



Toppesfield Parish Council



Minutes of the Meeting held on Thursday 4th April 2013 At The Village Hall, Toppesfield at 8.00pm

13/57. Attendance and Apologies for Absence:

The following Councillors were in attendance:

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

Also in attendance:

Kaaren Berry – Clerk to the Parish Council
Rob Stafford-Baker
Paul Thompson

Apologies were received from

Councillor John Levick

13/58. Declaration of Members Interest on Agenda items:

No declarations of interest were made at this time.

13/59. Open Session for members of the Parish to address the Parish Council:

Prior to the open session the representatives from LARG took the Councillors over to Toppesfield Recreational Area to show them their ideas for improving the grounds.

Upon return Paul Thompson gave a presentation of the proposed improvements for the playing field. This included a large tarmacked area for a five a-side goal, basketball hoop and an area for the children to use their scooters and bikes. Suggestions for the pavilion were also made to improve its look and to make it viable as a storage/useable area.

The proposed changes were approved in principal but full details of costing's and a detailed plan for the project is required.

No other members of the public were present and no questions were received.

The public session was closed at 8.50pm

13/60. Minutes of the last meeting:

The minutes of the meeting held on 7th March 2013 were approved and signed by the chair as being an accurate record of the meeting.

13/61. Matters Arising from the Minutes:

Councillor Bagnall asked which modules would be covered on the short course – it was agreed that the modules would be A Parish Year, Powers and Duties, Roles and Responsibilities, Responding to Planning Applications and Planning & Policy Framework.

13/62. Actions from Previous Meeting:

- 13/62.1 Peter Moore to contact Highways following further investigation of Cust Hall Bridge. Councillor Moore has been under the bridge and there is no major cracking therefore no further action is required at this time.
- 13/62.2 Kaaren Berry to work out the training modules for the two hour short course – this was discussed under 13/61.
- 13/62.3 Kaaren Berry to contact other parishes who maintains their websites and to check when our contact is up for renewal. Ridgewell Parish Council uses Essex info to set up their website and the clerk maintains it. Stambourne has a village website maintain by a resident and Birdbrook's is maintained by the Chairman with minimal costs. Our website is due for renewal in May at a cost of £310 but we could upgrade to the next plan for an extra £60 which should eliminate the extra £15 costs we incur for uploading information.
- 13/62.4 Kaaren Berry to contact the shop committee regarding the donation of shovels for the Winter gritting team – letter written but to be passed onto the shop committee.
- 13/62.5 Kaaren Berry to check the financial regulations as to the purchase figure for services/items where 3 quotes are required. If the contract is above £3000 three tenders have to be invited, if less than £3,000 then 3 quotes need to be obtained but if under £500 the clerk shall strive to obtain 3 estimates.
- 13/62.6 Kaaren Berry to check with EALC as to best practice figures for a reserve amount for parish councils. It is up to the parish council to set a reserve figure - it could be up to a year's precept. The EALC did suggest that £2,000 - £3,000 is set aside in case of an election and a figure for named projects be set aside. This will be discussed at the next budget meeting.
- 13/62.7 Kaaren Berry to contact Braintree District Council re grass cutting contract and the inclusion of Gainsford End playing field – quote received but before a decision is to be made Kaaren to provide a breakdown of income and expenditure for grass/verge cutting for the last two years.
- 13/62.8 Kaaren Berry to write to Braintree District Council re the 'Bring Bank Sites' – response sent regarding the recycling points in the village.
- 13/62.9 Peter Moore to report on items actioned and/or in progress which were highlighted in the village plan – this will be covered under 13/65.
- 13/62.10 Kaaren Berry to ask LARG to forward a copy of their presentation to all Councillors prior to the next parish council meeting – request made but physical presentation required.
- 13/62.11 Kaaren Berry to write to the NHS group regarding the proposed doctors surgery at Whitlock Drive. Survey form completed and response sent to the pct. communications.
- 13/62.12 Kaaren Berry to contact Braintree District Council re litter picking on the approach roads into the village. This has been reported and will be passed onto the street clean team.
- 13/62.13 Kaaren Berry to research who owns the access road to the Anglian Water pump station. UK power have information stating the access path is owned by the council. Anglian water are yet to respond.

