



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 3rd September 2015 At The Village Hall, Toppesfield at 8.00pm

15/183. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull - Chairman
Councillor Dave Dyson – Vice Chairman
Councillor Linda Bowen
Councillor Andrea Chinery
Councillor Mike James
Councillor Alan Preston
Councillor Paul Thompson

Also in attendance:

Two Members of the public
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

15/184. Declaration of Members' interests in agenda items:

No declaration of members interests were made at this point.

15/185. Open Session – *opportunity for members of the Parish to address the Parish Council.*

It was reported that the field behind Toppesfield playing field to Yeldham Road has been ploughed to close to the edge which has affected the footpath. Councillor Thompson stated that he has spoken to the farmer concerned and the footpath will be reinstated.

Tony Davison attended seeking advice from the Parish Council regarding the Charities as the Charity Commission are requesting separate bank accounts for each charity. Discussions regarding this followed and it was agreed that Tony Davison would go back to the Charity Commission to seek clarification as two of the charities income is less than £15 a year. He will also contact a building society to see if they would open accounts for these small amounts and keep the parish council informed of the outcome.

15/186. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 6th August 2015 were approved and signed as correct.

15/187. Matters Arising from last meeting - not dealt with below

No matters were arising.

15/188. Actions from previous meeting:

- 15/188.1 Councillor Bull to forward copy of the Buckingham Palace nomination form to Kaaren Berry – ongoing.
- 15/188.2 Kaaren Berry to write a letter of thanks for the donation to LARG – A letter of thanks was sent.
- 15/188.3 Councillor Bull to gain statistics of the use for the 333 bus service. The service is not being used as hoped.
- 15/188.4 Councillor Preston to organise the purchase of 8 snow shovels – ongoing.
- 15/188.5 Kaaren Berry to follow up with Essex County Council and Greenfields regarding The Causeway drives and path – ongoing.

- 15/188.6 Kaaren Berry to write to a Park Lane resident regarding their access problems on their driveway. A letter was written and hand delivered.
- 15/188.7 Kaaren Berry to find out who owns the ditch opposite no 51 The Causeway – ongoing. It was reported that this has now been part cleared but not sufficiently.
- 15/188.8 Kaaren Berry to ask for the verges to be cut again – this will be carried out Mid-September 2015.
- 15/188.9 Kaaren Berry to seek dates for Councillor training evening – available dates requested from EALC but ongoing.

15/189. Internal Practices and management for the Parish Council:

- 15/189.1 Proposed revised procedures for quoting for PC work. Discussions were held re transparency for obtaining quotes – it was agreed that tenders for work will be advertised on noticeboards with details of works to be obtained from and quotes to be sent to the Clerk.
- 15/189.2 New Projects: Hedge clearing and weed removal for new border of land behind The Green Man – carried over to next meeting.
- 15/189.3 Preparation of works for repaired pump into Gainsford End – carried over to next meeting.

15/190. Correspondence Received:

- 15/190.1 Feedback from the previous Parish Surgery. Councillor Paul Thompson reported that one parishioner spoke about the ongoing problem with the path along The Causeway.
- 15/190.2 Feedback from meeting with District Councillor Richard Van Dulken – Councillor Bull and Councillor Dyson met Richard Van Dulken and reported that it was a very productive meeting.
- 15/190.3 Advertising for next year's visit to Hampton Court Flower Show, 5th - 10th July 2016 – Councillor Thompson asked if a small flyer could be put into the Newsletter and anyone interested to contact Councillor Thompson. Turners will advertise it next year as well. The trip will also be advertised on the Parish Council website.
- 15/190.4 Braintree District Council – Choice Based Lettings Breakfast Briefing – 15 September 2015, spaced still available.
- 15/190.5 EALC – County Update for August received.
- 15/190.6 Birkett Long - request re searches. Councillor Bull has responded to this request.
- 15/190.7 Shaun Sheldrake – Installation of community public access Defibrillator Cabinet. Kaaren Berry to contact Martin Render re position this.
- 15/190.8 Mrs Clark – Ash Felled on The Causeway – Mrs Clark confirmed a replacement tree was planted last Autumn.
- 15/190.9 BDVSA – Annual Assembly invitation – 16th September 2015 – Braintree.
- 15/190.10 Community Land Trust East – have 3 CLTs looking for Sites to develop affordable homes for local people.
- 15/190.11 EALC – Annual General Meeting will be held on 24th September 2015 & Annual Report was also received.
- 15/190.12 EALC – re-issue of invoice for Good Councillor Guides. This has been re-issued in line with the website advertised costs.
- 15/190.13 Barclays – Confirmation of signing arrangements amendments has been received.
- 15/190.14 Essex Air Ambulance – request for funding. This was not approved but Councillor Preston will visit them and ask if the Parish Council could help in any other way.
- 15/190.15 Broxap – trade brochure received.

