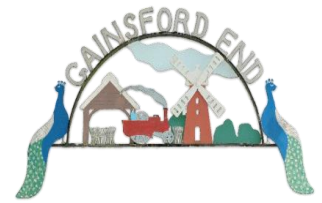




Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 4th February 2016 At The Village Hall, Toppesfield at 8.00pm

16/26. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Andrea Chinery
Councillor Mike James
Councillor Alan Preston
Councillor Linda Bowen

Also in attendance:

No members of the public were present
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Dave Dyson
Councillor Paul Thompson
Councillor Richard Van Dulken – BDC Yeldham Ward

16/27. Declaration of Members' interests in agenda items:

Councillor Mike James declared an interest in agenda point 16/37.

16/28. Open Session – *opportunity for members of the Parish to address the Parish Council.*

No members of the public were present. However the Parish Council was made aware that site no TOPP 408 in Gainsford End has been put up for auction.

Richard Van Dulken reported that he is trying to arrange a get together with the local Police Inspector, Craig Carrington and will be arranging to meet with the head of St Margaret's School. He also commented that after reviewing the comments from the listening event re the proposed sites as part of the Local Plan 2033 his view is that there is little or no appetite for developments in Gainsford End, while TOPP411, TOPP412 and TOPP413 in the north of the village are generally acceptable as long as there is good mix of dwellings to include affordable homes.

16/29. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 7th January 2016 were approved and signed as correct.

16/30. Matters Arising from last meeting - not dealt with below

There were no matters arising.

16/31. Actions from previous meeting:

- 16/31.1 Councillor Paul Thompson to complete the Open Space Action Plan – Councillor Thompson reported that this has been completed online. Councillor Thompson to provide a copy to Kaaren Berry.
- 16/31.2 Councillor Dave Dyson to contact Braintree District Council to inspect the changing rooms / pavilion in order to progress the Section 106 application. Ongoing as waiting for works to be carried out to the doors before Braintree District Council can view the pavilion – this work should be carried out

next week.

- 16/31.3 Kaaren Berry to contact Playquip for a new 'pin & bush' for one of the swings in Toppesfield Playing Field. The parts have been received and fitted by Stuart Hammond.
- 16/31.4 Councillor Paul Thompson to review the terms of hire for the Pavilion. Councillor Thompson stated that the Reference to sale of Alcoholic beverage to be changed.
- 16/31.5 Kaaren Berry to write to the proprietors of footpath/road in Camoise Close and ask them to repair it. A letter has been sent and waiting for a response.
- 16/31.6 Councillor Dyson to write to Toppesfield Community Pub and ask them for general access to the land being purchased by Toppesfield Parish Council. Permission has been granted by Toppesfield Community Pub for access in writing. Councillor Mike James to provide a copy of the letter.
- 16/31.7 Kaaren Berry to find out the conditions for the Parish Council having General Power of Competence. The Parish Council do not have the qualifying conditions for General Power of Competence but further information is required and EALC will see if the granting of a loan could be achieved via another power. Councillor Mike James to ask Toppesfield Community Pub for the information required.
- 16/31.8 Councillor Mike James and Kaaren Berry to arrange village litter pick. Braintree District Council can provide equipment for the 19th March 2016. The date was agreed by those present and litter pick will take place from 10am – 12pm meeting at the village hall. Notices to go out through the school and newsletter. Kaaren Berry to review the risk assessment.
- 16/31.9 Kaaren Berry to enquire with Braintree District Council the cost and bin sizes for village hall use. Braintree District Council will provide a larger bin at no cost but if a larger one is required this will incur costs. It was agreed to review this in the summer following the delivery of the larger bin.
- 16/31.10 Councillor Thompson to liaise with the cricket club to replant one of the memorial trees on the playing field. Councillor Thompson reported that this is going and will be moved in March.
- 16/31.11 Kaaren Berry to find out when the 333 service will no longer be available in Toppesfield. The service from Toppesfield ceased in January 2016, new timetables are available. The nearest stop is at the Junction with Toppesfield Road and High Street, Great Yeldham.
- 16/31.12 Councillor Preston to draw up job description for village handy man – this has been done, copy to be provided to Kaaren Berry.
- 16/31.13 Councillor Chinery to investigate the cost of a porta cabin and costs to make it suitable for pre-school use. Councillor Chinery reported that a refurbished porta cabin can be obtained for £18,000 - £20,000 for a nursery classroom. Full planning permission would be required and the cost of fitting it out needs to be looked at. Pre-school have some funds available but grants will need to be sort however there are not many around at the moment. Councillor Andrea Chinery also reported that the pre-school are hoping to open a holiday club during the summer holidays for children up to 8 years. Councillor Andrew Bull to speak to the village hall committee re this.

