



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 5<sup>th</sup> March 2015 At The Village Hall, Toppesfield at 8.00pm

### 15/41. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull – Chairman  
Councillor Alan Collard – Vice chairman  
Councillor Sally Croft  
Councillor David Bagnall  
Councillor Gill Page

#### Also in attendance:

Kaaren Berry – Clerk to the Parish Council  
Moria Grobarz – RCCE  
2 members from Yeldham Athletic  
Richard van Dulken

#### Apologies were received from:

Councillor Shaun Sheldrake

### 15/42. Declaration of Members Interest on Agenda items:

Councillor Croft declared an interest in agenda item no 15/50. No other declaration of members interests were made at this point.

### 15/43. Open Session for members of the Parish to address the Parish Council:

A proposal from Yeldham Athletic was presented to the Parish Council – a brief history of the club was given and it was asked if permission would be granted for the football field at Toppesfield Playing field could be sort for an under 12's and 13's team. They are seeking to make a team up which would come under the banner of Yeldham athletic from youngsters in the village. If approved this would take place from next football season - Sunday matches would be held. Yeldham athletic stated they would maintain the pitch but not be responsible for the grass cutting. They also presented a piece to go into the next newsletter.

Councillor Bull stated that this proposal would be discussed later in the meeting.

### 15/44. Minutes of the last meeting:

The minutes of the Parish Council meeting held on the 5<sup>th</sup> February 2015 were approved and signed by the chair as being an accurate record of the meeting.

### 15/45. Matters Arising:

Councillor Bagnall reported that the new bus service should start on 1<sup>st</sup> April 2015. Timetable and publicity are yet to be issued. The service will have be self-financing from passenger fares after the initial funds have been exhausted. Since the meeting Councillor Bagnall attended the start date for the new service has been pushed back. Councillor Bull to confirm new start date.

### 15/46. Moira Grobarz - RCCE:

The report was discussed and the Parish Council will be looking into this further.

### **15/47. Actions from previous meeting:**

- 15/47.1 Councillor Bull to write a letter to dog fouling offenders reminding them of their duty of care. Councillor Bull has sent a letter to an offender reminding them of their duty of care.
- 15/47.2 Councillor Bull to look at North East Essex Clinical Commissioning Group – consultation, details on [www.neessesccg.nhs.uk](http://www.neessesccg.nhs.uk) and decide on response. Councillor Bull has fed information into this on behalf of the Parish Council.
- 15/47.3 Councillor Sheldrake to follow up on information received re a possible development on Toppesfield Road. It is believed that this is along road from Gainsford End to Howe street which comes under Finchingfield Parish.
- 15/47.4 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. This has been drawn up and to be discussed under item no 15/15.1.
- 15/47.5 Councillor Bull to seek quotation for works to be carried out to the right of the pavilion. This has not yet been received.
- 15/47.6 Councillor Sheldrake to follow up on obtaining two defibrillator machines – no further information available at present.

