



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 6<sup>th</sup> October 2022 at Toppesfield Village Hall at 7.30pm

### **22/144. Attendance and Apologies for Absence:**

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

Councillor Chris Neale - Chair

Councillor Alan Collard

Councillor Trish Roberts

Councillor Amanda Smith

Apologies were received from:

Councillor Kitty Bourlet

District Councillor Richard van Dulken

County Councillor Peter Schwier

Kaaren Berry – Clerk

### **22/145. Declaration of Members' interests in agenda items:**

No declarations of Members interests were made.

### **22/146. Open Session – opportunity for members of the Parish to address the Parish Council.**

No members of the public were in attendance

### **22/147. Minutes of the last Parish Council Meeting**

The minutes of the Parish Council meeting held on 1<sup>st</sup> September 2022 were signed as a true record of the meeting. This was proposed by Councillor Roberts and seconded by Councillor Collard

### **22/148. Matters Arising not on the agenda – for report only**

There were no matters arising.

### **22/149. Actions from previous meeting:**

22/149.1 Parish Council to write to landowners regarding the agricultural vehicles and to Hedingham School and Chambers regarding the speed of the school bus. Cllr Neale requires contact details of relevant farmers. Cllr Roberts will provide the contact for Nick Loftus and Cllr Collard for Messrs Mortlock, Ripper and McMillan.

22/149.2 Councillor Bourlet progress the purchase of the goal as agreed. In Cllr Bourlet's absence this was deferred until November.

22/149.3 Councillor Neale to measure the size of the backboard for the basketball hoop and purchase as appropriate. Cllr Neale advised that closer inspection of the hoop indicated that it would be better if a suitably qualified person carried out the replacement. The hoop is high, heavy and not securely fixed. He will progress this and report back.

22/149.4 Councillor Collard to follow up on quotes for the installation of the petanque courts as tenders were not received by the requested date. Cllr Collard reported that one of two promised tenders had been received just prior to the meeting and a second will be provided during the week of 10 October.

## **22/150. Internal Practices and management for the Parish Council:**

- 22/150.1 Neighbourhood Plan update - Cllr Collard reported that the grant of £7,300 to complete the NP had been received from Locality/Groundwork. Additionally, Paul Munson, a Planning Consultant and former Head of Planning at BDC, has submitted his proposal to undertake the work that will lead to NP completion. He has provided a contract for signature. His costs will be covered by the grant so no cost will fall directly on PC funds. It was agreed that the letter of acceptance be signed and returned to Paul Munson
- 22/150.2 Update on plans for the Playing Field - Cllr Collard reported that further progress will be undertaken on playing field projects when the petanque court is completed (See 22/149.4 above).
- 22/150.3 Update on proposed village Charity - Cllr Collard reported that the Charity Commission had responded advising that further work needs to be done on setting out the proposed charity's Objects. Work on this will continue.
- 22/150.4 Nomination of Trustee to the village Charity - Cllr Collard advised that this should be deferred until the charity is established.
- 22/150.5 Wethersfield Airfield proposed development update - Cllr Roberts gave a detailed update of the situation. She recommended Councillors read the minutes of the most recent WASC meeting. Key issues coming to light include possible chemical contamination and pollution throughout the base, the fact that, despite earlier denials, the MOD had two sets of plans for the base including the prisons, hotels for visitors, private school and much housing and that there as yet has been no planning application.
- 22/150.6 Informal Strategy Working Group update on scheduling a meeting - Cllr Neale will be contacting councillors to arrange a date and venue.
- 22/150.7 Village Group Meeting update on scheduling a meeting - Cllr Neale is in the process of organising this.
- 22/150.8 Consideration of adopting the following policies:  
Document Retention, Appendix A Retention & Disposal, Communications Protocol, Co Option, Workstation & Area Check, Vexatious Complaints, Reserves, PAT, Information Available from Toppesfield Parish Council, Information and Data Protection, Health & Safety, General Privacy, Freedom of Information and Equality & Diversity. Cllr Neale asked that all councillors send their comments to the Clerk by 14<sup>th</sup> October. It was suggested that 13 policies is a heavy load to handle in one go and priority should be given to key policies such as H&S, Co-option, Reserves Policy and E&D.
- 22/150.9 Land on the west side of The Causeway, Toppesfield (land adjacent to Berwick Hall Drive) for sale currently for £75,000 – should the parish council consider purchasing this for use for the village. The proposed sale was noted.
- 22/150.10 Christmas event – discuss event date, purchase of Christmas tree and event. It was agreed that the Clerk speak to Plants that Grow about the cost of a tree similar to that purchased last year. We would want delivery for Saturday 26<sup>th</sup> November. The 'lighting-up' event would take place on Saturday 3 December. Cllrs Neale and Collard to speak to the Green Man about their plans for the evening and to enquire whether they would provide chestnuts and mulled wine on behalf of the PC and at the latter's cost.

