



Toppesfield Parish Council

Minutes of the Parish Council Meeting held on Thursday 2nd December 2021 at Toppesfield Village Hall at 7.30pm



21/181. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard – Chair
Councillor Chris Neale – Vice chair
Councillor Andrea Chinery
Councillor Boyd Page
Councillor Trisha Roberts

Also, in attendance:

1 member of the public was in attendance
Kaaren Berry – Clerk to the Parish Council

Apologies were received and noted from:

Councillor Amanda Smith
District Councillor Richard van Dulken
County Councillor Peter Schwier

181.1 Apologies for nonattendance from Councillor Gemma Mackman

Apologies from Councillor Gemma Mackman were noted and accepted.

21/182. Declaration of Members' interests in agenda items:

Councillor Page declared an interest in agenda item 21/191 for the planning application for 22 Park Lane. No other interests were declared.

21/183. Open Session – opportunity for members of the Parish to address the Parish Council.

A parishioner reported there has been a group set up for concerned residents regarding the Wethersfield Prison proposal. This group will be separate from the sub-committee which has been set up to include the 7 surrounding parishes.

Councillor Collard reported that the planning application is believed to be submitted to Braintree District Council in January 2022.

21/184. Minutes of the last Parish Council Meeting

The minutes of the parish council meeting held on 4th November 2021 were agreed and signed as a true record of the meeting.

21/185. Matters Arising not on the agenda – for report only

Councillor Collard reported he is in the process of liaising with the other village organisations who will be involved with setting up a new village charity.

Councillor Page requested an update on the response to the residents of 7 Park Lane regarding access right over the car park in Park Lane. Clerk reported that the residents have requested this information from their solicitors.

21/186. Actions from previous meeting:

- 21/186.1 Councillor Smith to gain formal written quote and drawings for a wooden shelter for the playing field – no update available.
- 21/186.2 Clerk to write to Anglian Water regarding rights of way over the access road – response drafted.
- 21/186.3 Councillor Collard to write to TCP setting out the benefits to the village and themselves if the parish council were to purchase the barn to allow the shop to move premises. Councillor Collard has emailed the TCP urging them to make a decision regarding their position of the sale of the Green Man Barn.
- 21/186.4 Councillor Collard to speak to Braintree District Council regarding planning permission requirements for the proposed new preschool building. It was reported that planning permission will need to be sought by Little Chestnuts Pre-school.
- 21/186.5 Councillor Page to purchase replacement parts for the swinging A board. This has been completed and the board is back in use.

21/187. Internal Practices and management for the Parish Council:

- 21/187.1 Co-option of 7th Councillor - An expression of interest in joining the parish council was received. This was discussed and voted on. It was agreed to co-opt Trisha Roberts onto Toppesfield Parish Council. The Chair welcomed Councillor Roberts to the Parish Council.
- 21/187.2 Neighbourhood Plan update – No further progress was reported. Councillor Collard to contact Braintree District Council planning re call for sites. Clerk to enquire on the process of changing the village envelope and contact RCCE re-funding to help draft policies for the Neighbourhood plan.
- 21/187.3 Update on plans for the Playing Field – it was reported the new play equipment is being installed on the 4th December and 300 trees/native shrubs are arriving and hopefully will be planted over the Christmas break.
- 21/187.4 Proposal to adopt the Volunteer Policy for Toppesfield Parish Council – Councillor Page proposed the volunteer policy and this was seconded by Councillor Collard. Policy to be published on the council's website.
- 21/187.5 Update re Green Man barn – Councillor Collard reported the interests' rates have reduced to 1.98% for the 50year term. The shop is in the process of applying for grants if they were to move premises. Toppesfield Community Pub are being urged to make a decision regarding the barn project.
- 21/187.6 Christmas Event – 4th December – it was reported this was arranged but the final details on music are still to be finalised.
- 21/187.7 Wellness event feedback – the coffee morning was well attended and went well. It was agreed to organise another one in the New Year.
- 21/187.8 Jubilee Event update – Councillor Chinery reported a meeting has been held to formulate a plan for possible events for children and adults. Also, the beacon will be lit. Another meeting will be held in the new year to give details to the outline plans. Councillor Page will inspect the beacon for safety. Costs for the events are required.
- 21/187.9 Village Group Forum – Councillor Collard reported this was an informative meeting and another one will be held in March 2022.
- 21/187.10 Accreditation – Clerk reported there are policies that need updating/reviewing or adding to the website before this can be progressed.
- 21/187.11 Welcome Pack update – some progress has been made with the welcome pack. Clerk to email groups for information to be included in the pack.
- 21/187.12 Meeting Dates for 2022 to be approved – these were agreed as 13th January 2022 then the first Thursday of each month for the remainder of the year. The Annual Parish Meeting will be held on 28th April 2022.
- 21/187.13 Feedback from the Wethersfield Airbase Scrutiny Committee meeting and to agree next steps and to Discuss and agree Terms of Reference of the Scrutiny Committee (previously circulated) – A draft of the terms of reference were circulated for comments and following further information received they need amending. Councillors Collard and Roberts to attend the meeting on the 14th December 2021.

