



# Toppesfield Parish Council

Chairman Mr Alan Collard

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30<sup>th</sup> November 2019

To: Members of Toppesfield Parish Council

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

**Thursday 5<sup>th</sup> December 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**

**19/198. Attendance and Apologies for absence**

**19/199. 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).]*

**19/200. Open Session – opportunity for members of the Parish to address the Parish Council.**

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**19/201. Minutes of the last Parish Council Meeting**  
*(previously circulated)*

**19/202. Matters Arising not on the agenda – for report only**

**19/203. Actions from previous meeting:**

- 19/203.1 Clerk to email grant application form to the school for A Frame and Interactive Board.
- 19/203.2 Councillor Neale to contact Braintree District Council re possible contract to monitor and maintain the car park in Park Lane.
- 19/203.3 Councillor Rob Stafford-Baker to seek quotes to repair the village gate on the Great Yeldham Road.
- 19/203.4 Councillor Stafford- Baker to seek a quote from RoSPA to assess the pavilion regarding improvements/requirements which are needed in order to use the facility as changing rooms.
- 19/203.5 Councillor Bull to liaise with The Green Man re Christmas event refreshments and source the lights for the Christmas tree.

**19/204. Internal Practices and management for the Parish Council:**

- 19/204.1 Request for dispensation from Councillor Boyd Page to participate in discussions only regarding the planning application for outline planning at Park Lane ref no 17/01863/OUT (KB)
- 19/204.2 Neighbourhood Plan – update (BP)
- 19/204.3 Updated financial regulations and standing orders for discussion and approval (KB)

- 19/204.4 Discussion on environmental issues: what could or should Toppesfield try to do (ACO)
- 19/204.5 Procedures for obtaining quotes and tenders for works to be carried out in the parish (BP)
- 19/204.6 Neighbourhood Watch – volunteers required to become involved with this (KB)

**19/205. Correspondence Received:**

- 19/205.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/205.2 Letter from Mr & Mrs Page regarding the outline planning application at Park Lane.
- 19/205.3 Essex County Council Definitive Map of Public Rights of Way – Modification No.669 (Braintree District) Order 2019 received.
- 19/205.4 Braintree District Council – Open Space Action Plan 2020 – amendments to be submitted by 20<sup>th</sup> January 2020.
- 19/205.5 War Memorials Trust – November publication received.
- 19/206.6 CPRE – Countryside Voice and Fieldwork winter editions of publications received.
- 19/206.7 Stanstead Airport News – the November issue of this publication is available on the parish council website.
- 19/206.8 Braintree District Council – Housing Briefings dates for 2020 received.
- 19/206.9 EALC – The Appointment of the new Chief Executive Officer will take effect from 1<sup>st</sup> April 2020 where Charlene Slade will replace Joy Darby who is retiring at the end of March 2020.

**19/206. Financial Accounts:**

- 19/206.1 To receive the Clerk's Report indicating receipts and payments requiring approval
- 19/206.2 Quotation received for play equipment for Gainsford End Playing Field – to discuss the specification and what is required or expected from the new equipment (RSB)
- 19/206.3 Projects for consideration for the budget 2020/2021 (KB)
- 19/206.4 Possible PWLB funding update (ACO)
- 19/206.5 Grant application from St Margaret's School for an A Frame re parking and an interactive board for the school hall (KB)

**19/207. Highways:**

- 19/207.1 School Parking (BP)
- 19/207.2 Park Lane Car Park – return of previously removed vehicle (KB)

**19/208. Planning:**

**19/209. Toppesfield Village Hall**

- 19/209.1 Update from Village Hall Management Committee (AC)

**19/210. Playing Fields & The Dick Ruggles Pavilion**

- 19/210.1 Request from St Margaret's School to use Toppesfield Playing Field for Cross Country Training and for football tournaments with other schools.
- 19/210.2 Request from Little Chestnuts Pre-school to use Toppesfield Playing Field for two events (AC)
- 19/210.3 Gainsford End Playing Field Project – update (AB & RSB)
- 19/210.4 Pavilion improvements and seeking volunteers to locate funding opportunities (RSB)
- 19/210.5 New bench and concrete base in the playing field (BP)

**19/211. Events**

- 19/211.1 Christmas event 2019 – update (AB)
- 19/211.2 Removal of Christmas trees from the pump and the Church (AC)

**19/212. Communications**

- 19/212.1 Broadband update (CN)

**19/213. Information exchange / Parish Surgery / Items for the next agenda**

**19/214. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 9<sup>th</sup> January 2020 at 7.30pm at Toppesfield Village Hall.

**19/215. Close**