



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 5th February 2015 At The Village Hall, Toppesfield at 8.00pm

15/21. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor David Bagnall
Councillor Shaun Sheldrake
Councillor Gill Page

Also in attendance:

Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Alan Collard – Vice chairman
Councillor Sally Croft

15/22. Declaration of Members Interest on Agenda items:

No declaration of members interests were made at this point.

15/23. Open Session for members of the Parish to address the Parish Council:

No members of the public were present. However further reports of dog fouling in Camoise Close and Church Lane have been reported by a parishioner. This was discussed and agreed that the Chairman will send a reminder letter to offenders of their duty of care.

15/24. Minutes of the last meeting:

The minutes of the Parish Council meeting held on the 8th January 2015 were approved and signed by the chair as being an accurate record of the meeting.

15/25. Matters Arising:

Councillor Bull reported that a tree has been planted where the Ash tree was removed along The Causeway.

15/26. Actions from previous meeting:

- 15/26.1 Councillor Croft and Councillor Page to provide details for the parish council website to Kaaren Berry – ongoing.
- 15/26.2 Kaaren Berry to speak to local auditor re mid-year and 2 spot checks for the accounts. Mr Siggery is happy to do this and suggested that the does the midyear check in September and the spot checks in June and March. It was agreed that the spot checks need to be just that and to start after this year's year end.
- 15/26.3 Councillor Bagnall to follow up on the concerns about the hedge opposite Mallows Lane entrance. Discussions have taken place with the land owner and it was agreed to wait and see what action he takes following these discussions.
- 15/26.4 Kaaren Berry to purchase new combination lock for the gates leading to Toppesfield Playing Fields – this has not yet been purchased as the existing lock has been overhauled.
- 15/26.5 Councillor Croft to meet with Mrs Hall from St Margaret's School re communications – no progress report available.

- 15/26.6 Councillor Bull to contact S Amerio regarding a starting date for works on the changing rooms. The start date of the project is not known at present as it depends on Mr Amerios work load and the work should be carried out during the school holiday.
- 15/26.7 Kaaren Berry to follow up with Greenfields re works along the access road on The Causeway as the pot holes are increasing. Also to contact the estates department to see if they would be willing to sell the strip of land to the Parish Council. Contact has been made but awaiting a response.
- 15/26.8 Councillor Collard to progress the plan for a permanent WW1 Centenary Memorial – no progress report available.
- 15/26.9 Councillor Bull to put an article in the newsletter regarding the WW1 Centenary Memorial – this has been placed in the next newsletter.
- 15/26.10 Kaaren Berry to ask a parishioner to co-ordinate any activity required on winter gritting – Linda Bowen has agreed to co-ordinate the winter gritting team.
- 15/26.11 Councillors Bull and Sheldrake to look at the fallen village sign to see what repairs are required – this has been looked at and a quote is being sought to repair it. A quote is also being sought for a sink hole near the pump for increasing the stability of the Christmas Tree.
- 15/26.12 Kaaren Berry to email James Blackie re progress regarding the repair of brick on the barn. James Blackie reported that it is unlikely that work will be carried out prior to April 2015 due to weather conditions and the brick being made.
- 15/26.13 Councillor Bull to email vendor details for the Greene King Field to Councillor Croft and Councillor Collard. This information was passed on to Councillor Collard and Councillor Croft.
- 15/26.14 Kaaren Berry to forward details of groups within the village with their contact details to Councillor Croft. This information was given to Councillor Croft.
- 15/26.15 Kaaren Berry to write a letter of thanks to Bridget Sheldrake and Richard Webb for their help at and prior to the Christmas event. Letters were written and sent.

15/27. Correspondence:

- 15/27.1 Communication Questionnaire report from mh-p – this was dealt with last month.
- 15/27.2 EALC – Invitation to meet the new Chairman, 3rd March and 2nd April 2015.
- 15/27.3 mhp – Web Analytics report for January 2015 has been received.
- 15/27.4 Braintree District Council – Housing Breakfast Meetings dates have been received.
- 15/27.5 North East Essex Clinical Commissioning Group – consultation, details on www.neessesccg.nhs.uk Responses by mid-February as the consultation closes on 23rd February 2015. This is to be looked at and Councillor Bull to decide on response.
- 15/27.6 Handling requests under the Freedom on Information Act – flowchart received.
- 15/27.7 Greenfields Community Housing – Free 1st Aid training for 13 to 19 year olds. 17th, 18th, 19th February. More details available on the website or on request.
- 15/27.8 RoSPA Operational and Routine Inspection Courses available in March and October 2015.
- 15/27.9 Braintree District Council – Issues and Scoping Consultation 2015. Public consultation 26th January – 6 March 2015. Councillor Bagnall to attend the drop in session on 11th February 2015.
- 15/27.10 Essex County Council – Transport Representative meetings – Details of their Structure and Future meetings received.
- 15/27.11 Braintree District Council – Proposed changes to the Councils scheme of Delegations for planning Applications. Responses to be made by 27th February 2015.
- 15/27.12 Essex County Council – Equalities Strategy – views required on their high-level equality objectives.
- 15/27.13 Essex County Council – Developer’s Guide to Infrastructure Contributions – a consultation version of the guide is on: www.essex.gov.uk/developersguide Responses to be made by 3 March 2015.
- 15/27.14 Sible Hedingham Parish Council - Proposed new bus route. Councillor Bull and Councillor Bagnall to attend a meeting on the 11th February 2015 at Sible Hedingham Parish Council office for further details.

Correspondence was also received from a parishioner regarding The ‘Greene King’ field and clarification that it was appropriate to approach the vendor directly to enquire regarding purchase. Councillor Bull has responded directly to the parishioner.

