



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 4<sup>th</sup> April 2019 At The Village Hall, Toppesfield at 7.30pm

### 19/52 Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Andrew Bull - arrived 8pm  
Councillor Mike James - chaired the meeting until Councillor Bull arrived  
Councillor Alan Preston  
Councillor Andrea Chinery  
Councillor Amanda Smith

Also, in attendance:

1 member of the public was in attendance.  
Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Dave Dyson – Vice Chairman  
Councillor Paul Thompson  
District Councillor Richard van Dulken

### 19/53. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

### 19/54. Open Session – opportunity for members of the Parish to address the Parish Council.

Brian Moody submitted a grant request on behalf of St Margaret of Antioch Parish Church for grass cutting and general upkeep. Brian also reported that the church had a deficit of £2000 at their end of year accounts. The application was received and will be placed on the next agenda for discussion.

### 19/55. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 7<sup>th</sup> March 2019 were approved and signed as correct.

### 19/56. Matters Arising not on the agenda – for report only

The parish council elections this year will be uncontested as only 6 people offered themselves for election. Councillor Andrew Bull thanked Councillors Dave Dyson, Paul Thompson, Mike James and Alan Preston for their service over the last four years as they are not standing for re-election.

Councillor Alan Preston asked how much a dog waste bin would cost and could it be placed at the bottom of the playing field. Braintree District supply these at a cost – Councillor Preston to enquire about costings for a new dog waste bin.

### 19/57. Actions from previous meeting:

- 19/57.1 Councillor Bull to speak to the chairman of the Toppesfield Cricket Club as to how the grant made for training up a coach was spent. The chairman of Toppesfield Cricket club will make a statement re this at the Annual Parish Meeting.
- 19/57.2 Councillor Andrew Bull to liaise with Toppesfield Cricket Club re the metal spikes on the Cricket Wicket. Toppesfield Cricket Club are interested in Councillor's Thompson's suggestion of plastic poles.
- 19/57.3 Councillor Andrew Bull to write to the owner of the remaining vehicle and then look at a tidy up of the car park – this is ongoing.

- 19/57.4 Councillor Andrew Bull to write to Mr Ketley re the amount of the mud on the Toppesfield Road – this is ongoing.
- 19/57.5 Councillor Andrew Bull to write to owners of the Mission Hall regarding the state of the hedges – this is ongoing.
- 19/57.6 Councillor Paul Thompson to seek quotes for the hardstanding for the new bench – not available.

**19/58. Internal Practices and management for the Parish Council:**

- 19/58.1 Neighbourhood Plan – programme and advertise event – advertise on noticeboards, social media and leaflet drop/newsletter.
- 19/58.2 Litter Pick –6<sup>th</sup> April 2019. Braintree District Council will deliver the equipment on Friday 5<sup>th</sup> April and collect it along with the rubbish collected on Monday 8<sup>th</sup> April 2019. It was also reported that a resident from Harrow Hill regularly litter picks along Harrow Hill and down to Cust Hall Bridge from Harrow Hill.
- 19/58.3 Street Cleaning Agreement – for consideration and signing if approved. The agreement was discussed and signed.

**19/59. Correspondence Received:**

- 19/59.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/59.2 Rural Services Network – have launched a campaign calling on the Government to develop a Rural Strategy – more information regarding this or to sign up can be found at: <https://www.rsonline.org.uk/government-urged-to-produce-new-rural-strategy-ahead-of-brexite>
- 19/59.3 Braintree District Council – Choice based Lettings –Spaces still available for the meeting on 10<sup>th</sup> April 2019.
- 19/59.4 Merchant Navy Fund – Merchant Navy Day – 3<sup>rd</sup> September 2019. Support request to raise awareness of the UK’s ongoing dependence on Merchant Navy seafarers.

**Late correspondence:**

Communication received from the Stop Stanstead Expansion group to relay their current position.  
 Braintree District Council – Election posters displayed on noticeboards.  
 Mh-p – Web Analytics Report – March 2019 received  
 Costs from Mark Finbow received re the rural tour of The Keeper’s Daughter A Christmas Carol – this was discussed and agreed not to progress due to availability of dates.

