



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 4th October 2018 At The Village Hall, Toppesfield at 7.30pm

18/165. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Dave Dyson – Vice Chairman
Councillor Mike James
Councillor Alan Preston
Councillor Paul Thompson

Also, in attendance:

There was 1 member of the public in attendance.
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Andrew Bull – Chairman
Councillor Andrea Chinery
District Councillor Richard van Dulken

18/166. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

18/167. Open Session – opportunity for members of the Parish to address the Parish Council.

A resident thanked the Parish Council for the signs in the carpark and there is now only 1 car left. However, the time limit of 24hours is unworkable and could the sign be re-worded.

18/168. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 6th September 2018 were approved and signed as correct.

18/169. Matters Arising not on the agenda – for report only

There were no matters arising.

18/170. Actions from previous meeting:

- 18/170.1 Enquires to be made re a defibrillator training course with the Community Heartbeat Trust. Community Heart Beat Trust are yet to come back with a cost. First Responders are will do run a course with no cost but a donation pot would be made available. KB to enquire about availability.
- 18/170.2 Request Keeping warm and Well leaflets from Braintree District Council – leaflets have been requested and are being printed. Leaflets regarding Braintree District Councils free handyman service will be sent.
- 18/170.3 Communication with Thelma Bond and purchase of new bench – no update available.
- 18/170.4 Communicate with Brain Moody PCC re the NALC publication and the grant request from St Margaret's Church (AB) Kaaren confirmed that she has sent a copy of the L01-18 topic note to Brian Moody for his reference and will contact EALC (Essex Association of Local Councils) for additional guidance.
- 18/170.5 Research costs for a new swing set for Gainsford end playing field – Councillor Paul Thompson provided a quote for a nest swing. The quote came in at £3500. Further quotes are to be sort.
- 18/170.6 Seek quotes for work to clear the area behind the pub – A quote for £200 was received for the works. It was proposed by Councillor Paul Thompson and seconded by Councillor James that the quote is

- accepted and for Stuart Hammond to carry out the work – This was agreed by those present.
- 18/170.7 Seek prices of new 5 aside goal nets – Councillor Paul Thompson confirmed new nets for the 5 aside goal posts would be £29.00. It was proposed by Councillor Mike James and seconded by Councillor Alan Preston that the nets are purchased. This was agreed by those present and Councillor Paul Thompson will also fix the goal posts.
- 18/170.8 Update on removal of concrete blocks from the playing fields – it would appear that most of the blocks have been removed.
- 18/170.9 Update on the storage of items on the pavilion and the question of whether the glass in the cabinet in the pavilion is safety glass – no update available.

18/171. Internal Practices and management for the Parish Council:

- 18/171.1 Neighbourhood Plan – potential dates for a community event were received but it was agreed to postpone this until February 2019.
- 18/171.2 Co-option for Parish Councillor – letters of interest to be received and co-option decision to be made. Consideration was given to expressions of interest and Amanda Smith has been co-opted onto the parish council.
- 18/171.3 Christmas lunch Planning – Councillor Alan Preston will contact last year’s volunteers to see if they would volunteer again this year.

18/172. Correspondence Received:

- 18/172.1 Essex Parish Partnership – Making the Links, EALC Legal and County Updates – circulated to all Councillors prior to meeting.
- 18/172.2 Great Yeldham Parish Council - Preventing Fraud event ‘How to Spot it’ - Wednesday 17th October 2018 – The Reading Rooms, Great Yeldham 1.30pm – 3.30pm – posters have been displayed to advertise the event.
- 18/172.3 Essex County Council – Passenger Transport – next meeting 8th October 2018 – The Council Chamber, Braintree Town Hall, Market Square.
- 18/172.4 Mortimer Contracts Ltd – Grounds Maintenance – introduction flyer received.
- 18/172.5 Piggots Flag & Branding Ltd – introduction flyer and reminder to check maintenance of flag poles received.
- 18/172.6 Braintree District Council – Choice Based Letting Breakfast meeting – 10th October 2018.
- 18/172.7 Braintree & Uttlesford Community Policing Team update received.
- 18/172.8 Post Office Limited – Letter to confirm the closure of the Services at Toppesfield Shop and details regarding the outreach service received.
- 18/172.9 Ridgewell Parish Council – request for summer fete dates – these need to be acquired from the Church and School.
- 18/172.10 Sovereign Play Equipment - offer received of a free quote and 3D design with no obligation, for any outdoor playground/recreation projects the council may be considering in the next 12 months.
- 18/172.11 Braintree District Council – Local plan update - circulated to all Councillors prior to the meeting.
- 18/172.12 Braintree District Council – Cyber protect message received this has been published on the Parish Council website.
- 18/172.13 Environment agency – Flood & Coastal Erosion Management – feedback from Councillors is being sort – feedback forms circulated to Councillors prior to the meeting.
- 18/172.14 Braintree District Council - Polling District and Polling Place Review – comments to be received by 31st October 2018.

