



Toppesfield Parish Council



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

16/175. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Chairman
Councillor Dave Dyson – Vice chairman
Councillor Mike James
Councillor Alan Preston
Councillor Linda Bowen
Councillor Paul Thompson

Also in attendance:

1 Member of the Public
District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Andrea Chinery

16/176. Declaration of Members' interests in agenda items:

No declarations of Members interests were made at this point.

16/177. Open Session – opportunity for members of the Parish to address the Parish Council.

A parishioner congratulated the Parish Council on winning the Essex Village of the Year 2016.

District Councillor Richard van Dulken reported that district councillors are now responsible for a 'Councillor's Community Grants' this allows grants of £100 - £1500 to be awarded to projects, activities or events that will benefit the people of the district. This scheme replaces the Mii Community grants. Applications need to be made direct to Richard van Dulken.

Braintree District Council (BDC) are looking at opportunities to make their money go further and are purchasing property to rent out as enterprise units to help promote business growth. BDC are purchasing a building at Braintree College for St Lawrence doctor's surgery to move into and will receive rent for this. There is also a regeneration scheme going ahead for Braintree Town Centre.

'Dart 3' – reports are that usage has increased each month from April – June 2016 and 90% of usage is concessionary. Overall the scheme seems to be working well.

Councillor Andrew Bull reported that the service is working well from Toppesfield and this is largely due to one resident who arranges the majority of the bookings.

Councillor Richard van Dulken stated that the works on the Playing field looked good and Councillor Andrew Bull thanked him for reporting the burnt out car in Mallows Lane.

A question for the District Councillor was asked – at an open day at Braintree District Council for the call for sites it was suggested to one of the Councillor's that site owners can appeal twice if the sites they submitted were not included in the plan and the Parish Council would not be told of such appeals. Richard van Dulken stated that he couldn't see this happening but he will check and report back to the Parish Council.

16/178. Minutes of the last Parish Council Meeting (*previously circulated*)

The minutes of the Parish Council meeting held on 7th July 2016 and the Annual Parish Meeting held on 28th April 2016 were approved and signed as correct.

16/179. Matters Arising from last meeting - not dealt with below

There were no matters arising.

16/180. Actions from previous meeting:

16/180.1 Councillor Alan Preston to speak to a Gainsford End resident to see if they are willing to cut the grass around the noticeboard. The resident is happy to organise this and seek help from others with this and will report any problems to Councillor Alan Preston.

16/180.2 Councillor Andrew Bull to look at the 'the graveyard' in Gainsford End re the number of sheds placed there. Councillor Andrew Bull reported that this area is known as 'The old Churchyard' and it appears to be within the Finchingfield Parish. Therefore, this will be reported to Finchingfield Parish Council.

16/180.3 Kaaren Berry to contact Braintree District Council re Regularisation Certificate and Section 106. A copy has been sent to Braintree District Council and monies will be paid shortly and due to interested received the amount is now £6204.16.

16/180.4 Kaaren Berry to seek the rebuild cost of the pavilion and inform the insurance company. The insurance company's online valuation tool was not of use as the building is not of 'standard construction' so an independent quote is being sort.

16/180.5 Councillor Andrew Bull to check availability of Belchamp St Paul's community hall for an offsite planning session on 16th July 2016. The hall was booked on the 16th and remaining available dates will be sort and issued to Councillors.

16/180.6 Kaaren Berry to contact Highways re the flooding issues along the Great Yeldham Road and outside he barns at the Green Man. These were reported to Essex County Council and a request that an engineer to come out to talk about the areas was made.

16/180.7 Kaaren Berry to contact Highways re the hedge opposite the church to cut it back from the road. This was reported to Essex County Council.

16/181. Internal Practices and management for the Parish Council:

16/181.1 Proposed date for 'off site' planning session for the Parish Council in August/September to set strategy and plans for 2020. Councillor Andrew Bull will inform Councillors of available dates.

16/182. Correspondence Received:

16/182.1 Letters of congratulations for being awarded 1st Prize for Essex Village of the Year 2016 – letters of congratulations were received from Mrs & Mrs Bickers, Essex Association of Local Councils and Braintree District Council.

16/182.2 RCCE – Annual Review 2015 – 2016 and list of Village of the Year Winners were received.

