



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 3rd March 2022 at Toppesfield Village Hall at 7.30pm

22/31. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard – Chair
Councillor Amanda Smith
Councillor Boyd Page
Councillor Trisha Roberts
Councillor Kitty Bourlet

Also, in attendance:

District Councillor Richard van Dulken
1 member of the public
Kaaren Berry – Clerk to the Parish Council

Apologies were received and noted from:

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

22/32. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

22/33. Open Session – opportunity for members of the Parish to address the Parish Council.

District Councillor Richard van Dulken reported:

- The Constituency Boundary Review is available for comment on until the 4th April 2022. Comments can be made by individuals as well as councils. For more information and to make comment please see [BCE Consultation Portal \(bcereviews.org.uk\)](http://bcereviews.org.uk)
- Men's Sheds – Great Yeldham working on finalising a venue and structure for the project – a public consultation is being held to discuss the project on 23rd March from 1.30pm – 3.3pm in The Reading Room in Great Yeldham.
- Braintree District Council have offered native tree whips and bulbs to Parish and Town Councils, local community/voluntary groups, schools, colleges and charities. The scheme had a total of 115 applicants from 26 Parish & Town Councils, 32 Schools & Nurseries and 57 Community Groups. Together they planted 4,850 trees and 41,600 bulbs within their local areas by March 2022, to encourage biodiversity and pollinators. BDC have planted more on council owned land, bringing the overall number of trees and bulbs planted to 18,700 native trees and 73,000 bulbs across the district.
- Waste collections – Braintree District Council have ranked third best having only missed 6.7 in 1000 collections.
- The district council's budget for 2022/2023 was agreed at their last meeting. Their part of the council tax bill is increasing by 2.68% which equates to 10p per week increase for a band D property.
- The council tax surplus contributions which have been given out to town & parish councils in previous years will not be continuing into the new financial year.
- Planning enforcement is being strengthened and more staff are being recruited.

- The latest planning application for the Fishing Lakes in Great Yeldham is still being considered at appeal.
- Ukraine – a list of collection points for donations is being put together by Braintree District Council and these will be advertised.
- Community Councillor Grants are still open for applications. Next year these will not be available to parish councils but organisations can still apply.

22/34. Minutes of the last Parish Council Meeting

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

22/35. Matters Arising not on the agenda – for report only

There were no matters arising.

22/36. Actions from previous meeting:

- 22/36.1 Councillors Neale and Collard along with the clerk to write to the resident to withdraw access rights from the Park Lane car park. A response has been drafted and clerk to send.
- 22/36.2 Clerk to continue to follow up with Anglian Water re the access road alongside the Village Hall. A response has been received and further information has been requested. Councillor Collard to contact Savills.
- 22/36.3 Councillor Roberts to write an article for the next parish newsletter regarding historical information, cataloguing and storage of the information and items. This has been written and will appear in the newsletter.
- 22/36.4 Clerk to request the trial of the accounts package Easy PC accounts – trial session has been held via a Zoom meeting.
- 22/36.5 Clerk to contact local councils to find out who they use as auditors and the EALC for a list of auditors. Information has been received – quotes to be gained for audit to be carried out.
- 22/36.6 Councillor Page to obtain quotes for road sign for Mallows Lane. Councillor Page confirmed an aluminium sign to say 'restricted turning' would cost £71.17. It was agreed to purchase this if the residents of Mallows Lane are happy with the wording and size. Councillors Page and Roberts to follow this up.
- 22/36.7 Clerk to write to Eastlight Housing Association regarding the damp at Dordell Court. Contact was made with Eastlight and information gained as to processes the residents need to follow. This has been given to two residents. Clerk to write to all residents with the process of reporting damp issues to Eastlight.

22/37. Internal Practices and management for the Parish Council:

- 22/37.1 Co-option of 7th Councillor – Councillor Smith proposed Kitty Bourlet was co-opted onto Toppesfield Parish Council and Councillor Page seconded this. Kitty Bourlet accepted the office as Councillor.
- 22/37.2 Neighbourhood Plan update- quotes for writing the policies are still being sought.
- 22/37.3 Update on plans for the Playing Field – Councillor Collard is meeting with a builder to discuss potential improvements to the pavilion. Councillor Page reported the ditch at the bottom left-hand side of the playing field has been dug out. Councillor Roberts has a check list for inspections of the Gainsford End play area equipment. Councillor Roberts reported she has received a request for equipment for younger children and a basketball hoop to be installed at the Gainsford End playing field. Costs for these to be sought by Councillors Page and Bourlet.
- 22/37.4 Jubilee Event update and decision required to purchase commemorative memorabilia – it was agreed in principle to purchase commemorative memorabilia such as coins or mug depending on cost. Councillor Chinery to seek costs.
- 22/37.5 Update on proposed village Charity – Councillor Collard confirmed the documentation has been completed and trustees confirmed. A bank account needs to be set up before the documentation is submitted to the Charity Commission.
- 22/37.6 Wethersfield Airfield proposed development & further responses from the Wethersfield Airbase prison proposal survey received Wethersfield Airbase Scrutiny Committee (WASC) and Stop Wethersfield Airfield prison (SWAP) are holding regular meetings. An update has been produced in this months parish newsletter. There is an evening of the History of Wethersfield Airbase being held at

Toppesfield Village Hall on 25th March 2022 from 7pm – 11pm.

32 responses were received from the Wethersfield Airbase prison proposal survey and most are opposed to the proposal.

