



# Toppesfield Parish Council

Chairman Mr Alan Collard

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28<sup>th</sup> June 2019

To: Members of Toppesfield Parish Council

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

**Thursday 4<sup>th</sup> July 2019 at 7.30pm** at **Toppesfield Village Hall** for the purpose of transacting the business according to the below Agenda.

*Kaaren Berry*

Kaaren Berry  
Clerk to Toppesfield Parish Council

## **AGENDA**

**19/109. Attendance and Apologies for absence**

**19/110. 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).]*

**19/111. Open Session – opportunity for members of the Parish to address the Parish Council.**

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**19/112. Minutes of the last Parish Council Meeting**

*(previously circulated)*

**19/113. Matters Arising not on the agenda – for report only**

**19/114. Actions from previous meeting:**

- 19/114.1 Kaaren Berry to follow up on enquiry with Braintree District Council about costs for a new dog waste bin for the bottom of the Toppesfield playing field.
- 19/114.2 Kaaren Berry to ask EALC further advice regarding the remaining vehicle in the car park.
- 19/114.3 Councillor Chris Neale to speak to Highways regarding the state of the hedges at the Mission Hall.
- 19/114.4 Kaaren Berry to seek available dates with the EALC for a 2-hour training session.
- 19/114.5 Councillor Andrea Chinery to forward notice with emergency contact details for display to clerk for completion and display.
- 19/114.6 Councillor Boyd Page to update on position regarding works to common land and if there are any conditions on the common land in Church Lane.
- 19/114.7 Councillor Chris Neale to report on appeal to Essex County Council of the leaning 30mph signs.
- 19/114.8 Councillor Boyd Page to progress application to Open Spaces Society.
- 19/114.9 All Councillors to identify storage areas for salt stocks and check on current levels.
- 19/114.10 Councillor Alan Collard to enquire what the procedure is for possibly unoccupied/not main residence Greenfield properties.

**19/115. Internal Practices and management for the Parish Council:**

- 19/115.1 Neighbourhood Plan - Discuss and vote on whether to start this process
- 19/115.2 Neighbourhood Plan - Decide the area of the parish to be the designated neighbourhood area.
- 19/115.3 Parish Councillor training.
- 19/115.4 VE Day anniversary May 2020 (ACO)
- 19/115.5 Consideration of working towards the Local Council Award Scheme – Foundation Level – Councillor feedback
- 19/115.6 Consideration on increasing clerks contracted hours (BP)

**19/116. Correspondence Received:**

- 19/116.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/116.2 Braintree District Council – Housing Briefings – dates of upcoming meetings.
- 19/116.3 RCCE – Community Enablers Recruitment vacancy
- 19/116.4 Essex County Council- consultation on changes to the use of Concessionary Bus Passes on Essex County Council run Park and Ride Services – consultation is at the midway point and further promotion is required.

**19/117. Financial Accounts:**

- 19/117.1 To receive the Clerk's Report indicating receipts and payments requiring approval

**19/118. Highways:**

- 19/118.1 Transport for St Margaret's school - Discuss working with the school to provide a bus for those in surrounding villages to reduce traffic in the village (AC)
- 19/118.2 Cherry Trees along The Causeway, works required and ownership (BP)

**19/119. Planning:**

Application No:	Description	Address	Action
18/01572/FUL	Proposed demolition of existing single storey rear extension and latter additions and erection of 2 no. single storey rear extensions with associated alterations and landscaping	Church Farm House Church Lane Toppesfield CO9 4DS	Application GRANTED

**19/120. Toppesfield Village Hall**

- 19/120.1 Update from Village Hall Management Committee (AC)

**19/121. Playing Fields & The Dick Ruggles Pavilion**

- 19/121.1 Letter of intention to seek permission to increase the size/install a second petanque pitch.
- 19/121.2 Update of actions from the RoSPA reports (BP)

**19/122. Communications**

- 19/122.1 Update on Newsletter (KB)

**19/123. Information exchange / Parish Surgery / Items for the next agenda**

**19/124. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 1<sup>st</sup> August 2019 at 7.30pm at Toppesfield Village Hall.

**19/125. Close**