

Toppesfield Parish Council

Minutes of the Annual Parish Council Meeting Held on Thursday 7th June 2012 At The Village Hall, Toppesfield at 8.00pm

1. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Peter Moore – Chairman
Andrew Bull
Alan Collard
Shaun Sheldrake

Also in attendance:

Kaaren Berry – Clerk to the Parish Council
4 Members of the public

Apologies were received from:

Councillor Clare Condie, Councillor John Levick and David Bagnell.

2. Declaration of Members Interest on Agenda items:

No declarations of interest were made.

3. Open Session for members of the Parish to address the Parish Council:

A parishioner asked if the repairs to the village pump were going to be charged through the driver's car insurance that was responsible for the damage. The chairman reported that it was going to be going through his insurance but as it is listed things are not quite so straight forward. Five quotes have been received ranging from £1700 - £5500. The Chairman commented that a decision will be made later in the meeting as to the quote which the parish council will be going with.

Another parishioner commented on a complaint received about the rubbish being left outside the school following the jubilee celebrations. Evidence was provided that Braintree District Council was contacted in April to arrange a collection to clear the rubbish the day after the event. Unfortunately they Braintree did not collect it when agreed which resulted it in being outside the school for a couple of days – the rubbish was collected prior to be parish council meeting.

The Chairman thanked Andrew Bull and the rest of the Jubilee team for all their excellent work on the lead up and prior to the event. All present agreed it was a tremendous day.

4. Village Plan:

Malcolm Braithwaite reported that the final draft has been circulated to the parish council and the steering groups. There have only been a few minor changes/corrections which have been brought to Malcolm's attention. The draft was also sent to Graham Berry to work on the final design of the plan, however it is up to 44 pages at present. There will be two versions available a printed copy and a PDF for the parish website and the RCCE website. Malcolm then requested if the Parish Council would adopt the village plan as part of the terms of agreement in the plan project. Malcolm has had a meeting with Sarah Thaxted from the RCCE and even though the funding arrangement was fairly informal the parish council will need to send a copy of the accounts to them. Malcolm asked for advice on which outside bodies should be sent a copy of the village plan. Peter Moore will draw a list up for Malcolm. The final wording needs to be

approved and signed off by the 15th June as it needs to be at the printers by 18th June in order to print it before the launch date.

All councillors present were happy to agree to adopt the village plan.

Malcolm stated that he is confident that all the project groups will be in place prior to the launch. 31 entries were received for the photographic competition and results will be known on Sunday night (10th June). Malcolm also stated that a suggestion has been made that an acknowledgments page be added to the plan for all those involved.

Peter Moore expressed that he felt there should be a 'Thank you / Launch party' to move it onto the next stage.

Shaun raised the question if the village plan would be in the style of the website and newsletter. Malcolm agreed it will be. It was asked if Graham Berry could also forward the final design to John Levick as well for comment. Malcolm mentioned that the PDF version is bookmarked for ease of use on the web version. It was then requested that the VANTAGE funding application be considered to fund the shortfall in printing the plan. Malcolm queried the village plan accounts: the £90 for the newsletter insert as this was not requested by VANTAGE to be separate from the Newsletter but it was by choice of the editor. The website costs were also questioned. So if these were to be taken out of the village plan expenses the available funds would be £739.80 (which includes VAT refundable). The funding request will be discussed later in the meeting.

5. Minutes of the last meeting:

The minutes of the meetings held on 10th May 2012 were approved and signed by the chair as being an accurate record of the meeting.

6. Matters Arising from the Minutes:

No matters arising were raised.

7. Co-option of 7th Councillor:

7.1 As no election was asked for the vacancy can be filled by co-option. David Bagnell has expressed an interest in becoming a councillor. Alan Collard nominated David and Peter Moore seconded the nomination. Kaaren to pass forms of acceptance and declarations of interests to David Bagnell.

