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**MINUTES OF A MEETING OF TOPPESFIELD PARISH COUNCIL
HELD ON MONDAY 1 FEBRUARY 2010 AT 20.00.
AT THE VILLAGE HALL, TOPPESFIELD**

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PART A

1 MEMBERSHIP, ATTENDANCE AND APOLOGIES FOR ABSENCE.

1.1. The following Councillors were in attendance:

Steve Amerio
Andrew Bull (present for part of meeting only)
Frazer Croft
Fran Laskowski
John Levick
Peter Moore
Shaun Sheldrake

Also in attendance:

Steve Marshall Clerk to the Parish Council
2 members of the public

1.2. There were no declarations of interest.

2 OPPORTUNITY FOR PUBLIC / PRESS TO ADDRESS THE MEETING

2.1. Mervyn Stutter

Andrew Colley gave a progress report. Publicity material is printed by Paul Clark Printing. Distribution was agreed. Tickets sales started one week ago.

ACTION: AC to report sales to next meeting

2.2. Year Planner

The pub landlord invited the Parish Council to advertise in his soon to be published year planner, at a cost of £20.

ACTION: TPC to consider.

3 ESSEX COUNTY COUNCILLOR'S REPORT

In the absence of Cllr. Finch his written report was received.

4 DISTRICT COUNCILLORS REPORT

There was no report from the BDC Councillor.

5 MINUTES OF THE LAST MEETING

The Minutes of the meeting held on 04/01/10 were approved and signed by the Chairman, as being an accurate record of the meeting.

6 MATTERS ARISING FROM THE MINUTES

6.1. Telephone Boxes

SS reported that the final list from BDC to BT to keep various telephone boxes included the Toppesfield and Guildford End boxes.

6.2. Area outside PO/Shop

It was agreed to grass this area and place large stones to prevent parking.

7 PLANNING

The following was noted:

10/00097/FUL
10/00098/LBC **Erection of barn style outbuilding for storage**
Woodley Farm, Gainsford End Road

Planning applications have not yet been received by TPC for consideration.
Consultation expiry date: 18/02/10

10/00011/NMA **Application for a non-material amendment following**
approval of 09/01063/FUL
Woodley Farm, Gainsford End Road

No action required.

09/01478/FUL
09/01479/LBC **Change of use of barn into offices and associated**
alterations and creation of link extension as one office
unit as alternative scheme to that approved under
09/01065/FUL and 09/01066/LBC.
Olivers Farm Barn, Great Yeldham Road

Applications Granted

09/01463/FUL **Application for a new planning permission to replace an**
extant planning permission in order to extend the time
limit for implementation – Erection of GP Practice, multi
purpose clinical room with associated parking.
Land adjacent to 2 Whitlock Drive, Great Yeldham

Application Granted

8 HIGHWAYS

8.1. Speed Limit

Matter still being pursued. Awaiting decision from ECC.

ACTION: PM to pursue matter with ECC

9 PLAYING FIELDS / RECREATION GROUNDS

It was agreed that the future of the playing fields and equipment be reviewed when more news of the proposed cricket field is known.

It was agreed that more research was required and that specialist firms should be approached to assist with plans and fund raising.

ACTION: SS & SA to obtain quotes to repair play equipment.
Working Group to be formed.

10 WEBSITE

JL reported that progress was taking some time. Village photos, including the signs, have been delayed by bad weather. Copy should be ready this week.

It was noted that AB to take over production of the Newsletter from VT.

11 VILLAGE PLAN

The Chairman reported that he had been looking at several types of Village Plan. A Committee must be formed, not just from Councillors.

It was agreed that no more special meetings would be held regarding planning application. Residents to be invited to join working groups.

Further communication with residents to be facilitated.

**ACTION: PM to write article for Newsletter
PM to liaise with DD**

12 CORRESPONDENCE RECEIVED

The Clerk reported on correspondence received.

13 NEW WAY OF WORKING

The Chairman reported that he had spoken to BDC and EALC regarding how the PC should work. Decisions are made by the PC and not by individuals.

13.1. External communication

The PC will communicate with residents via the notice boards, newsletter and the soon to be launched website.

13.2. Village Communication

Clerk to forward emails to Councillors and indicate if for information or display on notice boards.

The following agreed to display notices, agendas, minutes and other information on the notice boards:

JL	Gainsford End	
AB	Camoise Close	DD & VT pick up from AB, print and display)
FC	Village Hall	

A summary of minutes and financial information for Village Newsletter to be produced by the Clerk.

ACTION: PM to provide model.

14 INDEPENDENT INTERNAL AUDITOR

The duty to appoint an Independent Internal Auditor was noted.

ACTION: PM to contact Heelis & Lodge, as recommended by the EALC.

15 ACCOUNTS

The Clerk's Report indicating receipts and payments requiring approval was received and approved. (Appendix A)

16 DATE AND TIME OF THE NEXT MEETING

The following previously agreed schedule of dates for the year 2010/2011 was noted:

Mon	01/03/10	20.00
Mon	10/05/10	19.30 APM & AGM
Mon	07/06/10	20.00
Mon	05/07/10	20.00
Mon	06/09/10	20.00
Mon	04/10/10	20.00
Mon	08/11/10	20.00
Mon	06/12/10	20.00
Mon	10/01/11	20.00
Mon	07/02/11	20.00
Mon	07/03/11	20.00
Mon	09/05/11	20.00 APM & AGM
Mon	06/06/11	20.00
Mon	04/07/11	20.00

17 ANY OTHER BUSINESS

17.1. Future attendance & documents

It was agreed that should any Councillor not be able to attend a meeting they should notify the Clerk.

Clerk to continue to circulate notices, agendas and minutes by email, in addition to providing paper copies at the meeting.

17.2. Broadband

JL suggested that in order to improve life in the village the PC should co-ordinate action to obtain a better broadband internet connection.

ACTION: JL to write to BT

There being no further business the meeting closed.

Chairman _____ Date _____

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ACTION SUMMARY

AC to report Mervyn Stutter sales to next meeting

JL to write to BT regarding village broadband.

PM to pursue 30 mph speed limit funding with ECC

PM to Village Plan write article for Newsletter

PM to liaise with DD regarding Village Plan

PM to provide model minutes summary.

PM to contact Heelis & Lodge, regarding Internal Auditor.

SA & SS to obtain quotes to repair play equipment.

TPC to consider advertising in Year Planner.

TPC to form Playing Fields Working Group

APPENDIX A

ACCOUNTS 1 FEBRUARY 2010

	£	£
National Savings Deposit account:		
Balance as at 14/02/01	1,945.24	
Balance from 04/01/10		7,916.27
Received:		
ECC – Verge Cutting 50%		979.27
Newsletter adverts		144.00

Subtotal:		9,039.54
Payments approved:		
101211 Marshall Whittaker – clerks fees & expenses		613.94
101212 B Sewell – litter picking		30.00

Balance	1,945.24	8,395.60
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