



Toppesfield Parish Council

Clerk to the Council:

Kaaren Berry

T: 01787 238217

E: Kaaren.berry@kaaren.co.uk

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

www.toppesfieldparishcouncil.org.uk

31st January 2015

Toppesfield Parish Councillors

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

Thursday 5th February 2015 at 8.00 pm at Toppesfield Village Hall for the purpose of transacting the following business:

Kaaren Berry

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AGENDA

15/21. Attendance and Apologies for absence:

15/22. 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).]

15/23. Open Session – opportunity for members of the Parish to address the Parish Council.

15/24. Minutes of last meeting: (*previously circulated*)

15/25. Matters Arising from last meeting - not dealt with below

15/26. Actions from previous meeting:

15/26.1 Councillor Croft and Councillor Page to provide details for the parish council website to Kaaren Berry.

15/26.2 Kaaren Berry to speak to local auditor re mid-year and 2 spot checks for the accounts.

15/26.3 Councillor Bagnall to follow up on the concerns about the hedge opposite Mallows Lane entrance.

15/26.4 Kaaren Berry to purchase new combination lock for the gates leading to Toppesfield Playing Fields.

15/26.5 Councillor Croft to meet with Mrs Hall from St Margaret's School re communications.

15/26.6 Councillor Bull to contact S Amerio regarding a starting date for works on the changing rooms.

15/26.7 Kaaren Berry to follow up with Greenfields re works along the access road on The Causeway as the pot holes are increasing. Also to contact the estates department to see if they would be willing to sell the strip of land to the Parish Council.

15/26.8 Councillor Collard to progress the plan for a permanent WW1 Centenary Memorial.

15/26.9 Councillor Bull to put an article in the newsletter regarding the WW1 Centenary Memorial.

15/26.10 Kaaren Berry to ask a parishioner to co-ordinate any activity required on winter gritting.

15/26.11 Councillors Bull and Sheldrake to look at the fallen village sign to see what repairs are required.

15/26.12 Kaaren Berry to email James Blackie re progress regarding the repair of brick on the barn.

- 15/26.13 Councillor Bull to email vendor details for the Greene King Field to Councillor Croft and Councillor Collard.
- 15/26.14 Kaaren Berry to forward details of groups within the village with their contact details to Councillor Croft.
- 15/26.15 Kaaren Berry to write a letter of thanks to Bridget Sheldrake and Richard Webb for their help at and prior to the Christmas event.

15/27. Correspondence:

- 15/27.1 Communication Questionnaire report from mh-p.
- 15/27.2 EALC – Invitation to meet the new Chairman, 3rd March and 2nd April 2015.
- 15/27.3 mhp – Web Analytics report – January 2015.
- 15/27.4 Braintree District Council – Housing Breakfast Meetings
- 15/27.5 North East Essex Clinical Commissioning Group – consultation, details on www.neessesccg.nhs.uk
- 15/27.6 Handling requests under the Freedom on Information Act – flowchart.
- 15/27.7 Greenfields Community Housing – Free 1st Aid training for 13 to 19 year olds. 17th, 18th, 19th February.
- 15/27.8 RoSPA Operational and Routine Inspection Courses available in March and October 2015.
- 15/27.9 Braintree District Council – Issues and Scoping Consultation 2015. Public consultation 26th January – 6 March 2015.
- 15/27.10 Essex County Council – Transport Representative meetings – Structure and Future meetings.
- 15/27.11 Braintree District Council – Proposed changes to the Councils scheme of Delegations for planning Applications.
- 15/27.12 Essex County Council – Equalities Strategy – views required on their high-level equality objectives.
- 15/27.13 Essex County Council – Developer’s Guide to Infrastructure Contributions – a consultation version of the guide is on: www.essex.gov.uk/developersguide Responses to be made by 3 March 2015.
- 15/27.14 Sible Hedingham Parish Council - Proposed new bus route.

15/28. Financial Accounts:

- 15/28.1 To receive the Clerk’s Report indicating receipts and payments requiring approval.
- 15/28.2 Precept 2015/2016
- 15/28.3 Grass Cutting Tender.
- 15/28.4 Proposal to invest in Brewery Project.

15/29. Internal Practices and management for the Parish Council:

- 15/29.1 Structure of Sub Committees for the Parish Council.
- 15/29.2 Neighbourhood Policing Reports – distributing information.

15/30. Planning:

Ref No:	Location:	Description:	Comments by:
15/00029/TPOCON	St Margaret’s Church, Church Lane, Toppesfield, CO9 4DS	Application received to carry out work on trees affected by the Conservation Area at the above address.	24 th February 2015

15/31. Report from the Leisure and Recreation Group:

Vegetation Removal – Toppesfield Playing Fields.

15/32. Defibrillator Machines:

Councillor Sheldrake to report.

15/33. Transport / Highways Issues:

15/33.1 Footpath repair – The Causeway.

15/33.2 Proposal to Fix Gate Sign.

15/34. Village Hall Update report:

Councillor Sheldrake to report.

15/35. WWI Commemoration Project:

Councillor Collard to report.

15/36. Gainsford End Pump:

Gainsford End Pump Restoration.

15/37. Parish Surgery:

The next parish surgery will be held on 7th February 2015 from 10.30am – 12.30pm in the village hall.

15/38. Any Other Business:

To discuss any other business / items for the next agenda

15/39. Date of the next meeting:

The next Parish Council Meeting is scheduled for 5th March 2015 at 8pm at Toppesfield Village Hall

15/40. Close