8. Actions from Previous Meeting:

- 8.1 Kaaren Berry to obtain 5 copies of Issue 32 of the Oyster magazine – Kaaren has ordered the magazine but not yet received them.
- 8.2 Peter Moore to speak to Will Kettley re bridge from playing fields allowing access to the allotments – Peter has spoken with Will Kettley and is happy for the Mortlock's to build a bridge.
- 8.3 Kaaren Berry to write to charities trustees if they are happy to continue in their roles and clarify how often trustees are voted on. Kaaren has written to Tony Davison but no response as yet.
- 8.4 Peter Moore to contact Essex County Council re the footpath down The Causeway and the number of telegraph poles. Peter has spoken to Essex County Council is waiting a call back from them regarding this matter.
- 8.5 Andrew Bull to draw up a plan for the Jubilee Beacon and contact Braintree District Council re planning permission. Re agenda as no update received.
- 8.6 Andrew Bull to speak to the School regarding the leaning tree by the school entrance and the Church wall. Re agenda as no update received.
- 8.7 Alan Collard to speak to the Church regarding the leaning tree by the Church wall and the school entrance. Alan has spoken with Brian Moody and they are having their own checks carried out in July on the trees. Alan pointed out the 3rd or 4th tree along the wall needs to be looked at. Brian Moody is disappointed that the leaning tree on the corner needs to be removed but is okay with the recommendation.
- 8.8 All councillors to meet on Sunday 13th May, 10am at the playing fields to walk through the tree work quotes / recommendations. Councillors met and discussed the necessary works.

- 8.9 Kaaren Berry to purchase brackets for the memorial bench – not yet purchased but will do so shortly.
- 8.10 Andrew Bull to challenge invoice from Paul Clark Printing – Andrew reported that this was due to increased paper charges. It was requested that this be re challenged.
- 8.11 Kaaren Berry to arrange change of signatories – forms received and Alan Collard has agreed to become the 4th signatory on the account.
- 8.12 Peter Moore to arrange quotes for repairs to the pump house. 5 quotes have been received and Peter to pass them onto Kaaren for submitting. Shaun suggested that we also quote for two set of Christmas lights as they were also damaged and for the flags to cover the pump during the Jubilee celebrations.

9. Transport / Highways Issues:

Peter Moore has been in contact with Vicky Duff and this continues to move forward. Peter Moore will write asking when the consultation will take place regarding the positioning of the road signs.

10. Village Pump Repairs:

Peter reported that the quotes ranged from £1700 to £5500. It was agreed by those present to going with the quote for £2500 from Mr D Mason.

11. Planning:

11.1 Application No: 12/00680/FUL - 13 The Causeway, Toppesfield, Erection of single storey front extension. No objections or comments were received regarding this application.

12. Competence Status:

Alan has sent a document to all councillors regarding this – available on request. This item will be on the agenda next month to consider the next steps in achieving this and how to move forward.

13. Jubilee Events Feedback:

All present agreed it was a fantastic day and it went down very well with all. Many comments have been received that there was a good atmosphere and that the organisers had done a fantastic job. Peter Moore expressed his thanks to the team of organisers of the event. A suggestion was received for a 'Family Day' on the playing fields – it was agreed to review and discuss this next year.

14. Broadband:

This is not a simple project to complete to achieve better broadband for the village. Two members of the parish are heading a group to progress this. County Broadband has been approached but the parish council would need to take on the contract. Peter Moore has seen the contract and is not happy with certain aspects also a receiver would need to be placed on the church tower. This needs looking into if planning permissions would be required for this. It would appear there would be no cost to the parish council but they would receive an income depending on how many people sign up to it. Peter to move forward with this and bring back to the parish council for consideration. Peter has requested tariffs and the contract be revised. Booster beacons would need to be put up around the village to bounce the signal around. A suggestion was made that an article be placed in the next newsletter re this and asking for feedback.

15. Beacon:

To be carried forward to next meeting.

16. Recreational Areas:

- 16.1 Progression on tree/hedge quotes and works – Andrew to present at next meeting.
- 16.2 Dick Ruggles bench – Peter Moore to get a launch date and Kaaren Berry to purchase brackets.

