



# Toppesfield Parish Council

**Clerk to the Council:**

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31<sup>st</sup> March 2013

Toppesfield Parish Councillors

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

**Thursday 4<sup>th</sup> April 2013 at 8.00 pm at Toppesfield Village Hall.**

Kaaren Berry

Clerk to Toppesfield Parish Council

*Kaaren Berry*

## **AGENDA**

### **13/57. Attendance and Apologies for absence**

### **13/58. 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).]*

**13/59. Open Session** – opportunity for members of the Parish to address the Parish Council.

**13/60. Minutes of last meeting** (*previously circulated*)

**13/61. Matters Arising from last meeting** - not dealt with below

### **13/62. Actions from previous meeting:**

- 13/62.1 Peter Moore to contact Highways following further investigation of Cust Hall bridge.
- 13/62.2 Kaaren Berry to work out the training modules for the two hour short course.
- 13/62.3 Kaaren Berry to contact other parishes who maintains their websites and to check when our contact is up for renewal.
- 13/62.4 Kaaren Berry to contact the shop committee regarding the donation of shovels for the winter gritting team.
- 13/62.5 Kaaren Berry to check the financial regulations as to the purchase figure for services/items where 3 quotes are required.
- 13/62.6 Kaaren Berry to check with EALC as to best practice figures for a reserve amount for parish councils.
- 13/62.7 Kaaren Berry to contact Braintree District Council re grass cutting contract and the inclusion of Gainsford End playing field.
- 13/62.8 Kaaren Berry to write to Braintree District Council re the 'Bring Bank Sites'.
- 13/62.9 Peter Moore to report on items actioned and/or in progress which were highlighted in the village plan.

- 13/62.10 Kaaren Berry to ask LARG to forward a copy of their presentation to all Councillors prior to the next parish council meeting.
- 13/62.11 Kaaren Berry to write to the NHS group regarding the proposed doctors surgery at Whitlock Drive.
- 13/62.12 Kaaren Berry to contact Braintree District Council re litter picking on the approach roads into the village.
- 13.62.13 Kaaren Berry to research who owns the access road to the Anglian Water pump station.

### **13/63. LARG presentation:**

Councillor Bull to present the proposals from LARG regarding the recreational area.

### **13/64. Financial Accounts:**

- 13/64.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 13/64.2 Barclays Bank – mandate change and personal details form.
- 13/64.3 Street Cleaning Agreement –Channel Sweeping dates, agreement and Activity report – decision required and signing.

### **13/65. Village Plan Groups:**

Progress on items highlighted in the village plan

### **13/66. Transport / Highways Issues**

Councillor Moore to report on The Causeway project

### **13/67. Village Hall Update report**

Councillor Sheldrake to report

### **13/68. Recreational Areas / Open spaces**

- 13/68.1 Update on quotes for redressing the access road to the Toppesfield Playing Field
- 13/68.2 Grass cutting quotes for 2013/2014 – decision required

### **13/69. Welcome Pack**

Discussion and decisions required on issuing, printing and location of supply of packs.

### **13/69. Planning**

13/69.1 Application No:13/00268/FUL Location: Land Adjacent to Chestnut House  
Description: Erection of detached dwelling

13/69.2 Application No: 13/00318/MMA Location: Berwick Hall

Description: Amendments to previously approved application (12/00272/FUL) – consisting of fenestration changes and alterations to the layout of the dwelling.

13/69.3 Application No: 13/00335/FUL Location: 21 Camoise Close

Description: Demolition and rebuild of existing rear garage.

Decisions required on each application

### **13/70. Community Issues Group/Network 5**

Date of next meeting will be Wednesday 24<sup>th</sup> April at 7.30pm. This will be held at the Community Rooms, Birdbrook.

### **13/71. Correspondence**

- 13/71.1 Essex County Council – Greater Essex Timetable Book
- 13/71.2 Littlejohn – Audit Return forms
- 13/71.3 AON – FSA requirements - Employers Reference Number needed.
- 13/71.4 E.on –confirmation of new price plan.
- 13/71.5 Local Government Boundary Commission – Electoral review of Braintree
- 13/71.6 EALC – County Update –March Issue.
- 13/71.7 Mh-p - website analytical report
- 13/71.8 Highways – additional salt bins.
- 13/71.9 Highways – interactive map of public rights of way.
- 13/71.10 RCCE – Oyster Magazine Spring issue
- 13/71.11 CPRE – Barnard's Farm – sculpture garden and future dates of events
- 13/71.12 The Essex Playing Field – winter 2012/2013 issue

### **13/72. Any Other Business**

To discuss any other business / items for the next agenda

### **13/73. Date of the next meeting**

Next Meeting is scheduled for 9<sup>th</sup> May 2013 which will be the Annual Parish Meeting at 7.30pm and the Annual Parish Council Meeting on the 16<sup>th</sup> May 2013 at 8pm both to be held at Toppesfield Village Hall.

### **13/74. Close**