**19/60. Financial Accounts:**

- 19/60.1 To receive the Clerk’s Report indicating receipts and payments requiring approval – the report was received and payments approved.
- 19/60.2 Gainsford End Playing Field project – a donation of £1000 has been received from a Gainsford End resident towards the project.
- 19/60.3 Defibrillator for Gainsford End – The Creamer Fund have agreed to fund a defibrillator for Gainsford End. Those present agreed for the Creamer Fund to install the defibrillator in conjunction with Community Heartbeat Trust.
- 19/60.4 Grass Cutting Quote from Braintree District Council for discussion and signing if approved. This was discussed and approved.
- 19/60.5 E.on – renewal of electricity supply – renewal quote received and discussed – it was agreed to renew The electric supply to the Pavilion with E.on for another year.

**19/61. Highways:**

- 19/61.1 Siting of bench – this was discussed and proposed by Councillor Alan Preston and seconded by Councillor Mike James that the bench is placed near to the play equipment at Toppesfield Playing Field and move the Dick Ruggles bench near to the pavilion. This was agreed by those present.

Councillor Bull reported that the work to the war memorial should take place on the 10<sup>th</sup> April 2019 but is dependant on weather.

**19/62. Planning:**

<b>Application No:</b>	<b>Description</b>	<b>Address</b>	<b>Action</b>
19/00542/HH	Retrospective application for the conversion of out building into habitable room and single storey rear extension linking existing outbuilding to main	13 Church Lane Toppesfield CO9 4DS	Comments to Braintree District Council by 26 <sup>th</sup> April 2019

The above application was disused and no comment response will be submitted to Braintree District Council.

**19/63. Toppesfield Village Hall**

19/63.1 Update from Village Hall Management Committee – no report received. Work in the village hall is progressing. The village hall management committee is holding their AGM on the 26<sup>th</sup> April 2019.

**19/64 Playing Fields & The Dick Ruggles Pavilion**

19/64.1 RoSPA inspections are due to be carried out in May 2019 are any changes/additions to inspection sites required. It was agreed there are no changes required to the inspections.

**19/65 Communications**

19/65.1 Broadband project Openreach – Councillor Andrew Bull reported that the project cost is less than the amount of vouchers by approximately £30,000 and he has signed the contract on behalf on the Parish Council.

19/65.2 Parish Council website – notice has been given to the current website provider and the new website is to go live.

**19/66. Information exchange / Parish Surgery / Items for the next agenda**

The next parish surgery is on the 13<sup>th</sup> April 2019.

**19/67. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 9<sup>th</sup> May 2019 at 7.30pm at Toppesfield Village Hall. The Annual Parish Meeting will be held on 25<sup>th</sup> April 2019 at 7.30pm at Toppesfield Village Hall.

**19/68. Close**

The meeting closed at 8.45pm

Signed:

Dated:

**Action Summary:**

**Councillor Alan Preston to enquire with Braintree District Council about costs for a new dog waste bin for the bottom of the Toppesfield playing field.**

**Councillor Andrew Bull to write to the owner of the remaining vehicle and then look at a tidy up of the car park.**

**Councillor Andrew Bull to write to Mr Ketley re the amount of the mud on the Toppesfield Road.**

**Councillor Andrew Bull to write to owners of the Mission Hall regarding the state of the hedges.**

**Councillor Paul Thompson to seek quotes for the hardstanding for the new bench.**

# Appendix A

Accounts – 4 April 2019		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2019		<u>£2,625.57</u>		
Community Account				
Balance as at 31 March 2019			<u>£18,615.96</u>	
Subtotal:		<u>£2,625.57</u>		
All previous issued cheques cashed balance should be		<u>£2,625.57</u>	<u>£17,615.96</u>	
Income Received (Included in above balance)				
25.03.19	Donation to Gainsford End Playing field		£1,000.00	
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
01.04.19	EALC / NALC Affiliation Fees 2019/2020		101869	£162.28 £0.00
01.04.19	Toppesfield Village Hall Committee - meetings & quarterly invoice		101870	£313.50 £0.00
31.03.19	K Berry - March wages		101868	£272.18 £0.00
				<u>£747.96</u>
Balance		<u>£2,625.57</u>	<u>£16,868.00</u>	
Last bank statement received up to 28th February 2019				