



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 2nd February 2017 At The Village Hall, Toppesfield at 7.30pm

17/18. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Dave Dyson – Vice chairman
Councillor Linda Bowen
Councillor Alan Preston
Councillor Paul Thompson
Councillor Mike James

Also in attendance:

Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Andrea Chinery
District Councillor Richard van Dulken

17/19. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

17/20. Open Session – no members of public to raise any matters in the open session.

17/21. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 12th January 2017 were approved and signed as correct.

17/22. Matters Arising from last meeting:

Councillor Andrew Bull reported that a new memorial tree has been planted on a like for like basis on the playing field to replace the one that was removed.

17/23. Actions from previous meeting:

- 17/23.1 Kaaren Berry to follow up with Community Heartbeat Trust re adoption of the Toppesfield Phone Box. Community Heartbeat trust have confirmed that their systems are showing 'expecting notice to complete' and that the equipment should be removed shortly.
- 17/23.2 Kaaren Berry to follow up with a resident of Camoise Close re footpath 51. Kaaren Berry stated that she has spoken to the second resident who is effected by the footpath 51 route and they are happy to contribute something towards to costs but not £250.00 and they suggested that the community all contribute. He was not aware the footpath went through his property.
- 17/23.3 Councillor Dave Dyson to follow up re position of the works to the Gainsford End Pump project. No report available – still ongoing.
- 17/23.4 Councillor Alan Preston to enquire as to works and cost for housing of the Gainsford End Pump. This is being considered – whether the pump needs a housing or not and costings are being sort.
- 17/23.5 Councillor Andrew Bull to amend and re-issue the proposed manifesto for our older residents. This has been amend to add in 'Explore IT learning provision for older residents.
- 17/23.6 Councillor Paul Thompson to seek quote for modifying the breeze block structure. This item is on going.

17/24. Internal Practices and management for the Parish Council:

No issues were raised.

17/25. Correspondence Received:

- 17/25.1 EALC – are offering Saturday Morning Councillor briefings. ‘Taster’ days for full courses.
- 17/25.2 Essex County Council – ‘Culture in Essex - small grants scheme’ open for applications.
- 17/25.3 Police and Crime Commissioners ‘Outstanding Contribution to Community Safety Awards’ – nominations deadline is 20th February 2017. Nomination forms can be downloaded from the Essex Police website.
- 17/25.4 Braintree District Council – Initiative to tackle childhood obesity in the Braintree District – Braintree District Council and Essex County Council are working in partnership to develop a new initiative entitled ‘Livewell Child’ which aims to halt the rise in obesity in primary school children in the district.
- 17/25.5 The Pensions Regulator – complete declaration of compliance by 31 May 2017.
- 17/25.6 Mid Essex Clinical Commissioning Group newsletter – Engage January 2017 – uploaded to the Parish Council website.
- 17/25.7 NHS - Mid and South Essex Success Regime - Changes could be “bolder” say external experts. Further information on the emerging plans for health and care in mid and south Essex is available from the Success Regime website www.successregimeessex.co.uk the plans are summarised in a public document, 10 things you should know about your local health and care plan.
- 17/25.8 BDVSA – e-bulletin – circulated to all Councillors
- 17/25.9 Braintree District Council – Active Braintree’s’ Club workshop 8th March 2017. An opportunity to learn more about funding options and to learn 10 easy steps to £10k of funding for clubs.

Late Correspondence:

Mh-p analytical report for January 2017 received.

Braintree District Council – Livewell, Stay Safe Event – 29th March 2017 at Braintree Museum. Interactive sessions with Essex Police, Essex Fire & Rescue, Community Agents, Energy Management, Community Transport, Health watch Essex, Alzheimer’s Society, Age UK, Action for Family Carers and more.

