



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 7th April 2022 at Toppesfield Village Hall at 7.30pm

22/46. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard – Chair
Councillor Chris Neale – Vice chair
Councillor Amanda Smith
Councillor Andrea Chinery
Councillor Boyd Page
Councillor Kitty Bourlet
Councillor Trisha Roberts

Also, in attendance:

County Councillor Peter Schwier
No members of the public were present
Kaaren Berry – Clerk to the Parish Council

Apologies were received and noted from:
District Councillor Richard van Dulken

22/47. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

22/48. Open Session – *opportunity for members of the Parish to address the Parish Council.*

District Councillor Richard van Dulken sent in a report:

- The Clerk will have received a letter or email from the Operations Department of BDC, asking your Council to nominate any areas for rewilding. This is part of the BDC Climate Change initiative.
- To remind members that the Councillors' Community Grant scheme will continue into 2022/23 but will this coming year be for community groups only, not Parish or Town Councils. There will be a bit of carry over of my allocation to be added to the £1,250 available for 2022/23.
- BDC is working alongside partners, including Essex County Council, to provide support to those arriving under the Homes for Ukraine scheme. BDC will lead on housing checks and the distribution of funds as required. Any residents who would like to offer assistance to Ukrainian refugees in kind are encouraged to support the DEC (Disaster Emergency Committee) Ukraine Appeal.
- I would like to make a comment on the BDC Planning Portal regarding Planning Application 22/00522/FUL (erection of 6 x identical timber holiday lodges) which you are looking at tonight, and if the Clerk would like to send me a note of the PC's view before the deadline on the 8th that would be helpful to me in formulating my submission.
- The new electric Travel on Demand service in south Braintree and down into Chelmsford has been launched – it is known as DigiGo, and will charge at Gridserve. The initial intention is to link the Braintree industrial areas to Braintree and Chelmsford stations and it can be extended further afield.
- Planning enforcement – I have already reported that even though planning enforcement is not a statutory obligation of BDC, it is taken very seriously, so much so that the team will be beefed up during the coming financial year. An indication of how seriously it is taken is the very recent improper development case in Castle Hedingham where a landowner was fined £5,000 and given a 3 month suspended prison sentence. Two enforcement issues in Great Yeldham – including the fishing lakes –

continue to be considered high priority though must of course be dealt with in accordance with the legalities.

County Councillor Peter Schweir reported:

- Stansted Airport is receiving more refugees arriving from Ukraine than Harwich port.
- Councillor Schweir's Annual report has been issued.
- 16500 secondary school places were applied for and 98% of these were given their preferred school. 99% of families applied for these places online.
- Country park carparking charges have increased for the first time in four years and this money will be refenced for improving the parks.
- Over 1000 trees came down and were dealt with during the recent storms.
- The North Eastern by pass at Chelmsford has been improved.

22/49. Minutes of the last Parish Council Meeting

The minutes of the parish council meeting held on 3rd March 2022 were proposed to be accepted by Councillor Page and seconded by Councillor Bourlet. The minutes were agreed and signed as a true record of the meeting.

22/50. Matters Arising not on the agenda – for report only

There were no matters arising.

22/51. Actions from previous meeting:

- 22/51.1 Clerk to send letter to the resident to withdraw access rights from the Park Lane car park. A letter has been sent and an email received asking if the Parish Council would be interested in selling the back part of the carpark. This was discussed and the parish council could be interested in this proposal depending on an agreement. Clerk to write back to the resident.
- 22/51.2 Councillor Collard to contact Savills re the access road. Contact was made but further information has been requested. Councillor Collard to mark out on a provided map what is required along with a written explanation of the project.
- 22/51.3 Councillors Page and Roberts to check the 'restricted turning' sign wording with the residents of Mallows Lane prior to purchase. The wording was agreed, and the sign has been installed.
- 22/51.4 Clerk to write to Dordell Court residents on the Eastlight Housing Association process for reporting damp issues. Letters were delivered to all residents and if there are any further questions regarding this they will need to be directed to Eastlight's residents director.
- 22/51.5 Councillors Page and Bourlet to seek costings for play equipment for younger children and a basketball hoop for Gainsford End playing field. Councillor Page reported that a rocker will cost approximately £2500. A basketball hoop costs approx.. £600 plus installation into a concrete base. Councillor Bourlet will provide quotes for 5 a-side goals/nets for the next meeting. It was agreed a broader plan needs to be looked at for both playing fields.
- 22/51.6 Councillor Chinery to seek costs for commemorative memorabilia for the Jubilee. See agenda item 22/52.3.
- 22/51.7 Clerk to ask Braintree District Council for the loan of the litter pick equipment. This has been booked for the 9th April 2022.

