



Toppesfield Parish Council



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

21/136. 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 Amanda Smith
Councillor Gemma Mackman

Also, in attendance:

No members of the public were in attendance
County Councillor Peter Schwier
District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

No Apologies were received

21/137. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

21/138. Open Session – opportunity for members of the Parish to address the Parish Council.

County Councillor Peter Schwier reported:

- that he is distributing information via the clerks for them to circulate to Councillors
- Following the National Health Briefing the numbers on waiting lists/ treatments has dropped since May and the number of operations being carried out has increased and 3 mobile theatres are in use.
- E-scooters – the use of these have been trailed on the Springfield Industrial Estate and seems to be going well.
- Essex County Council – 100-day plan ended on the 1st September 2021. A publication is being produced to inform the public what the new council have achieved during their first 100 days.
- Essex County Council has a discretionary fund available – applications to be made directly to Peter Schwier

District Councillor Richard van Dulken reported:

- That he has received a questionnaire for completion on Essex County Council and Braintree District Council verge cutting policies.
- Braintree's Climate Change Strategy and their Cycling and Walking Strategy will be debated at their next meeting on 20th September 2021.

21/139. Minutes of the last Parish Council Meeting

The minutes of the parish council meeting held on 12th August 2021 were agreed and signed as a true record of the meeting. This was proposed by Councillor Page and seconded by Councillor Mackman.

21/140. Matters Arising not on the agenda – for report only

Councillor Collard that Councillor Daisy Watson has resigned from the parish council and thanked her for all her work during her time as councillor.

21/141. Actions from previous meeting:

- 21/141.1 Clerk to forward previous correspondence regarding the commercial vehicle in the Park Lane car park to Councillor Page. This re-occurrence of the commercial vehicle remaining in the carpark whilst loaded has been reported.
- 21/141.2 Clerk to continue to seek a response from Anglian Water regarding the access road by the village hall. Contact has been made with Anglian Water and would like a written proposal before considering it and arranging a site meeting. It was suggested that the parish council ask if Anglian Water would be willing to sell it to the parish council or have a right of way over it. Plans and location map to be drawn up regarding proposals for the area.
- 21/141.3 Councillor Page to seek prices of a shelter or 'Youth Den' and Councillor Smith to obtain a quote and drawing for a wooden shelter. Costs for a shelter are in the region of £7100 plus VAT, delivery and installation. Councillor Smith to obtain a quote for a wooden shelter and all related costs.
- 21/141.4 Councillor Page to progress the updated Emergency Plan. Councillor Page confirmed this is nearly complete and will be circulated to Councillors for comment. Clerk to forward to Braintree District Council on completion.

21/142. Internal Practices and management for the Parish Council:

- 21/142.1 Neighbourhood Plan update – Councillor Page reported that RCCE are helping to seek funding for writing the policies for the plan. The character assessment document has been drafted and is hoped to be finalized soon.
- 21/142.2 Update on plans for the Playing Field – Councillor Collard confirmed the new equipment for the playing field has been ordered and is due for installation in November. Plans and costings for the pavilion are being drawn up. The cricket practice area is not yet complete. The petanque group are happy for the court/pitch to be moved and Braintree District Council are helping to create a green corridor by giving 300 trees and shrubs. Funding is to be sought to help with the improvements to the playing field.
Councillor Smith reported that an 11 aside pitch is needed for the older children. This cannot be on Toppesfield playing field due to the cricket pitch but a 7 aside pitch would fit. Councillor Smith has a coach willing to help once a suitable ground has been found.
- 21/142.3 Proposal to undertake essential work on mature trees around the playing field. Councillor Collard reported that following a visit from a Braintree District Council contractor it has been confirmed the White Poplars need a lot of work, the Lime trees do not require as much work on them. In addition to providing the 300 trees and native shrubs (see 21/142.2 above), Braintree District Council will contribute 40% of the quote of £1680 for the tree work and a further 40% of the quote of £560 for clearing the bottom corner of the playing field. This would also include some work to the school pond to complete the 'green corridor' linking the two ponds. St Margaret's school will need to approve this. Councillor Chinery proposed that the tree works go ahead and the quotes are accepted, and Councillor Smith seconded this. Councillor Collard to progress the project.
- 21/142.4 Proposal to approve updated Financial Regulations – this was circulated prior to the meeting. Councillor Page proposed the updated Financial Regulations were accepted and Councillor Chinery seconded the proposal.
- 21/142.5 Update on proposal to set up a CIO for the parish – Councillor Collard circulated a draft to all councillors for consideration. All councillors to review the document and send comments to Councillor Collard.
- 21/142.6 Doctor Car Service Review – the doctor car service was discussed and agreed it could be used for any medical need and it was suggested a £10 reimbursement is made for hospital journeys.
- 21/142.7 Wellness group/event – discussion on areas of potential need. It was agreed the last coffee morning was well received. Ideas for another event to be given at the next parish council meeting and a date set for another event.
- 21/142.8 Parish survey on needs for the parish – ideas and suggestions. Councillor Mackman suggested that this can include wellness questions as well as what matters to parishioners. Councillor Mackman to draft a survey.

