



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 2nd June 2016 At The Village Hall, Toppesfield at 8.00pm

16/129. Attendance and Apologies for Absence:

The following Councillors were in attendance:

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

Also in attendance:

District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Andrew Bull – Chairman
Councillor Andrea Chinery

16/130. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

16/131. Open Session – opportunity for members of the Parish to address the Parish Council.

Richard van Dulken reported that he has visited the school and met Kim Hall and Martyn Fall and has more of an understanding of the position of the school. He also reported that the Local Plan is taking form and the district wants to promote a 'Garden Village' along the A120. The question of affordable housing was raised and Richard van Dulken suggested that the Parish Council should consider it and try to supply.

16/132. 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.

16/133. Matters Arising from last meeting - not dealt with below

Councillor Paul Thompson raised the question of snagging for the Pavilion. Kaaren Berry reported that the outstanding works have been completed and Braintree District Council have been advised.

16/134. Actions from previous meeting:

- 16/134.1 Kaaren Berry to report to Open Reach that the cable repair has not held up on the Great Yeldham Road. The cable has been reported to Open Reach and the pot holes in the same area have been reported to Essex County Council.
- 16/134.2 Councillor Dave Dyson to follow up with Essex County Council re footpath diversion. Councillor Dave Dyson drafted a response to Essex County Council which Kaaren Berry sent to them – waiting their response.
- 16/134.3 Councillors Alan Preston and Paul Thompson to speak with Handyman applicants. Councillor's Alan Preston and Paul Thompson reported that there were three applicants but one has sent withdrawn. Of the other two applicants one was recommended – Councillor Mike James proposed that the recommendation of Barry Hammond be accepted and the proposal was seconded by councillor Linda

Bowen. This was accepted by those present in principal subject to guidelines being drawn up and accepted.

- 16/134.4 Councillor Andrew Bull to speak with Nick Hasler re the positioning of the tree near Dick Ruggles Bench – no report available.
- 16/134.5 Kaaren Berry to Braintree District Council to enquire if they can cut around the Boules pitch and seek quote if necessary. Kaaren Berry reported that Braintree District Council will include the area as part of the grass cutting contract at no extra cost. They have asked to be kept informed of any works/planting on the playing field which will affect the grass cutting on the playing field.
- 16/134.6 Councillor Andrew Bull to liaise with Nick Hasler re the siting of new play equipment on the Recreation field – no report available.
- 16/134.7 Kaaren Berry to enquire with Gt Yeldham Parish Council about supporting a parish skip weekend – Great Yeldham Parish Council confirmed that they do organise a Saturday where skips are available for residents to use. This cost them approx. £342 for each skip and permit. Councillor Paul Thompson proposed that the Parish Council hold a similar event and Councillor Alan Preston seconded the proposal. It was agreed by those present. Kaaren Berry to enquire costs of skips and permit and availability of dates.

16/135. Internal Practices and management for the Parish Council:

- 16/135.1 Parish Council Meeting start time – this was discussed and it was agreed to keep the start time as 8pm.

16/136. Correspondence Received:

- 16/136.1 EALC updates and legal update & BDVSA e-bulletin – previously circulated to all councillors
- 16/136.2 RoSPA Inspection Reports received for the playing fields in Gainsford End and Toppesfield.
- 16/136.3 Essex County Council – Highway enquiry re restriction of traffic through Gainsford End. Highways stated that: Weight Restriction Orders are usually put in place to protect old or weak bridges/structures and to bar heavy vehicles from narrow village roads if they pose a danger. Gainsford End is a Priority two main road and therefore it is highly unlikely a weight restriction would be suitable for this type of road. Further details on factors that need to be considered and how to take this further were supplied.
- 16/136.4 EALC – response refunding of community pub with Public Works Loan Board received.
- 16/136.6 Essex County Council – DaRT posters advertising the service, these will be issued for display.
- 16/136.7 Trade Brochure from Glasdon & Flyer from HAGS playground equipment received.
- 16/136.8 Letter from J Cameron re the Village Carpark in Park Lane – A request to purchase part of the Village Car Park was received – this was discussed and it was agreed by those present not to sell part of or all the land of the village car park.
- 16/136.9 Fields in Trust - Centenary Fields Programme. Councillor Paul Thompson to see if the Parish Council could take part in this project.

Late Correspondence:

- Mh-p Website Analytical Report for May received.
- EALC – information regarding their star awards 2016 was received.
- Essex County Council – Winter Salt Bag Scheme – this was discussed and it was decided that as we still hold salt from last year not to request further salt this year.

16/137. Financial Accounts

- 16/137.1 Insurance renewal to be discussed and decision re its renewal – it was agreed to renew the insurance and Kaaren Berry to find out what effect the storage of the petrol mower in the pavilion has on the insurance.
- 16/137.2 Grant application from Toppesfield and Gainsford End Allotments – the application was for £1500 for a refurbished mower and flowers and top dressing. This was discussed and Councillor Paul Thompson to supply quotes for grass cutting at the allotments, cost of a refurbished mower and the accounts for show how the last grant of £500 was spent before the application could be progressed. It was also proposed that the Parish Council take over the responsibility of the grass cutting – this will be discussed at the next Parish Council meeting.
- 16/137.3 To receive the Clerk's Report indicating receipts and payments requiring approval. These were approved and signed.
- 16/137.4 Year End accounts and Audit Return forms were completed by Vice Chairman Councillor Dave Dyson who chaired the Parish Council meeting.