Late Correspondence:

- mh-p website analytical report for August was received.
- Clerk & Councils Direct September issue received.
- Society of Local Council Clerks – invitation to AGM on 16th October 2015 was received.
- Citizens Advice Bureau – request for donation received. This was not approved.
- Braintree District Council – Emergency Planning Document received for updating – Councillor Dyson and Karen Berry to complete.

15/191. Financial Accounts:

- 15/191.1 Damage to wet pour surface at Toppesfield Playing Field and quote to repair. A quote from Playquip was received and another from a local tradesman. It was proposed by Councillor Preston and Seconded by Councillor Thompson that the work is carried out by a local tradesman. This was agreed and Kaaren Berry to write to confirm award of works.
- It was also reported that one of the swings need a replacement 'pin & bush'. Kaaren Berry to contact

Playquip regarding this.

15/191.2 Increase Parish Grant to St Margaret's Church to cover Grass Cutting of the Church Yard. This was proposed by Councillor Thompson and seconded by Councillor James.

15/191.3 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was presented and proposed by Councillor Dyson and seconded by Councillor Thompson that this was accepted. The payments were then approved.

15/192. Highways:

15.192.1 Footpath from Camoise Close through to the Church – Councillor Alan Preston asked who was responsible for the footpath. As it is an unofficial path it is not the responsibility of Essex County Council. Councillor Preston will follow this up with the homeowners along the footpath. Kaaren Berry to write to local resident re the condition of his garden wall.

15/193. Planning:

15/193.1 Proposal on Engagement and Consultation Strategy for Local Call for Sites Programme – Councillor Andrew Bull suggested that a public drop in session be held on Saturday 7th November from 1pm to 2pm. Stands will show plans for the playing fields, village hall and the Call for Sites Programme. This will be an opportunity for the public to give their views and opinions. This was proposed to be accepted by Councillor Chinery and seconded by Councillor Bowen.

15/194. Parish Plan Portfolio: Ecology & Environment

15/194.1 Councillor Mike James stated there was nothing to report this time.

15/195. Parish Plan Portfolio: Social and Community

15/195.1 Update; Councillors Dave Dyson and Linda Bowen

15/195.2 Progress on Village Hall refurbishment project – Councillor Dyson reported that the current village hall committee would continue to manage the hall and a separate group would be formed to look at ways to change/extend the village hall.

15/195.3 Progress on Neighbourhood Plan project – Councillor Dyson and Councillor Bowen are heading this.

15/195.4 Progress on Neighbourhood Watch – a meeting with Clive Stewart from Neighbourhood Watch has been held and this will require someone to check emails daily and pass on information as necessary. Notices and signs are available. Councillor Preston agreed to take this on initially but a second meeting is to be arranged with Clive Stewart.

15/195.5 Village Show Support – it was agreed that the Parish Council will support the village hall with their bottle tombola both on the day and collecting donations beforehand.

15/195.6 Village Hall Operations Update – Councillor Dyson reported that a booking secretary is required.

15/196. Parish Plan Portfolio: Leisure & Recreation

15/196.1. Update on Changing Rooms Refurbishment – Councillor Thompson reported that this is virtually completed on the outside. Tenders need to be sort for 'Polycarb' to placed over the "window" openings. Donations of units, a sink and paint for the inside have been received. Also that the boules pitch is coming along but a further £100 is needed to finish the top dressing. It was proposed by Councillor James that this was agreed and Councillor Dyson seconded this. A copy of the snagging list needs to be made available for Braintree District Council. It was also mentioned that the Parish Council need to agree key control and keep a list of key holders for the pavilion. The refurbished pavilion needs to be revalued and updated on the asset register. Also there needs to be a booking form process set up.

15/196.2 Braintree District Council's grass cutting schedule for Toppesfield and Gainsford End - Councillor Thompson stated that the grass around/between the row of trees behind Dick Ruggles bench is not being cut. Kaaren Berry to follow this up with Braintree District Council.

15/196.3 Local Footpaths Maintenance – this was covered in the open session.

15/196.4 Funding of Children's play area – Councillor Thompson reported that a fundraiser for LARG is doing a good job and seeking funding from various organisations. The offer of play equipment from a local tradesman still stands and he will install it.

15/196.5 Quiz Night in the Village Hall - Councillor Thompson will look into organising a quiz night for LARG but will liaise with the village hall committee.

