



Toppesfield Parish Council



Minutes of the Parish Council Meeting held on Thursday 5th September 2019 At The Village Hall, Toppesfield at 7.30pm

19/143. Attendance and Apologies for Absence:

The following Councillors were in attendance:

Councillor Alan Collard - Chair
Councillor Amanda Smith
Councillor Andrea Chinery
Councillor Boyd Page
Councillor Chris Neale

Also, in attendance:

2 members of the public were in attendance
District Councillor Richard van Dulken
Kaaren Berry – Clerk to the Parish Council

Apologies were received from
Councillor Andrew Bull
Councillor Robert Stafford-Baker

19/144. Declaration of Members' interests in agenda items:

No declarations of Members interests were made.

19/145. Open Session – opportunity for members of the Parish to address the Parish Council.

It was asked by a parishioner as the pond in Gainsford End is unregistered land would the Parish Council be happy for them to maintain it. The Parish Council will confirm if this land is unregistered and seek advice on the position of maintenance and legal rights of unregistered land before any decision is made regarding the maintenance of the pond. Advice will be sort from the EALC.

19/146. Minutes of the last Parish Council Meeting

The minutes of the Parish Council meeting held on 1st August 2019 were approved and signed as correct after item number 19/131.4 was amended to include the word 'specific' so the minutes read 'There are also no specific commoner's rights on the land.

19/147. Matters Arising not on the agenda – for report only

There were no matters arising.

19/148. Actions from previous meeting:

- 19/148.1 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. See minute reference 19/151.3.
- 19/148.2 Kaaren Berry to seek available dates with the EALC for a 2-hour training session – dates for October are being sort.
- 19/148.3 Councillor Chris Neale to report on appeal to Essex County Council of the leaning 30mph signs. Councillor Neale stated these have been re-reported on the Great Yeldham Road along with the bollards on this road and the hedges at the junction with Mallows Lane. The signs entering the village from Grass Green Farm appear to have been straightened.

- 19/148.4 Quotes for works to the cherry trees along The Causeway to be sought by Kaaren Berry. See minute reference 19/151.2.
- 19/148.5 Councillor Alan Collard to seek legal advice on the matter of the vehicle left in Park Lane car park. Councillor Chris Neale reported that advice is still being sort regarding this matter. Councillor Boyd Page stated this issue has been ongoing since July 2017 and is flabbergasted of the in action of the Parish Council.
Clerk to send a letter to the owner of the vehicle to state it needs to be removed within 7 days.

19/149. Internal Practices and management for the Parish Council:

- 19/149.1 Neighbourhood Plan – The clerk reported that the application requesting a neighbourhood area for Toppesfield has been approved by Braintree District Council. Councillor Boyd Page reported that the minutes of the last Steering Group meeting have been circulated and several more people are interested in getting involved with the Neighbourhood Plan process. The Steering Group is working on its terms of reference. The vision statement as been completed and agreed. A summary of objectives are being worked on and another housing needs survey is to be carried out, this will then lead onto the landscape assessment. Councillor Page asked for funding to be applied for – Clerk to speak to Jan Stobart at the RCCE re this. It was also reported that all public documents will be available on the Parish Council website and a Facebook page is being created.
- 19/149.2 Parish Councillor training – dates for October are being sought.
- 19/149.3 Requirements for Local Council Award Scheme – Foundation Level. Kaaren Berry reported that Amanda Brown from the EALC will review the website and will give advice.
- 19/149.4 Emergency Plan updating of document – Councillor Boyd Page reported that he feels more information is required in the plan. This was discussed and agreed that a detailed version is to be made available to Braintree District Council and other authorities and an abbreviated version be available to the public. Councillors Boyd Page and Chris Neale to review the emergency plan document. Clerk to update the contact details of the existing plan and submit to Braintree District Council.
- 19/149.5 Policy Documents – Councillor Boyd Page stated the policy documents need to be reviewed annually. In particular the Safeguarding, Planning, Social Media and Recruitment policies. It was suggested that a working group be set up to look at these and bring their recommendations back to the Parish Council. The working group to consist of Councillors Chris Neale, Andre Chinery, Amanda Smith and Andrew Bull.
- 19/149.6 Community Energy Possibilities. Councillor Alan Collard stated that he is exploring possibilities for Community Energy Projects to reduce costs for organisations/groups within the parish. Solar power is being looked at first.

