



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 3rd December 2015 At The Village Hall, Toppesfield at 8.00pm

15/248. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman (Arrived 8.50pm after delivering Newsletters)
Councillor Dave Dyson – Vice Chairman
Councillor Andrea Chinery
Councillor Mike James
Councillor Alan Preston
Councillor Paul Thompson
Councillor Linda Bowen

Also in attendance:

Five members of the public
Kaaren Berry – Clerk to the Parish Council

No Apologies were received

15/249. Declaration of Members' interests in agenda items:

No declaration of members interests were made at this point.

15/250. Open Session – *opportunity for members of the Parish to address the Parish Council.*

Alan Collard expressed his thanks to all those who turn up to the memorial tree planting. Most trees have been planted and an article will appear in the newsletter. The last few trees will be planted shortly and information about the soldiers they represent is being sorted. Alan Collard also thanked the Parish Council for supporting the project.

A parishioner and shareholder in the Toppesfield Community Pub questioned if the Parish council were unclear of the plans that Toppesfield Community Pub (TCP) have as a result of a post on the Toppesfield & Gainsford End Facebook Page from the Chair of the Parish Council. Two questions were put to the Parish Council 1) Will the Parish Council agree to engage with TCP and the plans they have for the pub and for their work and that of the Parish Council to complement each other. 2) Part of the development plans requires areas of finance to be sort and there is some vagueness if TCP can access funds from the Public Works Loans Board (PWLb). In principle will the Parish Council support TCP in accessing funds through the PWLB? It was also questioned why 'meeting room at the Green Man' was on the agenda last month? The 'Garden room' at the pub, part of the planned redevelopment will be an area for smaller groups to meet. Going forward, a regular agenda item updating the Council on the The Green Man will now form part of the scheduled Parish Council Meeting and will be led by Councillor Dave Dyson, who is also on the Toppesfield Community Pub (TCP) management team.

A resident from Park Lane raised concerns over the call for sites areas in Park Lane. Previously when work has been approved in Park Lane signage that Park Lane is not suitable for construction traffic were not put up which led to problems for farm traffic as and access to properties due to obstructing the single track road. Access to properties is required at all times. Concerns over new properties being built and new barns being erected in Park Lane were noted.

A resident of Gainsford End asked what the Parish Councils position is with regard to the individual areas in the call for sites – it was stated that until planning applications come in no comment can be made but the

Parish Council will remain watchful and have a committed plan to engagement with the community as demonstrated in the successful Listening Event in the Village Hall.

15/251. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 5th November 2015 were approved and signed as correct.

15/252. Matters Arising from last meeting - not dealt with below

No matters were arising.

15/253. Actions from previous meeting:

- 15/253.1 Councillor Bull to put an article in the newsletter reminding people of their responsibilities in clearing up after their dogs. Councillor Bull reported that there is an article in the newsletter.
- 15/253.2 Councillor Bull to contact the Dog Warden at Braintree District Council regarding the dog mess in the village. Councillor Bull reported that residents need to report this to the Dog Warden.
- 15/253.3 Councillor Bull to forward copy of the Buckingham Palace nomination form to Kaaren Berry-ongoing.
- 15/253.4 Councillor Dyson and Kaaren Berry to complete Braintree District Council Emergency Planning Document – this is being completed.
- 15/253.5 Kaaren Berry to contact Playquip for a new ‘pin & bush’ for one of the swings in Toppesfield Playing Field – not yet resolved.
- 15/253.6 Councillor Thompson to make enquiries with Land Registry about the footpath from Camoise Close to the Church regarding ownership – see agenda item number 15/257.1
- 15/253.7 Kaaren Berry to speak to Stambourne Parish Council re their booking procedure regarding their Pavilion – information received and Kaaren Berry to forward this to Councillor Thompson.
- 15/253.8 Councillor Bull to contact Braintree District Council with new concerns raised around noise and roaming chickens. Councillor Bull stated that residents also need to report this to Braintree District Council.
- 15/253.9 Kaaren Berry to forward a copy of the Braintree District Council Planning Training evening to all Councillors – on going.

15/254 Internal Practices and management for the Parish Council

- 15/254.1 Transparency Code training – copy of the training notes to be issued to all Councillors. Also it was agreed to complete the funding form for help towards additional costs of meeting the Transparency Code requirements.
- 15/254.2 Network 5 – meeting went well and it was agreed that the Parish Council will look into a ‘handy man’.
- 15/254.3 Proposal to form Personnel Committee comprising of Councillor Dave Dyson, Councillor Mike James, Councillor Andrea Chinery and Councillor Alan Preston. This proposal was made by Councillor James and seconded by Councillor Thompson.
- 15/254.4 Proposal to form an Appeals Personnel Committee comprising of Councillor Andrew Bull, Councillor Linda Bowen and Councillor Paul Thompson. This proposal was made by Councillor Preston and seconded by Councillor Chinery.