16/32. Internal Practices and management for the Parish Council:

No matters were raised .

16/33. Correspondence Received:

- 16/33.1 BDVSA – E-Bulletins 12th January and 26th January 2016 – Circulated to all Councillors prior to the meeting.
- 16/33.2 St Margaret's School – concerns regarding the hole on the pavement which has appeared after the removal of the tree which was between the Church wall and the school gate.
- 16/33.3 RCCE – Introduction from Ed Rigby, Rural Housing Enabler received.
- 16/33.4 EALC – Playground inspection course, Local Council Police Conference, The future of External Audit for Smaller Authorities – update one and training calendar received and circulated to Councillors.
- 16/33.5 RCCE – Neighbourhood Planning Networking Event – 6th February 2016.
- 16/33.6 Lower Thames Crossing Route Consultation 2016 – Public Consultation on proposals for a Lower Thames Crossing, a new road crossing of the River Thames connecting Kent and Essex. Visit www.lower-thames-crossing.co.uk for more details and online questionnaire can be completed.
- 16/33.7 Contact details for local Councillor Richard Van Dulken and James Cleverly MP received.
- 16/33.8 Braintree District Council – Age Well – initiative to improve older people's health and well-being and posters advertising their latest campaigns received – to be displayed in notice boards and leaflets in the village shop.
- 16/33.9 Essex Playing Field – Autumn Magazine received. Councillor Andrew Bull took to read through.
- 16/33.10 Clerk & Councils direct and SLCC Clerk Magazine January issues received.

16/33.11 Braintree District Council – Braintree District Local Plan - seeking comments on identified sites in the call for sites listing. Kaaren Berry to draft response letter for approval and include the comments from the community listening event last November. Councillor Andrew Bull to approve before sending.

Late Correspondence:

mh-p website analytical report for January 2016 was received
 SBA team for PKF Littlejohn re audit for 2015/2016. Further information to be provided by them re dates.
 Braintree District Council – don’t lose your vote – registering on the electoral role.
 Essex County Council – Replacement Waste Plan Engagement event on 1st March 2016 at St Cedds Hall, Chelmsford from 6.30pm to 8.30pm.
 Braintree District Council – Confirmation of receipt of Precept form and percentage increase.

16/34. Financial Accounts:

16/34.1 Quote for repairing the pathway near the school gates and Church wall in Church Lane. In the interest of health and safety it was agreed that the works be carried out on the quote received.
 16/34.2 Braintree District Council Grounds Maintenance Service Level Agreement – it was agreed that the three year fixed option be taken up. This was proposed by Councillor Mike James and Seconded by Councillor Alan Preston.
 16/34.3 To receive the Clerk’s Report indicating receipts and payments requiring approval – these were approved and signed.
 16/34.4 New Audit regime 2017 – consideration of opting out. To be decided in next months meeting.

16/35. Highways

It was reported that a telephone cable is hanging out at the side of the road near the junction of Great Yeldham Road and The Causeway. Kaaren Berry to report this to Open Reach.

16/36. Land to the rear of The Green Man Public House

16/36.1 Update on land purchase – Councillor Andrew Bull will confirm with the solicitors that the Parish Council has access to the land.
 16/36.2 Update on Legal access from TCP to the Parish Council to enable continued purchase of the land behind The Green Man – This has been granted by Toppesfield Community Pub Ltd.

16/37. Engagement with Toppesfield Community Pub Ltd (TCP)

16/37.1 Presentation of TCP plans for the renovation of The Green Man- The plans were presented to the Parish Council and were well received.
 16/37.2 Update from TCP – Councillor Mike James reported that funding for the projects are still being sort.

16/38. Planning:

| APPLICATION NO: | DESCRIPTION : | LOCATION : |
|-----------------|---|--|
| 16/00139/VAR | Application for variation of condition no. 4 of approved application 04/01398/COU - to allow Building No. 7 to be used only for B1, B2 and B8 use | Gainsford Hall Gainsford End Toppesfield C09 4EJ |

This application was discussed and no objections were made.

16/38. Parish Plan Portfolio: Ecology & Environment

16/38.1 Update: Councillor Mike James stated that there was nothing to report at the moment.

16/39. Parish Plan Portfolio: Social and Community

16/39.1 Update: Councillor Linda Bowen stated that she was waiting for a meeting with Councillor Bull regarding liaisons with the school.
 16/39.2 Update on Neighbourhood Plan project – no update available.

