



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 6<sup>th</sup> December 2018 At The Village Hall, Toppesfield at 7.30pm

### 18/199. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull – Chairman (arrived 9.05pm)  
Councillor Dave Dyson – Vice Chairman – Chaired the meeting  
Councillor Mike James  
Councillor Alan Preston  
Councillor Andrea Chinery  
Councillor Amanda Smith

Also, in attendance:

1 member of the public was in attendance.  
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Paul Thompson  
District Councillor Richard van Dulken

### 18/200. Declaration of Members' interests in agenda items:

Councillors Mike James, Andrea Chinery and Amanda Smith declared an interest as allotment holders.

### 18/201. Open Session – opportunity for members of the Parish to address the Parish Council.

Alan Collard updated the Parish Council on the memorial trees. It was reported the 19 trees which were planted are doing well and at present there is a map in the Church of their locations. 3 trees remain and it was suggested that these are planted to represent the 3 who died from the parish in the 2<sup>nd</sup> World War. Locations for the trees would need to be identified - the parish council were in agreement for this to progress. The video shown during the Remembrance Day service will be uploaded to You Tube for all to view.

Alan Collard also commented that it is important for the village that broadband is updated and that Pumphouse Community Brewery will be opening a share issue on the 7<sup>th</sup> December which will be open until the end of February 2019.

### 18/202. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 1<sup>st</sup> November 2018 were approved and signed as correct.

### 18/203. Matters Arising not on the agenda – for report only

Kaaren Berry reported that the CPR and Defibrillator training went well and the First Responders have offered to run another training session.

Kaaren Berry also reported that access to the electricity meter was difficult due to its location and the appropriate tools were not to hand to removed the covering. The electricity supplier needed to read and check the meter. Access was gained but the covering and access needs to be reconsidered.

### 18/204. Actions from previous meeting:

18/204.1 Andrew Bull to investigate the contact for BT Open Reach Broadband and where the funding is to be held and to check with other villages as to what they have done – no update available.

18/204.2 Councillor Thompson to seek quotes for a bench for under the Pump – quotes were circulated prior to the meeting. It was proposed by Councillor Alan Preston and seconded by Councillor Andrea

Chinery that the 6ft Teak Balmoral Bench is purchased at a cost of £349 plus delivery – this was agreed by those present.

- 18/204.3 Councillor Bull to write to Brain Moody re the grant request from the Church – no update available from Councillor Bull. The position was discussed and agreed that the Parish Council cannot pay the grant requested by the church at present.
- 18/204.4 Councillor Thompson draft questionnaire to Gainsford End residents as to what they would like at the playing field and to obtain quotes to remove the existing swing set. The questionnaire has been drawn up and agreed. This is to be printed and delivered to Gainsford End residents.
- 18/204.5 Councillor Bull to speak to the owners of the glass in the cabinet at the pavilion to bring it up to safety standards and speak to the chairman of the Toppesfield Cricket Club as to how the grant made for training up a coach was spent. No update available.
- 18/204.6 Councillor Andrew Bull to locate the pump along Church Lane – the pump was located and a photo was sent to all councillors to show its state of disrepair. Quotes for repair to be sort.
- 18/204.7 Councillor Andrea Chinery to liaise with the school re Christmas Event – a meeting for the school to take part in the Christmas event at the church was unfortunately not able to be arranged.
- 18/204.8 Councillor Andrea Chinery to request key codes for the village hall and parish office from the village hall management committee and for a key to the village hall for the parish clerk to hold – this will be covered in the village hall report which was read out later in the meeting – see appendix B.
- 18/204.9 Councillor Andrew Bull to liaise with Toppesfield Cricket Club re the metal spikes on the Cricket Wicket – no update available.

