

# **Toppesfield and Gainsford End Parish Council**

## **Minutes of the Meeting held on Thursday 5<sup>th</sup> April 2012 At The Village Hall, Toppesfield at 8.00pm**

### **1. Attendance and Apologies for Absence:**

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

Peter Moore – Chairman

Andrew Bull

Alan Collard

Clare Condie

Fran Laskowski

#### **Also in attendance:**

Kaaren Berry – Clerk to the Parish Council

6 Members of the public

Adam Jenkins – P3 Scheme

#### **Apologies were received from:**

John Levick and Shaun Sheldrake.

### **2. Open Session for members of the Parish to address the Parish Council:**

A parishioner reported that the hedges opposite the turning for Mallows Lane are very high making it difficult to see oncoming traffic when turning into Mallows Lane when approaching from the Wethersfield direction. The chairman explained that the parish council will look at the problem and speak to Highways for advice as it is a private hedge.

Another parishioner stated how lovely the village looks with all the daffodils out in bloom.

Paul Thompson from the allotments committee asked if the parish council would be willing to take on the water supply for the allotments and supply a dog waste bin in the allotment area. The bill is currently in Paul's name but he feels this should be a parish council responsibility. The allotment holders are committed to their plots and there is now a waiting list for plots. The chairman stated that the parish council are behind the works that have been carried out and expressed thanks for doing this but the proposal regarding the water supply this would need to be discussed later in the meeting. It was also stated that as far as funding the water bill a contribution would be asked from the allotment holders towards the water bill. Paul stated that he has drafted a tenancy agreement which could be used and asked if the parish council would support and hold the documents for the allotment committee. Peter Moore will talk to Will Kettley regarding a bridge from the playing field to the field leading to the allotments; Paul Thompson and Rob Stafford-Baker have requested they are involved with this meeting.

Andrew Colley reported back following the Quicksilver evening. The evening was poorly supported which has resulted in a loss. Andrew asked if the parish council would like him to try to find an act for next year. Andrew Bull stated that it was not necessarily a profit making event but more about bringing outside entertainment into the village. Peter suggested that Andrew Colley seeks acts for next year and a joint decision on the act would then be made by Andrew and the parish council so we can still bring acts and theatre into the village. A parishioner pointed out that there were multiple events over a very short period of time and perhaps groups need to talk to each other to avoid this as people cannot afford to support to many events in one go. Peter Moore thanked Andrew Colley for all his hard work in organizing the evening.

### **3. Adam Jenkins P3 scheme:**

The 5 year maintenance works have been completed and works have been carried out on new signage, bridges and pathways cleared. Ann Reed will be the point of contact with Essex County Council for the P3 scheme and has been given a copy of the Information Manual (P3) which includes procedures and Health and Safety guidance. The group of volunteers is forming and there are training courses coming up for them to attend. Volunteers are covered under the parish council public liability insurance and personal injury accident is covered by Essex County Council insurance.

Questions/ discussions were held about the scheme and agreement which Adam answered to everyone's satisfaction. Grant funding was raised and Adam stated that if a project comes up speak to him as soon as possible. Discussions on maps for walks and how to progress them were held and Adam stated that he could help with this and will forward a link to the OS maps. The agreement was signed. Adam requested that the last two pages of the agreement were emailed to him for his records. Kaaren Berry to do this.

### **4. Village Plan:**

Malcolm reported that the first draft of the plan is now with the steering group members. David Oxman will put the plan into public speak and Graham Berry will design the village plan document. The photography competition ends on 31<sup>st</sup> May. An application for grant funding to publish the plan has been sent to Awards for All as 300 to 400 copies would be required. The launch date 1<sup>st</sup> July 2012 is still set. Focus groups are being set up and they will look for funding for the projects. Malcolm stated that the village plan will have an implementation plan with time scales in it and suggests a review after 3 years to model the next phase. Malcolm also requested the parish council asset register is supplied within the next month.

### **5. Minutes of the last meeting:**

The minutes of the meetings held on 1<sup>st</sup> March 2012 were approved and signed by the chair as being an accurate record of the meeting.

