

# **Toppesfield and Gainsford End Parish Council**

## **Minutes of the Meeting held on Thursday 1<sup>st</sup> December 2011 At The Village Hall, Toppesfield at 8.00pm**

### 1. Attendance and Apologies for Absence:

#### **The following Councillors were in attendance:**

Peter Moore – Chairman  
Andrew Bull – Vice Chairman  
Clare Condie  
Alan Collard  
John Levick  
Shaun Sheldrake

#### Also in attendance:

Kaaren Berry – Clerk to the Parish Council  
4 Members of the public  
Adam Jenkins – Essex County Council P3 scheme

#### **Apologies were received from:**

Fran Laskowski

### **2. Open Session for members of the Parish to address the Parish Council, including Village Plan update:**

A report was given on the progress of the doctor's car service. The service has been running for three months and 7 requests for the service have been received. Only one request could not be fulfilled as no driver was available. The service is going well and if anyone wishes to be added to the volunteer list please let Mrs Dyson know.

A parish member asked if there has been any progress on the issues regarding Mallows Lane. Peter reported that he has been in contact with Highways but as the road is classed as a byway it is a different matter. The repairs could be the responsibility of the land owner but Janet Hill from Highways will look at the problem when she is in the village again (this will possibly be next week).

A parishioner asked if any progress was made regarding the recreational area in Gainsford End and the barb wire. Peter reported that he had not been able to look at the area but Alan Collard had and he reported that the barb wire is a problem which needs to be addressed. Peter Moore / Kaaren Berry will write to the landowner and ask for the removal of the barb wire.

**Village Plan** - Malcolm Braithwaite gave an update on the village plan. Thanks were expressed to Andrew for the supplement in the latest parish magazine setting out some of the findings and reporting on the potential areas for action as well as the next steps to the plan. The next village meeting is to be held on 30<sup>th</sup> January 2012 for final ideas of what the plan should contain. Malcolm asked if the village plan should be charged for website updates and were they being treated the same as other organisations. John Levick stated that other organisations do not have a separate tab on the website and updates are normally entered as news items. The village plan is on track and aiming for the 1<sup>st</sup> July 2012 for the delivery of the final plan. Meetings have been held to identify resources and letters will be sent to stakeholders to what the questions relating to them have brought out and if they want to be part of the plan.

The 30 mile per hour speed limit was raised – is it part of the village plan or is it being progressed now. Thank you to Mr Thompson for starting the petition. The issue is being

progressed as part normal parish council business but it will also be entered into the village plan as a short term priority.

### **P3 scheme – Parish Paths Partnership**

Adam Jenkins from the community action team explained what the P3 scheme is about and how volunteers can get involved. The scheme does not removed any responsibility from the county council and land owners but helps to assist them by way of volunteers.

Volunteers will receive necessary training and be supplied with the correct PPE (personal protective equipment).

Full information on the scheme can be found at: <http://www.essex.gov.uk/Travel-Highways/Public-Rights-Way/Using-Public-Rights-Way/Pages/Volunteering-Parish-Paths-Partnership.aspx>

The new P3 manual: <http://www.essex.gov.uk/Travel-Highways/Public-Rights-Way/Using-Public-Rights-Way/Documents/Parish%20Paths%20Partnership%20Manual.pdf>

It was queried if the parish council are able to publish the definitive map on our website – Adam reported that we cannot due to copyright laws. However a working copy can be used by volunteers. We could publish a ‘homemade’ map without any concerns of copyright laws. ‘Access Essex’ publications covers areas in conjunction with this.

If acting through the P3 scheme volunteers can go to land owners and ask if volunteers can cut areas in need of attention as Essex County only do two cuts per year.

If the parish council are interested in participating in the scheme a dedicated person would need to be appointed as the liaison point with Essex County Council. A further more detailed meeting can be arranged to progress this if it is wished to take part in the scheme.

### **3. Minutes of the last meeting:**

The minutes of the meetings held on 3<sup>rd</sup> November 2011 were approved and signed by the chair as being an accurate record of the meeting.

### **4. Matters Arising from the Minutes:**

**Christmas Lunch** – it was suggested that this be held on the 15<sup>th</sup> December and whether it should be held in the village hall or the Green Man. Discussions followed as to the facilities of both venues and the possibility of entertainment. It was agreed that the event be moved to January due to time constraints. Andrew to confirm date availability and circulate to councillors. Residents will be receiving written invitations when details finalised. A budget of £250 was agreed upon for this event.