#### **18/205. Internal Practices and management for the Parish Council:**

- 18/205.1 Christmas lunch Planning – this will not take place this year due to time constraints.
- 18/205.2 Christmas event feedback – good feedback has been received on this years Christmas events. A request was received to move the metal Christmas tree holder from the Green Man car park in order for the area to be tidied up. This was discussed and proposed by Councillor Preston to move it to the parish council land behind Post Cottage. This was seconded by Councillor Smith and agreed by those present. Councillor Preston to arrange the removal of the Christmas tree holder.
- 18/205.3 Meeting dates for 2019 – these was agreed as the 10<sup>th</sup> January 2019, 7<sup>th</sup> February 2019, 7<sup>th</sup> March 2019, 4<sup>th</sup> April 2019, Annual Parish Meeting - 25<sup>th</sup> April 2019 and the Annual Parish Council Meeting on the 9<sup>th</sup> May 2019.
- 18/206.4 Proposal to donate the old printer in the Parish Office to PumpHouse Community Brewery – Kaaren Berry asked if the printed could be donated as the parish council no longer use the printer, this was discussed. Councillor Amanda Smith proposed the printer is donated to Pumphouse Brewery and this was seconded by Councillor Andrea Chinery – all councillors present agreed.

#### **18/206. Correspondence Received:**

- 18/206.1 Essex Parish Partnership – Making the Links, EALC Legal and County Updates – circulated to all Councillors prior to meeting.
- 18/206.2 RCCE – Neighbourhood Planning Christmas Coffee Morning – 14<sup>th</sup> December 2018, 10.30am – 12.30pm at Barnston Village Hall, Chelmsford Road, Barnston
- 18/206.3 Braintree District Council – Open Space Action Plan 2019. Annual updates required by 31<sup>st</sup> January 2019.
- 18/206.4 Publications received – War Memorials Trust Bulletin November Issue, CPRE Countryside Voice Winter issue, Clerk & Councils Direct and SLCC The Clerk November editions received.
- 18/206.5 Cllr Richard van Dulken – Finchingfield Bridge – plans to close the bridge for a period of 5 days in February subject to legal permissions being granted for investigation work.
- 18/206.6 Essex County Council – Public Consultation on Essex Library Services (2019-2024) from 29 November 2018 – 20 February 2019. More information about the proposals and to complete the survey can be found at [www.essex.gov.uk/libraries-consultation](http://www.essex.gov.uk/libraries-consultation).
- 18/206.7 Roger Hirst PFCC for Essex – Fire and Rescue Plan Survey – the survey is open until 15<sup>th</sup> January 2019 and can be completed online at [www.essex.pfcc.police.uk/fire-rescue-plan-2019-2024-public-survey](http://www.essex.pfcc.police.uk/fire-rescue-plan-2019-2024-public-survey)
- 18/206.8 Mh-p – Web Analytics Report for November 2018 received.

#### **Late Correspondence**

- EALC – Strategic Plan questionnaire received for completion by 7<sup>th</sup> December 2018.
- RCCE – Essex Warbler – November edition received and circulated to Councillors.

**18/207. Financial Accounts:**

- 18/207.1 To receive the Clerk's Report indicating receipts and payments requiring approval - the report was received. Councillor Mike James proposed the report and payments were accepted for approval and this was seconded by Councillor Alan Preston.
- 18/207.2 Estimated Election costs – Braintree District Council have estimated that cost from £64 to £1000 should cover the 2019 elections should they be contested and have suggested a 10% - 15% increase for budgetary projections.
- 18/207.3 Budget for 2019/2020 needs to be agreed at the January Parish Council meeting in order to submit to Braintree District Council.
- 18/207.4 Request for taking over the responsibility of the Allotments and discuss the possibility of a permanent land swap with the owners. Any potential land swap needs to have the involvement of the Toppesfield Charities. The parish council agreed to take over the water bill for the allotments provided appropriate details are supplied.
- 18/207.5 Request for a defibrillator for Gainsford End and phone tree system for support. It was agreed to look into funding/cost of a defibrillator for Gainsford End. Kaaren Berry to enquire about costs. It was unclear how a phone tree system for support would work locally.