### **6. Matters Arising from the Minutes:**

Andrew Bull pointed out that declarations of interest need to be on the agenda – this will be so from next meeting.

### **7. Actions from Previous Meeting:**

- Kaaren Berry to look at cost for a new bench in Gainsford End - costs have been looked into but before a decision is made Andrew Bull to find out if it is a memorial bench.
- Peter Moore and Kaaren Berry to qualify how many public benches are in the parish - there are 9 benches within the parish.
- Peter Moore to write an introduction for the village plan - Peter stated this is in hand.
- Kaaren Berry to write a letter of confirmation to the village hall regarding the entertainment fund - letter written and signed by Peter.
- Kaaren Berry to speak to Fran Laskowski regarding the emergency gritting team - Kaaren has spoken to Fran but he is not willing to take this on as he is resigning - see AOB.
- Kaaren Berry to circulate final budget to all councillors - budget has been circulated.
- Kaaren Berry to draft a reply to the regarding the daffodils and grass cutting - letter written and sent.
- Andrew Bull to circulate the Goals and Ways of Working presentation - presentation has been emailed round to councillors.

### **8. Planning Applications:**

33 *The Causeway* - Application for variation to condition no. 2 of approved application 12/00009/FUL - Erection of single storey side and rear extensions, new porch, new pitched roof and alterations to existing single storey rear extension and internal alterations

No objections were received to this application.

Peter Moore will call/write to Braintree District Council re local planning funding/levy.

### **9. Transport / Highways issues:**

The notices for the 30mph speed limit for Toppesfield have been put up around the village by Highways and Kaaren. Any objections need to be made by 11<sup>th</sup> April 2012.

### **10. Recreational Areas:**

Peter reported that within the next two weeks contractors will be in to clear the necessary areas and then dates for work to commence can be confirmed.

Andrew reported that the village plan recreational group has had their second meeting – a second quote is still required for the tree works that need to be carried out. Stumps need to be ground down – it was agreed that this needs to be done professionally and quotes are to be gained. The consensus of the group was that the changing rooms should be demolished as well as the building at the bottom of the playing field – this has to go out for consultation though. Additional play equipment needs to be obtained and funding will be sort. Tree and ground maintenance should be the responsibility of the parish council.

### **11. Financial Accounts:**

- The clerks report indicating receipts and payments requiring approval was received and approved, (Appendix A). Kaaren has a place on the Essex Equals course for the Clerks Qualification and the bursary application was successful.
- New bench for Gainsford End and Dick Ruggles Memorial Bench – it was agreed that the wording for the memorial bench should be – Dick Ruggles. Payment signed and so bench will be ordered. The bench in Gainsford End – Andrew Bull is to find out if it was a memorial bench before this is progressed.
- Quicksilver – accounts received
- Street Cleansing Agreement – Peter signed this and Kaaren to send the agreement to Braintree District Council.

A 'war chest' was discussed - it was agreed to build up a fund in order that the parish council would have monies to cover emergencies should they arise.

### **12. Correspondence:**

- St. Margaret's School – letter of thanks has been received for the grant funding from the Parish Council towards the tree works have had carried out.
- Making the links – April Edition (Hard Copy) received – electronic copy has been circulated to councillors.
- Bus Passenger News – no changes to and from Toppesfield bus service.
- Countryside Voice – latest issue received and Peter has taken this to read.
- EALC – March's County update has been received together with upcoming courses.
- Essex County Council – invitation to Choral Evensong at Chelmsford cathedral – Peter will speak to Mr Blackie and Mr Moody if they would like to attend.

- Canine Partners have asked if we can place a poster for their Bluebell Walk in our notice board – no objections were given to this being displayed.
- Each – East Anglia's Children Hospices – have asked if they could be the parish council's charity for the next year. It was agreed that the parish council do not have a particular charity to support.
- Anglian water have sent a letter about 'drought matters' and the problems with the shortage of water at present – Kaaren to copy and place into notice boards.
- Commercial brochures from furniture@work and online playgrounds Andrew has taken the online playgrounds brochure.

Late arrivals of correspondence:

CPRE – Field Works magazine and new membership details received.

