



Toppesfield Parish Council



Minutes of the Annual Parish Council Meeting held on Thursday 9th May 2019 At The Village Hall, Toppesfield at 7.30pm

19/74. Election of Chair and Vice-Chair for 2019-2020.

Councillor Alan Collard was elected as Chair for 2019-2020 and he accepted the position.

Councillor Andrew Bull was elected as vice-chair for 2019-2020, prior to the meeting Councillor Bull confirmed he was happy to accept any position he was elected for.

19/75. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard - chair

Councillor Andrea Chinery

Councillor Amanda Smith

Councillor Chris Neale

Councillor Boyd Page

Also, in attendance:

Jan Stobart - RCCE

1 member of the public was in attendance

Kaaren Berry – Clerk to the Parish Council

Apologies were received from:

Councillor Andrew Bull

District Councillor Richard van Dulken

19/76. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

19/77. Open Session – opportunity for members of the Parish to address the Parish Council.

Brian Moody urged the Parish Council to reconsider the grant application for St Margaret of Antioch Parish Church for grass cutting and general upkeep.

19/78. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 4th April 2019 were approved and signed as correct.

19/79. Matters Arising not on the agenda – for report only

There were no matters arising.

19/80. Actions from previous meeting:

19/80.1 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- Clerk has contacted Braintree District Council re this and is waiting for their response.

19/80.2 Councillor Andrew Bull to write to the owner of the remaining vehicle and then look at a tidy up of the car park – to be held over to the next meeting as no update available.

19/80.3 Councillor Andrew Bull to write to Mr Ketley re the amount of the mud on the Toppesfield Road - to be held over to the next meeting as no update available.

19/80.4 Councillor Andrew Bull to write to owners of the Mission Hall regarding the state of the hedges - to be held over to the next meeting as no update available.

19/80.5 Councillor Paul Thompson to seek quotes for the hardstanding for the new bench- see agenda item 19/83.4

19/81. Internal Practices and management for the Parish Council:

- 19/81.1 Neighbourhood Plan – Community Event. Jan Stobart gave an overview of what a Neighbourhood Plan is and discussed the format for the community event on the 11th May 2019. It was suggested that a steering group of 5 members plus other volunteers is required to start the process. Volunteers who have particular interests such as heritage would also be of benefit for individual parts of the plan.
- 19/81.2 Election of representatives for the Charities, Village Hall, Tree Warden, Communications and Allotments.
Councillor Andrea Chinery proposed that the charities representatives remain as they were previously – this was seconded by Councillor Amanda Smith. The two representatives are Councillor Alan Collard and Dusty Millar.
Councillor Chris Neale proposed Councillor Andrea Chinery continue as the Village Hall representative and this was seconded by Councillor Smith.
Councillor Alan Collard proposed that Councillor Boyd Page was the Tree Warden, this was seconded by Councillor Chris Neale.
Councillor Andrew Bull was proposed by Councillor Alan Collard as the communications representative and this was seconded by Councillor Amanda Smith.
The allotment liaison will be Councillor Boyd Page – he was proposed by Councillor Alan Collard and this was seconded by Councillor Amanda Smith.
All Councillors proposed above accepted the positions.
- 18/81.3 Co-option of 7th Councillor – it was agreed to advertise on Facebook, the Parish Council website and in the newsletter that there is a vacancy for a 7th Councillor.
- 19/81.4 Parish Councillor training. Proposal: to approve expenditure for EALC led training session. It was confirmed there is already an amount in the budget set aside for training. Clerk to seek available dates for a 2-hour short course training session with EALC.
- 18/81.5 Policy documents on website – the policies on the website were discussed and it was agreed they need to be updated and emergency contact details published on the noticeboards. Councillor Andrea Chinery will produce a notice with emergency contact details for display.
- 18/81.6 Fundraising. Proposal: to establish a group representing all relevant village groups to establish broad funding needs, to share knowledge and experience and identify possible sources of funding. This was discussed and agreed it was to try and bring the groups together to identify funding needs and opportunities. Councillor Alan Collard to lead this and liaise with other groups.
- 18/81.7 Environment. Discussion: what can we as a Parish Council do to address environmental issues? This was discussed and agreed to try to get the younger people of the parish and the school children involved. Councillors Amanda Smith and Andrea Chinery to liaise with the school and pre-school to see how best to take this forward. It was also suggested a project for the older children to be involved with would be needed.
- 18/81.8 How can we engage the younger population of the parish? This was discussed as it was thought that the younger population should be asked what it is they would like.

19/82. Correspondence Received:

- 19/82.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/82.2 Fiona Bradley, Planning and Enforcement Manager, Attwells Solicitors – introduction of services regarding planning applications received.
- 19/82.3 Essex County Council - Transport Meetings Spring 2019. Next meeting is on 5th June 2019 - agenda received.
- 19/82.4 Mh-p – Web Analytics Report – April 2019 received.
- 19/82.5 Clerks & Councils Direct – May edition received.
- 19/82.6 EACH – request for support, financially and/or promotional – this was discussed and no financial support was agreed but events can be publicised.
- 19/82.7 CPRE - Countryside Voice – Spring edition received.

Late correspondence:

Mark Jackson – Charter Town Planner – request for the RCCE Housing Needs survey and copy of comments from the listening event for the call for sites. It was agreed to give a copy of the comments only as the Housing Needs Survey is not in the public domain.

19/83. Financial Accounts:

- 19/83.1 To receive the Clerk's Report indicating receipts and payments requiring approval– the report was received and payments approved. Change of bank signatories are required following the elections.
- 19/83.2 Insurance quote to incorporate the Village Hall – an insurance quote of £711.52 was received but no further action at this time as more information will be forthcoming from the Village Hall committee re this.
- 19/83.3 Grant funding request from St Margaret's Church 2019 – this was discussed in detail and it was agreed better value for money is required on the grass cutting costs. The application was agreed in principal pending further advice. Clerk to speak to Dedham Parish Council regarding this.
- 19/83.4 Quotes for siting of bench – two quotes were received and it was agreed to award the work to N S Brickworks.

