



Toppesfield Parish Council

Clerk to the Council:

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3rd May 2014

Toppesfield Parish Councillors

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

Thursday 8th May 2014 at 8.00 pm at Toppesfield Village Hall.

Kaaren Berry

Clerk to Toppesfield Parish Council

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AGENDA

14/86. Election of Chairman and Vice-Chairman

14/87. Attendance and Apologies for absence

14/88. 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).]

14/89. Open Session – opportunity for members of the Parish to address the Parish Council.

14/90. Minutes of last meeting (*previously circulated*)

14/91. Matters Arising from last meeting - not dealt with below

14/92. Actions from previous meeting:

- 14/92.1 Kaaren Berry to contact Braintree District Council to ask if they would collect from a Dog Waste Bin if one was located along the footpath to the allotments.
- 14/90.2 Kaaren Berry to progress items from the internal interim report
- 14/90.3 Kaaren Berry to purchase three no dog fouling signs.
- 14/90.4 Kaaren Berry to supply amounts of all Anglian Water bills for the allotments for the next meeting.
- 14/90.5 Kaaren Berry to contact Karen baker regarding the end of year accounts.
- 14/90.6 Kaaren Berry to contact RoSPA regarding the safety inspection reports.
- 14/90.7 Councillor Croft to research chalk board sign prices.
- 14/90.8 Councillor Moore to look at pay scale structures.
- 14/90.9 Kaaren Berry to look at risk assessments for the parish council.

14/93. Report from the Leisure and Recreation Group:

Progress Report from LARG.

14/94. War Memorial:

Councillor Collard to report progress.

14/95. Financial Accounts:

14/95.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

14/95.2 Barclays – signing arrangements.

14/95.3 Chalk Board – Village Notice Board

14/95.4 End of year accounts 2013/2014.

14/95.5 Annual Return.

14/95.6 Progress of Interim Internal Review Report.

14/95.7 Clerks Salary

14/96. Transport / Highways Issues

14.96.1 Toppesfield Gate Sign – The Causeway

14/97. Village Hall Update report

Councillor Sheldrake to report

14/98. Planning:

Minute No:	Application No:	Description:	Location:
14/98.1	14/00426/FUL	Change of use of existing barn for functions and weddings	Hoses Hall Carters Hill Toppesfield

Decision required

14/99. Disaster Planning:**14/100. Village Plan:**

Councillor Moore to update on progress

14/101. Parish Surgeries:**14/102. Training Courses & Dates:****14/103. Correspondence:**

14/103.1 EALC – County update no 122 and upcoming training courses

14/103.2 EACH – Request for consideration for local community fundraisers or Parish Council donation.

14/103.3 Braintree District Council – Town & Country Planning Act 1990 – Appeal By Mr P Moore for application no 13/00103/AGR – application for prior notification of agricultural development – erection of steel framed building. Appeal to be heard on 10th June 2014.

- 14/103.4 The Essex Playing Field – Spring Edition
- 14/103.5 10 Downing Street – Changes to tax cuts for businesses and charities for national insurance contributions.
- 14/103.6 HMRC – update information on Basic Tools and Income Tax Allowances
- 14/103.7 mh-p – Website Analytical report for April 2014
- 14/103.8 Clerk & Councils direct – May 2014 issue
- 14/103.9 Braintree District Council - Essex wide litter campaign

14/104. Any Other Business

To discuss any other business / items for the next agenda

14/105. Date of the next meeting

The next Parish Council Meeting is scheduled for 5th June 2014 at 8pm at Toppesfield Village Hall

14/106. Close