Late Correspondence

- Mhp – Web Analytical Report for September received.
- EALC – Highways Briefing – to be held 7th November 2018 to discuss Highways Planning, Local Highway Panels, Flooding Street works and Green Claims.
- Royal Mail – how to look out for scam mail.
- Comments regarding the Car Park in Park Lane – discussed under agenda item 18/174.5.
- Communication from the applicant of the Fishing Lakes in Great Yeldham regarding the planning application – this was discussed and will consider Braintree Councils recommendation report once it is available online.

18/173. Financial Accounts:

- 18/173.1 To receive the Clerk's Report indicating receipts and payments requiring approval – the report was received and all payments were approved.
- 18/173.2 Grant request for Churchyard grass cutting and general upkeep – Kaaren Berry to seek comments from EALC and James Cleverly MP.
- 18/173.3 Annual return 2017/2018 – as the Parish Councils income and expenditure was under £25,000 for the financial year 2018/2018 they can exempt themselves from a limited assurance review – this was agreed and the Certificate of Exemption signed by the acting Chair of this meeting – Councillor Dave Dyson.

18/174. Highways:

- 18/174.1 Footpath 51 – application form for a modification order was signed.
- 18/174.2 Mill Road, Stambourne – temporary closure of the length of Mill Road, Stambourne from a point approx. 491 metres south west of its junction with Church Road, in a general south west direction for approx. 50 metres onto Chapel End Way. For the period 15th – 19th October 2018.
- 18/174.3 Tilbury Road, Ridgewell – temporary closure due to commence on 20th December 2018 for 19 days. The closure is required for the safety of the public and workforce while Gigaclear Limited undertakes works to excavate footway, carriageway and/or verge to install new network for Gigaclear.
- 18/174.4 Pilot scheme for Highways – this was discussed and it was agreed to respond ‘without prejudice we would like to know more information.’
- 18/174.5 Removal of cars from Park Lane – this signage was discussed and it was agreed the 24-hour time limit would be unworkable and the time limit should be amended and temporarily removed. This will be discussed in full at the next meeting. All Councillors to view the sign.

18/175. Toppesfield Village Hall

- 18/175.1 Update from Village Hall Management Committee was received and read out – see Appendix B.
- 18/175.2 Parish Office problems and security of information – this was discussed and the relationship between the village hall management committee and the parish council to be researched. It was agreed to request both keys back from the village hall management committee for the parish office to ensure the security of the office and personal data.

18/176 Playing Fields & The Dick Ruggles Pavilion

- 18/176.1 Update on Playing Fields User Group. Update unavailable.
- 18/176.2 Community Payback update on activities carried out/proposed activities. Councillor Thompson reported the team have cleared the ditch at the bottom of the playing field. In November they will be working on the allotments, clearing pathways and hedge cutting.
- 18/176.3 New nets and repairs to the 5 aside goals – discussed under agenda item 18/170.7.
- 18/176.4 Possible cutting pathway to allotments by Braintree District Council. Councillor Thompson asked if it was possible for Braintree District Council to cut the pathway from the playing field to the allotments as the allotment committee cut the area at present. Kaaren Berry to seek a quote from Braintree District Council for the grass cutting of this area.

18/177 Communications

- 18/177.1 Update on Communications for the Community – no update available.
- 18/177.2 Parish Council website review – this is ongoing.
- 18/177.3 County Broadband's proposal for Superfast Fibre Optic broadband – Councillor Thompson reported that County Broadband are holding a meeting on the 31st October 2018 in the village hall regarding their services possibly coming to the parish. It was also reported that BT are bringing Superfast Broadband to Gainsford End.

