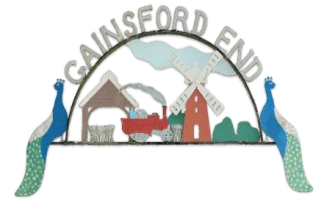




# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 7th April 2016 At The Village Hall, Toppesfield at 8.00pm

### 16/74. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull – Chairman  
Councillor Dave Dyson  
Councillor Mike James  
Councillor Alan Preston  
Councillor Linda Bowen  
Councillor Andrea Chinery  
Councillor Paul Thompson

#### Also in attendance:

2 parishioners were in attendance  
Kaaren Berry – Clerk to the Parish Council

#### Apologies were received from:

Councillor Richard Van Dulken – BDC Yeldham Ward

### 16/75. Declaration of Members' interests in agenda items:

Councillors Mike James and Dave Dyson declared an interest in the Pumphouse Community Brewery where and item will be brought up under any other business. No other declarations of Members interests were made at this point.

### 16/76. Open Session – opportunity for members of the Parish to address the Parish Council.

A letter for discussion at the next Parish Council was handed in at the meeting regarding works on a driveway in Park Lane.

Brian Moody Church warden and PCC Treasurer gave the following proposal to the Parish Council for the Churchyard grass cutting and general upkeep on behalf of St Margaret of Antioch Parish Church:

The Parochial Church Council very much welcomes the Parish Council's support in keeping the church yard tidy. It is a very large visible public space in the centre of the village and also the village burial ground, visited by many people during the year.

The grass needs to be kept short from Easter (March/April) to Remembrance (November), when the service takes place on the grass round the War Memorial.

In 2015 the grass was cut by Stuart Hammond 5 times over this period, with some tidying up in between which Stuart carried out without charge. The PCC paid for the first cut and the PC for the last four (Stuart's contract began in May). It was agreed after the first cut under the contract that funds should be transferred to the PCC to pay Stuart direct rather than him invoicing the PC. £500 was transferred, taking the total cost to the PC over the season to £650. In 2016, now that we have a clearer idea of the work involved over the full season, the PCC proposes that the PC agrees a contract with Stuart to cut the grass 5 times at a total cost of £750, being the full year equivalent of last year's contract. If the PC wishes, this can be managed by the PCC or Stuart can invoice the work to the PC as he carries it out.

In addition, for a number of years the Parish Council has made a grant for the PCC for general Churchyard upkeep (£500 in 2015). This is a very valuable contribution to other costs involved in the churchyard. For instance in 2015 £660 was spent on tree surgery following requests from residents in Camoise Close, and this year we have received further requests from owners in Church Lane.

It is very much to be hoped that a contribution of this grant and the grass cutting contract will be acceptable to the Parish Council.

#### **16/77. Minutes of the last Parish Council Meeting** (*previously circulated*)

The minutes of the Parish Council meeting held on 3<sup>rd</sup> March 2016 were approved and signed as correct.

#### **16/78. Matters Arising from last meeting** - not dealt with below

Kaaren Berry to follow up with Open Reach regarding the loose cable in Great Yeldham Road near the exchange box.

#### **16/79. Actions from previous meeting:**

- 16/79.1 Kaaren Berry to contact the EALC regarding the Public Works Loan Board and the information supplied by Toppesfield Community Pub. The information has been sent and waiting for their response.
- 16/79.2 Councillor Andrew Bull to contact Toppesfield Community Pub Limited with regard to revising the wording of the access permission letter. This has been received and sent to the solicitors.
- 16/79.3 Kaaren Berry to find out when the Website contract is due for renewal. This is due in May 2016.
- 16/79.4 Kaaren Berry to clarify position of possible opting out under the new Audit Regimes – information received indicates that the Parish Council do not need to opt out.
- 16/79.5 Kaaren Berry to confirm if Karen Baker is willing to continue to check the Parish Council accounts and complete the audit return again this year. Karen Baker is willing to continue to check the Parish Councils accounts.
- 16/79.6 Councillor Dave Dyson to contact Essex County Council re Camoise Close and the footpath. Councillor Dyson has been in contact with Essex County Council and they suggested that the householders affected pay for the application for diverting the footpath or the parish council could apply for the diversion but the application can take up to a year to be processed. Councillor Mike James proposed that the Parish Council apply for the diversion and Councillor Paul Thompson seconded the proposal. Councillor Dave Dyson and Kaaren Berry to complete the application form.
- 16/79.7 Councillor Andrew Bull to speak with Alan Collard re remaining trees to be planted and Councillor Dave Dyson to speak with a Gainsford End resident re placing some of the trees. The trees have been moved from the allotments and the hole filled in. Six trees still need to be planted. Councillor Dyson reported that he is still to speak to a Gainsford End resident regarding the trees.
- 16/79.8 Kaaren Berry to look into lanyards for both Councillors and contractors. It was agreed to purchase a pack of 10 lanyards from Sudbury Office Supplies.
- 16/79.9 Kaaren Berry to purchase 100 commemoration medals for the queens 90<sup>th</sup> Birthday. Medals have been ordered and should be delivered within 4 weeks. The number ordered was increased to 130 due to number – this was agreed by the Chairman prior to ordering.

