



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 4<sup>th</sup> November 2021 at Toppesfield Village Hall at 7.30pm

### **21/166. Attendance and Apologies for Absence:**

#### **The following Councillors were in attendance:**

Councillor Alan Collard – Chair  
Councillor Chris Neale – Vice chair  
Councillor Andrea Chinery  
Councillor Boyd Page  
Councillor Amanda Smith

Also, in attendance:

8 members of the public were in attendance  
District Councillor Richard van Dulken  
County Councillor Peter Schwier  
David Oxman – Neighbourhood Plan Chair  
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Gemma Mackman

### **21/167. Declaration of Members' interests in agenda items:**

No declarations of Members interests were made.

### **21/168. Open Session** – *opportunity for members of the Parish to address the Parish Council.*

A parishioner stated that the Ministry of Justice (MOJ) initial consultation letter had not been received by the whole parish, residents of Gainsford End received it but not residents in Toppesfield, so they were unaware of the consultation regarding the proposed prison on Wethersfield Airbase.

It was asked what the MOJ's plans were for the whole base and how a copy of them could be gained.

Councillor Richard van Dulken commented that Braintree District Councils involvement is only to do with any planning application that may be submitted, and he is unaware of if any other plans have been made. It was suggested that the local MP James Cleverly maybe able to request further information from the Ministry of Defence and his request could hold more weight than Braintree requesting it.

Various residents voiced their concerns and regarding the proposal which the parish council will take into account when making their response to the Ministry of Justice.

District Councillor Richard van Dulken reported:

- Braintree District Council will be taking a view on the prison proposal if and when a planning application is received.
- Braintree District Council has received another planning application for the Fishing Lakes in Great Yeldham if the parish council would like to comment on it.
- There are still funds available from the Councillors Community Grant and is open to applications. An application has been received from Toppesfield Community Shop for new shelving if the shop were to move to the Green Man barn.
- Horizon 120 – The enterprise centre now has a 3-storey building and the Manor Street project is nearing completion.

The P3 officer reported the bridge along the footpath behind Ollivers Farm needs repairing again following the fairly recent flooding and this has been reported to Essex County Council. Also, that the footpath signage in general is in a bad state around the parish.

County Councillor Peter Schwier – asked that any issues regarding the public rights of way are forwarded onto him via the clerk. He also reported:

- Over half term Essex County Council made 13,000 holiday club spaces available.
- Updated policies for ‘Everyone’s Essex’ which will be available online at [essex.gov.uk](http://essex.gov.uk)
- Covid-19 cases are spreading across Braintree at the moment.
- Council Tax – hints have been made by Essex Police, Fire and Crime Officer that costs are going up by possibly 3 or 4%  
Braintree District Council and Essex County Council are looking at budgets before setting the council tax levels. Essex are looking at their budget over a longer term to try and avoid the peaks and troughs.
- There has been a big improvement on the Public Rights of Way information on their website.
- 2000 blocked drains were cleared last month
- Northeast Bypass planning application has been submitted.

### **21/169. Minutes of the last Parish Council Meeting**

The minutes of the parish council meeting held on 7<sup>th</sup> October 2021 were agreed and signed as a true record of the meeting.

### **21/170. Matters Arising not on the agenda – for report only**

There were no matters arising.

### **21/171. Actions from previous meeting:**

- 21/171.1 Councillor Smith to gain formal written quote and drawings for a wooden shelter for the Toppesfield playing field – this is ongoing.
- 21/171.2 Clerk to write to Anglian Water regarding rights of way over the access road – ongoing.
- 21/171.3 Councillor Collard to liaise with Toppesfield Community Pub re the shop’s possible move to the barn – see agenda item 21/172.3.
- 21/171.4 Councillor Chinery and the Clerk to progress the Tree lighting event and produce a programme and supply costings for the November parish council meeting – see agenda item 21/172.5.
- 21/171.5 Councillor Chinery to book the village hall for the coffee morning on the 13 November 2021 – this has been booked.
- 21/171.6 Councillor Collard to make amendments to the Constitution of the new Charitable Incorporated Organisation and circulate to all councillors – amendments circulated to Councillors. Councillor Collard to progress. The next step will be to meet with the other village organisations.
- 21/171.7 Councillor Page to progress policy for a Parish Handyman and volunteers out of pocket expenses – the policy has been drawn up and circulated for comment. This will be formally proposed for adoption at the next parish council meeting.
- 21/171.8 Clerk to write to 7 Park Lane for clarification on their understanding of the rights of way over the car Park – a communication has been sent and awaiting response.