13/63. LARG Presentation:

This was presented during the public open session – a copy of the presentation is available for viewing if required.

13/64. Financial Accounts

- 13/64.1 To receive the Clerk's Report indicating receipts and payments requiring approval – these were approved and the cheques signed.
- 13/64.2 Barclays Bank have requested a new bank mandate and personal details form be completed and returned as the previous personal details form was not received and therefore cancelled our previous request to add another councillor on as a signatory.
- 13/64.3 Street Cleaning Agreement –Channel Sweeping dates, agreement and Activity report. It was agreed that Kaaren should complete the necessary report and bring to the next meeting for consideration.

13/65. Village Plan Groups:

Councillor Moore provided a breakdown of the projects identified in the village plan and who has been named as responsible for them. However not all group leaders were aware or agreed to lead the groups. Some progress has been made in different areas but the main achievements have been with the footpaths and with LARG (recreational). Councillor Moore will review what has been achieved so far and how projects can be moved forward and the prioritising of projects for completion.

A letter will be sent to landowners reminding them of their duties regarding footpaths.

Questions have been received regarding the progress of the County Broadband Project since the door to door surveys were carried out. Peter Moore to write to County Broadband regarding the lack of progress/communication.

13/66. Transport / Highways Issues:

Councillor Moore has been in contact with Essex County Council regarding the footpath along The Causeway. The estimate cost is £35,000 and the majority of this would be to move telegraph poles that would be in the way. This is disputed – it may only be one or two poles. Peter Moore will arrange a site visit with Essex County Council and see how this project can be moved forward.

13/67. Village Hall Update report:

A fundraising meeting was held and ideas explored – these included a table top sale and a cream tea afternoon. Shaun is looking into avenues of funding for the village hall for a suspended ceiling and new heating system. The parish council requested if a long term plan could be produced. Shaun will relay this at the next village hall meeting.

13/68. Recreational Areas / Open spaces:

- 13/68.1 Update on quotes for redressing the access road to the Toppesfield Playing Field. Three quotes for the driveway up to the playing field have been received ranging from £3,000 to £6,000. Quotes for the large tarmac area are still outstanding – one has been received two more to follow.
- 13/68.2 Grass cutting quotes for 2013/2014. Quotes for both Toppesfield and Gainsford End recreational areas have been received. Before a decision is made a list of payments made and received in respect of grass & verge cutting was requested for the last two years – Kaaren to supply this information.

13/69. Welcome Pack:

Alan Collard circulated the original welcome pack – only one or two organisations responded to be entered in to it and not many businesses. The pack needs to be updated – Kaaren Berry to do this. Councillor's will then circulate the pack to newcomers in the village.

13/70. Planning:

13/70.1 Application No:13/00268/FUL Location: Land Adjacent to Chestnut House
Description: Erection of detached dwelling

Due to majority of the Councillors declaring an interest regarding this matter the Parish Council were not quorate and therefore this application was not able to be voted on at Parish level. Councillor Moore had taken advice from the Monitoring Officer regarding this.

13/70.2 Application No: 13/00318/MMA Location: Berwick Hall
Description: Amendments to previously approved application (12/00272/FUL) – consisting of fenestration changes and alterations to the layout of the dwelling.

No objections or comments were made regarding this application.

13/70.3 Application No: 13/00335/FUL Location: 21 Camoise Close
Description: Demolition and rebuild of existing rear garage.

No objections or comments were made regarding this application.

13/71. Community Issues Group / Network 5:

The next meeting will be held at The Community Rooms in Birdbrook – Peter and Andrew will be attending. Kaaren Berry to ask for the agenda to be sent out as soon as possible.

