



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 16th April 2020 Via Zoom at 7.00pm

20/56. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard - Chair
Councillor Andrea Chinery
Councillor Boyd Page
Councillor Chris Neale
Councillor Robert Stafford-Baker

Also, in attendance:

Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Andrew Bull – Vice Chair
Councillor Amanda Smith
County Councillor David Finch

20/57. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

20/58. Open Session – opportunity for members of the Parish to address the Parish Council.

No members of the public joined the meeting.

20/59. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 5th March 2020 were signed as a true record of the meeting. This was proposed by Councillor Chinery and seconded by Councillor Stafford-Baker.

20/60. Matters Arising not on the agenda – for report only

Councillor Page reported that the Toppesfield and Gainsford End volunteer group which was set up in response to the coronavirus pandemic is going well and coming together. So far 68 prescriptions have been collected and delivered to residents, Gill has received approximately 40 emails regarding shopping enquiries and Trisha a further 100 emails. Everyone is doing a good job and the service is appreciated by residents.

20/61. Actions from previous meeting:

20/61.1 Councillor Collard to write to the village hall committee – ongoing.

20/61.2 Councillor Smith to liaise with the school to ask the children to produce posters to advertise the community litter pick. This has not happened due to Covid-19. Hopefully to be rescheduled for later in the year.

20/61.3 Councillors with signing powers are to contact the bank directly to sign themselves up for electronic banking. Not all Councillors have been able to get through to the bank. Councillor Page is waiting on login details. Councillors with signing powers to progress.

20/61.4 Clerk to seek a further quote for the electricity supply to the pavilion – see agenda point 20.63.3.

20/61.5 Councillor Stafford-Baker to look at costings for bench near Hill Farm and a bench for Gainsford End playing field – not progressed due to the current covid-19 situation as many

suppliers are on hold.

- 20/61.6 Councillor Stafford-Baker to speak to the church wardens regarding the proposed bench for the Church yard. No progress as people are in lockdown at present. This will be picked up again when the lockdown is lifted and life returns to normal.
- 20/61.7 Councillor Stafford-Baker to speak to the chair of the allotment society as to whether the large metal roller can be moved to the allotments. Councillor Stafford-Baker has spoken to the allotments group and depending on the feasibility of moving the roller the allotments are happy to take it.

20/61. Internal Practices and management for the Parish Council:

- 20/61.1 Proposal to reimburse Trisha Roberts for telephone expenses incurred due to covid-19 totalling £45. Councillor Collard reported that Trisha Roberts has exceeded her monthly limit of phone calls by £45 due to calls being made for the setup of the Toppesfield & Gainsford End Response Group. Councillor Chinery proposed that the parish council reimburse Trisha Roberts and Councillor Stafford-Baker seconded this. Trisha has one of the three phones specifically dedicated to the response group.
- 20/61.2 Proposal to earmark £500 for any costs associated with covid-19. Could this come from budget lines such as contingency grants or sundry? Or could we move something from celebrations? This was discussed and agreed by those present to reallocate £500 for different budget areas to be earmarked for covid-19 costs.
- A donation of £2,500 has been offered to the village for those who find themselves in hardship due to the covid-19. This will be held in a separate account. Discussions held on how it would be applied for, allocated and the need to identify those in need.
- 20/61.3 Proposal to increase Clerk's hours by 5 hours a week during covid-19 pandemic. Thereafter to review scope of clerk's role to reassess the time required to fulfil the role. This was discussed and it was agreed that the clerk should let the parish council no of extra hours worked and will be reviewed next month.
- 20/61.4 Sharing of Electoral Roll Data and why it is necessary, declarations to be signed. It was agreed that Gill Page should sign this as she holds the database for the response group.

20/62. Correspondence Received:

- 20/62.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 20/62.2 Braintree District Council – Changes to the delivery of our services during the coronavirus pandemic. Please see www.braintree.gov.uk/coronavirus for the latest information.
- 20/62.3 Rye Street Group Tree Planting Project – this has had to be placed on hold due to covid-19. It is hoped we'll be able to re-engage with all interested parties and supply the desired tree at the end of summer/early autumn.