16/182.3 EALC – updates and legal updates & BDVSA e-bulletin received and circulated to all councillors.

16/182.4 HAGS play equipment community offers flyer received.

16/182.6 Environment Agency – Communities at risk of flooding pilot project – data collection – Communities at risk of flooding.

16/182.7 Network Rail - Autumn and Winter Engineering work will start on 17th September for up to 8 weekends where train services will be affected by closures from Shenfield and London Liverpool Street and a ten day closure of the line into Liverpool Street over Christmas and New Year.

16/182.8 BALC AGM minutes have been received.

16/182.9 Essex County Council – Superfast Essex Countywide Parish Engagement Event presentation slides from the meeting on Wednesday 13th July 2016 available on request.

16/182.10 Braintree District Council – Emergency Planning information updates required. Kaaren Berry to update Emergency Planning Information and return to Braintree District Council.

Late Correspondence:

Society of Local Council Clerks – July magazine received.

16/183. Financial Accounts:

16/183.1 To receive the Clerk's Report indicating receipts and payments requiring approval – these were approved and signed.

16/183.2 Suggestions on how to spend the £650 prize for the RCCE Village of the Year Competition – ideas for

how to spend the money will be sort via the Newsletter. Suggestions so far are to digitalize all the newsletters since the first one and the church tower could be lit each night – Councillor Andrew Bull will speak to the Chair of the PCC re this. Also to create a footpath map and install memorial benches next to the 19 Elm Trees.

16/184. Highways:

Highways England - Works to improve A12 Witham. Works will start on 29th July 2016 and end before November to refurbish Oliver's Bridge where the A12 crosses the B1018 Maldon Road.

Councillor Andrew Bull asked that Essex County Council are re- approached to repair the driveways leading up to the access road along The Causeway. Kaaren Berry to report this.

16/185. Planning:

No planning issues were raised.

16/186. Land to the rear of The Green Man Public House

The contracts were signed at the Parish Council meeting. The purchase price is £7500. The adjacent landowner will be hedging their boundary and it was agreed that the Parish Council will mirror this along their boundary. It was suggested that the Community Payback Scheme are contacted to help plant the hedging plants.

16/187. Engagement with Toppesfield Community Pub Ltd (TCP)

Councillor Mike James reported that Tony Downs leaves on the 16th August and new tenants will be taking over from the 17th August 2016.

16/188. Parish Plan Portfolio: Ecology & Environment

Councillor Mike James suggested that the area around brick building in the bottom corner of the playing field is cleared and the elm tree near Dicks bench is moved in line with the white poplar trees. Also to move Dick's bench near to the other one by the Churchyard wall to increase the size of the playing field and make the area more accessible. Councillor Andrew Bull reported that the electric company will be coming out to look at trimming back the white poplars.

16/189. Parish Plan Portfolio: Social and Community

16/189.1 Councillor Dave Dyson & Councillor Linda Bowen stated there was nothing to report.

16/189.2 Neighbourhood Watch is up and running and an article will be in the newsletter. A new display board will also be up at the parish surgeries.

16/190. Parish Plan Portfolio: Communications and Transport

Councillor Andrew Bull reported that the newsletter is out and the next one will be the September/October issue.

16/191. Parish Plan Portfolio: Economy and Employment

16/191.1 Looking after the area at the village sign and notice board in Gainsford End. This was reported under agenda item 16/180.1

16/191.2 Attention to bench and notice board to same. Councillor Alan Preston reported that they need a clean-up, rub down and coat of protection. This is possibly a job for the handyman. Councillor Alan Preston to do specification and contact the handyman.

16/192. Parish Plan Portfolio: Youth

No report was available.

16/193. Parish Plan Portfolio: Leisure & Recreation

16/193.1 Discussion/Decision re storage solutions of the Toppesfield Cricket Club mover and equipment.

Quotes for options to be considered. The quote for a shed (previously circulated to Councillor) was discussed and it was felt that this would not be secure and Councillor Paul Thompson will seek a quote for converting the brick building at the bottom of the playing field.

Councillor Andrew Bull to speak to Toppesfield Croquet Club re the safe storage of the mower whilst in the pavilion.

