



Toppesfield Parish Council



Minutes of the Annual Parish Council Meeting held on Thursday 3rd May 2018 At The Village Hall, Toppesfield at 7.30pm

18/72. Election of Chair and Vice Chair for 2018 – 2019.

Councillor Mike James proposed Councillor Andrew Bull as Chairman and Councillor Linda Bowen seconded the proposal. Councillor Andrew Bull has reported prior to the meeting that should he be proposed as chair for the forthcoming year he would accept the position.

Councillor Mike James proposed Councillor Dave Dyson as vice-chair and Councillor Paul Thompson seconded the proposal. Councillor Dave Dyson accepted the position as vice-chair for the forthcoming year.

18/73. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Dave Dyson – Vice Chairman
Councillor Linda Bowen
Councillor Paul Thompson
Councillor Mike James
Councillor Alan Preston
Councillor Andrew Bull – Chairman (arrived 8.25pm)

Also in attendance:

There were no members of the public in attendance.
District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:
Councillor Andrea Chinery

18/74. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

18/75. Open Session – opportunity for members of the Parish to address the Parish Council.

No members of the public were present.
Richard van Dulken had nothing to report to the meeting.

18/76. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 5th April 2018 were approved and signed as correct.

18/77. Matters Arising not on the agenda – for report only

Kaaren Berry reported that the litter pick went well and although volunteers were down in number this year most of the parish was covered.

18/78. Actions from previous meeting:

- 18/78.1 Update on purchase of new bench (Thelma Bond) – this item is still ongoing.
18/78.2 Update on acquisition & installing new litter bin for Toppesfield Playing Field – Councillor Preston reported that he is sourcing an alternative bin as the one which was going to be purchased the deliver charge was nearly the same cost as the bin.
18/78.3 Print prices for newsletter to be sort – ongoing as prices still being sort from various sources.
18/78.4 Update re removal of debris of the concrete building on Toppesfield Playing field following its Demolition – Councillor Bull reported that this will be removed by Mr Chinery but a working party is required to load the trailer – date to be arranged.

18/79. Internal Practices and management for the Parish Council:

- 18/79.1 The General Data Protection Regulation The General Data Protection Regulation (“GDPR”) will take effect in the UK from 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by Councils. Local Councils and Parish meetings must comply with its requirements, just like any other organisation. The GDPR requires councils and parish meetings to appoint a Data Protection Officer (“DPO”) which must be independent to the Council. The EALC has produced the General Data Protection Regulation Toolkit to help local councils comply with the regulations. To consider and approve the adoption of the General Data Protection Regulation Toolkit within the Parish Council’s Policies and Procedures to ensure compliance of the GDPR. The new regulations were discussed, and letter/emails will be sent to confirm that contacts accept that the Parish Council hold some personal data for the purpose of Parish Council business.
- 18/79.2 Outcome of meeting with Toppesfield Village Hall Committee re access to the hall and parish office – Councillor Bull stated that he and Councillor Dave Dyson will attend the next village hall meeting to discuss the subject of keys and rent for the parish office and keys for the village hall.
- 18/79.3 Training Sessions – a date in June and July were suggested – Kaaren Berry to contact EALC to arrange a training session.

18/80. Correspondence Received:

- 18/80.1 Essex Parish Partnership – Making the Links, EALC updates – circulated to all Councillors prior to meeting.
- 18/80.2 Braintree District Council – Essex Police update -Essex Police has confirmed that a person has been charged and is on remand in connection with 15 offences against Co-op stores in the north Essex. Also, a person has been arrested, and investigations are on-going regarding lead thefts.
- 18/80.3 EALC – Unauthorised developments and encampments – consultation on powers of dealing with unauthorised developments and encampments – consultation comments are requested from the Parish Council. Kaaren Berry to respond.
- 18/80.4 Campaign to recycle stamps to help UK Air Ambulance Services – Kaaren Berry to speak to the shop re this.
- 18/80.5 EALC – Mid Essex Hospital Services NHS Trust – Become involved with the future of your local Hospitals – details to be placed on the website.
- 18/80.6 Invitation to the Braintree and Witham Fundraisers Network Group.
- 18/80.7 Mid Essex Clinical Commissioning Group – April Engage Newsletter – available on the parish website.
- 18/80.8 Superfast Essex News - National Gigabit Broadband Voucher Scheme - The National Gigabit Broadband Voucher Scheme has been launched by the Department for Digital, Culture, Media and Sport as part of the UK Government's Local Full Fibre Network (LFFN) Programme to help increase access to full fibre networks across the UK. Businesses can access up to £3,000 each and residents can access up to £500 each, if part of a business-led community group, regardless of whether superfast broadband is available or not. Vouchers can be pooled together by a community too. For further information and to apply visit: www.superfastessex.org/gigabitvoucher.