### **15/48. Correspondence:**

- 15/48.1 Braintree District Council – Planning Application 14/01092/FUL – Hoses Farm, Change of use of existing barn for functions and weddings and associated parking. Application has been granted.
- 15/48.2 English Rural Housing Association – invitation to their official opening of a project in Manuden.
- 15/48.3 Essex County Council – Launch of Getting Around in Essex Consultation – information on website and posters on noticeboards.
- 15/48.4 RCCE – 2015 Essex Village of the Year & Best Kept Village Competition Entry Forms. Application form given to Councillor Bull for further consideration.
- 15/48.5 Braintree District Council – Planning Application 14/01350/FUL – The Green Man, Alterations and extension and conversion of outbuilding. Application has been granted.
- 15/48.6 Support4 Sight – request for donation to the charity. It was agreed not to support this request.
- 15/48.7 Braintree District Council Consultation – Parish Open Space and recreational Facilities to be completed by 17<sup>th</sup> April 2015. Councillor Bull and Kaaren Berry to complete.
- 15/48.8 Essex Community Policing – Essex Police Challenge. Invitation to attend a meeting on Thursday 12 March, 7.30pm in Witham.
- 15/48.9 mh-p – Free Website Makeover and commitment form the Parish Council – Councillor Bull to contact as it was agreed the 5 year commitment required was to long.
- 15/48.10 Braintree District Council – one-off additional payment. Braintree District Council will be making a one-off payment of £201 to the parish which will be paid in April 2105.
- 15/48.11 Essex County Council – Superfast Essex programme update. Updated information is available at [www.superfastessex.org](http://www.superfastessex.org). They are a quarter of the way through their rollout programme. The service from County Broadband was questioned – those who use it agreed it was a good service. It was also reported that the Church have agreed an antenna can be place on the church tower but no date for this has been set at present.
- 15/48.12 Braintree District Council – Funding Support for Community Led planning 2015. Information on funding of up to £750 was received.
- 15/48.13 Superfast Essex Parish Engagement Event will be held on 18<sup>th</sup> March 2015 10am – 12pm, Essex Record Office.
- 15/48.14 Braintree District Council – are encouraging people to get involved with Community Clear up day, Saturday 21<sup>st</sup> March 2015.
- 15/48.15 Essex County Council – Passenger Transport, Tender Round 2015 for contracts which end in August 2015. Toppesfield service is not affected in this round.
- 15/48.16 Braintree District Council - Nomination Packs for Parliamentary, District and Parish Elections. Nomination packs are now available at [www.braintree.gov.uk/elections](http://www.braintree.gov.uk/elections). Completed forms must be hand delivered to Braintree District Council between 23<sup>rd</sup> March and 9<sup>th</sup> April 2015.

### **Late Correspondence:**

- Mh-p – Web Analytics report – February 2015 received.
- David Finch’s parish update –this will be forwarded to all Councillors and placed on the Parish Council website.

### **15/49. Financial Accounts:**

- 15/49.1 To receive the Clerk's Report indicating receipts and payments requiring approval. These were approved and signed. It was agreed that on the account sheet presented at the meetings that the date of invoice should be added and any VAT that cannot be recovered be indicated. This will then comply with the Transparency Code for Smaller Authorities.
- 15/49.2 Grass Cutting Tender. It was agreed that this should be advertised and tenders sent out to local contractors along with a covering letter. Councillor Bull to devise a covering letter to be sent out.
- 15/49.3 Quote for removal of vegetation to the right of the changing rooms in Toppesfield Playing – this has not yet been received.

### **15/50. Planning:**

Ref No:	Location:	Description:	Comments By:
15/00240/FUL	Bradfields Harrow Hill Toppesfield Essex CO9 4LX	Display of 108 no. panel domestic solar array	27 <sup>th</sup> March 2015

No comments were made regarding the above application.

### **15/51. Internal Practices and management for the Parish Council**

15/51.1 Structure of Sub Committees for the Parish Council.  
Councillor Bull presented the proposed structure for the Parish Council – this was agreed and adopted at the meeting.

The Finance and Planning subcommittee will meet on 16 March 2015.

### **15/52. Report from the Playing Fields Group:**

The proposal from Yeldham Athletic was discussed and it was agreed to place the article in the newsletter to see if there is a need. Also an assessment of the impact of teams playing on the field and the repair times needed for other use is to be carried out. It was agreed by those present that Yeldham Athletic could not use the football pitch until next September at present and pending the results of the impact assessment and need.

Councillor Bull reported that the Playing Fields Group will be asked to provide a detailed plan of ideas for the playing fields for discussion at the parish council.

### **15/53. Defibrillator Machines:**

No further information is available at present.

### **15/54. Transport / Highways Issues:**

No issues were raised.

### **15/55. Village Hall Update report:**

No report available but it is known that the Village Hall Committee are in need of more volunteers.

### **15/56. WWI Commemoration Project:**

Councillor Collard made a proposal that the Parish Council support and underwrite a project to provide a suitable and long-term memorial to mark the centenary of the First World War. The total cost of the project would be approximately £3500 - £4000. It was suggested that 20 disease resistant native elms are purchased and planted within the parish.

