



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

29th November 2014

Toppesfield Parish Councillors

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

Thursday 4th December 2014 at 8.00 pm at **Toppesfield Village Hall** for the purpose of transacting the following business:

Kaaren Berry

Kaaren Berry

Clerk to Toppesfield Parish Council

AGENDA

14/248. Attendance and Apologies for absence:

14/249. Requests for and Consideration of Dispensation Requests:

14/250. 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).]

14/251. Open Session – opportunity for members of the Parish to address the Parish Council.

14/252. Minutes of last meeting: *(previously circulated)*

14/253. Matters Arising from last meeting - not dealt with below

14/254. Actions from previous meeting:

14/254.1 Kaaren Berry to look into the structure in Camoise Close on the private drive.

14/254.2 Councillor Bull to email all Councillors and clerk with the communications plan.

14/254.3 Councillor Sheldrake to help with the grass cutting tender documentation.

14/254.4 Councillor Sheldrake to contact BT and confirm that it has been agreed that the phone box in Gainsford End is to remain as a Phone Box.

14/254.5 Kaaren Berry to register with the ICO for data protection.

14/254.6 Councillor Sheldrake and Kaaren Berry to go through the Draft Emergency Plan.

14/254.7 Kaaren Berry to forward last year's budget and precept figures to all Councillors for discussion at the next Parish Council meeting.

14/254.8 Kaaren Berry to find out who other parish councils use as their internal auditors.

14/254.9 Kaaren Berry to look into a job description for the tree warden position.

14/254.10 Councillor Bull to contact Sible Hedingham Parish Council regarding the New Minibus link to Sudbury.

14/255. Correspondence:

- 14/255.1 Braintree District Council - Election Recharges Estimate
- 14/255.2 Braintree District Council – Revised Recycling & Refuse Collections over the holiday period
- 14/255.3 Essex County Council – Superfast Broadband update
- 14/255.4 SLCC – Roadshows and Conferences information and play equipment flyer from HAGS.
- 14/255.5 SLCC – Clerk Magazine, November issue.
- 14/255.6 War Memorials Trust, Bulletin Magazine – no 63 issue
- 14/255.7 Braintree District Council – Councillor Vacancy.
- 14/255.8 Anglian Water – Confirmation of change of address for billing.
- 14/255.9 Braintree District Council – Community Games 2015, grant applications
- 14/255.10 Braintree District Council – Press releases.
- 14/255.11 Mrs Clark – Indian Horse Chestnut

14/256. Financial Accounts:

- 14/256.1 To receive the Clerk's Report indicating receipts and payments requiring approval.
- 14/256.2 Budget and project considerations for 2015/2016.
- 14/256.3 Quotes for installing the new noticeboard.

14/257. Internal Practices and management for the Parish Council:

- 14/257.1 Communications plan for consideration.
- 14/257.2 Set up Sub Committees for the Parish Council.

14/258. 'Greene King Field' - Land for Sale:

- 14/258.1 Update of progress.

14/259. Report from the Leisure and Recreation Group:

- 14/259.1 Report of update from Section 106 application.
- 14/259.2 RoSPA Inspection Report

14/260. Planning:

14/260.1

Application No:	Description:	Location:	Action Required:
4/01350/FUL	Alterations and extension and conversion of outbuilding	The Green Man Church Lane Toppesfield CO9 4DR	Comments to Braintree District Council

14/261. Transport / Highways Issues:

- 14/261.1 Report on any highway issues.

14/262. Village Hall Update report:

Councillor Sheldrake to report

14/263. Housing Needs Survey:

Councillor Collard to report.

14/264. Winter Planning:

Actions to be discussed and agreed.

14/265. Councillor to attend next Parish Surgery and report from last Surgery:

14/265.1 Report of concerns raised at the last Parish Surgery.

14/265.2 Surgery to be held on 6th December 2014, 10.30am – 12.30pm at Toppesfield Village Hall.

14/266. Any Other Business:

To discuss any other business / items for the next agenda

14/267. Date of the next meeting:

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

14/268. Close