



# Toppesfield Parish Council



## Minutes of the Annual Parish Council Meeting held on Thursday 5<sup>th</sup> May 2022 at Toppesfield Village Hall at 7.30pm

### **22/68. Election of Chair and Vice-Chair for 2022 -2023**

Councillor Chris Neale was elected as Chair for 2022-2023 and he accepted the position for the coming year. Councillor Alan Collard was elected as vice-chair for 2022-2023 and he accepted the position.

### **22/69. Attendance and Apologies for Absence:**

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

Councillor Alan Collard – Chair  
Councillor Chris Neale – Vice chair  
Councillor Amanda Smith  
Councillor Andrea Chinery  
Councillor Trisha Roberts

Also, in attendance:

No members of the public were present  
Kaaren Berry – Clerk to the Parish Council

Apologies were received and noted from:

County Councillor Peter Schwier  
Councillor Kitty Bourlet

### **22/70. Declaration of Members' interests in agenda items:**

No declarations of Members interests were made.

### **22/71. Open Session – opportunity for members of the Parish to address the Parish Council.**

No members of the public were present.

### **22/72. Minutes of the last Parish Council Meeting**

The minutes of the parish council meeting held on 7<sup>th</sup> April 2022 were accepted. The minutes were agreed and signed as a true record of the meeting.

### **22/73. Matters Arising not on the agenda – for report only**

The Clerk confirmed that the parish council were successful with the application made in March 2022 to the Councillors Community Grant for £100 towards the costs of the village coffee mornings.

The clerk reported that new volunteers are needed to hold the phone for the doctors car service and monitor calls. More information is required as to what is involved – clerk to follow this up with Margaret Dyson who heads the team of volunteers.

A report has been received to say that Ivy is growing over the wall between the pavilion and into the reception class play area. Councillors Roberts and Smith to assess the problem and report back to the parish council.

### **22/73. Actions from previous meeting:**

22/74.1 Clerk to send letter regarding the potential sale of the back strip of the Park Lane car park.  
Correspondence has been sent and the resident will respond in time for the June Parish Council meeting.

- 22/74.2 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. No progress, this will be held over to the June meeting.
- 22/74.3 Councillor Bourlet to provide quotes for 5 a-side goals/nets for Gainsford End playing field. No information available, hold over until the next meeting.
- 22/74.4 Councillor Collard to liaise with David Oxman to progress the Neighbourhood Plan funding/policies. A meeting with the RCCE is scheduled for the 11 May 2022 to progress this.
- 22/74.5 Councillor Collard to follow up the quote for the improvements to the pavilion. Quotes have not been forthcoming for this project. Councillor Collard to follow this up.
- 22/74.6 Councillor Roberts to research BT Home Essential package and write a piece for the newsletter. Research was completed and an article has been placed in the village newsletter.

**22/75. Internal Practices and management for the Parish Council:**

- 22/75.1 Neighbourhood Plan update - A meeting with the RCCE is scheduled for the 11 May 2022 to progress this.
- 22/75.2 Update on plans for the Playing Field – Councillor Collard to follow up on quotes for the pavilion project.
- 22/75.3 Jubilee Event update – Councillor Chinery reported that people attended the volunteers meeting on the 30<sup>th</sup> April and they will meet each Friday to progress the organising of the events. Preparations are coming together well and invitations for the big lunch / request for memorabilia will be delivered to each household in the parish.
- 22/75.4 Update on proposed village Charity – Councillor Collard is still waiting for an appointment with the bank so is now looking at other banks who can provide a charity account.
- 22/75.5 Wethersfield Airfield proposed development update – Councillor Roberts reported she gave an update at the Annual Parish Meeting last week and in addition to this that the social media aspect is doing well and Chris Packham has now lent his support. The response from Braintree District Council to the MoJ was a full and robust one.
- 22/75.6 Sharing of WASC meeting minutes. These are published on the Wethersfield PC website, could these be made available on the Toppesfield PC website. It was agreed to publish the WASC minutes on the parish council website under a separate heading.
- 22/75.7 The Fields Association has asked if its newsletter can be distributed with our Parish magazine. It was agreed this could be done as long as their publication falls inline with distributing the parish newsletter.
- 22/75.8 Neighbourhood Plan: Possibility of a joint development with Finchingfield, Wethersfield, and Sible Hedingham to cover the Airbase and share costs. Councillor Roberts asked if a joint Neighbourhood plan to include the prison development could be drawn up. More information is needed and Councillor Roberts to speak to David Oxman regarding this.
- 22/75.9 SWAP banner – Councillor Roberts asked if the parish council are interested in displaying a banner against the prison. The cost would be approx. £45.00. This was discussed and agreed that there is no prominent parish council land to display it on but this could be reviewed based on the feelings of the parish.
- 22/75.10 Proposal to purchase storage boxes for the Christmas trees to be stored in the village hall loft. It was agreed for the clerk to find sizes and costs for boxes for the next parish council meeting.

