



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 7th October 2021 at Toppesfield Village Hall at 7.30pm

21/151. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard – Chair
Councillor Chris Neale – Vice chair
Councillor Andrea Chinery
Councillor Boyd Page
Councillor Amanda Smith
Councillor Gemma Mackman

Also, in attendance:

No members of the public were in attendance
District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from County Councillor Peter Schwier

21/152. Declaration of Members' interests in agenda items:

Councillor Collard declared an interest in agenda item 21/161 and the planning application for 59 The Causeway.

Councillor Page declared an interest in agenda item 21/161 and the planning application for 22 Park Lane.
No other interests were declared.

21/153 Open Session – *opportunity for members of the Parish to address the Parish Council.*

District Councillor Richard van Dulken reported:

- There has been an appeal lodged by the owner of the Fishing Lakes in Great Yeldham with regards to their planning application and representation can be made by the Parish Council is wished.
- Comments regarding proposed prison on the Wethersfield Air Base can be made via the Ministry of Justice website by the 8 November 2021.
- It is possible to share some speed monitoring signs between parish councils.
- Warm Home Fund - grants are available and information can be found at www.arangroup.co.uk
- Braintree District Council have 18,860 trees and 73,000 blubs which they are offering to groups and charities for planting.
- The Planning application from Toppesfield Hall for the lodges has been turned down.
- Toppesfield Shop have asked for a grant from the Councillors Community Grant scheme towards new shop fittings if they were to move premises.

21/154. Minutes of the last Parish Council Meeting

The minutes of the parish council meeting held on 2nd September 2021 were agreed and signed as a true record of the meeting. This was proposed by Councillor Chinery and seconded by Councillor Neale.

21/155. Matters Arising not on the agenda – for report only

There were no matters arising.

21/156. Actions from previous meeting:

- 21/156.1 Councillor Smith to obtain a quote including all related costs and drawing for a wooden shelter. Councillor Smith reported this will be in the region of £800 – this will include deliver, installing and treating. However, with may not be delivered for 12 months. Councillor Smith to gain formal written quote and drawings.
- 21/156.2 Councillor Page to complete the updated Emergency Plan – this has been completed and submitted to Braintree District Council. There is also an abridged version on the parish website.
- 21/156.3 Councillor Mackman to draft survey/questionnaire – Councillor Mackman stated this is progressing and clarified whether a few questions should be included as they are not the responsibility of the parish council.
- 21/156.4 Response to drafted to Anglia Water re access road to pumping station. Councillor Page circulated a drawing of a possible layout for a larger carpark if the hedge was removed. Letter to be sent to Anglian Water requesting right of way over the access road and removal of the hedge. This would increase the parking capacity at the village hall. Signage could be placed stating the access road was not to be blocked. Also, if the hedge is removed it would give Anglian Water greater access for their vehicles to the pumping station. Clerk to write to Anglian Water.

21/157. Internal Practices and management for the Parish Council:

- 21/157.1 Neighbourhood Plan update. Councillor Page reported the questionnaires are still coming in slowly and it has been republished via social media for people to complete them. A call for sites will be looked at next.
- 21/157.2 Update on plans for the Playing Field. Councillor Collard reported the tree planting project with Braintree is progressing.
- 21/157.3 Update re GM barn / shop move. Councillor Collard reported that the shop committee are enthusiastic about a possible to move to the barn if this acceptable to TCP and the parish. Councillor Collard to liaise with Toppesfield Community Pub regarding this. A draft updated proposal to the parish regarding the barn was circulated to the Councillors before the meeting for comment.
- 21/157.4 Toppesfield telephone kiosk – paintwork is starting to deteriorate – maintenance required. It was agreed to revisit this in the spring and look at any necessary works at that time.
- 21/157.5 Remembrance Day - services and proposal to purchase poppy wreath. It was unanimously agreed to purchase a poppy wreath and a councillor will be present to lay it at the remembrance service.
- 21/157.6 Christmas event – discussions on planning this year's event. It was agreed to hold an event this year on the 4th December. The tree lighting will take place at 6.30pm and carols to be held outside along with refreshments. Councillor Chinery and the clerk to progress and report back with costings and programme.
- 21/157.7 Jubilee event 2022 – Councillor Collard report that national events are taking place from the 2nd – 5th June 2022. A working group will need to be formed to organise events in the parish and pool ideas. Councillor Chinery will take the lead on this project.
- 21/157.8 Wellness group/event – date and type of event to be agreed. It was agreed to hold another coffee morning on the 13 November 2021 from 10am – 12pm. Volunteers will need to be sought for making cakes and Councillor Chinery to book the hall.
- 21/157.9 Frequency of Parish Council meetings. It was discussed if meetings could be moved to bi-monthly. It was agreed to look at how this works for other parishes and if informal meetings are permitted in between meetings. It was agreed to continue meeting monthly for now. It was also agreed actions points need to be given dates to be completed by,
- 21/157.10 Co-option of 7th Councillor – confirmation from Braintree District Council has been received to say that a 7th Councillor can now be co-opted as an election has not called for to fill the vacancy.
- 21/157.11 Proposal to accept the Constitution of the new Charitable Incorporated Organisation. Comments on the constitution were received and amendments will be made and the document recirculated. Councillor Collard to amend and recirculate the document.
- 21/157.12 CiLCA training – The next course starts in November 2021, clerk to complete forms prior to the Stand Alone module.
- 21/157.13 Gainsford End sign -Councillor Page reported that due to wood shortage the wood will not be delivered until late October 2021 to repair the sign so work should be carried out in November.
- 21/157.14 Toppesfield Parish Council Handyman – Councillor Page proposed the parish council have a village handyman and offered to draw up a policy to cover aspects such as risk assessments, health and safety and PPE. A proposal to re-imburse out-of-pocket and wear and tear costs of volunteers we

also made. It was agreed in principle to work on progressing this project. Councillor Page to gather the necessary information to produce the policies.

