



Toppesfield Parish Council



Minutes of the Annual Parish Council Meeting held on Thursday 4th July 2019 At The Village Hall, Toppesfield at 7.30pm

19/109. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard - Chair
Councillor Andrew Bull - Vice Chair
Councillor Andrea Chinery

Also, in attendance:

District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from

Councillor Amanda Smith
Councillor Boyd Page
Councillor Chris Neale

19/110. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

19/111. Open Session – opportunity for members of the Parish to address the Parish Council.

No members of the public were present for comments.

19/112. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 6th June 2019 were approved and signed as correct.

19/113. Matters Arising not on the agenda – for report only

Congratulations to Ann Read on receiving a Highly Commended Award in the long service category at the Braintree District Council Volunteer Awards.

19/114. Actions from previous meeting:

- 19/114.1 Kaaren Berry to follow up on enquiry with Braintree District Council about costs for a new dog waste bin for the bottom of the Toppesfield playing field. Chase up call made but still waiting for response.
- 19/114.2 Kaaren Berry to ask EALC further advice regarding the remaining vehicle in the car park – contacted with Braintree District Council regarding this matter and they will take it on.
- 19/114.3 Councillor Chris Neale to speak to Highways regarding the state of the hedges at the Mission Hall. The hedges near Mallows Lane are awaiting inspection by Essex County Council.
- 19/114.4 Kaaren Berry to seek available dates with the EALC for a 2-hour training session – this is ongoing.
- 19/114.5 Councillor Andrea Chinery to forward notice with emergency contact details for display to clerk for completion and display – this is ongoing.
- 19/114.6 Councillor Boyd Page to update on position regarding works to common land and if there are any conditions on the common land in Church Lane – chase up emails have been sent to Braintree District Council but no response yet – ongoing.
- 19/114.7 Councillor Chris Neale to report on appeal to Essex County Council of the leaning 30mph signs – this matter is still ongoing.
- 19/114.8 Councillor Boyd Page to progress application to Open Spaces Society – the Parish Council is now a member of the Open Spaces Society.

- 19/114.9 All Councillors to identify storage areas for salt stocks and check on current levels – levels of salt are enough not to warrant taking part in the scheme this year.
- 19/114.10 Councillor Alan Collard to enquire what the procedure is for possibly unoccupied/not main residence Greenfield properties. This was discussed and Clerk to write to Greenfields regarding this matter.

19/115. Internal Practices and management for the Parish Council:

- 19/115.1 Neighbourhood Plan - Discuss and vote on whether to start this process. This was discussed and Councillor Alan Collard proposed the Parish Council start the process of developing a neighbourhood plan. Councillor Andrew Bull seconded this.
- 19/115.2 Neighbourhood Plan - Decide the area of the parish to be the designated neighbourhood area. It was proposed by Councillor Alan Collard that the whole of the parish be the designated area for the neighbourhood plan. This was seconded by Councillor Andrea Chinery.
- 19/115.3 Parish Councillor training – Councillor Alan Collard would like to be booked on the Chairman's training Day 1 in October.
- 19/115.4 VE Day anniversary May 2020 – 10th May 2020. This was discussed and agreed to place an article in the next newsletter to ascertain whether there is support in the village for organising a celebration event.
- 19/115.5 Consideration of working towards the Local Council Award Scheme – Foundation Level – Councillor feedback -ongoing.
- 19/115.6 Consideration on increasing clerks contracted hours – this matter needs to be considered by full council and a formal proposal is required.

19/116. Correspondence Received:

- 19/116.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/116.2 Braintree District Council – Housing Briefings – dates of upcoming meetings received.
- 19/116.3 RCCE – Community Enablers Recruitment vacancy - details to be placed on the website.
- 19/116.4 Essex County Council- consultation on changes to the use of Concessionary Bus Passes on Essex County Council run Park and Ride Services – consultation is at the midway point and further promotion is required. Posters to be displayed.

Late correspondence:

Creative Play brochure received.

RCCE – Annual General Meeting will be held on 10 July 2019 at Chelmsford City Racecourse.

