



# Toppesfield Parish Council

**Clerk to the Council:**

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25<sup>th</sup> September 2015

Toppesfield Parish Councillors

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

**Thursday 1<sup>st</sup> October 2015 at 8.00 pm at Toppesfield Village Hall.**

Kaaren Berry

Clerk to Toppesfield Parish Council

*Kaaren Berry*

## **AGENDA**

**15/204. Attendance and Apologies for absence**

**15/205. 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).]*

**15/206. Open Session** – opportunity for members of the Parish to address the Parish Council.

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**15/207. Minutes of the last Parish Council Meeting** (*previously circulated*)

**15/208. Matters Arising from last meeting** - not dealt with below

**15/209. Actions from previous meeting:**

15/209.1 Councillor Bull to forward copy of the Buckingham Palace nomination form to Kaaren Berry.

15/209.2 Councillor Preston to organise the purchase of 8 snow shovels.

15/209.3 Kaaren Berry to follow up with Essex County Council and Greenfields regarding The Causeway drives and path.

15/209.4 Kaaren Berry to find out who owns the ditch opposite no 51 The Causeway.

15/209.5 Kaaren Berry to seek dates for Councillor training evening.

15/209.6 Kaaren Berry to contact Martin Render re community defibrillators and progress.

15/209.7 Councillor Dyson and Kaaren Berry to complete Braintree District Council Emergency Planning Document.

15/209.8 Kaaren Berry to write to ask a local tradesman to repair the wet pour surface.

15/209.9 Kaaren Berry to contact Playquip for a new 'pin & bush' for one of the swings in Toppesfield Playing field.

15/209.10 Councillor Preston to follow this up with the homeowners along the footpath re condition.

15/209.11 Kaaren Berry to write to local resident re the condition of his garden wall.

- 15/209.12 Kaaren Berry to ask Braintree District Council to ensure grass is cut around/between the trees behind Dick Ruggles bench.
- 15/209.13 Kaaren Berry to purchase 6 more 'your dog has done his duty' signs.
- 15/209.14 Councillor Bull to look into the purchase of 3 goal nets and corner posts.
- 15/209.15 Councillor Bull to speak to the Church Trustees of the Charites re appointments.
- 15/209.16 Councillor Thompson to seek quotes for security lights for Church Lane playing fields.

### **15/210 Internal Practices and management for the Parish Council**

- 15/210.1 Two Hour Short Course Training
- 15/210.2 Braintree District Council Planning Training events.

### **15/211. Correspondence Received:**

- 15/211.1 Essex Association of Local Councils – Legal Update No 8 received – Circulated to councillors prior to the meeting.
- 15/211.2 Society of Local Council Clerks – September issue of Clerks Magazine received.
- 15/211.3 e.on – Need to check the smart meter – appointment required.
- 15/211.4 Citizens Advice Bureau, Annual General Meeting 15<sup>th</sup> October 2015, 3.30pm at URC Church, Kings Road, Halstead – agenda received.
- 15/211.5 Essex County Council – Local Bus Service Network Review Consultation September 2015.
- 15/211.6 Braintree, Halstead & Witham Citizens Advice Bureau have a volunteering opportunity – Volunteer Research & Campaigns Co-ordinator – for more information contact Jennifer Hyde on tel: 01376 515235 or email [Jennifer.Hyde@bhwcab.org.uk](mailto:Jennifer.Hyde@bhwcab.org.uk)
- 15/211.7 Braintree District Council – Register of Interests – all received register of interests are now available on the Braintree District Council website.
- 15/211.8 [www.oil-club.co.uk](http://www.oil-club.co.uk) – leaflets received re their service.
- 15/211.9 Glasdon – Trade Brochure

### **15/212. Financial Accounts:**

- 15/212.1 Barclays Bank – Changes to cheque processing.
- 15/212.2 Quote received from Braintree District Council for additional cutting on the Toppesfield Playing field between the trees on the long edge of the field.
- 15/212.3 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 15/212.4 PKF Littlejohn LLP – Annual Return

### **15/213. Highways**

Essex County Council – Temporary Closure of Wesley End Road, Stambourne from 5<sup>th</sup> October for a period of 5 days, weather permitting.

### **15/214. Planning:**

Application No:	Description:	Location:	Comments By:
15/00040/HHPA	Erection of single storey rear extension. Extension will extend beyond rear wall of the original house by 5.0m, with a maximum height of 4.0m and 2.1m to the eaves of the extension.	Oak House, Finchingfield Road, Robinhood End, Toppesfield	Information only due to type of application.

### **15/215. Parish Plan Portfolio: Ecology & Environment**

- 15/215.1 Update: Councillor Mike James

**15/216. Parish Plan Portfolio: Social and Community**

15/216.1 Update: Councillor Dyson & Councillor Bowen

15/216.2 Meeting Rooms at The Green Man – Councillor Thompson

**15/217. Parish Plan Portfolio: Leisure & Recreation**

15/217.1 Tree Planting – Councillor Thompson

15/217.2 Hedge Planting – Councillor Thompson

**15/218. Parish Plan Portfolio: Communications and Transport**

15/218.1 Update: Councillor Andrew Bull

**15/219. Parish Plan Portfolio: Economy and Employment**

15/219.1 Update: Councillor Alan Preston

15/219.2 Village Handyman

**15/220. Parish Plan Portfolio: Youth**

15/220.1 Update: Councillor Andrea Chinery

**15/221. Parish Surgery:**

The next Parish Surgery will be held on 7<sup>th</sup> November 2015 from 10.30am – 12.30pm in the Village Hall.

**15/222. Any Other Business:**

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

**15/223. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 5<sup>th</sup> November 2015 at 8pm at Toppesfield Village Hall

**15/224. Close**