17/26. Financial Accounts:

- 17/26.1 To receive the Clerk’s Report indicating receipts and payments requiring approval – report received and payments were approved. The handyman bill was discussed and it was agreed that the handyman is for emergency/essential repairs and the address of clients and the number of hours of work need to be entered onto invoices.
- 17/26.2 Insurance for the Pavilion proposal – Councillor Alan Preston reported that it was thought the Pumphouse is over insured and reduce this to £50,000 – Kaaren Berry stated the Pumphouse is not insured for this much and figures need to be checked. It was agreed that policy should cover the pavilion and playground. More details will be confirmed for the next meeting.

17/27. Highways:

- 17/27.1 Notice received of Temporary closure of Mashey Road, Little Yeldham for 7 days’ form 26th January 2017 due to works to a bust water main.

17/28 Parish Council Goal – ‘Love where you live’

- 17/28.1 Neighbourhood Watch Programme Update – Councillor Alan Preston stated there was nothing further to report except the article that is appearing in the next newsletter.
- 17/28.2 Confirmation of Litter Pick Events and relook at Skip Costings. Councillor Andrew Bull to seek costs of a skip. The litter pick will take place on Saturday 25th March 2017 from 10am – 12pm and a skip will be available in the afternoon. Kaaren Berry to speak to Braintree District Council for the litter pick equipment.
- 17/28.3 Update on Village Handyman Service – this was discussed under agenda item 17/26.1.
- 17/28.4 Update on Village Hall Waste Collection situation – no report available – hold over to next meeting.
- 17/28.5 Agree Plan for maintenance of ten Village Gate Signs – Councillor Alan Preston suggested that a clean up of the village gate signs by the village handyman is scheduled for financial year – this was agreed by those present.
- 17/28.6 Agree plan, timescale and costs for refresh of Village Car Park in Park Lane – Councillor Paul Thompson stated the only cost would be the bags of gravel. The Community Payback team would dig out the area and paint the fencing. Materials would need to be supplied by the Parish Council and it was agreed the cost would be a maximum of £500 and this will include a sign to say ‘Village Car Park –

owned by Toppesfield Parish Council'.

- 17/28.7 Agree schedule of works CPT for February 2017 – Councillor Paul Thompson confirmed that works will not start until the second week of February and this will be to continue work on the playing field and the footpath approaches.
- 17/28.8 Update on status of The Green Man Pub Landlord situation – Councillor Mike James confirmed that the landlord/landlady have given 6 months' notice and Toppesfield Community Pub will support them during this time.

17/29. Parish Council Goal – 'Bringing the Community Together'

- 17/29.1 Detailed Plans and Costings for Cricket Club Storage Facility proposal - no report available – hold over to next meeting.
- 17/29.2 Proposal to purchase robust padlock to restrict access to Playing Fields – Councillor Andrew Bull reported that a new lock is required and it was agreed to purchase a new number lock padlock.
- 17/29.3 Update on Village Hall plans – no village hall meeting held since the last Parish Council meeting - hold Over to next meeting.
- 17/29.4 Update on Little Chestnuts Pre-School activities for January and February 2017 – no report available.
- 17/29.5 Update on Golden Chestnuts activities – no report available.
- 17/29.6 Update on St. Margaret's School – no report available.
- 17/29.7 Proposal to form Community Broadband Project and nominate Lead – What is the solution for broadband in the Parish, is there anything else other than County Broadband. Nothing is reported on the BT Open reach website to say that fibre will be coming to the parish anytime soon. Councillor Andrew Bull reported he is looking to engage a resident to consider other or better suppliers of broadband for the parish.
- 17/29.8 Decision to restructure the Parish Grant Programme to align against our Goals – Councillor Andrew Bull stated that applications for grants will need to be in line with the 3 goals of the Parish Council and an article will be placed in the newsletter to reflect this.
- 17/29.9 Update on Web Site refresh including Village Hall Booking and Trustee Information – Councillor Andrew Bull has written to mhp website owners to say that the Parish Council want to refresh the website.
- 17/29.10 Playing Field User Group Discussion and first meeting – Councillor Andrew Bull confirmed that representatives from the Cricket Club, Petanque group, the Young mums and teenagers have agreed to be part of this and a chairman still needs to be sort. It was suggested they meet quarterly and report back to the Parish Council what they feel is needed.

