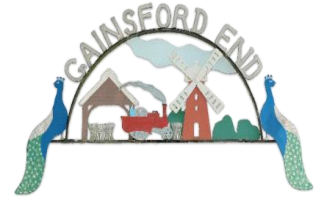




Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 5th April 2018 At The Village Hall, Toppesfield at 7.30pm

18/49. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Preston – Acting Chairman
Councillor Linda Bowen
Councillor Andrea Chinery
Councillor Paul Thompson

Also in attendance:

There were no members of the public in attendance.
District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Dave Dyson – Vice chairman
Councillor Andrew Bull – Chairman
Councillor Mike James

18/50. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

18/51. Open Session – opportunity for members of the Parish to address the Parish Council.

No members of the public were present.

Richard van Dulken stated the Councillors Fund is available again this year for Parish Councils to apply for funding. Councillor Thompson was interested in applying for monies towards additional play equipment for the younger children at the playing field – to be discussed at the next parish council meeting.

Richard van Dulken reported that the development application for Park Lane seems to have more positive than negative comments about it but a decision has not yet been reached as more information has been requested.

Also, that new legalisation regarding littering has been passed and the fines have increased from £75 to £100.

18/52. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 8th March 2018 were approved and signed as correct.

18/53. Matters Arising not on the agenda – for report only

A question has been received from the new landlord of The Green Man regarding the land behind the pub as to whether it will be cut. This was discussed and it was previously agreed that the land be left to meadow – this will be relayed back to The Green Man landlord.

It was reported that some members of the Parish Council have been told of business vehicles being vandalised in the village car park – it was noted that the police have already been informed by a third person and it is hoped the police would conclude their investigations quickly.

It was also reported that bags of faeces have been found in the hedges along the Great Yeldham Road – this will be reported the Braintree District Council's environmental health department.

Network 5 meeting – response for this meeting is good with representatives from Ridgewell and Stambourne wishing to attend.

Councillor Paul Thompson stated that he personally disagreed with the comments that had been recorded at the February Parish Council meeting regarding the outline planning permission for Park Lane.

18/54 Actions from previous meeting:

- 18/54.1 Enquire about leaflets for the Youth Bus. If the Parish Council decide to use the Youth Bus Ann Thrussell will possibly be able to produce a poster.
- 18/54.2 Update on purchase of new bench (Thelma Bond) (AB) – hold over to next meeting.
- 18/54.3 Update on obtaining a spout for Gainsford End Pump Refurbishment – Councillor Preston reported that completion should be May time as a brass spout has now been located.
- 18/54.4 Update on acquisition of litter bin for Toppesfield Playing Field – Councillor Preston reported that the cost of a bin would be £49.99 + VAT. This was agreed – Councillor Preston to purchase and organise fitting.
- 18/54.5 Print prices for newsletter to be sort (AB/KB) – Kaaren Berry gave prices from the quote sort but as Councillor Bull was not present to be held over to the next meeting.
- 18/54.6 CPR training day – Councillor Preston reported this has been arranged for the 28 April 2018 from 10am – 12pm in the village hall.

18/55 Internal Practices and management for the Parish Council:

- 18/55.1 Toppesfield Parish Council Website – Updates to some pages are being looked at.
- 18/55.2 Outcome of meeting with Toppesfield Village Hall Committee re access to the hall and office – hold over to next meeting as Councillor Bull was not in attendance.
- 18/55.3 Training Sessions – EALC can offer the planning briefing training to the Parish Council – dates to be arranged.

18/56 Correspondence Received:

- 18/56.1 Essex Parish Partnership – Making the Links, EALC updates – circulated to all Councillors prior to meeting.
- 18/56.2 RCCE – Village of the Year Competition 2018 – submissions are due in by 4th May 2018.
- 18/56.3 NHS Mid Essex CCG - Engage March 2018 edition of Engage is available on the website.
- 18/56.4 Braintree District Council – Braintree District Volunteer Awards – nominations to be received by 12 noon on Friday 4th May 2018.
- 18/56.5 Essex County Council invitation to online engagement regarding Home Quality Mark received.
- 18/56.6 Elan City – Radar Speed Signs flyer received.
- 18/56.7 East Anglia's Children's Hospices – request for support and funding – this was discussed and it agreed not to make a donation at this time.
- 18/56.8 Braintree Area Foodbank – Spring newsletter and shopping list request received.

Late Correspondence:

Mhp – Web Analytical Report for February 2018 received.
Comments from the website regarding Cust Hall Bridge and Park Lane were received
Braintree District Council – Street Cleaning Agreement received for completed.
RCCE – Essex Warbler, March edition received and circulated to Councillors.
CPRE – Countryside Voice -Spring Edition received – Councillor Thompson to read through.
Braintree District Council – Court Hearing results re fly tipping and s2 Dogs Act 1871 as amended by the Dangerous Dogs Act 1989 and the Environmental Protection Act 1990.
E.on renewal letter.