16/138. Highways:

16/138.1 Temporary Closure of Stambourne Road, Toppesfield from its junction with The Street north for a distance of approximately 1200 metres from 6th June 2016 for 2 between 09.30 and 15.30 for replacement of a telegraph pole.

16/139. Planning:

Agenda No	APPLICATION NO:	DESCRIPTION :	LOCATION :
16/139.1	16/00888/FUL & 16/00889/LBC	Erection of Two Storey Extension	The Windmill Gainsford End Toppesfield CO9 4EG
16/139.2	16/00831/FUL	Proposed Single Storey Outbuilding	Orchard House 1 The Causeway Toppesfield CO9 4DZ

The above applications were discussed and no objections were raised to either of them.

16/140. Land to the rear of The Green Man Public House

16/140.1 Update on land purchase – Councillor Andrew Bull – no update available but purchase is ongoing.

16/140.2 Hedging – Councillor Paul Thompson stated that he still has some hedging plants and is looking after them and a further 480 are arriving in September.

16/141. Engagement with Toppesfield Community Pub Ltd (TCP)

Update from TCP – it was reported that Tony Downs is moving on and that a new tenant is being sort. The refurbishment of the kitchen and disable access to the toilets are the first priorities.

16/142. Parish Plan Portfolio: Ecology & Environment

Councillor Mike James reported that the verges have not yet been cut and Kaaren Berry has spoken to Mr Chinery regarding this.

16/143. Parish Plan Portfolio: Social and Community

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

16/144. Parish Plan Portfolio: Communications and Transport

No report was available from Councillor Andrew Bull

16/145. Parish Plan Portfolio: Economy and Employment

Councillor Alan Preston stated other than the handyman progression which was dealt with under 16.134.3 there was nothing further to report.

16/146. Parish Plan Portfolio: Youth

No report was available from Councillor Andrea Chinery

16/147. Parish Plan Portfolio: Leisure & Recreation

16/147.1 Pavilion Keys – Councillor Paul Thompson questioned how many keys for the pavilion were in circulation – there are three known key holders. Kaaren Berry to find out other key holders. It was also mentioned that when the booking system is in place the collection of keys and the signing for them needs to be maintained. Also a dairy of bookings need to be drawn up.

16/147.2 Signage to Playing fields & costings – Councillor Paul Thompson stated that the gate to the playing field is secure and proposed that a sign be placed on it saying ‘Toppesfield Recreational Playing Field’. Quotes to be sort and brought to the next Parish Council meeting.

16/148. Parish Surgery:

The next Parish Surgery will be held on 4th June 2016 and Councillor Linda Bowen will be in attendance from 10.30am – 12.30pm in the Village Hall. The July Parish Surgery will be held on 2nd July 2016 and Councillor Alan Preston will be in attendance.

16/149. Any Other Business:

To discuss any other business / items for the next agenda

Kaaren Berry suggested that an events page could be added to the Parish Council website for village organisations to advertise their events on but this would need to be discussed with the website company as updating access would be required.

16/150. Date of the next meeting:

The next Parish Council Meeting is scheduled for 7th July 2016 at 8pm at Toppesfield Village Hall.

16/151. Close

The meeting was closed at 9.45pm.

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Chairman

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Date

Action Summary:

Councillors Alan Preston and Paul Thompson to draw up guidelines for the handyman for discussion at the next Parish Council meeting.

Councillor Andrew Bull to speak with Nick Hasler re the positioning of the tree near Dick Ruggles Bench.

Councillor Andrew Bull to liaise with Nick Hasler re the siting of new play equipment on the Recreation field.

Kaaren Berry to enquire costs of skips and permit and availability of dates.

Kaaren Berry to find out what effect the storage of the petrol mower in the pavilion has on the insurance.

Kaaren Berry to find out key holders for the pavilion.

Appendix A

Accounts – 02 June 2016					
		£		£	
National Savings Deposit Account:					
Balance as at 1st January 2016		£2,578.94			
Community Account					
Statement	Balance as at 31st May 2016			£31,687.14	
Subtotal:		£2,578.94			
All previous issued cheques cashed balance should be				£29,291.22	
Income Received					
Grant from Toppesfield Community Stores - LARG Projects				£300.00	
(Included in Statement balance figure)					
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
04.05.16	S Braithwaite - Carpet Bowls Mat, Bowls and Jack		101677	190.00	£0.00
09.05.16	B Sheldrake - Hanging Baskets for the Pumphouse		101678	£78.00	£0.00
23.05.16	Playsafety Limited - RoSPA play area inspections		101679	£159.60	£0.00
31.05.16	Positive Products Ltd - Internal Audit, agree VAT reclaim & complete annual return		101680	£180.00	£0.00
01.06.16	Sovereign Design Play Systems Ltd - 20% Deposit for supply/installation of playground equipment		101681	£881.16	£0.00
01.06.16	Zurich Municipal - Insurance renewal		101682	£434.68	£0.00
01.06.16	Toppesfield & Gainsford End Allotments		101683	£0.00	
02.06.16	K. Berry - May wages		101676	£242.48	£0.00
				£2,165.92	
19.05.16	Bank Charges will be deducted on 7th June 2016			£5.00	£0.00
Balance		£2,578.94		£27,420.30	
Last bank statement received up to 29 April 2016					