



# Toppesfield Parish Council

**Clerk to the Council:**

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8<sup>th</sup> May 2015

Toppesfield Parish Councillors

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

**Thursday 14<sup>th</sup> May 2015 at 8.00 pm at Toppesfield Village Hall.**

Kaaren Berry

Clerk to Toppesfield Parish Council

*Kaaren Berry*

## **AGENDA**

**15/95. Election of Chairman and Vice-Chairman**

**15/96. Attendance and Apologies for absence**

**15/97. 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).]*

**15/98. Open Session** – opportunity for members of the Parish to address the Parish Council.

**15/99. Minutes of last meeting** (*previously circulated*)

**15/100. Matters Arising from last meeting** - not dealt with below

**15/101. Actions from previous meeting:**

15/101.1 Councillor Bull to seek quotes for the repair of the Gainsford End Pump.

**15/102. Co-option of Councillors:**

**15/103. Internal Practices and management for the Parish Council**

15/103.1 Adoption of Sub Committees and Working Groups (Paper to be presented on the evening)

15/103.2 Elect representatives for the Charities, Village Hall, Tree Warden, Communications, Village Plan and

Allotments.

15/103.3 Proposal for Mike Henson to review website and recommend improvements to bring us into line with the latest legislation.

15/103.4 Review of the Village Plan

#### **15/104. Correspondence:**

15/104.1 Braintree District Council – Big Lottery Fund Webinars for its Awards For All Programme. Email [webinars@biglotteryfund.org.uk](mailto:webinars@biglotteryfund.org.uk) to join a webinar. These provide an introduction to this small grants programme, guidance on eligibility, programme criteria, examples of how best to evidence need for the project and top tips on achieving successful outcomes.

15/104.2 Rayne Against School Transport cuts.

15/104.3 Meeting with Nick Alston, Police and crime Commissioner – 26<sup>th</sup> June 2015 7pm Great Yeldham Reading Rooms.

15/104.4 Braintree District Council – Planning Application, 15/00347/LBC Hoses Farm. Application granted.

15/104.5 EALC – upcoming courses

15/104.6 CPRE – Action Essex, spring edition received.

15/104.7 Clerk & Councils Direct – May issue received.

15/104.8 SLCC – Clerk Magazine May issue received.

15/104.9 Essex Heritage Trust – Essex Heritage News, Spring 2015 edition received.

15/104.10 DOTS – Essex based printing company, introduction letter.

15/104.11 EALC – Legal update No 4 received

15/104.12 Mh-p website Analytical Report April 2015

#### **15/105. Financial Accounts:**

15/105.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

15/105.2 Grass Cutting Tender Award

15/105.3 Award of Parish Grants to Toppesfield & Gainsford End Allotments of £500 and St Margaret's Church PCC of £500.

15/105.4 Quote for removal of vegetation to the right of the changing rooms in Toppesfield Playing Field.

15/105.5 Quote for repair of village sign.

15/105.6 Update on progress of purchase of a piece of land behind The Green Man, Toppesfield

15/105.7 Street Cleaning Agreement 2015/2016

15/105.8 Annual Return

#### **15/106. Planning:**

15/106.1

Ref No:	Location:	Description:	Comments By:
15/00507/FUL	The Green Man Church Lane Toppesfield	Application for the removal of condition no. 3 relating to approved application 14/01350/FUL - Alterations and extension and conversion of outbuilding	27th May 2015

15/106.2 Planning Policy - Councillor Dyson to report

#### **15/107. Playing Fields:**

Discussion and proposal to permanently remove goal posts from the Toppesfield Playing Fields and potential relocation of one to Gainsford End Playing Field.

#### **15/108. Transport / Highways Issues:**

#### **15/109. Village Hall Update report:**

**15/110. WWI Commemoration Project:**

**15/111. Welcome Points of the Village:**

Proposal on improvements to 'Welcome' points to the Community, including Notice Board changes and Village Sign changes at Camoise Corner.

**15/112. Parish Surgery:**

The next parish surgery will be held on 6<sup>th</sup> June 2015 from 10.30am – 12.30pm in the village hall.

**15/113. Any Other Business:**

*To discuss any other business / items for the next agenda*

**15/114. Date of the next meeting:**

The next Parish Council Meeting is scheduled for 4<sup>th</sup> June 2015 at 8pm at Toppesfield Village Hall

**15/115. Close**