



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 1st December 2022 at Toppesfield Village Hall at 7.30pm

22/176. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard
Councillor Trisha Roberts
Councillor Kitty Bourlet

Also, in attendance:

District Councillor Richard van Dulken
No members of the public were present
Kaaren Berry – Clerk

Apologies were received from:

Councillor Chris Neale - Chair
Councillor Amanda Smith
County Councillor Peter Schwier

22/177. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

22/178. Open Session – opportunity for members of the Parish to address the Parish Council.

District Councillor Richard van Dulken reported:

- The Rural Prosperity Fund (for areas of less than 30 thousand people) of approx. £580, 000 is dedicated to two projects. The first is for villages to set up Repair Café's and the second id for small/medium companies for who are using low carbon technology i.e. installing solar panels or electric charging points. Further details of the fund will follow in due course.
- No further news has been received regarding The Sible Hedingham Medical Centre.
- The BDC budget setting review will affect the parish directly as they are proposing to reduce the Street Cleaning fund by 33%. Also 88% of homes have a green bin collection and it is suggested from 2024 there would be a yearly charge of £45 for this service.
- No news regarding the Wethersfield Prison project has been received.

22/179. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 3rd November 2022 were signed as a true record of the meeting.

22/180. Matters Arising not on the agenda – for report only

The Doctors Car Service phone will be passed to Cllr Smith for the next month to monitor.

22/181. Actions from previous meeting:

22/181.1 Cllr Neale to progress repairs to the basketball hoop at Toppesfield playing field – no update as Cllr Neale was not present.

22/181.2 Cllr Neale to arrange the informal strategy working group meeting - no update as Cllr Neale was not present.

- 22/181.3 Cllr Collard to arrange the village groups meeting – this will be revisited in the new year as a suitable date for a meeting could not be reached with the groups.
- 22/181.4 Cllrs Neale and Collard to speak to the GM about their plans for the tree lighting event - 3 December – Update of arrangements was given.
- 22/181.5 Clerk to upload adopted policies to the website –policies have been uploaded to the website.
- 22/181.6 Clerk to arrange a meeting with the village hall and shop committee regarding insurance – a meeting was arranged and held. Insurance issues are being progressed.
- 22/181.7 Cllr Collard to liaise with the previously interested party regarding the potential sale of the back section of the car park in Park Lane. Cllr Collard reported that there has been no progress on this.
- 22/181.8 Clerk to complete the Highway User service survey – this was completed and submitted.
- 22/181.9 Cllr Collard to liaise with those who submitted tenders for the Petanque court project. Councillor Collard has contacted the contractors and S Amerio Contracts Ltd should be able to complete the work by Easter 2023.

22/182. Internal Practices and management for the Parish Council:

- 22/182.1 Neighbourhood Plan update – David Oxnam and Cllr Collard met with Paul Munson. Cllr Collard is re-engaging the members of the Steering group as help is required to progress the plan. Cllr Roberts reported the multi village neighbourhood plan which will include the Wethersfield Airbase is progressing and as a result of this the airbase may need to be removed from the Toppesfield Neighbourhood plan but this will be clarified.
- 22/182.2 Update on plans for the Playing Field – no progress and this item will be removed from the agenda until the petanque court is completed when other projects will be considered.
- 22/182.3 Update on proposed village Charity – Cllr Collard is doing a business plan and rewording some documentation for the Charity Commission.
- 22/182.4 Wethersfield Airfield proposed development – Cllr Roberts reported that as on the WASC meeting on 14 November all goals which has been set in the last 12 months had been met. Minutes from the meetings are available on the parish website.
- 22/182.5 Christmas event – update on progress of event planning – update was given.
- 22/182.6 Insurance of the Village Hall - Cllr Collard reported the insurance of the village hall building is the responsibility of the Parish Council and not the village hall or Toppesfield Stores. The insurance can then be recharged to the village hall and shop. Clerk to progress the insurance of the village hall and put together a brief summary of responsibilities to be signed by the three parties.
- 22/182.7 Park Lane Car Park – see agenda point 22/181.7

22/183. Correspondence Received:

