0.00
				<u>£976.02</u>
19.12.17	Bank Charges will be deducted on 9th January 2018			£5.00 £0.00
Balance		<u>£2,594.44</u>		<u>£10,800.02</u>
Last bank statement received up to 29th December 2017				

Appendix B

Toppesfield Village Hall Report to the Parish Council January 2018

Happy New Year! The new year is off to a good start for us!

The order for the replacement windows and doors has been placed and is scheduled to take place over 4 days in the February half term. This will mean that we must close the hall, but half term is a convenient time for the users.

We raised £257 from the super Village Hall Hamper raffle, organised by Kim Stevens. It was drawn on the 22nd December at the Pub and won by a local resident living on Park Lane.

This money will go towards paying for the new cladding on the car park side. We hope to have this done at the same time as our windows. Has anyone in the PC any expertise in cladding? Does anyone know where to get it from, what we need or how to do it? or indeed anyone who can do it! We have had a rough quotation from a firm for £800 but we are told it is a fairly easy task to do yourself!

The new price rates are in place and we are pleased that we have had understanding and positive comments from most of our hirers.

We have continued to add vital policies and risk assessments to our evidence folder. Andrew Bull is aware of this and has been invited to inspect it whenever he wishes. It contains these policies, minutes and samples of the sheets we use to ensure accountability and transparency in health, safety and financial matters. It forms the basis of the paperwork required for the Hallmark 1 award. All Committee members have copies of all policies, risk assessments and the contents list of which we have done to date. There are also vital monitoring sheets in place to record health and safety issues, tests and equipment and a financial monitoring sheet which records what goes on when and by who and ensures that we are complying with necessary structure.

We intend to hold our A.G. M. In April.