



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 7th August 2014 At The Village Hall, Toppesfield at 8.00pm

14/154. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Alan Collard – Vice Chairman
Councillor Sally Croft
Councillor David Bagnall
Councillor Shaun Sheldrake
Councillor Gill Page
Councillor Dave Dyson

Also in attendance:

Kaaren Berry – Clerk to the Parish Council
2 member of the public was present

No Apologies were received

14/155. Declaration of Members Interest on Agenda items:

No declarations of interest were made at this time.

14/156. Open Session for members of the Parish to address the Parish Council:

A request from the Allotment Society was made for funding for the clearance of debris left by the electricity board following the recent works under the power lines. Also to request that the grass around and leading up to the allotments from the playing field is included in the parish grass cutting (approx. 4 cuts per year) in about 18 months' time. Councillor Bull stated this would be discussed under item 14.162.5.

Open session was closed at 8.05pm

14/157. Minutes of the last meeting:

The minutes of the Parish Council meeting held on the 3rd July 2104 and the Extraordinary meeting held on the 11th July 2014 were approved and signed by the chair as being an accurate record of the meetings.

14/158. Matters Arising:

No matters were arising.

14/159. Actions from previous meeting:

- 14/159.1 Kaaren Berry to follow up on Park Lane Highway issue with Councillor Finch – an email has been sent and Councillor Finch is away and will respond following his return on 18th August 2014.
- 14/159.2 Kaaren Berry and Shaun Sheldrake to enquire about rebuild prices for the village hall. Information received suggests £2000 per square metre is used plus professional fees. Dave Dyson and Kaaren Berry to work out square metre figure for the village hall.
- 14/159.3 Kaaren Berry to seek views of householders either side of the footpath to the allotment regarding a dog waste bin being placed at the end of the footpath. One householder has been approached and objections were made the other is yet to be contacted.
- 14/159.4 Councillor Bull to obtain a quote to clear around the pump at Gainsford End – Quotes will be sent to

Kaaren Berry before the next meeting.

- 14/159.5 Councillor Croft to progress the activity day – see item no 14/163.
- 14/159.6 Kaaren Berry to research cost of noticeboard in Gainsford End or similar – price obtained but 2 further quotes are required. Also check the size with the existing one at Camoise Close.
- 14/159.7 Councillor Bull to email Communications plan to Councillor's and Clerk –Councillor Bull to email to Councillors Page and Dyson the communications plan.
- 14/159.8 Councillor Bull to obtain quotes for banners for regular events. Generic banners 6ft x 2ft have been quoted as £30 per banner. It was agreed by those present to purchase banners for the Village Show and the Village Market.
- 14/159.9 Kaaren Berry to obtain prices for A frame boards. Prices obtained but types of wood used to be found out.
- 14/159.10 Kaaren Berry to contact RoSPA re the report and the area at the bottom of the Toppesfield playing field. Messages have been left but no follow up received.
- 14/159.11 Kaaren Berry to follow up on the access roads along The Causeway – see item no 14/170.2.
- 14/159.12 Kaaren Berry to report the path by the school where the Holm Oak was is uneven and the entrance to the road surface to the school main gates. These have been reported to Essex Highways.

14/160. Correspondence:

- 14/160.1 Braintree District Council – Lights Out event (previously circulated). Letter re the UK wide lights out event on the 4th August 2014.
- 14/160.2 Braintree District Council – Site Allocations and Development Management Plan. Due to changes in the national planning policy the report has not been submitted for examination and work will take place on a new Local Plan. The report to Council sets out the reasons for this decision in more detail and can be found at <http://www.braintree.gov.uk/meetings/meeting/607/council>
- 14/160.3 Society of Local Council Clerks – July edition of The Clerk magazine received.
- 14/160.4 Local Government Boundary Commission – Final recommendations received and a full copy of the report can be viewed at www.lgbce.org.uk
- 14/160.5 CPRE – Summer edition of the Countryside Voice received and Councillor's Page and Dyson have taken them to read.
- 14/160.6 mh-p – Website Analytical Report for July 2104 received.
- 14/160.7 Mosscliff – Kitchen Farm Public Consultation – regarding a renewable energy project hoping to be progressed in the area. The proposal is the installation of a 150kW solar array at Kitchen Farm, Bardfield Saling. Website link: <http://www.mosscliff.co.uk/est-of-england-application-4.html>
- 14/160.8 Essex County Council, Parish Transport Meeting Notes. Meeting notes received and copy of the slides used in the presentation are available from the clerk on request.
- 14/160.9 Essex County Council – Ramsden Hall School – reduction in number of permanent places from 138 to 72 at the Billericay site only.
- 14/160.10 Essex County Council – Revised Mobile Library timetable received.

