



# Toppesfield Parish Council



## Minutes of the Meeting held on Thursday 9<sup>th</sup> January 2014 At The Village Hall, Toppesfield at 8.00pm

### 14/1. 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 Shaun Sheldrake  
Councillor Sally Croft

Also in attendance:

Kaaren Berry – Clerk to the Parish Council  
1 member of the public was present

#### Apologies were received from

Councillor Clare Thompson.

### 14/2. Declaration of Members Interest on Agenda items:

Declarations of Interests were made regarding agenda item 14/10 – these were received from Councillors Croft, Moore, Bull and Sheldrake.

### 14/3. Open Session for members of the Parish to address the Parish Council:

The progress of the replacement tree along The Causeway was questioned and why is it not being replaced with an Ash Tree to replace the one removed. It was reported that the landowner is keeping the Parish Council informed of progress; the delay is due to the sourcing of the tree. Councillor Collard explained that the most likely reason why the replacement tree would not be an Ash Tree was due to the recent Ash Dieback disease outbreak. Progress will be monitored by the Parish Council.

It was also raised that there are a number of potholes in and around the parish. These can be reported to Essex County Council for repair as locations are known.

### 14/4. Minutes of the last meeting:

The minutes of the meeting held on 5<sup>th</sup> December 2013 were approved and signed by the vice-chair as being an accurate record of the meeting.

### 14/5. Matters Arising from the Minutes:

Councillor Collard has received a quote for cleaning and treating the war memorial but further quotes for paving work around the memorial and iron works around the plinth are to be sort and designs considered. There is a donations bottle located in The Green Man pub to help with funding the project and the Shop Committee will also be approached.

### 14/6. Actions from Previous Meeting:

- 14/6.1 Kaaren Berry to contact Mr Ketley re the mud along Toppesfield Road. A letter has been sent to Mr Ketley asking for his co-operation in keeping the mud on the road down.
- 14/6.2 Kaaren Berry to contact the Land Registry regarding who owns the land near Cust Hall. No progress at present – ongoing.
- 14/6.3 Kaaren Berry to enquire about neighbourhood speed watch and what it entails - contact made with Essex Police and details given. Volunteers are needed before the scheme can continue.

- 14/6.4 Kaaren Berry to enquire what happens if hedges are not cut by landowners/farmers from Essex County Council. Contact has been made with Essex County Council – no response as yet.
- 14/6.5 Kaaren Berry to find companies who could do some wrought iron work around the war memorial – details of some companies have been found and to progress once details known.
- 14/6.6 Councillor Moore to contact Braintree District Council Planning’s department to arrange a meeting with the parish council. Enquiries have been made and Councillor Moore is investigating County Council personnel to present a strategic level village and neighbourhood plan.
- 14/6.7 Kaaren Berry to contact Essex County Council about disappearing finger posts. Contact has been made with Essex County Council – no response as yet.

**14/7. Leisure and Recreation Group:**

There has been an issue raised regarding a donation but this has been address by Councillor Bull with the community Shop and resolved. The latest shop donation has been partially used in purchasing the goal posts. Progress is slow with the section 106 funding but Councillor Bull has arranged a meeting with Braintree District Council to move this application forward.

The LARGE group have scheduled quarterly meeting for them to meet.

Quotes for works will be held until the section 106 funding application has been fully considered by Braintree District Council.

**14/8. Financial Accounts:**

14/8.1 To receive the Clerk's Report indicating receipts and payments requiring approval (appendix A - these were approved and signed. Discussions were held about the water charge for the allotments and the verge cutting around the parish. Kaaren Berry to write to the allotment committee and re do a map of the village to identify the verges cut.

14/8.2 Consideration of Budget for 2014/2015 – discussions were held and it was agreed to hold the poundage rate the same again this year.

**14/9. Transport / Highways Issues:**

It was mentioned that the pot holes around the parish are increasing in number – these need to be reported to Essex County Council.

The entrance sign to Toppesfield (from Gainsford End) has been blown over – it appears to have rotted. Kaaren Berry to report this to Essex County Council and to remind them about the 30mph signs that are leaning.