- 22/183.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 22/183.2 Transport East Summit are launching their first Rural Mobility Survey. This survey will reveal a wider picture of the connectivity challenges and opportunities in our region as well as understanding the baseline for transport in rural areas. The survey will run for a period of 6 weeks until **16th December**, One response is required from each Parish. The survey is now live and can be filled out at <https://www.smartsurvey.co.uk/s/TERural> - Clerk to complete on behalf of the parish council.
- 22/183.3 Braintree District Council Open Spaces Action Plan Update 2023. The Open Spaces Action Plan is a key document used by the Local Planning Authority to justify seeking S.106 monitory contributions for Public Open Space improvements across the district. Please advise of any: Changes or errors in the existing information, Existing items to be removed, new items you wish to be included within the 2023 version by 27th January 2023.
- 22/183.4 CPRE, Countryside Voices, Autumn/Winter 2022 edition received.
- 22/183.5 War Memorials Trust – November 2022 Bulletin received.
- 22/183.6 Braintree District Council – Town and Country Planning Act 1990 Appeal under S78 Against Refusal of a householder application: Cust Hall Gainsford End Road: Retrospective application for conversion and extension of holiday-accommodation barn to create residential annexe. Planning Application Ref: 22/00763/HH, Planning Inspectorate Ref: APP/Z1510/W/22/3306392
- 22/183.7 Stansted Airport Watch – latest update – available on the parish council website.

22/184. Financial Accounts

22/184.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received and approved. See Appendix A for details.

22/184.2 Budget 2023/2024 – the draft budget was discussed and comments to be received by the next parish council meeting so the budget can be finalised.

22/185. Highways:

22/185.1 Flooding on Church Lane from the corner near The Green Man public house to the village hall gates has been reported. Reference number 2806140. Essex County Council have investigated and risk-assessed the issue. Their recent inspection of this issue has prioritised it as not as serious as some of the other defects they are aware of, so have recorded it and will consider it when they are planning future works in the area.

22/185.2 For the latest information regarding the White Hart bridge works please see:

[White Hart Bridge, Poole Street, Great Yeldham \(essexhighways.org\)](http://www.essexhighways.org)

22/186. Planning:

22/02928/HH	Demolition of existing single storey outbuilding and replacement with 1.5 storey outbuilding to include guest accommodation	Oak House Robinhood End Toppesfield CO9 4NN	Comments to be made to Braintree District Council by 1 st December 2022
22/03046/FUL	Change of use of 2No. agricultural buildings to storage (B8), including provision of 2No. portacabins to be used as offices.	Toppesfield Hall Great Yeldham Road Toppesfield CO9 4LS	Comments to be made to Braintree District Council by 13 th December 2022

There were no objections raised to planning number 22/02927/HH.

No objections were raised to planning number 22/03046/Ful and the parish council support this application.

22/187. Communications:

No issues were raised or discussed.

22/188. Information exchange / Items for the next agenda

No items were raised.

22/189. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 12th January 2023 at 7.30pm at Toppesfield Village Hall.

22/190. Close

The Chair closed the meeting at 9.05pm

Signed:

Dated:

Action Summary:

- Cllr Neale to progress repairs to the basketball hoop at Toppesfield playing field
- Cllr Neale to arrange the informal strategy working group meeting
- Cllr Collard to arrange the village groups meeting

Appendix A

Accounts -1st December 2022				
			£	
Community Account				
	Balance as at 30 November 2022		£45,977.70	
All previous payments issued balance should be			<u>£45,937.70</u>	
Income Received Included in the balance figure of 30.11.22				
			£0.00	
			£0.00	
			<u>£0.00</u>	
Direct Debits / Payments made since last meeting				
01.12.22	EDF Energy - The Pavilaion electricity supply		£10.00	
			<u>£10.00</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
09.11.22	Paul Clark Printing - Nov/Dec Newsletter	By Bacs	£330.00	£0.00
Nov-22	SLCC - Memebership renewal	By Bacs	£139.00	£0.00
01.12.22	Dusty Millar - Telephone box light repair	By Bacs	£68.00	£0.00
01.12.22	K Berry - November wages	By Bacs	£502.92	£0.00
			<u>£1,039.92</u>	
			£44,887.78	