



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 3rd July 2014 At The Village Hall, Toppesfield at 8.00pm

14/127. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Alan Collard – Vice Chairman
Councillor Sally Croft
Councillor David Bagnall

Also in attendance:

Kaaren Berry – Clerk to the Parish Council
7 members of the public was present

Apologies were received from

Councillor Shaun Sheldrake

14/128. Declaration of Members Interest on Agenda items:

Councillor Croft declared an interest in agenda item 14/135.

14/129. Open Session for members of the Parish to address the Parish Council:

It was questioned if there was any progress on a previously reported highway issue along Park Lane. Councillor Bull confirmed that no progress had been reported back to the Parish Council but Kaaren Berry to follow this up.

It was questioned who is responsible for the hedge cutting from Cust Hall to Gainsford End – it was stated that the land owners are responsible for hedges on their land. It was also questioned if the parish council could pay to have the hedges cut aswell as the verges. The Parish Council will contact the land owner and ask this to be carried out but this will probably not take place until after harvest. It was also requested that contractors for the baling slow down through the village.

The replacement for the Ash tree along The causeway was asked after. Kaaren Berry confirmed that the owners are still waiting for a sapling to be provided for planting.

It was also mentioned that the footpath signs are up by the new road in Toppesfield and the footpath is cleared making this a pleasant walk.

Open session was closed at 8.10pm

14/130. Minutes of the last meeting:

The minutes of the Annual Parish meeting and the meeting held on the 5th June 2014 were approved and signed by the chair as being an accurate record of the meetings.

14/131. Matters Arising:

No matters were arising.

14/132. Actions from previous meeting:

- 14/132.1 Kaaren Berry to follow up on letter sent to BTS regarding tree/hedge cutting near the power lines. See agenda item 14/141.2
- 14/132.2 Kaaren Berry and Shaun Sheldrake to enquire about rebuild prices for the village hall. Ongoing – Aon insurance will insure for whatever figure is given to them. Further enquiries to be made.
- 14/132.3 Kaaren Berry to contact EALC re training dates in October / November 2014. It was agreed to try and book the 14th October for a training evening.
- 14/132.4 Councillors to review the risk assessment document for the next parish council meeting. See agenda item 14/138.1.
- 14/132.5 Councillor Collard to research this possibility of purchasing the land behind The Green Man Pub. See agenda item 14/140.
- 14/132.6 Councillor Bull to find out timescales for purchasing and actual price. See agenda item 14/140.
- 14/132.7 Councillor Croft to canvass homeowners whose properties back onto the land for their views . See agenda item 14/140.
- 14/132.8 Councillor Bull to organise and deliver leaflets for the public meeting. This was designed and delivered.
- 14/132.9 Kaaren Berry to report the state of the post box in Gainsford End to Royal Mail. This was reported and the post box should be straightened up within 6 weeks.
- 14/132.10 Kaaren Berry to research bench costs. Prices vary.
- 14/132.11 Kaaren Berry to contact Essex County Council re the village sign and the progress on repairing it. Shows as 'been assessed' on ECC website – it is in hand but as yet no date for repair is set.
- 14/132.12 Kaaren Berry to follow up with Councillor Finch re the progress of the road defect along Park Lane reported at the Annual Parish Meeting. An email has been sent but no response yet. Also invited Councillor Finch to our August meeting and asked for articles for the newsletter.

14/133. Correspondence:

- 14/133.1 Essex County Council – Winter Salt Bag Partnership Scheme. It was agreed to partake and request the one tonne of salt.
- 14/133.3 Braintree District Council - Planning application 14/00426/FUL, Hoses Hall, Carters Hill – application has been refused.
- 14/133.4 RCCE – Invitation to their Annual General Meeting 9th July 2014.
- 14/133.5 Essex County Council – Essex Replacement Minerals Local Plan – Receipt of Inspectors Report
- 14/133.6 National Grid – Bramford to Twinstead – summer Newsletter received.
- 14/133.7 Braintree District Council – The second casual vacancy can now be filled.
- 14/133.8 Essex County Council – Transport Tender Round 2014, no change to services from Toppesfield are mentioned.
- 14/133.9 J Parker's Wholesale catalogue received.