16/40. Parish Plan Portfolio: Leisure & Recreation

16/40.1 Update: Councillor Paul Thompson sent in a report to say that Nick Hasler is looking at alternative suppliers for Play equipment and Trisha Roberts is still fundraising for LARG. There is also a chance to purchase at a very favourable rate, a lot of Shrubs that will be useful for Infill at the Playing Field and other spots such as the Gated Approach to Toppesfield. This was discussed and agreed not to pursue.

16/40.2 Quotes for pathway to the playing fields, hard standing area and boules court. Councillor Paul Thompson sent in a report to say that he is in the process of drawing up the spec for works and have approached other Tarmac company for quote in Braintree District

16/41. Parish Plan Portfolio: Communications and Transport

16/41.1 Update: Councillor Andrew Bull reported that there have been rumours that the Wednesday bus to Braintree may be stopping/changing. Kaaren Berry to look into. Councillor Andrew Bull also stated that he has received a letter from a parishioner regarding carpet bowls in the village hall and the purchase of a second-hand mat and bowls. This was discussed and it was agreed to purchase the equipment. This was proposed by Councillor Andrea Chinery and Seconded by Councillor Linda Bowen.

A petanque session is being held on the 17th February at 11.30pm at Toppesfield Playing Field to introduce the game to all.

16/42. Parish Plan Portfolio: Economy and Employment

16/42.1 Update: Councillor Alan Preston confirmed that he is looking at a welcome pack for new comers to the village.

16/42.2 Update: Village Handyman – advert for job has been done and will be displayed in the noticeboards.

16/43. Parish Plan Portfolio: Youth

16/43.1 Update: Councillor Andrea Chinery reported that Little Chestnuts are advertising for an apprentice (under 24 years)and are using a training agency in Steeple Bumpstead – PBD. Dates for the summer club will be confirmed shortly.

16/44. Parish Surgery:

16/44.1 The next Parish Surgery will be held in 6th February 2016 from 10.30am – 12.30pm in the Village Hall and Councillor Alan Preston will be in attendance.

16/45. Any Other Business:

To discuss any other business / items for the next agenda

No other business was raised.

16/46. Date of the next meeting:

The next Parish Council Meeting is scheduled for 3rd March 2016 at 8pm at Toppesfield Village Hall

16/47. Close

The meeting was closed at 9.50pm.

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Chairman

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Date

Action Summary:

Councillor Paul Thompson to provide a copy of the Open Space Action Plan to Kaaren Berry.

Councillor Mike James to provide Kaaren Berry a copy of the permission letter re access from Toppesfield Community Pub.

Councillor Mike James to seek information requested by EALC regarding Toppesfield Community Pub Ltd.

Councillor Andrew Bull to put something in the Newsletter about the litter pick and Kaaren Berry to do notices to go out through the school.

Kaaren Berry to revise the Risk Assessment for the village litter pick.

Councillor Alan Preston to provide a copy of the Handy Man Job Description to Kaaren Berry.

Councillor Andrew Bull to speak to the village hall committee re the pre-schools hopes for a building of their own.

Kaaren Berry to draft letter to Braintree District Council re call for sites.

Kaaren Berry to report loose cable to open reach on the road near junction of Great Yeldham Road and The Causeway.

Kaaren Berry to look into any changes re the NO 10 bus service to Braintree.

Appendix A

| Accounts – 4th February 2016 | | £ | £ | |
|--|--|-----------|------------|-------------------|
| National Savings Deposit Account: | | | | |
| Balance as at 1st January 2015 | | 2559.74 | | |
| Community Account | | | | |
| Statement | Balance as at 29th January 2016 | | £26,873.36 | |
| Subtotal: | | £2,559.74 | | |
| All previous issued cheques cashed balance should be | | | £26,873.36 | |
| Income Received | | | | |
| 01.01.16 | National Savings & Investments Interest | £19.20 | | |
| | Donation Cheque for LARG - from Axa | | £150.00 | |
| Payments to be approved: | | | | |
| Date of invoice | | | Chq No: | Unrecoverable VAT |
| 30.12.15 | B Stevenson - Community Football match | | 101654 | £25.89 £0.00 |
| 19.01.16 | Playquip - Oilet swing bearings (2 pairs) | | 101655 | £65.32 £0.00 |
| 28.01.16 | Braintree District Council - Horticultural Costs - Toppesfeild Playing Field | | 101656 | £96.00 £0.00 |
| 31.01.16 | K. Berry - January wages | | 101653 | £242.48 £0.00 |
| | | | | £429.69 |
| 19.01.16 | Bank Charges will be deducted on 4th February 2016 | | | £10.00 £0.00 |
| Balance | | £2,578.94 | | £26,583.67 |
| Last bank statement received up to 29th January 2016 | | | | |