



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 9<sup>th</sup> June 2022 at Toppesfield Village Hall at 7.30pm

### **22/84. Attendance and Apologies for Absence:**

#### **The following Councillors were in attendance:**

Councillor Chris Neale – Chair  
Councillor Alan Collard – Vice Chair  
Councillor Kitty Bourlet

#### Apologies were received and noted from:

Councillor Amanda Smith  
Councillor Andrea Chinery  
Councillor Trisha Roberts

#### Also, in attendance:

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

### **22/85. Declaration of Members' interests in agenda items:**

No declarations of Members interests were made.

### **22/86. Open Session** – opportunity for members of the Parish to address the Parish Council.

Councillor Richard van Dulken reported:

- Essex County Council are holding a levelling up launch on the 10<sup>th</sup> June 2022 at Sible Hedingham Village Hall.
- A consultation will be held regarding the Planning Community Members Forum for larger planning applications.
- Hedingham Medical Centre is due to open late summer 2023
- Braintree District Council and Essex County Council have agreed to maintain a single full width cut of rural verges across the Braintree District for the next 3 years.
- Cost of Living Crisis – information can be found on Braintree District Councils website regarding available benefits and advice.
- The Councillor Community Gant fund is still open for applications.

### **22/87. Minutes of the last Parish Council Meeting**

The minutes of the Annual parish council meeting held on 5<sup>th</sup> May 2022 were accepted. The minutes were agreed and signed as a true record of the meeting.

### **22/88. Matters Arising not on the agenda – for report only**

Councillor Neale asked if he could look at the pavilion and check the electrical sockets in the pavilion ahead of the Circus event and see if any potential improvements need to be made. This was agreed by those present.

### **22/89. Actions from previous meeting:**

22/89.1 Clerk to liaise with Margaret Dyson regarding the Doctor Car Service phone and procedures. Clerk has spoken with Margaret Dyson and date for a meeting to be arranged.

22/89.2 Councillors Roberts and Smith to assess the scale of the issue of Ivy growing over wall between the school and the pavilion and report back to the parish council. Councillor Roberts and Smith assessed the issue and reported that there are pallets and a sink dumped between the pavilion and the fence and the ivy hasn't been cut in a long time. The ivy is thick, and birds are nesting in it. Councillor Smith

has arranged for Dave Ruggles to cut it all back in late July when the birds will have fledged. Hopefully the school will understand and appreciate that we cannot cut it all down before then.

Ongoing, this needs to be cut as part of the rec regular maintenance. This work could be carried out as part of the pavilion project.

- 22/89.3 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 Collard that this has been sent and is waiting a response.
- 22/89.4 Councillor Bourlet to provide quotes for 5 a-side goals/nets for Gainsford End playing field. No information was available – hold over to next meeting.
- 22/89.5 Councillor Collard to follow up the quote for the improvements to the pavilion. This has still not been received. Councillor Collard to follow up again.
- 22/89.6 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. No information was available – hold over to next meeting.

#### **22/90. Internal Practices and management for the Parish Council:**

- 22/90.1 Neighbourhood Plan update. Councillor Collard reported that a meeting was held with the a representative from the RCCE and two areas are being progressed. Firstly, a grant application can be made for help with the writing of the required policies for which Councillor Collard is progressing. Secondly, the Housing Needs Survey shows a requirement for some smaller housing and rural exception sites may need to be considered.
- 22/90.2 Update on plans for the Playing Field – ballpark quotes are still to be received for improvements to the pavilion and petanque courts.
- 22/90.3 Jubilee Event – feedback on the events was good and each event was well attended. Councillor Collard to draft a thank you to all those who helped organise the events.
- 22/90.4 Update on proposed village Charity – Councillor Collard is now looking to set up a bank account with another provider due to the lack of response from the first choice of bank.
- 22/90.5 Wethersfield Airfield proposed development update – no update was available.
- 22/90.6 Village Archives – the clerk reported apart the WI no responses were received regarding any items to be stored in a village archive.

The RoSPA inspection reports have been received – Clerk to circulate these and Councillor Neale to look at replacement backboard for the basketball hoop.

