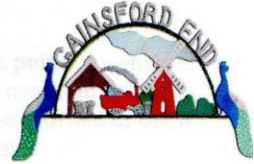




## Toppesfield Parish Council



### Minutes of the Meeting held on Thursday 6<sup>th</sup> June 2013 At The Village Hall, Toppesfield at 8.00pm

#### 13/103. Attendance and Apologies for Absence:

##### The following Councillors were in attendance:


Councillor Peter Moore – Chairman

Councillor Clare Thompson

Councillor Andrew Bull

Councillor David Bagnall

Councillor Shaun Sheldrake

~~Councillor Alan Collard~~ 

Also in attendance:

Kaaren Berry – Clerk to the Parish Council

2 members of the public were present

##### Apologies were received from

Councillor Alan Collard

#### 13/104. Declaration of Members Interest on Agenda items:

Most Councillors previously declared an interest regarding agenda point 13/114.1, the previously declared interests remain in place.

#### 13/105. Open Session for members of the Parish to address the Parish Council:

A parishioner commented about the pot holes on the Yeldham Road near Meads Farm, due to the size of the pot holes they have caused damaged to their vehicle which has resulted in a compensation claim being made to Essex County Council. The pot holes have subsequently been filled in. Councillor Moore stated that a general note would be sent to Essex County Council asking if there is any planned works in the pipeline for the roads within the parish.

Another parishioner commented that some footpaths are not being kept open by farmers. In particular the footpath off the Yeldham Road – footpath numbers will be passed to on and Councillor Moore will contact the relevant land owners. It was also reported that the footpath sign at the entrance to the new road has been knocked over and not replaced. Councillor Moore reported that there is an official application being processed which should take 4 – 6 weeks for consultation to change the footpath route.

It was questioned whether the section 106 monies were still available – Councillor Moore reported that they are still available at this time.

Paul Thompson from the allotment committee stated that there is a waiting list for allotments however no more acreage is required but the existing area needs further clearance to accommodate the demand. It was suggested that a working party be formed to help clear the area required.

#### 13/106. Minutes of the last meeting:

The minutes of the meeting held on 16<sup>th</sup> May 2013 were approved and signed by the chair as being an accurate record of the meeting.

#### 13/107. Matters Arising from the Minutes:

There were no matters were arising.

### **13/108. Actions from Previous Meeting:**

- 13/108.1 Councillor Moore to contact County Broadband re community broadband access point. An engineer will be coming out to do an assessment. It was agreed by those present that the community access point should be in the village hall and discussions were held if this should ne pass worded or open access. Kaaren Berry to ask what normally happens with community access points.
- 13/108.2 Councillor Moore to view the allotment site with regard to further clearance to increase the number of plots. As reported in the open session the existing site requires further clearance to allow more plots to be available.
- 13/108.3 Kaaren Berry to write to Mr & Mrs Clark regarding the replacement of the felled ash tree on The Causeway. Information has been supplied stating that Indian Horse Chestnuts will be planted in between the Red Chestnuts and a TPO will be placed on the one put in between the two chestnuts nearest to the drive of Berwick Hall. The trees will be planted in October/November of this year. Kaaren Berry to contact Richard Parmee at Braintree District Council about existing TPO's and how to go about putting them on other trees within the parish.
- 13/108.4 Andrew Bull to speak to LARG re grant monies and if costs go through the Parish Council VAT is reclaimable. Councillor Bull reported that he has spoken to the LARG group and they will close their own account so pass the monies to the Parish Council so all transactions go through them.
- 13/108.5 Kaaren Berry to find out if Section 106 monies are still available and state an application will be being made. Section 106 monies are still available to the present time and they remain at £6112.02 and Braintree District Council have been information that there will be an application made shortly from the Parish Council.
- 13/108.6 Kaaren Berry to write to Mr Chinery about the verge cutting and for a formal tender. A letter has been sent requesting this information by the end on June 2013.
- 13/108.7 Kaaren Berry to contact Tony Davison re Councillor Thompson working on the Charities with him. Contact details for Councillor Thompson have been passed onto Tony Davison.
- 13/108.8 Andrew Bull to pass details of contractor's of the work in The Causeway to Kaaren so that a letter requesting them to return can be sent. Councillor Bull stated that this will be passed to Kaaren Berry later this evening.
- 13/108.9 Peter Moore and Kaaren Berry to formulate a response to Braintree District Council regarding the application to extend the village envelope. A response has been drafted and sent to Braintree District Council stating that the Parish Council will not be supporting the extension of the village envelope.
- 13/108.10 Councillor Bagnall to review the grant application form. Councillor Bagnall was waiting to see what the responses were from other parishes before looking at this. A draft will be brought to the next Parish Council meeting.
- 13/108.11 Kaaren Berry to contact other Parish Councils to ask about their grant schemes & forms. Stambourne and Birdbrook Parish Council's do not have a grant scheme or application forms. No response was received from Ridgewell Parish Council.
- 13/108.12 Councillor Collard to bring ideas on how to move forward with liaison with the shop about grants. No information was available.
- 13/108.13 Kaaren Berry to write to Emma Goodings thanking her for attending the public meeting on 14<sup>th</sup> May. A letter of thanks was sent to Emma Goodings.
- 13/108.14 Kaaren Berry to inform Braintree District Council of Councillors resignation and display the appropriate notices. Braintree District Council have been informed of Councillor's Levick resignation and the appropriate notices have been displayed.
- 13/108.15 Kaaren Berry to pass information about the car park to Belinda Young - some information has been located but not yet passed on.