**14/10. Planning**

Minute No:	Application No:	Description:	Location:
14/10.1	13/01364/MMA	Application for a minor material amendment to amend condition 2 of planning application 13/00268/FUL - Extend roof over hall to form open porch, provide additional rooflights to north elevation, provide additional window to north elevation at first floor level and provide solar and PV panels to south facing roof slope.	Land Adjacent 1 The Street Toppesfield

Due to majority of the Councillors declaring an interest regarding this matter the Parish Council were not quorate and therefore this application was not able to be voted on at Parish level.

**14/11. Village Hall Update report:**

The next meeting will be held on 11 February 2014. Works have started in the village hall car park to remove the hedge under the window and this will be concreted over. It has been suggest that the area from the existing car park to the barns (at The Green Man) is also concreted – this needs to be looked into with Anglian Water as they own the access road. Discussions about the stage area are ongoing as well as and looking at new heating and a lower ceiling for the hall.

**14/12. Christmas Celebrations:**

Councillor Moore expressed his thanks for all the effort from to all those involved in organising and assisting with this event. The event was well attending and the decorated trees from the organisations were fantastic. A choir will be put together for next year’s event. Some Christmas trees still need to be removed from the Church and they will be stored in the village hall for next time. The Christmas tree in the centre of the village remained upright but it has been commented that the post is now slightly leaning.

**14/13. Disaster Planning:**

The disaster plan is still under construction by Councillor Sheldrake.

**14/14. Parish Surgeries:**

It was agreed by those present that the parish surgeries will now be linked in with the village markets and not held every month. First date to be confirmed by Councillor Bull and Councillor Moore will be in attendance.

**14/15. Correspondence:**

- 14/15.1 EALC County Update and Calendar of events has been received.
- 14/15.2 mh-p – Website Analytical report for December 2013 received.
- 14/15.3 Braintree District Council – a letter confirming the granting of the planning application for 8 Park Lane has been received.
- 14/15.4 Braintree District Council – information regarding Housing Breakfast Meetings has been received.
- 14/15.5 Essex County Council – Consultation on a proposal to expand John Ray Infant School – any comments regarding this proposal need to be made by 24<sup>th</sup> January 2014.
- 14/15.6 Braintree District Council – Grow Wild Community Sites Funding – information to be passed to Councillor Bull.

Late Correspondence:

Clerk and Councils Direct – January Issue received.

**14/16. Any Other Business:**

To discuss any other business / items for the next agenda

More volunteers are needed for the winter gritting team – to spread grit around areas of need in the bad weather.

Councillor Collard suggested that articles are placed in the newsletter especially over the coming year about World War 1, these could be stories, poems or history about those listed on the memorial.

**14/17. Date of the next meeting:**

The next meeting of Toppesfield Parish Council will be held on the 7<sup>th</sup> February 2014 at 8pm at Toppesfield Village Hall.

**14/18. Close:**

The meeting was closed at 9.40pm

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Chairman

.....  
Date

**Action Summary:**

**Kaaren Berry to write to the allotment committee regarding their contribution to the water charges and re do a map of the village to identify the verges cut.**

**Kaaren Berry to report the broken entrance sign to Essex County Council and to remind them about the 30mph signs that are leaning.**

**Councillor Bull to confirm the date of the next village market.**

## Appendix A

Accounts – 9th January 2014

	£	£
National Savings Deposit Account:		
Balance as at 31st March 2013	2521.77	
Community Account		
Statement Balance as at 31 December 2013		<u>21841.74</u>
Subtotal:	2521.77	21841.74
All previous issued cheques cashed balance should be		<u><u>21151.39</u></u>
Income Received		
Advertising payment (included in above figure)		180.00
Payments to be approved:		
Chq No:		
101489 S Sheldrake - Christmas Event		499.60
101490 S Sheldrake - Christmas Lights		150.90
101491 E.on - Changing Rooms		24.65
101492 Paul Clark Printing –Christmas leaflet		40.00
101493 Braintree District Council - Playing Field Cutting 2013/14		927.60
101494 Anglian Water - Field Supply		64.19
101495 Society of Local Council Clerks publication		35.50
101488 K. Berry December's wages		<u>198.47</u>
		1940.91
Bank Charges will be deducted on 9th January 2014		10.00
	<u>2521.77</u>	<u>19200.48</u>
Balance		

Last bank statement received up to 31st December 2013.