13/72. Correspondence:

- 13/72.1 Essex County Council – Greater Essex Timetable Book and Bus and Train map for Essex received – this will be placed in the shop for use.
- 13/72.2 Littlejohn – Audit Return forms received for completion – Kaaren has spoken to the accountant and meeting to be arranged.
- 13/72.3 AON – FSA requirements - Employers Reference Number needed – form completed and to be sent off.
- 13/72.4 E.on –confirmation of new price plan received.
- 13/72.5 Local Government Boundary Commission – Electoral review of Braintree poster for noticeboards to be copied and displayed.
- 13/72.6 EALC – County Update –March Issue received.
- 13/72.7 Mh-p - website analytical report received for March 2013.
- 13/72.8 Highways response re additional salt bins was negative but need to ask them about replacing old bins. Kaaren to follow this up.
- 13/72.9 Highways – interactive map of public rights of way – link to be issued to all councillors.
- 13/72.10 RCCE – Oyster Magazine Spring issue received – Clare has this to read.
- 13/72.11 CPRE – Barnard’s Farm – sculpture garden and future dates of events received.
- 13/72.12 The Essex Playing Field – winter 2012/2013 issue – Peter has taken this to read.

Late correspondence:

Countryside Voice and Field Work Spring Edition received – Peter has taken this to read.
National Grid overhead refurbishment works – rewiring of the first circuit has been completed however works still needed to remove all scaffolding etc. The second circuit will need rewiring but not until next year or later.

13/73. Any Other Business:

To discuss any other business / items for the next agenda

Shaun asked if Plants that Grow have been approached about the hanging baskets – Kaaren reported that they are happy to supply the baskets, normally May and September/October in return for advertising in the parish newsletter but advert has not been received.

Shaun also mentioned that the sign post next to the pump is looking tired – quote for repainting to be obtained.

Shaun asked about the possibility of the noticeboard from Camoise Close being moved – Andrew reported that this will not be happening and it will remain where it is.

Clare reported that the tenancy agreements for the allotments have been sent out and some cheques are already coming in. All plots are taken at present and the school have been approached about having an allotment but no response yet.

The next parish surgery will be on the 20th April and Alan Collard has volunteered to run this one.

13/74. Date of the next meeting:

The next meeting will be held on the 9th May 2013 which will be the Annual Parish Meeting at 7.30pm and the Annual Parish Council Meeting on the 16th May 2013 at 8pm both to be held at Toppesfield Village Hall.

13/75. Close:

The meeting was closed at 10.47pm

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Chairman

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Date

Action Summary:

Kaaren Berry to complete the report for the Street Cleaning Agreement and bring to next meeting for consideration.

Peter Moore to review village plan projects and achievements and prioritise projects.

Peter Moore to review letter to landowners re footpaths.

Peter Moore to write to County Broadband regarding the lack of progress/communication.

Peter Moore to arrange site visit with Essex County Council regarding The Causeway footpath.

Shaun Sheldrake to ask the village hall committee for their long term plan for the village hall.

Shaun Sheldrake to follow up on outstanding quotes for the tarmac area in the playing field.

Kaaren Berry to supply figures for the last two years for grass/verge cutting.

Kaaren Berry to update the welcome pack.

Kaaren Berry to obtain agenda for the Community Issue Meeting.

Kaaren Berry to ask Essex County Council re the replacement of old salt bins.

Accounts – 4 th April 2013			
		£	£
National Savings Deposit Account:		2508.27	
Balance as at March 2013		2521.77	
Community Account			
Statement	Balance as at 28th March 2013		13833.32
Subtotal:		2508.27	13833.32
All previously issued cheques cashed / receipts cleared balance should			13833.32
Income Received			
Advertising – banked 2 nd April 2013			240.00
Payments to be approved:			
Chq No:			
101438	Paul Clark Printing – March/April Issue		270.00
101439	S. Amerio – Doctors car service		4.40
101440	M.Dyson – Doctors car service – phone top ups		40.00
101441	Millgate Roofing services – First Aid Shed repairs		60.00
101442	Toppesfield Village Hall Committee – quarterly invoice		283.50
101443	Playquip – Gainsford End swings		660.00
101444	E.on – Changing Room supply		25.82
101445	EALC – Affiliation fee		151.37
101446	Anglian Water – Allotment supply		22.70
101437	K. Berry March's wages		198.47
			<u>1716.26</u>
Bank Charges will be deducted on 8 th April 2013			5.00
Balance		<u>2521.77</u>	<u>12352.06</u>
Last bank statement received up to 28 th March 2013.			