



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 6th April 2017 At The Village Hall, Toppesfield at 7.30pm

17/53. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Dave Dyson – Vice chairman
Councillor Linda Bowen
Councillor Alan Preston
Councillor Mike James
Councillor Andrea Chinery

Also in attendance:

3 members of the parish
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Paul Thompson and District Councillor Richard van Dulken

17/54. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

17/55. Open Session

The acting Chairman of the Village Hall Management Committee asked if the Parish Council had received a quote from a building contractor regarding potential works to the village hall. Councillor Bull confirmed this has not yet been received, however a quote for double glazing had been. It was also asked what had happened to the village hall noticeboard which was taken off the old gates. Councillor Bull confirmed that this is at the back of The Green Man. The acting Chairman reported that there has been damage to the outside of the hall – and did anyone know of a tradesman who could repair it. Signs have been erected to say 'no ball games' and the 'no smoking' signs will be erected shortly. It has been stated to the Village Hall Committee that new doors should be metal. Also, a quote for new doors and windows is on its way from an independent company along with a quote from Everest who can guarantee the frames for life of ownership.

A member of the parish asked if people on committee were asked to be trustees could their homes be at risk and is this the case for Toppesfield Committees. Councillor Dyson stated that the advice from the RCCE on this is unless you knowingly do something illegal you are not liable but you can have an insurance against this. Councillor Bull suggested that should be investigated by the Village Hall Management Committee.

17/56. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 02 March 2017 were approved and signed as correct.

17/57. Matters Arising from last meeting:

Councillor Bull reported that BT have disconnected the Toppesfield telephone box from the main electric supply and Community Heartbeat Trust are in negotiations with them to re-instate this. A defibrillator training session has been arranged for Saturday 20th May 2017 from 10am – 12pm in the Village Hall, all are welcome.

The community agent Jayne Laken will be attending the next Parish Council meeting and the next village market.

17/58. Actions from previous meeting:

17/58.1 Councillor Andrew Bull to follow up position of works for the Gainsford End pump with Councillor Dave Dyson. Councillor Dyson reported that Chris Barnard would like to carry on the work his father started on the pump. Councillor Dyson to follow this up.

17/59. Internal Practices and management for the Parish Council:

17/59.1 Community Governance review for Braintree District Council – the survey was completed and will be returned to Braintree District Council.

17/60. Correspondence Received:

17/60.1 Toppesfield Village Hall Committee – re the Parish Council’s letter of the 8th March 2017. Councillor Bull re-emphasised that the Trustees of the Village Hall Management Committee has the responsibility and accountability for changes to the Village Hall and held accountable by Parish residents.

17/60.2 J Stafford-Baker re land to the rear of 1 & 2 Except Cottages, 8 Stambourne Road. Councillor Bull confirmed that there had been an error in the letter he sent to J Stafford-Baker but this has now been corrected. Councillor Preston to confirm that it is okay for the boundary fence to be erected by Mr Stafford-Baker.

17/60.3 Essex County Council – Bus Passenger News for March/April 2017 received.

17/60.4 SLCC – Clerks Magazine & Clerk & Council Direct Magazine – March issues received.

17/60.5 BDVSA – e-bulletin, EALC – Legal Newsletter – circulated to all Councillors

17/60.6 Support the NHS, Halstead – Government’s Sustainability and Transformation Plans (STP’s) – letter from Pauline Amos and Dr Newhouse asking for support and to keep up awareness.

17/60.7 Essex County Council – election of County Councillors – 4th May 2017 – posters have been placed in the Noticeboards.

17/60.8 Leanne Houghton – John Muir Award – Leanne is carrying out a project as part of her education on the Air and Water Pollution of Toppesfield and requested a table at the village show. This will be passed onto the Show committee. The parish council would be interested in seeing her results and wish her will with the project.

Late Correspondence:

Mh-p analytical report for March 2017 received.

RCCE – Neighbourhood Planning Coffee Morning – 26th April 2017, held at Epping Hall, St Johns Road, Epping.

CPRE – Countryside Voice and Field Work Spring issue magazines received.

Braintree District Council – Street Cleaning Agreement for 2017/18 received for approval – this was signed by the chairman.

