



# Toppesfield Parish Council



## Minutes of the Parish Council Meeting held on Thursday 3<sup>rd</sup> October 2019 At The Village Hall, Toppesfield at 7.30pm

### 19/162. Attendance and Apologies for Absence:

#### The following Councillors were in attendance:

Councillor Alan Collard - Chair  
Councillor Andrew Bull - Vice Chair  
Councillor Amanda Smith  
Councillor Boyd Page  
Councillor Chris Neale  
Councillor Robert Stafford-Baker

Also, in attendance:

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

Apologies were received from  
Councillor Andrea Chinery  
District Councillor Richard van Dulken

### 19/163. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

### 19/164. Open Session – opportunity for members of the Parish to address the Parish Council.

Peter Moore attending the Parish Council meeting to share information from Toppesfield Community Pub (TCP) to help support the relationship between the parish council and TCP. Peter reported the outside of the pub was painted by volunteers on the weekend on of 28<sup>th</sup> September. New double-glazing windows have been priced up for the front and left-hand side of the pub but cash is needed to completed the project. Sponsors are being sought for the windows in order to raise funds and letters are being sent to businesses asking for their support. The windows will be purchased and fitted in stages as funds allow. A grant application is being sent to Power to Change for further refurbishment of the pub. The current tenants are doing okay and the food is good. TCP are supporting the tenants to increase their business.

Peter stated the need for a focussed team member to seek and apply for grants. It was suggested that the groups in the village meet to help each other to apply for grants and share knowledge.

Broadband – Peter reported that County Broadband are pushing to get their business into the village early next year and are pushing for customers to sign up with them. Chris Neale will do an article for the Newsletter regarding the Open Reach project and the timings for this to arrive are February 2020. Chris Neale will also organise a leaflet drop in the village regarding the Open Reach project.

### 19/165. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 5<sup>th</sup> September 2019 were approved and signed as correct. This was proposed by Councillor Page and Seconded by Councillor Neale.

### 19/166. Matters Arising not on the agenda – for report only

A request has been made by a parishioner if the agenda for the Parish Council meetings could be placed on the Facebook page. It was agreed that a link could be placed on the Facebook page to the website. Councillor Bull to update the website link on the Facebook page.

**19/167. Actions from previous meeting:**

- 19/167.1 Councillor Alan Collard to seek legal advice on the matter of the vehicle left in Park Lane car park. Ongoing – Advice being sought on how the PC should handle future such situations.
- 19/167.2 Clerk to send a letter to the owner of the vehicle to state it needs to be removed within 7 days – this was not required as the vehicle the day after the last parish council meeting.

**19/168. Internal Practices and management for the Parish Council:**

19/168.1 Neighbourhood Plan – Councillor Boyd Page reported quotes for a housing need survey have been sent to the steering group and the consensus is that to use the RCCE to carry this out at a cost of £1350. Therefore, the steering group are recommending to the Parish Council that the RCCE are engaged to carry out the survey. This was agreed by the Parish Council.

Quotes for the Landscape Character Assessment are being sought. Therefore a financial request was made to the Parish Council. Clerk to liaise with the chair of the steering group and Jan Stobart from the RCCE.

There are currently 5 members of the steering group but more members, support and volunteers for specific tasks are required.

The next meeting is the 21<sup>st</sup> November where Laura Atkinson from the RCCE will be attending. The Neighbourhood Plan group now has its own Facebook page and information will be placed on the parish website.

19/168.2 Parish Councillor training. A date for training was agreed as Wednesday 6<sup>th</sup> November and the modules available considered.

**19/169. Correspondence Received:**

19/169.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

19/169.2 Braintree District Council – Brexit ‘Get Ready’ Campaign: Local Communications Toolkit received and circulated to Councillors.

19/169.3 Braintree District Council - have produced a draft planning document known as a ‘Local Development order’ (LDO). It is anticipated that an LDO at Horizon 120 will create a high quality business and innovation park and simplify the planning process to encourage businesses onto the site. Between 12<sup>th</sup> September and 24<sup>th</sup> October BDC is asking for comments on the following documents: Horizon 120 Draft Local Development Order, Statement of reasons and Design code.

To view the documents and respond please visit [www.braintree.gov.uk/ConsultLDO](http://www.braintree.gov.uk/ConsultLDO)

Comments are requested by 5pm on Thursday 24<sup>th</sup> October 2019.

19/169.4 Robin Road Ltd - Robin Road mobile app platform and our offer for Councils and Local Authorities.

19/169.5 Stop Stanstead Expansion – Update from the group’s Chairman received.

**Late correspondence:**

Community Heartbeat – have secured funding for paint for the telephone box in Gainsford End for the Parish Council and the paint to be collected from Dulux Decorator Centre in Braintree.

Barclays – request for new signing arrangements have been approved.

**19/170. Financial Accounts:**

19/170.1 To receive the Clerk’s Report indicating receipts and payments requiring approval - the report was received and payments approved – see Appendix A.

19/170.2 Benches relocation and installation of new bench – revised quotation received. Councillor Bull reported the revised quotes was for work that is required to the base of the existing bench located near the swings and placing the new bench next to it and completing the base. The location of the Dick Ruggles bench was discussed and agreed to leave it where it is. The revised quote of £420 was approved by the Parish Council and Councillor Bull to liaise with contractor to complete the work.

