



Toppesfield Parish Council



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

18/108. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Dave Dyson – Vice Chairman – Chaired the meeting
Councillor Andrew Bull – Chairman (arrived 8.10pm)
Councillor Linda Bowen
Councillor Mike James
Councillor Alan Preston
Councillor Paul Thompson

Also in attendance:

There was 1 member of the public in attendance.
District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Andrea Chinery

18/109. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

18/110. Open Session – opportunity for members of the Parish to address the Parish Council.

A request was made by Church Warden Brian Moody for the Parish Council to consider the grant as in previous years be made to the Church towards the grass cutting of the churchyard and general upkeep. So far this year the grass in the churchyard has been cut 5 times by Stuart Hammond along with help from Mr Boyd Page and the Community Payback team. Councillor Dave Dyson stated that the request will be placed on next months agenda for consideration.

District Councillor Richard van Dulken reported he has spoken to the school regarding possible monies for an outdoor gym but this would need to be made available to the community. This is ongoing with the school.

18/111. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 7th June 2018 were approved and signed as correct.

18/112. Matters Arising not on the agenda – for report only

It was stated that the trees along The Causeway on the grassed side are in need of attention. Both Fran Laskowski and Rob Sullivan have agreed to stay on as the parish tree wardens this year. Councillor Preston will speak to Rob Sullivan re the trees and what action is required.

Councillor Preston reported that the repairs to the Gainsford End pump have now been completed and will hopefully be installed around the 17th July 2018.

18/113. Actions from previous meeting:

- 18/113.1 Update on purchase of new bench (Thelma Bond) – the positioning for the bench was agreed to be under the pump and Councillor Bull to speak with the occupants of Post Cottage re this.
- 18/113.2 Update on acquisition & installing new litter bin for Toppesfield Playing Field – Councillor Preston reported the bin has been ordered and once received will be installed.
- 18/113.3 Print prices for newsletter to be sort – Andrew Bull stated he has received a quote but for the first issue there will be no charge and the second one will be printed in the parish office to trail the cost

to the Parish Council.

- 18/113.4 Bank charges for the Parish Council – Councillor Mike James had spoken to Barclays re this and the Parish Council will be receiving a refund of £535.00 for historic charges.

18/114. Internal Practices and management for the Parish Council:

- 18/114.1 Outcome of meeting with Toppesfield Village Hall Committee re access to the hall and parish office – Councillor Dave Dyson reminded those present of his original letter regarding access to the parish office and village hall. Councillor Dyson expressed an interest in attending a village hall management committee (VHMC) meeting to discuss this but was informed the meetings were not open meetings and therefore, not to attend.
However, following an incident in which the parish office was left open and unattended by the VHMC Councillor Andrew Bull will address this with the VHMC.
- 18/114.2 Training Sessions – the EALC are not able to provide an inhouse training session until September. However, they are providing Saturday training sessions in September which will be more cost effective to the Parish Council. Dates are yet to be confirmed.

18/115. Correspondence Received:

- 18/115.1 Essex Parish Partnership – Making the Links, EALC Legal and County Updates – circulated to all Councillors prior to meeting.
- 18/115.2 Heddingham Omnibus Commercial Services – have notified Essex County Council about changes to their commercial network with effect from 1st July 2018. Services affected are, Service 88 Great Yeldham (Halstead) – Colchester (revised timetable) & Service 89 Great Yeldham – Braintree (revised timetable). Please refer to Traveline for further details of these commercial changes.
- 18/115.3 Essex Association of Local Council – Focus Group – call for volunteers to work on gathering information to help address the issues of social isolation.
- 18/115.4 Uttlesford & Braintree Community Policing Team – Remembrance Sunday. Information on events for remembrance Sunday have been requested.
- 18/115.5 RCCE – Notice of AGM of the company on Wednesday 11th July 2018 and details of the special resolution that will be proposed at the meeting.
- 18/115.6 Braintree District Council – Local Plan update – Braintree District Council have now received a letter back from the Inspector with his comments. The letter is published on their website www.Braintree.gov.uk/LPExamination
- 18/115.7 District Councillor Richard van Dulken – H-bars - unfortunately there are now charges from NEPP for the marking of H-bars - £120 for new ones, and £80 for reinstatement of covered over ones.
- 18/115.8 Braintree District Council – response to request on advice regarding changes to the National Policy Planning Framework received – this was circulated to councillors prior to the meeting. This was discussed and it was agreed to look again at a Neighbourhood Plan. It was also agreed to invite Jan Storbart from the RCCE to attend a Parish Council meeting to talk through the Neighbourhood Plan process.
- 18/115.9 Braintree Food Bank – Summer shopping list received – available on the parish website.
- 18/115.10 RCCE – Essex Warbler – June edition received and circulated to Councillors.

Late Correspondence

Mhp – Web Analytical Report for May received.

Essex Heritage News 2018 received.

18/116. Financial Accounts:

- 18/116.1 To receive the Clerk's Report indicating receipts and payments requiring approval – report was received and payments were proposed for acceptance by Councillor Bull and seconded by Councillor Thompson. See appendix A.

18/117. Highways:

The footpath along Church Lane has previously been reported to Essex County Council, reference no: 2536432. Kaaren Berry to follow up.