Late Correspondence:

- Mhp – Analytical Report for June has been received.
- Clerk & Councils Direct – July issue received.
- EALC County update and upcoming courses.
- Letter from the Village Show committee re stalls.

14/134. Co-Option of Councillors:

Dave Dyson and Gill Page both came forward as wanted to join the Parish Council. Councillor Bull proposed they both are co-opted on and Councillor Croft seconded this.

14/135. Planning:

Application No:	Description:	Location:
14/00719/MMA	Application for minor material amendment to amend condition 2 of planning application 13/00268/FUL – extend roof over hall to form open porch; remove brick plinth to full height glazed panels to rear elevation and provide additional rooflights to north elevation/roof slope.	Chestnut Cottage, The Street, Toppesfield

Discussions were held regarding this and it was agreed that there were no objections as the parish council understand.

14/136. Financial Accounts:

- 14/136.1 To receive the Clerk's Report indicating receipts and payments requiring approval – payments were approved and signed, see appendix A.
- 14/136.2 Dog waste bins – from quotes obtained it was agreed to ask Braintree District Council to provide and install a dog waste bin at the end of the footpath to the allotments. But Kaaren Berry to seek the views of the householders either side first.
- 14/136.3 Pumphouse – reported damage. A quote for repair is yet to be received but it is not dangerous at present.
- 14/136.4 The Pump at Gainsford End – Councillor Bull has inspected the pump and reported that it is in poor condition. Councillor Bull to obtain a quote for clearing around the pump.

14/137. Activity Days:

Councillor Croft reported that the 11th August has been allotted to Toppesfield to host an event. This is through Braintree District Council but run by 'Fit 4 Sport'. For 5 – 12year olds, 10am – 3pm (packed lunch to be provided by parents). Cost approx. £270 and up to 30 children. It was agreed to charge £2.50 per head. Councillor Croft to progress this.

14/138. Update on internal auditors report:

- 14/138.1 Risk Assessment – to be held over to the next Parish Council meeting.
- 14/138.2 update on other areas of the report – to be held over to the next Parish Council meeting.

14/139. Internal Practices and management for the Parish Council:

- 14/139.1 Parish Council Portfolio for consideration. This was circulated prior to the meeting and Councillor has their own portfolio.
- 14/139.2 Communications Plan for consideration. This was talked through and Councillor Bull stated that he has stopped the twitter account. Kaaren Berry to research cost of noticeboard in Gainsford End or similar. Councillor Bull to email Communications plan to Councillor's and Clerk. It was suggested A frame boards are placed in Gainsford End, at the Pumphouse and at Dog House to advertise upcoming events. Councillor Bull to obtain quotes for banners for regular events and Kaaren Berry to obtain prices for A frame boards.
- 14/139.3 New Risk Assessment Log for consideration. To be held over to the next parish council meeting.

14/140. 'Greene King Field' - Land for Sale:

- 14/140.1 Result of public meeting, update of progress and discussions/decisions for going forward – The public meeting gave approval for the Parish Council to look further into purchasing the land known as the 'Greene King Field'. Councillor Bagnall has spoken to the District Valuer and for a desk top valuation his fee would be £660 (inc.VAT), then £90 + vat thereafter =£108 per hour. Councillor Croft has canvassed homeowners along Stambourne Road if they were willing to purchase a piece of agricultural land if the Parish Council were to purchase the land.

Discussions followed and it was agreed:

- 1) to appoint the District Valuer for a desk top valuation and negotiate/consult with the seller up to 10 hours of work.
- 2) Councillor Croft to re-canvas residents to see if the parish council charged £3 per square yard how much land would they be interested in purchasing.
- 3) Call an extraordinary Parish Council meeting on the 11th July at 7pm for borrowing approval.

- 14/140.2 Setting Aside of Standing orders – appointment of District Valuer.

It was agreed by those present to suspend standing orders regarding this project due to time constraints.

