



Toppesfield Parish Council

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



22/99. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Chris Neale – Chair
Councillor Amanda Smith
Councillor Andrea Chinery
Councillor Kitty Bourlet
Councillor Trisha Roberts

Apologies were received and noted from:
Councillor Alan Collard – Vice Chair

Also, in attendance:

District Councillor Richard van Dulken
County Councillor Peter Schwier
No other members of the public were present
Kaaren Berry – Clerk to the Parish Council

22/100. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

22/101. Open Session – *opportunity for members of the Parish to address the Parish Council.*

County Councillor Peter Schwier reported:

- The E-Scooter trial in Braintree has not worked so well and has ceased loaning E-Scooters organisations. Individuals can now hire them out as part of another trail.
- The replacement of streetlights is ongoing, and the project is on target to save 6500 tonnes of CO2.
- Household waste is at an average of 160 kg per household per year. Essex County Council as looking at their waste polices for improvements.
- 96% of council tax has been collected so far.
- Fibre broadband roll out is continuing with 3700 homes secured and a lot of these are in rural areas.
- £750,000 is budgeted for supporting tourism following the covid pandemic.

District Councillor Richard van Dulken reported:

- He has been appointed to STACC – Stansted Airport Consultative Committee. Issues can be raised at these meetings directly with the airport manager.
- Braintree DC staff attempted to visit the Materials Recovery Facility (MRF) in Suffolk. This is where the recycling collections go to. Due to unforeseen circumstances this visit had to be aborted and rescheduled. Councillor Neale requested that any publicity materials regarding the recycling of waste be forward to the Clerk for advertising on the Face book, website pages and in the parish newsletter.
- The Local Plan Part 2 has been signed off.
- The Enterprise Centre at the Horizon 120 site is now open for business, people have already either signed up or expressed interest. There are still spaces available.
- Hunnables Estate in Great Yeldham is being tidied up and there is a possibility that start up units will be available.

22/102. Minutes of the last Parish Council Meeting

The minutes of the parish council meeting held on 9th June 2022 were accepted. The minutes were agreed and signed as a true record of the meeting.

22/103. Matters Arising not on the agenda – for report only

Information has been received to say that vehicles are parking on the hatchings next to the Pumphouse. Whilst it is accepted people do park there for short periods of time others are parking for longer periods and overnight. A post will be placed on the Facebook page to remind people not to park there and if this does not solve the problem Highways will be contacted.

22/104. Actions from previous meeting:

22/104.1 Clerk to arrange a meeting with Margaret Dyson regarding the Doctor Car Service phone and procedures. The doctor car service phone and information has been handed back to the clerk. A rota system has been put in place with the councillors to monitor the phone until a volunteer can be found. An article was placed in the Newsletter asking for volunteers to both man the phone and for drivers.

Councillor Roberts will man the phone for July, Councillor Chinery for August, Councillor Neale for September, Councillor Bourlet for October and Councillor Collard for November.

22/104.2 Councillor Bourlet to provide quotes for 5 a-side goals/nets for Gainsford End playing field - hold over to next meeting.

22/104.3 Councillor Collard to follow up the quote for the improvements to the pavilion. An estimate has been received from Steve Amerio. The cost of connecting water to pavilion is not included in the quote. Cost will depend on location of nearest water source in school. Councillor Collard to speak to the school caretaker re this.

22/104.4 Councillor Roberts to liaise with David Oxman re the possibility of a joint Neighbourhood plan with other parishes to include the proposed Wethersfield Prison development. A meeting is hoped to be held later in July with other parishes regarding this. Part of the airbase falls within the parish however, does not at present show as part of the Neighbourhood plan.

22/104.5 Councillor Collard to draft a thank you to all those who helped organise the platinum Jubilee events. This has been carried out and thank you letters issued.

22/104.6 Councillors Neale and Collard to seek storage facilities for salt – this has not been carried out.

22/104.7 All Councillors & Clerk to assess the condition of salt which is already being stored for use. This was discussed and it was felt that the parish is holding enough salt for this winter.

22/104.8 Councillor Neale to progress the setting up of a mobile phone contract for the parish council phone number. Councillor Neale is progressing this.