Councillor Sheldrake received an email regarding a possible development on Toppesfield Road – no signs of any development have been seen – Councillor Sheldrake to follow up.

Late Correspondence:

RCCE – Changes to Service Level agreement between the RCCE and Braintree District Council.

Braintree District Council – Prospective Candidate Event 9th February 2015 at Causeway House, Braintree.

Essex County Council – Erection of Seasonal decorations, banners, signs etc - permissions need to be sort a minimum 8 weeks prior to intended installation date.

E.on – letter regarding the renewal was received.

15/28. Financial Accounts:

15/28.1 To receive the Clerk's Report indicating receipts and payments requiring approval. These were approved and signed.

15/28.2 Precept 2015/2016 – confirmation from Braintree district Council that the Band D tax rate remains at £53.70.

15/28.3 Grass Cutting Tender – Councillor Sheldrake to help with this.

15/28.4 The Pumphouse Brewery Project – a general discussion was held.

15/29. Internal Practices and management for the Parish Council:

15/29.1 Structure of Sub Committees for the Parish Council. Councillor Bull made s suggestion on the structure of committees and sub committees and terms of reference for the groups. Councillor Bull to set out the structure and draw up terms of reference and bring to the next parish council meeting.

15/29.2 Neighbourhood Policing Reports – distributing information. Information received from Essex Police and Neighbourhood Watch to be passed onto Councillor Page for distributing. Details of the Community Payback Scheme and contact numbers have been received.

15/30. Planning:

Ref No:	Location:	Description:	Comments by:
15/00029/TPOCON	St Margaret's Church, Church Lane, Toppesfield, CO9 4DS	Application received to carry out work on trees affected by the Conservation Area at the above address.	24 th February 2015

No comments or objections were made regarding the above application.

15/31. Report from the Playing Fields Group:

Councillor Bull reported that quotes were previously sort for work to be carried out to the right of the pavilion however due to the length of time that has lapsed he will seek a new quotation for the work.

Tree Wardens – Kaaren Berry has drawn up information on being a Tree warden for Toppesfield Parish Council along with information from The Tree Council – these to be given to the existing warden and anyone else who is interested in the scheme.

15/32. Defibrillator Machines:

Councillor Sheldrake reported that the parish council could obtain a defibrillator machine and outlined the ongoing costs associated with the machine. Discussions followed and it was agreed that Councillor Sheldrake should follow this up and request two machines – one for Gainsford End and one for Toppesfield. Locations for each machine would need to be confirmed and volunteers to be trained in their use would also need to be sort.

15/33. Transport / Highways Issues:

15/33.1 Footpath repair – The Causeway. Councillor Bull reported that the footpath from The Causeway to the allotments is in need of repair. It was agreed that proposals for the best way to improve the path and prices are sort for the next parish council meeting.

15/34. Village Hall Update report:

Councillor Sheldrake reported that the next village hall meeting will be held on the 10th February and that in a previous meeting it was decided that the village hall would hold their own insurance for the village hall.

15/35. WWI Commemoration Project:

No further information available at this time.

15/36. Gainsford End Pump:

Councillor Bagnall reported that the pump at Gainsford End has been removed following work around it and is with a parishioner to see if cosmetic repairs can be carried out.

15/37. Parish Surgery:

The next surgery will be held on Saturday 7th February 2015 from 10.30am to 12.30pm in the village hall to run alongside the village market. Councillor Page will be in attendance.
Councillor Sheldrake will be in attendance at the next parish surgery on the 7th March 2015.

15/38. Any Other Business:

To discuss any other business / items for the next agenda

Councillor Sheldrake asked if the possibility of purchasing land and inviting local people to self-build properties for themselves could be looked into and stated that self-build properties are exempt from section 106 contributions.

Village Litter pick – to be discussed at the next parish council meeting.
Proposed dates for the Annual Parish meeting is 28th April and the Annual Parish Council meeting 14th May 2015.

15/39. Date of the next meeting:

The next Parish Council Meeting is scheduled for 5th March 2015 at 8pm at Toppesfield Village Hall

15/40. Close

The meeting was closed at 10.20pm.

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Chairman Date

Action Summary:

- Councillor Bull to write a letter to dog fouling offenders reminding them of their duty of care.**
- Councillor Bull to look at North East Essex Clinical Commissioning Group – consultation, details on www.neessesccg.nhs.uk and decide on response.**
- Councillor Sheldrake to follow up on information received re a possible development on Toppesfield Road.**
- Councillor Bull to set out the structure of committee and sub committees and draw up terms of reference and bring to the next parish council meeting.**
- Councillor Bull to seek quotation for works to be carried out to the right of the pavilion.**
- Councillor Sheldrake to follow up on obtaining two defibrillator machines.**

Appendix A

Accounts –5th February 2015

	£	£
National Savings Deposit Account: Balance as at 1st January 2014	2540.68	
Community Account Statement Balance as at 31 December 2014		<u>£29,142.41</u>
Subtotal:	£2,540.68	
All previous issued cheques cashed balance should be		<u>£27,991.20</u>
Income Received		
National Savings & Investments Interest	£19.06	
Income Received to be banked		£0.00
Payments to be approved:		
Chq No:		
101562 B E Stevenson – Repainting Finger signs on sign post at the pump		£115.00
101563 S Croft – expenses for Christmas Event		£35.77
101564 Toppesfield Village Hall Committee – Office Hire and meetings		£283.50
101565 The Green Man – Christmas event winner meal		£73.75
101561 K. Berry January wages		<u>£223.20</u>
		£731.22
Bank Charges will be deducted on 8th January 2015		£5.00
Balance	<u>£2,559.74</u>	<u>£27,255.68</u>

Last bank statement received up to 30th January 2015.