



# Toppesfield Parish Council



## Minutes of the Meeting held on Thursday 7<sup>th</sup> November 2013 At The Village Hall, Toppesfield at 8.00pm

### 13/200. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Peter Moore - Chairman  
Councillor Andrew Bull – Vice Chairman  
Councillor Alan Collard  
Councillor David Bagnall  
Councillor Clare Thompson  
Councillor Shaun Sheldrake

#### Also in attendance:

Kaaren Berry – Clerk to the Parish Council  
10 members of the public were present

#### Apologies were received from

### 13/201. Declaration of Members Interest on Agenda items:

Councillor Moore declared an interest in agenda item 13/221.6.

### 13/202. Open Session for members of the Parish to address the Parish Council:

Questions about the village car park were raised – what are the Parish Council doing with the car park and who approached who about the sale. Councillor Moore reported that it was initially a private conversation which took place between the resident and himself and this was then taken to the Parish Council. Discussions about its use as a car park and turning circle followed and Councillor Moore explained that at this time no decision has been made regarding the car park and the parish council are looking at options and what is best for the community.

It was questioned how parishioners would be told as to what is happening next with the car park. It was agreed that the parish council would communicate with residents in due course depending on the outcome of discussions later in the meeting. Information from the District Council and the parish council's solicitors do not show any restrictions on selling the land. The Chairman gave his word that should this be progressed it would not be done so without communicating with all residents of Park Lane.

A question was raised regarding two posts that have appeared in a field at the back of Stambourne Road – why the posts have appeared is unclear but if there was to be a change of use of the land this would need to be applied for.

The removal of the Holm Oak was commented on - the parish council took advice prior to its removal. The removal of the tree at the beginning of Ruggles Row was questioned – the parish council confirmed that they authorized the removal of the stump but not the removal of the tree. The current councillors were not aware of who or when the removal was authorized.

A parishioner questioned if the exact location of the time capsule was known to anyone but himself – no one was aware of the exact location, this information will be given to the parish clerk. It was reported that Mr Chinery of Camoise Close had looked after the Jubilee Oak following its planting ensuring its survival.

### 13/203. Minutes of the last meeting:

The minutes of the meeting held on 3<sup>rd</sup> October 2013 were approved and signed by the chair as being an accurate record of the meeting.

### **13/204. Co-option of Casual Vacancy:**

One of the applicants for the position has withdrawn their application, therefore Councillor Moore proposed that Sally Croft be co-opted onto the parish council and Clare Thompson seconded the motion.

### **13/205. Matters Arising from the Minutes:**

Councillor Collard reported that a response has been received from Essex County Council regarding the hedge at Cust Hall - the hedge is not on Highways land. It was suggested that a letter is sent to the landowner requesting that the hedge is cut down to a lower level. Councillor Moore to enquire who owns the land. It was also suggested that the Black Poplar at Cust Hall has a TPO put on it.

### **13/206. Actions from Previous Meeting:**

13/206.1 Kaaren Berry to write a letter of thanks to be written to Ian Everitt and Sasha Osborn for their help at the village show. Letters have been written and delivered.

13/206.2 Councillor Bull to review a more cost effective option for the RoSPA report or similar. The option Councillor Bull looked into is only an advisory service and no reports issued and recommended that the parish council continue to use RoSPA.

### **13/207. Leisure and Recreation Group:**

13/207.1 Full progress report from LAGRE – final quote has been received for the work on the pavilion and has been sent to Braintree District Council however they require further information. The cost for the project is £6400 at present, Braintree District Council will be invoiced directly for the works due to changes in the rules. All present were happy to support the project.

13/207.2 Consider of quotes for hedge and tree cutting around Toppesfield Playing Field – additional quotes are being sort.

### **13/208. Financial Accounts:**

13/208.1 To receive the Clerk's Report indicating receipts and payments requiring approval – these were approved and signed. Contact with the internal auditor was raised – Kaaren to contact the internal auditor regarding involvement. Budget v's actuals were considered and Councillor Bagnall to review the current position regarding this year's budget.

13/208.2 Projects for consideration for the Budget for 2014/2015 – war memorial renovations and fencing and maintenance of Gainsford End playing field were raised as projects for next year.

### **13/209. Transport / Highways Issues:**

13/209.1 Update on the footpath along The Causeway - Councillor Moore reported that this needs to be approved as a scheme by Highways - due to a change in policy – still waiting outcome.

13/209.2 Purchase of Community Bus. Is it an easy win? What's preventing us from doing it? - Councillor Collard reported back from the Transport meeting with representatives from other parishes. Initiatives are being looked at.

### **13/210. Alternative uses for the village car park:**

A parishioners letter regarding the car park was read out at this point – see correspondence. Discussions followed and on the basis that there is no immediate requirement for capital in the Village that this project would be put on hold for the time being.

### **13/211. Village ate report:**

Nothing to report at this time.

