



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 18th July 2024 at Toppesfield Village Hall at 7.30pm

24/99. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Jeremy Graves – Chair for this meeting
Councillor Frances Winter
Councillor Amanda Smith
Councillor Jane Daines

Also, in attendance:

One member of the public
Kaaren Berry – Clerk

Apologies were received from:

Councillor Kitty Bourlet
Councillor Paula Edwards-Holmes
District Councillor Richard van Dulken
County Councillor Peter Schwier

24/100. Declaration of Members' interests in agenda items

There were no declarations of interests reported.

24/101. Open Session – opportunity for members of the Parish to address the Parish Council.

A parishioner enquired as to who owns the land of the east side of Gainsford End at the north end as the footpaths have not been cleared. Cllr Graves will find this out then the parish council will write to the landowner to ask them to re-instate the footpaths.

It was also mentioned that one of the Gainsford End signs is not there. Cllr Graves to enquire if this has been taken down for repair.

The parishioner also questioned if there are grants for ponds available as there used to be one in Gainsford End which could potentially be re-instated. Any potential grants will be looked into by the parishioner.

24/102. Minutes of the last Parish Council Meeting

Cllr Daines proposed the minutes of the Parish Council meeting held on 6th June and 10th July 2024 were agreed and signed as a true record of the meeting and Cllr Smith seconded this.

24/103. Co-option of Councillor.

An application for co-option was received and accepted. Clerk to confirm with Chirs Neale his application to join the parish council was approved.

24/104. Matters Arising not on the agenda – for report only.

There were no matters arising.

24/105. Actions from previous meeting:

24/105.1 Cllr Bourlet to liaise with Alan Collard regarding progress made for funding for digitalising historic photographs/documents. No update on progress available.

24/105.2 Cllr Winter to arrange and meet with a third representatives regarding possibilities for the playing field. This will be arranged once the playing field group, Cllr's Bourlet, Winter and Smith have met to decide on what is required so comparative quotes can be gained.

- 24/105.3 Cllr Bourlet to research funding for the playing field project. No update on progress available.
- 24/105.4 Cllr Bourlet & Winter to meet with a Cricket Club representative regarding boundaries for the cricket pitch. Cllr Bourlet has spoken with Mr R Sullivan but has not reported back to the playing field group.
- 24/105.5 Cllr Graves to give update on locations of the dog poop bag dispensers. Dispensers to be installed this weekend.
- 24/105.6 Clerk to find out further dates for J9 training for Councillors. Further training dates will be advertised on their website in September/October this year.
- 24/105.7 Cllr Winter seek quote for maintenance work required at the playing fields. Cllr Winter provided a report regarding this but as an hourly rate quote was received an idea on how long the work would take is required. However, it was agreed to engage contractor for 7 hours plus materials to see how he works and how many items on the maintenance list can be completed. Cllr Graves to write to contractor.
- 24/105.8 Clerk to review Financial Regulations and Code of Conduct and circulate to Councillors for comment. No comments were received.
- 24/105.9 Cllr Graves to look at options for the car park in Park Lane. No progress – carry over to next meeting.

24/106. Internal Practices and management for the Parish Council:

- 24/106.1 Neighbourhood Plan update - no update available.
- 24/106.2 Wethersfield Airfield and Asylum centre update – information is circulated to councillors when it is received and WASC meeting minutes are available on the parish council website.
- 24/106.3 Proposal to approve updates Financial Regulations. Cllr Winter proposed the financial regulations were approved and Cllr Smith seconded this. The updated regulations will be published on the parish council website.
- 24/106.4 Proposal to approve updated Risk Assessment - Cllr Smith proposed the parish council Risk Assessment was approved and Cllr Daines seconded this. The updated Risk Assessment will be published on the parish council website.
- 24/106.5 National Grid consultation on installing hundreds of pylons through Norfolk, Suffolk and Essex. Response required by 26th July 2024 on the [National Grid website](#). It was agreed that individuals should comment if they wish to do so.
- 24/106.6 Update on meeting with the Shop and Village Hall Committee representatives re the shop garden Project. The meeting did not take place, Cllr Winter contacted the shop committee chair regarding some concerns and was given reassurances on the concerns. This was followed up in writing from the parish council. The project has been completed and the garden area looks very good.
- 24/106.7 Proposal for a Waste Collection Vehicle to attend the village in September 2024. It was agreed to progress this and perhaps have a donation bucket for the service but this would go towards the next event run by the parish council. Clerk to progress.
- 24/106.8 Two Hour Short Course training – dates required that councillors would be available to attend. Councillors to confirm what days/evenings would suit them and which training modules they would be interested in.

