



# Toppesfield Parish Council

**Clerk to the Council:**

**Kaaren Berry**

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[www.toppesfieldparishcouncil.org.uk](http://www.toppesfieldparishcouncil.org.uk)

25<sup>th</sup> March 2015

Toppesfield Parish Councillors

You are hereby summoned to attend the Parish Council meeting of Toppesfield Parish Council to be held on **Thursday 2<sup>nd</sup> April 2015 at 8.00 pm** at **Toppesfield Village Hall** for the purpose of transacting the following business:

*Kaaren Berry*

Kaaren Berry  
Clerk to Toppesfield Parish Council

## **AGENDA**

### **15/63. Attendance and Apologies for absence:**

### **15/64. 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).]*

### **15/65. Open Session – opportunity for members of the Parish to address the Parish Council.**

### **15/66. Minutes of last meeting: (previously circulated)**

### **15/67. Matters Arising from last meeting - not dealt with below**

### **15/68. Actions from previous meeting:**

- 15/68.1 Councillor Bull to confirm new start date of bus service 333.
- 15/68.2 Councillor Bull and Kaaren Berry to complete the Parish Open Space and Recreational Facilities consultation.
- 15/68.3 Councillor Bull to contact mh-p regarding the 5 year commitment needed for the website makeover proposal.
- 15.68.4 Councillor Bull to devise a cover letter for grass cutting tenders.

### **15/69. Correspondence:**

- 15/69.1 Braintree & Bocking Civic Society –Grant Funding Available towards heritage projects – further information available on their website [www.bbcivsoc.org.uk](http://www.bbcivsoc.org.uk)
- 15/69.2 Campaign to find the UK's lost playing fields .
- 15/69.3 Braintree District Council – Choice Based Lettings Breakfast Briefing – Tuesday 7<sup>th</sup> April 2015.

- 15/69.4 EALC – Legal update received – circulated to all Councillors prior to the meeting.
- 15/69.5 BT Adopt a telephone box – information on how to adopt a telephone box received.
- 15/69.6 Essex Playing Fields Association Magazine – Spring Edition received.
- 15/69.7 E.on – confirmation of renewal of supply to The Changing Rooms on Toppesfield Playing Field.
- 15/69.8 Clerk & Councils Direct magazine – March issue received.
- 15/69.9 SLCC – The Clerk Magazine – March issue received.
- 15/69.10 PKF Littlejohn LLP – Annual return paperwork received.
- 15/69.11 Essex County Council – Superfast Essex programme update.
- 15/69.12 Braintree District Council – Notice of Elections – Displayed on parish noticeboards.

**15/70. Financial Accounts:**

- 15/70.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 15/70.2 Grass Cutting Tender.
- 15/70.3 Quote for removal of vegetation to the right of the changing rooms in Toppesfield Playing Field.
- 15/70.4 Quote for repair of village sign.
- 15/70.5 Proposal to reserves to be agreed on accrual for projects: Playing Fields £10,000, World War 1 Commemorations £5,000 and Purchase of Land behind TGM £10,000.
- 15/70.6 RoSPA – Annual Play area safety inspection due in May 2015.

**15/71. Planning:**

| Ref No:      | Location:  | Description:   | Comments By:                |
|--------------|--|--|-----------------------------|
| 15/00347/LBC | Hoses Farm,<br>Carters Hill<br>Toppesfield<br>Essex<br>CO9 4LZ | Construction of new entrance steps, internal partitions for fire escape, moving a door on the south elevation, construction of fireproof partition in adjoining stable building, installation of disabled access provisions. | 16 <sup>th</sup> April 2015 |

**15/72. Internal Practices and management for the Parish Council**

**15/73. Report from the Playing Fields Group:**

**15/74. Defibrillator Machines:**

Councillor Sheldrake to report.

**15/75. Transport / Highways Issues:**

**15/76. Village Hall Update report:**

Councillor Sheldrake to report.

**15/77. WWI Commemoration Project:**

Councillor Collard to report.

**15/78. Field behind The Green Man:**

**15/79. Toppesfield Community Pub planned renovation of Green Man:**

**15/80. Pumphouse Community Brewery Update:**

**15/81. Network 5:**

The next Network 5 meeting is Tuesday 14<sup>th</sup> April 2015 at 7.30pm.

**15/82. Parish Surgery:**

The next parish surgery will be held on 4<sup>th</sup> April 2015 from 10.30am – 12.30pm in the village hall.

**15/83. Any Other Business:**

*To discuss any other business / items for the next agenda*

**15/84. Dates of the next meeting, the Annual Parish Meeting and the Annual Parish Council Meeting.**

The next Parish Council Meeting is scheduled for 14 May 2015 at 8pm at Toppesfield Village Hall, this will be the Annual Parish Council Meeting with the Annual Parish Meeting being held on 30<sup>th</sup> April 2015 at 7.30pm.

**15/85. Close**