



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 3rd June 2021 at Toppesfield Village Hall at 7.30pm

21/88. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard – Chair
Councillor Andrea Chinery
Councillor Boyd Page

Also, in attendance:

5 members of the public were in attendance.
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Chris Neale – Vice chair
Councillor Amanda Smith
Councillor Daisy Watson
Councillor Gemma Mackman
District Councillor Richard van Dulken
County Councillor Peter Schwier

21/89. Declaration of Members' interests in agenda items:

Councillor Collard declared his wife is a governor at St Margaret's school which the planning application in agenda point 21/98 relates to.

21/90. Open Session – opportunity for members of the Parish to address the Parish Council.

Councillor Collard welcomed everyone to the first face-to-face meeting since March 2020.

Councillor Collard corrected a couple of points posted on Toppesfield & Gainsford End Community Face Book page regarding the proposed purchase of the Green Man Barn.

- He advised that he is neither chair of nor a member of the Toppesfield Community Pub committee and has not been for several years.
- The current rent payable by Pumphouse Brewery is paid to Toppesfield Community Pub and not the parish council.
- The parish council has met every month virtually and the public were able to attend the meetings by means of the publicly advised links.

In addition, some posted comments have questioned the integrity of the parish council. This is an incorrect and unfortunate view. Greater care should be taken when posting items.

A resident commented that action is required on the soak away/water course from Camoise Close to the playing fields as there appears to be a blocked pipe. Councillor Page stated the parish council have been trying to get in contact with the landowners regarding this and the matter is in hand.

The chairman of the Allotments Society voiced his disappointment about not being awarded a grant for the cost of the water bills this year and reminding the parish council how much the allotment group does around and for the parish. Councillor Collard stated the reasons why the initial application was turned down, as stated in the letter to the Allotment Society and that the group were welcome to apply again.

The chairman of the Allotments Society stated the accounts were not provided as he and the secretary of the group were away at the time and confirmed he will submit another application.

It was suggested that plot fees/rent could be increased to cover the water costs.

Comments were made regarding the barn purchase proposal - these were:

- where the figure of £55,000 was gained from?
- how will the parish council pay for it?
- is the proposed purchase the whole barn?
- Would the village hall lose the parish councils support?

Councillor Collard confirmed that the purchase price was discussed with Toppesfield Community Pub and was confirmed with them. The proposed purchase project is for the whole barn, and it would be self-financing from rent from Pumphouse Brewery, hiring fees and savings on rent for the current office.

Also, the current office would become an available space for the village hall. More information and invitation for comments will be sent out to each resident as part of the consultation.

21/91. Minutes of the last Parish Council Meeting

The minutes from the Annual Parish Council meeting held on 6th May 2021 were agreed and signed as a true record of the meeting.

21/92. Matters Arising not on the agenda – for report only

There were no matters arising.

21/93. Actions from previous meeting:

- 21/93.1 Clerk to follow up with Anglian Water regarding the access road by the village hall. Email sent but no response received. Clerk to follow up.
- 21/93.2 Councillors Watson and Mackman to formalise objectives/ policy document with the Environment and Ecology group and to start compiling a list of local recycling points and the offerings each point has. To be held over as Councillors Watson and Mackman were not in attendance.
- 21/93.3 Councillor Collard to progress the possibility of setting up a charity/fund for the benefit of the parish – Councillor Collard reported that it would appear the best structure would be that of a Charitable Incorporated Entity – details to be circulated to all councillors.
- 21/93.4 Clerk to follow up on date availability and for publicity material for Braintree District Council Amenity Vehicle Hire service. It was agreed to book the service for either 7th or 14th August and if possible from 10am – 1pm, two hours by the pump in Toppesfield and one hour in Gainsford End by the phone box. Clerk to progress.
- 21/93.5 Clerk to follow up with Braintree District Council regards to a dog waste bin along Church Lane and Harrow Hill. Request has been made to Braintree District Council, but no response received. Clerk to follow up.
- 21/93.6 All Councillors - Suggestions for items to be included in a welcome pack for new residents to be brought to the June meeting. See agenda item 21/94.2
- 21/93.7 Councillor Page and Smith to seek quotes for play equipment for Toppesfield Playing Field. Councillor Page sent out quotes prior to the meeting. The quote amounted to approximately £4000 including installation and matting. Councillors to review products and prices and locations to be identified.

21/94. Internal Practices and management for the Parish Council:

- 21/94.1 Neighbourhood Plan Update and drop-in meeting/display – Councillor Page reported that the open day date is the 31st July and a website for the Neighbourhood plan in under development.
- 21/94.2 Welcome Park – ideas to be received for content. Content to be agreed at the next Parish Council meeting. Ideas to be emailed to the clerk prior to the meeting.
- 21/94.3 Boundary between the Parish Council land behind the Green Man Public House and neighbouring land. Proposal is that 4” round posts with wire stock fencing is erected along the boundary as people are stepping through the planted hedge line and going into the neighbouring property. Councillor Page reported the area is approximately 50ft long. The posts and wiring will cost an estimated £150 and Councillor Page has offered to carry out the installation. It was agreed by those present for Councillor Page to progress this.
- 21/94.4 Updating of policy documents. Councillor Collard confirmed the Standing Orders are in the process of being updated and Councillor Page is updating the emergency plan. All other policies need updating and Clerk to look at other policies required.
- 21/94.5 Update on proposed purchase of the Green Man barn – This was covered under the open session.