Issue 32 of the Oyster Magazine from RCCE has been received.

Audit Commission forms for completion.

Jubilee Mementoes Flyer received – Andrew reported that this has been sorted out already.

AON – insurance renewal – Kaaren to check water pipe cover.

### **13. Any Other Business:**

- Asset Register - Kaaren to give Peter the information who will compile and pass on to Malcolm.
- Parish Warden - it was agreed by those present that Alan Preston will become the parish warden and carry out maintenance as required. The cost for this is envisaged to be no more than approximately £50 per month.
- Peter Moore has spoken with the Jubilee woodland Trust - and they had tree pack available if the parish council would like them. Visit their website for more information.
- Andrew has received an email regarding a French film company who would like to film an unofficial parish council meeting in the Green Man on Saturday 7<sup>th</sup> April 2012. This is in connection with Edward Clarke and Harrow School. It was agreed that it could not be a parish council meeting but if people wanted to attend they could do so as individuals.
- Fran told the parish council that this would be his last meeting as he is resigning as a councillor due to work commitments but is happy to stay on as Tree Warden. Peter thanked Fran for his 5 years of service and that he would be happy for him to stay as tree warden if this was allowed. Kaaren Berry to check if this is possible and to contact Braintree District Council re co-opting.
- The allotment committee request was discussed and it was agreed that it would be looked into if the ownership of the water supply could be transferred to the Allotment Society. Kaaren Berry to enquire about adding this to the parish council insurance. Advice also needs to be sort about the tenancy agreements as the land is not parish council owned. However it was agreed that the parish council will underwrite the water bill for up to £250 for the first year. The requested for a dog waste bin in the allotments was refused due to costs and the fact there is a bin on The Causeway near the entrance to the allotments.

### **14. Date and Time of the next meeting:**

The next meeting will be the Annual Parish Meeting on 3<sup>rd</sup> May 2012 at 7.30pm, at the Village Hall. This will be followed by the Annual General Meeting on 10<sup>th</sup> May 2012 at 8.00pm, at Toppesfield Village Hall.

**15. Close:**

The meeting was closed at 10.35pm.

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Chairman

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Date

**Action Summary:**

- Peter Moore to check hedges near Mallows Lane and contact Highways for advice.**
- Peter Moore to speak to Will Kettley re bridge from playing fields allowing access to allotments.**
- Kaaren Berry to email P3 agreement to Adam Jenkins.**
- Andrew Bull to find out if the bench on the hill is a memorial bench.**
- Peter Moore to contact Braintree District Council re planning funding/levy.**
- Kaaren Berry to copy and place Anglian Water letter into the notice boards.**
- Kaaren Berry to pass information regarding Assets to Peter Moore.**
- Peter Moore to compile asset register and send to VANTAGE.**
- Kaaren Berry to contact Braintree District Council re co-opting a new councillor.**
- Kaaren Berry to contact AON insurance re water pipe cover.**

Appendix A

Accounts – 5 April 2012

National Savings Deposit Account:	£	£
Balance as at 15 November 2011	2503.26	
Community Account Statement Balance as at 30 December 2011		19417.37
Subtotal:	----- 2503.26	----- 19417.37

If all previously issued cheques cashed / receipts cleared balance should be;

	Total	<u>13862.47</u>
Income Received		
Interest	5.01	
Donations – Dick Ruggles Bench		184.30
Essex County Council		1958.54

Payments to be approved:

Chq No:		
1346	Codec Facilities Limited (Memorial Bench)	475.96
1347	E.on – changing rooms	5.92
1348	Mrs S Amerio – Doctors Car Service	4.00
1349	J. Blackie – Quicksilver	125.00
1350	P. Moore - Quicksilver	340.00
1351	EALC – Affiliation Fees	143.79
1352	EALC – Essex Equals	385.00
1353	K. Berry March wages	198.47
		----- 1678.14
Balance	----- 2508.27 =====	----- 14327.17 =====

Last bank statement received up to 30<sup>th</sup> March 2012.

Further £20 donation received for Dick Ruggles bench but not yet banked.