



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 3rd October 2024 at Toppesfield Village Hall at 7.30pm

24/142. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Paula Edwards-Holmes chaired the meeting.
Councillor Frances Winter
Councillor Jane Daines
Councillor Jeremy Graves
Councillor Chris Neale

Also, in attendance:

No members of the public were present
District Councillor Richard van Dulken
Kaaren Berry – Clerk

Apologies were received from:

Councillor Kitty Bourlet
Councillor Amanda Smith
County Councillor Peter Schwier

24/143. Declaration of Members' interests in agenda items

Councillor Edwards-Holmes declared an interest in agenda item 24/147.6 and 24/151.1

24/144. Open Session – opportunity for members of the Parish to address the Parish Council.

District Councillor Richard van Dulken sent in a report as follows:

- At the last full council meeting of Braintree District Council a motion was passed to oppose the government's decision to withdraw the winter fuel allowance for all pensioners and they commit to help those who need help by way of advice and encouragement to apply for pension credit.
- The call for sites which have been submitted for the Local Plan will be considered from May 2025 and the final plan should be in place by February 2027.
- Volunteer drivers are needed to drive cars for Braintree's Social car scheme and minibuses for as they hire minibuses with volunteer drivers to non-profit making groups and schools. More information can be found on Braintree District Council website.
- It was agreed at cabinet that for the financial year 2024/25 the cost of the garden waste green bin will remain at £55 per year and any additional bins would be £30 per year.
- The waste incinerator in Rivenhall will come on stream late next year. Waste will be taken to the incinerator rather than landfill, the incinerator can handle 500,000 tonnes of waste each year. Braintree District Council are responsible for collecting the waste and Essex County Council are responsible for disposing of it.

24/145. Minutes of the last Parish Council Meeting

Cllr Edwards-Holmes proposed the minutes of the Parish Council meeting held on 12th September 2024 were agreed and signed as a true record of the meeting and Cllr Winter seconded this.

24/146. Matters Arising not on the agenda – for report only.

There were no matters arising.

24/147. Actions from previous meeting:

- 24/147.1 Clerk to write to letter to resident regarding the dumping of garden and fowl waste. A letter has been sent to the resident concerned.
- 24/147.2 Cllr Bourlet to follow up with Alan Collard regarding funding for digitalising historic records. To be held over to the next meeting as no update available.
- 24/147.3 Cllrs Bourlet, Winter to arrange and meet with a third representatives regarding possibilities for the playing field. To be held over to the next meeting as no update available.
- 24/147.4 Cllr Bourlet to research funding for the playing field project. To be held over to the next meeting as no update available.
- 24/147.5 Cllr Bourlet to report back to the playing field group with response from the Cricket Club representative regarding boundaries for the cricket pitch. To be held over to the next meeting as no update available.
- 24/147.6 Cllr Graves to look at options for the car park in Park Lane. Planning regulations for EV charging points have been circulated to Councillors. It was agreed that the car park should be measured to see what land would need to be reserved for and EV charging point and advice on how to sell the land to minimise the sale costs.
- 24/147.7 Clerk to write to the owner of the cars left in Park Lane car park. A letter has been sent asking for the cars to be removed.

24/148. Internal Practices and management for the Parish Council:

- 24/148.1 Neighbourhood Plan update – no update received.
- 24/148.2 Wethersfield Airfield and Asylum centre – updates are circulated to councillors as they are received.
- 24/148.3 2 Hour Short Course training – modules and attendance confirmed. Clerk to relay this to EALC.
- 24/148.4 Cllr Graves – update on Gainsford End sign. It was reported the posts are in place and the sign is being sorted out. Cllr Graves to monitor.
- 24/148.5 Tree planting project – Cllr Graves has completed an application form for funding towards the project.
- 24/148.6 Christmas Event will be held on 7th December 2024. The sleigh has been provisionally booked, a 20ft tree will cost £150- £200. An application for funding toward the tree has been made by Cllr Graves. The Green Man have been asked to provide refreshments in line with lasts years event. It was agreed more baubles and electric boxes will be required. A budget of £850 was agreed.
- 24/148.7 Parish Council Strategy document – to be held over to the next meeting.

