



Toppesfield Parish Council

Clerk to the Council:

Kaaren Berry

Tel: 01787 238217

Mobile: 07788955038

Email: Kaaren.berry@kaaren.co.uk

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

www.toppesfieldparishcouncil.org.uk

25th November 2016

Toppesfield Parish Councillors

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

Thursday 1st December 2016 at 8.00 pm at Toppesfield Village Hall.

Kaaren Berry

Clerk to Toppesfield Parish Council

Kaaren Berry

AGENDA

- 16/269. Attendance and Apologies for absence**
- 16/270. 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).]
- 16/271. Open Session – opportunity for members of the Parish to address the Parish Council.**
-
- 16/272. Minutes of the last Parish Council Meeting (previously circulated)**
- 16/273. Matters Arising from last meeting - not dealt with below**
- 16/274. Actions from previous meeting:**
- 16/274.1 Kaaren Berry to speak to District Council Richard van Dulken and Essex County Council regarding Cust Hall bridge and any updates.
- 16/274.2 Kaaren Berry to speak to the residents of Camoise Close who are effected by Footpath 51 going through their properties.
- 16/274.3 Councillor Alan Preston to investigate the protruding metal on the footpath near the salt bin in Church Lane.
- 16/274.4 Councillor Paul Thompson to investigate the possibility of acquiring Multi use nets for Gainsford End Playing field.
- 16/274.5 Kaaren Berry to receive update regarding Adoption of Phone Box in Toppesfield for Defib. Equipment.
- 16/274.6 Dave Dyson to update the PC on Gainsford End Pump refurbishment and estimated date for completion.
- 16/275.7 Paul Thompson to provide detailed drawings for potential Cricket Club Storage Facilities for discussion and approval and budget considerations.

- 16/275. Internal Practices and management for the Parish Council:**
 16/275.1 Agree Meeting Dates for 2017/2018 including APM, APC and Village Hall AGM Meetings.
 16/275.2 Parish Council Website- Proposal to refresh look, feel and content and remain with current supplier for a further five years.
- 16/276. Correspondence Received:**
 16/276.1 Braintree District Council - Business boost after Council announced free parking in its town centre car parks for Small Business Saturday (this applies to BDC run town centre pay and display car parks).
 16/276.2 Braintree District Council – Active Essex – Community Games 2017 – grants available to help host a multi-sport community event.
 16/276.3 Superfast Essex Countywide Parish Engagement Event – Wednesday 7th December, 7pm – 9pm at Essex Record Office. More information about Superfast Essex can be found at www.superfastessex.org
 16/276.4 David Finch – Parish Update November 2016.
 16/276.5 Little Chestnuts Pre-School – Safeguarding Issues.
 16/276.6 EALC – updates & BDVSA e-bulletin – previously circulated to all councillors.
 16/276.7 EALC – training courses
 16/276.8 Hedingham School Proposed Changes to Admissions Policy 2018 – information from Hedingham School, Catherine Moffat and Richard van Dulken.
 16/276.9 Information from Great Yeldham Parish Council re Plane Flights from Stanstead Airport.
 16/276.10 War Memorials Trust Bulletin – November 2016 received.
- 16/277. Financial Accounts:**
 16/277.1 To receive the Clerk's Report indicating receipts and payments requiring approval
 16/277.2 Insurance for the Pavilion
 16/277.3 Budget 2016 / 2017 – projects for consideration and dates for return
 16/277.4 Work Place Pensions and payroll system
- 16/278. Highways:**
 16/278.1 Cust Hall Bridge Update
 16/278.2 Water Leak on Stambourne Road
 16/278.3 Footpath 51 - through from Camoise Close to the Church
- 16/279. Parish Council Goals and Community Action Plan [CAP]**
 16/279.1. Adoption of new goals and plan.
- 16/280 Goal 1 – ‘Love where you live’**
 16/280.1 Agree a maintenance programme for 2017/2018 for grass cutting at both playing fields, Village Hall, Church and Verge Cutting.
 16/280.2 Appoint a PC Lead for the quality assurance and delivery to programme.
 16/280.3 Agree a programme for 2017/18 for 1] Bi Annual Litter Pick and Community Skip; 2] Village Hall Waste Collection.
 16/280.4 Appoint a PC Lead for the quality assurance and delivery to programme.
 16/280.5 Agree a maintenance programme for 2017/2018 for 1] Community Gate Signs; 2] Community Notice Boards.
 16/280.6 Appoint a PC Lead for the quality assurance and delivery to programme.
 16/280.7 Agree a refresh programme for 2017/2018 for the Community Car Park in Park Lane. To include Signage, Repainting of Fences and Re Gravel and treatment for weeds.
 16/280.8 Appoint a PC Lead for this project.
 16/280.9 Launch the Village Handyman Service for our vulnerable residents and appoint a PC Lead to manage this including payment and quality assurance.
 16/280.10 Implement a Community Winter Emergency Plan to ensure that the Community Hub of Village Shop and Post Office, Village Hall and School can remain open.
 16/280.11 Appoint a PC Lead to ensure that Plan is effective and able to deploy within short notice.
 16/280.12 Neighbourhood Watch Programme Update [AP]

- 16/281. Goal 2 – ‘Bringing the Community Together’**
- 16/281.1 Toppesfield Playing Field – Groundworks by Community Payback Project [PT]
- 16/281.2 Aviva Funding Submission Outcome (PT)
- 16/281.3 Appoint PC representation on 1] Village Hall Management Committee; 2] Village Shop Committee; 3] Village Show Committee; 4] Church Fete; 5] Friends of St. Margaret’s School; 6] Little Chestnuts School; 7] Golden Chestnuts; 8] Toppesfield Community Pub Ltd.
- 16/281.4 Update on Christmas Tree Lighting Up Activities. [AB]
- 16/281.5 Agree to replace the Village Hall Gate Notice Board with similar Boards in the Community and resite to the right of the gates on the grass. Budget for this if approved in 2017/2018 budget. VH PC Rep to take ownership for this project.
- 16/281.6 PC rep required for Christmas Village Market on 10/12/2016.
- 16/282 Goal 3 – ‘Protecting our Heritage and Planning for the Future’**
- 16/282.1 Support the VH Management Committee in resolving heating and roof leak issues as soon as practically possible. PC VH Rep to be key liaison with VH Chairman.
- 16/282.2 To remove the heightened risk of Village Hall vulnerability, to support the VH Management Committee in moving to heating costs paid within rental costs. PC VH Rep to liaise with VH Chair – Target February 2017.
- 16/282.3 To submit the Village Hall for RCCE Hallmark Accreditation that will support future funding submissions for development.
- 16/283.4 To plan a maintenance programme for the upkeep of The Dick Ruggles Pavilion [External] and Pump House.
- 16/283.5 To appoint a PC lead for this work to ensure quality and adherence to programme.
- 16/284. Information exchange / Feedback from Parish Surgery/ Items for the next agenda**
- 16/285. Date of the next meeting:**
The next Parish Council Meeting is proposed to be held on 12th January 2017 at 8pm at Toppesfield Village Hall.
- 16/286. Close**