24/107. Correspondence Received:

- 24/107.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 24/107.2 Request to place a memorial bench in Toppesfield Playing field next to the existing benches along the Church wall. This was agreed but the measurements of the bench would be required. Clerk to enquire if a contractor to lay the base has been engaged and if so when this would be carried out.
- 24/107.3 Open Spaces Society, Summer edition of their Open Space publication received.
- 24/107.4 Clerk & Councils Direct July publication received.
- 24/107.5 Great Bardfield (ESSEX) Neighbourhood Plan - Pre-Submission Consultation (Regulation 14). Braintree District Council are required to consult and views on the Draft Neighbourhood Plan would be welcomed. The full plan and supporting documents can be viewed at [Neighbourhood Plan - Great Bardfield Parish Council \(greatbardfield-pc.gov.uk\)](#) The Pre-Submission Consultation runs until **Friday 2 August 2024**. If possible, please submit comments online at [www.smartsurvey.co.uk/s/Great Bardfield NP](http://www.smartsurvey.co.uk/s/Great_Bardfield_NP)

An offer to help plant more trees in the parish has been received – this was gratefully received by the parish council and will be discussed further at the next parish council meeting.

24/108. Financial Accounts:

24/108.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received, Cllr Smith proposed the payments were approved and Cllr Graves seconded this.

24/108.2 Update on bank mandate changes. Change of signatories has been accepted however the new signatories need to apply for online access.

24/109 Highways:

24/109.1 Park Lane Car Park – update on progression of potential sale and other options. No progress reported.

24/109.2 Church Lane – hole in path near the telegraph pole/salt bin. This has been reported to Highways, reference number 2927673.

24/110. Planning:

Application No:	Description	Address	Action
24/00987/HH	Single storey rear extension	14 Stambourne Road Toppesfield CO9 4DG	Braintree District Council planning decision: Application Granted
24/00894/HH	Installation of 24No. solar panels to barn	The Stables Park Lane Toppesfield CO9 4DQ	Braintree District Council planning decision: Application Granted

24/111. Communications:

No items were discussed under this heading.

24/112. Information exchange / Items for the next agenda

Items for the next agenda: Tree planting project and Christmas event.

24/113. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 8th August 2024 at 7.30pm at Toppesfield Village Hall.

24/114. Close

The Chair closed the meeting at 8.55pm

Signed:

Dated:

Action Summary:

- Cllr Bourlet to liaise with Alan Collard regarding progress made for funding for digitalising historic photographs/documents.
- Cllrs Bourlet, Winter to arrange and meet with a third representatives regarding possibilities for the playing field.
- Cllr Bourlet to research funding for the playing field project.
- Cllr Bourlet to report back to the playing field group with response from the Cricket Club representative regarding boundaries for the cricket pitch.
- Cllr Graves to give update on the installation of the dog poop bag dispensers locations.
- Cllr Graves to write to contractor for playing field maintenance.
- Cllr Graves to look at options for the car park in Park Lane.
- Clerk to see clarification of memorial bench size and if a contractor has been engaged for installing the base and if so when this is planned for.

Appendix A

Accounts - 18th July 2024				
			£	
Community Account				
	Closing Balance as at 14th July 2024		37,802.94	
	All previous payments issued balance should be		<u>£33,428.85</u>	
Income Received				
27.06.24	HMRC - Vat reclaim received		£2,170.06	
08.07.24	Essex County Council - Verge Cutting 2024/2025		£2,182.81	
12.07.24	EDF Energy		£57.82	
			<u>£4,410.69</u>	
Direct Debits	Included in the balance figure of 8th July 2024			
01.07.24	EDF Energy - The Pavilaion electricity supply		£10.00	
08.07.24	Vodaphone Contract		£12.80	
06.06.24	Vodaphone Contract		£13.80	
			<u>£36.60</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
10.06.24	Braintree District Council - Grounds Maintenance 2024/25	By Bacs	£1,560.00	£0.00
various	K Berry - Reimbursement for postage, paper, maintance box for printer	By Bacs	£25.84	£0.00
02.07.24	P & K & W Chinery - Verge Cutting	By Bacs	£720.00	£0.00
27.06.24	Paul Clark Printing - July/August Newsletter	By Bacs	£260.00	£0.00
various	K Bourlet - underpaid on previous claim for Easter event	By Bacs	£15.84	£0.00
01.07.24	HMRC - Tax on April salary	By Bacs	£30.60	£0.00
01.07.24	K Berry - June salary	By Bacs	£712.35	£0.00
			<u>£3,324.63</u>	
			<u>£34,478.31</u>	