



Toppesfield Parish Council

Clerk to the Council:

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2nd December 2012

Toppesfield Parish Councillors

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

Thursday 6th December 2012 at 8.00 pm at Toppesfield Village Hall.

Kaaren Berry

Clerk to Toppesfield Parish Council

Kaaren Berry

AGENDA

12/91. Attendance and Apologies for absence

12/92. 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).]

12/93. Open Session – opportunity for members of the Parish to address the Parish Council.

12/94. Minutes of last meeting (*previously circulated*)

12/95. Matters Arising from last meeting - not dealt with below

12/96. Actions from previous meeting:

- 12/96.1 Peter Moore to contact Essex County Council regarding the hedges opposite Mallows Lane and arrange a meeting with representatives of Gainsford End regarding the speed limit.
- 12/96.2 Peter Moore to speak to Will Kettley regarding the mud on the Toppesfield Road.
- 12/96.3 Peter Moore to meet with Village Plan group leader regarding how to progress the areas identified.
- 12/96.4 Andrew Bull to prepare a programme management spread sheet for the next parish council meeting regarding the progress of the village plan.
- 12/96.5 Peter Moore to contact Sarah Burder at Braintree District Council regarding section 106 funds.
- 12/96.6 Kaaren Berry to forward a PDF copy of the complaints procedure for the website.
- 12/96.7 Andrew Bull to list for and against's and costings for a senior citizens lunch and to speak to Dave Dyson re a joint venture with the village hall committee.
- 12/96.8 Andrew Bull to report back re community group meeting / activities list for newsletter.
- 12/96.9 Kaaren Berry to contact EALC regarding courses and costs.
- 12/96.10 Kaaren Berry to provide a full breakdown of the maintenance costs.
- 12/96.11 Andrew Bull to supply costs for the Christmas Lunch for this year and next.
- 12/96.12 Andrew Bull to supply costs of grass cutting following his meeting with Braintree District Council.

- 12/96.13 Kaaren Berry to check adverts in the parish magazine against invoices and to speak to Essex County Council regarding grass cutting payment.
- 12/96.14 Peter Moore to obtain an advertising figure from Andrew Bull and to verify maintenance figures.
- 12/96.15 David Bagnall and Kaaren Berry to work on a proposed budget for next month's meeting.
- 12/96.16 Kaaren Berry to contact Braintree District Council regarding how much the precept can be raised by and why some years it is higher than others.
- 12/96.17 Peter Moore to circulate Jonathan Birchall's report on broadband.
- 12/96.18 Kaaren Berry to design a poster and put in the notice boards with all councillors contact information.
- 12/96.19 Peter Moore to speak to Andrew Bull regarding the senior citizen's lunch.
- 12/96.20 Shaun Sheldrake to organise the Christmas tree lighting event as well as a flyer to advertise it.
- 12/96.21 Peter Moore to enquire about the donation of the Christmas tree.
- 12/96.22 Kaaren Berry to chase the insurance company regarding the damages Christmas lights and to ask the school if they would attend the event to lead/sing carols.

12/97. Financial Accounts:

- 12/97.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 12/97.2 Barclays Bank – business credit card application form received.

12/98. Budget / Precept:

Discussion and considerations regarding the budget and precept

12/99. Standing Orders / Financial Regulations:

Amendments for consideration / discussion.

12/100. Transport / Highways Issues

Updates or reported problems

12/101. Village Hall Update report

Councillor Sheldrake to report

12/102. Broadband

Update on progression from Councillor Moore

12/103. Community Amenity Asset Register

Kaaren Berry to report on meeting with Jo Beavis

12/104. Quality Council Status

Report by Councillor Bagnall

12/105. Christmas tree Lighting and Celebrations

Feedback regarding the event.

12/106. Events and Communication Update / Feedback

Councillor Bull and Councillor Levick to report

12/107. Recreational Areas / Open spaces

- 12/107.1 Progression on works – Councillor Bull to report.

12/108. Planning

Application No: 12/01504/FUL Location: 1 Church Lane, Toppesfield

Description: Demolition of existing garage and erection of new garage with single storey rear extension, addition of upstairs cloakroom and conversion of existing stable block into annexe accommodation with additional bedroom and lobby side extensions.

12/109. Winter Gritting Team

Putting the team together

12/110. Correspondence

- 12/110.1 Essex County Council – Bus Passenger News – no changes to Toppesfield service
- 12/110.2 Essex County Council Highways – Road Closure – Gainsford End Road and Harrow Hill posters put into notice boards.
- 12/110.3 Clerk and Councils Direct – November issue received.
- 12/110.4 National Grid – delayed works restarting and expected to finish March 2013.
- 12/110.5 National Grid – Community Forum Dates.
- 12/110.6 Braintree District Council – Parish Support Grant / Precept.
- 12/110.7 TDR Surface Repairs brochure.
- 12/110.8 National Grid – minutes of last community forum meeting and action schedule.
- 12/110.9 RCCE Oyster magazine – Autumn Issue received.
- 12/110.10 Glasdon trade brochure received.
- 12/110.11 SLCC – The Clerk Magazine – November issue received.
- 12/110.12 Countryside Voice – winter 2012 issue received.
- 12/110.13 Local Council Administration book - received

12/111. Any Other Business

To discuss any other business / items for the next agenda

12/112. Date of the next meeting

Next Meeting is scheduled for 3rd January 2013 at 8pm at Toppesfield Village Hall

12/113. Close