



Toppesfield Parish Council

Minutes of the Annual Parish Council Meeting held on Thursday 8th May 2014 At The Village Hall, Toppesfield at 8.00pm

14/86. Election of Chairman and Vice-Chairman

Councillor Moore proposed Councillor Bull as Chairman and Councillor Bagnall seconded the proposal. Councillor Bull accepted the position as chair for the forthcoming year. Councillor Bull signed the declaration of office accepting the position of chairman.

Councillor Bull proposed Councillor Collard as vice-chair and Councillor Moore seconded the proposal. Councillor Collard had accepted the position as vice-chair for the forthcoming year in advance should he be proposed.

14/87. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Andrew Bull – Vice Chairman
Councillor David Bagnall
Councillor Clare Thompson
Councillor Peter Moore

Also in attendance:

Kaaren Berry – Clerk to the Parish Council
3 members of the public was present

Apologies were received from

Councillor Shaun Sheldrake, Councillor Alan Collard and Councillor Sally Croft

14/88. Declaration of Members Interest on Agenda items:

No declarations of interest were made at this time.

14/89. Open Session for members of the Parish to address the Parish Council:

It was reported that a company on behalf of EDF have assessed the trees near the power lines at the playing field in Toppesfield. They are looking to remove / severely prune trees along the edge of the field near Dick Ruggles memorial bench. Trees around the allotments and Churchyard are also being looked out and this work has been signed off by relevant parties. The name of company carrying out the works to be provided to the parish council and a letter of concern and request that no work is carried out at the playing field is carried out until it is signed off by the parish council is to be sent.

Ray Papworth reported that some areas of the internal interim report have not been completed, these areas were insurances, risk assessment, reserves and the asset register. It was agreed that these will be looked into further.

14/90. Minutes of the last meeting:

The minutes of the meeting held on the 3rd April 2014 were approved and signed by the chair as being an accurate record of the meeting.

14/91. Matters Arising:

There were no matters arising.

14/92. Actions from previous meeting:

- 14/92.1 Kaaren Berry to contact Braintree District Council to ask if they would collect from a Dog Waste Bin if one was located along the footpath to the allotments. Braintree District Council will visit the area to see if they could collect from the allotments and come back to us.
- 14/92.2 Kaaren Berry to progress items from the internal interim report – to be discussed under agenda item number 14/95.6.
- 14/92.3 Kaaren Berry to purchase three no dog fouling signs – signs purchased. These will be placed at the playing fields, allotments, in the notice board on the entrance to Camoise Close and in the village car park. Quote and design for housing of the signs to be sort for the next meeting. Andrew Bull to progress.
- 14/92.4 Kaaren Berry to supply amounts of all Anglian Water bills for the allotments for the next meeting. These were provided and it was agreed the Allotment Committee should contribute £130 towards the water charges paid so far. It was also agreed they would need to re-apply for funding for the coming year.
- 14/92.5 Kaaren Berry to contact Karen baker regarding the end of year accounts – to be discussed under agenda item number 14/95.4.
- 14/92.6 Kaaren Berry to contact RoSPA regarding the safety inspection reports – these will be carried out this month and the water inspection should be carried out every 3 years unless work has been carried out in the area.
- 14/92.7 Councillor Croft to research chalk board sign prices – prices were supplied but more information to be provided at the next meeting.
- 14/92.8 Councillor Moore to look at pay scale structures – obtained and to be discussed under agenda item number 14/95.7.
- 14/92.9 Kaaren Berry to look at risk assessments for the parish council – to be discussed under agenda item number 14/95.6.

14/93. Leisure and Recreation Group:

Braintree District Council will support the project and a planning application is not required but building regs must be submitted. This has been done. Tenders are to be submitted to Kaaren Berry and opened at the parish council meeting in June where a decision will be made.

14/94. War Memorial:

Tenders for the work have been received ranging from £4800 to in excess of £9000. Revised specifications are being sent out for new quotes at a lower cost. It may be possible for volunteers to assist with the cleaning to reduce costs but this requires looking at.