18/118. Planning:

18/118.1

Application No:	Description	Address	Action
18/00984/FUL	Proposed 2 storey side and rear extension and single storey rear extension	5 Stambourne Road Toppesfield Essex CO9 4DG	Comments to Braintree District Council by 9 th July 2018
18/01010/FUL	6m x 3m Gazebo to be situated next to outdoor swimming pool in back garden of property	Oak House, Robinhood End, Toppesfield Essex CO9	Comments to Braintree District Council by 20 th July 2018
18/00832/FUL	Proposed replacement outbuilding to serve as an annexe for an elderly relative	Woodleys Farm Gainsford End Toppesfield Essex CO9 4EJ	Comments to Braintree District Council by 30 th July 2018.

18/118.1 The applications were discussed and no objections were raised to any of the submitted planning applications above.

18/118.2 Changes to the National Policy Planning Framework – this was discussed under agenda item 18/115.8.

18/118.3 Restrictions on the land behind The Green Man – Councillor Mike James questioned as the land is not fenced off it is open for people using the Green Man Pub to use it who's liability is it if something should occur and are there any restrictions for use. Councillor Bull confirmed the land was purchased to protect the view and to be left fallow for wildflowers. It was reported that the area has been cut to blend in with the Green Man garden and the garden behind the Parish land. It was agreed to hedge the area to denote the boundary – this was proposed by Councillor Andrew Bull and seconded by Councillor Paul Thompson. Public liability on the land to be checked with the parish council insurance providers.

18/119. Toppesfield Village Hall

18/119.1 Councillor Linda Bowen read out a letter from the Village Hall Management Committee requesting if there is a possibility of funding for a variety of projects at the village hall at any point or should they look elsewhere. This was discussed and agreed that the Parish Council do not have the sum of money requested this year for a project of choice by the Parish Council to the village hall this year. Councillor Andrew Bull to respond to the VHMC in writing regarding this request.

18/120 Playing Fields & The Dick Ruggles Pavilion

18/120.1 Management of Playing Fields and Pavilion. Councillor Bull reported another member for the Playfields group is being sort.

18/120.2 Councillors Community Grant Scheme - funding award received for a small piece of play equipment. Councillor Thompson reported that he has spoken to Nick Hasler from the Toppesfield Cricket Club re siting of the piece of equipment and he has no objections to this. Councillor Paul Thompson to organise the purchase the rocker and Councillor Alan Preston to speak to Stuart Hammond re installing it.

18/120.3 Councillor Thompson reported the Community Payback have tidied up the allotments that are grassed over and will be clearing the ditch/tidying up the hedge behind the large goal post on their next visit.

18/120.4 RoSPA – Playing Field Inspection Reports have been received. Councillor Bull to follow up on the clearing of the concrete blocks. Also views from Gainsford End residents will be sort as to their views on the Gainsford End playing field.

18/121. Village Plan 2012-2027

18/121.1 Update on progress to date – it was agreed to wait to see what the RCCE suggest regarding a neighbourhood plan before continuing on the village plan.

18/122 Communications

18/122.1/ 18/122.2 Update on Communications Plan for the Community – It was agreed County Broadband is good but a resident in the parish who is running a campaign to get fibre into the village. The resident

who is leading this will be invited to the next Parish Council Meeting to give an update of progress.

18/123. Information exchange / Parish Surgery / Items for the next agenda

Councillor Linda Bowen will be available for the Parish Surgery on the 7th July 2018.

It was reported that there is an active planning application with Braintree District Council for the fishing lakes off the Toppesfield Road, Great Yeldham.

18/124. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 2nd August 2018 at 7.30pm at Toppesfield Village Hall.

18/125. Close

The meeting closed at 10.05pm

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 on the playing field.

Kaaren Berry to follow up with Essex County Council the state of repair to the footpath along Church Lane.

Kaaren Berry to check insurance policy re the land behind the Green Man.

Councillor Bull to respond to the village hall management committee re their request for £5000 towards a project of the Parish Councils choice for the village hall.

Councillor Thompson to look at costs and types of play equipment for older children.

Appendix A

Accounts – 05 July 2018		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2018		<u>£2,606.67</u>		
Community Account				
Balance as at 30th June 2018			<u>£16,913.96</u>	
Subtotal:		<u>£2,606.67</u>		
All previous issued cheques cashed balance should be			<u>£15,294.47</u>	
Income Received (Included in above balance)				
14.06.18	Braintree District Council - Councillors Community Grant		£400.00	
26.06.18	Braintree District Council - Street Scene Partnership		£1,150.96	
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
19.06.18	Playsafety Limited - Annual Inspections of playing fields		101818	£159.60 £0.00
19.06.18	Braintree District Council - playing field grass cutting 2018/19 season		101819	£1,023.60 £0.00
30.06.18	K Berry - expenses - Ink, stamps, stationary and Annual Parish meeting refreshments		101820	£69.91 £0.00
31.05.18	KBOAS - Audit accounts to March 2018		101821	£150.00 £0.00
Jun-18	RCCE - Membership renewal 1st July 18 - 30th June 2019		101822	£52.80 £0.00
30.06.16	K Berry - Junewages		101817	£272.18 £0.00
				<u>£1,728.09</u>
19.06.18	Bank Charges will be deducted on 5th July 2018			£5.00 £0.00
Balance		<u>£2,606.67</u>		<u>£15,109.34</u>
Last bank statement received up to 31st May 2018				