



Toppesfield Parish Council



Minutes of the Meeting held on Thursday 3rd October 2013 At The Village Hall, Toppesfield at 8.00pm

13/179. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Vice Chairman
Councillor Alan Collard
Councillor David Bagnall
Councillor Clare Thompson
Councillor Shaun Sheldrake

Also in attendance:

Kaaren Berry – Clerk to the Parish Council
4 members of the public were present

Apologies were received from

Councillor Peter Moore

13/180. Declaration of Members Interest on Agenda items:

No declarations of interest were made at this time.

13/181. Open Session for members of the Parish to address the Parish Council:

A parishioner expressed their disappointment that one of the trees in the playing field had been removed, at the top of the line of trees near to the gate entrance to the cemetery. The councillors present had no knowledge of this being removed whilst they have served and will look into the matter.

Opinions were expressed regarding the car park in Park Lane and that the Parish Council are looking into selling it. Views expressed were that it is used as a turning circle for delivery drivers, it took a lot of time and effort to secure the purchase of the land for the village and does the Parish Council have a right to sell it. Also it is a public asset and the public need to be consulted on it. It was requested that this matter be taken no further. Councillor Bull explained that the car park area is being looked at and no decisions have yet been made and information with regard to the ownership and any covenant on it has been received and will be reviewed. A parishioner stated the village plan shows that there was interest in locating a car park in a more central location of the village.

A question as to who is controlling the website and to whom articles go to for uploading on it was asked – Councillor Bull replied that article should be forwarded to Kaaren and the website is maintained by an outside body.

It was reported that the hedge opposite Cherry tree Cottage in Gainsford End is expanding and narrowing the road. Councillor Collard reported that hedge near Cust Hall is still being looked into by Essex Highways.

It was commented that it was good to see the village plan is being progressed by the Parish Council.

It was questioned when the felled tree along The Causeway would be replaced – this is due to be replaced October/November time.

A parishioner stated that the May minutes reported that the Parish Council approached the landowner to see if he would be interested in purchasing the car park land. - Councillor Collard stated that the minutes are miss-worded.

13/182. Minutes of the last meeting:

The minutes of the meeting held on 5th September 2013 were approved and signed by the vice-chair as being an accurate record of the meeting.

13/183. Matters Arising from the Minutes:

There were no matters were arising.

13/184. Actions from Previous Meeting:

- 13/184.1 Kaaren Berry to contact Highways regarding the signpost at the junction of Stambourne Road and Stambourne Road – this has been reported to Highways.
- 13/184.2 Councillor Collard to monitor progress with Essex County Council regarding the hedge at Cust Hall – this is still being looked into by Highways and Councillor Collard will monitor this.
- 13/184.3 Kaaren Berry to follow up on the clearing of footpaths with landowners – in progress.
- 13/184.4 Councillor Moore to find out who owns the grassed area in front of the houses along The Causeway – no information available.
- 13/184.5 Councillor Moore to contact Essex County Council regarding a 20mph speed limit along Church Lane – no information available.
- 13/184.6 Kaaren Berry to write a letter of thanks to Bernie Stevenson – letter written and delivered.
Kaaren Berry to write a letter of thanks to be written to Ian Everitt and Sasha Osborn for their help at the village show.
- 13/184.7 Kaaren Berry to write to Anglian water regarding the access road and the possibility of its sale – contact with Anglian Water was made but they have now requested that the Parish Council contact Savills regarding this.
- 13/184.8 Councillor Bull to monitor and report progress of section 106 application – Braintree District Council have provisionally agreed this subject to a detailed schedule of works and a further site visit.
- 13/184.9 Kaaren Berry to contact Braintree District Council re the possibilities of rescheduling the Street Cleaning until after harvest – Braintree District Council will be looking into the scheme and considering if this will continue due to their budget restrictions. The parish Council will be contacted in the early part of next year regarding this and then we can request revised dates.
- 13/184.10 Kaaren Berry to speak to last year's winter gritting volunteers to see if they will continue this year – not all of last year's volunteers have been contacted more volunteer sheets will be placed in the shop and The Green Man.

Councillor Bull reported that some of the Salt Bins in the parish have been replaced.

13/185. Leisure and Recreation Group:

Update on Pavilion Refurbishment and consider quote for hedge cutting – section 106 monies have provisionally been agreed subject to a detailed schedule of works and a further site visit. A quote for the hedge cutting in the playing fields has been received, a further two will be sort for the next parish council meeting.

RoSPA report – this has been received and is available. Councillor Bull to review a more cost effective option for the RoSPA report or similar.

