



# Toppesfield Parish Council

Chairman Mr Andrew Bull

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03<sup>rd</sup> May 2019

To: Members of Toppesfield Parish Council

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

**Thursday 9<sup>th</sup> May 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**

- 19/74. Election of Chair and Vice-Chair for 2019-2020.**
- 19/75. Attendance and Apologies for absence**
- 19/76. 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).]*
- 19/77. Open Session – opportunity for members of the Parish to address the Parish Council.**
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- 19/78. Minutes of the last Parish Council Meeting**  
*(previously circulated)*
- 19/79. Matters Arising not on the agenda – for report only**
- 19/80. Actions from previous meeting:**
- 19/80.1 Councillor Alan Preston to enquire with Braintree District Council about costs for a new dog waste bin for the bottom of the Toppesfield playing field.
- 19/80.2 Councillor Andrew Bull to write to the owner of the remaining vehicle and then look at a tidy up of the car park.
- 19/80.3 Councillor Andrew Bull to write to Mr Ketley re the amount of the mud on the Toppesfield Road.
- 19/80.4 Councillor Andrew Bull to write to owners of the Mission Hall regarding the state of the hedges.
- 19/80.5 Councillor Paul Thompson to seek quotes for the hardstanding for the new bench.

**19/81. Internal Practices and management for the Parish Council:**

- 19/81.1 Neighbourhood Plan – Community Event  
 19/81.2 Election of representatives for the Charities, Village Hall, Tree Warden, Communications and Allotments.  
 18/81.3 Co-option of 7<sup>th</sup> Councillor  
 19/81.4 Parish Councillor training. Proposal: to approve expenditure for EALC led training session. (ACO)  
 18/81.5 Policy documents on website – Discuss (BP)  
 18/81.6 Fundraising. Proposal: to establish a group representing all relevant village groups to establish broad funding needs, to share knowledge and experience and identify possible sources of funding. (ACO)  
 18/81.7 Environment. Discussion: what can we as a Parish Council do to address environmental issues? (ACO)  
 18/81.8 How can we engage the younger population of the parish? Discussion (ACO)

**19/82. Correspondence Received:**

- 19/82.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.  
 19/82.2 Fiona Bradley, Planning and Enforcement Manager, Attwells Solicitors – introduction of services regarding planning applications.  
 19/82.3 Essex County Council - Transport Meetings Spring 2019. 5<sup>th</sup> June 2019 - agenda received.  
 19/82.4 Mh-p – Web Analytics Report – April 2019  
 19/82.5 Clerks & Councils Direct – May edition received.  
 19/82.6 EACH – request for support, financially and/or promotional.  
 19/82.7 CPRE - Countryside Voice – Spring edition received.

**19/83. Financial Accounts:**

- 19/83.1 To receive the Clerk's Report indicating receipts and payments requiring approval  
 19/83.2 Insurance quote to incorporate the Village Hall.  
 19/83.3 Grant funding request from St Margaret's Church 2019.  
 19/83.4 Quotes for siting of bench.

**19/84. Highways:**

- 19/84.1 Common Land alongside Church Lane. Unit number CL113. Discuss - could this asset be used for the benefit of the village e.g. we tidy it up and make a nature walk. (BP)  
 19/84.2 Road Signage - Discuss - Could the PC do something to assist tidying up and making safe the signs. (BP)  
 19/84.3 Removing Abandoned Vehicles in the PC Park Lane Carpark. (BP)  
 19/84.4 Speed of traffic through the village and parking of vehicles along Church Lane. (BP)

**19/85. Planning:**

Application No:	Description	Address	Action
19/00673/NMA	Application for a non-material amendment following grant of planning permission 18/01356/FUL - Amendments to flue and windows, vaulted roof amended to single beams across.	Paps Harrow Hill Toppesfield CO9 4LX	Information only
19/00456/AGR	Application for prior notification of agricultural development for a proposed extension to an existing agricultural building.	Flowers Hall Farm Gainsford End CO9 4EN	Information only

**19/86. Toppesfield Village Hall**

- 19/86.1 Update from Village Hall Management Committee (AC)

**19/87. Playing Fields & The Dick Ruggles Pavilion**

- 19/87.1 Litter bin at the bottom of the playing fields and possible addition of a Dog Waste bin. (BP)

**19/88 Communications**

19/88.1 Proposal: to set up a working group to report back with recommendations. (ACO)

19/88.2 Advertising Parish Council and Community events. Could we have an A board to advertise current events and a second Parish Council notice board – Discuss. (BP)

**19/89. Information exchange / Parish Surgery / Items for the next agenda**

**19/90. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 6<sup>th</sup> June 2019 at 7.30pm at Toppesfield Village Hall.

**19/91. Close**