18/57. Financial Accounts:

- 18/57.1 To receive the Clerk's Report indicating receipts and payments requiring approval - report received and payments approved- see appendix B. The payment to Bernie Stevenson was held back until the grant request paperwork has been received.
- 18.57.2 RoSPA Inspection of Toppesfield and Gainsford End Play areas is due in May/June 2018 – this was discussed and agreed to carried out the inspections again this year.
There is debris at the corner of Toppesfield playing field following the demolition of the concrete building – update from Councillor Bull is required regarding its removal.

18/58. Highways:

- 18/58.1 Footpath 51 - Councillor Preston reported that he and the clerk met with an Essex County Council representative and the Public Right of Way application needs to be completed along with witness statements.

18/59. Planning:

Application No:	Description	Location	Action
18/00334/FUL	Proposed Cart Lodge	Jubilee Cottage Gainsford End CO9 4EH	Comments to Braintree District Council by 3 rd April 2018 (6 th April for the Parish Council)
18/00354/FUL	Erection of single storey rear extension	35 The Causeway Toppesfield CO9 4DZ	Comments to Braintree District Council by 10 th April 2018

The above applications were discussed and no objections to either of them was raised.

18/60 Toppesfield Village Hall

18/60.1 Update from Village Hall Management Committee - Councillor Linda Bowen gave the report – see appendix B.

18/61 Playing Fields & The Dick Ruggles Pavilion

18/61.1 Management of Playing Fields and Pavilion – to be held over the next meeting as Councillor Bull was not present.

18/62. Village Plan 2012-2027

18/62.1 Update on progress to date – to be held over to the next meeting as Councillor Bull was not present.

18/63 Communications

18/63.1 Review of current plan (Noticeboards/Newsletter/Social Media/Website/Surgeries) – to be held over to the next meeting as Councillor Bull was not present.

18/64. Information exchange / Parish Surgery / Items for the next agenda

Councillor Linda Bowen will be attend the parish surgery on 7th April 2018.

18/65. Date of the next meeting:

The next Parish Council Meeting is proposed to be held on 3rd May 2018 at 7.30pm at Toppesfield Village Hall

18/66. Close

The meeting closed at 9.05 pm

Signed:

Dated:

Action Summary:

Councillor Bull to progress purchase of new bench (Thelma Bond).

Councillor Preston to purchase and arrange installing of new litter bin or the playing field.

Print prices for newsletter to be sort – Councillor Bull and Kaaren Berry.

Update from Councillor Bull regarding the removal of debris following the demolition of the concrete building a Toppesfield playing field.

Appendix A

Accounts – 05 April 2018		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2018		<u>£2,606.67</u>		
Community Account				
Balance as at 31st March 2018			<u>£10,073.00</u>	
Subtotal:		<u>£2,606.67</u>		
All previous issued cheques cashed balance should be			<u>£10,049.47</u>	
Income Received (Included in above balance)				
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
27.02.18 - recd 12.03.18	AW & AJ Barnard Farms - Barn Paint for pavilion		101806	£40.00 £0.00
27.03.18	mh-p - updating plan F - toppesfieldparishcouncil.org.uk (22/05/18-21/05/19)		101807	£516.00 £0.00
31.03.18	Toppesfield Village Hall Committee - quartely invoice & meetings Apr - June		101808	£301.50 £0.00
01.04.18	EALC/NALC Affiliation Fee 2018/2019		101809	£159.29 £0.00
26.02.18	B E Stevenson - Pavilion, folding tables & chairs		101810	£150.00 £0.00
31.03.18	K Berry - March wages		101805	£272.18 £0.00
				<u>£1,438.97</u>
19.03.18	Bank Charges will be deducted on 6th April 2018			£5.00 £0.00
Balance		<u>£2,606.67</u>		<u>£8,605.50</u>
Last bank statement received up to 29 March 2018				

Appendix B

Toppesfield Village Hall Report to the Parish Council. April 2018

The date is set for our A.G. M., Thursday 19th April. Posters have gone up around the villages. We have informed Andrew Bull of the agenda and any councillor who wishes to attend will be welcomed. The finances are ready to be presented to Mike Bickers who has a copy of our draft financial procedures. These have been written so he can check our practise against our systems.

We will be asking for any ideas on developing the hall from attendees at the AGM. If any councillor has anything to share please let us know. Our own ideas and those we receive, will be put into priority order to start ASAP after the AGM. School holidays are coming up and it would be great to maximise on the space then available!

Please could the PC update us on any progress in securing the insurance?