



## Toppesfield Parish Council

### Minutes of the ~~Annual~~ Parish Council Meeting held on Thursday 3<sup>rd</sup> August 2017 At The Village Hall, Toppesfield at 7.30pm

#### 17/122. Attendance and Apologies for Absence:

##### The following Councillors were in attendance:

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

##### Also in attendance:

2 members of the public attended  
District Councillor Richard van Dulken  
Kaaren Berry – Clerk to the Parish Council

No Apologies were received

#### 17/123. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

#### 17/124. Open Session – opportunity for members of the Parish to address the Parish Council.

The chair of the village hall committee stated they are applying for funds to carry out urgent electrical works at the village hall to maintain safety. The cost for these works is just under £500. The chair also thanked the Parish Council for sorting out the village hall gates but mentioned that the issues have not been completely rectified. Councillor Bull confirmed that payment for the gates will not be made until the gates are sorted out properly. The village hall Chair reported that Health and Safety of the hall is being looked at before any other projects.

It was reported that the Petanque Sessions at the Playing Field is going well and has 19 members.

A resident commented on the planning application for Orchard House in Mallows Lane stating that it has the potential for 8 bedrooms and voiced their concerns regarding the revised application. Mallows Lane has been resurfaced twice they have been in residence and the extra work traffic will have an impact if the development goes ahead.

A resident mentioned the Gainsford End Pump and that residents are keen for it to be repaired and re-installed but they would be keener for Highways to enforce the hedges being maintained. The Gainsford End village gate has been damaged and that Gainsford End in general is looking shabby. Councillor Preston confirmed that both The Pump and the sign are in hand. An appeal has been put out as to who damaged the sign but no one has claimed responsibility.

District Councillor Richard van Dulken reported that he was delighted to see that grant applications are coming in from Stambourne, Great Yeldham and Toppesfield Parish Councils. He stated that the village hall committee are applying for £500 for Health and Safety electrical work and gave the Chair of the Parish Council and the Village Hall committee applications for completion. The garden waste collection will be suspended again this year from December. The Community Transport scheme have had their grant reduced by £15,000 and are consulting on reviewing fares.

Highway rangers are funded by Essex County Council and there are two in the Braintree area – they can be contacted for works. Councillor van Dulken asked if the Parish Council use Braintree District Council for grass cutting – Councillor Bull confirmed that Braintree are used for the cutting of the playing fields. He was also pleased to see the resurfacing of the local roads. Councillor Dyson questioned why Camoise Close, the end of Toppesfield Road and Stambourne Road had not been resurfaced – Councillor van Dulken will follow this up. He was also asked if there were any updates regarding Cust Hall Bridge – no further information was available. Councillor Bull stated that he is lobbying Essex County Council regarding the bridge.

#### **17/125. Minutes of the last Parish Council Meeting**

The minutes of the Parish Council meeting held on 6<sup>th</sup> July 2017 were approved and signed as correct.

#### **17/126. Matters Arising from last meeting - not dealt with below**

There were no matters arising.

#### **17/.127 Actions from previous meeting:**

- 17/127.1 **Councillor Preston update on quote for repairs to Gainsford End Pump.** Councillor Preston confirmed that all parts have been located and are at Chris Barnard's. The handyman has been asked to make a new box and re-site the pump. The cost for this is approximately £250.00.
- 17/127.2 Councillor Bull to investigate the appearance of the cable drum on the Toppesfield playing field – Councillor Bull reported the cable drum has been removed.
- 17/127.3 Kaaren Berry to report the Park Lane street name – relocating and painting. Kaaren stated that this has been reported to Essex County Council and the Stambourne Road sign at the corner of Park Lane has also been reported to Braintree District Council.
- 17/127.4 Councillor Bull to follow up on the dog issue in Park Lane – this has been reported to the dog warden but a further report will be made as the dog in question is still wandering about.
- 17/127.5 Councillor Bull to seek quote to tarmac the village car park - Councillor Bull is seeking a quote, it was reported that Essex County Council do not supply road plainings. Councillor Chinery to ask a resident if they can supply. Approximately 23 cubic metres are required.

#### **17/128. Internal Practices and management for the Parish Council:**

There were no items to be discussed under this agenda item.