14/95. Financial Accounts:

- 14/95.1 To receive the Clerk's Report indicating receipts and payments requiring approval – see appendix A. These were approved and payments signed.
- 14/95.2 Barclays – signing arrangements. Councillor Collard has been approved as a signatory but there are still problems with the access for Kaaren Berry due to an error between departments at Barclays – this is being sorted out.
- 14/95.3 Chalk Board – Village Notice Board. This was discussed under agenda point 14/92.7 and more information is required for the nest meeting.
- 14/95.4 End of year accounts 2013/2014 – these have been received and approved by the parish council and signed by the chairman.
- 14/95.5 Annual Return – a 3% rise on the assets was agreed but to be reviewed during the year. The annual return was signed by the chairman.
- 14/95.6 Progress of Interim Internal Review Report – this was discussed and progress to be made, draft risk assessment to be circulated for comment/amendment. It was also agreed that Mr Chinery was asked

to carry out one cut of the grass cutting and further quotes are to be sort.

14/95.7 Clerks Salary – discussions were held using the NALC national salary awards scale for 2013/2014. It was agreed that with effect from 8th May 2014 that the clerk be paid on point SCP22 and to be reviewed in three months.

14/96. Transport / Highways Issues:

14/96.1 Toppesfield Gate Sign – The Causeway. This has been inspected and assessed by Essex County Council.

14/97. Village Hall Update report:

No report was available from Councillor Sheldrake. Kaaren Berry reported that she has received copies of the village hall accounts for the last two years.

14/98. Planning:

Minute No:	Application No:	Description:	Location:
14/98.1	14/00426/FUL	Change of use of existing barn for functions and weddings	Hoses Hall, Carters Hill Toppesfield

There were no objections to the change of use however there were concern's raised over the provision of car parking, signage to the location and access for emergency vehicles.

14/99. Disaster Planning:

No report was available.

14/100. Village Plan:

Progress has been made but it was agreed that the plan needs to be owned by a councillor. This will be addressed at the next parish council meeting.

14/101. Parish Surgeries

The next surgery is to be held on 7th June 2014. The surgery will be held in the Village Hall from 10.30am – 12.30pm to coincide with the village market.

14/102. Training Courses & Dates:

It was agreed to arrange an date for September. Kaaren to check available dates from the EALC and report back.

14/103. Correspondence:

14/103.1 EALC – County update no 122 and upcoming training courses

14/103.2 EACH – Request for consideration for local community fundraisers or Parish Council donation. It was agreed not to donate to the charity as a parish council.

14/103.3 Braintree District Council – Town & Country Planning Act 1990 – Appeal By Mr P Moore for application no 13/00103/AGR – application for prior notification of agricultural development – erection of steel framed building. Appeal to be heard on 10th June 2014 – information only.

14/103.4 The Essex Playing Field – Spring Edition received and given to Councillor Bull.

14/103.5 10 Downing Street – Information on changes to tax cuts for businesses and charities for national insurance contributions received.

14/103.6 HMRC – update information on Basic Tools and Income Tax Allowances received.

14/103.7 mh-p – Website Analytical report for April 2014 received.

14/103.8 Clerk & Councils direct – May 2014 issue received.

14/103.9 Braintree District Council - Essex wide litter campaign – it was agreed not to take part as there was a village litter pick on 5th April 2014.

Late Correspondence:

Braintree District Council - Summer Holiday Activities, meeting on 29th May. Kaaren to forward to Councillor Croft.

Outline Productions – TV Garden Series – looking for enthusiasts.

Online Playgrounds – spares brochure

SLCC magazine – may issue received

Public Consultation on the expansion of Edith Borthwick School – notices issued for publication.

Councillor Moore handed in his letter of resignation as parish councillor with immediate effect.

14/104. Any Other Business

To discuss any other business / items for the next agenda

A letter of thanks to be sent to Stuart Hammond who cleared a fallen tree along Carter Hill which was in a dangerous position to motorists. Councillor Bull to assess the remaining tree.

Councillor Bull to speak to Fran Laskowski re the tree warden position.

Councillor Bull thanked Peter Moore for his hard work and dedication to the parish council over the last 9 years.

14/105. Date of the next meeting, Annual Parish Meeting and Annual Parish Council Meeting

The next Parish Council Meeting is scheduled for 5th June 2014 at 8pm at Toppesfield Village Hall.

14/106. Close

The meeting was closed at 10.00pm

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Chairman

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Date

Action Summary:

Kaaren Berry to write regarding the tree pruning/removal at the Toppesfield Playing field.

Kaaren Berry to find out square footage insurance values for the village hall.

Andrew Bull to seek price and design for housing of the no dog fouling signs.

Kaaren Berry to circulate draft risk assessment for comment.

Kaaren Berry to check available dates with EALC for a Tuesday in September for training.