14/161. Planning:

Application No:	Description:	Location:
14/00185/TPOCON	Application to carry out work on trees affected by the Conservation Area at Dordell Court.	Dordell Court Church Lane Toppesfield

Discussions were held regarding this and there were no objections raised.

14/162. Financial Accounts:

- 14/162.1 To receive the Clerk's Report indicating receipts and payments requiring approval. These were approved and signed – see Appendix A. Kaaren Berry reported that she has received online banking details for another account she manages but the Parish Council accounts have been linked in to give what appears to be full access to the account.
The cost of the grass cutting in the parish was questioned and the state of some of the cutting that took place recently. It was agreed that quotes are sort for the grass cutting from several contractors. It was also agreed to engage Mr Chinery to do another grass cut of the parish.
- 14/162.2 Dog waste bins – it was reported that the litter bin in the Toppesfield playing field is being used for dog waste. It was suggested that a dog waste bin and a litter bin is located in the playing field.
Kaaren Berry to seek quotes for litter bins. Councillor Croft to look at current signage in the playing

field regarding dogs.

14/162.3 Pumphouse – quote for repairing previously reported damage – invoice received and agreed to pay.

14/162.4 The Pump at Gainsford End - Councillor Bull confirmed that work needs to be done and a quote to be received for works around the pump.

14/162.5 Request from the Allotment Society for funding to clear the remnants from the tree cutting at the allotments. A request has been made for the clearing of vegetation and the removal of tree stumps along the area at the edge of the allotments following recent works under the power cables. This was discussed and it was agreed a grant application needs to be completed.

14/163. Activity Days:

So far not many children are booked in for the activity day. A push is needed to increase numbers. Councillor Croft will speak to Braintree District Council to confirm everything is in place for the 11th August 2014.

14/164. Update on internal auditors report:

14/164.1 Risk Assessment – this item will be held over to the next meeting due to time restraints.

14/164.2 Update on other areas of the internal report – this item will be held over to the next meeting due to time restraints.

14/165. Internal Practices and management for the Parish Council:

14/165.1 Communications Plan for consideration – progress report on various aspects. This item will be held over to the next meeting due to time restraints.

14/165.2 New Risk Assessment Log for consideration. (Will be circulated prior to meeting). This item will be held over to the next meeting due to time restraints.

14/166. 'Greene King Field' - Land for Sale:

14/166.1 Update of progress.

The report from the District Valuer has been received. Councillor Collard has progressed the application for Borrowing Approval. Councillor Croft has contacted the residents along Stambourne Road and the majority are interested. Discussions followed. Councillor Bull has received a communication from the vendor regarding the sale of the land. It was agreed that the Parish Council would wait further developments until an outcome from a response from the vendor.

14/167. Chapel Field Purchase:

A question over the size/location of the Gainsford End playing field has been raised. Councillor Sheldrake to investigate this further and do a site visit.

14/168. Report from the Leisure and Recreation Group:

14/168.1 Councillor Bull to report progress – a tender has been received for works to the Changing Rooms and further tenders due to be received prior to the next parish council meeting.

14/168.2 Litter Bin in the park – prices to be gained by Kaaren Berry.

14/169. War Memorial:

14/169.1 War Memorial update - The memorial was cleaned by Lodge & Sons during the week of 28th July. James Blackie ensured the work was in line with English Heritage requirements. Unfortunately the Diocesan Advisory Committee, whilst providing a faculty for the cleaning, rejected the application to put in a path to the memorial as 'not appropriate for a rural churchyard'. Kaaren Berry and Andrew Bull to write an appeal letter to be sent through the PCC.

14/169.2 WW1 Commemoration.

A small exhibition in the church of WW1 memorabilia seems to have been well received and the short service on Monday 4th was well attended. The exhibition will be dismantled this weekend. Given the rejection of a path to the memorial and that it was intended to be this generation's physical commemoration of WW1, we should perhaps rethink what would be appropriate to do instead. It was suggested what our memorial should be to mark the centenary of the war.

14/170. Transport / Highways Issues:

14/170.1 Greenfields Village Inspection – Kaaren Berry attended the inspection a couple of points were noted by Greenfields and they will be writing to residents concerned.