**18/208. Highways:**

- 18/208.1 Footpath 51 – additional information required by Essex County Council – this was discussed and Councillor Dave Dyson to help progress.
- 18/208.2 Removal of cars from Park Lane – there is only 1 car remaining. To be held over to next meeting.
- 18/208.3 Hedge at Cust Hall, in need of cutting back – it was agreed that the residents are written to asking that the hedge is cut back.
- 18/208.4 Church Lane Pump – location and state of repair – photos were sent to all councillors to show its state of disrepair. Councillor Alan Preston to seek quotes for repair.
- 18/208.5 Update on reported issues to Essex Highways. Essex County Council are working to gather further information to determine what action, if any could be taken regarding the hedges outside the Mission Hall in Gainsford End.  
The siting of the road sign in Park Lane – Essex County council have investigated and concluded that it is not as serious as many other issues they are aware of and so won't be taking any further action.

**18/209. Planning:**

<b>Application No:</b>	<b>Description</b>	<b>Address</b>	<b>Action</b>
18/01800/FUL	Proposed Oak Framed Cartlodge with storage over	The Windmill Gainsford End Toppesfield CO9 4EG	Pending Consideration by Braintree District Council
18/00293/TPOCON	Notice of intent to carry out works to tree in a Conservation Area - Fell Walnut tree	St Margaret's C Of E Primary School Toppesfield CO9 4DS	Pending Consideration by Braintree District Council
18/00746/FUL	Planning application for the enlargement of two existing fishing lakes to create one larger fishing lake; the creation of a parking area; the change of use of land for siting four mobile units to provide anglers' toilets, a tea room, a tools shed; office with family cabin. Retention of new electricity supply and enclosure.	Fishing Lakes Great Yeldham Hall Toppesfield Road Great Yeldham Essex	Application Refused by Braintree District Council
18/02165/FUL	Planning application for the enlargement of two existing fishing lakes to create one larger fishing lake; the creation of car parking area; a change of use of land for siting two mobile units to provide anglers' toilets and a tools shed.	Fishing Lakes Great Yeldham Hall Toppesfield Road Great Yeldham Essex	Responses to Braintree District Council by 2 <sup>nd</sup> January 2019

### **18/210. Toppesfield Village Hall**

18/210.1 Update from Village Hall Management Committee was received and read out – see Appendix B. It was agreed the parish council still require a key to the village hall and they will ensure someone is available to open the office if required.

### **18/211 Playing Fields & The Dick Ruggles Pavilion**

18/211.1 Community Payback update on activities carried out/proposed activities. No update was available.

18/211.2 Proposal to produce a plan that shows a potential walk around the parish outlining the whereabouts of the 19 Elms Memorial trees, the plan can be printed up and sold in the Community Shop to gain funds for future Memorial restorations. This was discussed and agreed that following receipt of the map a walk could be devised with the help of the local P3 officer.

### **18/212 Communications**

18/212.1 Superfast Broadband update – Councillor Bull reported a public meeting was held on 29<sup>th</sup> November 2018 regarding broadband and was well attended. County Broadband are offering a similar project to Open Reach but theirs would entail digging up the road and could be in place next year but you would be limited to their own products. Open reach wouldn't be for 2 -3 years but there would be greater choice. The parish council have expressed support for the Open reach project to provide fibre broadband to the village subject to seeing a contract and knowing actual costs to the parish council.

18/212.2 Parish Council website review – the parish council agreed to explore alternative suppliers.

### **18/213. Information exchange / Parish Surgery / Items for the next agenda**

Kaaren Berry was in attendance at the December parish surgery and several of the Braintree District Council handyman leaflets were distributed and a resident from Gainsford End offered to distribute leaflets in Gainsford End to those who may qualify for the service.

### **18/214. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 10<sup>th</sup> January 2019 at 7.30pm at Toppesfield Village Hall.

