



Toppesfield Parish Council

Minutes of the Parish Council Meeting held on Thursday 3rd February 2022 at Toppesfield Village Hall at 7.30pm



22/16. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Chris Neale – Vice chair
Councillor Amanda Smith
Councillor Boyd Page
Councillor Trisha Roberts

Also, in attendance:

District Councillor Richard van Dulken
1 member of the public
Kaaren Berry – Clerk to the Parish Council

Apologies were received and noted from:

Councillor Alan Collard – Chair
Councillor Andrea Chinery
County Councillor Peter Schwier

22/17. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

22/18. Open Session – *opportunity for members of the Parish to address the Parish Council.*

District Councillor Richard van Dulken reported:

- The next small WEEE (electrical item that is small enough to fit inside a carrier bag) will be on the 9th February from 10.30am – 12.30pm at the bottle bank collection point between Great Yeldham and Castle Hedingham.
- The free Christmas recycling project saw 93 trees collected by Braintree District Council.
- Great Yeldham have plans to celebrate the Jubilee on the 5th June on their recreation ground.
- The Councillors Community Grant has given St Margaret's Church £150 towards their Jubilee celebrations.
- Braintree District Council will be manage the rebate scheme through the council tax which was announced by the Government to help towards the rising energy bill costs.
- The latest planning application for the Fishing Lakes in Great Yeldham has been turned down but the applicants are going to appeal this decision.

22/19. Minutes of the last Parish Council Meeting

The minutes of the parish council meeting held on 13th January 2022 were amended on point 22/1.7 and then agreed and signed as a true record of the meeting.

22/20. Matters Arising not on the agenda – for report only

A resident has asked if the parish council have any plans to install adult exercise equipment on the playing field. It was reported that other villages have installed such equipment and it is not being used. The equipment is expensive and not a high priority for the council but could be considered.

22/21. Actions from previous meeting:

- 22/21.1 Clerk to contact the parish council's solicitors for confirmation that the Parish Council is entitled to restrict access to the Park Lane Car Park under the terms of the letter dated 18 May 1988 to the then resident at 7 Park Lane. A quote has been received for assistance on this matter. Councillors Neale and Collard along with the clerk to write to the resident to withdraw access rights.
- 22/21.2 Councillor Collard to arrange a meeting date/place for people to discuss the Jubilee Event celebrations. A meeting has been arranged by Councillor Chinery for the 14th February, notices will be issued inviting people to attend.
- 22/21.3 Councillor Collard to progress the setting up of the village charity – see agenda point 22/22.6.
- 22/21.4 Clerk to complete and submit the Open Space Action Plan – this has been completed and submitted.
- 22/21.5 Clerk to complete precept return forms and submit to Braintree District Council – this has been completed and submitted.
- 22/21.6 Clerk to explore [Scribe - Software for Parish, Town & Community Councils](#) and report back at the next meeting. see agenda point 22/24.3
- 22/22.7 Clerk to follow up Anglian Water regarding rights of way over the access road – contact has been made and waiting their response. Clerk to continue to follow up.

22/22. Internal Practices and management for the Parish Council:

- 22/22.1 Co-option of 7th Councillor – a resident has expressed an interest in becoming a Councillor. This was discussed and it was agreed to co-opt at the next meeting when they are in attendance.
- 22/22.2 Neighbourhood Plan update. Councillor Page reported that Councillor Collard is liaising with RCCE regarding the call for sites and affordable housing.
- 22/22.3 Update on plans for the Playing Field – no change to report since the last meeting.
- 22/22.4 Village archive – storage and cataloguing. Councillor Roberts suggested a central storage point for items and documents relating to the history of the village. Items are currently stored in various homes around the parish. It was suggested an article is placed in the newsletter for people to come forward to say what they are holding to work out how much space could be required before a storage option is considered. Councillor Roberts to write the article which will also ask if anyone would be interested in collating/cataloguing the information.
- 22/22.5 Jubilee Event update – A meeting has been arranged for the 14th February to discuss this.
- 22/22.6 Update on proposed village Charity – Councillor Collard reported the document text has been agreed and to be signed by the initial appointed trustees. Next steps are to open a bank account and submit to the Charity Commission for registration.
- 22/22.7 Wethersfield Airfield proposed development update - Councillor Roberts reported that as far as she is aware Braintree District Council has not responded to the Ministry of Justice Scoping letter. The multi parish group are looking at what needs to be done when a planning application is made as well as looking at the wider issues of the proposal.
- 22/22.8 Responses of the Wethersfield Airbase prison proposal survey received so far – 21 surveys have been returned so far and most are opposed to the proposal. Councillor Neale to put a post on Facebook requesting the surveys are returned by 28th February 2022.

