



# Toppesfield Parish Council



## Minutes of the Meeting held on Thursday 5<sup>th</sup> December 2013 At The Village Hall, Toppesfield at 8.00pm

### 13/225. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Peter Moore - Chairman  
Councillor Andrew Bull – Vice Chairman  
Councillor Alan Collard  
Councillor David Bagnall  
Councillor Clare Thompson  
Councillor Shaun Sheldrake  
Councillor Sally Croft

Also in attendance:

Kaaren Berry – Clerk to the Parish Council  
2 members of the public were present

#### No Apologies were received

Councillor Moore welcomed Sally Croft to the Parish Council.

### 13/226. Declaration of Members Interest on Agenda items:

No Declarations of Interests were made at this time.

### 13/227. Open Session for members of the Parish to address the Parish Council:

The progress of the replacement tree along The Causeway was questioned – Councillor Moore reported that this is still progressing and the landowner has been keeping the Parish Council informed of the progress, the delay is due to the sourcing of the tree.

The problem of mud along The Toppesfield Road was raised as there is a lot of laying mud – Councillor Moore stated that the Parish Council would write to the farmer in question and remind him to keep the road clear.

### 13/228. Minutes of the last meeting:

Discussions were held regarding planning application 13/01186/FUL and then the minutes of the meeting held on 7<sup>th</sup> November 2013 were approved and signed by the chair as being an accurate record of the meeting.

### 13/229. Matters Arising from the Minutes:

There were no matters raising.

### 13/230. Actions from Previous Meeting:

- 13/230.1 Councillor Moore to enquire who owns the land at Cust Hall where the high hedge is located. Councillor Moore's enquiries have not confirmed who owns the land. Kaaren Berry to contact the Land Registry regarding this.
- 13/230.2 Kaaren Berry to contact the internal auditor regarding involvement – Kaaren Berry has spoken to the internal auditor and a meeting will be arranged for the second half of January 2014.
- 13/230.3 Councillor Bagnall to review the current position regarding this year's budget. This has been reviewed and Councillor Bagnall will explain during agenda item 13/233.2.

- 13/230.4 Councillor Moore to liaise and arrange the Christmas Tree – The tree was put up last weekend. Thank you to Mrs Clark for supplying the tree again this year.
- 13/230.5 Kaaren Berry to report the leaning 30mph signs to Essex County Council – this has been reported to Essex County Council. Kaaren Berry to enquire about neighbourhood speed watch and what it entails.
- 13/230.6 Councillor Sheldrake to look into drawing up a Disaster Plan – this will be discussed under agenda item 13/238.
- 13/230.7 Councillor Collard to look into costings of cleaning the war memorial. Councillor Collard has arranged for someone to come out and look at the memorial in order to give a work for work/cleaning required.

### **13/231. Leisure and Recreation Group:**

- 13/231.1 Progress is slow, Braintree District Council has passed the paperwork from their legal department onto Planning and we should know next week if a planning application is required as the roof of the pavilion is going from a flat to a pitch roof.
- 13/231.2 Consider of quotes for hedge and tree cutting around Toppesfield Playing Field – additional quotes have not been received yet but work will not be approved until the changes to the building have been approved in order to see what funds are available.

### **13/231. Grant Application:**

Consideration of application from St Margaret's Church – this was agreed by all present.

### **13/233. Financial Accounts:**

- 13/233.1 To receive the Clerk's Report indicating receipts and payments requiring approval – these were approved and signed.
- 13/233.2 Projects for consideration for the Budget for 2014/2015 – Councillor Bagnall circulated information about the variance to date and discussions were held on this.  
Kaaren Berry to enquire what happens if hedges are not cut by landowners/farmers. Water charges for the allotments – check minutes re agreement.  
War Memorial – discussions were held about this and its cleaning, possible paving around the memorial and wrought iron works near the bottom to tie/hold the wreaths on. Kaaren Berry to enquire about companies who could do this work.
- 13/233.3 Quote for repainting entrance signs – a quote was received and it was agreed that the gates to Toppesfield be addressed at present.

### **13/234. Transport / Highways Issues:**

- 13/234.1 Update on the footpath along The Causeway - Councillor Moore reported that communications have been going back and forth with Essex County Council and it is back in their hands at the moment.

### **13/235. Village Hall Update report:**

Councillor Sheldrake queried if the grass cutting could be done in a more effective way as several contractors are used at present. Drawings of the village to be sort and areas of cutting to be identified. Councillor Sheldrake also reported that the £1014 the parish council pay for rent in lieu of donations to the village hall committee should be formalised. It was agreed by all present that this amount will continue but it will be reviewed following each election year.  
The village hall committee are also looking at joint ventures with The Green Man – any ideas would be welcomed.