Late Correspondence

Mhp – Web Analytical Report for April received.

RCCE – Essex Warbler for April received and circulated to Councillors

Braintree District Council – Free compost event on 8th May 2018 – posters have been displayed.

Communication from a resident re the state of the footpath from Camoise Close and the footpath along Church Lane.

Pumphouse Brewery re upcoming Community Business Weekend – details have been placed on Facebook pages and on the Parish Council Website.

18/81. Financial Accounts:

18/81.1 To receive the Clerk's Report indicating receipts and payments requiring approval – reported received and payments were proposed for approval by Councillor Alan Preston and seconded by Councillor Paul Thompson – See Appendix A.

The question of why the Parish Council pay bank charges was raised – Kaaren Berry to contact the bank to find out why.

18/82. Highways:

The footpath along Church Lane has been reported to Essex County Council and witness statements for footpath 51 are being sort.

18/83. Planning:

Application No:	Description	Location	Action
18/00673/FUL	Erection of two storey rear extension	4 The Street Toppesfield CO9 4DJ	Comments to Braintree District Council by 10 th May 2018
18/00354/FUL	Erection of single storey rear extension	35 The Causeway Toppesfield Co9 4DZ	Decision by Braintree District Council – Application Granted
18/00334/FUL	Proposed Cart Lodge	Jubilee Cottage Gainsford End	Decision by Braintree District Council – Application Granted

The above application for 4 the street was discussed and no objections to this were made.

18/84 Toppesfield Village Hall

18/84.1 Update from Village Hall Management Committee – Councillor Linda Bowen confirmed there was nothing further to report following the Annual Parish Meeting.

18/85 Playing Fields & The Dick Ruggles Pavilion

18/85.1 Management of Playing Fields and Pavilion. Councillor Andrew Bull confirmed the Playing Field User group will consist of representatives from Toppesfield Cricket Club, Petanque and a parent who will report back to the Parish Council as to what they would like/need on the playing field. The first user group meeting will be held in June.

18/85.2 Councillors Community Grant Scheme – request for additional play equipment. Councillor Paul Thompson would like to request £400 from the Councillors Community Grant Scheme for a piece of equipment for the younger generation with the rocker being sited between the slide and the swings. Positioning of the piece of play equipment will be discussed with the other main users of the playing field. This was proposed by Councillor Alan Preston and seconded by Councillor Linda Bowen.

Councillor Paul Thompson reported that the Community Payback Team are now under the Colchester Division and a meeting is being arranged to discuss further progress.

18/86. Village Plan 2012-2027

18/86.1 Update on progress to date – Councillor Bull reported that this is ongoing.

18/87 Communications

18/87.1 Update on Communications Plan for the Community – Councillor Bull stated that the suggestion of a monthly newsletter seems to have gone down well alongside 2 editions of the old style newsletter.

18/88. Information exchange / Parish Surgery / Items for the next agenda

Councillor Linda Bowen confirmed she will be available for the Parish Surgery on 5th May 2018. There is a Network 5 meeting on the 10th May 2018 at 7.30pm in Toppesfield Village Hall.

18/89. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 7th June 2018 at 7.30pm at Toppesfield Village Hall.

18/90. Close

The meeting closed at 8.55 pm

Signed:

Dated:

Action Summary:

- Councillor Bull to progress purchase of new bench (Thelma Bond).**
- Councillor Preston to purchase and arrange installing of new litter bin on the playing field.**
- Print prices for newsletter to be sort – Councillor Bull and Kaaren Berry.**
- Kaaren Berry to find out why the Parish Council pay Bank Charges.**

Appendix A

Accounts – 03 May 2018		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2018		<u>£2,606.67</u>		
Community Account				
Balance as at 30th April 2018			<u>£17,487.03</u>	
Subtotal:		<u>£2,606.67</u>		
All previous issued cheques cashed balance should be			<u>£16,797.50</u>	
Income Received (Included in above balance)				
27.04.18	Braintree District Council - 1st Instalment of precept, localism fund payment and collection fund		£8,192.00	
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
16.04.18	E.ON - electricity supply to The Pavilion, Church Lane, Toppesfield		101812	£30.16 £0.00
13.04.18	Zurich Municipal - Insurance Renewal		101813	£873.51 £0.00
30.04.18	K Berry - April wages		101811	£272.18 £0.00
				<u>£1,175.85</u>
19.04.18	Bank Charges will be deducted on 8th May 2018			£5.00 £0.00
Balance		<u>£2,606.67</u>	<u>£15,616.65</u>	
Last bank statement received up to 29 March 2018				