



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 9th January 2020 At The Village Hall, Toppesfield at 7.30pm

20/1. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard - Chair
Councillor Amanda Smith
Councillor Andrea Chinery
Councillor Boyd Page
Councillor Robert Stafford-Baker

Also, in attendance:

There were no members of the public was in attendance.
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Andrew Bull
Councillor Chris Neale

20/2. Declaration of Members' interests in agenda items:

Councillor Boyd Page declared an interest in the Outline Planning application in Park Lane.
No other declarations of Members interests were made.

20/3. Open Session – opportunity for members of the Parish to address the Parish Council.

No members of the public were present to raise any concerns or ask questions.

20/4. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 5th December 2019 were proposed by Councillor Chinery as a true record of the meeting, this was seconded by Councillor Stafford-Baker and the minutes were signed as correct.

20/5. Matters Arising not on the agenda – for report only

No matters were reported.

20/6. Actions from previous meeting:

- 20/6.1 Councillor Neale to enquire about the repair required to the telephone box door at Gainsford End – no update was available. Action to be carried over.
- 20/6.2 Councillor Rob Stafford-Baker to seek quotes to repair the village gate on the Great Yeldham Road. It was reported a replacement cost quote for the gate has been received. Councillor Stafford-Baker to seek further quotes and possible re-design of gates. Councillor Page to enquire if a speed limit sign can be incorporated in the gate design.
- 20/6.3 Councillors Collard, Page, Smith and Stafford-Baker to look at environmental projects – see agenda point 20/7.3.

20/7. Internal Practices and management for the Parish Council:

- 20/7.1 Neighbourhood Plan – Councillor Page confirmed the next meeting will be held on 23 January 2020 and this will be to move the project forward as the grant application has been approved and the monies are due to be received this week. There will be a village event in May 2020 to answer any questions regarding the neighbourhood plans and show the progress so far.

- 20/7.2 Braintree District Council – Open Space Action Plan to be updated. This was discussed and items to be included are the Gainsford End and Toppesfield Playing Fields and the pavilion on Toppesfield playing field. Clerk to complete.
- 20/7.3 Discussion on environmental issues: update re Trees, Charging points, Refilling centre and Community electricity. Updates are: Trees – an article has been placed in the January parish newsletter asking if land owners have space to allow trees to be planted; one landowner has already expressed interest in supporting this. Direct approaches will also be made by Councillor Page. Charging points – no update was available from Councillor Neale. Refilling centre – Councillor Smith has spoken to the head teacher at the school and further discussions required. Community Electricity – Councillor Collard confirmed an outline estimate from solar panel company has been received for the village hall and the barn. However further information will be sought.

20/8. Correspondence Received:

- 20/8.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 20/8.2 Sunshine Gym trade brochure received and passed to Councillor Stafford-Baker.
- 20/8.3 Essex County Council – Fostering in Essex – raising awareness of the need for foster carers – more information on fostering can be found at www.essexadoptionandfostering.co.uk/fostering
- 20/8.4 Essex County Council - Transport Representative Meetings March 2020 – Dates and agenda received, attendance to be confirmed at any meeting by 3rd February 2020.
- 20/8.5 Braintree District Council – Open Space Action Plan 2020 – amendments to be submitted by 20th January 2020.
- 20/8.6 Braintree District Council - Community Cohesion and reducing loneliness in the Braintree district survey to be submitted by 17th January 2020. Clerk to complete.
- 20/8.7 Braintree District Council’s Corporate Strategy 2020-2024 – draft document received and comments to be submitted by 17th January 2020.
- 20/8.8 Letter received re unregistered pond at Gainsford End – this was discussed and the content noted.

Late Correspondence:

Support 4 Sight – request for financial support – this was discussed and it was agreed not to financially support this cause but to offer help in advertising it out through newsletters, noticeboards and invite to the village markets.

Stop Stanstead Expansion – Airport Planning Application – A public speaking session will take place at UDC office on 17th January, members of the public will have an opportunity to express their views directly to the planning committee. There will be another opportunity for public representations on the 24th January. If you wish to speak you will need to register – please email UDC Democratic Services at committee@uttlesford.go.uk

20/9. Financial Accounts:

- 20/9.1 To receive the Clerk’s Report indicating receipts and payments requiring approval – The report was received. Councillor Chinery proposed the payments were approved and this was seconded by Councillor Smith.
- 20/9.2 Budget for 2020/2021 to be discussed and approved. The proposed budget was presented and discussed. Councillor Page proposed the budget for 2020/2021 to be sent at £17253, this was seconded by Councillor Stafford-Baker and agreed by those present.

20/10. Highways:

- 20/10.1 School Parking – Councillor Page expressed that hopefully the repainting of the road markings and the purchase of the Child Like boards will hopefully go some way in resolving this issue.
- 20/10.2 Temporary Traffic Regulation Order of Stambourne Road, Toppesfield. Please see <https://one.network/?tm=115885277> to find details of the intended closure of Stambourne Road, due to commence on 15th January 2020 for 21 days. The closure is required for the safety of the public and workforce while County Broadband LTD undertakes fibre broadband installation.
- 20/10.3 Temporary Traffic Regulation Order of Chapel End Way, Mill Road, Church Road, Stambourne Please see <https://one.network/?tm=115889303> to find details of the intended closure of Chapel End Way, Mill Road, Church Road, due to commence on 24th January 2020 for 21 days. The closure is required for the safety of the public and workforce while County Broadband LTD undertakes fibre network installation.