13/186. Financial Accounts:

- 13/186.1 To receive the Clerk's Report indicating receipts and payments requiring approval – these were approved and signed.
- 13/186.2 Audit Commission Return – received and comments made that one section missed the Parish Councils name off and that the form was returned late although an extension had been granted.
- 13/186.3 Budget & Precept for 2014/2015 – projects for next year's budget need to be brought to the next meeting for consideration before the budget is progressed.

13/187. Transport / Highways Issues:

The Causeway footpath is on-going with Highways and nothing further to report at present. The Community Issues Group have a sub-committee meeting next week to discuss any transport issues across the parishes – the following were suggested to take to the meeting: that someone could be employed to regularly check to local parishes road and report any problems, monitoring of 30mph speed limits, some farm vehicle's need a preceding car to warn other road users and the possibility of charging farmers to clear the roads of mud.

13/188. Co-option of Casual Vacancy:

Councillors present discussed the matter and came to a decision which will be fed back to the Chairman.

13/189. Village Hall Update report:

No update as a village hall meeting has not been held.

13/190. Planning:

Minute No:	Application No:	Description:	Location:
13/190.1	PROW-13-005	Diversion to Footpaths 2 & 46 Flooding Issues	Off Stambourne Road, Toppesfield

No comments were raised regarding the diversion routes of Footpaths 2 & 46. There were no known flooding issues along these footpaths among the Councillors present.

13/191. Village Plan:

It was agreed to put an article in the newsletter about the progress on the village plan. A subcommittee will be set up to look at progressing the village plan – the first meeting will be on 15th October at 7.30pm in The Green Man to discuss the framework/terms of the sub-committee.

13/192. Parish Land:

This was discussed.

13/193. Parish Surgeries:

Last month's surgery brought one visit who suggested that the newsletter should include more of what the Parish Council are doing. Next surgery will be the 19th October 2013.

13/194. Community Issues Meeting:

Agenda items need to be forwarded to Kaaren by the 10th October 2013.

13/195. Christmas Celebrations::

First meeting went well, different ideas are being considered and a proposal will be put forward at the next Parish Council meeting. The Christmas tree lighting up event will be on 7th December 2013.

13/196. Correspondence:

- 13/196.1 Essex County Council – Review of the local bus strategy – posters have been put up regarding this.
- 13/196.2 Essex County Council – Publicising the local bus and school transport consultation – information to be passed to Councillor Bull for publicising.

- 13/196.3 Society of Local Council Clerks – Social media Course details given.
- 13/196.4 Society of Local Council Clerks – Clerk Magazine – September issue received.
- 13/196.5 Society of Local Council Clerks – notice of their annual general meeting received.
- 13/196.6 National Grid – North Essex substation confirmed & notes from meeting in March 2013 received
- 13/196.7 Action Essex – Autumn Edition received.
- 13/196.8 Ridgewell PC – Information about a Music Quiz evening -19th October 2013 received.
- 13/196.9 RCCE – Active Essex, calling all sports coaches – posters have been put up.
- 13/196.10 Glasdon – trade brochure received

Late Correspondence:

- Braintree District Council – Open Space Action Plan application form for further projects received.
- Mhp – analytical report for September received.
- Oyster Magazine, Autumn received – Councillor Condie took to read through.
- Birkett Long – information about the car park deeds title received – Councillor Collard took to review.

13/197. Any Other Business:

To discuss any other business / items for the next agenda

It was suggested that the Parish Council should consider undertaking a Neighbourhood Plan.

13/198. Date of the next meeting:

The next meeting of Toppesfield Parish Council will be held on the 7th November 2013 at 8pm at Toppesfield Village Hall.

13/199. Close:

The meeting was closed at 10.20pm

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Chairman

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Date

Action Summary:

- Kaaren Berry to write a letter of thanks to be written to Ian Everitt and Sasha Osborn for their help at the village show.**
- Councillor Bull to review a more cost effective option for the RoSPA report or similar.**

Appendix A

Accounts – 3rd October 2013

	£	£
National Savings Deposit Account		
Balance as at 31 st March 2013	2521.77	
Community Account		
Statement Balance as at 30 th September 2013	<u>2521.77</u>	<u>24494.42</u>
		24494.42
All previous issued cheques cashed balance should be		18583.45
Income Received		
Precept – second half (included in the bank balance at 30.09.13)		5409.00
Payments to be approved:		
Chq No:		
101471	Paul Clark Printing – newsletter	270.00
101472	Anglian Water – Field Supply	72.07
101473	Eon – Changing Rooms	24.43
101474	mh-p – parish council hosting.org.uk	72.00
101475	mh-p - domain renewal.co.uk	19.18
101470	K.Berry – September wages	<u>198.47</u>
		656.15
Bank Charges will be deducted on 5 th October 2013		5.00
Balance	<u>2521.77</u>	<u>23331.30</u>

Last bank statement received up to 30th September 2013.