



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 5th November 2020 Via Zoom at 7.30pm

20/169. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard – Chair
Councillor Chris Neale – Vice chair
Councillor Amanda Smith
Councillor Boyd Page
Councillor Andrea Chinery

Also, in attendance:

No members of the public joined the meeting
District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:
County Councillor David Finch

20/170. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

20/171. Open Session – opportunity for members of the Parish to address the Parish Council.

District Councillor Richard van Dulken reported the following:

- It is the ambition of Braintree District Council to keep services running during this current lockdown.
- The last green bin collection for Toppesfield for this year is 23 November 2020.
- £200 has been set aside towards a project to plant trees along Harrow Hill and up towards Gainsford End.
- The works at Cust Hall bridge are now progressing.
- More business grants are being made available via Braintree District Council and the furlough scheme has been extended to the end of March 2021.
- Horizon 120 development – the electric forecourt is nearing completion and should be open by the end of November 2020.
- Work on the business centre near the Great Notley Tesco's is due to start shortly.
- Ground breaking at the I-construct project at the Springwood Industrial Estate has begun.

20/172. Minutes of the last Parish Council Meeting

It was proposed by Councillor Page and seconded by Councillor Smith that the minutes of the minutes of the Parish Council meeting held on 1st October 2020 were signed as a true record of the meeting. This was agreed and the minutes signed.

20/173. Matters Arising not on the agenda – for report only

Councillor Page stated that new covid-19 related signs are required at Toppesfield playing field as the area is being used quite a lot by parents and children after school but there is little social distancing and people do not appear to be cleaning hands. It was suggested that more robust signs are purchased to encourage people to stick to the rules. Temporary signage will be drawn up and displayed in the short term. Councillor Neale to order signs for both playing fields – this purchase was agreed as an urgent purchase.

20/174. Actions from previous meeting:

- 20/174.1 Clerk to contact Stambourne Parish Council's clerk re Network 5 meetings. Stambourne are planning to arrange a virtual Network 5 meeting – dates to be advised once arranged.
- 20/174.2 Councillor Page to develop a plan for reduced verge cutting areas. The plan is being progressed and this will be shared with Councillors for comment once complete. Councillor Page agreed the draft plan will be complete by January 2021 and the final plan will be ready in February 2021.
- 20/174.3 Councillor Smith to report the progress with County Broadband/contractors regarding works along The Causeway and concerns regarding the tarmac sealing. County Broadband contractors were looking at this today and their response is awaited.
- 20/174.4 Councillor Smith to liaise with the school's headteacher and ask her to remind parents to socially distance and adhere to the signs in the park. Reminders about socially distancing are sent out in the school newsletter which is issued every fortnight.
- 20/174.5 Councillor Page to ask Nigel Meek to arrange a zoom meeting for all councillors to be updated on the progress of the Neighbourhood Plan and what the current position is. A Zoom meeting is planned for the 26 November 2020, time to be confirmed and Nigel Meek will issue an agenda for the meeting.
- 20/174.6 Councillor Neale and the clerk to seek prices for Christmas trees and decorations – see agenda point 20/175.6.
- 20/174.7 Clerk to contact Braintree District Council re dog waste bins for Park Lane and Gainsford End playing field. An email has been sent to Braintree District Council regarding the dog waste bins and follow up telephone calls have been made but no response received so far.

20/175. Internal Practices and management for the Parish Council:

- 20/175.1 Toppesfield and Gainsford End Response Group reactivation. Councillor Page reported this has been started up again with the phone number of 07341 264220. The email address has been reactivated. Details of this are in the November issue of the parish newsletter. Councillor Collard to speak to previous volunteers regarding the wellbeing number. Gill Page will be monitoring the phone and email address. Councillor Neale and District Councillor Richard van Dulken offered to take a turn with the phone.
- 20/175.2 Neighbourhood Plan Update – Councillor Page stated there was no further progress to report but there is an article in the November parish newsletter regarding the Neighbourhood Plan.
- 20/175.3 Update from Project Working Group. Councillor Collard reported that Toppesfield Community Pub (TCP) have agreed to consider selling the barn as long as it does not compete with the pub, but this is price permitting. Value of the barn to be sought. Councillors Collard and Neale are to meet with TCP representatives. Councillor Collard has been in contact with EALC to clarify the process/steps needed to progress this project with the Public Works Loans Board. Costs are needed for other projects – i.e. preschool, playing fields etc. A response from Anglian Water is awaited regarding the access road to the pumping station.
Councillor Page suggested wooden bollards are placed around the pumphouse where the white hatchings are to pedestrianize the area. Also, to tidy up the area and possibly install additional benches and make it more of a focal point of the village. Costs, legal permits, and approvals would be required. Councillor Page to draw up a possible design.
- 20/175.4 Co-option of Councillors – consider applications received. No expressions of interest have been received in writing, but two verbal expressions have been made. Nomination forms need to be completed prior to co-option. The expressions of interest to be followed up.
- 20/175.5 Confirm wording for Dave Dyson's memorial bench plaque – this was discussed, and wording was agreed subject to approval from Margaret Dyson.
- 20/175.6 Christmas trees/lights decision required on items to purchase. Discussions were held and it was agreed to purchase 20ft Christmas tree with a maximum cost of £350. Clerk to organise purchase with Plants That Grow. Councillor Neale to source lights and decorations for the tree up to a maximum cost of £50.
Little Chestnuts preschool are asking for people to light up their homes/gardens as part of a walking advent - there is an article on this in the November parish newsletter.
Councillor Page to source battery operated lights for Gainsford End Phone Box up to a cost of £25. The Christmas tree will be delivered, erected and decorated on the morning of the 5 December.
- 20/175.7 Environment and Ecology group update and request to apply for funding from Councillor's Community grant. This is for a project to plant trees along Harrow Hill, Gainsford End Road and a

footpath which links them. It was agreed that the Parish Council apply to the Councillors Community grant fund. Completed application form to be sent to District Councillor Richard van Dulken.

