



Toppesfield Parish Council

Chairman Mr Alan Collard

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26th July 2019

To: Members of Toppesfield Parish Council

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

Thursday 1st August 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

- 19/126. Attendance and Apologies for absence**
- 19/127. 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).]
- 19/128. Open Session – opportunity for members of the Parish to address the Parish Council.**
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- 19/129. Minutes of the last Parish Council Meeting**
(previously circulated)
- 19/130. Matters Arising not on the agenda – for report only**
- 19/131. Actions from previous meeting:**
- 19/131.1 Kaaren Berry to follow up in enquiry with Braintree District Council about costs for a new dog waste bin for the bottom of the Toppesfield playing field.
 - 19/131.2 Kaaren Berry to seek available dates with the EALC for a 2-hour training session.
 - 19/131.3 Councillor Andrea Chinery to forward notice with emergency contact details for display to clerk for completion and display.
 - 19/131.4 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.
 - 19/131.5 Councillor Chris Neale to report on appeal to Essex County Council of the leaning 30mph signs.
 - 19/131.6 Kaaren Berry to write to Greenfields regarding the possibly unoccupied/not main residence Greenfield properties in Toppesfield.
- 19/132. Internal Practices and management for the Parish Council:**
- 19/132.1 Co-option of 7th Councillor to Toppesfield Parish Council.
 - 19/132.2 Jan Stobart – RCCE – Neighbourhood Plan

- 19/132.3 Neighbourhood Plan – Resolve to make a grant application for funding towards the Neighbourhood Plan.
- 19/132.4 Neighbourhood Plan – Parish Council's terms of reference to be discussed.
- 19/132.5 Parish Councillor training.
- 19/132.6 Defibrillator located at The Street, Toppesfield.
- 19/132.7 Consideration of working towards the Local Council Award Scheme – Foundation Level – Councillor feedback
- 19/132.8 Consideration on increasing clerks contracted hours (BP)

19/133. Correspondence Received:

- 19/133.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/133.2 Braintree Local Highways Panel - The Minutes of the last meeting which was held on 20th June 2019 have been published and are available to view on the Council's website at:
<https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/831/Committee/13/Default.aspx>
- 19/133.3 Toppesfield Village Hall – increase in hiring charges.
- 19/133.4 EALC – Essex Future Library Services Strategy – the strategy is available at:
<https://libraries.essex.gov.uk/libraries-consultation> and click on the heading Essex Future Library Services Strategy 2019-2024.
- 19/133.5 RCCE – Annual Review 2018-2019 received.

19/134. Financial Accounts:

- 19/134.1 To receive the Clerk's Report indicating receipts and payments requiring approval
- 19/134.2 Proposal to purchase new pads for the defibrillator

19/135. Highways:

- 19/135.2 Cherry Trees along The Causeway, quote for works required (KB)

19/136. Planning:

Application No:	Description	Address	Action
19/01068/LBC	Installation of solar panels on the south facing roof of the tiled garage (previously stable block)	Brook House Robinhood End Toppesfield CO9 4NN	Comments to Braintree District Council by 8 th August 2019
19/01304/HH	Erection of front and side extensions and associated internal alterations	Paps Harrow Hill Toppesfield CO9 4LX	Comments to Braintree District Council by 26 th August 2019

19/137. Toppesfield Village Hall

- 19/137.1 Update from Village Hall Management Committee (AC)

19/138. Playing Fields & The Dick Ruggles Pavilion

- 19/138.1 Update on forming the playing fields working group (AB)

19/139. Communications

- 19/139.1 Parish Council Website (KB)
- 19/139.2 Newsletter Review and feedback (ACO)

19/140. Information exchange / Parish Surgery / Items for the next agenda

19/141. Date of the next meeting:

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

19/142. Close