



# Toppesfield Parish Council

Chairman Mr Alan Collard

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28<sup>th</sup> September 2019

To: Members of Toppesfield Parish Council

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

**Thursday 3<sup>rd</sup> October 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**

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- 19/162. Attendance and Apologies for absence**
- 19/163. 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).]*
- 19/164. Open Session** – opportunity for members of the Parish to address the Parish Council.
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- 19/165. Minutes of the last Parish Council Meeting**  
*(previously circulated)*
- 19/166. Matters Arising not on the agenda – for report only**
- 19/167. Actions from previous meeting:**  
19/167.1 Councillor Alan Collard to seek legal advice on the matter of the vehicle left in Park Lane car park.  
19/167.2 Clerk to send a letter to the owner of the vehicle to state it needs to be removed within 7 days.
- 19/168. Internal Practices and management for the Parish Council:**  
19/168.1 Neighbourhood Plan – update (BP)  
19/168.2 Parish Councillor training.
- 19/169. Correspondence Received:**  
19/169.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.  
19/169.2 Braintree District Council – Brexit 'Get Ready' Campaign: Local Communications Toolkit received.  
19/169.3 Braintree District Council - have produced a draft planning document known as a 'Local Development order' (LDO). It is anticipated that an LDO at Horizon 120 will create a high quality business and innovation park and simplify the planning process to encourage businesses onto the

site. Between 12<sup>th</sup> September and 24<sup>th</sup> October we are asking for your comments on the following documents: Horizon 120 Draft Local Development Order, Statement of reasons and Design code. To view the documents and respond please visit [www.braintree.gov.uk/ConsultLDO](http://www.braintree.gov.uk/ConsultLDO). Comments are requested by 5pm on Thursday 24<sup>th</sup> October 2019.

- 19/169.4 Robin Road Ltd - Robin Road mobile app platform and our offer for Councils and Local Authorities.
- 19/169.5 Stop Stanstead Expansion – Update on the groups Chairman.

**19/170. Financial Accounts:**

- 19/170.1 To receive the Clerk's Report indicating receipts and payments requiring approval
- 19/170.2 Benches relocation and installation of new bench – revised quotation received (AB)

**19/171. Highways:**

- 19/171.1 Car Park in Park Lane (BP)
- 19/171.2 Cust Hall Bridge (KB)

**19/172. Planning:**

**19/173. Toppesfield Village Hall**

- 19/173.1 Update from Village Hall Management Committee (AC)

**19/174. Playing Fields & The Dick Ruggles Pavilion**

- 19/174.1 Update on forming the playing fields working group (AB)
- 19/174.2 Gainsford End Playing Field Project (AB)
- 19/174.3 Painting of the Pavilion (RSB)
- 19/174.4 Football team in Toppesfield – request for support (AB)

**19/175. Events**

- 19/175.1 Christmas event 2019 (AB)
- 19/175.2 VE Celebrations – 10 May 2020 (ACO)

**19/176. Communications**

**19/177. Information exchange / Parish Surgery / Items for the next agenda**

**19/178. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 7<sup>th</sup> November 2019 at 7.30pm at Toppesfield Village Hall.

**19/179. Close**