**19/171. Highways:**

19/171.1 Car Park in Park Lane – Councillor Boyd Page reported the vehicle in question has been removed from the carpark and he and Councillor Rob Stafford-Baker have cleared the sides of the carpark cutting back the hedges has revealed the kerb stones. It was requested if Councillors Page and Stafford-Baker could see how many cars could be parked safely in the carpark and draw up a plan of how to park to maintain maximum use of the space and place an article in the newsletter regarding

this. All councillors present were in agreement with this. It was also agreed to ascertain what legal powers the PC has should vehicles be abandoned at the car park in the future.

- 19/171.2 Cust Hall Bridge – Richard van Dulken provided confirmation from Essex County Council that a trail hole will be dug on a full road closure from 30<sup>th</sup> September – 4<sup>th</sup> October 2019. With the possibility that it will be fully reconstructed during 2020 however this could be subject to change, the current weight and width restriction will stay on until the reconstruction has taken place.

#### **19/172. Planning:**

Correspondence regarding the planning application 19/00968/OUT have been received from two parishioners. These were discussed and the Parish Council's decision remains the same as that previously reported to Braintree District Council.

#### **19/173. Toppesfield Village Hall**

- 19/173.1 Update from Village Hall Management Committee - the report from Toppesfield Village Hall was read out – see Appendix B.

#### **19/174. Playing Fields & The Dick Ruggles Pavilion**

- 19/174.1 Update on forming the playing fields working group – Councillor Bull reported there is not enough energy to meet as a group but dialogues will be kept open with the groups using the playing field.
- 19/174.2 Gainsford End Playing Field Project – correspondence was passed to Councillor Bull from Playquip Leisure as to arranging a site visit for potential equipment. Councillor Bull to progress.
- 19/174.3 Painting of the Pavilion – Councillor Rob Stafford-Baker confirmed the paint is available and the chairman of Toppesfield Cricket Club has said they will paint the pavilion.
- 19/174.4 Football team in Toppesfield – request for support. Councillor Bull stated the bottom half of the playing field would be needed for the 5 or 7 aside football team and interest has been shown for walking football for seniors. Goals for a 7 aside team are slightly larger than the ones already on the playing field therefore would need to be purchased. Councillor Amanda Smith and one other would be running the football teams and Amanda Smith will be undertaking the FA1 course and some funding has already been sourced. Discussions were held as to whether there was a covenant on the playing field to prevent games being played on a Sunday - this is to be looked into.

#### **19/175. Events**

- 19/175.1 Christmas event 2019 – the date for this is 7<sup>th</sup> December. This year will be the first year for a long time there will not be a donation of a Christmas tree from a parishioner so one will need to be purchased along with lights for the tree.  
Councillor Bull to obtain quotes for Christmas trees and lights for the next parish council meeting.
- 19/175.2 VE Celebrations – 10 May 2020. Councillor Alan Collard reported a lead for the celebrations has been found and they are recruiting others to plan an event so this is moving forward. Memories from parishioners of VE Day are to be sort.

#### **19/176. Communications**

New website providers need to be sought as Essex info will be closing in March 2020.

#### **19/177. Information exchange / Parish Surgery / Items for the next agenda**

Councillor Boyd Page asked if the old parish website can be removed as it is causing confusion and can the Parish Council sign up with the Public Sector Mapping Agreement (PSMA) to obtain Ordnance Survey maps for the Emergency Plan. Clerk to progress both of these points.

#### **19/178. Date of the next meeting:**

The next Parish Council Meeting is scheduled to be held on 7<sup>th</sup> November 2019 at 7.30pm at Toppesfield Village Hall.

#### **19/179. Close**

The meeting closed at 9.52pm

Signed:

Dated:

## Action Summary:

**Councillor Andrew Bull to update the website link on the Facebook page.**

**Councillor Chris Neale seeking general advice on abandoned vehicles.**

**Councillor Bull to obtain quotes for Christmas trees and lights for the next parish council meeting.**

**Clerk to requested the old parish website be removed.**

**Clerk to sign up with the Public Sector Mapping Agreement (PSMA) to obtain Ordnance Survey maps.**

## Appendix A

Accounts - 3 October 2019		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2019		<u>£2,625.57</u>		
Community Account				
Balance as at 30th September 2019			<u>£30,312.25</u>	
Subtotal:		<u>£2,625.57</u>		
All previous issued cheques cashed balance should be		<u>£2,625.57</u>	<u>£20,135.31</u>	
Income Received (Included in above balance)				
23.09.19	Essex County Council - Verge Cutting payment		£1,958.54	
27.09.19	Braintree District Council - Precept 2nd instalment		£8,150.00	
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
06.09.19	Toppesfield Village Hall Committee - 2 Quarterly charges and meetings		101894	£558.00 £0.00
28.09.19	The Royal British Legion Poppy Appeal - Remembrance Poppy Wreath		101895	£22.50 £0.00
30.09.19	K Berry - September wages		101893	£380.94 £0.00
				<u>£961.44</u>
Balance		<u>£2,625.57</u>	<u>£29,282.41</u>	
Last bank statement received up to 31st August 2019				

## Appendix B

### Toppesfield Village Hall October Report to the Parish Council 2019

We have a continuing serious damp problem in the men's toilets (!) and the wall of the stage and store rooms. Steps are being taken to address and repair these before the decorating is completed in the Christmas holiday. The damp on the back wall is due to lack of insulation. We have gathered estimates to have this done and are currently looking for funding to add to our own input. We have been very fortunate to have been awarded a grant from The Councillor's Community grants fund towards this. Our thanks go to Richard van Dulken for his continued support and encouragement.

Hiring has increased with a couple of new clubs'.

24/9/19