19/150. Correspondence Received:

- 19/150.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/150.2 Braintree District Council – The Local Plan – Technical Section 1 Examination 2019 public consultation. Documents can be viewed at www.braintree.gov.uk/NEAtechS1 and comments to be made at www.braintree.gov.uk/consultnea
- 19/150.3 Essex County Council – Essex Highways Annual Plan 2019/2020 - circulated to Councillors prior to the meeting.
- 19/150.4 Mid Essex Clinical Commissioning Group – Livewell Engagement Network – this is intended to be a virtual group of patients, public and voluntary groups who can get involved in how services are planned and designed but at an arm’s length approach. By becoming a member, local people can take part as much or as little as you like. To sign up you will need to be complete a short form by visiting <https://midsexccg.nhs.uk/get-involved/live-well-network>.
- 19/150.5 EALC Annual General Meeting 2019 and Essex County Council and EALC Joint Conference 2019 – agenda, annual reports and booking form received.
- 19/150.6 RCCE – Neighbourhood Planning – Coffee Morning – 27th September 2019
- 19/150.7 Jo Beavis, Hedinghams Ward District Councillor – invitation to A Town and Parish Summit – 19th September 2019 – Gosfield Village Hall.

Late correspondence:

CPRE Countryside Voice and Field Work Summer Publication received – pass over to Councillor Chinery.

Essex County Council – Fostering Awareness posters received for display.

PC Craig Wheeler – to attend the September village market.

Essex & Herts Air Ambulance – request for financial support. It was agreed not to support financially but to invite them to village events to promote their work.

19/151. Financial Accounts:

19/151.1 To receive the Clerk's Report indicating receipts and payments requiring approval - the report was received and payments approved – see Appendix A.

19/151.2 Quotes for works to the Cherry Trees along The Causeway. Quotes were anonymously read out and discussed. It was agreed to award Second Nature Tree Services and request that the work be carried out as soon as possible.

19/151.3 Quote for new dog waste bin on Toppesfield playing field. Quote was received and all agreed for Braintree District Council to supply and install a new dog waste bin.

19/151.4 Defibrillator for Gainsford End - agreement to be signed and installation required. Clerk to speak to the contractor who installed the Toppesfield Defibrillator re installing the Gainsford End one.

19/151.5 Benches relocation and installation of new bench – new quotation received. No information was available from Councillor Bull regarding the new quote. It was agreed that the new bench to be installed on the right of the bench along the Church wall. Clarification of the new quote to be sort from Councillor Bull.

19/151.6 PWLB update – Councillor Collard confirmed he has spoken to EALC regarding an application to the PWLB. The documentation has been received and the Parish Council are eligible to apply for funding for larger village projects. Costs of potential projects are being looked into.

19/153. Highways:

19/153.1 Cherry Trees along The Causeway, quote for works required – see minute ref 19/151.2.

19/153.2 Dog Fouling in the Churchyard. Complaint received about dog fouling in the Churchyard and what action can the Parish Council take. This was discussed and an article will be placed in the next newsletter reminding dog owners of their obligations to clear up after their pets.

19/153.3 Abandoned vehicle in Park Lane – see minute ref 19/148.5.

19/153.4 Footpaths – Councillor Boyd Page reported that an article was placed in the September Newsletter re the footpaths. Also, the bridge on Footpath 26 at Ollivers has been replaced and Footpath 51 is being looked at.

19/154. Planning:

Application No:	Description	Address	Action
19/01333/LBC	Fit secondary glazing to three windows in an upstairs bedroom and bathroom	Berwick Hall 2 The Causeway Toppesfield CO9 4DQ	Comments to Braintree District Council by 12 th September 2019
19/00058/FUL	Retention of electricity supply and enclosure	Fishing Lakes Great Yeldham Hall Toppesfield Road Great Yeldham	Application GRANTED
18/02165/FUL	Enlargement of two existing fishing lakes to create one larger fishing lake, creation of a parking area and laying of hardstanding, and change of use of the land for siting of two mobile units to provide anglers' toilets and tools shed.	Fishing Lakes Great Yeldham Hall Toppesfield Road Great Yeldham	Application GRANTED
19/01435/OUT	Outline application with some matters reserved - Erection of one three bedroom dwelling and three two bedroom dwellings	Land Rear Of Church Farm Barn Church Lane Toppesfield	Comments to Braintree District Council by 19 th September 2019

19/00968/OUT	Change of use from unused agricultural land and erection of a new dwelling, garage/carport and alterations to existing vehicular access.	Part OS 6961 Rear of Mission Hall Gainsford End Toppesfield	Comments to Braintree District Council by 18 th September 2019
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The above applications were discussed: no objections were made to application no 19/01333/LBC. Objections to application number 19/01435/OUT were regarding access, parking and that it is already a busy part of the road due to school traffic and it falls outside the village envelope. Application number 19/00968/OUT was discussed and amendments were noted. The Parish Councils position regarding this application remains the same as that of the response dated 25 June 2019.

19/155. Toppesfield Village Hall

19/155.1 Update from Village Hall Management Committee – Councillor Andrea Chinery read out the report from Toppesfield Village Hall – see Appendix B.

19/156. Playing Fields & The Dick Ruggles Pavilion

19/156.1 Update on forming the playing fields working group – no update available.
19/156.2 Gainsford End Playing Field Project – no update available.