21/95. Correspondence Received:

- 21/95.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 21/95.2 Councillor Finch’s parish update for May was received. This is available to view on the parish council website and circulated to councillors prior to the meeting.
- 21/95.3 Braintree Association of Local Councils – minutes of the meeting held on 15th April 2021 received.
- 21/95.4 Letter received from Census Engagement Manager, North Essex, Office for National Statistics on response and data release. The ONS plans to release the first set of census outputs to the public in Spring 2022.
- 21/95.5 UK Power – Wayleave agreements, UK power have confirmed payment received is in respect of two Poles however locations could not be confirmed at this time as they are in the process of digitalising their records.
- 21/95.6 Braintree District Council’s Draft Climate Change Strategy Public Engagement. This engagement seeks views from consultees on the Council’s Climate Change Strategy. Please click on the link to the Council’s website page for the [Climate Change Strategy](https://www.braintree.gov.uk/advice-environment/climate-change) or see <https://www.braintree.gov.uk/advice-environment/climate-change> and fill in the feedback form at the bottom of the web page. Comments to be submitted by Friday 4th July 2021
- 21/95.7 Braintree District Council - Extension of the Verge Cutting Trial to all Rural Roadside Verges in Braintree District - Essex County Council agreed that the trial should be extended to the whole District from April 2021 for a 12-month period. This will allow an opportunity for all stakeholders to comment and provide feedback on the impact of a single Autumn cut.
- 21/95.8 Highways England -May/June 2021 newsletter received re – A12 Chelmsford to A120 widening scheme newsletter – this has been placed on the parish council website to view.

21/96. Financial Accounts:

- 21/96.1 To receive the Clerk's Report indicating receipts and payments requiring approval - The report was received. Councillor Chinery proposed this was approved and Councillor Page seconded this. See Appendix A.
- 21/96.2 Accounts year ending 31 March 2021 - To approve the Annual Governance Statement and Accounting Statements on the annual return. Councillor Page proposed the accounts were approved and the accounting statements signed. This was seconded by Councillor Chinery and Councillor Collard signed the Annual Return.

21/97. Highways:

- 21/97.1 Update on inventory of Village Road Name signs and requirements to smarten them up. Councillor Page reported this is ongoing and an article will be in the next village newsletter regarding this.

21/98. Planning:

Application No:	Description	Address	Action
TOWN AND COUNTRY PLANNING ACT 1990 (as amended) Application No: CC/BTE/45/21.	Proposal: The retention of 1 classbase for an additional temporary period without compliance with Condition 2 (time limit) attached to planning permission ref CC/BTE/10/16	St Margaret’s C Of E Primary School Church Lane Toppesfield CO9 4DS	Comments to Essex County Council by 8 th June 2021

The above application was discussed, and the parish council are in support of this.

21/99.1 Broadband project update – no update was available as Councillor Neale was not in attendance.

21/100. Playing Fields & The Dick Ruggles Pavilion

21/100.1 Update on playing field improvements – Councillor Collard reported there has been positive feedback from users of the playing field. Braintree District Council will supply trees and hedging and a contact have been Active Essex for help and funding. The possibility of getting water to the pavilion will be followed up.

Councillor Page reported all the points raised in RoSPA’s previous report were addressed. Following this year’s report areas highlighted are being looked at. Braintree District Council will be asked if

they will empty a litter bin if one is placed in Gainsford End Playing Field. Clerk to progress this. Signage for the basketball nets will be on July's agenda for consideration.

21/101. Information exchange / Items for the next agenda

It was questioned why a few cherry trees have been cut down along Church Lane. Councillor Page confirmed they were removed as access to land was required.

21/102. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 1 July 2021 at 7.30pm at Toppesfield Village Hall.

21/103. Close

The meeting closed at 9.10pm

Signed:

Dated:

Action Summary:

**Clerk to follow up again with Anglian Water regarding the access road by the village hall.
Councillors Watson and Mackman to formalise objectives/ policy document with the Environment and Ecology group and to start compiling a list of local recycling points and the offerings each point has.
Councillor Collard to forward to all councillors details of structures for the charity/fund.
Clerk to progress with the booking of the Braintree District Council Amenity Vehicle Hire service.
Clerk to follow up with Braintree District Council regards to a dog waste bin along Church Lane and Harrow Hill.
Councillors to review products and prices and locations to be identified for new play equipment for Toppesfield Playing Field.
Suggestions for the welcome packs to be emailed to the Clerk prior to the July parish council meeting.
Clerk to ask Braintree District Council if they will empty a litter bin at Gainsford End playing field.**

Appendix A

Accounts - 3 June 2021			£	
Community Account				
	Balance as at 31 May 2021		£34,286.34	
All previous issued cheques cashed balance should be			<u>£34,287.34</u>	
Income Received				
			<u>£0.00</u>	
Direct Debits	included in balance figure of 31.05.21			
04.05.21	EDF Energy - The Pavilaion electricity supply		£1.00	£0.00
			<u>£1.00</u>	
			£0.00	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
06.05.21	Toppesfield Cricket Club - grant towards installing artificial cricket wicket	By Bacs	£500.00	£0.00
06.05.21	Toppesfield Mums- grant towards coffee morning to welcome new residents to the village	By Bacs	£40.00	£0.00
14.05.21	Zurich insurance renewal (increase of £15.17)	By Bacs	£935.76	£0.00
19.05.21	Playsafety - RoSPA inspection reports - Toppesfield & Gainsford End Playingfields	By Bacs	£244.80	£0.00
31.05.21	K Berry - May Wages	By Bacs	£380.94	£0.00
			<u>£2,101.50</u>	
			<u>£32,184.84</u>	