Letter from James Cleverly received regarding financial assistance to the Church.

Braintree District Council – You Decide posters - Influence the council's priorities and what is important to you – www.braintree.gov.uk/cs2020-24

Letter from parishioner regarding the planning application and the parish council's response – this was discussed – Clerk to respond.

19/117. Financial Accounts:

- 19/117.1 To receive the Clerk's Report indicating receipts and payments requiring approval – the report was received and payments approved – see Appendix A.

19/118. Highways:

19/118.1 Transport for St Margaret's school - Discuss working with the school to provide a bus for those in surrounding villages to reduce traffic in the village.

Councillor Andrea Chinery reported that the head of the school has asked if parents could park at the village hall when dropping off/collecting children for the school to ease some of the problems with vehicles along Church Lane at peak times. This is not viable due to the pre-school using the hall at similar times to the school. The suggestion of hiring a private bus to collect children from neighbouring villages was raised but this would incur costs for parents and it is doubtful they be willing to pay towards it. The idea of a walking bus from the village hall was raised, Councillor Andrea Chinery to speak to the new head teacher when they start in September regarding this.

19/118.2 Cherry trees along The Causeway, works required and ownership – advice needs to be sort on the amount of work required to the cherry trees along The Causeway.

19/119. Planning:

Application No:	Description	Address	Action
18/01572/FUL	Proposed demolition of existing single storey rear extension 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	Application GRANTED

19/120. Toppesfield Village Hall

19/120.1 Update from Village Hall Management Committee – Councillor Andrea Chinery reported that quotes are being received for wall insulation, and quotes for decorating the hall are being sort. All of the radiators are now in place and working.

19/121. Playing Fields & The Dick Ruggles Pavilion

19/121.1 Letter of intention to seek permission to increase the size/install a second petanque pitch. This was discussed and agreed in principle however the parish council wondered if the Petanque group have considered moving to the parish council land behind The Green Man public house.

19/121.2 Update of actions from the RoSPA reports – it was agreed a playing fields working group is required to progress projects. Councillor Andrew Bull is willing to be involved with this. The working group to be made up of a representative from the petanque, cricket club, Councillor Boyd Page, a parent and a resident from Gainsford End and they will report back to the parish council.

Councillor Boyd Page reported that he has replaced the missing cap on the rocker bike, obtained a quote to repair the hole in the safety matting under the swings and has removed the swing seats and chains at Gainsford End as they are no longer safe.

19/122. Communications

19/122.1 Update on Newsletter – the July edition of the newsletter has been produced and is to be delivered this week.

19/123. Information exchange / Parish Surgery / Items for the next agenda

The next parish surgery will be on the 6th July at the village market.

19/124. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 1st August 2019 at 7.30pm at Toppesfield Village Hall.

19/125. Close

The meeting closed at 9.36 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.

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

Councillor Andrea Chinery to forward notice with emergency contact details for display to clerk for completion and display.

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

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

Kaaren Berry to write to Greenfields regarding the possibly unoccupied/not main residence Greenfield properties in Toppesfield.

Appendix A

Accounts – 4 July 2019		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2019		<u>£2,625.57</u>		
Community Account				
	Balance as at 30 June 2019		<u>£23,378.15</u>	
Subtotal:		<u>£2,625.57</u>		
All previous issued cheques cashed balance should be		<u>£2,625.57</u>	<u>£23,350.15</u>	
Income Received (Included in above balance)				
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
03.06.19	Paul Chinery - verge cutting		101882	£600.00 £0.00
21.06.19	Braintree District Council-Toppesfield playing field cutting season 2019/20		101883	£1,080.00
Jun-19	RCCE - Membership Renewal 1.07.19 - 30.06.2020		101884	£52.80
03.07.19	Paul Clark Printing Ltd - Newsletter		101885	£180.00
31.05.19	KBOAS - internal audit		101886	£150.00
30.06.19	K Berry - June wages		101881	£272.18 £0.00
				<u>£2,334.98</u>
Balance		<u>£2,625.57</u>		<u>£21,015.17</u>
Last bank statement received up to 31st May 2019				