



# Toppesfield Parish Council

Clerk to the Council:

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30<sup>th</sup> September 2016

Toppesfield Parish Councillors

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

**Thursday 6<sup>th</sup> October 2016 at 8.00 pm at Toppesfield Village Hall.**

Kaaren Berry

Clerk to Toppesfield Parish Council

*Kaaren Berry*

## **AGENDA**

**16/221. Attendance and Apologies for absence**

**16/222. 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).]*

**16/223. Open Session** – opportunity for members of the Parish to address the Parish Council.

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**16/224. Minutes of the last Parish Council Meeting** (*previously circulated*)

**16/225. Matters Arising from last meeting** - not dealt with below

**16/226. Actions from previous meeting:**

16/226.1 Councillor Andrew Bull to speak to a Gainsford End resident regarding the hedges around their property.

16/226.2 Councillor Andrew Bull to speak to the Chair of the PCC re lighting up the Church each night.

16/226.3 Councillor Andrea Chinery to look into Safeguarding Policies for the Parish Council.

16/226.4 Councillor Andrew Bull too complete and return the Buckingham Palace Garden Party Award nomination forms.

16/226.5 Councillor Andrew Bull too complete and return the NHS Mid Essex Marvels of Mid Awards for the Doctors car service.

16/226.6 Councillor Andrew Bull to seek a list of locations for the memorial trees and who they represent. Also to draw up a proposal and costings for memorial benches.

16/226.7 Kaaren Berry to contact Braintree District Council re the change of call for site reference TOPP410 to TOPP1X.

16/226.8 Kaaren Berry to look into the community payback scheme for works on the playing field.

16/226.9 Kaaren Berry to contact Braintree District re the grass cutting behind the petanque pitch.

**16/227. Internal Practices and management for the Parish Council:**

- 16/227.1 Safeguarding.
- 16/227.2 Community Emergency Plan

**16/228. Correspondence Received:**

- 16/228.1 Braintree Area Foodbank – Harvest Festival Appeal for donations.
- 16/228.2 Aviva Community Fund Project Submissions for funding from £1,000 to £2,5000 for projects that will make a difference to the community.
- 16/228.3 EALC – updates and legal updates & BDVSA e-bulletin – previously circulated to all councillors.
- 16/228.4 Braintree District Council – Resignations of Councillors Robert Bolton and Chris Bailey
- 16/228.5 Essex Air Ambulance – request for a financial contribution
- 16/228.6 Fenland Leisure Products Ltd – Letter of introduction as Playground maintenance providers and inspectors.
- 16/228.7 Essex County Council – Bus and Train Map for Essex received.
- 16/228.8 SLCC – Notice of Annual General Meeting - 14<sup>th</sup> October 2016 in Leicestershire
- 16/228.9 SLCC and Clerk & Councils Direct magazines September Issues received.
- 16/228.10 Holmes & Hills – Commercial Property & Local Planning Guide for Parish Councils, 1<sup>st</sup> or 2<sup>nd</sup> November 2016.
- 16/228.11 RCCE Village Halls & Community Buildings Conference 15<sup>th</sup> October 2016 and Neighbourhood Planning Information Event 8<sup>th</sup> October 2016.
- 16/228.12 Essex Police – Recruiting Active Citizens campaign – for more information on becoming an active citizen email active.citizen@essex.pnn.police.uk Posters have been placed in noticeboards.
- 16/228.13 EALC – Potential capping of the precept charge for Parish Councils
- 16/228.14 Essex County Council - Temporary Road Closure of Flooded Roads
- 16/228.15 Braintree District Council - Local Plan Sub Committee – 5<sup>th</sup> October 2016 will consider comments, sites submitted and other proposed changes at the following villages following the public consultation of the Draft Local Plan 2033 Document:

**16/229. Financial Accounts:**

- 16/229.1 Suggestions on how to spend the £650 prize for the RCCE Village of the Year Competition – suggestion received from a parishioner to repair or old sign at the end of Harrow Hill showing the very old properties along the lane.
- 16/229.2 Annual Return for year ended 31 March 2016
- 16/229.3 To receive the Clerk's Report indicating receipts and payments requiring approval
- 16/229.4 Budget for 2017/2018
- 16/229.5 Clerks salary review

**16/230. Highways:**

- 16/230.1 Cust Hall Bridge, Gainsford End Road
- 16/230.2 Temporary Closure of the length of Stambourne Road, Great Yeldham.

**16/231. Planning:**

Application no:	Description	Location	Action
16/01510/HHPA	Erection of single storey rear extension.	Sunrae Gainsford End Toppesfield CO94EH	None required as prior approval application
16/01547/FUL	Conversion of outbuilding into holiday accommodation	Cust Hall Gainsford End Road Toppesfield CO9 4EB	Comments required by 12 <sup>th</sup> October 2016

**16/232. Land to the rear of The Green Man Public House**

- 16/232.1 Update from Councillor Andrew Bull
- 16/232.2 Trees/ and Shrubs around the New Land behind the Green Man (PT)

**16/233. Engagement with Toppesfield Community Pub Ltd (TCP)**

Update from TCP

**16/234. Parish Plan Portfolio: Ecology & Environment**

Update: Councillor Mike James

**16/235. Parish Plan Portfolio: Social and Community**

Update: Councillor Dave Dyson & Councillor Linda Bowen

**16/236. Parish Plan Portfolio: Communications and Transport**

Update: Councillor Andrew Bull

**16/237. Parish Plan Portfolio: Economy and Employment**

16/237.1 Refurbishment for the bench and noticeboard in Gainsford End. (AP)

**16/238. Parish Plan Portfolio: Youth**

Update: Councillor Andrea Chinery

**16/239. Parish Plan Portfolio: Leisure & Recreation**

16/239.1 Potential working party to tidy the verge of the new hard play area at the park. (PT)

16/239.2 Litter bins inadequate at the park (complaints received from Parishioners) (PT)

**16/240. Parish Surgery:**

Comments from the Parish Surgery held on 1<sup>st</sup> October 2016. The next Parish Surgery will fall on the 5<sup>th</sup> November 2016 from 10.30am – 12.30pm in the Village Hall.

**16/241. Network Work:**

Date of the next meeting is 20<sup>th</sup> October 2016 7.30pm, to be held at The Reading Rooms, Great Yeldham.  
Items for the agenda to be passed to Kaaren Berry by 11<sup>th</sup> October 2016

**16/242. Christmas Celebrations:**

To discuss and set dates for the events.

**16/241. Information exchange / Items for the next agenda:**

**16/242. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 3<sup>rd</sup> November 2016 at 8pm at Toppesfield Village Hall.

**16/243. Close**