

# Toppesfield Parish Council



Clerk to the Council:

**Kaaren Berry**

**T: 01787 238217**

**E: Kaaren.berry@kaaren.co.uk**

**2 Gunces Farm Cottages, Stambourne Road,  
Great Yeldham, Halstead, Essex CO9 4RB**

[www.toppesfieldparishcouncil.org.uk](http://www.toppesfieldparishcouncil.org.uk)

10<sup>th</sup> May 2012

Toppesfield Parish Councillors

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

Kaaren Berry

Clerk to Toppesfield Parish Council

*Kaaren Berry*

## **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**