### **21/172. Internal Practices and management for the Parish Council:**

- 21/172.1 Neighbourhood Plan update – David Oxnam reported that first draft of the analysis from the questionnaires have been carried out. 30 responses were received, and these were largely from retired residents. The findings were talked through – once the parish council have considered the results more detail can be given on some of the responses if required.  
The next stage is to carry out a call for sites and looking at potentially widening the village envelope.
- 21/172.2 Update on plans for the Playing Field – the new play equipment is due to be installed on 25<sup>th</sup> November. The work to the trees has been carried out and 300 trees/shrubs will be arriving for planting shortly.  
The plans for the pavilion which were previously drawn up are being looked at and indicative costings will be sought.
- 21/172.3 Update re GM barn / shop move – Councillor Collard reported that he has attended a Toppesfield Community Pub (TCP) meeting to talk through the proposal and wanting to join up the village

- enterprises. TCP will revisit the principle of the potential sale and report back to the parish council. Councillor Collard will write to TCP setting out the benefits to the village and themselves.
- 21/172.4 Proposal for Little Chestnuts Pre-school to lease the land at the back of the village hall to have their own building – Councillor Chinery presented the proposal and reported that the village hall committee’s response was a positive one. The proposal was discussed, and it was agreed the parish council in principle accept the proposal but more detail is required. Councillor Chinery reported that the village hall committee are having the trees in the garden area surveyed and work carried out as necessary. Councillor Collard will speak to Braintree District Council regarding planning permission for the proposed new building.
- 21/172.5 Christmas event – update and costings. The Christmas tree will arrive on the 27<sup>th</sup> November, and cost £300 maximum. The Green Man will provide the refreshments and charge the parish council for these, it was agreed to base this on 150 people at a cost of no more the £225. Chestnuts will be available but someone to cook them will need to be found.
- 21/172.6 Wellness event – 13th November 2021. Cake donations are required for the coffee morning and the hall to be set up at 9.30am.
- 21/172.7 Welcome Pack update – this is progressing slowly.
- 21/172.8 Jubilee event update – Councillor Chinery reported ideas are forming and a team of people are being put together. The event could be a fun day for the children and an evening adult event.
- 21/172.9 Councillor vacancy update – the position remains vacant, and no interest has been received yet. An article will be placed in the next parish newsletter to hopefully gain a response.
- 21/172.10 Village Groups’ Forum – Councillor Collard confirmed a meeting is planned for the 11 November and he will report back following this.

**21/173. Correspondence Received:**

- 21/173.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 21/173.2 Essex Heritage – newsletter received.

**21/174. Financial Accounts:**

- 21/174.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received. Councillor Chinery proposed this was approved and Councillor Smith seconded this. See Appendix A.
- 21/174.2 Proposal to purchase replacement parts for swinging A-board sign. Councillor Page proposed the replacement parts were purchased, and Councillor Chinery seconded this.

**21/175. Highways:**

A new street sign has been installed along Stambourne Road.

**21/176. Planning:**

- 21/176.1 Public Consultation of the proposed new prison on Wethersfield Airbase – update on public meeting and decision on the parish council’s response to the Ministry of Justice – It was agreed the parish council would respond to the consultation with the concerns/issues raised.
- 21/176.2 Proposal to join proposed multi-parish group to co-ordinate approach to proposals – it was Agreed by all councillors present to join the multi-parish group.
- 21/176.3 Proposal, subject to joining the multi-parish group, to agree to provide some funding to the group to assist with potential professional costs; if proposal agreed, suggested amount of £500. The proposal of £500 is based on £1.00 per head of the population of Toppesfield and Gainsford End. This proposal was agreed by all councillors present.

<b>Application No:</b>	<b>Description</b>	<b>Address</b>	<b>Action</b>
Ref. No: 20/01976/FUL	Demolition of existing outbuildings and erection of single storey detached outbuilding	Weybridge Bungalow Stambourne Road Great Yeldham CO9 4RB	Comments by 4th November 2021 to the planning inspectorate

Planning application reference number 20/01976/FUL was discussed, and the parish council support the application.

**21/177. Communications:**

21/177.1 Broadband project update – Councillor Neale reported there is no further update at this time.

**21/178. Information exchange / Items for the next agenda**

No information was exchanged.

**21/179. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 2nd December 2021 at 7.30pm at Toppesfield Village Hall.

**21/180. Close**

Councillor Collard closed the meeting at 10.10pm

Signed:

Dated:

**Action Summary:**

**Councillor Smith to gain formal written quote and drawings for a wooden shelter for the playing field.**  
**Clerk to write to Anglian Water regarding rights of way over the access road**  
**Councillor Collard to write to TCP setting out the benefits to the village and themselves if the parish council were to purchase the barn to allow the shop to move premises.**  
**Councillor Collard to speak to Braintree District Council regarding planning permission requirements for the proposed new preschool building.**  
**Councillor Page to purchase replacement parts for the swinging A board.**

# Appendix A

Accounts - 4th November 2021			£	
Community Account				
	Balance as at 3 November 2021		£38,625.10	
All previous issued cheques cashed balance should be			<u>£38,412.60</u>	
Income Received	Included in the balance figure of 03.11.21			
08.10.21	Fundraising from cake stall		£200.00	
			<u>£200.00</u>	
Direct Debits	/ Payments made since last meeting (included in balance figure of 03.11.21)			
01.11.21	EDF Energy - The Pavilaion electricity supply		£6.00	£0.00
			<u>£6.00</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
18.10.21	D J Mason - supply of goods - petrol/strimmer wire	By Bacs	£50.00	£0.00
04.11.21	Paul Clark Printing - Newsletter - Nov/Dec	By Bacs	£270.00	£0.00
01.11.21	K Berry - October wages	By Bacs	£380.94	£0.00
			<u>£700.94</u>	
			£37,905.66	