

Toppesfield Parish Council



Clerk to the Council:

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10th May 2012

Toppesfield Parish Councillors

You are hereby summoned to the Annual Parish Council Meeting of Toppesfield Parish Council to be held on **Thursday 10th May 2012 at 8.00 pm** at **Toppesfield Village Hall.**

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AGENDA

1. Election of Chairman and Vice-Chairman

2. Attendance and Apologies for absence

3. 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).]

4. Open Session – opportunity for members of the Parish to address the Parish Council.

5. Village Plan Update

6. Minutes of last meeting (*previously circulated*)

7. Matters Arising from last meeting

8. Actions from previous meeting:

- 8.1 Peter Moore to check hedges near Mallows Lane and contact Highways for advice.
- 8.2 Peter Moore to speak to Will Kettley re bridge from playing fields allowing access to allotments.
- 8.3 Kaaren Berry to email P3 agreement to Adam Jenkins.
- 8.4 Andrew Bull to find out if the bench on the hill is a memorial bench.
- 8.5 Peter Moore to contact Braintree District Council re planning funding/levy.
- 8.6 Kaaren Berry to copy and place Anglian Water letter into the notice boards.
- 8.7 Kaaren Berry to pass information regarding Assets to Peter Moore.
- 8.8 Peter Moore to compile asset register and send to VANTAGE.
- 8.9 Kaaren Berry to contact Braintree District Council re co-opting a new councillor.
- 8.10 Kaaren Berry to contact AON insurance re water pipe cover.

9. Councillors' responsibilities – review current allocation

10. Transport / Highways Issues

11. Upcoming Events

- 11.1 Jubilee Celebrations & Funding Update

12. Recreational Areas

- 12.1 Playing Fields Maintenance Quotations
- 12.2 Dick Ruggles bench

13. Financial Accounts

- 13.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 13.2 Quote from P Chinery re verge cutting.
- 13.3 Budget savings – update on meeting with other clerks.
- 13.4 Councillor Vacancy notices published.
- 13.5 Possible printer purchase – Epson stylus SW235w All in one £49.99 plus inks

14. Correspondence

- 14.1 Essex County Council – Bus and Train Map and comprehensive bus timetable
- 14.2 Birkett Long – Schedules relating to Toppesfield Parish Council
- 14.3 EACH – let them eat cake poster
- 14.4 Essex works – Bus Passenger news, April/May – no changes to Toppesfield routes
- 14.5 Zurich Municipal – insurance enquiry
- 14.6 Big Lottery Fund – re VANTAGE grant application
- 14.7 Essex Works – Guidance notes on the Big society fund & Hard copy of May's edition of Making the Links
- 14.8 CPRE – Field work – spring edition
- 14.9 Clerks and Councils Direct – May edition
- 14.10 EALC – April's county update and upcoming training courses
- 14.11 Commercial brochures from – furniture@work and Blueton street furniture

15. Any Other Business

To consider any other business –

- 15.1 Update on the Welcome Pack
- 15.2 Community Issues Meeting – update
- 15.3 Green Man update

16. Date of the next meeting

Meeting dates for the next year

17. Close