



# Toppesfield Parish Council

Clerk to the Council:

**Kaaren Berry**

**Tel: 01787 238217**

**Mobile: 07788955038**

**Email: [Kaaren.berry@kaaren.co.uk](mailto:Kaaren.berry@kaaren.co.uk)**

**2 Gunces Farm Cottages, Stambourne Road  
Great Yeldham, Halstead, Essex CO9 4RB**

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

27<sup>th</sup> July 2017

Toppesfield Parish Councillors

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

**Thursday 3<sup>rd</sup> August 2017 at 7.30pm at Toppesfield Village Hall.**

Kaaren Berry

Clerk to Toppesfield Parish Council

*Kaaren Berry*

## **AGENDA**

- 17/122. Attendance and Apologies for absence**
- 17/123. 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).]*
- 17/124. Open Session** – opportunity for members of the Parish to address the Parish Council.

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- 17/125. Minutes of the last Parish Council Meeting**  
*(previously circulated)*
- 17/126. Matters Arising from last meeting** - not dealt with below
- 17/127. Actions from previous meeting:**
- 17/127.1 **Councillor Preston update on quote for repairs to Gainsford End Pump.**
- 17/127.2 Councillor Bull to investigate the appearance of the cable drum on the Toppesfield playing field.
- 17/127.3 Kaaren Berry to report the Park Lane street name – relocating and painting.
- 17/127.4 Councillor Bull to follow up on the dog issue in Park Lane.
- 17/127.5 Councillor Bull to seek quote to tarmac the village car park.
- 17/128. Internal Practices and management for the Parish Council:**
- 17/129. Correspondence Received:**
- 17/129.1 RCCE – List of winners of the Essex Village of The Year Competition 2017 & Best Kept Churchyard Competition 2017.
- 17/129.2 RCCE – Annual Review 2016-2017 publication received.
- 17/129.3 Essex County Harvest Festival – Chelmsford Cathedral – 1<sup>st</sup> October 2017. 11.15 am.
- 17/129.4 Essex County Council and Southend-on-Sea Borough Council Joint Replacement Waste Local

Plan – Receipt of Inspector’s Report. The report can be viewed at [www.essex.gov.uk/WLP](http://www.essex.gov.uk/WLP) or at Chelmsford County Hall or Southend Civic Centre by appointment.

- 17/129.5 BDVSA – e-bulletin, EALC – updates – circulated to all Councillors prior to meeting.
- 17/129.6 NHS Mid and South Essex – Marvels of Mid Awards has been launched – nominations by 8<sup>th</sup> September 2017 and the criteria for each category can be found at <http://midessexccg.nhs.uk/get-involved/moma>
- 17/129.7 RCCE – Neighbourhood Planning Training Session 12<sup>th</sup> August 2017 and various Community Networks Events are being held.
- 17/129.8 DaRT 3 Working Group minutes of their meeting held on 17<sup>th</sup> July 2017.
- 17/129.9 Braintree District Community Transport Scheme – Consultation on Increasing Fees and Charges. Consultation open until 15<sup>th</sup> September 2017. The link to the Cabinet meeting agenda: <http://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/686/Committee/3/Default.aspx> The Community Transport report is item 7a, starting on page 15 – comments to [community.transport@braintree.gov.uk](mailto:community.transport@braintree.gov.uk)
- 17/129.10 NHS Mid and South Essex – Doctors and health care leader announce a new development in the options for the future hospital services in mid and south Essex – press release can be found on the Parish Council Website.
- 17/129.11 Braintree District Council - Community Governance Review – Public consultation open until 30<sup>th</sup> September 2017.

**17/130. Financial Accounts:**

- 17/130.1 To receive the Clerk's Report indicating receipts and payments requiring approval
- 17/130.2 Grant application from Toppesfield Cricket Club (AB)
- 17/130.3 Grant Application from PCC (AB)

**17/131 Highways:**

- 17/131.1 Footpath 51 diversion update (KB)

**17/132 Planning:**

Application no:	Description	Location	Action
17/00658/FUL	Change of roof to existing garage with two storey side extension, two storey front porch extension and single storey rear extension.	Orchard House Mallows Lane Gainsford End CO9 4EH	Comments from the Parish Council to be sent to Braintree District Council by 4 <sup>th</sup> August 2017.
17/01274/FUL	Erection of side and rear extension, modification to existing porch and internal alterations.	27 The Causeway Toppesfield CO9 4DZ	Comments to be sent to Braintree District Council by 14 <sup>th</sup> August 2017.

**17/133 Parish Council Goal – ‘Love where you live’**

- 17/133.1 Neighbourhood Watch Programme Update [AP]
- 17/133.2 Community Payback Team – Report on June/July & Proposed Plan for August [PT]
- 17/133.3 Update on quotes for benches from the Rainbow Trust [PT]
- 17/133.4 Consideration of toilet facilities within the village [PT]
- 17/133.5 Update on the Gainsford End Gate Sign Repair (AP)
- 17/133.6 Update on quotes for a rubbish bin to be sited at the bottom of the playing field near the goalposts [KB]

**17/134. Parish Council Goal – ‘Bringing the Community Together’**

- 17/134.1 Update on proposed Christmas Lunch planning for our older residents [AP]
- 17/134.2 Village Hall Management Committee Update (LB)
- 17/134.3 Request from Toppesfield Community Pub Ltd re: Pop Up Pop In Events (AB)
- 17/134.4 Update on Little Chestnuts Pre-School activities for July 2017 [AC]
- 17/134.5 Update on Golden Chestnuts activities for July/August 2017 [DD]
- 17/134.6 Update on St. Margaret’s School activities for July 2017 [AC]
- 17/134.7 ***Proposal for formulation of Playing Field User Group (AB) Paper already sent.***

- 17/134.8 Village Show 2017 Update (AB/AC)
- 17/134.9 Celebrating the best of Toppesfield & Gainsford End Event – October 2017 (AB)
- 17/134.10 Proposal for Anniversary Event in 2018 (AB)
- 17/135.11 Request from Parents for Children’s Clubs (AB)

- 17/135 Parish Council Goal – ‘Protecting our Heritage and Planning for the Future’**
- 17/135.1 Update on quotes for Toppesfield Sign repair proposal, The Causeway. [AP]
- 17/135.2 ***Update on invitation to Braintree District Council to address the Parish Council on adopting a Neighbourhood Plan and discuss the work involved. (AB)***

**17/136. Information exchange / July/August Parish Surgery / Items for the next agenda**

**17/137. Date of the next meeting:**  
The next Parish Council Meeting is proposed to be held on 7<sup>th</sup> September 2017 at 7.30pm at Toppesfield Village Hall.

**17/138. Close**

**#Critical/Important items highlighted in bold/italics**