



Toppesfield Parish Council



Minutes of the Annual Parish Council Meeting held on Thursday 12th May 2016 At The Village Hall, Toppesfield at 8.00pm

16/105. Election of Chairman and Vice-Chairman:

Councillor Paul Thompson proposed Councillor Andrew Bull as Chairman and Councillor Alan Preston seconded the proposal. Councillor Andrew Bull accepted the position as chair for the forthcoming year.

Councillor Paul Thompson proposed Councillor Dave Dyson as vice-chair and Councillor Alan Preston seconded the proposal. Councillor Dave Dyson accepted the position as vice-chair for the forthcoming year.

16/106. Attendance and Apologies for Absence:

The following Councillors were in attendance:

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

Also in attendance:

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

No apologies were received:

16/107. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

16/108. Open Session – opportunity for members of the Parish to address the Parish Council.

Mrs Braithwaite reported that both Petanque and Carpet Bowls are now available in the village and stated that the recreation ground and the pavilion are looking good and this is a great facility. Seven people attended the Petanque game held today and that carpet bowls is more of a winter sport. Access to the pavilion was raised and the availability of keys, the safety of petrol being stored in the pavilion was raised, along with the question of installing water and toilets in the pavilion. Councillor Thompson stated that there will be a key held in the shop for the pavilion and that work is still in progress in the pavilion. Petanque is being played on the recreation field every Tuesday at 6.30pm and Thursday at 10.30am. Also every other Wednesday at 10.30am for the U3A group.

Mr Braithwaite congratulated the Parish Council for implementing the Village Plan. Several questions were raised:- the pricing policy for the village hall is not clear but recognises it need to be paid for. Could the Green Man be more of a community resource and promote the use of it. Communications are an issue, noticeboards are a good form of communication but not read, the newsletter is good but needs to be out more frequently. Councillor Bull stated that gaining content was a problem. It was also questioned how things get placed onto Facebook – Councillor Bull stated that anyone can place posts on the Facebook page. It was also mentioned that the Parish Council website could be promoted to raise awareness of it and to promote County Broadband and review the agreement with them as the parish council should get a return.

16/109. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 7th April 2016 were approved and signed as correct.

16/110. Matters Arising from last meeting - not dealt with below

Kaaren Berry reported that Steve Amerio is blocking up the window at the back of the pavilion and installing the straps requested by Braintree District Council free of charge. He will keep the parish council informed of progress so this can be reported back to Braintree District Council.

Following concerns that the green garden waste will be stopping in October this year – Braintree District Council have confirmed that there will be no collection of the green garden waste bin from Monday 5th December 2016 to Friday 24th February 2017.

16/111. Actions from previous meeting:

- 16/111.1 Kaaren Berry to follow up with Open Reach regarding the loose cable in Great Yeldham Road near the exchange box. The original enquiry had been closed but has now been re-opened and the cable dug back into the verge. Unfortunately it is already beginning to come out. Kaaren Berry to report it again.
- 16/111.2 Councillor Dave Dyson and Kaaren Berry to complete the application form for diverting the footpath in Camoise Close. This was completed and been received by Essex County Council – their response was that this will not be considered until June 2017 due to a long waiting list. Councillor Dyson to follow this up with Essex County Council.
- 16/111.3 Councillor Dave Dyson to speak with a Gainsford End resident re placing some of the trees – ongoing.
- 16/111.4 Kaaren Berry to order another 25 leaflets about the new DRT service. Leaflets have been ordered.
- 16/111.5 Councillor Andrew Bull to complete application for RCCE Village of the year competition – this has been completed and submitted.
- 16/111.6 Councillor Andrew Bull to contact Shaun Sheldrake re the defibrillator. Councillor Andrew Bull reported that he has been in contact with Freshwell Health Centre and the Creamer Fund who will supply the machine but the Parish Council need to adopt the ongoing costs which equate to approx. £450. This is for electrodes, battery replacement and installation cost of the unit by an electrician. Councillor Linda Bowen proposed this be adopted and Councillor Andrea Chinery seconded the proposal. All present were in agreement.
- 16/111.7 Kaaren Berry to contact Community Heartbeat for the adoption forms for the telephone box. These have been request but not yet received.
- 16/111.8 Councillor Andrew Bull to contact the proprietor of Meads Farm re the lorries backing onto the Toppesfield Road. Councillor Andrew Bull reported that he has spoken with the proprietor who was not aware of a problem but will place a no parking sign outside the property and will liaise with his neighbours.