## **22/151. Energy Saving Tips**

- 22/151.1 Parish council to produce or signpost general energy saving tips for the community. Rather than the process suggested by BDC, which seemed inappropriate for a small village such as ours, it was decided to compile a list of energy saving tips in bullet-point format to insert into the November Newsletter. This would reach every household in the parish. Suggested tips to be sent to Cllr Collard who will collate them and prepare the Newsletter insert.
- 22/151.2 Consideration of and options for a warm bank. After a lengthy discussion it was agreed that if possible, and to have the greatest benefit, we would explore the possibility of arranging a weekly event each Saturday between November and February, subject to VH availability. The events would have a wide range of themes, such as a quiz event, a film show, an 'open house' with coffee and cakes etc. Ideas for events to be sent to Cllr Neale.

## **22/152. Correspondence Received:**

- 22/152.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 22/152.2 Toppesfield Village Hall Committee – hiring increases from January 2023. **The new charges were noted**

**22/153. Financial Accounts:**

22/153.1 To receive the Clerk's Report indicating receipts and payments requiring approval. Received and approved – see Appendix A for details

22/153.2 Tenders received for the construction of new pétanque court at Toppesfield playing field to be received, discussed and appointed as appropriate. One tender received with a second promised for week commencing 10 October. Tenders to be considered at November meeting

22/153.3 Proposal to purchase Poppy Wreath for Remembrance Day. Agreed

22/153.4 Budget 2023/2024 – suggestions for projects for the next financial year. Cllrs Neale and Collard to prepare draft budget for discussion at November meeting

**22/154. Highways:**

No items

**22/155. Planning:**

No items

**22/156. Communications**

No items

**22/157. Information exchange / Parish Surgery / Items for the next agenda**

**22/158. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 3<sup>rd</sup> November 2022 at 7.30pm at Toppesfield Village Hall.

**22/159. Close**

The Chair closed the meeting at 8.50pm

Signed:

Dated:

**Action Summary:**

- Cllr Roberts to give Cllr Neale contact details of Nick Loftus
- Cllr Collard to give Cllr Neale contact details of Tom & Robert Mortlock, Keith Ripper and Peter McMillan
- Cllr Bourlet to advance purchase of goalposts for GE playing field
- Cllr Neale to progress repairs to the basketball hoop at Toppesfield playing field
- Cllr Collard to arrange signature of the contract with Paul Munson re. the NP
- Cllr Neale to arrange the informal strategy working group meeting
- Cllr Neale to arrange the village groups meeting
- All councillors to send the Clerk their comments on the proposed policies drafted by the Clerk
- Clerk to contact Plants that Grow about purchase of Christmas tree
- Cllrs Neale and Collard to speak to the GM about their plans for the tree lighting event on 3 December
- All councillors to provide energy saving tips to Cllr Collard
- All councillors to send ideas to Cllr Neale regarding possible events to be organised in the VH
- Cllrs Neale and Collard to prepare draft budget for discussion at November meeting

## Appendix A

Accounts - 6th October 2022

		£
Community Account		
Balance as of 3 October 2022		£44,543.65
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All previous payments issued balance should be		<u>£28,004.73</u>
Income Received	Included in the balance figure of 03.10.22	
29.09.22	BDC - Precept 2nd Instalment	£8,746.00
30.09.22	Groundwork UK - Neighbourhood Plan Grant	<u>£7,300.00</u>
		<u>£16,046.00</u>
Direct Debits	Payments made since last meeting (included in balance figure 03.10.22)	
03.10.22	EDF Energy - The Pavilion electricity supply	£10.00
		<hr/>
		<u>£10.00</u>
Payments to be approved:		
Date of invoice		Chq No:
06.09.22	Toppesfield Village Hall Committee - Quarterly invoice and meeting charges	By Bacs
		£298.50
07.09.22	Paul Clark Printing - Newsletter printing - Sept/Oct 2022	By Bacs
		£260.00
01.10.22	K Berry - September wages	By Bacs
		<u>£502.92</u>
		<u>£1,061.42</u>
		£42,979.31