



Toppesfield Parish Council

Minutes of the Parish Council Meeting held on Thursday 12th August 2021 at Toppesfield Village Hall at 7.30pm



21/120. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard – Chair
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:

Councillor Chris Neale – Vice chair
Councillor Andrea Chinery
Councillor Daisy Watson
County Councillor Peter Schwier

21/121. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

21/122. Open Session – opportunity for members of the Parish to address the Parish Council.

District Councillor Richard van Dulken reported:

- He will be attending the Neighbourhood Watch AGM in Gosfield on 24th August 2021 and will relay information back to the parish council.
- Climate Change Strategy - Braintree District Council commits to plant more trees and asked if there are any spaces within the parish to plant them or possibly create a community wood.
- Planning enforcement – The Fishery in Great Yeldham has an enforcement order served on it as the owners should not be living there but this may be appealed.
- Local Plan, part 1 – this has been passed and the results of Part 2 submissions are being waited on.
- Affordable homes – Braintree are on target to deliver 200 homes by March 2022.
- Victoria Square/Manor Street project – this should be finished by December 2021.
- Braintree District Council will be holding a careers fair in September 2021 and is looking to engage all secondary school year 11 pupils.
- Horizon 120 – the infrastructure is all in and two buildings are being erected at present.
- That he has visited the Grid serve site and it has 36 electric charging points.

County Councillor Peter Schwier – had circulated updates to councillors during the previous month and requested that it was noted that Essex County Council launched its £500K Climate Action Fund for communities' and schools, details & application are online. A maximum of £20,000 per project.

Also, a reminder of the Essex County Council (£10K) Cllr Locality Fund for which funds need to be allocated, subject to criteria, to various projects across Heddingham Division by April 4th 2022.

21/123. Minutes of the last Parish Council Meeting

The minutes of the parish council meeting held on 1st July 2021 were discussed and an amendment made to point 21/109.6. The minutes were then agreed and signed as a true record of the meeting.

21/124. Matters Arising not on the agenda – for report only

It was mentioned the loaded commercial vehicle was being left in the carpark again. This will be monitored by the parish council. Clerk to forward previous correspondence regarding this to Councillor Page.

21/125. Actions from previous meeting:

- 21/125.1 Clerk to follow up again with Anglian Water regarding the access road by the village hall – still no response received. Clerk to continue to seek a response.
- 21/125.2 Councillor Mackman to make amendments to the Environmental Policy before circulating it for final comments and consideration – see agenda item 126.2.
- 21/125.3 Clerk to follow up with Braintree District Council regards to a dog waste bin along Church Lane and Harrow Hill. Braintree have agreed to the dog waste bin in Harrow Hill but not to the suggested location of the one in Church Lane. The suggestion was to put on by the wall of the school. The parish council are not in agreement with this and will relay back to the district council.
- 21/125.4 Councillor Page to invite ESPplay to carry out a survey of the playing fields regarding play equipment, obtain their final quote and enquire about cost of shelters. Councillor Page reported the equipment should be installed in November. Shelters or a 'Youth Den' were discussed – Councillor Page to seek prices and Councillor Smith to obtain a quote and drawing for a wooden shelter.
- 21/125.5 Councillors Page and Neale and the clerk to write to Anglian Water and UK Power networks regarding sewerage and power pressures within the parish - no progress has been made at present.
- 21/125.6 Clerk to circulate list of suggested content for the welcome packs to all Councillors. The list was circulated and work will start on the welcome pack.
- 21/125.7 Clerk to enquire about the repositioning of the Stambourne Road road sign. – this has been reported to Braintree District Council and they will assess the location of the sign in view to assess, reposition or replace.

