

# **Toppesfield and Gainsford End Parish Council**

## **Minutes of the Meeting held on Thursday 5<sup>th</sup> January 2012 At The Village Hall, Toppesfield at 8.00pm**

### **1. Attendance and Apologies for Absence:**

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

Peter Moore – Chairman

Clare Condie

Alan Collard

John Levick

Fran Laskowski

Also in attendance:

Kaaren Berry – Clerk to the Parish Council

2 Members of the public

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

Shaun Sheldrake and Andrew Bull

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

It was reported to the council that Toppesfield Football Club withdrew from the league for this season at Christmas. They are looking for someone to manage the team for next season.

A parishioner asked if there was any development regarding the surface in Mallows Lane and the holes need to be properly filled in and not just filled with hardcore. Peter explained that he had not received a report following the onsite visit from Highways. Peter will chase this matter up with Janet Hill.

A couple of queries were raised regarding the actions of this evening meeting – it was asked if any transport information be passed onto the VANTAGE group as it could be needed for the village plan. Kaaren to forward any information to the VANATGE group regarding transport issues. It was also queried about the adoption of the grant scheme. Peter explained that is a scheme whereby groups and parishioners can apply to the parish council for monies towards projects they are undertaking and the necessary forms they need to complete.

### **3. Village Plan**

Malcolm reported that progress is steady. A SWAT analysis is being put forward at the next meeting on 9<sup>th</sup> January 2012. The results of this will be presented at the village meeting on the 30<sup>th</sup> January 2012. Issues including how to develop the school resources, the village hall and playing fields, energy issues and a footpath project are to be looked at. The Church and expanding its pastoral care and the pub are also to be looked at. The village plan will focus on 5 or 6 projects to start with. Helions Bumpstead have a good model village plan. The draft plan will be drawn up for April with the final plan for the 1<sup>st</sup> July 2012. It was mentioned that an parish council asset register would be helpful in putting projects together. Peter suggested that a fundraising group be put together to look at organisations/grant bodies where funds could be sort from.

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

The minutes of the meetings held on 1<sup>st</sup> December 2011 were approved and signed by the chair as being an accurate record of the meeting.

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

No matters arising were raised

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

- Peter Moore and Kaaren Berry to write to landowner re barb wire in the Gainsford End recreational area – The area has been looked at and it is not parish council land therefore the feeling is that there is nothing the parish council can do about it. The question as to whether it is 'good practice' to put barb wire next to a public right of way was raised. Peter will speak to Janet Hill regarding this when he speaks to her regarding Mallows Lane.
- Andrew to confirm venue availability and dates for the January lunch and circulate to councillors – it was agreed to do this for Christmas 2012 – to be placed on the agenda for October 2012.
- Areas in Toppesfield and Gainsford End to be identified for upkeep / maintenance with lawnmower etc – Peter has spoken to A. Preston regarding a maintenance contract. Peter will speak to A. Preston regarding identifying areas which would need to be covered. The parish council would then need to define scope and agree a budget for the work.
- Andrew Bull to circulate PDF's re 'No Fly Tipping' signs for comment – these were discussed and Clare will ask Paul Thompson to take this back to the allotment committee for their views as to they sign they require.
- Kaaren Berry to contact PlayQuip re quote and timings of work – contact made and timings given for 1<sup>st</sup> quarter of the year.
- Kaaren Berry to email breakdown of accounts to all councillors – accounts were emailed.
- Kaaren Berry to copy and circulate letter for comment – Local Bus Tenders. No comments were raised.
- Kaaren Berry to copy and publish revised mobile library dates – information copied and given out for notice board placement and issued to the website for publication.
- Kaaren Berry to book two places on training course on 29.02.2012 on Parish Council Led Neighbourhood Planning – booked with EALC, confirmation to follow.
- All councillors to identify vulnerable areas for salting – information to Kaaren or bring to the next meeting – Areas have been identified as: Camoise Close, the paths outside the shop, village hall and along the church wall. Also the path from the old post office down Stambourne Road and the path from Cherry Tree House to Camoise Close. Outside the bungalows in Park Lane and the path through the Church yard. Peter will speak with A. Preston with regards to contracting his services for this.
- Kaaren Berry to write to Highways regarding fading street names – Kaaren has contacted highways but they have stated it is an issue for Briantree District Council. Contact made with BDC but no response from them so far.
- Peter Moore to put together a best practice policy document for the next meeting in respect of Grant Funding Programmes – document drawn up for discussion in item 7.