**22/76. Correspondence Received:**

- 22/76.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 22/76.2 Braintree District Council have created a dedicated web page for the activities over the Queen’s Jubilee weekend, parish councils are encouraged to add event details to this page – information to be given to the Jubilee group upload events.
- 22/76.3 Braintree Local Highways Panel - The Minutes of the virtual meeting of Braintree Local Highways Panel held on 31st March 2022 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/1203/Committee/13/Default.aspx> The next meeting of the Panel is scheduled to take place on Thursday, 30th June 2022.

**Late Correspondence:**

Community 360 Road Show will be attending the village during the Loneliness Awareness week – it was agreed they should park their vehicle at the pump. Details and posters will follow.

CPRE – Countryside Voice, Spring Edition received – Councillor Neale has taken this to read through.

**22/77. Financial Accounts:**

22/77.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received and approved. See Appendix A for payment details.

An invoice from BALC was received for membership but as it was previously agreed that Toppesfield Parish Council will not be joining the group at present this invoice was not paid.

**22/78. Highways:**

22/78.1 Road Traffic Regulation Act 1984 – Section 14(1) Temporary Traffic Regulation Order of Leather Lane, Little Yeldham Road, School Road, North End Road, Hall Green, Sudbury Road, Lower Houses, Bulmer Street, Great Yeldham. Please see link <https://one.network/?tm=127274896> to find details of the intended closure of Leather Lane, Little Yeldham Road, School Road, North End Road, Hall Green, Sudbury Road, Lower Houses, Bulmer Street, due to commence on 6th August 2022 for 3 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes surface dressing works.

**22/79. Planning:**

Application No:	Description	Address	Action
22/00905/HH	Erection of 3 storey side extension	19 Stambourne Road Toppesfield CO9 4DG	Comments to be made to Braintree District Council by 10 <sup>th</sup> May 2022
22/01104/HH	Single-storey rear extension.	22 Stambourne Road Toppesfield CO9 4DG	Comments to be made to Braintree District Council by 26 <sup>th</sup> May 2022

The above applications were discussed:

22/00905/HH – no objections were raised to this application.

22/01104/HH – no objections were raised to this application.

**22/80. Communications:**

No update from Openreach has been received.

**22/81. Information exchange / Items for the next agenda**

Councillor Roberts is attending the ECC Climate Focus Area Workshop. ECC are intended to involve stakeholders in the development of strategies and actions to progress the Climate Focus Area recommended by the Essex Climate Action Commission.

**22/82. 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

**22/83. Close**

Councillor Neale closed the meeting at 9.10 pm

Signed:

Dated:

**Action Summary:**

Clerk to liaise with Margaret Dyson regarding the Doctor Car Service phone and procedures.

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 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 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.

**Appendix A**

Accounts - 5th May 2022			£	
Community Account				
	Balance as at 3 May 2022		£35,986.34	
All previous payments issued balance should be			<u>£27,245.34</u>	
Income Received Included in the balance figure of 03.05.22				
28.04.22	Braintree District Council - 1st Instalment of Precept		£8,747.00	
			£0.00	
			<u>£8,747.00</u>	
Direct Debits / Payments made since last meeting (included in balance figure of 03.05.22)				
01.05.22	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:		
various	A Chinery - Jubilee Event expenses	By Bacs	£63.89	£0.00
05.05.22	Paul Clark Printing - Newsletter - May/June	By Bacs	£285.00	£0.00
03.05.22	Toppesfield Village Hall Committee - quarterly invoice and meetings	By Bacs	£298.50	£0.00
01.05.22	HMRC - Natioanl Insurance and Tax liabilities	By Bacs	£417.97	£0.00
01.05.22	K Berry - April wages and Back pay	By Bacs	£1,548.74	£0.00
			<u>£2,614.10</u>	
			£33,372.24	