19/157. Events

19/157.1 Christmas event 2019 - no update available.
19/157.2 VE Celebrations – 10 May 2020. Councillor Collard confirmed an article was placed in the September newsletter for people to attend a meeting on the 17th September to gauge the level of interest in organising an event.

19/158. Communications – The Green Man has displayed notices to state the parking area at the front of the pub is for customers only. This is as a result of customers not being able to park as spaces were being taken up by parents collecting children from the school/pre-school. Councillor Smith to liaise with the school to place an article in the newsletter re parking.
Councillor Neale to speak to Councillor Bull for access to the Facebook page to assist with posting content.

19/159. Information exchange / Parish Surgery / Items for the next agenda

PC Pilgrim will be attending the September village market.
District Councillor Richard van Dulken reminded the Parish Council of the Councillors Community Fund were approx. £500 is available.
District Councillor Richard van Dulken confirmed he is still pursuing the issue of Cust Hall Bridge and he will speak to Braintree District Council re flooding issues in Gainsford End and the effects any new developments may have on this.

19/160. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 3rd October 2019 at 7.30pm at Toppesfield Village Hall.

19/161. Close

The meeting closed at 10.10pm

Signed:

Dated:

Action Summary:

**Councillor Alan Collard to seek legal advice on the matter of the vehicle left in Park Lane car park.
Clerk to send a letter to the owner of the vehicle to state it needs to be removed within 7 days.**

Appendix A

Accounts – 5 September 2019		£	£	
National Savings Deposit Account:				
Balance as at 1st January 2019		<u>£2,625.57</u>		
Community Account				
Balance as at 31st August 2019			<u>£20,928.07</u>	
Subtotal:		<u>£2,625.57</u>		
All previous issued cheques cashed balance should be		<u>£2,625.57</u>	<u>£20,655.89</u>	
Income Received (Included in above balance)				
Payments to be approved:				
Date of invoice			Chq No:	Unrecoverable VAT
08.08.19	Community HeartBeat Trust - new pads & rescue kit		101891	£68.40 £0.00
26.08.19	Paul Clark Printing - September Newsletter		101892	£180.00 £0.00
31.08.19	K Berry - August wages		101890	£272.18 £0.00
				<u>£520.58</u>
Balance		<u>£2,625.57</u>		<u>£20,135.31</u>
Last bank statement received up to 31st July 2019				

Appendix B

Toppesfield Village Hall Report to PC September 2019

The main hall has been decorated by a professional decorator. The kitchen, hall and toilets have been decorated by the committee and glossed by our decorator. Thank you again for the PC funding towards the costs. The decorator cannot come to do the toilets (gloss and second coat) and girders until the Christmas holidays!

We have sought and followed RCCE advice regarding fire retardant curtains. Our new ones will be installed ASAP.

Village 'Project' -

I was working in the Village Hall (13/8) when Allan, Wendy Ames (Shop) and a council 'fund provider' visited during their meeting on a tour of the village. Alan mentioned to me again his ideas of having a disabled toilet where Kaaren's current office is. There was also talk of a covered passage and another door making a corridor entrance to the hall. I did mention our need for a new roof. I realise these are early ideas for discussion and consideration and not set plans.

Steve Amerio has been asked to give a quotation for the shop's ideas of an extension and new roof. It is a good way forward to get an idea of the price of a hoped-for project. I met Steve for an idea of the price as it seems logical to do our roof at the same time. He said he deals with domestic roof construction, ours is an industrial/farm roof. He has given me a contact number of a firm that deals with this. Allan could well be quite correct in saying ours would be expensive!

Our next projects-

- 1) We need a new roof. Ours leaks and is not well insulated, nor is it strong enough to have solar panels fitted on it.
- 2) The walls behind the stage and store rooms and kitchen are not insulated. Due to this lack of insulation there is damp in the storerooms and a problem in the men's toilet.
- 3) We have considered enlarging the hall onto the grass on the back giving additional space for an office and/or a meeting room.
- 4) The car park could be extended
- 5) The rear field could be used to better advantage.

We do have a disabled toilet; we do not need feel that is necessary to have another or more cloakrooms. A covered area would not seem to represent value for money for the community and only further darken our entrance and tuck us, unattractively, behind the enlarged shop if that were to happen. If we did unfortunately lose the revenue from the PC office, we would consider other community uses for that room which would have a cost implication to adapt it back.

Whilst I have listed the hall's needs, I understand that we are all looking for the overall village interests and not that of any individual stake holder. I also have been told that the money would be a loan plus interest. Will the community be involved in the reasoning and details of that commitment? (precept increase?)

I am looking forward to the next meeting of all parties where we can hear everyone's views about the ideas of the village and the way forward. I thank the pc for initiating and finding new opportunities with such vision.