16/193.2 Fund raising for a toilet and tables for the pavilion. Councillor Paul Thompson asked if toilets could be placed in/near the pavilion for public use. This was discussed and it was felt that toilets are available in the Church and the village hall and possibly in the shop, school and the Green Man if required and all these toilets are maintained regularly. Tables were also discussed and it was agreed that 1 or 2 benches could be sort for a

cost of up to £200 but fundraising would be sort. This was proposed by Councillor Andrew Bull and seconded by Councillor Mike James.

A tyre snake trail was also discussed as this was popular at the last listening event. Councillor Paul Thompson suggested that this would cost 3 hours of labour. It was agreed to look into this.

It was reported that the question of skating equipment being provided was raised by a parishioner and Councillor Paul Thompson stated that this would have to be fixed so this would not be provided as it would restrict the hardstanding area.

The hole in the matting near the swings was raised and Councillor Alan Preston will address this.

16/194. Parish Surgery:

The next Parish Surgery will be held on 6th August 2016 from 10.30am – 12.30pm in the Village Hall and Councillor Linda Bowen and Councillor Alan Preston will be in attendance.

16/195. Any Other Business:

To discuss any other business / items for the next agenda

Councillor Linda Bowen asked if the Parish Council could do something for Ivy Cook, former resident, for her 110th Birthday later this month. It was agreed that a card and flowers will be sent and Councillor Linda Bowen to sort.

There has been fly tipping on the allotments and bonfires held. Councillor Paul Thompson has put up a risk assessment flyer at the allotments regarding this.

The reflectiveness of the village signs was raised as you come into Toppesfield from Gainsford End.

The village show was discussed and it was agreed the Parish Council will not have their own stall but will help the village hall committee with their bottle collection.

The speed of children coming out of the access road to the playing field onto Church Lane was also raised.

16/196. Date of the next meeting:

The next Parish Council Meeting is scheduled for 1st September 2016 at 8pm at Toppesfield Village Hall.

16/197. Close

The meeting was closed at 9.55pm

Action Summary:

Councillor Andrew Bull to speak to the Chair of the PCC re lighting up the Church each night.

Kaaren Berry to report the repair of the driveways leading up to the access road along the Causeway to Essex County Council.

Councillor Alan Preston to do specification for the Gainsford End noticeboard and bench and contact the handyman.

Councillor Paul Thompson to seek a quote for converting the brick building on the playing field to a safe storage area for the Cricket Clubs mower and roller.

Councillor Andrew Bull to speak to the Cricket Club re the safe storage of the mower in the pavilion.

Appendix A

| Accounts – 04 August 2016 | | £ | £ | | |
|--|---|-----------|------------|-------------------|-------|
| National Savings Deposit Account: | | | | | |
| Balance as at 1st January 2016 | | £2,578.94 | | | |
| Community Account | | | | | |
| Statement | Balance as at 29th July 2016 | | £31,812.76 | | |
| Subtotal: | | £2,578.94 | | | |
| All previous issued cheques cashed balance should be | | | £21,466.50 | | |
| Income Received (Included in statement balance figure) | | | | | |
| 5.07.16 | Braintree District Council - Street Scene | | £1,101.52 | | |
| 11.07.16 | HMRC - VAT Repayment | | £2,791.06 | | |
| 20.07.16 | RCCE - Village of the year prize monies | | £650.00 | | |
| 25.07.16 | Essex County Council - verge cutting | | £1,958.54 | | |
| Payments to be approved: | | | | | |
| Date of invoice | | | Chq No: | Unrecoverable VAT | |
| Jul-16 | Birkett Long - deposit for purchase of land | | 101692 | 750.00 | £0.00 |
| 29.07.16 | Paul Clark Printing Ltd - Summer 2016 Newsletter | | 101693 | £360.00 | £0.00 |
| 27.07.16 | Essex Association of Local Council - Summer Intensive Training course | | 101694 | £330.00 | £0.00 |
| 18.07.16 | Toppesfield Village Hall Committee - quarterly bill and meetings | | 101695 | £318.50 | £0.00 |
| 01.08.16 | K. Berry - July wages | | 101691 | £242.48 | £0.00 |
| | | | | £2,000.98 | |
| 19.07.16 | Bank Charges will be deducted on 4th August 2016 | | | £10.00 | £0.00 |
| Balance | | £2,578.94 | | £25,956.64 | |
| Last bank statement received up to 29 July 2016 | | | | | |