### **18/215. Close**

The meeting closed at 9.30pm

Signed:

Dated:

### **Action Summary:**

**Andrew Bull to investigate the contact for BT Open Reach Broadband and where the funding is to be held and to check with other villages as to what they have done.**

**Councillor Preston to arrange the removal of the metal Christmas tree holder from the Green Man car park.**

**Councillor Paul Thompson to assist with updates to the Open Spaces Action Plan 2019.**

**Kaaren Berry to enquire about costs for a defibrillator for Gainsford End.**

**Councillor Bull to speak to the owners of the glass in the cabinet at the pavilion to bring it up to safety standards and speak to the chairman of the Toppesfield Cricket Club as to how the grant made for training up a coach was spent.**

**Councillor Alan Preston to seek quotes for the repair of the pump along Church Lane.**

**Councillor Andrew Bull to liaise with Toppesfield Cricket Club re the metal spikes on the Cricket Wicket.**

# Appendix A

Accounts – 06 December 2018		£	£		
National Savings Deposit Account:					
Balance as at 1st January 2018		<u>£2,606.67</u>			
Community Account					
	Balance as at 30th November 2018		<u>£22,395.29</u>		
Subtotal:		<u>£2,606.67</u>			
All previous issued cheques cashed balance should be			<u>£22,345.21</u>		
Income Received (Included in above balance)					
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
01.11.18	Society of Local Council Clerks - membership renewal		101845	£89.00	£0.00
03.11.18	Johns Garden Services - removal of concrete blocks from Toppesfield playing field		101846	£100.00	£0.00
06.10.18	Paul Thompson - replacement nets for 5 a side goal posts		101847	£23.80	£0.00
01.09.18	mhp - parish council hosting - 27.10.18 - 26.10.19		101848	£108.00	£0.00
25.11.18	Stuart Hammond - clearance of parish land behind The Green Man and remove rubbish		101849	£200.00	£0.00
Dec-18	S Sheldrake - Christmas Lighting up event		101850	£399.84	£0.00
30.11.18	K Berry - November wages		101844	£272.18	£0.00
				<u>£1,192.82</u>	
Balance		<u>£2,606.67</u>		<u>£21,152.39</u>	
Last bank statement received up to 30th November 2018					

## Appendix B

### Toppesfield Village Hall



Report to Toppesfield Council. December 2018.

We are thrilled to report that we have been given an award of £10,000 by the Sainsbury Trust and we have just heard that we have also been given a £2,000 CIF grant! (communities initiative fund)

These, along with another £800 grant we were awarded a month ago and our own reserves, enable us to start the improvements to the heating in the December holidays. It is a long job as we will need to have some rewiring done, we also intend to overhaul and improve the whole electrical system. It will take many months to complete.

We have purchased a large bin to store recycling in and a new salt store. These are areas the Parish Council identified as needing to be done.

On 1st December we opened up the hall for craft activities for the children and refreshments and mince pies for adults. There was a tombola which covered the costs. It was good fun for all the committee as well as those who attended and a lovely way of taking part in the super event put on by the Parish Council. The hall is decorated inside and outside and next year..... it will also be warm!

Cllr. Dave Dyson has the Parish Council Office key from the shop and has asked for the key that Frances Winter holds. I have told him that we would like to keep that key to facilitate ease of access for the early starts expected over the next few months. As I explained to Cllr Dyson there is a commitment, and often inconvenience to opening up the office for meter readings. Also, there is the occasional emergency access required when an electrician is needed to address a trip or fault, this could include the shop freezers. The shop has been 'a key store' for some years but the key cannot be accessed from them when they are closed! Cllr Dyson was firm with his opinion that the PC should hold the three keys and the code, the third key to go to Cllr Preston. Cllr Dyson said the Council would find other premises if he did not have all keys. He said we could collect the key from them.

We would appreciate a whole Parish Council response on this, via a letter. There are currently only three keys. I stress that it would be inconvenient and to all concerned if we gave up the key.

On behalf of the Village Committee may I wish you all a Merry Christmas and a Happy New Year.

Sheila Braithwaite

The Secretary- A Chinery  
achinery197@btinternet.com

Registered Charity number 301426