



Toppesfield Parish Council

Chairman Mr Andrew Bull

Clerk to the Council: Kaaren Berry
Tel: 01787 238217
Mobile: 07788955038

Email: clerk@toppesfieldparishcouncil.org.uk
2 Gunces Farm Cottages, Stambourne Road
Great Yeldham, Halstead, Essex CO9 4RB

www.toppesfieldparishcouncil.org.uk

28th February 2019

To: Members of Toppesfield Parish Council

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

Thursday 7th March 2019 at 7.30pm at **Toppesfield Village Hall** for the purpose of transacting the business according to the below Agenda.

Kaaren Berry

Kaaren Berry
Clerk to Toppesfield Parish Council

AGENDA

- 19/35. Attendance and Apologies for absence**
- 19/36. 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).]
- 19/37. Open Session – opportunity for members of the Parish to address the Parish Council.**
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- 19/38. Minutes of the last Parish Council Meeting**
(previously circulated)
- 19/39. Matters Arising not on the agenda – for report only**
- 19/40. Actions from previous meeting:**
- 19/40.1 Mike James to draft a letter to Councillor Bentley at Essex County Council regarding the library closures.
- 19/40.2 Kaaren Berry to confirm with the RCCE availability on 9th March and book the village hall for a community event for the Neighbourhood plan.
- 19/40.3 Andrew Bull to investigate the contact for BT Open Reach Broadband and where the funding is to be held and to check with other villages as to what they have done.
- 19/40.4 Councillor Bull to speak to the owners of the glass in the cabinet at the pavilion to bring it up to safety standards and speak to the chairman of the Toppesfield Cricket Club as to how the grant made for training up a coach was spent.
- 19/40.5 Councillor Andrew Bull to liaise with Toppesfield Cricket Club re the metal spikes on the Cricket Wicket.
- 19/40.6 Councillor Paul Thompson to arrange purchase and delivery of the new bench.

- 19/40.7 Kaaren Berry to book litter pick equipment from Braintree District Council.
- 19/40.8 Kaaren Berry to email Essex County Council re which services are being proposed for devolution.
- 19/40.9 Kaaren Berry to confirm if Karen Baker is available to carry out the independent audit of the accounts for year ending 31 March 2019.
- 19/40.10 Kaaren Berry to enquire about next steps for progressing the defibrillator project.
- 19/40.11 Councillor Andrew Bull to speak to the owner of the remaining vehicle and then look at a tidy up of the car park.
- 19/40.12 Councillor Andrew Bull to write to Mr Ketley and Lifestyles re the amount of the mud on the road and the damage to verges and the hazards the lorries reversing into Lifestyles yard.
- 19/40.13 Councillor Andrew Bull to write to owners of the Mission Hall regarding the state of the hedges.
- 19/40.14 Kaaren Berry to contact parishioner who offered to advise/help with the project.
- 19/40.15 Councillor Mike James to speak to Chris Neale regarding the contract with Open Reach.

19/41. Internal Practices and management for the Parish Council:

- 19/41.1 Neighbourhood Plan
- 19/41.2 Litter Pick
- 19/41.3 Elections – May 2019

19/42. Correspondence Received:

- 19/42.1 EALC Legal and County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.
- 19/42.2 Braintree District Council's timetable of meetings for 2019 to 2023 has been published on their website: https://www.braintree.gov.uk/download/183/committee_meetings_timetable this is subject to updates which will also be published on their website.
- 19/42.3 RCCE – Neighbourhood Planning training session – 11 March 2019 10am – 12.30pm – Feering.
- 19/42.4 Clerks & Councils Direct March edition received.
- 19/42.5 Braintree District Council – Elections & Voter ID requirements
- 19/42.6 Mark Finbow - The Keeper's Daughter's A Christmas Carol – enquiry to host a production.
- 19/42.7 The Creamer Fund – request for funding towards a defibrillator to be presented at their AGM.
- 19/42.8 Village Hall Management Committee – response to the Parish Council communication regarding keycodes, keys and windows.
- 19/42.9 Minutes from the last meeting of Braintree Local Highways Panel are available to view on the district council's website at <https://braintree.cmis.uk.com/braintree/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/799/Committee/13/Default.aspx> The next meeting of the Panel will be on 28th March 2019 at Causeway House, Braintree at 6.00pm.
- 19/42.10 Mh-p – Web Analytics Report – February 2019

19/43. Financial Accounts:

- 19/43.1 To receive the Clerk's Report indicating receipts and payments requiring approval
- 19/43.2 Defibrillator for Gainsford End
- 19/43.3 Proposal to professionally clean and restore the War Memorial, including reinstatement of the letters and recording on the IWM Database of War Memorials. Quote to be presented for discussion (AB)
- 19/43.4 Grounds Maintenance Service Level Agreement (KB)

19/44. Highways:

- 19/44.1 Refurbishment of the Pump along Church Lane (AP)
- 19/44.2 Siting of bench (PT)
- 19/44.3 Footpath 51

19/45. Planning:

Application No:	Description	Address	Action
18/02165/FUL	Enlargement of two existing fishing lakes to create one larger fishing lake, creation of a parking area, and change of use of the land for siting of two mobile units to provide anglers' toilets and tools shed	Fishing Lakes Great Yeldham Hall Toppesfield Road Great Yeldham	Decision pending by Braintree District Council
18/02248/AGR	Application for prior notification of agricultural or forestry development - erection of portal frame steel barn and new road access	Thurstons Farm Robinhood End Toppesfield CO9 4NN	Revised Drawings submitted to Braintree District Council

19/46. Toppesfield Village Hall

19/46.1 Update from Village Hall Management Committee (AC)

19/47 Playing Fields & The Dick Ruggles Pavilion

19/47.1 Litter Bin at the bottom of Toppesfield Playing field (AP)

19/48 Communications

19/48.1 Broadband project Openreach (MJ)

19/48.2 Parish Council website (KB)

19/49. Information exchange / Parish Surgery / Items for the next agenda**19/50. Date of the next meeting:**

The next Parish Council Meeting is proposed to be held on 4th April 2019 at 7.30pm at Toppesfield Village Hall.

19/51. Close