16/112. Internal Practices and management for the Parish Council:

No matters were raised.

16/113. Correspondence Received:

- 16/113.1 EALC updates and legal update & BDVSA e-bulletin – these were circulated to all councillors.
- 16/113.2 East Anglia's Children's Hospice – request for donation received – this was discussed and denied on this occasion.
- 16/113.3 Clerks & Councils Direct and The Clerk Magazine – May issues received.
- 16/113.4 SLCC – Notice of Extraordinary General Meeting – 10th June 2016 - received.
- 16/113.5 mh-p – Website Analytical Report – April 2016 received.
- 16/113.6 Community Heartbeat – Community Defibrillation A guide to Councils white paper received copy will be held in the clerk's office for viewing.
- 16/113.7 Fresh-air fitness Brochure received and copy given to Councillor Paul Thompson
- 16/113.8 Braintree District Council – invitation to Service of Celebration for the 90th Birthday of Her Majesty the Queen – 11 June 2016
- 16/113.9 Essex County Council – promoting the Essex Challenge Prize – more information can be found at challenge-prizes.essex.gov.uk from the 12th May 2016.
- 16/113.10 North East Essex Clinical Commissioning Group is undertaking a period of public engagement to gather views on the vision training clinic provided at Colchester Hospital until 13 June 2016 – online

questionnaire at - <https://www.surveymonkey.co.uk/r/DLJCWWH>

- 16/113.11 Essex County Council – Service 89 – proposed withdrawal of service – this was discussed and it was felt that it is a shame that Essex County Council would choose to withdraw the early service which would mean those using the bus to get to London for work would not arrive until after 9am if the early service was withdrawn.

Late Correspondence:

NHS Maternity Voices – posters have been issued for display.
Chelmer Valley – Broomfield Hospital, Park & Ride Shuttle Bus – posters have been issued for display.
Magpas, Helimedi – request for donation received – this was discussed and denied on this occasion.
Essex Heritage News, Spring 2016 edition received – Councillor Paul Thompson to read through.
Neighbourhood Watch – Watchword summer issue 2016 received.

16/114. Financial Accounts

- 16/114.1 Insurance Renewal and whether the policy includes covers the Pavilion, the Cricket Club mower and the storage of petrol in the pavilion. It was agreed not to list the pavilion separately and a Parish Council representative will attend the Cricket AGM regarding the storage of the mover.
- 16/114.2 Contribution towards residents driveway in Park Lane – decision required on amount. This was discussed and it was proposed by Councillor Mike James and seconded by Councillor Paul Thompson that full £500 was paid towards the driveway. This was agreed by those present.
- 16/114.3 Grass cutting – verges quote received from Paul Chinery at £475 plus vat per cut – this is an increase of £25 per cut. Councillor Dave Dyson proposed that this be accepted and Councillor Paul Thompson seconded the proposal. This was agreed by those present.
- 16/114.4 Grant Applications – St Margaret’s Church for grass cutting and Churchyard upkeep. Toppesfield Cricket Club.
The application from St Margaret’s Church was discussed and Councillor Dave Dyson proposed that the application for £1250 for grass cutting and churchyard upkeep be approved, this proposal was seconded by Councillor Andrea Chinery. This was agreed by those present.
The application from Toppesfield Cricket Club was discussed and Councillor Paul Thompson proposed that the application for £500 towards a mobile cricket practice net be approved, this proposal was seconded by Councillor Mike James. This was agreed by those present.
- 16/114.5 To receive the Clerk’s Report indicating receipts and payments requiring approval. These were approved and signed.
- 16/114.6 Year End accounts and Audit Return forms – the Income & Expenditure Accounts and the Bank Reconciliation for the year ending 31.03.2016 were approved and signed by the Chairman.
- 16/114.7 Detailing of expenditure to be included or excluded from the LARG donations. This was discussed and it was agreed that expenses from the LARG projects agreed under agenda item 16/124.7 be offset against monies raised to date for the LARG projects.
- 16/114.8 Transparency Fund Application – it was agreed that Councillor Dave Dyson and Kaaren Berry can proceed with completing the application form.

