



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 3rd December 2020 Via Zoom at 7.30pm

20/188. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard – Chair
Councillor Chris Neale – Vice chair
Councillor Amanda Smith
Councillor Boyd Page
Councillor Andrea Chinery

Also, in attendance:

No members of the public joined the meeting
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

District Councillor Richard van Dulken

20/189. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

20/190. Open Session – opportunity for members of the Parish to address the Parish Council.

No members of the public were present.

20/191. Minutes of the last Parish Council Meeting

It was agreed by all present that the minutes from the Parish Council meeting held on 5th November 2020 and the Extraordinary meeting of the 18th November 2020 were signed as a true record of the meeting.

20/192. Matters Arising not on the agenda – for report only

There were no matters arising.

20/193. Actions from previous meeting:

- 20/193.1 Councillor Smith to report the progress with County Broadband/contractors regarding works along The Causeway following their recent visit. Councillor Smith stated a response has still not been received from County Broadband.
- 20/193.2 Clerk to contact Braintree District Council re dog waste bins for Park Lane and Gainsford End playing field. Braintree District Council have confirmed they will investigate the request for additional dog waste bins, providing there are no issues from local residents or staff safety this should be installed as soon as they have new stocks.
- 20/193.3 Councillor Page to draw up a design for installing bollards around the Pumphouse structure. A plan showing concept ideas was issued to councillors prior to the meeting for consideration. This was discussed and points raised were:
- Funding – this could be achieved through the Public works Loans Board or as part of the Neighbourhood Plan.
 - Continuing maintenance costs need to be considered.
 - Loss of parking spaces and if people park alongside the pumphouse this could impact on the junction.
 - An article will be placed in the next newsletter for residents views and ideas.

20/194. Internal Practices and management for the Parish Council:

- 20/194.1 Neighbourhood Plan Update – Councillor Page reported that a Zoom meeting was held on the 26th November 2020 and there are a few parts of the plan that can be progressed prior to a village meeting and policies need to be drawn up in line with the plans objectives.
- 20/194.2 Updates from Project Working Group and Environment working group. Councillor Collard reported that the project working group met with representatives from Toppesfield Community Pub and they are happy to consider selling the barn subject to an agreed price.
The environment group project of planting more trees in the parish is progressing with grants of £200 each from the village shop and the Councillor’s Community Grant being applied for. Also, a grant from Braintree District Council has been approved for up to 40% of the cost of the trees. Two sites have been identified for the trees which are along public footpaths from Harrow Hill to Gainsford End and Grass Green Farm.
- 20/194.3 Co-option of Councillors – consider applications received. There are still 2 vacancies, one interested Party has withdrawn for now due to other commitments. The parish council needs to try to achieve a full complement of councillors.

20/195. Correspondence Received:

- 20/195.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 20/195.2 Braintree District Council - Following a temporary suspension of Housing Briefings due to Covid-19, a programme of dates for 2021 advertised. The aim of the CBL Briefing is to provide an overview of how affordable housing is let through Choice Based Lettings and the Housing Options Briefing explains how we work with people in the Braintree District who may be at risk of homelessness. Booking is required if you wish to attend the meetings.
- 20/195.3 Braintree District Council Consultation on Reduced Frequency of Verge Cutting – comments to be submitted by 18 December 2020. This was circulated to all councillor prior to the meeting for comments. The parish council in favour of reducing the number of cuts as long as this does not impact on safety. Junctions and bends will need to be maintained to ensure safety for all road users. Additional comments to be submitted to the clerk by 15th December to respond to the district council.
- 20/195.4 Berwick Hall Wood – communication received re concerns about people shooting in the wood and how close can shooting take place to residential properties. Shooting is permitted in the wood as long as the landowner has given permission. Shooting is not permitted within 50 foot of public highway. Shooters need carry out due care and vigilance when shooting. Clerk to ask the land owner if permissions have been given.
- 20/195.5 Letter received asking permission to run a café at the playing field and request for more play equipment for the playing field. It was agreed this was a lovely idea from 2 young members of the parish. Adult supervision will be required, a risk assessment will need to be carried out and food will need to be covered. It was suggested that the children involved look up the prices of equipment they have asked for a prioritise their choices. They will also be asked to put an article in the next newsletter to promote their project. There is a need for play equipment for older children. Play equipment is expensive but the parish council can work with them to get one piece. It was also suggested that they meet the parish council at the playing field to discuss their project further.

20/196. Financial Accounts:

- 20/196.1 To receive the Clerk's Report indicating receipts and payments requiring approval. The report was received. Councillor Smith proposed this as approved and Councillor Page seconded this. See Appendix A.
Clerk to follow up on the request to close the National Savings Account.
- 20/196.2 Consideration of draft budget for 2021/2022. This was discussed in detailed and agreed. The agreed budget shows and overall increase of £240.00.