17. Financial Accounts:

- 17.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The Anglian payment was agreed but the Allotment need to be contacted regarding their contribution. The electric bill has been changed to quarterly payments with effect from July. All payments were approved.
- 17.2 Payments to Paul Clark Printing and Village Hall committee previously held – decision required if they will now be paid. The Village Hall payment was agreed for release and the payment to Paul Clark needs to be challenged further. It was suggested that alternative quotes for the newsletter printing were obtained.
- 17.3 Funding request from St. Margaret's School – a request for funding/sponsorship for the school journey has been received. It was agreed that the parish council could not support this. Kaaren to write to the school to confirm this and suggest they could seek funding from the shop.
- 17.4 Funding request from VANTAGE – this is for the shortfall of the printing costs for the village plan. It was agreed to fund this up to a maximum of £600 subject to final invoice.
- 17.5 Accounts for year ending 31st March 2012. The accounts were signed off and Peter requested that they are published in newsletter. The Audit Commission form was signed at the meeting. Kaaren to set these out for publication in the newsletter.

18. Correspondence:

- 18.1 Expansion of weekly food waste service – this will be rolled out in Toppesfield from September 2012.
- 18.2 Letter from Quinn direct – accepting full liability for pump damage.
- 18.3 Audit Commission – consultation on appointment of external auditors for 2012/2013. Further clarification was requested on this. Kaaren to follow up.
- 18.4 Essex County Council, Bus Passenger News – No changes to Toppesfield Service.
- 18.5 Essex Works – Making the links hard copy available – email version previously circulated to all councillors.
- 18.6 EALC – county update, training and competitions. It was agreed to look into entering several competitions. Kaaren to progress entries.
- 18.7 Playdale Brochures' – these will be held until further plans for the play areas are progressed.
- 18.8 National Grid – dates for next round of meetings. Letter re comments on proposed overhead lines. Project report on the Bramford – Twinstead Tee connection. All available for viewing if required. Peter asked if they were upgrading the lines through the parish. Kaaren Berry to find out and report back.

19. Any Other Business:

To discuss any other business / items for the next agenda

It was requested that the shortfall in advertising income be entered on the agenda for next month.

20. Date and Time of the next meeting:

The next Parish Council meeting on the 5th July 2012 at 8.00pm, at Toppesfield Village Hall. It was also agreed that the Annual Parish Meeting would be held on 2nd May 2012 and the Annual Parish Council Meeting will be held on the 9th May 2013.

21. Close:

The meeting was closed at 10.20pm.

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Chairman

Date

Action Summary:

Peter Moore to provide a list of outside bodies who should be sent a copy of the village plan and forward it to Malcolm.

Kaaren Berry too pass necessary forms to David Bagnell for completion.

Andrew Bull to draw up a plan for the Jubilee Beacon and contact Braintree District Council re planning permission.

Andrew Bull to speak to the School regarding the leaning tree by the school entrance and the Church wall.

Andrew Bull to challenge invoice from Paul Clark Printing

Peter Moore to pass quotes to Kaaren for submission to the Insurance company.

Peter Moore to write to Vicky Duff as to when the signage consultations will take place.

Peter Moore to set a date for the bench.

Kaaren Berry to purchase brackets for the bench.

Kaaren Berry to set out accounts for publication in the newsletter.

Kaaren Berry to follow up on letter from the audit commission re external auditors.

Kaaren Berry to progress competition entries for the EALC.

Kaaren Berry to enquire if any upgrading of the power lines through the parish are taking place.

Appendix A

Accounts – 7th June 2012

National Savings Deposit Account:	£	£
Balance as at 5 March 2012	2508.27	
Community Account Statement Balance as at 31 May 2012		29795.94
Subtotal:	----- 2508.27	----- 29795.94

If all previously issued cheques cashed / receipts cleared balance should be;

Total 28600.44

Income Received (included in above figure)

Advertising 30.00

Payments to be approved:

Chq No:

101366	Bernie Stevenson – Play Equipment refurbishing	598.00
101367	Aon insurance renewal	609.27
101368	Anglian water – Allotments	24.48
101369	EALC – Standing Orders & Charles Arnold Baker Books	77.50
101370	Clerks and Councils Direct – subscription	12.00
101371	Playquip – installation of equipment and surfacing	12091.20
101372	K. Berry – Printer and inks	89.57
101365	K. Berry May wages	198.47
101373	E.on – changing rooms	4.83
101374	D. R. Smith – Playing field ground works & bench base	2125.00

15830.32

Bank Charges will be deducted on 6th June 2012 10.00

Balance -----
2508.27 -----

12760.12 -----

Last bank statement received up to 31st May 2012.