22/23. Correspondence Received:

- 22/23.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

22/24. Financial Accounts:

- 22/24.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received. Councillor Neale proposed this was approved and Councillor Smith seconded this. See Appendix A.
- 22/24.2 Consideration of purchasing plastic and polystyrene cups from The Green Man. This was discussed and agreed to purchase only the sealed cups if these amount to approx. 400 for a maximum of £30. Clerk to follow up.
- 22/24.3 Proposal to purchase Scribe or Easy PC accounting package for the Parish Council. No response was received from Scribe prior to the meeting. A demonstration of Easy PC accounts has been undertaken by the clerk and it was agreed to take up the trial offer of the accounts package. Clerk to progress.
- 22/24.4 Internal auditor to be sought and appointed as the current auditor is retiring. Clerk to contact local councils to find out who they use and the EALC for a list of auditors.

22/25. Highways:

22/25.1 Traffic on Mallows Lane – Councillor Roberts reported there are issues with delivery drivers travelling down Mallows Lane and getting stuck and needing assistance to be recovered. It was agreed to place a sign at the entrance to Mallows Lane to say “No through road – no turning point”. Councillor Page to obtain quotes.

22/25.2 Road Traffic Regulation Act 1984 – Section 14(1) - Temporary Traffic Regulation Order of Leather Lane, Little Yeldham Road, School Road, North End Road, Hall Green, Sudbury Road, Lower Houses, Bulmer Street, Great Yeldham. Please see this link <https://one.network/?tm=127274896> to find details of the intended closure of the roads above due to commence on 6th April 2022 for 7 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes surface dressing works.

22/26. Planning:

Application No:	Description	Address	Action
Planning Application Ref: 21/00574/OUT, Planning Inspectorate Ref: APP/Z1510/W/21/3281625	Outline planning permission with all matters reserved apart from access for the demolition of redundant place of worship, and erection of 1 No. detached dwelling.	Mission Hall Gainsford End Toppesfield CO9 4EG	Appeal Start Date: 21 January 2022 If you wish to make comments, or modify/withdraw your previous representation, you can do so online at http://acp.planninginspectorate.gov.uk/ . Or comments to: The Planning Inspectorate Team East 2 C Eagle, 3rd Floor Temple Quay House 2 The Square Bristol BS1 6PN or email to east2@planninginspectorate.gov.uk . All representations must be received by 23 February 2022 and sent directly to the Planning Inspectorate.

The above application was discussed and there was no change to the previous decision made by the parish council.

22/27. Communications:

Councillor Neale reported that he believes the broadband project is now complete as the work on the flats has finished but there has been no correspondence from Open Reach at present.

22/28. Information exchange / Items for the next agenda

Playing field Inspections – Councillor Roberts will undertake to do these for the Gainsford End playing field. It has been reported there is a damp issue in the flats at Dordell Court and it was asked if the parish council can help with this. It was agreed that the parish council will write to Eastlight regarding the matter.

22/29. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 3rd March 2022 at 7.30pm at Toppesfield Village Hall.

22/30. Close

Councillor Neale closed the meeting at 9.30pm

Signed:

Dated:

Action Summary:

Councillors Neale and Collard along with the clerk to write to the resident to withdraw access rights from the Park Lane car park.

Clerk to continue to follow up with Anglian Water re the access road alongside the Village Hall.

Councillor Roberts to write an article for the next parish newsletter regarding historical information, cataloguing and storage of the information and items.

Clerk to request the trail of the accounts package Easy PC accounts.

Clerk to contact local councils to find out who they use as auditors and the EALC for a list of auditors.

Councillor Page to obtain quotes for road sign for Mallows Lane.

Clerk to write to Eastlight Housing Association regarding the damp at Dordell Court.

Appendix A

Accounts - 3 February 2022				
			£	
Community Account				
	Balance as at 2 February 2022		£31,091.36	
All previous payments issued balance should be				
			<u>£31,097.36</u>	
Income Received Included in the balance figure of 02.02.22				
28.01.22	SLCC - refund of overpayment of the Charles Arnold Baker Book		£11.80	
			<u>£11.80</u>	
Direct Debits / Payments made since last meeting (included in balance figure of 12.01.22)				
01.02.22	EDF Energy - The Pavilaion electricity supply		£6.00	£0.00
			<u>£6.00</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
30.6.21	KBOAS - Internal audit for year ending March 2021. (Received 20.01.22 due to system error)	By Bacs	£150.00	£0.00
13.01.22	Community Heartbeat Trust - replacement pads - Toppesfield Defib	By Bacs	£55.20	£0.00
13.01.22	Paul Clark Printing - Newsletter Jan/Feb 2022	By Bacs	£230.00	£0.00
10.01.22	CPRE - Membership March 2022 - 7th March 2023	By Bacs	£36.00	£0.00
01.02.22	K Berry - January wages	By Bacs	£380.94	£0.00
			<u>£852.14</u>	
			£30,239.22	