20/197. Highways:

- 20/197.1 Updates and information regarding the works at Cust Hall Bridge can be found at: [Cust Hall Bridge Gainsford End Road Toppesfield | Essex County Council \(essexhighways.org\)](http://Cust Hall Bridge Gainsford End Road Toppesfield | Essex County Council (essexhighways.org))
- 20/197.2 Park Lane car park update, responses to suggestions for alternative uses. Suggested received following the last newsletter were circulated to all councillors prior to the meeting. The responses received show a need for a carpark. It was also suggested having the carpark to only allow parking on the front. This would allow for four generous parking spaces. It was also suggested putting in an electrical charging point. Costs would need to be sought. A proper plan needs to be drawn up. Councillor Page to look at prices and layout for the February meeting. Further discussion would need to be undertaken to determine the best use of the rear part of the site.

It was agreed to instruct the solicitors to issue the second letter in the 'abandoned' vehicle is not removed by 7th December 2020.

- 20/197.3 Road Traffic Regulation Act 1984 – Section 14(1) - Temporary Traffic Regulation Order of Gainsford End Road, Toppesfield. This link <https://one.network/?tm=118487535> shows details of the intended closure of Gainsford End Road, due to commence on 3rd February 2021 for 1 day. The closure is required for the safety of the public and workforce while BT undertakes pole test.
- 20/197.4 Road Traffic Regulation Act 1984 – Section 14(1) - Temporary Traffic Regulation Order of Wesley End Road, Stambourne. This link <https://one.network/?tm=118567953> shows details of the intended closure of Wesley End Road, Church Road, due to commence on 10th December 2020 for 5 days. The closure is required for the safety of the public and workforce while Anglian Water undertakes Install Double Boundary Box.
- 20/197.5 Road Traffic Regulation Act 1984 – Section 14(1) - Temporary Traffic Regulation order of Stambourne Road, Great Yeldham. This link <https://one.network/?tm=118777431> shows details of the intended closure of Stambourne Road, due to commence on 18th December 2020 for 1 day. The closure is required for the safety of the public and workforce while BT undertakes pole testing.
- 20/197.6 Footpaths around the parish and the need for them to be re-instated by landowners. It was agreed to ask the P3 representative to ask landowners to re-instate the footpaths on their land.

20/198. Planning:

Application No:	Description	Address	Action
20/01883/HH	Erection of single-story orangery/garden room to the rear of the property.	Oak House Robinhood End Toppesfield, CO9 4NN	Comments to Braintree District Council by 24 th December 2020
20/01950/HH	Single storey rear extension and infill side extension and first floor side extension.	17 Stambourne Road Toppesfield, CO9 4DG	Comments to Braintree District Council by 24 th December 2020

No objections were raised to the above applications.

20/199. Playing Fields & The Dick Ruggles Pavilion

- 20/199.1 Update on status of setting up a village football team. Councillor Smith reported that due to the covid-19 restrictions progress has been restricted.

20/200. Information exchange / Items for the next agenda

Councillor Neale reported that the broadband project should be signed off by the end of the month. It was asked if stall holders for the Christmas Market could park on the hardstanding area at the playing fields - this was agreed if they were not allowed to use the school car park.

20/201. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 7th January 2021 at 7.30pm – this will be held virtually or at Toppesfield Village Hall depending on government advice at the time.

20/202. Close

The meeting closed at 9.15pm

As the meeting closed Councillor Richard van Dulken joined to say he will continue to send covid reports through to the parish council and that the Open Spaces Action Plan appears to show a double entry for Gainsford End and no provision for allotments.

Signed:

Dated:

Action Summary:

Councillor Smith to report the progress with County Broadband/contractors regarding works along The Causeway.

Clerk to contact the Berwick Hall Wood re permission for shooting.

Clerk to follow up on the request to close the National Savings Account.

Appendix A

Accounts - 3 December 2020		£		£	
National Savings Deposit Account:					
Balance as at 1st January 2020		£2,646.58			
Community Account					
Balance as at 30 November 2020				£29,751.80	
Subtotal:		£2,646.58			
All previous issued cheques cashed balance should be		£2,646.58		£29,550.94	
Income Received (included in the balance figure of 30 November 2020)					
				£0.00	
Direct Debits included in balance figure of 30.11.20					
01.11.20	EDF Energy - The Pavilaion electricity supply			£10.00	£0.00
			Balance	£10.00	
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
09.11.20	Chris Neale - Covid signs		By Bacs	£58.12	£0.00
17.11.20	Chris Neale - Christmas lights		By Bacs	£21.97	£0.00
09.11.20	K Berry - Laminator & Shredder		By Bacs	£74.98	£0.00
various	K Berry - Stamps, ink, paper, stationery and laminating pouches		By Bacs	£103.59	£0.00
24.11.20	P Chinery - verge cutting		By Bacs	£600.00	£0.00
01.12.20	Society of Local Council Clerks - membership renewal		By Bacs	£112.00	£0.00
30.11.20	PKF Littlejohn LLP - Annual Return for 2019/2020		By Bacs	£240.00	£0.00
18.11.20	D Wignall - Grant towards hire fof Marque for Christmas Market		By Bacs	£135.00	£0.00
30.11.20	K Berry - October wages		By Bacs	£380.94	£0.00
				£1,726.60	
				£27,814.34	