This proposal was adopted.

Councillor Croft to seek further quotes for the supply of trees and to follow up with James Blackie re the position of the war memorial leading works.

A parishioner will be approached to lead the project.

**15/57. Proposal to determine a Spring Litter Pick:**

A village litter pick was agreed for the 28<sup>th</sup> March 2015 from 10am – 12pm. Kaaren Berry to contact Braintree District Council to supply the necessary equipment. This will be advertised through the school, noticeboards, on Facebook & the Parish Council Website.

**15/58. Community Speed Watch:**

A training day at Braintree Police station is being held on 29<sup>th</sup> March 2015 from 10am -12pm. Those interested need to supply details to the Clerk beforehand.

**15/59. Parish Surgery:**

The next surgery will be held on Saturday 7<sup>th</sup> March 2015 from 10.30am to 12.30pm in the village hall to run alongside the village market. Councillor Sheldrake will be in attendance.

Village markets will also be held on 4<sup>th</sup> April, 2<sup>nd</sup> May, 6<sup>th</sup> June and 4<sup>th</sup> July 2015.

**15/60. Any Other Business:**

*To discuss any other business / items for the next agenda*

Councillor Croft confirmed that letters to the residents of Stambourne Road have been issued re the sale of the 'Greene King' field and that they need to contact the vendor if they are interested in purchasing land. Councillor Croft also confirmed that a contact list of the groups within the village is nearly complete. Councillor Collard reported that the brewery project is going ahead. A share issue is being launched next week, pledges so far have reached £21,000. A grant request to Braintree's Mii Community has got through the first stage and being put through to the next. A beer tasting evening has taken place which went well.

**15/61. Date of the next meeting:**

The next Parish Council Meeting will be held on 2<sup>nd</sup> April 2015 at 8pm at Toppesfield Village Hall. The Annual Parish Meeting be held on Thursday 30<sup>th</sup> April 2015 at 7.30pm in the Village Hall and the Annual Parish Council Meeting be held on the 14<sup>th</sup> May 2015 at 8pm.

**15/62. Close**

The meeting was closed at 10.50pm.

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Chairman

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Date

**Action Summary:**

**Councillor Bull to confirm new start date of bus service 333.**

**Councillor Bull and Kaaren Berry to complete the Parish Open Space and Recreational Facilities consultation.**

**Councillor Bull to contact mh-p regarding the 5 year commitment needed for the website makeover proposal.**

**Councillor Bull to devise a cover letter for grass cutting tenders.**

## Appendix A

Accounts – 5th March 2015			
		£	£
National Savings Deposit Account:			
Balance as at 1st January 2015		2559.74	
Community Account			
On line	Balance as at 28th February 2015		<u>£27,762.38</u>
Subtotal:		<u>£2,559.74</u>	
All previous issued cheques cashed balance should be			<u>£27,255.68</u>
Income Received			£0.00
Income Received to be banked			
APC Interiors - Advertising			135.00
Payments to be approved:			
Chq No:			
101567	M Dyson - Doctors Car Service phone top-ups		£20.00
101568	Braintree Association of Local Councils Annual Subscription 2015		£18.00
101569	Toppesfield Village Hall Ccommittee - Office hire and meetings		£283.50
101570	The Green Man - 2 Christmas Event winners meals.		£147.95
101571	S Hammond - Removal & Make safe of Gainsford End Pump		£80.00
101572	Paul Clark Printing - February Newsletter		£195.00
101573	CPRE - membership renewal		£36.00
101574	K. Berry - Ink for office printer		£34.45
101575	The Green Man - 1 Christmas Event winners meal.		£74.00
101566	K. Berry February wages		<u>£223.20</u>
			<u>£1,112.10</u>
Bank Charges will be deducted on 9th March 2015			£5.00
Balance		<u>£2,559.74</u>	<u>£26,273.58</u>
Last bank statement received up to 31st January 2015.			