20/176 Correspondence Received:

- 20/176.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 20/176.2 EALC - Standards in Public Life consultation. Responses to this consultation are required by 5pm on Friday 4th December.
- 20/176.3 Stop Stanstead Expansion – update received – this has been placed on the parish website for information. Please note it is addressed to Dear Supporter, however the parish council as a body has not registered its support.
- 20/176.4 Braintree District Council - Review of Scheme of Delegation & Proposals for Member Engagement, comments to be submitted by 13 November 2020. District Councillor Richard van Dulken talked through this in more detail and the effect it would have for the parish council. Councillor Collard and clerk to respond.

20/177. Financial Accounts:

- 20/177.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received and payments approved by all those present. See Appendix A.
- 20/177.2 Quotation received for materials to repair village gates. Councillor Page reported the quote is £228.86 for the base materials. This was approved by those present. Councillor Page and Robert Stafford-Baker will make the gates and instal them.
- 20/177.3 Grant application received for monies towards planting of trees and relevant supporting items, i.e. stakes. This was discussed and Councillor Chinery proposed £200 was set aside towards the project and this was seconded by Councillor Page. This was agreed by all those present.
- 20/177.4 Proposal to purchase a new shredder and laminator for the parish office, prices sought for consideration – it was agreed to purchase a shredder and A3 laminator for the parish office – clerk to purchase.
- 20/177.5 Consideration of draft budget for 2021/2022 – Councillor Collard circulated this to all councillors prior to the meeting. This will be discussed in detail at the December meeting.

20/178. Highways:

- 20/178.1 Cust Hall Bridge – response from County Councillor David Finch. The response was ‘By way of an update from highways on the works, the first 6 weeks were allocated for the utility services diversion which was completed a week earlier than our original programme. From 19 October 2020 our contractor was on site clearing the vegetation in preparation for the site compound to be set up. The site compound for the main works was set up last week and the main bridge reconstruction works began yesterday, 26 October. At this moment there are no delays, and we are still aiming to complete the construction works in January 2020.’
- 20/178.2 Park Lane car park update and discussion of alternative uses. A letter from the solicitors was sent and the vehicles are still there. It was agreed to instruct the solicitors to send the next letter to progress this matter.
Discussions around other uses for the carpark was held and there is an article in the November parish newsletter for ideas regarding its use and invites comments to be sent to the clerk.
- 20/178.3 Update re Access Road to pumping station – this was discussed under agenda item 20/175.3

20/179. Planning:

No planning issued were raised.

20/180. Playing Fields & The Dick Ruggles Pavilion

- 20/180.1 Update on status of setting up a village football team – to be held over to the next meeting.

20/181. Information exchange / Items for the next agenda

Councillor Collard to speak to Brain Moody regarding Remembrance Day and what we can do during this current lockdown.

20/182. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 3rd December 2020 at 7.30pm – this will be held virtually or at Toppesfield Village Hall depending on government advice at the time.

20/183. Close

The meeting closed at 9.57pm

Signed:

Dated:

Action Summary:

Councillor Smith to report the progress with County Broadband/contractors regarding works along The Causeway following their recent visit.

Clerk to contact Braintree District Council re dog waste bins for Park Lane and Gainsford End playing field.

Councillor Page to draw up a possible design for installing bollards around the Pumphouse structure.

Appendix A

Accounts - 5 November 2020		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2020		<u>£2,646.58</u>		
Community Account				
Balance as at 31 October 2020			<u>£31,949.24</u>	
Subtotal:		<u>£2,646.58</u>		
All previous issued cheques cashed balance should be		<u>£2,646.58</u>	<u>£29,495.74</u>	
Income Received (included in the balance figure of 31 October 2020)				
21.10.20	HMRC - VAT reclaim 01.04.19 - 31.03.20		£2,441.00	
			<u>£2,441.00</u>	
Direct Debits - included in balance figure of 31.10.20				
01.10.20	EDF Energy - The Pavilaion electricity supply		£10.00	£0.00
			<u>£10.00</u>	
Payments to be approved:				
Date of invoice		Chq No:		Unrecoverable VAT
Oct-20	Pest Defence	By Bacs	£78.00	£0.00
Aug-20	Toppesfield Community Shop - Grant application for help towards continuing support to the vulnerable of the parish	By Bacs	£1,250.00	£0.00
09.10.20	Birkett Long LLP - Professional Charges	By Bacs	£174.00	£0.00
21.10.20	Information Commissioner - Data protection renewal fee	101961	£40.00	£0.00
30.06.20	KBOAS - internal audit for year ending March 2020	By Bacs	£150.00	£0.00
02.11.20	Toppesfield & Gainsford end Allotment - water bill	101962	£92.86	£0.00
05.11.20	Paul Clark Printing - Nov/Dec Newsletter	By Bacs	£210.00	
31.10.20	K Berry - October wages	By Bacs	£380.94	£0.00
			<u>£2,375.80</u>	
			<u>£29,550.94</u>	