### 13/212. Planning:

Minute No:	Application No:	Description:	Location:
13/212.1	13/01186/FUL	Erection of two storey side extension and single storey rear extension with front porch.	8 Park Lane, Toppesfield

No objections were raised regarding this application but the parish council recommend that a provision for off street parking needs to be included.

Application no 13/00984/FUL

Erection of double garage at 6 Stambourne Road, Toppesfield

This above application was received and discussed – this application will be recommended for refusal due it is location and particularly the height of the building.

### 13/213. Christmas Celebrations:

The centre will be the Church – organisations within the parish will be asked to decorate a tree and the public will vote for the best. The Church and school choirs will sing in the church and then to the tree for the lighting and refreshments outside The Green Man. The parish council to purchase the trees therefore they can be reused. The costs would be the trees and coins, lights and fireworks. Councillor Moore to liaise and arrange the Christmas Tree. All agreed to the proposed budget figures.

### 13/214. Village Plan:

The first meeting went well and progressing.

### 13/215. Role of the Village Warden:

This was discussed – however quotes are required for painting the entrance gates. The 30mph signs are also leaning – need to be reported to Essex County Council.

### 13/216. Charities Liaison:

It was suggested that Councillor Thompson should shadow Tony Davison when he collects the rents and the administration of the charity works and completing the audit commission return in order to having a better understanding of how the Charities run.

### 13/217. Neighbourhood Plan:

Discussions held regarding neighbourhood plans - Councillor Collard to report on the pro's and con's of undertaking a neighbourhood plan.

### 13/218. Parish Surgeries:

There were no visitors to last month's surgery. Next surgery will be the 16<sup>th</sup> November 2013 and Councillor Thompson will be present.

### 13/219. Disaster Planning:

Following the recent storm it was suggested that a disaster plan be drawn up - Councillor Sheldrake to look into this and bring ideas back to the parish council.

**13/220. War Memorial:**

Councillor Collard proposed that the cleaning and possible renovations of the war memorial are looked at. Costings and further details are required but all in agreement in principal.

**13/221. Correspondence:**

- 13/221.1 Parishioner’s letter regarding the consideration of selling off the village car park.
- 13/221.2 Society of Local Council Clerks – Clerk Magazine – November issue received.
- 13/221.3 War Memorials Trust – looking after your war memorial – information passed to Councillor Collard.
- 13/221.4 Braintree District Council – appeal by Mr Moore re Braintree District Councils refusal of planning application no 13/00103/AGR – erection of steel frames building. This was discussed and the Parish Council original decision will not be changing.
- 13/221.5 National Grid – community forum draft notes, action schedule, chair’s round up notes, T-pylon visualisations and responses to issues.
- 13/221.6 NHS – Rurality Report - Their findings are that Toppesfield Parish is a rural in character and should be determined as a controlled area.

Late Correspondence:

Countryside Voice – winter edition was received.

**13/222. Any Other Business:**

To discuss any other business / items for the next agenda

A grant application from St Margaret’s Church was received for consideration.

It was discussed and agreed that the January meeting be moved from the 2<sup>nd</sup> to the 9<sup>th</sup> January 2014.

**13/223. Date of the next meeting:**

The next meeting of Toppesfield Parish Council will be held on the 5<sup>th</sup> December 2013 at 8pm at Toppesfield Village Hall.

**13/224. Close:**

The meeting was closed at 10.35pm

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Chairman

.....  
Date

**Action Summary:**

- Councillor Moore to enquire who owns the land at Cust Hall where the high hedge is located.**
- Kaaren Berry to contact the internal auditor regarding involvement.**
- Councillor Bagnall to review the current position regarding this year’s budget.**
- Councillor Moore to liaise and arrange the Christmas Tree.**
- Kaaren Berry to report the leaning 30mph signs to Essex County Council.**
- Councillor Sheldrake to look into drawing up a Disaster Plan.**
- Councillor Collard to look into costings of cleaning the war memorial.**

## Appendix A

Accounts – 7th November 2013

	£	£
National Savings Deposit Account: Balance as at 31st March 2013	2521.77	
Community Account Statement Balance as at 31st October 2013		<u>23529.77</u>
Subtotal:	2521.77	24494.42
All previous issued cheques cashed balance should be		<u><u>23331.30</u></u>
Income Received		0.00
Payments to be approved:		
Chq No:		
101477	PKF Littlejohn LLP	240.00
101478	Mr A Bull - newsletter expenses	37.99
101479	Paul Clark Printing - newsletter	270.00
101480	Toppesfield Village Hall Committee	283.50
101481	D. Dyson - Poppy wreath	20.00
101476	K. Berry October's wages	198.47
		<u>1049.96</u>
Bank Charges - Deducted 4 <sup>th</sup> November		10.00
Balance	<u>2521.77</u>	<u>22271.34</u>

Last bank statement received up to 31st October 2013.