21/188. Correspondence Received:

- 21/188.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 21/188.2 Braintree District Council – Open Spaces Action Plan 2022 – updates and amendments to be provided to Braintree DC by 28th January 2022. Comments to be made to the clerk prior to the next meeting in order to complete the submission.
- 21/188.3 Essex Association of Local Councils - Climate Crisis Conference 27th January 2022 – booking is open for this Zoom conference.
- 21/188.4 Braintree District Council – Housing Briefing dates for 2022 received.
- 21/188.5 Clerk & Councils Direct, The Clerk and War Memorials Trust November publications received.
- 21/188.6 Stansted Airport Watch – latest letters regarding Stansted Airport are available on the parish website.

21/189. Financial Accounts:

- 21/189.1 Proposal to purchase the latest Local Council Administration Book by Charles Arnold-Baker – the purchase of the publication was proposed by Councillor Page and Seconded by Councillor Neale. Clerk to arrange the purchase.
- 21/189.2 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received. Councillor Chinery proposed this was approved and Councillor Neale seconded this. See Appendix A. It was also agreed to sign up for the Direct debit in order to pay the Information Commissioners' office in future years. Payment to D Mason (from November's schedule) was made by cheque.
- 21/189.3 To discuss draft budget for 2022/2023 – an overview of the budget was given and comments to be made to Councillor Collard before the January meeting where the budget is to be finalised.

21/190. Highways:

No issues were reported.

21/191. Planning:

Application No:	Description	Address	Action
21/02179/FUL	Retention of 2 x caravan units for use as a temporary dwelling for Fishery Manager (revised location) and proposed fish hatchery.	Fishing Lakes, Great Yeldham Hall, Toppesfield Road	Comments to Braintree District Council by 2 nd December 2021 – extension granted to the parish council to 6 th December 2021
21/03433/HH	Removal of 2 chimney stacks, new doorset and cladding to the entrance. New windows and door positions. 2 new rooflights in ground floor flat roof and new stainless-steel flue	22 Park Lane Toppesfield CO9 4DQ	Comments to Braintree District Council by 21 st December 2021

Planning application reference number 21/02179/FUL was discussed, and the parish council position has not changed since the submission in January 2021.

Planning application reference number 21/03433/HH was discussed, and no objections were made to this application.

21/192. Communications:

- 21/192.1 Broadband project update – Councillor Neale reported that the contract is not yet complete as Dordell Court has not been finished. All vouchers have been claimed but new voucher schemes are being looked into. At present there is a shortfall of approximately £7000.

21/193. Information exchange / Items for the next agenda

No information was exchanged.

21/194. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 13th January 2022 at 7.30pm at Toppesfield Village Hall.

21/195. Close

Councillor Collard closed the meeting at 9.58pm

Signed:

Dated:

Action Summary:

Clerk to follow up with residents of 7 Park Lane regarding access rights over the car park in Park Lane in January 2022.

Councillor Smith to gain formal written quote and drawings for a wooden shelter for the playing field.

Clerk to finalize letter to Anglian Water regarding rights of way over the access road

Councillor Collard to contact Braintree District Council planning re call for sites.

Clerk to enquire on the process of changing the village envelope and contact RCCE re funding to help draft polices for the Neighbourhood plan.

Councillor Page to inspect the beacon and assess its safety.

Clerk to email the village groups/organisations for a short article for the Welcome Packs.

Clerk to purchase the latest edition of Local Council Administration book by Charles Arnold Baker.

Appendix A

Accounts - 2nd December 2021			£	
Community Account				
	Balance as at 1st December 2021		£37,949.66	
All previous issued cheques cashed balance should be			<u>£37,905.66</u>	
Income Received Included in the balance figure of 01.12.21			£0.00	
			<u>£0.00</u>	
Direct Debits / Payments made since last meeting (included in balance figure of 01.12.21)				
01.12.21	EDF Energy - The Pavilaion electricity supply		£6.00	£0.00
			<u>£6.00</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
26.10.21	Toppesfield Village Hall Committee - Public Meeting Hall Hire	By Bacs	£18.00	£0.00
11.11.21	Information Commissioner's Office - Data Protection Renewal Fee	101964	£40.00	£0.00
12.11.21	Toppesfield Community Shop - Coffee Morning Refreshments	By Bacs	£14.82	£0.00
14.11.21	B Page - Cestrain Signs - A board replacement parts	By Bacs	£76.77	£0.00
22.11.21	Society of Local Council Clerks - Membership renewal 01.01.22 - 31.01.22	By Bacs	£112.00	£0.00
22.11.21	Essex Association of Local Councils - Law & Procedures course	By Bacs	£108.00	£0.00
24.11.21	Essex Association of Local Councils - Budget & Precept Course	By Bacs	£84.00	£0.00
24.11.21	Paul Chinery - verge cutting	By Bacs	£600.00	£0.00
1.12.21	Plants that Grow - Christmas tree	By Bacs	£270.00	£0.00
various	K Berry - Paper, Ink, folders and Snowman outfit, car parking for course	By Bacs	£118.22	£0.00
01.11.21	K Berry - October wages	By Bacs	£380.94	£0.00
			<u>£1,822.75</u>	
			£36,076.91	