



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 7th November 2019 At The Village Hall, Toppesfield at 7.30pm

19/180. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull - Vice Chair – Chaired the meeting following arrival at 8.05pm

Councillor Amanda Smith

Councillor Andrea Chinery – Chaired the meeting until 8.05pm

Councillor Boyd Page

Councillor Chris Neale

Councillor Robert Stafford-Baker

Also, in attendance:

District Councillor Richard van Dulken

Mrs S Newland – Head Teacher of St Margaret's School

No other members of the public were in attendance

Kaaren Berry – Clerk to the Parish Council

Apologies were received from

Councillor Alan Collard

19/181. Declaration of Members' interests in agenda items:

Councillors Chris Neale and Boyd Page declared an interest in the Outline Planning application in Park Lane.

No other declarations of Members interests were made.

19/182. Open Session – opportunity for members of the Parish to address the Parish Council.

Mrs Newland reported that there was a PCSO present at the end of the school day (7th November 2019) to speak to parents re parking outside the school and along Church Lane and that they will now be making regular visits.

A request was made to contact Highways and ask that the road markings are repainted and the 'No Stopping' sign is relocated at a lower level to improve its visibility to motorists.

Mrs Newland also suggested that an A-Frame be purchased which says 'Think!! before you park, you could endanger a child's life!'. This has been beneficial to other schools where parking is an issue. The school will put this out every day as a reminder to parents of the dangerous parking along with regular reminders in the school newsletter. It was asked if this could be a joint purchase between the school and the parish council. It was confirmed a grant application would need to be completed – Clerk to forward this to the school.

It was also requested that the school be able to use the Toppesfield playing field for Cross Country training and football tournaments with other schools. Councillor Chinery stated this will be on the agenda and discussed at the next parish council meeting.

Lastly Mrs Newland stated they would like to move the school on with modern technology and are seeking an interactive board for use in the school hall as at present they use an old-style overhead projector with trailing cables. It was asked if the Parish Council could help towards the cost of this. Clerk to email a grant application to the school for completion.

Richard van Dulken reported that the village hall has received a small grant from the Councillors Community Fund and he is talks with Mr P Thompson regarding funds towards the setting up of a football team which is being led by Councillor Smith.

Braintree Council has called a climate emergency – and everyone is needed to think about this now. Essex has a climate action policy.

Garden Communities are moving forward and the Manor Street development in Braintree has been approved. Horizon 120 – 65 acres of land has been purchased and will be developed for businesses and technology.

I Construct is on the Springwood industrial estate. This is a centre of excellence, and carries out research into new building techniques.

19/183. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 3rd October 2019 were approved and signed as correct.

19/184. Matters Arising not on the agenda – for report only

Councillor Neale will speak to District Councillor Richard van Dulken regarding the issues he has previously reported to Essex Highways as he has had no positive responses.

Councillor Page reported that he has been approached by a parishioner to see if the Parish Council are interested in planting trees – an article did go out in the July Newsletter regarding trees and there were no responses from residents.

19/185. Actions from previous meeting:

19/185.1 Councillor Andrew Bull to update the website link on the Facebook page – Councillor Bull reported this has been updated.

19/185.2 Councillor Chris Neale seeking general advice on abandoned vehicles – Councillor Neale reported information was received and circulated to all councillors prior to the meeting. He also stated that Braintree District Council may be able to offer a contract to monitor and look after the car park on the parish council's behalf. Further information regarding this is required.

19/185.3 Councillor Bull to obtain quotes for Christmas trees and lights for the next parish council meeting – see agenda item 19/193.1

19/185.4 Clerk to requested the old parish website be removed – this has been removed.

19/185.5 Clerk to sign up with the Public Sector Mapping Agreement (PSMA) to obtain Ordnance Survey Maps – this has been signed up to and license numbers received.

19/186. Internal Practices and management for the Parish Council:

19/186.1 Neighbourhood Plan – Councillor Page reported this is progressing but more volunteers are needed. The next meeting is on 21 November at 7pm. A treasurer is not required for the group as the parish council will manage the finances. A logo has been created and a flyer drop will be carried out. The expression of interest for funding is to be completed and grant funding of up to £27,000 is available for the Neighbourhood Plan.

19/186.2 Recommendation to appoint Landscape Character Assessment Consultant Wynne-Williams Associates – Councillor Page talked through the recommendation and this was discussed. Councillor Page proposed that Wynne-Williams Associates are appointed as the Landscape Character Assessment. This was seconded by Councillor Amanda Smith and agreed by all Councillors present.

19/186.3 Emergency Plan – Braintree District Council have offered their support to help develop the community resilience side of the plan if required.

19/186.4 Feedback on Parish Council website from EALC - the information received show that there are a few points to be improved on or added. Clerk to progress.

19/186.5 Updated financial regulations and standing orders for discussion – these have been updated and circulated to all Councillors for review and comment.

19/187. Correspondence Received:

19/187.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

19/187.2 Confirmation that the application for a Public Sector Mapping Agreement (PSMA) member has been approved and licence number has been granted.

- 19/187.3 Braintree District Council – Local Highways Panel – minutes of their last meeting are available to view at:
<https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/935/Committee/13/Default.aspx>
- 19/187.4 RCCE - Neighbourhood Plan training session – Reg. 14 and Beyond! Will be held on Saturday 9th November 2019 from 10.00am-1.00pm, at the RCCE offices, Feering.
- 19/187.5 Community 360 - Are undertaking the mapping of walks that are less well known in the Braintree district. They receive funding from Active Braintree to do this piece of work and are trying to link up communities and encourage and support people to get out and walk and meet new people. Information on walks is being sort.
- 19/187.6 Letter of complaint re dog fouling in the Church yard – articles have been placed in the newsletter to remind dog owners to clean up after their dogs.
- 19/187.7 Braintree District Council – Community 360 – Community Information Day, 28th November, 10.30am – 1.30pm at Braintree Museum - Come along to this free event to find out about services and activities available in the area.
- 19/187.8 Invitation to Superfast Essex Countywide Parish Engagement Event on 28th November 2019, 7pm to 8:30pm at ANGLIA RUSKIN UNIVERSITY, Bishop Hall Lane, Chelmsford received.