20/10.4 Reference Number: 2642372, Church Lane, Toppesfield, Verge defects - inspection outcome - The location will be regularly monitored through scheduled inspections and we may take action in the future if there has been significant deterioration.

20/11. Planning:

20/11.1 Planning application 17/01863/OUT – a letter received from Mr & Mrs Page regarding this application was discussed along with information received from Braintree District Council and a written response will be sent to Braintree District Council setting out the position of the Parish Council regarding this. Councillor Page left the meeting whilst this was discussed.

20/12. Toppesfield Village Hall

20/12.1 Update from Village Hall Management Committee – Councillor Chinery gave the report, please see Appendix B.

20/13. Playing Fields & The Dick Ruggles Pavilion

20/13.1 Strategy for playing field projects and funding. Councillor Stafford-Baker confirmed he has been in contact with a builder who is willing to inspect the pavilion and advise on what work is required to be carried out and will provide quotes for the works needed. It was suggested a storage area be built at the side of the pavilion – quotes for this will also be sought. Funding will need to be secured and the needs now and in the future need to be assessed. Statements from the cricket club, petanque, football club and the school will be asked for to help in achieving what is required from the facilities. Little Chestnuts and Friends of St Margaret’s will also be consulted from a parent’s point of view. After this work is complete Councillor Stafford-Baker will draw up a scope of works along with a detailed plan of the pavilion.

20/13.2 Positioning of the refurbished park bench and purchasing of a brass plaque for the new bench. Councillor Page confirmed the old bench has been moved and the new bench centred on the concrete. It was proposed the old bench be reinstated to the right of the new bench (as you look at it face on) with an approximate 3-foot gap between the benches. This was agreed and Councillors Page and Stafford-Baker volunteered to lay a new concrete base. It was agreed no plaque was required for the new bench.

20/14. Events

20/14.1 Christmas event 2019 – this event was discussed and ideas for this year’s event are required. This will be revisited in August 2020 to start the necessary planning.

20/15. Communications

The January edition of the newsletter has been printed and ready for distribution.

20/16. Information exchange / Parish Surgery / Items for the next agenda

The next parish surgery will be held on the 1st February 2020 and Councillor Collard will be available for this.

20/17. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 6th February 2020 at 7.30pm at Toppesfield Village Hall.

20/18. Close

The meeting closed at 9.40pm

Signed:

Dated:

Action Summary:

**Councillor Neale to enquire about the repair required to the telephone box door at Gainsford End.
Councillor Rob Stafford-Baker to seek further quotes to repair the village gate on the Great Yeldham Road and its possible re-design.
Councillor Page to enquire if a speed limit sign can be incorporated into the village gate design.**

Appendix A

| Accounts - 9 January 2020 | | £ | £ | | |
|--|--|------------------|-------------------|-------------------|-------------------|
| National Savings Deposit Account: | | | | | |
| Balance as at 1st January 2019 | | <u>£2,625.57</u> | | | |
| Community Account | | | | | |
| Balance as at 31 December 2019 | | | <u>£26,983.62</u> | | |
| Subtotal: | | <u>£2,625.57</u> | | | |
| All previous issued cheques cashed balance should be | | <u>£2,625.57</u> | <u>£25,740.44</u> | | |
| Income Received | | | | | |
| 08.01.20 | Groundworks UK - Neighbourhood Plan Grant | | £8,950.00 | | |
| Payments to be approved: | | | | | |
| Date of invoice | | | Chq No: | | Unrecoverable VAT |
| 16.12.19 | E.on - electricity supply to the Pavilion at Toppesfield Playing Field | | 101911 | £17.52 | £0.00 |
| 10.12.19 | The Green Man - refrestments for the Christmas tree lighting up event | | 101912 | £169.76 | £0.00 |
| 08.01.20 | Paul Clark Printing - January 2020 Newsletter | | 101913 | £180.00 | |
| 31.12.19 | K Berry - December wages | | 101910 | £380.94 | £0.00 |
| | | | | <u>£748.22</u> | |
| Balance | | <u>£2,625.57</u> | | <u>£33,942.22</u> | |
| Last bank statement received up to 31 December 2019 | | | | | |

Appendix B

Toppesfield Village Hall
Report to Parish Council
January 2020

Happy New Year!

Over the Christmas holiday the next part of decoration was completed and we met to discuss 'What Next?' for the year, see below.

I'm gathering estimates, where applicable, for all of these aspects.
We will address them as soon as we can.

What Next?

- Re surface the stage
- Repair men's toilet and decorate
- Improve the main hall ceiling/roof
- Decorate the chair storage room
- Install safer chair storage system
- Repair outside lamp and add another flood light to entrance area
- Further build up one off events, hires and events