#### **22/91. Correspondence Received:**

- 22/91.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 22/91.2 Essex County Council Salt Bag Partnership Scheme for Winter 2022/23 has been launched, closing date is the 25<sup>th</sup> July 2022 – to be held over to next meeting so stock levels and conditions can be assessed and to source storage of further salt supplies
- 22/91.3 Braintree District Council – Filling the casual vacancy. Toppesfield can now co-opt to fill the vacancy.
- 22/91.4 Essex County Council – Energy & Low Carbon Programme Environment & Climate Action are holding webinar on June 16<sup>th</sup> focussing on the opportunities for Parishes to engage with Community Energy projects and the role of Community Land Trusts in meeting local housing needs. Information on joining can be gained from the parish clerk.

#### **Late Correspondence:**

Rights of Way – 7 Park Lane. Correspondence was read out and be discussed at the next parish council meeting when all councillors will hopefully be present.

#### **22/92. Financial Accounts:**

- 22/92.1 Proposal to take on a mobile phone contract and details of pricing plan. Councillor Neale reported that he has found a phone contract for £6.00 per month. This was agreed and Councillor Neale to progress.
- 22/92.2 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received.  
The payment to Val Moody for the commemorative Oak tree for the Platinum Jubilee was discussed and approved. All other payments on the schedule were approved. See Appendix A for details.

22/92.3 Accounts for year 2021/22.

To approve the accounts and sign the Annual Return, for the year ending 31 March 2022.

The Chairman and Responsible Financial Officer/Clerk to sign:

- Certificate of Exemption 2021/22 stating that the gross income/expenditure did not exceed £25,000.
- Annual Governance Statement.
- Accounting Statements.

The accounts for year ending 31 March 2022 were approved and the accounting statements signed. Councillor Neale signed the Annual Return.

**22/93. Highways:**

22/93.1 Great Yeldham Road carriageway defect number 3623363 –information from Essex County Council Website shows the defect is to be considered for repair as part of the planned maintenance programme.

**22/94. Planning:**

<b>Application No:</b>	<b>Description</b>	<b>Address</b>	<b>Action</b>
22/01156/FUL	<u>Installation of photovoltaic panels.</u>	22 Park Lane, Toppesfield, CO9 4DQ	Comments to be made to Braintree District Council by 13 <sup>th</sup> June 2022
22/01313/FUL	<u>Retention of 2No. holiday lodges.</u>	Toppesfield Hall Great Yeldham Road Toppesfield CO9 4LS	Comments to be made to Braintree District Council by 22 <sup>nd</sup> June 2022

The above applications were discussed:

22/01156/FUL – no objections were raised to this application.

22/01313/FUL – the parish council are strongly in support of this application.

**22/95. Communications:**

No update from Openreach has been received.

**22/96. Information exchange / Items for the next agenda**

It was suggested that another informal strategy working group is held. It was further suggested a village group meeting is also held. Councillor Neale will progress this and arrange meetings.

**22/97. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 9<sup>th</sup> June 2022 at 7.30pm at Toppesfield Village Hall

**22/98. Close**

Councillor Neale closed the meeting at 9.00 pm

Signed:

Dated:

## Action Summary:

Clerk to arrange a meeting with Margaret Dyson regarding the Doctor Car Service phone and procedures.

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

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

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.

Councillor Collard to draft a thank you to all those who helped organise the platinum Jubilee events.

Councillors Neale and Collard to seek storage facilities for salt.

All Councillors & Clerk to assess the condition of salt which is already being stored for use.

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

Clerk to circulate the RoSPA inspection reports.

Councillor Neale to look at replacement backboard for the basketball hoop.

## Appendix A

Accounts - 9th June 2022				
			£	
Community Account				
	Balance as at 7 June 2022		£33,476.27	
	All previous payments issued balance should be		<u>£33,372.27</u>	
Income Received Included in the balance figure of 07.06.22				
09.05.22	Braintree District Council - Grant for coffee mornings		£100.00	
27.05.22	Newsletter Advertising		£10.00	
			<u>£110.00</u>	
Direct Debits / Payments made since last meeting (included in balance figure of 07.06.22)				
01.06.22	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:		
01.06.22	J Stafford-Baker - Flowers for Jubilee Celebrations	By Cheq	£70.00	£0.00
10.05.22	V Moody - English Oak to Mark the Jubilee	By Cheq	£242.00	£0.00
01.06.22	Playsafety - RoSPA Annual Inspections of playing fields	By Bacs	£184.80	£0.00
28.05.22	Zurich - Insurance Renewal	By Bacs	£933.88	£0.00
01.06.22	K Berry - May wages	By Bacs	£502.92	£0.00
			<u>£1,933.60</u>	
			£31,542.67	