21/126. Internal Practices and management for the Parish Council:

- 21/126.1 Neighbourhood Plan Update and drop-in meeting – Councillor Page reported that 40 people attended the event. Questionnaires were given out and so far, 17 have been returned. The displays were well presented and the comments received were mainly positive. Funding needs to be sought for help with writing the required policies.
- 21/126.2 Discuss the revised Environmental Policy for Toppesfield Parish Council with view to adopt the Policy – the amendments were discussed and agreed. The Environmental Policy was then adopted by the parish council.
- 21/126.3 Discuss the Toppesfield & Gainsford End PC Recycling & Eco-Waste Guide. This was discussed and it was agreed to place this on the parish council website after a couple of amendments and to place an article in the newsletter regarding this.
- 21/126.4 Accreditation – it was agreed to revisit this project. Clerk to follow this up.
- 21/126.5 Discussion regarding the proposed purchase of the Green Man barn and next steps. Feedback from the consultation document has been circulated to all councillors – 12 written responses were received. 6 were against (some of these related to opposition to TCP selling the barn rather than the parish council purchasing it), 3 for the project and 3 were for if some concerns were addressed. The responses and views were discussed. Toppesfield Community Pub Ltd need to consult with their shareholders and once feedback has been received then the parish council will move this forward as appropriate.
- 21/126.6 Update on proposed plans for the Playing Field – Councillor Collard reported that a meeting has been held with representatives from the Cricket Club, Petanque and the Environmental group. Plans would be to extend the pavilion to include toilet facilities and a storage area. Install water supply to the pavilion. A green corridor to be planted with help from Braintree District Council. The petanque court needs to be relocated. Costings and drawings of the project to be supplied to the parish council for consideration.

21/127. Correspondence Received:

- 21/127.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 21/127.2 The Minutes of the virtual meeting of Braintree Local Highways Panel which was held on 24th June 2021 are available to view on the Council's website at link:-
<https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1181/Committee/13/Default.aspx>
The next meeting of the Panel is scheduled for Thursday, 30th September 2021 at 4.00pm.
- 21/127.3 Have your say on the Lower Thames Crossing - Community impacts consultation - open until 23.59 on 8 September 2021 – Find out more at:
[Lower Thames Crossing – Construction Impacts Consultation \(highwaysengland.co.uk\)](https://www.highwaysengland.co.uk/lower-thames-crossing-construction-impacts-consultation)
- 21/127.4 Braintree District Neighbourhood Watch - Annual General Meeting to be held on Tuesday 24th August at the Maurice Rowson Hall Gosfield. Attendance to be registered– please let your parish clerk know by 19th if you wish to attend.
- 21/127.5 Braintree District Council – request for updated emergency plan details – Councillor Page to progress.
- 21/127.6 Stanstead Airport Watch – newsletter received and is available to view on the parish website.

Late Correspondence

CPRE Countryside Voice and Fieldwork Summer publication received.

21/128. Financial Accounts:

- 21/128.1 To receive the Clerk's Report indicating receipts and payments requiring approval -The report was received. Councillor Page proposed this was approved and Councillor Smith seconded this. It was also agreed to reimburse Councillor Page for the printing for the neighbourhood plan event. See Appendix A.
- 21/128.2 New Gainsford End gate signs and new posts for the notice board required. Quote to be received Councillor Page provided a quote of £249.76 plus VAT for the materials for both projects and the labour will be carried out by volunteers.
- 21/128.3 To sign the Annual Return, for the year ending 31 March 2021. The Chairman and Responsible Financial Officer/Clerk to sign:
- Certificate of Exemption 2020/21 stating that the gross income/expenditure did not exceed £25,000.
 - Annual Governance Statement.
 - Accounting Statements.
- The certificate of exemption and statements were signed at the meeting.
- 21/128.4 Consideration to purchase new laptop for the clerk and budget. This was discussed and a budget of £550 was proposed by Councillor Collard and seconded by Councillor Mackman plus the purchase of Microsoft office for the parish council. It was suggested that Black Barn Computers would be able to supply an appropriate laptop. Clerk to progress.