### **13/236. Christmas Celebrations:**

Thank you to Sally Croft, Shaun and Bridget Sheldrake and Andrew Bull for organising this. The Christmas trees which the organisations have decorated will be in the Church and voting with gold coins will be from 6pm

– 6.30pm, the choir will be singing and following the voting Father Christmas will lead all to The Green Man for the lighting up of the tree, refreshments and fireworks. A prize will be awarded to the group who's tree has the most votes.

### **13/237. Neighbourhood Plan:**

Councillor Collard circulated information to all councillors prior to the meeting and discussions were held. Councillor Moore to contact Braintree District Council Planning's department to arrange a meeting with the parish council before this is progress further.

### **13/238. Disaster Planning:**

Councillor Sheldrake reported that this is progressing – looking at locations which could be used and that do not rely on electricity and groups of people to help or a buddy system. This will be progressed on two levels.

### **13/239. Streetlife.com:**

Discussions were held and it was agreed that the parish council do not wish to sign up but an article will be put into the newsletter.

### **13/240. Parish Surgeries:**

There were no visitors to last month's surgery. It was suggested that the surgeries are linked in with the village market dates. Next date to be confirmed when the market dates are known.

### **13/241. Correspondence:**

13/241.1 Society of Local Council Clerks – Books for Local Council Sector. It was agreed that Clerk's Manual could be purchased.

13/241.2 National Grid – community forum draft notes and action schedule from September meeting received.

13/241.3 National Grid – Bramford to Twinstead connection project – temporarily on hold as the connection is now expected to be required in the early 2020's not 2017.

13/241.4 War Memorial Trust – Bulletin received and passed to Alan Collard.

Late Correspondence:

Mh-p website report for November 2013.

### **13/222. Any Other Business:**

To discuss any other business / items for the next agenda

Councillor Croft asked about the mini bus which was brought up in previous meeting and confirmed that she is a qualified mini bus driver. Councillor Collard explained that this was discussed at one of the Community Issues Meeting.

The hedge near the Old Mission Hall in Gainsford End intruding onto the road. Sign posts around the village are disappearing - the post near the RSCPA centre and the junction towards Finchingfield. Kaaren Berry to contact Essex County Council about this. Also could a sign to Gainsford End be placed on the post near the village pump.

Councillor Bull reported that Toppesfield has featured badly in the Halstead Gazette for the last three weeks. Positive press needs to be fed in the them and they have been invited to the Christmas Tree lighting up ceremony.

The Church auction raised over £1900 and thanks were expressed to the auctioneers for their work.

### **13/223. Date of the next meeting:**

The next meeting of Toppesfield Parish Council will be held on the 9<sup>th</sup> January 2014 at 8pm at Toppesfield Village Hall.

### **13/224. Close:**

The meeting was closed at 10.10pm

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Chairman

.....  
Date

**Action Summary:**

**Kaaren Berry to contact Mr Ketley re the mud along Toppesfield Road.**

**Kaaren Berry to contact the Land Registry regarding who owns the land near Cust Hall.**

**Kaaren Berry to enquire about neighbourhood speed watch and what it entails.**

**Kaaren Berry to enquire what happens if hedges are not cut by landowners/farmers from Essex County Council.**

**Kaaren Berry to find companies who could do some wrought iron work around the war memorial.**

**Councillor Moore to contact Braintree District Council Planning's department to arrange a meeting with the parish council.**

**Kaaren Berry to contact Essex County Council about disappearing finger posts.**

## Appendix A

### Accounts – 5th December 2013

	£	£
National Savings Deposit Account:		
Balance as at 31st March 2013	2521.77	
Community Account		
Statement Balance as		
at		
29 <sup>th</sup> November 2013		<u>22773.31</u>
Subtotal:	<u>2521.77</u>	<u>22773.31</u>
All previous issued cheques cashed balance should be		<u><u>22271.34</u></u>
Income Received		0.00
Payments to be approved:		
Chq No:		
101483	Society of Local Council Clerks Membership	76.00
101484	Mr P Chinery - verge cutting	369.60
101485	Mrs S Croft - Christmas Trees	183.50
101486	Mrs K Berry - expenses, postage, stationery, admin	112.38
101487	Toppesfield PCC	350.00
101482	K. Berry November's wages	<u>198.47</u>
		1289.95
Bank Charges will be deducted on 5th December 2013		10.00
	<u>2521.77</u>	<u>21971.39</u>
Balance		

Last bank statement received up to 29th November 2013.