17/61. Financial Accounts:

17/61.1 To receive the Clerk’s Report indicating receipts and payments requiring approval - report received and payments approved, see Appendix A.

17/61.2 Insurance for the Pavilion proposal – Councillor Preston stated that the insurance covers the village pump, play equipment, public liability and employers liability. For an extra £56.52 the pavilion will be covered up to the policy renewal date. The cost of insuring the pavilion is £312.02 per year, bringing the total premium up to £803.22 per year. The rebuild cost of the pavilion has been stated at £50,000. It was agreed to pay the extra premium to cover the pavilion. Councillor Preston to progress.

17/61.3 E.on – new price plan as current plan ends on 30 May 2017 – prices varied and more information will be sort from Energy Extra on their quote.

17/61.4 Quote for weed killing in the car park, Park Lane – quote received but a second quote being sort by Councillor Preston. The ‘left’ car in the car park is going to be removed. The community pay back team are due to start work on the car park area but this has not been confirmed. Councillor Bull to speak with Councillor Thompson to obtain a quote for work to the car park.

17/61.5 Annual Return for year ending 31st March 2017 – paperwork received to be completed and returned by 12 June 2017.

17/62. Highways:

17/62.1 Footpath 51 diversion – it was agreed to speak to District Councillor Richard van Dulken about this and to write to Essex County Council to this effect.

17/62.2 Various road closures – Essex County Council notice of various closures and diversions. This will be published on the Parish Councils website.

17/63. Planning:

Application no:	Description	Location	Action
17/00458/FUL	Demolition of outbuilding and erection of garages and store and facilities for agricultural enterprise including ancillary works.	Bradfields, Harrow Hill Toppesfield Essex CO9 4LX	Comments required by 17 th April 2017

No objections or comments were raised regarding the above application.

17/64 Parish Council Goal – ‘Love where you live’

- 17/64.1 Neighbourhood Watch Programme Update – Councillor Preston reported that an article was placed in the newsletter but there has been no feedback at present. There has also been a decline of anti-social behaviour. Braintree District Neighbourhood Watch has it's AGM on 18th May 2017 at Howard Hall, Bocking End.
- 17/64.2 Feedback from Community Tidy Up Event – feedback was good and litter pick was well attended. Skip was overfull and a second one was required to clear away the rubbish. Another litter pick will be carried out in September.
- 17/64.3 Cleaning of the War Memorial – Councillor James reported that the names on the memorial are not readable and needs cleaning. Councillor Bull stated that the war memorial was cleaned a couple of years ago, however he has received a quote to say a biocide would need to be put on it to prevent algae returning, this with the lettering being renewed and a cable erected around the bottom to hold wreaths down came to £1600. A grant would need to be sort to fund this. Kaaren Berry to enquire who Stambourne Parish Council received their grant from for the war memorial and Councillor Bull to apply for a grant for the works.
- 17/64.4 Grass cutting on the land behind the Green Man this was discussed and a parishioner has agreed to cut it for free for its first cut then they will submit a quote for future work.
- 17/64.5 Community Payback Team – Report on March/Proposed Plan for April – No work was carried out in March. Possibly some planting of hedging on the playing fields will be carried out this week.
- 17/64.6 RoSPA inspections due in May for Toppesfield and Gainsford End Playing Fields – it was agreed by those present for RoSPA to carry out the inspections again this year. The goal posts were discussed and Councillor Bull to seek price for a full size goal net.

17/65. Parish Council Goal – ‘Bringing the Community Together’