- 22/37.7 Community Litter Pick – It was agreed to book this for the 9th April 2022 if equipment can be borrowed from Braintree District Council (BDC). Clerk to ask BDC for equipment and advertise the litter pick.
- 22/37.8 March Coffee Morning – the village hall has been booked for the 26th March from 10am – 12pm. posters and Facebook post to be issued.
- 22/37.9 Proposed change of date for the June Parish Council Meeting – it was agreed to change the June meeting to 9th June 2022 as the original date fell on the planned Jubilee Celebration evening.
- 22/37.10 ‘Levelling-up in Essex’ discussion. This will be discussed at the next meeting to give Councillors the opportunity to read the notes from the strategy meeting and formulate further suggestions.

22/38. Correspondence Received:

- 22/38.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 22/38.2 Dog’s Trust - Are offering talks to local community group, either in person or online over Zoom. The talks can be tailored to suit the group’s needs and interests, but they primarily focus on the back ground of the charity, the different elements of our work, the local rehoming centre and how our work has been impacted by the pandemic. They also provide a Canine Care Card Service - to give dog-owners peace of mind, knowing that their dog’s future is safe with us, should something happen to them. There is more information about this service on our website:
www.dogstrust.org.uk/help-advice/dog-care/canine-care-card
- 22/38.3 Essex County Council - Essex Minerals Local Plan Review Policy S6 engagement and Call for Sites exercise from 11th February – 25th March 2022. Full details of the Policy S6 engagement and Call for Sites exercise, including why we are holding both, engagement documents and how to respond can be found on the Essex County Council website at www.essex.gov.uk/minerals-review
- 22/38.4 Essex County Council – Bus Network review public survey - As part of a Countywide review of the Essex bus network. ECC would like to get views on how the local bus network could be improved. Details and links have been placed on the Website. Residents are urged to respond whether they use the bus or not.
- 22/38.5 Braintree District Council - Anti-Litter Signs trial – suggestions for location of signs to be received by 9th March 2022.
- 22/38.6 Braintree Local Highways Panel minutes from the meeting held on 27th January 2022 are available to view on the Council’s website at the following link:-
<https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1199/Committee/13/Default.aspx>

22/39. Financial Accounts:

- 22/39.1 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. See Appendix A.
- 22/39.2 Grounds Maintenance Service Level Agreement April 2022 – March 2023, renewal costs received. This was discussed and Councillor Page proposed this was accepted and Councillor Collard seconded this. Clerk to complete the acceptance for the Grounds Maintenance Service Level Agreement April 2022/2023
- 22/39.3 Quote received from Scribe accounting – this was discussed and it was agreed not to pursue the accounting package with Scribe.

22/40. Highways:

- 22/40.1 Road Traffic Regulation Act 1984 - Section 14(1) - Temporary Traffic Regulation Order of Gainsford End, Gainsford End Road, Toppesfield. Please see the following link
<https://one.network/?tm=125226818> to find details of the intended closure of Gainsford End, Gainsford End Road, due to commence on 9th March 2022 for 1 day. The closure is required for the safety of the public and workforce while Openreach undertakes underground plant transfer.
- 20/40.2 Road Traffic Regulation Act 1984 - Section 14(1) - Temporary Traffic Regulation Order of School Road, Little Yeldham. Please see the following link <https://one.network/?tm=126935927> to find details of the intended closure of School Road, due to commence on 11th March 2022 for 6

hours. The closure is required for the safety of the public and workforce while Openreach under takes pole testing.

22/41. Planning:

Application No:	Description	Address	Action
Ref. No: 19/01068/LBC	Installation of solar panels on the south facing roof of the tiled garage (previously stable block).	Brook House Robinhood End, Toppesfield CO9 4NN	Application Permitted

22/42. Communications:

No items were discussed under this heading.

22/43. Information exchange / Items for the next agenda

Councillor Roberts suggested that there may be some residents having problems with topping up their electric or getting their pension as a result of the lack of Post Office services in Toppesfield following the sudden death of the Post Mistress. Ideas are needed on how to help these residents i.e. could the Doctor Car Service be used or a community bus service. A community bus could also be used by the school and organised shopping trips. A mobile Post Office service is being looked into to serve the village.

22/44. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 7th April 2022 at 7.30pm at Toppesfield Village Hall.

22/45. Close

Councillor Neale closed the meeting at 9.45pm

Signed:

Dated:

Action Summary:

Clerk to send letter to the resident to withdraw access rights from the Park Lane car park.

Councillor Collard to contact Savills re the access road.

Councillors Page and Roberts to check the 'restricted turning' sign wording with the residents of Mallows Lane prior to purchase.

Clerk to write to Dordell Court residents on the Eastlight Housing Association process for reporting damp issues.

Councillors Page and Bourlet to seek costings for play equipment for younger children and a basketball hoop for Gainsford End playing field.

Councillor Chinery to seek costs for commemorative memorabilia for the Jubilee.

Clerk to ask Braintree District Council for the loan of the litter pick equipment.

Appendix A

Accounts - 3 March 2022				
			£	
Community Account				
	Balance as at 2 March 2022		£30,243.22	
	All previous payments issued balance should be		<u>£30,239.22</u>	
Income Received	Included in the balance figure of 02.03.22			
28.02.22	Advert for newsletter		£10.00	
			<u>£10.00</u>	
Direct Debits	/ Payments made since last meeting (included in balance figure of 12.01.22)			
01.03.22	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:		
29.09.21	Essex Association of Local Council - Climate Crisis Course	By Bacs	£126.00	£0.00
16.02.22	Essex Association of Local Council - Introduction to Planning	By Bacs	£84.00	£0.00
03.03.22	Paul Clark Printing - Newsletter March/April	By Bacs	£250.00	£0.00
	Wethersfield Parish Council - Multi Parish Group fund - re Wethersfield Prison Proposal	By Bacs	£500.00	£0.00
01.02.22	K Berry - February wages	By Bacs	£380.94	£0.00
			<u>£1,340.94</u>	
			£28,902.28	