

# **Toppesfield and Gainsford End Parish Council**

## **Minutes of the Meeting held on Thursday 6<sup>th</sup> October 2011 At The Village Hall, Toppesfield at 8.00pm**

### 1. Attendance and Apologies for Absence:

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

Andrew Bull – Vice Chairman

Fran Laskowski

Clare Condie

Alan Collard

#### Also in attendance:

Kaaren Berry – Clerk to the Parish Council

5 Members of the public

#### **Apologies were received from:**

Peter Moore - Chairman

Shaun Sheldrake

John Levick

Malcolm Braithwaite

### **2. Open Session for members of the Parish to address the Parish Council, including Village Plan update:**

The chairperson from the Village Hall Committee asked if the parish council would financially help towards the cost of the halls 50<sup>th</sup> anniversary celebrations. Exacts costs are not yet known but the request was for help in the region of £400. The request will be discussed later in the meeting.

Mr Davison came to explain that there is no documented transfer of land where the allotments are, they are only there due to the good will of the farmer / landowner as it was a verbal swap of positioning. He explained the charities commission would not allow a change of ownership as the parish land raises funds for the church and the 'poor' of the village. Paul Thompson suggested that a sign needs to be erected to say 'At your own risk' as the allotments would not be covered by the parish council's insurance as they do not own them.

Paul Thompson stated that the Allotment Association has received a grant from Edible Essex for £1707.60 for a water connection, pipe laying down the footpath and 22 fruit trees to start a community orchard. 22 allotment plots have now been marked out. Essex County council have been contacted regarding the water connection and as it is in the verge no road closures would be needed but boards would need to be place over trenches to make the area safe whilst work is in progress and the area made good after. Mr Davison pointed out that the ownership of the footpath needs to be identified as it could belong to one of the adjoining properties – Paul Thompson will follow this up.

**Village Plan** update: - Questionnaire analysis has been received and is currently being interpreted by Warwick Network - report due on 12th October. Steering group met on 29th September to arrange Village Meeting on 13th October. Advertising campaign is underway to promote this meeting. Please use PC networks to promote this important meeting where results from questionnaire will be shared with the villagers. Jan Cole from RCCE will give a presentation on 'Next Steps'. Cheese and wine will be served. This will be paid for from VANTAGE funds currently lodged with PC, and sourced from local suppliers (village shop and pub). Attendees will be requested to register their e-mail addresses and complete responses to

the questionnaire analysis. Meetings have been held with Peter Moore, Chair of T&GE PC and Nick Rowse, Chair of Ridgewell PC and former chairman of the Ridgewell Village Plan group. Also a brief meeting with Jan Cole, RCCE, to discuss next steps and her presentation on 13th October. Finally, agreement to hold the launch event on Sunday 1st July 2012 was reached at the recent steering group meeting. Minutes are on the PC website for further details.

### **3. Minutes of the last meeting:**

The minutes of the meetings held on 1<sup>st</sup> September 2011 were approved and signed by the chair as being an accurate record of the meetings.

### **4. Matters Arising from the Minutes:**

**Recreational Equipment** – a revised quote has been received from PlayQuip and it was agreed to progress on the revised quote. Clare will contact Edible Essex regarding sourcing funding.

### **5. Actions from Previous Meeting:**

- Kaaren Berry to write to Essex Police re the mobile unit and what will be replacing it – written but no response from Essex Police.
- Kaaren Berry to chase Bulmer re recreational area costing's etc. – costing received.
- Kaaren Berry to write to Tony Davison regarding the allotments – written and met re allotment ownership.
- John Levick to contact Buzz Com re radio broadband – no reported progression.
- Peter Moore to speak to Will Kettley re footpaths and land issues around the allotments – no progression at present.
- Fran Laskowski to finalise quotes for signs in the allotments – no final figures but to be sort for the next meeting. It was suggested that we also talk to Paul Clark printing for a 'No Fly tipping' sign.
- Clare Condie to find out if the signs can say 'by order of the parish council' – if the parish council own or maintain the land we can put a sign up to say this as long as it is no more than 4 metres high.
- Alan Collard to contact Barclays – contact has been made but still waiting response.
- Andrew Bull to pull together a list of former and current advertisers of the newsletter – Andrew has put a list together and sent it to John.
- John Levick to draft a letter detailing changes etc. to advertising – no reported progression.
- John Levick to draft invoice template for advertisers – no reported progression.
- Fran Laskowski and Kaaren Berry to write to the school regarding a time capsule – written and the school are very interested in putting a time capsule together.
- Andrew Bull to speak to the football team re the electric account for the changing rooms – conversations were had but a more formalized agreement needs to be made.
- Kaaren Berry to purchase laptop – actioned.
- Kaaren Berry to forward RCCE meeting information to Malcolm re the training on 11<sup>th</sup> October 2011- actioned but Malcolm cannot attend
- Alan Collard to speak with Mrs Ruggles regarding the bench and dedication – Mrs Ruggles was delighted with this. Kaaren to find out costing for a bench. Location needs to be investigated and possible donations from villagers towards the bench.
- Andrew Bull to speak to Margaret Dyson regarding the notice board by Camoise Close – Andrew has spoken to Margaret and she would prefer the board be replaced but will support the repairs. Quotes for renovations to be obtained.
- John Levick to contact Essex County regarding boundary map for the website – Kaaren reported back about the P3 scheme run by Essex County Council and it was agreed that we invite them to attend a meeting to expand on what they offer.