15/255. Correspondence Received:

- 15/255.1 Essex County Council – Devolution update newsletter – forward to all Councillors prior to the meeting.
- 15/255.2 Citizens Advice Bureau – AGM, 17th December 2015 2.0pm at Witham Town Hall.
- 15/255.3 Essex Fire Service & Essex Police volunteering scheme for Essex Parishes – it was suggested that this be put into the next newsletter.
- 15/255.4 Countryside Voice – Winter Edition received

Late Correspondence:

Braintree District Council – the next Housing Options Breakfast Meeting is being held on 15th December 2015. mh-p website analytical report for November was received.

Braintree District Council – Local Highways Panel request for considerations – to be discussed at the next Parish Council meeting.

Guide to Neighbourhood Planning booklet received.

Braintree District Council planning application no: 15/00038/COUPA – notification of proposed change of use from agricultural building to a flexible use – conversion of lean-to barn to create up to 8 no. B1 units. Location – Agricultural buildings, Berwick Hall Farm, Park Lane. This was discussed and comments to be made to Braintree District Council.

15/256. Financial Accounts:

15/256.1 Quote for Christmas tree holder and installation – received.

15/256.2 To receive the Clerk's Report indicating receipts and payments requiring approval – these were approved and signed.

15/256.3 Budget for 2016/2017 – this was discussed and further figures to be provided by Braintree District Council before this is finalized that the January Parish Council meeting.

15/257. Highways

15/257.1 Pathway from Camoise Close to the Church – Councillor Paul Thompson reported that the proprietors have been identified. Kaaren Berry to write to them to ask them to repair the road/footpath.

15/257.2 Dog Fouling Strategy – Councillor Paul Thompson has put an article in the allotments part of the newsletter. Notices will be placed in various places around the village. Councillor Bull to let the Dog warden know of times that persistent offending takes place.

15/258. Land to the rear of The Green Man Public House

15/258.1 Update on land purchase – Councillor Andrew Bull stated that the solicitor had been in touch to make the Parish Council aware that 'there is no access to the land' and asked if the Parish Council are happy to proceed. Councillor Dave Dyson to write to Toppesfield Community Pub to request general access to the land the Parish Council are purchasing. The solicitor also stated that it is a requirement that a stock proof fence is put around the perimeter. The purpose of the land is also to be added to the open space plan.

15/258.2 Trees for the boundary of the land being purchased. Councillor Paul Thompson is applying for trees to planting. Kaaren Berry to look in applying for further trees from the woodlands Trust.

15/258.3 Use of land to the rear of The Green Man and the playing fields – proposal for this being used for tents & vans for May's Beer festival at The Green Man public house – Councillor Alan Preston confirmed this request had been made by the Pub landlord. This was discussed and if he wished to explore this, a request would need to be made in writing to the Parish Council with his proposals.

15/259. Parish Plan Portfolio: Ecology & Environment

15/259.1 Update: Councillor Mike James reported that the mobile works unit had been in the village and the edges and gullies were cleared.

15/260. Parish Plan Portfolio: Social and Community

15/260.1 Update: Councillor Dave Dyson & Councillor Linda Bowen stated there was nothing to report.

15/261. Parish Plan Portfolio: Leisure & Recreation

15/261.1 Discussion on plans and moving projects forward for the playing fields.

A request for 2 plaques to be placed on the pavilion/changing rooms for Toppesfield Football Team has been made one for all previous members and one for an individual player – this was agreed. Proposed by Councillor Chinery and seconded by Councillor Preston.

Councillor Paul Thompson stated that funds for phase 1 is nearing completion. A pathway up to the play equipment and off to the left of the play area for young children to be fenced in. A hard standing/pathway to the pavilion and the boules court is being looked at and quotes should be in end of January/February. This will be discussed and decisions made at the February meeting.

15/262. Parish Plan Portfolio: Communications and Transport

15/262.1 Update: Councillor Andrew Bull stated that the 333 bus service is likely to stop around Christmas time and the bus service seems to be moving to a demand service instead.

15/263. Parish Plan Portfolio: Economy and Employment

15/263.1 Update: Councillor Alan Preston reported that the work around the Gainsford End pump has been completed. A parishioner has offered to look at the pump to cosmetically repair it – Councillor Bull to follow this up.