22/52. Internal Practices and management for the Parish Council:

- 22/52.1 Neighbourhood Plan update – it was questioned how much funding is available, however quotes are required for drawing up the policies are required before funding can be applied for. Councillor Collard to liaise with David Oxman re this. One quote for drawing up the policies has been received but further ones are required.
- 22/52.2 Update on plans for the Playing Field - pricing for the improvements to the pavilion have not yet been received. Councillor Collard to follow this up.
- 22/52.3 Jubilee Event update and decision required and costings. Costings were circulated to councillors prior to the meeting. It was agreed to purchase selfie frames costing £30 and these will be moved around the different events. Commemorative seed packs will be purchased by the parish council and distributed via the newsletter for each household to plant. There will be a meeting in the village hall on 30th April for people to log their memorabilia for the display in the Church.

- 22/52.4 Update on proposed village Charity – Councillor Collard reported he is still waiting for an appointment to open a bank account for the charity.
- 22/52.5 Wethersfield Airfield proposed development update – Councillor Roberts reported that WASC now has 12 parish councils involved and other are considering joining. The main work at the moment is being carried out by the technical subcommittee who are looking at details of a potential planning application and associated reports. Braintree District Council have now responded to the MoJ scoping letter.
SWAP is focusing on publicity and fundraising, £16,000 has been raised so far and 7000 leaflets have been distributed through 11 parishes. The Wethersfield Museum is unable to open due to the electricity being cut off and is looking for a new home.
- 22/52.6 Community Litter Pick – this will take place on 9th April, meeting at the village hall at 10am. All equipment is being supplied by Braintree District Council and will be collected on 11th April along with the collected rubbish.
- 22/52.7 March Coffee Morning feedback – the coffee morning went well and another one will be planned for July.
- 22/52.8 ‘Levelling-up in Essex’ – discussion – it was agreed more information is needed before this can be progressed.
- 22/52.9 Gainsford End Playing Field – request made for football goal nets – this was discussed under agenda item 22/51.5

22/53. Correspondence Received:

- 22/53.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting - circulated to all Councillors prior to meeting.
- 22/53.2 Community 360 - June 13th to 17th is Loneliness Awareness Week and Community360 are running a Road Show around villages in the Braintree District. The aim of the Road Show is to engage with as many people as possible who may suffer from isolation & loneliness to point them to agencies and clubs who can help them. Community 360 are looking for participation in publicising their visit and suggesting the ideal place in the village to park where we would attract as many people as possible. Would the parish council like to be involved? The parish council would like to be involved but more information to be gained re publicising etc.
- 22/53.3 EALC - Ride London event – details of the event provided for information. Information on road closures can be found at <https://www.ridelondon.co.uk/road-closures/routes>
- 22/53.4 Request from Pumphouse Community Brewery to store/serve beer from/in the pavilion on 19th June 2022. This was discussed, and the parish council have agreed for Pumphouse to store/serve beer from the pavilion on the 19th June 2022.
- 22/53.5 Essex Police - Are launching their summer project Police our Parish. They are hoping to join together with their partners, Braintree district council, neighbourhood watch, Essex Fire and Rescue etc along with members of the parish council to patrol your village or town. This is an opportunity to highlight community safety concerns in your area and a chance to work together to reduce them.
They are looking for preferred dates and what you believe to be the biggest issues in your community are. This was discussed and the parish council are interested in the running a speeding operation in conjunction with the school if they would like to be involved.
- 22/53.6 Braintree District Council rewilding project - Following on from the successful community bulb and tree planting initiative, the Council is keen to consider other ways in which it can improve sustainability and biodiversity across the Braintree District in support of its commitment to help tackle the issue of climate change and improve our local environment. They are keen to hear if there is any land in your area that is owned and maintained by Braintree District Council that you feel would benefit from re-wilding? This was discussed and unfortunately it was felt there is no area that falls under the criteria for this project.

Late Correspondence:

An update from Little Chestnuts Preschool was received regarding the upcoming circus visit. Volunteers are still required for carparking and litter picking. A request has been made that the Toppesfield playing field grass is not cut in the week leading up to the event – Braintree District Council will be advised of this.

22/54. Financial Accounts:

22/54.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received and approved. See Appendix A for payment details.

22/54.2 Braintree District Council – Grounds Maintenance Service Level Agreement for signing.

22/54.3 Braintree District Council – Street Cleaning Agreement 2022/23 – agreement to be signed.

22/54.3 RoSPA play area inspections due May 2022 – proposal to carry out. It was agreed to carry out inspection at both playing fields.

22/54.4 Pay Review – National Salary Award 2021/2022. It was agreed to increase the Clerk's remuneration and to backdate the increase in line with NALC Guidelines.