20/63. Financial Accounts:

- 20/63.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received and payments approved – see Appendix A
- 20/63.2 Grant request from St Margaret's Church for help towards the purchase of new bell ropes. This was discussed and agreed a grant application need to be completed.
- 20/63.3 Renewal quotes for the electricity supply to the pavilion – a third company was approached but the would not quote due to the low usage. It was agreed to switch to EDF. Clerk to progress.

20/64. Highways:

No issues were reported.

20/65. Planning:

Application No:	Description	Address	Action
20/00520/NMA	Non-Material Amendment to permission 17/00458/FUL granted 05.05.2017 for: Demolition of outbuilding and erection of garages and store and facilities for agricultural enterprise including ancillary works. Amendment would allow: - Use of loft space and insertion of 3 No roof windows	Bradfields Harrow Hill Toppesfield CO9 4LX	For information only due to the type of application
20/00526/COUPA	Prior approval for the change of use of agricultural building to a dwelling house (Class C3), and for associated operational development - Change of use to 1no. residential dwelling	Flowers Hall Farm Gainsford End Toppesfield CO9 4EN	For information only. NO consultation response is required but if comments are made they should be restricted to the issues / matters listed.
20/00521/FUL	Change of use to provide Airbnb accommodation jointly within vineyard visitor building.	Bradfields Harrow Hill Toppesfield CO9 4LX	Comments to BDC by 23 April 2020

The above applications were discussed and noted. No comments were made regarding the above applications.

20/67. Playing Fields & The Dick Ruggles Pavilion

20/50.1 Play equipment at the playing fields has been taped off as per government advice due to covid-19

20/68. Events

20/68.1 VE Day Celebrations 8th May 2020 – these have been deferred due to covid-19 and the recent government rulings on gathers.

20/68.2 Litter Pick – 4th April 2020 – this has been postponed due to covid-19 and the recent government rulings on gathers.

20/69. Communications

20/69.1 Website update – Clerk requested that Councillors provide biographies or updated ones where appropriate for the website along with photos of themselves for publication.

20/70. Information exchange / Parish Surgery / Items for the next agenda

The bi-monthly newsletter will be published next month with more up-beat articles.

Counsellor Page reported that the Neighbourhood Plan group have requested an extension to allow people to return their Housing Needs Surveys.

20/71. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 14th May 2020 at 7.30pm – this may be via Zoom or to be held at Toppesfield Village Hall depending on government advice at the time.

20/72. Close

The meeting closed at 8.00pm

Signed:

Dated:

Action Summary:

Councillor Collard to write to the village hall committee.

Councillors with signing powers are to contact the bank directly to sign themselves up for electronic banking.
Councillor Stafford-Baker to look at costings for a bench near Hill Farm and a bench for Gainsford End playing field.

Councillor Stafford-Baker to speak to the church wardens regarding a proposed bench for the Church yard.

Clerk to progress the change over of electricity suppliers.

Appendix A

Accounts - 16 April 2020		£	£		
National Savings Deposit Account:					
Balance as at 1st January 2020		<u>£2,646.58</u>			
Community Account					
Balance as at 31 March 2020			<u>£29,747.94</u>		
Subtotal:		<u>£2,646.58</u>			
All previous issued cheques cashed balance should be		<u>£2,646.58</u>	<u>£29,747.94</u>		
Income Received					
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
16.03.20	E.on - electricity supply to the Pavilion at Toppesfield Playing Field		101927	£8.22	£0.00
05.03.20	Mr B Page - Neighbourhood Plan expenses		101928	£296.90	£0.00
16.03.20	Mrs P Roberts - Toppesfield & Gainsford End Response Group - Printing		101929	£20.00	£0.00
01.04.20	Essex Association of Local Councils - membership fees		101930	£167.31	£0.00
07.04.20	Paul Clark Printing - A4 flyer - T&GE Response Group - covid-19		101931	£36.00	£0.00
30.03.20	Wynne-williams associates - Neighbourhood Plan		101932	£6,000.00	£0.00
31.03.20	K Berry - March wages		101926	£380.94	£0.00
				<u>£6,909.37</u>	
Balance		<u>£2,646.58</u>		<u>£22,838.57</u>	
Last bank statement received up to 31st March 2020					