21/129. Highways:

- 21/129.1 Road Traffic Regulation Act 1984 – Section 14(1) - Temporary Traffic Regulation Order of Great Yeldham Road, Toppesfield. Please see <https://one.network/?tm=122549381> for details of the intended closure due to commence on 16th August 2021 for 3 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes carriageway patching.
- 21/129.2 Road Traffic Regulation Act 1984 – Section 14(1) - Temporary Traffic Regulation Order of Birdbrook Road, Stambourne. Please see <https://one.network/?tm=122471142> for details of the intended closure due to commence on 24th August 2021 for 3 days. The closure is required for the safety of the public and workforce while Anglian Water undertakes boundary box installation.
- 21/129.3 Harrow Hill Sign - There are two properties which are not included on the entrance sign to Harrow Hill – could the unlisted properties be added to the sign. It was agreed that the other properties can be added to the signpost.
- 21/129.4 Salt Bin, Harrow Hill - The salt bin at the entrance lane to Harrow Hill needs replacing – this has been reported to Essex County Council, reference number 2734813.
- 21/129.5 Public footpath sign situated further up the Harrow Hill lane is in need of replacing. This will need to be reported to the P3 representative, however it was felt the appearance adds character to the signpost.



21/130. Planning:

Application No:	Description	Address	Action
Ref. No: 21/02374/HH	Proposed single storey rear extension and all associated works.	2 The Street Toppesfield CO9 4DJ	Comments to Braintree District Council by 31 st August 2021

The above application was discussed, and the parish council were in support of this application.

21/131. Communications:

21/131.1 Broadband project update – update was not available.

21/132. Playing Fields & The Dick Ruggles Pavilion:

- 21/132.1 Discuss park play equipment weekly/monthly check – this was discussed and agreed that monthly checks prior to each parish council meeting are to be carried out. Councillor Mackman will check Gainsford End playing field and Councillor Page Toppesfield playing field. Clerk to email checklist templates to Councillor Mackman.
- 21/132.2 Trees in Toppesfield recreation ground need surveying. There are a lot of lower branches that need cutting out and dead wood removing. The trees in the church yard, whose branches overhang the footpath outside the school, also need surveying. The work on the trees in the playing field will be discussed with Braintree District Council and Little Chestnuts Pre-school are talking to the church regarding the overhanging trees as this needs addressing prior to the circus event.

21/133. Information exchange / Items for the next agenda

Clerk is attending an Adult Mental Health Aware course on the 18th August.

Items for the agenda for September –

- Doctor Car Service Review.
- Network 5 – setting up a meeting.
- Consideration of a parish Wellness group/event.
- Surveying residents to ask what they feel the needs of the parish are.

21/134. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 2nd September 2021 at 7.30pm at Toppesfield Village Hall.

21/135. Close

The meeting closed at 9.40pm

Signed: 

Dated: 2 September 2021

Action Summary:

- Clerk to forward previous correspondence regarding the commercial vehicle in the Park Lane car park to Councillor Page.
- Clerk to continue to seek a response from Anglian Water regarding the access road by the village hall.
- Councillor Page to seek prices of a shelter or 'Youth Den' and Councillor Smith to obtain a quote and drawing for a wooden shelter.
- Councillor Page to progress the updated Emergency Plan.

Appendix A

Accounts -12 August 2021			£	
Community Account				
	Balance as at 30 July 2021		£32,146.61	
All previous issued cheques cashed balance should be			<u>£30,416.30</u>	
Income Received Included in the balance figure of 30.07.21				
08.07.21	Braintree District Council - Street Scene Partnership payment		£1,208.39	
19.07.21	HMRC - VAT repayment		£1,730.62	
			<u>£2,939.01</u>	
Direct Debits / Payments made since last meeting				
01.08.21	EDF Energy - The Pavilaion electricity supply		£1.00	£0.00
30.07.21	ESP - Deposit on play equipment		£1,208.70	
			<u>£1,209.70</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
21.06.21	Hedingham School & Sixth Form - Printing	By Bacs	£37.50	£0.00
12.07.21	Community Heartbeat Trust - replcement pads	By Bacs	£55.20	£0.00
04.06.21	B.Page - reimbursment for Play area signs	By Bacs	£9.41	£0.00
02.07.21	P Chinery - Verge Cutting	By Bacs	£600.00	£0.00
09.08.21	Braintree District Council - Refuse vehicle hire	By Bacs	£285.00	£0.00
01.08.21	K Berry - July wages	By Bacs	£380.94	£0.00
			<u>£1,368.05</u>	
			<u>£30,777.56</u>	

CA