14/141. Report from the Leisure and Recreation Group:

- 14/141.1 Councillor Bull to report progress.

Councillor Bull reported that an advert via Facebook has been placed for the work on the pavilion/changing rooms. Advice has been taken from Braintree District Council regarding this.

14/141.2 Bts – tree cutting/pruning along Toppesfield Playing Field.

Councillor Collard and Kaaren Berry met with the project manager from bts and a colleague. The route of cutting back was discussed and a consent form left for signing. Councillor Bull signed the agreement but on the understanding as little as possible is removed from the affected trees.

14/141.3 RoSPA report

This has been received and Councillor Bull retained. Kaaren Berry to query why the area at the bottom on the Toppesfield playing field has not been mentioned.

14/142. Refurbishment of War Memorial:

Councillor Collard reported that Lodge have been asked to do the cleaning of the memorial but the rest of the works have been deferred at present. It is hoped that the cleaning will have been carried out by the 4th August.

14/143. Transport / Highways Issues:

Kaaren Berry reported that residents have enquired about the access road on The Causeway – Kaaren Berry to follow up with Greenfields/Essex County Council.

Also the path by the school where the Holm Oak was removed it uneven and a possible trip hazard and the entrance to the school main gates dip. Kaaren Berry to follow up.

14/144. Village Hall Update report:

Councillor Sheldrake to report – no report was available.

14/145. Councillor to attend next Parish Surgery:

Surgery to be held on 5th July 2014, 10.30am – 12.30pm at Toppesfield Village Hall.

Councillor Bull in attendance.

14/146. Any Other Business:

To discuss any other business / items for the next agenda

Councillor Croft reported that Bishop Steven Cottrill will be walking from the Church in Toppesfield to Great Yeldham Church on the 18th July at 1.23pm as part of the celebration of the 100years of the diocese. Anyone is welcome to join in the walk.

14/147. Date of the next meeting:

The next Parish Council Meeting will be held on 7th August 2014 at 8pm at Toppesfield Village Hall

14/148. Close

The meeting was closed at 10.35pm

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Chairman

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Date

Action Summary:

Kaaren Berry to follow up on Park Lane Highway issue with Councillor Finch.

Kaaren Berry and Shaun Sheldrake to enquire about rebuild prices for the village hall.

Kaaren Berry to seek views of householders either side of the footpath to the allotment regarding a dog waste bin being placed at the end of the footpath.

Councillor Bull to obtain a quote to clear around the pump at Gainsford End.

Councillor Croft to progress the activity day.

Kaaren Berry to research cost of noticeboard in Gainsford End or similar.

Councillor Bull to email Communications plan to Councillor's and Clerk.

Councillor Bull to obtain quotes for banners for regular events.

Kaaren Berry to obtain prices for A frame boards.

Kaaren Berry to contact RoSPA re the report and the area at the bottom of the Toppesfield playing field.

Kaaren Berry to follow up on the access roads along The Causeway.

Kaaren Berry to report the path by the school where the Holm Oak was is uneven and the entrance to the road surface to the school main gates.

Appendix A

Accounts – 3rd July 2014

	£	£
National Savings Deposit Account:		
Balance as at 1st January 2014	2540.68	
Community Account		
Statement		
Balance as at 31st May 2014		<u>31190.45</u>
Subtotal:	2540.68	
All previous issued cheques cashed balance should be		<u><u>31220.45</u></u>
Income Received		
Advertising Income still to be banked but included in above figure (£30.00)		
Payments to be approved:		
Chq No:		
101517	Paul Clark Printing - A5 Leaflets, Public Meeting	7.50
101518	Karen Baker - accountant	150.00
101519	RoSPA - Annual Inspection	156.00
101520	E.on - Changing Room Supply	25.10
101516	K. Berry June wages	<u>223.20</u>
		561.80
Bank Charges will be deducted on 7th July 2014		10.00
Balance	<u><u>2540.68</u></u>	<u><u>30648.65</u></u>

Last bank statement received up to 30th June 2014.