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**MINUTES OF A MEETING OF TOPPESFIELD PARISH COUNCIL  
HELD ON MONDAY 5 JULY 2010 AT 20.00.  
AT THE VILLAGE HALL, TOPPESFIELD**

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**1 MEMBERSHIP, ATTENDANCE AND APOLOGIES FOR ABSENCE.**

**The following Councillors were in attendance:**

Steve Amerio	
Andrew Bull	Vice-Chairman
Frazer Croft	
Fran Laskowski	
Peter Moore	Chairman
Shaun Sheldrake	

**Also in attendance:**

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

**Apologies were received from;**

John Levick

**1.2. There were no Councillors declarations of interest.**

**2 OPPORTUNITY FOR PUBLIC / PRESS TO ADDRESS THE MEETING**

There were no questions raised by the public.

**3 ESSEX COUNTY COUNCILLOR'S REPORT**

There was no report from the ECC Councillor.

**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 07/06/10 were approved and signed by the Chairman, as being an accurate record of the meeting.

**6 MATTERS ARISING FROM THE MINUTES**

**6.1. BDC Garden Refuse Collection dates**

Service withdrawn due to financial restrictions.

**ACTION: PM to contact BDC to enquire why.**

**6.2. Speed Limit**

30 mph speed limit funding – awaiting notification of work by ECC (subject to £15k funding issues)

### **6.3. Flooding in centre of village**

ECC has visited the village to investigate flooding. Problem may be due to blocked drains to the rear of the Village Hall, due to grass cuttings. ECC to be informed immediately there is flooding, so action may be taken.

### **6.4. Outstanding Actions**

It was noted that the following actions were still outstanding:

FC to erect new gate to playing field at a cost of £200-220.

JL to complete village broadband survey. (add to Village Plan)

PM to liaise with ECC regarding flooding.

SA to grass area outside PO / Shop and erect two wooden posts / bollards to prevent parking.

SA to erect "No Kite Flying" sign on playing field gate.  
(sign has been purchased, awaiting gate to erect)

SA & SS to obtain further quotes to repair play equipment.

## **7 PLANNING**

There was no report from the Planning Committee.

The Chairman outlined future development plans by one land owner to erect three executive style houses. PC to make observations upon receipt of planning application.

## **8 HIGHWAYS**

### **8.1. Causeway**

Following discussions between the Chairman and ECC the long overdue £100k project to form pathways and vehicle crossovers in The Causeway has now been put on a program for consideration.

## **9 PLAYING FIELDS / RECREATION GROUNDS**

It was agreed to remove this item from future agendas and include in the Village Plan section.

### **9.1. RoSPA Report**

SS advised councillors of the contents of the RoSPA Report on the play equipment.

**ACTION: Clerk to contact BDC regarding cleaning of play equipment.**

## **10 VILLAGE PLAN**

The Chairman gave a progress report following the successful meetings held on 14/06/10 and 01/07/10. The next meeting will be held on 26/07/10.

## **11 CORRESPONDENCE RECEIVED**

The Clerk reported on correspondence received.

**11.1. BDC Green Heart Campaign**

**ACTION: PM to contact BDC**

**12 ACCOUNTS**

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

**13 DATE AND TIME OF THE NEXT MEETING**

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

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	19.30 APM & AGM
Mon	06/06/11	20.00
Mon	04/07/11	20.00

**13.2. Frequency of meetings**

In order to reduce administration costs it was suggested that the PC should reduce the number of meetings from ten to four per year. Matter to be considered further at the next meeting.

**14 ANY OTHER BUSINESS**

**14.1. Newsletter / Vic Turner**

Thank you gift for Vic Turner to be purchased and presented at a Village Plan meeting.

**ACTION: PM to suggest gift.**

**14.2. Salt Bins**

**ACTION: SA to check if bins have to be approved by Highways.  
One green bin to be ordered at a cost of £146 + Vat (£135.00 for 2-4)**

**14.3. Allotments**

FL to investigate the feasibility of providing water to the allotments. It was suggested that an old stand pipe may already exist on the site.

There being no further business the meeting closed.

Chairman \_\_\_\_\_ Date \_\_\_\_\_

## **ACTION SUMMARY**

**Clerk to contact BDC regarding cleaning of play equipment.**

**FC to erect new gate to playing field at a cost of £200-220.**

**FL to investigate the feasibility of providing water to the allotments. It was suggested that old stand pipe may already exist on the site.**

**JL to complete village broadband survey.**

**PM to liaise with ECC regarding flooding.**

**PM to contact BDC to enquire why Garden Refuse Collection service has withdraw**

**PM to contact BDC regarding Green Heart Campaign**

**PM to suggest gift for VT**

**SA to check if bins have to be approved by Highways. One green bin to be ordered at a cost of £146 + Vat (£135.00 for 2-4)**

**SA to grass area outside PO / Shop erect two wooden posts / bollards to prevent parking.**

**SA to erect "No Kite Flying" sign on playing field gate.**

**(sign has been purchased, awaiting gate to erect)**

**SA & SS to obtain quotes to repair play equipment.**

**APPENDIX A**

**ACCOUNTS 5 JULY 2010**

	£	£
<b>National Savings Deposit account:</b>		
<b>Balance as at 02-03-10</b>	<b>2,498.26</b>	
<b>Balance from 07/06/10</b>		<b>11,129.00</b>
<b>Cheques received:</b>		
BDC Streetscene		970.87
<b>Subtotal:</b>		<b>12,099.87</b>
<b>Payments to be approved:</b>		
101229 AON		542.40
101230 Marshall Whittaker – clerks fees & expenses		590.87
101231 mh-p – website costs		311.68
101232 Playsafe Ltd		303.15
101233 RCCE		40.00
101234 Paul Chinnery – verge cutting		451.20
101235 Andrew Bull – newsletter		214.30
101236 Paul Clark Printing – newsletter		488.00
<b>Balance</b>	<b>2,498.26</b>	<b>9,158.27</b>