#### **17/129. Correspondence Received:**

- 17/129.1 RCCE – List of winners of the Essex Village of The Year Competition 2017 & Best Kept Churchyard Competition 2017 was received.
- 17/129.2 RCCE – Annual Review 2016-2017 publication received.
- 17/129.3 Essex County Harvest Festival – Chelmsford Cathedral – 1<sup>st</sup> October 2017. 11.15 am.
- 17/129.4 Essex County Council and Southend-on-Sea Borough Council Joint Replacement Waste Local Plan – Receipt of Inspector's Report. The report can be viewed at [www.essex.gov.uk/WLP](http://www.essex.gov.uk/WLP) or at Chelmsford County Hall or Southend Civic Centre by appointment.
- 17/129.5 BDVSA – e-bulletin, EALC – updates – circulated to all Councillors prior to meeting.
- 17/129.6 NHS Mid and South Essex – Marvels of Mid Awards has been launched – nominations by 8<sup>th</sup> September 2017 and the criteria for each category can be found at <http://midessexccg.nhs.uk/get-involved/moma>
- 17/129.7 RCCE – Neighbourhood Planning Training Session 12<sup>th</sup> August 2017 and various Community Networks Events are being held.
- 17/129.8 DaRT 3 Working Group minutes of their meeting held on 17<sup>th</sup> July 2017.
- 17/129.9 Braintree District Community Transport Scheme – Consultation on Increasing Fees and Charges. Consultation open until 15<sup>th</sup> September 2017. The link to the Cabinet meeting agenda: <http://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/686/Committee/3/Default.aspx> The Community Transport report is item 7a, starting on page 15 – comments to [community.transport@braintree.gov.uk](mailto:community.transport@braintree.gov.uk) Councillor Preston to inform P Meider as he arranges the Dart 3 bus.
- 17/129.10 NHS Mid and South Essex – Doctors and health care leader announce a new development in the options for the future hospital services in mid and south Essex – press release can be found on the Parish Council Website.
- 17/129.11 Braintree District Council - Community Governance Review – Public consultation open until 30<sup>th</sup> September 2017.

ate correspondence:

Mh-p – Website Analytical report for July received.

Information on Braintree District Council and Greenfields Community Fund was received – to be forwarded to the Village Hall Committee for their information.

Braintree District Council – Coggeshall Food & Drink Festival 2017 and the Launch of the Grape and Grain Trail.

Information can be found at [www.grapeandgraintrail.co.uk](http://www.grapeandgraintrail.co.uk)

Braintree District Council Emergency Plan to be updated and returned.

Letter from Thelma Bond re bench at Camoise Close – Councillor Bull to respond.

Councillor Thompson stated that it was reported to him that a business is being run from the carpark in Toppesfield. This is reportedly a rubbish collection service and a commercial vehicle is being used but not every day. Councillor Bull to seek advice from Braintree District Council with regards to the Parish Councils position on this.

#### 17/130. Financial Accounts:

17/130.1 To receive the Clerk's Report indicating receipts and payments requiring approval. Report received, see Appendix A.

17/130.2 Grant application from Toppesfield Cricket Club – the application is to provide training for one of the team to be licensed to coach young people. This was discussed and Councillor Dyson proposed a grant of £500 was given and Councillor Thompson seconded this. This was agreed by those present.

17/130.3 Grant Application from PCC – the application for £1250 for grass cutting and general upkeep of the Churchyard was discussed. Councillor James proposed a grant of £1250 was made and Councillor Chinery seconded the proposal.

#### 17/131 Highways:

17/131.1 Footpath 51 diversion update – Laurence Page from Essex County Council stated that if the Parish contribute £500 towards to diversion costs then this could be done at the same time as another path in the parish is being diverted. It was agreed that the Parish Council as not prepared to pay this at this time and to wait for a response from Braintree District Council as to whether the responsibility for diverting the footpath lies with them.

#### 17/132 Planning:

Application no:	Description	Location	Action
17/00658/FUL	Change of roof to existing garage with two storey side extension, two storey front porch extension and single storey rear extension.	Orchard House Mallows Lane Gainsford End CO9 4EH	Comments from the Parish Council to be sent to Braintree District Council by 4 <sup>th</sup> August 2017.
17/01274/FUL	Erection of side and rear extension, modification to existing porch and internal alterations.	27 The Causeway Toppesfield CO9 4DZ	Comments to be sent to Braintree District Council by 14 <sup>th</sup> August 2017.