18/178. Information exchange / Parish Surgery / Items for the next agenda

- Parish Surgery – Councillor Dave Dyson or Councillor Paul Thompson will be in attendance.
- Councillor Paul Thompson will bring to the next meeting a proposal the Parish Council manage the allotments for the Toppesfield and Gainsford End Allotment Society.
- Projects for consideration for next years budget to be suggested.

18/179. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 1st November at 7.30pm at Toppesfield Village Hall.

18/180. Close

The meeting closed at 9.55pm

Signed:

Dated:

Action Summary:

Kaaren Berry to enquire about the First Responders availability for training sessions.

Kaaren Berry to contact EALC for additional guidance re financial assistance to the Church and James Cleverly for comments.

Councillor Bull to purchase bench and communicate with Thelma Bond.

Councillor Bull to speak to Brain Moody re the NALC publication and the grant request from the Church.

Councillor Thompson to seek further quotes for a new swing set at Gainsford End.

Councillor Thompson to purchase new 5 aside goal nets and repair posts.

Councillor Bull to follow up on the removal on the concrete blocks which need removing from the playing field.

Councillor Bull to follow up on the question of the glass in the cabinet at the pavilion is safety glass and items being stored in the pavilion.

Kaaren Berry to seek quote from Braintree District Council for grass cutting for the path from the playing fields to the allotments.

Appendix A

Accounts – 06 September 2018					
		£		£	
National Savings Deposit Account:					
Balance as at 1st January 2018		<u>£2,606.67</u>			
Community Account					
Balance as at 30th September 2018				<u>£24,016.47</u>	
Subtotal:		<u>£2,606.67</u>			
All previous issued cheques cashed balance should be				<u>£15,987.35</u>	
Income Received (Included in above balance)					
27.09.18	2nd Instalment of Precept - Braintree District Council			£7,365.00	
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
01.10.18	Toppesfield Village Hall Committee - Meetings, quarterly invoice & Hall hire for the Red Barrows Fund raisin gevenin Sept 18		101836	£329.50	£0.00
30.09.18	The Royal British Legion Poppy Appeal - Poppy Wreath		101837	£24.00	£0.00
03.08.18	Paul Clark Printing - 200 A4 leaflets		101838	£5.00	£0.00
06.09.18	Paul Clark Printing - 200 A5 Booklets -Newsletter		101839	£25.00	£0.00
30.09.18	K Berry - September wages		101835	£272.18	£0.00
				<u>£655.68</u>	
Balance		<u>£2,606.67</u>		<u>£22,696.67</u>	
Last bank statement received up to 31st August 2018					

Appendix B

Toppesfield Village Hall

Update to The Parish Council October 2018

Heating in the Hall.

Last month I explained that we had made good progress on receiving and deciding on quotations for the new system and that we had involved the PC as always, appreciating their advice. Little has happened in the last month, we are awaiting responses to requests and have started applying for grants. I have spoken to Councillor Richard Van Dulken and he has kindly offered to consider our request for funding to cover the cost of the LED PIR light and new wiring in preparation for the new system.

Bookings

We now have a regular dance group booking and are about to advertise the hall with the intention of increasing weekend use. However, the out of date website remains a problem to us.

I asked last month about updating the information under the amenities section of the website:

Quotation,

'Several booking secretaries have replaced Sue Packer, the mobile library at G. End. and the WI ceased almost 8 years ago. Kaaren and I have discussed it, but it does seem to be rumbling on a long time'.

Please could you give us any indication when this may be? May we offer to help with the cost? It is causing us and no doubt other 'amenities' recorded with out of date details, communication problems.

Parish Office

Also concerning communication, we suggested the Kaaren got the VH key from Linda over the summer holiday. This is how all other hires always get into the Hall. This seemed to be a solution as we have limited keys and want to adhere to our key policy. I understood that this arrangement was acceptable. In order to make it a more 'fit for purpose' office, the wall has been mended to cure the damp and a 'top of the range' lock and hook fitted for security and convenience on the solid door. I am presuming that, as I've not had any communication to the contrary, that all members of The Council are now happy with the office security?

Insurance

Could we also ask again for an update on the insurance of the hall? We are almost up for renewal and you indicated that you were looking into including us in yours last year.