16/115. Highways

- 16/115.1 Closure of Great Yeldham Road from 9th May 2016 for 5 days for carriageway repairs. This road was not closed and it would appear that only a couple of pot holes were filled in.

16/116 Planning

- 16/116.1 Application No CC/BTE/10/16

Proposal: Continued use of a classroom for a temporary period until 31st August 2021, without compliance with Condition 2 (time limit) attaching to planning permission CC/BTE/42/11

Location: St Margaret’s C of E Primary School, Toppesfield

This was discussed and no objections were raised regarding this application.

- 16/116.2 Braintree District Council are seeking any further comments from the Parish Council with regard to the inclusion of sites TOPP412 and TOPP413 within the development boundary. Discussion and decision required.

This was discussed and the Parish Council would support a change in the development boundary as proposed with the proviso that affordable housing is planned in line with the RCCE housing survey

and the results of our listening event evidence held on November 7th 2015.

16/117. Land to the rear of The Green Man Public House

16/117.1 Councillor Andrew Bull reported that the purchase of the land is still going through.

16/117.2 Hedge Cutting – this item was not relevant at present.

16/118. Engagement with Toppesfield Community Pub Ltd (TCP)

Councillor Mike James reported that TCP have their AGM on Saturday 14th May 2016. Funding is still being sort but the first projects to be addressed with available funds are the kitchen and disable access to the toilets.

16/119. Parish Plan Portfolio: Ecology & Environment

Councillor Mike James stated there was nothing to report.

16/120. Parish Plan Portfolio: Social and Community

16/120.1 Councillor Dave Dyson & Councillor Linda Bowen stated there was nothing to report.

16/120.2 Update on Neighbourhood Plan project – there was nothing to report at this meeting.

16/121. Parish Plan Portfolio: Communications and Transport

16/121.1 Councillor Andrew Bull – the newsletter has been issued but content remains difficult to gain.

16/121.2 DRT – update on the service from Toppesfield. Councillor Alan Preston reported that this is working well at present but from the 1st June 2016 the service will be a dial up service only. A resident from Camoise Close is organising bookings at present for bus users.

16/122. Parish Plan Portfolio: Economy and Employment

16/122.1 Councillor Andrew Bull stated that his original concept for a Village Handyman was for vulnerable people in the village for odd jobs and the Parish Council would cover the cost of 1 to 2 hours of work. Also for small odd jobs for the Parish Council taking 1 or 2 hours but larger jobs to be tendered for as normal.

A list of vulnerable people will need to be compiled. Councillors Alan Preston and Paul Thompson to speak to applicants for the position.

16/123. Parish Plan Portfolio: Youth

Councillor Andrea Chinery reported that she had attended the last Village Hall meeting and plans are to be sort re proposed hand drawn plans for the village hall.

16/124. Parish Plan Portfolio: Leisure & Recreation

16/124.1 Siting of the tree by Dick Ruggles Bench – Councillor Andrew Bull to speak to Nick Hasler regarding the tree position.

16/124.2 Grass cutting behind the Boules pitch – this has not been cut. Kaaren Berry to contact Braintree District Council re this and ask if they can cut around it. Seeking a quote if necessary.

16/124.3 Rabbits and the damage they cause on the cricket pitch – can anything be done. This was discussed and nothing can be done until the Autumn.

16/124.4 Nuisance to parishioners by play in the village hall car park – there has been reports of children on the roof of the hall and sheds and general playing in the car park. The village hall will be placing a no playing in this area sign.

16/124.5 Pavilion Snagging, Booking Form and storage of equipment in the pavilion – The snagging is in the hands of Steve Amerio and the booking from ready for use, with one small change on the conditions to say 'under 18's' in condition 2.

16/124.6 Second Community Listening Event feedback – a spreadsheet of responses has been compiled along with additional ideas for the future.