### **13/109. Leisure and Recreation Group:**

Councillor Bull reported that a request for a 3<sup>rd</sup> quotation has been issued and that the section 106 monies should we receive them could only go towards the refurbishment of the changing rooms.

Kaaren Berry also stated that RoSPA have been and carried out their inspection and the report will follow shortly.

### **13/110. Village Show:**

Kaaren reported that the Parish Council have been approached if they would run a stall at the village show this year on the 14<sup>th</sup> September. Councillor Sheldrake and Councillor Thompson are willing to run a stall – this would be the giving away of eco-friendly items. Kaaren Berry also to approach County Broadband to hold a stall at the show.

### 13/111. Financial Accounts:

13/111.1 To receive the Clerk's Report indicating receipts and payments requiring approval. Payments listed In Appendix A were approved. Councillor Bull reported that some advertisers in the newsletter are no longer advertising but new advertisers are being sort. Reasons were given as cost and moving away from the village.

13/111.2 Accounts 2012/2103 – Parish Council to accept the audited accounts and complete the Audit Return form. The audited accounts were accepted and signed by the chair. Due to the clarifying of asset value the Audit Commission return will not be returned on time. Kaaren Berry to contact Ray Papworth and the Audit Commission regarding this.

### 13/112. Transport / Highways Issues:

It was questioned what highways inspections take place – Kaaren Berry to ask Highways when writing regarding the potholes.

### 13/113. Village Hall Update report:

The cream teas went well after a slow start and a small profit made. The table top sale is on the 6<sup>th</sup> July 2013. Councillor Sheldrake asked the village hall committee for a long term plan for the village hall at their last meeting. The projects which are being looked into are new heating system, a false ceiling for the main hall and redecorating. These seems to be no real desire to extend or change the hall unless it is steered from the Parish Council. People have stated that the hall needs to be bigger to host events – it was suggested that the stage be removed and purchase a portable stage but then storage would need to be looked at. The village hall committee have said there could be a possibility of joining the pub and the village hall and putting a plan together. Councillor Moore take this suggestion to the Toppesfield Community Pub committee.

### 13/114. Planning:

13/114.1 Application No:13/00268/FUL Location: Land Adjacent 1 The Street, Toppesfield  
Description: Erection of detached dwelling

As previously declared interests in remain in place the parish council were unable to comment on this application.

It was mentioned that there were no visible notices around the property regarding the planning application.

### 13/115. A Proactive approach to development in Toppesfield

Councillor Moore reported that there have been a number of people stating that the parish council should be proactive about development and it has been suggested that a development plan is required for the parish.

