



# Toppesfield Parish Council

Chairman Mr Alan Collard

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30<sup>th</sup> May 2019

To: Members of Toppesfield Parish Council

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

**Thursday 6<sup>th</sup> June 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

- 19/92. Attendance and Apologies for absence**
- 19/93. 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).]*
- 19/94. Open Session – opportunity for members of the Parish to address the Parish Council.**
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- 19/95. Minutes of the last Parish Council Meeting**  
*(previously circulated)*
- 19/96. Matters Arising not on the agenda – for report only**
- 19/97. Actions from previous meeting:**
- 19/97.1 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.
- 19/97.2 Councillor Andrew Bull to write to the owner of the remaining vehicle and then look at a tidy up of the car park.
- 19/97.3 Councillor Andrew Bull to write to Mr Ketley re the amount of the mud on the Toppesfield Road.
- 19/97.4 Councillor Andrew Bull to write to owners of the Mission Hall regarding the state of the hedges.
- 19/97.5 Kaaren Berry to seek available dates with the EALC for a 2-hour training session.
- 19/97.6 Councillor Andrea Chinery to produce a notice with emergency contact details for display.
- 19/97.7 Kaaren Berry to speak to Dedham Parish Council re granting monies to the Church.
- 19/97.8 Councillor Boyd Page to research the legal position regarding works to common land and if there are any conditions on the common land in Church Lane.
- 19/97.9 Councillor Chris Neale to report the leaning 30mph signs to Essex County Council.
- 19/97.10 Councillor Chris Neale to look at road signage to show there is a school in Church Lane and '20 is plenty' type of signs.

**19/98. Internal Practices and management for the Parish Council:**

- 19/98.1 Neighbourhood Plan – first meeting agenda for comment
- 19/98.2 Elect a Councillor to lead on Playing Field projects.
- 19/98.3 Parish Councillor training.
- 19/83.4 Consideration request to join the Open Spaces Society, <https://www.oss.org.uk> (BP)
- 19/98.5 Consideration of working towards the Local Council Award Scheme – Foundation Level
- 19/98.6 Neighbourhood Watch
- 19/98.7 Proposal to establish a working group to look at funding opportunities. (ACO)

**19/99. Correspondence Received:**

- 19/99.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/99.2 Invitation for the Chair to attend the Annual Meeting and Summer Reception at the University of Essex on 21<sup>st</sup> June 2019 at 2pm.
- 19/99.3 Essex County Council Salt Bag Partnership Scheme for winter 2019/20 – do we require a delivery of salt to use on the public highways which is not already salted by Essex County Council.
- 19/99.4 Braintree District Neighbourhood Watch AGM/conference- 30<sup>th</sup> July, 2pm at Gosfield Village Hall.
- 19/99.5 RCCE – Oyster Spring 2019 publication received.

**19/100. Financial Accounts:**

- 19/100.1 To receive the Clerk's Report indicating receipts and payments requiring approval
- 19/100.2 Grant funding request from St Margaret's Church 2019.
- 19/100.3 Bank mandate forms
- 19/100.4. Accounts year ending 2018/19. To approve the accounts and sign the Annual Return, for the year ending 31 March 2019. The Chairman and Responsible Financial Officer/Clerk to sign:
  - Certificate of Exemption 2018/19 stating that the gross income/expenditure did not exceed £25,000.
  - Annual Governance Statement.
  - Accounting Statements.

**19/101. Highways:**

- 19/101.1 Reports of an Unoccupied Greenfield Housing Association Bungalow in Toppesfield (BP)
- 19/101.2 Essex County Council – parish footway defects
- 19/101.3 Footpath 51

**19/102. Planning:**

Application No:	Description	Address	Action
19/00542/HH	Retrospective application for the conversion of out building into habitable room and single storey rear extension linking existing outbuilding to main dwelling	13 Church Lane Toppesfield Essex CO9 4DS	Application GRANTED
19/00968/OUT	Change of use from unused agricultural land and erection of a new dwelling, garage/carport and alterations to existing vehicular access.	Land Adjacent To Mission Hall, Gainsford End, Toppesfield	Comments to Braintree District Council by 28 <sup>th</sup> June 2019

**19/103. Toppesfield Village Hall**

- 19/103.1 Update from Village Hall Management Committee, including update on the insurance position (AC)

**19/104. Playing Fields & The Dick Ruggles Pavilion**

- 19/104.1 RoSPA reports for the Toppesfield ad Gainsford End Playing Fields

**19/105. Communications**

- 19/105.1 Update on Proposal to set up a working group to report back with recommendations. (ACO)
- 19/105.2 Newsletter

**19/106. Information exchange / Parish Surgery / Items for the next agenda**

**19/107. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 4<sup>th</sup> July 2019 at 7.30pm at Toppesfield Village Hall.

**19/108. Close**