14/170.2 The Causeway – Kaaren Berry met with two members of Greenfields to discuss the access road in front of the houses along The Causeway. It was agreed that repairs are required and Greenfields have been liaising with Essex County Council to repair the area as they both own stretches of the land. Greenfields will report back to their management and let us know of their decision.

14/171. Village Hall Update report:

Councillor Sheldrake reported that the village hall have enquired if the Parish Council could purchase lighting for the stage area. Councillor Bull requested that quotes are supplied to the Parish Council.

14/172. Toppesfield Community Pub:

Councillor Collard reported that the TCP committee has a new structure, with Andy Howells now the chair, Dave Dyson vice-chair and he is the treasurer. Other committee members have specific roles. The major activity over the coming months will be raising funding for the proposed works but in the meantime TCP will be seeking planning permission from BDC to do the works. The estimated cost of the work is more than £300,000 and funding will be sought in various ways and from various sources. When the work starts it will likely mean that we will need to close the building and use either the barn (suitably fitted out) or a pop-up bar on the site so that business can continue, even at a reduced level.

14/173. Councillor to attend next Parish Surgery:

Surgery to be held on 9th August 2014, 10.30am – 12.30pm at Toppesfield Village Hall.
Councillor Croft will be in attendance.

14/174. Toppesfield & Gainsford End Village Show:

Several Councillors will be available to attend the Village Show. Councillor Croft to enquire if the ferrets would be available again this year and if the table tennis table could be borrowed to organise a tournament.

14/175. Gainsford End Telephone Box:

Several views have been received and it was agreed that the telephone box should remain as a telephone box. Councillor Sheldrake to contact BT regarding this.

14/176. Any Other Business:

To discuss any other business / items for the next agenda

Councillor Dyson has been approached by parishioners is the Parish Council could ask Essex County Council if chippings could be supplied for Church Lane to help with the road surface. Councillor Dyson to follow this up with Essex County Council.

Councillor Bull has received correspondence from a parishioner regarding possible ideas/proposals for development on their land. They will be invited to a meeting to speak in the public session.

Councillor Training has been booked for the 14th October 2014.

14/177. Date of the next meeting:

The next Parish Council Meeting will be held on 4th September 2014 at 8pm at Toppesfield Village Hall

14/178. Close

The meeting was closed at 11.10pm

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Chairman

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Date

Action Summary:

Kaaren Berry and Dave Dyson to work out a square metre figure of the village hall.

Kaaren Berry to contact the remaining householder adjoining the footpath to the allotments regarding a dog waste bin being placed at the end of the footpath.

Kaaren Berry to seek two quotes for a noticeboard with the same specification as that of the Gainsford End notice board. Also check the size with the existing one at Camoise Close.

Andrew Bull to email to Councillors Page and Dyson the communications plan.

Kaaren Berry to enquire about the wood used in the a frame boards.

Kaaren Berry to follow up with RoSPA re the area at the bottom of the playing field.

Kaaren Berry to send out tender requests for grass cutting around the parish.

Kaaren Berry to seek prices for litter bins.

Sally Croft to look at current signage in Toppesfield Playing field regarding dogs.

Shaun Sheldrake to do a site visit to Gainsford End Playing field and investigate the location.

Kaaren Berry and Andrew Bull to write an appeal letter re the pathway to the war memorial.

Sally Croft to enquire about the availability of ferrets and a table tennis table for the village show.

Shaun Sheldrake to contact BT re the adoption of the BT telephone box in Gainsford End.

Dave Dyson to approach Essex County Council for chippings for Church Lane.

Appendix A

Accounts – 7th August 2014

	£	£
National Savings Deposit Account:		
Balance as at 1st January 2014	2540.68	
Community Account		
Statement		
Balance as at		
31 st July 2014	<u> </u>	<u>30768.65</u>
Subtotal:	2540.68	
All previous issued cheques cashed balance should be		<u> </u> <u>30618.65</u>
Income Received		
Advertising Income still to be banked		
but included in above figure (£30.00)		
Payments to be approved:		
Chq No:		
101522	Braintree District Council - Grass Cutting, Gainsford End	72.00
101523	Paul Chinery - Verge cutting	537.60
101524	Paul Clark Printing - July/August Newsletter	235.00
101525	Millgate Roofing Services - Pump House repairs	96.00
101521	K. Berry July wages	223.20
		<u> </u> 1163.80
Bank Charges will be deducted on 4th August 2014		5.00
Balance	<u> </u> <u>2540.68</u>	<u> </u> <u>29479.85</u>

Last bank statement received up to 31st July 2014.