17/30 Parish Council Goal – 'Protecting our Heritage and Planning for the Future'

- 17/30.1 Update on Village Hall submission for RCCE Hallmark Award – Councillor Andrew Bull confirmed that the RCCE are working through this and will contact the village hall committee chairman.
- 17/30.2 Update on goal to remove the use of cash from the Village Hall for heating – Councillor Dave Dyson confirmed that there has not been a village hall meeting since the last Parish Council meeting so nothing to report at present.
- 17/30.3 Discussion to set up Toppesfield & Gainsford End Historical Society – Councillor Andrew Bull stated that he feels it is important to capture the history of Toppesfield and Gainsford End with annotated tales from residents. It was agreed to be something to be pursued and Councillor Andrew Bull to speak with a couple of residents to help set this up and collate the stories.

17/31. Complaint from Little Chestnuts Pre-School regarding Village Hall

- 17/31.1 Update on investigation – Councillor Andrew Bull confirmed that suggested dates have been received from the Village Hall for a meeting with the Parish Council – it was agreed by those present to meet on Monday 6th February 2017 at 7.30pm.

17/32. Information exchange / February's Parish Surgery / Items for the next agenda

- 17/32.1 Councillor required for the Parish Surgery on 4th February 2017 – Councillor Alan Preston will be available at the for the next Parish Surgery.

It was reported that a resident is pursuing an insurance claim for damage caused to their vehicle because of the barriers on Cust Hall Bridge. An article will be in the next newsletter re others to come forward who have damaged their cars.

The village sign on the corner of Camoise Close needs repair – the post is rotting. Councillors Alan Preston and Paul Thompson to look at work required seek quotes for repair. It was also suggested that the sign is relocated to the other side of Camoise Close need the noticeboard and bench. It was also suggested that the money won for the Essex Village of the Year is reserved for this project.

A response from Braintree District Council regarding the litter bin in the playing field has been received to say that they will look at relocating it and replacing for another one.
 Kaaren Berry reported that the Village Agent for Toppesfield is Jayne Laken and she has been invited to a Parish Council meeting or the Parish Surgery's.
 Richard van Dulken reminded the Parish Council about the Councillor's Community Fund.

17/33. Date of the next meeting:

The next Parish Council Meeting is scheduled for 2nd March 2017 at 7.30pm at Toppesfield Village Hall.

17/34. Close

The meeting was closed at 9.20pm

Signed:

Dated:

Action Summary:

Councillor Dave Dyson to follow up re position of the works to the Gainsford End Pump project.
Councillor Paul Thompson to seek quote for modifying the breeze block structure.
Kaaren Berry to contact Braintree District Council re borrowing the litter pick equipment.
Councillors Alan Preston and Paul Thompson to look at work required to the village sign at Camoise Close and seek quotes for repair.

Appendix A

Accounts – 2nd February 2017		£	£		
National Savings Deposit Account:					
Balance as at 1st January 2016		£2,578.94			
Community Account					
Online	Balance as at 31st January 2017		£4,710.44		
Subtotal:		£2,578.94			
All previous issued cheques cashed balance should be			£4,660.44		
Income Received (Not yet banked)					
Interest on National Savings Account		£15.50			
Payments to be approved:					
Date of invoice			Chq No:	Unrecoverable VAT	
24.01.17	B Hammond - Handyman Services		101730	£122.00	£0.00
24.01.17	CPRE - Membership Renewal -2017/2018		101731	£36.00	£0.00
30.01.17	Toppesfield Village Hall Committee - Quartly invoice and meetings		101732	£303.50	£0.00
31.01.17	K. Berry - January wages		101729	£260.88	£0.00
				£722.38	
19.01.17	Bank Charges will be deducted on 6th February 2017			£5.00	£0.00
Balance		£2,594.44		£3,933.06	
Last bank statement received up to 30th December 2016					