

# **Toppesfield Parish Council**

## **Minutes of the Annual Parish Council Meeting Held on Thursday 5<sup>th</sup> July 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

Shaun Sheldrake

Clare Condie

John Levick

David Bagnall

Also in attendance:

Kaaren Berry – Clerk to the Parish Council

6 Members of the public

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

Tony Davison

### **2. Declaration of Members Interest on Agenda items:**

No declarations of interest were made.

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

Paul Thompson reported that he has handed in a grant application from the Allotment Society for help towards the water costs and will wait the parish council's decision.

A parishioner asked what was happening with the repairs to the pump house. The chairman reported that a builder has been appointed but is yet to start – Peter Moore to chase up.

It was also asked if the parish council knew the latest regarding The Green Man – Alan reported back that there will be an update in the Newsletter but things are progressing and applications have been put in to the FSA and HMRC – waiting outcomes. Pledges and donations are up to £123,000 approximately and discussions have been held with 2 specialist mortgage lenders so the project is pushing onwards. A question was asked if the project would be marketed wider to increase the pledges – Alan stated that a share prospectus will be issued and spread wider for further pledges.

Ann Read asked if the parish council would man games for the Flower Show as they did for the Jubilee event – this was agreed. Ann reported that the P3 scheme is struggling a bit due to lack of volunteers but she is meeting with Adam Jenkins next Thursday to know how to survey paths. Two walks were organised on the Jubilee weekend and another is planned for the morning of the 21<sup>st</sup> July.

A parishioner asked if the Annual return has been submitted and asked if the accounts are available – the chairman confirmed that this was submitted on time and the Income & Expenditure and the Bank Reconciliation are available on our website. A copy of the full accounts was requested as well as a copy of the asset register – it was agreed to forward this.

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

Malcolm Braithwaite reported that this was the last update from VANTAGE. The plan was agreed by a number of the active group, the parish council have adopted the village plan and the photo

competition results were announced in early June. Graham Berry has designed the plan and the electronic version went live on 2<sup>nd</sup> July 2012. There are some problems with downloading the PDF from the parish council website – but a change of browse to non-windows one seems to work. The printed version will be collected next Thursday and every household will get a hand delivered copy along with a letter inviting them to get involved. The Launch Party is on the 16<sup>th</sup> July, 7.30pm in the village hall. Copies to outside bodies will be sent after the Launch. Malcolm requested that he and Peter organise the meeting structure. The working groups will then report back at the Annual Parish Meeting next year but the parish council will oversee them. A piece will be in the newsletter regarding the launch – the consensus is this is the best form of communication with parishioners. Peter expressed his thanks for a great piece of work and the time and effort that Malcolm and his team have put into the village plan.

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

The minutes of the meetings held on 7<sup>th</sup> June 2012 were approved and signed by the chair as being an accurate record of the meeting.

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

No matters arising were raised.

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

- 7.1 Peter Moore to provide a list of outside bodies who should be sent a copy of the village plan and forward it to Malcolm – suggestions were Jan Cole at the RCCE and Braintree District Council.
- 7.2 Kaaren Berry too pass necessary forms to David Bagnall for completion – forms issued and completed.
- 7.3 Andrew Bull to draw up a plan for the Jubilee Beacon and contact Braintree District Council re planning permission – see agenda item 14.
- 7.4 Andrew Bull to speak to the School regarding the leaning tree by the school entrance and the Church wall – meeting with the chair of governors next week for discussions.
- 7.5 Andrew Bull to challenge invoice from Paul Clark Printing – further challenge required.
- 7.6 Peter Moore to pass quotes to Kaaren for submission to the Insurance Company – Peter has been in contact with them but require evidence of the broken Christmas Lights, Shaun was asked to email Peter the pictures of the damage. The flag costs were rejected by the insurance company.
- 7.7 Peter Moore to write to Vicky Duff as to when the signage consultations will take place – chase emails have been sent but no response as yet.
- 7.8 Peter Moore to set a date for the bench – a new date is yet to be set.
- 7.9 Kaaren Berry to purchase brackets for the bench – these should arrive next Monday.
- 7.10 Kaaren Berry to set out accounts for publication in the newsletter – information passed to Andrew for the newsletter.
- 7.11 Kaaren Berry to follow up on letter from the audit commission re external auditors – yes the Annual return will be sent to an external company rather than the audit commission itself, no other changes to the process.
- 7.12 Kaaren Berry to progress competition entries for the EALC – no progression as yet, closing dates are 7<sup>th</sup> September.
- 7.13 Kaaren Berry to enquire if any upgrading of the power lines through the parish are taking Place – the lines are not being upgrading just replace due to age of existing wires.

Discussions followed about the request for the accounts – it was agreed to send only the summary sheet as this should answer questions but if furthers questions are asked these could be looked at individually.

## **8. Transport / Highways Issues:**

Peter Moore has been in contact with Vicky Duff but no further progress. Peter Moore will chase this up. No progression on the pathway for The Causeway. It was suggested that David Finch be contacted to assist – this has been done in the past.

## **9. Village Pump Repairs:**

Mr D Mason has been asked to do the repair works – Peter to chase this up.

## **10. Village Hall Update Report:**

Shaun reported that following the village hall committee meeting (held 020.07.12) they are planning further improvements to the hall by way of replacing the kitchen units – only cost of this would be the installation of the units, flooring and any electrical works required. A patio for the area outside the kitchen is being looked into and they have purchased a PA system for hirers use only at present. This may be extended to outside hiring's at a later date. A garage sale is planned for the 8 September and a working party is being held during August. There are no long term plans in place yet. An article will be going in the newsletter regarding children playing around the hall and shop.

