



Toppesfield Parish Council



Minutes of the Meeting held on Thursday 5th September 2013 At The Village Hall, Toppesfield at 8.00pm

13/157. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Peter Moore - Chairman
Councillor Andrew Bull – Vice Chairman
Councillor Alan Collard
Councillor David Bagnall

Also in attendance:

Kaaren Berry – Clerk to the Parish Council
2 members of the public were present

Apologies were received from

Councillor Clare Thompson
Councillor Shaun Sheldrake

13/158. Declaration of Members Interest on Agenda items:

Councillor Moore declared an interest in agenda point 13/168.2

13/159. Open Session for members of the Parish to address the Parish Council:

It was reported that the road sign at the junction of Stambourne Road and Stambourne Road has been removed – Kaaren Berry to contact Highways regarding this.

The revised version of the footpath around the new road is now in for consideration and the area for the footpath is being cleared. It was requested that a reminder be sent to all landowners of their responsibilities for footpaths following the harvest.

The Parish Council were asked what they are doing at the village show as 2 or 3 games for the children would be nice, it was also suggested that a few games were purchased for the village show next year. Councillor Bull stated that the village show was on the agenda and it will be discussed later in the evening and a report back to Ann Read would be made as to what the Parish Council will be doing.

13/160. Minutes of the last meeting:

The minutes of the meeting held on 1st August 2013 were approved and signed by the chair as being an accurate record of the meeting.

13/161. Matters Arising from the Minutes:

There were no matters were arising.

13/162. Actions from Previous Meeting:

13/162.1 Peter Moore to contact Belinda Young and Essex County Council re the possibility of selling the car park. Councillor Moore reported that a meeting is arranged for this week with Belinda and discussions have taken place with Essex County Council and Braintree District Council. There may be a covenant on the land then this could be removed or sold with it still in place. Braintree DC are looking at the original documents to see what the deeds say. However copies may need to be obtained from our solicitors. Once a response is received from Braintree DC then the parish council would have to 1. decide if they want to sell the land and 2. Make sure the monies raised from

the sale is used in an appropriate way.

- 13/162.2 Alan Collard to follow up the current position regarding the hedge at Cust Hall. Councillor Collard made contact with Essex County Council regarding this and they need to contact their legal department – Councillor Collard to monitor progress.
- 13/162.3 Kaaren Berry to follow up on the clearing of footpaths with landowners – on going.
- 13/162.4 Kaaren Berry to review the Insurance Policy regarding sub-contractors – contractors should have their own insurance to cover them whilst working. Could take out a ‘works in progress’ insurance to cover the building in the event of damage during works. The cricket match for the village show cannot be covered under the Parish Council’s insurance and the event is not council run/organised.
- 13/162.5 Peter Moore to contact Essex County Council regarding the footpath along The Causeway. Councillor Moore has written to Essex County Council stating that the figure quoted for the project seemed high and how a reassessment can be organised. The number of cars parking on the grass has increased and it is becoming congested. Councillor Moore to find out who owns the grass area in front of the houses along The Causeway.
- 13/162.6 Kaaren Berry to contact Braintree District Council regarding extending the number of councillors. To change the number of Councillors a petition of 10% of the electorate asking for a review would need to be issued to Braintree District Council, followed by a period of public consultation and then Braintree would make their decision. The process could take 12 months and then if agreed it would not take place until the next election in 2015.
- 13/162.7 Councillor Moore to speak to Essex County Council re point 4E in Village Plan update report. Councillor Moore still to contact Essex County Council regarding a 20mph speed limit.
- 13/162.8 Kaaren Berry to write a letter of thanks to Liz Bickers – a letter of thanks has been written and delivered.
- 13/162.9 Kaaren Berry to seek quote for refitting finger post – a quote was sort but Bernie Stevenson has replaced the finger post with no cost to the Parish Council. Kaaren Berry to write a letter of thanks to Bernie Stevenson for work.

Kaaren Berry reported that the access road between the Village Hall and The Green Man is owned by Anglian Water. Discussions followed and it was agreed that Kaaren write to Anglian Water to ask if they would be prepared to sell the access road and the parish council would then keep it clear.

13/163. Leisure and Recreation Group:

Councillor Bull reported that he was having regular dialogue with Braintree District Council regarding section 106 and the application. It is rare for the monies to be granted for buildings but as it is for use on the open space site visits have been held and it is with their planning department for consideration. If this application is refused then another application will be made for equipment, pathway around the field and access road improvements to the playing field. Councillor Bull to monitor progress.

The 5 a side goal posts have been put in place but a decision about the future of the old goal posts needs to be reached.

Councillor Bull and Kaaren Berry met with a Braintree District Council and asked for a quote for cutting hedges around the field. This will follow early September. The School have been approached about works and are happy for this to be carried out.

13/164. Financial Accounts:

- 13/164.1 To receive the Clerk's Report indicating receipts and payments requiring approval. Payments listed in Appendix A were approved for payment.
The payment to Boyd Sport & Play Limited was paid for from the monies donated by the Community Shop as part of the improvements to the playing field.
Kaaren Berry is booked onto the Budget and Precept course on 17th September 2013.

13/165. Transport / Highways Issues:

Councillor Moore to contact Essex County Council regarding the possibility of reducing the speed limit along church Lane from 30mph to 20 mph.
It was suggested that Kaaren Berry contact Braintree District Council re the possibilities of rescheduling the Street Cleaning until after harvest time.

13/166. Co-option of Casual Vacancy:

Discussions took place regarding the two candidates and the possibilities of one of them chairing the village plan group. Considerations will be taken at the next parish council meeting with regards to co-option.