21/143. Correspondence Received:

21/143.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

21/143.2 Age Concern Befriending Service – posters have been displayed and information is available to view on the parish website.

21/144. Financial Accounts:

21/144.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received. Councillor Neale proposed this was approved and Councillor Page seconded this. See Appendix A.

21/145. Highways:

There were no items for discussion.

21/146. Planning:

Application No:	Description	Address	Action
21/02408/HH	Erection of a 2-bay Oak fronted Carriage House	The Stables Park Lane Toppesfield CO9 4DQ	Comments to Braintree District Council by 20 th September 2021

The above application was discussed, and no objections were raised.

21/147. Communications:

21/147.1 Broadband project update – Councillor Neale reported that there has been no communication from Open Reach. All vouchers under the scheme have been claimed as far as he is aware and the cost to the parish council is approximately £7000 – £8000. Councillor Neale is investigating if one of the new voucher schemes can be used to reduce this cost.

21/148. Information exchange / Items for the next agenda

No items were discussed or raised for the next agenda.

21/149. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 7th October 2021 at 7.30pm at Toppesfield Village Hall.

21/150. Close

The meeting closed at 9.25pm

Signed:

Dated:

Action Summary:

**Councillor Smith to obtain a quote including all related costs and drawing for a wooden shelter,
Councillor Page to complete the updated Emergency Plan.
Councillor Mackman to draft survey/questionnaire.**

Appendix A

Accounts -2 Septmeber 2021			£	
Community Account				
	Balance as at 1 September 2021		£32,474.50	
All previous issued cheques cashed balance should be			<u>£30,777.56</u>	
Income Received Included in the balance figure of 01.09.21				
05.08.21	Essex County Coucnil - Verge cutting		£1,958.54	
			<u>£1,958.54</u>	
Direct Debits / Payments made since last meeting (included in balance figure of 01.09.21)				
01.09.21	EDF Energy - The Pavilaion electricity supply		£6.00	£0.00
16.08.21	B Page - repayment of expnses for Neighbourhood Plan open day		£310.80	
			<u>£316.80</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
15.07.21 & 20.08.21	Toppesfield Village Hall Committee - Neighbourhood Plan Development Day and 2 quarterley hire invoices	By Bacs	£597.00	£0.00
05.06.21	Toppesfield Village Hall Committee - coffee morning - hall hire	By Bacs	£27.00	£0.00
27.08.21	K Berry -Repayment of Payment to Black Barn Computers - laptop	By Bacs	£399.00	£0.00
01.09.21	K Berry - August wages	By Bacs	£380.94	
02.09.21	Paul Clark Printing - Sept/Oct Newsletter	By Bacs	£210.00	
			<u>£1,613.94</u>	
			£30,805.36	