- Application: 17/00658/FUL – was discussed and the parish council will respond with the following concerns: overdevelopment of the site, adverse visual impact on the character of the area, impedes the enjoyment of the garden of Mallows Cottage, general overbearing presence, impact on the skyline and increased traffic along a rural lane.
- Application 17/01274/FUL – was discussed and no objections were raised to this application.

#### 17/133 Parish Council Goal – 'Love where you live'

17/133.1 Neighbourhood Watch Programme Update – Councillor Preston stated there was a good article in the newsletter but nothing further to report.

17/133.2 Community Payback Team – Report on June/July & Proposed Plan for August – Councillor Thompson reported that there is nothing for the CPT to do at present but he will ask if they can knock down the concrete building in the bottom corner of the playing fields.

17/133.3 Update on quotes for benches from the Rainbow Trust – Councillor Thompson reported that they will make anything the Parish Council would like but they would need to supply the timber and make a donation for the work which helps to keep the trust going. Unfortunately, they are not able to deliver.

Councillor Chinery to gain quote for 2 benches.

- 17/133.4 Consideration of toilet facilities within the village – Councillor Thompson stated there is a need for public toilets as there is no public toilet facilities in the village. Councillor Chinery to speak to a contact regarding porta toilets and Councillor Bull to seek advice from environmental health regarding chemical toilets.
- 17/133.5 Update on the Gainsford End Gate Sign Repair – two quotes were received for the repair of the sign. These were discussed and Stuart Hammond was awarded the contract.
- 17/133.6 Update on quotes for a rubbish bin to be sited at the bottom of the playing field near the goalposts – prices and types of bins available were provided but further prices to be sort.

**17/134. Parish Council Goal – ‘Bringing the Community Together’**

- 17/134.1 Update on proposed Christmas Lunch planning for our older residents – Councillor Preston reported this is progressing and approximately 60 people have been identified to attend.
- 17/134.2 Village Hall Management Committee Update - Councillor Bowen gave her report – see Appendix B.
- 17/134.3 Request from Toppesfield Community Pub Ltd re: Pop Up Pop In Events – Councillor Bull reported that the pub will be providing bacon rolls from 10am – 12pm and concerns were raised over competition with the Parish Council pop up sessions and the village market. This was discussed and it was felt that the Parish Council pop up sessions should continue and the Parish Council is not in a position to comment on the effect it will have on the village market trade. The next Pop up session for the Parish Council is the 19<sup>th</sup> August.
- 17/134.4 Update on Little Chestnuts Pre-School activities for July 2017 – Councillor Chinery reported that they are fully booked on Tuesday and Wednesdays and other sessions are running high.
- 17/134.5 Update on Golden Chestnuts activities for July/August 2017 – Councillor Dyson stated he has not attended Golden Chestnuts recently and is there unable to report on their activities.
- 17/134.6 Update on St. Margaret’s School activities for July 2017 – Councillor Chinery reported that the leavers service was well attended and elections for Parent governors have been held with Helen Kent-Jackson, Paula Preston and David Hewlett being successful in retaining their roles.
- 17/134.7 ***Proposal for formulation of Playing Field User Group (AB) Paper already sent to Councillors*** – this was discussed and agreed but with no Parish Council representative. Nick Hasler, Clare Dore and Sheila Braithwaite have all agreed to be on the user group.
- 17/134.8 Village Show 2017 Update – Councillor Bull reported that there will be birds of prey and a land train at the show this year.
- 17/134.9 Celebrating the best of Toppesfield & Gainsford End Event – October 2017 – Councillor Bull reported this will be a celebration service at the Church and the Dean of Chelmsford Cathedral will be attending.
- 17/134.10 Proposal for Anniversary Event in 2018 – this was discussed and awaiting feedback.
- 17/135.11 Request from Parents for Children’s Clubs – Councillor Bull reported that they question for Children’s clubs has been made and he stated that the Parish Council are happy to support but volunteers are needed to run them. It was also questioned why the youth bus does not come to Toppesfield anymore.