15/196.6 Dog Mess Signage – Councillor Thompson requested that signs are purchased and placed in appropriate

places. Some signs have been previously received and Kaaren Berry will order 6 more.
15/196.7 November Bulb Planting – Councillor Thompson stated that bulbs have been donated and volunteers will be needed to plant them out.
15/196.8 Specification for future parish works – this was covered under agenda item 15/189.1.

15/197. Parish Plan Portfolio: Communications and Transport

15/197.1 Councillor Bull reported that he is working with mh-p regarding a redesign of the website. Also the idea of a community bus will be brought to the next Network 5 meeting for possible progression.

15/198. Parish Plan Portfolio: Economy and Employment

15/198.1 Councillor Alan Preston reported that there has been a good uptake of local businesses'/trades wanting to be included on the Parish website and things are progressing.

15/199. Parish Plan Portfolio: Youth

15/199.1 Councillor Andrea Chinery asked for ideas on how to contact the youth and which age group is the Parish Council targeting. Suggestions were talking with the school council at St Margarets and catching children as they came off the bus from Hedingham School.

15/200. Parish Surgery:

The next Parish Surgery is scheduled to be held on 12th September 2015 in conjunction with the village show. It was agreed that no official surgery would be held this month due to the village show but Councillor's would be available if required. Volunteers for assisting the Village Hall Committee on their stalls were also asked for.

15/201. Any Other Business:

To discuss any other business / items for the next agenda

Councillor Bull to look into the purchase of 3 goal nets and corner posts.

Following Tony Davison's presentation and wish to start to hand over the considerable work of the Charities Group, it was proposed that the Parish Council take back the Charities work and appoint two new appointees. This was proposed by Councillor James and Seconded by Councillor Dyson. Councillor Bull to speak to the Church Trustees re the Charities.

Councillor Preston reported that the residents at Post Cottage need to put a soak away at the bottom of their property which borders the land the Parish Council are purchasing. It was agreed that any proposal needs to be put in writing for the Parish Council to consider.

Councillor Chinery suggested that a Village Handyman is sort for small jobs around the village.

Councillor Thompson to seek quotes for security lights for the playing field.

Councillor Bull reported that the usual group of organisers have been asked to organise the Christmas event and they have agreed to do so.

15/202. Date of the next meeting:

The next Parish Council Meeting will be held on the 1st October 2015 at 8pm at Toppesfield Village Hall

15/203. Close:

The meeting was closed at 10.30pm.

.....
Chairman

.....
Date

Action Summary:

Councillor Bull to forward copy of the Buckingham Palace nomination form to Kaaren Berry.

Councillor Preston to organise the purchase of 8 snow shovels.

Kaaren Berry to follow up with Essex County Council and Greenfields regarding The Causeway drives and path.

Kaaren Berry to find out who owns the ditch opposite no 51 The Causeway.

Kaaren Berry to seek dates for Councillor training evening.

Kaaren Berry to contact Martin Render re community defibrillators and progress.

Councillor Dyson and Kaaren Berry to complete Braintree District Council Emergency Planning Document.

Kaaren Berry to write to ask a local tradesman to repair the wet pour surface.

Kaaren Berry to contact Playquip for a new 'pin & bush' for one of the swings in Toppesfield Playing field.

Councillor Preston to follow this up with the homeowners along the footpath re condition.

Kaaren Berry to write to local resident re the condition of his garden wall.

Kaaren Berry to ask Braintree District Council to ensure grass is cut around/between the trees behind Dick Ruggles bench.

Kaaren Berry to purchase 6 more 'your dog has done his duty' signs.

Councillor Bull to look into the purchase of 3 goal nets and corner posts.

Councillor Bull to speak to the Church Trustees of the Charites re appointments.

Councillor Thompson to seek quotes for security lights for Church Lane playing fields.

Appendix A

Accounts –3rd September 2015		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2015		2559.74		
Community Account				
Online	Balance as at 31 August 2015		<u>£28,651.21</u>	
Subtotal:		<u>£2,559.74</u>		
All previous issued cheques cashed balance should be			<u>£26,249.71</u>	
Income Received (included in above statement figure)				
HMRC - VAT repayment			£1,227.00	
Monies from Activity Day			£65.00	
Payments to be approved:				
Date of invoice		Chq No:		Unrecoverable VAT
12.08.15	Paul Clark Printing - July/August News	101614	270.00	£0.00
10.08.15	EALC - Good Councillor Guides	101615	24.50	£0.00
Sep-15	Toppesfield PCC	101616	500.00	£0.00
31.08.15	K. Berry - August wages	101613	£242.48	£0.00
			<u>£1,036.98</u>	
19.08.15	Bank Charges will be deducted on 7th September 2015		£5.00	£0.00
Balance		<u>£2,559.74</u>	<u>£26,499.73</u>	
Last bank statement received up to 31st July 2015				