Late correspondence:

Braintree District Council – Community Cohesion and Reducing Loneliness in the Braintree District. Information gathering exercise in progress.
 Home Start, Essex has written to request financial assistance for their projects.
 RCCE – Oyster Publication for Autumn 2019 received.
 Letter re outline planning at Park Lane from Mr & Mrs Page received – to be agenda for discussed at the December meeting.

19/188. Financial Accounts:

- 19/188.1 To receive the Clerk's Report indicating receipts and payments requiring approval – the report was received and payments approved – see Appendix A
- 19/188.2 Quote to install defibrillator to Gainsford End – the quote from JAC Electricians was received and proposed by Councillor Chinery to be accepted, this was seconded by Councillor Smith and agreed by those present.
- 19/188.3 Grant request from Toppesfield Village Shop for the recruitment, training and development of volunteers received. This was discussed and approved. Further information on activities carried out re the project will be requested.
- 19/188.3 Budget 2020/2021 – clerk asked for details and costs of projects to be obtained before the budget is approved in January 2020.

19/189. Highways:

- 19/189.1 Reference Number: 2347621, footway defects along Church Lane – works are now complete.
- 19/189.2 Village sign along Great Yeldham Road is in need of repair. Councillor Page reported the crossbar is rotten and broken. Councillor Stafford-Baker to seek quotes for repairs to the sign.

19/190. Planning:

Application No:	Description	Address	Comments from Braintree District Council
19/00968/OUT	Change of use from unused agricultural land and erection of a new dwelling, garage/carport and alterations to existing vehicular access.	Part OS 6961 Rear Of Mission Hall Gainsford End Toppesfield	The application has now been withdrawn and will not be proceeded with further.

19/191. Toppesfield Village Hall

19/191.1 Update from Village Hall Management Committee – Councillor Chinery reported that the cavity insulation has been completed. Funds now allow for the painting of the stage area, the backrooms and the toilets.

19/192. Playing Fields & The Dick Ruggles Pavilion

19/192.1 Gainsford End Playing Field Project – Councillor Stafford-Baker reported that a meeting has been arranged with a play equipment company to see the Gainsford End playing field.

Councillor Stafford- Baker will also seek a quote from RoSPA to assess the pavilion to see what improvements/requirements are needed in order to use the facility as changing rooms.

19/192.2 Missing handles on the rocker horse in Toppesfield playing field – clerk to see invoice for supplier details.

19/193. Events

19/193.1 Christmas event 2019. Sourcing a Christmas Tree was discussed and it was agreed to purchase a tree this year. The use of fireworks was discussed and it was agreed this would be the final year they are used. Councillor Bull to liaise with The Green Man for supplying refreshments to handout i.e. sausage rolls and mince pies along with mulled wine. Councillor Bull to source the lights for the Christmas tree.

19/194. Communications

19/194.1 Broadband update – Councillor Neale stated he has asked Open Reach to bring expedite the broadband project. This could be brought forward to mid-January 2020, work was booked to start on 4 February 2020.

19/194.2 EALC – provided a list of companies that can host/manage websites for Parish Councils – these will need to be look at and recommendations made.

19/194.3 Network 5 – Stambourne Parish Council are organising a date for next meeting. This is to be confirmed.

19/195. Information exchange / Parish Surgery / Items for the next agenda

The next parish surgery will be held on 7th December 2019 at the Christmas village market.

19/196. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 5th December 2019 at 7.30pm at Toppesfield Village Hall.

19/197. Close

The meeting closed at 9.40pm.

Signed:

Dated:

Action Summary:

Clerk to email grant application form to the school for A Frame and Interactive Board.

Councillor Neale to contact Braintree District Council re possible contract to monitor and maintain the car park in Park Lane.

Councillor Rob Stafford-Baker to seek quotes to repair the village gate on the Great Yeldham Road.

Councillor Stafford- Baker to seek a quote from RoSPA to assess the pavilion regarding improvements/requirements which are needed in order to use the facility as changing rooms.

Councillor Bull to liaise with The Green Man re Christmas event refreshments and source the lights for the Christmas tree.

Appendix A

Accounts - 7 November 2019		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2019		<u>£2,625.57</u>		
Community Account				
Balance as at 31st October 2019			<u>£30,035.12</u>	
Subtotal:		<u>£2,625.57</u>		
All previous issued cheques cashed balance should be		<u>£2,625.57</u>	<u>£29,282.41</u>	
Income Received (Included in above balance)				
01.10.19	HMRC - VAT reclaim 01.04.18 - 31.03.19		£730.21	
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
09.10.19	PKF Littlejohn LLP - Annual Return year ending 31 March 2019		101897	£48.00 £0.00
16.10.19	E.on - electric supply to the pavilion, Toppesfield Playing Field		101898	£28.11 £0.00
21.10.19	Information Commissioner - Data protection renewal fee		101899	£40.00 £0.00
29.10.19	Paul Clark printing - November Newsletter		101900	£240.00 £0.00
15.10.19	Toppesfield Community Shop - Grant request		101901	£1,250.00 £0.00
31.10.19	K Berry - October wages		101896	£380.94 £0.00
				<u>£1,987.05</u>
Balance		<u>£2,625.57</u>		<u>£28,025.57</u>
Last bank statement received up to 30th September 2019				