24/149. Correspondence Received:

- 24/149.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 24/149.2 Essex Local Nature Partnership Recovery Strategy (LNRS) Public Consultation is open until 25th October 2024. The draft strategy set out the new vision for our natural spaces. Everyone's voice matters and views are being sought. To take part in the public consultation please visit [Essex Local Nature Recovery Strategy \(LNRS\) Public Consultation - Essex County Council - Citizen Space](#)
- 24/149.3 Braintree Local highways Panel - The Minutes of the meeting of Braintree Local Highways Panel which was held on 29th August 2024 have been published today and they are available to view on the Council's website at the following link:- [Minutes](#)
- 24/149.4 Email received re SORN vehicles in Park Lane car park. Owner is making strides to remove the vehicles.
- 24/149.5 20's Plenty for Essex Campaign – Proposal to make a resolution that Toppesfield Parish Council:
- *Supports the 20's Plenty for Essex Highways campaign;*
 - *Calls on Essex Highway Authority to implement 20mph in Toppesfield; and*
 - *Will write to Essex Highway Authority to request 20mph speed limits on streets throughout the authority where people live, work, shop, play or learn, with 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit.*

Before the parish council sign up to this more work needs to be carried out. Cllr Edwards-Holmes will liaise with Cllr Smith how to involve the school in the project and funding opportunities need to be investigated. Great Yeldham no longer have a community speed watch team and there was no response from the police when enquires were made.

Late correspondence – information only:

Countryside Voices Autumn/Winter edition received

Stansted Airport Watch Newsletter received – available on the parish council website.

Invitation to the CPRE AGM in Finchingfield on 5th October 2024 received.

24/150. Financial Accounts:

24/150.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was presented and Cllr Edwards-Holmes proposed they were accepted and this was seconded by Cllr Neale. Payments are detailed in Appendix A.

24/150.2 Consideration of projects for 2025/2026 budget. Ideas for projects for 2025/2026 to be presented at the next parish council meeting.

24/151 Highways:

24/151.1 Park Lane Car Park – discussed under agenda item 24/147.6

24/151.2 Footpaths – update on mapping of local footpaths including costs. No update received, Cllr Neale to follow up.

24/152 Planning:

Application No:	Description	Address	Action
24/02052/HH	Installation of an air-source heat pump	19 Stambourne Road Toppesfield CO9 4DG	Comments to Braintree District Council by 22 nd October 2024

The above application was discussed, and no objections were raised.

24/153. Communications:

No items were raised or discussed under this item.

24/154. Information exchange / Items for the next agenda

Warm-hub coffee morning – it was suggested to hold another coffee morning toward the end of January 2025.

24/155. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 7th November 2024 at 7.30pm at Toppesfield Village Hall.

24/156. Close

The Chair closed the meeting at 8.28pm

Signed:

Dated:

Action Summary:

- **Cllr Bourlet to follow up with Alan Collard regarding funding for digitalising historic records.**
- **Cllrs Bourlet, Winter to arrange and meet with a third representatives regarding possibilities for the playing field.**
- **Cllr Bourlet to research funding for the playing field project.**
- **Cllr Bourlet to report back to the playing field group with response from the Cricket Club representative regarding boundaries for the cricket pitch.**
- **Cllr Graves and Cllr Neale to measure the car park in Park Lane and map area required for EV charging point and seek advice on how to sell the land to minimise the sale costs.**

Appendix A

Accounts - 3rd October 2024				
			£	
Community Account				
	Closing Balance as at 2nd October 2024		41,217.31	
	All previous payments issued balance should be		<u>£32,350.31</u>	
Income Received				
	Included in the balance figure of 2nd October 2024			
26.09.24	Braintree District Council - Precept - 2nd Instalment		£8,875.00	
			<u>£8,875.00</u>	
Direct Debits				
	Included in the balance figure of 2nd October 2024			
01.10.24	EDF Energy - The Pavilaion electricity supply		£8.00	
			<u>£8.00</u>	
Direct Debits Due this month				
07.10.24	Vodaphone Contract		£13.80	
			<u>£13.80</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
26.08.24	PKF Littlejohn LLP - Annual return fee 2023/2024	By Bacs	£252.00	£0.00
24.09.24	Braintree District Council - Amentiy vechile hire - 21.09.24	By Bacs	£345.00	
Sep-24	The Royal British legion Poppy Appeal - Poppy Wreath	101970	£25.00	
01.10.24	HMRC - Tax on September salary	By Bacs	£30.60	£0.00
01.10.24	K Berry - September salary	By Bacs	£712.35	£0.00
			<u>£1,364.95</u>	
			£39,838.56	