21/158. Correspondence Received:

21/158.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

21/158.2 Braintree Association of Local Councils – Invitation to join and invoice. It was decided that the parish council would not join the BALC at this time. Therefore payment will not be made.

21/158.3 Essex & Herts Air Ambulance – request for donation. The parish council agreed not to make a grant to them this year.

21/158.4 Essex Highways Information – Finchingfield Bridge Website update – information found at: [Finchingfield Bridge, B1053, Finchingfield | Essex County Council \(essexhighways.org\)](http://Finchingfield Bridge, B1053, Finchingfield | Essex County Council (essexhighways.org))

21/158.5 BASICS Essex Charity Lottery – request to advertise their lottery and work. It was agreed to place in the newsletter if there is space.

21/158.6 RCCE – Annual General Meeting – 13th October 2021 at 6.30pm – attendance to be confirmed by 11th October.

21/158.7 Proposed new prisons in Wethersfield: Public Consultation – please see attached links for information on the proposal and how to comment.

<https://www.gov.uk/government/consultations/proposed-new-prisons-in-wethersfield-public-consultation>

<https://consult.justice.gov.uk/digital-communications/proposed-new-prisons-in-wethersfield-consultation>

The parish council have been invited to join a joint parish meeting to discuss this matter. Councillors Collard and Page will attend on behalf of Toppesfield Parish Council. There have been a few mixed responses given verbally to different councillors regarding the proposal. These and any others received will be relayed at the joint parish council meeting at the end of October.

21/159. Financial Accounts:

21/159.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received. As the invitation to join the BALC was not accepted the payment on the schedule will not be made. See Appendix A.

21/159.2 Donation of £200 for play equipment was raised by two children of the parish by holding a cake stall. A fantastic effort by the children and a letter of thanks and a certificate will be sent to each of them.

21/159.3 Budget 2022/2023 – events, projects and costings are required for consideration so the drafting of the budget for 2022/23 can begin. Ideas to be sent to Councillors Collard and Neale who will begin compiling the budget figures.

21/160. Highways:

21/160.1 Village car park – clarification of Right of Way to number 7, Park Lane. This was discussed and clerk to write to the owners for clarification on their understanding of the rights of way over the car park.

21/161. Planning:

Application No:	Description	Address	Action
21/02723/LBC	Removal of existing interior gas boiler and exterior calor gas tank. Installation of new free standing exterior air source heat pump. Replacement of all internal radiators.	59 The Causeway Toppesfield Essex CO9 4DZ	Comments to Braintree District Council by 8 th October 2021
21/02909/HH	Erection of first floor flat roof rear extension, removal of 2 chimney stacks, new doorset and cladding to the entrance	22 Park Lane Toppesfield Essex CO9 4DQ	Comments to Braintree District Council by 25 th October 2021

Councillor Collard left the rest of the meeting to allow his planning application to be discussed, 21/02723/LBC. A letter from a resident voicing their concerns was shared with the councillors prior to a decision being made. The application was discussed at length and a response of 'no objections were made to the application by the parish council' will be submitted to Braintree District Council.

The planning application, 21/02909/HH was discussed and no objections were raised to this application and this will be relayed to Braintree District Council.

21/162. Communications:

21/162.1 Broadband project update – Councillor Neale reported that the project cannot be signed off until the works for Dordell Court are complete.

21/163. Information exchange / Items for the next agenda

No items were discussed or raised for the next agenda.

21/164. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 4th November 2021 at 7.30pm at Toppesfield Village Hall.

21/165. Close

Councillor Neale closed the meeting at 9.55pm

Signed:

Dated:

Action Summary:

Councillor Smith to gain formal written quote and drawings for a wooden shelter for the playing field.

Clerk to write to Anglian Water regarding rights of way over the access road.

Councillor Collard to liaise with Toppesfield Community Pub re the shops possible move to the barn.

Councillor Chinery and the Clerk to progress the Tree lighting event and produce a programme and supply costings for the November parish council meeting.

Councillor Chinery to book the village hall for the coffee morning on the 13 November 2021.

Councillor Collard to make amendments to the Constitution of the new Charitable Incorporated Organisation and circulate to all councillors.

Councillor Page to progress policy for a Parish Handyman and volunteers out of pocket expenses.

Clerk to write to 7 Park Lane for clarification on their understanding of the rights of way over the car park.

Appendix A

Accounts - 7th October 2021				
			£	
Community Account				
	Balance as at 6 October 2021		£39,545.36	
All previous issued cheques cashed balance should be			<u>£30,805.36</u>	
Income Received				
Included in the balance figure of 06.10.21				
30.09.21	Braintree District Council - 2nd instalment of precept		£8,746.00	
			<u>£8,746.00</u>	
Direct Debits / Payments made since last meeting (included in balance figure of 06.10.21)				
01.10.21	EDF Energy - The Pavilaion electricity supply		£6.00	£0.00
			<u>£6.00</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
Oct-21	The Royal British Legion Poppy Appeal - Poppy wreath	101963	£18.50	£0.00
Jul-21	Toppesfield Community Shop - refreshment for coffee morning	By Bacs	£13.32	£0.00
Sep-21	BALC - membership fro 1st April 21 - 31 March 2022	By Baes	£40.00	£0.00
01.10.21	Essex Association of Local Council - CiLCA stand alone module	By Bacs	£30.00	£0.00
01.10.21	Essex Association of Local Council - CiLCA	By Bacs	£690.00	£0.00
01.10.21	K Berry - September wages	By Bacs	£380.94	£0.00
			<u>£1,172.76</u>	
			£38,372.60	