



Toppesfield Parish Council

Chairman Mr Alan Collard

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30th October 2019

To: Members of Toppesfield Parish Council

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

Thursday 7th November 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

19/180. Attendance and Apologies for absence

19/181. 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).]

19/182. Open Session – opportunity for members of the Parish to address the Parish Council.

19/183. Minutes of the last Parish Council Meeting
(previously circulated)

19/184. Matters Arising not on the agenda – for report only

19/185. Actions from previous meeting:

- 19/185.1 Councillor Andrew Bull to update the website link on the Facebook page.
- 19/185.2 Councillor Chris Neale seeking general advice on abandoned vehicles.
- 19/185.3 Councillor Bull to obtain quotes for Christmas trees and lights for the next parish council meeting.
- 19/185.4 Clerk to requested the old parish website be removed.
- 19/185.5 Clerk to sign up with the Public Sector Mapping Agreement (PSMA) to obtain Ordnance Survey maps.

19/186. Internal Practices and management for the Parish Council:

- 19/186.1 Neighbourhood Plan – update (BP)
- 19/186.2 Recommendation to appoint Landscape Character Assessment Consultant Wynne-Williams Associates (BP)
- 19/186.3 Emergency Plan – Braintree District Council – offer of support to help develop the community resilience side of the plan.
- 19/186.4 Feedback on Parish Council website from EALC (KB)

19/186.5 Updated financial regulations and standing orders for discussion (KB)

19/187. Correspondence Received:

- 19/187.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/187.2 Confirmation that the application for a Public Sector Mapping Agreement (PSMA) member licence has been granted.
- 19/187.3 Braintree District Council – Local Highways Panel – minutes of their last meeting are available to view at:

<https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/935/Committee/13/Default.aspx>

- 19/187.4 RCCE - Neighbourhood Plan training session – Reg. 14 and Beyond! Will be held on Saturday 9th November 2019 from 10.00am-1.00pm, at the RCCE offices, Feering.
- 19/187.5 Community 360 - Are undertaking the mapping of walks that are less well known in the Braintree district. They receive funding from Active Braintree to do this piece of work and are trying to link up communities and encourage and support people to get out and walk and meet new people. Information on walks is being sort.
- 19/187.6 Letter of complaint re dog fouling in the Church yard
- 19/187.7 Braintree District Council – Community 360 – Community Information Day, 28th November, 10.30am – 1.30pm at Braintree Museum - Come along to this free event to find out about services and activities available in the area.
- 19/187.8 Invitation to Superfast Essex Countywide Parish Engagement Event on 28th November 2019, 7pm to 8:30pm at ANGLIA RUSKIN UNIVERSITY, Bishop Hall Lane, Chelmsford received.

19/188. Financial Accounts:

- 19/188.1 To receive the Clerk's Report indicating receipts and payments requiring approval
- 19/188.2 Quote to install defibrillator to Gainsford End (KB)
- 19/188.3 Grant request from Toppesfield Village Shop (KB)
- 19/188.3 Budget 2020/2021 (KB)

19/189. Highways:

- 19/189.1 Reference Number: 2347621, footway defects along Church Lane – works are now complete.
- 19/189.2 Village sign along Great Yeldham Road – in need of repair (BP)

19/190. Planning:

Application No:	Description	Address	Comments from Braintree District Council
19/00968/OUT	Change of use from unused agricultural land and erection of a new dwelling, garage/carport and alterations to existing vehicular access.	Part OS 6961 Rear Of Mission Hall Gainsford End Toppesfield	The application has now been withdrawn and will not be proceeded with further.

19/191. Toppesfield Village Hall

- 19/191.1 Update from Village Hall Management Committee (AC)

19/192. Playing Fields & The Dick Ruggles Pavilion

- 19/192.2 Gainsford End Playing Field Project (AB & RSB)
- 19/192.3 Missing handles on the rocker horse in Toppesfield playing field (RSB)

19/193. Events

- 19/193.1 Christmas event 2019 – Including a proposal to purchase a Christmas Tree and Lights (AB)

19/194. Communications

- 19/194.1 Broadband update (CN)
- 19/194.2 EALC – provided a list of companies that can host/manage websites for Parish Councils
- 19/194.3 Network 5 – date for next meeting to be confirmed (KB)

19/195. Information exchange / Parish Surgery / Items for the next agenda

19/196. Date of the next meeting:

The next Parish Council Meeting is proposed to be held on 5th December 2019 at 7.30pm at Toppesfield Village Hall.

19/197. Close