15/263.2 Update: Village Handyman – Councillor Alan Preston has spoken to a parishioner about this and he has expressed an interest. It was agreed that this will be advertised on the noticeboards. Costings need to be discussed at the next meeting.

15/264. Parish Plan Portfolio: Youth

15/264.1 Update: Councillor Andrea Chinery reported that several parents have asked what type of play equipment will be in the playing fields as concerns are that it will be for young children only. Councillor Thompson confirmed the swings and slide will remain.

Councillor Andrea Chinery stated that the pre-school was established in 1974 and they are looking to celebrate this next year.

15/265 Community Listening Event

15/265.1 Review – it was agreed by all that the event was very successful and another one will be held.

15/266. Christmas Event:

15/266.1 Councillor Andrew Bull reported the decorated Christmas tree competition will be held in the Church at 6pm for people to vote for their favourite with chocolate coins. The lighting up of the Christmas tree will take place at 6.30pm with fireworks and refreshments and then Carols in The Green Man. The Christmas tree will be put up and decorated on the 5th December.

15/267. Parish Surgery:

15/267.1 Report on Parish Council surgery 7th November 2015 – Councillor Andrew Bull stated there was nothing to report.

15/267.2 The next Parish Surgery will be held on 5th December 2015 from 10.30am – 12.30pm in the Village Hall. Councillor Linda Bowen and Councillor Alan Preston will be in attendance.

15/268. Any Other Business:

To discuss any other business / items for the next agenda

Agenda item for January meeting – Toppesfield Community Pub requests.

15/269. Date of the next meeting:

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

15/270. Close

The meeting was closed at 10.35pm.

.....
Chairman

.....
Date

Action Summary:

Councillor Bull to forward copy of the Buckingham Palace nomination form to Kaaren Berry.

Councillor Dyson and Kaaren Berry to complete Braintree District Council Emergency Planning Document.

Kaaren Berry to contact Playquip for a new 'pin & bush' for one of the swings in Toppesfield Playing Field.

Kaaren Berry to forward pavilion booking information to Councillor Thompson.

Kaaren Berry to forward a copy of the Braintree District Council Planning Training evening to all Councillors.

Kaaren Berry to copy and forward Transparency Code training notes to all Councillors.

Kaaren Berry to write to the proprietors of footpath/road in Camoise Close and ask for them to repair it.

Councillor Dyson to write to Toppesfield Community Pub and ask them for general access to the land being purchased by Toppesfield Parish Council.

Councillor Thompson to apply for trees for the boundary of the land being purchased.

Kaaren Berry to look in applying for further trees from the Woodlands Trust.

Appendix A

Accounts – 3rd December 2015		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2015		2559.74		
Community Account				
Online	Balance as at 30th November 2015		<u>£31,987.02</u>	
Subtotal:		£2,559.74		
All previous issued cheques cashed balance should be			<u>£20,366.54</u>	
Income Received (included in balance figure at 30 November 2015)				
26.11.15	A & B Sainsburys Charitable Trust		£11,000.00	
Payments to be approved:				
Date of invoice		Chq No:		Unrecoverable VAT
03.11.15	D Dyson - Poppy Wreath	101635	£20.50	£0.00
06.11.15 & 12.11.15	EALC - Council training & Transparency Code Briefing	101636	£304.40	£0.00
14.10.15 & 01.12.15	mh-p - Domain Renewal & Update - Councillors page with info and photographs	101637	£61.18	£0.00
11.11.15	Braintree District Council - Gainford End Playing Field Cutting 2015/2016	101638	£72.00	£0.00
02.11.15	B Sheldrake - 4 x Hangind Baskets for the Pump	101639	£59.96	£0.00
20.11.15	The Society of Local Council Clerks - Subscription Renewal	101640	£77.00	£0.00
02.12.15	Braintree District Council - Application for a Regularisation Certificate	101641	£413.00	£0.00
03.12.15	Toppesfield Cricket Club - Grant from Sainsbury's Charitable Trust	101642	£1,000.00	£0.00
01.12.15	B Sheldrake - Christmas Event expenses	101643	£470.66	£0.00
01.12.15	Atrium Construction Ltd - Steel Christmas Tree holder	101644	£356.40	£0.00
01.12.15	Atrium Construction Ltd - Labour to install steel structure	101645	£351.60	£0.00
03.12.15	Paul Clark Printing - December News	101646	£360.00	£0.00
30.11.15	K. Berry -November wages	101634	£242.48	£0.00
			<u>£3,789.18</u>	
19.11.15	Bank Charges will be deducted on 7th December 2015		£5.00	£0.00
Balance		<u>£2,559.74</u>	<u>£27,572.36</u>	
Last bank statement received up to 30th November 2015				