## **11. Quality Council and Competence Status :**

It was proposed that the parish council look into applying for these. This is outlined in the report circulated to all councillors prior to the meeting – copy available on request. The quality status is an evidence based qualification and would take between 6 – 12 months to build it up. Alan suggested that two people head this project. Following discussions on the pro's and con's in achieving this it was agreed that David would look further into this in conjunction with Alan and Kaaren for a report back at the next meeting and a decision will be made then.

## **12. Code of Conduct:**

The model code of conduct was sent to all councillors for consideration – All councillors to read this and let Kaaren know if they are happy with it by next Thursday. Training course is being held by Braintree District Council available on this in July – Alan possibly to attend.

## **13. Broadband:**

Peter has challenged County Broadband on a few points but has not received a revised contract yet. Private funding is available for the initial set up points. Peter to bring further updates for next meeting.

## **14. Beacon:**

Planning permission needs to be applied for, for the beacon to remain. Andrew Bull and Kaaren Berry to look into this.

## **15. Charities:**

The giving of the 2 book tokens at per the Robert Edward Educational Trust for Excellence and Effort to two Toppesfield Children has been seen as unfair by the school as it excludes children who attend the school but live outside the village. It is therefore proposed to change this from 2 tokens book tokens awarded to one book token for the school. It was agreed that it was a shame to change the legacy of the charity but the parish council are happy with the decision to change it.

## **16. Recreational Areas:**

- 16.1 Progression on tree/hedge quotes and works – second quote was the same as the first but a third quote is due in tomorrow. It was suggested that the hedge in question could be cut by a working party but not until next year. Andrew will get a quote for the hedge by the pavilion and adjunct to the school as this needs tidying up. Andrew to liaise with the school regarding the impact of vehicles using the public area adjacent to the school during school hours.
- 16.2 RoSPA – safety inspection reports received but the water report was for the wrong area – this has been requested for the correct area but no response as yet.

**17. Financial Accounts:**

- 17.1 To receive the Clerk's Report indicating receipts and payments requiring approval (Appendix A). Payments were approved with exception to the ones for Paul Clark Printing – Andrew to challenge bills further.  
Discussions were held about the advertising and Andrew to forward a list of those invoiced for advertising to Kaaren.
- 17.2 Payments to Paul Clark - payment to Paul Clark needs to be challenged further by Andrew.
- 17.3 Grant application from the Jubilee Event Committee – for just under £380.00. Individual applications for those still requiring payment have been received and all were approved.
- 17.4 Grant application from the Allotment Association – application received for help towards the water costs for the allotments – this was agreed up to a value of £280 per year.

**18. Correspondence:**

- 18.1 Essex County Council – Complimentary Timetable book – do we wish to continue to receive the books – yes, Kaaren to complete questionnaire and return.
- 18.1 Tony Davison – re representation of the Charities – voted for every four years and current representatives are happy to remain.
- 18.2 Bus Passenger News – Essex County Council – No change to Toppesfield service.
- 18.3 EALC – County Update available if required.
- 18.4 RCCE – Annual Review.
- 18.5 Essex County Council – Street Materials Guide available if required,
- 18.6 Catalogue from J. Parker wholesale – Dutch Bulbs.

**19. Any Other Business:**

To discuss any other business / items for the next agenda

It was asked if there was any update on the spillage and whether the waterways are now safe – Kaaren to follow up.

The grass down The Causeway needs cutting – Andrew will contact Paul Chinery regarding this. Shaun suggested that we contact Plants That Grow to see if they wish to sponsor the hanging baskets around the pump.

Shaun is also willing to donate his village plan photography prize to a fundraising event.

**20. Date and Time of the next meeting:**

The next Parish Council meeting on the 9<sup>th</sup> August 2012 at 8.00pm, at Toppesfield Village Hall.

**21. Close:**

The meeting was closed at 10.25pm.

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Chairman

.....  
Date

## **Action Summary:**

**Peter Moore to chase up the builder commissioned for the repairs to the Pump House.**

**Kaaren Berry to forward accounts summary and asset register to Ray.**

**Andrew Bull to re- challenge invoice from Paul Clark Printing.**

**Andrew Bull to meet with the chair of governors at the School regarding the leaning tree by the school entrance and the Church wall.**

**Shaun Sheldrake to forward pictures of the accident to Peter Moore / Kaaren Berry to progress insurance claim.**

**David Bagnall, Alan Collard and Kaaren Berry to look further into Quality Status.**

**All Councillors to read the Code of Conduct and respond to Kaaren Berry.**

**Andrew Bull and Kaaren Berry to look into planning permission for the beacon.**

**Andrew Bull to obtain quotes for the hedge by the pavilion adjacent to the school.**

**Andrew Bull to forward to Kaaren Berry a list of those invoiced for advertising in the newsletter.**

**Kaaren Berry to follow up on spillage and if waterways are now safe.**

**Andrew Bull to contact Paul Chinery regarding grass cutting in The Causeway.**

Appendix A

Accounts – 5<sup>th</sup> July 2012

National Savings Deposit Account:	£	£
Balance as at 5 March 2012	2508.27	
Community Account Statement Balance as at 31 May 2012		13565.62
Subtotal:	2508.27	13565.62

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

Total 12760.12

Income Received (included in above figure)

Payments to be approved:

Chq No:		
101376	RCCE – subscription renewal	40.00
101377	Anglian water – Allotments	28.97
101378	Paul Clark Printing – Jubilee programmes	120.00
101379	Paul Clark Printing – Newsletter May/June	625.00
101380	RoSPA – Inspection Reports	230.40
101381	Karen Baker – Accountant	200.00
101375	K. Berry June’s wages	198.47
		1442.84
Bank Charges will be deducted on 5 <sup>th</sup> July 2012		5.00
Balance	2508.27	11312.28

Last bank statement received up to 29<sup>th</sup> June 2012.