16/124.7 Proposal and vote on equipment choices following the listening event and hard standing area and vote on contractors to be used. The councillor's walked the area where works will be carried out and then discussed and considered the quotations for the hard standing/road way and the play equipment.

- The three quotes for the works for the hard Standing Area and Entrance Road were considered and it was proposed by Councillor Mike James that Colne Contracts quote is accepted and this was seconded by Councillor Alan Preston. This was agreed by those present in line with Councillor Paul Thompson's recommendations.

- The quotes for a slide & climber unit were considered and it was proposed by Councillor Linda Bowen that Sovereign's quote for a Foxtail Slide Climber and Tower complete with 1mtr scramble net log climber be accepted and this was seconded by Councillor Mike James. This was agreed by those present in line with Councillor Paul Thompson's recommendations.
- It was also agreed that the tyre stepper be installed as per Councillor Paul Thompson's recommendations.

Councillor Paul Thompson confirmed that he is happy to manage the project.

16/124.8 Consultation of siting of play equipment with other playing field users – Councillor Andrew Bull to liaise with Nick Hasler regarding this.

16/125. Parish Surgery:

Matters arising for the May Parish Surgery and the next Parish Surgery will be held on 4th June 2016 from 10.30am – 12.30pm in the Village Hall and Councillor Linda Bowen will be in attendance.

16/126. Any Other Business:

To discuss any other business / items for the next agenda

Councillor Andrea Chinery asked if the Parish Council would consider supporting a community skip weekend. Kaaren Berry to enquire how Great Yeldham Parish Council arrange theirs and seek costs.

16/127. Date of the next meeting:

The next Parish Council Meeting is scheduled for 2nd June 2016 at 8pm at Toppesfield Village Hall.

16/128. Close

The meeting was closed at 10.35pm.

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Chairman

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Date

Action Summary:

- Kaaren Berry to report to Open Reach that the cable repair has not held up on the Great Yeldham Road.**
- Councillor Dave Dyson to follow up with Essex County Council re footpath diversion.**
- Councillors Alan Preston and Paul Thompson to speak with Handyman applicants.**
- Councillor Andrew Bull to speak with Nick Hasler re the positioning of the tree near Dick Ruggles Bench.**
- Kaaren Berry to Braintree District Council to enquire if they can cut around the Boules pitch and seek quote if necessary.**
- Councillor Andrew Bull to liaise with Nick Hasler re the siting of new play equipment on the recreation field.**
- Kaaren Berry to enquire with Gt Yeldham Parish Council about supporting a parish skip weekend.**

Appendix A

Accounts – 12th May 2016					
			£		£
National Savings Deposit Account:					
Balance as at 1st January 2016			£2,578.94		
Community Account					
Statement	Balance as at 29th April 2016				£33,174.71
Subtotal:			£2,578.94		
All previous issued cheques cashed balance should be					£25,012.71
Income Received					
Braintree District Council - April Precept & Localism fund payment					£8,144.00
(included in balance figure)					
Payments to be approved:					
Date of invoice				Chq No:	Unrecoverable VAT
01.04.16	EALC / NALC- Affiliation Fees 2016/2017			101667	£160.57 £0.00
13.04.16	Paul Clark Printing - April newsletter			101668	£270.00 £0.00
14.04.16	Tower Mint Limited - Queens 90th commemoration medals			101669	£319.44 £0.00
24.04.16	mh-p - Updating Plan F - toppesfieldparishcouncil.org.uk (22.05.16-21.05.17)			101670	£516.00 £0.00
03.05.16	mh-p - uploading April Newsletter			101671	£18.00 £0.00
04.05.16	Clerks & Councils direct - subscription renewal			101672	£84.00 £0.00
Apr-16	Mr D Allen - Driveway repair contribution			101673	
Apr-16	Toppesfield PCC - grass & church yard upkeep grant			101674	
May-16	Toppesfield Cricket Club grant			101675	
12.05.16	K. Berry - April wages			101666	£242.48 £0.00
					£1,610.49
19.04.16	Bank Charges will be deducted on 6th May 2016				£5.00 £0.00
Balance			£2,578.94		£31,541.22
Last bank statement received up to 31st March 2016					