Update on outstanding issues from previous actions:-

Mallows Lane repairs – Andrew will check if the repairs have been done as it was on their schedule of works.

Andrew Bull is waiting for final mug sale figures before completion.

The signs and hedges issue by 'Doghouse' have now been resolved.

Hedges near Cust Hall – Alan reported that this is an on-going and delicate issue.

Vulnerable Persons list – clarification has been received and will report vulnerable groups such as the school, preschool and other regular organisations.

Community Issues meetings – three other parish councils are interested it was suggested that we ask them for preferred dates in the last two weeks of November – Kaaren to progress this.

Dog waste bins – the cost would be £180 per bin but if two ordered, one for allotments and 1 for Park Lane cost would be £300 to install and empty them – it was agreed that before this is progressed further the issues around the allotments are resolved first.

## **6. Planning Issues:**

- Site Allocations Development Plan Document – the documentation had been previously circulated and it was agreed that the village envelope should remain as it is but to include Church Barn Farm within it.

## **7. Transport / Highways issues:**

**Jubilee Oak Scheme** – our application has been sent off with two possible locations on it and now waiting the next stage of the process.

## **8. Financial Accounts:**

- The clerks report indicating receipts and payments requiring approval was received and approved, (Appendix A). The payment to E.ON was approved as formal discussions with the football club are required. A further bill has been received from mh-p for a domain renewal of Toppesfieldparishcouncil .co.uk – it was agreed not to renew this as it automatically brings up our website if it is typed in. The cheque for BALC is withheld at present until Kaaren can find out what support they offer the parish council.
- National savings Account – the signatories need to be changed and it was agreed that all to be signatories on this account.
- Precept – the full precept was paid into our account at towards the end of September.
- Accounts - these have now been finalised and were approved at the meeting and the audit commission form completed for return to the audit commission.

## **9. Correspondence:**

Letter from the audit commission re annual return – form can now be sent off as information now available.

Parish Transport Meetings invitation for 29 November 2011 – no one came forward to attend.

Support 4 Sight and Essex Air Ambulance – seeking donations - no donations to be made from the parish council at this time.

Greenfields – asking if we would like to work with them and them with us to assist local residents in extreme weather. No response required.

Braintree District Council – Diamond Jubilee Beacons – do we have a beacon and if so details of beacon keeper. There is no beacon within the parish.

EALC training dates – some interest in the funding day in November.

E.ON – Smart meter – need to speak to the football club re this.

Essex Works Making the links – Kaaren has a hard copy if anyone wishes to read it.

Essex County Council – 'neighbourhood level' community budgets pilot scheme. Agreed not to take part in the pilot scheme.

**10. Any Other Business:**

Daffodil working party - bulbs have not yet been purchased. It was suggested that we contact Clare Bulb Co, Clare to ask Paul Thompson to purchase bulbs up to £40 and arrange date for working party.

Website – parish maps – no further progression.

Emergency Life Support - Kaaren asked if the parish council would support emergency life support meetings – the only costs would be to hire the hall. This was agreed and Kaaren to progress.

Village Hall 50<sup>th</sup> Celebrations – it was agreed in principal to support the village hall 50<sup>th</sup> celebrations but more formalised costing’s would need to be presented.

Fran has met with a tree surgeon regarding the oak tree in the village hall grounds – however there are three trees that need attention and a quote of £225 has been received. It was questioned whether this was a parish council or a village hall obligation. It was agreed to hold this over until next meeting to try to find out who is responsible for the works.

**11. Date and Time of the next meeting:**

The next parish council meeting will be held on Thursday 3<sup>rd</sup> November 2011 at 8.00pm, at the Village Hall

**12. Close:**

The meeting was closed at 10.30pm.

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Chairman

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Date

**Action Summary:**

**Clare Condie to contact Edible Essex re sourcing funding for the recreational areas.**

**Fran Laskowski to finalise quotes for signs in the allotments.**

**Andrew Bull to speak to Paul Clark Printing re costs for a ‘No Fly Tipping’ sign.**

**Kaaren Berry to find out costing’s of benches.**

**Kaaren to contact BALC re support before renewal of subscription.**

**Kaaren Berry to contact parish clerks re dates for Community Issues meetings.**

**Clare Condie to ask Paul Thompson to purchase daffodil bulbs and arrange date for working party.**

**Kaaren to organise date for Emergency Life Support evening.**

## Appendix A

Accounts - 06 October 2011

National Savings Deposit Account:	£	£
Balance as at 12 July 2010	2498.26	
Community Account Balance as at 31 August 2011		9711.42
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Subtotal:		9711.42
If all previously issued cheques cashed balance should be;		
	Total	7469.19
Credits: September 2011 – full years precept		13546.00
Payments to be approved:		
Chq No:		
1301	Paul Clark - newsletter	512.00
1302	mh-p - domain renewal and hosting	91.18
1303	BALC - subscription	18.00
1304	K.Berry – laptop, mouse and office	432.99
1305	Karen Baker – accountant	250.00
1306	K. Berry – wages April – September (6 months)	1190.82
1307	E.ON	15.30
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		2510.56
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Balance	2498.26	18504.63
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Last bank statement received up to 31<sup>st</sup> August 2011.