**17/135 Parish Council Goal – ‘Protecting our Heritage and Planning for the Future’**

- 17/135.1 Update on quotes for Toppesfield Sign repair proposal, The Causeway. Councillor Preston reported the works are nearly complete.
- 17/135.2 ***Update on invitation to Braintree District Council to address the Parish Council on adopting a Neighbourhood Plan and discuss the work involved.*** – Councillor Bull reported that Jan Stobart, Neighbourhood Planning officer is willing to attend either the September or October Parish Council meeting. It was agreed to invite her to the September meeting. Councillor Bull to respond.

**17/136. Information exchange / July/August Parish Surgery / Items for the next agenda**

Councillors Linda Bowen and Paul Thompson will attend the next parish surgery. The grant application to Richard van Dulken was discussed and agreed to apply for funds to repair the Gainsford End Village gate.

**17/137. Date of the next meeting:**


The next Parish Council Meeting is proposed to be held on 7<sup>th</sup> September 2017 at 7.30pm at Toppesfield Village Hall.

17/138. Close

The meeting was closed at 10.20pm.

M. Williams

Signed:



Dated:

7/9/17

**Action Summary:**

**Councillor Bull to re-report the dog issue in Park Lane to the dog warden.**

**Councillor Bull to seek quote to tarmac the village car park. Councillor Chinery to seek a source of rod plainings.**

**Councillor Bull to reply to Thelma Bond re bench at Camoise Close.**

**Councillor Bull to seek advice from Braintree District Council reports of a business being run from the village carpark.**

**Councillor Chinery to gain quote for 2 benches.**

**Councillor Chinery to speak to a contact regarding porta toilets.**

**Councillor Bull to seek advice from environmental health regarding chemical toilets.**

**Appendix A**

Accounts – 3rd August 2017

	£	£
National Savings Deposit Account:		
Balance as at 1st January 2017	<u>£2,594.44</u>	
Community Account		
Balance as at 31st July 2017		<u>£5,358.06</u>
Subtotal:	<u>£2,594.44</u>	
All previous issued cheques cashed balance should be		<u>£3,449.71</u>
Income Received		
10.07.17 BDC Street Scene (included in balance figure)		£1,123.55
Payments to be approved:		
Date of invoice	Chq No:	Unrecoverable VAT
June/July B J Hammond - Spray, weed and resurface petanque court	101762	£150.00 £0.00
31.07.17 K Berry - expenses - postage, paper, inks and AGM refreshments	101763	£94.99 £0.00
31.07.17 K. Berry - July wages (including backpay)	107761	£306.07 £0.00
		<u>£551.06</u>
19.07.17 Bank Charges will be deducted on 4th August 2017		£5.00 £0.00
Balance	<u>£2,594.44</u>	<u>£4,017.20</u>

Last bank statement received up to 31st July 2017

## Appendix B

Toppesfield Village Hall – report to Parish Council – Thursday 3<sup>rd</sup> August 2017

Our last committee meeting took place on 31<sup>st</sup> July. The committee have worked on a variety of issues.

We have had our insurance completely assessed. It was found to be a suitable and extensive policy, adequately covering us as trustees. Our secretary has taken on the task of ensuring that we are recorded as the current committee with the Charity Commission. We are considering enhancing our insurance cover to address a wider range of users when our current provision is up for renewal in October.

We have had two more electricians visit to comment on the initial review and to give quotations for updating and enhancing the current provision. We have a quotation to address some basic safety issues immediately. We see updating the system as a project to start after we have addressed the replacement of windows.

The financial audit will be completed by the end of August.

We have updated the booking system and produced advertising material to advertise the change of contact. Daphne Jude will take over on 1<sup>st</sup> September.

We are looking at Health and Safety. We have a review booked for September and a review from Braintree Council in October.

We have started to completely review and organise the audit of the equipment in the hall.

We are working towards The Hallmark Award in our paperwork and we record all our work in our Action Plan.

We are engaging with various community groups regarding their bookings and needs and are fully committed to ensuring that we consult all parties before any changes are made.

### **Replacement of windows.**

This is our first action requiring funding. We have four quotations and have decided to apply for Community Initiatives Fund (CIF) funding. This requires input of at least 10% from a village source. We are not asking for C support at this stage.

We hope to have the financial support of the PC in our next funding application for the replacement and enhancing of the electrical system next financial year.

CIF funding is available annually. The closing date this year is 24<sup>th</sup> August.