



Toppesfield Parish Council

Chairman Mr Alan Collard

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<https://e-voice.org.uk/toppesfield-parish-council>

10th April 2020

To: Members of Toppesfield Parish Council

You are hereby summoned to attend the meeting of Toppesfield Parish Council to be held on

Thursday 16th April 2020 at 7.00pm via ZOOM for the purpose of transacting the business according to the below Agenda.

Kaaren Berry

Kaaren Berry
Clerk to Toppesfield Parish Council

AGENDA

20/56. Attendance and Apologies for absence

20/57. Declaration of Members' interests in agenda items

[Members of the Council are subject to the Local Authorities (Model Code of Conduct) Order 2007(SI. 2007/1159) (The Revised Code) with the additional non-mandatory section 12(2).]

20/58. Open Session – opportunity for members of the Parish to address the Parish Council.

20/59. Minutes of the last Parish Council Meeting

(previously circulated)

20/60. Matters Arising not on the agenda – for report only

20/61. Actions from previous meeting:

20/61.1 Councillor Collard to write to the village hall committee.

20/61.2 Councillor Smith to liaise with the school to ask the children to produce posters to advertise the community litter pick.

20/61.3 Councillors with signing powers are to contact the bank directly to sign themselves up for electronic banking.

20/61.4 Clerk to seek a further quote for the electricity supply to the pavilion.

20/61.5 Councillor Stafford-Baker to look at costings for bench near Hill Farm and a bench for Gainsford End playing field.

20/61.6 Councillor Stafford-Baker to speak to the church wardens regarding the proposed bench for the Church yard.

20/61.7 Councillor Stafford-Baker to speak to the chair of the allotment society as to whether the large metal roller can be moved to the allotments.

20/61. Internal Practices and management for the Parish Council:

20/61.1 Proposal to reimburse Trisha Roberts for telephone expenses incurred due to covid-19 totalling £45 (ACO)

20/61.2 Proposal to earmark £500 for any costs associated with covid-19. Could this come from budget lines such as contingency grants or sundry? Or could we move something from celebrations? (ACO)

- 20/61.3 Proposal to increase Clerk's hours by 5 hours a week during covid-19 pandemic. Thereafter to review scope of clerk's role to reassess the time required to fulfil the role. (ACO)
- 20/61.4 Sharing of Electoral Roll Data and why it is necessary, declarations to be signed (KB)

20/62. Correspondence Received:

- 20/62.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 20/62.2 Braintree District Council – Changes to the delivery of our services during the coronavirus pandemic. Please see www.braintree.gov.uk/coronavirus for the latest information.
- 20/62.3 Rye Street Group Tree Planting Project – this has had to be placed on hold due to covid-19. It is hoped we'll be able to re-engage with all interested parties and supply the desired tree at the end of summer/early autumn.

20/63. Financial Accounts:

- 20/63.1 To receive the Clerk's Report indicating receipts and payments requiring approval (KB)
- 20/63.2 Grant request from St Margaret's Church for help towards the purchase of new bell ropes (KB)
- 20/63.3 Renewal quotes for the electricity supply to the pavilion (KB)

20/64. Highways:

20/65. Planning:

Application No:	Description	Address	Action
20/00520/NMA	Non-Material Amendment to permission 17/00458/FUL granted 05.05.2017 for: Demolition of outbuilding and erection of garages and store and facilities for agricultural enterprise including ancillary works. Amendment would allow: - Use of loft space and insertion of 3 No roof windows	Bradfields Harrow Hill Toppesfield CO9 4LX	For information only due to the type of application
20/00526/COUPA	Prior approval for the change of use of agricultural building to a dwelling house (Class C3), and for associated operational development - Change of use to 1no. residential dwelling	Flowers Hall Farm Gainsford End Toppesfield CO9 4EN	For information only. NO consultation response is required but if comments are made they should be restricted to the issues / matters listed.
20/00521/FUL	Change of use to provide Airbnb accommodation jointly within vineyard visitor building.	Bradfields Harrow Hill Toppesfield CO9 4LX	Comments to BDC by 23 April 2020

20/67. Playing Fields & The Dick Ruggles Pavilion

- 20/50.1 Play equipment at the playing fields has been taped off as per government advice due to covid-19

20/68. Events

- 20/68.1 VE Day Celebrations 8th May 2020 – these have been deferred due to covid-19 and the recent government rulings on gatherings.
- 20/68.2 Litter Pick – 4th April 2020 – this has been postponed due to covid-19 and the recent government rulings on gathers.

20/69. Communications

- 20/69.1 Website update (KB)

20/70. Information exchange / Parish Surgery / Items for the next agenda

20/71. Date of the next meeting:

The next Parish Council Meeting is proposed to be held on 12th May 2020 at 7.30pm – this may be via zoom or at Toppesfield Village Hall depending on government advice at the time.

20/72. Close