- 17/65.1 Detailed plans and costings for Cricket Club Storage Facility proposal – no details available – ongoing.
- 17/65.2 Proposed Christmas Lunch planning for our older residents – Councillor Preston reported the list is coming together and volunteers are being sought.
- 17/65.3 Heating way oil filed digital programmed radiators – to be held over to the next meeting.
- 17/65.4 Confirmation of Village Hall Committee request for funds to repair windows and doors – quotes have been passed to Councillor Preston to look at and liaise with the village hall committee.
- 17/65.5 Confirmation of Village Hall Committee decision on trade waste collection – a third party quote will be sort by Councillor Bull.
- 17/65.6 Update on Little Chestnuts Pre-School activities for March 2017 – Councillor Chinery reported that the Spring Swing raised £1840. Little Chestnuts have received their food hygiene certificate and was rated 5* and they will be serving hot meals to the children twice a week.
- 17/65.7 Update on Golden Chestnuts activities for March 2017 – Councillor Dyson reported that the Golden Chestnuts are still meeting every Friday afternoon.
- 17/65.8 Update on St. Margaret's School activities for March 2017 – Councillor Chinery reported that (the school secretary) Mrs Paget's replacement has started at the school and a hand over process will take place before she leaves at the end of April. Also, the head Mrs Kim Hall will be leaving at the end of July as she is moving to another school and her position is now being advertised.
- 17/65.9 Update on Community Broadband Review Project – Councillor Bull reported that the parishioner he had approached confirmed his day rate is £400 for his consultancy work. It was agreed that the Parish Council would seek other help. However, he did feel the County Broadband contract is okay.
- 17/65.10 Update on Web Site refresh – Councillor Bull reported that this is underway and will be shared with the Councillors before it goes live.
- 17/65.11 Proposal for Parish Council ‘Pop Up Café’ on Saturdays – Councillor Andrew Bull stated this will be held on the 3rd Saturday of each month and will start in May with the defibrillator training. Tea &

Coffee will not be charged for but bacon rolls will be. This will be an information exchange event only and with no stalls. Councillor Bull to invite groups to 'showcase' what they do.

17/66 Parish Council Goal – 'Protecting our Heritage and Planning for the Future'

- 17/66.1 Plan to replace Chestnut Tree in front of Chestnut House, The Street in line with TPO guidelines – Councillor Bull has written to the residents and Braintree District Council will follow this up.
- 17/66.2 Plan for fencing in newly purchased Parish Council land located behind The Green Man – it was agreed not to fence this further as adjoining boundaries have been marked.
- 17/66.3 Update on Toppesfield Sign repair proposal, The Causeway. This will be held over to the next meeting.

17/67 Recommendations from investigation of a complaint from Little Chestnuts Pre-School regarding Village Hall

- 17/67.1 Councillor Bull confirmed that Little Chestnuts Pre-School will write to the Village Hall Committee for a third all day opening. They will need to put a business plan together and this should be submitted on May after the Village Hall AGM.

17/68. Information exchange / February's Parish Surgery / Items for the next agenda

- 17/68.1 Councillor Paul Thompson to feedback information from the last surgery – no information was available. Councillor Bowen will be attending the Parish Surgery on 6th May 2017.

17/69. Date of the next meeting:

The next meeting will be the Annual Parish Meeting on 27th April 2017 and the Annual Parish Council Meeting on the 11th May 2017 both at 7.30pm and will be held at Toppesfield Village Hall.

17/70. Close

The meeting was closed at 9.35pm

Signed:

Dated:

Action Summary:

Councillor Dyson to follow up position of works for the Gainsford End pump.

Kaaren Berry to enquire who Stambourne Parish Council received their grant from for the war Memorial

Councillor Andrew Bull to apply for a grant for works to the war memorial.

Councillor Andrew Bull to gain quotes for full size goal net.

Councillor Andrew Bull to gain quotes for the collection of trade waste from the village hall.

Councillor Andrew Bull to invite groups to 'showcase' what they do at the Pop Up café sessions.

Appendix A

Accounts – 6th April 2017		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2017		<u>£2,594.44</u>		
Community Account				
Balance as at 31st March 2017			<u>£3,687.18</u>	
Subtotal:		<u>£2,594.44</u>		
All previous issued cheques cashed balance should be			<u>£3,373.68</u>	
Income Received				
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
20.03.17	B Stevenson - Paint Toppesfield Phone Box, floor, backboard and silicon exterior windows		101736	£590.00 £0.00
22.03.17	Paul Clark Printing - March 2017 newsletter		101737	£320.00 £0.00
25 & 29.03.17	Andrew Bull - Skips for Community Clean up day		101738	£415.00
31.03.17	K. Berry - March wages		101735	£260.88 £0.00
				<u>£1,585.88</u>
16.03.17	Bank Charges will be deducted on 3rd April 2017			£5.00 £0.00
Balance		<u>£2,594.44</u>		<u>£1,782.80</u>
Last bank statement received up to 31st March 2017				