13/167. Village Hall Update report:

No report was available from Councillor Sheldrake.

13/168. Planning:

Minute No:	Application No:	Description:	Location:
13/168.1	13/00984/FUL	Erection of double garage	6 Stambourne Road Toppesfield, CO9 4DG
13/168.2	Plan No. PROW-13-004 29 August 2013	Proposed diversion of Footpath 8	Bradfield's: CO9 4LX

13/168.1 – discussions followed regarding this application and it was agreed that this application was refused due to it's location and size, especially the height.

13/168.2 – Councillor Moore left the room whilst this item was discussed. It was agreed that there were no comments or objections with regard to this application.

13/169. Village Show:

Councillor Moore, Councillor Bull and Councillor Bagnall stated they are available to help, Braintree District Council will also be there with energy advice and giveaways. Councillor Moore will bring a table tennis table for use by all – free of charge, Kaaren Berry to purchase and arrange face painting (cost of up to £20 agreed)– free of charge and Councillor Bagnall to organise Ferret's to be available for handling. Councillor Moore to devise a treasure hunt game – this will be chargeable.

Councillor Moore has received a quote for £49 for a banner for the Parish Council – this was agreed by those present. Kaaren Berry to draw up a game showing appliances and the cost of running them. Councillor Sheldrake had previously agreed to loan a gazebo for the event.

13/170. Village Plan:

It was agreed to re- agenda this item to next months meeting.

13/171. Parish Surgeries:

The last surgery was held on the 24th August 2013, no-one attended this surgery. The next surgery will be on the 21st September 2013 and Councillor Collard will be in attendance.

13/172. Community Issues Meeting:

It was agreed to arrange the next meeting for the 17th October 2013 at 7.30pm in the Village Hall. Items for the agenda to be given to Kaaren at the next parish council meeting.

13/173. Winter Gritting Team:

Kaaren Berry to ask last year's volunteers if they are happy to continue this year and to obtain more volunteers.

13/174. Christmas Celebrations:

A sub-group will discuss what is required this year and report back with suggestions and a budget request.

13/175. Correspondence:

- 13/175.1 Braintree District Council – Scrutiny Review of Young People Not in education, Employment or Training – posters will be put up in notice boards.
- 13/175.2 Braintree Arts Theatre – brochure of upcoming shows – this will be left in the shop.
- 13/175.3 RCCE – Community Oil Buying and Essex Village of the Year / Best Kept Village results. Kaaren Berry to look into criteria for the best kept village competition.
- 13/175.4 The Oil Club – introducing the company – posters to be put up advertising this.
- 13/175.5 EALC – County Update and upcoming courses received.
- 13/175.6 Braintree District Council Superfast Broadband Campaign – raising awareness of their campaign.
- 13/175.7 RCCE – Community Led Planning Afternoon – 16th September 2013 – Widdington Village Hall.
- 13/175.8 RCCE – Community Led Planning – Public Health & Wellbeing – 17th September 2013.
- 13/175.9 mh-p – website analytic report received for August 2013.
- 13/175.10 Braintree District Council – changes to permitted development – reporting of applications will now be sent to all parishes.
- 13/175.11 Essex County Council – Superfast Broadband BDUK Project - progress on BDUK (Broadband) Project Contract. More information available on www.superfastessex.org website.
- 13/175.12 Zurich – Invitation to Local Council Advisory Service Seminar.
- 13/175.13 The Rural Services Network - Rural Fair Share Petition

Late Correspondence:

National Grid – North Essex Substation Confirmed
 Clerk & Councils Direct – September Issue Received.
 CPRE – invitation to their AGM

13/176. Any Other Business:

To discuss any other business / items for the next agenda

No other business was discussed.

13/177. Date of the next meeting:

The next meeting of Toppesfield Parish Council will be held on the 3rd October 2013 at 8pm at Toppesfield Village Hall.

13/178. Close:

The meeting was closed at 10.25pm

.....
 Chairman Date

Action Summary:

- Kaaren Berry to contact Highways regarding the signpost at the junction of Stambourne Road and Stambourne Road.**
- Councillor Collard to monitor progress with Essex County Council regarding the hedge at Cust Hall.**
- Kaaren Berry to follow up on the clearing of footpaths with landowners.**
- Councillor Moore to find out who owns the grassed area in front of the houses along The Causeway.**
- Councillor Moore to contact Essex County Council regarding a 20mph speed limit along Church Lane.**
- Kaaren Berry to write a letter of thanks to Bernie Stevenson.**
- Kaaren Berry to write to Anglian water regarding the access road and the possibility of its sale.**
- Councillor Bull to monitor and report progress of section 106 application.**
- Kaaren Berry to contact Braintree District Council re the possibilities of rescheduling the Street Cleaning until after harvest.**
- Kaaren Berry to speak to last year’s winter gritting volunteers to see if they will continue this year.**

Appendix A

Accounts – 5th September 2013

	£	£
National Savings Deposit Account:		
Balance as at 31st March 2013	2521.77	
Community Account		
Statement Balance as at 30th August 2013		<u>18263.42</u>
Subtotal:	2521.77	18263.42
All previous issued cheques cashed balance should be		<u><u>17803.92</u></u>
Income Received		
Toppesfield Community Shop - for the LARG group		1400.00
Payments to be approved:		
Chq No:		
101469 Boyd Sport & Play Limited		417.00
101468 K. Berry August's wages		<u>198.47</u>
		771.97
Bank Charges will be deducted on 5 th September 2013		5.00
Balance	<u>2521.77</u>	<u>18583.45</u>

Last bank statement received up to 30th August 2013.