*David Ragnall for Kaaren Berry to contact*  
There appears to be some confusion over the results of the village plan as to the housing needs – it was agreed *hull*  
Kaaren Berry would write to Malcolm Braithwaite for clarification. *Bull*

### 13/116. Correspondence:

13/116.1 Essex County Council – Bus Passenger News – May/June - no changes to Toppesfield service.

13/116.2 EALC – County Update, upcoming courses and competitions – it was agreed to enter the Communication Award.

13/116.3 National grid – round-up of latest forums.

13/116.4 National grid – Baseline data request – no further information sources could be added to the list.

13/116.5 Braintree District Council – Summer Activity Days – it was agreed not to apply to host one on the days this year as we have been previously turned down due to lack of support.

- 13/116.6 Braintree District Council – Councillor Vacancy – notices have been displayed and nothing can be done until after the 14<sup>th</sup> June to see if an election is called. If no election is called the vacancy can then be filled by co-option.
- 13/116.7 Little Chestnuts Pre-School – Enquiry for land. A letter has been received enquiring if anyone knows of any land within Toppesfield that the pre-school could lease on a permanent basis. No one knew of any suitable land within the parish.
- 13/116.8 Mh-p - website analytical report May received.
- 13/116.9 Braintree District Council – New SHMA and household survey – this will be going out to 5000 properties within the Braintree District seeking information about people’s current housing situation and plans for the future.
- 13/116.10 Ridgewell PC are holding an energy saving workshop on Saturday 29<sup>th</sup> June 2013. The Parish Council have been given spaces if anyone wishes to attend. Councillor Sheldrake has expressed an interest in attending.

**13/117. Any Other Business:**

To discuss any other business / items for the next agenda

The next parish council surgery will be held on the 22<sup>nd</sup> June 2013 and Councillor Thompson will be in attendance. Councillor Bagnall suggested that the surgeries activities should form part of the minutes.

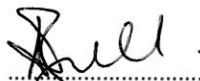
Councillor Bull suggested that the Parish Council should look at the budget regarding the purchase of a Christmas tree for this year.

**13/118. Date of the next meeting:**

The next meeting of Toppesfield Parish Council will be held on the 4<sup>th</sup> July 2013 at 8pm at Toppesfield Village Hall.

**13/119. Close:**

The meeting was closed at 10.15pm

  
 .....  
 Chairman

4.7.13  
 .....  
 Date

**Action Summary:**

- Kaaren Berry to write to Essex County Council re programme of works for the roads around the parish.**
- Councillor Moore to contact land owners regarding the clearing of footpaths.**
- Kaaren Berry to ask County Broadband about the possible need to pass wording the community access point.**
- Kaaren Berry to pass information onto Belinda Young about the parish car park.**
- Kaaren Berry to contact Ann Read about stalls for the village show and contact County Broadband to suggest they have a stall at the village show.**
- Kaaren Berry to contact the Audit Commission and Ray Papworth regarding the annual return and assets.**
- Councillor Moore to inform the Toppesfield Community Pub committee know about the suggestion of trying to join up the village hall and the pub.**
- David Bagnall or Kaaren Berry to contact Malcolm Braithwaite re the housing question in the village plan.**
- Kaaren Berry to progress the competition entry for the EALC Communication Award.**

## Appendix A

Accounts – 6th June 2013

	£	£
National Savings Deposit Account: Balance as at 31st March 2013	2521.77	
Community Account Statement Balance as at 31 <sup>st</sup> May 2013		<u>20583.87</u>
Subtotal:	2521.77	20583.87
All previous issued cheques cashed / receipts cleared balance should be:		19179.81
Income Received: Advertising £40 - to be paid in (not included in these figures)		
Payments to be approved:		
Chq No:		
101457 Paul Clark Printing		270.00
101456 K. Berry - May's wages		<u>198.47</u>
		468.47
Bank Charges will be deducted on 4 <sup>th</sup> June 2013		10.00
Balance	<u>2521.77</u>	<u>18701.34</u>

Last bank statement received up to 31st May 2013.