### **5. Actions from Previous Meeting:**

- Peter Moore to look at the recreational area in Gainsford End re the locked post, grass and barb wire – commented earlier in meeting on this – Peter Moore and Kaaren Berry to write to landowner regarding the removal of the barb wire.
- Kaaren Berry to look into why link to accounts on home page of website is not working – the link is now working.
- Contact to be made to Essex County Council by the parish council re Mallows Lane – commented earlier on this, await Janet Hills comments.
- Areas in Toppesfield and Gainsford End to be identified for upkeep / maintenance with a lawnmower etc. – This action is still outstanding.
- All councillors to collect information for the assets register for the next parish council meeting – no information available at present but could all information be passed to Kaaren.
- Kaaren Berry to compile account sheet for village plan expenses – account sheet compiled and passed on the VANTAGE.

- Andrew Bull to progress 'No Fly Tipping' signs for allotments – 3 PDF's received re designs and costing's. Andrew to circulate for comment.
- Kaaren Berry form an agenda and email round for comments / additions – completed and all agreed that the meeting went well.
- Kaaren Berry to progress Emergency Life support evening – all on track for the 8<sup>th</sup> December and so far 13 places filled.
- Peter Moore to follow up any speed limit update – Peter has written to Brooks Newman and Essex County Council but no response as yet.
- Peter Moore to contact Barclays again re change of details – letter written and all signatories to sign.
- Andrew Bull to write to BDC re The Causeway footpath – a letter has been written but no response as yet.

## **6. Planning Issues:**

Application No: 11/01545/FUL & 11/01546/LBC  
2 Berkley Cottages, Stambourne Road – no objections were made.

Application No: 11/01544/FUL  
22 Park Lane – no objections were made to this application.

## **7. Transport / Highways issues:**

Speed limit update: already discussed earlier in the meeting.

## **8. Recreational Areas:**

Andrew and Clare are filling out a grant application of up to £10,000. Once the application has been received a initial response would be sent within 14 days. Still looking for refurbishment works to be carried out early next year.

Kaaren to contact PlayQuip regarding the quote submitted and state works would not be carried out until early next year.

## **9. Financial Accounts:**

- The clerks report indicating receipts and payments requiring approval was received and approved, (Appendix A). The payment to K. Felton was for fireworks for the Christmas tree lighting ceremony.
- Barclays – letter re change of details – councillors signed letter to request change of correspondence address and allow Kaaren to have query access to the account.
- Audit Commission – completed form has been received back. Comments re accounts have been addressed.
- Christmas Tree lighting event – all in place, arrival 5.45pm for a 6.00pm sighting of FC and lights then to be switched on, followed by fireworks and carols in the pub. Thank you to Mr and Mrs Clarke for donating the tree this year. The fireworks cost £227 and the refreshments are budgeted at £180.
- Precept – the figures for next year need to be provided to Braintree District Council by the 17 January 2012.

Kaaren to email breakdown of accounts for last year to all councillors to assist in preparing the budget and setting the precept for next year. This will be the main point on the agenda for the meeting on 5<sup>th</sup> January 2012.

## **10. Correspondence:**

- Chris Mortimer Grounds Maintenance have emailed us to introduce their services. Kaaren to speak to Ridgewell PC as to their service contact with Mortimers.

- Essex Police re mobile stations – they are restructuring its services and a new policing blueprint will be in place from 1<sup>st</sup> March 2012 therefore they cannot confirm what is happening with the mobile units but they will keep us informed.
- Local Buss tenders from Essex County Council – views on services where not meeting value for money measures are need by 3<sup>rd</sup> February 2012.
- Playing Field and Oyster Magazine have been received if anyone wished to read them.
- Hard copy of Making the Links received and an invitation to the Tourist and Leisure Show in February.
- Essex County council have sent revised mobile dates with effect from 3<sup>rd</sup> January 2012. Kaaren to copy and place in notice boards and publish on website.
- EALC county update received along with upcoming training dates. Training on the 29<sup>th</sup> February 2012 on Parish Council Led neighbourhood Planning – Kaaren to book two places on this course.
- Waste Development Preferred Approach Document – has been received if anyone wishes to view it.
- Email on ‘Simple Ways to Grow Your Own’ talk at Writtle College on 16<sup>th</sup> February 2012 if anyone was interested in attending.

### **11. Any Other Business:**

- Funding Day – Alan and Clare reported that it was a very useful course and suggested that a database of grant awarding bodies be collated. See Alan and Clare’s report on the training, Appendix B. Discussions were held about finding funding for projects – Alan will liaise with VANTAGE as to finding funding for projects.
- Dog waste bin in The Causeway – the bin is beginning to corrode - prices need to be obtained for a replacement bin.
- Winter Salt Scheme – the salt has been received and will need to be handed out to volunteers for vulnerable areas which need to be identified prior to the next meeting.
- New electricity meter for the changing rooms – is being fitted on the 15<sup>th</sup> December 2011.