22/55. Highways:

22/55.1 Condition of the Salt bin at the bottom of Harrow Hill has been reported to Essex County Council

22/55.2 **Road Traffic Regulation Act 1984 – Section 14(1)** Temporary Traffic Regulation Order of Birdbrook Road, Stambourne. Please see link <https://one.network/?tm=127513752> to find details of the intended closure of Birdbrook Road, due to commence on 4th May 2022 for 3 days. The closure is required for the safety of the public and workforce while Anglian Water undertakes boundary box installation.

22/56. Planning:

Application No:	Description	Address	Action
22/00522/FUL	Erection of 6No. identical timber holiday lodges.	Toppesfield Hall Great Yeldham Road Toppesfield CO9 4LS	Extension for comments granted. Comments to be made to Braintree District council by 8 th April 2022
22/00589/HH	Erection of single storey front extension	20 Church Lane Toppesfield CO9 4DS	Comments to be made to Braintree District Council by 12 th April 2022
22/00732/FUL	Erection of a two-storey medical centre with allocated parking. For more information, please use this link https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R8Y3R/VBF0L400	Land North Of, Osier Way, Sible Hedingham	Comments to be made to Braintree District Council by 15 th April 2022
22/00746/HHPA	Erection of single storey rear extension. Extension will extend beyond rear wall of the original house by 4.5m, with a maximum height of 3.71m and 2.32m to the eaves of the extension.	22 Stambourne Road Toppesfield CO9 4DG	This is for information only and due to the type of application comments are not being sought.
22/00763/HH	Retrospective application for conversion and extension of holiday-accommodation barn to create residential annexe.	Cust Hall Gainsford End Road Toppesfield CO9 4EB	Comments to be made to Braintree District Council by 21 st April 2022

The above applications were discussed:

22/00522/FUL – The parish council are in support of this application and support the benefit of rural tourism and the increase in revenue for local businesses.

22/00589/HH – no objections were raised to this application.

22/00732/FUL – the parish council support this application but would like to see more parking spaces available for staff and visitors.

22/00746/HHPA – this was noted.

22/00763/HH – the parish council support this application.

22/57. Communications:

No items were discussed under this heading.

22/58. Information exchange / Items for the next agenda

Councillor Roberts reported that the BT Essentials package for phone and broadband is available to people in receipt of government money, i.e. pensions or universal credit. Councillor Roberts to research this further and write a piece for the newsletter.

It was questioned if there is a need in the parish to assist the elderly/vulnerable with personal administration, i.e. application forms for benefits. This will be discussed at the next parish council meeting and how it could be delivered confidentially.

Councillor Page resigned from his post as Councillor but is still willing to help with practical tasks. Councillor Collard thanked him for his service and all the extra tasks he has undertaken.

22/59. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 5th May 2022 at 7.30pm at Toppesfield Village Hall

22/60. Close

Councillor Collard closed the meeting at 10.05 pm

Signed:

Dated:

Action Summary:

Clerk to send letter regarding the potential sale of the back strip of the Park Lane car park.

Councillor Collard to mark out on a map what is required along with a written explanation of the project for the access road alongside the village hall car park and email Savills with this information.

Councillor Bourlet to provide quotes for 5 a-side goals/nets for Gainsford End playing field.

Councillor Collard to liaise with David Oxman to progress the Neighbourhood Plan funding/policies.

Councillor Collard to follow up the quote for the improvements to the pavilion.

Councillor Roberts to research BT Home Essential package and write a piece for the newsletter.

Appendix A

Accounts - 7 April 2022			£	
Community Account				
	Balance as at 5 April 2022		£28,486.28	
All previous payments issued balance should be			<u>£28,902.28</u>	
Income Received Included in the balance figure of 05.04.22				
			£0.00	
			<u>£0.00</u>	
Direct Debits / Payments made since last meeting (included in balance figure of 05.04.22)				
01.04.22	EDF Energy - The Pavilaion electricity supply		£6.00	£0.00
31.03.22	SLCC - CiCLA Qualification Fee		£410.00	
			<u>£416.00</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
13.03.22	Toppesfield Village Hall - Coffee Morning	By Bacs	£18.00	£0.00
29.03.22	FunBunz Ltd - Disposable cups	By Bacs	£30.00	£0.00
30.03.22	Koala Events & Promotions - Bouncy Castle for Jubilee Event	By Bacs	£570.00	£0.00
01.04.22	EALC - Affiliation fee to EALC & NALC	By Bacs	£170.83	£0.00
07.03.22	Viking Signs - Restricted turning sign for Mallovs Lane	By Bacs	£71.17	£0.00
01.04.22	K Berry - March wages	By Bacs	£380.94	£0.00
			<u>£1,240.94</u>	
			£27,245.34	