19/84. Highways:

- 19/84.1 Common Land alongside Church Lane. Unit number CL113. Discuss - could this asset be used for the benefit of the village e.g. we tidy it up and make a nature walk. This was discussed and agreed that before any work is carried out on the site the legal position needs to be looked into i.e. if there are any conditions on the land and what works can be carried out to common land. Councillor Boyd Page to research this.
- 19/84.2 Road Signage - Discuss - Could the PC do something to assist tidying up and making safe the signs. It was confirmed that the road signage is the property of Essex County Council and they are responsible to its upkeep. Councillor Chris Neale to report the leaning 30mph signs at the entrances to the village to Essex County Council.
- 19/84.3 Removing Abandoned Vehicles in the PC Park Lane Carpark. No update was available from Councillor Andrew Bull – this is required before this can be progressed.
- 19/84.4 Speed of traffic through the village and parking of vehicles along Church Lane. This was raised with PC Craig Wheeler at the April village market. He is happy to carry out spot checks re parking along Church Lane are some areas are marked as no parking. He is also willing to look at the speeding issue. The school has put articles in their newsletters re this to the parents on many occasions. Councillor Chris Neale to look at signage to show there is a school and '20 is plenty' type of signs.

19/85. Planning:

Application No:	Description	Address	Action
19/00673/NMA	Application for a non-material amendment following grant of planning permission 18/01356/FUL - Amendments to flue and windows, vaulted roof amended to single beams across.	Paps Harrow Hill Toppesfield CO9 4LX	Information only
19/00456/AGR	Application for prior notification of agricultural development for a proposed extension to an existing agricultural building.	Flowers Hall Farm Gainsford End CO9 4EN	Information only
18/01572/FUL	Re- consultation on proposed demolition of existing single storey rear extensions and latter additions and erection of 2 no. single storey rear extensions with associated alterations and landscaping	Church Farm House Church Lane Toppesfield CO9 4DS	Comments to Braintree District Council by 23 May 2019

The above application for Church Farm House was discussed and no objections were made.

19/86. Toppesfield Village Hall

19/86.1 Update from Village Hall Management Committee – no report available as the village hall management committee do not meet until next week.

19/87 Playing Fields & The Dick Ruggles Pavilion

19/87.1 Litter bin at the bottom of the playing fields and possible addition of a Dog Waste bin. Waiting for a response from Braintree District Council re this.

19/88 Communications

- 19/88.1 Proposal: to set up a working group to report back with recommendations. This was discussed and it was agreed to ask Councillor Andrew Bull to look at this.
- 19/88.2 Advertising Parish Council and Community events. Could we have an A board to advertise current events and a second Parish Council notice board – it was reported that the Parish Council did have two A boards but as they were not used one was donated to the Green Man and Councillor Andrew Bull to be asked as to the location of the second one.
It was agreed that there is a need for a newsletter in the parish.

19/89. Information exchange / Parish Surgery / Items for the next agenda

The next parish surgery is on the 1st June 2019 and Councillor Chris Neale will be in attendance.

19/90. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 6th June 2019 at 7.30pm at Toppesfield Village Hall.

19/91. Close

The meeting closed at 10.19 pm

Signed:

Dated:

Action Summary:

Kaaren Berry to follow up in enquiry 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.

Kaaren Berry to seek available dates with the EALC for a 2-hour training session.

Councillor Andrea Chinery to produce a notice with emergency contact details for display.

Kaaren Berry to speak to Dedham Parish Council re granting monies to the Church.

Councillor Boyd Page to research the legal position regarding works to common land and if there are any conditions on the common land in Church Lane.

Councillor Chris Neale to report the leaning 30mph signs to Essex County Council.

Councillor Chris Neale to look at road signage to show there is a school in Church Lane and '20 is plenty' type of signs.

Appendix A

Accounts – 9 May 2019					
			£		£
National Savings Deposit Account:					
Balance as at 1st January 2019			<u>£2,625.57</u>		
Community Account					
	Balance as at 30 April 2019				<u>£26,481.50</u>
Subtotal:			<u>£2,625.57</u>		
All previous issued cheques cashed balance should be			<u>£2,625.57</u>		<u>£17,868.00</u>
Income Received (Included in above balance)					
26.04.19	Braintree District Council - April instalment of precept & Collection surplus payment				£8,300.00
Payments to be approved:					
Date of invoice			Chq No:		Unrecoverable VAT
27.03.19	mh-p internet ltd - updating plan F 22/05/2019 - 21/05/2020		101872	£516.00	£0.00
17.04.19	E.on -electricity supply to Pavilion		101873	£25.80	£0.00
01.05.19	CommuniCorp - Clerk & Councils Direct publication		101874	£48.00	£0.00
18.04.19	Zurich - Insurance renewal 01.06.19 - 31.05.2020		101875	£887.27	£0.00
15.04.19	Independent Memorial Inspection - War Memorial cleaning & treatment		101876	£1,770.00	£0.00
02.05.19	Paul Clark Printing - Neighbourhood Plan Flyers		101877	£20.00	£0.00
28.04.19	Toppesfield Village Hall Committee - Neighbourhood Plan Community Event		101878	£28.00	£0.00
30.04.19	K Berry - April wages		101871	£272.18	£0.00
				<u>£3,567.25</u>	
Balance			<u>£2,625.57</u>		<u>£22,600.75</u>
Last bank statement received up to 30th April 2019					