22/104.9 Clerk to circulate the RoSPA inspection reports – the reports were circulated prior to the meeting.

22/104.10 Councillor Neale to look at replacement backboard for the basketball hoop. Councillor Neale is looking at the best way to replace this with the help of Boyd Page.

22/105. Internal Practices and management for the Parish Council:

22/105.1 Feedback from Levelling up Launch – Councillors from Parish, District and County Councils attended as well as our MP. A summary of the Levelling-up objectives from the lead County Councillor is in appendix A.

22/105.2 Neighbourhood Plan update - An application is about to be submitted for funding to retain a consultant to write the policies. This will cost about £8,000 including things such as printing costs, which could be quite substantial. Councillor Collard and David Oxnam had a good meeting with the housing support officer from RCCE who advised that at this stage we need not identify specific areas for possible housing but simply say that we envisage any building being on rural exception sites.

22/105.3 Update on plans for the Playing Field – see 22/104.3. It was mentioned that Gainsford End playing field also needs to be included in this project.

22/105.4 Update on proposed village Charity – no progress to report on this project.

22/105.5 Wethersfield Airfield proposed development update – Councillor Roberts reported the open session on the 3rd July was well attended and the presentation will be made available on the parish website and Facebook page. The MOJ/DOI are now allowing WASC onto the airbase to carry out surveys and measurements.

There will also be a link placed on the website for template letters people may wish to use.

- 22/105.6 RoSPA Inspection reports received and circulated. Action points to be discussed. The swing at Gainsford End needs cleaning – Councillor Roberts will do this. The repair of the basketball hoop is in hand and the woodland area has nettles in it as it has intentionally been left to go wild.
- 22/105.7 Village Coffee Morning – date to be arranged – the date for the next coffee morning has been set for the 24th September 2022 from 10am – 12pm.

22/106. Correspondence Received:

- 22/106.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 22/106.2 Essex County Council Salt Bag Partnership Scheme for Winter 2022/23 has been launched, closing date is the 25th July 2022 – it was agreed not to take part in the scheme this year due to stock levels in the parish already.
- 22/106.3 Park Lane Car Park – offer price received to purchase all or part of Park Lane Car Park. This was discussed and it was agreed to go back to the resident with a value.
- 22/106.4 Toppesfield Village Hall Committee – UK Power Network are commencing work on 27 July 2022 at Toppesfield Village Hall to install a new cable from the main pole to the village hall. Power will be off on the 29th July whilst the existing meter is relocated.
- 22/106.5 St Margaret’s School – request to consider erecting a fence along the outside of their boundary wall to comply with a recent safeguarding audit. This was discussed and the parish council are happy to work with the school on this but do not want the new fence to be erected on the parish boundary side of the wall.
- 22/106.6 Stanstead Airport Watch latest newsletter received – this has been uploaded to the website.

Additional Correspondence:

Request to consider selling Gainsford End recreation ground for a potential Music, Recording Studio, Radio Station, Dance and Acting building. This was considered but it was agreed the land is of value as a recreation ground and the parish council do not own it so cannot sell it.

22/107. Financial Accounts:

- 22/107.1 Proposal to purchase Storage boxes for Christmas trees and decorations – this was agreed, clerk to progress.
- 22/107.2 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received and approved. All other payments on the schedule were approved. See Appendix B for details.

22/108. Highways:

Nothing was discussed under Highways.

22/109. Planning:

No planning applications were received to discuss.

22/110. Communications:

No reports regarding communications were received.

22/111. Information exchange / Items for the next agenda

No information was exchange and no items were raised at this time for the next agenda.

22/112. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 4th August 2022 at 7.30pm at Toppesfield Village Hall

22/113. Close

Councillor Neale closed the meeting at 9.26 pm

Signed:

Dated:

Action Summary:

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

Councillor Collard to follow up on the possibility of getting a water supply to the pavilion.

Councillor Neale - progress the setting up of a mobile phone contract for the parish council phone number.

Councillor Neale update on replacement backboard for the basketball hoop.