## **7. Adoption of a Grant Scheme:**

The draft copy of this was agreed by those present as to how grants should be applied for. Kaaren to hold copies of the leaflets and they will be available online once both documents are updated.

## **8. Planning Applications:**

Application No: 12/00009/FUL

33 The Causeway – no objections were made to this application.

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

Following a letter from Brooks Newmark MP, Essex County Council response was to say ‘they have spoken with the Network Strategy and Enforcement Team to get an update on this issue. I understand that the county review was undertaken on all Priority 1 and Priority 2 roads of which the following in Toppesfield are classed as Priority 2: Stambourne Road, Church Road, Great Yeldham Road and The Causeway. In addition the review identified that Toppesfield had no speed restriction and probably qualified for one. Following this the site has been visited and a speed limit of 30 mph has now been agreed.

This is in the process of being designed and documents created for the informal consultation with the Parish Council prior to the advertising of the intention to introduce the 30 mph speed limit.....

The reduction in speed limit will be advertised in the New Year and will have to go through the Standard Order Making Process.’

## **10. Recreational Areas:**

Funding has been applied for but no response as of yet.

## **11. Financial Accounts:**

- The clerks report indicating receipts and payments requiring approval was received and approved, (Appendix A). Kaaren to speak to Andrew regarding following up Paul Chinery’s report of areas cut.
- Barclays – letter re change of details – Kaaren has now received a bank statement direct but has also received more forms to complete for access to the account on a queiry basis only.
- The Clerk s Qualification – it was agreed that the parish council would fund this but Kaaren to follow up the bursary scheme the EALC run.
- Precept – following discussions it was agreed not to increase the precept this year and keep it the same as last year.

## **12. Correspondence:**

- Dynamic Fireworks – a letter of introduction has been received from the company.
- The Bus Passenger News has also been received.

## **13. Any Other Business:**

- Bramford to Twinstead Tee – sub stations. Kaaren went to the open day in the reading rooms in Gt. Yeldham and has a copy of the map showing the possible sites for a new sub station. The nearest to our parish is next to the Colne Valley railway. Peter queried if this would result in the power cables leading up to Toppesfield and Gainsford End would need to be replaced to carry the higher voltage. Further enquires would need to be made to answer this.

- Dick Ruggles memorial bench - £131 has been raised so far with a few donations still to come in. Prior to the next meeting a bench and engraving will be identified from the brochure's received.
- P3 Scheme – Alan Collard will approach an identified parishioner as to being the point of contact for this scheme.
- Congratulations to St. Margaret's School on their recent success topping the nationwide SATs league tables.

**14. Date and Time of the next meeting:**

The next parish council meeting will be held on Thursday 2<sup>nd</sup> February 2012 at 8.00pm, at the Village Hall

**15. Close:**

The meeting was closed at 10.20pm.

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Chairman

.....  
Date

**Action Summary:**

**Peter Moore to chase up Highways regarding Mallows Lane.**

**Peter Moore to raise the question of 'good practice' regarding the barb wire with Janet Hill.**

**Peter Moore to arrange for maintenance areas to be identified within the parish and the salting of identified areas.**

**Clare Condie to speak to Paul Thompson regarding 'No Fly Tipping' signs for the allottments.**

**Kaaren Berry to speak to Andrew re follow up of P. Chinery's report of areas cut.**

**Kaaren Berry to follow up the bursary scheme for the Clerks Qualification.**

**Kaaren Berry and Alan Collard to identify bench and confirm engraving.**

**Alan Collard to speak to an identified parishioner regarding the P3 scheme.**

**Kaaren Berry to draft letter to St Margaret's School.**

## Appendix A

Accounts – 05 January 2012

National Savings Deposit Account:	£	£
Balance as at 15 November 2011	2503.26	
Community Account		
Statement Balance as at 30 December 2011		19417.37
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Subtotal:	2503.26	19417.37

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

Total 18080.74

Payments to be approved:

Chq No:

1328	Audit Commission	162.00
1329	Mr P Chinery	420.00
1330	Braintree District Council	927.60
1331	Mrs S Amerio – Doctors Car Service	4.00
1332	EALC – New Councillor file	19.75
1333	mh-p invoice no 2134 – domain renewal	19.18
1334	K. Berry December wages	198.47
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		1751.00
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Balance	2503.26	16329.74
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Last bank statement received up to 30<sup>th</sup> December 2011.