#### **16/80. Internal Practices and management for the Parish Council:**

No matters were arising.

#### **16/81. Correspondence Received:**

- 16/81.1 Essex County Council – Networking Supper – to meet Youth leaders from community and how Essex Youth service can support your community group. Friday 22<sup>nd</sup> April 2016.
- 16/81.2 Braintree District Council – Locksmiths Farm Barn – Robinhood End – 16/00172/FUL. Details of a scheme for section 106 monies to be identified. It was agreed that any monies would be put towards the playing field projects.
- 16/81.3 e.on – renewal of electricity supply to The Changing Rooms, Toppesfield Playing Field. This has been renewed at a lower cost than first offered.
- 16/81.4 Essex County Council – DaRT 3 information leaflets received and being distributed. Kaaren Berry to order another 25 leaflets.
- 16/81.5 Superfast Essex - Superfast Essex Reinvestment Public Consultation, the link to respond to the consultation, closes midnight on Sunday 1<sup>st</sup> May: [www.superfastessex.org/where,whenandhow](http://www.superfastessex.org/where,whenandhow).
- 16/81.6 RCCE – Essex Village of the Year competition - Councillor Andrew Bull to complete.
- 16/81.7 EALC – legal update, topic notes and County Update – circulated to all Councillors.

#### **Late Correspondence:**

BDVSA – e-bulletins 22 March 2016 & 5 April 2016 received and circulated to all Councillors.

Mh-p website Analytical report for March 2016 received.

Essex County Council – Consultation on review of Essex Parking Standards, Design and Good Practice 2016 and associated Strategic Environmental Assessment and Sustainability Appraisal – draft documents are available for consultation until 13<sup>th</sup> May 2016 through the Essex Insight portal.

Richard Van Dulken – email regarding the Local Plan Sub committee meeting on 13 April 2016 at Braintree District Council.

Essex Air Ambulance – Posters for forthcoming fundraising events disturbed for display.

Countryside Voice – Spring edition received.

### **16/82. Financial Accounts:**

16/82.1 Defibrillators – consideration of quotes received. This was discussed and Councillor Andrew Bull to contact Shaun Sheldrake regarding this matter. Kaaren Berry to contact Community Heartbeat Trust for the telephone box adoption form.

16/82.2 To receive the Clerk's Report indicating receipts and payments requiring approval. These were approved and signed.

16/82.3 RoSPA inspections due for Gainsford End Playing Field and Toppesfield Playing Field. It was agreed for RoSPA to carry out playing fields inspections again this year.

16/82.4 Street Cleansing Agreement 2016/2017 – this was signed by the Chairman on behalf of the Parish Council.

### **16/83. Highways**

16/83.1 Footpath Diversion – Camoise Close. This was discussed under agenda item 16/79.6.

16/83.2 Access Road on The Causeway. Greenfields will be carrying out a full renewal on the access road to the front of The Causeway.

### **16/84. Land to the rear of The Green Man Public House**

Councillor Andrew Bull reported that the land purchase is ongoing.

Councillor Paul Thompson stated that the boundary of the piece of land needs to be marked out so hedging trees can be planted along it.

### **16/85. Engagement with Toppesfield Community Pub Ltd (TCP)**

Councillor Mike James reported that TCP are still seeking funding but some of the funders have changed their criteria and are more towards setting up pubs and not supporting existing ones. Some funding has been received and the committee are looking at priority projects and revising plans as necessary. Further funding is still being sort.

### **16/86. Community Listening Event**

Councillor Bull thanked the Parish Council members for their work and residents for attending the last Listening Event.

The next Listening Event will be held on 23<sup>rd</sup> April 2016 at the village hall from 11am – 12pm and will focus solely on plans / seeking views on projects for Toppesfield Playing Field. Councillor Paul Thompson to set up display boards.

### **16/87. Parish Plan Portfolio: Ecology & Environment**

Councillor Mike James reported that the litter pick was successful and it was agreed that another one will be held next year with refreshments.

### **16/88. Parish Plan Portfolio: Social and Community**

16/88.1 Councillor Dave Dyson & Councillor Linda Bowen stated there was nothing to report.

16/88.2 Update on Neighbourhood Plan project. Nothing further to report.

### **16/89. Parish Plan Portfolio: Leisure & Recreation**

16/89.1 Councillor Paul Thompson reported that quotes are still being sort for another piece of play equipment. There are also mutterings within the village as to what is happening at the playing fields regarding what type of play equipment will be placed in the playing field and a winter multi surface play area could be a car park. These issues can be addressed to residents at the listening event. Councillor Paul Thompson also stated that the play area will not be fenced in. It was also stated that the gate leading to the playing field needs to be secured.