Appendix A

Subject: Braintree Levelling Up Launch - 10th June

Dear all

Many thanks for attending the Levelling Up Launch in Braintree on the 10th June - it was really great to see so many partners and colleagues. At the event, I set out some key announcements of planned activity in rural Braintree – so I just wanted to follow up on these. As mentioned in my speech, this is just the beginning, and we are keen to work and engage with partners on further progressing the levelling up agenda.

Key Announcements

- **Community Engagement Exercise** – This exercise is an essential piece of information gathering to understand the perspective and experiences from unheard groups in rural areas. There is a need to explore views and experiences from partners, local residents and organisations to help identify challenges and opportunities to inform and shape interventions that can make a difference to the lives of those living in Rural Braintree. We're finalising the details around what this could look like and will be in touch over the Summer with more information about how the engagement is moving forward, and how partners and residents can feed into it.
- **To support the above we have ringfenced £200,000 of funding to support activity in rural Braintree.**
- **Digital Strategy in Essex** – We have now launched our Digital Strategy. There are three really significant elements for Braintree:
 - o Gigabit-capable services across Essex are expected at more than 85% of premises by 2025 which will be supported by government intervention
 - o We will develop a funding scheme to bring gigabit-capable broadband to the most at need premises, those left behind without even a basic superfast connection.
 - o We are working with our partners Gigaclear to bring free gigabit connectivity to more parish and village halls in Braintree
- **Skills programme** – later this year we will launch a 12-month pilot programme that will work with the village schools and libraries to run Family Learning provision for parents, carers and other members of the community. Provision would include maths, English and digital programmes.
- **Tackling social isolation** - £25,000 funding to support the work of United in Kind Coaches in Braintree to specifically tackle social isolation. United in Kind coaches play an important role in tackling social isolation by enabling, encouraging and recognising acts of kindness, often working with local groups, individuals and organisations; and they help local initiatives and events to get off the ground
- **Literacy area** – is now open in Sible Hedingham Library. Learning to read with confidence is a key enabler of lifelong learning and literacy a provide the right environment and resources to help people learn to read with confidence in their local libraries.

I also briefly mentioned some of the funds available to communities. Please review the below and apply if you have a project or idea that meets the criteria:

Community Initiative Fund and Micro Grant Community Fund-
<https://www.essex.gov.uk/news/apply-to-gbp350-000-community-initiatives-fund>

Community Challenge Fund - <https://www.essexfuture.org.uk/community-fund/>

If you have an idea for a project that you would like to see delivered in your community, but it does not fit into the criteria specified for the funding pots above, please contact your local County Councillor, each of which who have access to their own £10,000 Locality Fund pot. They might be able to allocate funds to support your project.

I will follow up with more information on the community engagement exercise, but for now if you have any questions about our Levelling Up Programme please contact Avjeet.Grewal@essex.gov.uk

Kind regards
 Cllr Louise McKinlay

Appendix B

Accounts - 7th July 2022				
			£	
Community Account				
	Balance as at 5 July 2022		£32,781.31	
	All previous payments issued balance should be		<u>£31,542.67</u>	
	Income Received Included in the balance figure of 05.07.22			
04.07.22	Braintree District Council - Street Cleaning Scheme		£1,244.64	
			<u>£1,244.64</u>	
	Direct Debits / Payments made since last meeting (included in balance figure of 05.07.22)			
01.07.22	EDF Energy - The Pavilaion electricity supply		£6.00	£0.00
			<u>£6.00</u>	
				Unrecoverable VAT
Payments to be approved:				
Date of invoice		Chq No:		
07.06.22	Paul Chinery - Verge Cutting	By Bacs	£660.00	£0.00
07.06.22	Braintree District Council - Grounds Maintenance 2022/23	By Bacs	£1,260.00	£0.00
22.06.22	Saffron Accounting Service - Annual Accounts & Internal Audit up to 31.03.22	By Bacs	£150.00	£0.00
23.06.22	RCCE - Membership renewal 01.07.22 - 30.06.23	By Bacs	£52.80	£0.00
Various	Toppesfield Village Hall Committee - Jubilee Big Lunch	By Bacs	£631.30	£0.00
05.07.22	Paul Clark Printing - Newsletter	By Bacs	£260.00	
01.07.22	K Berry - June wages	By Bacs	£502.92	£0.00
			<u>£3,517.02</u>	
			£29,264.29	