An offer of repainting a fading road sign has been received – this is not a parish council issue but a Highways one. Kaaren to write to Highways regarding fading signs.

Peter talked about the EALC best practice document regarding Grant Funding Programmes – Peter will put together a policy adoption for the next parish council meeting.

### **12. Date and Time of the next meeting:**

The next parish council meeting will be held on Thursday 5<sup>th</sup> January 2012 at 8.00pm, at the Village Hall

### **12. Close:**

The meeting was closed at 10.30pm.

.....  
Chairman

.....  
Date

## **Action Summary:**

**Peter Moore and Kaaren Berry to write to landowner re barb wire in the Gainsford End recreational area.**

**Andrew to confirm venue availability and dates for the January lunch and circulate to councillors.**

**Areas in Toppesfield and Gainsford End to be identified for upkeep / maintenance with a lawnmower etc.**

**Andrew Bull to circulate PDF's re 'No Fly Tipping' signs for comment.**

**Kaaren Berry to contact PlayQuip re quote and timings of work.**

**Kaaren Berry to email breakdown of accounts to all councillors.**

**Kaaren Berry to copy and circulate letter for comment - Local Bus Tenders.**

**Kaaren Berry to copy and publish revised mobile library dates.**

**Kaaren Berry to book two places on training course on 29.02.2012 on Parish Council Led Neighbourhood Planning.**

**All councillors to identify vulnerable areas for salting - information to Kaaren or bring to the next meeting.**

**Kaaren Berry to write to Highways regarding fading street names.**

**Peter Moore to put together a best practice policy document for the next meeting in respect of Grant Funding Programmes.**

## Appendix A

Accounts – 01 December 2011

National Savings Deposit Account:	£	£
Balance as at 12 July 2010	2498.26	
Community Account		
Statement Balance as at 31 October 2011		21511.06
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Subtotal:	2498.26	21511.06

If all previously issued cheques cashed / receipts cleared balance should be;

	Total	<u>21162.20</u>
Credits – National Savings Interest	5.00	

Payments to be approved:

Chq No:

1315	Mr B Stevenson – notice board refurbishment	145.00
1316	Mrs S Braithwaite - VP expenses	47.57
1317	P Roberts – VP expenses	5.00
1318	Mr D Dyson – Poppy wreath	18.50
1319	Mr P Thompson - bulbs for village planting	54.50
1320	Toppesfield Village Hall Committee – July – Sept	283.50
1321	Warwick network Ltd – village plan questionnaire	1234.56
1322	K. Berry – November Wages	198.47
1323	K. Felton – Fireworks	227.00
1324	Paul Clark Printing – newsletter	512.00
1325	Paul Clark Printing – Village Plan supplement	90.00
1326	E.on – Changing rooms	7.53
1327	mh-p – village plan minutes and councillors pictures	36.00
		-----
		2859.63
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Balance	2503.26	18302.57
	=====	=====

Last bank statement received up to 31<sup>st</sup> October 2011.

## Appendix B

### **Funding Day report back**

We attended a funding seminar in Dunmow on 10<sup>th</sup> November organized by the EALC.

There were presentations from the following organizations:

- Woodland Trust
- Sport Essex
- Big Lottery Fund
- Heritage Lottery Fund
- Big Society Fund
- Essex Community Foundation
- Biffaward

It is clear that there are many organizations looking for good projects to fund.

The representatives from the HLF, ECF and Big Society Fund know Toppesfield from funding provided to the Bells Fund, the School and the Shop. They each had a positive view of the village and of their experience of working on the respective projects.

In seeking funding it was stressed by several of the funders that the key is to do some thorough research on the criteria set by the donors and to build a strong business plan.

Many of the funders look for specific aspects, such as:

- Good level of community involvement – both input and outcomes;
- The wider the range of beneficiaries the better;
- Projects addressing, for example, rural isolation;
- ‘Green’ projects which help to reduce carbon footprint;
- Projects that show a demonstrable need. The village plan will be a useful document to support this;
- Sustainability;
- Youth involvement.

One presentation which was interesting was from a councillor in St Osyth. They have had a high level of support for a number of projects and it is clear that they had a strategy, strong business plans, enthusiasm and determination and executed the projects well. As a result they are popular with funders which will make their future requests easier.

Given that funding will likely be a major requirement for Toppesfield over the next couple of years, as the Village Plan is implemented, we should consider how we can build up a database of funders and develop some expertise in applying for money.

Clare Condie  
Alan Collard  
29<sup>th</sup> November 2011