16/89.2 Planting of the remaining Elm trees – still a few to be planted and one has been moved to the right of Dick Ruggles bench.

16/89.3 Dog mess signage – these have been placed in the allotments and along dog walking routes.

**16/90. Parish Plan Portfolio: Communications and Transport**

Councillor Andrew Bull reported that the newsletter should be out this weekend.

**16/91. Parish Plan Portfolio: Economy and Employment**

16/91.1 Village Handyman - rates of pay and letters of application. Councillor Alan Preston reported that one of the previous applicants has pulled out. It was agreed to re advertise this – Councillor Alan Preston to do.

**16/92. Parish Plan Portfolio: Youth**

Councillor Andrea Chinery stated that she will speak to the school regarding the school/village relationship. It was also reported that the school have had another Ofsted inspection and they received a ‘Good’ rating with outstanding qualities.

**16/93. Network 5 meeting:**

Feedback from the Network 5 meeting held on 24<sup>th</sup> March 2016 at Stambourne Village Hall. Councillor Andrew Bull reported that topics discussed included: pot holes, Wethersfield air base site as it is up for sale and the possibility of housing and the significant infrastructure improvements that would be required, Queens birthday celebrations and crimes - residents need to be encouraged to report. Minutes of the meeting to be circulated.

**16/94. Parish Surgery:**

Matters arising for the April Parish Surgery – Kaaren Berry attended the last surgery and the only matter raised was the footpath through Camoise Close. The next Parish Surgery will be held on 7<sup>th</sup> May 2016 from 10.30am – 12.30pm in the Village Hall and Councillor Andrew Bull will be in attendance.

**16/95. Any Other Business:**

*To discuss any other business / items for the next agenda*

Councillor’s Dave Dyson and Mike James reported that Pumphouse Brewery have applied for an Off-sales Licence. Which would enable Pumphouse Brewery to sell beer from the brewery between 10:00am and 17:00pm from Monday to Saturday. The brewery will not be open for all those hours but they would be the times when we would be licensed to sell from the premises, largely to buyers who have arranged to collect beer but also from ad hoc visitors when the brewery is open. All sales would be for consumption off the premises. This matter was discussed and no objections were raised.

Councillor Mike James stated that he has asked for a quote for the grass cutting again this year.

It was reported that the hole by the school has now been filled with tarmac by Stuart Hammond.

It was also stated that large lorries are delivering and backing out onto Toppesfield Road - Councillor Andrew Bull to speak to the proprietor at Meads Farm regarding this matter.

Agenda item for next month – repairs to a resident’s driveway in park Lane.

**16/96. Date of the next meeting:**

The Annual Parish Meeting is scheduled for the 28<sup>th</sup> April 2016 at 7.30pm at Toppesfield Village Hall and the Annual Parish Council Meeting is scheduled for 12<sup>th</sup> May 2016 at 8pm at Toppesfield Village Hall.

**16/97. Close**

The meeting was closed at 10.35pm.

.....  
Chairman

.....  
Date

**Action Summary:**

**Kaaren Berry to follow up with Open Reach regarding the loose cable in Great Yeldham Road near the exchange box.**

**Councillor Dave Dyson and Kaaren Berry to complete the application form for diverting the footpath in Camoise Close.**

**Councillor Dave Dyson to speak with a Gainsford End resident re placing some of the trees.**

**Kaaren Berry to order another 25 leaflets about the new DRT service.**

**Councillor Andrew Bull to complete application for RCCE Village of the year competition.**

**Councillor Andrew Bull to contact Shaun Sheldrake re the defibrillator.**

**Kaaren Berry to contact Community Heartbeat for the adoption forms for the telephone box.**

**Councillor Andrew Bull to contact the proprietor of Meads Farm re the lorries backing onto the Toppesfield Road.**

# Appendix A

Accounts – 7th April 2016		£	£		
National Savings Deposit Account:					
Balance as at 1st January 2016		£2,578.94			
Community Account					
Statement	Balance as at 31st March 2016		£25,400.46		
Subtotal:		£2,578.94			
All previous issued cheques cashed balance should be			£25,364.46		
Income Received			£0.00		
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
15.03.16	E.on - electricity supply - changing rooms		101663	£26.27	£0.00
31.03.16	The Green Man - refreshments following village litter pick		101664	£60.00	£0.00
04.04.16	Braintree Association of Local Councils - subscription renewal		101665	£18.00	£0.00
31.03.16	K. Berry - March wages		101662	£242.48	£0.00
				£346.75	
17.03.16	Bank Charges will be deducted on 6th April 2016			£5.00	£0.00
Balance		£2,578.94		£25,012.71	
Last bank statement received up to 31st March 2016					